

For Questions Regarding  
Vehicle Procedures, Contact  
the Access Control Office  
801-575-2423

# VEHICLE PROCEDURES



**Failure to wait at a vehicle gate is our number one security violation**

**You must have this icon on your badge to operate a motorized vehicle in the Air Operations Area.**



## Vehicle Requirements in Secure Areas

Company identification markings on both sides of the vehicle are required for all vehicles, except those under escort.

The markings must have letters at least 2 inches high, visible from a distance of 50 feet, and in a contrasting color from the vehicle or background of the lettering. The markings may be on a magnetic sign, window placard or painted directly on the vehicle, and must match the company name on the driver's badge.

**HAND-WRITTEN CARD-BOARD SIGNS TAPED TO A WINDOW ARE NOT ACCEPTABLE MARKINGS**

Non-traditional vehicles operating in the air operations area must meet the requirements for company markings but are not required to have a ramp permit. A non-traditional vehicle is one that is not intended for use on public streets, such as ATV's belt loaders, tugs, forklifts and golf carts.

Equipment (backhoes, graders, etc.) that remains at the job site does not require a ramp permit and may be stored in the staging area; however, it must be identified with a company name or logo.

The driver of a vehicle operating in the AOA is responsible for ensuring the vehicle has the required permit and markings.

**All vehicles operating in the AOA, except for those under escort or considered to be non-traditional, must have an Airport-issued**



## Requirements at Vehicle Gates

You may not follow another vehicle or allow another vehicle to follow you when entering the secure area (piggybacking), unless the vehicle is under escort.

When preparing to enter a secure area, each driver must wait for the gate to completely close behind the vehicle in front of them before presenting his/her badge at the reader. After entering the secure area, you must stop and wait for the gate to completely close behind you. This prevents an unauthorized person from following you through the gate into the secure area. If the gate malfunctions and does not close, contact the Airport Control Center at 801-575-2401. You must remain at the gate until an Airport representative arrives.

Piggybacking is allowed when exiting the secure area, provided the last vehicle through the gate waits for it to close. However, if you open the gate with your badge, it is your responsibility to ensure that any vehicles exiting after you on your card swipe remain at the gate until it has closed. To avoid a security violation, remain in the area until you are certain the gate has closed.

## ID Verification and Internal Gates

**ALL DRIVERS AND PASSENGERS MUST GO THROUGH THE ID VERIFICATION PROCESS WHEN ENTERING STAFFED VEHICLE GATES**



**Vehicles operated within leased areas of general aviation facilities and private hangar areas on the East side of the airport are not required to have company markings or a ramp permit.**

The TSA requires the airport to designate and control access to what is known as the “secure area.” This is the area in which air carrier operations occur and the highest level of security needs to be maintained to ensure the safety of passengers. Vehicle gates 11 and 12 near the Delta cargo facility create the south boundary to the secure area while vehicle gate 22 near UPS creates the north boundary.

There is also a security directive issued by the TSA requiring the airport to ensure the ID’s of all occupants of a vehicle entering the secure area are valid. The gate guards at these vehicle gates will examine each ID badge to check that the picture matches your face and that the badge has not expired. The guard will also swipe each ID badge on a card reader inside the booth to verify that they are all valid.

*The checkpoint at vehicle gate 11 was installed to consolidate the verification process for vehicles entering the secure area from the south cargo and general aviation areas as well as those entering through vehicle gate 10. Vehicles entering the secure area from the north are required to enter through vehicle gate 16.*

## Escorting Vehicles into the Secure Area

The same TSA directive that requires you to have your badge checked before entering the secure area also requires any vehicle being escorted into the secure area to first be inspected.

*Prior to entering the secure area through vehicle gate 10, vehicles must be inspected by the Airport Police or Airport Operations; call 801-575-2401 to set up an inspection.*

Vehicles entering through construction gates are searched by the contractor’s gate guard, following the same

inspection procedures used at the other vehicle gates.

Once the vehicle inspection is accomplished, a “Vehicle Under Escort” form is completed and placed on the vehicle. While the vehicle is on the ramp, this form will serve as verification that it was inspected when it entered the secure area and by whom.

A vehicle under escort is required to be inspected each time it enters the secure area, regardless of whether or not it has already been inspected that same day.

## Frequently Asked Questions

**Can I escort a vehicle driven by a non-badged person while I’m a passenger in the vehicle?** No. If you are conducting a vehicle escort, you must be driving another vehicle with a valid ramp permit.

**Do I need to have the “E” icon on my badge to escort a vehicle into the secure area?** Yes.

**Do the people in the vehicle I’m escorting have to have some sort of badge?** It depends. Those entering the secure area to perform work must have a 7-Day Temporary badge issued by the Access Control Office; those entering for the purpose of deliveries or site visits are not required to display a badge.