

# Van Nuys Airport Safety and Security Airfield Enforcement Program

## Introduction

Los Angeles World Airports (LAWA) is committed to providing the airport tenants and users with a safe and secure operating environment. Airfield safety will continue to be a top priority at Van Nuys Airport (VNY). This document describes the purpose, functions, and enforcement provisions of the new VNY Safety and Security Airfield Enforcement Program (VSAFE).

## VSAFE Defined

VSAFE is an awareness and enforcement safety and security program. Corrective actions and penalties for violations of the VNY Rules and Regulations will be determined by the VSAFE program's strike system. The VSAFE program will be incorporated into the VNY Rules and Regulations. VSAFE is not intended to supersede, limit, or otherwise replace any other laws, rules, or regulations set forth by the City, County, State, or Federal government.

## VSAFE Accountability

All VNY Motor Vehicle Operating Permit (MVOP) holders are accountable to the standards set forth in the VSAFE program.

## VSAFE Accountability for Non-MVOP Holders

All VNY visitors and tenants without an MVOP are accountable to the standards set forth in the VSAFE program.

## VSAFE Program Administration

VSAFE is administered in partnership with the VNY Airport Police, the VNY Airport Operations Section and in collaboration with the Van Nuys Airport Association/Master Tenants. Inquiries regarding violations and citations should be addressed to the VNY Airport Police Hearing Officer – (818-442-6514). Inquiries regarding training requirements should be addressed to the VNY Airport Operations Section – (818-442-6506).

Among VNY's top safety related priorities is the prevention of unauthorized access onto runways and taxiways. The VNY Airport Operations Section has initiated steps to ensure the safety and security of both individuals and businesses having access to the VNY Airport Operations Area (AOA). The VNY Airport, along with the many based users and businesses itinerant operators, require the commitment of LAWA to establish this initiative in order to enhance the safety and security on the VNY Airport. The implementation of this program is in response to the FAA's requirement to reduce the number of Vehicle/Pedestrian Deviations (VP/D) nationwide, and the implementation of the VNY VSAFE program is in response to this initiative.

## The Citation Process for MVOP Holders

### 1. Violation Notice

#### Notice of Violation of the VNY Rules and Regulations

The Notice of Violation will be issued by VNY Airport Police for violations listed in the Table of Violations for MVOP Holders and is also contained in the VNY Airport Rules and Regulations (figure 1).

### 2. Notifications and Citation Return Requirements

Within 72 hours of issuance of a violation notice, the recipient's supervisor must return the signed citation to VNY Airport Police located at 16461 Sherman Way, Suite 130, Van Nuys during the business hours of 7:30 am to 3:30 pm. Requests to extend the 72 hour time limit can be made with Airport Police. Failure to comply will result in the revocation of the violator's MVOP.

### 3. Violation Strikes

A strike will be charged for each violation listed in the table of violations (figure 2). These strikes will be cumulative and will become part of the recipient's record. Strikes accrued will remain on record for three (3) consecutive calendar years unless removed by the VSAFE office upon completion of a VSAFE hearing. **The accrual of three (3) strikes in a 12-month period will result in the permanent revocation of an individual's MVOP.**

There are three (3) categories under which strikes will be charged to an individual; these are:

- a) Airport Operations Area Safety Violations
- b) Airport Operations Area Driving Violations
- c) Airport Operations Security Violations

**Two strikes and a 30 day MVOP suspension will automatically be given for a violation that results in a V/PD. If a second V/PD is committed within 36 months of an issuance of a first V/PD, the consequence will be permanent loss of an individual's MVOP (figure 3).**

### 4. Retention of Accrued Strikes

With the exception of V/PDs, strikes accrued from the violations listed in the categories above will remain on the violator's record for three (3) years from the citation date. Strikes automatically expire on the third year anniversary of the citation; V/PD strikes remain on the individual's and master tenant's record indefinitely.

5. Procedure for Corrective Training

Any individual charged with a violation must attend a hearing and an Airport Operations corrective training program. The training program consists of a thorough review of airfield safety elements and must be completed within 30 calendar days from the date of the citation.

6. Failure to schedule a hearing and attend mandated training

Failure to attend and complete corrective training within 30 days of the citation issue date may result in the immediate revocation of an individual's MVOP.

### Table of Violations for MVOP Holders

Airport Operations Area VNY Rules & Regulations Violations
Violations include but are not limited to:
Failure to obtain required non pilot aircraft escort while crossing runways
Failure to yield to emergency vehicles displaying flashing red lights
Failure to comply with lawful orders given by Airport Operations and/or Airport Police
Causing an accident with injuries
MVOP not in possession
Driving without a Valid Driver's License
Failure to obey signs/directions/signals/markings on service roads.
Exceeding designated speed limits on ramps or service roads
Impeding the path of an aircraft
Reckless driving
Failure to have company logos on unescorted vehicles
Failure to monitor/control escorted persons on the AOA or follow approved escort procedures
Gaining unauthorized entry to the AOA through a LAWA gate by piggy-backing.
<b>* Walking or driving on Taxiways or Runways (a.k.a. Vehicle/Pedestrian Deviation)</b>

Figure 1

## Table of Penalties for MVOP Holders

Strike System
One (1) Strike: Issuance of VNY citation; Hearing Required; Corrective Training; Warning.
Two (2) Strikes: Issuance of VNY citation; Hearing Required; Corrective Training; 30 day MVOP Suspension.
Three (3) Strikes: Issuance of VNY citation; Hearing Required; Corrective Training; 90 day MVOP Suspension.
The accrual of three (3) strikes in a 12-month period will result in the permanent revocation of an individual's MVOP.

*Figure 2*

## \*Table of VP/D Penalties for MVOP Holders

VP/D Strikes	
1st VP/D	Automatic Two (2) Strikes: Issuance of VNY citation; Hearing Required; Corrective Training; 30 day MVOP Suspension.
2 <sup>nd</sup> VP/D	Automatic Three (3) Strikes: Issuance of VNY citation; Hearing Required; Permanent MVOP Suspension.

*Figure 3*

## The Citation Process for Non-MVOP Permitted Tenants

### 1. Violation Notice

#### Notice of Violation of the VNY Rules and Regulations

The Notice of Violation will be issued by VNY Airport Police for violations listed in item #4 below as contained in the VNY Airport Rules and Regulations.

### 2. Notifications and Citation Return Requirements for Master Tenants

Within 72 hours of issuance of a violation notice, the master tenant or his/her designee must return the signed notice to VNY Airport Police located at 16461 Sherman Way, Suite 130, Van Nuys. Failure to comply will be considered a violation of the rules and regulations and shall be deemed as a violation of the respective tenant lease.

### 3. Notifications and Citation Return Requirements for Subtenants

Within 72 hours of issuance of a violation notice, the subtenant or his/her designee must return the signed notice to VNY Airport Police located at 16461 Sherman Way, Suite 130, Van Nuys. Notification to the master tenant shall be made during this timeframe. Failure to comply will be considered a violation of the rules and regulations and shall be deemed as a violation of the respective tenant sub-lease.

### 4. Violation Strikes

A strike will be given for each violation listed below. These strikes will be cumulative and will become part of the master tenant's record. Strikes accrued will remain on record for three (3) consecutive calendar years unless removed by the VSAFE office upon completion of a VSAFE hearing.

There are three (3) violations under which strikes will be accrued; these are:

- a) Failure for tenant or visitor to remain behind the "red line" or tenant leasehold
- b) Vehicle/Pedestrian Deviation, Taxiway, committed by tenant or visitor
- c) Vehicle/Pedestrian Deviation, Runway, committed by tenant or visitor

### 5. Strike points accrued from item "a" violation above remain on the master tenant's record for three (3) years from the citation date. Strike points automatically expire on the third year anniversary of the citation. Violation items "b" and "c" above will remain on the master tenant's record indefinitely.

6. Procedure for Corrective Training

A violation notice recipient is required to attend a hearing and an Airport Operations corrective training program. The training program consists of a thorough review of airfield safety elements and must be completed within 30 calendar days from the date of the citation.

7. Administrative Procedure for recipient of a Vehicle/Pedestrian Deviation violation

Tenants (employee or operator) who are issued a Notice of Violation as a result of a V/PD will be subject to a formal investigative hearing attended by the Airport Manager, Airport Operations, Airport Police and the Federal Aviation Administration. The master and subtenant will need to be prepared to discuss methods or procedures in place that address leasehold access and steps that have been taken to prevent the crossing of leasehold boundaries (red lines).

8. Visitors and the VSAFE Program

Visitors will not be issued Notice of Violations; the respective master tenant and subtenant will. The master tenant and subtenant have the obligation under the terms of their agreements to comply with all Airport Rules and Regulations. Visitors permitted on the site by any master leaseholder shall be required to be maintained under positive escort and not permitted to leave the leasehold boundaries encroaching on to any service road or taxiway. All master tenants are required to develop and maintain their own procedures, outlining the requirements for tenant and visitors permitted access on to their leaseholds. Note: Tenants with a valid MVOP may escort visitors beyond a leasehold boundary for legitimate reasons, as long as the visitor remains under positive escort.

9. Failure to schedule a hearing and attend mandated training

Failure to schedule a hearing and attend corrective training within 30 calendar days of receiving a citation will be considered a violation of the rules and regulations and shall be deemed as a violation of the respective tenant lease.