



# **STUDY GUIDE**

## **RESTRICTED AREA DRIVER**

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## Introduction

This study guide is intended to highlight some of the important rules and regulations regarding driving on the airfield. All badge holders must become familiar with the LAX Rules and Regulations located at [www.lawa.org/Rules](http://www.lawa.org/Rules). In the event that any statement in this study guide contradicts the LAX Rules and Regulations, the LAX Rules and Regulations will always take precedence.

## Requirements

Driving any type of vehicle or motorized equipment on the Air Operations Area (AOA) requires the issuance of a LAX Security Badge, along with a LAX Restricted Area Driver (RAD) (or if applicable, Aircraft Fueling Icon). In addition, the driver must possess a valid state Driver's License appropriate for the type of vehicle being operated. Issuance of the RAD icon requires a minimum of eight (8) hours of practical (behind-the-wheel) driver training (with at least 2 hours during periods of darkness) conducted by the applicant's employers approved RAD Trainer, and the successful completion of the LAWA RAD Computer Based Training (CBT) Program. The Authorized Signer should e-mail [airopstraining@lawa.org](mailto:airopstraining@lawa.org) for any issues accessing the CBT.

All RAD candidates are required to bring with them to their Badging appointment the following items:

- 1) A completed LAX Security Badge Application validated by their designated authorized signer
- 2) The original, completed RAD Training Log
- 3) Current LAX security badge (if applicable)
- 4) Valid State driver's license.
- 5) Any other active LAX security badge(s) issued to applicant with a RAD icon
- 6) Valid identification, employment eligibility documents and photo copies (a list of appropriate documents can be found at <http://sbo.lawa.org>)

If you have any questions regarding this information, please contact your employer, the LAX Security Badge Office at (424) 646-5500, or LAX Airport Operations at (424) 646-6940.

## Glossary of Terms

The following descriptions, rules and regulations are extremely important in maintaining a safe and secure airport and shall be studied and understood. The list contains information governing restricted area responsibilities including those associated with driving on the Air Operations Area (AOA).

<b>FAA</b>	Federal Aviation Administration
<b>TSA</b>	Transportation Security Administration
<b>LAWA</b>	Los Angeles World Airports, incorporating Los Angeles International Airport (LAX), and Van Nuys Airport (VNY).
<b>LAX</b>	Los Angeles International Airport
<b>SIDA</b>	Security Identification Display Area (SIDA) includes any area identified in the airport security program as requiring each person to continuously display airport-approved identification, unless the person is under airport-approved escort.
<b>AOA</b>	The Air Operations Area (AOA) is the area of the airport dedicated to the movement, maintenance, servicing, loading, and unloading of aircraft and related support equipment. The AOA is a restricted area; only individuals and vehicles/ground equipment with proper identification are allowed.
<b>Public Areas</b>	Areas normally accessible to the general public, including the public portions of all ticketing, satellite and terminal buildings, parking lots and terminal roadways.
<b>Sterile Areas</b>	Portions of public areas that lie between the pre-board passenger screening checkpoint and the aircraft boarding gates.
<b>Restricted Areas</b>	Parts of the airport designated by the airport operator and posted for security reasons. These areas include, but are not limited to, passenger and cargo loading ramps, hangar areas, runways, taxiways, and vehicle service roads. These areas are part of the SIDA.
<b>Ramp Areas</b>	Areas used by airport tenants for servicing and loading aircraft, located on the AOA directly adjacent to the terminal area. These areas are part of the Security Identification Display Area (SIDA).
<b>Aircraft Movement Area</b>	Runways, taxiways, safety areas and other areas of an airport that aircraft use for taxiing, takeoff and landing that are under the jurisdiction of the Air Traffic Control Tower. This does not include loading ramps or aircraft parking areas.
<b>Vehicle Service Road</b>	Vehicle service roads are roadways, access lanes, and passageways, or other designated ways set aside for the movement of vehicles on the AOA. If driving off the roadways (terminal areas, aircraft positions, equipment parking areas, etc.), the marked roadway shall be used as long as possible. Access to ramp/apron areas shall

be accomplished by using designated access lanes with all due care. The shortest route must be taken to/from the roadway.

**Taxiways** The parts of the airfield designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.

**Runway** A rectangular area on a land airport designed for aircraft landings and takeoffs.

**Vehicle / Ground Equipment** All ground conveyances, except aircraft, used to transport persons, cargo, fuel or equipment.

**SAFE Program** The Security & Airport Safety Enforcement (SAFE) program is an awareness and enforcement program designed to promote the safety and security of the airport through the enforcement of LAX Rules and Regulations, LAX Airport Security Program and applicable Code of Federal Regulations, State of California regulations and City of Los Angeles regulations. The SAFE program does not limit or otherwise replace any other laws, rules or regulations.

**Safety Areas** A defined area on all sides of a runway or taxiway that is prepared or suitable for reducing the risk of damage to aircraft. This area must remain clear of any obstacles that could impede the safe path of aircraft and wingtip clearance. Safety areas at LAX can be identified by a green color painted on the pavement on either side of the taxiways.



**SMGCS** The Surface Movement Guidance & Control System (SMGCS – acronym pronounced SMIGS) is a low visibility tax plan for take-off and landing operations with less than 1200 feet runway visual range (RVR) visibility conditions. This plan affects both air crew and vehicle operators.

## LAX Security Badge Icons



**Restricted Area Driver (RAD):** Allows badge holders to drive airport approved vehicles and/or GSE on ramps and vehicle service roads. Prior to being issued, an applicant must have a valid U.S. driver's license, complete a minimum of eight (8) hours of practical day and nighttime driving with a certified trainer and pass an examination.



**AOA Familiarization (AOA):** For badge holders with an operational need to access designated restricted areas of the airfield, that do not have direct contact with the ATCT. All applicants must complete a training session and receive approval by LAX Airport Operations prior to applying for the icon.



**Air Traffic Control (ATC):** For badge holders requiring communications with the ATCT and access to the AMA. *Must be accompanied by a RAD icon.*



**Aircraft Surface Movement (ASM):** For badge holders that perform aircraft tow/taxi on the AMA. Prior to being issued, an applicant must have received surface movement training sponsored by their organization and complete a training course provided by LAX Airport Operations. *Must be accompanied by a RAD icon.*



**Red Custom Seals:** For badge holders who have an operational need to access non-cleared flights or areas where non-cleared passengers, baggage and cargo may be present.



**Black Custom Seals:** For badge holders who have an operational need to work non-cleared flights/cargo however do not have direct contact with non-cleared passengers.



**Aircraft Fueling:** For badge holders who drive and perform in-to-aircraft fueling. Applicants requesting this icon must have received the required FAA fueling training/certification in addition to the requirements listed for the RAD icon.



**Escort:** For badge holders with the need to escort un-badged personnel. Applicants must attend the Airport Police authorized escort training course.

## **Basic Rules & Regulations**

- 1) No person shall willfully refuse to comply with any lawful order, direction, or signal of an Airport Police Officer, Airfield Operations representative, or any other emergency responder
- 2) Pedestrian traffic is forbidden on all movement areas, vehicle service roads and outside of the apron limit line
- 3) Any condition which creates a hazard or obstruction to aircraft or vehicle traffic in the Air Operations Area shall immediately be reported to Airfield Operations and removed as soon as possible by the party responsible

## **Vehicle Safety Rules & Regulations**

### **Basic Vehicle Safety**

- 4) For night operations, all headlights, taillights and running/clearance lights on all vehicles/equipment shall be in proper working order. The driver shall be responsible for the proper operation of such lights. Any rear shining spotlights, other than taillights, shall be in the "OFF" position when driving on ramps or vehicle service roads
- 5) Vehicles/equipment not designed to handle passengers shall not be utilized by any person other than the driver. Passengers may not ride in any trailer, cart, or igloo. All passengers must be seated in any vehicle/equipment

### **Vehicle Loading**

- 6) Employees are responsible for the safe loading and operation of the vehicle/equipment they are driving and will be cited for failure to comply with LAX rules and regulations
- 7) It is unlawful to load a vehicle, cart or truck so as to create a hazard by allowing articles to fall off as it travels on vehicle service roads or ramp areas
- 8) Plastic covers shall not be used in any exterior portion of the cargo, pallets or containers, unless is secured with a net.
- 9) No plastic covers (sheets) shall be disposed of in any exterior waste containers within airport boundaries
- 10) The total length of a combination of tractor and towed vehicles (except fire vehicles), inclusive of load and bumpers shall not exceed eighty-five (85) feet. There shall be no more than four (4) LD-3/LD-7 size dollies, carts or any combination of, may be operated on the airport
- 11) In no event shall the number towed exceed that which is under control, and tracking properly and safely

## Vehicle Marking / Identification

- 12) All vehicles/equipment operating within the restricted areas of the airport must be easily identifiable as to ownership. The operator shall wear a valid LAX Security Badge (clearly visible) bearing a Restricted Area Driver Icon and be in possession of a valid driver license
- 13) Vehicles driving on AOA shall display a logo or company name on both sides of the vehicle in a location opposite the front seat. For vehicles having front doors, the identification should be located on the front door panels. Magnetic or temporary identification panels are not permitted. The name of the company or tenant shall be spelled out in letters no less than three inches in height. Company logos or symbols shall be at least 18 inches in diameter when not accompanied by approved lettering. To enhance visibility, all markings shall be on a background of sharply contrasting color. Placards are not permitted
- 14) A valid California license plate is not required on vehicles/equipment operating solely within the restricted area of the airport

## Vehicle Maintenance

- 15) Airport Police and Airfield Operations are authorized to inspect and declare unfit for use on airport property any vehicle or piece of equipment that does not comply with the safety and efficiency of airport operations
- 16) Washing of vehicles/equipment may only be done in designated areas. Drainage from such washing shall not drain into the airport drainage system unless a filter or clarifier is operating to treat the water entering into the drainage system.
- 17) Repairing, dismantling or servicing vehicles/equipment anywhere other than an approved leasehold is prohibited.

## Emergency Procedures

### Right-of-Way

- 18) All vehicles on the AOA shall yield the right-of-way to all aircraft and the following vehicles:
  - a. Aircraft that are being taxied, towed, or otherwise moved, including their towing and guiding vehicles.
  - b. Emergency equipment responding to an emergency (i.e., Aircraft Rescue and Firefighting (ARFF), Airport Operations, Airport Police and LAFD vehicles displaying a red flashing light).
  - c. Airport busses operating on taxiways and displaying a rotating yellow beacon when responding to an emergency



- 19) Under emergency conditions and by specific orders of Airport Police Officers or Airfield Operations representatives, traffic may be detoured, halted, or diverted in any manner necessary to maintain safe and efficient operations.

## **Accidents**

- 20) Any accident involving an aircraft and vehicle / ground equipment must be reported to Airfield Operations and Airport Police immediately
- 21) The driver of any vehicle / ground equipment involved in an accident on the ramps or vehicle service roads, where injury or death occurs, must file an accident report with the Los Angeles Fire Department and Airport Police
- 22) Any aircraft crash, fire or emergency situation must be immediately reported to Airport Police and Airfield Operations
- 23) At an aircraft incident/accident, the Los Angeles Fire Department assumes command of firefighting and rescue operations
- 24) The Los Angeles Fire Department Inspector assigned to the airport detail or any representative of Airfield Operations and/or Airport Police is authorized to check on fire hazards or flammable conditions on airport property

## **Driver Safety Rules & Regulations**

### **Speed Limits**

- 25) The speed limit on all vehicle service roads is 20 mph
- 26) The speed limit on terminal ramp areas and taxi lanes is 10 mph
- 27) Speed limits shall not exceed three (3) miles per hour in the vicinity of a parked aircraft
- 28) At no time shall speeds exceed that which is reasonable and prudent, consistent with existing traffic conditions - taking into consideration insufficient lighting at night and weather conditions

### **Basic Driving Rules**

- 29) When driving on the AOA, the driver must possess a valid driver's license issued within the United States. In addition, unless under escort, the driver must also possess an active LAX Security Badge bearing a Restricted Area Driver Icon
- 30) Airport vehicular traffic signs conform to the standards set by the California Vehicle Code, i.e., Stop, Yield, etc. In addition, special signs may be posted to alert drivers to special conditions.

## AOA Driving Rules

- 31) Under all conditions, aircraft shall have the right-of-way over all vehicle / ground equipment.
- 32) Vehicle Service Road markings are in place to identify pathways for vehicles that cross areas intended for aircraft use. These “zipper” markings are located on all vehicle service roads that intersect aircraft taxiways. These roadway markings alert drivers when they are crossing active taxiways and emphasize the need to use caution for moving aircraft



- 33) Except for vehicles/equipment in the act of servicing aircraft, no vehicle/ground equipment may drive under any portion of an aircraft
- 34) At no time will a vehicle / ground equipment be driven between an aircraft and a loading gate if passengers are using the walkways between such gate and aircraft
- 35) Vehicles/equipment stopped on active aircraft positions must be attended at all times
- 36) All vehicles/equipment shall remain on service or access roads where designated. Entry onto the ramp areas from vehicle service roads will be at designated access points only
- 37) When driving on ramps or taxiways in the terminal areas, drive to the outside of the white wing tip clearance line
- 38) Under no circumstances shall a vehicle / ground equipment cross an active runway unless permission from the Air Traffic Control Tower is granted
- 39) Reversing and driving backwards is only permitted if existing conditions make it impossible to drive forward. When reversing or driving backwards, it is the driver's responsibility to ensure that the path is free of obstacles. If the vision of the driver of the motor vehicle / ground equipment is obstructed to the rear for any reason, a guide person shall assist the driver

## Jet Blast

- 40) Safe distances must be maintained when operating vehicles/equipment in front or behind aircraft with running jet engines.
- 41) Minimum safe distances must be maintained when operating vehicles or equipment in front of or behind aircraft with running jet engines. When engines are running at high power, such as during maintenance runs, taxi or takeoffs, vehicles shall remain well clear until the run has

subsided or the aircraft has departed. The minimum safe operating distance for larger aircraft such as B-747, B-777 and A-380 is 400 feet.

## **Unattended / Parked Vehicles**

- 42) Disabled vehicles/equipment shall not be left unattended or abandoned on any active airport area. Unattended vehicles/ground equipment creates a safety hazard or interferes with airport operations.
- 43) No employee may work or park a vehicle / ground equipment adjacent to or on any active taxiway or runway without prior clearance from Airfield Operations.
- 44) No vehicle / ground equipment shall be parked on the AOA unless secured against uncontrolled rolling by an engaged handbrake or an equally effective measure. Ignitions shall be switched off unless required for auxiliary functions.
- 45) No employee, other than Airfield Operations representatives, shall direct or authorize the parking of aircraft or vehicles on an active taxiway area.

## **Construction Rules & Regulations**

- 46) A construction contractor vehicle authorized to operate in restricted areas may be required to display an orange and white checkered flag
- 47) All construction sites adjacent to active aircraft movement areas shall be delineated and lighted with red obstruction lights of sufficient visibility and intensity for prevailing conditions
- 48) No person shall operate an oxyacetylene torch, electric arc or similar flame or spark-producing device on any active portion of the airport, unless prior notification is given to Airfield Operations, a fireguard is posted in close proximity to the work area, and a permit is on file with the Los Angeles Fire Department

## **Explosives**

- 49) Class A explosives are not permitted in this airport
- 50) Permission to transport or store Class B explosives on airport property requires prior written permission from the Air Traffic Control Tower, Los Angeles Fire Department, Fire Station 80, and Airfield Operations

## **Badging / Escorting Rules & Regulations**

- 51) All persons entering the restricted area located inside the perimeter security fence, including the runways, taxiways, infield areas, vehicle service roads, fuel storage facilities, aircraft parking and service aprons, including terminal and cargo, shall wear a valid LAX Security Badge

- 52) Authorized visitors without an LAX Security Badge must be escorted in all areas
- 53) Escorting vehicles must be authorized and registered by LAWA to perform escorts; the escorting party must have an Escort Icon, as well as a Restricted Area Driver Icon on their SIDA Badge
- 54) All gates or access points must be closed by the user immediately after passage. Any unsecured access point observed open should immediately be reported to Airport Police
- 55) All vehicle / ground equipment operators on the AOA must obtain and display a valid LAX Security Badge with a Restricted Area Driver Icon. All tenant vehicles must display either yearly restricted area permit decals attached to the lower left-hand corner of the vehicle's windshield (driver's side), or a monthly airfield access permit attached to the rearview mirror. Authorized ground equipment items such as tugs or belt loaders are exempt from this requirement
- 56) Any mail sack, package, object or other property found on ramp / apron areas / roadways shall be removed and turned in to the Airport Police Duty Officers at LAX Security Access Post #2.

## **Aircraft Fueling Rules & Regulations**

- 57) The aircraft and the fueling unit must be properly bonded prior to fueling operations to prevent the possibility of fire or explosion due to discharge of static electricity
- 58) The aircraft and the fueling operators shall not leave the fueling unit unattended while it is connected to the aircraft
- 59) The fueling control valve ("dead man") shall be held open only by hand during the entire fueling operation. Holding the valve open by any other means is prohibited.
- 60) Immediately notify Airfield Operations of any fuel spill, regardless of the amount. Also, notify Airport Police Dispatch if the spill is over ten (10) gallons of Jet A or any amount of aviation gasoline.
- 61) Do not allow any motorized ground equipment under the wing tip of any aircraft during fueling operations. The fuel tanks are vented through the wing tips, which may produce a hazardous condition. Stop fueling operations immediately should anyone position a vehicle/ground equipment under a wing-tip during fueling operations