

Truckee Tahoe Airport District

Driver's Training Guide

Commercial Vehicle
Operations

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Definitions

Accident – A collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.

Aircraft – Any and all contrivances now and hereafter used for the navigation of flight in air or space, including but not limited to airplanes, airships, dirigibles, helicopters, gliders, amphibians, and seaplanes.

Airside – Those side of the airport that support aircraft activities.

Ramp or Apron – Those portions of an Airport designated and made available, temporarily or permanently, by the Truckee Tahoe Airport to the public for the loading and unloading of passengers or cargo onto and from aircraft. Allowable activities on these areas include:

- Loading and unloading passengers, cargo, and supplies to or from aircraft.
- Servicing aircraft with fuel and lubricants.
- Performing operations commonly known as “ramp services”.
- Performing inspection, minor maintenance, and other services upon or in connection with aircraft incidental to performing “ramp service”.
- Parking mobile equipment used in connection with such operations.

Foreign Objects and Debris (FOD) – Debris that can cause significant damage to aircraft structures, engines, propellers and tires, property and/or can cause injury or death to persons.

Ground Transportation Companies (GTC) – Any taxi, limo, shuttle, courtesy van, airport shuttle, hotel or HAO shuttle, rental car, ride share or ride booking company.

Jet Blast – Jet engine exhaust or propeller wash (thrust stream turbulence).

Landside – The side of the airport that supports vehicles traffic.

Runway – A defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.

Taxiways – Those parts of the airside designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.

The objectives of this program are:

- To provide information to commercial vehicle operators regarding acceptable driving practices while operating at the Truckee Tahoe Airport.
- To provide instruction on the methods and procedures to access the airside of the airport and safely operate vehicles on the airport Ramp at the Truckee Tahoe Airport.
- To test driver's knowledge to ensure that all personnel who drive vehicles on the airport Ramp have a basic understanding of the various operations, activities and standard procedures. In addition, drivers must understand their responsibility to follow the rules and regulations established by the Truckee Tahoe Airport District (TTAD) to promote airport safety.

Participation in this program and successful completion is required for all commercial drivers operating on the airside of the Truckee Tahoe Airport. Only individuals who have successfully completed the Drivers Training Program will be permitted to access and operate on the airport Ramp. Any violation of the Airport's Rules & Regulations, may result in the loss of driving privileges or airport access, written reprimand and/or retraining and testing.

This study guide contains basic information, which should be thoroughly understood by all persons who intend to operate commercial vehicles at the Truckee Tahoe Airport.

Applicability

This driver training program applies to all users of, and persons on any portion of, the property owned and controlled by the Truckee Tahoe Airport District. No person operating a commercial vehicle on the airside of the Truckee Tahoe airport is exempt from these training requirements. All commercial Ground Transportation Companies (GTC) shall be responsible for the dissemination of, accessibility to, and compliance with these rules and regulations by their employees.

Training

Initial training is the training provided to a new employee or airport user that would enable that person to demonstrate the ability to operate a vehicle safely and in accordance with established procedures while functioning independently on the airside.

Related Documents

The following Primary Management Compliance Documents (PMCD) are referenced in this training guide. They are available at <https://truckeetahoeairport.com/administration/publications> or from the Truckee Tahoe Airport Management.

- Truckee Tahoe Airport District *Rules and Regulations*
- Truckee Tahoe Airport District *General Aviation Minimum Standards*

Introduction

An airport Ramp is an area where aircraft, equipment, vehicles, flight crew, and passengers converge. The coordination of multiple activities and a variety of services are often complex, concurrent, and crowded. The Ramp area at the Truckee Tahoe Airport is small, noisy and easily becomes congested with arriving and departing aircraft, pedestrians, aircraft servicing equipment, aircraft fueling trucks, and transportation services. Therefore, all persons operating vehicles on the airfield must comply with the Truckee Tahoe Airport District (TTAD) *Rules and Regulations*.

In accordance with the TTAD *Rules and Regulations & General Aviation Minimum Standards*, Ground Transportation Companies (GTC) are required to apply for and receive an approved Commercial Operating Permit from the TTAD prior to conducting business on the Airport's Ramp area. GTC are also required to maintain an updated list of employees who have Airport access cards and airside driving privileges with the Airport Management.

GTC employees are required to successfully complete the TTAD Driver's Training program prior to driving on the airside of the airport. The course includes this training guide and an exam, which the employee must pass with a minimum score of 80%. (Applicants who do not pass the written test may retake the test after additional study and a 24-hour period) GTC driver's will then be issued an airport access card and a Safety Guidelines dashboard pass; both of which are required in order to access the security gate and operate on the Ramp.

Airport Management will make GTC information available to the FAA for inspection and, upon request, any records of accidents or incidents in the movement area involving any aircraft and/or ground vehicles.

Airport Familiarization

The Truckee Tahoe Airport is an FAA designated public Regional General Aviation Airport. It is a California Special District governed by an elected Board and managed by a General Manager and his staff.

The airport is situated in Martis Valley approximately two miles southeast of Truckee, California. It covers 1,200 acres at an elevation of 5,900 feet above mean sea level. The airport's FAA identifier code is "TRK" or "KTRK". It has two asphalt runways: 11/29 which is 7,000 by 100 feet and 2/20 which is 4,650 by 75 feet. In addition, there are 2 main taxiways: A and G.

The terminal building was built in 2012 and is open daily from 0700-2100. Airport services, ramp movements and flight information are coordinated, monitored and available at UNICOM, which is located at the Operations office on the second floor. You can contact UNICOM at 530-587-4119 during normal business hours.

Security

Access to the airside of the airport requires an Airport access card issued by the TTAD. The airport staff and authorized users are responsible for security, therefore if you see that a gate has been left open or is malfunctioning, report it immediately to an airport employee or UNICOM. Law Enforcement Officers have the overall responsibility for security of the Airport and include the Nevada County Sheriff, Placer County Sheriff and Truckee Police.

When entering or exiting through a gate, vehicle operators must remain at the gate until it has fully closed. Tailgating is not permitted. If another vehicle follows you through a gate, record the license plate number and immediately report the vehicle to an airport employee or UNICOM with as complete a description as possible.

Airport access cards cannot be passed between individuals for any reason. If a badge is determined to have been used by an individual other than the one it was issued to, the

individuals involved may have their airfield access privileges permanently revoked.

Jet Blast and Prop Wash

Exhaust behind any plane can be strong and hot enough to damage vehicles. A flashing beacon on an aircraft indicates that the engines are running or are about to start. Do not approach an aircraft that has a running engine or rotating beacon. Use caution when approaching any plane and recognize that spinning propellers may be invisible to the naked eye.

Foreign Object Debris (FOD)

Any object can create a hazard on the airfield. Items can be sucked into an engine or blown by airplane exhaust. Hard FOD can seriously damage internal engine components and propellers. FOD can also become a deadly projectile. In order to help avoid these types of incidents, it is imperative that we all work to eliminate FOD potential. Use caution when opening vehicle doors and do not allow anything to drop out of a vehicle onto the Ramp. Any FOD must be retrieved immediately. Additionally, if you see rocks, debris or other potential FOD events on the Ramp or adjoining areas, stop, pick it up or report it to an Airport staff member.

For the same purpose, avoid tracking ice, mud and rocks onto paved surfaces. Clean off anything on the outside of the vehicle before entering the Airport access gate. This includes snow loads on the vehicle roofs and ice chunks in the wheel wells or mud flaps.

Aircraft Rescue and Firefighting (ARFF)

Similar to a regular roadway, if you see an emergency vehicle on the airport with its lights on, pull out of the way and stop. Do not drive towards and remain clear of any emergency scene or accident.

Vehicle Operations

Driving on the airfield is a privilege that may, at any time and for any reason, be revoked for failure to comply with the *TTAD Rules and Regulations* and *General Aviation Minimum Standards* and in accordance with the Commercial Operating Permit.

GTC vehicles may not enter any portion of a Movement Area (i.e. runway, taxiway or safety area) at any time, nor operate in any area not expressly authorized in accordance with the Commercial Operating Permit. Persons operating vehicles on movement areas without authorization shall be subject to prosecution of public trespass and have their Airport access privileges revoked.

Ground Vehicle Operating Tips

- Maintain vigilance for any aircraft that are moving or starting engines. A flashing beacon atop or below an aircraft will usually be on when the engines are running or about to start.
- Know and obey all airport rules and regulations.
- Never enter an aircraft movement area.
- A pilot's field of vision is limited to what is directly in front and adjacent to the aircraft cockpit. The areas behind the wings and below the nose are blind spots. Therefore, it is important that you approach an aircraft from a direction that will enable the pilot to see you.
- Aircraft or aircraft in tow always have the right of way.
- Avoid driving within 20 feet of an aircraft.
- SMOKING is prohibited anywhere on the ramp. This includes smoking inside vehicles, even with the windows rolled up. You are responsible for passenger compliance.
- Vehicle snow loads must be shoveled off before entering any access gate. DO NOT shovel snow off vehicle roofs anywhere on the Ramp area.
- No vehicle may be parked as to block:

- *Gate openings or emergency entrances*
- *Airport Operations vehicles or equipment*
- *Fire hydrants or fire lanes*
- *Any paved access way, taxiway or roadway*
- *Pedestrian access to the terminal building or parking lot*

Night-time Driving

Driving on the Ramp for the first time at night may be disorienting. Runways and taxiways are dimly lit, which makes the airport look like a big black emptiness. This can make determining your speed difficult because there is no visual references. The variety of colored lights can also be confusing and make it easy to get disoriented.

For this reason, familiarize yourself with the airport and ramp area during daylight hours and allow yourself extra time during the night. DRIVE SLOWER than you normally would when operating a vehicle on the airport Ramp at night. Be extra vigilant for aircraft and pedestrians. If, at any time, you are not absolutely sure where you are or what is in front of you, STOP in a safe area and ask.

Keep your headlights on low-beam when operating a vehicle on the airport at night. This will help prevent the loss of night vision by pilots who may be navigating aircraft in the area.

Procedures

The Ramp at KTRK can quickly become very congested therefore, driving on ramps and aprons must be kept to an absolute minimum.

Before you arrive, know the tail number (a.k.a. "N number") of the aircraft that will be delivering or picking up your passengers. It is important to acquire this information in order for you to monitor your aircrafts flight progress. To help plan for an expected arrival timeframe and determine when your plane has landed, utilize the flightaware.com

website. UNICOM operators do not have passenger manifests or flight numbers. They can only help you if you have the aircraft tail numbers.

Entering the airport:

- Follow the blue “Authorized Vehicles Waiting Area” signs. They will direct you to turn right at the terminal building stop sign.
- Before entering Gate 7, ensure the Safety Guidelines card is placed on the vehicle dashboard.
- Enter Gate 7 using your Airport access card. Wait on the inside of the gate until it fully closes behind you. Do not allow other vehicles to access or tailgate.
- The waiting lot is located on the left hand side of the Taxiway F, which is the first possible left turn. (refer to map) You can also park a designated parking spot immediately to the left upon entering gate 7.

When your plane arrives:

- Do not approach an aircraft until the engines are shut down and the aircraft wheels have been chocked.
- The Speed Limit is 15 MPH. When you are within 50 feet of an aircraft, the Speed Limit is reduced to 5 MPH.
- Pull well out of the way of aircraft taxiing near you. Aircraft ALWAYS have the right of way.
- Always approach the aircraft at an angle in case of brake failure. NEVER drive directly towards an aircraft.
- Do not drive closer than 20 feet from any wing or tail section of a parked or staged aircraft.

- Maintain situational awareness. Aircraft may be taxiing to or from the parking spot directly next to you.
- Never block the movement of an aircraft.
- Do NOT drive to an aircraft that is being fueled.

Exiting the airport:

- Leave using the same gate that you entered.
- The gate will automatically open as you approach, however you can use your Airport access card to open the gate.
- Wait on the outside of the gate until it fully closes behind you. Do not allow other vehicles to access or tailgate.

Driver Regulations on the Airside of the Truckee Tahoe Airport

Vehicle drivers must exercise extreme caution while driving on the airport Ramp area. Although it is considered the non-movement area, there is constant movement of aircraft, airport vehicles, pilots, passengers and employees. In addition, noise levels are high as a result of turning engines and spinning propellers, which drown out verbal communications or normal sounds such as a car horn.

Vehicle Operator Requirements:

1. All driver applicants must possess a valid U.S. driver's license. Possession of a license that is revoked or suspended in any other state will be grounds for refusal of driving privileges on the airport.
2. All applicants must satisfactorily complete the TTAD Driver's Training Program and obtain an Airport access card and Safety Guidelines dashboard pass prior to conducting any business on the airport Ramp.
3. No vehicle shall be operated on the airside unless –
 - a. The driver is authorized to operate the class of vehicle by an appropriate state licensing agency.
 - b. The driver properly displays a Safety Guidelines dashboard card.
 - c. FOD potential is removed from vehicle.
4. The speed limit on the Airside of the airport is **15 mph**, but is reduced to **5 mph** when the vehicle is within 50 feet of an aircraft. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining safe operating speed.
5. All vehicles shall yield the right-of-way to aircraft, pedestrians, emergency vehicles

and aircraft in tow.

6. Airport employees have the authority to instruct or direct commercial drivers to safely operate on the Ramp area.
7. No person shall operate any motor vehicle in a manner which creates an unreasonable risk of harm to persons or property, or while the driver thereof is under the influence that impairs, impedes, or otherwise affects the ability of the driver to safely operate the vehicle.
8. No person shall operate a vehicle on the Airside of the airport which is so constructed, equipped, loaded or is in physical or mechanical condition to endanger persons or property.
9. No person shall operate a vehicle anywhere on the Airside of the airport that has any potential to shed snow, ice, mud or other debris (FOD) onto the Ramp.
10. No person shall –
 - a. Operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed.
 - b. Ride on the running board or stand up in the body of a moving vehicle.
11. No person shall park a vehicle on the Ramp area, except in the designated waiting area or while actively loading/unloading passengers or baggage.
12. No person shall drink, or carry an open container of, any alcoholic beverage in any public area of airport
13. Each vehicle operator using an Airport access card shall ensure the gate fully closes behind their vehicle prior to leaving the gate. The vehicle operator shall also ensure no unauthorized vehicles or persons gain access to the airside while the gate is open.

14. Parking in front of the terminal building or playground on the airside for any duration is strictly prohibited.

Vehicle Regulations:

1. All Vehicles shall be kept in good operating condition and appearance.
2. Vehicles shall be subject to inspection by the General Manger at any time to determine compliance.
3. Failure to pass any portion of an inspection may result in the vehicle being prohibited from picking/dropping off passengers until the discrepancies have been corrected to the satisfaction of the General Manger.
4. Vehicles shall be equipped with two headlights and two red taillights, which shall be lighted during operations between sunset and sunrise.
5. No vehicle shall be permitted on the airside unless-
 - a. It is properly equipped and maintained in a safe operating condition.
 - b. It meets the requirements established by the state in which the airport is located.
 - c. Snow, ice chunks and mud are removed prior to accessing the gate.

Vehicular Accidents:

Operators of vehicles involved in an accident on the airport that results in an injury to a person or damage to an aircraft, airport property, or another vehicle shall:

- a. Stop and remain at the scene of the accident.
- b. Immediately report the accident to Truckee Tahoe Airport Operations (530) 587-4119. After hours, dial 911.
- c. Render reasonable assistance, if capable, to any person injured in the accident.

- d. Report the accident to your supervisor before leaving the scene
- e. Provide any of the following information to Law Enforcement Officers and/or the Truckee Airport Operations Officer/Airport Manager
 - Name and address
 - State driver's license
 - Company name
 - Company's proof of insurance
 - Personal statement

Any person who does not comply with the TTAD or FAA rules and regulations or any lawful order, will be subject to progressive penalties for repeat violations. These penalties may include denied use of airport facilities by the Airport General Manager or designated representative, in addition to any penalties prescribed by Federal, state or local authorities.