

Chicago Airport System
O'Hare & Midway International Airports
Ground Motor Vehicle Operation Regulations Manual



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GROUND MOTOR VEHICLE OPERATING REGULATIONS

The following regulations apply to all vehicle drivers who operate vehicles and/or equipment within all areas of the security perimeter within the Chicago Airport System.

At sole discretion of the Commissioner of the Department of Aviation or his or her designee, reserves the right to immediately and permanently revoke driving and access privileges for any person including, but not limited to Airport employees, construction contractors and snow contractors.

These regulations may be amended as necessary for Airport safety and efficiency. Airport users and tenants will receive written notice of any changes from the Department of Aviation. Recipients of written notice are responsible for informing employees or contractors of these changes. After 30 days from the date of notice, employees and contractors will be presumed to have received the notice and will be expected to adhere to the new requirements.

1. DEFINITIONS

Note: The following definition of terms is solely used for the purpose of these regulations.

Abandon

To desert or leave a vehicle or equipment unattended.

Access Control System

A system designed to control access through a security barrier at a Restricted Area access point.

Aircraft

A machine or device, such as an airplane, helicopter, glider, or dirigible, that is capable of atmospheric flight.

Airfield

The airfield is considered the subsystem of the Airport, which provides the means for the operations and maintenance of aircraft. The airfield includes runways, Taxiways, Gates, Aprons, Aircraft Holding Areas, Aircraft Servicing, Maintenance Areas and Cargo areas.

Airfield Operations Division

The Department of Aviation section that is responsible for airfield integrity, maintenance and general operations, as prescribed by FAR. Part 139.

Air Traffic Control Tower (ATCT)

The Federal Aviation Administration Air Traffic Control Tower located on the Airport.

Airport/O'Hare or Midway International Airport

The Chicago International Airport facilities owned and operated by the City of Chicago, Department of Aviation, Chicago, Illinois, as now existing or as the same may thereafter be developed.

Airport Driver Testing Office

The location where the Airport driver video is shown and driver test is administered.

AOA (Airfield Operations Area)

The Airfield Operations Area such as runways, taxiways and other areas of the Airport that are used for taxiing, hovering, take-off and landing of Aircraft, including entry and exit from Aircraft loading ramps and parking areas and areas not necessarily under the control of the ATCT.

ATS

Airport Transportation System. The electric train at O'Hare that connects Terminals 1, 2, 3, 5 and long term / remote parking.

Authorized

Acting under or pursuant to a written contract, permit, or other evidence of right issued by the Department of Aviation.

City

The City of Chicago, Illinois – Department of Aviation.

Collision Hazard

A collision hazard is any condition, event, or circumstance that could induce an occurrence of a collision or surface accident or incident. For example: A collision hazard is when a pilot must take an unplanned or evasive action to avoid colliding with an aircraft, vehicle, object, or person on the runway.

Commercial Activity

The exchange, trading, buying or selling of commodities, goods, services or property of any kind, or any revenue-producing activity, on the Airport.

Commissioner

The Commissioner of Aviation, City of Chicago Department of Aviation, or his or her duly authorized representative.

Department or DOA

The City of Chicago Department of Aviation.

Depressed Roadway (MDW)

The road to/from the tug tunnel access to the airport baggage make-up area, so named because the road elevation is lower than the aircraft gate area.

Depressed Roadway (ORD)

The baggage cart road (bag alley) located between Terminals 1, 2, and 3 and aircraft gate area because the road elevation is lower than the aircraft gate area.

Driver (Vehicle Operator)

With respect to a vehicle or equipment, means the person who is driving or has care and control of that vehicle or equipment.

Enclosed Roadways

Locations where vehicles or equipment are operated under structures or other roadways.

Escort

The practice of an authorized person accompanying an unauthorized person without an Airport ID Badge or a vehicle without an Airport vehicle insurance sticker in the security area of the Airport. Escorts must at all times be able to direct and control the activities of the person or vehicle being escorted, and assume full responsibility for the person or vehicle under escort.

Fishtailing

The excessive side-to-side movement of a vehicle or equipment, being towed.

Flammable Liquid

Any liquid that will readily ignite or that will emit a flammable vapor.

F.O.D.

Foreign Object Debris (also known as litter, trash, or rubbish) that is found on the airfield, which could cause damage to aircraft.

Ground Vehicle

A device in, upon or by which a person or property may be propelled, moved, or drawn upon land.

Hangar Area

Areas adjoining a facility that is used to store and/or repair aircraft.

ID Badging Office

The locations where City of Chicago, Department of Aviation, and Airport access control ID badges are issued.

ORD Office Located on Lower Level of Terminal 1 by elevator Center 1, adjacent to O'Hare Communications Center.

MDW Office Located at the DOA Security Office, 5221 W. 55th Street, on the 2nd floor.

Jet Blast

The exhaust thrust from aircraft jet engines.

Law Enforcement Officer

This includes but is not limited to Chicago Police Officers and Department of Aviation Special Police Officers.

Light Gun Signal

A light used by ATC personnel to get the attention of a driver who cannot be contacted by radio.

Manager

A duly authorized representative of the Department of Aviation.

Markings and Signs

Paint markings, traffic signs, guidance signs and lights that are used on all sections of the airport in order to ensure safe and efficient movement of aircraft, vehicles and pedestrians.

MCC

Midway Communications Center.

MDW

Midway International Airport.

Movement Area

A movement area is any area of the Airport, which is under the control of the Airport Traffic Control Tower (ATCT).

Non-movement Area

An area where aircraft, and ground vehicle movement is at the operator's discretion without contact with air traffic control. These areas include, but are not limited to, airport service roads, ramps and baggage make-up areas.

NOTAM – Notice to Airmen

A system designed to circulate essential airfield and airspace information to Airport personnel on a timely basis. ORD NOTAMs can be obtained from the recording at 773-686-6482.

Object Free Area – MDW

This area between the Concourse building and the blue line on the terminal ramp pavement are an object free ingress and egress emergency walkway. Only equipment approved by the Department of Aviation Safety and Security or Airfield Operations Division can be permitted in this area.

OCC

O'Hare Communication Center.

Operator

Any person who is in physical control of an aircraft or a ground vehicle, but is not limited to, employees, transient delivery persons, or persons being escorted within a security perimeter.

ORD

O'Hare International Airport.

Owner

Any person who holds the legal title of an aircraft or ground vehicle, or in the event that the aircraft or ground vehicle is the subject of a conditional sale or lease with the right of purchase upon performance of the conditions stated in the agreement, and with the immediate right of possession vested in the conditional vendee or lessee, or anyone in possession of an aircraft or ground vehicle on the Airport, or in the event a mortgagor of an aircraft or ground vehicle is entitled to the possession, then the conditional vendee, lessee or mortgagor will be deemed the owner for the purpose of these rules and regulations.

Park

To put, leave or let a ground vehicle stand or stop in any location whether the operator leaves or remains in the vehicle, unless a stop is required by traffic regulations or conditions beyond the control of the operator.

PDA

(PDA) Personal Digital Assistant. An electronic device, that is used for Airport driver testing.

Person

Any individual, firm, partnership, corporation, company, association, joint stock association, or body politic; and includes any trustee, receiver, committee, assignee or other representative or employee thereof.

Power Back

A procedure where aircraft back up under their own power using reverse engine thrust.

Push Back

A procedure where an aircraft is moved backward by a tug or other specially designed vehicle.

Ramp

A defined area of the Airport intended to accommodate aircraft for purposes of loading or unloading passengers, cargo or mail, refueling, parking or maintenance, also called a non-movement area.

Restricted Area

An area of the Airport designated by a sign as an area to which access by persons or vehicles requires the production of valid authorization to have access to the area. This includes, without limitation, sterile passenger hold rooms, concourses, baggage areas, terminal service roads, the movement area and any other areas considered restricted.

Rotating/Flashing Beacon Lights

Yellow or amber rotating lights inside of a dome that can be seen from a 360-degree visibility from dawn to dusk. These lights are fixed on top of vehicle roof or located on the dashboard of a vehicle.

Runway Incursion

Any occurrence at an airport involving an aircraft, vehicle, person or object on the ground that creates a collision hazard or results in a loss of separation with an aircraft that is taking off, or intending to take off, landing, or intending to land. (See page.12)

Safety Area

A designated area next to the edges of a runway or taxiway intended to reduce the risk of damage to an aircraft inadvertently leaving the runway or taxiway.

Security Perimeter or Security Area

The portion of the Airport that is enclosed by fencing, walls, or other barriers and to which access is controlled through designated entry points by the Department and/or authorized agencies. The movement area and secured area are located within the security perimeter.

State

The State of Illinois.

Sunset or Sunrise

The time of sunset or sunrise at the Airport as published by the United States National Weather Service.

Surface Incident

An event during which authorized or unauthorized/unapproved movement occurs within the movement area or an occurrence in the movement area associated with the operation of an aircraft that affects or could affect the safety of flight.

Taxiway

The part of the Movement Area that is used for maneuvering aircraft and equipment between the ramp/cargo area and the runway.

Terminal Building

The passenger terminal facility at the Airport, including all associated roadways, parking, and other facilities.

Traffic

The movement of passengers, vehicles or cargo through a transportation system; or vehicles or pedestrians in transit.

2. APPLICABILITY OF REGULATIONS

These regulations apply to all persons acting as ground vehicle operators (as defined above) or in control of a ground vehicle within the security perimeter of the Airport. These regulations are in addition to applicable ordinances of the City of Chicago and laws of the State of Illinois and the United States of America, which remain in full force and effect. In case two or more regulations, ordinances or laws cover the same subject, all shall be given effect, except in case of irreconcilable conflict in which the regulations, ordinance or law having the most stringent requirements shall govern. Employers will be held responsible for any reckless vehicle / equipment operation by their employees and/or contractors.

3. EMERGENCIES

When the Commissioner or his/her designee determines that an emergency exists at the Airport, these regulations may be suspended or revised as deemed necessary and appropriate to protect the health, welfare, and safety of persons and property and/or to facilitate the operation of the Airport.

4. USE OF LANGUAGE

Words of any gender used in these regulations should be construed to include any other gender and words in the singular will be held to include the plural, unless the context requires otherwise.

5. CAPTIONS

The captions or heading of sections and subsections in these regulations are inserted for convenience only. Captions will not be considered in understanding the provisions herein if any questions of intent should arise.

6. SEPARABILITY

If any provisions of these regulations or the application thereof to any person or circumstances are held invalid, the remainder of these regulations and the application of such provision to other persons or circumstances will not be affected in any way.

7. **AIRPORT DRIVER'S TESTING**

- A. Employees requesting driving privileges at the Airport must have a valid driver's license. Any expiration, suspension or revocation prevents an employee from obtaining or renewing their driving privileges. Driver's licenses must be non-expired for the duration of the O'Hare ID Badge.
- B. Copies of the Airport Ground Vehicle Operating Regulations are available through the I.D. Badging Office or may be downloaded at the address listed below. Driver testing is administered during the hours listed below or as otherwise needed.

CHICAGO AIRPORT SYSTEM BADGING: www.chicagoairports.com/badging

CHICAGO AIRPORT SYSTEM DRIVING: www.chicagoairports.com/driving

ORD DRIVER TESTING: (773) 686-6487

Located on Lower Level of Terminal 1 by elevator Center 1, adjacent to O'Hare Communications Center.
Hours: 7:30 a.m. – 4:00 p.m.

MDW BADGING OFFICE: (773) 838-0678

Located at the DOA Security Office, 5221 W. 55th Street, on the 2nd floor.
Hours: 7:00 a.m. – 4:45 p.m.

- C. All Airport ID badge holders whose job duties require them to operate a ground vehicle or equipment within the Airport security perimeter must successfully pass an Airport Driver's Test. Successful completion of driver's test requires applicants to score a minimum of 80%. If the Driver's test is passed, the employee will receive a driver's designation indicator on their Airport ID badge. The indicator is a yellow bar that covers a half-inch across the top, highlighting the expiration date of the Airport Badge.
- D. Each employee will be allowed three attempts to pass the Basic Airside Driver Test. If the employee fails to meet the passing score of 80% within three attempts, they will not be allowed to re-test for a period of one year from the date of the last test and will immediately forfeit all driving privileges on the airfield.

FIRST TEST ATTEMPT: If the employee fails the first test, the **EMPLOYER** will be responsible for retraining their employee on Basic Driving procedures. After the first unsuccessful attempt, the employee will need to submit a new ID Badge application when they return to take the second test.

SECOND TEST ATTEMPT: After the second failed test, the employee's driving privileges will be suspended until the third test attempt. The yellow stripe on the employee's badge will be voided. An employee who is caught driving while on suspension will have their badge revoked. Reinstatement of Airport badge is at the discretion of the Managing Deputy Commissioner of Safety and Security. The employee will need to submit a new ID Badge application without the driver request box checked in order to obtain a badge without the yellow-stripe.

THIRD TEST ATTEMPT: Employees who fail the driver test the third time will not be allowed to obtain a yellow-stripe nor be able to retest for a period of one year. An employee who is caught driving after their driving privileges have been revoked will have their badge confiscated. Reinstatement of Airport badge is at the discretion of the Managing Deputy Commissioner of Safety and Security or his or her designee.

- E. Employees who are unsuccessful in meeting the required passing score will be allowed to re-test no earlier than one full business day, and no later than one business week.
- F. **ORD**
All persons driving vehicles to and from the Airport and parking in either hangar and / or employee parking areas and are not required to take the driver test for their employment will be subject to these rules and regulations as well as general rules of the road. Improper vehicle operation by employees can subject the employee to monetary penalties, revocation of driving privileges and/or notice to their employer.
- G. **Basic (Yellow) Driving Stripe** – Employees with basic airside driving privileges will be required to complete and successfully pass the Basic Driver's Test every two years with a minimum passing score of 80%. It is the responsibility of the employee to study this manual, prior to testing.
- H. **Advanced (Yellow/Red) Driving Stripe** - Employees with advanced airside driving privileges will be required to complete and successfully pass the combined Basic and Advanced Driver's Tests **EVERY YEAR**. The minimum score of 85% is considered passing for the combined Driver test. It is the responsibility of the Advanced Driver to study the appropriate manuals and obtain the proper vehicle training needed, prior to taking either test.

**CHICAGO AIRPORT SYSTEM
ADVANCED DRIVER WEBSITE:**

www.chicagoairports.com/driving/advanced

I. **ORD**

Taxi Mechanic (Yellow/Blue) Driving Stripe – Taxi Mechanics who have the Yellow / Blue driver designation may only be on a taxiway while they are taxiing an aircraft. When in a vehicle, taxi mechanics must utilize the service roads. Airline Mechanic employees with aircraft taxi responsibilities which correlate to some advanced airside driving privileges will be required to complete and successfully pass the combined Basic and Taxi Mechanic Driver's Test **EVERY YEAR**.

The minimum score of 85% is considered passing for the combined Driver test. Once the employee has passed the Taxi Mechanic test, they will obtain the yellow / blue driver designation on their ID Badge. It is the responsibility of the Taxi Mechanic - Advanced Driver to study the appropriate manuals and obtain the proper vehicle training needed, prior to taking the combined test.

MDW

Taxi Mechanic / Tug Operator (Yellow/Blue) Stripe – Airline Mechanic employees with aircraft taxi or tug responsibilities which correlate to some advanced airside driving privileges will be required to complete and successfully pass both the Basic and Advanced Driver's Tests **EVERY YEAR**. The minimum score of 85% is considered passing for the Advanced Driver's test. Once the employee has passed the Advanced test, they will obtain the yellow / blue designation on their ID Badge. It is the responsibility of the Taxi Mechanic – Tug Operator to study the appropriate manuals and obtain the proper vehicle training needed, prior to taking either test.

J. **Basic Driver Testing** will occur every two years and correlate with the expiration date on the Employee Identification Badge. Upon badge renewal, all drivers must begin the testing process no later than 30 days before badge expiration.

K. **Advanced and Taxi Mechanic testing** must begin a minimum of 60 days before badge expiration.

L. Employers and/or their employees who damage or destroy a PDA used during testing will be responsible for the replacement cost of the PDA. In order to avoid damage and/or destruction to PDAs, employees are encouraged to ask for additional assistance or instruction from the Test Proctor.

M. Any employee caught cheating on any driver test will automatically fail the test and have their ID Badge confiscated. A review will be made on whether or not an employee will be allowed to retake the test to obtain driving privileges and have their badge returned. All testing areas are video recorded.

8. **AUTHORITY TO OPERATE WITHIN THE SECURITY PERIMETER**

A. No person will operate any ground vehicle within the security perimeter, unless such operation is directly related to an aviation or business activity. Such vehicles include, but are not limited to:

- (1) Airline equipment;
- (2) Catering vehicles;
- (3) Fuel tankers;
- (4) Fixed-base operator service vehicles;
- (5) Scavenger service vehicles with proper permits and insurance;
- (6) Designated City of Chicago vehicles;
- (7) Contract snow removal equipment;
- (8) Vehicles escorted by a tenant or Departmental vehicle; and
- (9) DOA approved service/tenant vehicles;
- (10) FAA vehicles;

Motorcycles and bicycles (self-propelled) are NOT permitted on the movement area and/or the Airfield areas (except for the Chicago Police Department.)

B. No person other than a passenger or crew member enplaning or deplaning or under escort will enter the Airport security area without a valid identification document issued or approved by the Department; nor will any person drive a ground vehicle on the movement area and/or the Airfield without proper vehicle identification as prescribed by **Section 34** herein and a driver's license as prescribed by **Section 35** herein.

C. No person will operate or cause to operate any ground vehicle within the security perimeter unless the vehicle is properly insured in accordance with insurance requirements established by the Department and evidence of insurance is submitted to the ID Badging Office.

D. Individuals or vehicles requiring an escort will remain under the control of DOA Security until all required forms are filled out. The escort must sign the escort log and accept responsibility for those being escorted. The only exceptions are enplaning or deplaning passengers who are under the supervision/escort of airline personnel. All persons seeking access to specific areas on the AOA, but not

having authorized access to the Airfield, must be escorted by a driver who possesses a valid blue or green ID Badge with a yellow stripe.

MDW: Persons with a gray badge, with or without a yellow stripe are not allowed in the Secured Area unescorted. Persons providing the escort are responsible and must direct and control the individuals and/or vehicles being escorted until they have left the Secured Area at all times.

9. **OPERATION OF GROUND VEHICLES WITHIN MOVEMENT AREA**

Each ground vehicle authorized to operate on the movement and non-movement areas at the Airport must obey:

A. **Runways and Taxiways**

No person will drive a ground vehicle on or across any runway or taxiway at any time, except:

1. Where service roads cross Taxiways.
2. Authorized City of Chicago employees who are in contact with the ATCT via two-way radio and who receive clearance; or

MDW: Only a person with yellow/blue stripe is allowed.

3. Persons who are escorted by authorized City employees who are in contact with the ATCT via two-way radio and who receive clearance; or
4. Authorized drivers from organizations who are approved by Airport Operations.

B. **Movement Areas**

1. Vehicle operators on the movement area must maintain two-way radio communications between their vehicles and the ATCT; or
3. Any City escort vehicle with a two-way radio must maintain communications with the ATCT to accompany a vehicle without a radio.

C. **Non-Movement Areas**

It is not operationally practical to maintain two-way radio communications between every vehicle and the ATCT or to provide escort vehicles. Therefore, vehicles not equipped with two-way radios must follow the procedures below:

1. Vehicle Operators must yield the right-of-way to all Aircraft **at all times**,
2. Vehicle Operators must drive on the defined service roads only,
3. Vehicle Operators must obey all posted signage including "STOP", "NO TURNS ACTIVE TAXIWAYS", "AVOID STOPPING BETWEEN TAXIWAYS" and heed warnings including "CAUTION JET BLAST",
4. Vehicle Operators must obey the roadway signage, signals, flag personnel, and any / all Ground Vehicle Operating Regulations, which are currently in place.

10. **RUNWAY INCURSIONS**

A **runway incursion** is any occurrence at an airport involving an aircraft, vehicle, person or object on the ground that creates a collision hazard or results in a loss of separation with an aircraft that is taking off, intending to take off, landing, or intending to land.

Runway incursions are a national concern and are currently on the National Transportation Safety Board's (NTSB) most wanted list for aviation improvements. Runway incursions have increased over recent years.

A. **Runway Incursions are classified into the following four categories.**

1. **Operational Error** – Failure of the air traffic control system that results in a loss of separation which is defined, in Federal Aviation Administration Order 7210.56A.
2. **Pilot Deviation** – The action of a pilot that results in violation of Title 14 of the Code of Federal Regulations or a Federal Aviation Regulation.
3. **Vehicle/Pedestrian Deviation** – Any entry or movement on the movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by air traffic control.

4. **Miscellaneous** – A situation that occurs that cannot be attributed to any of the three categories above (for example: Equipment failure).

- B. All runway incursions are surface incidents, but not all surface incidents are runway incursions. To qualify as a runway incursion, an aircraft that is taking off, intending to take off, landing, or intending to land must encounter both of the following conditions listed below:
 - 1. At least one aircraft, vehicle, pedestrian, or object must be on the runway.
 - 2. A collision hazard or a loss of separation must occur.
- C. A **collision hazard** is any condition, event, or circumstance that could induce an occurrence of a collision or surface accident or incident (for example: A pilot makes an unplanned or evasive action to avoid an aircraft, vehicle, object, or person on the runway).
- D. A **loss of separation** is an occurrence or operation that results in less than the prescribed separation between aircraft, or between an aircraft and a vehicle, pedestrian, or object.
- E. No aircraft, vehicle or pedestrian may enter onto the runway without receiving a specific clearance to do so by the FAA Airport Traffic Control Tower. Only FAA Air Traffic Control Personnel can give the authorization for entry onto a runway.

11. **OPERATIONS NEAR AIRCRAFT**

- A. No person, other than the operator of an aircraft-servicing vehicle for a designated aircraft, operating a ground vehicle on the ramp will pass within 20 feet of a parked aircraft. In situations where an aircraft is being loaded, unloaded or serviced at ground level, vehicles will not pass such an aircraft and terminal concourses while passengers are enplaning or deplaning.
- B. No person will operate an aircraft-servicing vehicle within the gate area unless the aircraft to be serviced has come to a complete stop at its designated loading position.
- C. When on the airfield, all vehicles must back into designated parking areas, including spaces adjacent to and perpendicular to buildings.
- D. No person will conduct aircraft refueling operations unless aircraft is properly bonded to the refueling equipment. The refueling operator must maintain physical control over the equipment during the refueling process.
 - ORD:** If **any** spill occurs, contact 773-894-9111 for proper disposal.
 - MDW:** If **any** spill occurs, contact 773-838-9111 and MDW Airfield Operations at 773-838-0677 for proper disposal.
- E. After aircraft pushback, all equipment must be stored or returned to designated areas. This equipment includes but is not limited to aircraft chocks, belt loaders, baggage carts, air stairs and tugs.
- F. After sunset, no person will park in the gate area with the vehicle headlights on and facing the inbound aircraft so as not to distract the flight crew during aircraft parking procedures.

12. **VEHICLE OPERATION ON THE AIRFIELD**

- A. All vehicles must travel in a single lane of traffic.
- B. Vehicles must remain on paved surfaces and within designated lanes and adhere to all traffic signals and signs. **BLOCKING A SERVICE ROAD IS PROHIBITED.**
- C. All vehicles must use the designated service roads whenever possible.
- D. Vehicles may not park closer than **100 feet** from a fuel spill. **Never drive through a fuel spill.**
- E. In the event of a fuel spill, vehicles that are running must be left running. Consequently, non-running vehicles must not be started.
- F. AGI Vacuum trucks transporting flammable materials and Fuel Tanker Trucks will not be permitted to drive through a concourse underpass or under Terminal Buildings, Depressed Roadway, No vehicles transporting flammable materials will be permitted to drive through a concourse underpass or under terminal buildings.
 - ORD:** Trucks transporting flammable materials cannot pass through the cargo tunnel to access the Southwest Cargo area.

MDW: No motorized vehicles are allowed on depressed roadways except for DOA or Emergency Response vehicles.

G. **Only baggage tugs, carts engaged in baggage operations, and emergency vehicles are permitted to use the depressed roadway.**

H. No vehicle will be left unattended with its motor running, unless weather or operational conditions dictate otherwise.

MDW: If a vehicle is left unattended and equipped with chocks, they must be in place.

I. Rotating/Flashing Beacon Lights must be on at all times for ground vehicles operating in the movement areas.

J. No fossil fuel vehicles containing flammable liquid will be permitted through a concourse underpass or under the terminal buildings (except for Public Safety and Airfield Operations Vehicles).

K. **ORD:** No vehicle containing Flammable Liquid (fuel trucks) will park under or near the ATS.

L. **MDW:** All vehicles traveling north bound on the airfield service road behind Runway 31C (South-East Corner) must stop at the designated stop sign and wait for oncoming south bound vehicular traffic to pass.

13. SPEED LIMITS

A. No person will operate a ground vehicle in excess of the posted speed limit while within the security perimeter of the Airport, other than a public safety vehicle responding to an emergency.

B. All vehicles will operate at a speed not to exceed five miles per hour while in the baggage make-up area, tug tunnel and depressed roadway.

C. **ORD:** All vehicles will operate at a speed not to exceed 20 miles per hour while traversing the Ramp areas.

MDW: All vehicles will operate at a speed not to exceed 15 miles per hour while crossing the Terminal, South or West ramp areas.

D. No person will drive a ground vehicle in terminal baggage rooms or within 20 feet of a parked or taxiing Aircraft at a speed or in a manner that is considered unsafe or unreasonable.

ORD: The speed limit at O'Hare is 30 miles per hour, except as otherwise posted.

MDW: The speed limit at Midway is 15 miles per hour except as otherwise posted.

14. CARELESS AND RECKLESS DRIVING

A. No person will operate a ground vehicle within the security perimeter in a careless manner. Prudent vehicular operation requires careful attention to the width, grade, curves, corners, traffic and use of roadways, weather conditions and all other attendant circumstances, so as not to endanger the life, limb or property of any person.

B. No person will operate a ground vehicle within the security perimeter in a reckless manner, with a willful or wanton disregard for the safety of persons or property.

15. CROSSING PROCEDURES FOR TAXIWAYS & SERVICE ROADS

ORD:

A - (ALPHA) B - (BRAVO) D - (DELTA)

The following vehicle operation procedures **MUST** be followed:

A. Stop prior to initiating the crossing of the taxiways A, B, and D to determine if the crossing could be accomplished without stopping in the islands between the taxiways. (The island abeam the Kilo Concourse between the A - (Alpha) and B - (Bravo) Taxiways is the only exception where limited stopping space is provided which is between stop bars.)

- B. DO NOT attempt to cross if there is a vehicle in front of you that may be forced to stop in the island. You may be forced to stop behind that vehicle on the taxiway and may be cited for failure to operate your vehicle in accordance with the O'Hare Ground Vehicle Operating Regulations.
- C. The vehicle operator is responsible for determining when to start the taxiway crossing. The vehicle operator will be held accountable for failure to adhere to these regulations.
- D. D. Service road crossing procedures are adhered by all vehicle operators:
 - 1. Stop before crossing the service road. The vehicle operator is responsible for determining when to start the crossing.
 - 2. Do not attempt to cross when there is a vehicle in front of you that may be forced to stop.

MDW:

- A. No vehicles are allowed to cross any taxiways. Crossing procedures for taxiways are adhered by those vehicle operators with advanced driving privileges. **All badge holders with basic driving privileges are strictly prohibited from entering any taxiway.**
- B. Service road crossing procedures are adhered by all vehicle operators:
 - 1. Stop before crossing the service road. The vehicle operator is responsible for determining when to start the crossing.
 - 2. Do not attempt to cross if there is a vehicle in front of you that may be forced to stop.

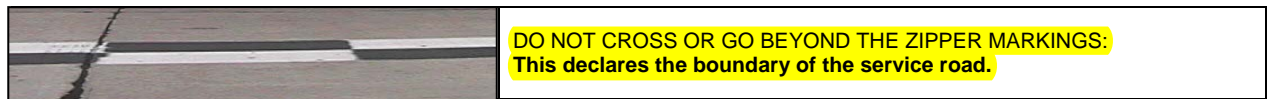
16. GROUND VEHICLE AIRPORT SIGNS & MARKINGS

A. Air Traffic Control Tower Light Gun Signals


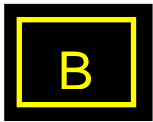



- 1. The Airport Traffic Control Tower (ATCT) light gun signal is used in addition to radio communication, as emergency communication to a ground vehicle driver and to communicate with aircraft.



B. Zipper Markings



C. Runway/Taxiway Signs & Markings

| Example | Types of Signage | Purpose | Application/Location |
|---|--|---|---|
|  | Mandatory: Holding position for runway/taxiway intersection. | Denotes entrance to runway from a taxiway. | Located Left side taxiway within 10 feet of hold position markings. |
|  | Taxiway Location. | Identifies taxiway on which the aircraft is located. | Located along taxiway by itself, as part of an array of taxiway direction signs, or combined with a runway/taxiway hold sign. |
|  | Runway Safety Area (RSA)/Obstacle Free Zone (OFZ) Boundary. | Identifies exit boundary for an RSA/OFZ or runway approach. | Located on taxiways on <u>backside</u> of certain runway/taxiway holding position signs or runway approach area signs. |
|  | Holding position. | Denotes entrance to runway from a taxiway or runway | Located across centerline within 10 feet of hold sign on taxiways and on certain runways. |
|  | Taxiway "Hold Short" marking of the movement/non-movement area boundary. | Identifies entrance to a taxiway. | Located around the terminal ramp and parts of other ramp areas. |

ION PHONETIC ALPHABET

| | | | |
|---|---------|---|----------|
| A | Alpha | N | November |
| B | Bravo | O | Oscar |
| C | Charlie | P | Papa |
| D | Delta | Q | Quebec |
| E | Echo | R | Romeo |
| F | Foxtrot | S | Sierra |
| G | Golf | T | Tango |
| H | Hotel | U | Uniform |
| I | India | V | Victor |
| J | Juliet | W | Whiskey |
| K | Kilo | X | X-Ray |
| L | Lima | Y | Yankee |
| M | Mike | Z | Zulu |

18. SMOKING

As of August 1, 2004, smoking on the airside is strictly prohibited. No person will smoke while on the airfield or secured perimeter, including baggage make-up areas, all movement areas, ramp areas, Taxiways and/or Runways. This applies to persons both inside and outside vehicles, ramp areas, Taxiways, Runways and or/near equipment located on the airside.

19. SAFETY EQUIPMENT

No person will operate a ground vehicle within the security perimeter unless the vehicle is equipped with the following safety equipment in operable condition:

A. Ground Vehicle Lights

1. All vehicle headlights and taillights must be illuminated and of sufficient brilliance to ensure safe driving between sunset and sunrise. The vehicle lights must be on at all times when passing through poorly lighted areas, and during periods of low visibility due.
2. All baggage or cargo carts must be equipped with at least two reflectors or fluorescent tape on each side and rear of the vehicle.

B. Ground Vehicle Brakes

1. All vehicle operators must test the vehicle's brakes when approaching an aircraft in order to avoid a collision in the event of brake failure.
2. All vehicles must be equipped with a properly functioning parking brake. In the event a vehicle operator must leave their vehicle unattended, they must engage the parking brake.

C. Ground Vehicle Windows, Mirrors, and other Safety Equipment

1. No person will operate a ground vehicle not licensed for general highway use, except for specialized Airport and aircraft-servicing equipment.
2. All ground vehicles must have an open cab, which provides the driver with unobstructed 360-degree visibility, unless the vehicle is equipped with at least one rear-view mirror that is adjusted so the operator has a clear view of the road behind for a distance of at least 200 feet.
3. All vehicle windows must be free of cracks, blisters, discoloration or any other defect that causes distortion or obstructions that limit the operator's vision.
4. Posters, stickers, signs or other objects on the windows of a ground vehicle are prohibited, except for those required by the Department or by law.
5. No person will operate a ground vehicle if an extended superstructure or load obstructs his or her forward vision.
6. No person will operate a ground vehicle with unsafe tires.
7. All vehicles must be equipped with a horn in good working order that is audible under normal conditions from a distance of not less than 200 feet.

20. EMERGENCY VEHICLE RIGHT-OF-WAY

All persons operating a ground vehicle within the security perimeter must immediately yield the right-of-way to Police, Ambulance, Fire Department and Operations vehicles. Emergency vehicles will use audible and/or visual signals.

21. OCCUPANTS OF GROUND VEHICLES

- A. No person will ride on the running board of a moving ground vehicle, in the bed of a pick-up or other truck, ride in the basket of a de-icing truck, stand up in the body of a moving ground vehicle, ride on the outside of the body of a moving vehicle, or ride on a moving vehicle with his arms or legs protruding from the vehicle, unless the ground vehicle is so designed.
- B. No person operating a ground vehicle will allow any passenger to ride in such vehicle other than those authorized under escort to enter the Airport security perimeter.
- C. All drivers and passengers in a ground vehicle must wear a seat belt, if the vehicle is so equipped.

22. AIRCRAFT FUEL SERVICE VEHICLES

A. No person will conduct aircraft refueling operations unless aircraft is properly bonded to the refueling equipment. The refueling operator must maintain physical control over the equipment during the refueling process.

ORD: If any spill occurs, contact 773-894-9111 for proper disposal.

MDW: If any spill occurs, contact 773-838-9111 for proper disposal.

- B. Refueling equipment will not be used to transport any bulk-packaged, combustible materials, except when such materials are contained in a closed, fire-resistant box. This box must be mounted on the equipment and to be of a design and material acceptable to the Commissioner of Aviation or his/her designee.
- C. All refueling equipment must comply with regulations as required by the Chicago Fire Department and the Department of Aviation, amended as needed.
- C. All fuel trucks must carry fire suppression equipment as required by the Chicago Fire Department and/or National Fire Protection Association (NFPA) regulations. All fuel trucks must be equipped with a keyed ignition system or a push button / battery switch ignition system.
- D. Fuel vehicles must be parked a minimum of 50 feet away from Airport buildings and in Department-designated areas. In addition, fuel tankers must be parked with 10 feet of CLEAR SPACE on each side of tanker. No other equipment can be parked within the clear space.
- E. When refueling:
 - 1. Vehicles must be 10 feet apart from other vehicles and 50 feet from any structure
 - 2. Vehicles are required to have Type B and C chemical extinguishers on the truck
 - 3. Never jam the "dead man switch"

See Addendum A. for Fuel Service Vehicle Inspection Report.

23. TUGS AND TRAILERS

A. The chart below details the sizes and types of equipment that can safely transport baggage, cargo, etc.:

| <u>ORD</u> | TRACTOR (-2500#) TYPE 1 | TRACTOR (+2500-5000#) TYPE 2 | TRACTOR (+2500#) TYPE 3 | TRACTOR (+3500#) TYPE 4 |
|------------------------|-------------------------------|------------------------------------|-------------------------------|-------------------------------|
| Bag/Mail/Freight Carts | 4 | 4 | 4 | 4 |
| LD-3/4 | 4 | 4 | 4 | 4 |
| LD5 | 1 | 2 | 4 | 4 |
| 88 x 125 | 1 | 1 | 4 | 4 |
| 96 x 125 | | | 2 | 4 |

| MDW | TRACTOR (-2500#) TYPE 1 | TRACTOR (+2500-5000#) TYPE 2 | TRACTOR (+2500#) TYPE 3 | TRACTOR (+3500#) TYPE 4 |
|-------------------------------|--|---|--|--|
| Bag/Mail/Freight Carts | 4 | 4 | 4 | 4 |

= Pounds (.lbs)

Tug/Tractor
Type 1

Gross weight less than 2500#,
(Rear wheel brakes only).

Type 2

Gross weight greater than 2500 #, but less than 5000#,
(Rear wheel brakes only).

Type 3

Gross weight greater than 2500# with 4 wheel brakes,
(May be dual rear wheel).

Type 4

Gross weight greater than 3500# with 4 wheel brakes,
(Bobtail or truck with short body).

- B. All trailers or semi-trailer must be equipped with proper brakes so that when disengaged from a towing vehicle, it cannot become free rolling from propeller slipstream, jet blast, or wind.
- C. **No person will operate towed equipment unless the equipment has positive locking couplings.**
- D. All tugs, trailers, baggage carts or cargo carts must be returned to their assigned storage areas immediately after unloading.
- E. During pushback, aircraft must only be disconnected at the designated release location. Aircraft must be released parallel to the Taxi-lane as to avoid jet blast to the adjacent concourse buildings.
- F. No person will abandon any piece of equipment in an unauthorized area as designated by DOA. Any abandoned equipment will be ticketed and towed.
- G. No person will operate a baggage cart or cargo cart unless the cart is enclosed on all four sides while actually hauling baggage or cargo.
- H. All carts or pieces of equipment being towed must have reflectors or fluorescent tape on both sides and rear.
- I. No person will tow any equipment in a manner so as to cause fish tailing.
- J. In the event that an aircraft must be towed across a runway; such an operation must be conducted under the escort of a City vehicle; either by Airport Operations or the City Motor Truck Driver Pool. Only Department of Aviation approved high speed tractors may tow an aircraft without escort.
- K. When driving in the Bag Room, all vehicles must travel in a single lane of traffic in the proper direction
- L. **MDW:** When driving in the baggage make-up area, all MATCO requirements for safe vehicle operation apply.

24.

YIELDING RIGHT-OF-WAY

A.

All ground vehicle operators must yield the right-of-way to an aircraft in motion or an emergency vehicle.

B.

B. No person operating a ground vehicle will cross a Taxiway without bringing the vehicle to a complete stop. and observing ground airplane traffic in all directions. TAXIING AIRCRAFT, HOVER-TAXIING HELICOPTERS AND AIRCRAFT IN PUSHBACK ALWAYS HAVE THE RIGHT-OF-WAY.

E.

C. No person operating a ground vehicle will cross or enter ground vehicle traffic lanes without yielding the right-of-way to vehicles already in these lanes.

D. other.

Vehicles approaching from opposite directions will pass to the right of each other and not stop when passing each other.

E. Double solid lines in the middle of the roadway signify a no passing zone. Do not cross lines to pass other vehicle traffic.

25. PARKING

A. No person will park a ground vehicle or other equipment, including aircraft, on the airfield ramp area or in any building not designated by the Department.

B. No person will park a ground vehicle or other equipment within **15 feet** of any fire hydrant, other fire control apparatus or fuel shut-off switches.

C. No person shall park a ground vehicle or other equipment, which would obstruct access to any fire control apparatus or fuel shut-off switches.

D. No person will park a ground vehicle or any other equipment, including aircraft so as to interfere with or prevent the passage or movement of aircraft, emergency vehicles or other ground vehicles.

E. No person will park a ground vehicle or other equipment within **10 feet** of the security perimeter fence line.

F. **MDW:** No parking or standing is permitted on the Object Free Area.

26. GROUND VEHICLE ACCIDENTS

A. Any person operating a ground vehicle that is involved in an accident must stop the vehicle at the scene of the accident or as close as possible thereto (without obstructing traffic more than is absolutely necessary), **and immediately notify the Communications Center.**

ORD: O'Hare Communications Center (773) 894-9111

MDW: Midway Communications Center (773) 838-9111

After making the proper notifications, the individual must return to and remain at the scene of the accident until a full report has been provided to the investigating officer. The vehicle operator will upon request and if physically able, show to the investigating officer any permit, insurance card (if applicable), license, registration or other document relevant to the accident or the persons or property involved.

B. Persons involved in an accident as defined in Section 26(a), along with any witnesses, will, if physically able, provide a full written report by facsimile of the accident **to the Aviation Safety Office at the respective numbers listed below within 24 hours of accident.** This report must include the names and addresses of the individuals involved, the description of the property or vehicles involved, the registration and license numbers of the vehicles involved, the insurer's name, address, policy number, expiration date, and telephone number, and any other information relevant to the accident.

ORD: Safety Office fax numbers (773) 894-5038 and 773-686-3967

MDW: Safety Office fax numbers (773) 838-0578

27. REPAIR AND LOCATION OF DISABLED GROUND VEHICLES

A. No person will clean, repair, maintain and/or overhaul any ground vehicle or equipment in a non-approved shop area. The only exception will be granted for those repairs necessary to transport the ground vehicle or equipment to a repair facility.

B. No person will allow a stalled or disabled ground vehicle to remain anywhere on the Airfield, which could interfere with the flow of traffic.

28. TAMPERING WITH GROUND VEHICLES

No person will interfere or tamper with, or engage the engine of any ground vehicle. No individual will take or use any ground vehicle part, instrument or tool, without permission from the owner.

29. CONTRACTOR ACCESS TO AND USE OF PREMISES

A. No person will have access to any construction site within the security perimeter without a valid Airport issued identification badge or escort (escort regulations will apply).

- B. No person will have access to and egress from a construction site in a ground vehicle or construction equipment (belonging to or under the supervision of a contractor) other than by routes and gates designated by the Department, and only during times as specified in writing by the Department.
- C. No person will allow a ground vehicle or construction equipment belonging to or under the supervision of a contractor to remain at the work area at the end of the working day or to be parked overnight in any position or location where it constitutes an actual or potential hazard to aircraft or ground vehicles at the Airport. In situations where the contractor has the written authorization of the Department to leave ground vehicles or construction equipment parked overnight, these vehicles and equipment must be suitably marked and lighted.
- D. No person will operate a ground vehicle or construction equipment belonging to or under the supervision of an Airport contractor on or across a runway or taxiway at the Airport, unless a City ground vehicle equipped with a two-way radio in contact with the ATCT escorts the vehicle or equipment.

30. SERVICE COMPANY TRAFFIC

Some degree of commercial service traffic is necessary on the Airport Movement Area to service remote airline concourse spaces. In order to properly control this traffic, the following procedures must be observed:

- A. The service company will furnish the client/tenant with a certificate of insurance and release from liability for the airline and the City. The certificate of insurance will name the City as an additional insured.
- B. The client/tenant being serviced will submit a written statement to the ID Badging Office that the service company is bonafide and will enclose the certificate of insurance, the City's release from liability, the company supervisor's name, and any other requested information.
- C. Report vehicle accidents as required in Sections 26 A & B.
- D. Service Company vehicles must enter and exit posts at the closest entrance to the aircraft being serviced.
- E. In the event that DOA issues new and/or revised requirements for operation of service company vehicles on the movement area and/or airfield, the service company is responsible for ensuring that the new or revised information is provided to the service company vehicle operators.

31. VEHICLE OPERATIONS FOR HIRE

Taxicabs, buses, limousines or any other ground vehicle carrier for hire will not load or unload passengers at any place within the security perimeter except at locations designated by the Department.

32. PRIVATE VEHICLE ACCESS

ORD:

All privately owned vehicles will NOT operate a ground vehicle (on the Airport) UNLESS it is registered at the Airport ID Badging Office. Registration information includes:

- A. The original certificate of insurance coverage that corresponds to established general liability and automobile liability requirements of the Airport.
- B. Vehicle description: make, model, and plate number.
- C. Documentation of requirement for access to the Airport.

MDW:

Private ground vehicles are prohibited on the airfield unless they are under escort by an authorized driver having a yellow stripe on their blue, green or gray airport issued ID Badge.

33. COMPANY OWNED VEHICLE ACCESS

All company owned vehicle on the airport must be registered at the Airport ID Badging Office. Registration information includes:

- A. The original certificate of insurance coverage that corresponds to established general liability and automobile liability requirements of the Airport.
- B. Vehicle description: make, model, and plate number.
- C. Documentation of requirement for access to the Airport.

- D. Proof of vehicle ownership, met by one of the following criteria:
1. Copy of Title or Registration for vehicle; or
 2. Vehicle Insurance Card.

34. VEHICLE IDENTIFICATION

- A. No person will operate a ground vehicle that is based at the Airport on the Airfield unless the vehicle is clearly marked with the company name, logo or other identification acceptable to the Department, and is numerically identified by large block numerals not less than 12 inches high on top nor less than 6 inches high on the sides and rear of the vehicle.
- B. **Slow moving vehicles must be clearly marked on the rear of the vehicle with fluorescent tape with the company name and slow-moving vehicle sign in fluorescent safety paint.**
- C. No person will operate a ground vehicle that is based off the Airport on the Airfield on a continuing regular basis. This includes, but is not limited to, off-Airport contractor and service company vehicles, unless a vehicle permit issued by the Department is conspicuously displayed in the front window of the vehicle, or is escorted by approved Department or tenant personnel escort the vehicle. In addition, the vehicle must be clearly marked with the company name, logo or other identification acceptable to the Department.
- D. No person will operate a ground vehicle that is based off the Airport within the security perimeter area to make a delivery on a one-time basis unless the vehicle is escorted to and from delivery location.

35. DRIVER LICENSING

- A. **All persons driving a ground vehicle within the security perimeter will have on their person a current valid driver's license issued by the State of Illinois or by the jurisdiction where the person resides, if other than Illinois. Employees must have correct address on driver's license. All persons will surrender their driver's license when requested to do so by a law enforcement officer.**
- B. **No person will drive a ground vehicle within the security perimeter without the appropriate driver designation indicator on his or her valid Airport issued ID badge (except those under authorized escort) unless granted employee-parking privileges in designated areas.**
- C. **No person or entity will drive or permit a ground vehicle within the security perimeter without an insurance certificate on file with the I.D. Badge Office.**

36. GUIDES

- A. No person will back up any ground vehicles (excluding small baggage tractors, sedans, sport utility vehicles, and passenger vans) or other ground equipment at the Airport unless a guide is available to assist the driver, especially if the vision of the driver is restricted in any manner. The guide, who cannot be in a vehicle, must be behind the vehicle being guided and must be able to stop all adjacent traffic.
- B. No person will back up a truck or other ground equipment (including private passenger automobiles) with obstructed view, into a building at the Airport unless a guide is positioned outside the vehicle to assist the operator.
- C. No person will back up an aircraft without the use of a guide/wing-walker, unless an alternative plan has been submitted in writing and approved by the Department of Aviation, Safety Office.

37. LITTER / F.O.D. (FOREIGN OBJECT DEBRIS)

“FOD” stands for Foreign Object Debris or Damage. Metal, plastic, paper and rocks can cause damage to jet engines and injury to employees. FOD can cause catastrophic damage to people and property.

Airside personnel are responsible for keeping the movement and non-movement areas clear of FOD by checking wheels and tires to make sure they are free of FOD, before they enter the airside. All drivers are responsible for making sure that items on or in their vehicle cannot blow out onto the airfield, subsequently becoming FOD. All FOD should be deposited in areas designated by the Department for litter collection. Department of Aviation Special Police will issue a citation to any vehicle driver that deposits FOD onto the airfield.

Vehicle operators are to move loose baggage/articles (e.g. mail boxes) off the movement area (i.e. aircraft taxi lanes) or vehicle corridors to a less hazardous position either by the gate/terminal building or by airside entrance/exit points.

If FOD is observed, the vehicle operator will be responsible to attempt to remove it. If unable, you are to contact **ORD Airfield Operations at 773-686-2255 or MDW Airfield Operations at 773-838-8677**. It is the responsibility

of all airside drivers to pick up FOD. Generating or knowingly failing to remove FOD may result in disciplinary action.

The local US Postal Office and the Operations must be contacted if any unattended U.S. Mail is found on the Airfield.

ORD: Local US Postal Office (773) 894-9064
ORD: Operations (773) 686-2255

MDW: Local US Postal Office (773) 735-5494
MDW: Operations (773) 838-0677

38. AIRFIELD LIGHTING

All employees, tenants, contractors and vendors must understand the significance of the different colored lighting within the security perimeter. The three types of restrictive lighting are as follows:

A. **White Lights indicate a runway.**

B. **Blue Lights indicate a taxiway.**

ORD: Amber lights indicate a crossroad that provides authorized vehicle access across taxiways.

MDW: Red lights indicate service roads. These red lights are located along the service road throughout some **portions of the inside airport perimeter.**

39. SNOW REMOVAL OPERATIONS

All vehicles, other than emergency vehicles with warning lights activated, must yield right-of-way to snow removal equipment. Airside drivers should operate at a reduced speed and with increased diligence in proximity to snow removal equipment.

Vehicle drivers should stay at least 150 feet back/away from the chute of any snow blowing equipment. Window glass can easily be blown into the vehicle from the force of the snow being thrown increasing the potential danger to a driver.

40. REFLECTIVE SAFETY VESTS

Reflective Safety vests must be worn at all times by persons regularly assigned to the airfield, including all ramps in the Secured Area and the AOA.

Effective June 1, 1999, all Ramp Service Personnel employed by an Airline, a ground service handling company, or any other organization that is involved in or concerned with any aspect of aircraft serving in the secured area (as defined in Section 10-36-355 in the Municipal Code of Chicago) at Midway and O'Hare International Airports will be required to wear "**REFLECTIVE SAFETY VESTS**" at all times in the performance of their assigned duties.

This regulation applies to those persons handling baggage, cargo and mail to those providing fuel and oil services to aircraft and to those who are engaged in the mechanical servicing of aircraft. Also, included are those personnel who service lavatory and water systems, load and unload catering equipment and supplies and electronic entertainment systems; repair and maintain Airline ramp servicing equipment (tractors, tugs, trucks, dollies, jet bridges and any other appurtenances beyond the curtain wall of the terminal structure.) Employees and representatives of Federal, State and Local Government agencies whose duties require their attendance on, in and about the ramp areas are included in this regulation.

This Amendment to the Airport Rules and Regulations is to enhance the visibility and safety of personnel working in the secured area and to promote the safe operation of ground equipment and vehicles within the secured area of the Airport.

41. MISCELLANEOUS SAFETY REQUIREMENTS

A. **Jet Blast** is the exhaust thrust from jet engines. It can be extremely dangerous. Always use caution working near running Aircraft engines and obey all posted airfield signage warning about Jet Blast.

B. **F.O.D. refers to Foreign Object Debris** or Damage that may cause Aircraft damage. F.O.D. comes in many forms and is also known as litter, trash, or rubbish. Everyone on the airfield should pick up and properly dispose of F.O.D. whenever possible. F.O.D that cannot be easily picked up should be immediately reported to:

ORD: Airfield Operations (773) 686-2255

MDW: Airfield Operations (773) 838-0677

- C. **Noise** on the airfield requires that extra caution must be used when working on the airfield because it is difficult to hear a warning from another vehicle or persons, due to the background airfield noise or the use of ear protection. Always look both ways twice and behind you before crossing all taxiways and before moving any equipment.
- D. **Reduced Visibility** due to night driving or bad weather increases the hazards associated with airfield operations. Always use extreme caution driving on the airfield at night and during reduced visibility situations. The best defense is to slow down and always remain alert!
- E. **Structural Clearance Advisory** means to use extreme caution when operating any equipment in the Terminal area. Special attention should be given in watching the height and width clearance of your equipment.
- F. **Critical Clearance Areas** include the following:

ORD:

TERMINAL 1

| | |
|-----------------------------------|-------|
| Underpass between Gates C7 & C9 | 7' 5" |
| Underpass by Gate C11 | 7' 8" |
| Underpass between Gates C19 & C21 | 7' 6" |
| Underpass by Gate C25 - C26 | 7' 4" |

TERMINAL 2

| | |
|---|--------|
| T2 Underpass | 12' 1" |
| Underpass between Gate E4 & F4 | 11' 2" |
| Underpass by Gate F6 | 9' 2" |
| Two Pedestrian Emergency Exits on either side of T2 at the Depressed Roadway | 15' 8" |
| Rotunda Pedestrian Bridge | 12' 6" |
| FAA Tower Corridor | 12' 6" |
| Depressed Roadways (Baggage Alley) | 14' 7" |

TERMINAL 3

| | |
|---|---------|
| All Underpasses | 12' 1" |
| H & K finger underpass | 12' 1" |
| Mezzanine Gate underpass | 12' 6" |
| L Finger underpass | 12' 10" |
| Pedestrian Emergency Exit between H & L | |
| Fingers at the Depressed Roadway | 16' 0" |
| Underpass between K6A & K6B | 8' 0" |

TERMINAL 5

| | |
|------------------------------|--------|
| Ground Handling Staging Area | 18' 0" |
| Service Road under Terminal | 12' 2" |

OTHER AIRSIDE LOCATIONS

| | |
|--------------------------------------|---------|
| Snow Tunnel | 13' 0" |
| Post # 7 - Pedestrian Walkway | 12' 6" |
| Post # 8 & # 9 - Pedestrian Walkway | 12' 6" |
| Post 10 under upper roadway | 14' 10" |
| Alpha / Bravo Bridge on service road | 15' 0" |

If you have any questions regarding clearance heights, contact Operations at 773-686-2255.

MDW:

| | |
|-----------------------------|--------|
| Terminal | |
| Depressed Roadway Underpass | |
| Between B1 & C1 | 7' 10" |
| Between B8 & A1 | 7' 10" |
| Tug Tunnel Underpass | |
| Between A3 & A5 | 7' 8" |
| Near A10 | 7' 8" |
| Between A7 & A9 | 7' 8" |
| By A6 | 7' 8" |
| Between B15 & B17 | 7' 6" |

If you have any questions regarding clearance heights, contact MDW Operations at 773-838-0677.

- G. **Airport Emergency Number**
ORD: (773) 894-9111
MDW: (773) 838-9111
- H. **Fire Extinguisher**
 Tampering with or improper use of fire fighting equipment will be considered a criminal offense (Class B Misdemeanor).
- I. **Rotating/Flashing Beacon Lights** must be on at all times for Ground Vehicles operating in the Movement Area only.
- J. **Use of Mobile Phones** Except as provided in subsection (1) of this subsection, no person shall drive a motor vehicle on airport property while using a mobile, cellular, analog wireless, or digital telephone.
- (1). The provisions of this regulation shall not apply to:
- (a). Law enforcement officers and operators of emergency vehicles when on duty and acting in their official capacities.
 - (b). Persons using a telephone with a "hands free" device allowing the driver to talk into and listen to the other party without the use of hands.
 - (c). Persons using a telephone to call 911 telephone numbers or other emergency telephone numbers to contact public safety forces.
 - (d). Persons using a telephone while maintaining a motor vehicle in a stationary parked position, and not in gear.
- (2). Violators are subject to written citation and subsequent fines.

42. HAZMAT

- A. Improper release or disposal of hazardous materials (HAZMAT) or fuel on Airport property is prohibited.
- B. Trucks used for the transport of lavatory waste may only dispose of such waste in areas designated for waste disposal by the Department of Aviation.
- C. All fuel spills **MUST** be reported to the following authorities for proper removal and disposal. Failure to adhere to these requirements will result in a written citation.

ORD: Communications Center (773) 894-9111
MDW: Communications Center (773) 838-9111 & Operations at (773) 838-0677

- D. All hazardous material shall be reported to the Communications Center for proper removal and disposal. Failure to adhere to these requirements will result in a written citation.

ORD: Communications Center (773) 894-9111
MDW: Communications Center (773) 838-9111

43. IMPORTANT PHONE NUMBERS

ORD:

| | |
|--|----------------|
| Airport Emergencies: | (773) 894-9111 |
| Department of Aviation – Operations: | (773) 686-2255 |
| Department of Aviation – Safety: | (773) 686-2209 |
| Department of Aviation - Special Police: | (773) 686-2685 |
| United States Postal Service – Postal Inspector: | (773) 894-1001 |
| Chicago Police Department Non–Emergency: | (773) 686-2385 |
| I.D. Badging Office: | (773) 686-3213 |
| Access Control: | (773) 894-0500 |

MDW:

| | |
|--------------------------------------|----------------|
| Airport Emergencies: | (773) 838-9111 |
| Department of Aviation – Operations: | (773) 838-0677 |

| | |
|---|-----------------------|
| Department of Aviation – Safety: | (773) 838-0660 |
| Department of Aviation - Special Police: | (773) 838-0667 |
| United States Postal Service – Postal Inspector: | (773) 735-5494 |
| Chicago Police Department Non–Emergency: | (773) 838-3003 |
| I.D. Badging Office: | (773) 838-0678 |
| Access Control: | (773) 838-4485 |

44. PENALTIES

A. Section 10-36-357 Motor vehicle operating regulations/runway incursions:

Pursuant to Section 10-36-356 of the Municipal Code of the City of Chicago (penalties and enforcement), any Person who violates any Section of these Ground Vehicle Operating Regulations or Sections 10-36-351 through 10-36-355 of the Municipal Code shall be fined not more than \$100 for the first offense, not more than \$200 for a second offense, and not more than \$500 for each subsequent offense. Each day that a violation continues shall constitute a separate and distinct offense. The violator shall also be liable for reimbursement to the City of any fine or penalty paid to by the City as a result of the person's violation.

To enforce the provisions of the Ground Vehicle Operating Regulations or Sections 10-36-351 through 10-36-355 and Section 10-36-357, the Commissioner, or his/her designee, may conduct hearings in accordance with this Section. Any Person found to have violated any provisions of the Ground Vehicle Operating Regulations or Sections 10-36-351 through 10-36-355 and/or Section 10-36-357 shall be fined in accordance with this Section. Before any fine is levied in accordance with this Section, a hearing as authorized herein shall be held. A person charged with violating any provision of the aforementioned Sections may decline to contest the allegation. In case of such declination, the hearing officer shall assess a fine in accordance with this Section. Notice of the hearing shall be personally served upon the Person or Persons alleged to have violated any provisions of the aforementioned Sections, at least 10 days prior to the hearing date. The Persons before whom the hearing is held shall not have been involved in the initial decision to seek the imposition of a fine. At the hearing, the Person alleged to have violated any provisions of the aforementioned Sections may be represented by counsel, present documentary evidence and/or live testimony and may cross-examine witnesses called by the Department of Aviation. The Department shall present sufficient evidence from witnesses having personal knowledge of the offense to prove by a preponderance of the evidence that one or more violations of the aforementioned Sections had occurred.

The strict rules of evidence applicable to judicial proceedings shall not apply to hearings under this Section. The Commissioner, or his/her designee, shall be official custodian of the records. The record of each hearing shall include (1) a record of the testimony presented at the hearing which may be by tape recording or other appropriate means, (2) any document of the hearing that personally served in accordance with this Section and (3) a copy of the written notice of hearing that was personally served in accordance with this section.

Following the hearing, the Commissioner, or his/her designee, shall issue in writing decision stating whether a fine shall be imposed and the amount of such fine. The decision shall become effective ten (10) days following the issuance of the decision. The fines shall be payable to the City of Chicago. The Person to whom a sanction is applied may file a complaint in a court of competent jurisdiction seeking to review the decision. Nothing in this Section shall affect the ability of the City of Chicago to seek relief in a judicial proceeding.

B. At the discretion of the Department, the employer of a recipient of several violations may be notified and required to remedy the problem of reckless Ground Vehicle operation.

Effective Date: July 15, 2005

ADDENDUM A.

**Chicago Fire Department - Chicago Airport System
Fuel Vehicle Inspection Report**

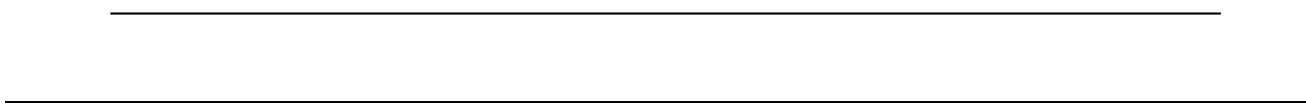
| | | | |
|-----------------------------|-------------------------------------|--------------------------|--------------|
| Vehicle Number: | <u>10</u> | | |
| Location: | <u>Ohare-FuelSatellite</u> | | |
| Firm: | <u>Ohare-SignatureFlightSupport</u> | | |
| Vehicle Type: | <u>HydrantTruck</u> | Fuel Type: | <u>Jet A</u> |
| Date of Inspection: | <u>May 28, 2004</u> | Inspection Type: | <u>Spot</u> |
| Inspector ID: | <u>15493</u> | | |
| Operator: | <u>Jim R</u> | Operator ID: | <u>7747</u> |
| Capacity (gal): | <u>800</u> | | |
| Inspection Tag Type: | <u>Quarterly</u> | Inspection Tag #: | <u>*None</u> |
| Remarks: | <u>No problems</u> | | |

- Emergency Cutoff System** NFPA 407 2-3.14
- Pass 1. "EMERGENCY FUEL SHUTOFF" sign is at least 2" high, contrasting color.
 - Pass 2. Method of operation "PUSH" or "PULL" or indicated by an arrow.
 - Pass 3. Two cutoffs required, one on each side of the vehicle.
 - Pass 4. Quick acting, remote from fill openings and discharge outlets.
 - Pass 5. Must be operable from ground or any elevated platform.
 - Pass 6. Checked for proper operation during fueling operation.

- Hoses, Nozzles, and Piping** NFPA 407 2-2
- Pass 1. Dust caps and nozzles stored properly.
 - Pass 2. Extend hose, check for leaks using working pressure.
 - Pass 3. Check nozzle screen for hose particles.
 - Pass 4. Check for kinked, crushed, soft, or severely worn hoses.
 - Pass 5. Deadman controls required, may be part of nozzle for overwing filling.
 - Pass 6. No leaks from any piping, fittings, joints, hose, or nozzle at ANY time.

- Bonding** NFPA 407 2-1.2, 3-4
- Pass 1. Cables to be free of kinks, damage, or paint.
 - Pass 2. Clamps to be free of paint, properly attached to vehicle, and in good working order.
 - Pass 3. Both clamps and cables stored properly to prevent damage.

- Lights** NFPA 407 2-3.6 5
- Pass 1. Head, brake, tail, and marker lights operational.
 - Pass 2. No cracked or missing lenses. Must be fully enclosed and gasketed.



Chicago Fire Department - Chicago Airport System

Fuel Vehicle Inspection Report

Signage-Exterior

NFPA 407 2-3.17

- Pass 1. "FLAMMABLE" on front, rear, and sides in 3" or larger letters.
- Pass 2. Product name on front, rear, and sides in 3" or larger letters.
- Pass 3. Product UN placard, standard DOT size, with appropriate UN number on front, rear, and sides on tankers.
- Pass 4. "NO SMOKING" on front, rear, and side in 3" or larger letters.
- Pass 5. All signs must be unobstructed, undamaged, and non-faded.

Fire Extinguishers

NFPA 407 2-3.8, NFPA 10

- Pass 1. Extinguishers are to be at least 20 pound, MUST be B:C rated ONLY, secured to the outside of the vehicle, have current inspection tag in place as well as an intact seal. Tanker type vehicles need two extinguishers on opposite sides of the vehicle. Hydrant trucks / carts need one extinguisher.
- Pass 2. Readily accessible from the ground.
- Pass 3. Area adjacent to or behind extinguisher a contrasting color.
- Pass 4. Extinguisher to be kept clear of ice, snow, or equipment.

General Vehicle

NFPA 407 2-3.5, 2-3.6, 2-3.7 CFD Requirements

- Pass 1. Exhaust not to discharge near fueling pumping equipment. No leaks allowed. Must be secured to vehicle.
- Pass 2. Electrical equipment located outside the cab must be rated for hazardous locations.
- Pass 3. All compartments to have open floor for adequate ventilation.
- Pass 4. Batteries to be covered and secured.
- *None 5. Tire Condition.
- Pass 6. Operating parking brake or two wheel chocks.
- Pass 7. Windshield wipers / washers operating.
- Pass 8. Windshield defroster and blower operating.
- Pass 9. No leaks from engine compartment or underside of vehicle.
- Pass 10. Brake Interlock Override to have intact seal and in "normal" position.

Vehicle Cab

NFPA 407 2-3.10.1, 2-3.10.2, CFD Requirements

- Pass 1. "NO SMOKING" and Product Name conspicuously posted in 3" or larger letters in tanker type vehicles. "NO SMOKING" only required for Hydrant Trucks.
 - Pass 2. Ashtray and lighter removed, rendered inoperable, or sealed shut.
 - Pass 3. Cab free of trash, rags, other combustible materials.
 - Pass 4. Cab doors to open / close securely from both inside and out without excessive effort.
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ADDENDUM B.
Ordinance 10-36-351 through 10-36-356 Chicago Municipal Code

10-36-351. The Commissioner of Aviation may establish secured areas within the City's airports. In establishing such an area, the commissioner shall consider: the size and nature of the area; the nature of activities customarily conducted therein; the impact of the proposed secured area on the safety and efficiency of airport operations; and the impact of the proposed secured area on public convenience in moving through the airport. Security areas shall be clearly marked.

10-36-352. The Commissioner of Aviation shall issue security badges, in a form determined by the commissioner, to those persons whose presence is required for or appropriate to the activities conducted in a secured area. The commissioner may issue temporary badges to persons whose presence is temporarily necessary or appropriate to the activities conducted in the secured area or who are present to study those activities with consent of the commissioner. Each badge issued under this section shall indicate the secured area or areas to which the badge applies.

10-36-353.

A. No person shall transfer or assign a security badge to another person. No person shall enter or remain in a secured area except:

- (a) a passenger entering or departing an aircraft and under supervision of airline personnel;
- (b) a person to whom a temporary security badge applicable to that area has been issued, but only if escorted by a person in possession of a valid, permanent security badge applicable to that area **(temporary badges are no longer issued)**; or
- (c) a person in possession of a valid, permanent security badge applicable to that area.

B. Any person who seeks to enter a secured area, or to remain in such area, shall at all times, prominently display a security badge (which may also be referred to as an identification card) issued by the Commissioner of Aviation or an identification card approved by the Federal Aviation Administration. Such security badge shall be displayed above the waist on a person's outermost garment. Any person who fails to display the badge required herein shall be subject to the penalties as provided in section 10-36-356 of the Municipal Code. No person shall allow the use of any security badge required herein by anyone other than the person to whom the badge is issued. Persons who have access to the secured area can enter secured areas only at authorized portals and in such manner as designated by the Commissioner. Any person to whom a security badge is issued shall immediately report to airport security the presence of any person not displaying proper identification in a secured area. No person who enters a secured area shall allow any other person access to such area. Persons who are authorized to escort others into a secured area must at all times direct and control movement of the person or persons being escorted while within the secured area.

C. For purposes of this section "Secured Area" shall refer to that portion of an airport designated and used for landing, taking off of surface maneuvering of airplanes and shall also refer to any area beyond Department of Aviation Security Posts, or within perimeter security fencing, or any doorway leading from any building adjacent to an air operations area.

10-36-354. A person to whom a security badge has been issued shall report to the Commissioner of Aviation the loss, theft, mutilation of or damage to the badge within 24 hours after such occurrence. The report shall be in writing. If the person has received the badge as a result of his employment, the person's employer shall also be responsible for filing the report. The commissioner shall collect a charge of \$25 for the replacement of a security badge.

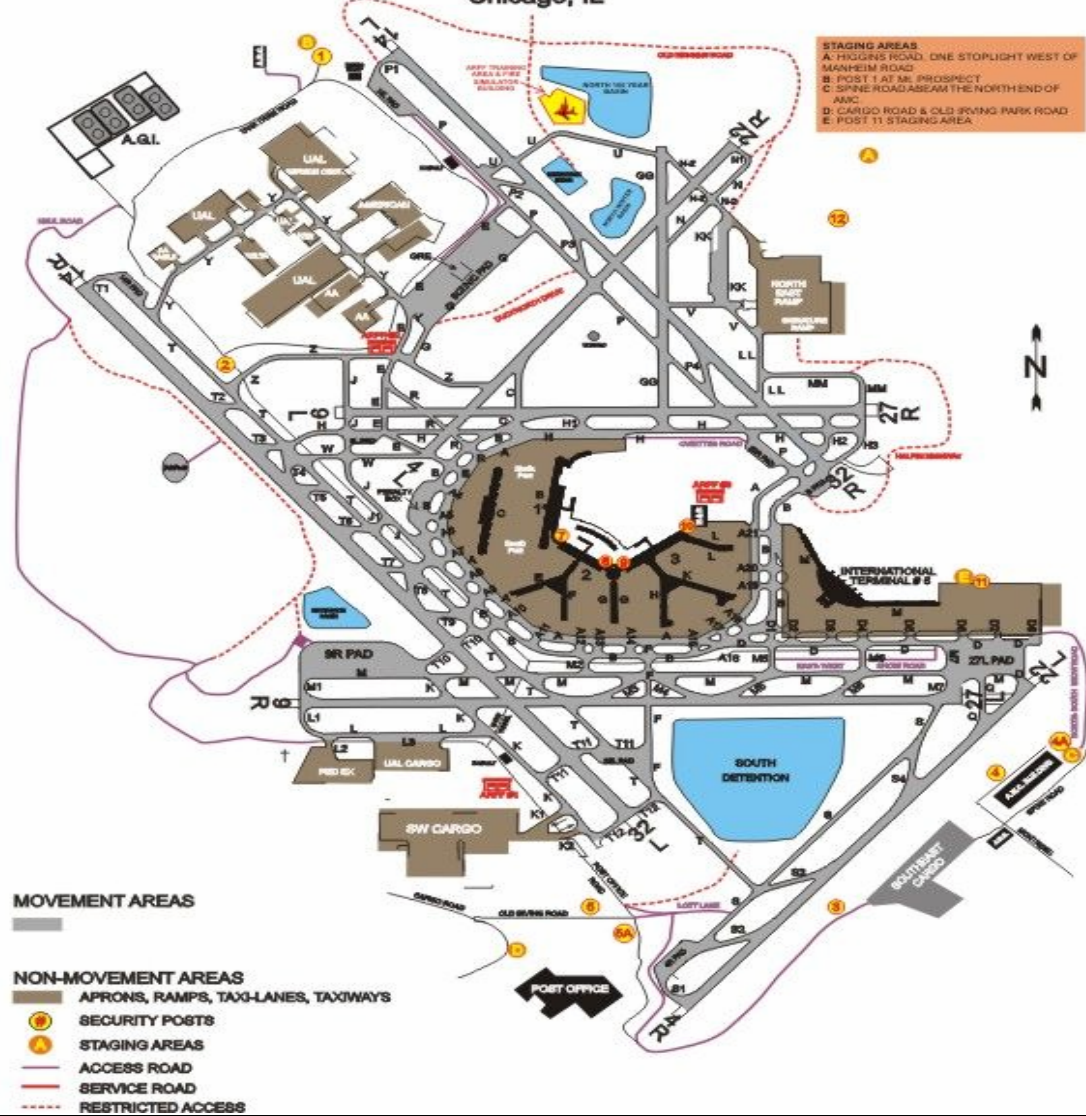
10-36-355. The Commissioner of Aviation shall issue rules and regulations for the administration and enforcement of Sections 10-36-353 and 10-36-354. The rules shall include such matters as: periodic renewal of security badges; issuance of badges to employees or agents of persons doing business at an airport; surrendering of badges upon separation or transfer from employment; procedures and forms for applications and reports; and display of security badges.

10-36-356. Any person, who violates any provision of Sections 10-36-351 through 10-36-354, or the regulations issued under Section 10-36-355, shall be fined not less than \$100 and not more than \$500 for each offence. Each day that a violation continues shall constitute a separate and distinct offense. The violator shall also be liable for reimbursement to the city of any fine or penalty paid by the city as a result of the person's violation. The Commissioner of Aviation may also revoke or refuse to reissue the security badge of the violator.

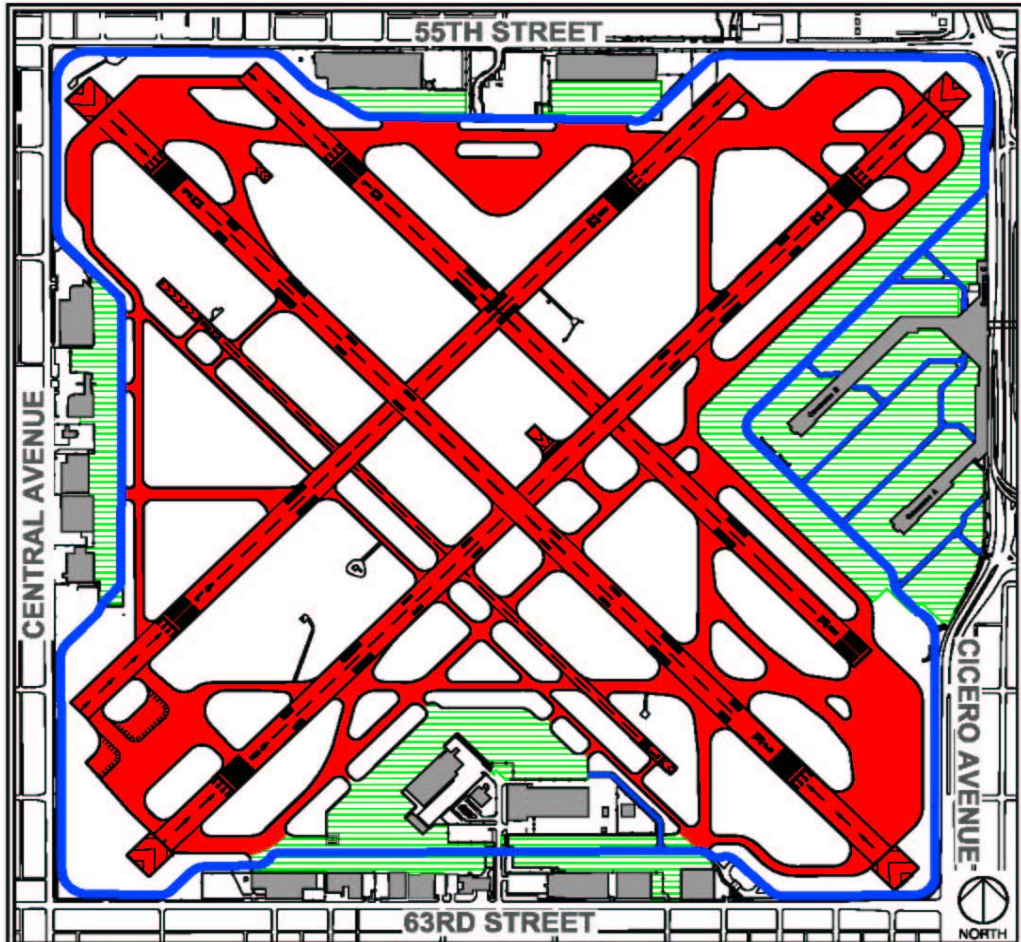
SECTION 3. This ordinance shall be in full force and effect from and after its passage and approval. (6/28/91)

ADDENDUM C.

O'HARE INTERNATIONAL AIRPORT
Chicago, IL



**ADDENDUM D.
MIDWAY INTERNATIONAL AIRPORT**



LEGEND

ACCESS PERMITTED — Service Road
 Non-Movement Area

DO NOT ENTER! Movement Area

Non-Movement Area: Area where aircraft and ground vehicle movement is at the operator's discretion without contact with air traffic control. These areas include, but are not limited to, airport service roads, ramps and baggage make-up areas.

Movement Area: Area of the airport, which is under the control of the Airport Traffic Control Tower (ATCT).

ACCESS LIMITED TO VEHICLES WITH AUTHORIZATION FROM CITY OF CHICAGO DEPARTMENT OF AVIATION AND FAA AIR TRAFFIC CONTROL CLEARANCE

Chicago Midway International Airport



**MDW AIRPORT
DRIVER'S MAP**

**City of Chicago
Department of Aviation**

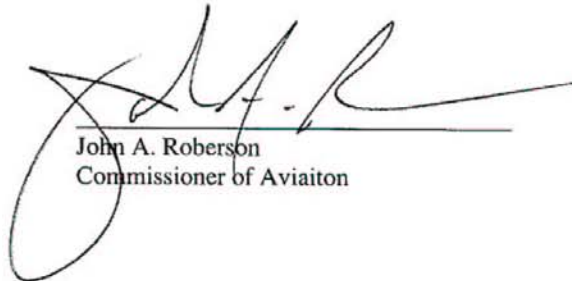
WHEREAS, pursuant to the authority granted by sections 10-36-357 and 10-36-360 of the Municipal Code of Chicago, the Commissioner of Aviation of the City of Chicago is authorized to promulgate regulations relating to operation of ground equipment and vehicles within the secured area, now, therefore,

I, JOHN A. ROBERSON, Commissioner of Aviation for the City of Chicago, issue the following attached regulation dated July 15, 2005 pursuant to 10-36-357 and 10-36-360 of the Municipal Code of Chicago.

**REGULATION
GROUND VEHICLE OPERATING REGULATIONS
10-36-357**

The penalty for violation of this regulation shall be set forth in section 10-36-356 of the Municipal Code which provides for fines and the revocation of the airport issued identification badge. Where misuse rises to the level of criminal conduct, the matter will be referred for criminal prosecution.

Effective: July 15, 2005



John A. Roberson
Commissioner of Aviation

7-13-05
Date