



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

Cover Memo

File #: RPT 20-004, **Version:** 1

DATE: January 23, 2020

TO: Council Airport Committee

FROM: Director of Public Works

SUBJECT

Review Proposed Online Driver Training Course

RECOMMENDATION

That the Council Airport Committee reviews the proposed online training course and provides comments.

SUMMARY

Since 2011, staff has administered classroom training for new individual tenants and new airport employees with a need to access the airport Non-Movement Area (NMA). The training acquaints them with the airfield layout and procedures for driving a vehicle in the NMA. At the conclusion, a written test is administered that must be successfully completed before access is granted. The classroom model of instruction has proven to be labor intensive and scheduling the training sessions has been a challenge. To address this challenge, staff investigated digital instruction and testing methods as an alternative option. Subsequently, staff has created an online driver training course. After receiving input from the Council Airport Committee and after concluding beta testing, staff plans to launch the online driving training course in early 2020.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Driver's Training Manual
Attachment III	Driver's Training Presentation