

AOA Drivers Training Practical Skills Examination  
Evaluators guide

Note: as the evaluator if you feel there is any unsafe operation or conditions you will immediately take control of the situation and if necessary assume control of all communications and operations of the vehicle to ensure safe operation. As the evaluator you may terminate the practical skills examination at any point in time.

- Evaluator will have a portable aviation radio to be used for emergency ATCT communications and the evaluator will verify the operation prior to taking the examination.
- Evaluator will have an airport layout map
- Evaluator will contact ATCT and inform the ground controller that you will be conducting a AOA drivers practical skills examination at least 5 minutes before beginning the examination.
- Evaluator will conduct ID and vehicle inspection before the operator's vehicle enters the airport regardless of location.
- Evaluator will verify the operators state issued driver's license
- Evaluator will verify operators company vehicle insurance and registration
- Evaluator will verify the operators vehicle has current inspection
- Evaluator will verify the operators vehicle amber beacon operation
- Identify the vehicle call sign
- Verify aviation radio is operational
- Does operator know how to operate the radio (circle) YES or NO
- Verify operator knows ground frequency (circle) YES or NO
- Instruct the operator conduct a radio check with ATCT
  - Was the transmission clear and readable (circle) YES or NO
  - Did operator transmit on the correct frequency (circle) YES or NO
  - Did the operator identify the vehicle call sign (circle) YES or NO
- Using the airport layout map have the operator identify the current location
  - Does the operator identify the current location (circle) YES or NO
- Using the airport layout map identify the warm up pad and instruct the operator to obtain ATCT clearance to drive to and stop in the warm up pad
  - Did the operator transmit in a clear and concise manner (circle) YES or NO
  - Did the operator read back instructions properly (circle) YES or NO
  - Did the operator drive the vehicle in a safe manner at an acceptable speed (circle) YES or NO
- Using the airport layout map identify the approach end of runway 24
  - Instruct the operator to obtain ATCT clearance to drive to and stop at the hold short lines at the approach end of runway 24.
  - Did the operator transmit in a clear and concise manner (circle) YES or NO
  - Did the operator read back instructions properly (circle) YES or NO
  - Did the operator drive the vehicle in a safe manner at an acceptable speed (circle) YES or NO
  - Did the operator stop at the hold short lines? (circle) YES or NO
- Using the airport layout map identify the approach end of runway 6

- Instruct the operator to obtain ATCT clearance to drive to the approach end of runway 6, exit runway 6 clearing the runway at taxiway G and stop on taxiway G.
- Did the operator transmit in a clear and concise manner (circle) YES or NO
- Did the operator read back instructions properly (circle) YES or NO
- Did the operator drive the vehicle in a safe manner at an acceptable speed (circle) YES or NO
- Did the operator stop beyond the hold short lines (circle) YES or NO
- Did the operator report clear of the runway (circle) YES or NO
- Using the airport layout map identify the terminal ramp.
  - Instruct the operator to obtain ATCT clearance to drive to and stop on the terminal ramp traveling on taxiway G, F and D.
  - Did the operator transmit in a clear and concise manner (circle) YES or NO
  - Did the operator read back instructions properly (circle) YES or NO
  - Did the operator drive the vehicle in a safe manner at an acceptable speed (circle) YES or NO
  - Did the operator report clear of the movement area (circle) YES or NO
- Using the airport layout map identify gate 3/fire station
  - Instruct the operator to drive to gate 3 and exit the airport
  - Did the operator wait for the gate to close (circle) YES or NO
- Review the driving skills examination with them.
- Evaluator and operator sign and date the examination form and the instructor will indicate pass or fail.
- Inform the badging office the results of the examination.
- Badging office will provide the Administration Manager the original AOA Drivers Training Practical Skills Examination Form, copy will be attached to the individuals ID application.

Evaluator's printed name \_\_\_\_\_

Evaluator's signature and date \_\_\_\_\_

Is the operator eligible to receive driving privileges (circle) YES or NO If NO indicate reasons, using a separate sheet if needed

Operators printed name \_\_\_\_\_

Operators signature and date \_\_\_\_\_