

Archerfield AIRPORT

Airside Vehicle Control Handbook

Version	2.2
Approver	Sara Hales, General Manager – Aviation Operations
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Revision History

Revisions to this manual are dated and a new version number is assigned accordingly. In addition to recording the date of change for each section or page of this manual, a summary of the changes made is also recorded.

Version	Date of change	Parts and Pages	Summary of change(s)	Amended by
1.0	November 2005	Initial Issue	Initial Issue	-
2.0	September 2023	All	Full review and complete re-issue of the AVCH	Airport Compliance Officer
2.1	June 2025	Sections 2, 3.1, 8.1, 8.4, 9.1, Appendix A Pages 5, 9, 20, 21, 24, 30	Updated branding (logo, colours, fonts) across all sections. Definition, ADA categories, Driving in the Manoeuvring Area, Aircraft Towing, Airside Driving Areas	Airport Compliance Officer
2.2	November 2026	All	Updated legislative references to reflect the Airports (Control of On-Airport Activities) Regulations 2026. Reviewed and updated relevant ADA/AUA, airside vehicle operation and compliance provisions. Minor administrative and document updates.	Airport Compliance Officer

Document Control

Version	2.2
Document Approved By	General Manager – Aviation Operations
Legislative Reference(s)	Part 139 of the Civil Aviation Safety Regulations 1998 Part 139 (Aerodromes) Manual of Standards 2019 Airports Act 1996 Airports (Control of On-Airport Activities) Regulations 2026
Related Document(s)	Aerodrome Manual; SMS Manual; Low-Visibility Procedures; Archerfield Airport Conditions of Use; Airport User Rules; Form OPS-01 Application for ADA; Form OPS-11 Application for AUA

1 Introduction

Archerfield Airport Corporation (AAC) has issued this Airside Vehicle Control Handbook (Handbook) under the Airports (Control of On-Airport Activities) Regulations 2026, and in the interests of Airside safety. Safety is a key priority for AAC, and raising the level of awareness and compliance with safety standards is necessary to maintain and improve both safety behaviours and a positive safety culture at Archerfield Airport.

This Handbook is designed to be utilised as a reference guide for all drivers operating Airside, and forms part of the overall measures that make up the Safety Management System (SMS) for Archerfield Airport. It also forms part of the Archerfield Airport Aerodrome Manual, as is required by CASR 139, for the control of Airside access and vehicle control.

AAC also has general rights under common law, and obligations under WHS legislation and the Civil Aviation Regulations, in relation to access, safety and security issues associated with surface vehicles operating Airside.

It is a condition that all Authorities to Drive Airside (ADAs) and Authorities for Use Airside (AUAs) operating Airside are in accordance with relevant legislation and the rules set out in this Handbook, including any rules regarding the use of radio equipment, or other signalling equipment. Failure to comply with the requirements of this Handbook, or other relevant legislation, is a breach of conditions set down by the relevant authorities for use of vehicles Airside, and any such failure is to be taken into account by AAC in considering whether to exclude individuals or entities from use of vehicles Airside, in order to maintain a safe environment for other users.



Sara Hales
General Manager – Aviation Operations

2 Definitions

Term	Definition
AAC	Archerfield Airport Corporation.
AAC Authorised Person	An AAC Aerodrome Reporting Officer, agent or contractor authorised in writing by AAC.
AAC Vehicles	All Vehicles owned by, or under direct control of, AAC or its agents/contractors.
Aerodrome Reporting Officer (ARO)	A person appointed by AAC to carry out monitoring duties in support of Airport operations, as a regulated role included in the AAC Aerodrome Manual.
Aeronautical Radio Operators Certificate (AROC)	A certificate issued in accordance with Part 64 of CASR 1998, required by personnel who intend to transmit on an aeronautical radio frequency and are not authorised under other CASR rules.
Airport	A defined area on land or water (including any buildings installations and equipment) intended to be used either wholly or in part for the arrival, departure, and surface movement of aircraft. In the context of this Handbook, Airport refers to Archerfield Airport and may be described as “aerodrome.”
Airside	The Movement Area of an Airport and adjacent terrain and building, or portions thereof, for which access is controlled (Manual of Standards 139).
Airside Vehicle Control Handbook	The rules for Airside drivers at Archerfield Airport as set out in this Handbook.
Allocated Gate	The gate that an authorised person or holder of an ADA is allowed to use, to drive to their leased area (Refer to Figure 1, section 4.4 of this Handbook).
Apron	A defined area of land on an airport, intended to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fuelling, parking, or maintenance (MOS 139).
Archerfield ATC Tower	A facility established by Airservices Australia to provide air traffic control service for Archerfield Airport traffic during controlled tower hours (noted in the En Route Supplement Australia).
Authority for Use Airside (AUA)	A permit granted by AAC that is required for all vehicles airside, unless the vehicle is escorted by a person authorised to carry out airside vehicle escort services.
Authority to Drive Airside (ADA)	A permit granted by AAC that is required by all persons driving airside and is issued in accordance with section 53 of the Airports (Control of On-Airport Activities) Regulations 2026.
Automatic Terminal Information Services (ATIS)	The provision of current, routine information to arriving and departing aircraft by means of continuous and repetitive broadcasts.
CASA	Civil Aviation Safety Authority.

Term	Definition
CAT	Category
Common Traffic Advisory Frequency (CTAF)	The frequency on which pilots operating at a non-controlled aerodrome should make positional radio broadcasts. CTAF is applicable to Archerfield Airport during non-tower hours.
Escort	A person who accompanies a vehicle/aircraft and who accepts responsibility for its control at all times.
Foreign Object Debris	Foreign Object Debris (FOD) is any object, live or not, located in an inappropriate location in the airport environment that has the capacity to damage aircraft or injure personnel.
Gross Vehicle Mass (GVM)	The maximum loaded mass of the Vehicle.
Hazard	A potential source of harm, or adverse health effect, on a person or persons.
Landside	The part of the airport not designated as airside and to which the general public normally has free access, excluding those leased areas.
Leased Area	An area where a tenant pays a fee for use of a defined space, including aircraft parking sites, but excluding tie-downs. A person operating a vehicle on the leased area must have the tenant's/lessee's consent in writing.
Manoeuvring Area	The part of the airport to be used for the take-off, landing and taxiing of aircraft excluding aprons (MOS 139).
Manual of Standards Part 139 (MOS 139)	A legislative instrument, made under Part 139 of the Civil Aviation Safety Regulations 1998, applying to the operation of an airport.
Movement Area	The part of the airport to be used for the take-off, landing and taxiing of aircraft, consisting of the Manoeuvring Area and the apron(s) (MOS 139).
Notice to Airmen (NOTAM)	A notice issued by the NOTAM office containing information or instructions concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to persons concerned with flight operations.
Notifiable Incident	Any accident or incident involving a vehicle resulting in personal injury and/or damage to AAC property (including damage to buildings, or damage/rutting to pavements or grassed areas) and/or which may involve AAC in litigation.
Operational Activities	An operational 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 at the time, or ▪ an AAC vehicle.

Term	Definition
Runway	A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.
Runway Strip	A defined area, including the runway and stopway, provided to: (a) reduce the risk of damage to aircraft running off a runway; and (b) protect aircraft flying over the runway during take-off or landing operations.
Taxiway	A defined path on an aerodrome on land, established for the taxiing of aircraft from one part of an aerodrome to another. A taxiway includes a taxilane, an apron taxiway and a rapid exit taxiway.
Taxiway Strip	An area including a taxiway provided to protect an aircraft operating on the taxiway and to reduce the risk of damage to an aircraft which accidentally runs off the taxiway.
Vehicle	A motor-powered vehicle, machinery, or other specialised airside mobile equipment, however not including motorcycle, bicycles, or any other similar mode of transport.
Vehicle Operator	A person, firm, body corporate or Government Department controlling the operation of a vehicle whether as owner, hirer or otherwise.

3 Authority to Drive Airside

An Authority to Drive Airside (ADA) is an authority issued by AAC that permits the holder to operate a vehicle within certain designated areas airside at Archerfield Airport. All airside drivers have the responsibility to read and understand this Handbook.

An ADA holder must carry a valid ADA licence card and current Driver Licence at all times when operating a vehicle airside.

3.1 ADA Categories

The following categories indicate the designated airside areas for which a person is authorised to operate:

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 whilst conducting Operational Activities at the time.
Category 3*	Authority to drive between allocated gate and leased area **only** unless driving an Operational Vehicle whilst conducting Operational Activities at the time and permitted to operate on runway strips (subject to Archerfield ATC Tower (ATC) approval during controlled hours, or radio communications in CTAF).

** Licensing conditions may apply, including Licence Fees for Airside access*

Refer to **Appendix A** for the map of the airside driving areas. The coloured zones in the map are described below:

Legend	Description
Blue area	CAT 2/3 ADA and Blue/Red AUA are required for this area. Driver MUST be conducting Operational Activities at the time.
Red area	CAT 3 ADA and Red AUA are required for this area subject to licensing conditions. Driver MUST be conducting Operational Activities at the time.
Grey area	CAT 2/3 ADA and Blue/Red AUA are required for this area and MUST meet the following conditions: 1. the Operational Activity involves towing of an aircraft; 2. the vehicle is an emergency vehicle attending an emergency; 3. the vehicle is an AAC vehicle; or 4. the vehicle and driver have prior written approval from AAC.
Manoeuvring Area Sign	Any vehicle operating past a Manoeuvring Area sign must be equipped with a radio capable of two-way communication and the operator must hold a current Aeronautical Radio Operator's Certificate (AROC) that has been issued by CASA or other CASA approved issuing authority or is a pilot licence holder (PPL, MPL, CPL, and ATPL) authorised under CASR 61.435 to operate an aircraft flight radio.
Eastern Access Road Sign	Any vehicle utilising the Eastern Access Road must stop at the sign and wait for any aircraft taxiing, landing, or taking off. When the movement area is clear of aircraft, drivers must proceed along the track and not stop until clear of the runway.

3.2 Application

An applicant applying for an ADA must have an operational requirement to drive airside and must be an owner or employee of a company that has a licence or lease agreement with AAC and requires vehicle airside access for the operations of their business; or a person able to provide a legitimate reason for the need to be airside.

To apply for an ADA, the applicant must provide the following documents:

1. Complete an ADA application form (available on Archerfield Airport's website);
2. Current Driver Licence; and
3. Where applicable, a current Aeronautical Radio Operator's Certificate (AROC) that has been issued by CASA or other CASA approved issuing authority or current pilot licence (PPL, MPL, CPL, and ATPL) authorised under CASR 61.435 to operate an aircraft flight radio.

After submitting the documents to AAC, the applicant must:

4. Complete the applicable airside driving test, based on the rules in this Handbook and obtain a **90% pass mark** to successfully complete the test. **For CAT 3 ADA licence**, **a 100% pass mark** is required; and
5. **For CAT 3 ADA licence**, complete a practical driving assessment that will be arranged by AAC.

3.3 Driver Licence

A person must hold a current Australian Driver Licence for the type of vehicle being driven. International licences may be accepted at the discretion of AAC.

ADA holders must hold a current Driver Licence at all times whilst operating a vehicle airside and must comply with any request by an AAC Authorised Person to sight the Driver Licence.

If the Driver Licence is renewed, lost, expired, suspended, or cancelled for any reason, the ADA holder is responsible for notifying AAC immediately. If the Driver Licence has been cancelled due to a breach of any traffic laws, the ADA terminates immediately and must be surrendered to AAC within 48 hours of the licence cancellation.

NOTE: ADA will not be issued to an applicant who holds a Learner's Permit.

3.4 Change of ADA Category

An ADA holder may upgrade to a higher ADA category by applying to AAC. The ADA holder must establish a genuine need, provide a legitimate reason to upgrade the ADA, and justify the operational requirements to satisfy the requirements for that category.

An ADA holder who no longer meets the prerequisites of an ADA category or is unable to substantiate the need to maintain the higher ADA is responsible to notify AAC of the change in driving and operational requirements. The holder's ADA category may then be downgraded by AAC.

4 Vehicle Authority for Use Airside (AUA)

An Authority for Use Airside (AUA) is a permit issued by AAC that is required for all vehicles entering airside. Applicants applying for an AUA have the responsibility to read and understand this Handbook.

AUAs are not transferrable between vehicles. When a new vehicle is acquired for use on airside, the AUA for a previous vehicle must be surrendered to AAC and a new AUA application must be submitted and approved prior to the vehicle operating airside.

4.1 AUA Categories

The following colour categories indicate the designated airside areas for which a vehicle is authorised to operate:

Green*	Authority to drive between allocated gate and leased area **only**.
Blue*	Authority to drive between allocated gate and leased area **only** unless conducting Operational Activities at the time.
Red*	Authority to drive between allocated gate and leased area **only** unless conducting Operational Activities at the time and permitted to operate on the runway strips.

**If the vehicle's GVM is greater than 5700 kg, a Pavement Concession application must be made to AAC. Licencing conditions, including a Licence Fee, may apply. AAC may grant approval for Operational Vehicles to operate in certain areas outside the designated areas.*

4.2 Application

To apply for an AUA, the applicant must provide the following documents:

1. Complete an AUA application form and the Airside Vehicle Indemnity and Release Form (available on Archerfield Airport's website);
2. Demonstrate a valid operational requirement for the vehicle to operate airside on a frequent and unsupervised basis (i.e., demonstrating that the operational tasks cannot be otherwise undertaken landside); and
3. Provide a copy of Third-Party Public Liability Insurance for an amount not less than AUD $10 million.

Prior to applying for an AUA, the vehicle must meet the vehicle requirements specified in section 4.3 of this Handbook.

4.3 Vehicle Requirements

Any vehicle operating airside must meet the following requirements, and otherwise, as detailed in this Handbook. The vehicle must:

1. Be registered for use on public roads (if the Vehicle is not registered under any State or Territory law, refer to section 4.3.1 of this Handbook);
2. Be insured for airside or on-airport activities for an amount of at least $10 million for any damage caused (if the Vehicle is not registered under any State or Territory law, refer to section 4.3.1 of this Handbook);
3. Be fitted with appropriate company signage at the side of the vehicle, and/or a state licence plate number or vehicle identification (number or call sign);
4. Be fitted with an operating yellow or amber rotating or flashing beacon (refer to section 4.3.2 of this Handbook);
5. Meet Queensland mechanical and roadworthiness requirements or industry standards for specialised vehicles; and

6. Where applicable, be equipped with a radio capable of two-way communication with Archerfield ATC Tower and CTAF frequencies.

NOTE: Airside activities are not a standard insurance inclusion and may need to be specifically added to your insurance policy.

4.3.1 Types of Vehicles Permitted Airside

AAC may approve a vehicle not registered under any State or Territory law for use only on airside such as an aircraft tug, tractor, fuel truck, water truck, and other specialised equipment or machinery. The vehicle must maintain a roadworthy condition and be inspected by a person authorised to issue a Roadworthy or Safety Certificate under Queensland State law or certified by a licenced mechanic; for specialised airport vehicles, meet the recognised industry standards and/or IATA specifications; or keep records of vehicle servicing schedule.

A vehicle operator of a non-registered vehicle must provide the following to AAC:

1. Current Roadworthy or Safety Certificate or vehicle service records at the time of applying for an AUA;
2. Hangar keeper's Liability Insurance for an amount of at least $20 million which includes the vehicle/equipment applying for the AUA; and
3. Photo(s) of the non-registered vehicle.

Motorbikes, bicycles, electric scooters, and other similar modes of transport are not permitted airside.

4.3.2 Vehicle Lighting

Any vehicle operating airside must be equipped with serviceable lights as follows:

1. A yellow or amber coloured rotating or flashing light, with a flash rate of 60 – 90 flashes per minute and a peak intensity of between 40 cd and 400 cd, placed on top of the vehicle and visible from all directions*; and
2. Forward-facing headlights during low visibility operations, including between sunset and sunrise (use of high-beam when airside is prohibited).

**Vehicles being escorted are exempted; however, vehicle hazard lights must be used.*

4.4 Vehicle Access

Only authorised vehicles and persons are allowed unescorted access to the airside area. Archerfield Airport has four electronic vehicle airside access gates at different locations to provide automated access to authorised persons.

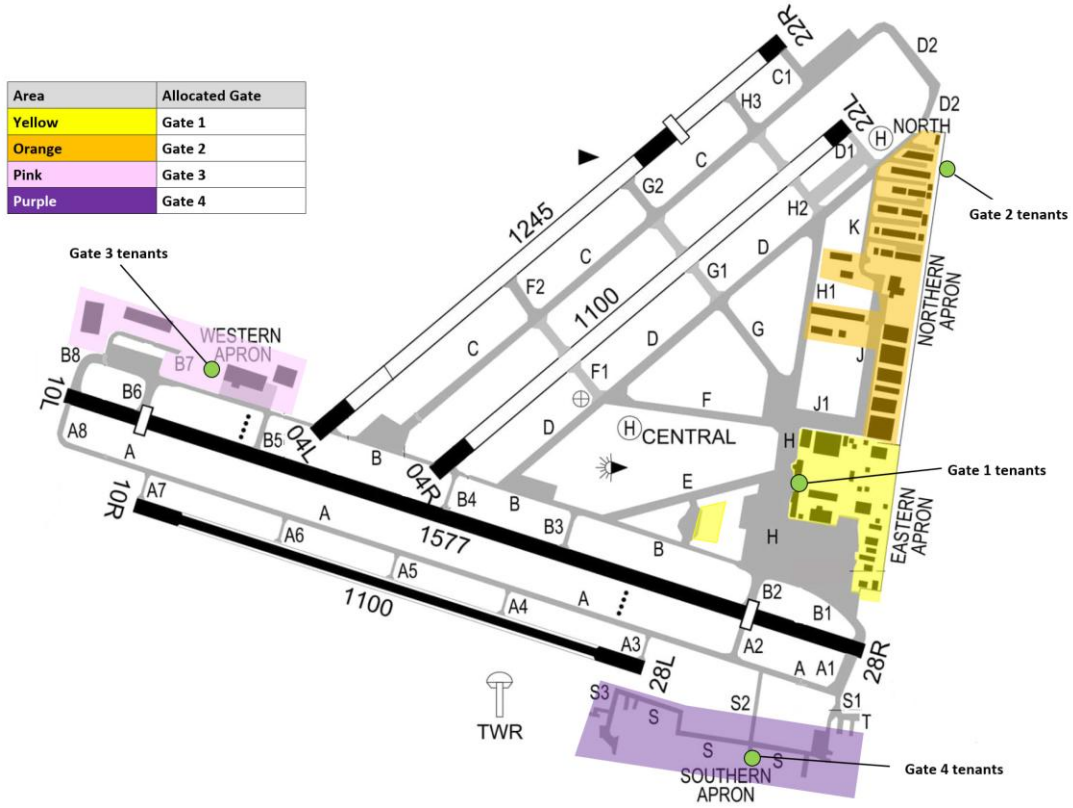
Access through the gates is via electronic access cards issued and maintained by AAC. Approved AUA applicants will be given an electronic access card to open certain vehicle gates depending on the approved area of operations. However, AAC reserves the right to refuse approvals, amend/cancel access to certain gates, and/or include access conditions, as it considers appropriate.

It is the responsibility of the vehicle operator to ensure vehicle access gates are closed and that no vehicle/person enters through the gate prior to its closure. Unauthorised access, faulty vehicle gates and lost/stolen electronic access cards must be reported to AAC immediately.

It is forbidden for a vehicle operator to provide vehicle access to an unauthorised vehicle without the consent of AAC.

Figure 1 indicates the allocated gates in respect of the location of the vehicle operator's leased area.

Figure 1 – Vehicle access allocated gates



4.5 Responsibilities of Vehicle Operators

A vehicle operator accessing airside must ensure the following requirements are met:

1. A valid and current ADA licence and Driver Licence are carried at all times when airside;
2. The vehicle has a current and valid AUA for the area of operation;
3. The rules set out in this Handbook and any conditions of the ADA/AUA must be abided by;
4. The vehicle operator must follow any directions given by an AAC Authorised Person; and
5. The vehicle must meet the requirements stated in section 4.3 of this Handbook.

AUA holders are responsible for notifying AAC immediately when:

1. the vehicle no longer holds a registration;
2. the vehicle's registration details have changed;
3. the AUA is no longer required; or
4. the vehicle no longer meets the requirements of the AUA.

4.6 Unserviceable Vehicles and Equipment

All vehicles shall meet the mechanical and roadworthiness requirements of Queensland Department of Transport and Main Roads.

Vehicle operators must ensure all vehicles and equipment must be maintained in a sound mechanical state and remain serviceable to prevent a breakdown, unsafe operation airside or any spillage of fuel, lubricant, or hydraulic fluid. Any vehicles or equipment that become faulty or unserviceable, the operators must remove the

vehicle from airside as soon as practicable and take appropriate corrective actions prior to the recommencement of operation.

AAC reserves the right to instruct a serviceability inspection to be carried out by the vehicle operator, within a given timeframe, on any vehicles or equipment which in the opinion of AAC, appear not to be in a roadworthy condition. If the inspection is not conducted, the AUA will be suspended until necessary repairs are conducted.

A vehicle serviceability inspection may include, but is not limited to, the following:

1. Fluid leaks
2. Excess emissions
3. Tyres condition
4. All vehicle lights
5. Towing attachments (if fitted)
6. Body condition

4.7 Removal of Vehicles

An AAC Authorised Person will give directions to move or remove vehicles from airside if a vehicle is being driven, or is stopped or parked, on the airside in a manner that is likely to be a danger to a person or to property (including other vehicles and aircraft), or that is likely to interfere with the operation of the airport.

AAC may require a vehicle to be moved or removed in accordance with this Handbook, applicable access conditions and AAC's other lawful rights. Where the statutory powers in section 60 of the Airports (Control of On-Airport Activities) Regulations 2026 are relied upon, those powers may only be exercised by an authorised person appointed for the purposes of the relevant provision under section 61

If a vehicle becomes immobilised on the movement area, the vehicle operator must:

1. During controlled hours, notify Archerfield ATC Tower and AAC immediately; or
2. During non-controlled hours, notify AAC and AAC security; and
3. Take all actions necessary to remove the vehicle immediately.

Immobilised vehicles must not be left unattended at any time.

5 Validity, Renewals, and Withdrawal

5.1 Validity and Renewal

ADA and AUA permits remain valid for a period of up to 12 months, and will expire at the end of each financial year, unless otherwise determined by AAC. Renewals are effective from the beginning of each financial year. An ADA obtained part-way through a financial year will expire in June of that financial year.

Prior to the expiration date, AAC will issue a written notification to all ADA and AUA holders advising of the upcoming renewals. If an ADA and/or AUA is not renewed and has expired for more than 12 months, the applicant must undertake a new application and approval process to obtain the ADA and/or AUA, subject to AAC's discretion.

5.2 Withdrawal or Suspension

AAC may withdraw or suspend an ADA and/or AUA at any time. The reasons for suspension or withdrawal may include the following:

1. Operations undertaken otherwise in accordance with:
    (a) The driver's ADA conditions;
    (b) The vehicle's AUA;
    (c) The rules and requirements of this Handbook, the Airport User Rules or Conditions of Use;
    (d) A direction of an AAC Authorised Person; or
2. Operations undertaken in a manner likely to cause an injury to a person, or damage to property (including an aircraft or another vehicle); or
3. Operations involving an accident or incident which is subject of an investigation; or
4. The vehicle operator has incurred the maximum number of demerit points within a 24-month period (refer to section 10 of this Handbook).

If AAC considers that an ADA and/or AUA should be withdrawn, AAC will provide reasons and give notice to the ADA/AUA holder and invite the person to show cause why the ADA/AUA should not be withdrawn, in writing addressed to the Operations Committee.

6 Escorts

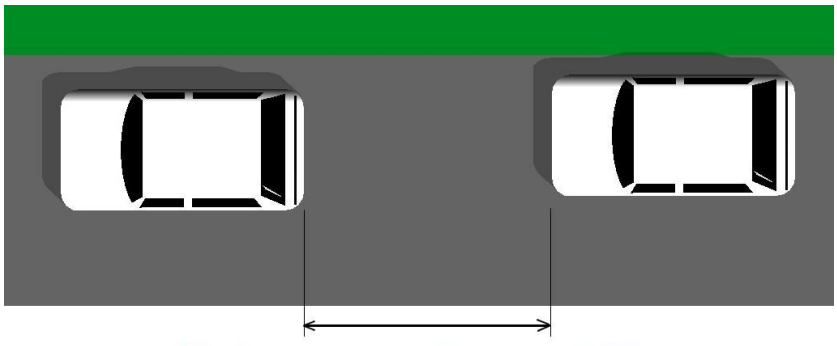
An escort is required for a driver without an ADA, or a vehicle without an AUA, to operate airside. To apply for a vehicle escort by AAC, applicants must refer to the AAC Vehicle Escort Policy available on Archerfield Airport's website and submit a Vehicle Escort Application Form.

AAC may grant approval to an ADA holder to conduct escorts in accordance with the conditions of their ADA and/or vehicle's AUA. The ADA holder must provide a written application to AAC for the right to escort a driver without an ADA and/or vehicle without an AUA. A person authorised by AAC to conduct escorts is not authorised to escort more than one vehicle at any one time, and is not permitted to escort any vehicle above 5700kgs*.

* *This requirement does not apply to an AAC Authorised Person or emergency vehicles attending an emergency*

The following rules apply at all times when escorting a vehicle airside:

1. The person with escort rights is fully responsible for the driver and vehicle under escort, and must only operate within the confines of their own ADA and their vehicle's AUA;
2. The person with escort rights must maintain visual contact and must establish communication with the driver of the vehicle being escorted prior to the escort;
3. The escorting vehicle must maintain a suitable safe distance (no more than 30 metres away) from the vehicle being escorted; and
4. If the weight of the escorted vehicle exceeds 5700kgs, an application is to be made to AAC for an AAC Vehicle Escort.



AAC may withdraw an ADA holder's escort rights in the event of a breach of the preceding rules or for any other reason.

7 Rules for Driving Airside

All vehicle operators should have a thorough knowledge of the aerodrome movement area, including taxiway and runway designations. Prior to entering the airside areas, drivers should think about where they need to go and how to get there. Some examples of planning your vehicle movement are:

1. Have a current aerodrome chart readily available to use;
2. Check the expected route and be aware of any intersections (between taxiways or runways); and
3. Review current aerodrome information for any taxiway closures and unserviceable areas.

7.1 Driver and Passenger Safety

Drugs, Alcohol and Fatigue

Vehicle operators must not drive under the influence of drugs or alcohol or in a manner likely to endanger aircraft or the safety of another person. Vehicle operators must have a blood alcohol concentration of less than 0.02 grams of alcohol per 210 litres of breath when driving airside.

An SSAA employee covered by AAC's DAMP who is involved in an accident or serious incident while performing, or available to perform, an SSAA will be managed and, where applicable, tested in accordance with AAC's DAMP

If the vehicle operator fails a test for drug and alcohol to the levels specified in the DAMP, the vehicle operator must surrender their ADA to AAC immediately.

Instructions and Signage

Vehicle operators must comply with all instructions given by an AAC Authorised Person, including verbal instructions, written notices or instructions attached to the vehicle.

All regulatory and advisory signs and markings airside must be obeyed.

Passenger

NO SEAT, NO RIDE – Vehicle operators must not operate the vehicle with a passenger load in excess of its designated capacity.

No Smoking

No smoking, including e-cigarettes and vapes, rule applies to all airside areas in the airport, including inside vehicles.

7.2 Airside Speed Limits

Location	Speed limit (km/h)
All airside areas (unless specified below):	25km/hr
Within 15 metres of an aircraft	10km/hr

During low-visibility conditions	10km/hr
Approved vehicles on taxiways Alpha and Bravo, excluding: ○ between B1 & B2 = 25km/hr ○ between B6 & B8 = 25km/hr	40km/hr

All airside drivers must adhere to the following speed limits:

7.3 Vehicle Safety

Vehicle Loads and Spillage of Vehicle/Equipment Fuel/Oil/Sewage

Vehicle operators carrying loads including loose material and waste must ensure that the load is adequately covered and secured at all times to prevent spillage and Foreign Object Debris (FOD).

Spillage of materials, whether liquid or solid anywhere airside, must be reported to AAC immediately. Any spills must be cleaned immediately and the waste product disposed of appropriately. The cost of repairing damage to the pavement caused by materials will be charged to the person or company responsible.

Vehicle Parking

Vehicles must not be parked in a location causing an obstruction to aircraft, other vehicles or building access or contrary to the apron markings. A parking limit of 30 minutes exists on all airside areas, for the loading or unloading of goods, and all vehicles must not be left unattended unless:

1. The vehicle is parked within the operator's leased area;
2. The vehicle is an emergency vehicle and is attending an emergency; or
3. The vehicle is an AAC vehicle.

Unserviceable Areas

Vehicle operators must not drive into the unserviceable areas as marked by the unserviceability cones (refer to section 9.0 of this Handbook), unless a safe allocated path has been provided by AAC.

All vehicles should confine their movement to sealed surfaces only and should avoid driving on unsealed areas due to the possibility of boggy conditions, numerous unmarked drains, and other hazards on the airport.

7.4 Compliance Checks

Vehicle operators must carry their ADA and valid Driver Licence, and display the vehicle's AUA permit when operating a vehicle airside. The AUA permit must be clearly visible and affixed to the driver's side of the windshield (or in a clear plastic slip on the driver's side of the dashboard). Where a vehicle does not have a windshield, it must be clearly visible and affixed to the driver's side on the front of the vehicle.

An AAC Authorised Person is appointed for the purposes of Division 4 of Part 4 of the Airports (Control of On-Airport Activities) Regulations 2026 may, under section 58, direct the driver of a vehicle operating airside to show the person the driver's ADA and the vehicle's AUA.

7.5 Hazards & Notifiable Incidents

For the continued safety of all users, all airside hazards should be reported to AAC as soon as possible.

Any vehicle operator involved in any Notifiable Incidents airside must immediately report to AAC (Aerodrome Reporting Officer or AAC personnel) and provide AAC with a completed Accident/Incident Report within 24 hours.

Notifiable Incidents include any accident or incident involving a vehicle resulting in personal injury and/or damage to AAC property (including damage to buildings, or damage/rutting to pavements or grassed areas) and/or which may involve AAC in litigation.

Expenses incurred by AAC as a result of any Notifiable Incidents will be charged to the person or company responsible.

7.6 Low-Visibility Conditions

Low-Visibility Procedures (LVP) are declared by Archerfield ATC Tower when the atmospheric conditions deteriorate to visibility of less than 800 metres, the cloud ceiling is less than 200 feet or visibility on any part of the aerodrome is insufficient for Archerfield ATC Tower to exercise control.

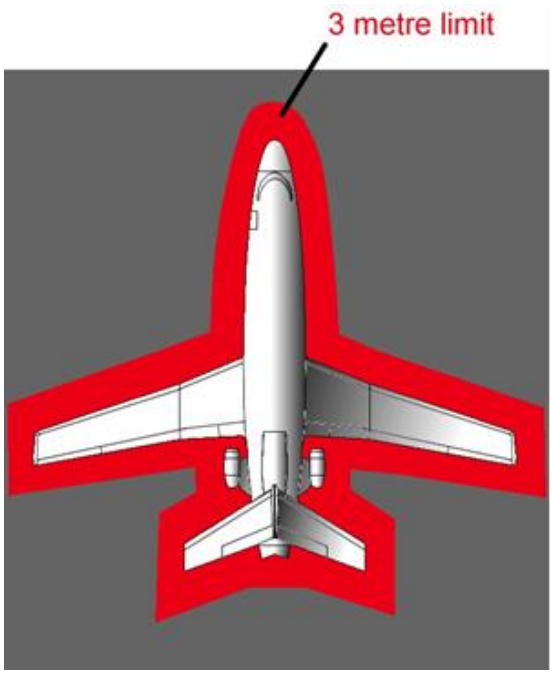
Under declared low-visibility conditions, no vehicles are permitted on the Manoeuvring Area without prior approval from Archerfield ATC Tower and all blanket clearances will be withdrawn. The duty ARO will direct any non-essential personnel and vehicles, including contractor vehicles and fuel trucks, to clear from the Manoeuvring Area, unless requested or approved by Archerfield ATC Tower.

All vehicles operating airside during periods of low-visibility must establish communication with Archerfield ATC Tower, must display dipped headlights and must be equipped with an operating beacon (refer to section 4.3.2 of this Handbook).

Archerfield Airport's Low-Visibility Procedures are made available for Category 2 and 3 ADA holders or upon request from AAC.

7.7 Safety Around Aircraft

AIRCRAFT HAVE RIGHT OF WAY



The following safety rules apply when driving near aircraft:

1. All vehicle operators must give way to moving aircraft or aircraft under tow* AT ALL TIMES and stay clear from an aircraft when their red or white anti-collision beacons are operating (indicating that the engines are running or about to be started);
   **A vehicle towing an aircraft must give way to a taxying aircraft.*

2. DO NOT drive, stop, or park a vehicle within three (3) metres of an aircraft unless required for servicing, refuelling, loading or towing or the vehicle is an emergency vehicle; and

3. Maintain a safe distance from the rear of an operating aircraft to avoid engine blasts or propeller wash.

8 Additional Rules for Manoeuvring Areas

8.1 Driving in the Manoeuvring Area

The vehicle operator must have a valid operational requirement and only operate in the Manoeuvring Area in accordance with their ADA conditions and the conditions on the vehicle's AUA.

Vehicles must be fitted with a **VHF radio**; the operator must hold an AROC to use the radio for two-way communications with ATC or during CTAF; the operator must **maintain a listening watch on the ATC or CTAF frequencies** at all times whilst inside the Manoeuvring Area.

Eastern Access Road

The Eastern Access Road is located within the Manoeuvring Area at the eastern end of Runway 10L/28R, adjacent to Beatty Road. Only Vehicles with Red AUA and vehicle operators with CAT 3 ADA are permitted to access the Eastern Access Road. Permitted vehicle must adhere to the above requirements in addition to the following:

1. The vehicle operator must stop at the stop sign and wait for any aircraft taxiing, landing, or taking off. When the movement area is clear of aircraft, drivers must proceed along the Eastern Access Road and not stop until clear of the runway.
2. Pedestrians are prohibited in the Eastern Access Road.

8.2 Driving Inside Runway Strips

A vehicle operator is not permitted to cross runways or operate inside runway strips unless the following criteria are strictly adhered to:

1. The vehicle operator has a CAT 3 ADA and holds an AROC to use a two-way radio for communications with ATC or during CTAF;
2. The vehicle has a Red AUA and is fitted with a VHF radio capable of two-way communications with ATC and CTAF frequencies; and
3. The operator has obtained the appropriate clearances (refer to section 8.5 of this Handbook).

8.3 Runway & Taxiway Designations

Section 8.3 is for CAT 3 ADA only.

A vehicle operator must know the designations of all taxiways and runways at any time when operating in the Manoeuvring Area to advise ATC or CTAF of whereabouts and/or movement intentions.

NOTE: Vehicle operators must hold at all runway holding points and obtain clearance from ATC before crossing or entering runways.

8.4 Aircraft Towing

Section 8.4 is for CAT 3 ADA with towing aircraft permission only.

Vehicle operators towing aircraft are required to adhere to the following rules:

1. A vehicle operator towing an aircraft must obtain clearance or approval from ATC before entering any runway or taxiways; and
2. The vehicle towing aircraft must be equipped with a radio to communicate with ATC or broadcast on the CTAF.

Vehicle operators must notify an AAC Authorised Person prior to retrieving and removing any disabled aircraft in the Manoeuvring Area. AAC Authorised Person must be present during the retrieval and removal of disabled aircraft. AAC is responsible for coordinating and attending to the aircraft recovery process to ensure the safety of the process, compliance with any ATSB requirements and serviceability of the Manoeuvring Area once the recovery is completed. Further information regarding disabled aircraft removal is detailed in Archerfield Airport Conditions of Use available on Archerfield Airport's website.

8.5 Radio Procedures and Communication

Section 8.5 is for CAT 3 ADA only.

Vehicle operators must establish contact with ATC and obtain clearance and instructions before entering any runway strips.

Radio Frequencies

ARCHERFIELD GROUND	119.9 MHz
ARCHERFIELD TOWER	118.1 / 123.6 MHz
CTAF (during non-controlled hours)	118.1 MHz
Automatic Terminal Information Services (ATIS)	120.9 MHz

Radio Transmission Procedures

When communicating on the radio, it is essential that the operator transmits radio messages as clear and concise as possible. Before transmitting, ensure the channel is clear by listening out and

1. Identify the Tower: ARCHER GROUND
2. Tell the Tower WHO you are: e.g. TUG 1
3. Tell the Tower WHERE you are: e.g. ON TAXIWAY BRAVO TWO
4. Tell the Tower WHAT you wish to do: e.g., REQUEST PERMISSION TO CROSS RUNWAY 28R

Examples of radio calls at Archerfield Airport when communicating with ATC:

1. *Crossing a Runway*
   Car: ARCHER GROUND CAR 2 ON TAXIWAY BRAVO REQUEST TO CROSS RUNWAY 04L AND 04R
   ATC: CAR 2 CROSS RUNWAY 04L AND 04R or CAR 2 HOLD SHORT OF RUNWAY 04R
   Car: CROSSING RUNWAY 04L AND 04R CAR 2 or HOLD SHORT CAR 2

2. *Vacating runway*
   Tower: CAR 2 VACATE RUNWAY 10L
   Car: VACATING RUNWAY 10L, CAR 2
   Once vacated, Car: CAR 2 VACATED RUNWAY 10L
   Tower: CAR 2 (Acknowledged)

Phonetic Alphabet and Numerals

The International Phonetic Alphabet should be used in radio communication to avoid misunderstanding and assist in voice transmission of call signs, runway/taxiway designators and spelling of names or unusual words. Numbers should be transmitted by pronouncing each digit separately except for the transmission of altitude, cloud height, visibility, and runway visual range, which contain whole hundreds and whole thousands.

Signal Readability

Readability of radio signals (i.e., how well a transmission is able to be heard) can be checked with ATC during tower hours. Readability of radio transmission strength shall be referred to and/or recorded by means of a number according to the following scale:

1. Unreadable
2. Readable now and then
3. Readable but with difficulty
4. Readable
5. Perfectly Readable

Radio Failure

Should you experience a radio failure, or observe flashing runway or taxiway lights or white flashing lights from the Tower, adopt the following procedures:

- If on a runway, vacate the runway and runway strip immediately;
- Vacate the Manoeuvring Area via the most safe and direct route;
- Exercise extreme caution at all times and keep a vigilant watch for aircraft;
- Do not re-enter the Manoeuvring Area until your radio has been replaced or repaired.

If you experience or suspect radio failure (unable to receive or make transmissions), you should first carry out some simple checks such as:

- Checking that the radio is switched on;
- Checking that the volume has not been turned down;
- Checking that the correct frequency is selected;
- Checking that the microphone is plugged in correctly;
- Checking the squelch function and level.

If there is no apparent fault, you should vacate the Manoeuvring Area immediately.

ATC Light Signals

If ATC experiences a radio failure or if ATC observed you have lost radio communications, the controllers will communicate using light signals. These signals are as follows:

Signal	Meaning
 RED STEADY	Stop immediately
 RED FLASHES	Move off the runway or taxiway and watch out for aircraft
 GREEN FLASHES	Permission to cross runway or to move on a taxiway

☐ ☐ ☐ ☐ ☐ ☐ **WHITE FLASHES**	Vacate the Manoeuvring Area in accordance with local instructions and contact ATC

9 Airside Visual Aids and Markings

All drivers must understand the following airside markers, markings and lights and must be complied with at all times when driving airside.

9.1 Markers

	RUNWAY STRIP **White gable markers** mark the edge of the runway strip. Vehicles must obtain clearance from ATC to enter the runway strip.		RUNWAY EDGE **White cones** mark the edge of the runway.
	TAXIWAY & APRON EDGE **Yellow cones:** Taxiway and apron edge markers on unsealed surfaces.		HELICOPTER APRON EDGE **Blue cones:** Helicopter apron edge markers to define helicopter parking areas.
	UNSERVICEABILITY **White cone with red band:** Unserviceability area closed to aircraft operations.		LIMIT OF WORKS **Orange witch's hat:** define the worksite which is for authorised personnel only.

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	MOVEMENT AREA GUIDANCE SIGNS (MAGS) **MAG signs** identify the location of a specific runway or taxiway; provide direction to a specific runway or taxiway; or provide mandatory instructions or information.
	EASTERN ACCESS ROAD SIGNAGE Drivers must stop and wait for any aircraft taxiing, landing, or taking off. When the movement area is clear of aircraft, drivers must proceed and not stop until clear of the runway.
	MANOEUVRING AREA SIGN Indicates the entrance to the Manoeuvring Area. Any vehicle operating past a Manoeuvring Area sign **must be equipped with a VHF radio** capable of two-way communication and the operator must hold an **AROC** or **pilot licence**.

9.2 Line Markings

	RUNWAY HOLDING POINTS Marked by 2 solid and 2 broken yellow lines to indicate the holding positions for aircraft, prior to entering the runway. **ATC approval is required to enter.**		TAXIWAY EDGE 2 continuous parallel yellow lines indicating the edge of a taxiway.
	INTERMEDIATE HOLDING POSITION A single broken yellow line indicating the intersection between taxiways or apron. Aircraft and vehicle may require ATC clearance to cross.		TAXIWAY GUIDELINE A single continuous yellow line to guide taxiing aircraft to remain within the taxiway limits.
	TAXIWAY LIMIT Indicates any weight or width restrictions on a particular taxiway.		AIRCRAFT PARKING AREAS Yellow-Red-Yellow continuous lines indicate the area within which the whole of an aircraft is to be accommodated.

Photo credits: Corey Scott

9.3 Lights

<table>
<tr><td colspan="4">RUNWAY LIGHTING</td></tr>
<tr><td>Runway edge lights – White
</td><td>Runway threshold lights – Green (threshold to a landing aircraft)
</td><td>Runway end lights – Red (indicates runway end for aircraft departing)
</td><td>Runway holding position – Amber
</td></tr>
<tr><td></td><td>TAXIWAY/APRON LIGHTING
Taxiway or apron edge lights – Blue</td><td></td><td>PRECISION APPROACH PATH INDICATOR
PAPIs provide pilot with visual slope indication on the approach runway. PAPIs consist of four evenly spaced boxes.</td></tr>
<tr><td>
</td><td>UNSERVICEABLE AREA
Red lights</td><td></td><td>RUNWAY THRESHOLD INDICATOR LIGHTS
White flashing lights indicating the location of the runway threshold</td></tr>
</table>

Photo credits: Corey Scott

10 Airside Driving Penalty Point System

This Handbook applies a demerit point system which allocates penalty points for the infringement of rules and other offences conducted whilst operating airside. The system is based on a 12-point maximum within a 24-month period. However, the system does not restrict the general discretion of AAC to withdraw or suspend ADAs and/or AUAs, or alter their conditions of use, whenever AAC considers it appropriate to do so.

If a vehicle operator is reported for a breach of the rules in this Handbook, the vehicle operator will be notified in writing and the allocated demerit points for the type of infringement kept on record.

A vehicle operator who accumulates 12 or more demerit points during a 24-month period will be provided with details of their offences and invited to show cause addressed to the Operations Committee why their ADA and/or AUA should not be suspended or withdrawn. During this show cause process, the vehicle operator's ADA and/or AUA may be suspended pending the determination.

Following the show cause process, a written notice of the reasons for the determination and the duration of the suspension or withdrawal of the ADA and/or AUA will be advised. The criteria to be applied in deciding whether to suspend or withdraw an ADA and/or AUA are the criteria set out in this Handbook.

If a determination to suspend or withdraw an ADA and/or AUA is made, the ADA and/or AUA permit will not be automatically re-instated after the requisite duration and the driver will need to re-apply for an ADA and/or AUA and meet all the requirements.

A list of the infringements and associated demerit points that may apply is as follows:

OFFENCE	DEMERIT POINTS
Vehicle Lighting	
Failure to use flashing beacon	3
Driving with high beam lights	3
Vehicle Access	
Allowing an unauthorised person/vehicle airside	12
Failure to ensure vehicle access gates are closed behind vehicle	6
Escorts	
Failure to comply with the rules when escorting vehicles	3
Conducting escorts without approved escort rights	6
Driving Under the Influence	
Having a blood alcohol reading of 0.02% or more	12
Failure to follow directions	
Failure to follow Air Traffic Control direction/instruction	ADA suspension
Failure to show ADA, Driver Licence and/or AUA when requested by an AAC Authorised Person	6
Riding on Equipment	
Carrying a passenger when there is no seat provided	6
Smoking	
Smoking in a vehicle on airside	3
Speeding	
Exceeding the speed limit by 10km/h or more	3
Exceeding the speed limit by 30km/h or more	6

Vehicle Load	
Failure to secure load and cover loose material	3
Dropping rubbish or FOD on the apron	3
Vehicle Parking	
Parking in a no parking zone or leaving vehicle unattended	3
Parking in an area that obstructs traffic, equipment or refuelling	6
Parking in an area that obstructs aircraft	6
Parking in an area that obstructs an emergency exit	9
Low Visibility	
Driving in the Manoeuvring Area during low visibility conditions without authority	12
Safety in the vicinity of airport	
Driving within 3 metres of an aircraft	3
Driving in a manner dangerous to persons, another vehicle or aircraft	12
Failure to give way to taxiing aircraft or aircraft under tow	12
Unauthorised vehicle crossing runway	ADA suspension
Failure to abide by airside markings	
Failure to stop at intermediate holding points when requested	10
Failure to stop at runway holding position	12
Entering the runway strip or helicopter landing site without authority	12
Exceeding Authority	
Driving on airside without authority	AUA suspension
Driving on the taxiway without the appropriate authority (including aircraft towing)	10
Driving outside allocated areas or licencing conditions	9
Other act in contravention to this Handbook	As determined

11 Safety Points to Remember

AIRSIDE SAFETY TIPS



AIRCRAFT HAVE RIGHT OF WAY

Understand the airport environment as you may need to drive behind and around aircraft. Vehicles must always give way to aircraft (including aircraft under tow).



CLEAR LEFT, AHEAD, ABOVE & RIGHT

Scan the movement area for any aircraft or other vehicles before proceeding forward.



KNOW WHERE YOU ARE

The airfield is a complex environment. All drivers must be fully aware of, or be familiar with, the airport layout and must not enter those areas where they do not hold the appropriate authority.



SEE AND BE SEEN

Ensure the rotating or flashing beacon is switched on prior to entering airside. Ensure parked vehicles do not obstruct aircraft, other vehicles or building access.



RADIO COMMUNICATION

Maintain a listening watch on the appropriate frequencies and remain observant at all times. Listen to the ATIS broadcast prior to entering the airside area.



LOW-VISIBILITY CONDITIONS

No vehicles are permitted on the manoeuvring area without approval from ATC. Vehicles must display dipped headlights and establish contact with ATC.

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APPENDIX A: Airside Driving Areas

