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| PRAGUE-RUZYNE AIRPORT TRAFFIC RULES | | |
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| <p>Purpose</p> <p>The Prague-Ruzyně Airport Traffic Rules (hereinafter the “Traffic Rules”) set out the rights and obligations of road users in airside areas and on publicly accessible access roads at LKPR.</p> <p>Subject matter</p> <p>The document specifies the rules for traffic on the aerodrome publicly accessible access roads and in airside areas, and defines signs and markings, aircraft safety zones, and hand signals for VME movement.</p> <p>Scope</p> <p>Upon issue, the document is distributed – in a controlled fashion – to members of the Board of Directors, managing directors, directors, managers and team leaders of all organisational units in accordance with the valid LP organisational chart, who subsequently decide how it will be distributed to their subordinates. At the same time, by order of the aerodrome operator within the meaning of Section 31(2) of Act No. 49/1997 Sb., on civil aviation, as amended, it is also intended for operators of aeronautical activities and other persons involved in the operation of Prague/Ruzyně Airport and air traffic, in order to ensure the safe operation of the aerodrome and coordinate activities at Prague/Ruzyně Airport.</p> <p>The document is published for all employees on the LP intranet.</p> | | |

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I Acronyms and terms

I.1 Acronyms

| Acronym | Explanation |
|---------|---------------------------------------------------|
| SCC | Airport Security Control Centre org. unit |
| GPU | Ground power unit |
| FRS | Fire Rescue Service org. unit |
| ILS | Instrument landing system |
| ILS LLZ | ILS localizer |
| LKPR | Prague/Ruzyne Airport |
| LVP | Low visibility procedures |
| VME | Vehicle or mechanical equipment |
| ASE | Airport Security org. unit |
| APS | Apron South |
| APN | Apron North |
| PCR | Police of the Czech Republic |
| PRM | Passenger with reduced mobility |
| MOA | Management of Operation of Ground Areas org. unit |
| RWY | Runway |
| TMD | Terminal Management and Development org. unit |
| SRA | Security restricted area |
| SQB | Mode-S squitter beacon |
| TWR | Aerodrome control tower |
| TWY | Taxiway |
| VDGS | Visual Docking Guidance System |

I.2 Terms

| Term | Explanation |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Active runway | A runway that is operational for landings and takeoffs, including adjacent taxiways, out to the edge of the nearest holding position on a paved surface and to a boundary that is 90 metres from the runway centre line and 300 m before the RWY threshold / past the RWY end on the unpaved surface. |

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| Runway | A defined rectangular area on a land aerodrome prepared for the landing and takeoff of aircraft. |
| Commercial zone | A public space under a special regime (a zone in the South complex, a supply tunnel under Terminals 1 and 2). |
| Aerodrome | An aeronautical structure that includes a defined area of land, including any buildings, installations, and equipment, which is intended to be permanently used for the arrival, departure, and surface movement of aircraft, and whose establishment, type and operation is decided by the Civil Aviation Authority. In accordance with the Civil Aviation Act No. 49/1997 Sb., as amended, Prague/Ruzyne Airport (hereinafter the "aerodrome") is designated by the Civil Aviation Authority as an international public civil aerodrome. |
| Aerodrome control tower | Aerodrome control tower of the Prague Airport Control Centre of the Air Navigation Services of the Czech Republic (ANS CR), whose employees control aircraft and VME traffic on the manoeuvring area. |
| Handling area | A defined paved area at an aerodrome intended for aircraft parking, maintenance and repair. The handling area is not part of the aerodrome movement area. |
| Vehicle or mechanical equipment | Any vehicle and technical equipment, including auxiliary equipment, that are fitted with a drive unit and are capable of independent movement on aerodrome publicly accessible access roads and in airside areas. VME is also considered to include unpowered mechanical equipment that is towed by VME and, when disconnected, is subject to the same conditions for standing, security and repairs as actual VME. |
| Assembly area for firefighting equipment | A marked place/area that is used for the assembly of firefighting units and firefighting equipment for a firefighting operation. |
| Airside | All areas within an aerodrome that are subject to a special security regime under the Civil Aviation Act and that have been classified by the aerodrome operator into appropriate safety zones. Access to these areas is only allowed to persons and VME with appropriate authorisation from the aerodrome operator. |
| Aerodrome service road | An access road that is used for the airside movement of VME. |
| Aerodrome apron | A defined area at a land aerodrome intended to accommodate the loading and unloading of passengers and cargo, the refuelling, servicing, maintenance and parking of aircraft. |
| Authorisation to drive VME in SRA | A special authorisation issued to VME drivers by the aerodrome operator authorising them to drive VME in SRA. |
| VME parking spaces | Marked areas for VME parking in SRA, designated and allocated by the aerodrome operator. |
| Movement area | That part of an aerodrome to be used for the takeoff, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s). |
| Taxiway | A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including also: Aircraft stand taxilane – a portion of an apron designated as a TWY and intended for aircraft movement from/to individual stands. Apron taxiway – a TWY located on an apron and intended to provide a through taxi route across the apron. |

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| | Rapid exit taxiway – a TWY connected to a RWY at such an angle as to allow landing aircraft to turn off at higher speeds, thereby minimising RWY occupancy times. |
| Manoeuvring area | That part of an aerodrome to be used by aircraft for takeoff, landing, and taxiing, excluding aprons. |
| STOP bar | A bar consisting of a series of unidirectional lights on the manoeuvring area where an aircraft or VME can be stopped to ensure the necessary safe distance from another manoeuvring area. |
| Aerodrome publicly accessible access roads | Publicly accessible access roads, possibly with restricted access, that are located landside at an aerodrome. |
| Holding position | A marked position on a TWY where an aircraft or VME can be stopped to ensure the necessary safe distance from a RWY. |
| LVP holding position | A marked position on a TWY where an aircraft or VME can be stopped to ensure the necessary safe distance from a RWY during LVP operation. |
| Security restricted area | A part of the airside area that has been designated by the aerodrome operator and that is subject to access control in order to ensure civil aviation protection against acts of unlawful interference. The extent of the SRA is precisely defined by the Airport Security Programme. |
| WIG-WAG | A runway/taxiway guard light (alternating flashing light) |
| LVP zone | That part of the aerodrome manoeuvring area that is related to LVP operation. It includes the active RWY 24 area extended 150 m from the runway centre line and the associated taxiway. |

II Responsibilities and powers

| Role/position title | Description of responsibilities and powers |
|---------------------|------------------------------------------------------------------------------------------------------|
| Inspecting person | Carries out inspection of compliance with traffic rules, prepares the Incident record |
| VME driver | Is responsible for compliance with traffic rules |
| VME operator | Is responsible for the technical condition and equipment of VME |
| Radio operator | Is responsible for the movement of a VME group without connection to the TWR on the manoeuvring area |

III VME traffic rules

The provisions defined by the Traffic Rules, which regulate road traffic within the LKPR movement area, are in accordance with Act No. 361/2000 Sb. on road traffic and amending some acts, unless otherwise stipulated in the Traffic Rules and in accordance with the relevant generally applicable legal regulations including, without limitation, Act No. 13/1997 Sb., on roads, as amended, Decree of Ministry of Transport and Communications No. 30/2001 Sb., implementing the road traffic rules and road traffic regulation, as amended, Decree No. 341/2002 Sb., on approval of roadworthiness and on technical conditions for the operation of vehicles on roads, as amended, Government Regulation No. 11/2002 Sb., laying down the appearance and location of safety signs and introducing signals, as amended by Government Regulation No. 405/2004 Sb., Act No. 262/2006 Sb., the labour code, Government Regulation No. 101/2005 Sb., on detailed requirements for the workplace and the working environment, as amended, Government Regulation No. 168/2002 Sb., establishing the employer's obligations in organising work and work operations in running transport vehicles, as amended.

Chapter A / Traffic on aerodrome publicly accessible access roads

1 GENERAL TRAFFIC RULES

The passage of vehicles between the North complex and the South complex along K Letišti street is subject to traffic restrictions. Access is only allowed to vehicles listed on an additional panel below traffic sign no. B1 – All vehicles prohibited (see Fig. 1).

Figure 1

Note: The Letiště Praha, a. s. access permit applies to all VME that have been issued a valid permit by the aerodrome operator to access airside and the commercial zone, or a special access permit for passage between the North complex and the South complex along K Letišti street. All access permits are valid for 1 year.

- 1.1. Pursuant to Section 77(1) of Act No. 361/2000 Sb., local and temporary regulation of road traffic and the use of equipment for traffic information shall be determined under Section 77(1)(c) on class II and III roads by the municipal authority of a municipality with extended powers, and under Section 77(2) the authorities concerned in determining local and temporary regulation of road traffic and the use of equipment for traffic information are Section 77(2)(b) the police, in the case of roads, local roads and publicly accessible access roads.

Local and temporary regulation of traffic on access roads that are not publicly accessible pursuant to Act No. 361/2000 Sb., Section 77a(1) On access roads that are not publicly accessible, local and temporary regulation of traffic and traffic information equipment shall be placed by the road owner.

Note: The provisions of this clause apply to all traffic signs and accessories referred to in Act No. 13/1997, Section 12(1/d), as amended, both in the case of new traffic signs in connection with construction and in the case of any modification or change to the traffic regime in connection with existing traffic.

- 1.2. A full or partial road closure may only be carried out after consultation with the aerodrome operator in accordance with Section 24 of Act No. 13/1997 Sb. on roads, as amended, and in compliance with the conditions laid down by Government Regulation No. 168/2002 Sb., Section 4 – specified in Annex 1 to the Regulation laying down the method of organising work and working procedures that the employer is obliged to ensure when operating transport using means of transport, as amended.

Chapter B / Airside traffic

1 GENERAL TRAFFIC RULES

1.1. Airside access by persons and VME

- 1.1.1. Access to airside on a bicycle is conditional upon compliance with the regulations laid down in the directive entitled "Rules for airside access and stay of vehicles and persons at the Prague Airport".
- 1.1.2. Access to airside is only allowed through guarded entrances – security booths, based on a valid access permit. The permit must be placed in the lower left-hand corner of the windshield of the VME, for the entire duration of airside stay.

1.2. VME operation

- 1.2.1. The VME operator is responsible for the technical condition of VME.
- 1.2.2. VME operating airside are not subject to the obligation to comply with minimum tire tread depth and visibility as laid down by Decree No. 341/2002 Sb., on approval of roadworthiness and on technical conditions for the operation of vehicles on roads, as amended.
- 1.2.3. Operation of VME is only permitted on aerodrome service roads (hereinafter "roads") and paved areas. VME that are performing work tasks outside roads and paved areas are the only exception.
- 1.2.4. It is prohibited to carry out maintenance and washing of VME outside the areas designated for that purpose. It is only allowed to carry out repairs that are necessary in order to move the inoperative VME to a designated repair area as quickly as possible.
- 1.2.5. When leaving VME, the driver must take precautions against accidental movement and misuse of the VME and of prohibited items that are intended for carrying out work activities and located in the VME. Leaving VME at an aircraft stand, or in a traffic lane in the case of an airport bus, with keys in the ignition or with the engine running is possible in the case of VME that must have their engine running in order to carry out their duties in aircraft handling or in order to comply with an obligation under special regulations.

VME at an aircraft stand or an airport bus in a traffic lane do not need to be locked as long as the driver of the given VME is carrying out aircraft handling. Taking precautions against misuse (locking) is not required for such VME where this is not technically possible.

Securing VME against accidental movement means engaging a hand brake or using other suitable means, e.g. placing wheel chocks.

1.2.6. The following maximum speed limits are specified for VME movement airside:

- **no limit** – in manoeuvring areas, except aircraft stand taxilane or apron taxiway,
- **70 km/h** – on the road section between the APN and APS aprons (the section is marked on the Overview map of the aerodrome),

- **50 km/h** – on the aircraft stand taxilane or apron taxiway on airside roads except for SRA,
Note: On an aircraft stand taxilane or apron taxiway, it does not apply to FOLLOW ME and MOA vehicles with orange warning lights on.

- **30 km/h** – on aerodrome service roads on aprons and in handling areas,

- **20 km/h** – in the tanker truck depot area,

- **10 km/h** – at luggage sorting facilities except for entrances and exits,

- **5 km/h** (corresponds to walking speed) – at aircraft stands and at entrances/exits to/from luggage sorting facilities.

Note: At aircraft stands it does not apply to FOLLOW ME and MOA vehicles with orange warning lights on.

- 1.2.7. The provisions of section 1.2.6. do not apply to vehicles with traffic priority right when carrying out tasks related to the performance of special duties (with blue warning lights and warning sound on), winter maintenance vehicles with orange warning lights on, when performing winter maintenance activities, and ASE vehicles during an operation due to an alarm report.
- 1.2.8. During POWERBACK (an aircraft moving backwards out of a stand using its own the power) and PUSHBACK (an aircraft is pushed backwards) procedures and at a road work site, the VME driver is obligated to follow the instructions of a person using the hand signals for VME movement in accordance with Chapter E of these Traffic Rules.

1.3. Speed measurement

Work procedure:

- Two inspecting persons from the ASE patrol service are always involved in speed measurement and related tasks.
- Speed measurement is carried out **mainly at pre-selected locations using a laser speedometer**, where violation of the maximum speed limit can be expected and where the vehicle can be stopped without restricting traffic on the service road.
- The inspecting person is obligated to notify SCC of the start, end and location of speed measurement.
- Any detected speed violations will be dealt with in accordance with the valid directive – *RULES FOR AIRSIDE ACCESS AND STAY OF VEHICLES AND PERSONS AT THE PRAGUE/RUZYNE AIRPORT*.

2. TRAFFIC IN SRA ZONE

2.1. Driving VME

2.1.1. In SRA or airside, VME may only be driven by a driver who meets the following conditions:

- The driver must have a valid driving licence for at least category B or for the vehicle type with the appropriate driving licence category according to the table below.

| VME type | Driving licence category |
|----------------------------------------------|--------------------------|
| Fuel tanker trucks | C+E |
| Snow removal vehicle without trailer | C |
| Snow removal vehicle with trailer | C+E |
| Airport bus | D |
| Cargo loader/transporter | C |
| De-icing equipment (GSE) | C |
| Passenger boarding stairs | min. B |
| Push back tractor | min. C |
| Water truck | C |
| Lavatory truck | C |
| Belt loader | B |
| Baggage tow tractor | B |
| Tractor | T |
| Working machines | T |
| Pavement and road sweepers | C |
| Unimog tool carriers | C |
| Special FRS firefighting and rescue vehicles | min. C |

Note: If VME operate outside SRA or outside airside, they are subject to the Act on Road Traffic No. 361/2000 Sb., pursuant to Title III, Section 80a Vehicle categories

- The driver must have an aerodrome identification card issued by the aerodrome operator authorising the driver to access SRA.
- The driver must either have an Authorisation to drive VME in SRA issued by the aerodrome operator, or is undergoing practical examination as part of Traffic Rules training under the supervision of a Traffic Rules Owner or a Traffic Rules Examiner.

Note: The Owner or Examiner must evidence completion of the examination by submitting an Examination Record.

While driving, the driver is obligated to carry a valid driving licence and an aerodrome identification card with an Authorisation to drive VME in SRA.

2.1.2. The aerodrome operator issues an Authorisation to drive VME in SRA to any natural person upon fulfilling the following conditions:

- The person has an aerodrome identification card authorising them to access SRA.
- In the last 60 days, the person has completed appropriate training and passed an examination pursuant to the directive entitled Training system for LKPR Traffic Rules.

2.1.3. The Traffic Rules training and the final examination are governed by the Training system for LKPR Traffic Rules directive.

2.1.4. The validity of the Authorisation to drive VME in SRA is the same as the validity of the training pursuant to the Training system for LKPR Traffic Rules directive. In order to keep their Authorisation to drive VME in SRA valid, the holder of the authorisation must complete additional training before the expiry of the original training.

2.1.5. As an exception to the Authorisation to drive VME in SRA, VME drivers from external organisations receive a one-off access permit. However, during their presence in SRA, they must be accompanied by a person who has an Authorisation to drive VME in SRA and they must follow that person's instructions.

Note: In the case of vehicles driven in a convoy, a person who has a valid Authorisation to drive VME in SRA must be present in at least one of the vehicles, and that person is responsible for the conduct of all drivers of the vehicles in the convoy.

2.2. Basic traffic rules

- 2.2.1. When driving through a security booth equipped with a fixed or mobile road blocker, the driver must wait for the green light on the light signal at the blocker to come on. If no light on the signal is on, the driver may only continue driving when instructed by security booth security personnel, however, the driver must make sure the blocker is not activated before driving.
- 2.2.2. A taxiing, guided or towed aircraft, including the FOLLOW ME vehicle guiding the aircraft or the tractor (see Fig. 2, 3, 4), always has the right of way over all other VME.

Figure 2

Figure 3

Figure 4

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- 2.2.3. It is strictly prohibited to drive into the space between the FOLLOW ME vehicle and the guided aircraft, until guiding the aircraft to the appropriate stand has been completed (see Fig. 3).
- 2.2.4. Passengers who are boarding or disembarking an aircraft (see Fig. 5) always have the right of way over VME traffic.

Figure 5

- 2.2.5. Vehicles with traffic priority right when carrying out tasks related to the performance of special duties with blue warning lights and warning sound on (see Fig. 6) have the right of way over other VME, subject to the provisions of Section 3.2.7 of these Traffic Rules.

Figure 6

- 2.2.6. Winter maintenance vehicles with orange warning lights on (see Fig. 7), performing activities related to the winter maintenance of the areas, have the right of way over other VME, subject to the provisions of Section 3.2.7 of these Traffic Rules. This right of way does not apply to vehicles with blue warning lights and warning sound on (see Fig. 6).

Figure 7

- 2.2.7. FOLLOW ME vehicles with orange warning lights on (see Fig. 8) that operate on a taxiway have the right of way over other VME operating on roads that cross the taxiway, subject to the provisions of Section 3.2.7 of these Traffic Rules. This right of way does not apply to vehicles with blue warning lights and warning sound on (see Fig. 6) and winter maintenance vehicles with orange warning lights on (see Fig. 7).

Figure 8

- 2.2.8. Yellow coloured vehicles with orange warning lights on (see Fig. 9) that operate on a taxiway have the right of way over other VME operating on roads that cross the taxiway, subject to the provisions of Section 3.2.7 of these Traffic Rules. This right of way does not apply to vehicles with blue warning lights and warning sound on (see Fig. 6), winter maintenance vehicles with orange warning lights on (see Fig. 7) and FOLLOW ME vehicles with orange warning lights on (see Fig. 8).

Figure 9

- 2.2.9. Airport Security vehicles operating in SRA areas with orange warning lights on have the right of way over other VME, subject to the provisions of Section 3.2.7 of these Traffic Rules. This right of way does not apply to vehicles with blue warning lights and warning sound on, winter maintenance vehicles with orange warning lights on and FOLLOW ME vehicles operating on a taxiway with orange warning lights on.
- 2.2.10. While driving, every VME must have its position lamps and dipped-beam headlamps on, or it must have its daytime running lamps on, if fitted; this applies all year round (see Fig. 10). This provision does not apply to trailed mechanical equipment.

Figure 10

- 2.2.11. Riding self-balancing or two-wheeled means of transportation is prohibited in the SRA zone.

2.3. VME traffic on aerodrome service roads

2.3.1. The road is marked with road surface markings (see Fig. 11).

Figure 11

2.3.2. The status of a (major/minor) road is indicated using road surface markings, supplemented with traffic signs as far as possible with regard to aircraft traffic (see Chapter C). Where marking is not done, both roads have the same status and the driver must give way to VME approaching from the right (priority-from-the-right rule) (see Fig. 12).

Figure 12

- 2.3.3. For VME entering a road from areas outside the road, the driver must give way to VME on the road (see Fig. 13).

Note: The only exception are vehicles and VME pursuant to sections 2.2.5 – 2.2.8 of these Traffic Rules.

Figure 13

- 2.3.4. For VME operating outside roads during aircraft handling activities, the driver must give priority to VME approaching from the right (priority-from-the-right rule) (see Fig. 14).

Figure 14

- 2.3.5. Before crossing a road and taxiway, all drivers are obligated to stop at the “Stop, give way to aircraft” surface marking and, for safety reasons, it is prohibited for two VME to stop side by side (see Chapter C; see Fig. 15). VME must not proceed until the driver has made sure that no moving aircraft or vehicle will be endangered or caused to change its speed or course in order to avoid an accident, pursuant to sections 2.2.5 – 2.2.8 of these Traffic Rules.

Figure 15

2.3.6. For VME, stopping on a road at the point where it crosses a taxiway is prohibited.

2.3.7. For VME, standing on a road is prohibited.

Note: Buses that are intended for the carriage of air passengers are allowed to stand in a traffic lane for a period that is strictly necessary for boarding or disembarking, including the driver's handling of the boarding bridge.

2.3.8. Any road that runs under a permanent obstacle where the clear height above the ground is 4.8 m or less is marked with a traffic sign prohibiting the entry of vehicles whose immediate height exceeds the marked limit. In all cases, the immediate height of the VME including its load is determinative.

2.3.9. Due to the height of the underpasses under the boarding "fingers" and under the fixed parts of the boarding bridges in the North complex, VME whose height exceeds the height specified by the traffic sign are allowed to drive around the boarding fingers on the apron off the road. While doing so, the driver must take extra caution and must not interfere with the handling of aircraft at adjacent stands. If necessary, the VME driver will carry out this activity with the assistance of a competent and properly instructed person using the hand signals for VME movement as per Chapter E of these Traffic Rules.

2.3.10. At marked bus stops, standing is only allowed for buses that are intended for the carriage of air passengers, and stopping is allowed for vehicles carrying PRM and VIP passengers, for a period that is strictly necessary for boarding or disembarking. Bus stops are not intended for VME carrying air crews or ground personnel.

Note: Access to bus stops from the opposite traffic lane is only allowed for buses and vehicles carrying PRM passengers.

2.3.11. During aircraft entry/exit (or pushback) to/from the stand, when the aircraft is crossing a road, the VME driver must stop at the appropriate "Give way" surface marking (see Chapter C; see Fig. 16) and wait until the aircraft stops at the stand / drives (or is pushed) onto the taxiway. The driver must not proceed past the surface marking until it is certain that no moving aircraft (or VME) will be endangered or caused to change its speed or course in order to avoid an accident. At the same time, the VME driver must follow the instructions of the employee of the handling company, who is authorised to stop traffic using the hand signals for VME movement as per Chapter E of these Traffic Rules before the exit of an aircraft whose engines are already running and which is ready for taxiing.

Figure 16

- 2.3.12. Within a section where the road width is marked as one two-way lane, oncoming vehicles pass each other according to the surface markings (see Fig. 17). VME travelling in the direction of the straight arrow have the right of way over oncoming VME, which must leave the traffic lane in the direction of the turn arrows for a period that is strictly necessary for passing. The VME driver who is clearing the way for an oncoming vehicle may only leave the traffic lane if sections 2.2.2, 0, 2.2.5 – 2.2.8 of these Traffic Rules are observed, otherwise both vehicles must stop and wait until the situation allows passing.

Figure 17

2.4. VME parking

- 2.4.1. VME must only be parked in parking spaces that are reserved under an agreement for the lease of VME parking spaces to the VME operator (this is the responsibility of the TMB org. unit).

Note: In the case of VME belonging to the aerodrome operator, a parking area database maintained by the operator is used instead of the agreement for the lease of parking spaces.

- 2.4.2. Parking of VME on roads, at aircraft stands, VME stand-by parking areas and in the assembly area for firefighting equipment is strictly prohibited.

Note: This provision does not apply to the areas of reserved parking spaces that are marked in VME stand-by parking areas.

- 2.4.3. VME that are parked outside designated areas will be considered as obstacles to road or air traffic. The aerodrome operator has the right and obligation to take appropriate measures to eliminate such obstacles.

Note: This provision does not apply to emergency service vehicles, fire-fighting vehicles and security vehicles during an operation.

- 2.4.4. VME may park in short-stay parking spaces that are marked for time-limited parking. Time-limited parking spaces may be used by VME of all organisations and are intended for parking up to 30 minutes. These parking spaces will be marked with a simple clock symbol (see Fig. 18). The driver must set the parking disc to show the time of leaving the vehicle and put it on display behind the front windshield. Parking discs can be purchased at the IDC issue office. Once the specified parking time has elapsed, the VME must leave the parking space, otherwise the parking will be considered as unauthorised. Parking without a parking disc will also be considered as unauthorised.

Figure 18

2.5. Inspection of compliance with traffic rules

- 2.5.1. Inspection of compliance with the Traffic Rules at the airport is conducted by employees of the Airport Security organisational unit of the aerodrome operator (hereinafter the “inspecting person”). Airport Operation Management controllers also have the right to conduct inspection.
- 2.5.2. The inspecting person is authorised to stop VME drivers and ask them to present their driving licence, Authorisation to drive VME in SRA or aerodrome identification card authorising them to access airside (hereinafter the “ID card”).
- 2.5.3. Participants in an accident in which the VME driven by them caused/suffered property damage must report the incident without delay at extension 1000 and wait at the site of the incident for the arrival of an employee of the Airport Security organisational unit. The ASE patrol that has been called in will document the accident, but this does not release the accident participants from their obligation to take the necessary steps for the settlement of claims (europrotocol, investigation by Police of the Czech Republic) nor does it identify the person who caused the accident.

In the event of an accident at a poor-visibility spot, on a taxiway or a runway, participants in the incident must make sure the VME are removed away from that area as soon as possible, where the incident will subsequently be documented.

- 2.5.4. In the event of a violation of the Traffic Rules, the inspecting person prepares a written “Incident record” based on ascertained facts, and then proceeds in accordance with Section 2.5.5.
- 2.5.5. Violations of the Airport Traffic Rules are governed by a special regulation (11).

2.6. VME equipment

- 2.6.1. In addition to the equipment specified by Decree No. 341/2002 Sb., on approval of roadworthiness and on technical conditions for the operation of vehicles on roads, as amended, all VME operating in the SRA zone and in the air fuel filling station and air fuel central warehouse must be equipped with the appropriate operational fire extinguisher according to the following table.

| VME type | Fire extinguisher | |
|-------------------|--------------------------------------------------|----------------|
| | min. amount of extinguishing agent / powder (kg) | quantity (pcs) |
| Car | 2 | 1 |
| Truck | 6 | 1 |
| Bus | 6 | 1 |
| Tractor | 6 | 1 |
| Tanker truck | 9 | 2 |
| Other special VME | 2 | 1 |

- 2.6.2. The provisions relating to the equipment specified by Decree No. 341/2002 Sb., on approval of roadworthiness and on technical conditions for the operation of vehicles on roads, as amended, and the obligation to be equipped with a fire extinguisher do not apply to trailed mechanical equipment.
- 2.6.3. The term “operational fire extinguisher” within the meaning of the Traffic Rules means a fire extinguisher that is filled with an agent suitable for extinguishing flammable liquids and that is approved for use in the Czech Republic.
- 2.6.4. The fire extinguisher must be firmly attached to the structure of the VME, at an accessible location, ready for use.
- Note: The requirement for firm attachment to the structure of the VME does not apply to one-time access.
- 2.6.5. The fire extinguisher must bear a label indicating the type of fire extinguisher, serial number, instructions for use, and the date of the most recent operability check which must not be more than one year ago.
- 2.6.6. Inspection whether VME are equipped with a fire extinguisher is conducted by personnel of the aerodrome operator’s organisational units (ASE, FRS).
- 2.6.7. Pursuant to Decree No. 341/2002 Sb., all VME in the SRA must be marked with a registration plate of an approved type. If the VME does not have the prescribed registration plate, the organisation operating the VME must make sure that the company logo and the VME’s numerical or letter designation are placed in a visible location so that the specific VME can be identified at all times.

3. TRAFFIC ON APRONS

3.1. Access of VME to aprons

3.1.1. Access to aprons is only allowed for VME whose activities are related to:

- guiding aircraft to stands,
- technical or commercial handling of aircraft,
- aircraft maintenance or servicing,
- inspection, maintenance or repair of the apron and airport equipment,
- security measures and fire-fighting assistance,
- performing professional supervision in civil aviation,
- checking compliance with fire safety measures in the field of fire protection and inspecting the operability of fire extinguishers,
- checking compliance with the Traffic Rules,
- providing training for VME drivers in accordance with the Training system for LKPR Traffic Rules.

3.1.2. Access of other VME to aprons must be permitted by the aerodrome operator. The process for issuing permits is governed by a special regulation (11).

3.2. VME movement on aprons

3.2.1. On aprons, all VME must travel on marked roads.

3.2.2. Driving across aircraft stands is prohibited.

Note: The situation described in section 2.3.9 is an exception.

3.2.3. Driving across the taxiway outside a marked road is prohibited.

Note: The situation described in section 2.3.12 is an exception.

3.2.4. The provisions of sections 3.2.1 – 3.2.3 do not apply to vehicles with traffic priority right which use blue warning lights and a warning sound, when carrying out tasks related to the performance of special duties.

3.2.5. The provisions of sections 3.2.1 – 3.2.3 do not apply to FOLLOW ME vehicles and the aerodrome operator's VME carrying out supervision, inspection, maintenance or repair of an apron or a manoeuvring area, if necessary to perform work tasks. In operation, these vehicles and VME must use orange warning lights.

3.2.6. The provisions of sections 3.2.1 – 3.2.3 do not apply to vehicles whose activities are related to the handling of aircraft on apron SOUTH.

3.2.7. Drivers of vehicles operating according to sections 2.2.5 – 2.2.8 and 3.2.6 must take extra caution and constantly monitor traffic in all directions as well as behind them and, taking into account foreseeable circumstances, they must drive very carefully in order to be able to prevent any collision with VME that travel on a road crossing the taxiway. Here, it needs to be taken into account that the warning sound cannot be relied upon due to environmental noise.

3.2.8. VME drivers must keep taxiway crossing to minimum and maintain a safe distance from taxiing aircraft, taking account of poor visibility conditions.

3.3. VME traffic at aircraft stands

- 3.3.1. VME must enter/exit the stand from a road within the section of the respective stand, or from a VME stand-by parking area, if established for the given stand.

Note: 1: This provision does not apply to APS and the situations described in section 2.3.9.

Note: 2: If a VME was used to handle an aircraft at an adjacent stand, it may arrive for its next handling assignment directly from that stand.

- 3.3.2. Aviation fuel tanker truck combinations and airport buses are allowed to leave the aircraft stand area and enter a taxiway or adjacent stands, but only for a period that is strictly necessary to safely approach/leave the aircraft (where this cannot be achieved in a standard manner due to the VME's operational characteristics). An airport bus approaching the fixed part of a boarding bridge is allowed to cross the taxiway from the aerodrome service road for the purpose of handling.

During the manoeuvre, the drivers of these VME must take extra caution and make sure that no aircraft or VME as listed in sections 2.2.5 – 2.2.8 is endangered or caused to change its speed or course in order to avoid an accident.

- 3.3.3. While an aircraft is entering the stand, there must be no VME present at that stand, except for a FOLLOW ME vehicle for which a safe departure route from the stand must be available. The road at the edge of aircraft stands and VME stand-by parking areas, if any (see Chapter C), may be used for the assembly of VME before aircraft arrival at the stand.

- 3.3.4. If an aircraft is driving (or guided) into a 'drive-through' stand from the opposite direction (in NOSE IN mode), the VME stand-by parking area must be clear.

- 3.3.5. VME are only allowed to enter the stand for the purpose of aircraft handling, if the aircraft engines and anti-collision beacons are switched off, the aircraft undercarriage is chocked, and safety cones are placed in the prescribed positions.

Note: A VME combination with a ground power unit (GPU), which enters the aircraft stand area as soon as the aircraft has stopped moving, and vehicles used to handle aircraft on apron South are an exception.

- 3.3.6. The stand-by parking area is only used for the assembly of VME and persons involved in handling the aircraft that is standing at the adjacent aircraft stand (including alternatives), or the next aircraft to which the aircraft stand has been assigned, provided that it is not already occupied.

VME must not be parked in the stand-by parking area more than 50 minutes before the scheduled or expected aircraft arrival time.

- 3.3.7. A vehicle marked as "RAMP AGENT" may stop in the stand-by parking area for the purpose of transporting documentation between an aircraft that is being handled at a remote stand and a bus gate, for a period that is strictly necessary. In the event of any changes, the vehicle operator immediately updates the list of the registration plates of these vehicles that is available to the inspecting persons.

- 3.3.8. Once aircraft handling is completed, VME must leave the stand-by parking area. Before the aircraft departs or is pushed from a drive-through or turn-around stand, the VME stand-by parking area must be clear.

- 3.3.9. When handling an aircraft at the stand, it is necessary to observe the VME position diagram provided by the aircraft manufacturer. The aircraft handling manager for the given stand is responsible for compliance with the diagram.

- 3.3.10. The edges of aircraft stands and alternative aircraft stands (see Chapter C) must not be crossed and, during aircraft handling, VME must stand in such a way as to not interfere with adjacent stands or taxiways.

If the clearance between the aircraft stand edge and the safety zone around the standing aircraft is not wide enough for VME passage, it is allowed to drive around the narrow profile through the area of the adjacent stand, provided that it is not occupied and no aircraft is being guided to it, or the engines and anti-collision beacons of the aircraft are switched off and its undercarriage is chocked. In that case, the aircraft stand edge must not be crossed until the VME driver has made sure that no VME that are specified in sections 2.2.5 – 2.2.8 of these Traffic Rules will be endangered or caused to change their speed or course in order to avoid an accident.

- 3.3.11. It is strictly prohibited for VME to stop or stand in the operating zone of a boarding bridge (red hatched area). It is also strictly prohibited to enter this zone when the bridge is being manipulated (warning beacons and warning sound are on).

VME must not cause a moving boarding bridge to change its speed or course in order to avoid an accident (this applies within the entire aircraft stand area).

- 3.3.12. It is strictly prohibited to drive under the mobile parts of boarding bridges.

Note: Air fuel tanker trucks driving under the movable part of a boarding bridge that is docked to the upper deck of an A380 aircraft at stand no. 14A (boarding bridge B99) are an exception. Driving under a bridge is only allowed for air fuel tanker trucks that have completed the process of refuelling the aircraft, provided that the orange beacons on the undercarriage legs of the movable part of the boarding bridge are not flashing and the bridge is not moving.

- 3.3.13. Sections 3.3.11 and 3.3.12 do not apply to VME that are being used for inspection, maintenance or repair of the given bridge, including the area of its operating zone.

- 3.3.14. The driver of an airport bus is allowed to enter an empty aircraft stand and the relevant VME stand-by parking area, as long as no aircraft is being guided to that stand or it can be assumed that no aircraft will arrive in the near future (no Follow Me vehicle or VME handling vehicle is waiting at the stand, the VDGS does not show any line number, and the warning beacon of the boarding bridge is not on).

3.4. Aircraft stands

Figure 19

Figure 20

- 3.4.1. **(A)** Aircraft stands are marked with a continuous or broken red line along their entire edge, and an additional continuous or broken white line at a road.
- 3.4.2. VME may only enter an aircraft stand for the purpose of aircraft handling or for the purpose of inspection, maintenance or repair that is being carried out.
Note: The situation described in sections 3.3.2. and 3.3.10. is an exception.
- 3.4.3. **(B)** The maximum speed limit at aircraft stands is 5 km/h.
- 3.4.4. **(C)** The frontal departure of an air fuel tanker truck must always be secured.
- 3.4.5. **(D)** When manoeuvring near an aircraft, the VME driver must take extra care to maintain a safe distance from the aircraft, other vehicles and other equipment or obstacles located at the relevant aircraft stand.

3.4.6. **(E)** It is prohibited for VME to stand behind vehicles that are carrying out handling and servicing activities directly at the aircraft (i.e. vehicles that can only back out of their current position) or in their close proximity in a way that prevents them from leaving their current position.

The only VME that may stop – for a period that is strictly necessary – in close proximity to these VME are those whose crew carry out activities that are related to the VME standing at the aircraft.

3.4.7. **(F)** VME drivers must not drive over any cables or hoses lying on the surface.

3.4.8. All VME must be properly secured against accidental movement.

4. TRAFFIC ON THE MANOEUVRING AREA

4.1. Access to the manoeuvring area

4.1.1. Access to the manoeuvring area is only permitted for VME that are performing tasks within their work activities and that have received a permission from the aerodrome control tower (TWR).

4.1.2. Access to an active RWY is only permitted for the following VME:

- the aerodrome operator's vehicles intended for the following activities:
 - inspection of operability of RWY and ILS protection zone;
 - measurement of braking coefficients;
 - biological protection;
 - inspection, measurement and repair of lighting system;
 - maintenance of areas;
- ANS CR vehicles that are intended for escorting aircraft, or carrying out inspection, repair and maintenance of aviation security equipment;
- Czech Hydrometeorological Institute vehicles intended for inspection or repair of meteorological equipment;
- emergency service vehicles, fire-fighting vehicles and security vehicles during an operation.

4.1.3. Other vehicles are only allowed access when accompanied by a vehicle authorised to carry out activities pursuant to section 4.1.2.

4.1.4. Crossing the manoeuvring area on a road and the passing of VME going in opposite directions on a single-lane two-way section of a road, as described in section 2.3.12 of these Traffic Rules, are not considered to be access to the manoeuvring area.

4.1.5. Air fuel tanker trucks are allowed to access taxiway areas for a period that is strictly necessary for entering/leaving the parking/filling stands in the tanker truck depot area and for in the tank depot area and for arriving/departing at/from the air fuel filling station in the South complex.

4.2. VME equipment

4.2.1. All VME entering the aerodrome manoeuvring area must be colour-coded in yellow or orange (in the case of operations vehicles) or in red (in the case of fire-fighting vehicles and emergency medical service vehicles). Other colours must be combined with a checkerboard pattern that contrasts with the background. It is recommended that the marking be done using reflective materials that improve its visibility.

4.2.2. All VME accessing the aerodrome manoeuvring area must be fitted with equipment for radio communication with the aerodrome control tower (TWR) and warning lights:

- orange warning lights – special VME of aerodrome operational services and security vehicles;
- blue warning lights – fire-fighting vehicles, emergency medical service vehicles and police vehicles.

- 4.2.3. While operating in the manoeuvring area where radio communication is required, VME must have its warning lights on at all times and must be able to immediately leave the area if necessary (its engine must be running at all times).
- 4.2.4. All vehicles operating in the manoeuvring area must be fitted with an approved SQB transmitter. Without an operational SQB transmitter, the VME will not be allowed access to the aerodrome manoeuvring area.
- Note: An approved transmitter means a type that meets the technical parameters specified in the "Allocation of call signs and operation of SQB transmitters" directive.

4.3. Operating procedures

- 4.3.1. Before entering the aerodrome manoeuvring area, every VME must request clearance for entry from the aerodrome control tower (TWR) indicating the intended movement route, and turn on the prescribed warning lights.
- 4.3.2. Before entering or crossing RWY, it is necessary to request clearance from the aerodrome control tower (TWR) to enter or cross the runway, unless such clearance was explicitly granted when communication was first established. Departure from a RWY must also be notified to TWR without delay.
- Unless the TWR has cleared the VME to enter or cross RWY, the VME must stop at the appropriate holding position of the RWY and wait for further instructions from TWR.
- 4.3.3. When a VME driver arrives in front of an active STOP bar (red lights are on), the driver must stop and request clearance for crossing from TWR. In the event of a malfunction of STOP bar control (the STOP bar cannot be turned off), the STOP bar may only be crossed behind a Follow me vehicle.
- 4.3.4. Access to the protection zone of radio navigation equipment (edge marking in Fig. 21) is only possible when the equipment is out of service.

Figure 21

Note: When the radio navigation equipment is in operation, its protection zone may only be accessed by Air Navigation Services personnel responsible for inspecting the operability of the equipment, based on authorisation from TWR.

- 4.3.5. While the VME is present in the manoeuvring area, radio communication is required at all times and it is not terminated until TWR acknowledges receipt of the information that the manoeuvring area has been cleared.
- 4.3.6. For VME operating as a group, one base radio station and SQB transmitter are sufficient to maintain communication with TWR. The radio operator then coordinates the activities of the entire group. The operator of the radio station will notify TWR of this situation when communication is first established. The radio operator of the base radio station is responsible for VME that do not communicate with TWR. In such a group of VME, there must be at least one vehicle that meets all the provisions of section 4.2 of this Chapter.

- 4.3.7. If communication is lost, the driver and the VME must leave the manoeuvring area:
- for TWY, to a distance of at least 50 m from the centre line,
 - for RWY, to a distance of at least 150 m from the centre line,
 - at least 300 m in front of both thresholds of the relevant RWY, always outside the lighting system pattern and the protection zones of ILS LLZ equipment.
- 4.3.8. When leaving the given manoeuvring area, the driver must proceed so as not to interfere with traffic on another manoeuvring area or, if relevant, with the operation of aeronautical security equipment, but in all cases in the direction away from the RWY.
- 4.3.9. When leaving the manoeuvring area due to loss of communication, the driver must transmit basic position data “blindly”, always twice in a row.
- 4.3.10. The driver must report the malfunction and departure from the manoeuvring area to TWR area as soon as possible at the telephone number 220 374 048. If the driver fails to do so, the TWR considers the manoeuvring area (or a part thereof) to be occupied and thus unfit for air traffic.

4.4. TWR signalling

- 4.4.1. Binding signals pursuant to Regulation L – 4444, Chapter 7, Section 7.6.3.2.3.:

Green flashes

Permission to cross RWY or to move onto TWY.

Steady red

Stop and wait for further instructions.

Red flashes

Move off RWY or TWY.

White flashes

Vacate the manoeuvring area in accordance with local instructions.

Flashing RWY or TWY lights

Immediately vacate RWY or TWY and maintain a safe distance.

4.5. Low visibility operations

- 4.5.1. In the event that “Low visibility operations” (hereinafter “LVP operations”) or “Preparation for low visibility operations” (hereinafter “preparation for LVP operations”) are declared at the aerodrome, special restrictions apply to all participants it traffic in the aerodrome manoeuvring area.

Phase 1 – **preparation for LVP operations** – is declared when the runway visual range (RVR) on RWY 24 decreases below 1500 m and/or when the base of significant cloud cover decreases below 90 m.

Phase 2 – **LVP operations** – is declared when RVR on RWY 24 decreases below 600 m and/or when the base of significant cloud cover decreases below 75 m.)

- 4.5.2. During Phase 1 and Phase 2, the area of the active RWY 24 extends to the LVP zone edge.
- 4.5.3. After positive evaluation of **preparation for LVP operation** or if **LVP operations** are declared, only the following VME are allowed access to the LVP zone:
- the aerodrome operator's vehicles carrying out inspection of the surface of the runway and the ILS protection zone, and inspection and repair of the lighting system that is necessary for LVP operations;
 - ANS CR vehicles that carry out inspection or repairs of radio navigation equipment necessary for LVP operations;
 - ANS CR vehicles that accompany aircraft;
 - CHMI vehicles that carry out inspection or repairs of meteorological equipment necessary for LVP operations;
 - emergency service vehicles, fire-fighting vehicles and security vehicles during an operation;
 - biological protection of the aerodrome.
- 4.5.4. All VME drivers on APS must observe information boards providing information on LVP operations (see Fig. 22).

VME that are designed with a maximum speed of up to 25 km/h and that operate on the apron during LVP operations must either use reflective elements on the side of the vehicle covering at least 5% of the area or have their orange beacon on.

Figure 22

- 4.5.5. After receiving information from the aerodrome control tower (TWR) that preparation for LVP operations or subsequently LVP operations have been declared, all VME drivers must stop their activities in the LVP zone and vacate the zone.

Note: The activities of vehicles that are allowed to access the LVP zone during LVP operations (see section 4.5.3) are an exception. Drivers of such VME must respect the more-remote LVP holding positions when waiting before entering the runway/taxiway or after vacating the runway/taxiway.

4.6. Holding positions on roads

4.6.1. Holding position on a road leading to RWY and holding position on a road leading to the RWY approach system

(a) A holding position on a road leading to RWY must be equipped (Fig. 23):

- surface marking no. V5 – a transverse continuous white line, 0.5 m wide;
- traffic sign no. B1 – All vehicles prohibited + no. E13 – Additional panel with the text “*Except vehicles with TWR authorisation*”;
- elevated red lights (WIG-WAG) at a distance of 1.5 m (\pm 0.5 m) from the right (left) edge of the road;
- illuminated regulatory STOP sign;
- reflective location sign.

(b) On roads that are used solely for construction, repair and renovation purposes, the following may exceptionally be used:

- boom barrier with a lock;
- surface marking no. V5 – a transverse continuous white line, 0.5 m wide;
- traffic sign no. B1 – All vehicles prohibited + no. E13 – Additional panel with the text “*Except vehicles with TWR authorisation*”.

Figure 23

4.6.2. Holding position on a road leading to TWY

A holding position on a road leading to TWY must be equipped (Fig. 24):

- surface marking no. V5 – a transverse continuous white line, 0.5 m wide;
- traffic sign no. B1 – All vehicles prohibited + no. E13 – Additional panel with the text “*Except vehicles with TWR authorisation*”;
- elevated red lights (WIG-WAG) at a distance of 1.5 m (\pm 0.5 m) from the right (left) edge of the road.

Figure 24

4.6.3. **TWY entrance from a handling area**

The entrance to TWY from a handling area (continuous red line 0.4 m) must be equipped (Fig. 25):

- surface marking no. V5 – a transverse continuous white line, 0.5 m wide;
- traffic sign no. B1 – All vehicles prohibited + no. E13 – Additional panel with the text “*Except vehicles with TWR authorisation*”.

Figure 25

4.6.4. Holding position on a road crossing TWY or an apron taxiway

A holding position on a road crossing TWY or an apron taxiway (behind a continuous red line with a width of 0.4 m) must be equipped (Fig. 26):

- bar 3x omnidirectional yellow light embedded in the surface (where higher intensity of aircraft traffic is expected and placement of such lights is technically feasible);
- surface marking no. V5 – a transverse continuous white line, 0.5 m wide;
- surface marking “Stop, give way to aircraft”.

Figure 26

5. TRAFFIC AT LUGGAGE SORTING FACILITIES

5.1. Traffic regime

- 5.1.1. VME move along marked lanes in the direction defined by surface markings (see Fig. 27) and traffic signs see Annex 6 “*Surface markings and traffic signs at luggage sorting facility T2*”.

Figure 27

- 5.1.2. On lanes marked with surface markings, it is prohibited to stand and to place/store anything that would reduce clearance.
- 5.1.3. The maximum speed limit at entrances/exits to/from luggage sorting facilities is 5 km/h (for vehicles without a speedometer – a speed that corresponds to walking speed).
- 5.1.4. The maximum speed limit inside luggage sorting facilities is 10 km/h, taking into account traffic and infrastructure.
- 5.1.5. Parking of luggage trucks and VME is only permitted in designated areas.
- 5.1.6. Parking of luggage trucks and VME along carousels and loading/unloading conveyors is only permitted for the loading/unloading process.
- 5.1.7. Parked VME must not block any traffic or safety signs or hinder access to fire safety equipment and fire extinguishers.

5.2. Restriction of access to luggage sorting facilities

- 5.2.1. Access to luggage sorting facilities is only permitted for luggage trucks and their additional equipment that carry out activities related to the operations of the luggage sorting facilities and, if relevant, VME carrying out maintenance or repairs, for a period that is strictly necessary for the above activities.
- 5.2.2. Access to luggage sorting facilities is permitted for luggage trucks and their additional equipment that have reserved parking spaces within the luggage sorting facility.
- 5.2.3. Access to luggage sorting facilities is prohibited for VME with an internal combustion engine.

Chapter C / Signs and markings

1. SIGNS AND MARKINGS ON AERODROME SERVICE ROADS

1.1. Stop, give way to aircraft

Regulatory surface marking at the point where VME must stop before crossing a taxiway.

In selected locations, the marking is combined with three yellow lights embedded in the surface, which are switched on simultaneously with taxiway lights.

Stop, give way to aircraft with an arrow

Regulatory surface marking at the point where VME must stop before crossing a taxiway. The arrow symbol indicates the direction in which the stop instruction applies, other directions at the intersection are not restricted.

In selected locations, the marking is combined with three yellow lights embedded in the surface, which are switched on simultaneously with taxiway lights.

1.2. Give way

Surface marking at the point where the VME must give way to aircraft and other VME. The marking may be used both on a road that is crossed by taxiing aircraft, and on a minor road before an intersection with a major road.

1.3. Major road

A traffic sign or surface marking indicating a major road before an intersection with a minor road.

1.4. Marking of a zone with a maximum speed limit of 30 km/h

A prohibitory surface marking that marks a maximum speed limit zone on a road.

2. MARKINGS ON THE MOVEMENT AREA

2.1. Aerodrome service road

Continuous or broken white line marks the edge of the road.

2.2. Aerodrome service road on taxiway

White zipper marking delineates the edge of the road where it intersects a taxiway.

2.3. Edges of aprons and taxiways

Continuous red line with a width of 40 cm delineating the protection zone of a taxiway. This edge marking must only be crossed on a marked road. It is used in all cases where the apron and the handling area are adjacent to a taxiway.

2.4. Edges of aircraft stands

Continuous red line with a width of 20 cm delineating the area of an aircraft stand.

2.5. Edges of alternative aircraft stands

Broken red line with a width of 20 cm delineating the edge of an alternative aircraft stand.

2.6. VME stand-by parking area

Continuous red line in combination with a white line delineate the edge of the stand-by parking area for VME and persons. This parking area is only used for the assembly of VME involved in handling an aircraft.

2.7. Alternative stand-by parking area

An alternative stand-by parking area for VME is only used for the assembly of VME and persons involved in handling the aircraft that is standing at the main aircraft stand.

2.8. Corridor for passengers

The area delineated by a broken line is used for the movement of passengers between an aircraft and the stairway of a boarding bridge. When the relevant stand is occupied, VME are not allowed to stop in this area, not even for the purpose of aircraft handling.

2.9. Pedestrian corridor

An area delineated by a broken line that is used for the movement of employees in SRA.

- **Obligations of VME drivers**

The VME driver must not:

Endanger or hinder pedestrians who are crossing a service road via a marked pedestrian corridor or who clearly intend to cross a service road via a marked pedestrian corridor; if necessary, the driver even must stop the vehicle in front of the pedestrian corridor.

- **Obligations of pedestrians**

Before entering a marked pedestrian corridor, pedestrians must make sure they can use the corridor without endangering themselves or other users of the service road. Taking into account the distance and speed of oncoming VME, the pedestrian may only cross the road if this does not cause the VME drivers to suddenly change their speed or course. The pedestrian is obligated to move within the pedestrian corridor, which is delineated by surface markings.

2.10. Operating zone of a boarding bridge

Red hatched area delineating the operational zone of a boarding bridge. VME are prohibited to stop or stand in this area. It is prohibited to enter this area when the bridge is being manipulated.

Note: This does not apply to VME that are necessary for the inspection, maintenance or repair of the given bridge which has been taken out of service and is currently being inspected, maintained or repaired.

2.11. Zone of neighbouring stands

Red hatched area delineated by the edges of adjacent stands. VME are prohibited to stop or stand in this area. It is prohibited to enter this area while there is an aircraft moving at an adjacent stand.

2.12. Jet blast warning

Surface marking at the point where VME drivers and pedestrians must stop when there is a taxiing aircraft or an aircraft commencing taxiing on the adjacent movement area, e.g. at an aircraft stand. VME drivers and pedestrians must not drive or walk until the aircraft has reached a safe distance as per Chapter D, section 0.

If a Jet Blast marking is located at an aircraft stand or in a stand-by parking area, extra caution must be taken when there are large four-engine jet aircraft taxiing on adjacent TWY (A380, B747, etc.).

2.13. Yellow criss-cross lines

An area marked with the surface marking (no. V 12b – yellow criss-cross lines) means that vehicles are not allowed to stop in the area, and it is used especially where it is necessary to keep the area clear in order to maintain the flow and safety of traffic.

3. MARKINGS ON THE MANOEUVRING AREA

3.1. Marking of a near holding position

Two continuous and two broken yellow lines, each 15 cm wide. This marking must not be crossed without TWR clearance.

3.2. Marking of a far holding position

An alternative way of marking the holding position. If used, it is located before the holding position marking as per section 3.1 of this Chapter, i.e. further away from RWY. The obligation to stop at this holding position applies during LVP operations.

Note: On concrete, the holding position marking is outlined with a black border for better visibility.

4. TEMPORARY SURFACE MARKING

It is used in cases of construction or work, where temporary traffic signs cannot be used.

4.1. Stop, give way to aircraft

4.2. Give way

5. EXAMPLE OF AIRCRAFT STAND MARKING

Figure 28

Figure 29

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Chapter D / Aircraft safety zones

1. INTAKE AND EXHAUST ZONES

These safety zones must be at least as wide as the wingspan of the aircraft. The R/C Supervisor (the person responsible for the aircraft technical/commercial handling process) must ensure supervision of the intake and exhaust zones in front of and behind the engines of the given aircraft.

All persons, VME and all objects must be out of reach of these zones, if instruction has been given to start aircraft engines or if engines are running (see Fig. 30). Failure to observe these zones may cause serious personal injury and damage to the aircraft.

1.1. Safe distance in front of/behind running aircraft engines

| | Large jet Code letter: D,E,F,G (see Figure 24) | medium-sized jet Code letter: C | Small jet Code letter: A,B /turboprop /with piston engines |
|----------------------------------------------|---------------------------------------------------------|---------------------------------------|------------------------------------------------------------------------|
| Intake flow | 7.5 m | 7.5 m | 5.0 m |
| Aircraft at aircraft stands and while pushed | 75 m | 55 m | 30 m |
| Aircraft taxiing on TWY | 100 m | | |
| A 380 aircraft | 130 m | | |
| Aircraft on RWY / engine test | 300 m | | |

- 1.1.1. If it is not possible to maintain safe distance due to work activities, that distance may be reduced. In such a case, persons, VME and objects must be adequately secured against the effects of the gas flow.
- 1.1.2. Persons operating in the vicinity of aircraft must not under any circumstances interfere – by walking, with a vehicle or any other object – with the area where propellers rotate, unless this is directly related to the performance of work activities.

Figure 31

2. SAFETY ZONES AROUND STANDING AIRCRAFT WITH ENGINES OFF

- 2.1. The safety zone around a stationary aircraft is defined by an imaginary safety line running around the contour of the entire aircraft at a distance of 3 metres (see Fig. 32).

Figure 32

- 2.2. The only VME that may operate within this safety zone are those that require direct contact with the aircraft for the purpose of maintenance, inspection, repairs and the technical or commercial handling of the aircraft. Such VME must not enter/exit this safety zone until the aircraft engines have been stopped and the wheels have been chocked.
- 2.3. Due to the limited visual range, the proximity of the aircraft and the possibility of damage to the aircraft, drivers of selected types of VME must follow the instructions of an authorised person when entering/exiting the safety zone; the authorised person uses hand signals to navigate the VME driver. Standard hand signals must be used as per Chapter E of this document.

Selected types of VME:

- for aircraft loading (belt/pallet loader, forklift);
- for passenger boarding/disembarking;
- highloader (catering/ambulift);
- serving toilet systems and drinking water supply;
- towing and pushing out aircraft.

This does not apply to VME that carry out aircraft de-icing.

- 2.4. The properly instructed person that uses hand signals to navigate must be in such a position that makes it possible to correctly assess safe distances from the aircraft, other vehicles and other equipment or obstacles while the relevant VME is entering/exiting the aircraft safety zone. When the VME driver loses visual contact with the navigating person, the VME driver must immediately stop any manoeuvring with the VME.
- 2.5. The personnel serving an aircraft must take into account that aircraft height changes during loading and unloading, which is why it is important to keep the appropriate distance between the aircraft and VME.

- 2.6. When starting aircraft engines, VME must maintain a sufficient distance from aircraft entry doors and emergency exits (see Fig. 33). In the event it is necessary to use evacuation slides, there must be enough space for these to inflate.

Figure 33

- 2.7. Driving under aircraft is only allowed for those VME where this is specified by the operating procedure.

3. REFUELLING/DEFUELLING

- 3.1. During refuelling/defuelling, all VME and all persons – except air fuel tanker trucks and their operating personnel – must keep a distance of at least 4 m from the aircraft's refuelling and vent valves (see Figure 34) and at least 3 m from the contour of the refuelling vehicles and hoses. In addition, they must leave free space for the arrival and departure of the tanker truck to/from the refuelling position (i.e. next to or underneath the wing).

Figure 34

- 3.2. During refuelling/defuelling, an unobstructed route for the frontal departure of the air fuel tanker truck from the aircraft must be secured at all times.
- 3.3. During refuelling/defuelling with passengers on board, all VME must maintain a sufficient distance from aircraft entry doors and emergency exits. In the event it is necessary to use evacuation slides, there must be enough space for these to inflate. (see Fig. 27)
- 3.4. During refuelling/defuelling, it is prohibited to use mobile phones and radios within 3 m of the refuelling/vent valves.

Chapter E / Manoeuvring with VME using hand signals for VME movement

Chapter E only describes the main VME manoeuvres that are done using hand signals. All signals that are used by operators to control VME on roads and aprons and that must be followed unconditionally by VME drivers, are found in the IATA Ground Operations Manual (IGOM).

1. HAND SIGNALS FOR VME MOVEMENT – GENERAL

Meaning: *Pay attention!*

Gesture: Arms raised above the head, palms open and facing towards the VME.

Meaning: *VME movement away from the properly instructed person.*

Gesture: Arms along the sides, palms open and facing towards the VME. Arms make repeated movements forward and up, towards the VME.

Meaning: *VME movement towards the properly instructed person.*

Gesture: Arms bent at the elbow, palms open and facing towards the body. Forearms make repeated movements back and forth.

Meaning: *Showing distance.*

Gesture: Arms raised, palms open and facing towards each other to show distance in front of / behind the VME. The distance between the hands should correspond to the distance between the VME and the obstacle.

Meaning: *VME movement towards the properly instructed person. Turn right.*
Gesture: Left arm outstretched to the side. Right arm bent at the elbow and half raised, palm open and facing towards the body, forearm makes repeated movements towards the body. The outstretched arm signals the direction and speed of turning.

Meaning: *VME movement away from the properly instructed person. Turn left.*
Gesture: Right arm outstretched to the side. Left arm bent at the elbow and half raised, palm open and facing towards the body, forearm makes repeated movements towards the body. The outstretched arm signals the direction and speed of turning.

Meaning: *Stop!*

Gesture: Arms repeatedly crossed above the head, palms open and facing towards the VME (the rate of repetition must correspond to the urgency of the situation).

Stop immediately: *Arms crossed above the head with clenched fists!*

Meaning: *Everything is OK. End of instruction.*

Gesture: Right arm is raised, closed fist held with the thumb extended upward.

IV Related documents

- (1) Act No. 49/1997 Sb., on civil aviation, as amended
- (2) Act No. 13/1997 Sb., on roads, as amended
- (3) Act No. 361/2000 Sb. on road traffic and amending some acts, as amended
- (4) Decree of Ministry of Transport and Communications No. 30/2001 Sb., implementing the road traffic rules and road traffic regulation, as amended
- (5) Decree No. 341/2014 Sb., on approval of roadworthiness and on technical conditions for the operation of vehicles on roads, as amended
- (6) Government Regulation No. 11/2002 Sb., laying down the appearance and location of safety signs and introducing signals, as amended by Government Regulation No. 405/2004 Sb.
- (7) Act No. 262/2006 Sb., the labour code
- (8) Government Regulation No. 101/2005 Sb., on detailed requirements for the workplace and the working environment, as amended
- (9) Government Regulation No. 168/2002 Sb., establishing the employer's obligations in organising work and work operations in running transport vehicles, as amended
- (10) EASA CS-ADR-DSN aeronautical regulation
- (11) directive: Rules for airside access and stay of vehicles and persons at the Prague Ruzyne Airport
- (12) directive: Training system for LKPR Traffic Rules
- (13) directive: Allocation of call signs and operation of SQB transmitters
- (14) IATA Ground Operations Manual (IGOM)

V Transitional and final provisions

- (1) The regime for reviewing whether the document is up to date: a review will be carried out no later than two calendar years after issue.
- (2) The Controlled Documentation Manager is responsible for publishing this Directive on the Intranet.
- (3) In the event that, while this Directive is valid, it becomes necessary to distribute the Directive to additional external organisations, the Owner of the Directive must inform the Controlled Documentation Manager that such distribution is necessary.
- (4) Individual senior employees of LP are responsible for familiarising employees with the content of this internal regulation in accordance with the scope of the document.

VI List of annexes

- (1) List of important telephone numbers
- (2) Traffic accident record
- (3) Overview map of the aerodrome
- (4) Map of aprons North and East
- (5) Map of apron South
- (6) Surface markings and traffic signs at luggage sorting facility T2

VII Change log

| Date | Page where change was made | Change made by |
|-------------|---------------------------------------------------------------------------------|-----------------|
| 22 Sep 2010 | p. 8, 23, 27, 42 | Roman Krejčí |
| 28 Jun 2013 | 4, 7–10, 12, 15, 17, 18, 20–22, 24, 25, 27, 32–34, 36, 38, 49, 50, annexes: 3–5 | Roman Krejčí |
| 11 Mar 2014 | 4, 6, 25, 27, 30 | Roman Krejčí |
| 12 Jan 2015 | p. 23 – an exception added to provision 3.3.12 | Martin Hoffmann |
| 21 Nov 2016 | page 7, 8, 13–15, 17, 19, 20, 22, 25–27, 31–42, 44, 45, 47, annexes no. 3–5 | Martin Hoffmann |
| 28 Mar 2018 | page 4, 6, 8, 10, 18, 23, 24, 28, 31–35, 43, 45, 47, 53–58, 65 | Martin Hoffmann |
| | | |

To following section comprises the annexes

Annex 1 – List of important telephone numbers

| Important telephone numbers | | |
|-------------------------------------------|---------------------------------------------------|----------------------------|
| POLICE | Police of the Czech Republic – emergency line | 158 |
| | Airport Alien Police Service Inspectorate | 220 11 4301 220 11 4444 |
| FIRE BRIGADE | Prague Fire Rescue Service – emergency line | 150 |
| | Airport Fire Rescue Service | 220 11 3333 220 11 2222 |
| EMERGENCY MEDICAL SERVICES | Prague Emergency Medical Service – emergency line | 155 |
| | Airport Emergency Medical Service | 220 11 3301 220 11 3302 |
| AIRPORT SECURITY | Security control centre | 220 11 1000 |
| | 24/7 service – Hangar A | 220 11 2100 |
| CONTROL CENTRES | Central operations control centre | 220 11 7000 |
| | Management of operation of ground areas | 220 11 8000 |
| | Technical operation of terminals | 220 11 6000 |

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Annex 2 – Traffic accident record

RECORD OF TRAFFIC ACCIDENT IN AIRSIDE AREA OF LP, a.s.

Date of accident: Time: Place:

Participant: A.

First and last name, IDC no., Org. unit, Company:

Result of alcohol breath test – negative / positive *

Vehicle reg. number Make, Access permit no:

Participant: B.

First and last name, IDC no., Org. unit, Company:

Result of alcohol breath test – negative / positive *

Vehicle reg. number Make. Access permit no:

Witness of incident

First and last name, IDC no.:

Description of incident:

| |
|--|
| |
|--|

Traffic accident record made by

First and last name, IDC no.:

First and last name, IDC no.:

This record includes **photo documentation of the traffic accident**

* Delete as applicable

Annex 3 – Overview map of the aerodrome

PRAGUE-RUZYNE AIRPORT TRAFFIC RULES LP-SM-004H/2008

Annex 4 – Map of aprons North and East

Annex 5 – Map of apron South

Annex 6 – Surface markings and traffic signs at luggage sorting facility T2