



**Ramp Safety & Traffic
Regulations Handbook**

**Airfield Ramp Driver's
Course**

Juneau International Airport

RAMP SAFETY AND TRAFFIC REGULATIONS HANDBOOK

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Juneau International Airport

RAMP SAFETY AND TRAFFIC REGULATIONS HANDBOOK

I

INTRODUCTION

This handbook describes the ramp safety rules applicable to airport ground operational activities and the operation of motorized equipment on the ramp and service areas of the Juneau International Airport. Safety is paramount when operating equipment within Airport ramp areas.

The mixture of aircraft, vehicles, fueling equipment, tugs/carts, and numerous other types of ramp equipment can present a serious safety problem unless specific procedures are followed and enforced. Constant alertness and an absolute awareness of ramp safety rules must be maintained.

In order to assure that employees operating vehicles or other types of mobile equipment on the ramp are familiar with safe operating rules, the following safety rules are presented. It should be emphasized that driving on the aircraft ramps is a privilege granted to employees by the Airport. This privilege can be suspended or revoked for non-compliance with Airport rules and regulations.

Authority for Implementation of Rules and Regulations. The Juneau International Airport, known here on as the “Airport”, operates under the authority of the City and Borough of Juneau, known hereon as “CBJ”. CBJ has granted the Airport authority to make bylaws for the management and supervision of its airport affairs.

Applicability. This regulation applies to all users of, and persons on any portion of, the property owned or controlled by the Airport. No persons are exempt from airport operating training requirements for operating a vehicle on the airside of an airport. Tenant organizations shall be responsible for the dissemination of, accessibility to, and compliance with these rules and regulations by their employees.


These Rules and Regulations may be amended, changed, or modified by the Airport, as necessary.

II


DEFINITIONS


ACCIDENT: A collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.

AIRFIELD RAMP DRIVER ENDORSEMENT: Revocable endorsement issued by the Airport to employees who are required to operate motorized equipment within the Airport's non-movement area as a condition of their employment.

Issuance of this endorsement is denoted by the addition  icon to the employee's Airport security access badge.



An icon of  indicates that employee is authorized to operate equipment in a movement area after completion of specialized training.

An icon of  indicates that employee is authorized to operate a fuel truck or handle fuel after completion of specialized training.

AIR CARRIER RAMP: An apron for air carriers. These are the areas adjacent to Gate 1 (135 Ramp) and Gates 2 – 6 (121 Ramp), FedEx apron, and Cargo/Freighter apron. Unauthorized vehicles and aircraft are prohibited from operating on it. Additionally, specific areas of the Air Carrier Ramp are Security Identification Display Areas (SIDA) that require the proper badging.

AIR OPERATIONS AREA (AOA): That area inside the Airport security boundary in which aircraft movements take place (i.e., aircraft gate positions, ramp areas, runways, float pond, taxiways, and areas in which both ground vehicles and aircraft frequently operate).

AIRSIDE: Those areas of an airport that support aircraft activities.

AIR TRAFFIC CONTROL TOWER (ATCT): Facility operated by the Federal Aviation Administration (FAA) to control aircraft and vehicle ground movements on runways, float pond, and taxiways. While the ATCT does not have a positive control responsibility for aircraft or vehicle on non-movement areas (gate positions, ramps, vehicle lanes, etc.), they may provide assistance and/or advisories to aircraft and vehicles in these areas.

AIRLINE: Air Carrier certificate holder duly authorized by the FAA to engage in commercial transportation of passengers, cargo, property, and/or mail.

AIRPORT: The Juneau International Airport, operated by the City & Borough of Juneau, which is an incorporated city in the State of Alaska.

ALERT: An aircraft emergency, either in the air or on the ground. Depending on the nature of the emergency, Aircraft Rescue and Fire Fighting (ARFF) equipment will stand by at the fire station, respond to a predetermined position on the Airport, or respond to the accident/emergency scene itself.

APRON OR RAMP: A defined area on an airport or heliport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance.

EMPLOYEE: A person employed on the airport by an airport tenant (i.e., airline, fixed base operation (FBO), aviation support service company, authorized contractors) or by the CBJ Airport.

FLOAT POND: The Airport operates and maintains a Sea Plane Base (or Float Pond) for the operation of float planes that require a water take-off or landing. The water lane is designated by shore markings and is a movement area and under the control of the ATCT.

FIXED BASE OPERATOR (FBO): A firm which maintains facilities at an airport for the purpose of engaging in the retail sale of aviation fuels primarily to purchasers and/or providing one or more of the following general aviation service activities: (a) aircraft maintenance and/or servicing, (b) ground support services, and (c) avionics equipment and system maintenance. The term FBO commonly is used in reference to a general aviation commercial operator on an airport.

FOREIGN OBJECT DEBRIS (FOD): Debris that can cause damage to aircraft engines, propellers and tires from rocks, trash, or other debris found lying on aircraft areas, ramps and aprons. All operators of vehicles and equipment are required to stop and pick up FOD when they encounter it. Never enter a movement area to retrieve FOD. Call Airfield Maintenance at 907-321-3807.

GENERAL AVIATION (GA): That portion of civil aviation that encompasses all facets of aviation except air carriers.

GROUND VEHICLE: All conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment.

GROUND SUPPORT EQUIPMENT (GSE): Support equipment found at an airport, usually on the apron, the servicing area by the terminal. This equipment is used to service the aircraft between flights such as tugs, baggage carts and belt loaders. GSE is not street legal and cannot be operated on a public roadway.

JET BLAST: Jet engine exhaust or propeller wash (thrust stream turbulence).

LAW ENFORCEMENT OFFICER (LEO): Any person vested with police power of arrest under Federal, state, county, or city authority and identifiable by uniform, badge, and other indication of authority.

MANAGER: The Airport Manager is the executive and administrative head of the Juneau International Airport and reports to the Airport's Board of Directors and the CBJ City Manager.

MOBILE FUELER: A vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel at the airport. This may include fuel tankers, in-to-plane fueling pumpers, and hydrant carts.

MOVEMENT AREA: The runway, float pond, and taxiways and other areas of the airport which are utilized for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps, gates and parking areas. Specific **AIRPORT** approval and clearance must be obtained from the ATCT prior to entry into the movement areas. Additionally, specialized training for drivers and specific equipment requirements are required prior to operating equipment in a movement area.

NON-MOVEMENT AREA: The taxi lanes, vehicle lanes and ramp areas not under the control of the ATCT.

NON-MOVEMENT AREA BOUNDARY LINE: The boundary between the ramp and the taxiways is called the non-movement area boundary and is defined by two yellow lines: one solid and one dashed. The solid line is located on the non-movement area side while the dashed yellow line is located on the movement area side. Think of it the same as the double yellow line on a highway. You can pass a car where the line is dashed and not where it is solid.



OPERATOR: Any person who is in actual physical control of an aircraft, ground service equipment (GSE) or a motor vehicle.

OWNER: A person who holds the legal title of an aircraft or a motor vehicle, ground service equipment, fuel truck, etc.

PART 135 AOA AREA: The north terminal ramp and Gate 1 area used exclusively for regional, commuter and air-taxi carriers. The Part 135 AOA is a restricted badge display area and drivers and vehicle equipment operators are required to have either a SIDA or 135AOA badge with an Airfield Ramp Driver endorsement. This area is restricted, which privately owned vehicles (POV) and GA personnel are not allowed.

PRIVATELY OWNED VEHICLE (POV): A vehicle not owned by City & Borough of Juneau or other tenant organization. POVs are prohibited from operating within specific areas of the AOA (i.e., Air Carrier Ramps, Main Terminal Ramps/Gates, SIDA areas, and vehicle service road from Taxiway B2 to D1) unless specifically authorized by the Manager and marked in accordance with the Airport Security Program or under escort by Airfield Maintenance or other tenant organization on the airport (i.e., airlines, ground service companies, etc.). POVs are authorized on the float pond access road and areas of private hangars and shall be parked in a manner as to not obstruct aircraft movement or operations.

RESTRICTED AREAS: Areas of the airport posted to prohibit or limit entry or access by the general public. All areas (inside the perimeter fence) other than public areas.

RUNWAYS: Areas on the airport used for the take-off and landing of aircraft, which includes the water lane of the float pond. Runways are numbered in relation to their magnetic direction rounded off to the nearest 10°. Aircraft and vehicles operating on the runways must have specific approval and clearance from the ATCT to do so.

SECURITY BADGE: Personal identification media that is issued by the Airport to indicate unescorted access to secure and restricted areas of the airport. Security badges can be renewed 30 days prior to expiration.

SECURITY IDENTIFICATION DISPLAY AREA (SIDA): Areas of the airport in which security measures are carried out as specified in the Airport Security Program. This includes areas of the Part 121 Air Carrier operations and Air Cargo operations which requires identification media and strict measures to maintain security. The SIDA is a defined portion of the Secured Area. Entry into this area with a vehicle is only permitted with a SIDA security badge and a legitimate work-related reason.



SPILL PREVENTION CONTROLS AND COUNTERMEASURE PLAN (SPCCP): A preventative plan that is subject to environmental regulations to eliminate or reduce the discharge of oil, fuel or other hazardous materials into navigable waters or adjoining shorelines.

STORM WATER POLLUTION PREVENTION PLAN (SWPPP): A site specific written documentation as approved by Alaska Department of Environmental Conservation (DEC) that identifies the potential sources of storm-water pollution at an airport or related construction site. It should describe practices to reduce pollutants in storm-water discharge and identify specific procedures that will be taken to comply with the terms and conditions of the local, state, and Federal environmental agencies.

TAXIWAYS: Areas on the airport used for the surface maneuvering of aircraft. Aircraft and vehicles operating on the taxiways must have specific approval from the ATCT to do so. Taxiway edges are delineated by yellow centerline and edge markings. (Note: The float pond does not have an established taxiway movement area.)

TIE DOWN AREA: An area used for securing aircraft to the ground.

VEHICLE SERVICE ROAD: A designated roadway for vehicles in a non-movement area.

III

LICENSE AND ENDORSEMENT REQUIREMENTS

1. Driver's License Required and Compliance:
 - a. No person shall operate a motor vehicle on the airport unless the driver holds a valid driver's license.
 - b. No person shall operate a motor vehicle on the airport unless it is physically in the possession of the driver' license.
 - c. It is the employer's responsibility to ensure that its employees, who are required as a condition of their employment to operator motorized equipment within the AOA, hold a valid state-issued driver's license.
2. Airport Driving Endorsement: An employee, required to operate motorized equipment within the airport non-movement area as a condition of employment, must have a current Airfield Ramp Driver's Endorsement on their security badge issued by the Airport.
3. Employer Training Required: It is the employer's responsibility to ensure that its employees, who are required as a condition of their employment to operate motorized equipment within the non-movement area, are properly trained and qualified.

IV

AIRFIELD RAMP DRIVER'S ENDORSEMENT

1. Administration of endorsements: The issuance of Airfield Ramp Driver's Endorsements will be administered by the Airport and enforcement will be conducted by Airport Administration.
2. Issuance/suspension of endorsements: The Airport will have the principal responsibility to assure that employees who operate a motor vehicle on the non-movement area will have passed a written exam prior to issuance of an Airfield Ramp Driver's Endorsement. This testing will be administered and evaluated by the Airport Badging Office. The endorsement will be valid until the expiration, revocation, or suspension of the employee's state driver's license or airport security badge (i.e., SIDA, 135AOA, etc.).

If the applicant's state license is invalid for any reason, the Airfield Ramp Driver's Endorsement may not be issued until the applicant secures a valid state license. If an employee's state driver's license is suspended or revoked for any reason, the Airport Badging Office must be notified immediately. It is the employer's responsibility to ensure that an employee with an invalid driver's license is not permitted to operate a motor vehicle on the AOA.

The endorsement may be suspended or revoked at any time by the Airport Manager or designee for cause if the employee commits driving offenses within any 12-month period as outlined below.

V

VIOLATION OF RULES

PENALTIES AND SUSPENSION OF DRIVING PRIVILEGES

Any person who does not comply with any of the provisions of these Rules and Regulations, or any lawful order issued pursuant thereto, will be subject to progressive penalties for repeat violations. These penalties may include denied use of the airport in addition to the penalties described pursuant to Federal, state, or local authorities.

Penalties for failure to comply with the Ramp Safety and Traffic Regulations shall consist of written warnings, suspension of airside driving privileges, and/or revocation of airside driving privileges.

1. **First Offense:** Written warning by the Airport. The incident will be recorded and reported to the Airport Manager or designee.
2. **Second Offense:** Suspension of airport driving privileges for **one month**. Personal audience with the Airport Manager or designee to discuss proper procedures and aviation safety issues as related to vehicle traffic around aircraft movement area.
3. **Third Offense:** Revocation of airport driving privileges for **one year**. Before reinstatement of driving privileges, the individual will be required to take the written driver's examination and demonstrate proper driving procedures to either the Airport Maintenance and Operations Superintendent or designee.

Based on an evaluation of the circumstances or the severity of a particular incident or incidents, the Airport reserves the exclusive right to assess any penalty it deems appropriate at any time to any individual authorized to operate a vehicle on the airside without regard to prior operating history.

The Airport will provide a copy of all written warnings issued to an operator to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s).

The Airport is required to report to the FAA any individual involved in a runway incursion or other vehicle incident, which may lead to remedial airfield driver training and suspension or revocation of driving endorsement.

VI

ENFORCEMENT PROCEDURES

Airfield Maintenance has the principal responsibility for enforcing safety and security rules associated with the operation of motorized ramp equipment, fueling and other requirements set forth within the Ramp Safety and Traffic Regulations Handbook. When Airport Administration or Airport Police issue a notice of driving violation, the following procedures will be followed.

1. The employee will be issued one copy of the notice.
2. The issuing Airport/Police personnel shall submit one copy, which will be filed with the Deputy Airport Manager.
3. Appeal Hearing: The violator has the right to appeal any Notice of Violation through their employer (i.e., airline/company manager) by requesting an adjudication meeting with the Airport Security Coordinator (Deputy Airport Manager) within five (5) business days of the Notice of Violation date. The Airport and the employer may investigate the circumstances surrounding the issuance of the Notice of Violation. The Deputy Airport Manager will have the authority to dismiss, modify or uphold the notice. The Deputy Airport Manager's findings will be considered final.

VII

AIRCRAFT GATE ARRIVAL / PUSH-BACK PROCEDURES

The level of airline operations at the airport requires a high frequency of airline gate arrivals and push-backs. It is extremely important that all vehicle operators operating within the non-movement area be alert at all times for these aircraft operations. Aircraft always have the right of way. It is imperative that airline and ground handling personnel follow proper gate arrival and push-back procedures so that all vehicle operators will visually recognize when a gate arrival and push-back operation is imminent or in progress.

1. When operating a vehicle in the non-movement area, each employee must be aware that aircraft may be arriving or preparing for push-back. Signs of an imminent push-back are:
 - a. All aircraft doors and hatches are closed.
 - b. The jet bridge is retracted.
 - c. All ground support equipment (GSE) is moved away from the aircraft.
 - d. A tug and tow-bar are attached to the nose wheel of the aircraft and the tug driver is seated.
 - e. Wing-walkers will be in position at the wing tips with orange (or light) caution batons.
 - f. The aircraft's anti-collision (red beacon) lights are on.



2. When a push-back is about to occur, the following sequence must take place:

- a. While the Airport recommends that an aircraft pushback crew consist of a minimum of three persons, at least two wing walkers positioned at the aircraft's wing tips and one person having direct two-way communication with the flight crew (usually the tug driver), only one person is required to direct ground traffic during an aircraft pushback from the gate.
- b. The ground crew shall wear **HIGH-VISIBILITY** vests or apparel that are marked with reflective material for night operations. The safety observers shall be equipped with lighted wands/batons during hours of darkness or low visibility.
- c. Prior to commencing push-back operations, the ground crew should be alert to vehicle traffic near the aircraft and stop traffic as required. When it is safe to do so, the ground crew should motion or direct vehicle traffic to pass behind the aircraft so as to avoid congestion and delays.
- d. Immediately after receiving push-back clearance from the ATCT, the flight crew should turn on the aircraft anti-collision lights. The aircraft anti-collision lights are the primary visual reference that a push-back operation is imminent or in progress.
- e. When the ground crew receives the clearance from the flight crew to initiate a push-back, the ground crew should make a visual check for vehicle traffic near the aircraft.
- f. After completing this visual check and determining that the area is clear, the ground crew may commence the push-back, in accordance with ATCT instruction received by the flight crew.
- g. While the aircraft is being pushed back, ground vehicle operators shall stop and wait for the aircraft to clear the roadway before proceeding.
- h. During push back, the aircraft shall be positioned on a designated push back spot assigned to the respective gate.
- i. After an aircraft has been pushed back, all vehicle operators should be alert for the ground crew and equipment returning to the terminal gate area (consider them a part of the aircraft),
- j. The ground crew shall be given the right of way and all personnel must exercise due caution.

3. Signs of an imminent gate arrival are:

- a. Ground crew are assembling in a gate area.
- b. The jet bridge amber beacon is on.

4. When a gate arrival is about to occur, the following sequence must take place:
 - a. For aircraft arrivals, the Airport recommends that there be a minimum ground crew of three persons, two wing walkers and a marshaler (who uses wands/batons to guide the aircraft into position). In addition to the marshaler, who directs ground traffic during an aircraft arrival into the gate, only one person is required. The ground crew shall wear high-visibility vests or jackets that are marked with reflective material for night or low-visibility operations. The safety observers (wing walkers) shall be equipped with lighted wands/batons during hours of darkness.
 - b. Prior to gate arrival, the ground crew should be alert and ensure that all vehicles yield to aircraft crossing the vehicle roadway to the gate.
 - c. After an aircraft has cleared the roadway, ground vehicle operators should wait for the aircraft engines to be shut down before passing behind the aircraft. Signs that the engines are shut down are the aircraft's anti-collision lights (red beacons) are off and vapors can no longer be seen exiting the aircraft's engines.

By following the above procedures, the safety of passengers, flight crews, ground personnel and other employees can be assured during all gate arrival and push-back operations at the airport. VIOLATIONS will result in suspension or revocation of your security badge.

- **VEHICLE OPERATORS MUST STOP AND GIVE WAY TO AN AIRCRAFT BEING PUSHED BACK – FAILING TO STOP FOR AND RACING BY THE PUSH BACK WILL RESULT IN AN ENFORCEMENT ACTION ON YOUR SECURITY BADGE.**
- **DO NOT DRIVE AROUND OR BETWEEN A PUSH-BACK AIRCRAFT AND THE AIRPORT TERMINAL.**
- **WHEN IN DOUBT – STOP!!! CONSIDER AN ALTERNATE ROUTE OUTSIDE OF THE FENCE.**

VIII
GENERAL OPERATION RULES
AIRFIELD RAMP AREA

Vehicle Operator Requirements

1. All applicants must satisfactorily complete the applicable ramp driver's training before receiving an airfield ramp driver's endorsement.
2. All applicants must pass the written test with a grade of at least 80 percent. Applicants who do not pass the written test may retake the test after additional study on the next available business day.
3. Applicants for movement area driving privileges are required to successfully complete an airside driving test by a designated representative of the Airport. In addition, movement area driving applicants must pass a practical exam, to prove proficiency.
4. No vehicle shall be operated on the airside unless:
 - a. The driver is authorized to operate the class of vehicle by an appropriate state-licensing agency.
 - b. The driver properly displays an approved, Airport-issued security badge with an airfield ramp driver's endorsement.
5. Speed limit on the ramp is 20 miles per hour (unless posted otherwise) and 10 miles per hour for construction equipment.
6. No person operating or driving a vehicle on any aircraft ramp shall exceed a speed greater than 20 miles per hour. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining a safe operating speed.
7. No vehicle shall pass another ground vehicle in a designated vehicle roadway.



Examples of vehicle surface markings; roadways bounded by “zipper” markings are also used by aircraft.

8. No vehicle shall pass between an aircraft and passenger terminal or passenger lane when the aircraft is parked at a gate position except those vehicles servicing

the aircraft. All other vehicles must drive to the rear of the aircraft and shall pass no closer than operational need within safety limit from any wing or tail section.

9. Moving aircraft (under their own power), emergency vehicles, snow removal equipment, Airport vehicles and passengers enplaning or deplaning aircraft shall have the right-of-way at all times over vehicular traffic. Vehicle drivers must yield the right-of-way.
10. No vehicle operator shall enter the airside unless authorized by the Airport or unless the vehicle is properly escorted.
11. No vehicle operator shall enter the movement area:
 - a. Without direct permission and approval of the Airport Manager;
 - b. Without obtaining a clearance from the ATCT prior to entering the movement area (during ATCT hours of operation, all other hours will be advised by Flight Service Station (FSS));
 - c. Unless equipped with an operable two-way radio in communication with the ATCT; or
 - d. Vehicle has company/agency markings and is equipped with a flashing amber beacon, unless escorted by Airport personnel.
12. No person shall:
 - a. Operate any vehicle that is overloaded or carrying more passengers than the vehicle was designed.
 - b. Ride on the running board or stand up in the body of a moving vehicle.
 - c. Ride in the bed of a pickup truck or in/on a trailer not designed for passengers.
 - d. Ride with arms or legs protruding from the body of a vehicle except when the vehicle was designed for such use.

13. Container carriers and tugs shall tow no more than five (5) carts, pods, or containers.



14. No fuel truck shall be stored inside, brought into or parked within 50 feet of any building. Fuel trucks must not be parked within 10 feet of other vehicles.
15. A vehicle guide person is required whenever the vision of the vehicle operator is restricted.
16. No person shall operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that the Airport considers an endangerment.
17. When not serving aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.
18. Vehicle operators shall not operate or park vehicles under any passenger loading bridge.
19. No person shall park a vehicle in an aircraft parking area, safety area or in a manner that obstructs or interferes with operations in the aircraft movement area or apron area.
20. No person shall park, or leave unattended, vehicles or other equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other motor vehicles or equipment.
21. No person shall park a vehicle or equipment within 25 feet of a fire hydrant or in a manner that prohibits a vehicle from accessing the fire hydrant.
22. Vehicles are to come to a complete stop at a posted stop sign or stop bar.

23. Vehicles shall slow, look and proceed at posted yield signs and give way to other aircraft and vehicular traffic.



24. No person shall operate a vehicle or other equipment within the airside under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.
25. Each vehicle operator using an airport perimeter (security) gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator shall also ensure no unauthorized vehicles or persons gain access to the airside while the gate is open. Think ... if you open the gate, YOU are responsible for any unauthorized access.
26. In the event of a gate failing to close, the vehicle driver is required to stay at the gate until relieved by Airport police or Airfield Maintenance. Leaving the gate open and unattended (regardless of an equipment failure) will result in an enforcement action on your security badge. All perimeter gates have the Airport Police phone number posted on it. Never attempt to close the gate by hand or attempt to repair it.
27. In-bound or entering vehicles have the right of way at perimeter security gates. When intending to exit the restricted area of the airport in a vehicle and when approaching the perimeter gate, look for in-bound vehicles and allow that driver to scan their security badge to open the gate. After the in-bound vehicle comes through the gate the out-bound may exit, but must remain to ensure the gate closes properly. The in-bound vehicle does not need to wait with the out-bound vehicle. This does not apply if the out-bound vehicle has already opened, exited through and is waiting for the gate to close.
28. Vehicle operators shall not operate vehicles in a reckless or careless manner. A reckless or careless manner is one that intentionally or through negligence threatens the life or safety of any person or threatens damage or destruction to property.

29. Each vehicle operator is responsible for the actions and activities of each vehicle passenger on the airside of the airport.
30. Vehicles shall not enter the movement area or cross runways or taxiways unless the operator (regardless if the driver is an aircraft pilot) of the vehicle has received required specialized training and authorization from the Airport to operate on the movement area. Whenever possible, all airport vehicles shall utilize the vehicle service roads to transition between areas on the airport.



IX

VEHICLE REGULATIONS

1. No vehicle shall be operated on the airside unless it has valid registration (license plates) or is a qualified off-road vehicle that is not normally operated on public streets but has received the approval of the Airport.
2. All vehicles operated on the airside must have vehicle liability insurance or proof of financial responsibility aboard, as required by the Airport.
3. The Airport has the right to disapprove any tenant vehicles operated on the movement and non-movement areas.
4. Vehicles operating on the ramp or movement areas must display an Airport/Company sticker or an Airport-approved company logo that is at least four (4) inches in height on the sides of the vehicle.
5. Carts or pieces of equipment being towed or carried after darkness must have side and rear reflectors or rear lights.
6. When towing aircraft in time of darkness or in periods of low visibility, the aircraft's position lights are required to be turned on.
7. At times of darkness or periods of low visibility, vehicles and equipment are required to have headlights turned on to be seen better.
8. No vehicle shall be permitted in movement areas and ramps unless:
 - a. It is properly marked, as outlined in FAA Advisory Circular 150/5210-5, *Painting, Marking, and Lighting of Vehicles Used on an Airport.*
 - b. It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.
 - c. It has the appropriately rated and inspected fire extinguishers (service vehicles and fuel trucks).
 - d. It has operable headlamps and brake lights.
9. Vehicles operating on the movement area must be equipped with:
 - operating amber rotating/flashing beacon or equivalent and;
 - an operable 2-way radio with prior permission granted from ATCT.
10. All aircraft refueling vehicles and any other vehicle 8-foot or more in width vehicles shall be equipped with a flashing amber beacon and front, tail, and clearance lights that are activated at all times when operating on the airside.
11. Bicycles are permitted in non-movement areas if the operator has a current Airfield Ramp Driver's Endorsement on their security badge issued by the Airport. Additionally, operators of a bicycle must wear a **HIGH-VISIBILITY** vest or apparel. Bicycles used for company activities must be registered with the Airport Manager's office. Personal bicycles are restricted from all SIDA and 135AOA area.

Bicycles are strictly forbidden to be operated in a movement area for any reason.

X

VEHICULAR ACCIDENTS

Operators of vehicles involved in an accident on the airport that results in injury to a person or damage to an aircraft, airport property (including gates), or another vehicle shall:

- Immediately stop and remain at the scene of the accident.
- Render reasonable assistance, if capable, to any person injured in the accident.
- Report the accident immediately to the Airport Police or the Airport Manager's Office before leaving the scene.
- Provide and surrender the following to any responding Airport personnel: name and address, airport identification card, state driver's license, and any information such personnel need to complete a motor vehicle accident report.

XI

GENERAL DRIVING PRACTICES

Driving on the Non-Movement Areas

Non-movement areas include taxi lanes, aprons, and other areas **NOT** under control of the ATCT. Anyone authorized to operate a motorized vehicle on the airside may do so on the non-movement areas without being in positive radio contact with the ATCT.

These areas include:

- Service roads
- Cargo aprons
- General aviation apron
- Air carrier apron(s)

General Driving Practices.

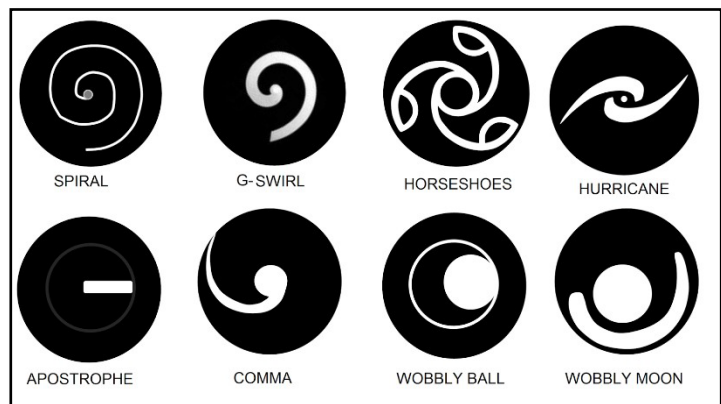
Operating within the ramp areas requires the vehicle driver to exercise extreme caution as aircraft are always moving, aircraft passengers may be walking from an aircraft to the gate, and noise levels are high.

Vehicle drivers should:

- Never drive between safety cones or across delineated passenger walkways.
- Watch cockpit blind spots—pilots typically cannot see behind or below the aircraft.
- Avoid jet blast or prop wash, which can blow debris or overturn vehicles.
- Be aware and avoid moving propellers that can cause damage, injury, or death.
- Be aware of other vehicle movements—you may not hear them approaching due to aircraft engine noise.
- Yield to aircraft, passengers, and emergency vehicles, which ALWAYS have the right of way on any portion of the airport.

When traveling on the apron, always use designated vehicle service roads. Driving close to buildings, around vehicles, or aircraft is prohibited. This policy helps to establish a predictable order to vehicle movements in congested areas and helps to ensure their visibility to aircraft and other vehicles.

Parked aircraft may still have their engines running, so be aware of the hazards of jet blast or prop wash, which may overturn vehicles. Before an aircraft engine is started, the aircraft's red flashing beacons must be on. In some instances, propellers and engine spinners are marked to indicate when the engine is operating.



A pilot's ability to maneuver quickly on the ground is limited. Propellers and jet engines can cause significant damage and injury to personnel. In addition, cockpit visibility prohibits the pilot from seeing under the nose or behind the aircraft and limits the pilot's ability to avoid ground vehicles.

XII

HELICOPTER OPERATIONS / HELIPORT DRIVING

Driving near an active helicopter operation area (or helipad) poses a significant hazard to aircraft. Unless servicing the helicopter, vehicles should keep a distance of at least 50 feet from the aircraft. Vehicles should remain in the vehicle service lanes at all times with transitioning the ramps near active helicopter operations.



A good indicator that it is safe to pass the helicopter area is when the aircraft is being refueled, has open doors or passengers are being loaded or unloaded. Never approach a helicopter from the rear. Additionally, never approach a helicopter with a vehicle without direction from the pilot or ground crew.

If the helicopter is on the ground, it is usually at ground idle and the pilot or ground crew will signal the vehicle operator that it is safe to pass. If preparing for takeoff, the helicopter will “spool-up”, which is evident by the increase in the spinning of the rotors, a distinct engine sound change and a loading (coning) of the main rotor-disk as the blades begin to take the weight of the aircraft.

Landing helicopter will generally go to a ground idle shortly after touch-down. This is evident with un-loading (flattening) of the main rotor disk and a distinct change of the engine sound. Look for any ground personnel activity around a helicopter that just landed, who can signal that it is safe to pass.

Be aware that helicopters can quickly take-off immediately after landing.

When in doubt, stop and wait to observe what that the helicopter is doing. You may consider turning around or selecting an alternate route. The SAFEST means of transiting the active helicopter area is to avoid it and choose an alternate route.

XIII

ELECTRONIC DEVICE USE

Use of electronic devices is strongly discouraged for obvious reasons. Phone discussions, text messaging, and other actions involving such devices can cause an unnecessary distraction which may contribute to an accident or incident. Any person with an Airfield Ramp Driver's Endorsement must be aware of, and comply with, their organization's policy on the use of electronic devices. If you must use an electronic device while operating on the airfield, first stop the vehicle in an area clear of other moving vehicles or aircraft. Never read or send text messages while operating a moving vehicle. Finally, limit electronic device use to work-related purposes only.

XIV

NIGHT TIME / POOR WEATHER DRIVING CONDITIONS

Poor weather conditions (snow, fog, rain, etc.) might obscure visual cues, roadway markings, and airport signs. Vehicle operators should remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions.

XV

SPILL PREVENTION, CONTROL AND CLEAN-UP

ALL SPILLS, REGARDLES OF SIZE, AMOUNT OR LOCATION ARE TO BE REPORTED TO THE AIRPORT AUTHORITY IMMEDIATELY!!!

It is a requirement that all fuel spills, regardless of size, amount and location are reported to Airport's Airfield Maintenance Division (907-321-3807) so that the spill can be contained in a safe and expeditious manner.

Your company is also **REQUIRED BY STATE LAW** to notify the Alaska Department of Environmental Conservation regardless of the amount, size or extent of the spill.

Fuel spills can degrade asphalt pavement, contaminate the local environment, and cause fire, which is a hazard to life and property. Fuel handlers should follow safety procedures to ensure spills and leakage do not happen.

XVI

ENVIRONMENTAL PROTECTION AND SWPPP

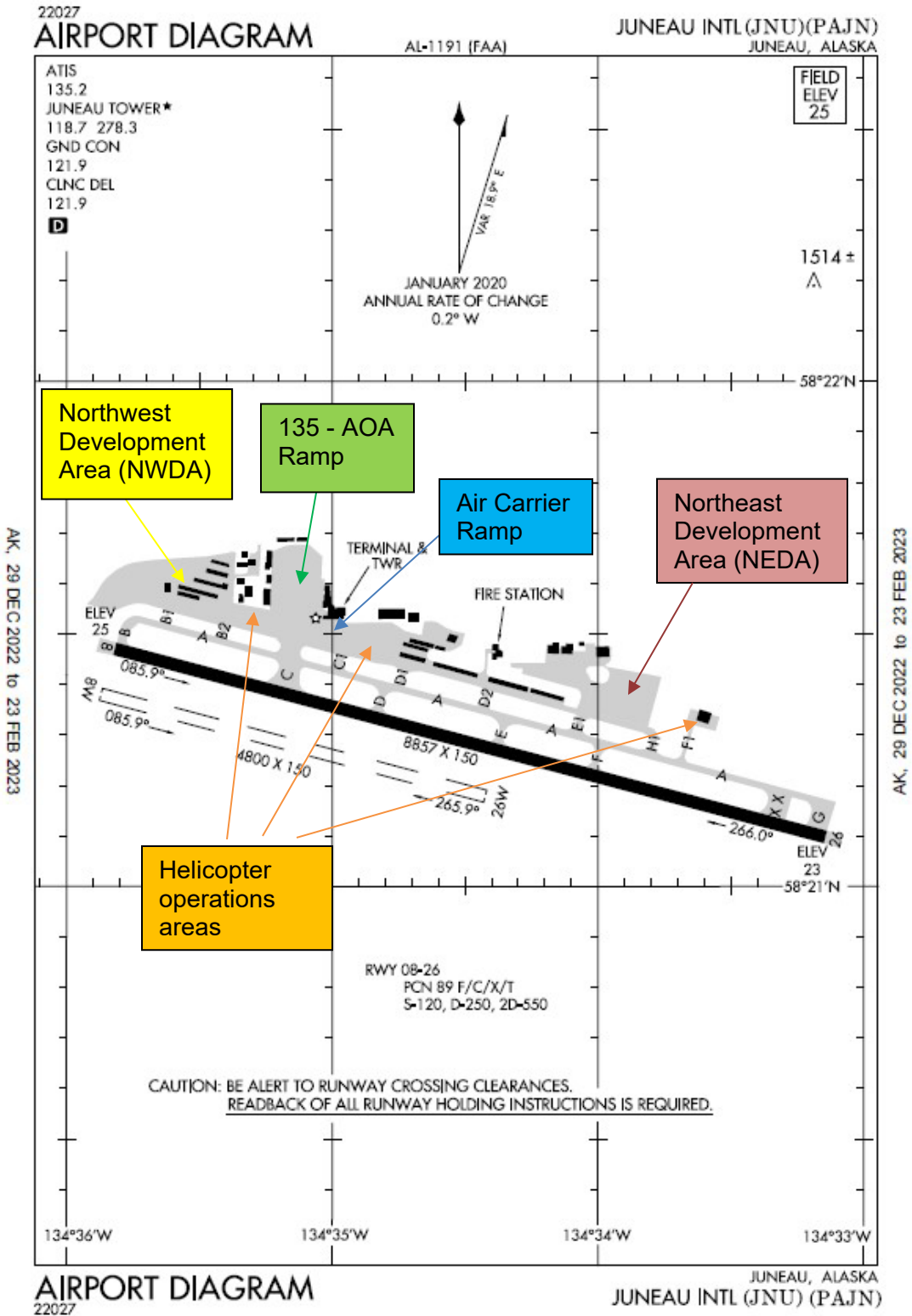
Airport tenants should have an environmental protection plan in place for spills and preventing fuel from entering storm drains, waterways and soil bodies. If a spill does occur and is safely contained, measures need to be taken to protect the environment. If the fuel cannot be contained in a certain area, absorbent booms and pads should be placed around drains and along the soil line of the contaminated area, while clean-up is under way.



DON'T HESITATE TO CALL FOR ASSISTANCE

Fuel or petroleum products may only be discharged and stored in airport and fire code approved containers. Deliberately discharging or dumping fuel or petroleum products into any drain system, waterway or soil body is a violation of state and federal law under the Environmental Protection Act of 1970.

XVII AIRPORT DIAGRAM



XVIII AIRFIELD DRIVING ROUTES

