

OAKLAND INTERNATIONAL AIRPORT



AIR OPERATIONS AREA (AOA) PEDESTRIAN

AND GROUND VEHICLE RULES

Safety Directive 406.2

Updated: July 2013
Supersedes: October 2009

Table of Contents

Section	Page#
1. Airport Driving Rules and Regulations	3
2. Pedestrian Rules and Regulations	6
3. Requirements for Driving on the AOA	7
4. GSE / Vehicle Regulations	8
5. Safety Rules	12
6. Smoking on the AOA	13
7. Litter/Foreign Object Debris (FOD)	13
8. Hazardous Materials (HAZMAT)	13
9. Security	13

Section 1. Airport Driving Rules and Regulations

- 1.1. **Authority for Implementation of Rules and Regulations.** The Oakland International Airport is operated by the Port of Oakland. Port Ordinance 3549 has granted the Director of Aviation the authority to promulgate directives for the management and supervision of its airport affairs.
- 1.2. **Applicability.** This regulation applies to all users of, and persons on any portion of, the property owned or controlled by Oakland International Airport. Tenant organizations shall be responsible for the dissemination of, accessibility to, and compliance with this directive by their employees. This directive may be amended, changed, or modified by the Airport, as necessary. Copies of the Rules for Vehicle Operations and Pedestrian Control on the AOA may be downloaded at http://oaklandairport.com/tenant_driver.shtml.
- 1.3. **Definitions.**
 - 1.3.1. **Accident**-A collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.
 - 1.3.2. **Air Operations Area (AOA)**-The portion of Airport which encompasses the landing, take off, taxiing and parking areas for aircraft.
 - 1.3.3. **Airside**-Those areas of an airport that support aircraft activities.
 - 1.3.4. **Airport Traffic Control Tower (ATCT)**-A service operated by an appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.
 - 1.3.5. **Aircraft**-A device that is used or intended to be used for flight in the air.
 - 1.3.6. **Airport**-Oakland International Airport owned and operated by the Port of Oakland.
 - 1.3.7. **Airport Operations Representative**-Any person(s) authorized by the Director of Aviation to direct or coordinate driver safety at the Airport, including (Airport Operations Supervisor- Airside, Manager on Duty (MOD), Airport Operations Superintendent- Airside, Airport Operations Manager- Airside, Airport Operations Specialist- Airside)
 - 1.3.8. **Apron or Ramp**-A defined area on the airport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance.
 - 1.3.9. **Authorized Emergency Vehicle**-Any of the following vehicles when equipped and identified according to law: (1) a vehicle of a fire department; (2) a vehicle used by a police officer / deputy used for police work (3) a vehicle of a licensed land emergency ambulance service
 - 1.3.10. **Baggage Cart**- Shall mean Ground Service Equipment (GSE) that is designed to transport aviation cargo, luggage or mail.
 - 1.3.11. **Bicycle**-Shall mean every non-motorized device propelled solely by human power upon which a person may ride.
 - 1.3.12. **Driver Training Program (DTP)**-The program for issuing driving privileges at OAK. The program includes the non-movement and movement area training classes.
 - 1.3.13. **Escort**-To accompany or maintains constant visual contact with the activities of an individual or group that does not have unescorted access authority into or within a secured area.
 - 1.3.14. **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.

- 1.3.15. Foreign Object Debris (FOD)**-Debris that can cause damage to aircraft engines, tires, or skin from rocks, trash, or the actual debris found on runways, taxiways, and aprons.
- 1.3.16. Gate**-See 1.3.8
- 1.3.17. General Aviation (GA)**-That portion of civil aviation that encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity.
- 1.3.18. Ground Service Equipment (GSE)**-Equipment used on the ground to support aircraft operations that is not subject to California Vehicle Code Regulations
- 1.3.19. Instrument Landing System (ILS) Critical Area**-An area provided to protect the signals of the localizer and glide slope.
- 1.3.20. Incursion**-Any occurrence at an airport involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.
- 1.3.21. Jet Blast**-Jet engine exhaust or propeller wash (thrust stream turbulence).
- 1.3.22. Law Enforcement Officer (LEO)**-Any officer of the Alameda County Sheriff's Office or any other person designated by the Sheriff, or any officer of the Police Department the City or any other person authorized by the Chief of Police, or any person designated by the Director or authorized by applicable law with jurisdiction and authority to enforce applicable laws and [Port of Oakland] Rules and Regulations on the Airport
- 1.3.23. 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.
- 1.3.24. Marshaller**-A person who directs an aircraft as it moves to or from a gate.
- 1.3.25. Mobile Fueller**-Vehicle / GSE owned and/or operated by authorized agents to pump and dispense fuel at Oakland International Airport. This may include fuel tankers, in-to-plane fueling pumpers, and hydrant carts.
- 1.3.26. 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.
- 1.3.27. Non-movement Areas**-Taxiways, aprons, and other areas not under the control of air traffic or at airports without an operating airport traffic control tower.
- 1.3.28. North Field**-shall mean that portion of the Airport generally located north of Ron Cowan Parkway and west of Airport Drive.
- 1.3.29. Operator**-Any person who is in actual physical control of an aircraft or vehicle / GSE.
- 1.3.30. Owner**-A person who holds the legal title of an aircraft or a motor vehicle.
- 1.3.31. Passenger Boarding Bridge**-A device used to enplane and deplane passengers from the aircraft door to the terminal.
- 1.3.32. Pushback**-Anytime a vehicle / GSE operator maneuvers an aircraft backwards.
- 1.3.33. Runway**-A defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.
- 1.3.34. Runway Safety Area**-A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway.

- 1.3.35. South Field**-shall mean that portion of the Airport generally located south of Ron Cowan Parkway and east of Airport Drive.
- 1.3.36. Taxiways**-Parts of the airside designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.
- 1.3.37. Tie Down Area**- An area used for securing aircraft to the ground.
- 1.3.38. Vehicle Escort**-The practice of an authorized person accompanying a person without a driving endorsement or a vehicle without a ramp permit onto the AOA. Escorts must possess an escort sticker and accompany or maintain constant visual contact with the activities of an individual or group that does not have unescorted access authority into or within a secured area.
- 1.3.39. Vehicle**-A device in, upon or by which a person or property may be transported, carried or otherwise moved from point to point, including a motor vehicle or a device moved by human or animal power, except aircraft or devices moved exclusively upon stationary rails or tracks.
- 1.3.40. Vehicle Service Road (VSR)**- A designated roadway for vehicles in a non-movement area.
- 1.4. 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 the Safety Enforcement Program. The Safety Enforcement Program ensures that safe operations are conducted on the AOA. The program is used to track violations and impose penalties for repeat violations. These penalties may include denied use of the Airport's Secured Area in addition to the penalties described pursuant to Federal, state, or local authorities.
- 1.4.1.** Penalties for failure to comply with the Vehicle Operations and Pedestrian Control on the AOA Rules shall consist of written warnings and citations, suspension of airside driving privileges, and/or revocation of secured area access. Receipt of three (3) written citations by an operator of a vehicle in any twelve (12) -month period may result in suspension of airside driving privileges. Receiving one (1) or more written warnings in any 12-month period may result in revocation of airside driving endorsement.
- 1.4.2. Written Warning.** Within ten (10) business days of issuance of a written warning, a notification letter will be sent to the individual's employer/sponsor notifying them of the warning. No further response by the employer / sponsor will be necessary.
- 1.4.3. Citations.** Within ten (10) business days of issuance of a citation, a citation notification letter will be sent to the cited individual's employer/sponsor notifying them of the violation. The individual or their employer/sponsor may submit an appeal to Airport Operations. Appeals must be received by Airport Operations no later than fourteen (14) business days from the date of receipt of the citation notification letter.
- Upon reviewing the citation and relevant supplemental information (appeal letter, photos etc), Airport Operations will determine if the citation will stand or be dismissed. If Airport Operations determines that the citation should stand, the cited individual will be entered in the Safety Enforcement Program. If Airport Operations determines that the citation should be dismissed, the cited individual's employer/sponsor will be notified.
- 1.4.4. First Offense.** The individual's name is entered into the Safety Enforcement Program.
- 1.4.5. Second Offense.** The individual's name is entered into the Safety Enforcement Program. The individual must attend the Driver Training class within 30 days of receipt of the notification letter.
- 1.4.6. Third Offense.** The individual's name is entered into the Safety Enforcement Program. The individuals driving endorsement may be suspended for up to three (3) days. The

individual must attend the Driver Training class within 30 calendar days of receipt of the notification letter. Airport Operations will determine if a formal review panel is warranted.

- 1.4.7. Fourth Offense.** The individual's name is entered into the Safety Enforcement Program. The individual's badge may be suspended for up to ten (10) days. The individual must attend the Driver Training class within 30 calendar days of receipt of the notification letter. Airport Operations will determine if a formal review panel is warranted.
- 1.4.8.** 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 AOA without regard to prior operating history.
- 1.4.9.** Suspension of AOA driving endorsement shall be no less than three (3) working days and no greater than thirty (30) working days.
- 1.4.10. Airport** Operations will provide a copy of all written warnings and / or citations 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).
- 1.4.11.** Airport Operations may require any individual involved in a runway incursion, surface incident, or other vehicle incident to complete remedial airfield driver training.

Section 2. Pedestrian Rules and Regulations

- 2.1** Pedestrian traffic is restricted on the ramp / apron and prohibited on taxiways, taxi lanes, runways and vehicle service roads (VSR). Pedestrians shall refrain from walking on the AOA whenever possible. When operationally necessary, pedestrians are permitted to walk in the shadow of buildings on the AOA to transition from gate to gate.
 - 2.1.1 North Field:** Authorized Airport tenants on North Field may cross Taxiway Delta using the zippered road to access Hangar 10.

Section 3. Requirements for Driving on the AOA

3.1 Driver Training Requirements Matrix

	Non-Movement Area Training & Endorsement	Movement Area Training & Endorsement	Additional Company-Provided Training (approved by Airside Operations)
Driving in the Movement Area (taxiways and runways)	√	√	
Driving in the Non-Movement Area	√		
Driving on a Vehicle Service Roadway through a Runway Safety Area*	√	√	
Aircraft Towing			
Brake Rider: Mechanic			√
Brake Rider: Non-Mechanic	√	√	
Tug Operator	√		

***Where company training is required, Airport Operations may audit training records to ensure compliance with Section 3.1**

- 3.2 Need to Operate.** All applicants for a driving endorsement must have a need to operate a vehicle / GSE on the AOA.
- 3.3 Authorization.** Each driver must receive authorization from his/her employer before requesting a driving endorsement.
- 3.4 Valid State Driver's License.** Each driver must have obtained and must maintain in good standing a valid state driver's license that permits driving at work in compliance with State Vehicle Code Section 12502 and Section 12505.
- 3.4.1 Display Upon Request.** Each driver shall carry his / her state driver's license at all times while operating on the AOA and display the state driver's license upon demand to any Airport Operation Representative or LEO.
- 3.4.2 Display AOA Driving Endorsement.** All drivers shall wear their SIDA badge with the applicable driving endorsement on their outer most garments at or above the waist. Drivers shall present, and if instructed, surrender their SIDA badge upon demand by an Airport Operations Representative.
- 3.5 Training.** All applicants must satisfactorily complete the applicable driver's training class before receiving authorization to drive on the AOA. All applicants must pass a written and where applicable a practical exam with a grade of at least 90 percent before a driving endorsement is issued.
- 3.6 Requirement to Report.** 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 -
- 3.6.1** Render reasonable assistance, if capable, to any person injured in the accident.
- 3.6.2** Report the accident immediately to Airport Operations (510-563-3361) and his/her immediate supervisor (Airport Operations will dispatch emergency services as needed.)

- 3.6.3 After making the proper notifications, return to and remain at the scene of the accident until an Airport Operations Representative arrives at the scene of the accident or a Representative authorizes all parties to leave the scene
- 3.6.4 Provide and surrender the following to any responding Airport Operations Representative or LEO: name, address, airport SIDA badge, state driver's license, and any additional information needed to complete an Airport Incident Report.
- 3.7 **Visitors Badge.** The Aviation Security Badge Office has the authority to issue visitor's badges. Personnel that are authorized to use a visitor's badge are exempt the provisions of Section 3.5 (Training) above.
- 3.8 **Driving Endorsement.** Driving endorsements are issued upon successful completion of the appropriate training class (Non-Movement Area or Movement Area).
 - 3.8.1 **Driving Endorsement Expiration / Renewal (Non-Movement).** Non-Movement area driving endorsements are valid for no more than 24 months and expire on the same date as an individual's SIDA badge. SIDA badge expiration dates are clearly marked on the face of the SIDA badge. Each person that has been granted a non- movement area endorsement and has a continued need to drive in the non-movement area shall ensure that the driving endorsement is renewed before the expiration date.
 - 3.8.2 **Driving Endorsement Renewal/Expiration (Movement).** Movement Area driving endorsements are valid for no more than twelve (12) months and expire with an individual's SIDA badge. SIDA Badge expiration dates area clearly marked on the face of the SIDA badge. Each person that has been granted a Movement Area endorsement and has a continued need to drive in the movement area shall ensure that the endorsement is renewed annually.
- 3.9 **Authorization To Enter the Movement Area.** Vehicle operators shall not enter the movement area-
 - 3.9.1 Without first obtaining permission from Airport Operations and clearance to enter the movement area from the ATCT;
 - 3.9.2 Unless equipped with an operable two-way radio in communication with the ATCT; or
 - 3.9.3 Unless escorted by an individual who meets the requirements of 3.9.1 and 3.9.2 above and has an escort endorsement of their SIDA badge.

Section 4. GSE / Vehicle Regulations

- 4.1 **State Registration.** No vehicle shall be operated on the AOA unless it has a proper state issued license plate with valid registration or is a qualified off-road vehicle that is not normally operated on public streets but has received the approval of the Aviation Security Department.
- 4.2 **Insurance.** All GSE / vehicles operated on the AOA must have vehicle liability insurance, as required by the Airport.
- 4.3 **Ramp Permit.** Tenants shall receive authorization from the Aviation Security Department before bringing vehicles onto the AOA. The Aviation Security Department will issue a ramp permit for authorized equipment. Ramp Permits are non transferable.
- 4.4 **Decals/Logos.** GSE / vehicles approved to operate within the SIDA area on the AOA must display a clearly visible Airport-approved company logo or other means of identification that is acceptable to the Assistant Director of Aviation on the passenger and operator's door. The company logo must be at least fifty (50) square inches in size. Magnetic identification panels are acceptable.

- 4.5 Baggage Carts and Pieces of Equipment.** Carts or pieces of equipment that are towed or carried after darkness must have side and rear reflectors or rear lights.
- 4.6 Required Equipment.** No GSE / vehicle shall be permitted on the AOA unless-
- 4.6.1** It is properly marked, as outlined in FAA Advisory Circular 15015210-5, *Painting, Marking, and Lighting of Vehicles Used on an Airport*
 - 4.6.2** It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat
 - 4.6.3** It has the appropriately rated and inspected fire extinguishers (service vehicles and fuel trucks)
 - 4.6.4** It has operable headlamps and brake lights. All GSE shall display headlights from 30 minutes before sunset until 30 minutes after sunrise.
- 4.8 Vehicle Beacons.** GSE / vehicles operating on the movement area shall be equipped with operating amber flashing lights / rotating beacon or equivalent and in use while on the movement area.
- 4.9 Refueling Vehicle Lights and Beacons.** All aircraft refueling vehicles and any other vehicle eight (8)-feet or more in width shall be equipped with a flashing amber beacon and flashing front, tail, and clearance lights that are activated at all times when operating on the AOA.
- 4.10 Compliance.** Airport Operations Representatives are authorized to inspect and declare unfit for use on airport property any GSE / vehicle that does not comply with the Airport's Safety requirement.
- 4.11 Two-Way Radio.** All GSE / vehicles operating in the movement area must maintain two-way radio communications with the Air Traffic Control Tower at all times.
- 4.12 Brakes.** Proper brakes are required on all towed GSE / vehicles so that when disengaged from a towing vehicle, neither aircraft blast nor wind will cause them to become free rolling. Positive locking couplings are required for all towed equipment.
- 4.13 Motorcycles / Bicycles:** Motorcycles and bicycles are NOT permitted on the AOA without authorization from an Airport Operations Representative.
- 4.14 Right of Way:**
- 4.14.1** Moving aircraft shall have the right-of-way at all times over vehicular traffic. GSE / vehicle drivers must yield the right-of-way.
 - 4.14.2** Passengers enplaning or deplaning aircraft shall have the right-of-way at all times over vehicular traffic. GSE / vehicle drivers must yield the right-of-way.
 - 4.14.3 Aircraft** Rescue and Firefighting personnel and Airport Operation's personnel responding to an emergency or a simulated emergency are exempt from the provisions of Section 4.14.
- 4.15 Parking Ground Service Equipment (GSE) / Vehicles:**
- 4.15.1** No fuel truck shall be stored, or parked within fifty (50) feet of a building. Fuel trucks must not be parked within ten (10) feet of other vehicles.
 - 4.15.2** **W h e n** not serving aircraft or undertaking their intended functions, GSE / vehicles shall be parked only in approved areas.
 - 4.15.3** No person shall park GSE / vehicles in an aircraft parking area, safety area, or in a manner that obstructs or interferes with operations.

- 4.15.4 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.
- 4.15.5 No person shall park behind or otherwise block an Airport Operations Vehicle, Emergency Vehicle or fuel truck.
- 4.15.6 No person shall park GSE / vehicles within fifteen (15) feet of a fire hydrant, fire pull box, or fuel shut off switch.
- 4.15.7 No person shall operate or park GSE / vehicles under any passenger boarding bridge.
- 4.15.8 No person shall operate or park GSE / vehicles on any active runway, taxiway, or associated safety areas without prior approval from Airport Operations.
- 4.15.9 Personnel shall not park GSE within 6 feet of the security perimeter fence line.

4.16 Careless and Reckless Driving:

- 4.16.1 No person shall operate GSE / vehicles within the AOA under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities to operate the vehicle.
- 4.16.2 Vehicle operators shall not operate GSE / vehicles in a manner that intentionally or through negligence threatens the life or safety of any person or threatens damage or destruction to property.

4.17 Vehicle Service Roads:

- 4.17.1 Whenever possible, ALL airport vehicles shall utilize vehicle service roads (VSR) to transition between areas on the airport. Airport Operations personnel are exempt from this rule for operational necessity.
- 4.17.2 Tugs operators shall tow no more than 4 carts, pods, or containers.
- 4.17.3 No vehicle operator shall pass another ground vehicle in designated vehicle service roads.
- 4.17.4 No vehicle shall pass between an aircraft and passenger terminal or passenger walk way 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.

4.18 Speed Limit:

- 4.18.1 No person operating GSE / vehicles on the AOA shall exceed a speed greater than 15 miles per hour, unless otherwise posted. Weather and visibility shall be taken into consideration when determining safe operating speed.
- 4.18.2 Authorized emergency and Airport Operations vehicles responding to an emergency or a simulated emergency are exempt from the provisions of Section 4.18.

4.19 Occupants of Ground Vehicles:

- 4.19.1 No person shall ride with arms or legs protruding from the body of a vehicle except when the vehicle was designed for such use.
- 4.19.2 No person shall operate GSE / vehicle that is overloaded or carrying more passengers than for which the vehicle was designed. **Drivers, operators, and passengers shall use installed seatbelts or other restraint systems; when installed. Seatbelts and other restraint systems shall not be disabled or removed and shall be maintained in good working order.**
- 4.19.3 Each vehicle operator is responsible for the activities of each passenger in the vehicle while in the on the AOA.

- 4.20 Operating Near Aircraft.** No GSE / vehicle shall be operated within 200 feet of the exhaust of a jet aircraft when the engines are running or when the red aircraft beacon is operating.
- 4.21 Vehicle Operations for Hire.** Taxicabs, buses, limousines or any other ground vehicle carrier for hire will not load or unload passengers at any place within the AOA without prior notification to and authorization from Airport Operations.
- 4.22 Private Vehicle Access on the AOA:**
- 4.22.1 South Field:** The use of private vehicles is prohibited on the South Field AOA UNLESS the vehicle has been issued a ramp permit by the Airport ID / Badging Office or all of the following criteria are met.
- 4.22.1.1** The vehicle is under escort by an individual with a valid SIDA badge
 - 4.22.1.2** The individual providing the escort has received a driving endorsement.
 - 4.22.1.3** The individual providing the escort is in compliance with the Aviation Security Department's current escort procedure as outlined in the Airport Security Plan.
 - 4.22.1.4** The escorted vehicle and its occupants must remain with the escort the entire time that the vehicle is on the AOA.
- 4.22.2 North Field:** Private ground vehicles are prohibited on the North Field airfield unless the vehicle has been issued a ramp permit by the Aviation Security Office (Airport ID / Badging Office) or is under escort by an authorized driver.
- 4.23 Company Owned Vehicles.** All company owned vehicles on the airport must be registered with the Aviation Security Office. Company owned vehicle(s) are not permitted on the AOA until they have received a ramp permit.
- 4.24 Guides:**
- 4.24.1** No person will back up any vehicle (excluding small baggage tractors, sedans, sport utility vehicles, and passenger vans) at the Airport if the vision of the driver is restricted in any manner unless a guide is available to assist the driver. The guide must be behind the vehicle that is backing up and must be able to stop all adjacent traffic if necessary.
 - 4.24.2 Oakland International Airport** strongly encourages the use of a guide / wing-walker for all aircraft pushback operations to include aircraft arrival, departure, or towing into/out of aircraft safety envelopes.
- 4.25 Repair and Location of Disabled Ground Vehicles.**
- 4.25.1** No person will clean, repair, maintain and/or overhaul any GSE / vehicle on the AOA except in areas designated by Airport Operations.
 - 4.25.2** No person will allow a stalled or disabled ground vehicle to remain anywhere on the Airfield, which could interfere with the flow of traffic.

Section 5. Safety Rules

- 5.1** No vehicle shall be operated on the airside unless-
 - 5.1.1** The driver is authorized to operate the class of vehicle by an appropriate state-licensing agency or by the driver's employer through a company training / certification program.
 - 5.1.2** The driver possesses an airport-issued SIDA badge with a driving endorsement.
 - 5.1.3** Escorted by an individual who meets the requirements of 5.1.1 and 5.1.2 above and has an escort endorsement of their SIDA badge.
- 5.2** No person shall operate or park any GSE / vehicle in any areas marked "Keep Clear" or in a passenger boarding bridge "bogie" box (area where passenger boarding bridge main wheels are parked when bridge is not in use, outlined by a yellow painted rectangle on ramp surface).
- 5.3** GSE / vehicles shall not enter the movement area or cross runways unless the operator of the vehicle has been granted a Movement-Area endorsement. Properly badged individuals shall request authorization from Airport Operations before entering the Movement Area.
- 5.4** No person shall operate any GSE / vehicle on the AOA without a driving endorsement.
- 5.5** No person shall leave the engine running on unattended vehicles unless running the engine is necessary to service an aircraft or as approved by Airport Operations.
- 5.6** Authorized construction or contractor vehicles must be properly marked with FAA approved checkered flags (international orange and white) at all times. Operating amber flashing lights / rotating beacons or equivalent are to be used while on the movement area at all times. Operating amber flashing lights / rotating beacons or equivalent are to be used while on the non-movement area at night unless the vehicle is being escorted or on an approved haul route.
- 5.7** All personnel shall comply with instructions given by Airport Operations Representatives.
- 5.8** GSE / vehicle operators are required to comply with traffic detours and traffic diversions.
- 5.9** Airport Operations Representatives have the right to detour, halt, or divert traffic in any manner to maintain safe and efficient operations.
- 5.10** Airport signs conform to the standards established by California Vehicle Code. In addition special signs or markings may be posted to alert drivers of special conditions.
- 5.11** Stop signs are located throughout the VSR network. Some stop signs are posted on sign posts and others are painted on the ground. Vehicle operators are required to come to a complete stop at all stop signs.
- 5.12** All personnel are responsible for the equipment they are driving and may be personally cited for failure to comply with this rule.
- 5.13** Reduced visibility due to night driving or bad weather increases the hazards associated with driving on the AOA. Use lower speeds and additional caution when driving on the airfield at night and during periods of reduced visibility.
- 5.14** Vehicles, carts, and trucks shall be properly loaded to prevent articles from falling off during transit.
- 5.15** All construction sites within the AOA shall be barricaded and lighted with flashing obstruction lights of sufficient visibility and intensity to outline the area.
- 5.16** The use of oxyacetylene torches, electric arcs or similar flame or spark producing devices must be approved by Airport Operations. The use of such devices without authorization is prohibited.

- 5.17 Tenants shall repair, dismantle, and service equipment only in areas designated by Airport Operations.
- 5.18 Oakland International Airport prohibits the use of portable electronic devices while driving on the AOA or during other duties, but not limited to the performance of wing walking, push back operations, etc. The use of these devices may cause distractions that can lead to potential injury or loss of situational awareness resulting in vehicle / pedestrian deviations.

Section 6. Smoking on the AOA

- 6.1 Smoking on the South Field AOA is prohibited except in designated areas. Designated smoking areas are identified in Safety Directive 406.2A.
- 6.2 Smoking on the North Field AOA must be in accordance with Oakland International Airport Rules and Regulations section 4.28.

Section 7. Litter/Foreign Object Debris (FOD)

- 7.1 Loose debris of any kind such as: metal, plastic, paper and rocks can cause damage to jet engines and injury to employees. All personnel with access to the ramp should pick up and properly dispose of FOD whenever possible. FOD that cannot be easily picked up or FOD located in the Movement Area should be immediately reported to **Airport Operations at 510-563-3361**.
- 7.2 All vehicle operators are responsible for ensuring that items on or in their vehicle do not create a FOD hazard. All FOD should be deposited in FOD containers or other litter collection receptacles. Airport Operations Representatives may issue a citation to any vehicle operator that deposits FOD onto the airfield.
- 7.3 All vehicle operators are responsible for picking up FOD on the AOA. Generating or knowingly failing to remove FOD may result in a safety citation. If the operator is unable to remove the FOD, he / she shall notify Airport Operations.
- 7.4 The use of plastic covers is prohibited on the AOA except when used with nets to cover cargo pallets. Plastic covers shall not be discarded in garbage containers on the AOA.

Section 8. Hazardous Materials (HAZMAT)

- 8.1 Hazardous materials may be used on or transported through the airport. Common HAZMAT includes oils, fuels, lavatory waste, and lubricants. General use of hazardous materials and associated waste must be in accordance with Oakland International Airport Rules and Regulations Section 4.3. Improper release or disposal of hazardous materials (HAZMAT) or fuel on Airport property is prohibited.
- 8.2 Trucks used for the transport of lavatory waste may only dispose of such waste in areas designated for waste disposal by Airport Operations.
- 8.3 All HAZMAT and fuel spills **MUST** be reported to Airport Operations at 510-563-3361. Each company is responsible for cleaning up HAZMAT spills. In the event that the responsible party / company can not arrange for the clean up of a HAZMAT spill, the Airport may at its discretion, coordinate the clean up with a vendor of its choosing and bill the responsible party / company for the cost of the clean up.

Section 9. Security

- 9.1 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 AOA while the gate is open.