



**PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT**

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City of Phoenix Aviation Department Rules & Regulations

Number: 03-08

Authority: This Rule and Regulation is promulgated pursuant to City Code Chapter 4 Article III, Vehicle Operation or Parking and Pedestrian Traffic Regulation; Section 4-49 (A).

Rule and Regulations: **Operation of Motor Vehicles on the Air Operations Area**

Purpose: To set forth the City of Phoenix Aviation Department's rule and regulation for airfield safety.

Scope: This Rule and Regulation applies to all individuals who will have access to the Air Operations Area.

Definitions:

For the purposes of this Rule and Regulation, the following words and terms have the following meanings:

Movement Area means any restricted portion of the airport specifically meant for aircraft movement, including taxiways, runways and safety areas under the direct control of the FAA tower.

Air Operations Area (AOA) means all airport areas where aircraft can operate, either under their own power or while in tow. The AOA includes runways, taxiways, and apron areas.

Authorized Vehicles Markings

All vehicles on the Air Operations Area (AOA) must be clearly identified with the company name and/or logo in a manner approved by the Special Projects Administrator for Security or designee.

The company name must have lettering that is at least 4" high and or the company logo must be a minimum 12" high and appear on both sides of the vehicle.

Individual operators of vehicles with temporary logos must apply for a special permit in the Public Safety and Security Badging office. This permit must be displayed on the dashboard in addition to temporary logos affixed to both sides of the vehicle while on the AOA.

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Unmarked vehicles must be escorted and will be identified with a numbered top hat while on the AOA. The numbered top hat will be issued, registered and returned to the same staffed vehicle gate used for entering the AOA.

Vehicle Access

Vehicle access to the AOA is obtained through staffed or automated gates. All vehicles are subject to search by authorized personnel at any time. When accessing or leaving the AOA, the driver must wait until the gate is completely closed before leaving the gate area. Failure to wait for gate closure is a security violation and shall result in a Notice of Violation (NOV).

Vehicle Escorts

The following procedures must be followed when providing an escort on the AOA:

1. The individual that will be escorted must arrive at a staffed gate and inform the security guard of their destination on the AOA.
2. The Individual will exchange a government issued picture ID for a numbered top hat.
3. The Individual will be notified that they must remain with their escort at all times.
4. The individual providing the escort must have the word "Escort" printed on the back of their Security Identification Display Area (SIDA) Media credential.
5. The individual providing the escort, must make contact with the security guard prior to escorting the individual onto the AOA.
6. The individual providing the escort must show the security guard their SIDA Media credential. The guard will verify that the escorting individual has airfield driving and escort privileges.
7. The approved escort must remain with the individual being escorted onto the AOA at all times. Failure to follow this procedure will result in a NOV.
8. The escort will return with the individual to the original staffed gate when the task is completed.
9. The individual being escorted will return the numbered top hat to the security guard in exchange for the return of their government issued ID.
10. The escort may leave once the staffed gate has closed.
11. Vehicles that are considered oversize or that are delivering hazardous materials must contact Airport Command Center for an escort at 602-273-3300.

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Operation of Motor Vehicles General Procedures

1. All motor vehicles operating on the airfield are required to have current automobile liability insurance coverage in effect with minimum liability limits of five million dollars (\$5,000,000) auto liability. The automobile liability policy(ies) must be endorsed to include the City of Phoenix as an additional insured.
2. All motor vehicles and Ground Support Equipment (GSE) on the AOA must be maintained in sound mechanical condition. Proper operating condition will help prevent breakdowns, and excessive leaking of fluids.
3. No vehicle will be allowed onto the AOA unless equipped with adequate lights, horn and brakes. It is required that the driver have a clear and unobstructed view from the driver's seat at all times.
4. Motor vehicles will be operated only in those areas of the AOA authorized by the Superintendent of Airside Operations or designee.
5. No one will clean or make any repairs to motor vehicles anywhere on the AOA other than in a designated shop area, except minor repairs necessary to remove such disabled vehicles.
6. No one will move, interfere, or tamper with any motor vehicle part, instrument or tool without the permission of the owner or satisfactory evidence of the right to do so by the owner or as approved by the Superintendent of Airside Operations or designee.
7. All vehicles operated in any portion of the AOA will continuously display headlights and taillights between dusk and dawn. Headlights should be on a low beam. Vehicles should be angled so that headlight beams do not directly impact aircraft.
8. All motor vehicles and/or GSE on the AOA and outside the boundaries of the apron areas, white marked roadways, terminal services areas, or authorized parking areas shall display a rotating amber beacon or flashing light at all times.
9. No vehicle except GSE will be driven under an aircraft or a passenger boarding bridge.
10. No motor vehicle or GSE will be permitted to remain unattended in any portion of the AOA affecting aircraft movement, except in designated staging and storage areas.
11. All non-motorized GSE shall be prominently marked with reflective tape. Parking brakes or chocks shall be used when not in use.
12. For security reasons, keys should never be left in unattended vehicles. If a vehicle is not under the direct control of an authorized employee, the vehicle must be turned off and the keys removed or secured. Unattended vehicles parked for an extended period of time should be locked.
13. All passengers must be seated in an approved seat while the vehicle is in motion.

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Right-of-way

1. All vehicles and GSE must maintain a distance of five hundred (500) feet of any moving aircraft. Moving aircraft always have the right of way.
2. All motor vehicles must yield the right-of-way to emergency vehicles.

Prohibitions

Vehicles shall not be operated in any portion of the AOA:

1. In a careless or negligent manner.
2. In disregard of the safety of persons or property.
3. Without due caution or at a speed or manner which could endanger persons or property.
4. While the driver is impaired or under the influence of an intoxicating liquor, medication, or any narcotic drug.
5. If it is loaded in a manner which could endanger persons or property.

Baggage Carts

1. At no time shall more than six (6) baggage carts be towed while operating on the AOA.
2. At no time shall more than four (4) baggage carts be towed while operating in the inbound baggage loading areas.
3. Baggage carts that use the inbound baggage belt devices must pull up to the furthest available loading device from the entrance.

Construction Vehicles

1. When entering the AOA, all construction vehicles should be identified with a logo and display an orange and white 3-foot by 3-foot square flag for daytime visibility. During nighttime operations, construction vehicles shall be lighted with an amber rotating beacon and use front and rear lights.
2. Vehicles not meeting these requirements must be escorted by a vehicle that meets the requirements.

Use of Roadways

1. All individuals operating vehicles on the AOA shall drive within the white marked roadways. Individuals should never operate vehicles in the Movement Area such as taxiways and runways without proper training and authorization.

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2. All vehicles not equipped with an amber beacon, or other lighting system for authorized emergency vehicles, AND continuous two-way radio communication access with the Phoenix Tower Ground Control will be limited to transit operations conducted within terminal ramp areas and white marked roadways.
3. Zippered roadways may encroach upon aircraft object free areas. Vehicles must yield the right of way to aircraft in these roadways.

Operating Speeds

All vehicles and equipment, with the exception of authorized emergency vehicles during emergency functions operating on the AOA shall follow the following speed limit guidelines:

1. Roadway traffic must not exceed 25 miles per hour (mph), except where marked 15 mph near loading docks and work areas.
2. Vehicles and equipment operated in all apron and terminal service areas must not exceed 15 mph.
3. Vehicles operating near parked aircraft, baggage makeup areas, inbound baggage areas, baggage sort areas or around hangars must not exceed 5 mph.
4. The maximum speed for all motor vehicles operating in the Movement Area, such as runways and taxiways, is 30 mph. The exception to this requirement is Police, Fire, and Operations vehicles for operational necessity.
5. Construction vehicles shall follow the above guidelines. Speed limit may be reduced if determined by the Superintendent of Airside Operations or designee and is based on the construction site location and operational necessity.

Movement Area

No individual will be allowed into the Movement Area unless they have been certified to operate in the Movement Area or are escorted by an individual that has been trained and certified as detailed in Rule and Regulation 03-09 "Movement Area Driving Privileges".

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Vehicle Accidents

An Individual of any motor vehicle involved in an accident while on the AOA, which results in damage to any property, injury or death to any person, must immediately report the accident by calling the Aviation Command Center at 602-273-3311. In the event of injury, the individual shall render assistance as needed until emergency personnel and vehicles arrive.

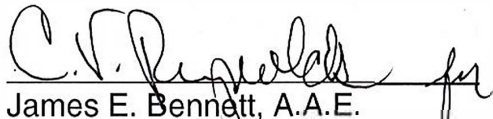
Roles and

Responsibilities: The Aviation Department will implement rules and regulations insuring the safety of everyone driving on the airfield. Operations personnel will enforce the driving rules and regulations.

Reference

and Definitions: Airfield Driver Privilege Information Study Guide located on the Sky Harbor website. This study guide is a reference tool only.

The foregoing Rule and Regulation is hereby adopted and promulgated this 31st day of December, 2018.


James E. Bennett, A.A.E.
Director of Aviation Services


do Ellen McBride
Assistant Chief Counsel