

Motor Vehicle Driving Safety Manual



Hayward Executive Airport



Welcome to Hayward Executive Airport! This manual provides site-specific information needed to safely drive a motor vehicle on the airport. It is intended to supplement specific written guidance and verbal instructions issued by the Federal Aviation Administration. Please take a moment to review the procedures outlined below, and feel free to direct any questions or comments to City staff during normal business hours at 510-293-8678. Thank you for your assistance in maintaining a safe operating environment at the airport.

Definitions

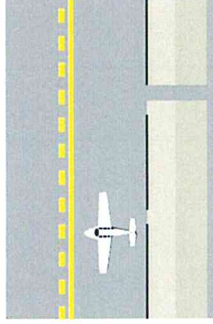
The portion of the airport dedicated to aircraft operations is the *Airport Operations Area* or *AOA*, in essence, all parts of the airport located within the perimeter fence. The AOA is subdivided into movement and non-movement areas.

The *movement area* includes runways, taxiways and associated safety areas used for aircraft takeoff and landing. The diagram at the back of this manual depicts the movement area at Hayward Executive Airport. Access to the movement area is controlled by the FAA Air Traffic Control Tower during normal hours of operation and is restricted to authorized City of Hayward and FAA employees only. Procedures for driving in the movement area are not covered here.

The *non-movement area* includes the aprons, ramps, and parking areas on the airfield as well as perimeter and access roads.

Movement Area Boundary Markings

To help distinguish between movement and non-movement areas, movement area boundary markings have been installed at Hayward Executive Airport. The solid side of the line indicates the non-movement area, which is not under ATC control, and the dashed side indicates the movement area, which is under ATC control. The marking is illustrated below:



You must receive permission from ATC before crossing from the non-

movement to the movement area. Unauthorized persons in the movement area may be cited for a pilot or vehicular/pedestrian deviation and may be subject to further action.

Vehicle Access to the Non-Movement Area

Authorized vehicles may be driven in the non-movement area, including those operated by individual tenants, commercial tenants, fire department personnel and police officers. Any visitor to the airport who has not been issued a gate card by the airport administration office must be escorted when in the non-movement area. All drivers and motor vehicles must meet the applicable regulations governing operation on public streets.

Security Gates

There are numerous security gates that vehicles may use to enter the non-movement area. To gain access you must approach the gate and place your airport-issued gate card within two inches of the card reader. You may proceed once the gate completely opens. Once through the gate, please stop and wait for it to close. Do not allow another vehicle to drive through the gate behind you, a practice known as *piggybacking*. If the gate does not close completely, or you observe someone attempting to piggyback, please notify the airport administration office at 510-293-8678.

General Requirements

Any person operating a motor vehicle in the non-movement area of the AOA at Hayward Executive Airport shall comply with all published rules and regulations, posted restrictions, speed limits and direction given by City of Hayward employees.

Safe Driving Procedures

Please note the following basic procedures for driving in the non-movement area of the airport:

- Vehicles are required yield to all pedestrians, emergency vehicles and taxiing aircraft.
- Drive in dedicated vehicle "zipper" lanes whenever they are present.
- Watch cockpit blind spots – pilots typically cannot see behind aircraft.

- Please do not exceed the posted speed limit of 10 miles per hour in the non-movement area.
- Never drive near an operating aircraft engine.
- Avoid jet blast or prop wash, which can blow debris or overturn vehicles.
- Never drive a vehicle under any part of an aircraft or allow any part of a moving aircraft to pass over your vehicle.
- A vehicle guide person should be used whenever the vision of the vehicle operator is restricted.
- Do not attempt to pass other vehicles or taxiing aircraft.
- Never drive in a manner that would endanger an aircraft, vehicle or person.
- Do not use the high beam headlights of your vehicle when driving on the AOA as they may cause glare, impairing the ability of pilots or other drivers to see properly.
- Exercise caution when approaching a blind intersection near hangars to avoid striking a moving aircraft, vehicle or pedestrian that may suddenly appear.
- Foreign Object Debris (FOD) is loose material such as gravel, asphalt or pieces of metal that can cause damage to aircraft engines, tires or skin. If you see FOD on the ramp, please pick it up or report it to the airport administration office.
- Never wear entertainment earpieces or any type of headset except noise protectors when driving on the AOA.
- Please do not leave your vehicle unattended with the engine running.
- Please park your vehicle in areas designated by the airport manager, lessees or sublessees. Vehicles may not be parked within 15 feet of a fire hydrant or within a fire lane, within three feet of either side of a security fence, or in such a manner as to obstruct access to a parking lot, driveway, runway, taxiway, taxi lane or hangar.

- Private vehicles may not be cleaned or maintained on the airport, except for minor repairs necessary to remove the vehicle from the airport.
- Vehicles that are disabled, abandoned, or illegally parked may be removed from the airport at the owner's expense with proper warning.
- If you are involved in an accident on the airport resulting in any injury to persons or damage to property, Airport Code requires that you stop the vehicle at the scene or as close to the scene as possible without obstructing traffic or creating a safety hazard, and immediately call 911. You are also required to notify the airport manager at 510-293-8678 between 8:00 am and 5:00 pm, Monday – Friday, or 510-385-1104 after normal business hours and on the weekend. The vehicle operator and the vehicle must remain at the scene until the airport manager or a law enforcement officer arrive and gather the necessary information.

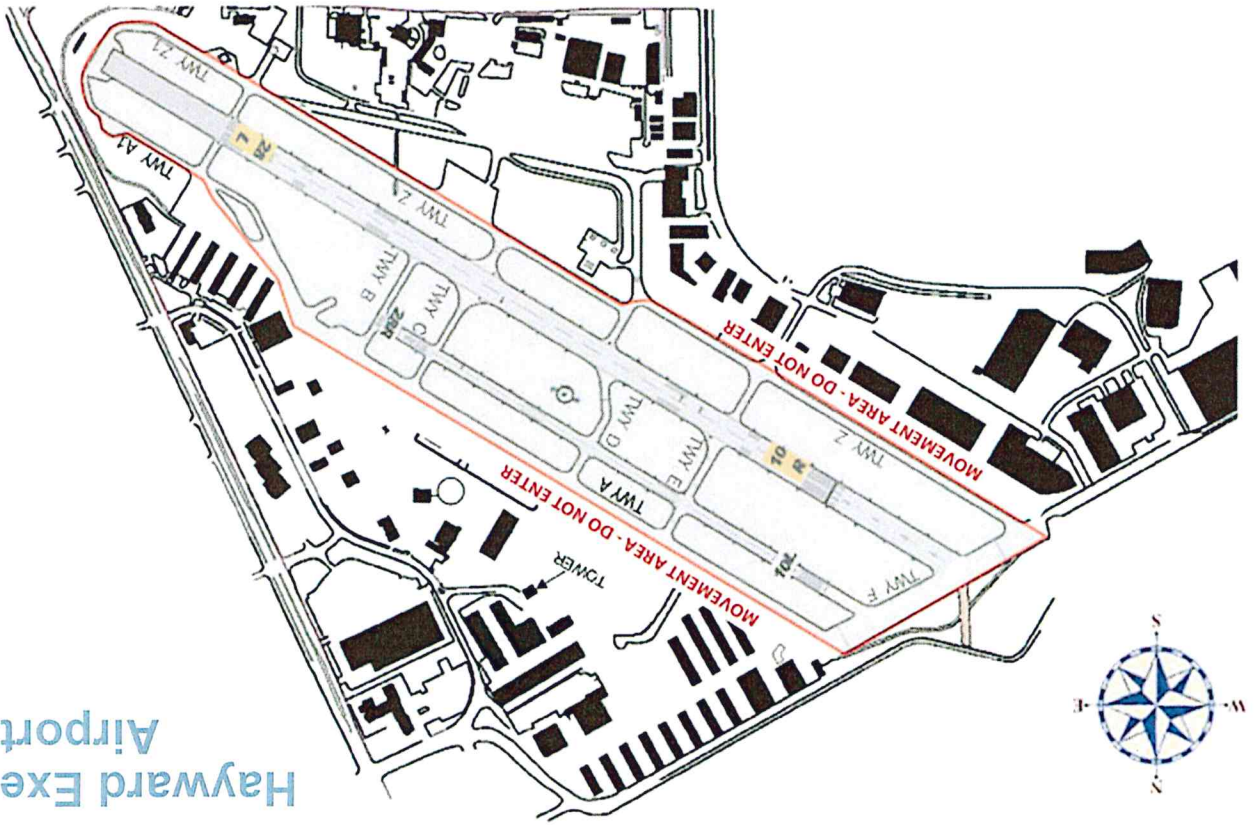
Enforcement Procedures

Persons found in violation of Airport Code or Airport Rules and Regulations will be notified in writing and may be subject to progressive penalties if a violation is not corrected. Complete details, including appeal procedures can be found in Section 2-6.22 of Airport Code. A copy of Airport Code can be reviewed online at www.hayward-ca.gov or at the Airport Administration Office, 20301 Skywest Drive, Hayward, California between 8:00 am and 5:00 pm, Monday - Friday.

Safety First

The active participation of pilots, controllers, and employees is essential in minimizing risk. Please remain alert at all times on airport property and immediately report any potential safety issues to City staff at 510-293-8678, douglas.mcneely@hayward-ca.gov, or in person during normal business hours. After normal business hours, please call 510-385-1104. Thank you for your assistance.

Hayward Executive Airport



Hayward Executive Airport

20301 Skywest Drive
Hayward, CA 94545

Tel: 510-293-8678 ♦ Fax: 510-783-4556

After Hours, Call: 510-385-1104

www.haywardairport.org