AIRPORT SURFACE MOVEMENT PROGRAM

STUDY GUIDE

Van Nuys
Los Angeles World Airports

PRODUCED BY

VAN NUYS AIRPORT OPERATIONS

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Introduction

In an effort to provide the safest and most efficient operating environment for tenants and users of the Van Nuys Airport (VNY), Los Angeles World Airports (LAWA) has recognized the benefit of providing a training program to all personnel who are involved in repositioning aircraft at the Van Nuys Airport. The Airport Surface Movement Program (ASMP) will provide familiarization with the layout of the runways and taxiways at VNY, airport signage, marking and lighting, proper aviation communication procedures and general procedures for operating vehicles on the airport. A written examination is included as part of the ASMP to assist in ensuring the information provided has been thoroughly understood and retained. As such, the ASMP presents guidelines and procedures designed to enhance safety and efficiency of all aircraft surface movement operations.

Additionally, the implementation of this program is intended to assist in the elimination of runway incursions and surface incidents with the goal of increasing overall safety and efficiency.

A ***surface incident*** is defined as any entry into the movement area ***(Except Runways)*** by a vehicle or pedestrian that has not been authorized by the Air Traffic Control Tower.

A ***runway incursion*** is defined as any occurrence at an airport involving an aircraft, vehicle, person or object on the ground, that enters a protected area of a runway without authorization.

These events can result in an aircraft collision. Such collisions are often deadly and always expensive.

In order to minimize the risk of a runway incursion or a surface incident, it is extremely important that all persons who conduct surface movement operations on the airfield have a thorough understanding of the runway and airfield layout at the VNY as well as familiarity with aviation radio communication and applicable Air Traffic Control (ATC) procedures.

The objectives of this training program are:

- To identify proper methods and procedures for the safe surface movement of aircraft at VNY.
- To disseminate information which provides aircraft surface movement operators with familiarization and knowledge of acceptable aircraft movement practices.
- To test for knowledge to ensure that all personnel who perform aircraft surface movement operations at VNY have a basic understanding of acceptable procedures.

Participation in this program and successful completion of the written examination is mandatory for all individuals who require access to the movement areas at VNY. Successful completion of the ASMP will result in the issuance of a VNY Driver's Permit with "Movement Area" Privileges. Only individuals who have successfully completed the ASMP will be permitted to conduct surface movement operations on the movement areas at VNY.

This study guide contains basic information that will be elaborated on during the ASMP presentation. This guide has been provided to you as a supplement to the ASMP program and should be thoroughly understood **prior** to taking the ASMP written examination administered by VNY Airport Operations.

As it is the responsibility of all tenants and other airport users to be familiar with the VNY Rules and Regulations, it is highly recommended that you also review that document, especially Section 4, Motor Vehicle Operations, prior to attending the ASMP written exam.

DO NOT HESITATE TO ASK QUESTIONS IF THERE IS ANYTHING THAT YOU DO NOT THOROUGHLY UNDERSTAND.

Definitions

The following terms are defined as indicated in this section for the purpose of this Ground Vehicle Operation Training Manual.

Accident–a collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.

Airport Traffic Control Tower (ATCT)–a service operated by an appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.

Aircraft–a device that is used or intended to be used for flight in the air.

Apron or Ramp–a defined area on an airport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance.

Common Traffic Advisory Frequency (CTAF)–radio frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating ATCT or when the tower is closed.

Fixed-Based Operator (FBO)–a person, firm, or organization engaged in a business that provides a range of basic services to general aviation. Services may include the sale and dispensing of fuel, line services, aircraft parking and tie-down, pilot and passenger facilities, airframe and power plant maintenance, aircraft sales and rental, and pilot instruction.

Foreign Object Debris (FOD)–debris that can cause damage to aircraft engines, tires, or skin from rocks, trash, or the debris found on runways, taxiways, and aprons.

Ground Vehicle–all conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment.

ILS Critical Area–an area provided to protect the signals of the localizer and glideslope.

Jet Blast–jet engine exhaust or propeller wash (thrust stream turbulence).

Light Gun–a hand-held, directional light-signaling device that emits a bright narrow beam of white, green, or red light, as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot or vehicle actions where radio communication is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.

Definitions

Mobile Fueler–a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel at VNY. This may include fuel tankers, in-to-plane fueling pumpers, and hydrant carts.

Movement Area–the runways, taxiways, and other areas of an airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading ramps and parking areas, and that are under the control of an air traffic control tower.

Non-movement Areas–Aprons, service roads, taxilanes, and other areas not under the control of air traffic or at airports without an operating airport traffic control tower.

Operator–any person who is in actual physical control of an aircraft or a motor vehicle.

Owner–a person who holds the legal title of an aircraft or a motor vehicle.

Runway–a defined, rectangular, paved surface on an airport designed for the landing or takeoff of aircraft.

Runway Incursion–any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that enters a protected area of a runway without authorization.

Runway in Use or **Active Runway**–any runway or runways currently being used for takeoff or landing. When multiple runways are used, they are all considered active runways.

Safety Area–a defined surface surrounding the taxiway or runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the taxiway or runway.

Taxiways–those parts of the airside designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.

Uncontrolled Airport–an airport without an operating airport traffic control tower or when airport traffic control tower is not operating.

Vehicle Service Road–a designated roadway for vehicles in a non-movement area.

Airfield Familiarization

Non-Movement Area

A *non-movement area* is an area that is not under the control of the air traffic control tower. Aircraft and vehicle operations on a non-movement area are done so at the operator's own risk.

At VNY, the following areas are considered non-movement areas:

Ramp/Apron–a paved surface which is designed for the parking of aircraft for the purposes of loading, unloading, fueling, and servicing.

Taxilane–a paved surface that is not under the control of the air traffic control tower, taxilanes connect ramp/apron areas to the main taxiways.

The diagram above shows the locations and designations of the taxilanes at VNY.

Movement Area

The *movement area* consists of the runways, taxiways and other areas on the airport, which are used for taxiing, takeoff and landing of aircraft, and that are under the control of the air traffic control tower.

The following are the types of movement areas found on the airfield at VNY.

Runway–a defined, rectangular, paved surface on an airport designed for the landing or takeoff of aircraft.

Taxiway–a paved surface designed for the movement of aircraft from one part of an airport to another, including to and from the runways.

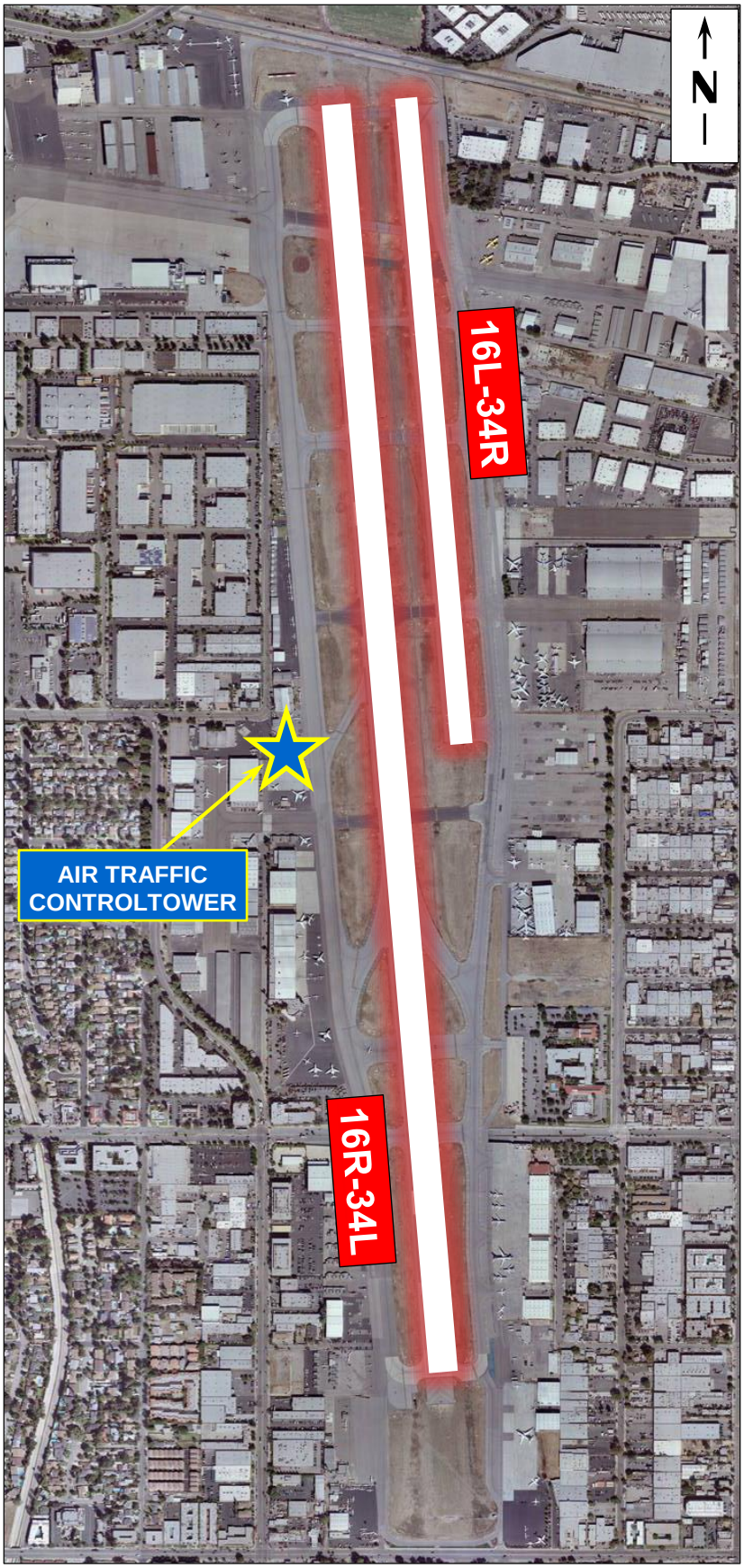
The movement area at VNY includes all areas on the runway side of the service road and is shown in the diagram to the right as the area within the boundary of the red line.

Van Nuys Airport Runway Layout

VNY has two parallel runways as shown in the diagram to the right.

The primary runway, which is the longer of the two, is designated Runway 16 Right/34 Left. This runway is used by both propeller and jet aircraft, with jet aircraft having the majority of operations.

The utility runway, or short runway, is designated Runway 16 Left/ 34 Right. This runway is mostly used by smaller propeller aircraft.



Safety Areas

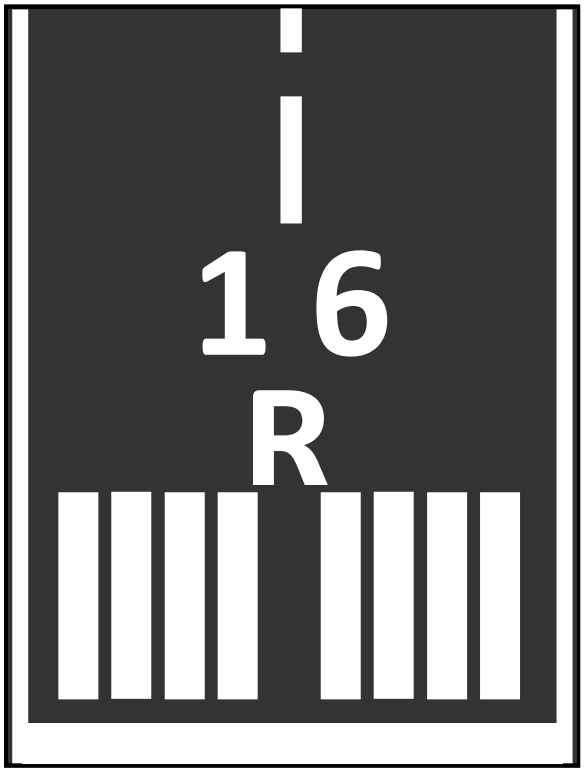
A *safety area* is the surface surrounding the runway and/or taxiway which is prepared to be suitable for the occasional passage of an aircraft without undue risk of damage to the aircraft. Ground vehicles are prohibited from entering the safety area.

At VNY the safety areas are the dirt and grass infield areas between the runways and taxiways as depicted in the diagram to the right.

Runway Surface Markings

Surface painting markings that denote a runway are **white**.

Runway surface markings include **centerline stripes**, **edge-lines**, **threshold markings** and **runway designation markings**. (See images below)



Runway Lighting

Runway Edge Lights are **white**.

Runway End/Threshold Lights are split lenses that are red / green.

Runway lighting at VNY consists of edge lighting only, there are no runway centerline lights. These edge lights exist in two different forms as pictured below.

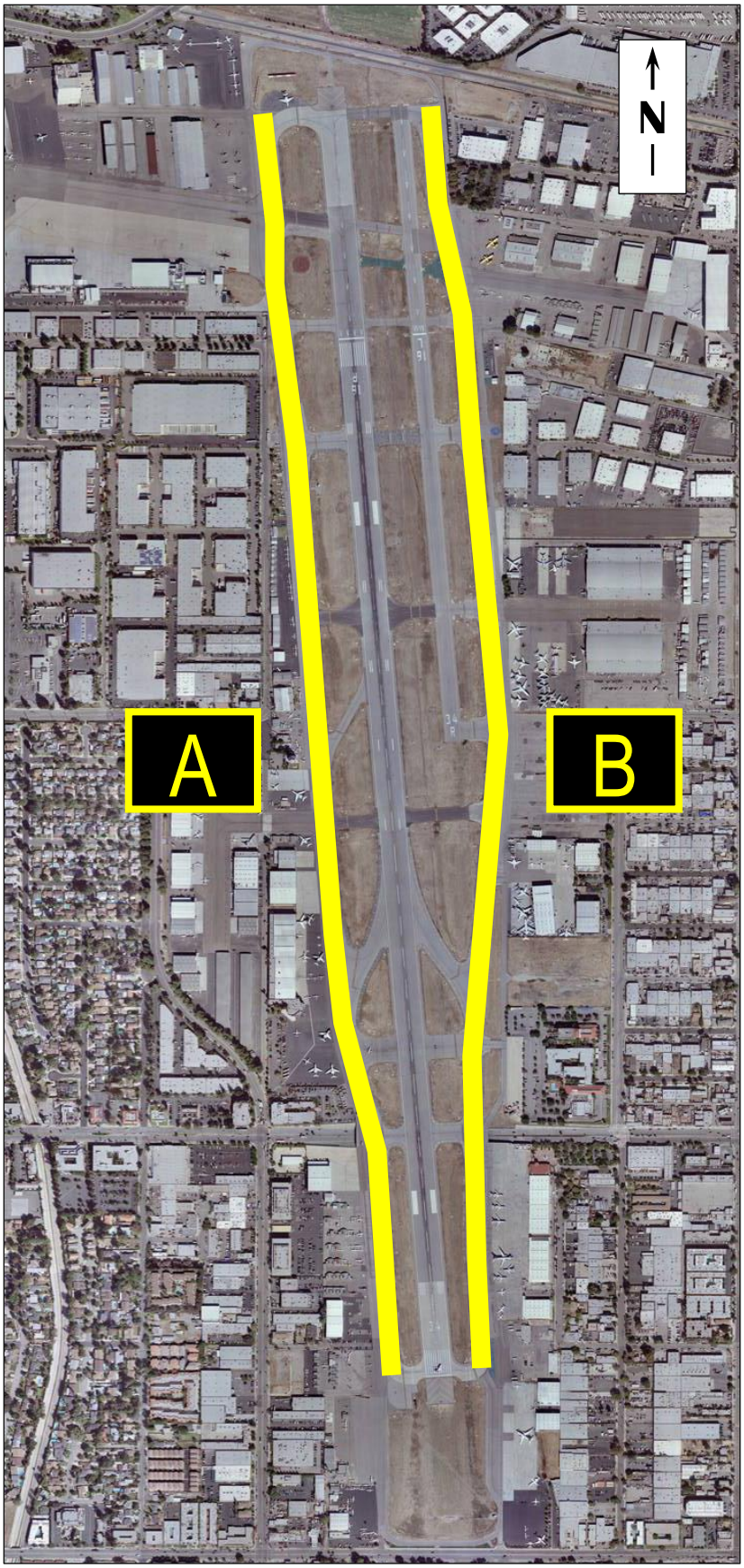
Elevated Runway Edge Light Fixture

Flush-mounted Runway Light Fixture

Taxiways

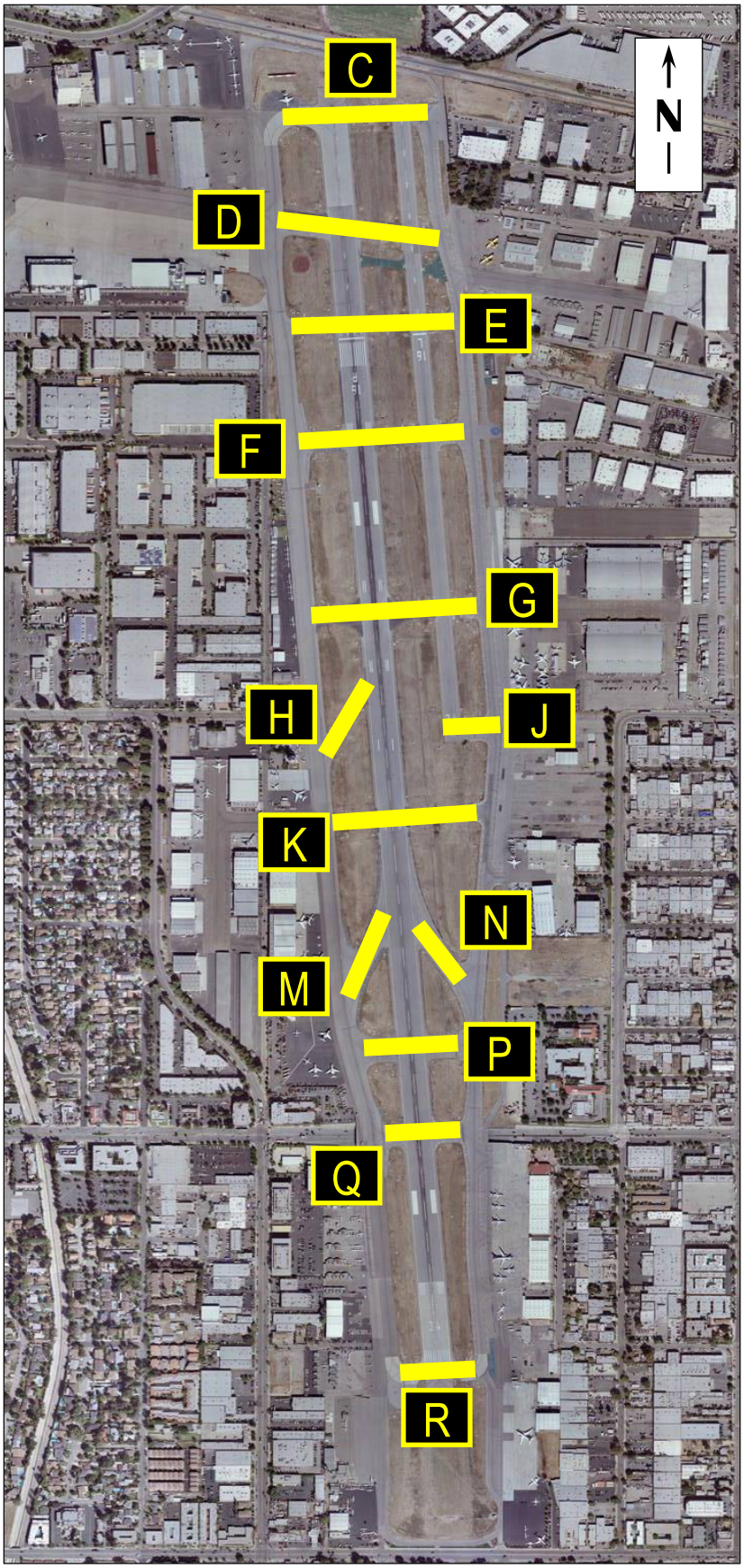
VNY has two main taxiways which are north-south oriented and run parallel to the runway. These taxiways are designated Alpha (A) and Bravo (B).

Taxiway Alpha is located on the west side of the runways. Taxiway Bravo is located on the east side of the runways.



Connector Taxiways (Tie-ins)

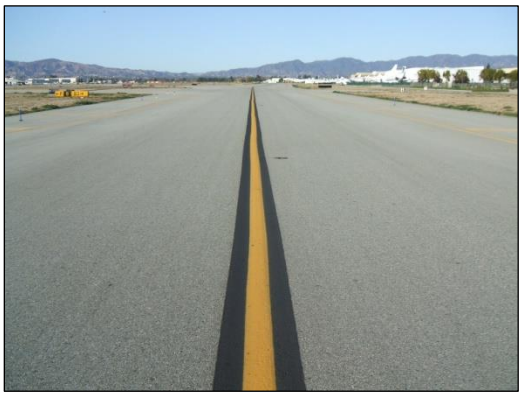
The taxiways that cross the runways are known as **connector taxiways** or "tie-ins". They are used by aircraft to taxi on, off, or across the runways. The image to the right shows the designations and locations of the connector taxiways found at VNY.



Taxiway Surface Markings

Taxiway surface markings are **yellow**. Markings include the **single solid yellow centerline**, the **double solid yellow edge line** (may be broken double yellow), and **taxiway shoulder markings**.

Green or unpainted areas beyond the **solid** double yellow edge lines may not be full-strength pavement and are not intended for aircraft use.



Taxiway Centerline–a solid yellow line used to denote the center of the taxiway and provide alignment and guidance for aircraft.

Taxiway Edge Line–a solid double yellow line defines the edge of the full-strength pavement.

Taxiway Shoulder Markings–wide stripes extending from the edge line at a right angle which denote areas of pavement not intended for aircraft use.
DO NOT CROSS A SOLID DOUBLE EDGE LINE

Dashed Taxiway Edge Line–a dashed double yellow line indicating operators **<u>may</u>** cross the line as there is full strength pavement on both sides of the line. Usually found where a taxiway is directly adjacent to ramp/apron area.

Runway Holding Position Markings

At the intersection where a taxiway meets a runway, markings called **Runway Holding Position Markings** (hold lines or hold bars) are located across each taxiway that leads directly onto a runway. These markings are made up of **two solid and two dashed yellow lines** and denote a runway holding position. These markings are always co-located with a Mandatory Instruction Sign (mandatory sign). When approaching this marking from the solid side, an operator may NOT cross without first obtaining clearance from the air traffic control tower. When approaching this marking from the broken side of the line, the aircraft/vehicle MUST cross the solid lines to be clear of the runway.

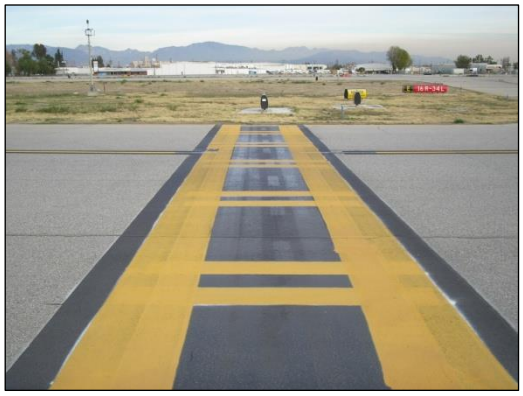
NOTE: AT VAN NUYS AIRPORT, DRIVING A VEHICLE OR TOWING AN AIRCRAFT ACROSS THE RUNWAYS IS NOT ALLOWED UNLESS YOU ARE BEING ESCORTED BY AIRPORT OPERATIONS.

Airfield Familiarization

Instrument Landing System (ILS) Critical Area Holding Position Markings & Signage

ILS Critical Area Holding Position Marking is painted onto the surface at locations where it is necessary to keep aircraft and vehicles on the ground clear to avoid interfering with the signals transmitted from the ILS. For this reason, when the "ILS critical area" is protected, aircraft/vehicles may be instructed by the air traffic control tower to **"hold short of the ILS critical area".** Operators are only required to hold at these markings when specifically instructed to do so by the air traffic control tower. ILS Holding Position signs are located adjacent to the surface markings.

ILS Holding Position Surface Markings:



ILS Holding Position Signs:

Taxiway Holding Position Markings

Taxiway Holding Position Markings are located where two taxiways intersect or at a point on a taxiway where the controller *may* need you to hold.

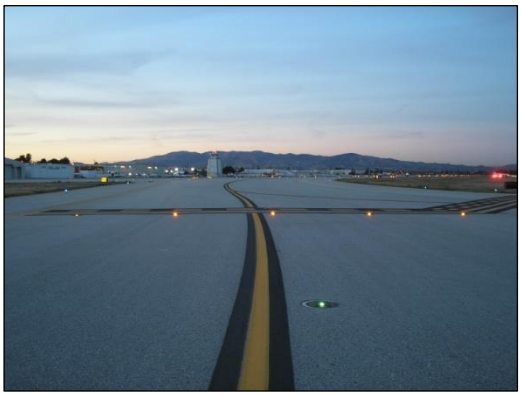
NOTE: Operators are only required to hold at these markings when specifically instructed to do so by the air traffic control tower.

Taxiway Lighting

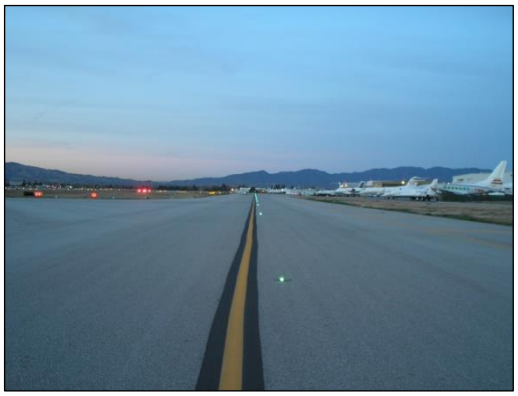
Taxiways have **blue** edge lights and **green** centerline lights.

Taxiway Edge Light (elevated)

Taxiway Edge Light (in-pavement)



In-pavement Runway Guard Lights



Taxiway Centerline Lights

On the high-speed exit taxiways *Mike* and *November* the Runway Holding Positions are augmented with **runway guard lights**. The runway guard lights are **amber** in color and flush mounted into the pavement surface so they are visible from the taxiway side of the runway holding position marking.

Ramp/Apron Area Markings and Lighting

Ramp/Apron areas are maintained by individual tenants. Surface markings and lighting on ramp/apron areas are the responsibility of the tenant and should be similar to that of a taxiway.

Airfield Signage

Airfield signs are visual aids designed to guide operations on the movement areas. The colors and inscriptions of the signs are significant to the meaning of the information the sign conveys.

Mandatory Instruction Signs have a red background with white inscriptions. These signs denote the entrance to a runway (or other critical area). Mandatory instruction signs are often co-located with location signs.

Location Signs have a black background with yellow inscriptions and a yellow border. Location signs identify the taxiway an operator is currently on. Location signs are often co-located with other types of signs.

Direction Signs have a yellow background with black inscriptions and always include arrows. Direction Signs indicate the name and direction of the taxiway(s) an operator is approaching. Direction signs are often co-located with location signs.

Information Signs have a yellow background with black inscriptions. Information Signs provide various types of general advisory information.

Runway Distance Remaining Signs have a black background with white inscriptions. Runway Distance Remaining Signs provide distance remaining information to pilots during takeoff and landing operations. The number on the sign provides the remaining runway length in 1,000-foot increments.

Aviation Radio Communication Procedures and Phraseology

It is essential to safety that personnel responsible for surface movements on the movement areas at VNY be thoroughly familiar with air traffic control procedures and proper radio phraseology. Correct phraseology and radio technique must be used in all communications with the air traffic control tower. Use of correct radio techniques will reduce miscommunications, increase safety, reduce frequency congestion, and result in a more expeditious flow of aircraft movements.

VNY Air Traffic Control VHF Frequencies

Ground Control	**121.70**
Common Traffic Advisory Frequency (CTAF)*	**119.30**

*CTAF is used for surface movements (ie. for towing aircraft) ONLY when the air traffic control tower is closed

Automatic Terminal Information Service (ATIS)	**127.55**

VNY Air Traffic Control Tower is open daily from 0600 (6:00 AM) to 2245 (10:45 PM)

The *ATIS* frequency provides a continuous broadcast of information about the airport such as; current weather conditions, runways in use, and notices for hazards on the airfield such as construction areas, or closed/restricted areas.

It is recommended that before conducting a surface movement operation you should listen to the ATIS broadcast to find out the current conditions on the airport, and act accordingly.

Transmitting on Aviation VHF Frequencies

When using aviation VHF radio, it is important to communicate in a clear and concise manner so that the air traffic controller understands your transmission. Use of slang, CB or police jargon should be avoided. Transmissions should be brief yet complete enough to adequately convey the message to the air traffic controller.

There are a few simple measures, which should be taken before transmitting on the VHF radio:

- Prior to transmitting, verify that the correct frequency has been selected on your radio, the volume is turned up to an appropriate level and that the radio is in good working condition (i.e. fresh batteries).

- The frequency should be briefly monitored to determine that no one else is transmitting or waiting for a read-back. Monitoring the frequency prior to transmitting helps in establishing a mental picture of the current situation, commonly called “situational awareness”. This procedure will also eliminate instances of transmitting at the same time as someone else.

- Before you key the microphone, consider what you are going to say, and use the following, WHO / WHO / WHERE / WHAT format:

  WHO you are calling

  WHO you are

  WHERE you are on the airport

  WHAT you are requesting, or intending to do

NOTE: It is imperative that, after receiving your instructions and beginning your operation on the movement areas, you continue to monitor the frequency until your operation is concluded as it is quite common for the air traffic controller to amend your initial instructions.

Phonetic Alphabet

To minimize confusion between similar sounding letters, a standardized aviation phonetic alphabet has been adopted for use by the International Civil Aviation Organization (ICAO). Air Traffic Control will use this alphabet during all transmissions to identify taxiways. The phonetic alphabet is shown below, and must be memorized:

A	Alpha	AL-fah	**N**	November	no-VEM-bur
B	Bravo	BRAH-voh	**O**	Oscar	OSS-cah
C	Charlie	CHAR-lee	**P**	Papa	Pah-PAH
D	Delta	DELL-tah	**Q**	Quebec	keh-BECK
E	Echo	ECK-oh	**R**	Romeo	ROW-me-oh
F	Foxtrot	FOKS-trot	**S**	Sierra	SEE-air-ah
G	Golf	GOLF	**T**	Tango	TANG-oh
H	Hotel	HOH-tell	**U**	Uniform	YOO-nee-form
I	India	IN-dee-ah	**V**	Victor	VIK-tah
J	Juliett	JEW-lee-ETT	**W**	Whiskey	WISS-key
K	Kilo	KEE-loh	**X**	X-ray	ECKS-ray
L	Lima	LEE-mah	**Y**	Yankee	YANG-key
M	Mike	MIKE	**Z**	Zulu	ZOO-loo

Phraseology

Use of correct radio phraseology enhances safety and saves time. Reprinted below are examples of some of the most common terms and their meanings:

ACKNOWLEDGE - Let me know that you have received my message.

ADVISE INTENTIONS - Tell me what you plan to do.

AFFIRMATIVE - Yes.

CONFIRM - My version is…, is that correct?

CORRECTION - An error has been made in the transmission and the correct version follows.

EXPEDITE -	Proceed with approved instruction without hesitation.
GO AHEAD -	Proceed with your message. **NOT TO BE USED FOR ANY OTHER PURPOSE.**
HOLD -	Stop where you are.
HOLD POSITION -	Stop where you are.
HOLD SHORT OF (Location) -	Proceed to, but stop before reaching a specified point.
NEGATIVE -	No, or permission not granted, or that is not correct.
NO DELAY -	Proceed with approved instruction without hesitation.
PROCEED -	You are authorized to begin or continue moving.
PROCEED AS REQUESTED -	You are authorized to conduct the operation. (*ONLY* as you specifically requested it).
READ BACK-	Repeat my message back to me.
ROGER -	I have received all of your last transmission. It should not be used to answer a question requiring a yes or a no answer.
SAY AGAIN -	Used to request a repeat of the last transmission. Usually specifies transmission or portion thereof not understood or received.
STAND BY -	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. If the delay is lengthy, the caller should re-establish contact.
UNABLE -	Indicates inability to comply with a specific instruction, request, or clearance.
VERIFY -	Request confirmation of information; e.g. "*…verify cleared to tow on Alpha?*"

WILCO -	I have received your message, understand it, and will comply with it.
WITHOUT DELAY -	Proceed with approved instruction without hesitation.

Radio Failure Procedures

Should you encounter a VHF radio failure while conducting a surface movement operation on the movement areas at VNY, you should maintain visual contact with the air traffic control tower (when open) and expect to receive instructions via light gun signals (ALDIS lights). Below are the light gun signals used and their associated meaning.

Light Signal	Meaning
Steady Green	Clear to proceed.
Steady Red	STOP!
Flashing Red	Clear taxiway/runway.
Flashing White	Go back to your starting point.
Alternating Red and Green	Use extreme caution.

Green Light-Gun Signal

Red Light-Gun Signal

Guidelines for Vehicle Operations on the Airfield

Vehicle Operator Requirements

1. Prior to taking the written exam***, new driver applicants*** must complete four (4) hours of employer provided airfield driver training.
2. All applicants must pass the written exam with a grade of at least 90 percent. Applicants who do not pass the written exam may retake the exam in five (5) days. If the applicant does not pass the written exam on the second attempt, the applicant must wait one month before re-taking the exam. A third attempt for a written exam can be administered in sixty (60) days and then every six (6) months.
3. Applicants for movement area driving privileges shall be required to successfully complete an airside driving test by a designated representative of Van Nuys Airport Operations
4. No vehicle shall be operated on the airside unless—
   a. The driver has a valid California Driver license in their personal possession.
   b. The driver properly displays an approved, airport-issued ID card with the Authorized Driver designation (*if applicable*).
5. No person operating or driving a vehicle on any aircraft ramp shall exceed a speed greater than 5 miles per hour. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining safe operating speed.
6. No person operating or driving a vehicle the service road 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 safe operating speed.
7. No vehicle shall pass another ground vehicle in a designated vehicle roadway.
8. Moving aircraft 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.
9. No vehicle operator shall enter the airside unless authorized by VNY Airport Operations or unless the vehicle is properly escorted.
10. No vehicle operator shall enter onto a taxiway—
    a. Without a valid MVOP Driver Permit in their personal possession; and
    b. Without first obtaining clearance from the ATCT to enter the movement area; and
    c. Without an operable two-way radio in communication with the ATCT; or
    d. Unless escorted by a VNY Airport Operations vehicle and as long as the vehicle remains under the control of the escort vehicle.
11. Aircraft under tow shall not cross the runway unless escorted by a VNY Airport Operations vehicle and the operator of the tow vehicle has received required training and driving permit from VNY Airport Operations.
12. No person shall operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that the VNY Airport Operations or Airport Police considers an endangerment.

13. No person shall—

- **a.** Operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed.
- **b.** Ride on the running board or stand up in the body of a moving vehicle.
- **c.** Ride with arms or legs protruding from the body of a vehicle except when the vehicle was designed for such use.

14. A vehicle guide person is required whenever the vision of the vehicle operator is restricted.

15. No fuel truck shall be brought into, stored, or parked within 50 feet of a building. Fuel trucks must not be parked within 10 feet from other vehicles.

16. No person shall park a vehicle in an aircraft parking area, safety area, or grass area or in a manner that obstructs or interferes with operations in the aircraft movement area or apron area.

17. 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.

18. No person shall park a vehicle or equipment within 15 feet of a fire hydrant or in a manner that prohibits a vehicle from accessing the fire hydrant.

19. 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.

20. 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.

21. 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.

22. Vehicles shall not enter the movement area unless the operator of the vehicle has received required training and authorization from the VNY Airport Operations to operate on the movement area. Whenever possible, all airport vehicles shall utilize the airport perimeter and service roads to transition between areas on the airport.

23. Aircraft under tow shall not cross the runway unless under escort by a VNY Airport Operations vehicle and the operator of the tow vehicle has received required training and driving permit from VNY Airport Operations.

24. Each vehicle operator is responsible for the activities of each vehicle passenger on the airside of the airport.

Guidelines for Vehicle Operations on the Airfield

Vehicle Regulations

1. No vehicle shall be operated on the airside unless it has valid California vehicle registration and license plates or is a qualified aircraft service vehicle that is not normally operated on public streets.
2. All vehicles operated on the airside must have vehicle liability insurance, as required by Los Angeles World Airports.
3. Tenant vehicles operated on the service road must display a LAWA MVOP decal sticker (aircraft tugs are exempt)
4. All vehicles operated on airport must be clearly identified with a company logo that is at least 18 inches in diameter, or company name utilizing letters measuring no less than 3 inches in height, on both sides of the vehicle. Painted logos or magnetic placards are acceptable.
5. Carts or pieces of equipment being towed or carried after darkness must have side and rear reflectors or rear lights.
6. No vehicle shall be permitted on the airside unless—
   - **a.** It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.
   - **b.** It has the appropriately rated and inspected fire extinguishers (fuel trucks).
   - **c.** It has operable headlamps and brake lights.
7. Vehicles operating on the movement area shall be equipped with operating amber rotating beacon or equivalent.

Guidelines for Vehicle Operations on the Airfield

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, or another vehicle shall—

1. Immediately stop and remain at the scene of the accident in a safe location until released by Airport Operations.
2. Render reasonable assistance, if capable, to any person injured in the accident.
3. Report the accident immediately to VNY Airport Operations at (818)-442-6506.
4. Provide and surrender the following to any responding Airport Operations or Airport Police personnel: name and address, airport MVOP driver permit, state driver's license, and any information such personnel need to complete a motor vehicle accident report.
5. Vehicles involved in an accident that also involves an aircraft in any way shall not be moved from the scene of the accident until approved by VNY Airport Operations
6. Vehicles involved in an accident that does not involve an aircraft in any way shall not be moved from the scene of the accident until approved by VNY Airport Police.

Guidelines for Vehicle Operations on the Airfield

Driving

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.

Nighttime and 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 other vehicles and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions.

Guidelines for Vehicle Operations on the Airfield

General Rules to Follow While Moving Aircraft

- Ensure that all available pertinent information regarding airport construction, movement area closures and applicable VHF frequencies has been reviewed. Know where you are, where you are going, and how to get there.
- Use correct radio technique and phraseology. Read back all Hold instructions.
- Maintain a sterile "cockpit". Do not become absorbed in unrelated tasks or non-essential conversations while on movement areas.
- If you are unsure of your position, stop and ask for assistance.
- Continuously monitor the appropriate VHF frequency.
- Ensure that you fully understand your tow instructions. If you are unsure, ask for clarification and do not move until you completely understand your instructions.
- Report any deteriorating / confusing airfield signs, surface markings or lighting to VNY Airport Operations as soon practical upon completion of your operation.
- **Towing Aircraft on the Airport Service Road is prohibited! Violators are subject to a VSAFE citation.**