

**GROUND - Rolling Order for the Airport  
Wiener Neustadt East / LOAN**

**I. General Information**

For the sake of linguistic simplification, the male designations apply to both users male and female.

1. The ground traffic and taxi regulations regulate vehicle and pedestrian traffic in the airport area.
2. Unless otherwise provided in the ground traffic and taxi regulations and their implementation instructions, the Road Traffic Regulations (StVO) shall apply mutatis mutandis.
3. The flight operations manager on duty and the operations manager observe the traffic. If necessary, they shall take the necessary measures to ensure safe and orderly operations.
4. In the event of incidents which could give rise to criminal proceedings for crimes or misdemeanours, the flight operations or operations manager shall immediately call in the public safety authorities.

**II. Vehicles and Drivers**

All types of vehicles can be approved by the operations management for aerodrome traffic. The number of motor vehicles per company/club must be kept to a minimum. The flight operations management decides on the registration.

The flight operations management may exclude vehicle types from registration.

Motor vehicles may only be operated by persons with valid access authorisation and valid driving authorisation.

Drivers without the appropriate authorisations must be accompanied by authorised persons. Private motor vehicles must be registered separately and individually for traffic on the airport premises.

Motor vehicles may only be operated in an operationally safe and prescribed condition.

The owner is responsible for the safe operating condition of the motor vehicles.

Anyone driving a motor vehicle must ensure that his vehicle is in a safe and proper operating condition before starting the journey.

The driver must constantly control the vehicle in such a way that he can fulfil his duties of caution.

Anyone who is overtired or unable to drive for other reasons may not drive a vehicle.

The driver must ensure that he is not hindered in driving the vehicle by the load or in any other way. Passengers may not or interfere with it.

For all persons who drive a motor vehicle or operate a self-propelled implement, a blood alcohol limit of 0.0 weight per mille applies. This does not apply to persons who have to be called up outside their planned working hours due to an extraordinary event (e.g. rescue or crash of an aircraft).

The zero tolerance limit also applies to the misuse of other addictive substances, illegal drugs or medication which may impair the ability to drive.

The aerodrome management may arrange for checks to be carried out if suspicion exists. If the results are positive, appropriate measures must be taken.

If vehicles are involved in an accident, the drivers must be checked for alcohol.

In addition to enjoyment, the carrying of addictive substances is also prohibited.

Motor vehicles registered with the authorities may only be admitted to airport traffic if there is liability insurance with a guaranteed sum of at least € 10 million.

The official number plate is the driving number.

Vehicles that are not registered for public transport require a vehicle number assigned by the management, which must be clearly visible and firmly attached to the vehicle. These vehicles must have liability insurance if they are not covered by company liability insurance.

Emergency vehicles of rescue fire brigade and police are considered as approved even if they are not in use.

A personal driving authorisation from the company management is required for driving vehicles.

Anyone driving a motor vehicle must have a driving licence corresponding to the type of vehicle.

At least one class B driving licence is required to issue a driving licence.

Flight Operations Management may grant exemptions if appropriate specialist training is demonstrated.

For vehicles registered for road use, the lighting must comply with the regulations.

All other motor vehicles must be fitted with at least dipped headlights, rear lights and stoplights.

Motor vehicles must be fitted with a proper exhaust system and an air filter.

The use of snow chains, studded tyres and the like on the movement area is prohibited.

Excluded are motor vehicles of the fire brigade, the rescue service, the police as well as other emergency vehicles and winter service vehicles, insofar as their use requires such equipment.

Vehicles that operate on the movement area outside the private hangar areas must be equipped with yellow hazards rotating lights, red-white stickers.

The fire brigade, police and emergency rescue services are required to operate with blue lights.

Special regulations apply to towed vehicles, which are determined by the flight operations management.

Motor vehicles without registration plates must additionally be marked with an individual number for each vehicle.

This number must be at least 15 cm in size and must be clearly visible and inseparable from the vehicle.

Excluded from this are police vehicles and those used to look after special passengers (VIP).

### **III. TRAFFIC RULES**

#### **1. General Rules**

Everyone must behave in traffic in such a way that he does not obstruct or endanger others in the proper use of the traffic and movement areas and does not impair air traffic.

Signalling and marking shall be carried out in accordance with ICAO standards and recommendations and road marking taking into account the specific needs of the aerodrome.

Signals, markings and instructions from the operations management must be followed. They take precedence over traffic regulations.

If persons have been injured in an accident or if third parties have suffered damage to property, the parties involved, in particular the driver but also uninvolved third parties, must inform the airport operations management immediately as far as reasonable and follow their instructions. The employer of a participant is not considered a third party.

Unnecessary running of the engine of implements and vehicles is prohibited.

#### **2. Rules for driving traffic**

Only journeys for business purposes and feeder journeys may be carried out.

In all motor vehicles, drivers and passengers must wear safety belts during the journey, if available.

Exceptions are:

- Trips exclusively in zones in which the maximum permitted speed is limited to 10 km/h.
- Driver reversing and parking

- Drivers and passengers in situations where restrictions on their freedom of movement would make it considerably more difficult to carry out their tasks or would create a real danger to life and limb.

Aerodrome operations management may close parts of movement areas to traffic if safety so requires.

A sufficient distance shall be maintained from aircraft in service according to the circumstances.

Where required by the safety distance from an approaching aircraft, the driver may switch to a parking area or meadow if an aircraft is not in service.

Runways and taxiways may only be used and entered with the permission of the flight operations management.

Persons who have a radio licence may communicate with the flight operations manager by radio, provided that this does not impair the aeronautical radio.

Before runways or taxiways are used or walked on, the permission of the flight operations manager must be obtained.

Until the permit is granted, the aircraft must be serviced outside without obstructing flight operations.

Anyone leaving a runway or taxiway must inform flight operations management accordingly, unless a runway or taxiway has merely been crossed.

The air traffic control regulates the way of speaking in radio traffic.

Drivers must be reachable at all times by radio or mobile phone, and the rotating lights or hazard warning lights must remain in operation as long as they are on the runway or taxiways.

If an aircraft is approaching, the runway or taxiway must be cleared immediately.

Winter service vehicles used on taxiways must leave the taxiways to such an extent that the aircraft can pass safely.

If taxiways or runways are crossed, increased caution is required in relation to aircraft that roll freely and are towed, especially in poor visibility.

If there is a motor vehicle on the runway, the flight operations manager, in addition to the driver, is responsible for the separation of the aircraft to be taken off or landed.

Aircraft have priority over all other traffic at steht's . This also applies to motor vehicles towing aircraft.

The entire width of the roll zone must be kept clear of rolling aircraft.  
Before freely taxiing aircraft, the vehicle may only be driven through at a distance of 200 m,  
before towed aircraft at a distance of 100 m.

If the aircraft is operated or instructed by the Marshaller, the area in between must not be used.

The rolling in and out of aircraft on the parking areas must not be obstructed.

A driver must always expect an aircraft to turn off.

Unless otherwise indicated, the maximum speed is generally 10 Km/h.

Vehicles of the police, the fire brigade of the rescue and the air traffic control are excluded from this as long as it is necessary for a business trip.  
The maximum speed must be adapted to the situation.

Priority over other traffic shall be given in the following order:

- Motor vehicles with activated blue light and following tone horn
- Motor vehicles with yellow hazard lights switched on
- Winter service vehicles
- Flight management vehicles

On pistes and taxiways there is no need to stop and no parking of vehicles of any kind allowed

Reverse driving is only permitted at walking pace.

Persons may only be transported in motor vehicles that are approved for this purpose and must have appropriate seats or standing room. Transportation on loading areas or in trunks is prohibited.

Drivers must ensure that the load is properly secured before starting the journey.

Special consideration must be given to winter service vehicles in clearing operations. Wherever their use requires it, they are exempt from all regulations.

#### **IV. RULES APPLICABLE TO OTHER TRAFFIC**

Pedestrians must walk or be guided on movement areas at the edge, if possible outside the roadway.

Increased caution is required in the vicinity of aircraft. In the case of aircraft with the engine running, an adequate safety distance must be maintained behind the aircraft and in front of the engine inlet openings and in front of the propeller circle.

If an aircraft is towed or towed by the Marshaller (Einwinker), the traffic area in between may not be entered.

With the exception of persons who carry out instruction or safety tasks, it is forbidden to be a pedestrian in front of taxiing aircraft.

Movement areas may only be entered for boarding and alighting, for official reasons or with the permission of the flight operations management.

#### **V. SPECIAL SAFETY REGULATIONS**

The handling, holding and storage of explosive and flammable substances is only permitted with the approval of the flight operations management. Permits required on the basis of laws and regulations are reserved.

Exceptions are the proper refuelling of aircraft and motor vehicles at the designated and approved locations.

The relevant legal regulations apply to the handling of other hazardous substances.

Persons who are on the movement surfaces should wear a safety vest or warning vest.

The forwarding of photographs and videos is only permitted with the approval of the flight operations management.

Special rules apply to hot work on the terrain, especially in summer. These are determined by the flight operations management.

Smoking is prohibited within a radius of 45 metres of petrol stations and aircraft.

Material in the area of the movement surfaces must be stored in such a way that no consequential damage can occur.

In the event of contamination by water-polluting substances, especially mineral oil products, the flight operations management must be informed immediately.

In the petrol station area in case of contamination of more than 0.5 m<sup>2</sup> diameter.  
The causer is liable to the flight operations management for the costs of cleaning or removal.

Cables and hoses lying on the ground must not be rolled over or run over.  
Traffic obstructions may not be created without compelling reason. They must be adequately marked and removed as soon as possible.

It is forbidden to set up and leave equipment and objects standing in roll zones or in the piste area.

If the request of the flight operations management to remove equipment left behind remains unheeded, the flight operations management shall have it removed at the expense of the person responsible.

In the event of special incidents, such as aircraft accidents, the measures ordered by the responsible authorities must be followed.

Persons who are not authorised or obliged to do so by special regulations may neither enter nor drive on accident sites.

The responsible persons of the companies and associations located on the airfield are obliged to forward these Rolling Regulations to their employees and members and to inform them.

For accidents and damages caused by employees or club members due to negligence or disregard, the company or club is liable.

**Explanation of Terms:**

**Entitled Persons:**

Organizations or individuals who have a Special authorization of the air traffic controller.

**Operating Area:**

The whole area in private Airfield area without buildings.

**Movement Area:**

The part of an airfield used for takeoff, Landing and taxiing of aircraft is determined. Which are the slopes, taxiways, parking areas and the associated safety areas shall include.

**Driving Authorisation:**

Issued by flight operations management authorisation to drive vehicles on the non-public airfield area.

**Vehicle-like devices:**

Equipment such as inline skates, roller skates, Kickboards, mini wheels, skateboards etc....

**Vehicle Registration:**

Registration certificate in the form of of a sticker / or police Indicator for public Vehicles registered for traffic.

**Airport Operations Manager:**

For the operational supervision of a responsible person at the airport

**Airport Operations Management:**

Airport operations management shall comprise the aerodrome operations and the and the head of operations aerodrome holder, which the Aerodrome operations manager in the day-to-day business

**ICAO:** International Civil Aviation Organization

**In Operation:**

An aircraft is in operation when it is with flashing warning lights and running engine is at a standstill or if it is connected to a is moved by one's own power or that of a third party.

**Marshaller:** Person who can access aircraft on the Leading and briefing stands

**Motor Vehicle:**

Each vehicle with its own drive, by which it on the ground regardless of rails is moved on.

**Taxiways:**

Motion surfaces under exclusion of parking spaces, vehicle parking areas and material locations

**Security Areas:**

- Always to be kept free of obstacles
- Areas around a runway or a taxiway
- At least 75 metres for pistes
- at least 18 metres for taxiways

The exact dimensions are determined by the

Aerodrome operations management established

**StVO.:** Road Traffic Regulations

**Crossing:** At right angles or the course of the road traverse accordingly

**Feeder Vehicle:** Vehicles for transport between aircraft or companies in the aerodrome area