

*Antonio B. Won Pat Guam International  
Airport Authority*



*Air Operations Area (AOA)*  
**SAFETY AND DRIVING DIRECTIVES**  
*Revised: November 2000*

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**AMENDMENTS, CHANGES AND REVISIONS TO THE SAFETY AND DRIVING DIRECTIVES**

The following are amendments, changes and revisions to the Safety and Driving Directives Handbook dated August 1989.

**RESPONSIBILITIES AND DUTIES**

All personnel are to challenge any unauthorized individuals in the AOA without the proper display of the SIDA badge.

Each employee must ensure that the AOA permit is returned to the Airport Operations Division upon termination, resignation or retirement from his/her company.

**VEHICLE OPERATING PROCEDURES**

Any employee who is issued an admonishment citation for three (3) violations, shall have their driving privileges revoked on the AOA for a period determined by the Executive Manger.

**SPEED LIMITS**

- 5. Perimeter Road - 35 mph

Bicycles allowed on the AOA must be owned by the company and display a company logo. NO PERSONAL OWNED bicycle will be allowed in the AOA area.

**DIAGRAMS AND APPLICATION**

Diagram: Aircraft Movement Area  
Application: Application for Ramp Decal

## INTRODUCTION

One of the primary objectives of the A.B. Won Pat Guam International Airport Authority (GIAA) is **SAFETY** in the Air Operations Area (AOA). The following list of directives governing the safety and driving requirements in the AOA is of the utmost importance. Employees of the airport and tenants required to work or drive in the AOA must be thoroughly briefed and orientated on all rules covered.

Each airport tenant is responsible for the overall AOA driving and training of their employees. The following pre-requisites for vehicle operation are:

- a. Operator must possess a valid Guam driver's license.
- b. A day and night AOA driving orientation.
- c. AOA safety and driving written examination given by GIAA.
- d. AOA driving permit issued by GIAA.
- e. Meet qualifying requirements for vehicle / equipment operations set by airline / tenant.

The overall responsibility for vehicle operations within airport property rest with GIAA Management. The AOA is a specialized working environment which is governed by specific rules designed to prevent accidents and minimize the risk of injuries to all persons within it.

**Persons using this reference source are reminded that it has no legislative sanction. However, provisions in the GIAA Rules and Regulations regarding willful and flagrant violations of safety may result in ejection from the airport by the manager (see definition).**

## CONTRACTORS

Contractors will adhere to the same provisions concerning AOA driving and safety. They will be provided copies of the rules. Contractors may be granted temporary AOA driving privileges after completing the following:

- a. Approval by GIAA for entry.
- b. An in-depth briefing by the GIAA.
- c. Establishment of an exact route to and from the work area

Operators of contracting vehicles who violate the AOA driving rules may be barred from driving on the AOA.

## DEFINITIONS

**Aircraft:** An "aircraft" is defined as a contrivance now or hereafter used for flight in air or space, including but not limited to airplanes, airships, dirigibles, helicopters, gliders, amphibians, and seaplanes, which are registered or otherwise supervised by FAA or other foreign countries.

**Air Operations Area (AOA):** The “air operations area (AOA)” is defined as a portion of an airport designed and used for landing, taking off or surface maneuvering of airplanes.

**AOA Operator’s Permit:** A permit issued by the airport manager certifying that the person named therein is authorized to operate vehicles / equipment in the AOA.

**Aircraft Lead In Lines:** A single yellow line approximately six inches wide between an aircraft guideline and gate / spot parking position.

**Aircraft Movement Guidelines:** A single yellow line six inches wide extending from the runway along a taxiway and in some cases along the apron.

**Air Terminal, Airport:** “Air terminal” or “airport” refers to the Antonio B. Won Pat Guam International Air Terminal which is located in the municipality of Barrigada, Guam.

**Airport Manager:** The Executive Manager of A.B. Won Pat Guam International Airport Authority or his duly authorized representative.

**Airport Traffic:** All traffic on the maneuvering area of an airport and all aircraft flying in the vicinity of an airport.

**Air Side:** That area of the airport intended to be used for activities related to aircraft operations to which public access is normally restricted.

**Air side Pavement Markings:** Both vehicle and aircraft movement on the ground are guided by pavement markings which are different from those used on roads and highways.

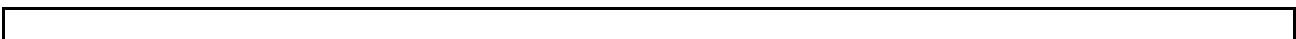
**Apron:** That part of the airport other than the maneuvering area intended to accommodate the loading and unloading of passengers and cargo, the refueling, servicing, maintenance, parking of aircraft or any movement of aircraft, vehicles and pedestrians to allow execution of these functions.

**Apron Traffic:** All aircraft, vehicles, equipment and pedestrians using the apron.

**Equipment:** Any motor vehicle, mobile device, either self propelled, towed or of a specialized nature, using for runway or airfield maintenance. Also used in the maintenance, repair and servicing of an aircraft including testing, cargo and passenger handling.

**GIAA Rules and Regulations:** The “GIAA Rules and Regulations” are defined as the rules and regulations and subsequent amendments thereto or modifications thereof, promulgated by the GIAA Board of Directors in accordance with Section 1105 (I) Title 12, Chapter 1, Article 1, Guam Code Annotated, and pursuant to the provisions of the Administrative Adjudication Act.

**Ground Control:** The operating position in the control tower that provides: clearances and Instructions for the movement of airport traffic and information to all traffic within the airport perimeter as it is known and pertinent.



**Hold Lines:** A solid and a broken yellow line or two solid and two broken lines across the width of a taxiway with broken line(s) closest to the runway.

**Hold Short:** Instruction to hold at least 45 meter (150 ft.) from the edge of a runway while awaiting permission to cross or proceed onto a runway

**Light Signals from Control Tower:** A light used by the tower to control airport traffic when there is no radio communication.

**Localizer:** A part of the Instrument landing system that helps the pilot remain lined up with the runway during his / her approach.

**Manager:** “Manager” is defined as the Executive Manager of GIAA or his duly appointed representative.

**Maneuvering:** Certain part of an airport intended to be used for taking off and landing of an aircraft and the movement of aircraft associated with taking off and landing, excluding aprons.

**Movement Area:** Certain part of an airport to be used for the surface movement of aircraft and includes the maneuvering areas and aprons.

**Off the Runway:** Indicates a vehicle is at least 45 meters (150 ft.) To the side of the nearest edge of the runway in use, wherever practical.

**Operator:** An “operator” refers to the owner of an aircraft or vehicle or any person who has leased or otherwise has the lawful use of an aircraft or vehicle to operate by himself, or by his agents or employees.

**Ramp and Apron Areas:** The “ramp and apron area” are defined as an area of the airport made available temporarily or permanently by GIAA for parking aircraft; loading and unloading passengers, baggage, cargo, and mail supplies on or off aircraft; servicing aircraft with fuel and lubricants; performing operations commonly known as “ramp service”; performing inspections, minor maintenance, and other services upon or in connection with aircraft incidental to performing “ramp service” and parking of mobile support equipment when used in connection with such operations.

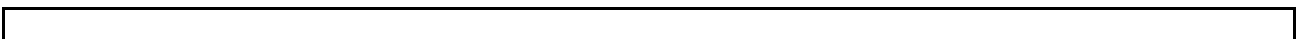
**Vehicle:** A “vehicle” is defined as an automobile, truck, bus, motorcycle, bicycle, push cart, and other similar device used for transportation on land, excluding aircraft.

### **AOA VEHICLE OPERATOR’S PERMIT (AVOP)**

No person shall operate a vehicle in the AOA unless;

1. The person is in possession of an AOA vehicle operator’s permit.
2. The person is escorted or accompanied by a person who is in possession of an AOA vehicle operator’s permit.

The AOA vehicle operator’s permit is issued by GIAA based on the results of a test given of the applicant’s knowledge of local airport traffic directives.




Application for an AOA vehicle operator's permit must be made to GIAA in writing by the sponsor to include the address and reason for the application.

**NOTES:** *Subject to being revoked or suspended, an AOA vehicle operator's permit issued by GIAA is valid for three (3) years or for the period stated on the permit.*

Upon expiration of an AOA vehicle operator's permit. It should be returned to the GIAA Operations Division.

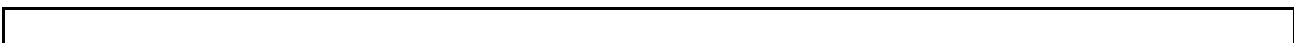
**SAMPLE OF PERMIT:**

<p><b><u>FRONT</u></b></p>	 <p>A.B. WON PAT GUAM INTERNATIONAL AIRPORT AUTHORITY</p> <p>AIRPORT OPERATIONS AREA (AOA) VEHICLE OPERATOR'S PERMIT</p> <p>Name: _____ Expires: _____</p> <p>_____ Executive Manager</p>
<p><b><u>BACK</u></b></p>	<p><b>SPEED LIMITS IN THE AOA</b></p> <p><b>WITHIN 50 FT. OF THE AIRCRAFT - 3 MPH</b> <b>WITHIN 50-100 FT. OF AN AIRCRAFT - 5 MPH</b> <b>CLEAR AREAS - AIRCRAFT PARKING SPOTS - 10 MPH</b> <b>AOA VEHICLE TRAFFIC PATTERN - 15 MPH</b> <b>PERIMETER ROAD - 35 MPH</b></p> <p><b>EMERGENCY TELEPHONE NUMBERS</b> <b>GIAA POLICE 642-4530-1</b> <b>GIAA OPERATIONS 642-4455-8</b></p>

**RESPONSIBILITIES AND DUTIES**

Each employer must ensure that their employees are qualified to operate vehicles and equipment required in the course of performing their duties in the AOA

The vehicle operator must determine that his vehicle and / or equipment is operating satisfactory and has the required safety equipment and markings. All operators shall notify their immediate supervisor of any equipment malfunction.



If you encounter any obstruction or potentially hazardous condition on any aircraft movement surface, report its nature and location to your supervisor or to GIAA Operations Division.

All personnel within the AOA are required to wear the GIAA SIDA badge on their outer clothing, ensuring that it is always visible when in restricted areas.

All personnel are to challenge any unauthorized individuals in the AOA without the proper display of the SIDA badge.

Each employee must ensure that the AOA permit is returned to the Airport Operations Division upon termination, resignation or retirement from his/her company.

All designated gates and doors leading into the AOA must be kept closed and locked to prevent unauthorized personnel or vehicles access into the AOA.

All gates to the AOA must be closed immediately after passage by the user. Any gate observed open shall immediately be reported to the Airport Police.

All persons working in the AOA must be aware of the hazards of aircraft noise and ensure that protective measures are taken to avoid impalement.

## **INSURANCE**

As a condition of authorization to enter the Air Operations Area, the owner of a motor vehicle shall provide evidence of insurance coverage for public liability and property damage in the amounts specified by the Manager; \$4,000,000.00 per occurrence for bodily injury and property damage combined. GIAA shall be named as an additional insured and shall be notified in writing of any material change in the insurance policy. **The amount of coverage is subject to change.**

## **RAMP DECAL**

Application for Ramp Decal into the AOA area can be obtain at the Airport Operation Division. Application will be completed by the company and approved by an authorized "Company Certifying Officer." Application with a copy of the Vehicle Registration and Certificate of Insurance will be forwarded to the Airport Operation Superintendent for review and approval. **ONLY REGISTERED COMPANY VEHICLE(S) ARE AUTHORIZED FOR RAMP DECAL.**

## **VEHICLE IDENTIFICATION**

All ground Equipment Service vehicles operating within the AOA shall be readily identifiable as to ownership and a number be marked on top or sides of the vehicle.

All motor vehicles which are licensed for operation on public roads and are authorized to enter the AOA must display a AOA ramp decal on the lower left side of the windshield.

This

decal is issued by the GIAA Operations Division. Evidence of Insurance coverage must be presented. Emergency response vehicles are exempt from this requirement.

All vehicles, including but not limited to, company cars, buses, trucks, aircraft service equipment, aircraft tow tractors or other ground support equipment must be painted in such a manner so as to be easily identifiable and must carry the company name or logo on both sides. The lettering shall be a minimum of four (4) inches high and one and a half inches (1 ½) wide, the height of logos a minimum of six (6) inches. Each baggage container dolly and similar equipment shall be identified by a distinctive color and/or by the carrier's name/ logo in at least two places and shall be sequentially numbered for positive identification.

Vehicles which are temporarily rented or leased and are not painted a distinctive company color will be required to display a temporary ramp decal issued by the GIAA Airport Police Division. Temporary Ramp Decals are issued from the Main Gate for a specified time not to exceed 24 hours. All other shall come to an agreement with the Airport Police Administration Office.

## **VEHICLE OPERATING PROCEDURES**

Aircraft always have the right of way. All vehicles, shall yield to any aircraft. Before entering the AOA, the vehicle operator shall visually check and ensure the aircraft are not approaching or departing. An operating rotating beacon on an aircraft usually indicates that the engines are running or about to be started. An aircraft just starting to move will generate considerably more jet blast or prop wash than when idling. Consequently a vehicle must be in a safe position.

Whenever an aircraft turns off the taxiway onto the parking position lead in line, all vehicles approaching the same position shall come to a complete stop and give way to the aircraft.

Vehicles will not be driven closer than 25 feet in front of a jet aircraft or 100 feet of the exhaust of a jet when the engines are running or about to be put into operation.  
**Distance For Wide Body Aircraft is 200 feet.**

### **East Apron Main Gate Procedures:**

All vehicles must adhere to the "STOP LINE" located on the outboard of gate #20 and between gates #19 and 21. Vehicles exiting the AOA, must ensure no aircraft is approaching when crossing taxilane "LIMA".

All vehicles entering the AOA must be coordinated with the Ramp Control Office for approval by the Airport Police prior to crossing taxilane "LIMA".

Speed limits (excluding vehicles responding to an emergency):

- 1. Within 50 feet of an aircraft - 3 mph**

2. **Within 50 - 100 feet of an aircraft - 5 mph**
3. **Clear areas of the aircraft parking ramp - 10 mph**
4. **AOA traffic pattern - 15 mph**
5. **Perimeter Road - 35 mph**

**The Guam International Airport Authority's Executive Manager or his designated representative is authorized to issue Admonishment Citation(s) to any person(s) in or on the airport operations area, who are in violation of these directives.**

Any employee who is issued an admonishment citation for three (3) violations, shall have their driving privileges revoked on the AOA for a period determined by the Executive Manager.

All vehicles shall yield right of way to emergency vehicles and equipment responding to an alert. Included are crash rescue equipment, fire trucks, Police or other emergency vehicles that may display a red / blue revolving beacon.

Vehicles can seriously interfere with electronic equipment. No vehicle should proceed into the critical area of the Instrument Landing System (ILS) Transmitter Building. The critical area for the ILS is outline with paint and traffic cones.

The "CIRCLE OF SAFETY" is one of the most basic principles of Air Operations Area activity. The CIRCLE OF SAFETY is an imaginary circular area extending ten feet beyond the wingtips, nose and tail of an aircraft. All vehicles will be prohibited within the CIRCLE OF SAFETY except those absolutely essential for servicing of an aircraft.

All vehicles will approach parked aircraft with the driver's side toward the aircraft.

Vehicles will be parked so they can depart going forward.

Bicycles on the AOA must have reflective pennants, comply with motor vehicle traffic rules and adhere to the AOA safety and driving rules. At nights, operators will wear reflective belts and bicycles will have headlights and reflective markings.

Bicycles allowed on the AOA must be owned by the company and display a company logo. NO PERSONAL OWNED bicycle will be allowed in the AOA area.

Smoking is **prohibited** within the AOA, regardless of being inside of a vehicle.

No vehicle shall be parked on the taxiway areas unless authorized by Agana Ground Control.

Vehicles not designed to transport passengers shall not be utilized to transport persons other than the driver. Passengers may not ride in any trailer, cart or Igloo.

Vehicles operating within the baggage make-up areas will exercise extreme caution when entering and leaving with speed limit of 5 miles per hour.

Vehicles shall not pass taxiing aircraft which are traveling in the same direction.

Except for vehicles in the act of servicing aircraft, no vehicle may drive under any portion of an aircraft or Loading Bridge.

Vehicles will be parked in such a manner as to eliminate the possibility of striking the aircraft if the vehicle inadvertently rolls forward or backward.

At no time will a vehicle be driven between an aircraft and a loading bridge if passengers are using the walkways between such gate and aircraft.

No disabled vehicle may be left unattended or abandoned on any active aircraft parking area. It is the RESPONSIBILITY of the vehicle operator and company to address the problem of the Disabled vehicle(s) immediately and without delay, wheel chocks must be placed properly to secure the disabled vehicle from rolling to avoid any accident(s).

No motor vehicle with the exception of recognized ramp vehicles shall be operated upon the AOA without the required evidence of safety inspection.

Aircraft servicing equipment or vehicles shall be kept off the ramp and in assigned equipment positions except during actual servicing operations. During servicing operations, all such vehicles or equipment shall remain within the assigned aircraft position except when servicing two aircraft simultaneously. Such vehicles are not to interfere with operations at adjacent positions. Any vehicle or service equipment which is found unattended on the ramp or apron areas and / or which is obstructing the usability of a gate or obstructing the sweeper, is subject to citation and / or impoundment.

The maximum number of carts(LD3) in a single train shall not exceed six (6). The number of pallets / Igloos (LD7) shall not exceed three (3) if loaded and five (5) if empty.

Towing will only be accomplished by vehicles equipped with proper hitches.

## **TOWING AT NIGHT**

Aircraft being towed at night shall be illuminated to the extent that its general outline is visible.

Equipment will not be towed or driven between aircraft unless there is at least a 10 feet clearance between the wingtips of the aircraft.

For night operations, all headlights, taillights and running or clearance lights on all vehicles shall be in proper working order. The driver of each vehicle shall be responsible for the proper operation of such lights. Rear shining spotlights or other than taillights shall be in the off position when driving on ramps or service roads.

Vehicles on the AOA are a major source of aircraft Foreign Object Damage (FOD). This FOD can damage aircraft tires and / or be Ingested into jet engines with disastrous results. To minimize this hazard the following procedures apply:

1. Operators will insure that all equipment carried on or in their vehicles is

properly stowed and secured at all times.

2. Vehicles will be inspected for loose objects that could damage aircraft.
3. Driving off paved surfaces is restricted to emergencies and / or performance of duty due to numerous hazards including collection of FOD. Extreme caution must be used.

No person shall operate a vehicle while under the influence of intoxicating liquor, narcotics or habit forming drugs.

No person shall operate a vehicle unattended with the engine running.

No person may park a vehicle adjacent to or on any active taxiways or runways without prior clearance from Agana Ground Control.

No person will ride on tug fenders unless a suitable seat is installed nor will they ride on any part of a moving equipment not designed especially for passengers.

No person shall operate a vehicle in the AOA unless the vehicle is equipped with exhausts which are protected by mufflers or other devices which prevent the escape of sparks and the propagation of flame and which will comply with the directives of the EPA as to air pollution.

No person is allowed to load a vehicle, cart or truck so as to create a hazard by allowing articles to fall off the vehicle as it travels on service roads or ramp areas.

No tenant or employee may repair, dismantle or in any manner service equipment other than in approved areas designated by the Manager.

Washing vehicles or equipment is permitted only in **designated** areas.

Drainage from such washing shall not be caused to drain directly into the Airport drainage system unless a filter or clarifier is operating prior to entry into the drainage system.

## **FUEL SPILLS**

In the event of a fuel spill, all vehicle operations within 100 feet of the spill will come to an immediate halt. No vehicle(s) except emergency response vehicles will be allowed to operate within 100 feet of a fuel spill. Airport Police shall redirect traffic as deemed necessary with the safety of all vehicle operators in mind.

## **COMMUNICATIONS**

Under no circumstances shall a vehicle cross an active runway unless it is directed by Agana Control Tower and is VHF radio equipped.

Use accepted terminology (see glossary) when communicating with the Control Tower.

Communicate on and continuously monitor the designated tower frequency (usually ground control) whenever the vehicle is on the movement area: i.e., areas of the airport which require authorization from air traffic control to enter or operate on.

Include in order the following items when requesting a clearance to operate on the movement area:

1. Name of facility being called
2. Your vehicle identify
3. Your present location
4. Your request
5. Say the word "Over" when your request is completed

**Note:** *If your request is lengthy or frequency is busy, use only items 1 and 2 establish initial contact. Also if it is obvious that you expect a response, item 5 may be omitted. For subsequent contacts during the same conversation, the name of the facility being called may be eliminated.*

Read back instruction to tower for confirmation before acting. (During peak traffic periods the frequency may be necessary to forego a read back of the entire message. However, a good practice is always to read back any "hold short" instructions.)

Regardless of traffic or frequency congestion, never hesitate to ask for clarification if uncertain of the tower's instructions.

Acknowledge all instructions received from the control tower. (Be sure to include vehicle identity in your acknowledgment.)

Be cognizant of other ongoing radio conversations so as not to interrupt another transmission.

Know the meaning of the tower light gun signals (below).

### AIR TRAFFIC CONTROL TOWER LIGHT GUN SIGNALS MEANING

<u>COLOR &amp; TYPE OF SIGNAL</u>	<u>MOVEMENT OF VEHICLE, EQUIPMENT &amp; PERSONNEL</u>	<u>AIRCRAFT ON THE GROUND</u>	<u>AIRCRAFT IN FLIGHT</u>
Steady green	Cleared to cross proceed or go	Cleared for	Cleared
Flashing green	Not applicable	Cleared for taxi	Return for landing(to be followed by steady green at the proper time)

Steady red	STOP	STOP	Give way to other aircraft and continue circling
Flashing red	Clear the taxiway/runway	Taxi clear of the runway in use	Airport unsafe, do not land
Flashing white	Return to starting point on airport	Return to starting point on airport	Not applicable
Alternating red	Exercise extreme Caution	Exercise extreme Caution	Exercise extreme Caution

### **EXAMPLES OF VEHICLES / TOWER COMMUNICATIONS**

Below are two scenarios of typical vehicle / tower communications that a driver of an airport vehicle may encounter.

#### **SCENARIO 1:**

This scenario involves the request to cross a runway during a relative heavy traffic period. As a result, vehicle operator does not include request in initial contact. Also, controller has the vehicle standby before approving crossing and approves crossing without delay.

Vehicle: Agana Ground, (Company name) Mobile One

G.C.: Mobile One, Agana Ground, over.

Vehicle: Ground, Mobile One at the approach end of runway 6L would like to cross the duals.

G.C.: Mobile One, Ground, Standby

G.C.: Mobile One, Ground, without delay cross the dual.

Vehicle: Mobile One, roger

#### **SCENARIO 2:**

Vehicle: Agana Ground, Continental Mobile One

G.C.: Continental Mobile One, Agana Ground, over

Vehicle: Ground, Continental Mobile One at delta requesting to cross the dual.

G.C.: Continental Mobile One, proceed across the dual at delta without delay, advise when off the dual.

Vehicle: Agana Ground, Continental Mobile One roger, proceeding

*After Crossing runways*

Vehicle: Agana Ground, Continental Mobile One is off the dual.

G.C.: Continental Mobile One, Agana Ground roger

## **FREQUENCIES**

121.6 Mhz (GIAA) Ramp Control  
121.9 Mhz (Agana) Ground Control  
118.1 Mhz Agana Tower

## **EMERGENCY PHONE NUMBERS**

642-4460 GIAA Operations - Terminal  
642-4455-8 GIAA Operations Ramp Control Tower (Airside)  
642-4530/1 GIAA Airport Police (Radio Dispatch)

## **GLOSSARY OF TERMINOLOGY**

**ACKNOWLEDGE:** Let me know that you have received my message.

**ADVISE INTENTION:** Tell me what you plan to do.

**AFFIRMATIVE:** Yes

**FINAL:** Commonly used to mean that an aircraft is on the final approach course or is aligned with a land area.

**HOLD:** Stay in place: where you are currently located.

**HOW DO YOU HEAR ME ?** A question relating to the quality of the transmission or to determine how well the transmission is being received.

**IMMEDIATELY:** Used by ATC when such action compliance is required to avoid and imminent situation.

**NEGATIVE:** “No” or “permission not granted” or “that is not correct”

**OUT:** The conversation is ended and no response is expected.

**OVER:** My transmission is ended: I expect a response

**PROCEED:** Authorization to begin / continue on authorized routes.

**READ BACK:** Repeat my message back to me.

**ROGER:** I have received all of your last transmission. It should not be used to answer a question requiring a yes or a no answer. (See Affirmative, Negative).

**SAY AGAIN:** Used to request a repeat of the last transmission. Usually specifies transmission or portion thereof not understood or received; e.g., “ Say again all after ABRAM VOR.”

**SPEAK SLOWER:** Used in verbal communications as a request to reduce speech rate.

**STAND BY:** Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in “stand by for clearance”

**THAT IS CORRECT:** The understanding you have is right.

**UNABLE:** Indicates inability to comply with a specific instruction, request or clearance.

**VERIFY:** Request confirmation of information: e.g., “verify assigned altitude.”

**WITHOUT DELAY:** With a sense of urgency. Proceed with approved instructions in a rapid manner.

**WILCO:** I have received you message, understand it, and will comply with it.

### **PHONETIC ALPHABET**

A - Alfa	J - Juliett	S - Sierra	2 - Too
B - Bravo	K - Kilo	T - Tango	3 - Tree
C - Charlie	L - Lima	U - Uniform	4 - Fow-er
D - Delta	M - Mike	V - Victor	5 - Fife
E - Echo	N - November	W - Whiskey	6 - Six
F - Foxtrot	O - Oscar	X - Xray	7 - Sev-en
G - Golf	P - Papa	Y - Yankee	8 - Alt
H - Hotel	Q - Quebec	Z - Zulu	9 - Nin-er
I - India	R - Romeo	1 - Wun	

**RECOMMENDED SAFETY MARKING AND EQUIPMENT REQUIREMENT FOR THE AOA**

All vehicles and equipment operating in the AOA shall be equipped with standard safety marking set out on the diagram below:

I. Self-propelled vehicles with cab:

\*\*\*\*\* **DIAGRAM** \*\*\*\*\*

II. Self-propelled vehicles without cab:

\*\*\*\*\* **DIAGRAM** \*\*\*\*\* A - Beacon Lamp

Signal Lamps

Lamps

Lamps

Strip

Panel

B - Head Lamps

C - - Parking /

D - Tail / Signal

E - License Plate

F - Reflectorized

G - Reflectorized

III. Non - Self - propelled vehicles and equipment:

\*\*\*\*\* **DIAGRAM** \*\*\*\*\*

**Edge Lighting for Aircraft Movement Surfaces:**

General

Different colored lights are used to indicate the edge of various aircraft movement surfaces.

Blue lights are used along the edge of aprons and taxiways.

White lights are used along the edge of runways.

\*\*\*\*\* D I A G R A M \*\*\*\*\*

***The written test will be based on a number of multiple choice questions taken from those contained in the AOA Driving Directives. A total of 25 questions will be given and a passing score of 21 correct answers. Below are samples of some of the test questions.***

1. The Driving Directives which contain regulations and procedures related to operation of a vehicle on the air side is:
  - A. Radio Operators Handbook
  - B. AOA Safety and Driving Directives
  - C. Guam Operators Handbook
  - D. Runways and Taxiway Handbook
  
2. The person responsible for determining that his or her vehicle is operating safely is:
  - A. The owner of the vehicle
  - B. The operator of the vehicle
  - C. The Airport Manager
  - D. The Airport Police
  
3. If you encounter a condition in the AOA that is likely to cause damage to an aircraft, you should report it to:
  - A. The Airport Engineer
  - B. Your Immediate Supervisor
  - C. All airport tenants
  - D. A mechanic or foreman
  
4. There are many types of vehicle and equipment used on the air side. Who is responsible for ensuring that a vehicle operator knows how to operate the equipment he or she uses?
  - A. Guam International Airport Authority
  - B. The vehicle operator's employer

- C. The vehicle inspection's office
  - D. Airport Operations
5. Which of the following most accurately describes part of an airport to be used for taking off and landing of an aircraft and the movement of an aircraft:
- A. Restricted Areas
  - B. Air Operations Area
  - C. Runways and Aprons
  - D. Taxiways

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6. A road delineated (outlined) by surface markings on an apron for vehicles is:
- A. AOA traffic pattern
  - B. Aircraft taxi line
  - C. Airport service road
  - D. Aircraft lead in line
7. All vehicles operated at the airport maneuvering areas must be equipped with:
- A. Headlamps and Tail lamps
  - B. A flashing beacon
  - C. Radio and telephone
  - D. Airport Logos
8. Which of the following traffic has first priority (right of way) over all other airport traffic:
- A. Parked Aircraft
  - B. Emergency vehicles responding to an emergency
  - C. Runway Sweeper
  - D. FAA Vehicle
9. Smoking in the AOA is:
- A. Permitted
  - B. Permitted only in vehicles
  - C. Prohibited both inside and outside vehicles
  - D. Permitted if no aircraft
10. Is it permissible to operate a vehicle in front or directly behind an aircraft with engines running:
- A. Not at any time
  - B. The red anti-collision beacon is turned off

- C. The marshaller waves permission
- D. The wheels are chocked

11. The color of pavement markings related to aircraft movement guidelines and aircraft lead in lines is:

- A. Green
- B. Yellow
- C. White
- D. White and Blue

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12. The color of pavement markings which outline vehicle pattern and security lines is:

- A. Green (except in grassy areas)
- B. Yellow
- C. White
- D. Different for each vehicle

13. When required to cross a runway, the vehicle operator must first:

- A. Notify your supervisor
- B. Contact the ground controller by radio for permission
- C. Contact by radio 125.0 MHz
- D. Consult the Airport Police

14. The instructions of a ground controller over a radio transmission:

- A. Must be obeyed at all times
- B. Are a guide only
- C. Apply to aircraft only
- D. Apply to slow moving vehicles only

15. Standard procedures for a vehicle operator who has received instructions from a ground controller is to:

- A. Acknowledge all instructions as understood or request that the instructions be repeated
- B. Do not do anything if all instructions are not clear
- C. Proceed without delay
- D. Do not ask to repeat instructions

16. When a vehicle is towing an aircraft on the airport, the vehicle operator must:

- A. Ensure that the vehicle is diesel powered
- B. Maintain radio contact with ramp or ground control
- C. Maintain radio contact with pilot only
- D. Refrain from any radio contact

17. Speed limits within 50 feet of an aircraft is:

- A. 11 mph
- B. 6 mph
- C. 5 mph
- D. 20 mph

18. Speed limits in the AOA traffic pattern is:

- A. 15 mph
- B. 20 mph
- C. 25 mph
- D. 10 mph

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19. All vehicles shall yield right of way to:

- A. Emergency vehicles responding to an alert
- B. Ramp vehicles on the traffic pattern
- C. A forklift carrying a load
- D. A six pallet train

20. The circle of safety is a circular area:

- A. Extending 20 feet from the wing
- B. Extending 10 feet beyond wing tips nose and tail of an aircraft
- C. Covering all around an aircraft
- D. From the nose to the tail of an aircraft.

21. All vehicles operating within the baggage make up areas will exercise caution when entering and leaving with a speed limit of:

- A. 5 mph
- B. 2 mph
- C. 10 mph
- D. 15 mph

22. In the event of a fuel spill, all vehicle operators will come to a complete halt within:

- A. 300 feet of the spill
- B. 200 feet of the spill
- C. 100 feet of the spill
- D. 50 feet of the spill

23. Each airport tenant is responsible for the overall AOA driving and training of their employees and the operator must:

- A. Possess an AOA Operator's Permit before driving in the AOA
- B. Be of 21 years of age
- C. Be required to drive a standard
- D. Be a airline employee

24. Except for vehicles in the act of servicing an aircraft, no vehicle:

- A. May drive under any portion of an aircraft
- B. May drive up to an aircraft
- C. May come closer than 100 feet
- D. Will be allowed for servicing