

# *Contra Costa County Airports*

## *Non-Movement Vehicle Operator Training Handbook*

Hello, and welcome to Buchanan Field Airport. This Non-Movement Vehicle Operator Training Handbook (Handbook) will help prepare you for driving in the Non-Movement Area of Buchanan Field. The FAA has directed that this type of training shall be mandatory for all individuals that operate within the Non-Movement Areas. As with any training, the top priority is to make sure we are all safe while using and enjoying Buchanan Field. Airport runway incursions have been a hot topic for the last several years, which highlights the need to ensure pedestrians and vehicle don't accidentally enter onto a Movement Area.

This Handbook will familiarize you with identifying:

- The Non-Movement Areas (highlighted in green on the attached map),
- Important terms and surface markings
- Basic driving rules and safety guidelines
- Vehicle parking rules
- Contact information, and safety resources.

As an individual with driving privileges on the airfield, you are responsible for knowing and understanding this critical information.

Safety is our primary goal with this handbook. Airport safety is vital to all members of the Buchanan Field family. It is in that spirit that we provide this Handbook to you and ask that you follow the rules and stay safe. Thank you for taking the time to review the information provided

### **Important Terms and Surface Markings (see Attached Map)**

#### Air Operations Area

The Air Operations Area, or AOA, includes all areas inside Buchanan Field's perimeter fence. The AOA is restricted access and consists of both the Movement and Non-Movement Areas.

## Non-Movement Area

The Non-Movement Area is defined as the taxi areas and ramp areas not under control of the Air Traffic Control Tower (ATCT). The Non-Movement Area includes the East Ramp, Main Ramp, Northwest Ramp, and Gravel Area.

## Movement Area

The Movement Area consists of the taxiways and runways. These areas are even more restricted than the Non-Movement area for vehicles and pedestrians and require prior permission from the Director of Airports. Completing this manual does not qualify you to enter any Movement Areas while on foot or in a vehicle. Entering Movement Areas as a pedestrian or in a vehicle requires prior approval by Airport Operations.

## East Ramp

The East Ramp (see Attached Map) is the tie-down and hangar areas east of John Glenn drive.

## Main Ramp

The Main Ramp (see Attached Map) is private leaseholds consisting of CalStar, Sterling Aviation, and Pacific States Aviation as well as the transient ramp west of the Crowne Plaza hotel. Vehicle access to these areas is strictly reserved to these entities and their escorted guests.

## Northwest Ramp

The Northwest Ramp (see Attached Map) is the paved area between Discovery Hangar and the Gravel Tie-down area. The access road to this area crosses in front of the Discovery hangar and the area between APEX and BAHOA hangars, so proceed with extreme caution.

## Gravel Area

The Gravel Area (see Attached Map) is the gravel area between Northwest Ramp and the TDMC Hangar. The access road to this area crosses in front of the Discovery hangar and the area between APEX and BAHOA hangars, so proceed with extreme caution.

### **Basic Rules for driving in the Non-Movement Area**

The first rule for driving in the Non-Movement Area is that aircraft ALWAYS have the right of way. This rule is absolutely vital for the safety of yourself and the pilot of any aircraft because often you can see them better than they can see you.

All applicable laws in the State of California vehicle code are still in effect in the Non-Movement Area. Some examples would include wearing your seatbelt or a helmet if riding a motorcycle.

Yield to all emergency equipment. In addition to the Airports' own Aircraft Rescue Fire Fighting (ARFF) vehicles, mutual aid may be responding to the Airport or operating on the Airport during emergencies. It is vital that their movements not impeded in any way.

In light of the fact that the Non-Movement area is restricted access, you are asked to do your part in ensuring that only individuals that have permission to be in the Non-Movement Area are allowed. The most important area to pay attention to is the gates onto the Airport. While letting in your own guests is okay, you should never let individuals that you do not know follow you through the gates (referred to as piggybacking). Damage to both tenant's planes and hangars, including stolen items could be the consequence of allowing someone through that shouldn't be on the field. You wouldn't want it to happen to you, so please don't enable it to happen to someone else.

Another gate related issue is making sure you are using a gate that your vehicle will fit through. If you need to bring a trailer into the Airport, please contact Airport. After driving through a vehicle gate, please stop to verify that the gate has closed. If a gate malfunctions, notify Airport Operations personnel immediately.

- Guests of any tenant should always be escorted while in the AOA by someone that has been trained in the Non-Movement Area rules. It is vital that guests are escorted because of the possible dangers to both the guests and other Airport users, since guests are less likely to be aware of all the dangers the Non-Movement area may present.

- The speed limit for the Non-Movement Area is 15 mph.
- Drivers should LOOK and LISTEN for moving aircraft. It is suggested that you roll down a window while driving in the Non-Movement Area. Also watch for passengers exiting aircraft and pedestrians in the Non-Movement Area.
- DO NOT drive under any portion of an aircraft. Damage to aircraft is very expensive and while you may think the wing is high enough to go under, paying for the consequences if you are wrong are not worth it.
- When in doubt, YIELD. It is better to take a couple extra seconds than to guess wrong about what the other person is going to do.
- As with driving on the highways, take extra precautions when driving at night or in inclement weather. Slow down and always have your lights on.
- In the event you have an accident, report it immediately to Airport Operations personnel. Damage to aircraft, vehicles and buildings can always be repaired but not telling someone could lead to far greater consequences.
- DO NOT drive across the tie-down cables, except for parking in your own tie-down space. It may take a couple minutes more to drive to the end of a row and go around but the tie-down equipment and your vehicle can be damaged by driving across them.
- Vehicles must be parked in your tie-down space or inside your hangar. All guests must also park in your tie down or hangar space. Guests on the East Ramp can also park in the parking lot outside the AOA. You should never park vehicles in any taxilane including in front of hangars as you may block other individuals from using their airplane.

## **SAFETY**

There are many hazards in the Non-Movement area. The most common hazards are as follows:

1. Moving aircraft
2. Jet/propeller blast
3. Propellers
4. Moving Vehicles
5. Blind spots around buildings and between hangar row.
6. Foreign Object Debris (FOD)

You should call 911 if there is an emergency situation. There are fire extinguishers located at various locations around the Airport. In the event you need general assistance you may contact Airport Operations personnel.

## **Contact Information**

1. 911 for Medical, Police, or Fire
2. (925) 646-5722 Airport Main Office during the daytime (8:00 am to 5:00 pm), Monday through Friday, excluding holidays
3. (925) 383-0005 Airport Operations staff