

# 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 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 hearing process and strike system. The VSAFE program are part of 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 and Operations Sections and in collaboration with the Van Nuys Airport Association. Inquiries regarding violations and citations should be addressed to the issuing office listed on page 7. Inquiries regarding training requirements should be addressed to the VNY Airport Operations Section at (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 Permitted Drivers

### 1. Violation Notice

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

The Notice of Violation will be issued for violations of VNY Airport Rules and Regulations as listed in Table 1 below.

### 2. Notifications and Citation Return Requirements

Within 72 hours of issuance of a violation, the recipient's supervisor must return the signed citation to the issuing office or make a request to extend the 72 hour time limit with the appropriate agency listed on page 7. Failure to comply will result in the revocation of the violator's MVOP.

### 3. VSAFE Hearing

A violation notice recipient is required to contact the VSAFE Program Administrator within 30 calendar days of the date of citation issuance to schedule a VSAFE hearing. The date and time of the hearing will be established by the VSAFE Program Administrator. At the hearing, the circumstances of the violation will be discussed, the root cause of the violation will be identified, appropriated corrective action will be mandated, and strikes will be issued. Failure to schedule a hearing will be considered a violation of the VNY Rules and Regulations and shall be deemed as a violation of the respective tenant lease.

### 4. Violation Strikes

A strike will be recorded for each violation listed in Table 1. Strikes are cumulative and will become part of the recipient's MVOP record. **The accrual of three (3) strikes in a 12-month period will result in the permanent revocation of an individual's MVOP.**

The three categories under which strikes will be charged to an individual are:

- a) Airport Operations Area safety violations
- b) Airport Operations Area driving violations
- c) Airport Operations security violations

Table 1

**VNY Rules & Regulations violations for MVOP permitted drivers on the Airport Operations Area**

Violations include, but are not limited to:
Failure to obtain Airport Operations escort for runway crossings
Failure to yield to emergency vehicles displaying flashing red lights
Failure to comply with lawful orders issued by Airport Operations and/or Airport Police
Causing an accident with injuries
Operating a vehicle on the AOA without MVOP in possession
Driving without a valid State Driver License
Failure to obey signs/directions/signals/markings on Airport Service Road
Exceeding designated speed limit on ramps or Airport Service Road
Impeding the path of an aircraft
Reckless driving
Failure to have company logos on an MVOP permitted vehicle while operating on the AOA
Operating a non-MVOP permitted vehicle on the AOA
Gaining unauthorized entry to the AOA through a access gate by piggy-backing
Walking or driving on Taxiways or Runways (a.k.a. Vehicle/Pedestrian Deviation)*

5. Penalties

Penalties for strikes accrued by MVOP permitted drivers are listed in Table 2. **For violations resulting in a V/PD, two strikes will be recorded and the violator’s MVOP driving privilege will be suspended for 30 days. If a second V/PD is committed within 36 months of the issuance of the first V/PD, the violator’s MVOP privileges will be permanently revoked** see Table 3.

Table 2

**Strike system and penalties for MVOP permitted drivers**

<b>Strike</b>	<b>Penalty</b>
First	Complete Corrective Action assigned at hearing Receive Written Warning
Second	Complete Corrective Action assigned at hearing 30 day suspension of MVOP driving privileges
Third	Complete Corrective Action assigned at hearing 90 day suspension of MVOP driving privileges
3 strikes in 12 months	Permanent revocation of MVOP driving privilege

Table 3

**Vehicle/Pedestrian Deviation penalties for MVOP permitted drivers**

<b>V/PD</b>	<b>Penalty</b>
First	Complete Corrective Action assigned at hearing 2 Strikes, 30 day suspension of MVOP driving privileges
Second	Complete Corrective Action assigned at hearing 3 Strikes, MVOP driving privileges permanently revoked

6. Retention of Accrued Strikes

Strikes accrued from the violations listed in the categories above will remain on the violator’s MVOP 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.

7. Corrective Action

All corrective action mandated at the VSAFE hearing must be completed, with supporting evidence submitted in writing to the VSAFE Program Administrator, by the completion date set at the hearing. Requests for extensions must be submitted in writing to the VSAFE Program Administrator no later than two days before the assigned completion date. Failure to complete the corrective action will be considered a violation of the VNY Rules and Regulations and shall be deemed as a violation of the respective tenant lease.

## **The Citation Process for Non-MVOP Permitted Individuals**

### 1. Violation Notice

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

The Notice of Violation will be issued for violations listed in item #5 below as contained in the VNY Airport Rules and Regulations. Citations will be issued to the violator and/or the tenant responsible for violator escort.

### 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 the issuing office listed on page 7. 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 the issuing office listed on page 7. 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. VSAFE Hearing

A violation notice recipient is required to contact the VSAFE Program Administrator within 30 calendar days of the date of citation issuance to schedule a VSAFE hearing. The date and time of the hearing will be established by the VSAFE Program Administrator. At the hearing, the circumstances of the violation will be discussed, the root cause of the violation will be identified, appropriated corrective action will be mandated, and strikes will be issued. Failure to schedule a hearing will be considered a violation of the VNY Rules and Regulations and shall be deemed as a violation of the respective tenant lease.

5. Violation Strikes

A strike will be recorded for each violation listed below. Strikes are cumulative and are recorded on the master tenant's VSAFE record.

The three violations for which strikes will be accrued are:

- a) Failure of tenant or visitor to remain within the tenant leasehold boundary (red line)
- b) Vehicle/Pedestrian Deviation onto a Taxiway, committed by tenant or visitor
- c) Vehicle/Pedestrian Deviation onto a Runway, committed by tenant or visitor

6. Retention of Accrued Strikes

Strikes accrued for violation (a) listed above, remain on the master tenant's record for three (3) years from the citation date. Strikes automatically expire on the third year anniversary of the citation. Strikes accrued for violations (b) and/or (c) listed above, will remain on the master tenant's record indefinitely.

7. Corrective Action

All corrective action mandated at the VSAFE hearing must be completed, with supporting evidence submitted in writing to the VSAFE Program Administrator, by the completion date set at the hearing. Requests for extensions must be submitted in writing to the VSAFE Program Administrator no later than two days before the assigned completion date. Failure to complete the corrective action will be considered a violation of the VNY Rules and Regulations and shall be deemed as a violation of the respective tenant lease.

8. 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 tenant 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).

9. Visitors and the VSAFE Program

For violations committed by visitors the citation will be issued to the tenant responsible for visitor escort where the violation occurred, or where the visitor gained access to the AOA if the visitor was found outside the leasehold boundary (red line). 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.

**Citation Contacts:**

**VNY Airport Police**

(818) 442-6514

16461 Sherman Way, Suite 130, Van Nuys

Business Hours - 7:30 am to 3:30 pm

**VNY Airport Operations**

(818) 442-6506

16461 Sherman Way, Suite 300, Van Nuys

Hours - 24/7 - call first during off hours