



# ***AIRFIELD VEHICLE REGISTRATION***

## 1. VEHICLE REGISTRATION PROCEDURES

### a. Permanent Airfield Registration

- (1) Airport tenants may obtain temporary or permanent airfield registration through vehicle registration, inspection, and decal issuance. ***This process is conducted on a first come, first served basis at the vehicle inspection station on Monday through Friday from 7:30am – 2:30pm. You do not need an appointment.***
- (2) Prior to registration, each vehicle shall be required to pass a safety inspection and provide proof of insurance. The insurance must list the Metropolitan Washington Airports Authority as “additional insured” in respect to all policies except worker’s compensation and employer’s liability. The safety inspection is conducted at the Inspection Station using the checklist on page 3. Items that have failed inspection must be corrected before registration.
- (3) In addition, proof of motor vehicle insurance in at least the following amounts is required:
  - (a) Personal Injury - \$500,000 each person,  
\$1,000,000 each occurrence
  - (b) Property Damage - \$1,000,000 each occurrence
- (4) Vehicles satisfactorily completing the inspection will be registered with the Safety and Security office and assigned a numbered decal to be affixed to the left front portion of the vehicle.
- (5) All tenant managers with registered vehicles must notify the Safety and Security office of any vehicle: (a) permanently removed from service or (b) with a decal that is damaged beyond readability, so that the vehicle registration can be voided/updated



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Airfield Vehicle Control Program

2. VEHICLE REQUIREMENTS

- b. Identification. For the purpose of rapid identification, each vehicle authorized to operate on the airfield shall display on each side and on the roof (or the hoods of vehicles without roofs) three letter identifying initials with an identifying number immediately adjacent. These markings shall be:

- (1) Painted on the vehicle
- (2) Be a stenciled decal, or
- (3) A magnetic sign

The side markings shall be a minimum of eight inches (8") in height and installed in any easily visible location. The roof (or hood) markings shall be a minimum of twelve inches (12") in height and shall be installed to be read when looking from front to rear of the vehicle. All identifying markings shall be in sharp color contrast to the rest of the vehicle.

***To ensure that a specific three-letter identifier is available, please contact the Safety and Security office at (703) 572-2740 prior to installing markings on your vehicle(s).***

- c. Special Lighting.

(5) Aircraft Support Vehicles and other vehicles five feet (5') in height or over, and all sedans and station wagons shall be equipped with Department of Transportation, Federal Highway Administration (DOT-FHWA), motor carrier safety regulation type clearance lights mounted in accordance with DOT-FHWA requirements. If the configuration of a vehicle is such that DOT-FHWA type clearance lights cannot be installed, a single non-flashing 360-degree amber light may be used. This light shall be a minimum of four inches (4") high, two and one half inches (2 ½") in diameter, and of at least 50 candlepower. If the vehicle involved is to be operated off the airfield, the amber light may be a removable type, which must be covered or removed when the vehicle is operating off the airfield.

(6) Flashing or blinking lights are prohibited unless specifically authorized by the Airport Manager.



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Airfield Vehicle Control Program

3. VEHICLE SAFETY EQUIPMENT

- c. Fire Extinguisher. Each airfield approved vehicle shall be equipped with at least one *five pound* carbon dioxide or dry chemical extinguisher.
- d. Tires shall be in serviceable condition. Grooved tires must have a minimum depth of 1/16 of an inch as specified by Virginia Code and tires with fabric or steel in direct contact with the road surface and/or with sidewall breaks are prohibited.
- e. Mufflers and exhaust lines shall be of rigid construction with all joints of either screw flange, or sleeve and clamp type, and free of holes. The exhaust end of the tailpipe shall extend parallel to and at least 18 inches (18”) from the ground on all fuelers and defuelers.
- f. Sediment bowls, fuel pump bowls, and carburetor float chambers shall be made of metal
- g. All lubricating oil, fuel, or alcohol dispensing nozzles shall be designed to prevent flow of product unless manually operated. Devices that permit the automatic flow of fuel are prohibited.
- h. For all vehicles that are not equipped with dimmer switches for headlights, headlights must be focused to strike the ground no more than 50 feet (50’) ahead of the vehicle.
- i. All vehicles with a type chassis that normally would be required to be licensed to operate of Virginia highways shall have two operating taillights, stoplights, and appropriate turn signals.
- j. Cab floors and steps shall be covered with a non-skid mat or coated with non-skid paint.
- k. Emergency brakes must be capable of holding the vehicle when placed in drive with the motor running and only the emergency brake engaged.
- l. Windshields, rear glass, and side glass must be clear and unbroken.
- m. Vehicles so equipped shall have windshield wipers, horns, and speedometers in operating condition.
- n. All Baggage tugs and small, specialized ramp vehicles must have at least one operating taillight
- o. Baggage carts must be equipped with reflectors and have at least on three-inch strip of reflective tape or paint across the front and rear panels. A reflective company insignia will be acceptable.

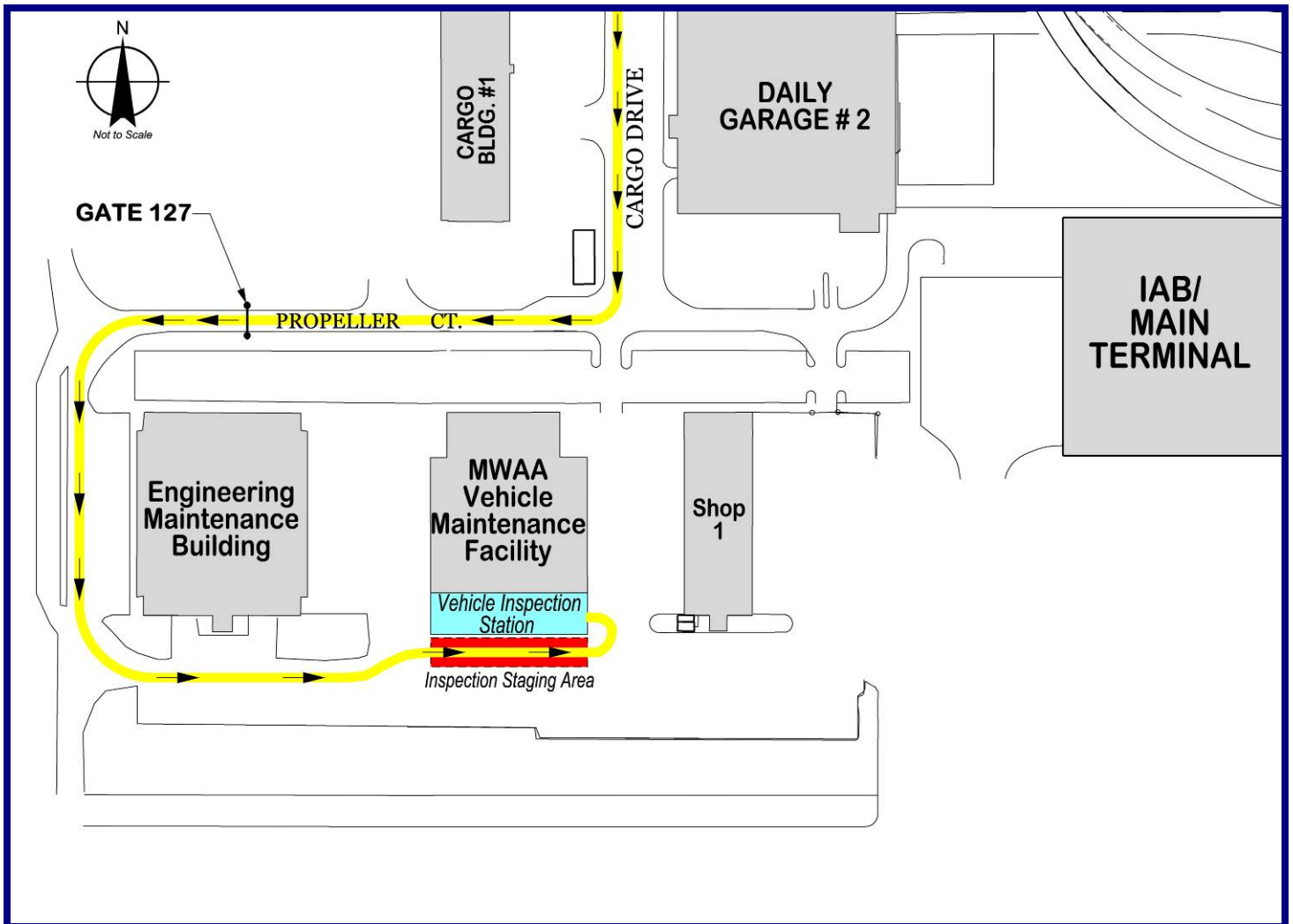


# Washington Dulles International Airport

## Vehicle Maintenance Facility East

### **Vehicle Inspection Station**

Hours of operation: M-F, 7:30 AM - 2:30 PM



# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

|          |   |        |
|----------|---|--------|
| PRODUCER | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. |        |
|          | INSURERS AFFORDING COVERAGE   | NAIC # |
| INSURED  | INSURER A:  |        |
|          | INSURER B:  |        |
|          | INSURER C:  |        |
|          | INSURER D:  |        |
|          | INSURER E:  |        |

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR                    | ADD'L INSRD | TYPE OF INSURANCE  | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS   |                      |        |                    |    |                            |    |                             |    |
|-----------------------------|-------------|--|---------------|----------------------------------|-----------------------------------|--|----------------------|--------|--------------------|----|----------------------------|----|-----------------------------|----|
|                             |             | <b>GENERAL LIABILITY</b><br><input type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |               |                                  |                                   | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$   |                      |        |                    |    |                            |    |                             |    |
|                             |             | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS   |               |                                  |                                   | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$  |                      |        |                    |    |                            |    |                             |    |
|                             |             | <b>GARAGE LIABILITY</b><br><input type="checkbox"/> ANY AUTO   |               |                                  |                                   | AUTO ONLY - EA ACCIDENT \$<br>OTHER THAN AUTO ONLY: EA ACC \$<br>AGG \$  |                      |        |                    |    |                            |    |                             |    |
|                             |             | <b>EXCESS/UMBRELLA LIABILITY</b><br><input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE<br><br><input type="checkbox"/> DEDUCTIBLE<br><input type="checkbox"/> RETENTION \$  |               |                                  |                                   | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$<br>\$<br>\$   |                      |        |                    |    |                            |    |                             |    |
|                             |             | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?<br>If yes, describe under SPECIAL PROVISIONS below   |               |                                  |                                   | <table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table> | WC STATU-TORY LIMITS | OTH-ER | E.L. EACH ACCIDENT | \$ | E.L. DISEASE - EA EMPLOYEE | \$ | E.L. DISEASE - POLICY LIMIT | \$ |
| WC STATU-TORY LIMITS        | OTH-ER      |  |               |                                  |                                   |  |                      |        |                    |    |                            |    |                             |    |
| E.L. EACH ACCIDENT          | \$          |  |               |                                  |                                   |  |                      |        |                    |    |                            |    |                             |    |
| E.L. DISEASE - EA EMPLOYEE  | \$          |  |               |                                  |                                   |  |                      |        |                    |    |                            |    |                             |    |
| E.L. DISEASE - POLICY LIMIT | \$          |  |               |                                  |                                   |  |                      |        |                    |    |                            |    |                             |    |
|                             |             | <b>OTHER</b>   |               |                                  |                                   |  |                      |        |                    |    |                            |    |                             |    |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

|                    |   |
|--------------------|---|
| CERTIFICATE HOLDER | <b>CANCELLATION</b>   |
|                    | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.<br>AUTHORIZED REPRESENTATIVE |