

Airfield Procedures for Vehicles and Pedestrians

**AUTHORIZED
VEHICLES ONLY !**

Movement area
(ATC clearance required)



Non-movement area

Before you Access the Movement Area

- Have a current airport diagram available www.naco.faa.gov
- Identify your location vs. destination
- STOP and listen to radio
- Think about what you are going to say
- Know the boundaries of the movement area

Write Down Instructions

- Write down complex instructions from ATC
- Don't assume anything!
- Always clarify any and ALL misunderstanding or confusion concerning ATC instructions or clearances
- Do NOT proceed until authorized

Maintain Situational Awareness

- Know where you are and where you are going!
- Monitor ATC instructions to other vehicles/pilots
- Look TWICE before crossing intersecting taxiways or runways
- Be vigilant if given "hold-short" instruction
- Use extra caution at night or during reduced visibility
- Be extremely cautious when using a runway as a taxiway
- "Heads UP" when operating on or crossing a runway

Proceed with Caution

- Continuously look outside the vehicle
- Only proceed where authorized
- Ask to amend a clearance, if necessary
- Give way to ALL aircraft!
- Read-back all hold short and runway crossing instructions

Maintain the Communication Loop

- Limit other distractions (cell phone/company radio, conversation, etc)
- Use standard ATC phraseology
- Focus on what ATC is instructing
- Carry a hand-held radio or turn on the external speaker if exiting the vehicle



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