

Safety Regulation Group



CAP 790

Airside Driving and Vehicle Operation

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Airside Driving and Vehicle Operation

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August 2010 (Consultation)

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The latest version of this document is available in electronic format at www.caa.co.uk/publications, where you may also register for e-mail notification of amendments.

Published by TSO (The Stationery Office) on behalf of the UK Civil Aviation Authority.

Printed copy available from:

TSO, PO Box 29, Norwich NR3 1GN
Telephone orders/General enquiries: 0844 477 7300
Fax orders: 0870 600 5533

www.tsoshop.co.uk
E-mail: caa@tso.co.uk
Textphone: 0870 240 3701

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Glossary

ADP	Airside Driving Permit
ATC	Air Traffic Control
AVP	Airside Vehicle Permit
DfT	Department for Transport
DVLA	Driver and Vehicle Licensing Agency
HSE	Health and Safety Executive
IATA	International Air Transport Association
IFR	Instrument Flight Rules
MOR	Mandatory Occurrence Reporting
R/T	Radiotelephony
SMS	Safety Management System

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Definitions

Although there are many terms used in this document that have a particular meaning, the following are of particular significance:

Airside	That part of the aerodrome beyond the security boundary.
Apron	A defined area on a land aerodrome provided for the stationing of aircraft for the embarkation and disembarkation of passengers, the loading and unloading of cargo, and for parking.
Manoeuvring Area	That part of an aerodrome provided for the take-off and landing of aircraft and for the movement of aircraft on the surface, excluding the apron and any part of the aerodrome provided for the maintenance of aircraft.
Runway	A defined rectangular area, on a land aerodrome prepared for the landing and take-off run of aircraft along its length.
Taxiway	<p>A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including:</p> <ul style="list-style-type: none">a) Aircraft stand taxilane. A portion of an apron designated as a taxi route intended to provide access to aircraft stands only.b) Apron taxiway. A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.c) Rapid exit taxiway. A taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other taxiways thereby minimising runway occupancy times.
Runway Incursion	Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and take-off of aircraft.
Competence	Competence is the demonstration of knowledge, skills and abilities at a level of expertise sufficient to be able to perform safely in an appropriate work setting ¹ .

1. No internationally agreed definition. For the purposes of this CAP competence is defined as above.

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Introduction

1 Purpose

1.1 The document provides a combination of requirements and guidance, listed in Table 1.1, for aerodrome authorities whose aerodromes meet or exceed Runway Code 2 AND are available for IFR traffic on standards for driving and vehicle operation in airside areas.

Table 1 Requirements and Guidance

REQUIREMENT	GUIDANCE
<ul style="list-style-type: none"> • M permit application (Chap. 2 Para. 7.1.1) • Separate R permit (Chap. 2 Para. 7.1.2) • R permit application (Chap. 2 Para. 7.1.2) • Validity of R permit (Chap.2 Para. 10.2.2) • Medical prerequisite (Chap. 2 Sections 3 & 9) • ICAO Language Proficiency for M & R ADP (Chap. 2 Section 8) • Separate R/T training for M & R ADP (Chap. 2 Para. 1.4.2 & Section 12) • Maintenance of Competency (Chap. 2 Section 11) • Equivalent DVLA licence for Passenger Coaches 	<ul style="list-style-type: none"> • A permit application (Chap. 2 Section 2) • Training Aids (Appendix E) • <i>Performance Management</i> (Chap. 2 Section 13) • <i>Management of the Permit Scheme</i> (Chap. 2 Section 1) • <i>Airsides Vehicles</i> (Chap. 3) • <i>Language Proficiency for A ADP</i> (Chap. 2 Section 5)

1.2 The objective of these requirements is to minimise the risk of accidents and injury to persons, damage to aircraft and property, arising from the use of vehicles in airside areas. In particular, the requirements relating to driving on the manoeuvring area are directly aimed at reducing runway incursions by introducing a uniform standard of driver training and assessment.

1.3 The material in this document is therefore intended to assist aerodrome authorities in establishing an ADP scheme that addresses the need for a consistent approach to training and competence of personnel driving in airside areas. Drivers must be fully conversant with the relevant rules, procedures and instructions in operation at all aerodromes which they operate at. Guidance is also provided for employers regarding the provision and safe use of vehicles and equipment.

1.4 The requirements and guidance contained in this document do not absolve the applicant from undertaking the basic safety airside induction course which applies to any employee wishing to begin working in the airside environment.

1.5 The material in this document includes the main topics outlined below:

- A framework for a structured airside driver training and permit programme, which covers operational safety and health and safety aspects of operating vehicles, plant and equipment in close proximity to aircraft on stands and on airside roads.
- Driving on runways and taxiways requires additional training and assessment regarding the hazards.

- An essential requirement of operating a vehicle on the manoeuvring area is the need to use radio communications with Air Traffic Control, which will require training and assessment in the correct use of standard radiotelephony phraseology.
- Guidance on establishing minimum standards for vehicles and equipment and the operation of an AVP scheme.

2 Amendment

- 2.1 From time to time, the CAA will wish to supplement the guidance or requirements given in this publication, and this will be achieved in the form of a specific document, 'Notice to Aerodrome Licence Holders'. Where appropriate, such material will subsequently be included in the publication by amendment. Suggestions for improvement should be addressed to:

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Chapter 1 Safety Management and Accountability

1 National Legal and Regulatory Framework

- 1.1 Requirements for the safe operation of aerodromes, with respect to both aircraft safety and the safety of individuals at their places of work, are contained within formal legislative requirements that form part of United Kingdom law. It is therefore legally incumbent on those who provide the workplace and for all employers and employees to comply with the safety requirements that are set out in the relevant Statutory Instruments. Nothing in this CAP substitutes the requirements of the law.
- 1.2 There is potential for an overlap of regulatory responsibility between the CAA and the HSE in respect to activity in airside areas. The division of responsibility for the two regulatory bodies is such that; the CAA is responsible for securing adequate provisions for the safety of aircraft and the HSE is responsible for securing adequate provisions for the safety of individuals in the work place.

2 Aerodrome Safety Management

- 2.1 Aerodromes are required to implement Safety Management Systems in accordance with the requirements of CAP 168. This systematic approach to aerodrome safety management provides the framework for compliance with the legal and regulatory requirements above. This effectively includes the operation of vehicles in airside areas and driver standards.

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Chapter 2 The Airside Driving Permit Scheme

1 Introduction

- 1.1 Overall, responsibility for the safety of airside operations rests with the aerodrome authority, which is required to comply with the requirements of the CAA and relevant HSE legislation. The aerodrome authority will need to publish comprehensive rules governing the access and operation of vehicles and mobile equipment in the airside areas. Employers and employees are in turn responsible for compliance with the rules set out by the aerodrome authority and with any legislation directly related to their specific activities.
- 1.2 The following Requirements and Guidance material provides a training and competence framework, to which local procedures and protocols can be aligned to take account of the scale and complexity of the particular aerodrome. This will ensure the Airside Driver Permit (ADP) issuing procedures remain effective in ensuring that people driving airside are fit to drive and have the knowledge and competency necessary for them to drive safely airside.
- 1.3 The aerodrome authority should establish a system for the issue of ADP for drivers. The system should ensure that a permit is not issued unless the individual meets the minimum standards expressed in this document and there is confidence that the minimum standards will continue to be achieved through refresher training, competence monitoring and audit arrangements.
- 1.4 The ADP scheme covers three specific areas of the airfield. The areas have been identified separately in recognition of the increased level of competency required to safely operate on the manoeuvring area and to design the training framework accordingly.
 - 1.4.1 The initial permit awarded to a new driver who has successfully completed the training course will be the 'A' permit. The 'A' permit allows access to the Aprons, Stands and Airside Roads, which may include controlled and uncontrolled taxiway crossings. The awarding of the 'A' permit allows the holder to continue their training to operate on the manoeuvring area.
 - 1.4.2 The 'M' permit allows access to the manoeuvring area excluding the runway. It is a pre-requisite for training for this permit that the candidate has successfully completed a Radiotelephony course. The holder of the 'M' permit will have attained a higher level of competence during driving training and will be encouraged to maintain competency through a structured maintenance of competency procedure.
 - 1.4.3 The 'R' permit allows access to the runway during operational hours. Exposure to greater risk encountered when operating on the runway requires the driver to demonstrate a high degree of competence. Therefore, the permit is valid for a short duration, 1 year, and the driver is required to maintain competency throughout the year and may be subject to audits during the period.
- 1.5 An initial application for an M or R permit is subject to rules that apply locally within the aerodrome; this may involve the issuing of a "provisional" permit.
- 1.6 A "provisional" ADP provides evidence that the holder has undergone a formal course of instruction, on driving in the airside environment at a particular aerodrome and has demonstrated by examination sufficient knowledge of the hazards of airside driving and the responsibilities placed on drivers and employers for safe driving airside. The

scheme allows holders of an ADP to drive at other aerodromes, provided the required familiarisation training has been undertaken at the relevant airport.

- 1.7 The issue of a “provisional” ADP by an airport does not confer that the holder is in any way competent to drive or operate a vehicle/equipment airside. When an employee successfully completes the required driver training course and has been issued with a “provisional” ADP employers are then responsible for providing a training programme of practical driving and monitoring to ensure that the driver is competent to drive on the specified areas. On submission of evidence of this practical driving assessment, a “full” ADP will be issued.
- 1.8 The scheme provides the ability for aerodrome operators to determine whether holders of a valid ADP issued at another airport can be allowed to drive on the airside without further training beyond the familiarisation.
- 1.9 It should be made clear that an ADP does not confer a general right of entry to airside areas by a driver.
- 1.10 In recognition of the increased competencies required to drive on the manoeuvring area, the driver permit is divided into three sections:
 - A** - Airside Roads and Aprons
 - M** - Manoeuvring Area
 - R** - Runways

2 Airside Roads and Apron Permit Application Requirements

- 2.1 It is a pre-requisite condition of issue of the ADP that the holder must possess as a minimum, a current UK EC/EEU, or foreign equivalent driving licence¹, other than a goods vehicle, which permits the holder to drive the equivalent motor vehicle on public roads.
- 2.2 A person applying for a driving permit who holds a foreign licence issued outside the EC/EEA will be required to declare his/her date of residency in the UK. A driving permit may then be issued for a period not exceeding 12 months from that date.
- 2.3 For further advice about acceptable foreign licences in the UK and definition of residency, refer to the DVLA document D100.
- 2.4 In the case of specialist vehicles not covered by an equivalent DVLA licence, the applicant must have a statement of competency acceptable to the aerodrome operator confirming that they have been trained to a standard acceptable for the safe operation of the vehicle.
- 2.5 It is a requirement, for the issue of an ADP, that the applicant must be able to demonstrate:
 - 2.5.1 **‘A’ Permit**
 - evidence of employment with a company authorised to operate at the aerodrome;
 - a valid driving licence (both parts, UK only);
 - an essential operational requirement to drive a vehicle frequently on the airside;
 - candidates should be in possession of a valid Medical Certificate and be able to demonstrate language proficiency to the minimum of Operational Level 4 as described below at Para 5.

1. As described by the DVLA.

- 2.6 Permits shall be issued subject to a prior declaration by the applicant that all details provided are accurate and in order.
- 2.7 Permits should be issued only for specified drivers. They should not be transferable between company operators or drivers.
- 2.8 The aerodrome authority should set out the circumstances under which a permit will cease to be valid and must be surrendered for cancellation. Such circumstances may include:
- a) cessation of the purpose for which the permit was issued;
 - b) change of the holder's employer;
 - c) loss of Driving Licence for offences under the Road Traffic Acts;
 - d) any defacing, alteration, or misuse of a permit;
 - e) proof of disregard of Airport Traffic Rules;
 - f) any use of a permit in relation to a customs or immigration offence.

3 Medical Requirements

- 3.1 These requirements have been established in consultation with the CAA Aeromedical and Occupational Health Department.
- 3.2 The ADP scheme does not relieve employers of their responsibilities under the Control of Noise at Work Regulations 2005 or compliance with the Disability Discrimination Act 1995 including making reasonable adjustment when necessary.
- 3.3 **The applicant must disclose any medical condition or prescribed medication which may affect their ability to operate/drive safely in airside areas.** On disclosure of a medical condition which may affect their ability to operate/drive safely, reference should be made to the current edition of the DVLA **"At a Glance"** Booklet.
- 3.4 The medical certificate/questionnaire is not transferable between companies.
- 3.5 **The holder of an ADP has a duty to disclose any medical condition or prescribed medication that may affect their ability to drive whilst holding the permit.**
- 3.6 Medical requirements for the issue of an **'A'** ADP.
- 3.6.1 Medical examination required on application.
- 3.6.2 Revalidated by self-assessment.
- 3.6.3 Initial examination and subsequent self-declaration covers all types of vehicles.

4 Revalidation Requirements

- 4.1 The ADP falls due for renewal at the anniversary of the date of issue shown below. Employers must check that drivers still hold the correct categories of licence for the public roads before applying for the new permit.
- 4.1.1 **'A' Permit**
- Duration: Up to 5 years.
 - Revalidation: The permit holder will be required to undertake refresher training followed by a further test.

- 4.2 Records of refresher training and examination results for the 'A' permit should be kept on file. Third party trainers must ensure they are available for audit by the airport authority.

5 Language Proficiency

- 5.1 It is the responsibility of the aerodrome authority to ensure that activities undertaken on the aerodrome by operating staff are conducted safely by personnel that are trained and competent to work in the environment. Responsibility for safety rests with **all** operating staff employed on the aerodrome and an important element of the safety culture is communication.
- 5.2 The airside driver may be responsible further for ensuring the safety of operating staff on the apron or occupants of their vehicle. Therefore, the ability for the airside driver to be able to communicate and understand the signage and other messages they will encounter as an airside driver, is an important element of the safety culture that the aerodrome authority should be promoting.
- 5.3 As a pre-requisite for the airside driver training it is the responsibility of the employer to ensure the candidate can demonstrate their ability to communicate at the appropriate level, commensurate with the environment in which they will be operating. As a minimum, the candidate must be able to understand instructions and warnings they may encounter.

6 Record Keeping

- 6.1 A suitable means should be provided for the secure storage of information relating to trainees. The information should include:
- a) Unique identification number (Permit Number);
 - b) Name;
 - c) Date of birth;
 - d) Employer;
 - e) Date of completion of training;
 - f) Date of validation;
 - g) Assessment results;
 - h) Date of revalidation;
 - i) Infringement notices;
 - j) Type of permit held;
 - k) Driving history (accidents/incidents);
 - l) DVLA Checks.
- 6.2 The information described in 6.1 above may be kept in any suitable format and, subject to the Data Protection Act, should be made available for audit by authorised parties.
- 6.3 Trainee records shall be retained for a minimum period of 6 years from the completion of any training programme.

7 Manoeuvring Area Permit Application Requirements

7.1 It is a requirement, for the issue of an 'M' and 'R' ADP that the applicant must be able to demonstrate:

7.1.1 'M' Permit

- as per an 'A' Permit; and
- that candidates shall be in possession of a valid RTF certificate;
- evidence that applicant's job requires essential access to the Manoeuvring Area during operational hours.

7.1.2 'R' Permit

- as per 'M' Permit; and
- evidence that applicant's job requires essential access to the runway during operational hours.

8 Language Proficiency Requirements

8.1 To meet the language proficiency requirements for the issue of an 'A' ADP, the applicant must demonstrate the ability to speak and understand English to a minimum of ICAO Operational Level 4. Those applicants who demonstrate proficiency below the Expert Level (Level 6) shall be formally evaluated at their Permit revalidation intervals. Language proficiency ratings are described in Appendix D.

8.2 Those applicants who demonstrate proficiency below the Expert Level (Level 6) shall be formally evaluated at intervals in accordance with the individual's demonstrated proficiency level.

8.3 Proficient speakers shall:

- a) communicate effectively in voice-only (telephone/radio-telephone) and in face-to-face situations;
- b) communicate on common, work-related topics with accuracy and clarity;
- c) use appropriate communicative strategies to exchange messages and recognise and resolve misunderstandings (e.g. to check, confirm or clarify information) in a general or work-related context;
- d) handle successfully, and with relative ease, the linguistic challenges presented by a complication, or unexpected turn of events, that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar: and
- e) use a dialect or accent which is intelligible to the aeronautical community.

Table 1 The 6 levels of Language Proficiency

Level:	Description:	Acceptability:	Re-evaluation Period:
6	Expert	Yes	Re-evaluation not required
5	Extended		6 Years
4	Operational		3 Years

Table 1 The 6 levels of Language Proficiency (Continued)

3	Pre-operational	No	Further Training Required
2	Elementary		
1	Pre-elementary		

9 Medical Requirements

- 9.1 Medical requirements for the issue of an 'M' & 'R' ADP.
- 9.2 Medical examination required on application, following which, revalidated by self-declaration until age 45 when medical examination will be required every 5 years.
- 9.3 Employers should be vigilant for potential health problems in their staff, referring staff for occupational health advice in the event of any concerns: for example, at the time of return to work after illness or injury, following an incident or accident that they have been involved in, or at any time in event of any management concern about possible health problems.
- 9.4 Where any doubt about fitness to drive exists, the advice of an Occupational Health Practitioner, conversant with airside operating procedures, should be sought.

10 Revalidation Requirements

- 10.1 The validation period and renewal requirements of the permit will be determined according to the class of permit held.
- 10.2 The ADP falls due for renewal at the anniversary of the date of issue shown below. Employers must check that drivers still hold the correct categories of licence for the public roads before applying for the new permit.

10.2.1 'M' Permit

- Duration: Up to 5 years.
- Revalidation: The permit holder shall be required to provide evidence for maintenance of competency throughout the validity period. Failure to provide this evidence will require the permit holder to undertake refresher training followed by a further test.

10.2.2 'R' Permit

- Duration: 1 year.
- Revalidation: The permit holder shall be required to provide evidence for maintenance of competency throughout the validity period. Failure to provide this evidence will require the permit holder to undertake refresher training followed by a further test.

- 10.3 Records of refresher training and examination results for the 'M' and 'R' permit shall be kept on file and available for audit by the airport authority and the CAA.

11 Maintenance of Competency

- 11.1 Following initial training and issue of a permit to drive on the airside areas, the aerodrome authority should require all drivers of vehicles and operators of equipment to demonstrate competence at regular periods. In the case of the 'A' permit, this should be undertaken at the review period for renewal of the licence. For the remaining classes of permit, evidence of maintenance of competency shall be reviewed throughout the term of the permit.
- 11.2 The aerodrome authority shall establish a system that ensures all staff, who are permitted to drive and operate vehicles and equipment on the manoeuvring area, maintain their competence both in the operation of the vehicles and in their operation in those areas where they are permitted to drive. The aerodrome authority may delegate these functions to vehicle operators or other parties, but in such circumstances, will need to conduct suitable audits in order to assess the effectiveness of the training, testing, and maintenance of competency of drivers.

12 Radiotelephony

- 12.1 The movement of vehicles on the manoeuvring area may be subject to authorisation by ATC. Depending upon the complexity of the aerodrome, ATC may operate a number of radio frequencies. Typically, the aerodrome ground controller will be responsible for all vehicles operating on the taxiways, and the air controller will be responsible for all vehicles wishing to enter or cross the runway(s). It is essential that all vehicles that wish to operate on the manoeuvring area be equipped with the appropriate radio communication devices tuned to the appropriate frequencies.
- 12.2 All drivers of vehicles operating on the manoeuvring area shall be expected to display a high degree of competence with respect to the use of RTF phraseology and English.
- 12.3 With regard to other vehicles, the aerodrome authority should decide the basis on which R/T equipment is provided and used. In some cases, a listening watch may be required of vehicles on certain parts of the movement area and in these cases, vehicles may be required only to carry R/T equipment to satisfy the need of the company operator. The procedure for use of R/T equipment shall be clearly promulgated by the aerodrome authority.
- 12.4 It is the responsibility of the holder of a vehicle radio station licence to ensure that anyone using the station has been trained and is competent to do so. Communications between vehicles and ATC demand the same standard of competence as aircraft communication. Standard R/T phraseology is described in CAP 413 Radiotelephony Manual and must be used for R/T communications between vehicle drivers and ATC.
- 12.5 The aerodrome authority shall establish a system of allocating R/T callsigns to be used by vehicles so that the potential for confusion between vehicles and, where relevant, between vehicles and aircraft, is minimised. This is particularly important at aerodromes where the R/T frequency used by vehicles is the same as that used by aircraft or where the R/T frequency used by vehicles is re-broadcast on the R/T frequency used by aircraft.
- 12.6 It is essential that ATC is made aware of all radio callsigns being used at the aerodrome, whether or not they are used for communication with ATC.

13 Management of Driving Standards and Performance

- 13.1 The aerodrome authority, in line with their SMS processes, should ensure the driving competency and standards attained through the training programmes are maintained. The Maintenance of Competency System or the Penalty Points System may be used to inform the aerodrome authority of the driving performance. Consideration should be given by Aerodromes Operators to adopt a system for recording 'offences' and possibly penalties in order to measure the level of poor behaviour or standards and to indicate where mitigation measures are required. Examples of both systems are included in Appendix B and C.

14 Training Providers

- 14.1 It is recommended the delivery of training for personnel wishing to drive in the airside is divided into four areas. The four areas have been identified to enable an airside driver to develop both their competencies and driving skills in a structured manner. The four areas also allow training providers to structure training programmes relevant to the areas in which the driver will be operating.
- 14.2 The STP is designed to provide the training provider with the tools to assess the ability of the candidate to meet the required standard. Therefore, the STP included in Appendix E must be used to develop the training material for each area and delivery of the training should make use of the new technology indicated in the framework.
- 14.3 The four areas consist of:
- Driving Permit 'A' – Airside Roads and Aprons;
 - Driving Permit 'M' – Manoeuvring Area **excluding** Runways;
 - Driving Permit 'R' – Runways;
 - Radiotelephony Phraseology Certificate (Category M &R).

Chapter 3 Control of Airside Vehicles

1 Vehicle Standards

- 1.1 The aerodrome authority shall establish minimum standards for vehicles/equipment operating in airside areas. The following guidance should enable the aerodrome operator to develop the necessary standards to support their SMS. The standards should ensure that the vehicle/equipment is fully fit for its intended use and that its condition is such that it will not endanger the driver/operator, other vehicles, pedestrians, aircraft or property. Airside Vehicle Permits (AVPs) should not be issued to any vehicle/equipment that cannot meet the specified requirements.
- 1.2 Only the minimum number of vehicles necessary for the safe and efficient use of the aerodrome should be permitted airside. The issue of an AVP should be an acknowledgement by the aerodrome authority that a particular vehicle/equipment needs to operate on the airside of the aerodrome. Acceptance of a permit should normally include a condition that requires the holder to adhere to procedures and requirements published by the aerodrome authority.
- 1.3 Before a permit is issued, a competent person should undertake a safety inspection of the vehicle/equipment. Periodic inspections should be conducted thereafter to ensure that it continues to meet the minimum standards. An inspection should also be conducted if information or reports indicate that a particular vehicle/equipment may not be meeting the specified standards. A record must be kept of the safety inspection.
- 1.4 All vehicles and equipment should normally be required to meet the requirements appropriate for the grant of a Department for Transport Test Certificate or meet the specification defined in the IATA Airport Handling Manual, as appropriate.
- 1.5 Every vehicle and mobile equipment operating in airside areas should have an individual AVP. This must be displayed on the vehicle at all times when it is operating airside.
- 1.6 The AVP displayed on a vehicle must include a clear identification and details of any limitations imposed. Additionally, vehicles should be readily identifiable by their livery or by the prominent display of the vehicle operator's name and contact details.
- 1.7 The aerodrome authority must ensure operators are aware of requirements for the maximum height, width and length of vehicles for airside operations or for operations within specific areas. Height is particularly significant where airside bridges, tunnels and undercroft exists, and should be displayed to the driver. It may be necessary for the aerodrome authority to specify minimum manoeuvrability standards. It is important that companies operating vehicles airside ensure that their drivers are fully aware of any limitations imposed by the manoeuvrability or size of particular vehicles.

2 Vehicle Insurance

- 2.1 AVPs should be granted only to vehicles that are properly insured. The aerodrome authority should publish vehicle insurance requirements appropriate to the needs of the particular aerodrome. The following conditions should be considered as suitable for general application:
 - a) The aerodrome authority should require permit holders to carry adequate insurance to cover all actions, claims, costs and demands in respect of any loss,

damage, or injury to property or persons which may be made against them or their servants, agents or contractors in connection with the use of vehicles on the airside.

- b) The policy or policies of insurance must remain in full force and effect during the period of validity of the AVP. The sum insured must be adequate to cover any potential liability in respect of the actions at sub-para (a) above.
- c) The aerodrome authority should require the submission of documentary evidence of insurance, including the original policy document.

2.2 In the case of contractors working on behalf of the aerodrome authority it may be necessary for special arrangements to be made whereby the authority takes partial responsibility for insurance.

3 Vehicle and Driver Identification

3.1 In the interests of safety and security, it is essential that all drivers and vehicles can be identified quickly and positively. ADPs should carry a photograph of the holder. The aerodrome authority should issue instructions specifying the circumstances under which the permit must be produced on demand, and to whom.

3.2 A vehicle for which an AVP is required shall be in company livery. The company logo shall be clearly displayed on BOTH SIDES of the vehicle (minimum size 45 cm x 25 cm). An exception may be made for an un-liveried vehicle with a short term AVP if it is essential for the continuity or support of the aerodrome operation.

4 Vehicle Operations

4.1 General

4.1.1 Operators of vehicles and equipment on the airside should ensure that they have adequate numbers, and types of vehicles and equipment to effectively service their operation. Additionally, each operator should endeavour to maintain the correct level of vehicles and equipment airside to minimise congestion on the airside areas. The aerodrome authority should have a process in place to ensure the volume of equipment and vehicles at the aerodrome are appropriate for the capacity of the aerodrome.

4.1.2 The aerodrome authority should determine speed limits applicable to the airside area. Different limits may be applied to sections of roadway subject to local conditions. This information should be published and signs and markings displayed as appropriate.

4.1.3 On the airside road system, vehicles should always keep to the left when passing an approaching vehicle, particularly to avoid confusion where there are no road markings. On apron areas, different rules may be promulgated.

4.1.4 No vehicle shall be left unattended anywhere on the airside area with its engine running. This is to prevent risks such as overheating and consequent fire in the vicinity of aircraft and uncontrolled/unauthorised vehicle movement.

4.1.5 To reduce the risk of injury to pedestrians and to ensure that no object is dropped on the apron or manoeuvring area, all doors and shutters on vehicles shall be closed and secured while the vehicle is moving in the airside area. All loads and equipment, and all parts of the vehicle shall be properly secured before the vehicle enters the airside area. Objects dropped in the movement area can cause serious hazards to aircraft and personnel.

- 4.1.6 Unless there are specific instructions to the contrary, dipped headlights should always be used when the vehicle is moving.
- 4.1.7 All parking restrictions should be strictly observed.
- 4.1.8 Vehicles shall give way to aircraft at all times.
- 4.1.9 Vehicles and trailers able to vary in height, such as mobile steps and hi-lift catering trucks, should always be lowered fully before being moved. Driving vehicles or towing trailers which are not fully lowered may result in action being taken against the driver.
- 4.1.10 Vehicle drivers should follow designated routes, giving way, where appropriate, to routes provided for pedestrians and aircraft.

4.2 Aprons

- 4.2.1 Control of vehicle movements on the manoeuvring area is normally the responsibility of ATC. On apron areas, control of taxiing aircraft and aircraft under tow is the responsibility of ATC but the control of vehicles is subject to rules and regulations issued by the aerodrome authority.
- 4.2.2 Vehicles must not be driven across aircraft stands, unless they are directly involved in the turnround operation of the aircraft using or about to use the stand.
- 4.2.3 Vehicles shall not be driven in reverse on the manoeuvring area or apron unless directly engaged in aircraft manoeuvring or servicing. When reverse movement is necessary, guidance shall be provided to the driver by a competent person outside the vehicle or by other means. The fitting of reversing alarms and CCTV cameras should be considered as part of the risk management for reversing operations.
- 4.2.4 When aircraft engines are running, vehicle drivers should ensure that they stay well clear of danger areas behind aircraft where slipstream and jet efflux may cause damage to the vehicle or its occupants. The minimum distance should be determined (usually by the aerodrome authority in conjunction with the airline operator) and promulgated to all vehicle drivers.
- 4.2.5 Vehicles should not be driven under an airbridge. Vehicles should not be parked under an airbridge or in marked airbridge movement areas, e.g. starburst markings, unless there are approved parking bays.
- 4.2.6 Vehicles shall remain at least four and a half metres away from any part of an aircraft unless they are engaged in a task that specifically requires them to operate closer to the aircraft. Vehicles are exempt from this rule if operating on a suitably marked airside access road.
- 4.2.7 The apron parking areas should not to be used as a maintenance facility for vehicles and equipment. Companies must make appropriate arrangements for the maintenance of vehicles and equipment in appropriate facilities. It is acknowledged that companies may need to execute emergency or minor running repairs on the apron to ensure serviceability or to achieve vehicle removal. However, this must be with the full approval of the aerodrome authority.

4.3 Taxiway Crossing Routes

- 4.3.1 Vehicles are not permitted to cross taxiways except at specific crossing points. Taxiway crossings may be either controlled or uncontrolled. Controlled crossing are marked by a single white line delineating the edge of the route. Uncontrolled crossings are marked by black and white checkerboard markings delineating the edge of the route. Vehicles shall remain within the markings and keep to the left of approaching vehicles.

- 4.3.2 Signs displayed at airside area entry points, and at crossing points within the area, should give adequate information to drivers about the procedures to be followed for movement into and within the airside area. Signs should describe any relevant control methods, such as traffic lights or signal lamps. Uncontrolled crossings should be clearly marked as such, and the conditions of use displayed.
- 4.3.3 Obstruction lights, meeting the requirements of CAP 168, must be fitted and illuminated at all times by vehicles intending to use a taxiway crossing.
- 4.3.4 Vehicles approaching a taxiway crossing must check that there are no aircraft under power, on tow, or pushing back from adjacent stands before entering the taxiway crossing.
- 4.3.5 Vehicles should cross behind aircraft only at a distance where they will not be affected by jet wash.
- 4.3.6 Taxiway crossings should not be used if snow, slush or ice covers the surface paint markings or if visibility is reduced. The aerodrome authority should determine and promulgate the level of visibility appropriate for the continued use of the crossing.
- 4.4 **Manoeuvring Area**
- 4.4.1 Irrespective of any clearance or instruction issued by ATC, drivers of vehicles and of vehicles towing aircraft are responsible for ensuring that their vehicle (and any part under tow) do not collide with any other vehicle, aircraft, building or obstruction.
- 4.4.2 Only suitably equipped vehicles with appropriately trained personnel are allowed to operate on the manoeuvring area.
- 4.4.3 All vehicles intending to be driven on the movement area shall have obstruction lights, meeting the requirements of CAP 168, fitted and illuminated.
- 4.4.4 All vehicles intending to be driven on the manoeuvring area shall be equipped with radio(s) capable of transmitting and receiving all relevant ATC frequencies.
- 4.4.5 Prior to using the vehicle on the manoeuvring area, drivers must check that the vehicle obstacle light is operating, that dipped headlights are switched on, that the radio is working and tuned to the appropriate frequency, that a current airfield map is available.
- 4.4.6 Prior to entering the manoeuvring area, drivers shall stop at the boundary of the manoeuvring area, normally marked by double white lines, and check that the intended route is clear of approaching aircraft or that aircraft are not pushing back from an adjacent stand.
- 4.4.7 Emergency Service vehicles using blue lights and sirens have priority over other vehicles. Nevertheless, **aircraft** have right of way at all times.
- 4.4.8 Should the driver of a vehicle become aware of a fault on that vehicle, the driver shall vacate the manoeuvring area by the shortest safe route available. Should a vehicle fail and become immobile, ATC shall be contacted immediately by radio giving the vehicle's location. ATC should then contact the aerodrome authority who will arrange recovery of the vehicle.

5 **Vehicle Accident Reporting Procedures**

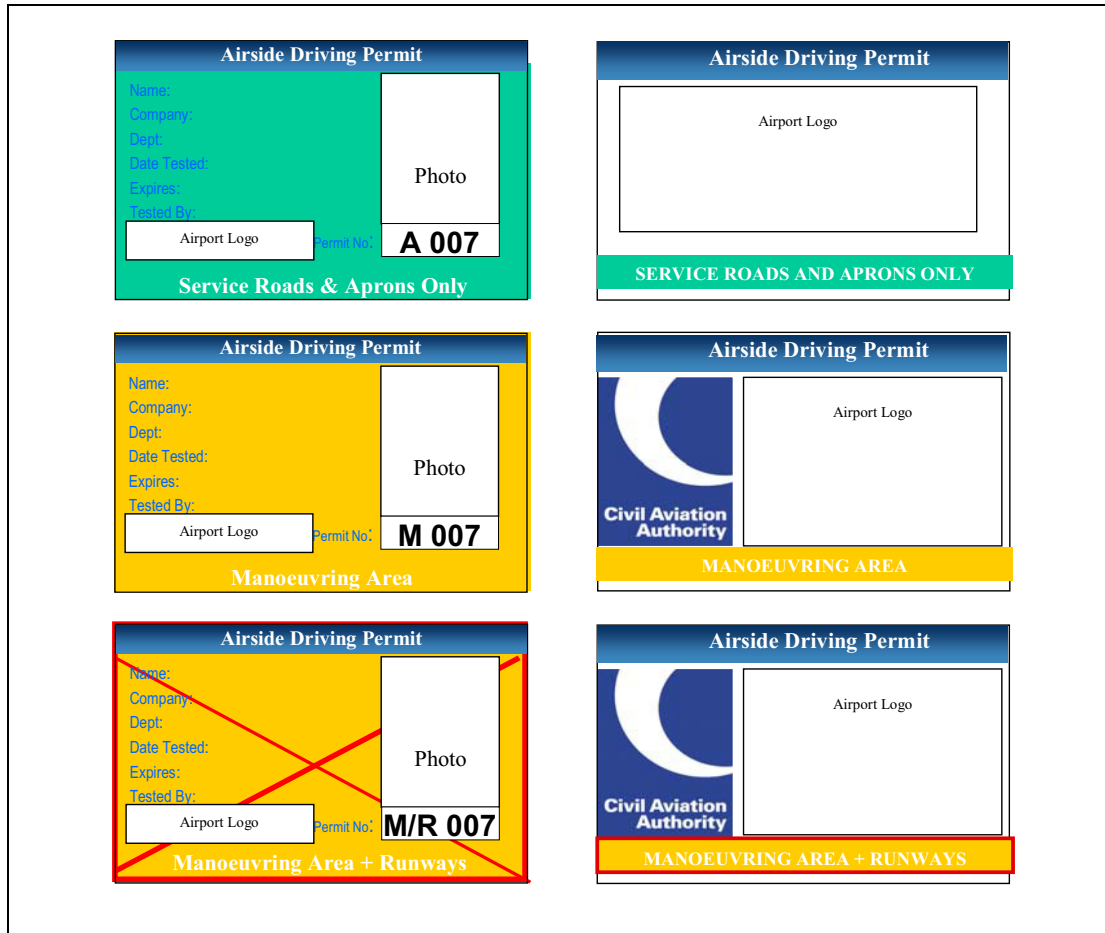
- 5.1 Every aerodrome authority shall publish rules for the reporting of accidents involving vehicles operating on the airside.

- 5.2 Under the provisions of the Civil Aviation (Investigation of Accidents) Regulations, aircraft operators have responsibilities for the reporting of certain accidents involving damage to aircraft.
- 5.3 Under the provisions of the CAA's MOR Scheme (CAP 382) and Directive 2003/42/EC of the European Parliament and the Council of 13 June 2003, aerodrome licence holders and managers, and certain other classes of persons, are required to report occurrences and defects which could endanger aircraft or their occupants.
- 5.4 There is, therefore, a requirement under legislation for the reporting of accidents and incidents where vehicles damage or otherwise cause danger to aircraft. However, the legal requirements are concerned only with the furnishing of reports to the Chief Inspector of Air Accidents at the DfT Air Accidents Investigation Branch and the CAA. Because the legal requirements do not cover all vehicle events, it is essential that every aerodrome authority provide its own scheme for the reporting of airside vehicle accidents. The scheme shall cover the reporting of accidents between vehicles, vehicles and aircraft, vehicles and equipment or infrastructure and vehicles and pedestrians. An accident or Near Miss incident can indicate that there is a failure within safety programmes or procedures. It is therefore important that all accidents or Near Miss incidents are reported and investigated. Records of occurrences should be kept for at least three years. They should be reviewed regularly, as part of the aerodrome's Safety Management System, to establish trends and whether any further mitigation needs developing to eliminate the causes of accidents airside.
- 5.5 The scene of the accident/incident should be isolated and the vehicles, plant and equipment involved should not normally be moved until the police or the aerodrome authority appointed representative is in attendance. However, if in the judgement of the senior person present or the Officer in Charge of the Fire Service, their removal is necessary in the interests of safety or to effect a rescue, this must be done. The scene should preferably be photographed before being disturbed, by digital camera if possible.
- 5.6 A 'Near Miss' is defined as an unplanned and unforeseeable event that could have resulted, but did not result, in personal injury, property damage or other form of loss. It is essential that all near misses are reported and action taken in terms of investigation and analysis, so that appropriate remedial action can be taken to remove the hazard on the philosophy that "Yesterday's near miss could be tomorrow's serious accident".
- 5.7 A "Hazard" is something with a potential to cause injury/harm or loss. An important element of all forms of health and safety monitoring and accident prevention is the operation of an effective hazard reporting system.

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Appendix A Example of Airside Driving Permit

Examples of the Airside Driving Permits are shown below;



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Appendix B Maintenance of Competency Proforma

AIRPORT LOGO

Maintenance of Competence for Drivers in the Manoeuvring Areas

In order to improve and maintain safety in the aircraft manoeuvring areas, all persons required to drive must be in possession of a 'airport' 'Manoeuvring Areas Driving Permit'. Following initial training and issue of the permit, **** Airport requires all drivers of vehicles and operators of equipment to demonstrate competence at regular periods throughout the term of the permit. Records of competence tracking must be kept and available for audit by the Airport Safety Management Team. Failure to comply may lead to the driving permit being revoked. Should a permit be revoked, reinstatement would only be granted following attendance on a refresher course and successful completion of the set examination.

NAME	
Company	
Current Drivers Permit	
Competency Period	
Runway Incursion Course (3 yearly)	

Items A to D are required to be checked/undertaken on a 3-monthly basis.

- A. Turnround Procedures (compliant with current airport safety documentation).
- B. Towing – Apron (compliant with current airport safety documentation).
- C. Radio Telephony (compliant with CAP 413 and with current airport safety documentation).
- D. Current with airport Safety Instructions.

Items E to F are required to be checked/undertaken on a 6-monthly basis.

- E. Towing – Airfield (compliant with current airport safety documentation).
- F. Airfield Topography (compliant with the latest changes).

Items G to I are required to be checked/undertaken on a 12-monthly basis.

- G. General Airside Driving (compliant with current airport safety documentation).
- H. Vehicle Type Check (compliant with current airport safety documentation).
- I. Table Top discussion (to include items A to I).

Maintenance of Competence for Drivers in the Manoeuvring Area														
JAN – DEC 2010	Freq		JAN	FEB	MAR	APRIL	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC
Subject			LIGHT / DARK = L / D ADVERSE WEATHER = W											
A	Turnround Procedures	3 Month	Date/Initials											
			Performance Condition											
B	Towing APRON	3 Month	Date/Initials											
			Performance Condition											
C	Radio Telephony	3 Month	Date/Initials											
			Performance Condition											
D	Currency Safety Doc	3 Month	Date/Initials											
			Performance Condition											
E	Towing AIRFIELD	6 Month	Date/Initials											
			Performance Condition											
F	Airfield Topography	6 Month	Date/Initials											
			Performance Condition											

Maintenance of Competence for Drivers in the Manoeuvring Area													
JAN – DEC 2010	Freq	JAN	FEB	MAR	APRIL	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC
Subject		LIGHT / DARK = L / D ADVERSE WEATHER = W											
G	General Airside Driving	12 Month	Date/Initials										
			Performance Condition										
H	Vehicle Type Check	12 Month	Date/Initials										
			Performance Condition										
I	Table Top Discussion	12 Month	Date/Initials										
			Performance Condition										

Maintenance of Competence for Drivers operating on the Runway													
JAN – DEC 2010	Freq	JAN	FEB	MAR	APRIL	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC
Subject													
		LIGHT / DARK = L / D ADVERSE WEATHER = W											
A	Runway Access	3											
		Date/Initials											
		Performance Condition											
B	Escorting / Leading	3											
		Date/Initials											
		Performance Condition											
C	Radio Telephony	3											
		Date/Initials											
		Performance Condition											
D	Currency Safety Doc	3											
		Date/Initials											
		Performance Condition											

Appendix C Example of Management of an Airside Driving Penalty Points System

Important note: This Appendix represents a model instruction that might reflect the management organisation and procedures at a typical regional airport. The material contained in this Appendix is intended to act as an example that can be modified to suit the actual arrangements at an airport. The job titles, responsibilities and procedures will not necessarily be suited to or appropriate at any particular aerodrome and are intended only to illustrate the type of procedures that are likely to be required in order to adequately manage the safety of aircraft and people in airside areas.

1 Introduction

- 1.1 The purpose of this Instruction is to advise airside drivers of the Airside Driving Penalty Points System.

2 Background

- 2.1 Due to the high level of vehicle accidents and incidents, the Aerodrome Safety Group (ASG) approved the strategic decision to establish a system of penalty points. Drivers who contravene airside driving rules and regulations, which are in place to ensure safe airside driving, now receive penalty points on their Airside Driving Permit (ADP). Following consultation between the Aerodrome Authority, the Penalty Points Working Group, and the Joint Ramp and Baggage Committee, the system has been devised to include offence coding and points awarded accordingly.
- 2.2 The penalty points system is intended to deter drivers from following unsafe driving practices. The accumulation of penalty points acts as a warning to drivers that they risk disqualification (removal of a driver's ADP) if further offences are committed.
- 2.3 Drivers are expected to follow all airside driving rules and principles as set forth in the Airside Driver Training Scheme, Airport Bye-Laws and relevant Airport Notices.
- 2.4 In certain serious situations, a driver's ADP may be immediately withdrawn on a temporary basis. Section 6 refers.
- 2.5 The Penalty Points System supports the Air Navigation Order, Local Bye-Laws and other Aerodrome Authority Instructions but does not supersede them.

3 Operation of the Points System

- 3.1 Drivers who contravene airside driving rules will be issued with an Airside Caution Notice (ACN). The ACN will record the details of the offence. Copies of the ACN will be submitted by the issuing officer to the Aerodrome Operations Management. Following a review by the Management the driver may be awarded penalty points against their ADP.
- 3.2 The Aerodrome Authority personnel, Police airfield patrol units, and any other appropriately trained and approved person, will issue ACNs to offending drivers.

- 3.3 The driver's employer will be notified by letter of the offence and, the penalty points awarded. The employer must complete and return to the Aerodrome Authority the return form that is attached to the notification letter, within 21 days.
- 3.4 A list of infringements is attached as Appendix A; a Cross-Reference is attached as Appendix B of this document.
- 3.5 Guidance Notes for non-serviceable vehicles/equipment are attached as Appendix C of this document.
- 3.6 In cases of multiple infringements, penalty points will normally be awarded for the most serious infringement and not on a cumulative points basis.

4 Appeals

- 4.1 Appeals must be made within 21 days of the employer receiving notification of the points awarded. The appeal will be considered at the beginning of the following month.
- 4.2 Appeals and supporting documentation should be submitted by the driver's employer, in writing, to the Airside Operations Management or other appropriately appointed aerodrome management.
- 4.3 An appeal must be submitted and supported on behalf of the driver by the driver's employer. A written submission from the driver will be admitted in support of the appeal. The driver's employer will represent the driver at the Appeal Panel Meeting.
- 4.4 Appeals against the issuing of penalty points will be considered by an Appeal Panel made up of members of the Aerodrome Safety Group and the Penalty Points Working Group, set up by the Airside Operations Management within the first two weeks of the following month.
- 4.5 The Appeal Panel has the right to reduce, maintain or increase the penalty points issued when reviewed in the event of an appeal. The decision of the Appeal Panel is final.
- 4.6 Guidance on the appeal process is attached as Appendix D.

5 Implications of Points Issued

- 5.1 Should a total of six points or above be awarded against an ADP within any rolling 12-month period, the driver will be required to be re-trained and must successfully complete an airside practical driving test and an exam paper (normally within two weeks of the points being issued). A record must be kept and made available to Aerodrome Authority for audit purposes.
- 5.2 When a driver's ADP points total nine or above within a rolling 24-month period, employers must ensure the drivers are apprised of the possible consequences should further points be issued against the driver's ADP.
- 5.3 When a driver is awarded 11 points for one offence a member the Aerodrome Authority management will discuss the incident with the driver's employer and agree an appropriate action plan. As a minimum the driver will be required to be re-trained and must successfully complete an airside practical driving test and an exam paper (normally within two weeks of the points being issued). A record must be kept and made available to Aerodrome Authority for audit purposes.

- 5.4 If a driver's ADP points should total 12 or above within a rolling 36-month period, the ADP will be removed for a minimum period of three months, during which time the driver will not be permitted to carry out any work involving driving airside. The Aerodrome Authority management will discuss the incident or incidents that led to the accumulation of 12 points with the driver's employer and agree an appropriate action plan. After the period of three months suspension, the driver is at liberty to re-apply for initial driver training by the employer's normal training provider and subsequent re-testing. If successful, an ADP can be re-issued.
- 5.5 Points remain valid for a period of 3 years from date of issue.
- 5.6 The number of infringements committed by companies will be regularly promulgated in order to further encourage safe driving.

6 Withdrawal of Airside Driving Permit

- 6.1 In the interest of safety or in circumstances where a single serious incident or offence has occurred, The Aerodrome Authority management representatives may immediately withdraw a driver's ADP. When doing so, a factual statement of the events and reasons for withdrawing an ADP from a driver will be recorded and a copy provided to the individual at the time of the incident. The driver's line manager will normally be requested to attend the scene. The driver's ADP may be returned to the driver's line manager after discussion with Aerodrome Authority management.

Annexes:

Annex 1 Offence Codes

Annex 2 Guidance notes on defective vehicles/equipment

Annex 3 Guidance notes on the appeal process

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Appendix C, Annex 1 Infringement Offence Codes

INFRINGEMENT - Offence Codes Points

01. Reversing to/from aircraft without a trained banksman or guide person (but excluding vehicles where the driver has 360 degree vision or a working reverse camera is fitted).
02. Vehicle/equipment parking brake not set.
03. Parking on a Red route.
04. Driving with insecure load likely to fall.
05. Driving without dipped headlights.
06. Vehicles/equipment found unattended with engines running.
07. Failure to display working top-light in line with current SIs.
08. Driving across stands.
09. Other - Contravention of rules that are not specifically identified in the Infringement offence code.
10. Speeding.

Speed limit +3mph to +9mph	(A)
Speed limit +10mph to +14mph	(B)
Speed limit +15mph to +20mph	(C)
Speed limit 20mph+	(D)

Speeding will be calculated by the use of either Operations vehicle fitted with a Provida camera or with a hand held Laser Speed Gun.

11. Driving without due care and attention (as defined in the Road Traffic Act).
12. Failure to stop and report an accident.
13. Failure to comply with signals of an Airside Operations official, BHSO or Police.
14. Failure to comply with road signs or markings (excluding Parking).
15. Driving dangerously (as defined in the Road Traffic Act).
16. Obstructing the movement of an aircraft.
17. Parking or waiting in such a position as to block the vehicle exit path of fuel tanker (bowser) vehicles involved in refuelling.
18. Driving with an ADP that has lapsed.
19. Driving whilst using a hand held mobile phone.
20. Partial obstruction or blocking of:
 - a) emergency escape exits from buildings;
 - b) emergency escape routes from buildings to assembly points;
 - c) assembly points.
21. Unsecured load resulting in an accident.
22. Equipment on tow which detaches and causes an accident (except where the tow-arm design incorporates a fail mechanism).

23. Driving in the wrong direction on a one way traffic system.
24. Entering the manoeuvring area without permission.
25. Driving in a manner that has or has the potential to cause an accident or incident involving major damage or injury.
26. Failure to give way to an aircraft.
27. Endangering an aircraft.

CALL POLICE for: Drivers suspected of being under the influence of alcohol or drugs.

Appendix C, Annex 2 Guidance Notes on Defective Vehicle/Equipment

Various Aerodrome Authority Safety Instructions and HSE regulations place responsibility upon companies to maintain vehicles and equipment to a satisfactory standard and to have in place effective procedures for reporting and rectifying faults. Whilst vehicle defects do not attract points, drivers must ensure they play their part in vehicle safety.

- 1 All vehicles and equipment used at the Airport should be 'Fit for Service' and should have a daily inspection according to the operating company's accepted policy.
- 2 Vehicle/equipment defects should be reported and recorded according to the operating company's accepted policy.
- 3 Defects that would not normally be visible or obvious during a walk round inspection will not be deemed as a driver responsibility, however continued use of a vehicle with defects that would be apparent to a driver when the vehicle is driven would be deemed a driver responsibility.
- 4 Only a competent person with some mechanical knowledge should recover defective vehicle/equipment from an airside area. If the vehicle/equipment cannot be driven safely e.g. steering, transmission, or brake faults it would be expected that the vehicle/equipment be recovered by either suspended or solid bar tow.
- 5 Other non-critical faults of a less serious nature; the vehicle/equipment may be driven to the workshop with care and hazard warning lights switched on.

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Appendix C, Annex 3 Guidance Notes on the Appeal Process

- 1 The appeal panel comprises independent members drawn from the Aerodrome Airside Community, they are senior managers from Airlines and airside Service Providers, the panel is chaired by the an Aerodrome Authority Manager. The panel must have a quorum of at least two independent panel members plus the chairperson.
- 2 Each appeal is reviewed individually, the panel are presented with the information that led to the points award, and the information provided by the driver's employer in support of the appeal. In addition, the driver has the option to provide a written submission to the panel. The panel have the opportunity to question both the Aerodrome Authority and the driver's employer prior to reaching a decision.
- 3 Drivers will not be suspended from driving if an appeal is pending, they may continue to drive until the outcome of the appeal panel is known, at which point any driving suspension will take effect.
- 4 How to prepare for an appeal:
 - a) ensure the notification of intention to appeal is returned to the Aerodrome Authority within 21 days;
 - b) allow sufficient time to gather the relevant supporting information;
 - c) stick to the facts of the offence in question;
 - d) prepare photos or sketches to help the panel fully understand your point;
 - e) ensure the person presenting the appeal case is well briefed;
 - f) remember the panel members are giving up their time to represent the community interests, don't waste it;
 - g) companies may wish to seek industry representation in the form of an independent advisor.

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Appendix D Language Proficiency Ratings

LEVEL	PRONUNCIATION <i>Assumes a dialect and/or accent intelligible to the aeronautical community</i>	STRUCTURE <i>Relevant grammatical structure and sentence patterns are determined by language functions appropriate to the task</i>	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
Expert 6	Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced and sensitive to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasize a point. Uses appropriate discourse markers and connectors spontaneously.	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues and responds to them appropriately.
Extended 5	Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, rarely interfere with ease of understanding.	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.	Able to speak at length with relative ease on familiar topics but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers and connectors.	Comprehension is accurate on common, concrete and work-related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers.	Responses are immediate, appropriate and informative. Manages the speaker/listener relationship effectively.

LEVEL	PRONUNCIATION <i>Assumes a dialect and/or accent intelligible to the aeronautical community</i>	STRUCTURE <i>Relevant grammatical structure and sentence patterns are determined by language functions appropriate to the task</i>	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
Operational 4	Pronunciation, stress, rhythm and intonation are influenced by the first language, or regional variation, but only sometimes interfere with ease of understanding.	Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected circumstances but rarely interfere with meaning.	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.	Comprehension is mostly accurate on common, concrete and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events comprehension may be slower or require clarification strategies.	Responses are sometimes immediate, appropriate and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.
Preoperational 3	Pronunciation, stress, rhythm and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding.	Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.	Vocabulary range and accuracy are often sufficient to communicate on common, concrete or work-related topics, but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking vocabulary.	Produces stretches of language, but phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers are sometimes distracting.	Comprehension is often accurate on common, concrete and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. May fail to understand a linguistic or situational complication or unexpected turn of events.	Responses are sometimes immediate, appropriate and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.

LEVEL	PRONUNCIATION <i>Assumes a dialect and/or accent intelligible to the aeronautical community</i>	STRUCTURE <i>Relevant grammatical structure and sentence patterns are determined by language functions appropriate to the task</i>	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
Elementary 2	Pronunciation, stress, rhythm, and intonation, are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Shows only limited control of a few simple memorised grammatical structures and sentence patterns.	Limited vocabulary range consisting only of isolated words and memorised phrases.	Can produce very short, isolated, memorised utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar words.	Comprehension is limited to isolated, memorised phrases when they are carefully and slowly articulated.	Response time is slow and often inappropriate. Interaction is limited to simple routine exchanges.
Preliminary 1	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.

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Appendix E Frameworks for Airside Driving Structured Training Programmes

1 Introduction

- 1.1 The following Appendices contain frameworks for training providers who wish to construct Structured Training Programmes (STPs) for airside driving personnel. The frameworks should be read alongside the referenced occupational standards from CAP 790.
- 1.2 STPs should be seen as part of a development programme for staff. They will provide staff with the acquisition or refreshing of skills in a training environment.
- 1.3 These skills will need to be applied and adapted to the risks of the particular airport. All staff should have a development plan to refresh, enhance or attain additional skills to enable them to be fully competent in airside driving.

2 Apron and Airside Roads Driver – Initial (Category A)

2.1 Aim

- 2.1.1 The aim of the STP is to train new drivers in both the theory and practical skills necessary to drive safely on the aerodrome airside roads and aprons.
- 2.1.2 Candidates should attend this course before they operate a vehicle in the airside environment.

2.2 Attendance Criteria

- 2.2.1 Candidates shall be in possession of a valid Driving Licence (CAP), medical certificate and are able to demonstrate language proficiency to the minimum of Operational Level 4 as described in the CAP 790.

2.3 Preparation

The following should be a pre-course requirement:

- Knowledge of CAP 790

2.4 Theory Content

- CAP 790
- CAP 168, Chapter 2, Appendix 2B
- CAP 168, Chapter 7
- CAP 393, The Air Navigation Order
- Airport Operational Instructions
- Airport Safety Instructions
- Environmental Instructions
- Airport Conditions of Use
- Health and Safety at Work Act 1974
- Airport Bye-Laws
- Hazard identification and risk assessment

2.5 **Delivery Method**

2.5.1 The course should cover the theory content and practical exercises in the classroom using interactive media. Aerodrome familiarisation and application of techniques will take place, under supervision, in the aerodrome environment.

2.6 **Assessments**

The aerodrome operator should ensure that processes are in place to ensure that:

1 Assessors:

- a) are technically competent in meeting the company/regulator standards;
- b) can demonstrate they can assess candidates as competent against a set of laid down criteria.

2 Verification:

- a) there are processes in place to ensure consistency of assessment and quality assurance of the assessment process.

The assessments against the requirements of CAP 790 should be carried out and recorded on a database.

2.7 **Length of Course**

2.7.1 It is expected the course will be in the region of 4 hours.

2.8 **Validity**

2.8.1 Permit will be valid for up to 5 years. The permit holder will need to pass a retest before permit can be revalidated.

3 **Apron and Airside Roads Driver – Revalidation (Category A)**

3.1 **Aim**

3.1.1 The aim of the STP is to allow drivers to refresh and demonstrate the skills necessary to retain the driving permit.

3.2 **Attendance criteria**

3.2.1 Candidates should attend this course to revalidate their competence in airside driving.

3.3 **Preparation**

The following should be a pre-course requirement:

- Knowledge of CAP 790

3.4 **Theory Content**

- CAP 790
- CAP 168, Chapter 2, Appendix 2B
- CAP 168, Chapter 7
- CAP 393, The Air Navigation Order
- Airport Operational Instructions
- Airport Safety Instructions
- Environmental Instructions
- Airport Conditions of Use

- Health and Safety at Work Act 1974
- Airport Bye-Laws
- Hazard identification and risk assessment

3.5 **Delivery Method**

- 3.5.1 The course should refresh the theory content and practical exercises in the classroom using interactive media. Aerodrome familiarisation and application of techniques will take place, under supervision, in the aerodrome environment.

3.6 **Assessments**

The aerodrome operator should ensure that processes are in place to ensure that:

- 1 Assessors:
 - a) are technically competent in meeting the company/regulator standards;
 - b) can demonstrate they can assess candidates as competent against a set of laid down criteria.
- 2 Verification:
 - a) there are processes in place to ensure consistency of assessment and quality assurance of the assessment process.

The assessments against the requirements of CAP 790 should be carried out and recorded on a database.

3.7 **Length of Course**

- 3.7.1 It is expected the course will be in the region of 4 hours (excluding meal breaks).

3.8 **Validity**

- 3.8.1 Permit will be valid for up to 5 years. The permit holder will need to pass a re-test before permit can be revalidated.

4 Manoeuvring Area Driver – Initial (Category M) (excluding Runway access)

4.1 **Aim**

- 4.1.1 The aim of the STP is to train existing Category A drivers in both the technical and practical skills necessary to drive safely on the aerodrome manoeuvring area (excluding the runway). It requires drivers to comply with the rules and standards of conduct in areas designed for aircraft movement, not ground vehicle operations.

- 4.1.2 Candidates shall attend this STP before they operate a vehicle on the Manoeuvring Area **excluding** the runway.

4.2 **Attendance Criteria**

- 4.2.1 Candidates shall be in possession of a valid RTF certificate and be able to demonstrate language proficiency to the minimum of Operational Level 4 as described in CAP 790.

4.3 **Preparation**

The following shall be a pre-course requirement:

- Knowledge of CAP 413 Supplement 2: A Reference Guide to UK Phraseology for Aerodrome Drivers

4.4 **Theory Content**

- CAP 790
- CAP 168, Chapter 2, Appendix 2B
- CAP 168, Chapter 7
- CAP 393, The Air Navigation Order
- Airport Operational Instructions
- Airport Safety Instructions
- Environmental Instructions
- Airport Conditions of Use
- Health and Safety at Work Act 1974
- Airport Bye-Laws
- Hazard identification and risk assessment
- Dynamic risk assessment
- Radio procedures
- Practical exercises

4.5 **Delivery Method**

- 4.5.1 The STP shall be heavily biased on the use of a driver simulator for Situational Awareness training and hazard identification, under practical mentored instruction. Clear, concise and relevant notes shall be provided to underpin the subject areas with the emphasis on development of skills.

4.6 **Assessments**

The aerodrome operator should ensure that processes are in place to ensure that:

1 Assessors:

- a) are technically competent in meeting the company/regulator standards;
- b) can demonstrate they can assess candidates as competent against a set of laid down criteria.

2 Verification:

- a) there are processes in place to ensure consistency of assessment and quality assurance of the assessment process.

The assessments against the requirements of CAP 790 should be carried out and recorded on a database.

4.7 **Length of Course**

- 4.7.1 It is expected the course will be in the region of 8 hours.

4.8 **Validity**

- 4.8.1 Permit will be valid for up to 5 years. To continue exercising the privileges of the permit the permit holder will need to either:
- a) demonstrate they have received continued competence training throughout the duration of the permit; or
 - b) undertake the refresher course and pass the re-test.

5 Manoeuvring Area Driver – Revalidation (Category M) (excluding Runway access)

5.1 Aim

5.1.1 The aim of the STP is to allow drivers to refresh and demonstrate the skills necessary to retain the driving permit.

5.2 Attendance Criteria

5.2.1 Candidates need only attend this course to revalidate their competence in manoeuvring area driving (excluding the runway) should they fail to provide evidence of maintenance of competency.

5.3 Preparation

The following shall be a pre course requirement:

- Knowledge of CAP 413 Supplement 2: A Reference Guide to UK Phraseology for Aerodrome Drivers

5.4 Theory Content

- CAP 790
- CAP 168, Chapter 2, Appendix 2B
- CAP 168, Chapter 7
- CAP 393, The Air Navigation Order
- Airport Operational Instructions
- Airport Safety Instructions
- Environmental Instructions
- Airport Conditions of Use
- Health and Safety at Work Act 1974
- Airport Bye-Laws
- Hazard identification and risk assessment
- Dynamic risk assessment
- Radio procedures
- Practical exercises

5.5 Delivery Method

5.5.1 The STP shall be heavily biased on the use of a driver simulator for Situational Awareness training and hazard identification, under practical mentored instruction.

5.6 Assessments

The aerodrome operator should ensure that processes are in place to ensure that:

1 Assessors:

- a) are technically competent in meeting the company/regulator standards;
- b) can demonstrate they can assess candidates as competent against a set of laid down criteria.

2 Verification:

- a) there are processes in place to ensure consistency of assessment and quality assurance of the assessment process.

The assessments against the requirements of CAP 790 should be carried out and recorded on a database.

5.7 Length of Course

5.7.1 It is expected the course will be in the region of 4 hours.

5.8 Validity

5.8.1 Permit will be valid for up to 5 years. To continue exercising the privileges of the permit the permit holder will need to either:

- a) demonstrate they have received continued competence training throughout the duration of the permit; or
- b) undertake the refresher course and pass the re-test.

6 Manoeuvring Area Driver – Initial (Category R) (including runway access)

6.1 Aim

6.1.1 The aim of the STP is to train existing Category A drivers in both the technical and practical skills necessary to drive safely on the aerodrome manoeuvring area (including the runway).

6.2 Attendance Criteria

6.2.1 Candidates shall attend this STP before they operate a vehicle on the manoeuvring area including the runway. **The applicant shall provide evidence that their job requires access to the runway during operational hours.**

6.3 Preparation

The following shall be a pre-course requirement:

- Knowledge of CAP 413 Supplement 2: A Reference Guide to UK Phraseology for Aerodrome Drivers

6.4 Theory Content

- CAP 790
- CAP 168, Chapter 2, Appendix 2B
- CAP 168, Chapter 7
- CAP 393, The Air Navigation Order
- Airport Operational Instructions
- Airport Safety Instructions
- Environmental Instructions
- Airport Conditions of Use
- Health and Safety at Work Act 1974
- Airport Bye-Laws
- Hazard identification and risk assessment
- Dynamic risk assessment

- Radio procedures
- Practical exercises

6.5 **Delivery Method**

6.5.1 The STP shall be heavily biased on the use of a driver simulator for Situational Awareness training and hazard identification, under practical mentored instruction. Clear, concise and relevant notes shall be provided to underpin the subject areas with the emphasis on development of skills.

6.6 **Assessments**

The aerodrome operator should ensure that processes are in place to ensure that:

1 Assessors:

- a) are technically competent in meeting the company/regulator standards;
- b) can demonstrate they can assess candidates as competent against a set of laid down criteria.

2 Verification:

- a) there are processes in place to ensure consistency of assessment and quality assurance of the assessment process.

The assessments against the requirements of CAP 790 should be carried out and recorded on a database.

6.7 **Length of Course**

6.7.1 It is expected the course will be in the region of 4 hours.

6.8 **Validity**

6.8.1 Permit will be valid for 1 year.

7 Manoeuvring Area Driver – Revalidation (Category R) (including runway access)

7.1 **Aim**

7.1.1 The aim of the STP is to allow drivers to refresh and demonstrate the skills necessary to retain the driving permit.

7.2 **Attendance Criteria**

7.2.1 Candidates need only attend this course to revalidate their competence in Manoeuvring Area driving (including the runway) should they fail to provide evidence of maintenance of competency. **The applicant shall provide evidence that their job continues to require access to the runway during operational hours.**

7.3 **Preparation**

The following shall be a pre-course requirement:

- Knowledge of CAP 413 Supplement 2: A Reference Guide to UK Phraseology for Aerodrome Drivers

7.4 **Theory Content**

- CAP 790
- CAP 168, Chapter 2, Appendix 2B

- CAP 168, Chapter 7
- CAP 393, The Air Navigation Order
- Airport Operational Instructions
- Airport Safety Instructions
- Environmental Instructions
- Airport Conditions of Use
- Health and Safety at Work Act 1974
- Airport Bye-Laws
- Hazard identification and risk assessment
- Dynamic risk assessment
- Radio procedures
- Practical exercises

7.5 **Delivery Method**

7.5.1 The STP shall be heavily biased on the use of a driver simulator for Situational Awareness training and hazard identification, under practical mentored instruction. Clear, concise and relevant notes shall be provided to underpin the subject areas with the emphasis on development of skills.

7.6 **Assessments**

The aerodrome operator should ensure that processes are in place to ensure that:

1 Assessors:

- a) are technically competent in meeting the company/regulator standards;
- b) can demonstrate they can assess candidates as competent against a set of laid down criteria.

2 Verification:

- a) there are processes in place to ensure consistency of assessment and quality assurance of the assessment process.

The assessments against the requirements of CAP 790 should be carried out and recorded on a database.

7.7 **Length of Course**

7.7.1 It is expected the course will be in the region of 4 hours.

7.8 **Validity**

7.8.1 Permit will be valid for 1 year. To continue exercising the privileges of the permit the permit holder will need to either:

- a) demonstrate they have received continued competence training throughout the duration of the permit; or
- b) undertake the refresher course and pass the re-test.

8 Radiotelephony Phraseology Certificate – Initial (Category M & R)

8.1 Aim

8.1.1 The aim of the STP is to train drivers in the correct use of radiotelephony (RTF) phraseology and techniques. It is designed to ensure the driver, operating on the manoeuvring area, is competent in the use of the radio and can easily and comfortably communicate with Air Traffic Controller when needed.

8.1.2 Candidates shall attend this course before they operate a vehicle on the manoeuvring area and/or runway.

8.2 Attendance Criteria

8.2.1 Candidates are able to demonstrate language proficiency to Operational Level 4 as described in CAP 790.

8.3 Preparation

The following shall be a pre-course requirement:

- Knowledge of Supplement to CAP 413 (A reference guide to UK phraseology for Aerodrome Drivers)

8.4 Theory Content

- CAP 413
- CAP 393, The Air Navigation Order
- Airport Operational Instructions

8.5 Delivery Method

8.5.1 The course shall cover the theory content and practical exercises in the classroom using interactive media and/or Radiotelephony equipment.

8.6 Assessments

The aerodrome operator should ensure that processes are in place to ensure that:

1 Assessors:

- a) are technically competent in meeting the company/regulator standards;
- b) can demonstrate they can assess candidates as competent against a set of laid down criteria.

2 Verification:

- a) there are processes in place to ensure consistency of assessment and quality assurance of the assessment process.

The assessments against the requirements of CAP 413 should be carried out and recorded on a database.

8.7 Length of Course

8.7.1 It is expected the course will be in the region of 16 hours.

8.8 Validity

8.8.1 Permit will be valid for an unlimited period. The permit holder will need to demonstrate competency requirements during the revalidation of their Airside Driving Permit.

9 Framework for Airside Driver Initial Course

9.1 The following table sets out the suggested subjects and the percentages of theory or practical delivery during the course. It also suggests the subjects that would need to be assessed locally before someone drives a vehicle airside.-

Subject	% Theory	% Practical	Pre-driving	In Development
Initial Course Content				
LEGAL REQUIREMENTS (General to all Airports) <ul style="list-style-type: none"> The Air Navigation Order CAP 168 CAP 790 CAP 642 	80	20		
LEGAL REQUIREMENTS (Local to Issuing Airports) <ul style="list-style-type: none"> Bye-laws Conditions of Use Airport Operational Instructions Airport Safety Instructions 	70	30		
AIRPORT LAYOUT <ul style="list-style-type: none"> The general geography of the local aerodrome Surface markings and signs (for both vehicles and aircraft) Speed Limits Aviation terminology used such as taxiway, apron, roads, crossings etc. Parking areas and Restrictions, Hot Spots and local requirements 	30	70		
PERSONAL RESPONSIBILITIES <ul style="list-style-type: none"> Fitness to drive (medical/health standards) national or airport agreed requirements Issue and use of personal protective equipment such as high visibility clothing and hearing protection General driving standards No smoking requirements airside Responsibilities with respect to FOD and fuel/oil spillages Responsibility for individuals to ensure vehicle is suitable for the task and used correctly 	90	10		

Subject	% Theory	% Practical	Pre-driving	In Development
Initial Course Content				
VEHICLE STANDARDS <ul style="list-style-type: none"> • Condition and maintenance standards agreed at aerodrome and/or national level • The requirements to display obstruction lights and company insignia • Requirements and content of daily vehicle inspections • Agreed standards of aerodrome and company vehicle fault reporting and rectification • Local requirements for the issue and display of Airside Vehicle Permits (AVPs) • Reversing 	30	70		
RULES FOR OPERATING AT NIGHT AND IN LOW VISIBILITY <ul style="list-style-type: none"> • General rules • Local rules 	40	60		
HAZARDS <ul style="list-style-type: none"> • Speed limits, prohibited areas and no parking regulations • The danger zones around aircraft • Engine suction/ingestion and blast, propellers and helicopters • Aircraft refuelling • FOD and spillages • Vehicle reversing • Staff and passengers walking across aprons • Airbridges and other services such as fixed electrical ground power • The general aircraft turnaround process • Aircraft emergency stop and fuel cut off procedures • Hazardous cargo • Local vehicle towing requirements • Requirements for driving at night • Specialist Vehicles 	30	70		
THE ROLE OF: <ul style="list-style-type: none"> • The Civil Aviation Authority (CAA) • The Police • The Health and Safety Executive (HSE) • The Local Authority • The Department for Transport (DfT) • The Airport Authority 	100	0		

Subject	% Theory	% Practical	Pre-driving	In Development
Initial Course Content				
SECURITY PROCEDURES <ul style="list-style-type: none"> • Personal Requirements (ID Cards) & Exemptions where applicable • Vehicle Security Permits • Security Restricted Zones • Security Control Zones 	90	10		
EMERGENCY PROCEDURES <ul style="list-style-type: none"> • Action in the event of an vehicle accident • Specific action to be taken in the event of a vehicle striking an aircraft • Action in the event of a fire • Action in the event of an aircraft accident or incident • Reporting procedures • CAA Mandatory Occurrence Reporting (MOR) Scheme 	100	0		
PENALTIES FOR NON-COMPLIANCE <ul style="list-style-type: none"> • General Penalties • Local Penalties 	100	0		

10 Framework for Manoeuvring Area Driver Initial Course

10.1 The following table sets out the suggested additional subjects and the percentages of theory or practical delivery during the course. It is based on the assumption that the driver has undertaken a course of training for the A Permit.

Subject	% Theory	% Practical	Pre-driving	In Development
Initial Course Content				
LEGAL REQUIREMENTS (Local to Issuing Airports) <ul style="list-style-type: none"> • ATC Rules, rights of way of aircraft • Definitions of movement area, manoeuvring area, aprons, stands • Methods used to disseminate information regarding Works in Progress 	70	30		
AIR TRAFFIC CONTROL <ul style="list-style-type: none"> • Function of aerodrome control and its area of responsibility • Function of ground movement control and its area of responsibility • Normal and Emergency procedures used by ATC relating to aircraft • ATC frequencies used and normal hand over/transfer points for vehicles • ATC call signs, vehicle call signs, phonetic alphabet, standard phraseology • Demarcation of responsibilities between ATC and Apron Control if applicable 	70	30		
PERSONAL RESPONSIBILITIES <ul style="list-style-type: none"> • Fitness to drive (medical/health standards) national or airport agreed requirements • Issue and use of personal protective equipment such as high visibility clothing and hearing protection • No smoking requirements airside • Responsibilities with respect to FOD and fuel/oil spillages • Responsibility with respect to escorting other vehicles on the manoeuvring area 	90	10		

Subject	% Theory	% Practical	Pre-driving	In Development
Initial Course Content				
VEHICLE STANDARDS <ul style="list-style-type: none"> • Condition and maintenance standards agreed at aerodrome and/or national level • The requirements to display obstruction lights and company insignia • Requirements and content of daily vehicle inspections • Agreed standards of aerodrome and company vehicle fault reporting and rectification • Local requirements for the issue and display of Airside Vehicle Permits (AVPs) • Reversing 	30	70		
RULES FOR OPERATING AT NIGHT AND IN LOW VISIBILITY <ul style="list-style-type: none"> • General rules • Local rules 	50	50		
AERODROME TOPOGRAPHY <ul style="list-style-type: none"> • Emphasis on standard ICAO signage, marking and lights used on the manoeuvring area • Special emphasis on those signs, markings and lights used to protect the runway • Description of equipment used in non-visual aids to navigation i.e. ILS • Description of protection zones related to non-visual aids to navigation • Description of ILS protected areas and their relation to runway holding points • Description of runway instrument/visual strip, cleared and graded area 	60	40		
HAZARDS OF MANOEUVRING AREA DRIVING <ul style="list-style-type: none"> • Engine suction/ingestion and blast, vortex, propellers and helicopter operations • Procedures for vehicle and or radio becoming unserviceable whilst on manoeuvring area • Rights of way for aircraft, towed aircraft and RFFS vehicles in emergency 	60	40		

Subject	% Theory	% Practical	Pre-driving	In Development
Initial Course Content				
EMERGENCY PROCEDURES <ul style="list-style-type: none"> • Actions to be taken in event of vehicle accident/incident • Actions to be taken in event of aircraft accident/incident • Actions to be taken if FOD or other debris is found on runways and/or taxiways • Procedures to be used by drivers if lost or unsure of position • Local emergency telephone numbers 	80	20		
AIRCRAFT FAMILIARISATION <ul style="list-style-type: none"> • Knowledge of aircraft types and ability to identify all types normally operating at the aerodrome • Knowledge of airline call signs • Knowledge of aircraft terminology relating to engines, fuselage, control surfaces, undercarriage, lights, vents etc. 	60	40		
<ul style="list-style-type: none"> • PRACTICAL TRAINING (SIMULATOR with RADIOTELEPHONY) • All runways (including access and exit routes), holding areas, taxiways and aprons • All signs, surface markings and lights associated with runways, holding positions, CAT I/II/III operations • All signs, surface markings and lights associated with taxiways • Hazards of operating around aircraft landing, taking off or taxiing • Identification of hazardous situations and assessment of mitigation techniques • Any locally used naming convention for particular areas or routes 	10	90		

11 Framework for Radiotelephony (RTF) Initial Course

11.1 The following table sets out the suggested additional subjects and the percentages of theory or practical delivery during the course. All drivers operating on the manoeuvring area should be expected to display a high degree of competence in their use of RTF phraseology and aviation English.

Subject	% Theory	% Practical	Pre-driving	In Development
Initial Course Content				
HIERARCHY OF MESSAGE PRIORITY <ul style="list-style-type: none"> Message priorities, understanding of distress, alerting, control and information messages 				
PHONETIC ALPHABET <ul style="list-style-type: none"> Correct pronunciation of letters, words and numbers Emphasis on drivers using standard phraseology similar to pilots 				
AIRCRAFT, ATC AND VEHICLE CALL SIGNS <ul style="list-style-type: none"> Understanding the terminology and acronyms used by ATC and pilots Knowledge of the airline call signs used at the aerodrome 				
READ BACK PROCEDURES <ul style="list-style-type: none"> Vehicle drivers should use standard read back in the same manner as pilots for instructions such as 'enter/cross the runway', and if conditional clearances are used 				
READABILITY SCALE <ul style="list-style-type: none"> Understanding the use of the readability scale from 1 – 5 				
VEHICLE BREAKDOWN PROCEDURE <ul style="list-style-type: none"> Local procedure for vehicle breakdown on runways or taxiways Procedure for indicating vehicle failure to ATC 				
RADIO FAILURE PROCEDURE <ul style="list-style-type: none"> Understanding of the local procedure if radio failure occurs whilst on the runway or taxiway Understanding of light signals that may be used by ATC to pass instructions to vehicles 				

Subject	% Theory	% Practical	Pre-driving	In Development
Initial Course Content				
TRANSMITTING TECHNIQUES <ul style="list-style-type: none"> • Understanding the reasons for listening out prior to transmitting • Use of aviation English • Words and sounds to be avoided • Correct positioning of microphones to avoid distortion • Avoidance of 'clipped' transmissions • Awareness of regional accents and variations of speech • Speed of delivery of RTF phraseology 				
PORTABLE RADIOS <ul style="list-style-type: none"> • Correct use of radios • Effective range and battery life • Screening/shielding effects on the aerodrome • Use of correct call signs, either relating to vehicle or an individual 				
LEGAL REQUIREMENTS (Local to Issuing Airports) <ul style="list-style-type: none"> • Local instructions regarding use of portable radios and hand held microphones whilst driving a vehicle • Local instructions on the use of mobile telephones (cell phone) whilst operating airside 				

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