



S.A.F.E.



Seattle-Tacoma
International
Airport

SEA Airfield Enforcement Program at Sea-Tac Airport

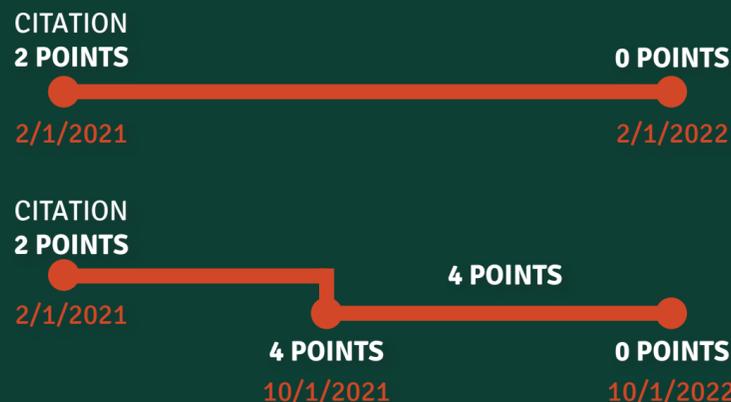
THE ENFORCEMENT PROCESS

POINT ACCUMULATIONS & PENALTIES

Point Accumulations and Penalties	
Accrued over a rolling 12-month period starting from the last infraction	
Note: These penalties, subsequent point assignments, and actions are subordinate to individual company standards, penalties, policies, and practices, including grievance and/or appeal processes. More restrictive or stringent consequences may apply based on company practices and policies.	
DESCRIPTION OF OFFENSE	POINTS
PHYSICAL IMPAIRMENT: Alcohol, drug use determined (as may be observed, detected or suspected by AOS/ADM/POS Staff, but supported by POS Police Department only)	12
SUSPENDED/REVOKED LICENSE: Driving with a suspended or revoked driver's license	12
SURFACE INCIDENT: Any action meeting the FAA definition of "an unauthorized or unapproved movement within the designated movement area (excluding runway incursions) or an occurrence in that same area associated with the operation of an aircraft that affects or could affect the safety of flight"	8
RUNWAY INCURSION: Any action meeting the FAA definition of an "occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of aircraft"	8
RECKLESS OR AGGRESSIVE DRIVING: Operation of a vehicle in a manner which could cause harm or injury to persons or property.	6
SMOKING ON AIRFIELD: Smoking on Airfield	6
FUELING - GENERAL UNSAFE PRACTICES: Fueling while vehicle running, not properly bonding, operating faulty equipment. ***Additionally requires retake of AOA Training and Fuel Safety Training	6
CUTTING OFF/ BLOCKING AIRCRAFT: Impeding path of taxiing/towed aircraft (cut-off) or blocking path with parked equipment, tugs, materials or vehicle/s including parking equipment/vehicle on or within the taxilane object-free area	4
TAXILANE OR TAXIWAY VIOLATIONS: Not following Airport Traffic Control Tower or Seattle Ramp Tower Instructions. Driving a vehicle across a vehicle control line without proper authorization. Walking across a taxilane from one terminal to another.	4
PARKING - SAFETY CONCERN: Parking in an area that limits emergency operations or creates a hazard to aircraft. This includes: Blocking of emergency exits, Fire Lanes, Aircraft Safety Envelope, aircraft parking area, Object Free Area.	4
AIRCRAFT TOW TRAINING: Towing of Aircraft without the proper level of POS drivers training	4
FAILURE TO REPORT AN ACCIDENT: Failure to report an accident to the Airport while remaining at the scene	4
FAILURE TO REPORT A FUEL SPILL: Failure to report a fuel spill	4
DISTRACTED DRIVING: Operating a vehicle while being distracted, talking on phone or texting while driving or otherwise not paying attention while driving.	4
DRIVING - GENERAL UNSAFE DRIVING OR OPERATIONS: General unsafe driving, e.g. following too close, driving under a wing of an aircraft, unsafe operations, etc. Failure to properly chock and set parking brake/s of any parked, unattended or running, equipment, vehicle or wheeled apparatus, or while fueling aircraft. Being involved in negatively contributing to an AOA vehicle accident	3
DRIVING UNSOUND OR UNSAFE EQUIPMENT: Operation of a vehicle that is in unsound or unsafe mechanical condition. Exceeding authorized tow limits or numbers (bag carts/dollies) / unsafe load. Allowing others to ride on vehicle/ tailgate or exceeding vehicle designed seating or storage capacity	3
SPEEDING: Excess of posted/signed or identified speed limits for operating location	3
DRIVING WITHOUT A SEATBELT: Not using a seatbelt or other safety equipment on vehicle so equipped	3
DRIVING - SHORTCUTTING OR FAILURE TO OBEY SIGNS/MARKINGS/YIELD, ETC: Failure to obey lawful signals of POS employee or comply with posted signs, markings, traffic signals including failure to obey STOP signs or driving the wrong way in a one-way lane. Failing to utilize (shortcutting) drive lanes or service roads; yield thru traffic on service road or adhere to posted markings, signage, guidance or notices. Failure to give right-of-way to any emergency vehicles	3
GENERAL SAFETY VIOLATIONS: Unsafe violations of Port of Seattle Rules and Regulations or other acts that may be deemed unsafe. Contributing to an incident or accident. Including horseplay; e.g. activities not associated with work, improper riding of bikes, scooters, skates or others not authorized by POS. Improper use of baggage system or general unsafe acts.	3
ELECTRONIC DEVICE USAGE: Usage of device (electronic or other) which could cause distraction while on the AOA or Bagwell whether driving or walking	3
EQUIPMENT - GENERAL: Maintenance or usage of equipment in an unauthorized area or manner. Including the improper storage of equipment or usage of equipment that can lead to property damage of Airport Equipment. Improper storage of 400 hz cords, eGSE charging cords and PC air hoses.	3
FOD: Creating a FOD hazard (littering) or failure to pick up FOD. Leaving a dumpster lid open, leaving trash outside of dumpster; creating a FOD or wildlife hazard	3
DRIVING LICENSE NOT IN POSSESSION: Driver's License valid but not in possession ****(Employee is immediately removed from airfield and supervisor advised they cannot drive until license is provided)	2
VEST OR SAFETY GARMENT: Failure to wear safety vest or reflective garment on AOA 15 feet from building or failure to use proper ANSI 2 level garments	2
GENERAL COMPLIANCE VIOLATION: Failure to follow Port of Seattle Rules and Regulations	2
EQUIPMENT - DERELICT EQUIPMENT: Failure to remove unserviceable units	2
PARKING - COMPLIANCE: Illegal parking in bagwell, or around aircraft parking gates, including staging GSE in unauthorized area including aircraft parking area, No Parking Space, blocking Airport Operations vehicles or parked in other companies' areas	2
WILDLIFE: Unauthorized wildlife feeding. Possessing unauthorized pets inside leaseholds or Airfield	2

VIOLATION POINTS & TRACKING

Points will be assessed for each offense listed on the violation. These points will be cumulative and will become part of the recipient's record for as long as they are badged by the Airport. The points will be tracked for a period of 12 consecutive months. If the offender **DOES NOT** incur any further violations during this period, the point(s) will drop off.

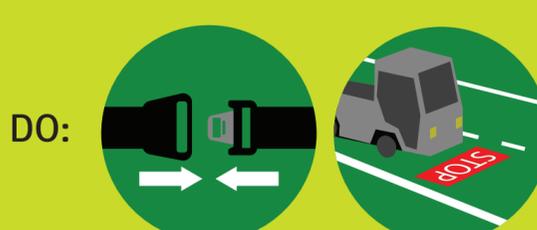


HOW PENALTIES ARE APPLIED

	Individual	Company
1st Penalty	4 points	Remedial Training within 7 days
2nd Penalty	6 points	1-Day Suspension of AOA, SIDA, and Restricted Area Privileges
3rd Penalty	9 points	14-Day Suspension of AOA, SIDA, and Restricted Area Privileges
4th Penalty	12 points	Permanent Revocation of AOA Driving Privileges

THE APPEALS PROCESS

In general, individual violations are NOT subject for appeal. Eligibility for an appeal of the disciplinary action applied to accumulated points begins at the point where discipline is at the 14 day suspension level. An appeal of discipline will not delay/defer implementation of the penalty. An offender has 14 business days from issuance of the Violation Notice to file an appeal to the AV Operations department via email (safe@portseattle.org).



REPORT HAZARDS AND INCIDENTS
(206) 787-SAFE