

Table 2

Strike system and penalties for MVOP permitted drivers

| Strike | Penalty |
|------------------------------|--|
| First | Complete Corrective Action assigned at hearing Receive Written Warning |
| Second | Complete Corrective Action assigned at hearing 30 day suspension of MVOP driving privileges |
| Third | Complete Corrective Action assigned at hearing 90 day suspension of MVOP driving privileges |
| 3 strikes in 12 months | Permanent revocation of MVOP driving privilege |

Table 3

Vehicle/Pedestrian Deviation penalties for MVOP permitted drivers

| V/PD | Penalty |
|-------------|---|
| First | Complete Corrective Action assigned at hearing 2 Strikes, 30 day suspension of MVOP driving privileges |
| Second | Complete Corrective Action assigned at hearing 3 Strikes, MVOP driving privileges permanently revoked |

6. Retention of Accrued Strikes

Strikes accrued from the violations listed in the categories above will remain on the violator’s MVOP record for three (3) years from the citation date. Strikes automatically expire on the third year anniversary of the citation. V/PD strikes remain on the individual’s and master tenant’s record indefinitely.

7. Corrective Action

All corrective action mandated at the VSAFE hearing must be completed, with supporting evidence submitted in writing to the VSAFE Program Administrator, by the completion date set at the hearing. Requests for extensions must be submitted in writing to the VSAFE Program Administrator no later than two days before the assigned completion date. Failure to complete the corrective action will be considered a violation of the VNY Rules and Regulations and shall be deemed as a violation of the respective tenant lease.

The Citation Process for Non-MVOP Permitted **Individuals**

1. Violation Notice

Notice of Violation of the VNY Rules and Regulations

The Notice of Violation will be issued for violations listed in item #5 below as contained in the VNY Airport Rules and Regulations. Citations will be issued to the violator and/or the tenant responsible for violator escort.

2. Notifications and Citation Return Requirements for Master Tenants

Within 72 hours of issuance of a violation notice, the master tenant or his/her designee must return the signed notice to the issuing office listed on page 7. Failure to comply will be considered a violation of the rules and regulations and shall be deemed as a violation of the respective tenant lease.

3. Notifications and Citation Return Requirements for Subtenants

Within 72 hours of issuance of a violation notice, the subtenant or his/her designee must return the signed notice to the issuing office listed on page 7. Notification to the master tenant shall be made during this timeframe. Failure to comply will be considered a violation of the rules and regulations and shall be deemed as a violation of the respective tenant sub-lease.

4. VSAFE Hearing

A violation notice recipient is required to contact the VSAFE Program Administrator within 30 calendar days of the date of citation issuance to schedule a VSAFE hearing. The date and time of the hearing will be established by the VSAFE Program Administrator. At the hearing, the circumstances of the violation will be discussed, the root cause of the violation will be identified, appropriated corrective action will be mandated, and strikes will be issued. Failure to schedule a hearing will be considered a violation of the VNY Rules and Regulations and shall be deemed as a violation of the respective tenant lease.

5. Violation Strikes

A strike will be recorded for each violation listed below. Strikes are cumulative and are recorded on the master tenant's VSAFE record.

The three violations for which strikes will be accrued are:

- a) Failure of tenant or visitor to remain within the tenant leasehold boundary (red line)
- b) Vehicle/Pedestrian Deviation onto a Taxiway, committed by tenant or visitor
- c) Vehicle/Pedestrian Deviation onto a Runway, committed by tenant or visitor

6. Retention of Accrued Strikes

Strikes accrued for violation (a) listed above, remain on the master tenant's record for three (3) years from the citation date. Strikes automatically expire on the third year anniversary of the citation. Strikes accrued for violations (b) and/or (c) listed above, will remain on the master tenant's record indefinitely.

7. Corrective Action

All corrective action mandated at the VSAFE hearing must be completed, with supporting evidence submitted in writing to the VSAFE Program Administrator, by the completion date set at the hearing. Requests for extensions must be submitted in writing to the VSAFE Program Administrator no later than two days before the assigned completion date. Failure to complete the corrective action will be considered a violation of the VNY Rules and Regulations and shall be deemed as a violation of the respective tenant lease.

8. Administrative Procedure for recipient of a Vehicle/Pedestrian Deviation violation

Tenants (employee or operator) who are issued a Notice of Violation as a result of a V/PD will be subject to a formal investigative hearing attended by the Airport Manager, Airport Operations, Airport Police and the Federal Aviation Administration. The master tenant and subtenant will need to be prepared to discuss methods or procedures in place that address leasehold access and steps that have been taken to prevent the crossing of leasehold boundaries (red lines).

9. Visitors and the VSAFE Program

For violations committed by visitors the citation will be issued to the [tenant responsible for visitor escort](#) where the violation occurred, or where the visitor gained access to the AOA if the visitor was found outside the leasehold boundary (red line). The master tenant and subtenant have the obligation under the terms of their agreements to comply with all Airport rules and regulations. Visitors permitted on the site by any master leaseholder shall be required to be maintained under positive escort and not permitted to leave the leasehold boundaries encroaching on to any service road or taxiway. All master tenants are required to develop and maintain their own procedures, outlining the requirements for tenant and visitors permitted access on to their leaseholds. Note: Tenants with a valid MVOP may escort visitors beyond a leasehold boundary for legitimate reasons, as long as the visitor remains under positive escort.

Citation contacts:

VNY Airport Police

(818) 442-6514

16461 Sherman Way, Suite 130, Van Nuys.

Business Hours - 7:30 am to 3:30 pm.

VNY Airport Operations

(818) 442-6506

16461 Sherman Way, Suite 300, Van Nuys.

Hours - 24/7 - call first during off hours