

11. Airside Motor Vehicle Operations

This section specifies the operating procedures for all vehicles at the Airport except in cases of emergency involving the protection of life and/or property. All motor vehicles shall be operated in strict accordance with the rules prescribed by this section and the California Vehicle Code, 49 CFR 383 governing the safe operation of a motor vehicle.

Specific procedures covering the use of fueling vehicles and equipment for fueling operations are provided in Section 09 – Fueling.

11.1. Airside Driving Rules

11.1.1. All operations of motor vehicles/equipment shall adhere to the following:

- a. vehicle and equipment fleets limited to the absolute minimum required on the Air Operations Area (AOA)
- b. not be operated in a careless or negligent manner or in a way that would endanger persons or property
- c. not be operated if constructed, equipped, or loaded in a manner that would endanger persons or property
- d. stay on the roadways (refer to Appendix 08 - Airfield Driving Routes)
- e. use only designated entry and exit points onto the ramp and apron areas
- f. drive to the outside but in proximity of the white ramp/apron limit (wing clearance) line on ramps/aprons or taxilanes
- g. not run engines unnecessarily
- h. use a guide person whenever the vehicle operator's vision is restricted
- i. obey all reserved, posted, or restricted parking areas' signs
- j. obey all traffic signs/lights, directions, and markings
- k. not hinder or endanger the movement of aircraft
- l. comply with the directions of Airport Operations and/or Airport Police
- m. exercise caution at all times and especially during poor visibility and/or poor road conditions
- n. not drive across taxilanes (alleyways) between terminals unless they are marked with appropriate (zipper) markings
- o. all occupants use seat belts when equipped while operating on Airport Vehicle Service Roads (VSR)
- p. obtain approval from Airport Operation via the Airport Response Coordination Center (ARCC) (424) 646-5292 if said vehicle/equipment is over 14 feet in height prior to accessing VSRs.

NOTE: This requirement does not apply to vehicles operating on VSR "F" between VSR "A" and VSR "C" or VSR "C" between VSR "F" and Taxilane "C1."

- q. all vehicles/equipment shall be operated in a safe manner.
- r. vehicles/motorized equipment can only be towed/moved by equipment designed for such purposes (i.e. tow trucks). Disabled vehicles/equipment can only be pushed to the extent required to be removed from imminent danger.

- s. Passing or overtaking is not permitted within 50ft of a service road intersection, taxiway intersection, full stop sign/marking, stop for aircraft sign/marking or at any time within the zipper markings.

11.1.2. Speed Limits

- a. Vehicles shall be operated on the AOA in strict compliance with speed limits prescribed by Los Angeles World Airports (LAWA) as follows:
 - 1) 20 mph on all vehicle roadways unless otherwise posted or indicated below
 - 2) 10 mph on Service Road Kilo “K”
 - 3) 10 mph on all ramp/apron areas outside the aircraft limit line
 - 4) 3 mph or walking speed on all ramp/apron areas inside the aircraft limit line
 - 5) At no time shall speeds exceed a reasonable and prudent speed, consistent with existing traffic, lighting, and weather conditions.

11.1.3. Use of Cell Phones while Operating Vehicles

- a. No person shall use mobile devices (talk or text) while operating vehicles on the AOA unless using hands-free equipment.

11.1.4. Authorized Vehicles on the AOA

- a. Access to the AOA is subject to prior approval by the General Manager or designee.
- b. All motorized vehicles operating on the AOA shall adhere to the following:
 - 1) vehicles are specifically authorized by LAWA to be operated on the AOA including specialty vehicles used to facilitate the loading, unloading, fueling, maintaining, and servicing of aircraft, and/or is authorized by LAWA to be driven on the AOA Roadways. Or
 - 2) vehicles are legally authorized and/or equipped to be operated on public roads.
 - 3) all airfield drivers shall meet the qualifications set forth under the California Vehicle Code, and when applicable 49 CFR 383 and such other rules and regulations governing the safe operation of a motor vehicle
- c. All operators shall enter the AOA through an established LAWA access post Refer to Appendix 08 - Airfield Driving Routes or through approved tenant access points

NOTE: Refer to Section 7.3 - Escorting Procedures

11.1.5. Right-of-Way

- a. All vehicles on the AOA shall yield the right-of-way to all aircraft and the following vehicles:

- 1) Aircraft that are being taxied, towed, or otherwise moved, including their towing and guiding vehicles.
- 2) 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).
- 3) Airport busses operating on taxiways and displaying a rotating yellow beacon when responding to an emergency.

NOTE: All vehicles described above are exempt from the speed limit when responding to emergencies or other special situations and may leave the established roadways. All vehicles described in this subsection shall yield the right-of-way to taxiing aircraft.

- b. Vehicles operating on roadways take precedence over vehicle traffic in adjacent areas (e.g. leaseholds, aircraft parking ramps and equipment parking areas).

11.1.6. Movement Area

- a. No pedestrian(s) or vehicle(s) are allowed on active movement areas unless approved by Airport Operations and the Federal Aviation Administration (FAA) Air Traffic Control (ATC) Tower.
- b. All vehicles operating in the movement area shall be equipped with a lighted rotating beacon and have two-way radio communications with the FAA ATC Tower unless under escort by Airport Operations.
- c. No vehicle or pedestrian shall access an active runway unless escorted by Airport Operations with appropriate clearance from ATC.

11.1.7. Driving on Aircraft Parking Positions

- a. No vehicle may operate in an aircraft parking position except when actively involved in aircraft servicing.
- b. Vehicles stopped on aircraft parking positions shall be attended at all times.
- c. All equipment shall be cleared from aircraft safety envelopes within the aircraft parking positions immediately after completion of aircraft servicing.

NOTE: Parking positions about to be occupied by an aircraft may have the taxi-in area cleared up to the white line and vehicles/servicing equipment near the line. Parking positions equipped with passenger boarding bridges may also display an amber rotating light. Aircraft preparing to depart a parking position may have a red strobe/beacon flashing, the wheel chocks removed and vehicles/servicing equipment may be cleared out from the immediate vicinity.

11.1.8. Driving Under Aircraft

- a. No driver shall drive any motor vehicle under any portion of the aircraft except when it is actively involved in servicing the aircraft.
- b. Vehicle(s) shall be driven at the slowest speed possible paying attention to height restrictions when driving under an aircraft.

- c. A guide person shall be used any time that the vision of a driver is obstructed.

11.1.9. Driving Behind Aircraft Engines

- a. Minimum safe distances shall be maintained when operating a motor vehicle in front of or behind aircraft with running aircraft engines.
- b. 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.

11.1.10. Driving Between Aircraft and Loading Gate/Bus

- a. No vehicle shall be driven in any area between a bus and an aircraft, loading gate, or building when the area is actively being used as a walkway for passengers.

11.1.11. Stopping, Parking, and Unattended Vehicles/Equipment

- a. All vehicles/equipment shall be parked with parking brake engaged.
- b. All vehicles/equipment shall be turned off unless required for auxiliary functions.
- c. No vehicles/equipment shall block ramp fire hydrants.
- d. No vehicles/equipment shall block emergency fuel shutoff devices
- e. No vehicles/equipment shall block access to the Visual Docking Guidance System (VDGS) control panel
- f. No vehicle shall be stopped or parked on any taxiway, taxilane, access lane, or area marked with solid red or red hashed lines.
- g. No vehicle or equipment shall be stopped or parked in an area that blocks the ingress/egress of emergency vehicles.
- h. Vehicles/GSE equipped with raising or lowering attachments and/or extensions (e.g. aircraft stairs, maintenance lifts etc.) shall be left in the lowered position when unattended or when not in use (boom lifts are exempt).

11.1.12. Reversing and Driving Backwards

- a. Reversing and driving backwards is permitted only if existing conditions make it impossible to drive forward.
- b. A guide person shall be used any time that the vision of a driver is obstructed.

11.1.13. Low/Reduced-Visibility Vehicle Operations

- a. Special caution is necessary if markings on the road surface (traffic signs, stop lines, etc.) are not visible because of adverse weather and road conditions.
- b. All persons operating a motor vehicle shall drive at speeds that are reasonable and prudent under the prevailing conditions.
- c. Vehicle lights shall be switched on during the hours between sunset and sunrise.
- d. Driving with parking lights only or high beam headlights is prohibited.

NOTE: See Appendix 06 - Surface Movement Guidance and Control System (SMGCS) Plan.

11.2. Vehicle/Equipment Requirements**11.2.1. Insurance Requirements**

- a. All vehicles operated on the AOA shall have liability insurance as required by the General Manager.

11.2.2. Motor Vehicle Operating Permit (MVOP) (See Section 15.6 Annual Motor Vehicle Operating Permit)

- a. All vehicles operated on the AOA shall comply with the MVOP process.

11.2.3. Vehicle/Equipment Identification

- a. All motor vehicles other than LAWA, Los Angeles Fire Department (LAFD), law enforcement, and government agencies shall display either a yearly restricted area permit decal or a monthly airfield access permit.
- b. Each vehicle operating on the AOA shall display a logo or company name on both sides of the vehicle in a conspicuous location.
- c. Each baggage cart shall display a logo or company name displayed on both the front and rear of the cart
- d. The name of the company or tenant shall be spelled out in letters no less than 3 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.
- e. Short-term/temporary use of placards or magnetic identification panels are not allowed unless prior approval has been given by the General Manager through the Duty Manager at the ARCC (424) 646-5292.
- f. All aircraft Ground Support Equipment (GSE) shall have its company name and company equipment number stenciled on two sides of each piece of equipment.
- g. Any cart or piece of equipment being towed after darkness must have 3" diameter reflectors, reflective tape, or operable lights on both sides and rear.

11.2.4. Vehicle Licensing

- a. A valid California license plate is not required on vehicles or equipment operated solely within the AOA.

11.2.5. Vehicle/Equipment Roadworthiness

- a. Before operating any motor vehicle/equipment, the driver shall ensure that the vehicle/equipment is in roadworthy condition. No vehicle/equipment shall be operated which is not in a sound mechanical and safe condition. LAWA reserves the right to inspect and to declare unfit for use on Airport property any vehicle or piece of equipment that does not comply with all safety requirements.
- b. All headlights, taillights, brake lights, turn signal lights, and running or clearance lights on a vehicle shall be in proper working order.

11.2.6. Trailer Restrictions

- a. Trailers shall not be permitted unless equipped with reflective markings and equipped with proper brakes so that when they disengaged from a towing vehicle, neither aircraft engine blast nor wind will cause such equipment to become free rolling.
- b. Positive lock coupling shall be required for all towed equipment.
- c. The yokes of trailers shall also be inspected frequently for metal fatigue by the owner/operator to preclude yoke malfunctions.
- d. No single vehicle or a tractor semi-trailer unit shall exceed 50 feet in length.

11.3. **Driver Requirements**

11.3.1. Restricted Area Driver Program

- a. A Restricted Area Driver (RAD) Icon is required to drive any vehicle or equipment on vehicle service roads and ramp areas outside of tenant leaseholds. Drivers receiving driver's training by a LAWA authorized RAD trainer in the front passenger seat are exempt from this requirement.
- b. All Restricted Area Drivers shall carry in his or her personal possession at all times a valid California or other state driver license and a Security Identification Display Area (SIDA) Badge with a RAD Icon, and shall present it to any Airport Police or Airfield Operations personnel on request.
- c. No driver shall operate a motor vehicle unless appropriately licensed.

NOTE: A Class A or B license is not required for drivers, but a valid and appropriate license and medical certificate for the vehicles being operated is strongly recommended.

NOTE: Out-of-state driver licenses are accepted for transfer employees.

- d. A transferred employee who establishes permanent residence in the State of California shall adhere to the State of California's motor vehicle driver requirements.
- e. Suspension or revocation of any driver license shall be immediately reported to the LAX Security Badge Office (424) 646-5500.

NOTE: LAWA reserves the right to check whether the driver of any motor vehicle holds a valid driver license.

- f. All persons upon termination of employment, revocation, or suspension of their driver license shall return their (SIDA) Badge to the LAX Security Badge Office without being expressly requested to do so.

11.3.2. Driver's Training and Testing

- a. All RAD applicants who operate a vehicle shall be familiar with the pertinent provisions of the State of California Vehicle Code and LAX Rules and Regulations.
- b. The RAD applicant shall be trained in the vehicle(s) to be operated in the course of their duties.

- c. All RAD applicants must receive at least eight supervised hours (with a minimum of 2 hours during periods of darkness) of practical driver training (behind the wheel) with an authorized RAD Trainer on the AOA.

NOTE: Please refer to <https://www.lawa.org/groups-and-divisions/operations-and-emergency-management/airport-operations/programs/classes> for additional information, requirements and processes

- d. Only Authorized RAD Trainers who have completed the LAWA RAD Trainer Course may provide practical drivers training on the AOA.
- e. (Rescinded)
- f. Any badged employee who requires access to remote areas, areas not supported by the service road system, and/or areas specified by Airside Operations will be required to successfully complete the AOA Familiarization Course and obtain the AOA Familiarization Icon on their LAX SIDA badge prior to entering such areas.

11.3.3. Vehicle Escorts

- a. A driver without Restricted Area Driver access shall not drive on the AOA unless guided by an escort vehicle driven by an authorized Restricted Area Driver with an Escort Icon. See Section 7.3 - Escorting Procedures.

11.4. Baggage and Cargo Transport

11.4.1. Towing of Freight/Cargo or Baggage

- a. No more than (five) 5 baggage carts shall be towed on the AOA.
- b. No more than 4 LD-3/LD-7 dollies or any other combination of equipment shall be towed on the AOA.
- c. Only one 20ft dolly may be towed at a time. No other equipment may be towed concurrently with a 20ft dolly.
- d. All freight, cargo and baggage shall be transported in a manner that prevents spillage.
- e. The driver shall check that the load and all trailers are properly secured and connected prior to starting.
- f. All freight/cargo or baggage being transported that are not secure shall be detained by Airport Operations and/or Airport Police and not allowed to continue until properly secured.
- g. The maximum total length of a combination of tractor and towed trains allowed on the AOA shall not be more than 85 feet.
- h. All baggage and cargo containers shall be transported on the Vehicle Service Roads with its curtains and/or doors closed, stowed, and secured.
- i. No freight, cargo or baggage shall exceed the width of the vehicle/equipment being used for transport. Any load exceeding 4' beyond the length of the vehicle/equipment being used for transport must be flagged or lighted. Exceptions may be requested by contacting Airport Operations prior to transport at 424-646-5292.

11.4.2. No baggage or cargo Unit Load Devices (ULD)/cans shall be left on the ground or unsecured on its corresponding ground support equipment/dollies.

11.4.3. Chocks and cones shall be transported either inside a vehicle, in an enclosed container or tethered to the vehicle.

11.5. Unauthorized Use of Equipment

11.5.1. The use of another company's GSE is not allowed without written agreement between the companies' authorized representatives.

11.5.2. A current copy of the written agreement between the two companies shall be sent to the Airport Operations GEIP Office at: GEIP@lawa.org

11.6. Specialty and Miscellaneous Vehicles (Other Vehicles)

11.6.1. Motorcycles and Bicycles

- a.** The use and storage of bicycles, motorcycles, skateboards and other personal transportation devices on AOA roadways and ramp/apron areas is prohibited except on exclusive leaseholds.

11.6.2. Lightweight Vehicles / Golf Carts

- a.** Lightweight vehicles such as golf carts are prohibited from traversing AOA Roadways.
- b.** Operating lightweight vehicles such as golf carts on any passenger or cargo ramp and apron area, or other non-leasehold areas shall have prior approval by the General Manager, through the Airport Operations Airside Manager (424) 646-7489.

11.6.3. In-flight Kitchen / Cabin Service Trucks

- a.** All trash or service items shall be secured inside the vehicle to prevent spillage.
- b.** All service vehicles shall not have open doors or personnel on the rear landing while the vehicle is in motion.

11.6.4. Passenger and Employee Transportation

- a.** Passengers and employees may only be transported in vehicles designed for such purpose, provided the driver is appropriately trained to operate said vehicle.
- b.** Each occupant must be in a seat with the seat belt fastened (if equipped). The number of occupants on-board may not exceed the number of seating positions and vehicle seating capacity.

11.6.5. Special Safety Rules

- a.** Hydraulic stabilizers on vehicles may be extended only after all persons are clear of the danger area.

- b. The use of forklifts for cargo handling at terminal gates is prohibited unless approved by the ARCC (424) 646-9071
- c. Moving scissors-type vehicles, with scissors extended, is prohibited except to position the vehicle against an aircraft for servicing.
- d. Scissors-type vehicles shall not be extended behind an aircraft with engines running.
- e. When scissors are extended, a safety lock is required.
- f. Vehicles operating on the aircraft movement area shall be fitted with a yellow beacon. The use of other colors is prohibited, except on authorized vehicles.

11.7. Construction Contractor Vehicle Operations

11.7.1. Contractor vehicles will not be permitted without permission of the General Manager or designee. These vehicles shall have a Monthly Airfield Access Permit and meet, as a minimum, the following requirements:

- a. Construction contractors working in the AOA that need to operate vehicles on runways, taxiways, and ramp/apron areas shall do so in a manner approved by Airport Operations via the ARCC (424) 646-5292 and shall furnish flag persons and traffic signals as required by LAWA.
- b. All construction activity adjacent to any portion of the movement area shall be coordinated prior to starting work with Airport Operations via the ARCC (424) 646-5292 on a daily basis.
- c. Construction contractors working on the Airport who require frequent access to the AOA through gates not normally controlled by security guards shall furnish guard personnel to control such gates and to prevent access to the AOA by unauthorized persons and vehicles.
- d. A construction flag is required on all construction vehicles, cranes, and high profile equipment.
- e. An FAA approved light fixture is required on all cranes and high profile equipment at night and during periods of low visibility.

11.8. Maintenance and Fueling of Vehicles and GSE

11.8.1. No repairing, dismantling, or servicing of vehicles and GSE in any area other than the tenant's approved leasehold is allowed.

NOTE: Exceptions may be made on a temporary case-by-case basis by contacting the ARCC (424) 646-5292.

11.9. Inspection Programs

The primary goal of the LAX GEIP is to increase safety awareness on the airfield to reduce equipment/property damage caused by defective ground service equipment and untrained staff.

11.9.1. Ground Equipment Inspection Program (GEIP). The primary goal of the LAX GEIP is to increase safety on the airfield by focusing on and investigating GSE inspections, incidents and accidents. GSE operators are subject to the following:

- a. Physical inspection of equipment
- b. Follow-up of repairs

- c. Investigation of breakaway incidents
- d. Review owner/operator inventory/maintenance/training records
- e. Items identified in the CSPP (<https://www.lawa.org/en/groups-and-divisions/airport-operations/airfield-permits/certified-service-provider-license-agreement>).

NOTE: Additional Ground Service Equipment safety awareness training is available upon request but is ultimately the responsibility of the owner/operator.

11.9.2. Vehicle/Equipment Inspection Program. The primary goal of this program is to enhance airfield safety, to eliminate airfield accidents, to improve operability of the vehicles/equipment, and to remove efficiently all inoperable vehicles and equipment. The Airport Police shall conduct/enforce the following:

- a. Identify vehicles or equipment in need of repair.
- b. Issue an Airfield Citation and place a Blue Identifier Tag on the defective vehicle and/or equipment.
- c. Repairs shall be completed in 72 hours.
- d. The company which owns the cited vehicle/equipment shall take it to the Inspection Station located at West Imperial Terminal for verification.
- e. If the repair is acceptable, the inspector will remove the Blue Identifier Tag and issue a receipt.
- f. Any vehicle/equipment in use past the 72-hour period with a Blue Identifier Tag will be escorted to the company leasehold and given a Red Identifier Tag. The vehicle/equipment shall remain “out of service” until repaired.
- g. Airport Police will impound vehicles/equipment operating with a Red Identifier Tag.

11.10. Authorization to Move Vehicles/Impound

11.10.1. All vehicles or equipment impeding aircraft access and/or creating a potential safety hazard are subject to immediate impound.

11.10.2. Vehicle/Equipment Impound

- a. The General Manager or designee may move or immediately impound (at the owner's/operator's expense) any vehicle(s) or equipment creating imminent safety hazards and/or interfering with airport operations. Any vehicle impounded shall only be released to the owner/operator upon proper identification of the person claiming such vehicle/equipment.

NOTE: The Airport shall not be liable for damage to any vehicle/equipment or loss of personal property which might result from removal.

- b. Any vehicle or equipment left unattended, unsecured, or in any condition that poses a hazard to the Airport Operations Area or obstructs Airport operations in any way, will be subject to immediate removal and or impound by authorized LAWA's personnel. For inquires, contact the ARCC at (424) 646-5292 or GEIP at (424) 646-5883.

- c. Vehicle/equipment operators will be provided 90 minutes from initial contact to remove any vehicle or equipment that is observed outside assigned leasehold or parking areas that do not immediately obstruct airport operations.

NOTE: After a period of 90 minutes, said vehicles and equipment will be subject to impound and removal by authorized LAWA's personnel.

- d. Impound charges and storage fees are as follows: \$150.00 impound charge, \$25.00 per day of storage fees or fraction thereof.
- e. Equipment not retrieved within 30 days may be eligible for salvage (Board Order AO-5078).
- f. When requesting a "freeze" on impound fee accrual, payment must be received by the Airport within five business days of date of request or charges will be incurred from initial day and time of impound.
- g. Owners are asked to pay impound charges and make arrangements for equipment pickup at the ARCC, 7333 World Way West, 4th Floor.
- h. The vehicle or equipment owner must present a receipt of impound charges paid before equipment is released.

11.10.3. Impound Retrieval Process

- a. Steps for retrieving impound equipment include the following:
- 4) Equipment owners shall contact Airport Operations via the ARCC (424) 646-5292 to pay impound fees and arrange for access to the impound lot for equipment pickup.
 - 5) The Equipment owner must present a receipt of impound charges paid before equipment is released.

11.11. Pedestrian Movement

11.11.1. Pedestrian traffic is prohibited on AOA roadways and areas outside of the apron limit lines.

11.11.2. Pedestrians on the runways and taxiways are strictly prohibited.

11.12. Traffic Obstructions

11.12.1. Any mail sack, package, object or other property observed unattended on ramp/apron area or roadway shall be removed and turned in to Airport Police at Access Post #2 for distribution to the proper agency or owner.

11.12.2. Any condition which creates a hazard or obstruction to traffic in the AOA shall immediately be reported to LAX Airport Operations via the ARCC (424) 646-5292 and removed as soon as possible by the responsible tenant.