

## APPLICATION FOR PERMIT TO OPERATE GROUND VEHICLES AT THE YAKIMA AIR TERMINAL

Date \_\_\_\_\_

ID Badge #: \_\_\_\_\_

(For Airport Use Only)

Certification: I, (applicant's signature) \_\_\_\_\_ do certify that I have read, and do have a thorough understanding of the rules, regulations, and procedures adopted by the Yakima Air Terminal governing the operation of ground vehicles on the airport, and agree to comply with the rules and regulations. I have completed the questionnaire in the training material and have attached it hereto.

**Applicant Information** (please print or type):

Name:	Drivers License # & State:
Address:	City/St./Zip:
Home Telephone:	S.S. Number (optional):
Gender:    ___Male                    ___Female	<b>Type of Training (For Airport Use Only) :</b> <b>Initial</b> _____ <b>Recurrent</b> _____ <b>Movement Area</b> _____ <b>Non-Movement Area</b> ___ <b>Pedestrian</b> ____
Height:    _____                    Weight:    _____	Color Hair:    _____                    Color Eyes:    _____

**Employer Information:**

Name of Employer:	Employer's Telephone:
Employer Address:	Type of Business:
City/St./Zip:	Contact Person & Title:

**I am requesting a permit to operate vehicles in the following category;** Note: only one category may be requested. If you are allowed to drive a vehicle on the airport, your ID badge will indicate [D], and your access authority will be as listed below.

- \_\_\_\_\_ **1) GROUND VEHICLES NECESSARY FOR AIRPORT OPERATIONS :** This category is reserved for airport, police, fire, FAA, TSA and NWS employees whose job requires full access to all areas of the airport. It is designated as Unlimited AOA Access [A]. It covers all movement areas.
- \_\_\_\_\_ **2) AIRCRAFT SERVICE VEHICLES:** This category is for persons whose job duties requires they move about the taxiways and ramps to fuel, tug, de-ice or maintain aircraft (or the like). Restrictions apply on runway crossings and can only be done under very stringent conditions. It is designated as Limited AOA Access [L] and is meant for aircraft fueling personnel and mechanics, and the like requiring access to specific areas of the movement area.
- \_\_\_\_\_ **3) AIRCRAFT SUPPORT VEHICLES:** This category is for vehicle operations under very strict conditions such as vehicles used to pick up freight from aircraft, for persons driving to and from their hangar or aircraft, or delivery type vehicles that require access to the non-movement areas only (or the like). It is designated as Restricted AOA Access [R].
- \_\_\_\_\_ **4) OTHER VEHICLES** are vehicles that, on occasion, have a necessity to operate on movement areas or safety areas or on non movement areas with direct access to movement or safety areas. These vehicles require an escort or other satisfactory measures to ensure safety of operations.

## **Section 1, Airport Driving Rules and Regulations - General Requirements - Applicable to All.**

**1. Authority for Implementation of Rules and Regulations.** The Yakima Air Terminal operates under the authority of Yakima Air Terminal Board, an Agency of the City of Yakima and Yakima County, and has been granted authority to make rules and regulations necessary for the management and supervision of the airport affairs.

**2. Applicability.** This regulation applies to all users of, and persons on any portion of, the property owned or controlled by the Yakima Air Terminal or property adjoining airport property which has direct and immediate access to airport property. No persons are exempt from airport operating training requirements for operating a vehicle on the airside of an airport. Tenant organizations shall be responsible for the dissemination of, accessibility to, and compliance with these rules and regulations by their employees.

**3. Amendments.** These Rules and Regulations may be amended, changed, or modified by the Airport as necessary.

**4. Severability.** If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of these Rules and Regulations or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction or other competent agency, such decision will not affect the validity or effectiveness of the remaining portions of these Rules and Regulations.

**5. Violation of Rules—Penalties and Suspension of Driving Privileges.** Any person operating a ground vehicle on a movement area, safety area, or non movement area with direct access to the movement areas or safety areas of the Yakima Air Terminal in violation of these rules shall;

a. First offense: His/her airport driving privilege will be immediately suspended for a period of 30 calendar days. After 30 calendar days, the person may re-apply for a Permit to Operate Ground Vehicles in the same fashion as the original application was made (certification/application/questionnaire/fee).

b. For any consecutive offense, or first offense if committed with willful disregard to the rules and regulations of the Yakima Air Terminal, the airport may:

1: a complaint may/will be filed with the City of Yakima Police Department charging the violator with criminal trespass in the second degree in accordance with RCW 9A.52.080, as it now reads or may be amended in the future, or;

2: The violators ground vehicle operations privileges will be permanently suspended, or both.

c. The Airport shall require any individual involved in a runway incursion or other vehicle incident to complete remedial airfield driver training.

d. Vehicle operators must demonstrate ANNUALLY that they are familiar with these rules and regulations and complete a supplemental questionnaire.

### **6. Vehicle Operator Requirements.**

a. All applicants must satisfactorily complete the applicable driver's training class before receiving an airside driver's license.

b. All applicants must pass the written test with a grade of at least 95 percent. Applicants who do not pass the written test may retake the test after additional study and a 5 day period.

c. No vehicle shall be operated on the airside unless the driver is authorized by the Airport to operate a class of vehicle as listed below:

1. GROUND VEHICLES NECESSARY FOR AIRPORT OPERATIONS : This category is reserved for airport, police, fire, FAA, TSA and NWS employees whose job requires full access to all areas of the airport. It is designated as Unlimited AOA Access [A]. Anyone in this category can act as an escort vehicle.
  2. AIRCRAFT SERVICE VEHICLES: This category is for persons whose job duties requires they move about the airport on the taxiways, service roads and ramps to fuel, tug, de-ice or otherwise maintain aircraft (or the like). Be aware, restrictions DO apply on runway crossings and they can only be done under very stringent conditions. It is designated as Limited AOA Access [L]. With limitations (runways/runway safety areas), anyone in this category can act as an escort if proper procedures are followed.
  3. AIRCRAFT SUPPORT VEHICLES: This category is for vehicle operations under very strict conditions such as vehicles used to pick up freight from aircraft, for persons driving to and from their hangar or aircraft, or delivery type vehicles that require access to the non-movement areas only (or the like). It is designated as Restricted AOA Access [R]. This category of vehicles are NOT allowed on service roads and no escorting of other vehicles is authorized.
  4. OTHER VEHICLES are vehicles that, on occasion, have a necessity to operate on movement areas or safety areas or on non movement areas with direct access to movement or safety areas. These vehicles require an escort or other satisfactory
- d. No person operating or driving a vehicle on any aircraft ramp 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.
  - e. No vehicle shall pass another ground vehicle in a designated vehicle service road.
  - f. No vehicle shall pass between an aircraft and passenger terminal 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 and shall pass no closer than 25 feet from any wing or tail section.
  - g. 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.
  - h. No vehicle operators in the OTHER VEHICLE class shall enter the airside unless authorized by the airport or unless the vehicle is properly escorted.
  - i. No vehicle operator shall enter the movement area—
    - 1a. Without first obtaining permission of the Yakima Air Terminal and clearance from the ATCT to enter the movement area;
    - 1b. Unless equipped with an operable two-way radio in communication with the ATCT and a operational amber rotation beacon or strobe; or
    2. Unless escorted by an Airport authorized vehicle, and, as long as the vehicle remains under the control of the escort vehicle.
  - j. No person shall operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that the Yakima Airport considers an endangerment.
  - k. No person shall—
    1. Operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed.
    2. Ride on the running board or stand up in the body of a moving vehicle.

3. Ride with arms or legs protruding from the body of a vehicle except when the vehicle was designed for such use.

- l. A vehicle guide person is required whenever the vision of the vehicle operator is restricted.
- m. 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.
- n. Tugs shall tow no more carts, pods, or containers than are practical, under control, tracking properly, and safe.
- o. When not serving aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.
- p. 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.
- q. 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.
- r. No person shall park a vehicle or equipment within 25 feet of a fire hydrant or in a manner that prohibits a vehicle from accessing the fire hydrant.
- s. 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.
- t. 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.
- u. 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.
- v. Vehicles shall not enter the movement area or cross runways unless the operator of the vehicle has received required training and authorization from the Yakima Air Terminal 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. Private vehicles and pedestrians are specifically prohibited from operation on perimeter and service roads.
- w. Each vehicle operator is responsible for the activities of each vehicle passenger on the airside of the airport.
- x. Vehicle operators shall yield to emergency vehicles at all times. If unable to move to an area out of the way of emergency vehicles, hold your position and don't move until after the emergency has ended.
- y. Pedestrians are NOT allowed on the service or ARFF roads.

## **7. Vehicle Regulations.**

- a. All vehicles operated on the airside must have vehicle liability insurance, and produce proof of insurance when requested by airport personnel.
- b. The Airport must approve tenant vehicles operated on the movement and non-movement areas. These vehicles must display a company logo on the passenger and operator's doors.
- c. No vehicle shall be permitted on the movement area of the airside unless—

1. It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.
  2. It has the appropriately rated and inspected fire extinguishers (service vehicles and fuel trucks).
  3. It has operable headlamps and brake lights.
- d. Vehicles operating on the movement area shall be equipped with operating amber rotating beacon or equivalent.
  - e. All aircraft refueling vehicles and any other vehicle 8-foot 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 airside.

**8. Vehicular Accidents.**

- a. 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—
- b. Immediately stop and remain at the scene of the accident.
- c. Render reasonable assistance, if capable, to any person injured in the accident.
- d. Report the accident immediately to Airport Administration before leaving the scene, if possible.
- e. Provide and surrender the following information to any responding Yakima Air Terminal, or City of Yakima Police or Fire personnel: name and address, airport identification card, driver's license, and any information such personnel need to complete a motor vehicle accident report.



## Section 2. Driving on the Non-Movement Areas - Specifics

1. **Non-movement areas** include aprons, parking ramps, and other areas **not** under control of the ATCT. Anyone authorized to operate a motorized vehicle on the airside may do so on the non-movement areas without being in positive radio contact with the ATCT. These areas include—

- a. Cargo aprons,
- b. General aviation aprons, and
- c. Air carrier apron(s). **However, a permit to operate ground vehicles does not allow access to the Security Identification Display Area. Access to this area is covered under separate Resolutions and Ordinances, as governed by TSA Regulations, Parts 1540 and 1542, and the Airport Security Manual (restricted access document).**

2. **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—

- a. Never drive between safety cones or across delineated passenger walkways.
- b. Watch cockpit blind spots—pilots typically cannot see behind or below the aircraft.
- c. Avoid jet blast or prop wash, which can blow debris or overturn vehicles.
- d. Be aware and avoid moving propellers that can cause damage, injury, or death.
- e. Be aware of other vehicle movements—you may not hear them approaching due to aircraft engine noise.
- f. Yield to aircraft, passengers, and emergency vehicles, which ALWAYS have the right-of-way on any portion of the airport.

3. When traveling on the apron, use designated vehicle service roads where available. Driving close to buildings, 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.

4. 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.

5. **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 snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions.

**NOTE: YOU ARE ENCOURAGED TO CONTINUE READING THIS DOCUMENT. WHEN COMPLETE, GO TO PAGE 16 AND COMPLETE TEST 1, NON-MOVEMENT AREAS, AND RETURN COMPLETED TEST TO THE AIRPORT.**

## Section 3. Driving on the Movement Areas

**1. Drivers who are authorized to drive on the movement area require more training** and vigilance since there are dangers associated with this area that are not present on non-movement areas. In addition to the principals for driving on the non-movement area, drivers who have access to the movement area must be cognizant of the meaning of airfield signs, markings, and lighting configurations. Additionally, they must be able to communicate with air traffic control (ATC) and be able to follow ATC directions.

**2. ATCT Control.** Movement areas are defined as the runways, taxiways, and other areas of the airport that are used for taxiing, hover taxiing, air taxiing, and takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas. Movement areas are considered "positive control," meaning that all vehicle operators will need permission from ATC before entering the area.

**3. Authorized Vehicles.** Only those vehicles necessary for airport operations may enter a movement area. Therefore, fuel trucks, maintenance vehicles, tugs, catering trucks, and other nonessential vehicles shall not be permitted to enter these areas, with the exception of fuel trucks under very limited conditions.

Those conditions are:

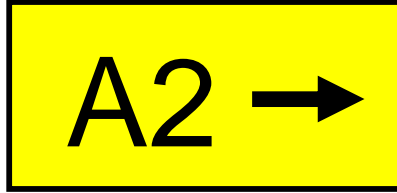
**Aircraft Refueling Vehicles may cross runway 9-27 at "C" taxiway and cross runway 4-22 on "A" taxiway under the following conditions:**

- a. Aircraft Refueling Vehicles must be *clearly marked*, including but not limited to, name of operator (FBO name), type of fuel to be dispensed from vehicle (100LL, Jet A, etc.), and appropriate warning placards.
- b. Yakima Airport Traffic Control Tower *must be in operation* (currently 0600-2200 local).
- c. Crossings will only be permitted in *VFR weather conditions*,
- d. Vehicle must have an *operating amber rotating beacon or strobe*.
- e. Driver *must be in radio contact with ATCT* on 121.9 MHz,
- f. Vehicle driver *must be familiar with the runway/taxiway system* at the airport.

### 4. Taxiways.

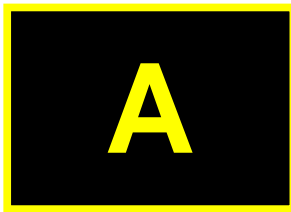
- a. Aircraft use taxiways to move to and from the aprons and the runways.
- b. Taxiways are designated by letters or by a letter/number combination such as A, A1, B, C, etc..
- c. Lighting. Taxiways are lighted with **blue** edge lighting or blue reflectors.
- d. Signs. The signs used on taxiways are direction, destination, and location marker signs.

**Direction and Designation Signs** have black lettering and a **directional arrow** or **arrows** on a **yellow background**. The arrow indicates the direction to that taxiway, runway, or destination.



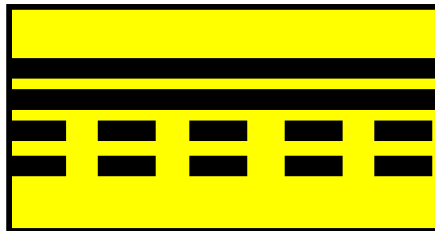
**Taxiway Directional Sign**

**Location Signs** have **yellow lettering** on a **black background**. The location sign below indicates that the operator of the vehicle/equipment is located on the named taxiway or runway.



**Taxiway Location Sign**

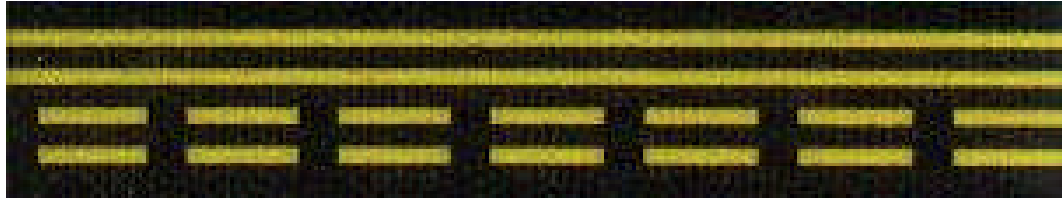
**Runway Safety Area/Object Free Zone (OFZ) and Runway Approach Area Boundary Signs**, when required, identify the boundary of the runway safety area/OFZ or the runway approach area to the pilot and vehicle operator. The driver can use these signs to identify when the vehicle is clear of the runway environment. It has a **black inscription** that depicts the holdline marking on a **yellow background**.



**Runway Safety Area/OFZ and Runway Approach Boundary Sign**

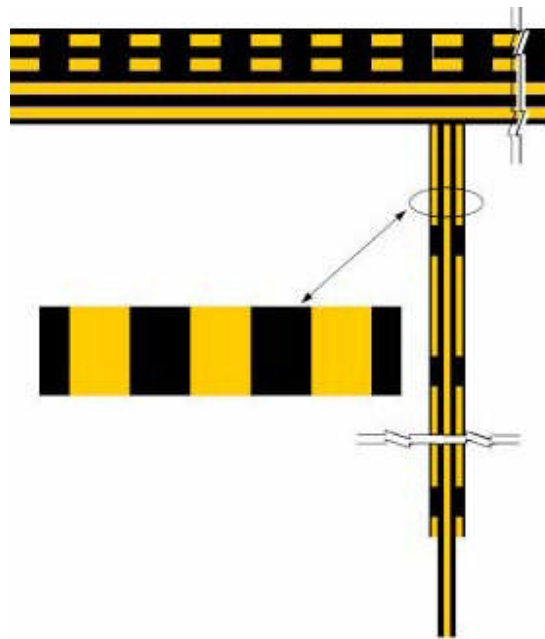
**Markings.** Pavement markings on taxiways are always **yellow**. The taxiway centerline is painted on all taxiways. On the edges of some taxiways, there is a solid, double yellow line or double-dashed line. If pavements are usable on both sides of the line, the lines will be dashed; if not, the lines will be solid.

**Runway Holding Position Markings** are located across each taxiway that leads directly onto a runway. These markings are made up of **two solid lines** and **two broken yellow lines** and denote runway holding position markings. These markings are always co-located with a Runway Holding Position Sign. A vehicle operator must not cross from the solid-line side of the marking without first obtaining clearance.



**Runway Holding Position Marking**

**Enhanced Taxiway Centerline Markings** may be present at some airports, and will appear before a runway hold line, as illustrated below. These markings are intended to serve as an additional warning to flight crews or vehicle operators that they are approaching the runway.



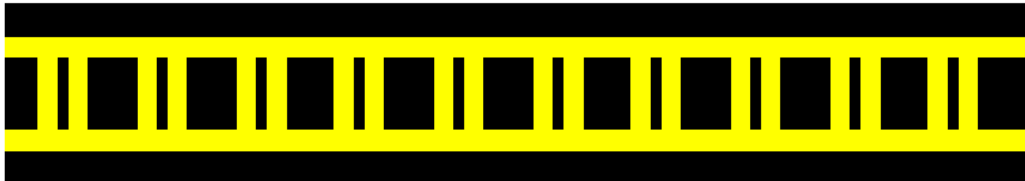
**Enhanced Taxiway Centerline Markings**

**Non-Movement Area Boundary Markings** consist of **two yellow lines** (one solid and one dashed). The solid line is located on the non-movement area side, while the dashed yellow line is located on the movement area side. A vehicle operator is not to cross from the solid-line side without first contacting the ATCT and obtaining a clearance to operate on the movement area.



**Non-Movement Area Boundary Marking**

**Instrument Landing System (ILS) Critical Area Holding Position Markings** are comprised of **two parallel yellow lines** with lines running perpendicular between the two parallel yellow lines. These markings identify the location on a taxiway where an aircraft or vehicle is to stop when it does not have clearance to enter ILS critical areas. The ILS critical area must remain clear, especially in inclement weather. If a vehicle proceeds past this ILS marking, it might cause a false signal to be transmitted to the landing aircraft.



**ILS Hold Position Marking**

## 5. Runways.

**a. Designations.** Runways are areas where aircraft land and take off. Runways are always designated by a number such as 9 or 27. The number indicates the compass heading of the runway. An aircraft taking off on runway 9 is headed 90 degrees.

**b. Lighting.** Runways are lighted with a variety of colored lights.

**Runway Edge-lights** are white. If the runway has an instrument approach, the last 2,000 feet of the runway will be yellow in color.

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

**Signs.**

**Mandatory Holding Position Signs for Runways** have **white numbering/lettering** on a **red background with a white border**. These are located at each entrance to a runway and at the edge of the runway safety area/obstacle-free zone and are co-located with runway holding position markings. **Do not proceed beyond these signs until clearance is given by the ATCT to enter onto the runway.**



**Runway Hold Sign**

**Instrument Landing System (ILS) Holding Position Signs** have **white letters** on a **red background with a white border**. These signs tell pilots and vehicle operators where to stop to avoid interrupting a type of navigational signal used by landing aircraft. This is a critical area, and a vehicle/equipment operator must remain clear of it when advised by ATCT. If a vehicle proceeds past this ILS marking, it may cause a false signal to be transmitted to the landing aircraft.



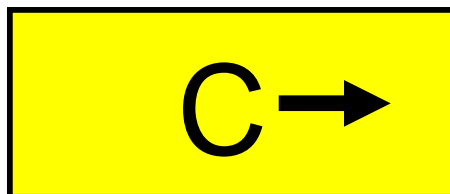
**ILS Hold Sign**

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



**Runway Distance Remaining Signs**

**Runway Exit Sign** is a destination sign located prior to the runway/taxiway intersection on the side and in the direction of the runway where the aircraft is expected to exit. This sign has **black lettering** and a **directional arrow** on a **yellow background**.



**Runway Exit Sign**

## 6. Markings.

**a. Pavement markings on a runway are white.** Runway Threshold Markings and Runway Threshold Bars, Runway Aiming Point Markings, Runway Designation Markings, Runway Touchdown Zone Markings, Runway Centerline Markings, Runway Side Stripes, and Displaced Threshold Markings are white. The only nonwhite lines on a runway are yellow lead-in/-off lines that extend from the runway centerline.

# Section 4. Communications

**1. Communications, General.** Any vehicle driving on the **movement areas (runways and taxiways) must** be in contact with the ATCT or capable of monitoring and transmitting on the CTAF when the tower is closed. Vehicle operators must always monitor the appropriate radio frequency when in the movement areas on controlled airports. Permission must be requested and clearance given prior to driving on a movement area. A vehicle that is equipped with a radio may escort vehicles without radios.

**2. Phraseology.** Vehicle operators must contact the ATCT ground controller each and every time they proceed onto or leave the movement area. When proceeding onto a movement area, vehicle operators must tell the controller three things: **WHO you are, WHERE you are, and WHAT your intentions are.** Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received. **Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists.** Very high frequency frequencies are for the primary use of aircraft and ATCT personnel. Some typical transmissions are as follows:

- Yakima ground control, this is Airport 2 at Alpha 1. Request permission to cross Runway 27.”
- Yakima Ground, this is Airport 2 at Taxiway Alpha 5. Request clearance on runway 9 for a light inspection.”

Reply transmissions may be brief, such as—

- ATCT: “Airport 2, hold short of runway 27.”
- Driver: “Airport 2 holding short of runway 27.”
- ATCT: “Airport 2 cleared on runway 9.”
- Driver: “Airport 2 cleared on runway 9.”
- Driver: “Ground control, Airport 2 is off of runway 9.”

**NOTE:** If you are unsure what the controller has said, or if you don’t understand an instruction, you should ask the controller to repeat it. Good communications only occur when each party knows and understands what the other is saying.

## 3. Common Use Phrases.

<b>What Is Said:</b>	<b>What It Means:</b>
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version

follows.

Go Ahead	Proceed with your message only.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.
<b>Clear versus Off</b>	When reporting to ATCT that you are off a runway or taxiway, use the wording <b>OFF, not CLEAR</b> . Another aircraft or vehicle may misunderstand this and assume it's their clearance from a previous request.

**4. ATCT Light Gun Signals.** Air traffic controllers have a backup system for communicating with aircraft or ground vehicles if their radios stop working. The controller has a light gun in the tower that can send out different colored lights to tell the pilot or driver what to do. If a vehicle operator experiences a radio failure on a runway or taxiway, the operator should vacate the runway as quickly and safely as possible and contact the ATCT by other means, such as a cellular telephone, and advise the ATCT of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun.

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Light gun signals, and their meaning, are as follows:

Steady Green	OK to cross runway or taxiway.
Steady Red	STOP!
Flashing Red	Move off the runway or taxiway.
Flashing White	Go back to where you started.
Alternating Red and Green	Use extreme caution.

**5. Safety.** The FAA defines runway incursion as “**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.**”

- Pilot/ground vehicle/controller communications
- Airport familiarity
- Loss of situational awareness
  - b. An example of an incursion is a vehicle at an airport with an operating ATCT straying onto a runway in front of an aircraft causing the pilot to take an action to avoid a collision.
  - c. When driving on the airfield, vehicle operators need to always be aware of their location and the meaning of all pavement markings, lights, and signs. When on the aprons and taxiways, stay away and steer clear of aircraft. **Aircraft always have the right-of-way.**

**Any individual involved in a runway incursion WILL be required to receive remedial airfield driver’s training given by the Yakima Air Terminal personnel).**

**WHEN YOU COMPLETE READING THIS INFORMATION, GO TO PAGE 18 AND COMPLETE TEST 2, MOVEMENT AREAS, AND RETURN COMPLETED TEST TO THE AIRPORT.**

## Ground Vehicle Operations - Test 1 - Non-Movement Areas

\_\_\_\_\_ Initial \_\_\_\_\_ Recurrent  
(NOTE - Circle correct answer)

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Employer \_\_\_\_\_

- 1.) What separates a Movement from a Non-Movement Area?
  - A. Grass infields
  - B. Movement Area Boundary markers
  - C. The Security Identification Area (SIDA)
- 2.) Can I operate my vehicle in a Movement Area?
  - A. Yes
  - B. No
- 3.) What are Safety Areas?
  - A. Areas adjoining the movement areas that are maintained to reduce the risk or damage to an aircraft that inadvertently leaves the runway or taxiway
  - B. All paved surfaces on the airport
  - C. The entire airport property inside and outside the fence.
- 4.) What is the maximum speed limit on the non-movement areas?
  - A. 10 mph.
  - B. 20 mph.
  - C. 30 mph.
- 5.) When operating around aircraft or passengers, who has the right of way.
  - A. Emergency Vehicles
  - B. Aircraft
  - C. Passengers
  - D. All of the above
- 6.) Do I need to stay at the entry gate until it is completely closed to make sure that no unauthorized persons/vehicles enters behind me?
  - A. Yes
  - B. No, not my responsibility.
- 7.) Yakima Air Traffic Control Tower (ATCT) is open from ?
  - A. 0600, 2200 daily
  - B. 0400, 2400 daily
  - C. 0600, 2400 daily.
- 8.) Can I drive or walk on the service roads?
  - A. Yes
  - B. No
- 9.) You MUST have ATCT clearance before entering a movement area or safety area.
  - A. True
  - B. False

- 10.) What are some of the dangers when operating around aircraft?  
A. Turning Props  
B. Blind Spots from the aircraft cockpit  
C. Jet Blast/Prop Turbulence  
D. All of the above
- 11.) If I need to enter a movement area, what should I do?  
A. Contact Airport Management or other authorized individual for an escort.  
B. Go ahead, just proceed with caution.  
C. Proceed with flashers on.
- 12.) Can I enter the Security Identification Display Area if I'm authorized to operate on the ramps?  
A. Yes  
B. No  
C. Only if I have SIDA access authority.
- 13.) If my badge indicates a [R], it means;  
A. I can move about on all ramps.  
B. My access is Restricted - I can only drive to or from my aircraft/hangar.
- 14.) If I see emergency vehicles, what should I do?  
A. Always yield to emergency vehicles.  
B. Move to an area out of the way of the vehicles if possible.  
C. Hold your position and don't move.  
D. All of the above.
- 15.) If I violate the provisions of these driving rules, can I be excluded from operating a vehicle on airport property?  
A. Yes  
B. No, the airport has no authority

**For Airport Use Only**

Reviewed By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted: Yes \_\_\_ No \_\_\_

## Ground Vehicle Operations - Test 2 - Movement Areas

\_\_\_\_\_ **Initial** \_\_\_\_\_ **Recurrent**

(NOTE - Circle correct answer)

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Employer** \_\_\_\_\_

- 1.) What separates a Movement from a Non-Movement Area?
  - A. Grass infields
  - B. Movement Area Boundary markers
  - C. The Security Identification Area (SIDA)
- 2.) Can I operate my vehicle in a Movement Area?
  - A. Yes, under very specific conditions
  - B. No,
- 3.) What are Safety Areas?
  - A. Areas adjoining the movement areas that are maintained to reduce the risk or damage to an aircraft that inadvertently leaves the runway or taxiway
  - B. All paved surfaces on the airport
  - C. The entire airport property inside and outside the fence.
- 4.) What is the maximum speed limit on the movement areas?
  - A. 10 mph.
  - B. 20 mph.
  - C. 30 mph.
- 5.) When operating around aircraft or passengers, who has the right of way.
  - A. Emergency vehicles
  - B. Aircraft
  - C. Passengers
  - D. All of the above
- 6.) Do I need to stay at the entry gate until it is completely closed to make sure that no unauthorized persons/vehicles enters behind me?
  - A. Yes
  - B. No, not my responsibility.
- 7.) Yakima Air Traffic Control Tower (ATCT) is open from ?
  - A. 0600, 2200 daily
  - B. 0400, 2400 daily
  - C. 0600, 2400 daily.
- 8.) What is the Yakima Ground Control frequency?
  - A. 133.25 mhz.
  - B. 121.9 mhz.
  - C. 125.25 mhz.

- 9.) ATCT clearance is required before entering a movement area or safety area.  
 A. True  
 B. False
- 10.) What are some of the dangers when operating around aircraft?  
 A. Turning Props  
 B. Blind Spots from the aircraft cockpit  
 C. Jet Blast/Prop Turbulence  
 D. All of the above
- 11.) What signs tell me what taxiway I am on?  
 A. Location signs  
 B. Mandatory signs  
 C. Directional signs
- 12.) Can I enter the Security Identification Display Area if I'm authorized to operate on the movement or non-movement areas?  
 A. Yes  
 B. No  
 C. Only if I have SIDA access authority.
- 13.) If my badge indicates a [L], it means;  
 A. I have limited access to the movement areas.  
 B. My access is Restricted - I can only drive to or from my aircraft/hangar.  
 C. I have access to all portions of the airport.
- 14.) If I see emergency vehicles, what should I do?  
 A. Always yield to emergency vehicles.  
 B. Move to an area out of the way of the vehicles if possible.  
 C. Hold your position and don't move.  
 D. All of the above
- 15.) If I violate the provisions of these driving rules, can I be excluded from operating a vehicle on airport property?  
 A. Yes  
 B. No, the airport has no authority
- 16.) CTAF, Common Traffic Advisory Frequency is?  
 A. 125.25  
 B. 133.25  
 C. 121.50
17. When leaving a movement area, I should report:  
 A. "I am clear of the runway or taxiway"  
 B. "I am off of the runway or taxiway"  
 C. "I'm leaving the area"
18. If I am driving a fuel truck, under what conditions can I cross a runway?  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_

6. \_\_\_\_\_

19. When I come to a Movement Area Boundary Marker or a Mandatory Sign, what should I do?

- A. Look for aircraft, and if clear, then proceed.
- B. Contact ATCT via radio and get clearance before proceeding.
- C. Nothing, they are informational only.

20. If you see a flashing red light coming from the tower cab, you should?

- A. Hold your position.
- B. Go back to where you started.
- C. Immediately move off of the runway or taxiway.

**For Airport Use Only**

Reviewed By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted: Yes \_\_\_ No \_\_\_

## DEFINITIONS

- 1.3.2. Air Carrier Ramp – Security Identification Display Area** – a ramp for air carriers. Only authorized personnel and vehicles may operate on this ramp. Private vehicles and aircraft are prohibited from operating on it.
- 1.3.3. Airside or Aircraft Operations Area** – 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** – The Yakima Air Terminal – McAllister Field, operated by the Yakima Air Terminal Board, including all improvements and equipment existing or to be developed.
- 1.3.7. Apron or Ramp**–a defined area on an airport or heliport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance.
- 1.3.8. 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. The CTAF is the tower frequency (133.25) and is identified in appropriate aeronautical publications.
- 1.3.9. 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.
- 1.3.10. Flight Service Station (FSS)**–air traffic facilities that provide pilot briefings, en route communications, and visual flight rules search and rescue services; assist lost aircraft and aircraft in emergency situations; relay air traffic control clearances; originate Notices to Airmen; broadcast aviation weather and National Airspace System information; receive and process instrument flight rules flight plans; and monitor NAVAIDS. In addition, at selected locations, FSSs provide En Route Flight Advisory Service (Flight Watch), take weather observations, issue airport advisories, and advise Customs and Immigration of transborder flights.
- 1.3.11. 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.
- 1.3.12. 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.
- 1.3.13. Ground Vehicle**–all conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment.
- 1.3.14. ILS Critical Area**–an area provided to protect the signals of the localizer and glideslope.
- 1.3.15. Incursion**–any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss separation with an aircraft taking off, intending to take off, landing, or intending to land.
- 1.3.16. Jet Blast**–jet engine exhaust or propeller wash (thrust stream turbulence).
- 1.3.17. Law Enforcement Officer (LEO)**–any person vested with police power of arrest under Federal, state, county, or city authority and identifiable by uniform, badge, and other indication of authority.

- 1.3.18. 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 can be used in emergencies (loss of radio communications) for controlling traffic operating in the vicinity of the airport and on the airport movement area.
- 1.3.19. Mobile Fueler**—a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel at the Yakima Air Terminal. This may include fuel tankers or in-to-plane fueling pumpers.
- 1.3.20. Movement Area**—the runways, taxiways,
- 1.3.21.** 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.
- 1.3.22. MULTICOM**—a mobile service not open to public correspondence used to provide communications essential to conduct the activities being performed or directed from private aircraft.
- 1.3.23. 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.
- 1.3.24. Operator**—any person who is in actual physical control of an aircraft or a motor vehicle.
- 1.3.25. Owner**—a person who holds the legal title of an aircraft or a motor vehicle.
- 1.3.26. Restricted Areas**—areas of the airport posted to prohibit or limit entry or access by the general public. All areas other than public areas.
- 1.3.27. Runway**—a defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.
- 1.3.28. 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.
- 1.3.29. 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.
- 1.3.30. Surface Movement Guidance and Control System (SMGCS)**—a system comprising the provisions for guidance to, and control or regulation of all aircraft, ground vehicles, and personnel of the airport during low-visibility operations. Guidance relates to facilities and information necessary for pilots and ground vehicle operators to find their way about the airport. Control or regulation means the measures necessary to prevent collisions and to ensure that traffic flows smoothly and efficiently.
- 1.3.31. Taxiways**—those parts of the airside designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.
- 1.3.32. Tie Down Area**—an area used for securing aircraft to the ground.
- 1.3.33. Uncontrolled Airport**—an airport without an operating airport traffic control tower or when airport traffic control tower is not operating.
- 1.3.34. UNICOM**—a non-Federal communication facility that may provide airport information at certain airports. Locations and frequencies of UNICOMs are shown on aeronautical charts and publications.
- 1.3.35. Vehicle Service Road**—a designated roadway for vehicles in a non-movement area.
- 1.3.36. Very High Frequency Omnidirectional Range (VOR)**—a ground-based electronic navigation aid transmitting very high frequency navigation signals, 360 degrees in azimuth, oriented from magnetic north. Used as the basis for navigation in the National Airspace System.
- 1.3.37. Wake Turbulence**—phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.

