

MERCED MUNICIPAL AIRPORT DRIVERS TRAINING PROGRAM

Short Version for Airport Tenants, Contractors,
Government Employees and Emergency Personnel

AUTHORIZATION

If at any time, you observe someone on the Airport Operations Area (AOA) that appears suspicious or is not authorized on the AOA you should immediately report your observation to the appropriate airport authorities.

PROCEDURES

Applicants must possess a current and valid Driver's License before applying for the airfield driver's permit.

The Airport Operations Department will conduct testing of all applicants. The written examination will consist of multiple choice and true or false questions. A minimum score of 80% will be considered passing.

In accordance with the Airport Certification Manual and Airport Rules and Regulations, any vehicle operator involved in a runway incursion or surface incident may be subject to suspension of driving privileges and remedial training before the permit can be reinstated.

ENFORCEMENT

The Airport Operations Department is authorized to conduct inspections and enforce violations regarding safety on the airfield. All violators will be subject to a verbal warning and/or Notice of Violation.

1. A Notice of Violation (NOV)

- a. An NOV will be issued for observed violations of any rules, regulations and laws governing the safe and orderly conduct of vehicles on the AOA. The Notice of Violation program/process is administered and monitored by Airport Operations personnel.

2. Suspension of Permit

- a. Severe Violation – any driving violation of a severe nature (i.e., a violation resulting in property damages and/or injury, runway/taxiway incursions, reckless driving, etc.) as determined by the Operations Department will warrant an immediate suspension of permit.

- b. Three Notices of Violation – Three (3) Notices of Violations issued for driving infractions within a 12-month period will warrant grounds for permanent suspension of driver's permit.
- c. Length of Suspension – Suspension for the first three violations will be for a time period of up to 90 days per each occurrence.
- d. Hearing – Upon request, the option of a hearing with the Airport Superintendent or his designee will be scheduled before any punitive action is taken.

AIRPORT OPERATIONS AREA SECURITY

VEHICLE ACCESS

Vehicle access to the AOA is obtained through staffed or automated gates. When accessing the AOA through an automated gate the driver must wait until the gate is fully closed before leaving. Failure to wait for gate closure could result in revocation of the security badge/airfield driver's permit.

VEHICLE ESCORTS

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

- A. Company/Individual to be escorted must arrive at staffed gate and inform security guard of their destination or contact the Operations Department for coordination of arrival location requiring escort.
- B. Company/Individual is informed that any movement on the AOA without proper escort will result in a NOV and/or fine.
- C. Security guard makes contact with the individual providing escort and checks him/her for proper badge and driver permit.
- D. Individual providing escort must remain with company/individual being escorted on the AOA at all times. Failure to follow this procedure will result in NOV and/or fine.
- E. Individual performing the escort will escort company/individual back to the same gate when work is completed.
- F. Individual providing escort may now leave the escorted company/individual.

AOA GROUND VEHICLE OPERATIONS

GENERAL PROCEDURES

- A. No vehicle will be permitted on the aircraft movement areas, fuel storage areas, ramps and apron areas, aircraft parking and storage areas, unless equipped with adequate marking, lighting and brakes. Two-way radio communication *and* authorization from Airport Management is required for access to movement areas and safety areas.
- B. Motor vehicles will only be operated in those areas of the airport designated by Airport Management.

VEHICLE REMOVAL

Any unauthorized vehicle that has been in a space reserved for specific parking may be removed by the Airport Operations Department.

RIGHT-OF-WAY

- A. All motor vehicles and ground equipment must yield within 100 feet of any moving aircraft while in the AOA. **Aircraft always have the right-of-way.** The vehicle must never drive into the path of any moving aircraft.
- B. All vehicles will yield the right-of-way to all authorized emergency response vehicles responding to emergency situations including fire department, police department, ambulances and airport operations and maintenance vehicles.

PROHIBITIONS

No vehicle shall be operated in any portion of the AOA:

1. In a careless or negligent manner;
2. In disregard of the right and safety of others;
3. Without due caution or at a speed or manner which could endanger persons or property;
4. While the driver is under the influence of an intoxicating liquor or any narcotic;
5. If not properly equipped or it loaded in a manner which could endanger persons or property.

SMOKING

- A. No person will smoke on any ramp area, in any shop area, hangar area, or other building where it is considered to be a violation of the fire code.
- B. No person will smoke or carry lighted cigarettes, cigars, pipes, matches or any open flame in or upon any place in the AOA where smoking is specifically prohibited by posted signed or airport rules and regulations

CONSTRUCTION VEHICLES

- A. Construction vehicles when operating on the AOA should be marked properly with company markings and either an orange and white “checkered” flag or a flashing amber beacon. For nighttime operations the vehicle must be equipped with a flashing amber beacon.
- B. Vehicles not meeting the requirements of paragraph A must be escorted. Escort vehicles must be authorized to operate in this fashion and meet the requirements of paragraph A.

OPERATING SPEEDS

The maximum speed for all vehicles and equipment, with the exception of authorized emergency vehicles responding to an emergency, on all ramp and aircraft parking areas is 15 mph and up to 20 mph on airport perimeter roads.

VEHICLE ACCIDENTS

The driver of any motor vehicle involved in an accident while on the AOA which results in death or injury to any person or damage to any property must report the incident or accident immediately. Even the smallest incident between a vehicle and an aircraft can have a serious affect on the safety of the flight.

Accidents or incidents must be reported by calling the Airport Operations Duty Officer at (209) 564-0588 or the Merced Municipal Airport Administration office at (209) 385-6873.

Person(s) involved in the incident/accident must remain at the scene until Operations Personnel or Airport Police have finished an on-scene investigation. Often damage reports will have to be completed by the airport and the airlines or other companies whose vehicles and aircraft were involved. If uninjured and capable or qualified to assist in emergency services, person(s) involved in the incident/accident are required to provide assistance until relieved by responding emergency personnel.