

Your Airport Call Sign: _____

JAMESTOWN REGIONAL AIRPORT



GROUND VEHICLE TRAINING MANUAL

AND

GROUND VEHICLE RULES AND REGULATIONS

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I. INTRODUCTION

A MESSAGE TO GROUND VEHICLE OPERATORS

This guide was prepared to teach you about the unique problems and safety requirements of working and driving a ground vehicle at the Jamestown Regional Airport. If you have not worked at an airport before, it can be a confusing experience for the first few weeks. This guide explains some of the things you will see, how things work, and some of the rules you will have to follow when working on an airport. If you have previous experience at an airport, this guide may teach you some things you did not know, or remind you of some things you may have forgotten.

SAFETY IS THE FIRST PRIORITY

Airports are different than any other place you may have worked. The potential for injury, not only to yourself, but to pilots and their passengers, is great. Each of us must make safety our first priority. One careless mistake could result in the injury or death of yourself or others. It is up to each one of us to make sure we do everything we can to make the Jamestown Regional Airport as safe as possible.

One way to make the airport safe is to know how it operates, what the signs and markings mean, the types of problems and safety hazards that may occur, and any special rules the airport may have. This guide talks about those things and your responsibilities as a ground vehicle operator.

II. BACKGROUND INFORMATION

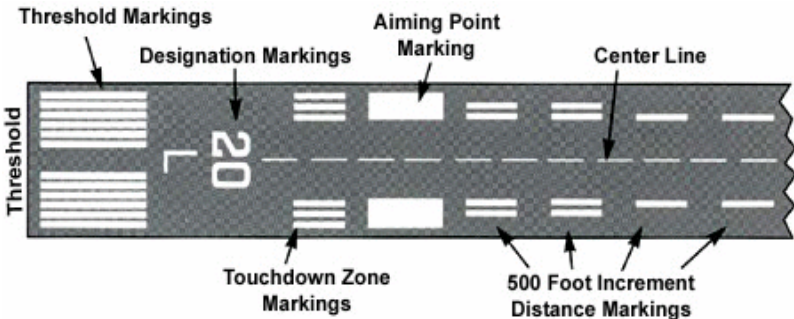
THE BASIC PARTS OF AN AIRPORT

If you have never worked at an airport before, the names and functions of everything your employer wants you to remember can be confusing. In addition to learning your new job, you need to know some important things about the airport itself.

RUNWAYS

The runway is the area where an aircraft takes off and lands. It may be grass, packed dirt, or a hard surface such as asphalt or concrete. Jamestown Regional Airport has asphalt runways. Runways have special markings on them to help a pilot in the air to tell it is a runway and to help them when taking off or landing. Runway markings are always white and runways have white lights.

Most runways have numbers on the end. The number is the runway's compass direction or heading. For example, a runway numbered 31 (pronounced THREE-ONE, not thirty-one) is pointed 310 degrees northwest (the zero is dropped). The



other end of the runway is pointing in the opposite direction so it has a different number. In the case of Runway 31, the opposite direction would be the reciprocal of 310 degrees, or 130 degrees; therefore, the runway marking is 13. Jamestown Regional Airport has two runways, 13-31 and 4-22. Some airports have more than one runway going in the same direction so letters are added to the ends of the numbers for clarification - C for center, R for right, and L for left.

Jamestown's runways have other markings besides the numbers, such as displaced threshold markings, center lines, side stripes, threshold markings, touch-down zones, fixed distance markings and precision instrument approach markings. The most important thing for you to remember about a runway is that it is meant for aircraft use, so you should never drive your ground vehicle on it without proper authorization.

TAXIWAYS

Taxiways are areas used by the aircraft to get to and from their parking place and the runway. Taxiways look a lot like runways, but they usually are not as wide as a runway and they have different markings. Taxiways have yellow markings and blue lights. Instead of numbers, taxiways are issued letters for identification such as A, C, E, etc. Like runways, taxiways are meant for aircraft use, so never drive your vehicle on a taxiway without proper authorization.



Hold Line Marking



ILS Holding Mark

Taxiways have a solid yellow line down the center and one or two yellow lines on each edge. As the taxiway meets the runway, a "hold bar" with two solid yellow lines followed by two broken yellow lines is painted across the taxiway. This is the pilot's version of a stop sign. It means you are about to enter a runway and unless you have received previous permission to do so you should stop and obtain proper authorization before proceeding further. Along the side of the taxiway you will find a runway holding position sign. This is the red sign with white numbers identifying which runway it is. Remember, you are never to enter a

runway without proper authorization. .

APRONS

Aircraft aprons are the areas where aircraft park. Aprons are sometimes referred to as ramps. Aprons vary in size from areas that may hold five or ten small planes, to the large areas where major airliners park. Aprons have markings on them. A taxiway centerline is marked in yellow on the outside edge of the apron.

Airline parking areas are marked in yellow. Unlike runways and taxiways, aprons may be used by ground vehicles. Your work may require you to drive on the apron. If so, be extremely careful in these areas. Look for aircraft that are moving and yield the right-of-way to them. Never assume the pilot sees you and will stop - he or she may be busy with other duties such as radio communications or instrument checks.

Every year there are many accidents involving vehicles and aircraft. These accidents result in property damage, personal injury, and in some cases, death. Do not let this happen to you.

In addition to watching out for moving aircraft, do not drive too closely to parked aircraft. Aside from the nicks and dents that are expensive to repair, you could be seriously injured if the pilot suddenly started an aircraft engine and you were too close. When behind an aircraft that has its engine running, beware of jet blast or prop wash. You could be hit by strong wind which could knock you to the ground, burn you, or throw debris into your eyes. There are cases on record where vehicles have been overturned by jet blast. One way to tell if an aircraft engine is running or about to start is to look for the rotating red beacon on top of the aircraft fuselage or body.

SIGNS



Signage when on taxiway A holding short of runway 16R

The signs near the runways and taxiways come in different sizes and colors and have different meanings. **If the sign has white numbers on a red background, it is called a runway holding position sign.** This sign indicates you are on the edge of a protected area around a runway, and you should not be there without special permission.



Guidance Sign



Location Sign

When you see a yellow sign with black letters it is a guidance sign. Taxiways at the Jamestown Regional Airport have these signs next to them. The signs are to assist the pilot in

getting from one area of the airport to another, kind of like street signs on a road. Some signs may say "TERM" for terminal to identify the area ahead or how to find the area. A sign marked "ILS" tells pilots and ground vehicle operators where to stop to avoid interfering with the instrument landing system signals. The airport staff may erect other informational signs using this color combination.

LIGHTS

As previously stated, runways have white lights and taxiways have blue lights on their edges. Other lighting combinations are found on the airport also. Near the ends of the instrument runways, the lights have two colors, white on one side and amber on the other. The amber lights indicate remaining runway distance to the pilot when landing in poor weather conditions. Across the ends of the runways you will find lights as well. They are called threshold lights and they are red on the takeoff side of the light and green on the approach or landing side of the light.

In addition to the lights on the ground, on top of the tower you will see a large rotating beacon. The beacon is white on one side and green on the other. The beacon rotates at night to assist pilots in finding the airport and it can be turned on or rotate during the day if the airport is operating under instrument weather conditions.

NAVIGATIONAL AIDS

Jamestown Regional Airport has one instrument approach runway. Runway 31 has a precision ILS or instrument landing system. The unit sends out an electronic signal to assist the pilot in the air in finding the end of the runway. If a road or taxiway is close enough to an ILS to affect it, there will be an ILS holding position sign to show you where to stop. Such a sign is located in the grass by

the approach to Runway 13. Jamestown also has a TVOR or terminal located very high frequency omnidirectional range which assists the pilot in the air with locating the airport. Runway 13 has a VASI or Visual Approach Slope Indicator which assists the pilot in determining the correct approach slope for landing. Runways 31, 4, and 22 have PAPIs or Precision Approach Path Indicators which also assists the pilot in determining the correct approach slope for landing. All the runways also have REILs (Runway End Identifier Lights) and 31 has MALSRs (Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights) to assist pilots in landing. When driving a ground vehicle near these pieces of equipment, you must remain clear of the protected area to avoid interfering with their signals.

AIR TRAFFIC CONTROL

Jamestown Regional Airport does not have an Air Traffic Control Tower. In order to know the location of aircraft in the air and aircraft and vehicle movements on the ground the airport uses CTAF (Common Traffic Advisory Frequency). During the any time of the day anyone wanting to fly into or out of the airport first should call out to see if their maneuvers will affect any other traffic in the area. An aircraft on the ground or a ground vehicle must also call out to the traffic to enter or cross runways and taxiways. These areas are called movement areas. When you enter a movement area you should first notify the area traffic to your present location, where you intend to go, and what route you intend to use to get there. Look in all directions (including up) before moving your ground vehicle. Remember, always yield to aircraft. In Jamestown, the radio frequency is (123.0). When any area traffic gives you an answer to you, you should give him a "acknowledgment" by letting him/her know you have heard the message in return to ensure you properly understood. Also, be sure to state any new intentions, based on the new information given to you by the other traffic. Whenever you move your ground vehicle on the "airside" of the airport, be sure to turn on the amber rotating beacon on top of the vehicle.

HOW TO TALK TO AIR TRAFFIC

You must get permission from the airport manager to enter any movement areas. Once you have obtained permission, you must use the same procedures and terminology pilots use. These are the steps you should follow:

1. Use the CTAF frequency radio (123.0). Use your vehicle call sign or the call sign assigned to you by the manager such as "Vehicle 3" or "Mobile 1."
2. Learn the terminology pilots use. This terminology is discussed later, but for now remember, in the aviation industry pilots do not use "ten codes" such as "10-4."
3. Know what you are going to say before making radio calls. Think about where you are, where you are going and what route you are going to take to get there. If you are uncomfortable talking on the radio, practice what

you want to say before keying the mike.

4. Use the proper sequence in calling on CTAF. Before you begin talking on the radio, make sure no one else is talking on the frequency. When you are sure the frequency is clear, you should:
 - A) Say where you are, who you are calling, then who you are.
Example, "**Jamestown, Area Traffic, Vehicle 3...**"
 - B) Tell the area traffic your position, and what you intend to do.
Example: "**...Vehicle 3 at the south end of Taxiway Echo, entering Runway 4 and proceeding north bound for runway inspection...**"
 - C) Finally, see if any other traffic is in the area and close with the airport's name. "**Any traffic please advise. Jamestown**" Then wait for any responses from area traffic. Always acknowledge you have heard any pilots' responses to your intentions and if unclear on where the pilot is or what their intention is ask them to repeat to ensure you have understood them correctly.
 - D) After you have acknowledged the pilot's intentions and you are not in any way going to hinder their operation, continue with what you intended on doing. Make sure to occasionally state your location and **always look down both ends of the runway before entering or crossing a runway to make sure a plane which may or may not have heard you is about to land or take off.**

THE PHRASES TO USE AND WHAT THEY MEAN

WHAT IS SAID

WHAT IT MEANS

Acknowledge	Let me know you have received and understand the message.
Advise Intentions	Tell me what you plan to do.
Affirmative	Yes.
Confirm	My version is...is that correct?
Correction	I made a mistake. This is what I should have said.
Hold	Stay where you are.
Hold Short	Stop at the hold bar on the taxiway. Do not proceed onto the runway.
How do you hear me?	How well is this radio working?
Immediately	Right Now!
Expedite	Move quickly.
Negative	No. Permission not granted. That is not correct.
Out	The radio conversation has ended, no response expected.
Over	My radio transmission is ended and I expect a response.
Proceed	You are authorized to begin moving or continue moving.
Read Back	Repeat my message to me.
Roger	I have received all of your last radio transmission.
Say Again	Repeat what you just said.
Speak Slower	Speak slower.
Stand By	Wait a moment, I will call you back.
That is Correct	The understanding you have is correct.
Unable	I cannot do it.
Verify	Request confirmation of information. Also, check and transmit correct information.
Wilco	I have received your message, I understand it, and I will comply.

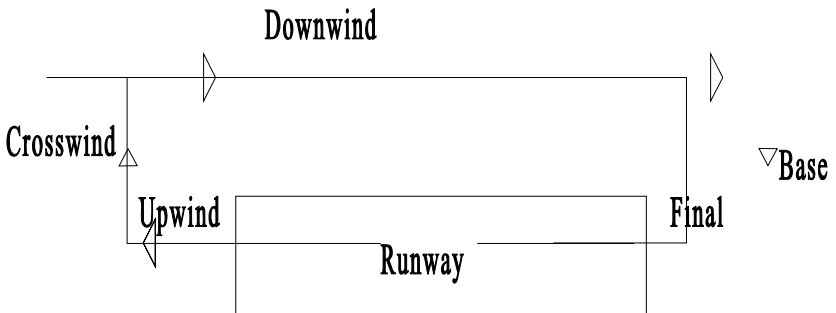
THE AVIATION ALPHABET

Some letters have similar sounds, like B and P. The aviation industry uses the following words in place of letters to reduce confusion. For example, Taxiway B would be called Taxiway Bravo when using the radio communications.

INSTEAD OF SAYING	SAY	INSTEAD OF SAYING	SAY
A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

TRAFFIC PATTERNS

Aircraft approaching a runway for landing follow a pattern. At Jamestown Regional Airport, the pattern is a rectangular box surrounding the runway with all turns to the left. Each side of the pattern has a name, and pilots use the names to report their positions on the radio when they are in the traffic pattern. Familiarity with these names will help you locate an aircraft when the pilot reports his or her position.



FOREIGN OBJECT DAMAGE (FOD)

Trash can be sucked into a jet engine and cause it to quit, which could be deadly if the aircraft is preparing to takeoff. Trash can puncture tires and dent or puncture aircraft parts making the aircraft unsafe.

Rocks can be very serious. Rocks can shred parts of a jet engine and ruin propellers as well as become projectiles that can injure or kill someone standing nearby. In aviation terminology, the damage caused by debris is called foreign object damage (FOD). You can help make Jamestown Regional Airport a safer place by following these simple rules:

1. Place all trash in a covered container that cannot be blown over.
2. Pick up trash and rocks lying on the apron and movement areas.
3. Keep a watch for metallic objects that can puncture tires.
4. Avoid tracking mud and rocks onto paved surfaces by vehicles or shoes.

VEHICLE/AIRCRAFT ACCIDENTS

Several accidents between vehicles and aircraft happen each year, and each of them could have been avoided. Aircraft always have the right of way, so it is up to the ground vehicle operator to stay out of the way of aircraft. Give aircraft plenty of room to pass by you. The pilot has a limited view from the cockpit. In larger aircraft, the pilot's view of the ground immediately in front and adjacent to the sides of the aircraft is limited and to areas behind the wings is nonexistent. Never assume the pilot sees you and will wait to let you go first. If you must work near or next to a parked aircraft, approach the aircraft slowly and remain far enough away from it that you do not block its path or the path of other vehicles. Also, look up so you do not strike overhanging wing tips. If you do accidentally hit an aircraft, other vehicle, or other property, stop immediately and report the accident to your supervisor and Jamestown Regional Airport Manager.

REPORTING EMERGENCIES

When you witness an accident or are involved in one, report the accident immediately to your supervisor and a Jamestown Regional Airport Manager. If the accident or incident is life threatening, call 911 for emergency service prior to reporting to your supervisor.

SECURITY

When most people think about security and airports, they think of hijackers and terrorists. Airport security involves more than these hostile acts. The airport must be protected against the everyday small problems, too. Aircraft are much

more likely to be stolen or vandalized than hijacked or blown up. The person who gets lost and drives into the wrong area is just as big a threat to the safety of the airport as the terrorist. The movement and non-movement (uncontrolled) areas of the airport are monitored by the Jamestown Regional Airport Managers and Personnel in conjunction with the other tenants on the airport. The Jamestown Regional Airport also hires Law Enforcement Officers who are Conservators of the Peace and have full police powers on airport property. Violations by ground vehicle operators will be reported to the Airport Authority Office and investigated by the LEOs, the Department of Homeland Security or other appropriate agency. When you witness violations pertaining to airport security, contact your supervisor and the Airport Authority Office.

NIGHTTIME GROUND VEHICLE OPERATIONS

If you have not driven on the airport at night, the first time may be surprising. The airport may appear to be a confusing array of white, blue, red and green lights. It is much easier to become lost or confused on the airport at night. Your vision changes so lights become blurred. If you have to drive at night, it is a good idea to have someone familiar with the airport at night go with you the first few times. If that is not possible, allow yourself extra time and drive slower than usual. Watch for the signs and marking talked about earlier in this manual. If you are unsure about anything, ask someone.

GROUND VEHICLE OPERATIONS IN POOR WEATHER CONDITIONS

Poor weather conditions can be an additional hazard at the airport. Rain, snow, sleet, hail, fog, and freezing rain can affect the operation of the airport as well as your work. Listed below are a few precautions to follow in poor weather conditions:

1. Give yourself plenty of time to get where you are going.
2. Drive slower than you normally would.
3. Use your vehicle's rotating beacon at all times in poor weather conditions.
4. Plan your route to avoid steep or slippery areas.
5. Tell someone which route you are taking and when you will return.
6. Test your brakes, headlights, and windshield wipers before you leave.

SNOW REMOVAL, GRASS MOWING, EQUIPMENT MAINTENANCE

The airport staff is responsible for the overall operation of the airport, which includes maintaining the runways in a safe condition. Snow removal, mowing the grass, field lighting maintenance, and pavement repair are parts of that task. If

you are a member of the maintenance staff, FAA personnel, or a contractor working in the AOA, there are a few things you should remember:

1. Keep alert. You may have permission to be on the runway, but pilots and other ground vehicle operators make mistakes, too.
2. Let the air traffic know where you are every five minutes or so. If the weather is bad enough, the traffic may not be able to see you. Announce where you are and what you are doing every few minutes.
3. Let someone know where you are going and when you will be back.
4. Make sure your vehicle is in good operating condition before going out.

FUEL TRUCKS AND AIRCRAFT SERVICE VEHICLES

If you drive a fuel truck or an aircraft service vehicle, you may not enter a movement area unless you are escorted by an employee of the Jamestown Regional Airport who is in a radio equipped vehicle. Accidents have occurred because the drivers of these service vehicles became confused or were not paying attention and drove onto a movement area. Other accidents have occurred on the apron areas for similar reasons.

III. JAMESTOWN REGIONAL AIRPORT GROUND VEHICLE RULES AND REGULATIONS

GENERAL:

Ground vehicle operations within and on the airport premises shall be governed generally by the provisions of the North Dakota State Motor Code and Traffic Direction procedures and signals for turns, lights, and safe driving precaution shall be in conformity therein. In addition, ground vehicles shall conform to all special regulations prescribed by the Airport Authority, the Airport Ordinances or the Airport Manager. **NO ONE** except Airport Authority Employees and authorized employees of the Federal Aviation Administration (FAA) may operate a ground vehicle outside the apron area, general aviation area or areas in the immediate vicinity of the individual's area of operations without expressed permission of the airport manager.

1. AUTHORITY TO OPERATE IN THE AIR OPERATIONS AREA (AOA)

- A. Only persons having in his/her immediate possession a valid/current driver's license shall be authorized to operate ground vehicles in the AOA and present it to any JMAA employee or JMAA tenant when requested.
- B. No unnecessary vehicles will be allowed in the AOA.
- C. Any person operating a ground vehicle in the AOA must have a

checked in and received permission from the airport manager, unless being escorted by a member of the Jamestown Regional Airport, an airport tenant, or a contractor with proper permission.

- D. No person shall permit, train, or direct the use of any ground vehicle in the AOA unless the operator of the vehicle has on his/her person or in his/her immediate possession a valid driver's license.

2. TRAFFIC CONTROL

- A. Only Airport Authority and FAA employees shall operate ground vehicles in a movement area of the airport. All other vehicles shall be escorted and have a rotating beacon or orange and white checkered flag visible.
- B. All ground vehicle operators are required to obey all posted regulatory signs, traffic signals, instructions by the Airport Manager, Airport Assistant Manager, and/or Other Airport Officers and Personnel.

3. MOVEMENT AREAS

- A. All ground vehicles in movement areas are required to have two-way radio communications with the Air Traffic and permission from the airport manager to operate in the movement area, or be properly escorted by a ground vehicle with said radio and permission. NOTE: All runways and taxiways are in the movement area, and only Airport Authority employees and FAA Field Sector employees are permitted unescorted access in such areas.
- B. Only Airport Authority employees, authorized employees of the Federal Aviation Administration and those persons or entities specifically authorized by the Airport Manager may operate a ground vehicle unescorted in non-movement areas outside the terminal ramp areas, general aviation area, or the vicinity of the individual's area of operation, whichever area the person is authorized to be in, in accordance with his/her lease and agreements with the Airport Manager.

4. NON-MOVEMENT AREAS

Ground vehicles in non-movement areas are not required to have two-way radio capacity with the Air Traffic. Non-movement areas are considered all areas within the AOA with the exception of runways and taxiways and their associated safety areas.

5. GROUND VEHICLE OPERATIONS IN THE AOA

- A. Only authorized ground vehicles may operate in areas specifically

- defined by the Jamestown Regional Airport Authority. Any highway registered vehicle routinely operating in an AOA shall have their licence plate number and vehicle description on file with the airport manager. Further, the required insurance coverage for said vehicle shall be presented to the Authority prior to operations in the AOA, naming the airport as an additional insured.
- B. Only service vehicles designed for a specific aircraft type should pass within twenty (20) feet of any parked aircraft.
 - C. No ground vehicle shall be left unattended with the motor running except when required for the servicing of an aircraft. Parked ground vehicles shall have the emergency brake engaged.
 - D. Ground vehicles shall pass only to the rear of taxiing aircraft.
 - E. The speed limit for the access road and all areas within the AOA is 15 miles-per-hour (MPH). The speed limit for ground vehicles within a radius of twenty (20) feet of any aircraft is 5 MPH.
 - F. All moving aircraft and aircraft preparing to move, whether under its own power or under tow, retain the right-of-way over all ground vehicles.
 - G. Personnel shall not ride on baggage carts, trailer hitches, fenders, or on any portion of a ground vehicle not equipped with proper seats, running boards, or hand holds.
 - H. The maximum number of baggage carts that may be towed in train is four (4).
 - I. No person shall operate any motorized vehicle when vision is restricted because of the load being carried or for any other reason.
 - J. It shall be the responsibility of the operator to ascertain that the ground vehicle he/she is operating is in good maintenance condition and that all rules and regulations pertaining to the operation of ground vehicles are observed at all times.
 - K. Ground vehicles approaching one another head-on shall pass left side to left side.
 - L. On ground vehicles with dimming devices, operators shall lower the headlight beam when approaching aircraft or other ground vehicles.
 - M. Tugs, trailers, baggage carts, other service etc. shall be returned to their storage area immediately following completion of their use.
 - N. Ground vehicles shall be operated under proper control at all times.

- O. No commercial operator shall operate any ground vehicle within the AOA without the display of signs of commercial name or design on both sides of the vehicle which identify the vehicle as an airport tenant, vendor, or construction firm.

6. SECURITY REQUIREMENTS

- A. Operators of ground vehicles entering or exiting the AOA through mechanical access gates shall stop after safely clearing the gate and remain in position until the gate returns to a closed, locked position.

7. CONTRACTOR ACCESS AND ESCORT

- A. Construction vehicles and equipment shall use only those entrances and exits designed and specifically authorized in writing by airport management.
- B. When not in use, construction vehicles may not remain at a work site on the AOA without written authorization from airport management.
- C. Construction vehicles and equipment that have the written authorization of airport management to remain at the work site when not in use shall be marked and lighted so they will not be a hazard to aircraft or other ground vehicles.

8. EMERGENCY VEHICLES AND CONDITIONS

- A. Any person operating a ground vehicle on the AOA shall yield right-of-way to any emergency vehicles giving an audible or visual signal or as otherwise directed by an Airport Authority employee.
- B. Under emergency conditions, access to the emergency scene is denied to all vehicles or persons except those whose duties require their presence.

9. VEHICLE/SAFETY REQUIREMENTS

- A. Persons operating ground vehicles on the AOA shall keep the vehicles' headlights and taillights fully illuminated between the hours of sunset and sunrise and at all times when passing through unlighted or poorly lighted areas or when visibility is restricted.
- B. Baggage carts must be equipped with reflectors on all sides and have a minimum of three (3) inches of reflective tape or paint across the front and rear panels.
- C. Ground vehicle operators are required to check the vehicle's brakes

- prior to commencing any operation on the AOA.
- D. No person shall operate any ground vehicle in the AOA unless the vehicle is in a safe condition for such operation.
 - E. No person shall park any ground vehicle or place any materials in the AOA within fifteen (15) feet of any fire hydrant.
 - F. Ground vehicles and operators who have not received permission from the Airport manager or an authorized ID must be under escort by an authorized airport tenant or airport authority staff member while operating in the AOA.
 - G. Vehicles five (5) feet in height or over and all vehicles routinely operating in the AOA shall be equipped with Department of Transportation (DOT), Federal Highway Administration (FHWA), motor carrier safety regulation type clearance lights mounted in accordance with the DOT-FHWA and North Dakota State requirements. If the configuration of the vehicle is such that DOT-FHWA/North Dakota State type clearance lights cannot be installed, a single non-flashing 360 degree amber light may be used. This light shall be a minimum of four (4) inches high, two and one-half (2 ½) inches in diameter, and of a minimum of fifty (50) candle power.

10. GROUND VEHICLE ACCIDENTS

Any person operating a ground vehicle on the AOA who is involved in an accident resulting in injury to any person or damage to any property shall stop the vehicle at the scene or as close as possible without obstructing traffic. The person shall notify his/her supervisor and an Airport Manager. The person shall remain at the scene until a full report is given to the Airport Manager and any LEO. Upon request, any relevant permit, license, registration, or other documentation shall be provided to the investigating officer.

IV. AREA DESCRIPTION AND SURFACE LIMITATIONS

AREA DESCRIPTION

This AOA consists of the area which will be discussed and shown in the diagram at the Jamestown Regional Airport during your training. It is essential that any persons driving in the AOA completely familiarize themselves with the airfield and its terminology. **UNLESS AUTHORIZED, PERSONS OPERATING IN A DESCRIBED AOA MAY NOT ENTER OTHER AREAS OF THE AIRPORT (SEE DIAGRAM.)**

GROUND VEHICLE ACCESS POINTS

The ground vehicle access gates to be used as access/departure points will be specifically directed to you at the time of training. At no time will additional access gates be used without written authorization from airport management.

V. PENALTIES FOR NON-COMPLIANCE

Non-compliance with adopted procedures for ground vehicle operations may result in the following action(s) against an employee, tenant or contractor:

FIRST OFFENSE: Escorted out of AOA and report made to immediate supervisor.

SECOND OFFENSE: Escorted out of AOA. Driving privilege in AOA suspended until review of driving rules and regulations is completed.

THIRD OFFENSE: Revoke all driving privileges.

Depending on the nature a first offense may lead to the revocation of privileges at the discretion of the airport manager.

