



City of Phoenix Aviation Department Rules & Regulations

Number: 03-08
Authority:

This Rule and Regulation is promulgated pursuant to City Code Chapter IV Article III Vehicle Operation or Parking: and Pedestrian Traffic Regulation Section 4-49 (A).

Rule and Regulations:

Operations of Motor Vehicles

Authorized Vehicles

All vehicles on the AOA must be marked with the company name and/or logo, or display a numbered top hat, in a manner approved by the Deputy Director of Operations or his designated representative. The company name must be in at least 4" high lettering and/or the company logo must be a minimum 12" high and appear on both sides of the vehicle. Unmarked vehicles registered with the Operations Office must be identified with a numbered top hat while on the AOA. The hats, which are issued at the staffed security gates, is color coded for certain areas as follows:

1. Red Hat-Access to all areas
2. Black Hat- Access only under escort at all times

Vehicle Access

Vehicle access to the AOA is obtained through staffed or automated gates. When accessing the AOA through an automated gate the driver must wait until the gate is closed before leaving the gate. Failure to wait for gate closure is a security violation and could result in revocation of the driver's security badge.

Vehicle Escorts

The following procedures must be followed when providing an escort on the AOA during regular business hours.

1. Company/individual to be escorted must arrive at a staffed gate and inform the security guard of their destination on the AOA.
2. Company/individual exchanges ID for temporary badge and top hat.
3. Company/individual is informed that any movement on the AOA without proper escort will result in a NOV and/or a fine.
4. The person providing the escort, must make contact with the security guard prior to taking the company/individual Airside. The escort shows the security guard his or her badge and the guard verifies that he or she has an airfield driver's permit.
5. Individual providing escort must remain with company/individual being escorted into the AOA at all times. Failure to follow this procedure will result in a NOV and/or a fine.

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6. Individual performing the escort will escort company/individual back to the same-staffed gate when work is completed.
7. Company/individual being escorted will return the temporary badge and numbered top hat to the security guard in exchange for return of his or her ID.
8. Individual providing escort may now leave the escorted company/individual.

The following procedures must be followed when providing an escort on the AOA during off-hours and weekends when gates are not staffed.

1. Company/individual to be escorted must arrive at Gate 220 and use the phone to request an escort.
2. Operations staff will respond to the gate. Company/individual needing escort will show a driver's license. If individual is on a company badge list, they will exchange an ID for a red temporary badge and top hat. Operations staff will arrange to meet them back at the gate when their work is completed to allow for return of ID, badge and hat. If individual is not on a company list, the company they are contracted by will be contacted and asked to respond to the gate to provide the escort.
3. Company/individual needing escort will exchange an ID for a black temporary badge and top hat.
4. Company/individual is informed that any movement on the AOA without proper escort will result in a NOV and/or a fine.
5. The person providing the escort must make contact with Operations staff prior to taking the company/individual Airside. The escort must show his or her badge and airfield drivers' permit. The escort will arrange to meet Operations back at the gate with the company/individual when their work is completed to allow for return of ID, badge and hat. Operations will then let the vehicle exit the airfield.
6. Individual providing escort must remain with company/individual being escorted into the AOA at all times. Failure to follow this procedure will result in a NOV and/or a fine.

Air Operations Area Ground Vehicle Operations General Procedures

1. All motor vehicles operating on the airfield are required to have five million dollars (\$5,000,000) auto liability insurance coverage with the City of Phoenix named as additionally insured and certificate holder.
2. All motor vehicles and ground support equipment on the AOA of Phoenix Sky Harbor International Airport must be maintained in generally sound mechanical condition so as to prevent breakdowns, excessive leaking of fluids or inability to comply with other requirements of this procedure.
3. No vehicle will be permitted upon the aircraft areas, fuel storage areas, ramps and aprons areas, aircraft parking and storage areas, unless equipped with adequate lights, horn and brakes. Clear vision from the driver's seat is also required and should be adhered to.

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4. Motor vehicles will be operated only in those areas of the airport as may be authorized from time to time by the Aviation Director and then under the currently established rules.
5. No one will clean or make any repairs to motor vehicles anywhere on the airport other than in a designated shop area, except minor repairs necessary to remove such disabled vehicles from the airport. No one will move, interfere, or tamper with any motor vehicle part, instrument or tool without the permission of the owner or satisfactory evidence of the right to do so by the owner or as approved by the Aviation Director.
6. All vehicles operated in any portion of the AOA will continuously display headlights and taillights at night. Headlights should be on a low beam.
7. All motor vehicles' and/or ground support equipment on the AOA and outside the boundaries of the concrete and asphalt apron areas, vehicle/tug roadway, terminal services areas, or authorized parking areas shall display a rotating amber beacon or flashing light at all times.
8. All drivers operating motor vehicles during nighttime hours will display courtesy to taxiing aircraft by angling their vehicle so that headlight beams do not directly impact aircraft cockpit areas.
9. No vehicle except aircraft handling and servicing equipment will be driven between an aircraft and a ground-loading gate.
10. No motor vehicle or piece of ground support equipment will be permitted to stand unattended in any portion of the AOA, except in such places and for such periods of time as may be prescribed and posted by the Aviation Director. If a vehicle or equipment can be moved so as to present no safety hazard to taxiing aircraft, it will be considered as adequately attended.
11. All non-motorized ground support equipment shall be prominently marked with reflective tape.

Right-of-way

1. All motor vehicles and ground support equipment must yield within five hundred (500) feet of any moving aircraft while in any area of the AOA. Aircraft always have the right of way. Never drive into the path of any moving aircraft.
2. All vehicles will yield the right-of-way to all authorized vehicles responding to emergency situations.

Prohibitions

No vehicle shall be operated in any portion of the AOA:

1. In a careless or negligent manner.
2. In disregard of the right and safety of others.
3. Without due caution or at a speed or manner which could endanger persons or property.
4. While the driver is impaired or under the influence of an intoxicating liquor or any narcotic habit-forming drug.
5. If it is hazardously equipped or loaded in a manner which could endanger persons or property.

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Baggage Carts

At no time will more than six- (6) baggage Carts be towed behind tug vehicles when operating on or about the AOA.

Construction Vehicles

1. Construction vehicles when on the AOA should be marked and display an orange and white rectangular flag for high daytime visibility. During nighttime operations construction vehicles shall be lighted with an amber rotating beacon and front and rear lights.
2. Vehicles not meeting these requirements must be escorted by a vehicle that meets the requirements.

Use of Roadways

1. All vehicles must drive within the marked vehicle/tug roadways to reach their destination (roadway markings are white). Never drive on the runway or taxiway.
2. Aircraft servicing operations conducted at gates will not be subject to these movement requirements.
3. All vehicles not equipped with an amber rotating beacon, or other lighting system for authorized emergency vehicles, AND continuous two-way radio communication access with the Phoenix Tower Ground Control will be limited to transit operations conducted within the painted vehicle/tug roadways.

Operating Speeds

1. The maximum speed for all vehicles and equipment, with the exception of authorized emergency vehicles during emergency functions operated within the vehicle/tug roadways, is 25 miles per hour.
2. Vehicles and equipment operated in all other apron and terminal service areas must not exceed 15 miles per hour, with the exception of authorized emergency vehicles during emergency functions.
3. The maximum speed for vehicles operated in the baggage sort areas, around hangars and on the West and East Drive Bridges is 5 miles per hour.
4. The maximum speed for all motor vehicles and ground support equipment operated in aircraft safety areas, such as runways and taxiways, will be determined by the operator in accordance with operational necessity and safe operating practices.
5. The maximum speed for construction vehicles will be determined by the Deputy Director of Operations and will be based on the construction site location and operational necessity.

Runway and Taxiway Safety Area Training

No individual will be allowed into the runway and taxiway safety areas unless they have been certified to operate in the area or are escorted by an individual that has the training. In order to receive certification, an individual must successfully complete the Taxiway Safety Area Training Course. The Operations Department administers this program. Before entering runway or taxiway safety areas,

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approval from Operations and clearance from the air traffic control tower must be obtained.

West/East Bridge Drives

The bridge drive situated on the West End of the Terminal 3 service levels is intended to be utilized by the Aviation Department employees. Other users of this bridge will include vendors delivering goods to the Terminal 3 concessionaires. Though this bridge is not intended for use as a traffic route for air carrier tugs and baggage carts, practicality dictates that some use of the bridge drive by the airlines is appropriate.

The bridge drive situated on the East End of the Terminal 3 service levels is designed to be utilized for local baggage cart movement. The airlines are encouraged to use this drive whenever possible. Refueling vehicles are prohibited from driving under any portion of the terminals.

Vehicle Accidents

The driver of any motor vehicle involved in an accident while on the AOA, which results in injury or death to any person, or damage to any property must report the accident by calling 273-3311. In the event of injury, the driver shall render assistance as needed until emergency vehicles arrive.

All persons involved in any accident occurring on the Airport, other than involving an aircraft, shall make a full report thereof to the Deputy Aviation Director of Operations and the Airport Police as soon after the accident as possible and before leaving the Airport.

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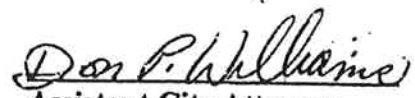
Responsibilities: The Aviation Department will implement rules and regulations insuring the safety of everyone driving on the airfield. Operations personnel will enforce the driving rules and regulations.

References

And Definitions: Airfield Driver Permit Information and Study Guide Revised April 1997 – This study guide is a reference tool only. Rule changes can be implemented prior to publication of an updated study guide.

The foregoing Rule and regulation is hereby adopted and promulgated on this day of March 1st, 1999.


Aviation Director


Assistant City Attorney