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VEHICLE ESCORT POLICY

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.

AAC – Legal/Compliance Requirements

The Civil Aviation Regulations 1998 Manual of Standards (Chapter 10.9) and the Airports (Control of On-Airport Activities) Regulations 1997 (Part 4) impose responsibilities on AAC to implement control over the movement of persons and vehicles entering and operating airside.

Policy Statement

For safety reasons, any vehicle accessing airside areas of Archerfield Airport is required to either hold an Airside Driving Authority (ADA) **OR** be escorted by a driver who does hold an ADA and who has escort rights. This policy focuses on the provision of a vehicle escort.

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- Escort rights may be withdrawn at any time in the event of a breach or infringement; and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 refuelling vehicle.

AAC Vehicle Escort

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

1.   Book the escort giving 24 hours' prior notice on any business day (Monday to Friday);
2.   To book the escort, complete and submit the *Vehicle Escort Application* form to aac@archerfieldairport.com.au or fax to (07) 3275 8001. The application form is available on AAC's website at www.archerfieldairport.com.au/vehicleaccess;
3.   AAC will confirm the escort by emailing/faxing the application form back to the applicant, marked "approved" or "not approved". NOTE: Approval of vehicle escort is at the discretion of AAC.

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4.   Once the approved escort has been provided, AAC will process the payment and email/fax the application form to the applicant again with the amount paid and credit card receipt number noted on it. PLEASE NOTE this will serve as a tax invoice.

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:

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

Fee Structure

The following fee applies to AAC vehicle escorts:

Fee for Escort (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

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