

CONTRA COSTA COUNTY AIRPORTS



BUCHANAN FIELD AIRPORT

DRIVER SAFETY PROGRAM

The following is a list of additional resources

FAA videotape

- Runway Incursions – “The Unseen Danger”
- Driving on the Airport Operations Area

Publications and Advisory Circulars

- Airport/Facility Directory
- AC 5370.2D, Operational Safety on Airports During Construction
- AC 150/5210-26, Ground Vehicle Operations on Airports
- AC 90-67, Light Signals from the Control Tower for Ground Vehicles, equipment, and Personnel
- AC 120-57, Surface Movement Guidance and Control Systems
- AC 150/5210-5, Painting, Marking, and Lighting of Vehicles Used on an Airport
- AC 150/5340-1, Standards for Airport Markings
- AC 150/5340-18, Standards for Airport Sign Systems
- AC 150/5340-24, Runway and Taxiway Edge Lighting System

Placard – Ground Vehicle Guide

Contra Costa County Ordinance 87-8

Director of Airports Office
550 Sally Ride Drive
Concord, Ca. 94520
925-646-5722

Office Of Runway Safety
490 L' Enfant Plaza
Suite 7225
Washington D.C. 20024
202 385-4800

Websites

- www.faa.gov
- www.buchananfield-byronairports.org

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INTRODUCTION

Every year there are several accidents and incidents involving aircraft and vehicles on airports throughout the country that result in property damage, personal injury, and sometimes death. Most of these accidents and incidents could have been prevented.



- Vehicle that clipped the wing tip of an Astra Jet
- Damage to vehicle - \$1000 plus
- Damage to A/C – \$100,000 plus

DO NOT LET THIS HAPPEN TO YOU! The Contra Costa County Airports has established rules for driving a vehicle on the airport that are included in this manual. Read, understand, and obey them. The rules are for your safety as well as the safety of the aircraft, pilot, crew, passengers and other airport employees. If you have any questions concerning driving on the ramps and movement areas please call Airport Operations at 646-5722.

In an effort to improve the safety of ground vehicles operating on the airfield and ramp areas, Contra Costa County Airports has developed this manual to govern ground vehicle operations. However, this manual shall be supplemented by hands on training and quality control measures from the company you are working for.

To obtain and maintain the privilege of driving on the Aircraft Operations Area (AOA), you must:

1. Read this manual
2. Receive hands on training from your company on how to drive on the Airport
3. Attend the Drivers Safety class at the Director of Airports Office.
4. Take a written test and pass with at least a 90%
5. Sign an acknowledgment that you understand these rules and regulations and will abide by them at all times while you operate a vehicle on the airfield or ramp areas of the airport.
6. Have a valid Contra Costa County Airports Identification badge that is displayed on the outside of the most outer garment that you are wearing.
7. Have and carry a valid California class "C" or higher driver's license.
8. Anyone violating any of the rules and regulations may have their airport identification badge confiscated and may be referred to the Director of Airports for a determination as to whether his/her badge will be returned.

Message to Vehicle Operators

This manual was prepared to inform you of the unique challenges and safety requirements while working and driving a vehicle on the Buchanan Field Airport ramp and movement areas. If you have never worked on an airport before, it can be a confusing experience for the first few weeks. This manual explains some of the things you will see, how things work, and the rules you will have to follow when working on the airport. If you already have experience on an airport, this manual may inform you of something you did not know, or remind you of things you may have forgotten.

Airports are a unique and fascinating place to work, however the potential for injury, not only to you, but also to pilots, their passengers, and other airport employees is great. Each of us must make safety our first priority. One careless mistake could result in the death or injury to you or others. It is up to each one of us to make sure we do everything we can to make the airport as safe as possible.

There are several ways to do this:

1. Be aware of how the airport operates.
2. Know what the signs, lighting and markings mean.
3. Know the type of challenges and safety hazards that may occur.
4. Know all rules and regulations that the airport has. This manual explains these things and your responsibilities as a vehicle or equipment operator.

Safety

The FAA defines runway incursion as **“Any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss of separation with an aircraft taking off or intending to take off, landing, or intending to land.”**

Runway incursions are primarily caused by error in one or more of the following areas:

- Pilot/ground vehicle/controller communications
- Airport familiarity
- Loss of situational awareness

An example of an incursion is a vehicle at an airport with an operating ATCT straying onto a runway in front of an aircraft causing the pilot to take an action to avoid a collision.

Badge Expiration:

The Airside Driver/Fueler badge will expire when your driver's license expires. At that time the individual must revalidate their Contra Costa County Airports ID badge with the Director of Airports Office. You may be required to take a refresher class from time to time.

LOST Badge:

A driver who loses their Airside Driver/Fueler badge must report the loss immediately to the Director of Airports Office. Individual records will be reviewed prior to issuance of a duplicate; there will be a charge of \$10 for a new badge to be issued. Individuals without a valid badge may have their ramp driving privileges suspended or revoked.

EXEMPTIONS:

The following groups/persons are not required to obtain an Airside Driver/Fueler badge:

- FAA
- Emergency Vehicle Operators
- Persons under direct escort by Airport Operations

PENALTIES:

Each violation of the Driver/Fueler Safety Program will be addressed by the Director of Airports on a case by case basis. The Director of Airports reserves the right to suspend or revoke a driver/fuelers badge as they deem necessary.

RESPONSIBILITY

It is the responsibility of all Businesses operating on the airport to inform their employees of the Airport Driver/Fueler Safety program and of the requirements to obtain a badge before operating vehicles on the airport.

ENFORCEMENT:

Control of all vehicular traffic on the AOA shall rest with Contra Costa County Airport Operations. The Director of Airports reserves the right to revoke a badge immediately for serious violations.

Violations of the operational practices described in this handbook may be punishable by:

- Verbal warning
- Written warning
- Suspension of badge/operating privileges for a specified time
- Revocation of driving authorization

Examples of punishable violations:

- Non displayed I.D. badge
- Parking and non-moving violations
- Moving violations, including excessive and unsafe speed
- Fueling while aircraft is still in hangar
- Failure to yield right of way to aircraft
- Driving while impaired or under the influence of alcohol or controlled substances
- Taxiway/runway/movement area incursions
- Failure to report lost or missing badge
- Non-Compliance with local, state, or federal regulations

Violations of these Regulations

Please be aware that the Director of Airports and the Federal Aviation Administration consider violations of these policies and procedures a very serious issue. The privilege of driving on the AOA may be revoked if the driver receives three warnings for a violation of driving policy or fewer if the violation is of a serious nature. Any time a violation or incident occurs, the violator ID badge will be surrendered to Airport Operations. The violator will have to have their supervisor state in writing, what steps have been taken to prevent the violation or incident from happening again. Retraining may be required before the violator's ID badge is returned.

VEHICLE OPERATING RULES

1. Motor vehicle operations on the airport premises shall be governed generally by the provisions of the California State Motor Vehicle Codes and shall conform to all special regulations prescribed by the Director of Airports.
2. All vehicles on the Air Operation Area (AOA) must comply with any lawful signal or direction of Airport Operations Personnel. All traffic signs, lights, signals and pavement marking shall be obeyed.
3. No person shall operate any motor vehicle or motorized equipment in the movement area except persons assigned to duty in such areas and persons authorized by the Director of Airports, and in the case of runways and taxiways, with prior clearance and permission of the Air Traffic Control Tower.
4. All vehicle operators must have a valid driver's license and a valid Contra Costa County Airport ID badge. Vehicles and operators not meeting the above requirements must be under escort by Airport Operations personnel.
5. Unless otherwise posted the maximum speed limit on the AOA is 15 mph. All vehicles shall **YIELD** the right-of-way to all aircraft and emergency vehicles.
6. Whenever possible, all vehicles shall drive only on paved areas.
7. Before driving on the AOA, all Airport employees will check their vehicle for safety. This will include brakes, lights and rotating beacon if equipped. The vehicle is to be working and running properly.
8. All employees driving on the AOA that have the use of a cellular phone must exit the movement area and stop their vehicle out of the way of any aircraft operation before engaging in a conversation on the phone. The only exception is if you have a hand free adapter so that it does not interfere with your driving on the AOA.
9. Operating music radios, CD players and cassette players in your vehicle is considered unsafe because you may miss calls from your company radio, ATCT radio, aircraft approaching you, emergency vehicles, or even someone trying to get your attention on the AOA. Do not operate any music radio, CD player or cassette player while driving on the AOA. Use of headphones on the AOA is prohibited.

Violating any of these driving rules could result in losing your driving privilege on the AOA. For a complete list of rules, see Airport Ordinance 87-8, Section 21: Vehicle and Ground Equipment at the end of this pamphlet.

WORDS YOU SHOULD UNDERSTAND WHEN WORKING OR DRIVING ON AN AIRPORT:

1. **AIRCRAFT OPERATIONS AREA (AOA)** - Any area of the airport used or intended to be used for landing, takeoff or surface maneuvering of aircraft.
2. **AIRCRAFT MOVEMENT AREA** - The part of an airport for which air traffic services are provided. Runways and taxiways are considered by the Control Tower to be "aircraft movement areas", aprons and ramps are "non-movement areas".
3. **AIR TRAFFIC CONTROL TOWER (ATCT)** - A facility that uses air-ground communications, visual signaling and other devices to provide air traffic control services to aircraft operating in the vicinity of an airport or on the movement area.
4. **APRON/RAMP** - Area designed for loading or unloading passengers and for cargo, refueling, parking or maintenance of aircraft.
5. **AIRCRAFT RESCUE & FIRE FIGHTING (ARFF)** - Specialty equipment and personnel trained to respond to airport emergencies for aircraft rescue and fire fighting.
6. **FEDERAL AVIATION ADMINISTRATION (FAA)** - The federal agency generally charged with the administration and oversight of the national airspace system, including but not limited to air traffic control and airport security.
7. **FOD (FOREIGN OBJECT DAMAGE/DEBRIS)** - Any loose trash, rocks or other objects lying on the ground in the AOA. Such objects could cause serious damage to an aircraft, vehicles and personnel.
8. **HELIPAD** - A large white triangle with the letter "H" painted in the middle, the triangle is then surrounded by a large white square. This area is designated for helicopters to land and/or takeoff and can be situated on taxiways. Extreme caution should be utilized when operating in close proximity to these areas.

9. **HOLDLINE (HOLDBARS)** - Two solid yellow stripes followed by two broken stripes across a taxiway. This holdline must be considered a STOP sign when you are approaching from the side of the solid lines. It means you are about to enter a runway and you must have permission from the Tower to proceed across the holdline and on to the runway.

10. **RUNWAY** - An area prepared for the landing and takeoff of aircraft along its length. Runway signs are white on red and runway edge lights are white; runway markings are also white.

11. **TAXIWAY** - An area dedicated for the movement of aircraft to/from runways and ramps. Taxiway signs are black on yellow and taxiway edge lights are blue; taxiway markings are yellow.

PHONETIC ALPHABET

A ALFA	M MIKE	Y YANKEE
B BRAVO	N NOVEMBER	Z ZULU
C CHARLIE	O OSCAR	0 ZERO
D DELTA	P PAPA	1 ONE
E ECHO	Q QUEBEC	2 TWO
F FOXTROT	R ROMEO	3 THREE
G GOLF	S SIERRA	4 FOUR
H HOTEL	T TANGO	5 FIVE
I INDIA	U UNIFORM	6 SIX
J JULIETT	V VICTOR	7 SEVEN
K KILO	W WHISKEY	8 EIGHT
L LIMA	X XRAY	9 NINER

THE BASIC PARTS OF AN AIRPORT

Movement Area Boundary Line

When the ramp parallels the movement area, there will be a "**Movement Area Boundary Marking**" line. Also referred to as Movement/Non-movement line. This line is painted yellow with a solid line and dashed line. This is one of the most important lines to remember because you can not cross this line without permission. Do not cross this line without permission from the Concord Air Traffic Control Tower. Crossing this line without permission is a violation and your ID badge may be confiscated until the investigation of the incident is completed.

The photo's below shows the Movement Area Boundary marking. During good weather and daylight make sure that you know where this Movement Boundary marking is located so that at night and/or if it is raining, you have no excuse if you cross it.

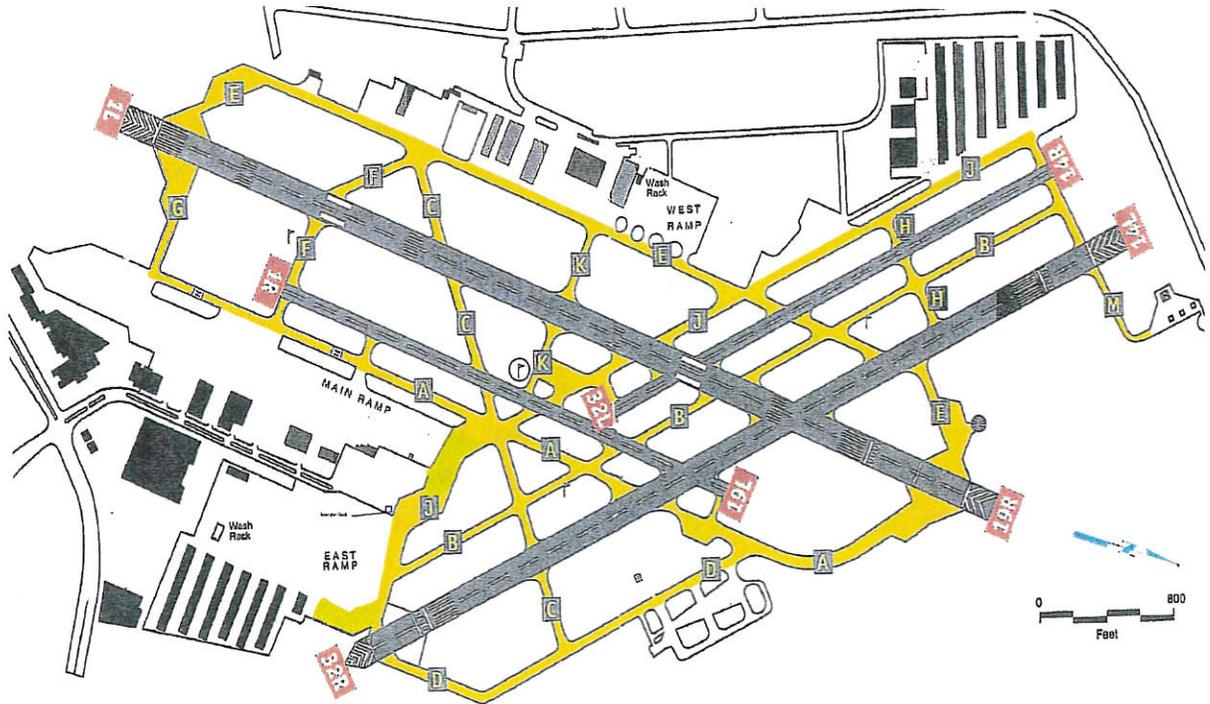


Movement Boundary Line, do not cross without receiving ATCT clearance



Notice how close the Movement Boundary line is to the ramp.

BUCHANAN FIELD AIRPORT MOVEMENT AREA



THE MOVEMENT AREA IS HIGHLIGHTED IN YELLOW,
YOU MUST HAVE ATCT CLEARANCE TO ENTER
ANY MOVEMENT AREA

Runways

A runway is the area where an aircraft lands or takes off. Runways have special painted markings on the pavement to help pilots when they are landing or departing. Runway markings are **white**.

All runways have numbers on the ends. The numbers represent the runway's compass direction. (For example: A runway numbered 1 would be pointing in a northerly direction. This number would represent 010 degrees on the compass). The other end of the runway is pointing in the opposite direction, so it gets a different number of 19, which would be 190 degrees on the compass. Buchanan Field Airport has four runways: 1L/19R, 1R/19L, 14R/32L and 14L/32R. Our runways have a letter beside the numbers, left (L) and right (R). The letters "R" and "L" are used when you have parallel runways. The letter "R" represents Right and the "L" represents Left. When the pilot is coming into the Buchanan Field Airport and the Concord Control Tower advises the pilot to land on 14 Right, the pilot would then be landing on the runway marked 14R.



Approach End of Runway
14R at Buchanan Field
Airport



Approach End of Runway
32L at Buchanan Field
Airport

In addition to numbers, runways have other markings: sidelines, centerline, threshold, fixed distance and touchdown zone markings. The most important thing for you to remember about a runway is that it is meant for aircraft use, so you never drive your vehicle on or near it unless you are authorized by the Air Traffic Control Tower or escorted by Airport Operations. Entering a runway without permission is considered a **Runway Incursion**. This would constitute a violation and your ID badge may be confiscated until the investigation of the incident is completed, and retraining may be required.



Holdlines (Holdbars)

As the taxiway comes up to the edge of the runway safety area, you will see a "Hold Short Line" that has two yellow solid stripes followed by two yellow broken stripes. This is the pilot's version of a stop sign. It means you are about to enter a runway. Along the side of the taxiway, next to the hold short line, there is a holding position sign, which is a red sign with white letters designating what runway you are approaching. Remember, you never cross these lines without permission from the Concord Control Tower. The example below is what the **Runway Hold Short Line Marking** looks like.



Taxiways

Aircraft use taxiways to get to and from their parking place and the runway. Taxiways look a lot like runways, but they are not as wide as the runways and do not have the same kind or color of markings. Taxiway markings are **yellow**. Taxiways use letters to identify them. Example: A taxiway sign would have a letter like "H" or "E" to indicate that particular taxiway. Like runways, taxiways are meant for aircraft use. **Never drive your vehicle on a taxiway unless you are authorized to do so by Air Traffic Control or escorted by Airport Operations. Entering a taxiway without permission is considered an incursion. This is a violation and your ID badge may be confiscated until the investigation of the incident is finished, and retraining may be required.**



Taxiway

Helipads

Helipads are marked by a white triangle with an "H" in it, outlined by a square box painted on the pavement. These serve as landing and take off areas for helicopters. Most of the helipads on this airport are located on Taxiway Alpha, but helicopters do practice take off and landings on the approach end of 1L, 1R, 14R, and 14L. Helicopters routinely land and depart from taxiway "J" and "E". Be especially careful in these areas, and look up as well as all around to make sure no one is about to take off or land. Remember, helicopters are aircraft; **you must give them the right of way at all times.** Helicopters continuously hover taxi in and out of the main ramp to the helipads on Taxiway Alpha. Use caution when driving on the Main Ramp.



Ramps

Aircraft ramps are the areas where aircraft taxi and park. Unlike the runways or taxiways, vehicles can also use ramps without Air Traffic Control Tower (ATCT) clearance. Your work may require you to drive on a ramp. If so, drive with caution and be very careful in these areas. Watch out for aircraft that are moving and remember **aircraft always have the right of way**. Do not assume the pilot will see you and stop. They may be busy with other things, or simply may not be able to see you because of your position.



**Main
Ramp**

In addition to watching out for moving aircraft, be careful not to get too close to a parked aircraft. Aside from nicks and dents, which are expensive to repair, you could be hurt if an aircraft suddenly starts its engine and you are too close. You should also be aware of the danger of jet blast or prop wash. This occurs when an aircraft engine is running. If you are near the aircraft, especially if you are behind it, you may be hit by a strong wind that can knock you onto the ground, and in some cases can even burn you. There have been several cases at airports where vehicles have been overturned by jet blast. One way to tell if an aircraft is about to start its engines or if the engine is already running, is to look for a flashing red beacon on top and/or on bottom of the aircraft fuselage. If it is flashing red, stop and wait until it is safe to move around the aircraft. **The speed limit on the airports ramps and taxiways is 15 mph, but some situations may dictate that a slower speed be used.**

Signs

The signs near the runways and taxiways come in different sizes and colors. If the sign has white numbers on a red background, it is called a Runway Hold Short Sign. The name is not that important to remember. What you need to remember is that a sign with white letters on red background means you are on the edge of a protected area around a runway and you should not be there without specific permission from the Concord Air Traffic Control Tower. This area is called the runway safety area. The example below of the first sign is what a Runway Holding Position Sign looks like.



Runway Hold Short Sign



Other side of Hold Short Sign. When pass this sign, you are clear of the Runway Safety Area.

ADDITIONAL SIGNS

Direction Sign

If you see a sign with black letters on a yellow background, it is called a "Direction Sign". The ramps, taxiways and runways at the airport have these signs next to them. The signs are to help guide the pilot while taxiing from one place to another. These signs help the pilot or vehicle operator know what taxiway is next and the direction it is located. This sign provides direction to runways 32L and 32R.



Direction Sign at Buchanan

ADDITIONAL SIGNS

Location Sign

If you see a sign with yellow lettering on a black background, it is called a "Location Sign". These signs tell the pilot what taxiway they are on. The example below is what the sign looks like. This sign tells the pilot or vehicle operator they are on Taxiway J.



Location Sign

ADDITIONAL SIGNS

Distance Remaining Sign

If you see a sign with white numbers on a black background, it is called a distance remaining sign. These signs tell the pilot how much of the runway is left in thousands of feet at the location of that sign. The example below is what the sign looks like.



Distance Remaining Sign (How many feet the pilot has left on the Runway in 1000 foot increments)

LIGHTS

The runways at airports have runway lights along their edges. The colors of the lights along the side of the runway are white. Near the end of the primary instrument runways (19R), the lights have two colors, one side amber and one side white. Threshold lights run across the end of the runways and are red on one side and green on the other.

Taxiway edge lights are blue. Some of Buchanan Field Airport taxiways are unlit. Some of the taxiways have blue reflectors on the edges of the taxiways and green reflectors next to the yellow center lines.

In addition to lights on the ground, the airport has a rotating beacon on the top of the Control Tower that shows green on one side and white on the other. This light helps pilots locate the airport at night. You may see other red lights visible on buildings or poles. These are called obstruction lights; they are bright red lights that warn pilots that there is an object or structure in the area.



Runway Edge Lights

Air Traffic Control

The Buchanan Field Airport has a Federal Aviation Administration Air Traffic Control Tower (ATCT) which directs the airplanes in the air and on the ground. Because Buchanan Field Airport is a Controlled Airport from 7:00 am local to 10:00 pm local, anyone who wants to fly into or out of the airport during these times must first get permission from ATCT. An aircraft or vehicle on the ground must also get permission from ATCT to be in the Movement Areas. As an operator of a vehicle or piece of equipment, if you ever have to go onto a movement area, you must receive ATCT's permission first. The airport map provided in this manual identifies the movement areas of the airport.

Buchanan Field Airport is considered an uncontrolled airport from 10:00 pm local to 7:00 am local. During this time if you have received prior permission from Airport Operations to cross a runway you will need to be on frequency 119.7 and announce your intentions on this frequency. 119.7 is the "Common Traffic Advisory Frequency" (CTAF) while the Concord Control Tower is closed and failure to announce your intentions on CTAF is a safety violation and your ID badge may be confiscated until the investigation of the incident is completed, and retraining may be required.



Concord Air Traffic Control Tower

Buchanan Field Radio Frequencies

Ground	121.90	Vehicles use this frequency when ATCT is open unless instructed otherwise
Local	119.70	Aircraft use this frequency when taking off or landing
Unicom	122.95	Aircraft use this frequency to contact FBO's for service
CTAF	119.70	Vehicles and aircraft use this frequency when ATCT is closed. CTAF – Common Traffic Advisory Frequency

Phraseology

Vehicle operators must contact the ATCT ground controller each and every time they proceed into the movement area. When proceeding into a movement area, vehicle operators must tell the controller three things: **WHO you are, WHERE you are, and WHAT your intentions are.** Vehicle operators must always acknowledge all communications by reading back all clearance and hold short instructions so ground control and other persons know that the message was received. **Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists.** Some typical transmissions are as follows:

- “Ground, Airport 1 at the Transient Ramp. Request permission to proceed to the West Ramp”.

Reply transmissions may be brief, such as;

- ATCT: “Airport 1, hold short of runway 1Left at Golf”.
- Driver: “Airport 1 will hold short of runway 1Left at Golf”.
- ATCT: “Airport 1 cleared to cross 1Left”.
- Driver: “Airport 1 cleared to cross 1Left”.

NOTE: If you are unsure what the controller has said, or if you don’t understand an instruction, you should ask the controller to repeat it or “say again”. Good communications only occur when each party knows and understands what the other is saying.

Common Use Phrases

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

ATCT Light Gun Signals

Air traffic controllers have a backup system for communicating with aircraft or ground vehicles if their radios stop working. The controller has a light gun in the tower that can send out different colored lights to tell the pilot or driver what to do. If a vehicle operator experiences a radio failure on a runway or taxiway, the operator should vacate the runway as quickly and safely as possible and contact the ATCT by other means, such as a cellular telephone, and advise the ATCT of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun or contact Airport Operations to escort you. Remember, Airport Operations are the only vehicles authorized to escort other vehicles or equipment

Light gun signals, and their meaning, are as follows:

Steady Green	OK to cross runway or taxiway.
Steady Red	STOP!
Flashing Red	Move off the runway or taxiway.
Flashing White	Go back to where you started.
Alternating Red and Green	Use extreme caution.

Night Time Driving

If you have not seen Buchanan Field Airport at night, the first time may be overwhelming. The runways and taxiways are lighted and the airport may look like a confusing array of blue, white, red, and green lights. Your company should provide night-time hands on training to ensure you are comfortable operating in this environment.

It is much easier to get lost or confused when driving on the AOA at night. Your vision changes at night so that the lights may seem to blur together. Sometimes even aircraft blend into the lights and you don't see them. If you have to drive at night, it is expected that your company will have someone with you the first couple of times who is familiar with the airport at night. You should drive slower than you normally would. Watch for the signs and markings that are shown in this book. If you are not sure, **ASK SOMEONE FOR ASSISTANCE.**

Bad Weather Driving

High winds, rain, and fog effect the operation of the airport as well as affecting your work. Driving in bad weather is hazardous. Markings, signs and lights may be difficult to see. In some cases, aircraft and other vehicles may not be visible. Pavement areas may be slick. When the visibility drops, the airport takes on a different look.

Become familiar with the location of the ramps and taxiways. If you are not familiar with the ramp areas and taxiways, do not drive in bad weather, let someone else drive until you are comfortable.

Be aware of where you are and where you want to go. Plan your route ahead of time. If you do get lost or turned around, stop your vehicle, contact ATCT if they are open. If they are not, roll the window down, listen, and look for clues like the lights, markings and signs that might be visible to determine where you are. If nothing is visible for a clue, turn on all your lights and do anything you can to draw attention to your position. Flash your lights, blow the horn, or use your radio or cell phone if you have one, to call for help. **Remember, if you are stopped and next to or on white markings, you are in the runway environment. Find yellow markings and follow them until all markings in your location are yellow and you are on the side of the solid lines of the holdbar to ensure you are clear of the runway environment.**

Remember no one is allowed on the Aircraft Movement Area without authorization from the Air Traffic Control Tower.

Precautions to remember when driving in bad weather.

1. Drive slower than you normally would.
2. Be extra alert for the unexpected, vehicles and aircraft.
3. Watch for obscured markings and signs.
4. Know where you are and plan your route so you know where to go.

Other Important Things to Remember

Foreign Object Debris (FOD)

Trash and Rocks can be a Real Problem

Trash can be sucked into a jet engine and cause it to quit, which could be serious if the aircraft is just starting to take off. Trash can puncture tires, cause dents, puncture wings and other parts of an aircraft, making the aircraft unsafe.

Rocks can be just as serious. A rock sucked into a jet engine can shred parts of the engine in seconds. A rock caught by a propeller can damage the propeller, as well as become a deadly projectile that can hurt anyone standing nearby. In aviation language, damage caused by rocks and other debris is called "FOD" (foreign object damage).

You can help make the airport be a safer place by following these basic rules:

1. Put all your trash in a covered container that will not be blown over.
2. Get in the habit of picking up any trash and rocks lying around on the ground.
3. Keep an eye out for nails, bolts and other small metal pieces that can puncture tires easily.
4. Pick up plastic bags instead of letting them blow across the field.
5. Always avoid tracking mud and rocks onto the pavement surfaces. Do not drive off the hard surfaces in wet weather months. If you need to and have mud or debris on your tires, call Airport Operations and we will respond to your location to assist you with washing off of your tires.
6. If you notice an area with FOD, report it to Airport Operations.

Be Safe Out There

Several collisions between vehicles and aircraft happen each year, and each of them could have been avoided by using some common sense precautions. Aircraft have the right of way, so it is up to you to stay out of their way. Give the aircraft plenty of room to pass by you. The pilot has limited view from the cockpit. In a large airplane, a pilot's view of the ground areas immediately in front and adjacent to the sides of the aircraft is limited and is nonexistent in the rear. Never assume that the pilot sees you and will wait to let you go first.

If you must work near or next to a parked aircraft, approach the aircraft slowly and remain far enough away from it so that you don't block its path or the path of other vehicles, especially fueling trucks. Look up so that you don't hit any overhanging wing tips. If you do accidentally hit an aircraft, another vehicle, or other property, stop immediately and report it to Airport Operations at 646-5722 or contact ground on 121.90. If it is an emergency, such as persons injured, call 911, Ground Control, and Airport Operations.



Security

Airport security is everyone's responsibility. If you see something out of the ordinary and/or suspicious, call 911, Ground Control, and Airport Operations. The following are recommendations from the FAA and FBI.

IF YOU ARE A OWNER, OPERATOR, OR EMPLOYEE ON AN AIRPORT PLEASE:

- Contact your local law enforcement agency and the Director of Airports to verify the procedures you would use to report any suspicious activity at your airfield.
- Promptly report information indicating possible criminal activity to your local law enforcement agency and the Director of Airports.

PERSONS INVOLVED IN OPERATING, SERVICING OR RENTING SMALL AIRCRAFT SHOULD BE ON THE LOOK-OUT FOR:

1. Aircraft with unusual or unauthorized modifications;
2. Persons loitering for extended periods in the vicinity of parked aircraft or in air operations areas; Pilots who appear to be under the control of other persons;
3. Persons wishing to obtain aircraft without presenting proper credentials or persons who present apparently valid credentials but do not have a corresponding level of aviation knowledge; or
4. Anything that does not look right! (i.e., events or circumstances which do not fit the pattern of lawful normal activity at your airport.)

REMEMBER: If you see something highly dangerous, such as weapons or explosives, being loaded on an aircraft; or if you have other reason to believe that a serious crime or some sort of attack is about to occur, immediately call local law enforcement authorities! **AND CALL YOUR NEAREST FBI OFFICE**

CONTRA COSTA COUNTY AIRPORT ORDINANCE 87-8

SECTION 21: VEHICLES AND GROUND EQUIPMENT

A. Compliance With Official Orders, Signals and Directions

1. All vehicular traffic in or upon the Airport shall at all times comply with the order, signal or direction of Airport Management. When such traffic is controlled by official traffic lights, signs, mechanical or electrical signals, or pavement markings, such lights, signs, signals and markings shall be obeyed.
2. All vehicles having access to the Air Operations Area, tiedown area, or hangar areas must meet the State requirement for insurance. The Manager of Airports may require proof of such insurance.

B. Vehicle Rules of Operation

1. No person shall operate a motor vehicle on the Airport without a valid operators license.
2. Persons authorized to operate vehicles in areas other than tiedown or hangar areas must have a current airport license issued by Airport Management or as otherwise approved.
3. No person shall operate a vehicle in a reckless or negligent manner, or in excess of the posted or designated speed limits, other than emergency vehicles. Speed limits on ramps, aprons, or in aircraft parking and hangar areas shall not exceed fifteen (15) miles per hour.
4. Pedestrians and aircraft shall at all times have the right of way over vehicular traffic. All vehicles shall give proper signals and observe the directions of posted traffic signs.
5. All vehicles shall pass to the rear of taxiing aircraft.
6. No person shall operate a vehicle or aircraft within or on the Airport while under the influence of intoxicating liquor or controlled substances.
7. No person shall operate a vehicle which is overloaded or carrying more passengers than for which the vehicle is designed. No person shall ride on the running board or ride on the outside of the body, or have their arms or legs protruding from the vehicle; emergency equipment excepted.
8. No person shall operate a vehicle which is so constructed, equipped or loaded so as to endanger persons or property on the Airport.
9. No person shall operate a vehicle in any hangar or enclosed area on the Airport without exhausts protected by appropriate mufflers, screens or baffles to prevent the escape of sparks or propagation of flame.
10. Tiedown or hangar tenants are allowed to operate vehicles only in those general areas where tenant aircraft are located unless specific approval is given by the Airport Management to operate on other areas of the Airport.

11. All vehicles which are authorized to travel in areas other than the tiedown or hangar areas are required to have a functioning amber rotating beacon which shall be visible from all directions and of sufficient brilliance to be seen under clear weather conditions at a distance of at least one mile. All vehicles which will be operated in hours of darkness must also have all normal operating lights and reflectors for said type of vehicle.
12. All construction equipment operating on any portion of the Air Operations Areas must have an operating amber rotating beacon which shall be visible from all directions and of sufficient brilliance to be seen under clear weather conditions for a distance of one mile, or display an approved nine square foot flag of a checkered aviation orange and White or both as determined by the Airport Management. Construction vehicles shall be confined to areas specified by the Manager of Airports and shall not deviate from this area without specific permission.
13. A vehicle shall not be driven between an aircraft and a gate when an aircraft is loading or unloading passengers.
14. All vehicles operating on the Airport between the hours of sunset and sunrise shall have fully operating headlights and tail lights visible from at least 500 feet.
15. Any person who damages any light, fixture, fence, or other Airport facility by means of contact with vehicles shall report such damage to Airport Management immediately and shall be fully responsible for any costs required to repair or replace the damaged light, fixture or facility.
16. Except where otherwise posted, the rate of speed on any roadway or street within the territorial boundaries of the Airport shall not exceed 25 miles per hour. Notwithstanding the above, no person shall drive a motor vehicle within the Airport's boundaries at a speed greater than is reasonable or proper, having regard for prevailing traffic, weather and other conditions.

C. Radio Equipment

All vehicles which are authorized to travel in areas other than the tiedown areas or hangar areas shall be equipped with two-way radio and be in continuous communication with Air Traffic Control when the Tower is in operation. Vehicles are to monitor the appropriate frequency when the Tower is closed. The following types of equipment are exempt:

1. Vehicles which are authorized to operate in the tiedown or hangar areas only. These vehicles are not permitted on any taxiway or runway.
2. Vehicles which are operating on FBO leased areas exclusively. If a vehicle must proceed onto a taxiway when proceeding from one section of a leased area to another, the vehicle then must have two-way radio and airport operating licenses.
3. Crash, fire and other emergency equipment while attending an accident when another radio control vehicle is acting as a leader. If the emergency equipment is equipped with Contra Costa County Consolidated Fire District radios and is in contact with the Air Traffic Control Tower through those radios, the vehicle then may proceed as directed by the Control Tower personnel.
4. Agricultural and maintenance equipment owned by Contra Costa County not working on the runways.
5. Aircraft support equipment such as power units, tow tractors and the like when operating on a leased area only.
6. Any other vehicles escorted by authorized vehicles or exempted in writing by the Manager of Airports.

D. Stopping or Parking in Certain Areas Prohibited

No person shall stop or park a vehicle in or upon the Airport:

1. In front of a driveway, hangar entrance (except with hangar tenants express permission and only while vehicle operator is present), taxi lane or fire lane.
2. Within a bus stop zone or taxicab zone, except vehicles authorized to use such areas.
3. In other than leased or authorized areas for the purpose of washing, greasing or repairing a vehicle, except repairs necessitated by an emergency.
4. On the roadway side of any stopped or parked vehicle (double parking).
5. Within 15 feet of a fire hydrant.
6. Other than in accordance with restrictions posted on authorized signs.
7. In a tiedown area in such a manner so as prohibit or cause difficulty for adjoining tiedown tenants to move an aircraft in or out of their leased space.
8. In the movement areas between rows, or on the ends of hangars.

E. Disabled, Abandoned or Illegally Parked Vehicles Subject to Removal

The Manager of Airports may tow away or otherwise remove and impound motor vehicles which are disabled, abandoned, or parked in violation of these rules and regulations, or which interfere with airport operations, at the owner's or operator's expense and without liability for damage which may result in the course of or after such removal.

F. Repair of Motor Vehicles

No person shall clean or make repairs to motor vehicles anywhere on the Airport other than in designated areas, except those minor repairs necessary to remove such motor vehicle from the Airport; nor shall any person move, interfere or tamper with, any motor vehicle, or put in motion the engine, or take or use any motor vehicle part, instrument, or tool thereof, without the permission of the owner.

G. Use of Roads and Walkways

1. No person shall travel on the Airport other than on the roads, walks or places provided for that particular class of traffic.
2. No person shall occupy the roads or walks in such a manner as to hinder or obstruct their proper use.

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