

Archerfield Airport

Airside Vehicle Control Handbook




ARCHERFIELD AIRPORT
CORPORATION
Nov 2005

Not for resale

INTRODUCTION

This handbook has been produced by Archerfield Airport Corporation (AAC) in the interests of Airside safety.

It details basic safety rules for drivers of vehicles on the Airside of Archerfield Airport to ensure the safe and orderly movement of passengers, aircraft and vehicular traffic.

Under Common Law and by virtue of proprietary interest, Archerfield Airport Corporation (AAC) has responsibility for and control over persons and vehicles entering and operating on Archerfield Airport both Airside and Landside. In addition, AAC has powers under the provisions of the **Airports (Control of On-Airport Activities) Regulations 1997** to issue directions on matters concerning safety and security on the Airport, including the control of vehicles on the Airside.

The AAC reserves the right to withdraw the privilege of vehicular Airside access due to non-compliance with any of the rules within this handbook.

The Airport user should also note that in certain circumstances the **Aviation Transport Security Regulations 2005** will also apply to issues associated with access to the Airport.



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GENERAL OVERVIEW

Motor vehicle activity and access is a responsibility controlled by the AAC. This control is enforceable by Commonwealth law. A driver of a vehicle on the Airport is accountable for his or her actions. A person who is given access to the Airport shall indemnify the AAC and its officers from their actions in all circumstances.

Drivers must carry both a current Driver Licence and an Authority to Drive Airside (ADA) at all times. All vehicles must display an Authority for Use Airside (AUA) or be escorted by a person authorised to provide vehicle escort services.

Access to Runway Strips is prohibited unless permission has been granted by the AAC in accordance with this Handbook and Air Traffic Control (ATC).

To operate on or enter a Runway Strip, drivers must use a radio equipped (ATC frequencies) vehicle, hold an 'Aircraft Radiotelephone Operators Certificate of Proficiency' and an ADA and abide by all rules within this handbook.

WHO CAN DRIVE AIRSIDE?



- No person shall drive a vehicle Airside unless the person holds a current ADA valid for that area of operation; **and**
 - i) the vehicle has a current AUA valid for that area of operation; or
 - ii) the vehicle is escorted by a person authorised, in accordance with this Handbook, to provide Airside vehicle Escort services. (see page 13 for details)
- All persons driving Airside must hold a current Driver Licence.
- Drivers are required to carry their State or Territory Driver Licence, their ADA and display the vehicle's AUA when driving Airside. These identification items must be produced on demand by an officer working on behalf of the AAC, an authorised Federal Government representative or State Police. The authorities must be surrendered on demand to the AAC General Manager at the request of an Airport Officer.
- If it is necessary for a driver without an ADA, or for a vehicle without an AUA to enter Airside, the vehicle/person must be escorted by a person authorised to provide vehicle Escort services. (see page 13 for details)

- A vehicle operator must ensure that a vehicle for which it holds an AUA is covered by:
 - Third Party Personal Injury or Death Insurance, and
 - Third Party Property Damage Insurance

to the amount specified in the **Airside Vehicle Indemnity and Release** document. (At the time of publication amount equals Ten Million Dollars)

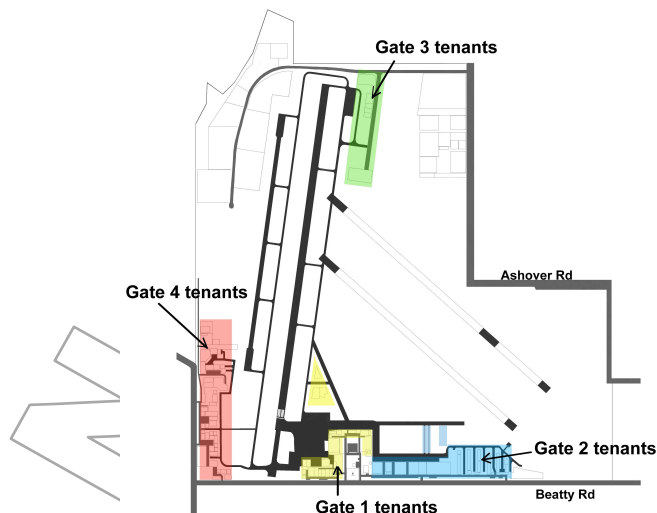
- Those wishing to apply for an ADA/AUA can do so by contacting the AAC during normal business hours. Every endeavour will be made to process applications within 10 working days.
- Candidates eligible for an ADA must then sit an exam based on this handbook and must obtain a 75% pass mark to successfully complete the test.
- The AAC reserves the right to withdraw the privilege of vehicular Airside access due to non-compliance with the Airport Rules, Government Acts or Regulations, the conditions stated in this Handbook and/or for security reasons.

WHERE CAN I DRIVE?



- Drivers are **only** permitted to drive between their Allocated Gate and their Leased Area unless:
 - they are driving an Operational Vehicle and are conducting Operational Activities at the time, **and**
 - they hold a Category 2 or 3 ADA.
- The following areas indicate a persons Allocated Gate in respect to their Leased Area:

Area 1 (Yellow)	Gate 1
Area 2 (Blue)	Gate 2
Area 3 (Green)	Gate 3
Area 4 (Red)	Gate 4



- **An operator of a vehicle found to be driving outside the direct path between their Allocated Gate and their Leased Area, and who is not licensed to do so and/or is not conducting Operational Activities at the time, will have their ADA and/or AUA withdrawn.**

Or, in other words:

- Airside areas must not be used as shortcuts or as an alternative to Landside/public roads.
- Special conditions apply for all vehicles with a GVM in excess of 5.7 tonnes driving Airside. Drivers must obtain permission from the AAC before driving Airside or be escorted by an AAC Airport Officer. (A fee for this service may apply)
- Vehicles must not be used for the picking-up or dropping-off of passengers except where prior approval has been granted by the AAC.
- **Vehicles are not permitted on taxiways Alpha, Bravo, Charlie or Delta** (west of Kilo) unless:
 - the vehicle is towing a plane/helicopter,
 - the vehicle is an emergency vehicle and is attending an emergency,
 - the vehicle is an AAC Vehicle,
 - the vehicle and driver have prior written approval from the AAC

however, in all circumstances when entering a Runway Strip intersecting taxiway Bravo (04L / 04R):

- the vehicle must be radio equipped,
- the driver must hold an 'Aircraft Radiotelephone Operators Certificate of Proficiency', and
- clearance must have been sought and granted by Air Traffic Control.

THE INs & OUTs of ADAs & AUAs



An Authority to Drive Airside (ADA) is a permit issued by the AAC that is required by all persons driving Airside. Those given this authorisation must carry an identification card displaying the expiration date of the permit, a photo of the driver and any other special conditions that may be relevant to that operator.

An Authority for Use Airside (AUA) is a permit issued by the AAC that is required for all vehicles entering Airside. Authorised vehicles must display a sticker that shows the expiration date of the permit, the details of the vehicle and indicates the areas that the vehicle may operate.

- Persons eligible to apply for an ADA must fit the following criteria:
 - Owner/employee of a company that leases land/hangar space on the Airport and requires vehicle airside access for the operations of their business,
 - Member of a flying group that requires vehicle Airside access to un/load goods into their aircraft/hangar,
 - A person able to provide to the AAC a legitimate reason for the need to be Airside.

All persons requiring Airside vehicle access must sign the **Airside Vehicle Indemnity and Release** form and agree to abide by all rules within this Handbook and all appropriate legislation including, but not limited to, the **Airports (Control of On-Airport Activities) Regulations 1997**. Failure to abide by the rules and regulations could result in the issued authority being withdrawn.

Persons

- If an **ADA** is issued to a person it will be placed under one of the following categories:

Category 1: Authority to drive between Allocated Gate and Leased Area **only***

Category 2: Authority to drive between Allocated Gate and Leased Area **only** unless driving an Operational Vehicle and conducting Operational Activities at the time.*

Category 3: Same conditions as Category 2 plus permission to operate on and enter Runway Strips*

Vehicles

- If an **AUA** is issued to a vehicle it will be placed under one of the following colour codes:

Green: Light vehicles (GVM under 5.7 tonne) to be driven between Allocated Gate and Leased Area **only**.

Blue: L Light vehicles (GVM under 5.7 tonne) to be used for Operational Activities

H* Heavy vehicles (GVM over 5.7 tonne) to be used for Operational Activities

Red: L Light vehicles (GVM under 5.7 tonne) to be used for Operational Activities and requiring access to Runway Strips.

H* Heavy vehicles (GVM over 5.7 tonne) to be used for Operational Activities and requiring access to Runway Strips.

* Licensing conditions may apply

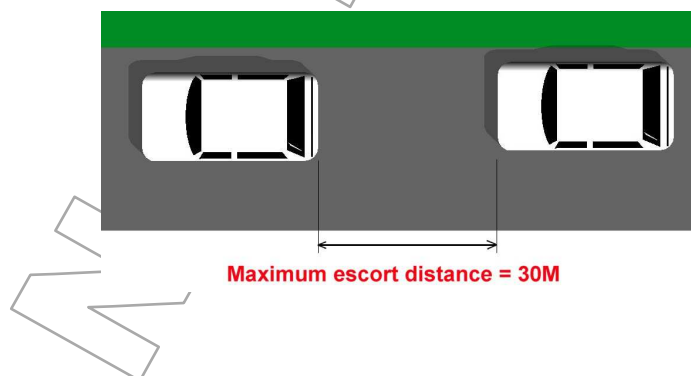
- All motor powered forms of transport driven/ridden Airside must have an AUA.
- Push-bikes are not permitted Airside unless prior approval has been given by the AAC. The QLD Road Rules for bicycles will apply to those granted this permission. Cyclists must wear protective clothing including helmets and high visibility jackets. All riders must carry their ADA with them at all times. Push-bikes are not required to have an AUA and are not permitted to operate on or enter Runway Strips.
- AUAs must be clearly visible and displayed on the driver's side of the vehicle on the windscreen or in a clear plastic folder.
- ADAs and AUAs are not transferable between persons or vehicles. Only AAC issued ADAs and AUAs may be used at Archerfield Airport.
- Where a person plans to acquire a new type of vehicle for Airport use, the old AUA must be surrendered to the AAC and a new AUA purchased before the new vehicle is driven Airside.
- **AUAs and ADAs must be returned to the AAC immediately after their use has ceased and/or upon reapplication.**

Renewals

- It is the responsibility of the authorised driver to ensure that he/she applies for and resits the appropriate tests prior to the expiry of their ADA or AUA.
- ADAs and AUAs will be valid for the period of one year only unless otherwise determined by the AAC. If the details recorded on an ADA identification card or AUA vehicle sticker require alteration for any reason, the ADA and/or AUA will automatically expire and must be renewed.
- During the renewal process, further examination may be required. The renewal of ADAs and AUAs will be at the discretion of the AAC and will not be an automatic right.

Escorts

- If it is necessary for a driver without an ADA, or for a vehicle without an AUA to enter Airside, the AAC must be informed. The AAC shall then arrange for an Escort at an appropriate time during normal business hours if the requirement for Airside access is deemed necessary. A fee for this service may apply.
- Escorted vehicles shall at no time be further than 30 metres away from their Escort.

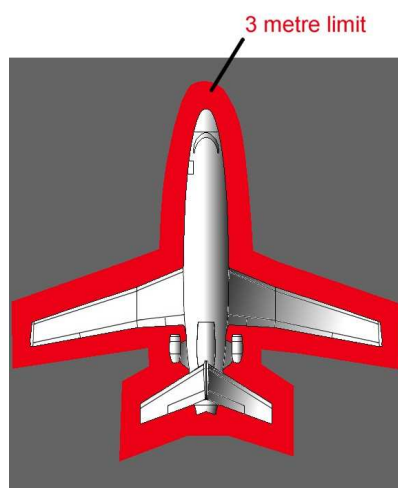


RULES FOR DRIVING SAFELY AIRSIDE



- If a person or company acts in contravention of the **Airside Vehicle Control Handbook**, the AAC may:
 - Impose a monetary penalty (a fine).
 - Suspend or withdraw an ADA or AUA.
- During daylight, drivers must display an active flashing beacon (or similar) in accordance with CASA regulations when driving Airside. (Hazard lights are **not** considered sufficient)
- Between sunset and sunrise all Airside vehicles must display an active flashing beacon and operate with dipped headlights in accordance with CASA regulations.
- In low visibility conditions (less than 800M) vehicle movement is restricted to AAC and emergency vehicles only.
- Drivers must not drive in a manner likely to endanger aircraft or the safety of any person, nor drive while affected by alcohol or drugs.
- All road-signs and markings along with any instructions by AAC Airport Officers or by those authorised by the Airport General Manager to carry out these duties must be obeyed .
- Only essential vehicles should be near an aircraft during refuelling operations.

- Drivers must stay well clear of aircraft when the aircraft's red anti-collision beacons are operating (indicating that the engines are running or about to be started), and give way to all moving aircraft, including those under tow.
- Drivers must not approach within **3M** of an aircraft unless:
 - this vehicle is servicing, refuelling, loading, unloading, towing or pushing the aircraft at the time, or
 - the vehicle is an emergency vehicle.



- When Airside, drivers must obey all signs and, unless otherwise indicated, adhere to the following Speed Limits:
 - Within 15 metres of an aircraft: **10km/hr**
 - Elsewhere on Airside: **25km/hr**
 - Approved vehicles on taxiways Alpha & Bravo: **40km/hr**
- The operator of a vehicle carrying loose material, garbage and wastepaper must ensure that the load is adequately covered to prevent spillage.

- Spillage of materials whether liquid or solid anywhere Airside must be cleaned immediately and the waste product disposed of appropriately.
- Spillage of fuel or fuel-like substances on the Movement Area (taxiways, runways and aprons) must be reported to the AAC immediately. The cost of repairing damage to asphalt caused by fuel or other substances will be charged to the person responsible.
- Rutting or damage caused by vehicles to paved or non-paved areas Airside must be rectified immediately. Expenses incurred by the AAC caused by rutting or for costs associated with repairing the damage will be charged to the person responsible.
- A vehicle must not operate with a passenger load in excess of its designated capacity. i.e. **NO SEAT, NO RIDE.**
- The wearing of seat belts Airside is not mandatory. (Drivers should check their company policy.)
- Drivers are required to carry their State or Territory Driver Licence, their ADA and display their vehicle's AUA when driving Airside.
- Drivers must show their Driver Licence, ADA and their vehicle's AUA upon demand by AAC Airport Officers or State/Federal Police. Where rules have been breached or the driver involved in an accident, these documents must also be produced to any person having reasonable grounds to inspect them.
- Drivers are responsible for ensuring vehicle gates close behind them and that no vehicle/person enters through the gate prior to its closure. Any unauthorised access by means of tailgating must be reported to the AAC immediately.
- Skateboards, roller skates and similar means of transport are not permitted Airside.

- All Notifiable Accidents must be reported to the AAC immediately.
- A parking limit of **30 mins** exists on all Airside areas for the un/loading of goods unless:
 - the vehicle is parked within the operators Leased Area
 - the vehicle is an emergency vehicle and is attending an emergency
 - the vehicle is an AAC vehicle.
- Vehicles must be accompanied by their driver at all times unless:
 - the vehicle is parked within the operators Leased Area
 - the vehicle is an emergency vehicle and is attending an emergency
 - the vehicle is an AAC vehicle.
- All vehicles are to be registered, or if not registered, shall meet the mechanical and roadworthiness requirements of Qld Transport. In the case of specialist Airport Vehicles and equipment, the recognised industry standards and/or IATA specifications are to be met.
- Vehicles are to be maintained in a good state of repair. The AAC reserves the right to inspect and check Vehicles and suspend an AUA until necessary repairs are effected.



WITHDRAWAL OF AUTHORITIES & PERMITS

The AAC reserves the right to withdraw a person's ADA and/or a vehicle's AUA at any time. Failure to comply with the rules within this handbook and/or appropriate legislation may form the basis of this withdrawal.

Below is a list of some of the penalties enforceable under the ***Airports (Control of On-Airport Activities) Regulations 1997***.

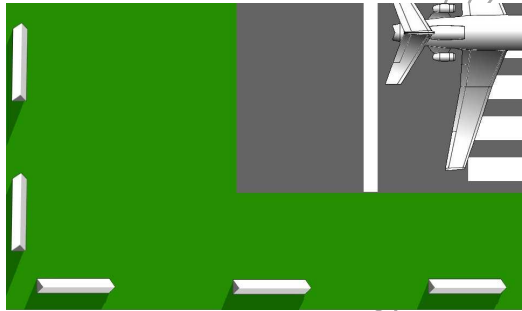
- a) Operating a vehicle Airside without an ADA/AUA.
Penalty: 5 penalty units
- b) Escorting a person without the authority to carry out vehicle escort services in accordance with this handbook.
Penalty: 5 penalty units
- c) Driving, stopping or parking a vehicle within 3 metres of an aircraft.
Penalty: 3 penalty units
- d) Driving, stopping or parking a vehicle in a manner that is likely to be a danger or interfere with operations of the Airport.
Penalty: 5 penalty units
- e) The driver of a vehicle does not show his/her ADA and/or the vehicle's AUA when requested by an authorised person.
Penalty: 1 penalty unit

At the time of publication, 1 penalty unit = \$110

The ADA and AUA shall remain valid for the period of one year only unless otherwise determined by the AAC. Should a driver have their authority revoked, that driver must successfully resit the test prior to regaining the authority and may only do so at the discretion of the AAC.

BASIC VISUAL AIDS

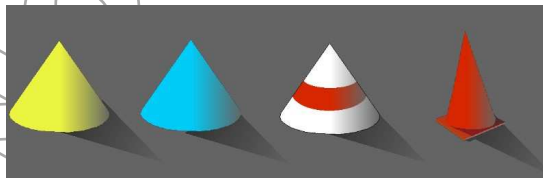
White gable markers mark the edge of the Runway Strip. Vehicles are not permitted to enter the Runway Strip without specific clearance from Air Traffic Control and permission granted by the AAC in accordance with this Handbook.



The use of a VH radio tuned to frequency **119.9 MHz** to communicate your intentions to the ATC is essential. During non-tower hours, a VH radio tuned to frequency **118.1 MHz** must be monitored and used to broadcast stated intentions.

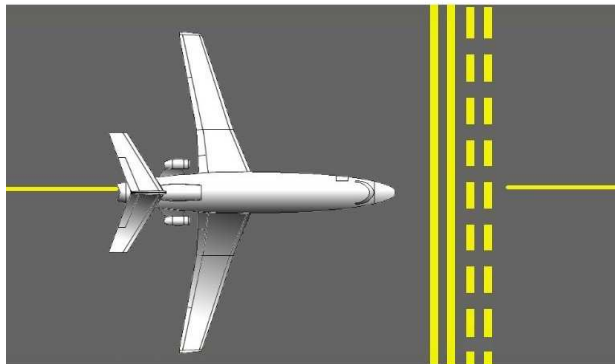
Coloured cones are used to mark the following areas:

- Taxiway and Apron edge – **yellow**
- Helicopter Apron edge – **blue**
- Unserviceability area – **white with red band**
- Works Area Limit – **orange witches hat**



The following line markings are used to denote entry to a movement area or areas that should be approached with extreme caution:

Taxiway Holding Position



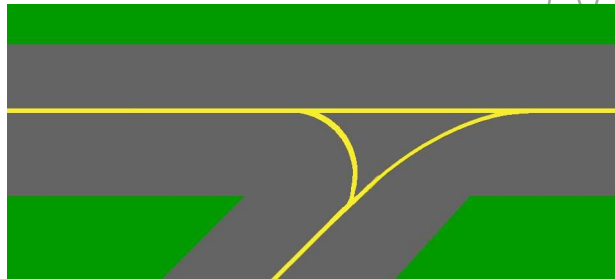
These indicate the holding positions for aircraft prior to entering the runway and should never be crossed by vehicles without ATC clearance.

Aircraft Parking Area



Yellow/Red/Yellow lines indicate Aircraft Parking Areas. Drivers should be cautious of aircraft when driving in these areas.

Taxiways



Taxiway centrelines are indicated by the presence of a **single yellow line and/or green lights**. Vehicles should immediately vacate a taxiway when seeing approaching aircraft and always give way to taxiing aircraft.

APPENDIX A: GLOSSARY OF TERMS

AAC Vehicle:	All vehicles owned or under the direct control of the AAC or its contractors.
ADA:	An Authority to Drive Airside is a permit granted by the AAC that is required by all persons driving Airside.
AUA:	An Authority for Use Airside is a permit granted by the AAC that is required for all vehicles Airside unless the vehicle is escorted by a person authorised to carry out vehicle Escort services.
Airport Officer:	Someone appointed by the AAC to carry out its duties as an Airport Operator.
Airside:	The Movement Area of an airport and adjacent terrain and buildings or portions thereof to which access is controlled. (refer to the coloured map at the back of this handbook)
Allocated Gate:	The gate that an authorised person is allowed to use to drive to their Leased Area.
Apron:	That part of the Airport used for: <ul style="list-style-type: none">-boarding or disembarking passengers-loading or unloading cargo-refuelling, parking or carrying out maintenance on aircraft
Escort:	A person who accompanies a vehicle/aircraft and who accepts responsibility for its control at all times. An Escort may include one or more of the following: <ul style="list-style-type: none">-a vehicle 'leading' another vehicle-a person alongside driver (in passenger seat)-a person in cockpit of an aircraft-a person walking alongside a vehicle

GVM: Gross Vehicle Mass is the maximum loaded mass of the vehicle.

Landside: That part of the Airport not designated as Airside and to which the general public normally has free access.

Leased Area: An area where a tenant pays a fee for use of a defined space (excluding tie-down areas). A person operating a vehicle on the leased area must have the lessee's consent.

Manoeuvring Area: Those parts of the Airport used for the take-off, landing and taxiing of aircraft (i.e. taxiways and runways), excluding Aprons.

Movement Area: The part of the Airport used for surface movement of aircraft, including Manoeuvring Areas and Aprons.

Notifiable Accident: Any vehicle accident resulting in personal injury and/or damage to AAC property and/or which may involve the AAC in litigation. (The AAC must be notified immediately.)

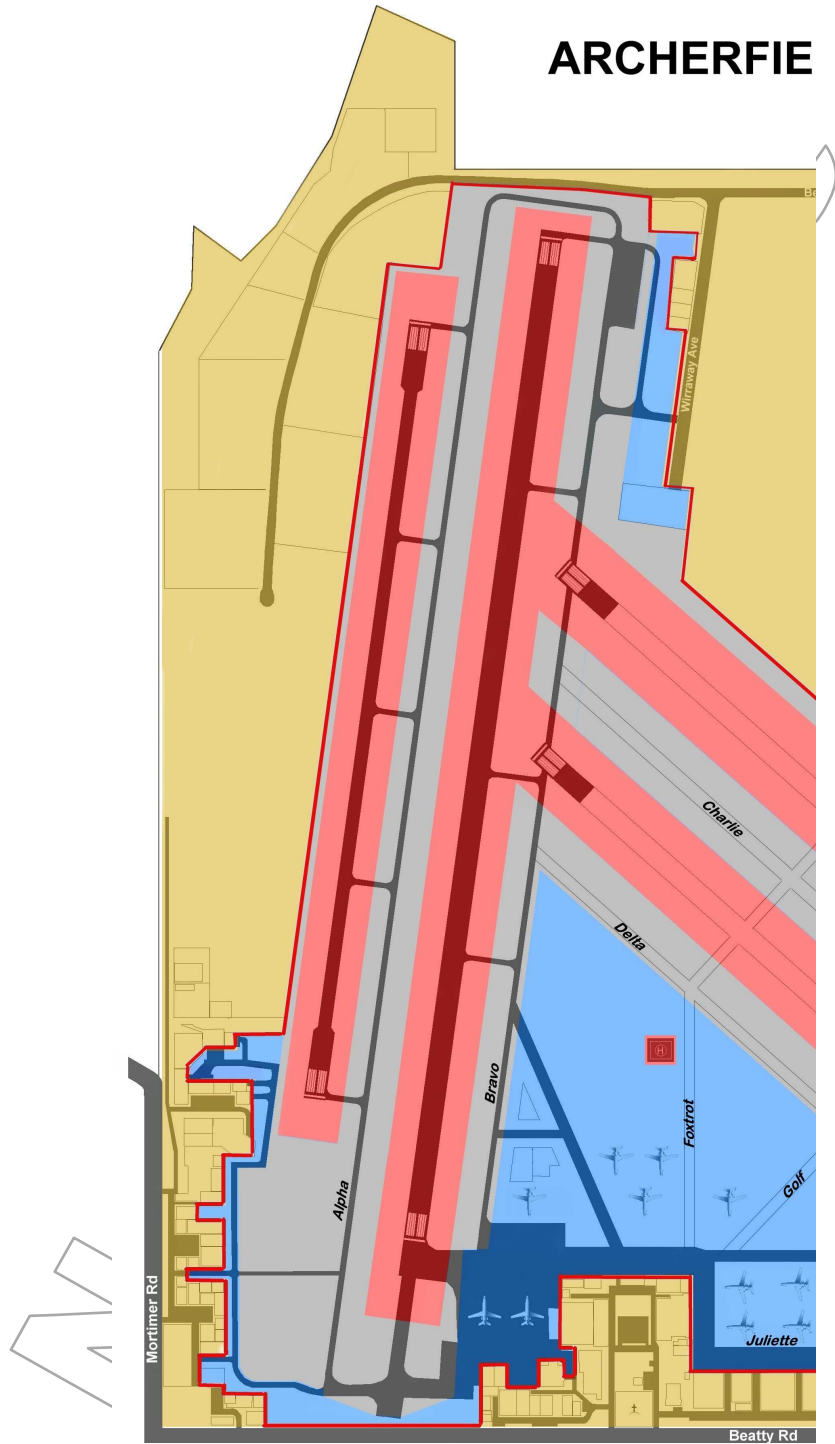
Operational Activities: An activity involving:
- the servicing, refuelling, maintenance or towing of an aircraft, or
- an AAC Vehicle

Operational Vehicle: A vehicle with a Blue/Red AUA which is:
- involved in the servicing, refuelling, maintenance or towing of an aircraft, or
- an AAC Vehicle.

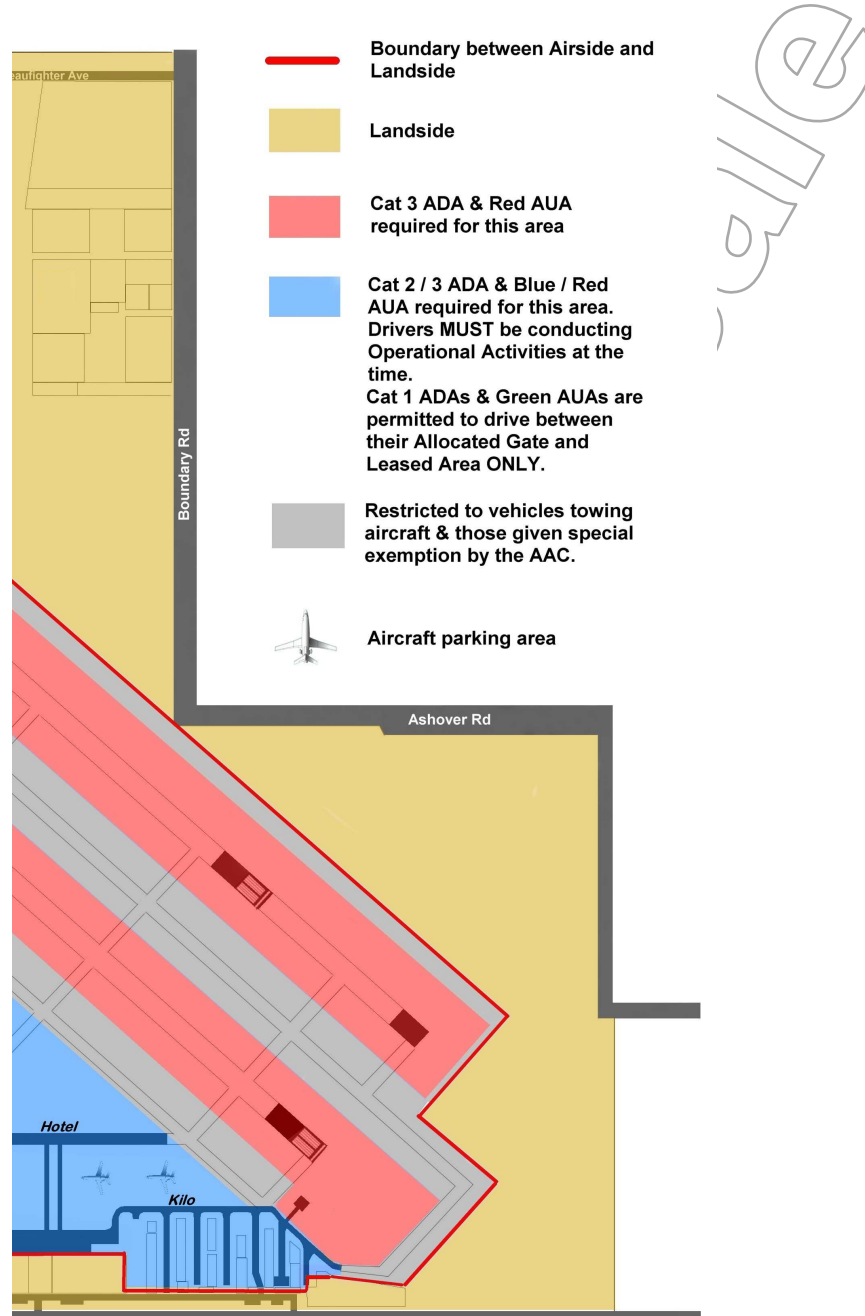
Runway/Taxiway Strip: A specified area on each side of a runway/taxiway designed to reduce the risk of damage to an aircraft should it run off the runway/taxiway.

Speed Limit: The maximum speed limit in a given area (see Rules for Driving Safely Airside).

ARCHERFIE



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Notes

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