

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 – The protected side of the airport that support aircraft activities.

Ramp – 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.
- Ramp services, which include aircraft marshalling, fueling, and towing.
- Performing inspection, minor maintenance, and other services upon or in connection with aircraft incidental to performing “ramp service”.

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.

Commercial Vehicle Transportation Companies – Any taxi, limo, shuttle, courtesy van, airport shuttle, hotel or H.O.A. 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 commercial vehicles on the airport Ramp have an understanding of the various operations, standard procedures and expectations. In addition, drivers must understand their responsibility to follow the Rules & 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 vehicle drivers operating on the airside of the Truckee Tahoe Airport. 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 along with chapters 5 and 6 in the TTAD Rules & Regulations must 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 vehicle transportation companies 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 & Regulations*.

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

Commercial Vehicle drivers are required to successfully complete the TTAD Driver's Training program prior to driving on the Airside of the airport. All drivers must pass a written exam 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. Upon successful completion, drivers will be issued an airport access card and a Safety Guidelines dashboard pass; both of which are mandatory in order to access the security gate and operate on the Ramp.

Airport Management will make company and driver 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 National General Aviation (GA) Airport. It is a California Special District governed by an elected Board and managed by a General Manger 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 two 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 Airport Operations office on the second floor. You can contact UNICOM at 530-587-4119 during normal business hours.

Security

Entrance through the Access gate requires an access card issued by the TTAD. 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.

After entering or exiting an access 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 are non-transferable. If a badge is determined to have been used by an individual other than the one it was issued to, those individuals involved may have their Ramp 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 ingested into an engine or propelled through the air by airplane exhaust. Hard FOD, such as a penny or rock, 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 employee.

For the same purpose, avoid tracking ice, mud and rocks onto any paved portion of the Airside. Clean off anything on the outside of the vehicle before entering the Airport access gate. This includes snow loads on vehicle roofs and ice chunks in the wheel wells or mud flaps. DO NOT shovel snow off vehicle roofs anywhere on the Ramp area.

Vehicle Operations

Driving on the Ramp is a privilege that may, at any time and for any reason, be revoked for failure to comply with the *TTAD Rules & Regulations* and in accordance with the Commercial Operating Permit. Airport employees have the authority to instruct or direct commercial vehicle drivers while on the Ramp area and Airport property.

Commercial transportation 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.

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.
- 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.
- Noise on the Ramp is very loud as a result of turning engines and propellers, which drown out verbal communications or normal warning sounds such as a car horn.
- 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.

Night-time Driving

Familiarize yourself with the airport and ramp area during daylight hours and allow yourself extra time during the night.

Driving on the Ramp for the first time at night may be disorienting. The Airside of Airports are dimly lit, which makes the airport look like a big black emptiness. This can make determining your speed especially difficult because there are no visual references. DRIVE SLOWER than you normally would when operating a vehicle on the Ramp at night. Also, be extra vigilant for aircraft and pedestrians. If at any time you are uncertain, STOP!

Keep your headlights on low-beam when operating a vehicle on the airport at night. Maneuver your vehicle so that your headlights DO NOT shine into any aircraft cockpit. This will prevent the loss of night vision by pilots navigating aircraft.

Procedures

The Ramp at KTRK can quickly become very congested; therefore, driving on Ramp must be kept to an absolute minimum. There is no reason to drive the length of the Ramp. Do not drive from gate 7 to pick up passengers on the South or West Ramps, or, visa versa.

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 aircraft's 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.

The gate you enter will depend on where your aircraft is parked. It is acceptable to wait in a designated parking space on either side of the airport gates or in the "Authorized Vehicle Waiting Area" east of the playground area (refer to the map on the Safety Guidelines dashboard card). There is no reason that drivers should drive the length of the Ramp.

- Gate 4 will be used to access aircraft parked on the South or West Ramps.
- Gate 7 will be used to access aircraft parked in front of the terminal building or on

the East Ramp.

- Before entering either Gate, ensure the Safety Guidelines dashboard card is placed on the vehicle dashboard.
- Enter the Gate using you 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.

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:

- Do not park, drop-off/pick-up passengers or stop for any reason in front of the Terminal Building on the Airside. This is strictly enforced.
- Exit the same gate that you entered. Commercial drivers should never drive the full length of the Ramp.
- The gate will automatically open as you approach.
- Wait on the outside of the gate until it fully closes behind you. Do not allow other vehicles to access or tailgate.

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 call 911 and report the accident to Truckee Tahoe Airport Operations (530) 587-4119.
- c. Render reasonable assistance, if capable, to any person injured in the accident.
- d. Driver must remain on scene until Law Enforcement Officer and/or Truckee Fire Protection District takes a full report.
- e. Report the accident to your supervisor before leaving the scene

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.



5. VEHICLE RULES AND REGULATIONS

5.1 *Legal Requirements*

All Vehicle Operators shall comply with the State of California Vehicle Code, these Rules and Regulations, directives issued by the General Manager, and the orders of Law Enforcement Officers.

5.2 *Licensing and Permit*

Except for Vehicles which are exclusively used on the AOA, all Vehicles shall meet the State of California licensing and registration requirements. Vehicle Operators must have a valid Vehicle Operator's license and evidence of insurance as required by State of California law, including those vehicles operated exclusively on the AOA.

5.3 *Equipment*

Vehicles shall not be operated at the Airport unless the Vehicle is in sound mechanical order, has adequate lights, horn, and brakes, and provides clear and unobstructed visibility from the driver's position.

Trailers and semi-trailers are not permitted at the Airport unless equipped with lights (or reflectors) on all sides and proper brakes/braking system. Trailers and semi-trailers shall not be disengaged from towing Vehicles.

5.4 *Operations*

Vehicles are not permitted to be operated in a careless, negligent, unsafe, or reckless manner; in disregard of the rights, safety, and security of others; and without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or Property.

Vehicles constructed, equipped, loaded, or maintained (or having attached thereto any object or equipment which drags, swings, or projects) so as to endanger or be likely to endanger persons or Property is prohibited.

No tank Vehicle, truck, or semi-trailer used for the transportation of flammable liquids, Fueling, or defueling of Aircraft shall be operated on the AOA unless approved in writing by the General Manager.

Vehicles shall not be operated in any Hangar for a prolonged period of time unless the Vehicle exhaust is protected by screens or baffles to prevent the escape of sparks or the propagation of flame and a vent system exists to prevent exhaust fumes from building up in the Hangar.

The operation of Vehicles which are overloaded (as designated in the vehicle operation manual) are prohibited.

Airside and Landside Speed Limits:

Safe Speed – Vehicles shall not be operated at a speed greater than is reasonable and prudent under prevailing conditions and/or in a manner that endangers persons or Property.



Minimum Speed – Vehicles shall not be operated at such a slow speed as to impede or block traffic, except necessary for safety or in compliance with Legal Requirements.

Maximum Speed – Vehicles, except Emergency Vehicles or equipment responding to an emergency, shall not be operated in excess of the posted speed limits or in excess of any speed stipulated in these Rules and Regulations. In areas where signs, markers, or devices are not used or posted, the speed limit shall be:

Maximum Speed (miles per hour)	TRK
Airside	15
Landside	25

Vehicle Operators shall not, after receiving a visual or audible signal from a TTAD employee or Law Enforcement Officer fail to stop the Vehicle being operated, operate the Vehicle in disregard of the signal, or impede or interfere with or endanger persons or Property.

Vehicle Operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by a TTAD employee or Law Enforcement Officer.

Persons shall not ride on the running board, in the beds of pickup trucks, ride on the outside of a Vehicle, or allow arms or legs to protrude from a Vehicle with the exception of Emergency Vehicles that are designed specifically for such operations.

Vehicle Operators shall yield the right of way to Aircraft, Emergency Vehicles or equipment, and pedestrians.

Vehicles shall not be operated in such a manner or within such proximity of an Aircraft as to create a hazard or interfere with the safe and secure operation of the Aircraft.

- Vehicles, except Emergency Vehicles or equipment responding to an emergency, shall not overtake or pass in front of a moving Aircraft.
- Vehicles shall come no closer than 50 feet to a taxiing Aircraft and shall pass to the rear of taxiing Aircraft.
- Vehicles shall not pass closer than 20 feet from any wing or tail section of a parked or staged Aircraft where practical.

Vehicles used for hauling trash, dirt, or any loose material(s) shall not be operated on the Ramp in such a fashion as to prevent the contents from dropping, leaking, or otherwise escaping including, at a minimum, covering the load.

Tugs (Towing Vehicles and Related Equipment):

- Positive locking couplings are required for all towing Vehicles and related equipment.
- Aircraft towing Vehicles and related equipment shall be returned to designated parking or staging areas immediately following unloading.



5.5 Air Operations Area/Ramp

Persons or entities desiring access to the AOA shall complete the TRK AOA Access Terms Agreement Form and fully comply with the terms and conditions contained therein. Vehicular access to the AOA shall be limited to those with access media, who are engaged in an Aeronautical Activity, or those who have business dealings with the Airport or an Operator.

Vehicle Operators entering or exiting the AOA shall stop and allow the gate to fully close before proceeding. No tailgating. The Vehicle Operator shall ensure that no unauthorized Vehicles or persons gain access to the Airport while the gate is in operation. If the Vehicle Operator cannot prevent such access, the Vehicle Operator shall immediately contact the TTAD or "911".

Authorized pedestrians and wheelchairs may enter the AOA for Airport related business, but they shall not enter the Movement Area.

Lessees and Operators shall provide an annual list of individuals and Vehicles requiring Vehicle access to the AOA.

Vehicle Operators using the AOA on an irregular basis must be escorted by an authorized Vehicle Operator or obtain permission from the General Manager in writing and shall proceed directly to the Vehicle Operator's destination on the Airport without entering the Movement Area. The General Manager may restrict Vehicles to a certain area(s) of the AOA. Such restrictions may prohibit Vehicle operations outside the designated area(s).

Use of motorhomes, mini-bikes, dirt bikes, all-terrain Vehicles, go-carts, roller blades, skate boards, unauthorized bicycles, or unicycles or other similar devices for recreational purposes are not permitted without the prior written permission from the General Manager.

5.6 Movement Area

No Vehicle shall enter the Movement Area as delineated in Appendix 9.5 without prior coordination (including appropriate training and safety markings) and two-way radio communications with Unicom or a TTAD escort.

Vehicles on the Movement Area shall be painted and/or properly marked in a manner approved by the General Manager. No person shall take or drive any Vehicle on the Movement Area unless permission has been granted in an Agreement or obtained in writing, in advance, from the General Manager.

Vehicles used exclusively on the AOA shall be equipped with an approved and fully operational amber (or red for Emergency Vehicles only) rotating, flashing, or steady beacon on the roof or uppermost point of the Vehicle providing 360 degree view and in compliance with AC 150/5210-5B. The beacon shall be activated by the Vehicle Operator prior to entering the AOA and shall remain in operation while the Vehicle is in the AOA.

When construction-related Vehicles are required to enter or work within the Movement Area, such Vehicles will be marked with an approved orange and white checkered flag (for daytime operations) or an amber beacon (for nighttime operations). If the construction Vehicle is not equipped with a two-way radio capable of communicating on the proper aeronautical



frequencies, the Vehicle shall be escorted at all times (while in the Movement Area) by a TTAD authorized Vehicle and authorized personnel having radio contact with TRK Unicom or have a flagman (with a two-way radio capable of communicating with TRK Unicom) stationed at the area(s) designated by the General Manager to give instructions to the Vehicle.

5.7 Accidents

A Vehicle Operator involved in an Accident resulting in any injury or death to a person(s) or damage to Property shall stop at the scene (or as close as possible to the scene without creating a safety hazard) and immediately call "911". The Vehicle Operator (and the Vehicle) must remain at the scene until Law Enforcement Officers and/or the Truckee Fire Protection District take a full report.

5.8 Cleaning and Maintenance

Unless otherwise approved in writing by the General Manager, Vehicles shall not be cleaned and/or maintained on the Airport, except for minor repairs which are necessary to remove such Vehicles from the Airport.

5.9 Parking or Stopping

Vehicles shall be parked only in designated areas unless otherwise approved in writing by the General Manager. No vehicles shall be left unattended on the Ramp area.

Vehicles shall not be parked or stopped so as to obstruct Aircraft, Vehicles, or pedestrians; within 15 feet of a fire hydrant or within a fire lane within 3 feet of either side of a security fence; and in violation with applicable signage and postings.

Vehicles, other than those loading and unloading Aircraft, shall not stop for any purpose other than in the areas specifically designated for loading, unloading, parking, and/or staging and only in the manner prescribed by signs, painted markings, or other means. No vehicle parking is allowed in front of the terminal building or along the airside in front of the playground.

Displaying Vehicles and/or equipment for sale, lease, or rent at the Airport is prohibited unless previously authorized in writing by the General Manager.

- Parallel parking along the perimeter curb of the Vehicle parking area shall be prohibited.
- Parking in designated public parking areas is open to any person using the Airport.

Aircraft Operators may park Vehicles which are fully operational, completely functional, and properly permitted by the General Manager inside the Hangar while the Based Aircraft in the Hangar is gone.

- Vehicles may not be parked on Tiedown areas.
- Abandoning a Vehicle anywhere on the Airport, including on Leased Premises, is prohibited.

Unless approved in writing by the General Manager, the parking or storage of boats, rafts, jet skis, snow mobiles, dune buggies, dirt bikes, all-terrain Vehicles, race cars, recreational Vehicles, trailers, and other similar Vehicles in a Hangar or anywhere else on the Airport is prohibited.



The General Manager may boot, tow or otherwise remove any Vehicle which is disabled or parked in violation of these Rules and Regulations (or if the Vehicle creates a safety or security hazard or interferes with Airport operations), or is parked in either the Airport Administration Building parking lot or the Long Term Parking lot if a current and valid Vehicle license plate and sticker is not prominently displayed, at the Vehicle Owner or Operator's risk, cost, and expense and without any liability to the TTAD.

5.10 Fees and Permits

A Vehicle Owner or Operator who parks a Vehicle overnight on the Airport shall pay overnight parking fees established in the TTAD Master Rents and Fees Schedule unless the Vehicle Owner or Operator is exempt from payment as may be stipulated in an Agreement with the TTAD.

A Vehicle Owner or Operator who desires to park a Vehicle in excess of seven (7) consecutive days at the Airport must procure a parking permit from the TTAD, park in the long-term parking lot located south of the Airport Administration Building, and pay parking fees established by the TTAD. Vehicles must prominently display the temporary tag, hang tag, or sticker issued by the TTAD.

5.11 Loss of Access Privileges

Unsafe or reckless vehicle conduct found to be in violation of these Rules and Regulations as determined by the General Manager are subject to the following penalties:

- First Offense
 - Warning in writing
- Second Offense
 - 30-day loss of access media
- Third Offense
 - Termination of hangar lease



COMMERCIAL VEHICLE RULES AND REGULATIONS

6. COMMERCIAL VEHICLE RULES AND REGULATIONS

6.1 *Legal Requirements*

All Commercial vehicle transportation companies and car rental companies shall comply with these Rules and Regulations and other applicable Legal Requirements.

6.2 *Commercial Vehicle and Operator Licensing*

Prior to providing Commercial vehicle transportation services, all Commercial Vehicle Operators (e.g., taxi, Limousines, charter party carrier/passenger stage carrier, and Courtesy Vehicle operators) providing Commercial ground transportation services must apply for and receive an approved Commercial Operating Permit from the TTAD.

Commercial Vehicle Operator shall (at its own cost and expense) obtain from all applicable Agencies having jurisdiction, all licenses, permits, consents, approvals, and authorizations that may be required for the provision of Commercial ground transportation services at the Airport. Such documentation shall be produced for examination immediately upon request by the General Manager.

All required Commercial Vehicle Operator identification shall be displayed in the windshield or other location as directed by the General Manager. No person shall remove, damage, or tamper with Commercial Vehicle identification. Commercial Vehicle Operator identification and access media are non-transferable.

Commercial Vehicles shall be clearly identified with the name of the Commercial Vehicle Operator on the outside of the Vehicle visible to passengers.

6.3 *Non-Transferable*

Commercial Operating Permit identification and access media shall not be assigned or transferred without prior written approval of the General Manager.

6.4 Air Operations Area/ Ramp

Commercial Vehicle Operators with a Commercial Operating Permit shall fully comply with the terms and conditions contained therein.

Commercial Vehicle Operators entering or exiting the AOA shall stop and allow the gate to fully close before proceeding. No tailgating. The Commercial Vehicle Operator shall ensure that no unauthorized Vehicles or persons gain access to the Airport while the gate is in operation. If the Commercial Vehicle Operator cannot prevent such access, the Commercial Vehicle Operator shall immediately contact the TTAD or "911".

Authorized pedestrians and wheelchairs may enter the AOA for Airport related business, but they shall not enter the Movement Area.

Commercial Vehicle Operators shall provide an annual list of individuals and Vehicles requiring Vehicle access to the AOA.

Commercial Vehicle Operators using the AOA on an irregular basis must be escorted by an authorized Vehicle Operator or obtain permission from the General Manager in writing and



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shall proceed directly to the Vehicle Operator's destination on the Airport without entering the Movement Area. The General Manager may restrict Vehicles to a certain area(s) of the AOA. Such restrictions may prohibit Vehicle operations outside the designated area(s).

6.5 Insurance

Commercial Vehicle Operator shall procure, maintain, and pay all insurance premiums throughout the term of the Commercial Vehicle Permit for the insurance coverages and amounts required by Legal Requirements and set forth by the TTAD.

A current copy of Commercial Vehicle Operator's insurance must be kept on file with the TTAD.

- The insurance company or companies underwriting the required policy shall be authorized to write such insurance in the State of California (with a Best rating of A or above) or be approved in writing by the TTAD.
- Required terms and limits shall be established by the TTAD.
- Insurance terms shall, at a minimum, assume financial responsibility for injuries to persons, employees, and property caused by Commercial Vehicle Operator's activities.
- Commercial Vehicle Operator shall maintain worker's compensation for all employees.
- Insurance shall identify the TTAD, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers as additional insured.

6.6 Parking or Stopping

After discharging passengers, each Commercial Vehicle shall immediately leave the Airport (not Loiter). Commercial Vehicles shall not be parked, staged, or stopped in such a manner as to interfere with vehicular or pedestrian traffic, with moving Aircraft, moving Refueling Vehicles, emergency Vehicles, ramp service personnel, pilots and passengers, and pedestrians. Parking is only allowed in designated parking areas. No stopping or dropping off passengers on the airside of the terminal building or playground area.

6.7 Commercial Vehicle Operator Conduct and Appearance

The TTAD is committed to minimizing negative impacts on the local Truckee Communities. Commercial Vehicle Operators shall make a concerted effort to reduce and/or eliminate any adverse impacts associated with Commercial Vehicle operations. Commercial Vehicle Operators are subject to community annoyance reduction programs and operational restrictions posted on signs or placards. Commercial Vehicle Operators shall prominently display and distribute TTAD informational materials that support community annoyance reduction programs.

Commercial Vehicle Operator is prohibited from Loitering.



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Commercial Vehicle Operator shall not solicit, persuade or urge any person (by words, gestures, or other form of communication) to use or hire any Commercial Vehicle Operator or use offensive, abusive, or obscene language, gestures, or other forms of communication.

Commercial Vehicle Operator shall maintain a professional look and appearance. Commercial Vehicle Operator shall conduct themselves in a courteous and professional manner and treat members of the traveling public with the utmost respect.

6.8 Commercial Vehicle Equipment and Condition

All Commercial Vehicles shall be kept in good operating condition and appearance. Each Commercial Vehicle shall be subject to inspection by the General Manager at any time to determine compliance with these Rules and Regulations. Failure to pass any portion of the inspection may result in the Commercial Vehicle being prohibited from picking up and/or dropping off passengers until the discrepancies have been corrected to the satisfaction of the General Manager.

6.9 Fees

Nothing in these Rules and Regulations shall be construed as granting any Commercial Vehicle Operator the right to operate at the Airport without first obtaining a Commercial Operating Permit and meeting all other requirements and without paying the fees which may be established and assessed by the TTAD.

6.10 Complaints

Commercial Vehicle Operator shall respond fully in writing and/or as otherwise requested by the General Manager within 14 calendar days to any written customer complaint and shall assist the TTAD to investigate and resolve customer complaints. Commercial Vehicle Operator shall respond fully in writing and/or as otherwise requested by the TTAD within 14 calendar days to any inquiry by the General Manager.

6.11 Penalties

The penalties for Commercial Vehicle Operators who are determined by the General Manager to be in violation of these Rules and Regulations follow:

- Unsafe Commercial Vehicle
 - Suspension of privileges pending compliance
- Minor violation (including, but not limited to, Loitering in the Administration Building)
 - First Offense – 24 Hour Suspension of Commercial Vehicle Permit
 - Second Offense – 30 Day Suspension of Commercial Vehicle Permit
 - Third Offense – Permanent revocation of Commercial Vehicle Permit
- Major violation (including, but not limited to, attempt to induce another to commit an illegal act or violation of these Rules and Regulations, failure to obey a directive of the General Manager, offensive language, gestures, or other actions, or conduct that is discourteous or unprofessional)
 - First Offense – 7 Day Suspension of Commercial Vehicle Permit
 - Second Offense – 30 Day Suspension of Commercial Vehicle Permit



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- Third Offense – Permanent revocation of Commercial Vehicle Permit
- Reckless driving, arrest at the Airport for any criminal action, and driving under the influence of alcohol and/or drugs
 - First Offense – Permanent revocation of Commercial Vehicle Permit

Any combination of offenses in excess of three may result in the permanent revocation of Commercial Vehicle Permit.