

APPENDIX D - ELECTRIC CART REGULATIONS – TERMINAL BUILDING

A. Scope

These Rules and Regulations outline the requirements and procedures for the safe operation of electric cart vehicles (hereinafter “Vehicles”) within the Terminal Building at Philadelphia International Airport (“PHL”).

B. Intended Uses

Vehicles shall only be used for legitimate business purposes and are only intended to be used for transporting elderly and/or physically challenged persons within the Terminal Building. Vehicles shall not be used to transport employees and supplies throughout the Terminal Building. Only certain designated, specially equipped Vehicles may be used to transport equipment needed by DOA approved Contractors in the Terminal Building.

C. General

1. **Authorized Vehicle Operators.** No person shall operate a Vehicle within the Terminal Building unless he/she:
 - a. Possesses a valid driver’s license;
 - b. Has successfully completed the PHL Electric Cart Training Program by passing the required written examination; and
 - c. Is in possession of an appropriately annotated PHL ID Badge (with a red “C”, PHL Electric Cart Operator designation) indicating authorization to operate a Vehicle within the Terminal Building.
2. **Proof of Operator Authorization Required.** A Vehicle operator must prove his/her authority to operate a Vehicle within the Terminal Building by prominently displaying his/her valid PHL ID Badge with the appropriate operator authorization at waist level or above, prominently displayed and readily visible on his/her outer clothing. Anyone found operating a Vehicle without the proper icon on his/her PHL ID Badge will be directed to park the Vehicle and surrender that PHL ID Badge and be issued a violation. The PHL ID Badge will be returned to the employee only after his/her employer provides a satisfactory written explanation to the CEO or his designee regarding the incident and said employee has fully complied with any requirements imposed by the CEO or his/her designee as a condition for return of the PHL ID Badge. If the operator fails to produce a PHL ID Badge when challenged, he/she shall not be permitted to continue to operate the Vehicle within the Terminal Building, a violation will be issued and appropriate security measures will be implemented in accordance with the Rules and Regulations.

3. **Authorization Limited to Work Areas During Work Hours.** Authorized operators may only operate Vehicles during scheduled work hours and in assigned work areas.
4. **Conformance with Applicable Codes and Regulations.** Vehicle operations within the Airport Terminal Buildings shall conform with current and subsequent provisions of the motor vehicle code, OSHA and all other federal, state or local traffic regulations, written or implied and any rules, regulations or policies prescribed by the DOA.
5. **Vehicle Parking and Battery Charging Areas.** Vehicle parking and battery charging areas must be located within the Vehicle owner's leased space unless otherwise authorized by Airport Operations.
6. **Reporting Responsibilities.** Vehicle owners or operators shall immediately report all accidents and unsafe conditions to Airport Operations at (215) 937-6800. If there are injuries Vehicle owners or operators shall also contact (215) 937-3111.
7. **Responsibility for Damages.** The owner, agent and/or driver of an electric cart shall be responsible for any and all damages caused by their Vehicle at PHL.
8. **CEO Reservation of Right to Restrict Vehicle Operations and Operator Driving Privileges.** The CEO reserves the right to restrict all Vehicle Operation and/or a Vehicle operator's driving privileges within the Terminal Building at any time.

D. Employer Responsibilities. Employers who obtain authorization to operate electric carts at PHL shall ensure that:

- a. Their employees whose duties require them to operate electric carts within the Terminal Building have successfully completed the PHL Electric Cart Training Program by passing the required written examination administered by the PHL Operations Department and obtained an appropriately annotated PHL ID Badge (with a red "C" icon indicating authorization to operate electric carts in the Terminal Building) before they are allowed to operate the Vehicles in the Terminal Building;
- b. They train employees to operate Vehicles in accordance with manufacturer specifications and standards;
- c. Their employees comply with PHL Rules and Regulations;
- d. Employees whose PHL ID Badges have been suspended or revoked due to violations of PHL's Rules and Regulations participate in and complete

remedial retraining as required by the CEO or his designee prior to reinstatement of their Vehicle operator privileges; and

- e. Vehicles are properly maintained and in safe condition.

E. Driver Authorization Process and Procedures

1. **Prerequisites.** Individuals seeking to obtain a PHL Electric Cart Operator designation must meet the following requirements:
 - a. Have job duties that require them to operate electric carts within the Terminal Building at PHL;
 - b. Possess a valid state driver's license; and
 - c. Possess a valid PHL ID Badge.
2. **Application/Training Materials.** A permit application and the PHL Electric Cart Training Manual can be obtained through the Airport Operations Office located in Terminal C. Each applicant must read the Electric Cart Training Manual before he/she can take the written test.
3. **Training.** PHL will ensure that each airline or tenant trains its employees who need to operate Vehicles on the proper operation of the Vehicles in accordance with manufacturer specifications and guidelines in order to maintain the integrity of the PHL Electric Cart Training Program.
4. **Testing.**
 - a. Each applicant for a PHL Electric Cart Operator authorization is required to score 70% or higher on a written examination consisting of multiple choice and/or true-false questions based on information provided in the Electric Cart Manual in order to successfully complete the Electric Cart Training Program.
 - b. The test will only be administered after an applicant has submitted a completed permit application form that has been received and reviewed by Airport Operations personnel.
 - c. Airport Operations personnel shall conduct all testing of applicants for the PHL Electric Cart Operation authorization.
5. **Authorization for PHL Electric Cart Operator Designation.** Airport Operations personnel will issue a written permit or equivalent to each applicant who has successfully completed the training program and passed the written examination. Each applicant shall contact the PHL Badging Office to have the appropriate icon indicating authorization to operate electric carts in the Terminal Building added to his/her PHL ID Badge.

F. Vehicle Regulations

1. Permitted Vehicles

- a. Only electrically powered Vehicles with sealed, non-lead acid batteries may operate within the Terminal Building.
- b. The CEO reserves the right to determine the length and width of Vehicles permitted to operate within the Terminal Building.

2. **Vehicle Requirements.** All electric carts operating within the Terminal Building must comply with the following:

- a. **Proper Identification.** Each Vehicle shall be identified with the company name and/or logo and a number that is affixed at least 3 inches high and affixed to each side of the Vehicle. Where it is not possible to identify the Vehicle by name due to multiple tenant use, the Vehicle shall be marked in a manner prescribed by the Airport.
- b. **Vehicle Condition.** All Vehicles operating within the Terminal Building must be in first class conditions. First class condition means that the Vehicle is clean, dent free, safe, in good condition and properly maintained and inspected.
- c. **Safety Equipment.** No Vehicle shall be operated unless all safety equipment thereon is in proper working condition. Inoperative or damaged Vehicles must be promptly repaired within 24 hours or removed from the Terminal Building.
- d. **Tires.** Vehicle tires shall be gray or white, nylon tired with straight tread, and non-marking on carpets and/or terrazzo.
- e. **Oil and Grease Fittings.** All oil or grease fittings will have caps to prevent dripping on floor surfaces.
- f. **Maximum Governor Setting.** Each Vehicle shall have a maximum governor setting of five (5) miles per hour.
- g. **Horns/Sound Warning Devices.** Horns and/or sound warning devices must be approved by PHL.

3. **Battery Chargers.** Battery charges shall meet the following requirements:

- a. Be correctly sized for machine voltage as recommended by the manufacturer;

- b. Be equipped with appropriate AC plugs as specified by PHL. Battery re-charging AC plugs shall not be tampered with or retrofitted to fit any AC outlet, other than those charging outlets designated by PHL and any tampering and/or retrofitting of AC plugs shall be reported to Airport Operations;
- c. Be shut down at the end of each charging cycle as specified by the manufacturer; and
- d. Shall not arc when leads are shorted together.

4. Vehicle Inspections

- a. Airport Operations must inspect all Vehicles prior to their being placed in operation. Owners may contact Airport Operations at (215) 937-6800 for a copy of the inspection standards and to schedule Vehicle inspections.
- b. Airport Operations personnel shall conduct random and semi-annual inspections of Vehicles.

G. Operating Requirements

1. General Requirements

- a. **Restricted Operation Area.** Electric carts are only allowed to operate within the Secure Area of the Airport except in the A East/B and C/D Links. Operation is restricted in certain areas of the Secured Area due to the terminal design and the potential for Vehicles to impede passenger traffic flow.
- b. **Safe Operation Required.**
 - i. Operators shall operate Vehicles safely by not taking off or stopping abruptly, speeding or driving carelessly and paying attention to their surroundings in order to recognize and address potential hazards.
 - ii. Operators shall be cautious when driving around passengers and may not swerve or weave in and out of pedestrian traffic.
 - iii. Operators must watch for blind spots or people exiting out of side doors.
- c. **Cell Phone Use Prohibited.** Operators are prohibited from using cellular telephones while operating the Vehicle.

- d. **Speed Limit.** The speed limit in the Terminal Building is five (5) miles per hour (“mph”). When passageways are crowded with passenger traffic the Vehicle should be operated at a speed equivalent to a brisk walk.
- e. **Highway Lane Practice.** Vehicles traveling in the Terminal Building must adhere to highway lane practice, i.e. to drive to the right side of the imaginary centerline at all times.
- f. **Maintaining Safe Distance.** Operators shall stay at a safe distance from pedestrians and other Vehicles in order to allow enough time to stop the Vehicle should someone or another Vehicle make a sudden stop.
- g. **Passing Prohibited.** Operators shall not pass moving Vehicles driving in the same direction.
- h. **Yielding to Pedestrian Traffic.** Vehicles will yield to **all** pedestrian traffic.
- i. **Required Stops.** Vehicles will stop at all intersections and other designated areas as required by the CEO.
- j. **Reversing.** Operators may not back Vehicles around corners or more than fifteen (15) feet without assistance.
- k. **Parking.**
 - i. Parking of Vehicles will only be allowed in the owner’s leased areas or in designated parking areas, which will be identified by the CEO except when actually engaged in loading or unloading of passengers.
 - ii. No person shall leave a Vehicle unattended without first stopping the engine, locking the ignition, removing the key and taking it with him/her.
 - iii. Vehicles shall not be parked as follows:
 - In the main intersections of each terminal, on bridges, connectors, links, except for those areas that have been designated by PHL;
 - In a manner that blocks emergency doors and/or equipment; or
 - At the top of escalators, unless loading or unloading passengers.

- l. Charging Vehicles.** Operators shall plug Vehicles into predetermined electrical outlets when not in use in order to ensure that the Vehicle is fully charged and ready to go at all times.
- m. Reporting Responsibilities.** Operators shall report any dangerous conditions to a supervisor, Airport Police and/or Airport Operations.

2. Safety Procedures

- a. Equipment Inspection Prior to Operation.** Each Vehicle operator is required to do the following at the start of every shift and periodically throughout the day:
 - i. Check brakes to make sure that the foot and hand brakes each stop the Vehicle evenly and steadily.
 - ii. Check audible warning devices to make sure that all approved audible warning devices are operational.
 - iii. Check tires to ensure that tires are properly inflated, not worn and contain no foreign objects.
 - iv. Check lights to make sure that all headlights, warning lights, flashers and other lighting systems are working.
 - v. Check seats to ensure that there are no tears or rips; that safety belts are properly secured to the frame; and that the arm rests have no loose screws, nuts or bolts.
 - vi. Check battery indicator to ensure that Vehicles are properly charged in accordance with the Vehicle operation manual prior to use.

If any problems are identified, the Vehicle operator shall immediately notify the owner or his/her designee or his/her supervisor of the problem and shall not operate the Vehicle until the problem identified is fixed.

- b. Transporting Passengers.** Operators shall comply with the following when loading, unloading and transporting passengers:
 - i. Stop Vehicle completely before allowing passengers to get near, on or off the Vehicle and never allow anyone to get on or off the Vehicle while it is moving;
 - ii. Set the hand brake before anyone, including the operator gets onto or off the Vehicle;

- iii. Assist passengers onto or off the Vehicle as needed;
- iv. Make sure all passengers are seated safely with their seat belts on (if available) before the Vehicle is put into motion;
- v. Make sure that luggage is safely and securely placed on or removed from the Vehicle;
- vi. Instruct all passengers that they may not get on or off the Vehicle while it is in motion; and
- vii. Operators may not hang or transport wheelchairs on the back of the Vehicle.

H. Enforcement Program

1. **Penalties for Violations.** All violators will be subject to a citation through the Notice of Violation program. Penalties for failure to comply with this Section may result in any combination of the following:
 - a. Issuance of a Notice of Violation;
 - b. Monetary fines as outlined in Appendix G of these Rules and Regulations;
 - c. Mandatory retraining;
 - d. Suspension or revocation of driving privileges; and/or
 - e. Suspension or revocation of violator's PHL ID Badge

The CEO has authorized the Airport Police and Airport Operations personnel to enforce Airport Rules and Regulations according to the following:

1st Offense – Operator's employer notified of first violation, with a request to counsel or have the employee retrained.

2nd Offense – Operator will be suspended from operating Vehicles within the Terminal Building for a period of not less than two (2) scheduled work days.

3rd Offense – Operator must surrender his/her PHL ID Badge to Airport Operations and will be suspended from operating Vehicles within the Terminal Building for a period of not less than two (2) scheduled work weeks.

4th Offense – Operator must surrender his/her PHL ID Badge to Airport Operations and his/her operating privileges will be revoked for a period of not less than one (1) year from the date of the fourth offense.

The number of violations is based on a rolling one (1)-year cycle so that the DOA will review a driver's record for the one-year period prior to the date of violation to determine the number of the offense. For example, if a violation occurs on July 10, 2011, the DOA will review the driver's record and count the number of violations during the one-year period between July 11, 2010 through July 10, 2011 to determine the number of offenses.

2. **Reinstatement.** The Operator's driving privileges may be reinstated at the end of his/her suspension period at the discretion of the CEO.