

2.3 Vehicle Operations

Authorized Vehicle Operators: Every driver must possess a valid U.S. Driver's License and properly display a valid Airport ID badge in accordance with the Airport Security Program.

The badge must display that Person's authorization to drive on the airfield. Personnel are only allowed to drive on the AOA when they have completed the computer-based training and their companies internal training, have either a tug or tower icon on their badge, and there is an operational need. Each driver is responsible for the safe operation of his/her vehicle.

The following are exceptions to the requirement that every driver must display a valid Airport ID badge:

- Driver is under escort by someone with a valid Airport ID Badge for that area.
- Driver is in an emergency vehicle responding to an emergency or mutual aid request and is escorted by Airport Operations, Sacramento Sheriff's Office (SSO) or Sacramento County Airport Fire (SCAF) personnel.

Authorized Vehicles: The numbers and types of vehicles authorized to be driven on the AOA will be restricted to those required to meet operational need. All vehicles entering the SIDA are subject to inspection by Airport Operations, SSO and TSA personnel. Vehicles with expired license plates (or expired registration) will be denied access onto the AOA. POVs are not authorized on the AOA, with the exception of certain employee vehicles assigned to north airfield facilities.

Brakes: Vehicles operating on the Airport must be equipped with a properly functioning brake system. If the vehicle is not equipped with brakes, then

wheel chocks are required. If the vehicle is equipped with wheel chocks, they must be used whenever the vehicle is parked and unattended.

Driving Privileges: Driving privileges are identified on SMF Airport ID Badges by either a symbol of the FAA Control Tower or a tug (Figure 4).

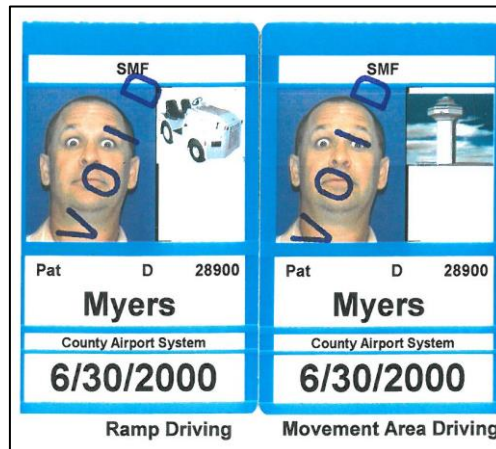


Figure 4

- The FAA Tower symbol indicates completion of a movement area driving program and the authorization to drive on both the movement area and non-movement areas of the Airport.
- The Tug symbol indicates authorization to drive on the non-movement areas of the Airport only.

In order to obtain driving privileges on the Airport Operations Area (AOA) an employee must demonstrate an operational need to drive a vehicle within the AOA Non-Movement Areas by providing written authorization from their employer and:

- Maintain a valid driver's license
- Pass a computer-generated examination given by the County including subsequent annual training
- Complete orientation provided by the employer

In accordance with FAR Part 139, individual(s) with demonstrated need will be given authorization and training to access the AOA Movement Area. To obtain authorization to drive on the AOA Movement Areas, individual(s) are required to successfully complete initial and annual computer-based training

administered in the Badging Office, and practical Airfield Movement Area training provided by the Airport Training Officer or their designee.

Non-pilot Aircraft mechanics with taxiing or towing qualifications who require access to the Movement Areas must complete the required movement area training per Advisory Circular 150/5210-20A.

Emergencies: The SCAF building is located north of the Airport terminal building. When an Aircraft or medical emergency is declared, emergency vehicles will leave the SCAF building and proceed to the incident or specified staging positions. SCAF and emergency vehicles have the right of way while responding to emergencies. Portions of the Airport may be temporarily closed during emergencies.

Ground Vehicle/Equipment/Aircraft Accidents: Drivers involved in an accident, especially one which results in damage and/or personal injury, must immediately notify the Communications Center by calling 911, (916) 929-5000 or (916) 874-0456 (which is the number on the back of every Airport badge). Unless further injury, damage or disruption to Airport operations is imminent, motor vehicles/equipment/Aircraft involved in the accident should not be moved until authorized by the SCAF Battalion Chief, The Airport Operations Duty Officer or the Sheriff's Office.

Inclement Weather Operations: All airlines and/or ground support providers must secure non-essential equipment and/or any items that have the potential to be windblown prior to forecasted inclement weather event. Checking the weather often is highly recommended because poor weather conditions (fog, rain, etc.) may obscure traffic signs, markings, and other visual cues. In some cases, only vehicles with an operational need will be allowed on the airfield, which may cause delivery delays to the Airport. Crossing Taxiways Y and W on Earhart Dr. may be reduced or not allowed. Vehicle operators and ground personnel shall remain vigilant of their surroundings and operating boundaries. Ground personnel must wear reflective clothing and wing walkers use lighted wands when positioning arriving and departing Aircraft from terminal gates or RON spots. Airlines with diversion Aircraft to SMF should notify Airside Operations immediately to establish parking locations. Diversion Aircraft not parked at a terminal gate will be handled on a first come first served basis. Vehicles crossing Taxiways

Y and W must exercise extreme caution. Special restrictions and procedures apply during periods of low visibility. Refer to Low Visibility Operations Plan in Attachment 4.

Mirrors: Vehicles must be equipped with at least one rear view mirror. When properly adjusted, the mirror must give the driver a clear view behind the vehicle for a distance of at least 200 feet and a peripheral rear view of 180 degrees. Tugs, carts, belt loaders, or power units being towed do not need to be equipped with mirrors.

Movement Area: The Movement Area consists of all runways, taxiways, and safety areas used for the movement of Aircraft under the control of the FAA Air Traffic Control Tower (ATCT). The following are required to operate a vehicle in the Movement Area:

- A flashing amber (red or red/yellow/blue for emergency vehicles) rotating beacon.
- Continuous two-way radio communication with the ATCT (Tower frequency 125.700 or Ground frequency 121.700). If the vehicle is not equipped with an operable two-way radio appropriate for communication with Air Traffic Control, an approved escort must be used.
- Approval from Airport Operations.

Movement Area Incursion/Vehicle Pedestrian Deviations: Any vehicle/pedestrian deviation or runway/taxiway incursion is a serious matter that will be investigated and addressed immediately. Individual(s) responsible for a runway or taxiway incursion, or vehicle/pedestrian deviation will be removed from the AOA immediately and their Airport ID badge will be suspended.

Airport Operations will conduct an investigation of the incident that will include but may not be limited to:

- Statement of facts from the individual.
- Statement of facts from witness(es).
- Statement of facts from the ATCT Controller or Aircraft pilot.
- Copy of the radio traffic from ATCT.

The individual's Airport ID badge and/or movement area privileges may be permanently revoked. If revocation isn't permanent, privileges will only be returned after the following requirements have been met:

- The individual has received driver training by their employer.
- The individual has received practical airfield movement area training by Airside Operations Training Officer.
- All training has been completed and the individual has been given a check ride by Airside Operations to ensure he or she is ready to be re-qualified to operate in the movement area.
- All fines have been paid.

Nighttime Operations: Hazards to vehicle operations are more difficult to see at night. Vehicle headlights shall be used during periods of darkness. However, drivers should be mindful of shining bright lights directly toward Aircraft cockpits. It is permissible for vehicle operators to use only parking lights when in the Aircraft parking areas and servicing Aircraft.

Non-motorized Equipment: Trailers, cargo carts and other equipment (GPUs, air stairs, ladders, etc.) operated on ramp and parking areas must display two amber reflectors on each side, two amber reflectors on the front and two amber reflectors on the rear. All reflectors shall be visible for at least five hundred feet when reflecting normal vehicle headlights. Construction vehicles must have an orange and white checkered flag attached to the top of the vehicle (Figure 5). If the construction vehicle is used during hours of darkness a rotating beacon is required.



Figure 5

Operations: Vehicles shall only be operated on the AOA when its operation is related to an aviation activity authorized by the County. All vehicles are required to use the marked Vehicle Service Roads (VSR). Leaving the VSR to cut corners is prohibited. No vehicle or equipment is permitted to park in the VSR. Airside Operations or the Communications Center must be notified of any disabled vehicles, so they're moved as soon as possible.

Proximity to Aircraft: Except for emergency response and Aircraft servicing, vehicles shall not:

- Pass under any portion of an Aircraft.
- Operate within the marked Aircraft safety boundary at the Aircraft gates while an Aircraft is parked there.
- Drive under any movable portion or park under any Aircraft loading bridge.
- Drive between an Aircraft and its boarding gate during ground level passenger loading/unloading.
- Approach an Aircraft at an angle that would result in a collision if the brakes fail.
- Drive within 200 feet behind an Aircraft with its engines running.

Pushing Vehicles: Pushing one vehicle with another is prohibited unless it is to remove it from the path of a taxiing Aircraft, Aircraft towing operation, Aircraft pushback, relocate a disabled or inoperable vehicle to fueling or maintenance area, or to remove it from the driving lanes.

Right of Way: Aircraft have the right of way. Vehicles responding to an emergency have the right of way over other vehicles.

Rotating Beacon/Flashing Light: All vehicles operating in the Secured Area must be equipped with an overhead amber beacon or flashing yellow lights utilized at all times when the vehicle is moving.

Seat Belts: Seat belts must be worn whenever vehicles are equipped with seat belts.

Service and Repair: Vehicles may only be serviced, repaired or overhauled in the area(s) approved by the County. Immediate and minimum repairs required to move a stalled vehicle are permitted.

Speed Limits: No person shall drive any vehicle at a speed greater than what is reasonable or prudent having due regard for weather, visibility, traffic and surface condition of the area or at a speed which endangers the safety of persons or property. In ideal driving conditions, the maximum posted speed limit anywhere in the AOA is **15 miles per hour**. This limit will be reduced in the following conditions:

- When otherwise posted.
- During emergency situations.
- Within **15 feet** of a parked Aircraft, the speed limit is **5 miles per hour**.
- Between **15-25 feet** of a parked Aircraft, the speed limit is **10 miles per hour**.
- During high risk driving situations such as wet surface conditions and limited visibility.

Tenant Responsibilities: Tenants/owners of vehicles authorized to operate on the AOA shall be responsible for ensuring that each vehicle is inspected at least every 12 calendar months by a qualified mechanic and found to be in good mechanical condition with all required safety equipment. Tenants/owners of vehicles are responsible for ensuring that all of its employees are properly trained and qualified to operate the vehicles and equipment which they are required to operate to perform their duties. Employees who receive a violation of Airport driving rules and regulations, are involved in a vehicle accident or incident, or who are observed/disciplined by their supervisors for operating in an unsafe manner are prohibited from driving on the AOA until the affected employee/s complete driver refresher training provided by the tenant/owner.

The tenant or vehicle operator shall remove from service any vehicle which is defective or in need of repair immediately. Any vehicle or ground equipment found leaking hazardous fluids or materials onto the ramp areas must be reported immediately to Airport Operations and the affected ramp area(s) shall be immediately cleaned. Hazardous fluids or materials are to be disposed of in accordance with Airport policies.

Equipment, supplies, tools and all other items transported on the exterior of a vehicle, including but not limited to water containers and lunch boxes, must be securely fastened to avoid being blown off of or dislodged from vehicles due to high wind conditions, jet blasts and other hazardous surface and air

conditions. Items inside vehicles, such as radios, clipboards, sunglasses, cell phones, and beverages must be secured in a manner that will not obscure the driver's view and/or distract the driver.

Towing Limitations: No vehicle may tow more than the following:

- Baggage carts - Six (6)
- Loaded pallets or igloos - Four (4)
- Empty pallets or igloos - Five (5)
- Garbage dumpsters - Eleven (11)

Towing Vehicles: Towing one vehicle with another vehicle is prohibited, unless it is to remove it from the path of a taxiing Aircraft, Aircraft towing operation, Aircraft pushback, relocate a disabled or inoperable vehicle to fueling or maintenance area, or to remove it from the driving lanes. In the event a vehicle is to be towed off the AOA, Airport Operations must be contacted for arrangements at the owner's expense.

Tug Tunnel/Basement Level of Terminal B: Pedestrians are not permitted to walk through the tug tunnel, either to enter or exit the AOA. Only propane and electrically operated vehicles are permitted to access the Tug Tunnel and the Terminal B basement baggage make-up area. No gasoline or diesel operated vehicles are authorized in the tunnel. Vehicles over 7 feet in height are not permitted to drive into the tug tunnel. The speed limit in the Tug Tunnel and in the Terminal B basement is 5 MPH. All equipment must be parked in its assigned loading area(s) and no vehicle, luggage or equipment are to be left unattended or in the vehicle driving lanes.

Unauthorized Vehicles: Unauthorized vehicles found unattended or parked within the Airside area are subject to citation and tow at the owner's expense.

Unreasonable Risk: No vehicle shall be operated in a manner which creates an unreasonable risk of harm to persons or property.

Vehicle Lights: Vehicles shall use lights during times of darkness and low visibility conditions. A vehicle with an inoperative light or lights, or an inoperative beacon (if required) must be taken out of service until it has been repaired.

Vehicle Markings: Vehicles driving in the Secured Area or the Movement Areas shall display identifying signage on both sides of the exterior of the vehicle. The signage cannot cause distortion or obstruction of the driver's view and therefore is not allowed on windows. The identifying signage shall be distinctly recognizable and visible from a distance of at least fifty (50) feet. All identifying signage shall provide sharp contrast to the vehicle color. Such identifying signage shall be professionally manufactured. Markings with letters only must be a minimum of three (3) inches in height. If the vehicle marking includes a logo, then the entire marking must be a minimum of five (5) inches in height. Magnetic and /or paper signs taped to vehicles are not authorized. Marking must be permanently affixed.

Vehicles exempt from vehicle marking requirements in the Secured Area include:

- Department of Homeland Security (TSA) and CHP Governor's Detail are authorized to use magnetic signs on its vehicles.
- Unmarked Sheriff's Office Airport Bureau vehicles
- Vehicles under escort of a vehicle with proper markings and a rotating beacon.
 - The driver of the unmarked vehicle must remain with the vehicle.
 - If this is not possible, contact Airside Operations for a temporary parking permit to be reviewed on a case-by-case basis.

Vehicle Occupancy Limits: The number of passengers allowed in or on a vehicle is limited to the number of properly installed seats. Riding on the running board of a moving vehicle, in the bed of a pick-up or other truck, in the basket of a de-icing truck, or in a baggage cart is prohibited. Standing up in the body of a moving vehicle and riding with arms or legs protruding from the vehicle is prohibited unless the vehicle is so designed.

Vehicle Service Road (VSR): Vehicle service roads are painted white lines or zipper pattern (Figure 8) on the apron areas around the concourse buildings and the air cargo buildings. Vehicles are required to drive within the VSR as much as practical; driving through gate areas, whether or not they are occupied, is prohibited.

Vendor Deliveries: Airlines and Tenants are responsible for their escorts and are required to make sure their vendors are properly abiding by our Airport Rules and Regulations – this includes abiding by the respective speed limits and closing of doors (including the roll up doors at Concourse B) behind them. Deliveries and parking on Airside is on a first come, first serve basis which may change suddenly, at the sole discretion of the Airport Director, due to construction, constraints and/or weather. When parking, you must not impede on Airline or Airside Operations. Please also refer to section 2.4 Airside Parking/Storage and Vendor Deliveries in Section 4.2: Airport Security.



Figure 6

The following high-profile vehicles are too high or too large to drive under the breezeways of the concourses or APM guideway (Figures 7 – 10) and are to be driven in the drive lanes around the concourses:

- Aircraft fuel trucks, large Airport emergency vehicles, buses and maintenance vehicles/equipment.
- Off-Airport emergency equipment.
- Aircraft catering and servicing trucks.
- Any other large vehicles/equipment operated by Airport tenants, vendors, or construction companies.
- Vehicles over the height of 8'2" cannot drive under the APM guideway or Concourse A.



Figure 7



Figure 8



Figure 9



Figure 10

Special caution is needed if markings on the Vehicle Service Road (stop bars, zipper lines, etc.) are not visible because of adverse weather and road conditions. All persons operating a motor vehicle shall drive at a speed that is reasonable and prudent under the prevailing conditions. Passing vehicles in the vehicle service road is permissible within the posted speed limit. Passing vehicles under the breezeways is prohibited. Drivers operating vehicles in reverse must have a 360 degree view of his/her surroundings. If the driver does not have a 360 degree view, a second person must be outside the vehicle (in full view of the driver) to direct movement.

VSR Crossing at Taxiways Yankee and Whiskey: Personnel with AOA driving privileges are permitted to cross Taxiway Y and Taxiway W while driving northbound and southbound on Earhart Dr. All vehicles must stop at the stop signs prior to crossing the taxiways (**See Figure 11**). Both taxiways must be clear prior to crossing and vehicles are not permitted to stop between Taxiways Y and W. Once the Aircraft is established on either taxiway, all traffic must wait at the north or south stops signs. When Aircraft are delayed on Taxiways Y and W, Airside Operations will assist with moving vehicle traffic across the taxiways once it has been determined it is safe to proceed. Special restrictions and procedures apply during periods of low visibility.

Airside Operations reserves the rights to close the VSR Crossing at Taxiways Yankee and Whiskey at a moment's notice.

Refer to Low Visibility Operations Plan in Attachment 4.

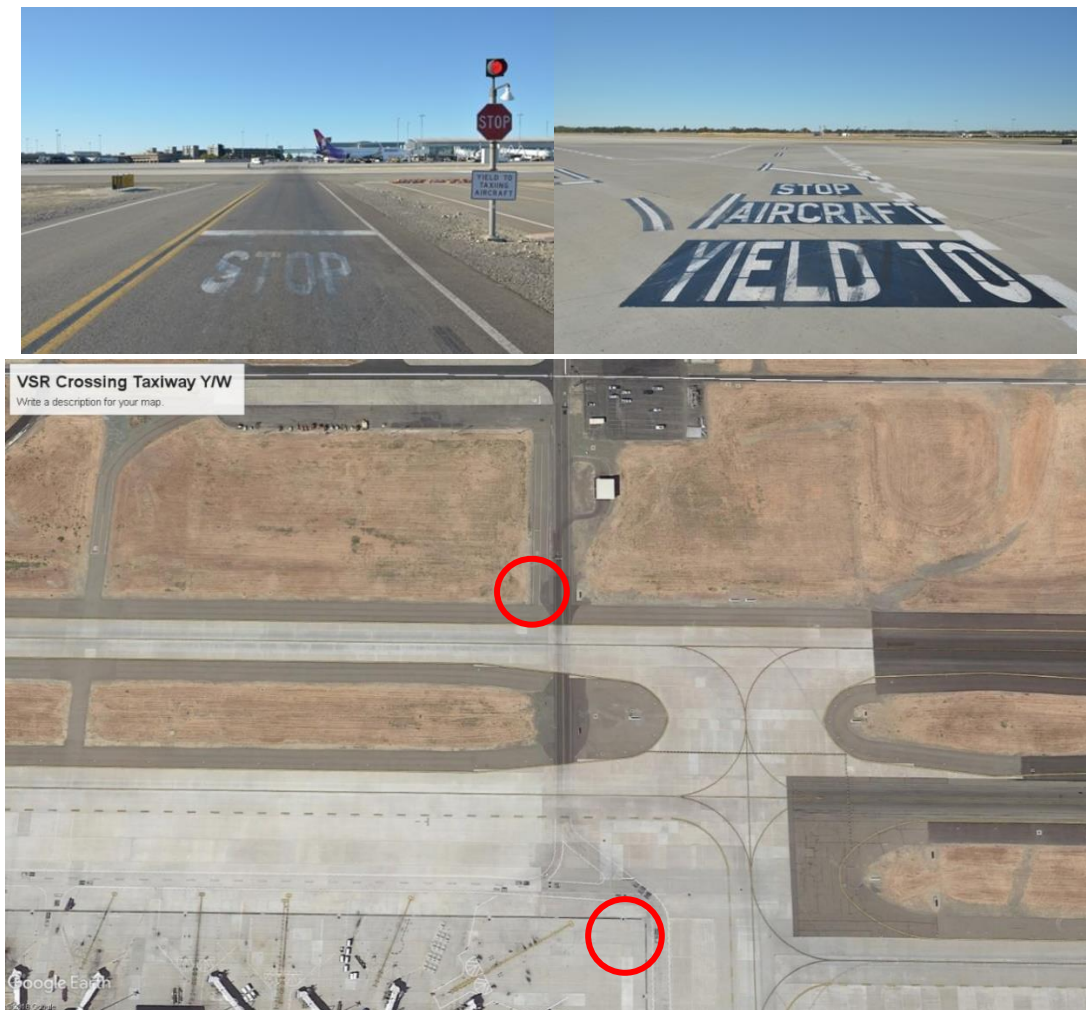


Figure 11

VSR Crossing on Taxiway Y2 between Concourses A and B: Personnel with AOA driving privileges are permitted to cross Taxilane Y2 between Concourses A and B. Due to the unique nature of this taxilane, Aircraft traffic in this area can vary due to which gates are being used for arrival and pushbacks. Extreme caution must be used when making this crossing. All vehicles must stop and yield to Aircraft traffic during the following:

- Aircraft taxiing to and from Gates A16, A14, A12, A10, B5, B7, B9 and B11
- Aircraft pushing back from Gates A16, A14, A12, A10, B4 and B5.

Once an Aircraft is established on the taxilane, all vehicle traffic should wait until the Aircraft is either at the gate or has departed. Leaving the VSR to cut corners is prohibited. When Aircraft are delayed on Taxilane Y2, Airside

Operations will assist with moving vehicle traffic between the concourses once it has been determined it is safe to proceed. **(See Figure 12).**

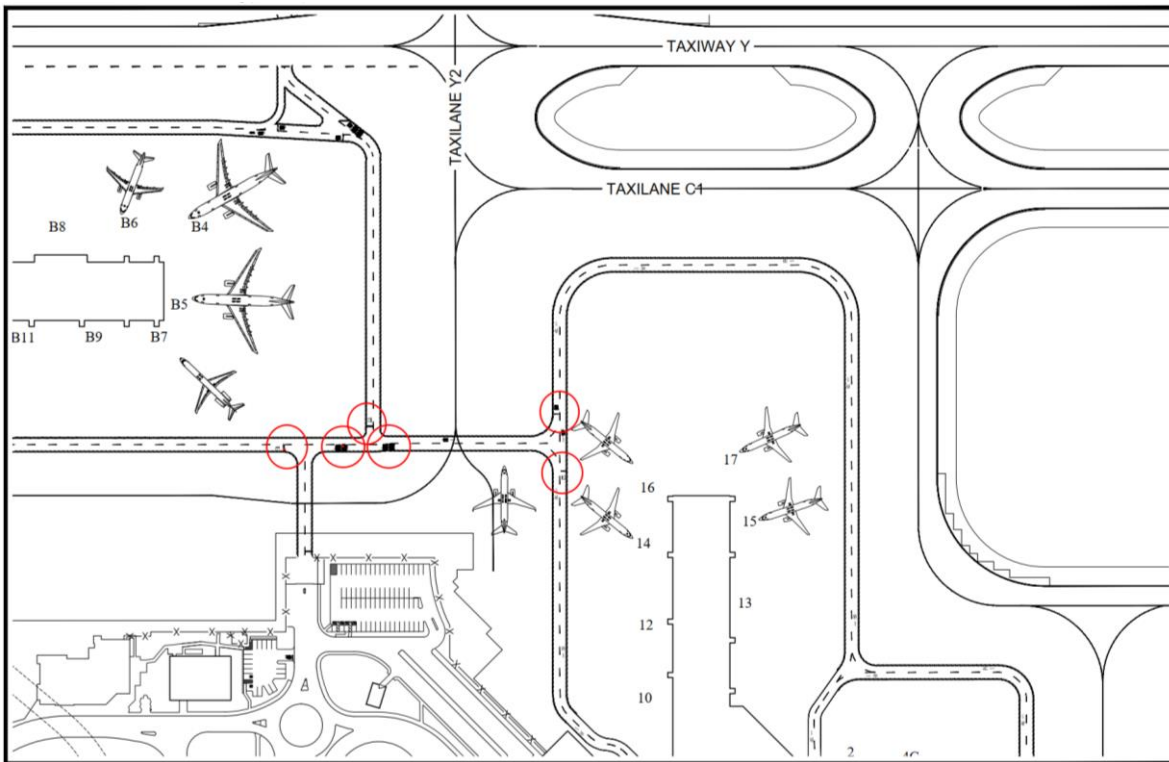


Figure 12

Windows: Vehicle windows, including windshields, must be free of cracks, blisters, discoloration, signs, stickers or other defects or materials which cause distortion or obstruction of the driver's view.

2.4 Airside Parking/Storage

Parking on Airside is limited and therefore on a first come, first serve basis. Vehicles must park in a marked stall and not impede on Airline or Airside Operations. Vehicles and other equipment may be parked only in areas designated by the Airport. Vehicles may not be parked or left unattended on the AOA if they interfere with the use of a facility, prevent movement of Aircraft, prevent free movement of emergency vehicles, or interfere with the access routes of refueling vehicles. Vehicles may not park at loading docks once the loading/unloading has been completed, under movable portion of jet bridges, under the APM guideway or within any Aircraft parking areas, whether or not an Aircraft is present at the gate. Vehicles and other equipment operating on the AOA should be returned to their designated storage/parking