

VAN NUYS AIRPORT  
RULES AND REGULATIONS  
MOTOR VEHICLE OPERATIONS

MOTOR VEHICLE OPERATING  
PERMIT AND  
AIRFIELD DRIVER'S PERMIT PROGRAM

## **VAN NUYS AIRPORT**

### **RULES & REGULATIONS**

#### **MOTOR VEHICLE OPERATING PERMIT AND AIRFILED DRIVER'S PERMIT PROGRAM**

It is the goal of the Van Nuys Airport Motor Vehicle Operating Permit Program (MVOP), to insure the safety, security, and efficiency of Airport Operations. This is accomplished, in part, by limiting airfield access to authorized personnel and operating approved vehicles.

While on the airport, all persons shall comply with all lawful orders or directives given by representatives of Los Angeles World Airport Police and/or Airport Operations personnel.

Violation of any of these Rules and Regulations may lead to suspension or permanent revocation of the privilege to operate a motor vehicle on the airport. It is the intention of the Van Nuys Airport, through its education and enforcement activities, to encourage drivers to operate in an orderly and safe manner by complying with the Rules and Regulations contained herein.

All Airport Police officers and Airport Operations personnel have the authority to enforce these Rules and Regulations.

MOTOR VEHICLE POLICY FOR  
THE VAN NUYS AIRPORT

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# 1.0 DEFINITIONS

**Air Operations Area (AOA):** Any area of the airport used or intended to be used for landing, takeoff and surface maneuvering of aircraft. For the purposes of this manual, AOA will include the service road, but excludes tenant leaseholds.

**Air Traffic:** Aircraft operating in the air or on the airport, exclusive of aprons and parking areas

**Air Traffic Control:** A service operated by appropriate legal authority to promote the safe, orderly and expeditious flow of air traffic.

**Aircraft:** A vehicle that is used, or intended to be used, for flight in the air.

**Aircraft Movement Area (Movement Areas):** The aircraft movement areas consist of runways, taxiways and other areas of the airport, including surrounding safety areas, which are used for taxiing, hover-taxiing, take-off and landing of aircraft and are reserved for flight operations, exclusive of loading ramps, aprons and other aircraft parking areas. Driving in or upon the movement areas is prohibited without the required driver's permit with movement area privileges and, when the VNY ATCT is open, ATC authorization. Pedestrians are prohibited on the movement areas at all times.

**Aircraft Service Vehicles:** Any motorized vehicle designed and operated to support aircraft operations.

**Airport Operations Personnel:** Airport employees responsible for enforcing regulations and procedures concerning the movement, parking, servicing, loading, and unloading of aircraft, monitoring and coordinating general operations and activities on the AOA, including construction and maintenance activities.

**Airport:** All land and improvements located within the geographical boundaries of the Van Nuys Airport.

**Airport Manager:** The Manager of VNY as designated by the Executive Director.

**Airport Police Officer:** A sworn peace officer of the State of California; authorized to carry a firearm; enforce laws in the State of California, and enforce security, traffic, and safety rules and regulations.

**ARFF:** Aircraft Rescue and Fire Fighting Vehicles.

**Authorized Vehicles:** Vehicles authorized by Airport Management, through MVOP, to operate on the AOA.

**BOAC:** The Board of Airport Commissioners of the City of Los Angeles.

**City:** The City of Los Angeles.

**Decal:** Sticker issued by Airport Management as the official means of identification of motor vehicles authorized to be driven on the AOA. Decals must be renewed every two years in February.

Driver's License: A valid California Driver's License issued by the State of California, Department of Motor Vehicles, entitling the holder to *drive* a motor vehicle on public streets and highways (not the same as a VNY Driver's Permit)

Driver's Permit: The authorization granted by LAWA, which allows a *driver* to operate a motor vehicle on the AOA of the Airport. Drivers conducting fueling operations or requiring access to the movement areas will be issued a driver's permit noting these privileges. Permits must be renewed every two years from date of issue.

Escorted Vehicle: Any vehicle not approved to access the AOA that is directly accompanied by a vehicle that is authorized to access the AOA.

Executive Director: The Executive Director of LAWA or his/her duly authorized representative.

Field Citations: The "Notice of Violation of Airport Regulations" citation issued by VNY Airport Police for traffic, equipment, and personal violations occurring on the AOA. All drivers are responsible for the vehicle or equipment they operate and may be personally cited for failure to comply with the VNY Rules and Regulations and/or the State of California Motor Vehicle Code.

Fuel Handling: The transportation, delivering, receiving, storing, and draining of fuel or waste products.

LAWA: Los Angeles World Airports.

Licensed Vehicle: A vehicle licensed to operate on the streets or highways of the State of California.

Non-Movement Areas: The non-movement areas consist of areas of the airport not controlled by VNY Air Traffic Control Tower (ATCT), including loading ramps, aprons and other aircraft parking areas and taxilanes not specifically designated as aircraft movement areas by the Airport.

Permission: Shall mean authority granted by the Executive Director of LAWA, or the Airport Manager, or his/her designee unless specifically stated otherwise.

Ramp/Apron: Any defined area on the airport intended to accommodate aircraft for the purpose of loading and unloading passengers or cargo, refueling, parking, or maintenance.

Refueling Aircraft Service Vehicle: Any vehicle or equipment designed for the sole purpose of transferring fuel into an aircraft.

Restricted Area: Area located inside the Airport perimeter fence line.

Roadways: The system of marked, service roads set aside for the movement of vehicular traffic on the AOA

Runway: A defined rectangular area prepared for the landing and takeoff of aircraft along its length.

Taxi Lane: The paved surface used for access between taxiways and aircraft parking positions.

Taxiway: A defined path for the taxiing of aircraft from one part of the airport to another marked by a continuous solid yellow centerline.

Tenant: An authorized leaseholder of land or premises within the boundaries of VNY, inclusive of said tenant's LAWA. approved sub lessee(s).

Tenant Construction: Any new construction, alteration, replacement, renovation, repair, relocation, or demolition by an airport tenant.

Vehicle: Any automobile, bus, truck, golf cart, or other self-propelled wheeled conveyance designed and intended to travel on the ground and in which a person or property can be transported, except aircraft and non-motorized equipment such as carts and trailers.

Vehicle Code: The State of California Vehicle Code.

VNY: Van Nuys Airport

## 2.0 Motor Vehicle Operating Permit Program

### 2.1 GENERAL PROVISIONS AND INFORMATION

#### 2.1.1 General Information

Van Nuys Airport has developed this Motor Vehicle Operating Permit Program (MVOP) for the control and monitoring of vehicle access to the AOA. Access to the AOA is limited to those ground vehicles necessary for daily airport operations. Operating a motor vehicle on the Air Operations Area (AOA) is a privilege granted by Los Angeles World Airports (LAWA) and may be suspended or revoked at any time for just cause.

For the purpose of this document, the Air Operations Area (AOA) includes any area located inside the perimeter fence line, including runways, taxiways, taxilanes, infield areas and service roads, but does not include tenant leaseholds. Access to the AOA is restricted to drivers and vehicles that are required, by the scope of their operation/job, to have access beyond any designated leasehold.

All vehicles on the AOA are required to have an operating permit and the accompanying decal affixed to the rear bumper of vehicle. Exceptions are aircraft tugs designed exclusively for aircraft servicing and towing which cannot be driven on surface streets, LAWA vehicles, ARFF emergency vehicles, Federal Aviation Administration (FAA) vehicles and other authorized government owned vehicles.

All drivers on the AOA are required to have, on their persons, a LAWA issued driver's permit. Should the driver be conducting fueling operations and/or be operating on the movement areas of the airport, the privilege to do so must be indicated on their drivers permit. There are no exceptions to the driver's permit.

During an Airport emergency or special event, all Los Angeles Fire Department (other than Crash 114 and Station 90), Los Angeles Police Department and other "outside agency" vehicles shall be escorted by an authorized Los Angeles World Airport (LAWA) employee. All unescorted drivers on the AOA must have a VNY Driver's Permit.

Appropriate tenant vehicles may receive "authorized" status by the Airport Manager. Authorized vehicle listings will be maintained by the MVOP program staff.

All motorcycles, bicycles and pedestrians are prohibited outside of tenant leaseholds beyond the red leasehold boundary line. (See Section 3.2.7 for exceptions for pedestrians).

Any tenant or other party failing to comply with these rules and regulations or who permit, encourage, or allow any of its employees, representatives, subtenants or leasehold users to violate these rules and regulations shall be subject to revocation of their permit to operate vehicles on the AOA, and may ultimately result in the termination of their lease with LAWA.

## **2.1.2 Compliance with Law**

Except in cases of emergency involving the protection of life and/or property, motor vehicles operating on the airport shall be in strict accordance with the rules prescribed herein.

- 2.1.2.1 All vehicle operators on the AOA must comply with the following:
  - A. Applicable Provisions of the California Vehicle Code and the Los Angeles City Municipal Code
  - B. Federal Aviation Administration Regulations
  - C. Applicable LAWA insurance requirements
  - D. MVOP Program provisions set forth in these rules and regulations.
- 2.1.2.2 VNY Airport Police and Operations personnel maintain continuous surveillance of service road and ramp traffic, including roadblock inspections, to enforce compliance with VNY ground vehicle-operating regulations and procedures.
- 2.1.2.3 All persons accessing the AOA shall comply with all lawful orders or directives of Airport Police and Airport Operations personnel. Any person who violates, disobeys, omits, neglects or refuses to comply with any of the provisions of these rules or any lawful order issued pursuant thereto, may be denied access to the AOA in addition to any prescribed federal, state or local penalties.
- 2.1.2.4 Airport Police Officers of the City of Los Angeles are sworn peace officers of the State of California and are authorized and empowered to make arrests, issue citations and impound vehicles.

## **2.1.3 Security**

- 2.1.3.1 All gates/entrances must be closed or barricaded immediately after passage by the user. User must ensure that gate is secured before leaving/driving away from the gate. Any gate observed open must immediately be reported to the Airport Police by calling (818) 442-6570.
- 2.1.3.2 Under no circumstance shall a user allow any vehicle (recognized or otherwise) to enter the airfield through any gate behind them ("piggyback"). "Piggybacking" is a serious violation and any users observed permitting passage will be cited and subject to possible revocation of their drivers permit. Any vehicle "piggybacking" or allowing another to "piggyback" must immediately be reported to Airport Police at (818) 442-6570.



## 2.1.4 Vehicle Standards

- 2.1.4.1 All motorized equipment operating on the AOA must be clearly identified by a current LAWA issued decal, and a:
- A. Painted logo with the established company colors and recognized company logo and/or name on **both** front door panels, or
  - B. Magnetic door panels on **both** sides of the vehicle with the established company colors and recognized company logo and/or name.
  - C. Names must utilize letters measuring no less than 3 inches (3") in height and of a commercial design. Company logos shall be a minimum of 18 inches (18") in diameter when not accompanied by approved lettering.

Any vehicles observed on the AOA without proper identification will be cited. If observed, said vehicles shall immediately be reported to the Airport Police at (818) 442-6570.

- 2.1.4.2 All vehicles must meet California Vehicle Code safety standards, including brakes, tires, lighting, and appearance.
- 2.1.4.3 All vehicles used on the AOA, motorized or non-motorized, must be equipped with retro-reflective material or lights on both front and rear ends and on both sides.
- 2.1.4.4 Vehicles operating on the AOA are subject to random safety inspections by Airport Operations and Airport Police personnel.
- 2.1.4.5 Each authorized vehicle that is operating on the aircraft movement areas of the Airport shall be under direct control by one of the following means at all times:
- A. **Airport Operations escort should the operation require the vehicle cross a runway.**
  - B. Established and maintained direct two-way radio communications between the vehicle and the Air Traffic Control Tower (ATCT), when the ATCT is open (0600LCL-2245LCL) **(not to include runway crossings.)**
  - C. Common Traffic Advisory Frequency (CTAF) procedures as described in the Aeronautical Information Manual (AIM) Section 4-1-9 when the ATCT is closed **(not to include runway crossings.)**
  - D. Airport Operations escort vehicle.

## 2.1.5 Driver Responsibilities

2.1.5.1 Drivers shall carry in their personal possession a valid California Drivers License in addition to a valid VNY Driver's Permit (with appropriate privileges if applicable) and any other permits or licenses required by City, State, or Federal law.

Suspension or revocation of California Driver's License must be reported to Airport Police immediately. Los Angeles World Airports (LAWA) reserves the right to confirm the status of the California Driver's license of the driver of any motor vehicle operating on the Airport property.

All persons holding a VNY Driver's Permit issued by LAWA shall return said permit to Airport Police, without being expressly requested to do so, upon termination of employment, revocation or suspension of their California Driver License or when their job no longer requires driving a vehicle on the AOA.

2.1.5.2 Drivers who operate a motor vehicle or equipment on the AOA shall not consume intoxicating beverages, drugs or narcotics while on duty, nor shall they have consumed same within six (6) hours prior to driving on the AOA. Airport Police are authorized to check all persons and vehicles on the AOA at any time, to determine identity, ensure compliance with these Rules and Regulations and protect all persons and property in the area.

2.1.5.3 Los Angeles World Airports' Police and Airport Operations personnel are authorized to prevent any persons from driving on airport property whose conduct, in their professional opinion, may endanger person or property. In such cases, the driver's permit, if issued, may be immediately confiscated.

2.1.5.4 Smoking is strictly prohibited on the airfield at any time, whether inside or outside of a vehicle.

2.1.5.5 Drivers shall not operate any vehicle that is in such physical or mechanical condition as to pose a potential hazard to persons or property on airport property.

2.1.5.6 Drivers shall not stop or park vehicles in any area that is:

- A. Unsafe
- B. Designated by a sign as an area in which parking is prohibited
- C. Not intended for vehicular use

2.1.5.7 Drivers shall not leave anything on the AOA or any other part of the Airport unless specifically approved in the lease. If litter is observed on the AOA, the driver shall be responsible for immediately removing it. If litter is observed on any movement area, Airport Operations must be notified immediately at (818) 442-6506.

## 2.1.6 Tenant/Lessee Vehicle Owner Responsibilities

2.1.6.1 All individuals authorized to access the AOA of the airport shall be familiar with and comply with all VNY rules and procedures for the operation of vehicles in such areas.

2.1.6.2 Owners/operators of vehicles operating on the AOA shall ensure the vehicle they are operating is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.

2.1.6.3 Employers/vehicle owners must ensure that their employees/vehicle operators are properly trained and qualified to operate the vehicles and equipment they are required to operate in the performance of their duties on the AOA.

## 2.1.7 Incident Reporting

2.1.7.1 Any person involved in or observing a collision involving an aircraft in any way on airport property shall ***immediately*** notify Airport Operations at (818) 442-6506 and must remain in a safe location at the scene until released by Airport Operations.

2.1.7.2 Any person involved in or observing a collision involving a vehicle, multiple vehicles, property or persons in any way on airport property shall ***immediately*** notify either of the below listed LAWA divisions and must remain in a safe location at the scene until released by one of said divisions' representatives.

Airport Operations (818) 442-6506 or  
Airport Police (310) 646-4268

2.1.7.3 Vehicles involved in an accident that also involves an aircraft in any way shall not be moved from the scene of the accident until approved to do so by the Superintendent of Operations or their representative.

2.1.7.4 Vehicles involved in an accident that does not involve an aircraft in any way shall not be moved from the scene of the accident until approved to do so by an Airport Police representative.

## **2.1.8 Airport Property Damage**

- 2.1.8.1 No person shall destroy or cause to be destroyed, injured, damaged, defaced, or disturbed in any way, property located on the airport. No person shall willfully abandon any personal property on the airport.
- 2.1.8.2 Any person responsible for damage or disturbance of airport property shall immediately report damage to the Airport Police at (310) 646-4268, and upon demand by the Executive Director or his/her designee, shall reimburse the airport for the full amount of damage.

## **2.2 AUTHORIZED TENANTS / SUBTENANTS**

### **2.2.1 Access Provisions**

- 2.2.1.1 Authorized tenants/subtenants are responsible for the security of their leasehold areas. Vehicle and pedestrian gates shall be kept closed and locked at all times. Tenants shall be responsible for the maintenance and repair of that portion of the airport's perimeter fence, including gates and doors, located on the tenant leasehold. Lessee shall be responsible for fully complying with any and all applicable present and/or future rules, regulations, restrictions, ordinances, statutes, laws, and/or orders of any federal, state, and/or local governmental entity regarding airfield security.
- 2.2.1.2 Observed gate or door malfunctions which permit unauthorized entry into restricted areas shall be reported immediately to Airport Police at (310) 646-4268 or Airport Operations at (818) 442-6506 and shall be kept under constant surveillance by the individual until the arrival of an Airport Police representative, repairs are affected by the responsible party or the gate or door is properly secured.
- 2.2.1.3 Authorized tenants/subtenants shall ensure that non-permitted vehicles remain on the leased area within the red leasehold boundary line and shall not be permitted access to the AOA (service roads, runways and taxiways). Non-permitted vehicles needing to operate from one leasehold to another must utilize public streets.

## 2.3 ESCORTED VEHICLES

### 2.3.1 Operating Procedure

- 2.3.1.1 Unauthorized vehicles that must gain access to the AOA (beyond red leasehold boundary line outside a leasehold) shall be escorted by an Airport Police Officer, Airport Operations Personnel, or authorized representative of LAWA. Approval for tenants to escort vendors or suppliers on the AOA (outside their leasehold) must be requested by contacting Airport Operations at (818) 442-6506 and will be authorized on a case-by- case basis.
- 2.3.1.2 No more than two vehicles may be escorted at one time.
- 2.3.1.3 The authorized escort vehicle and operator shall remain with the escorted vehicle(s) and its operator(s) for the entire period the vehicle(s) is on the AOA.
- 2.3.1.4 Personnel in escorted vehicles shall be the responsibility of the escort and shall not leave the immediate area of the escort vehicle.
- 2.3.1.5 Only licensed/permitted persons operating authorized, properly permitted and decaled vehicles may be used to escort vehicles on the airfield.

## 2.4 AIRPORT FUELERS

### 2.4.1 General

- 2.4.1.1 Employees driving and operating fuel trucks must have the following in their possession at all times while operating an aircraft refueling vehicle on the AOA:
- A. Valid California Drivers License
  - B. Current VNY Driver's Permit (with fueling privileges) and any other permits or licenses required by City, State, or Federal law.
- 2.4.1.2 The following items must be kept on all fuel trucks at all times:
- A. Fully charged and currently inspected fire extinguisher.
  - B. Sib. bag of absorbent material.
  - C. Dust pan and broom.
  - D. Metal or plastic recovery container.

- 2.4.1.3 When fueling an aircraft, both the aircraft and the fueling unit must be properly bonded prior to fueling operations to prevent the possibility of fire or explosion by the discharge of static electricity.
- 2.4.1.4 Aircraft fueling operators shall not *leave* the fueling unit unattended at any time or for any reason while it is connected to the aircraft.
- 2.4.1.5 The fueling control *valve*, "Dead Man", shall only be held open by hand during the **ENTIRE** fueling operation. Holding the *valve* open by any other means is prohibited.
- 2.4.1.6 All fuel trucks must have the wheels chocked at all times the vehicle is not moving, including during those times the vehicle is parked while not engaged in fueling of an aircraft or ground service equipment.

## 2.4.2 Fuel Spills

All fuel spills shall immediately be reported to Airport Operations at (818) 442-6506 regardless of type or amount. Fuel spills of Jet-A in excess of ten (10) gallons and all spills of Avgas or automobile gasoline, regardless of amount, shall also be reported to the Los Angeles Fire Department at (818) 756-8670.

## 2.5 MOTOR VEHICLE OPERATING PERMIT (MVOP)

### 2.5.1 General

- 2.5.1.1 All vehicles on the AOA are required to have an MVOP decal issued by LAWA for VNY operations and affixed to the rear bumper. Exceptions are aircraft tugs designed exclusively for aircraft servicing and towing which cannot be driven on surface streets, LAWA vehicles, ARFF emergency vehicles, Federal Aviation Administration (FAA) vehicles and other authorized *government* owned vehicles.
- 2.5.1.2 A properly permitted driver and vehicle must escort vendors or visitors needing temporary or one-time access to tenant exclusive leasehold areas. Approval for tenants to escort vendors or suppliers on the AOA beyond their red leasehold boundary line (outside their leasehold) must be requested by contacting Airport Operations at (818) 442-6506 and will be authorized on a case-by-case basis.

## 2.5.2 Application

- 2.5.2.1 Permits must be requested by owners/operators of vehicles that require AOA access. The request must be made in writing on company letterhead and must provide justifiably adequate reasons access is required. A list, on the LAWA form contained herein, containing information pertinent to each vehicle intended to be used on the AOA must also be included with the request. Application shall be made by vehicle owner or operator and shall be directed to: [vnymvop@lawa.org](mailto:vnymvop@lawa.org)

Van Nuys Airport Operations  
MVOP Program Administrator  
16461 Sherman Way, Ste. 300  
Van Nuys, CA 91406  
(818) 442-6506

- 2.5.2.2 Only LAWA approved tenants, subtenants or employees thereof, of VNY having a requirement to operate on the AOA may apply for a Vehicle Permit.

## 2.5.3 Vehicle Identification

- 2.5.3.1 All vehicles on the AOA must be readily identifiable as to ownership.
- 2.5.3.2 Company name, logo, or other lettering must comply with specifications listed in Section 2.1.4.1 of these rules and regulations.
- 2.5.3.3 All vehicles must comply with applicable DMV rules and regulations and, except for AOA aircraft service vehicles, must have valid California vehicle registration and license plates.

## 2.5.4 Driver Identification

The following identification is required of all drivers of authorized or permitted vehicles:

- A. Valid California Drivers License
- B. Current VNY Driver's Permit (with appropriate privileges if applicable; i.e. fueller and/or movement areas) and any other permits or licenses required by City, State, or Federal law.

## **2.5.5 Insurance**

Prior to obtaining a MVOP decal, the required insurance coverage must be on file with the LAWA, Risk Management Division (424) 646-5480. The overall status of an applicant's insurance must have an "Approved" rating before a decal can be issued.

**NOTE:** Should the required insurance expire or become "Not Approved" for any reason after the issuance of a Decal, the Decal will be considered invalid and AOA access denied to all drivers and vehicles previously covered by that insurance/company until the insurance is returned to "Approved" status by Risk Management Division.

## **2.5.6 Decals**

- 2.5.6.1 Vehicles operating on the AOA (with the exception of those vehicles specifically mentioned in Section 1.1) are required to be permitted.
- 2.5.6.2 Decals expire on February 28<sup>th</sup> of odd-numbered years (Feb. 28, 2005, Feb. 28, 2007, etc.). Decals are color-coded, numbered, and assigned to individual vehicles. Decals are non-transferable and must be permanently affixed to rear bumper on the assigned vehicle as described in Section 2.3.5.3. Renewal requests shall be submitted, in writing, at least 10 working days prior to expiration date. Permit status is subject to termination by either party upon 30 days written notice.
- 2.5.6.3 MVOP decals shall be in plain sight and permanently affixed to the left side rear bumper of the vehicle it was issued for.

## **2.5.7 Revocation of MVOP**

The Airport Manager or his/her designee, may at any time, revoke any vehicle or driver permit issued for failure on the part of the permittee to comply with any condition contained herein, or for the violation of or noncompliance with any current or future rule or regulation of LAWA.



## 3.0 DRIVER'S PERMIT PROGRAM

### 3.1 General

Safety, security and efficient airport operations are of primary importance at VNY. To assist in ensuring the safety and security of aircraft, motor vehicles, and personnel, VNY requires each individual with a legitimate need to drive on the AOA be fully aware and knowledgeable of all rules and regulations pertinent to operating a motor vehicle on the AOA and be tested and permitted prior driving on the AOA.

Each applicant must pass a written driver's test with a passing score of 90% correct before a Driver's Permit will be granted. The list of rules and regulations contained herein governing driving restrictions on the airport are extremely important and must be adhered to at all times.

**NOTE:** Each applicant who, by the scope of their operation/employment, requires access to the movement areas (runways and taxiways) will be required to attend an "Airport Surface Movement Program" class instructed by Airport Operations staff and pass a written examination prior to receiving a driver's permit with movement area privileges. Minimum passing score is 90%. Should the applicant receive a score of less than 90% but greater than 70%, they may reschedule to take the test again after 48 hours but must re-test within two weeks. Should the applicant fail the second test with a score of less than 90% or not re-test within the two-week deadline, they will be required to attend the class again prior to re-testing. Those applicants who fail the first exam with a score of less than 70% will be required to attend the class again prior to re-testing. No applicant will receive a driver's permit with movement area privileges until they have attended the class and passed the examination with a score of 90% or greater. No study materials or notes may be used during the exam.

A valid California Drivers License and current VNY Driver's Permit (with appropriate privileges if applicable, i.e. fueler and/or movement areas) are required to be carried in the personal possession of all individuals who drive on the AOA. The Driver's Permit must be presented to any Airport Police officer or Airport Operations personnel upon request. LAWA reserves the right to confirm the status of the California Driver's License of the driver of any motor vehicle operating on the Airport property. All persons holding a Driver's Permit issued by LAWA shall return said permit to Airport Police, without being expressly requested to do so, upon termination of employment, revocation or suspension of their California or when their job no longer includes driving a vehicle on the AOA.

## **3.2 AOA Traffic Rules**

The following rules and regulations govern the driving and traffic operations in the AOA of the airport. Violation of any of these Rules and Regulations may result in an airfield citation and possible revocation of drivers permit.

### **3.2.1. General Vehicle Operation**

Use of vehicles on the Air Operations Area shall be limited to the absolute minimum necessary to carry out the scope of the operation/job beyond the leasehold limits.

All individuals are responsible for the safe operation of the equipment they are operating. Los Angeles World Airports' Police and Operations personnel are authorized to prevent from driving on airport property any persons whose conduct, in their professional opinion, may endanger persons or property. In such cases, in addition to other possible legal consequences, the driver's permit, if issued, may be immediately confiscated.

All drivers must comply with the VNY MVOP Rules and Regulations at all times. Driving on the AOA is a privilege that the Airport Manager or his/her designee may revoke at any time for violation of any of these Rules and Regulations. Drivers may be personally cited for failure to comply with VNY Airfield Driving Rules and Regulations.

Except for vehicles in the act of servicing aircraft, motor vehicles shall not be driven under any portion of an aircraft. Vehicles servicing aircraft and driving under aircraft must be driven at the slowest speed possible while paying attention to height restrictions. Whenever possible, a guide person should be used. Fueling operation requirements are covered separately in Section 2.4 "Airport Fuelers".

All permitted vehicles on the AOA shall remain on service roads as designated and shall remain clear of aircraft at all times and be cognizant of jet blast, prop/rotor wash and other potential hazards of operating on the Airport.

A vehicle's lights must remain on low beam while operating on the AOA from sunset to sunrise or when limited visibility conditions are present. Driving with parking lights only or high beam headlights on is prohibited.

All gates and entrances must be closed or barricaded immediately after passage by the user. User must ensure that the gate is completely closed and secure before leaving or driving away from the gate. Any gate observed open and unattended must immediately be reported to the Airport Police at (310) 646-4268.

Under no circumstance shall a user allow any vehicle (recognized or otherwise) to enter the airfield through any gate behind them ("piggyback"). "Piggybacking" is a serious violation and any users observed permitting passage will be cited and subject to possible revocation of their drivers permit. Any vehicle "piggybacking" or allowing another to "piggyback" must immediately be reported to Airport Police at (310) 646-4268.

**Smoking is prohibited on the airfield at any time, whether inside or outside of a vehicle. Intoxicants and drugs are strictly prohibited on airport property at any time.** Drivers who operate a motor vehicle or equipment on the AOA shall not smoke at any time on the airfield, or consume intoxicating beverages, drugs or narcotics while on duty, nor shall they have consumed same within six (6) hours prior to driving on the AOA. Airport Police are authorized to check all persons and vehicles on the AOA at any time, to determine identity, ensure compliance with these Rules and Regulations and protect all persons and property in the area.

### **3.2.2. Speed Limits**

The speed limit on all service roads is 20 miles per hour and 10 miles per hour behind the blast fence. The speed limit on ramp areas is 5 miles per hour.

At no time shall speeds exceed the maximum speed limits described above or that which is reasonable, prudent, or consistent with existing traffic, lighting and weather conditions.

### **3.2.3. Right of Way**

**Aircraft have the right of way over all vehicles at all times.**

All vehicles operated on the AOA shall yield the right-of-way to aircraft being taxied, hovered, towed or otherwise moved in any way.

All ground vehicles shall yield the right of way to emergency equipment responding to any emergency. Crash / rescue equipment, fire trucks, Police and Operations vehicles are all included in this category of emergency vehicles.

Vehicles entering the service road must yield to all oncoming traffic. The right-before-left principle shall apply at road intersections or junctions and in all other areas unless otherwise noted by traffic signs.

### 3.2.4. Driving Areas

Service Roads are the system of marked roadways, set-aside for the movement of vehicular traffic on the AOA. It is prohibited to leave a service road toward an aircraft movement area unless you have "movement area" privileges on your driver's permit and have received appropriate authorization from the ATCT (when open) to do so. Ground vehicles must stop at all "Stop for Aircraft" signs and yield right-of-way to any taxiing aircraft.

Under emergency conditions and by specific orders of Airport Operations and/or Airport Police personnel, traffic may be detoured, halted or diverted in any manner necessary to maintain safe and efficient overall airport operations.

### 3.2.5. Movement Areas

The aircraft movement area consists of runways, taxiways and other areas of the airport, including surrounding safety areas which are used for taxiing, hover-taxiing, take-off and landing of aircraft, exclusive of loading ramps and aircraft parking areas, and is reserved for flight operations. Driving in or upon the movement areas is prohibited unless you have "movement area" privileges on your driver's permit and have received appropriate authorization from the ATCT (when open) to do so. Walking in or upon movement areas is prohibited at all times.

Taxiways are a defined path for the taxiing of aircraft from one part of the airport to another. Taxiways are reserved for taxiing aircraft only. Driving motor vehicles on taxiways is strictly prohibited. Stopping on taxiways at any time is prohibited. No person or vehicle shall cross taxiways or taxi lanes if an aircraft is moving in the vicinity. The taxiways are marked by a continuous yellow centerline.

All vehicles authorized to access movement areas (runways and taxiways) must have a two-way radio capable of transmitting and receiving on the appropriate VHF frequency and the operator of the vehicle must have movement area privileges on their VNY drivers permit. Any vehicle without radios requiring access to the movement areas must be escorted by Airport Operations.

No vehicle may cross any runway at any time unless escorted by Airport Operations. Should a runway crossing be required, please contact Airport Operations at (818) 442-6506. **NOTE: This includes aircraft towing operations. REGARDLESS OF PURPOSE. ALL RUNWAY CROSSINGS BY A VEHICLE MUST BE ESCORTED BY AIRPORT OPERATIONS PERSONNEL.**

Non-Movement Areas are areas of the airport, including loading ramps, aprons and other aircraft parking areas as well as certain taxiways and taxilanes not specifically designated as aircraft movement areas by the Airport.

### **3.2.6. Incidents and Emergencies**

Any accident, fire, spillage or other emergency situation involving an aircraft in any way must be **immediately** reported to Airport Operations at (818) 442-6506.

Any person involved in or observing a collision involving an aircraft in any way on airport property shall **immediately** notify Airport Operations at (818) 442-6506 and must remain in a safe location at the scene until released by Airport Operations.

Any person involved in or observing a collision involving a vehicle, multiple vehicles, property or persons in any way on airport property shall **immediately** notify either of the below listed LAWA divisions and must remain in a safe location at the scene until released by one of said divisions' representatives.

Airport Operations (818) 442-6506 or  
Airport Police (310) 646-4268

Vehicles involved in an accident that also involves an aircraft in any way shall not be moved from the scene of the accident until approved to do so by the Superintendent of Operations.

Vehicles involved in an accident that does not involve an aircraft in any way shall not be moved from the scene of the accident until approved to do so by an Airport Police representative.

All fuel spills shall immediately be reported to Airport Operations at (818) 442-6506 regardless of type or amount. Fuel spills of Jet-A in excess of ten (10) gallons and all spills of Avgas or automobile gasoline, regardless of amount, shall also be reported to the Los Angeles Fire Department at (818) 756-8670.

### **3.2.7. Pedestrians**

Pedestrian traffic is forbidden on service roads, except ramp personnel as needed to guide aircraft into or out of parking positions. Pedestrians on the movement areas (runways and taxiways) are strictly prohibited at all times.

### **3.2.8 Vehicle Safety, Maintenance and Inspections**

All vehicles operated on the airfield must meet California Vehicle Code Safety Standards and be maintained in good working order. White headlights, red tail and brake lights must be operational if the vehicle is designed to have them.

Airport Police or Operations personnel are authorized to check for safety, maintenance and fire hazards or flammable conditions on all airport property.

Any disabled vehicle on airport property must be reported to the Airport Police at (310) 646-4268. Disabled vehicles on the AOA shall not be left unattended at any time. Immediate steps shall be taken by the operator to remove the vehicle to its leasehold.

### **3.2.9 Equipment**

Wet washing any aircraft, vehicle or equipment is permitted only in designated areas equipped with a recycler or permitted clarifier.

No tenant or employee may repair, dismantle or in any manner service equipment in an area other than the tenant's leasehold, unless approved, in writing by the Airport Manager or his/her designee.

### **3.2.10. Parking/Stopping Vehicles**

No vehicle shall, at any time, stop or park vehicles or equipment in any unsafe area or any area not specifically designated for parking.

### **3.2.11. Vehicles Transporting/Towing**

Vehicles not equipped with passenger seating and not designed to handle passengers must not be utilized for transportation of passengers. Passengers may not ride on or in any trailer, cart, igloo or other conveyance not specifically designed or intended for passengers.

Freight/cargo/equipment must be loaded and secured in a way to prevent any hazards to traffic and prevent its falling off.

Carts, trailers or equipment are not permitted to be on the AOA without retro reflective material or lights on both front and rear ends and on both sides and proper brakes to prevent free-rolling after disengaging.

Towing or transporting aircraft on a service road is strictly prohibited.

Aircraft position lights (or an Airport Operations approved substitute) must be illuminated while towing an aircraft on the AOA during hours of darkness or inclement weather (FAR 91.209).

Permission to handle, transport or store hazardous materials on airport property requires prior written permission of the Airport Manager or his/her designee. Class A explosives are not permitted on the airport.

### **3.2.12. Special Safety Rules**

No motorized ground equipment is allowed under the wing tip of any aircraft during fueling operations. Fueling should immediately cease should anyone move a vehicle under a wing tip while fueling is taking place.

All approved construction vehicles are required to display, as a minimum, placards on both front door panels and orange and white checkered aviation hazard flag.

Hydraulic stabilizers on vehicles may be extended only after it has first been ascertained that all persons are clear of the danger area.

Any unidentifiable object or unattended property observed on the AOA shall be immediately reported to the or Airport Operations at (818) 442-6505 or Airport Police at (310) 646-4268.

Any condition which creates a hazard or obstruction to traffic on the AOA shall immediately be reported to Airport Operations at (818) 442-6505 or Airport Police at (310) 646-4268.

Motorcycles, motor scooters, motor-driven bicycles, two and three wheeled cycles are strictly prohibited on AOA (outside leaseholds). Pedestrians are strictly prohibited on AOA beyond red leasehold boundary line (outside leaseholds) except as provided in Section 3.2.7.

### **3.3 Application (Driver's Permit)**

If you are interested in applying for an MVOP or ASMP Airfield Driving Permit, please email Van Nuys Airport Operations at [VNYMVOP@lawa.org](mailto:VNYMVOP@lawa.org) and an application package will be emailed to you. Please note that you must have a bonafide operational need to use the Airport Service Road or have access to taxiways. Convenience is not a justification.