

**Seattle-Tacoma International Airport  
Airport Operations Training Department**

**AOA Non-Movement Area  
Driver Training Manual**

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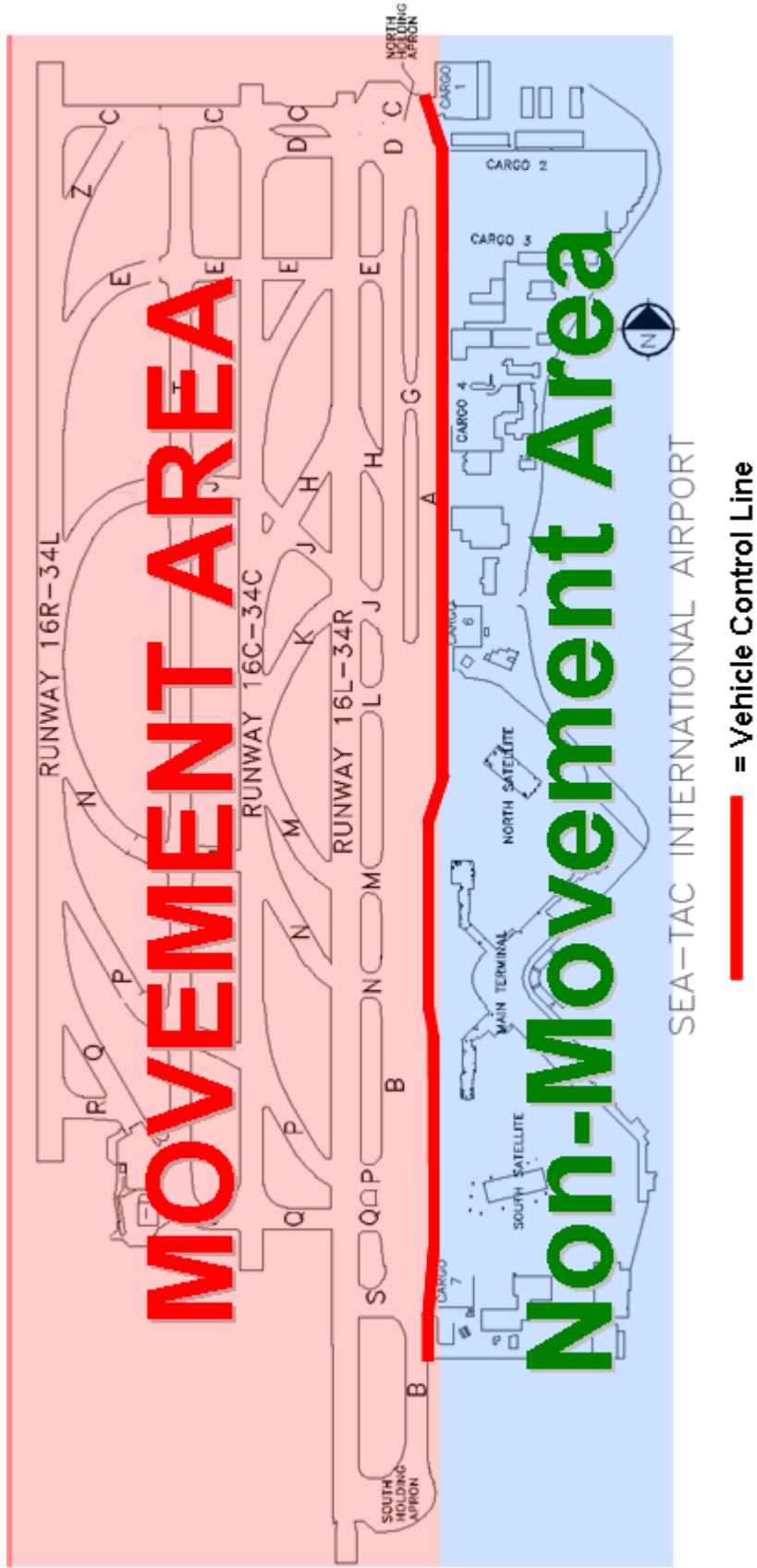
## INTRODUCTION

This Driver Training Manual will help prepare you for driving in the **Non-Movement Area** of Seattle-Tacoma International Airport's Air Operations Area, or AOA. Driving on the AOA requires having a work-related reason, authorization by the airport, a valid driver's license, and successful completion of the AOA driver training course conducted by the Port of Seattle Airport Operations Training Department.

In this training manual you will become familiar with: the layout of the AOA, important terms and surface markings, basic driving rules and safety guidelines, vehicle parking rules, contact information, and Sea-Tac Airport's Rules and Regulations that guide vehicle operations. As an employee with driving privileges on the airfield, you are responsible for knowing, understanding, and following the operating procedures and guidelines for vehicles on the AOA. This manual covers the critical information that you will need to be a competent and safe driver in the Non-Movement Area at Sea-Tac Airport.

The Port of Seattle wants your work at Sea-Tac Airport to be safe and accident free. Airport safety is vital to you, your employer, our customers, other airport tenants, and the Port of Seattle. So use common sense, follow the rules, and think **SAFETY**.

# SEA-TAC AIRPORT MAP



# IMPORTANT TERMS AND SURFACE MARKINGS

## **Air Operations Area**

The Air Operations Area, or **AOA**, includes all areas inside the airport perimeter fence. This includes all areas with restricted access and located outside the airport terminal buildings, including: runways, taxiways, ramps, hardstands, safety areas, perimeter roads and cargo areas. The AOA consists of the Non-Movement Area and the Movement Area.

## **Non-Movement Area**

The Non-Movement Area (see map on pg. 3) is defined as the taxilanes and ramp areas not under the control of the Air Traffic Control Tower. The Non-Movement Area consists of aircraft gates, the central terminal, the North and South Satellites, cargo facilities, hardstands (where aircraft often park overnight or for repairs), taxilanes, the perimeter roads, and the vehicle drive lanes. This area is also referred to as the **Ramp, Apron, or Tarmac**. Both aircraft and ground vehicles move on the Non-Movement Area. Driving on the Non-Movement Area requires the completion of the AOA driver training course.

## **Movement Area**

The Movement Area, also known as the **Airport Movement Area** or **AMA**, contains the runways and taxiways (see map on pg. 3). Access to these surfaces is highly restricted to only those who obtain special authorization and complete the AMA driver training course. This manual and the AOA driver training class do *not* give you access or authorization to drive in the Movement Area.

It is critical that the Movement Area is *never* entered without communication with the Air Traffic Control Tower. If you must drive vehicles or tow aircraft in the Movement Area, you must also notify Port of Seattle Airport Operations. The Port of Seattle provides escort for all aircraft towing across runways.

## **Runways**



The runways are the asphalt or concrete surfaces on which aircraft land and take off. The runways are part of the Movement Area.

## **Taxiways**



Taxiways are areas used by aircraft to get to and from the runways. These are part of the Movement Area.

## **Taxilanes**



Taxilanes are yellow centerlines with black backgrounds used by aircraft for access between the taxiways and aircraft parking positions. Taxilanes are part of the Non-Movement Area.

## **J-Lines**



J-lines are yellow surface painted markings with each gate's number displayed to guide aircraft from the taxilane to its assigned gate at the terminal.

## Vehicle Control Line



The Vehicle Control Line is a solid red line bordered in white. It defines the boundary between the Non-Movement Area and the Movement Area. Its purpose is to help keep unauthorized people off the Movement Area. *Never* cross the Vehicle Control Line unless you have completed AMA driver training and have been authorized by the Air Traffic Control Tower and Port of Seattle Airport Operations to do so. Crossing the Vehicle Control Line without permission is called an incursion and will result in a citation from the Port of Seattle.

## Vehicle Drive Lanes



Vehicle Drive Lanes are white surface painted markings defining the correct lanes for vehicles to drive in while on the Non-Movement Area. You will see this marking change to a black and white checkered line, sometimes called the zipper line, when it runs alongside the Vehicle Control Line. The major Vehicle Drive Lanes run north to south for nearly the entire length of the airfield. You must use the vehicle drive lanes wherever they are provided. Remember that aircraft will move across the drive lanes to get to their parking positions, so use extreme caution.

## Incursion

An Incursion is any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss of separation with an aircraft taking off, intending to takeoff, landing, or intending to land.

## Air Traffic Control Tower

The Air Traffic Control Tower, or ATCT, operates under the authority of the Federal Aviation Administration (FAA) to direct and monitor aircraft in the air and on the ground, as well as vehicles on the Movement Area.

### **Ramp Tower**

The Ramp Tower is located above the center of the main terminal building. It provides traffic advisories, controls the aircraft operating on the Non-Movement Area, and aids with the queuing of aircraft entering the Movement Area. The Ramp Tower hands off an aircraft to the ATCT when the aircraft moves from the Non-Movement Area to the Movement Area.

### **Foreign Object Debris**

Foreign Object Debris, or FOD, is any object found on the taxiways, runways, or ramp that has the potential to cause damage to aircraft. It is critical that all FOD is removed from the path of any aircraft. Each airport tenant is responsible for picking up any FOD in their leased area. If you see FOD in the Non-Movement area as you are driving, it is your responsibility to stop, pick it up, and dispose of it properly. If you see FOD that you are unable to collect yourself, contact Port of Seattle Airport Operations.

# **BASIC RULES FOR DRIVING ON THE NON-MOVEMENT AREA**

## **Aircraft Have the Right of Way at All Times**

**THIS IS THE #1 RULE. THERE IS NO EXCEPTION TO THIS RULE.** Watch out for taxiing aircraft and always yield the right of way to them. Give all aircraft plenty of room to pass. Remember that a pilot has a very limited view from the cockpit, so *never* assume that the pilot sees you and will wait to let you proceed.

## **Yield to Emergency Vehicles**

If you see a fire truck, emergency vehicle, or Airport Operations vehicle driving with its flashing lights on, pull over and/or stop, and do not proceed until the vehicle is well clear of you. *Do not cross the Vehicle Control Line while pulling over.*

## **Wear Your ID Badge**

The Port of Seattle requires that every person having access to the AOA and all other restricted areas display authorized identification. This means you must wear your badge on your outermost clothing, above waist level at all times while in a restricted area. If you observe someone *not* wearing proper identification while in a restricted area, you must challenge that person. If they will not show you authorized identification, call Port of Seattle Police.

## **Follow Proper Procedure at Vehicle Gates**

All vehicle and pedestrian gates are either locked or staffed at all times. Your Port of Seattle ID badge is programmed to allow you access to necessary gates. In order to access the AOA through a gate, you will need to present your ID badge at a card reader. You may also be asked by the gate guard to present your badge for inspection. Every employee who enters or exits the AOA through a gate is responsible for ensuring the gate has closed completely before driving away from it. Even if the gate is staffed, you must stop and wait to make sure the gate has closed completely. If the gate does not close properly, notify the guard at the gate.

## **Be Aware of Low Visibility Vehicle Restrictions**

When Low Visibility (or Low Vis) restrictions are in place, vehicle access is limited at AOA gates.

Only vehicles that are in support of aircraft operations are authorized to enter the AOA when these restrictions are in place. Your Port of Seattle ID badge is programmed to restrict entrance to the AOA through the gates if you are not authorized to operate in Low Vis conditions.

### **Follow Proper Procedure for Vehicle Escorts**

A limited number of people are authorized to escort vehicles on the AOA. If you are authorized to escort vehicles, you must make the proper arrangements at a staffed gate for badging and escorting. You cannot leave any vehicle that is under escort unattended at any time.

### **Watch For Passengers on the Ramp**

In some areas where smaller aircraft operate, you may see passengers boarding and deplaning on the ramp. Many passengers may not be familiar with ramp activity and procedures, so you need to watch out for them and give them the right of way.

### **Never Leave a Vehicle Unattended in Active Areas**

No disabled vehicle may be left unattended or abandoned on active airport areas. If your vehicle breaks down anywhere, call your supervisor and the Airport Duty Manager at 433-4664 and stay with it until it is removed. If you do not have a cell phone, have someone else call for assistance.

### **Comply with Washington State Driving Laws**

All Washington State driving laws apply on the AOA. It is illegal to drive under the influence of alcohol, controlled substances, or other drugs. Also, when driving any vehicle on the AOA, you must have a valid driver's license with you.

### **Obey Speed Limits**

The speed limit on the AOA is 20 MPH, unless otherwise indicated on the surface markings or required by conditions. When conditions are not ideal, like during periods of rain, fog, snow, heavy aircraft traffic, and ramp congestion, you need to slow down below 20 MPH. Plan your vehicle operations to allow plenty of travel time in order to comply with the speed limits.

# **SAFETY ON THE NON-MOVEMENT AREA**

## **Adhere to Basic Vehicle Safety Requirements**

Before operating a motor vehicle on the AOA, it is recommended that you do an equipment check. Check the tires, brakes, headlights, taillights, flashers, rotating beacon, windshield wipers, etc. Also, make sure any materials loaded onto the vehicle are secure.

## **Beware of Jet Blast and Prop Wash**

Beware of the blast of air produced by jet engines and propellers, known as jet blast and prop wash. A jet engine produces a blast of hot air strong enough to knock you over, burn you, or even turn over a vehicle. Also stay clear of jet engine intakes. Many people have been killed or severely injured as a result of being sucked into an operating engine. One way you can tell if an aircraft's engines are running or about to start is to see if the anti-collision lights on the top and/or belly of the aircraft are flashing. Likewise, stay clear of propellers. They can start up at any time, and a spinning propeller is nearly invisible.

## **Approach Parked Aircraft Cautiously**

In most situations, you will rarely need to approach a parked aircraft. If you must drive near a parked aircraft, approach the aircraft slowly and remain far enough away from it so that you do not block its path or the path of other vehicles. Take all necessary precautions to prevent hitting an aircraft. A small dent in an aircraft can be very costly to repair and can make an aircraft unsafe to fly.

## **Never Drive Under Any Portion of an Aircraft**

As a general rule, never drive under any portion of an aircraft. If an aircraft has been pushed back and the wing or tail is overhanging the drive lane, stop and wait for the aircraft. Never drive under the wing or tail, and do not swerve out of the drive lane to get by unless directed to do so by a ground marshaller.

### **When In Doubt, Use a Ground Marshaller**



Ground marshallsers play an important role in safe vehicle and aircraft operations on the AOA. When backing trucks or equipment in close proximity to other equipment, aircraft or vehicles, a ground marshaller is strongly recommended. Fuel trucks and all other vehicles with limited visibility should always use a marshaller when backing up.

### **When In Doubt, Yield the Right of Way to Other Vehicles**

When required, and when in doubt, yield the right of way to other airport vehicles. Just as most aircraft have severely restricted visibility, so do certain vehicles such as large fuel trucks. And because of their weight, these large vehicles cannot stop quickly.

### **Beware of Driving Hazards at Night and in Bad Weather**

It is much easier to become disoriented when driving on the AOA at night or in bad weather, so be even more cautious than usual when driving on the ramp during these times.

#### **The primary rules to follow if you are driving on the AOA in fog, snow, or rain are:**

SLOW DOWN

USE YOUR LIGHTS

ALLOW GREATER STOPPING DISTANCES

STAY IN MARKED DRIVE LANES

### **Wear a Reflective Vest**

You must wear a reflective vest when walking on the AOA. Failure to do so is a citable offense. Though you are not required to wear a reflective vest while driving a vehicle, you are encouraged to do so.

### **If You Are in an Accident, Report It**

No accident is too minor to report. If you are involved in an accident with even minor damage to any aircraft, vehicle, equipment, or facility on the AOA, you must report it immediately to your supervisor. Your employer must then report it to the Port of Seattle. If you accidentally hit an aircraft, another vehicle, or other property, *you must stop immediately* and report it to the Airport Duty Manager at 433-4664 as well as the Port of Seattle Police. You and your employer can receive citations and be fined for failing to report an accident immediately.

### **Stay Away From Accident Sites**

If an emergency incident such as a crash, a fuel spill, etc. occurs on the AOA, *stay clear of the scene*. Sea-Tac Airport has highly trained personnel and specialized equipment for handling aircraft rescue and firefighting.

# VEHICLE PARKING

## Use Parking Brakes or Wheel Chocks

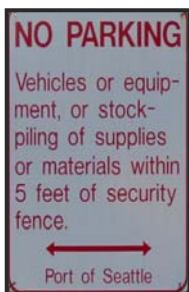


When parking a vehicle, be sure to set the parking brake or use wheel chocks to prevent the vehicle from rolling into aircraft or other equipment. This is extremely important for lightweight baggage carts which can be moved by strong winds, jet blast, or prop wash.

## Use Designated Parking Spots

You must park in your company's designated parking locations. Never leave your vehicle or ground support equipment somewhere that could block aircraft operations. Areas outlined by red and white lines that are near aircraft parking gates are called Aircraft Safety Envelopes and must be kept clear of obstacles. Areas outlined by white dotted lines that are near the outer edges of taxiways are called Taxiway Object Free Areas and must also be kept clear of all obstacles. You must *never* park vehicles or equipment in either of these areas.

## Maintain a Five-Foot Clear Zone



A five-foot clear zone must be maintained on both the secure and non-secure sides of all primary AOA security fencing around the perimeter of the airport. Parking vehicles closer than five feet from the perimeter fence is prohibited. In a few places on the non-secure side of the fence, a five-foot clear zone is not possible. In these areas a twelve-foot fence topped with three strands of barbed wire is installed. These specific areas are clearly identified.

# **BAGWELL SAFETY**

## **Bagwell Safety Tips**

- Drive at or below the 5 MPH speed limit and always look right and left before merging.
- Drivers need to watch out for pedestrians.
- Pedestrians need to watch out for moving vehicles.
- Be aware that the bagwell is slippery when wet.
- Clean up spills immediately.
- The maximum number of carts you are allowed to tow in the bagwell is 4 carts.
- Do not block traffic when you park.
- To minimize pollution, do not idle for more than 30 seconds.

## ADDITIONAL IMPORTANT INFORMATION

### No Smoking on the Ramp



The only authorized locations for smoking are on the curb outside of baggage claim. Smoking on the ramp is dangerous; jet fuel can ignite easily, and smoking on the ramp puts the lives of our passengers and each other at risk. Port of Seattle Airport Operations can issue citations to those caught smoking in unauthorized locations.

### Fueling

Fueling pits are located on the Non-Movement Area. Do *not* open these pits to dispose of garbage or FOD because it will disrupt the fueling system. Emergency Fuel Shutoff Buttons are located on the sides of the terminal near aircraft parking gates. These buttons should be pushed *only* in the event that a portion of the fueling system fails.

### Report Spills

If you cause or notice an oil, grease, fuel or other type of spill, report it immediately to your supervisor and the Airport Duty Manager at 433-4664. The company that caused the spill is required to clean it up, dispose of the material, and file a spill report. The Port of Seattle Fire Department is equipped to respond to and clean up spills only over 5 gallons.

## **Phone Numbers**

**In all cases of emergency call 911.** Some companies have phone systems that require the caller to dial an additional digit (usually a 9) before dialing a standard seven-digit phone number. If this is the case, you must also dial the additional digit to reach emergency services. 911 can be dialed directly from any pay phone at the airport.

### **Non-Emergency Phone Numbers:**

Airport Duty Manager: 433-4664

Port of Seattle Police: 433-5401

Port of Seattle Fire: 433-5327

## SEGMENTS OF SEA-TAC'S RULES AND REGULATIONS

It is important that you understand and comply with every rule detailed in this manual, so be sure to study it carefully before operating any vehicle on the AOA. We have identified the Rules and Regulations most pertinent to you, by providing the following excerpts of the Port of Seattle's Airport Rules and Regulations. Many of the rules will be familiar to you, as they have been discussed throughout the manual. Remember, you are responsible for complying with ALL of Sea-Tac's Rules and Regulations. Citations are issued for failure to comply with any Sea-Tac Rule or Regulation. Any person who refuses to comply with any of Sea-Tac's Rules and Regulations shall be requested to leave the Airport and shall be regarded as a trespasser. In addition, the Port of Seattle may use any legal recourse to help enforce the provisions contained in Sea-Tac's Rules and Regulations. A full version of the Airport Rules and Regulations can be found at:

<https://www.portseattle.org/business/airport/index.shtml#report>.

### SECTION 1 DEFINITIONS

**“AIRPORT”** means the realty and improvements generally known and designated as the “Seattle-Tacoma International Airport.” The improvements on the realty consist of the runways, aircraft taxiways and parking aprons, the passenger and freight terminal buildings, hangars, vehicle roadways and parking facilities, and all other improvements on such realty. The term "Airport" shall also include any adjacent or nearby realty hereafter acquired for purposes of the Airport by the Port and all improvements hereafter constructed on such realty.

**“AIR OPERATIONS AREA”** or **“AOA”** means any area enclosed by the Airport security fence, including ramps, aprons, runways, taxiways, gate positions, Airport parking areas, and FAA facilities.

**“CHIEF EXECUTIVE OFFICER”** means the Chief Executive Officer of the Port of Seattle.

**“COMMISSION”** means the Port of Seattle Commission. **“DIRECTOR”** means the Managing Director of Aviation of the Port of Seattle or his/her designee.

**“FEDERAL AVIATION ADMINISTRATION”** or **“FAA”** means the Federal Aviation Administration created by the Federal Government under Public Law 89-670 and Executive Order 11340 dated March 30, 1967, or to such other governmental agency which may be

successor thereto or be vested with the same or similar authority.

**“FOREIGN OBJECT DEBRIS”** or **“FOD”** means any object foreign to an aircraft vehicle’s systems or engine inlets including, but not limited to, bag tags, plastic sheeting, rocks, cans, paper products, nuts and bolts, wood and garbage.

**“GROUND SERVICE OPERATORS”** shall include all firms or persons operating on the Airport under a contract with an air carrier to provide ground handling support service to aircraft including: aircraft fueling (includes into plane agents), loading/unloading aircraft baggage, mail and cargo, aircraft movement (includes towing) and/or aircraft maintenance, interior/exterior aircraft cleaning, and aircraft water, lavatory and de-icing services.

**“MOTOR VEHICLES”** shall include automobiles, trucks, motorcycles, or any other device so defined in the Chapter 47.04.010 Revised Code of Washington.

**“MOVEMENT AREA”** or **“MA”** means the runways, taxiways, and other areas of the airport which are used for taxiing or hover taxiing, air taxiing, takeoff, and landing aircraft, exclusive of loading ramps and aircraft parking areas.

**“PERSON”** means any individual, firm or organization, Air Carrier co-partnership, corporation, company, association, joint stock association, or body politic, and includes any trustee, receiver, assignee, or other representative thereof.

**“PORT”** means the Port of Seattle, a duly organized municipal corporation with powers as granted by Washington Law, including Titles 14 and 53 of the Revised Code of Washington.

**“PORT EMPLOYEES”** means employees of the Port of Seattle.

**“ROADWAYS”** includes areas designated by the Director for use by motor vehicles.

**“RULES AND REGULATIONS”** shall include these rules and regulations or any directives adopted pursuant hereto, including official Airport signs or oral directives given by Port employees.

### **SECTION 3 GENERAL RULES AND REGULATIONS**

1. All persons on the Airport property shall be governed by the rules and regulations herein prescribed and by orders and instructions of the Commission and the Director relative to the use or occupation of any part of the Airport property and shall comply with written or oral instructions issued by the Director or Port employees to enforce these regulations.
2. Any person operating or handling any aircraft, operating or handling any vehicle or apparatus, or using the Airport or any of its facilities shall comply with the applicable rules and regulations at the Airport.

3. Any person or persons who shall refuse to comply with these applicable rules and regulations, after proper request to do so by the Director or a Port employee, shall be requested to leave the Airport and, in the event of failure to comply with a proper request to abide by the rules and regulations of the Airport, shall be regarded as a trespasser.
  - a. Due to the physical limitations of Sea-Tac International Airport, high volumes of passenger traffic, and concern for the general safety, security and welfare of the traveling public, specific airport areas, as designated by applicable signage, are restricted to the use of arriving and departing passengers and their guests only.

20. Clear Zone Requirement:

A five-foot clear zone must be maintained on both the secure and non-secure sides of all primary Air Operations Area security fencing, except in those specific areas adjacent the AOA where a five-foot clear zone is not feasible on the non-secure side. The fencing in these areas will be of a 12-foot height topped by three-strand barbed wire. These specific areas are identified in Attachments B and I, Airport Security Plan, which depicts the primary perimeter fence enclosing the Air Operations Area. All Vehicles, equipment and/or material must be located at least five feet from the fence line where fencing is less than 12 feet in height. Signs are posted approximately every 50 feet giving such notification. (See also Section 8, Enforcement, Security Violation Procedure subparagraph C.2.d.(14).)

21. Smoking Policy:

Smoking of cigarettes, cigars, and pipes is prohibited in all areas of the main airport terminal, satellite terminals and aircraft ramp areas, unless posted as a designated smoking area. This regulation applies to all public and non-public areas including restaurants, bars, and lounges, as well as tenant lease areas. (Construction of designated smoking areas within tenant lease areas may be allowed provided the areas are mechanically exhausted directly outside under negative pressure and are at the tenant's expense.) (See also: Section 5, Fire Regulations, paragraph B.8.a., Smoking Policy; Section 6, Aircraft Fueling and Defueling, paragraph B; and Section 8, Enforcement, Smoking Policy Violations, paragraph C.4.)

## **SECTION 4 MOTOR VEHICLE OPERATIONS**

### **A. GENERAL**

Motor vehicle operations within and on the Airport premises shall be governed generally by the provisions of the Washington State Motor Vehicle Codes and Traffic Direction procedures; and signals for turns, lights, and safe-driving precaution shall be in conformity therewith. In addition, motor vehicles shall conform to all special regulations prescribed by the Commission or procedures imposed pursuant to Commission regulation by the Director.

1. All motor vehicles that enter the Air Operations Area (AOA) shall possess exhaust systems which are protected with screens, mufflers, or other devices adequate to prevent the escape of sparks or the propagation of flame.

Equipment, other than those performing aircraft servicing functions, shall not be permitted within 50 feet (15 meters) of aircraft during fuel servicing operations.

2. All vehicles (powered and nonpowered) within the AOA must be equipped with reflectors or lights on both front and rear ends and on the sides.
3. All riding of bicycles, skate boards or roller skates/blades, scooters or any selfpropelled vehicle or device is prohibited in all areas of the baggage makeup area and passenger terminal. Exceptions will be made for wheelchairs or other medically necessary devices for the injured or infirm. Port of Seattle and tenant-owned bicycles may be allowed for company business in the tenants' respective leased areas on the ramp.

Port of Seattle and tenant-owned bicycles operating on the ramp, baggage makeup areas or passenger terminal will comply with all rules and regulations applicable to motor vehicles. Port of Seattle and tenant-owned bicycles operating from dusk until dawn or restricted visibility will be equipped with adequate lights and reflectors. Riders are required to wear reflective vests at all times.

4. Traffic on perimeter roads, enplaning and deplaning drives, public thoroughfares, and parking areas of the Airport is limited to those vehicles properly licensed to operate on public streets and highways. The operation of baggage tugs and other ramp equipment in these areas is prohibited.
5. All motor vehicle operators must have a valid, current driver's license in possession while operating any powered vehicle anywhere on Airport property.
6. No Ground Service Operator shall provide services on the Airport without first having executed a Ground Service Operator Licensing Application and Agreement in form and content approved by the Director, providing documentation of a current insurance policy meeting the Airport's specifications and having paid the appropriate fees and/or charges as provided in said Ground Service Operator Licensing Application and Agreement.
7. No more than six (6) baggage or cargo carts will be towed by a single baggage tug or other motor vehicle at any one time and will not exceed fifteen (15) miles [24 km] per hour.
8. In addition to these regulations, the Director is empowered to issue such other instructions as may be deemed necessary for the safety and well-being of Airport users or otherwise in the best interests of the Port.
9. Operators of vehicles which, because of design/function, that restrict operator visibility to sides and rear of vehicle, shall utilize ground marshaller for guidance during backing operations or when operating within restricted space areas.
10. No person shall operate any vehicle or equipment on the Airport under the influence

of any alcohol, liquor, narcotics, mind-altering or habit-forming drugs.

## B. IN-TERMINAL BUILDING

1. Any person operating equipment within the passenger terminal building will abide by all posted speed regulations in these areas and in any event not exceed five (5) miles [8 km] per hour.
2. Any person operating equipment prior to entering into or exiting from any tunnel area or other area where vision is impaired shall, within three (3) feet [1 meter] of any exit or obstruction, bring the equipment to a complete stop and sound the horn before entering the apron or adjoining area.
3. All vehicles operated in the terminal building shall be maintained in good condition at all times and be free of oil and gas leaks. Battery-type vehicles shall be recharged in well-ventilated areas designated by the Fire Department. Each tenant operator shall keep individual areas clean of vehicle liquid spills.
4. Permanent parking of internal combustion engine-driven vehicles is prohibited in any of the terminal buildings. Storage of surplus or infrequently used vehicles is prohibited. The parking of tugs or towing vehicles while baggage carts are loaded is permitted. This regulation is not intended to prohibit the normal operation of airline baggage handling.
5. Electric passenger carts used in transporting passengers:
  - a. will be driven only by Skycaps and Special Service Agents.
  - b. will be operated in a safe and careful manner.
  - c. will be driven at approximately walking speed.
  - d. will give pedestrians the right of way.
  - e. will use horn button as necessary to warn of cart's presence.
  - f. will be equipped with governors to preclude speeds in excess of 5 miles per hour.
  - g. will use extreme caution at corners and congested areas.
  - h. will be used in post-security areas only. At approval of Landside Operations Manager, may be used in transportation of elderly, special assistance passengers and customers between North Charter Bus Lot and the Terminal.
  - i. will be equipped with continuously flashing amber lights or other approved lights.
  - j. will be stowed and charged in designated areas.
  - k. will be used for elderly, special assistance passengers and customers.

## C. FIELD

1. All vehicular equipment in the Air Operations Area, cargo, tunnel, access road,

aircraft parking, or storage areas must at all times comply with any lawful signal or direction of Port employees. All traffic signs, lights, and signals shall be obeyed, unless otherwise directed by Port employees.

2. Every person operating motorized equipment of any character on any area mentioned in the previous paragraph shall operate the same in a careful and prudent manner and at a rate of speed fixed by this section and at no time greater than is reasonable and proper under the conditions existing at the point of operation, taking into account traffic and road conditions, view obstructions, and consistent with all conditions so as not to endanger the life, limb or property or rights of others entitled to the use thereof.
3. Any person operating equipment in the Air Operations Area shall, in addition to this section, abide by all existing Federal Aviation Administration and other governmental rules and regulations.
4. All conditions set forth in this section shall be in conformity and consistent with current FAA and other governmental rules and regulations.
5. No person shall operate any motor vehicles or motorized equipment in the Air Operations Area except:
  - a. Persons assigned to duty in such areas.
  - b. Persons authorized by the Director, and in the case of runways and taxiways (Movement Area), with the prior clearance and permission of the Airport control tower by radio. (See also Section 8, Enforcement, Driving Violations subparagraph B.3.a.(2).)
  - c. Vehicles and operators not possessing ramp access permits or authorized ID must be under escort by Port or tenant vehicle while engaged in AOA operational functions.
6. No person shall operate any motor vehicle or motorized equipment on runways or taxiways (Movement Area), of the Airport unless the motor vehicle or motorized equipment is equipped with a two-way radio and in ground control frequency radio contact with the Airport control tower or escorted by vehicles so equipped.
7. No person shall operate any motor vehicle or motorized equipment with an aircraft in tow on any portion of the Airport unless the motor vehicle or motorized equipment is equipped with a two-way radio and is in contact with the Airport control tower, and any such person shall have prior permission of the Airport control tower.
8. No person shall operate any motor vehicle or motorized equipment on the aircraft movement or parking areas of the Airport at a speed in excess of twenty (20) miles [32 km] per hour, or less where conditions warrant. Designated motor vehicle drive

lanes shall be utilized where provided unless specific authorization to the contrary is given by a Port employee.

9. Any person operating any motor vehicle or motorized equipment on the Air Operations Area of the Airport shall obey any and all posted traffic signs and traffic signals.
10. Any vehicular equipment operating within the Air Operations Area must display signs of commercial design on both sides of the vehicle which identify the vehicle to the Airport tenant, construction firm, or vendor concerned. Firm names must appear in letters a minimum of two (2) inches [5 cm] high. In addition, any vendor's vehicle must display a current ramp permit issued by the Director. (See also Section 8, Enforcement, Security Violation Procedure subparagraph B.4.a.(7).)
11. No person operating a motor vehicle or motorized equipment in the Air Operations Area shall in any way hinder, stop, slow, or otherwise interfere with the operation of any aircraft on the Airport. (See also Section 8, Enforcement, Driving Violations subparagraph B.3.a.(1).)
12. No person shall park any motor vehicle or other equipment or materials in the Air Operations Area of the Airport except in a neat and orderly manner and at such points as prescribed by the Director.
13. No person shall park any motor vehicle or other equipment or materials in the Air Operations Area of the Airport within fifteen (15) feet [4.5 meters] of any fire hydrant or standpipe.
14. No person shall paint, repair, maintain, or overhaul any motor vehicle or other equipment or materials in the Air Operations Area of the Airport except in such areas and under such terms and conditions as prescribed by the Director.
15. No person shall operate any motor vehicle or motorized equipment in the Air Operations Area of the Airport unless such motor vehicle or motorized equipment is in a reasonably safe condition for such operation.

#### D. BAGWELL

1. **Baggage or Cargo Carts:** No more than four (4) connected carts shall be towed into, through or out of the Bagwell at any time. All items or baggage shall be secured on top of carts.
2. **Bagwell Speed Limit:** Speeding is prohibited. All traffic regulations must be observed, including authorized bagwell speed limits. Driving speed shall not exceed 5 mph unless otherwise posted. Five mph is generally considered to be walking speed, a speed that will permit carts to be brought to a stop in a safe manner. Drivers must slow down on wet and/or slippery floors and ramps. Speed must be reduced to a safe level when negotiating turns.

3. Work Around Conveyors: All personnel (EXCEPT Port Conveyance System Operating Engineers and Electricians) are prohibited from sitting, standing or climbing on conveyor belts at any time. Emergency stops (E-stops) shall be used only to stop belts in emergencies, not to slow down the flow of bags.
4. Lavatory Service Vehicles: Lavatory service vehicles shall not be driven into the Bagwell for any reason.
5. Driving in the Bagwell: Vehicles shall be driven on the right side of Bagwell drive lanes. Access to fire aisles, stairways, and fire equipment must be kept clear. Vehicles and equipment shall not block fire aisles, stairways, and fire equipment. No workers shall ride in or on any vehicles and equipment with legs hanging over the end or sides. Vehicles and equipment not in safe operating condition must be removed from service. Stunt driving, horseplay or careless operation with vehicles and equipment is prohibited.
6. AOA Doors: A vehicle shall be driven through an overhead door only if the door is fully stopped and in fully opened position. No workers shall stand or park under overhead doors. While walking, workers shall use the pedestrian door to the side of the overhead door wherever possible.

#### E. PARKING

1. No parking is permitted on any Airport roadway, as the primary purpose of the Airport roadways is for motor vehicle traffic. However, the Director may designate areas adjacent to entrances as load/unload zones to be utilized in a manner designed to expedite the movement of persons, passengers, freight, supplies, and baggage to Airport buildings and terminals. In designating such areas, the Director may:
  - a. Establish restricted use to actual loading or unloading, prohibit waiting for any purpose, and require motor vehicles to move without regard to their status of loading or unloading.
  - b. Prohibit motor vehicles requiring additional time to assemble passengers and/or baggage from occupying space in roadways (including curb lanes).
  - c. Reserve parking areas for the use of vehicles for hire assembling passengers and baggage.
2. No motor vehicle shall park unattended except in:
  - a. Areas operated or leased for commercial parking by the Port or under a Port lease or concession agreement.
  - b. Areas leased or specified for the parking of Airport employees, including the employees of lessees, permittees, and concessionaires.
  - c. Metered parking areas which may be specially reserved or assigned.
  - d. Other areas specifically signed or designated as a permit area by the Director.