

**LAWA**

**LAX**

## **AIRPORT SAFETY & SECURITY ENFORCEMENT PROGRAM**



[www.lawa.org/SAFE](http://www.lawa.org/SAFE)

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## **I. Introduction**

The Airport Safety & Security Enforcement (SAFE) program is an awareness and enforcement program designed to promote the safety and security of the airport through the enforcement of LAX Rules and Regulations, the LAX Airport Security Program, applicable Code of Federal Regulations, State of California regulations and City of Los Angeles regulations. The SAFE program does not limit or otherwise replace any other laws, rules, regulations or enforcement actions.

This program is administered by the Los Angeles World Airports' Airport Operations and Airport Police Divisions.

## **II. Responsibility**

It is the responsibility of each tenant, sponsor, agency, and/or organization that provides services at LAX to ensure that their employees are fully trained and aware of all applicable laws, regulations, procedures, and programs.

It is also the responsibility of every LAWA badge holder to know the extent of their badge access, and all laws, ordinances, policies, rules and regulations, and safety & security programs at the airport. It is expected of every badge holder to faithfully carry out their duties and obligations including, but not limited to, obeying the laws, policies, procedures, and all rules and regulations set forth by LAWA and all applicable local, state, and federal regulatory agencies.

## **III. Definitions**

<b>AMA</b>	Aircraft Movement Area: Runways, taxiways, safety areas, and other areas of an airport that aircraft use for taxing, take-off, and landing, not including apron/ramps and aircraft parking areas.
<b>AOA</b>	Air Operations Area: This area includes paved and unpaved areas used for the movement of aircraft, in addition to associated runways, taxiways, or aprons. Commonly refers to anything within the secured and fenced-in area of the airport.
<b>ARCC</b>	Airport Response Coordination Center: The primary communications and coordination center, used to provide day-to-day coordination and support for all regular and irregular operations at the airport.
<b>ASP</b>	Airport Security Program: A program that describes the actions to be taken to protect airlines, passengers, staff, aircraft, and property against terrorist or criminal acts.
<b>ATCT</b>	Airport Traffic Control Tower: Building where air traffic controllers manage and direct air traffic by keeping aircraft at safe distances from each other, as they are directed for takeoff, landing, or taxi.



<b>CTA</b>	Central Terminal Area: The adjacent roadway and surrounding public area in front of the terminals at LAX. The area also encompasses administrative offices and parking structures found around the roadway system in front of the terminals.
<b>FAA</b>	Federal Aviation Administration: The FAA is the authority with powers to regulate all aspects of civil aviation within the United States. These include the construction and operation of airports, air traffic management, and the certification of personnel, airports, and aircraft.
<b>GSE</b>	Ground Service Equipment: Aircraft pay movers, tugs, dollies, bulk carts, bag carts, belt loaders, deck loaders, and any vehicle used for servicing of aircraft or the transport of cargo, fuel, persons, or equipment within the AOA.
<b>LAWA</b>	Los Angeles World Airports: The airport oversight and operations department for the City of Los Angeles.
<b>LAX</b>	Airport code to identify Los Angeles International Airport.
<b>Public Area</b>	Public portions of terminal buildings, including ticketing counters, satellites, concourses, and baggage claim. Also includes the Central Terminal Area's parking facilities, roadways, and adjacent buildings.
<b>Ramp Area</b>	The portion of the AOA used by airport tenants for servicing and loading aircraft. The ramp area is part of the Security Identification Display Area (SIDA).
<b>Restricted Area</b>	The Restricted Area is part of the SIDA, including but not limited to passenger and cargo loading aprons, hangar areas, runways, taxiways, and vehicle service roads.
<b>Runway</b>	A piece of pavement on the airport surface that is designed for aircraft landings and takeoffs.
<b>SAFE</b>	Airport Safety & Security Enforcement, (SAFE) Program: An awareness and enforcement program designed to educate airport tenants and their employees about the safety and security rules of LAX. A point system is used based on the severity of a violation and is structured to hold violators accountable for safety and security-related offenses. All LAX badge holders are accountable to the standards of the SAFE Program.
<b>Safety Area</b>	A defined area on all sides of a runway or taxiway that is prepared or suitable for reducing the risk of damage to aircraft. This area must remain clear of any obstacles that could impede the safe path of aircraft and wingtip clearance. Safety areas at LAX may be identified by a green color painted on the pavement on either side of the taxiways.
<b>SIDA</b>	Security Identification Display Area Includes any area identified in the Airport Security Program requiring each person to continuously display airport-approved identification unless under airport-approved escort.
<b>Sterile Area</b>	Portions of an airport passenger terminal that reside between the security screening checkpoint and aircraft boarding areas.
<b>Taxiway</b>	The parts of the airfield designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.
<b>VSR</b>	Vehicle Service Road: A roadway, access lane, passageway, and/or other area designated for the movement of vehicles on the AOA.



#### IV. Access Icons



**Restricted Area Driver (RAD):** Allows badge holders to drive airport-approved vehicles and/or GSE on-ramps and vehicle service roads. Before being issued, an applicant must have a valid U.S. driver's license, complete a minimum of eight (8) hours of practical airport driving with a LAWA certified trainer (with at least 2 hours during periods of darkness) and pass an examination.



**AOA Familiarization (AOA):** For badge holders with an operational need to access designated restricted areas of the airfield; however, do not have direct contact with the ATCT. All applicants must complete a training session and receive approval by LAX Airport Operations before applying for the icon.



**Air Traffic Control (ATC):** For badge holders requiring communications with the ATCT and access to the AMA. *Must be accompanied by a RAD icon.*



**Aircraft Surface Movement (ASM):** For badge holders that perform aircraft tow/taxi on the AMA. Before being issued, an applicant must have received surface movement training sponsored by their organization and complete a training course provided by LAX Airport Operations. *Must be accompanied by a RAD icon.*



**Red Custom Seals:** For badge holders who have an operational need to access non-cleared flights or areas where non-cleared passengers, baggage, and cargo may be present.



**Black Custom Seals:** For badge holders who have an operational need to work non-cleared flights/cargo however do not have direct contact with non-cleared passengers.



**Aircraft Fueling:** For badge holders who drive and perform in-to-aircraft fueling. Applicants requesting this icon must have received the required FAA fueling training/certification in addition to the requirements listed for the RAD icon.



**Escort:** For badge holders with the need to escort un-badged personnel. Applicants must attend the Airport Police authorized escort training course.



## **V. Citation Process**

The SAFE Citation is an administrative tool used to address violations of LAX Rules and Regulations, as well as applicable local, state, and federal guidelines. Citations may be issued by either LAX Airport Operations or LAX Airport Police. Citations may be issued electronically or manually via paper copy. If a paper copy citation is issued, the supervisor of the citation recipient must return the signed notice to the Airport Police station within 72 hours.

The SAFE Citation will include the following information:

- Date and approximate time of the offense
- Violator's name and employer
- Applicable Rule(s) and/or Regulation(s) that may have been violated.

### **Processing and notification of electronic SAFE Citations:**

- a. An electronic copy of the citation will be emailed to the badge holder's point of contact on file for his/her employer.
- b. If additional training or badge actions are required (such as badge recall, suspension of privileges, confiscation etc.), a notice will be sent to the badge holder's point of contact for his/her employer.
- c. The badge holder has the right to file an appeal within 7 days of the citation being issued, see Section IX.



## **VI. Penalties**

Penalties are based off points accrued by the badge holder in a 12 month period.

<b>Point Threshold</b>	<b>Associated Penalties</b>	<b>Badge Suspension Period</b>
<b>Open</b>	At the discretion of the SAFE office, badge holders may be required to complete training assigned by Airport Operations or Airport Police. Assigned training must be completed within <b>7 days</b> of the "Notice of Training Required." <b>Failure to complete the training within the specified time frame will result in all LAWA badges being recalled or deactivated until the training is completed.</b>	<b>0 days</b>
<b>4</b>	Badge holders that accumulate 4 to 7 points within the last 12 months will have their badges recalled (deactivated) for a 7-day period.	<b>7 days</b>
<b>8</b>	Badge holders that accumulate 8 to 11 points within the last 12 months will have their badges recalled (deactivated) for a 30-day period.	<b>30 days</b>
<b>12</b>	Badge holders that accumulate 12 or more points within the last 12 months will be required to attend a mandatory hearing where the penalty will be determined.	<b>Up to and including Revocation</b>

### **NOTE:**

1. All violations and penalties apply to the violator and all associated LAWA badges held by the violator. Any suspension or revocation will be applied to all badges issued to the violator.
2. No new badges will be issued during the suspension/revocation period.
3. Failure to surrender badge(s) as requested by the SAFE administrator will result in the deactivation of all badges associated with the badge holder. Deactivated badge holders will be required to go through the complete badging process for all badges after the end of the suspension period.
4. Any violation may result in a mandatory SAFE hearing.
5. SAFE may modify any citation or warning after completing an investigation.
6. See section XI for the badge surrender process.
7. See section XII for badge confiscations.



## **VII. Safety and Driving Violations**

All violations of the Rules and Regulations carry a minimum one (1) point value.

### **Category A - Safety and Driving Violations:**

The following are examples of Category A violations of the LAX Rules and Regulations which may result in a **one (1) point** citation:

Section	Description
<b>3.5.12</b>	When there is a City, County, or State mandate in effect requiring face coverings in public areas due to a health crisis, all LAX badge holders must wear a face covering and while on airport property when there is, or can be, contact with other employees or the public.
<b>3.11.1</b>	All ramps and leaseholds shall be kept free of FOD at all times.
<b>3.11.2.a</b>	All FOD on service roads shall be reported to the ARCC (424) 646-5292 or picked up if safe to do so.
<b>3.11.2.b</b>	All FOD on taxiways and runways shall be immediately reported to the ARCC (424) 646-5292.
<b>5.2.8</b>	No parking or staging of vehicles or equipment on the painted, yellow-hashed pedestrian walkways
<b>6.2.6</b>	Aircraft parking position setup is restricted to one hour before flight arrival unless the gate is occupied
<b>11.1.7.a</b>	No vehicle may operate in an aircraft parking position except when actively involved in aircraft servicing
<b>11.1.11.a</b>	All vehicles & equipment shall be parked with the parking brake engaged
<b>11.1.11.i</b>	Vehicle ignition keys must be secured at all times to prevent unauthorized use.
<b>11.2.5.a</b>	All Vehicle/GSE operators must conduct a physical inspection of their vehicle/GSE before use anytime that the vehicle/GSE has not been in their control
<b>11.4.2</b>	No baggage or cargo Unit Load Devices (ULD)/cans shall be left on the ground or unsecured on its corresponding ground support equipment/dollies
<b>11.4.3</b>	Chocks and cones shall be transported either inside a vehicle, in an enclosed container, or tethered to the vehicle




**Category B - Safety and Driving Violations:**

The following are Category B violations of the LAX Rules and Regulations which may result in a **two (2) point** citation:

Section	Description
<b>3.1.2</b>	No person or company shall destroy, damage, or deface any Airport property, nor intentionally abandon any company or personal property
<b>3.1.4</b>	Any accident involving an aircraft and/or a vehicle shall be reported immediately to the Airport Response Coordination Center (ARCC) at (424) 646-5292
<b>3.1.8</b>	Any employee who is determined to have caused an accident and/or property damage is subject to citation
<b>3.5.10</b>	No person shall be on the AOA and/or operate a vehicle/equipment while wearing headsets/earbuds that cover, rest on, or are inserted into both ears. Approved hearing protection and hearing assistive devices are exempt
<b>3.5.11</b>	No supervisory level employee shall knowingly authorize, approve or direct a subordinate employee to violate any of the LAX Rules & Regulations
<b>3.11.3</b>	Plastic sheeting to cover cargo, pallets, or containers shall only be used on the Air Operations Area (AOA) when properly secured to prevent FOD
<b>3.16.3</b>	No passenger baggage carts are allowed on escalators or moving walkways
<b>3.18.2</b>	All contractors shall adhere to the specific terms and restrictions of the ASR/USR. Failure to do so is subject to cancellation of the contractor's work by the General Manager or designee
<b>3.19.1</b>	AOA - No person shall smoke cigarettes, cigars, pipes, or carry any open flames on the AOA except in designated smoking areas
<b>3.19.1.a</b>	The use and possession of e-cigarettes and vaping devices is prohibited on the AOA
<b>3.19.3</b>	Outside Public Areas - Unless otherwise posted, smoking is prohibited within 20 feet of any entrance or podium
<b>3.22.1</b>	No person shall place, discharge or deposit in any manner paper, trash, rubbish, litter, or other refuse anywhere on the Airport including ramps, stairwells, jet bridges, parking areas, etc., except in proper receptacles and other places designated by LAWA
<b>3.22.2</b>	All wood pallets, cardboard, glass, paper products, and plastic waste shall be deposited in proper recycling receptacles



<b>3.22.5</b>	All trash cans/bins/dumpsters located on the AOA, when equipped with wheels, shall have an internal (built-in) wheel locking device to prevent inadvertent movement. The device shall be engaged whenever the unit is left unattended. If not so equipped the wheels shall be removed
<b>3.22.7</b>	All trash cans on the AOA shall be secured to prevent inadvertent movement
<b>3.24.1</b>	In accordance with FAA Regulations, no person shall feed, provide habitat, or otherwise introduce or encourage factors on the Airport that attract or may attract birds or other wildlife
<b>4.5.11</b>	No aircraft shall be moved or towed on the airport except by a vehicle of a type recommended or approved for such purpose. Said vehicles are restricted to routes prescribed by the General Manager
<b>4.5.16</b>	All aircraft being taxied or towed shall proceed with navigational lights illuminated during the hours between sunset and sunrise or during periods of low visibility
<b>4.5.21</b>	A wing walker must be positioned near each wing whenever an aircraft is being pushed-out or towed-into a gate
<b>4.6.6</b>	Maintenance running of an aircraft engine at the gate is prohibited unless approved by the General Manager or designee and in compliance with the LAX noise abatement procedures. See Section 13 - Noise Abatement
<b>4.6.7</b>	No aircraft engine exhaust, jet blast, and/or propeller wash shall be directed in such a manner as to cause injury, damage, or hazard to any person, structure, or property. Compliance may require engine(s) to be started, shut down and/or the aircraft to be towed.
<b>4.7.1</b>	Operators unable to perform run-ups on approved leasehold run-up pads must obtain approval and instructions from the ARCC (424) 646-5292 before conducting such activity
<b>4.7.3</b>	Idle engine checks, run-ups, and auxiliary power units shall be operated at the minimum time required to accomplish the necessary maintenance or preflight check
<b>5.1.2.d</b>	The following regulations apply to the Tom Bradley International Terminal (TBIT) and Midfield Satellite Concourse (MSC): Wheelchair Service Providers shall store equipment in leasehold areas only. At no time shall equipment impact accessible routes, the clear flow of traffic, or prohibit free access to emergency exits
<b>5.1.3</b>	Wheelchair Service Providers shall not push more than one occupied wheelchair at a time.
<b>5.1.6</b>	Wheelchair Service Providers shall not place more than one medical device, bag, and one carry-on on a passenger's lap



<b>5.2.14</b>	TBIT Bag Room - Towing of equipment shall be restricted to the following: a. One (1) – LD 7 Dolly; b. Two (2) – LD 8 or LD 11 Dollies; c. Three (3) – Baggage Carts; d. Four (4) – LD 3 Dollies
<b>5.2.2</b>	Speed shall be kept at five (5) mph at TBIT Interstitial Bag Room and three (3) mph for the Interline Bag Room
<b>5.10.4</b>	No vehicle or equipment is allowed to park, stage, or traverse on the red-hash marked areas around the passenger boarding bridges
<b>5.10.8</b>	No trash or refuse from aircraft cabins is allowed on the ramp and in ramp trash bins. Trash or refuse collected from aircraft cabins shall be disposed of immediately in trash compactors
<b>6.2.2</b>	Do not block any wheeled fire extinguisher(s)
<b>6.2.3</b>	Building or breaking down of cargo on the gate area is prohibited unless approved by LAWA Operations
<b>6.2.4</b>	Storing of cargo, equipment, or vehicles beyond the building lease limit line is prohibited
<b>6.2.8</b>	All fluid or cargo spills shall be cleaned up immediately
<b>8.4.1</b>	Do not block, wedge, obstruct, or otherwise causing or allowing impairment of the operation of a fire assembly as listed below pursuant to the corresponding Los Angeles Municipal Code (LAMC)
<b>8.8.1</b>	Any spillage or discharge of fuel, oil, grease or any other material shall be removed immediately by suitable procedures in a manner satisfactory to the General Manager or designee. The ARCC (424) 646-5292 shall be contacted immediately for any spills.
<b>9.1.4</b>	All fuel servicing vehicles shall be properly bonded with the aircraft being serviced during all fueling operations
<b>9.1.6</b>	Unattended fuel servicing tank vehicles shall not be parked within 50 feet of any parked aircraft or building (other than fuel servicing tank vehicle maintenance facilities & garages).
<b>9.1.7</b>	Unless attended, all fuel tankers shall have a clear space of at least 10 feet from other vehicles, equipment, or barriers
<b>9.1.18</b>	The operator of any fueling service vehicle shall be outside the vehicle and in constant control at all times when refueling an aircraft
<b>9.1.21</b>	All fueling service vehicles shall have the parking brake engaged and chocks set on the front and back of a tire whenever parked, fueling, or being refueled



<b>9.1.31</b>	All fuel tankers that are out of service and empty must have a LAWA provided "Tanker Empty" placard clearly visible from 50ft away on the front and rear of the tanker
<b>9.1.35.b</b>	Prior to commencing aircraft defueling: the receiving fueling tanker must be physically dipped to ensure it has sufficient capacity
<b>9.1.35.c</b>	Prior to commencing aircraft defueling: An appropriate amount of absorbent material shall be accessible and not further than 50 feet from the tanker
<b>9.2.6</b>	All fueling service vehicles shall have the parking brake engaged and chocks set on the front and back of a tire whenever parked, fueling, or being refueled
<b>9.4.4</b>	All fuel spills shall be immediately secured, and appropriate absorbent material deployed to prevent fuel from entering into drains or contaminating soil. Spills shall be cleaned up without delay in an approved manner using appropriate materials and methods.
<b>9.5.3</b>	On each shift, fuelers shall inspect their vehicle/cart prior to use to ensure that it meets all applicable standards. This inspection shall be documented on a company provided inspection sheet that shall be kept with the vehicle/cart for the duration of the shift and presented to LAWA for inspection immediately upon request. Fuelers shall continuously monitor their vehicle/cart when in use for any unsafe conditions that may develop
<b>11.1.1.c</b>	All operations of motor vehicles/equipment shall not be operated if constructed, equipped, or loaded in a manner that would endanger persons or property
<b>11.1.1.j</b>	All drivers shall obey all traffic signs/lights, directions, and markings
<b>11.1.1.k</b>	All operations of motor vehicles/equipment shall not hinder or endanger the movement of aircraft
<b>11.1.1.o</b>	All occupants use seat belts when equipped while operating on Airport Vehicle Service Roads (VSR)
<b>11.1.1.q</b>	All vehicles/equipment shall be operated in a safe manner
<b>11.1.1.r</b>	Vehicles/motorized equipment can only be towed/moved by equipment designed for such purposes (i.e. tow trucks). Disabled vehicles/equipment can only be pushed to the extent required to be removed from imminent danger
<b>11.1.1.s</b>	Passing or overtaking is only permitted within the confines of the solid VSR markings. Passing is not permitted within the zipper markings or within 50 ft of a service road intersection, taxiway intersection, stop sign/marking or stop for aircraft sign/marking
<b>11.1.2.a(1)</b>	Vehicles shall be operated on the AOA in strict compliance with speed limits of 20 MPH on all vehicle service roads



<b>11.1.2.a(2)</b>	Vehicles shall be operated on the AOA in strict compliance with speed limits of 10 MPH on VSR "K", "L" and "M"
<b>11.1.2.a(3)</b>	Vehicles shall be operated on the AOA in strict compliance with speed limits of 10 MPH on all ramp/apron areas outside the aircraft limit line
<b>11.1.2.a(4)</b>	Vehicles shall be operated on the AOA in strict compliance with speed limits of 3 MPH or walking speed, on all ramp/apron areas inside the aircraft limit line
<b>11.1.2.a(5)</b>	Speeds should never exceed a reasonable and prudent speed, consistent with existing traffic, lighting, and weather conditions
<b>11.1.3.a</b>	No person shall use mobile devices while operating vehicles on the AOA unless using hands-free equipment
<b>11.1.5.a(3)</b>	All vehicles on the AOA shall yield the right-of-way to all aircraft, pedestrians and the following vehicles: LAWA busses operating on taxiways and displaying a rotating yellow beacon when responding to an emergency.
<b>11.1.5.b</b>	Vehicles operating on roadways take precedence over vehicle traffic in adjacent areas (e.g. leaseholds, aircraft parking ramps, and equipment parking areas)
<b>11.1.6.d</b>	Pedestrians are prohibited outside of the apron limit line and on all Vehicle Service Roads
<b>11.1.8.a</b>	Vehicles, GSE and other personal conveyances shall not be driven under any portion of an aircraft unless required to service the aircraft.
<b>11.1.9.a</b>	Minimum safe distances shall be maintained when operating a motor vehicle in front of or behind aircraft with engines running
<b>11.1.11.f</b>	No vehicle shall be stopped or parked on any taxiway, taxilane, access lane, or area marked with solid red or red hatched lines
<b>11.1.11.h</b>	Vehicles/GSE equipped with raising or lowering attachments and/or extensions (e.g. aircraft stairs, maintenance lifts, etc.) shall be left in the lowered position when unattended or when not in use (boom lifts are exempt)
<b>11.4.1.a</b>	No more than (five) 5 baggage carts shall be towed on the AOA
<b>11.4.1.b</b>	No more than 4 LD-3/LD7 dollies or any other combination of equipment shall be towed on the AOA
<b>11.4.1.c</b>	Only one 20ft dolly may be towed at a time. No other equipment may be towed concurrently with a 20ft dolly
<b>11.4.1.d</b>	All freight, cargo, and baggage shall be transported in a manner that prevents spillage



<b>11.4.1.j</b>	At no time shall the load being towed exceed the vehicle's rated towing capacity
<b>11.5.1</b>	The use of another company's GSE is not allowed without a written agreement between the companies' authorized representatives
<b>11.6.4.a</b>	Passengers and employees may only be transported in vehicles designed for such purpose, provided the driver is appropriately trained to operate said vehicle
<b>11.6.4.b</b>	Each occupant must be in a seat with the seat belt fastened (if equipped). The number of occupants on-board may not exceed the number of seating positions and vehicle seating capacity
<b>11.8.1</b>	No repairing, dismantling, or servicing of vehicles and GSE in any area other than the tenant's approved leasehold is allowed
<b>12.2.6</b>	GSE and/or cargo shall not be abandoned on sidewalks or roadways
<b>14.2.1</b>	Equipment washing, degreasing, etc., shall only be allowed where the effluent can be collected, treated, and properly disposed of. Discharge of hazardous materials at both LAWA and tenant facilities directly emptying into the storm drain system is prohibited


**Category C - Safety and Driving Violations:**

The following are Category C violations of the LAX Rules and Regulations which may result in a **three (3)** point citation:

Section	Description
<b>3.5.5</b>	No person shall place any solids in, or pour any liquid other than water down floor drains, manholes, stormwater drains, or sewer connections
<b>4.5.1</b>	Any non-flight crew member who taxis, tows, or otherwise moves an aircraft on the Aircraft Movement Area (AMA) a distance of more than 1,500 feet (long tow) must be appropriately trained by their company, successfully complete the LAWA Aircraft Surface Movement (ASM) Training course and hold an ASM icon on their LAX Security Identification Badge.
<b>5.1.8</b>	Wheelchair Service Providers shall accompany passenger with connecting flights until appropriately transferred to the receiving airline, ADA shuttle or dismissed by the passenger.
<b>5.6.2</b>	Do not block, obstruct, impede access to, tamper with, or steal equipment intended for life saving purposes (Automated External Defibrillators (AED), Panic Buttons, Emergency Phones, Emergency Stair Chairs, etc.)
<b>8.4.6</b>	Fire extinguisher equipment shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention
<b>8.4.12</b>	Airport fire protection systems and equipment shall not be tampered with at any time
<b>8.4.16</b>	Use of a fire extinguisher under any circumstances shall be reported to Airport Police Dispatch (424) 646-7911, and as soon as practical, the ARCC (424) 646-5292
<b>9.1.34</b>	All fire extinguishers and fire protection systems on fueling vehicles, at fuel loading racks (fuel farms), and aircraft parking positions shall conform to applicable codes/regulations
<b>11.1.1.n</b>	All operations of motor vehicles and or equipment shall not be operated across taxilanes between terminals unless they are marked with appropriate (zipper) markings
<b>11.1.5.a(1)</b>	All vehicles on the AOA shall yield the right-of-way to all aircraft, pedestrians and the following vehicles: Aircraft that are being taxied, towed, or otherwise moved, including their towing and guiding vehicles
<b>11.1.5.a(2)</b>	All vehicles on the AOA shall yield the right-of-way to all aircraft, pedestrians and the following vehicles: Emergency equipment responding to an emergency displaying a red flashing light (e.g., Aircraft Rescue and Firefighting (ARFF), Airport Operations, Airport Police and LAFD vehicles).



<b>11.1.6.a</b>	Vehicles and pedestrians are prohibited on taxiways/taxilanes unless approved by Airport Operations
<b>11.4.1.i</b>	No freight, cargo, or baggage shall exceed the width of the vehicle/equipment being used for transport. Any load exceeding 4' beyond the length of the vehicle/equipment being used for transport must be flagged or lighted. Exceptions may be requested by contacting Airport Operations prior to transport at 424-646-5292





## Category D - Safety and Driving Violations:

The following are Category D violations of the LAX Rules and Regulations which may result in a **four (4)** point citation:

Section	Description
3.1.7	All persons involved in an accident, including all witnesses, shall remain at the scene of the accident unless otherwise authorized by a LAWA representative
4.5.5	Aircraft shall not be taxied, towed, or otherwise moved on any part of the operational areas until specifically cleared to do so by the FAA ATC Tower
4.5.9	No aircraft shall be taxied, towed, or otherwise moved on the airport in a careless or negligent manner or disregard of the rights and safety of others or without due caution and circumspection, or in a manner which endangers persons or property, and at a speed that cannot ensure complete control at all times
5.1.7	Unless dismissed by the passenger, wheelchair Service Providers shall not leave passenger unattended for more than 30 minutes
5.1.9	Wheelchair Service Providers shall not solicit gratuities from passengers, nor make any inference that gratuities are necessary
9.1.1	All fueling operations shall be conducted by trained personnel in accordance with FAA Advisory Circular 150/5230-4
9.1.3	Fueling operations shall be discontinued when lightning has been detected within 5 miles of the airport and shall not resume until at least 15 minutes has passed since the last lightning strike within 5 miles
9.1.14	All fueling service tankers require a current Los Angeles City Fire Permit
9.1.17	The delivery of fuel shall at all times be under the control of the vehicle operator. Latching or fastening devices on the control units (deadman) are not permitted
9.1.32	All newly introduced fueling service vehicles/carts shall be inspected and approved by Airport Operations prior to initial operation in the AOA
9.5.1	A current list of fueling equipment inventories shall be submitted on a monthly basis to regulatorycompliance@lawa.org, no later than the last day of each calendar month
9.5.4	All into-aircraft fueling personal and vehicles must comply with the Fueling Inspection Program (Appendix 16).



<b>11.1.1.b</b>	All operations of motor vehicles and or equipment shall not be operated in a careless or negligent manner or in a way that would endanger persons or property
<b>11.1.10.a</b>	No vehicle shall be driven in any area between a bus and an aircraft, loading gate, or building when the area is actively being used as a walkway for passengers
<b>11.3.2.g</b>	RAD applicants shall be trained to operate on Ramp/Apron areas and all Vehicle Service Roads


**Category E - Safety and Driving Violations:**

The following are examples of Category E violations of the LAX Rules and Regulations which will result in a four (4) point citation and may result in immediate confiscation of the airport badge and a mandatory SAFE Hearing. Immediate airport badge confiscations can occur for any violation depending on the severity of the violation. Please refer to the Badge Confiscations section XI.

Section	Description
<b>3.5.1.a</b>	All employees that operate a motor vehicle or automotive equipment on Airport property shall not consume or be under the influence of any intoxicating beverages, drugs, or narcotics while on duty; nor shall any person operate a motor vehicle, attend, or assist with any aircraft operation while under the influence of alcohol, drugs, or any controlled substance
<b>4.5.3.a</b>	Whenever an aircraft is being taxied/towed across, or onto, a runway by a non-flight crew member: The aircraft must be escorted by LAX Airport Operations
<b>4.5.3.b</b>	Whenever an aircraft is being taxied/towed across, or onto, a runway by a non-flight crew member: If the aircraft is under tow, the tow driver must have at least 3 months of aircraft long tow experience or conducted at least 30 aircraft long tows (unless receiving training by an authorized company trainer)
<b>11.1.6.c</b>	No vehicle or pedestrian shall access an active runway unless escorted by Airport Operations with appropriate clearance from ATC
<b>11.3.1.a</b>	All operators driving a vehicle or motorized equipment on the AOA (e.g. vehicle service roads and ramp areas) must have a Restricted Area Drivers (RAD) Icon on their active SIDA badge and a valid U.S. State issued driver's license.



## **VIII. Security Violations**

All violations of the Rules and Regulations carry a minimum one (1) point value.

### **Category A - Security Violations:**

The following are examples of Category A violations of the LAX Rules and Regulations which may result in a **one (1) point** citation:

Section	Description
7.1.4	Badged employees shall follow all procedures in accordance with any prescribed security training
7.5.9	The badge holder is responsible for ensuring all badges are kept free from mutilation, damage, or defacement



## Category B - Security Violations:

The following are Category B violations of the LAX Rules and Regulations which may result in a **two (2) point** citation:

Section	Description
<b>4.1.3</b>	No person shall enter an aircraft without the consent of the owner or representative in-charge
<b>7.2.6</b>	Security doors shall be kept secured as required by the ASP
<b>7.2.8</b>	Any badge holder shall report an activated audible alarmed door to Airport Police: (424) 646-7911
<b>7.3.3</b>	All tenant escorts shall be documented except escorts taken through LAWA's Security Vehicle Access Posts. Note: Escorts shall record their information on the standard issued LAWA escort form. All escort logs shall be retained for twelve months for auditing purposes. For escorts originating at LAWA Security Vehicle Access Posts, a log is not required because the information will be captured by security personnel assigned to the post
<b>7.3.4</b>	No more than one vehicle shall be escorted unless approved by General Manager or designee. All escorted vehicles shall be continuously controlled and monitored
<b>7.3.5</b>	All vehicles left unattended must comply with vehicle identification and access media requirements
<b>7.3.6</b>	No more than five persons shall be escorted by any individual unless approved by General Manager or designee. All escorted individuals shall be continuously controlled and monitored
<b>7.3.7</b>	All escort logs must be completed with proper information prior to conducting an escort. The escorted person must possess valid government identification. The escort logs must be kept in possession of the escorter until the conclusion of the escort. It must be presented upon demand for inspection from Airport Police personnel
<b>7.4.1</b>	The perimeter fence shall have a 10-foot clear zone on the exterior and a 5-foot clear zone on the Secured Area (AOA) side. The clear zone shall remain free of any equipment, vehicles, and obstructions, including trees, brush, and poles
<b>7.5.5</b>	All LAX issued Security Identification Badges shall be worn on the outer-most garment above the waist and below the neck while in the Secured Area (AOA), SIDA, or Sterile Area



<b>7.5.6</b>	Each person issued an LAX Security Identification Badge granting restricted area access is responsible for challenging any individual who is not properly displaying an LAX issued Security Identification Badge appropriate for the area
<b>7.5.8</b>	All prohibited item logs shall be complete
<b>7.5.10</b>	Only company purchased and LAWA authorized prohibited items, which are essential to the operation of the business, are allowed in the sterile area
<b>7.8.1</b>	Any badged employee in possession of an approved prohibited item in the sterile area must maintain control of the item until it is properly secured, removed from the sterile area or returned to their supervisor/manager
<b>7.8.2</b>	Badged employee must immediately report any lost or stolen prohibited items to their supervisor
<b>7.8.3</b>	No person shall possess an unauthorized prohibited item in the Sterile Area


**Category D - Security Violations:**

The following are Category D violations of the LAX Rules and Regulations which may result in a **four (4) point** citation:

Section	Description
<b>3.5.2</b>	Vandalism and graffiti are strictly prohibited
<b>3.5.9</b>	All persons shall comply with the lawful orders of Airport Operations and/or Airport Police
<b>7.2.2</b>	Any badge holder(s) who allow other persons unauthorized access on to the Secured Area, SIDA, or Sterile Area by tailgating or piggy-backing will be subject to citation and or badge confiscation
<b>7.2.7</b>	No badge holder responsible for activating an audible alarmed door shall leave the alarmed door unattended
<b>7.2.10</b>	Tenants shall be responsible for controlling access into the Secured Area (AOA), SIDA, or Sterile Area through doors located on their leasehold. Any tenants that fail to properly control access will be subject to a citation and may lose their access to the Secured Area (AOA), SIDA, or Sterile Area
<b>7.2.11</b>	Aircraft operators shall prevent unauthorized access to aircraft
<b>7.2.12</b>	Each security badge holder is responsible for presenting his/her own access media when transitioning through ACAMS controlled portals, including gates, turnstiles, etc., wherever there is a reader present
<b>7.3.1</b>	All escorts shall be conducted by an authorized employee possessing a LAX issued Security Identification Badge with an appropriate escort icon
<b>7.3.8</b>	Any person conducting an authorized escort must be within the visual line of sight, in order to monitor and control the escorted person(s). Failure to follow all escort procedures may result in revocation of escorting privileges and/or badge confiscation
<b>7.5.2</b>	No badge holder may circumvent compromise, modify, interfere, deface, vandalize or cause a person to tamper, interfere with, modify or attempt to circumvent any security system
<b>7.5.4</b>	No badge holder may use or allow the use of any airport issued access medium or identification system that authorizes the access, presence, or movement of persons or vehicles in the Secured Area, SIDA, FIS, or Sterile Area in any other manner than for what it was issued



<b>7.5.11</b>	Any person in possession of one's own LAX issued Security Identification badge that has been reported lost or stolen must immediately report it to the Security Badging Office. If the badge is discovered lost or stolen after business hours, the employee shall report such discovery to their immediate supervisor or manager. The immediate supervisor or manager shall contact the Airport Police immediately at (310) 646-4268
<b>7.6.1</b>	No person except peace officers, federal law enforcement officers (LEO), or members of the armed forces of the United States on official duty shall carry any firearm or explosives in the Secured Area (AOA), SIDA, or Sterile Area without prior written permission from the Chief of Airport Police or designee
<b>7.7.2</b>	Armed guards are not permitted within the Sterile Area



**Category E - Security Violations:**

The following are examples of Category E violations of the LAX Rules and Regulations which will result in a four (4) point citation and may result in immediate confiscation of the airport badge and a mandatory SAFE Hearing. Immediate airport badge confiscations can occur for any violation depending on the severity of the violation. Please refer to the Badge Confiscations section XI.

Section	Description
<b>3.5.1.b</b>	Consumption, possession, use, display, transfer, distribution, sale, transportation, advertisement, marketing, or growth of any controlled substance or possession of paraphernalia on LAWA property is prohibited
<b>3.23.1</b>	The use of unmanned aircraft systems or drones is not permitted on, over, or adjacent to airport property unless a specific location and operation is approved by ATC.
<b>7.3.9</b>	Badged employees escorting individuals and/or vehicles into the Secured/Sterile Area shall ensure the escortee does not possess any firearm, ammunition, explosives or incendiary devices.
<b>7.5.12</b>	Any act of violence committed on LAWA property is strictly prohibited
<b>7.8.4</b>	No person shall bring into the Secured/Sterile Area any real or replica of an improvised explosive device, unless approved by Airport Police.



## **IX. Request for Appeal**

Badge holders have the right to appeal citations via a SAFE Hearing process. To exercise the right to appeal, the badge holder must submit a completed “Request for Appeal” form within 7 days of the date the citation was issued.

Failure to file a completed “Request for Appeal” within 7 days of the citation will constitute a plea of “No Contest” and acceptance of having committed the violation. This will prohibit the badge holder from any further action on contesting the citation, resulting in accrual and assessment of any sanctions and/or points to be entered into the badge holder’s record associated with the citation.

Note: “Request for Appeal” can only be submitted by the badge holder listed on the citation. Hearings will not be scheduled unless a completed and substantiated “Request for Appeal” has been filed within the specified timeframe.

The “Request for Appeal” form can be found at <http://www.lawa.org/safe/>

## **X. Hearing Process**

Hearings are administrative in nature and allow the badge holder to present any evidence and/or relevant extenuating circumstances. Hearings are heard and adjudicated by a panel of SAFE Hearing Officers. Hearings shall be attended by the SAFE Hearing Officers, the badge holder who received the citation and any relevant company personnel requested by the SAFE administrator. Failure of the required parties to attend an appeal hearing will result in a “sustained” decision for the citation being challenged.

Hearings are held either remotely or in person at a location determined by the SAFE Coordinator. Except for immediate badge confiscations and extenuating circumstances, penalties associated with the contested violation shall be suspended until the hearing panel has issued a written ruling.

Security-related violations, where the hearing panel’s decision is a suspension of 15 days or greater, will be forwarded to the Airport Security Coordinator (ASC), or designee, for additional review and final approval. It’s the sole discretion of the ASC, or designee, to accept or overrule the recommendations made by the SAFE program hearing panel. Once the ASC, or designee, has reviewed the circumstances and has rendered a decision, that decision is final and is not appealable. The badge holder will be notified in writing by the Airport Police SAFE coordinator of the final decision.

## **XI. Badge Suspension**



When a “Notice of Badge Suspension” is warranted, the notice will be sent to the badge holder’s designated company contact. The company will be responsible for immediately notifying the badge holder of the pending suspension and provide the employee with the “Notice of Badge Suspension.” Failure to surrender all badges (if directed) by the designated day/time will result in the deactivation of all badges associated with the badge holder. Deactivated badge holders will be required to go through the complete badging process for all badges after the end of the suspension period.

## **XII. Badge Confiscation**

The Airport General Manager or designee reserves the right to immediately confiscate, deactivate and/or restrict a badge holder’s LAWA issued badge(s) in cases of gross negligence or egregious security offenses. Some examples include being under the influence of any narcotic, controlled substance or alcohol on airport property, causing a significant accident resulting in substantial damage or injury, entering a movement area without proper approval, driving a vehicle on the AOA without a valid RAD icon, intentional or deliberate acts, repeated violations of the same nature, criminal acts, criminal investigations, or implications of any involvement in criminal activity.

## **XIII. Deviation Authority**

The Airport General Manager or designee reserves the right to deviate from the pre-defined penalty structure in cases of gross negligence or egregious safety or security offenses. Deviations may include, but are not limited to, additional badge suspension periods, additional training requirements, temporary or permanent removal of privileges (e.g., RAD, ASM) and/or temporary or permanent ineligibility to hold a LAX badge.

## **XIV. Contacts**

For questions and additional information about the SAFE Program, please visit [www.lawa.org/safe](http://www.lawa.org/safe), contact LAX Airport Operations or Airport Police at the following contacts:

- a. SAFE Program Administrator | (424) 646-5890 | [safe@lawa.org](mailto:safe@lawa.org)
- b. SAFE Program Airport Police Officer | (424) 646-5646 | [laxpdcrimeanalysis@lawa.org](mailto:laxpdcrimeanalysis@lawa.org)
- c. Airport Police Vehicle Inspection Coordinator | (424) 646-5645
- d. LAX Security Badge Office | (424) 646-5500
- e. LAX Regulatory Compliance and Safety Office | (424) 646-5883  
[regulatorycompliance@lawa.org](mailto:regulatorycompliance@lawa.org)