Frequently Asked Questions (FAQs)

Questions	Answer(s)
How do I request an MSP Driver's License for a new employee?	A company designated signer must submit an MSP Driver's License request as part of an employee SIDA Badge request in the MSP Signer Portal.
How do I obtain an MSP Driver's License for an existing employee who will now be driving in the AOA? (They already have a SIDA badge)	A company designated signer must submit the change request in the MSP Signer Portal.
What are the definitions for driving locations at MSP?	• **AOA**: Air Operations Area – All areas within the airport security perimeter • **Movement Area**: Runways, Taxiways and Safety Areas • **Non-Movement Area**: All other areas in the AOA (including ramps and service roads) Map of AOA as a reference – See last page of Ordinance 132
What are the definitions for each of the MSP Driver's License Endorsements (classifications)?	**Non-Movement Area** *(All drivers must pass test and renew every 24 months)* • **Ramp Road**: Authorizes the driver to operate a vehicle only in the non-movement areas (ramps, roadways and tug drives) at MSP. **Movement Area** *(All drivers needing endorsements listed below must pass test and renew every 12 months)* • **Runway**: Authorizes the driver to operate a vehicle on all runways, taxiways, and safety areas at MSP. • **Taxiway**: Authorizes the driver to operate a vehicle on all taxiways and taxiway safety areas at MSP. • **Limited Taxiway – Military**: Authorizes the driver to operate a vehicle on all taxiways North of Runway 12L/30R. • **Tow**: Authorizes the driver to tow aircraft on all taxiways and runways. This endorsement also allows non-Flight Crew Persons to serve as an Aircraft Taxi Operator or Brake Rider. • **Limited Tow – Terminal 1**: Authorizes the driver to tow/taxi aircraft only on taxiways between runways 12L/30R and 12R/30L. • **Limited Tow – Terminal 2**: Authorizes the driver to tow/taxi aircraft only on taxiways South and West of runway 12R/30L. • **Limited Tow – Infield Cargo**: Authorizes the driver to tow/taxi aircraft only on taxiway T between taxiways M and Y. • **Limited Tow – Military**: Authorizes the driver to tow/taxi aircraft only on taxiways North of runway 12L/30R and on runway 4/22 North of runway 12L/30R. • **Pushback**: Authorizes the driver to pushback aircraft (and return to the same gate only) anywhere in the AOA. This license also authorizes the driver to conduct off-gate deicing. **All Tow classifications also authorize drivers to perform Pushback operations.** **Runway, Taxiway and Limited Taxiway-Military classifications require a Practical test for new drivers.**

How do I replace a lost MSP Driver's License?	Send an email to DTC@mspmac.org. The Drivers Training Center staff will print the license within 48 hours of email receipt and will notify the company when it is ready to be picked up. Email should include the following information. Subject: Lost Driver's License. A Driver's License has been misplaced, and a new one must be printed. - Company Name - Driver's Name - Driver's SIDA Badge Number - Driver's License Classification
How do I renew a MSP Driver's License?	Companies will receive an email one month prior to an employee's MSP Driver's License expiration. For **Non-Movement Area** drivers this email will include a link to the required training. For **Movement Area** drivers this email will include a link, for the supervisor, to view and schedule onsite training and/or testing needs. Movement Area drivers will also need to complete Non-Movement Area training every 2 years.
How do I change a MSP Driver's License Endorsement (classification)?	A company designated signer must submit the request in the MSP Signer Portal.
What do I need to do if there is a Driver's name change?	A company designated signer must notify the Metropolitan Airports Commission by submitting the name change request in the MSP Signer Portal which will trigger the change on both the employee's SIDA badge and their MSP Driver's License.
What am I required to carry with me while driving on AOA?	All drivers in the **Movement Area** must have their SIDA badge, MSP Driver's License and state driver's license. All drivers in the **Non-Movement Area** must have their SIDA badge and state driver's license.
What do I need to do when a driver is no longer employed with our company?	A company designated signer is required to make this change within the MSP Signer Portal for the employee's SIDA badge, which will trigger the deactivation of the MSP Driver's License.
What do I need to do if an employee **no longer needs to drive** in the AOA?	A company designated signer must notify the Metropolitan Airports Commission by submitting the change in the MSP Signer Portal.
How do I notify Commission that an employee's state driver's license was suspended, revoked or restricted?	A company designated signer must notify the Metropolitan Airports Commission by submitting the change in the MSP Signer Portal.

What are the vehicle requirements for driving in the AOA?	Refer to section 3 of Ordinance 132
What are the effective dates for Ordinances that regulate driving in the AOA at MSP?	• Ordinance 127 (in effect until August 31, 2025) • Ordinance 132 (becomes effective September 1, 2025)
What are companies with employees driving in the AOA required to have for vehicle insurance?	Companies are required to maintain a minimum of $5,000,000 commercial automobile liability insurance for any vehicle operated in the AOA, or a greater amount if required by a contract with Metropolitan Airports Commission. The Metropolitan Airports Commission must be included as an additional insured on the policy.
Can I take the tests online?	Non-Movement Area training can be taken online. Movement Area tests must be taken onsite at the Drivers' Training Center (DTC).
Where do I go for onsite Movement Area training/testing?	Drivers' Training Center (Directions)
Is there a training manual?	**There are study guides available.** - Non-Movement Area - Movement Area *(soon to be available)* There is also a Movement Area Handbook as a reference.
Who needs a practical test?	Drivers taking the Runway, Taxiway or Limited Taxiway-Military license test for the first time must also take a Practical (behind the wheel) test.
For online training, is there an option if I or my employee does not have a computer?	Send an email to DTC@mspmac.org to coordinate timing for access to a DTC computer.
How do I schedule a test?	Supervisors or Company Signers will receive an email that includes a link to the online scheduler for training and/or testing. The email is triggered after: • a new Movement Area driver request is entered by a company signer • a change in Movement Area license type is entered by a company signer • an existing Movement Area driver license is approaching expiration
How do I schedule a practical test?	Supervisors or Company Signers will receive an email that includes a link to the online scheduler for training and/or testing. The email is triggered after: • a new Movement Area driver request is entered by a company signer • a change in Movement Area license type is entered by a company signer • an existing Movement Area driver license is approaching expiration
How do I change a scheduled training and/or testing session?	Supervisors or Company Signers will receive an email that includes a link to the online scheduler for training and/or testing.

How do I cancel a scheduled training and/or testing session?	Supervisors or Company Signers will receive an email that includes a link to the online scheduler for training and/or testing.
How do I access the online training for Non-Movement Area drivers?	Employee will receive an email with link to the LMS. This will include an applicant ID and the employee will also need their badge number.
What is the length of time for the Movement Area tests?	On average the timing for tests are as follows: - 30 minutes for Pushback test - 60 minutes for all other Movement Area tests
Is the licensing for the airport terminal carts part of the MSP Drivers Licensing process?	No. This does not include carts being operated inside of the Airport terminals.