

VEHICLE ESCORT POLICY

1 Purpose

To ensure that airside operations are controlled to improve safety, protect person and property, improve the life of airport infrastructure and reduce the risks associated with drivers who are unfamiliar with the airside environment and/or aircraft operations.

Archerfield Airport Corporation (AAC) personnel provide an escort for a vehicle driver requiring airside access when the driver is not authorised to drive airside without an escort.

2 AAC – Legal/Compliance Requirements

Archerfield Airport Corporation (AAC) is required by Part 139 of the Civil Aviation Safety Regulation 1998 (CASR) and Airports (Controls of On-Airport Activities) Regulations 1997 to implement control on the movement of persons and vehicles operating airside. All vehicles operating airside must comply with the relevant legislation and rules set out in Archerfield Airport's manuals including Archerfield Airport Airside Vehicle Control Handbook; Archerfield Airport Conditions of Use and Archerfield Airport User Rules.

3 Policy Statement

Under the Airports (Control of On-Airport Activities) Regulations 1997, any vehicle taken airside must hold an Authority to Use Airside (AUA) permit or be escorted by an authorised person with a valid Authority to Drive Airside (ADA). Vehicle escort may be provided by an airport user authorised to conduct escort or AAC authorised person. This policy focuses on the provision of a vehicle escort by AAC personnel.

4 Airport Users' Vehicle Escort Rights

Archerfield Airport users with approved vehicle escort rights are permitted to escort vehicles in accordance with the Airport Conditions of Use, the Airport User Rules and upon the following conditions:

- Escort is to be provided only in accordance with the conditions of the driver's Airside Driving Authority (ADA) and Authority to use Airside (AUA) and for the purposes of their own business **only**. Airport users who do not abide by this rule risk losing their escort rights and/or may have severe restrictions imposed on them;
- Escorted vehicles not to exceed a maximum weight of 5700kg, unless agreed to in writing by AAC. If the weight of the escorted vehicle exceeds 5700kgs, an application is to be made to AAC for Vehicle Escort;
- Escort rights may be withdrawn at any time in the event of a breach or infringement; and
- The vehicle providing the escort must not be a refueling vehicle.

5 AAC Vehicle Escort

An individual/company/partnership who/which requires AAC vehicle escort is to apply for escort as follows:

1. Complete and submit the *OPS-33 Vehicle Escort Application* form to AAC via email at aac@archerfieldairport.com.au or in person on the Top Floor, Terminal Building, 28 Grenier Drive, Archerfield Airport. The application form is available on Archerfield Airport's website.
2. Vehicle escort must be booked at least 24 hours prior to the day of the escort.
3. AAC will confirm the escort approval* via email and process the payment required based on the Fee

Structure (refer to section 6), and return the approved form with the tax invoice to the applicant.

- Any changes to or cancellation of the escort activity must be communicated to AAC as soon as practicable. Please note that cancellations made less than one (1) hour prior to the scheduled time will not be refunded.

**Approval of vehicle escort is at the discretion of AAC.*

CANCELLATIONS: The full fee will be charged for cancellations made less than 2 hours before scheduled time.

Should the escort not be booked with prior notice before-hand, a higher fee will be charged and AAC will process the escort as follows:

- Establish from the driver details of company ordering the escort and purpose of the escort;
- Determine credit card details;
- Provide escort and process payment as per point 4 above.

6 Fee Structure

The following fee applies to AAC vehicle escorts:

Note: Payment can only be made by credit card including over the phone.

Escort Fee (includes GST)	
\$50.00	Call out fee when the escort has been booked (this includes the first 30 minutes for escort in and out)
\$50.00	Per half hour after the initial 30 minutes (if the escort has to wait)
\$100.00	For Emergency escort, when the escort has not been booked or is for an after-hours escort (this includes the first 30 minutes)
\$50.00	Per half hour after the initial 30 minutes