



LAX Security Credentials Section (Badge Office)

AIRPORT POLICE DIVISION

NEWSLETTER

SEPTEMBER 2017

New Training Requirements for Restricted Area Drivers

LAX Airport Operations, in coordination with the Security Credentials Section (Badge Office), is in the process of making several changes to the Restricted Area Driver (RAD) program to bring consistency to the training being provided and to ensure that all Restricted Area Drivers maintain currency for driving on the airfield. There are two new requirements that are currently being implemented:

1. Train-the-Trainer Program, which requires all companies to designate RAD trainers who provide initial training to new drivers to attend the RAD trainer class; and
2. Online Computer Based Training (CBT) for all new and recurrent drivers, which will be required for all new drivers and drivers renewing their badges. The new requirements are being implemented by business lines (type of company or function), so please expect email notifications to badge authorized signers indicating when the training will be required for your company.

If you have any questions regarding RAD training, please contact the Airport Operations RAD Program Coordinator, Michael Groom at (424) 646-8281 or at mgroom@lawa.org, or visit the RAD Program webpage at http://www.lawa.org/airops_RAD.aspx.

REMINDER!!!

Help keep our airport safe and secure... and avoid fees.

Please be diligent to collect and return SIDA badges and terminal ID cards from your employees who no longer require access to LAX.

COMPANY AUDITS

In accordance with the Transportation Security Administration (TSA) regulations, all companies participating in the LAX Security Badge Program must submit to and successfully pass an audit of your company's employee security files. Failure to comply with the audit requirements or companies who fail the audit after employee security files have been reviewed could lose access at the airport, as this is a federal requirement.

Badge Office personnel are required to review employee security files of individuals who are badged under your organization.

It is strongly recommended that a separate folder or a section of the employee folder be utilized to maintain the following items:

- Evidence of fingerprint clearance
- Record of Airport Security Training
- If applicable, restricted area driver training log

NOTE: At the time of the audit, your organization must provide a copy of your current payroll roster listing all badged employees.

Companies are selected randomly and should be audited at least once a year.

You are required to maintain employee security files for at least 180 days after unescorted access privileges have ended.



Holiday Closure

The SBO will be closed in observance of Labor Day on Monday, September 4, 2017

LAX Security Credentials Section
7333 World Way West
Los Angeles, CA 90045

Hours of Operation

Monday—Thursday...7:00 a.m.—6:00 p.m.
1st Friday.....CLOSED
2nd Friday.....7:00 a.m.—6:00 p.m.
Saturday & Sunday.....CLOSED

Fingerprinting Schedule

Monday - Friday

To schedule a fingerprint appointment, please visit our website at: sbo.lawa.org

Badging Schedule

Monday - Friday

To schedule a badging appointment, please visit our website at: sbo.lawa.org

Certified Trainer Class

Class held every Wednesday at 8:00 a.m.
For reservations please contact your Security Badge Office Coordinator

New Authorized Signer Class

Class held every Wednesday at 10:00 a.m.
For reservations please contact your Security Badge Office Coordinator

Authorized Signer Refresher Course

Classes held every Tuesday at 11:00 am, and on the last Tuesday of month at 10:30 am.
To schedule a reservation, please email: sbotraining@lawa.org

Driver's Test

Mon, Tues, Thurs & Friday at 8:00 a.m.
Wednesday at 2:00 p.m.
To schedule a driver's test appointment, please visit our website at: sbo.lawa.org

To Reach Us

Telephone: (424) 646-5500