



## **Airside Vehicle Control Manual**

**Version 9 – 16 October 2023**

**Any alterations to this Manual must be approved by the:  
Head of Operations**

**The current copy of this Manual is held on SharePoint and Cairns Airport website.**

**It is your responsibility to ensure you hold the current copy of this Manual.**

## Document Control

Doc Title	Version	Status	Sponsor	Author
Airside Vehicle Control Manual	9	FINAL	Head of Operations	Aerodrome Operations Manager

## Index of Revisions

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		4.1	Change: CA is the only Approved Issuing Authority for issuing of AUA's	
		4.4	Change: AUA's valid for 2 years	
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		6.5	Change: ADA's valid for 2 years not 3 years	
		6.6	Removal: Section relating to Notifying Demerit/Fine requirement	
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		9.1 (d)	Inclusion: Requirement to hold Certificate IV Training and Assessment	
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9	16 Oct 2023	ALL	Annual Review Incorporated the Airside Drivers Guide and Demerit Point System Handbook in the AVCH as Appendix	Aerodrome Operations Manager Aerodrome Operations Supervisor Security Manager
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## FOREWORD

As the operator of an aerodrome certified under the *Civil Aviation Safety Regulations, 1998* (CASR) Cairns Airport (CA) is obliged to include in its Aerodrome Operations Manual particulars for the control of surface vehicles operating on, or in the vicinity of the movement area.

CA also has a duty of care under common law and obligations under *the Civil Aviation Regulations 1998* (CAR), and CASR, the *Aviation Transport Security Act 2004* (ATSR) and Workplace Health and Safety Legislation, in relation to safety and security issues associated with surface vehicles operating on the airport.

This Manual forms an important part of the safety management system which CA has put in place to promote the safe and orderly movement of passengers, aircraft and vehicular traffic on the airside of the airport.

The AVCM is issued as a separate document for ease of distribution to relevant persons and organisations.

Any failure to comply with the requirements of this Manual will be taken into account by CA in considering whether to exclude individuals or entities from aerodrome access and/or the operation of vehicle airside.

# Contents

<b>1. REQUIREMENTS FOR AIRSIDE VEHICLE CONTROL.....</b>	<b>6</b>
1.1 <i>Introduction.....</i>	6
1.2 <i>Regulatory Requirements.....</i>	6
1.3 <i>Responsibilities of Cairns Airport.....</i>	6
1.4 <i>Responsibility for Reviewing, Updating &amp; Implementation.....</i>	7
<b>2. DEFINITIONS.....</b>	<b>8</b>
<b>3. VEHICLE OPERATORS.....</b>	<b>11</b>
3.1 <i>General requirements.....</i>	11
3.2 <i>Manoeuvring Area.....</i>	12
3.3 <i>Vehicles Operating Airside.....</i>	12
3.4 <i>Accidents.....</i>	12
3.5 <i>Immobilised Vehicles.....</i>	12
3.6 <i>Insurance.....</i>	13
3.7 <i>Disposal of Vehicle.....</i>	13
<b>4. AUTHORITY FOR USE AIRSIDE .....</b>	<b>14</b>
4.1 <i>Issue/Renewal.....</i>	14
4.2 <i>New Types of Vehicles.....</i>	15
4.3 <i>Indemnity and Release.....</i>	15
4.4 <i>Expiry, Cancellation and Suspension.....</i>	15
<b>5. DRIVING VEHICLES AIRSIDE .....</b>	<b>17</b>
5.1 <i>General Requirements.....</i>	17
<b>6. AUTHORITY TO DRIVE AIRSIDE .....</b>	<b>17</b>
6.1 <i>Licences Categories.....</i>	17
6.2 <i>Issuing Requirements and Prerequisite.....</i>	19
6.3 <i>Renewal.....</i>	19
6.4 <i>Low Visibility Driving.....</i>	20
6.5 <i>Expiry, Cancellation and Suspension.....</i>	20
6.6 <i>Notifying Loss of Licence .....</i>	21
<b>7. SUPERVISION OF VEHICLES WITHOUT AN AUTHORITY FOR USE AIRSIDE AND DRIVERS WITHOUT AN AUTHORITY TO DRIVE AIRSIDE .....</b>	<b>22</b>
7.1 <i>Withdrawal of Consent.....</i>	22
7.2 <i>Rules of Supervision.....</i>	22
<b>8. APPROVED ISSUING AUTHORITY.....</b>	<b>23</b>
8.1 <i>Approval.....</i>	23
8.2 <i>Cancellation.....</i>	23

8.3	<i>Information to Drivers</i> .....	23
8.4	<i>Record-Keeping and Audit</i> .....	23
<b>9.</b>	<b>APPROVED TRAINING OFFICERS</b> .....	<b>24</b>
9.1	<i>Approval</i> .....	24
9.2	<i>Scope of Authority</i> .....	24
9.3	<i>Cancellation</i> .....	24
9.4	<i>Testing</i> .....	25
<b>10.</b>	<b>MISCELLANEOUS</b> .....	<b>25</b>
10.1	<i>Exemptions</i> .....	25
10.2	<i>Changes in Government Departments</i> .....	25
10.3	<i>Interpretation</i> .....	25
10.4	<i>Transition</i> .....	25
10.5	<i>Bicycles and Tricycles</i> .....	25
	<b>APPENDIX 1 – AIRSIDE DRIVING GUIDE AND DEMERIT POINT SYSTEM</b> .....	<b>26</b>
	<i>INTRODUCTION</i> .....	26
	<i>HOW TO OBTAIN AN INITIAL AND RENEWAL ADA</i> .....	27
	<i>AUTHORITY TO DRIVE AIRSIDE (ADA) REQUIREMENTS</i> .....	27
	<i>LICENCE</i> .....	27
	<i>INSPECTION OF DOCUMENTS</i> .....	27
	<i>CANCELLATION/SUSPENSION</i> .....	27
	<i>VEHICLE REQUIREMENTS</i> .....	28
	<i>GENERAL DRIVING</i> .....	28
	<i>ANIMALS</i> .....	30
	<i>VEHICLE HEIGHT</i> .....	31
	<i>SEAT BELTS</i> .....	31
	<i>MOBILE PHONES</i> .....	31
	<b>ACCIDENTS &amp; INCIDENTS</b> .....	<b>31</b>
	<b>IMMOBILISED VEHICLES</b> .....	<b>31</b>
	<b>EMERGENCY SITUATIONS</b> .....	<b>31</b>
	<b>SUPERVISION</b> .....	<b>31</b>
	<b>AVIATION SECURITY IDENTIFICATION CARDS</b> .....	<b>32</b>
	<b>AIRSIDE MARKINGS</b> .....	<b>32</b>
	<b>DRIVER DEMERIT POINT SYSTEM</b> .....	<b>39</b>
	<i>Airside Driver Penalty Points</i> .....	39

## **1. REQUIREMENTS FOR AIRSIDE VEHICLE CONTROL**

### **1.1 Introduction**

Cairns Airport Pty Ltd is the operator of Cairns Airport (CA), and the aerodrome is certified by the Civil Aviation Safety Authority (CASA).

Although vehicle operations landside at the airport are subject to the application of State regulations, vehicle operations airside impact on the safety and security of aviation activities. For this reason, the use of vehicles airside is regulated:

- for the purpose of aviation safety, by CA, CASA and Airservices Australia (ASA), and
- for the purpose of aviation security, by CA and the Cyber and Infrastructure Security Centre (CISC).

### **1.2 Regulatory Requirements**

As a condition of the aerodrome operator certificate (and in the interests of aviation, safety & security), CA is required to institute certain aerodrome operating procedures, including procedures for the control of persons and vehicles on or near aircraft movement areas. These operating procedures are outlined in the Cairns Aerodrome Operations Manual (AOM).

By virtue of the CASR and the *Airports Assets (Restructuring and Disposal) Act, 2008* CA has specific responsibilities to:

- regulate and control persons and vehicles airside; and
- to control access to security restricted areas of the airport.

With the exception of the control of vehicles on the manoeuvring area which is the responsibility of Air Traffic Control (Airservices Australia).

The control of vehicles and personnel airside, at Cairns Airport, is necessary in order for CA to mitigate the safety and security risks and meet its regulatory requirements.

### **1.3 Responsibilities of Cairns Airport**

CA is responsible to provide airside vehicle control at the airport by way of adequate training and appropriate administrative procedures. The prime objectives of such vehicle control is to:

- a) avoid injury to persons;
- b) avoid damage to property (particularly aircraft);
- c) ensure that priority ('right of way') is given to aircraft on runways, taxiways and aprons; and
- d) comply with the relevant requirements of the airport security program.

In order to provide the necessary airside vehicle control CA has developed a set of mandatory rules and principles similar to those adopted at other major airports in Australia. These rules and principles are detailed throughout this Manual.

This Manual satisfies CA's requirements under the CASR in respect of airside vehicle control at Cairns Airport. This Manual will consequently form the basis of any audit and/or action that might be taken against a particular organisation or driver.

The conditions and rules specified in this Manual are applicable to CA's vehicles and personnel as well as operators, tenants and individuals conducting businesses or other activities airside at the airport.

CA will provide access to this Manual to all staff, companies and/or persons authorised (by CA or by an Approved Issuing Authority) to operate vehicles airside at the airport.

#### **1.4 Responsibility for Reviewing, Updating & Implementation**

The Aerodrome Operations Manager is responsible for:

- Reviewing, updating and implementing the provisions of this Manual.
- Issuing copies of the Manual to stakeholders, as required; and
- Consulting with stakeholder organisations regarding any significant proposed changes to the Manual.

The Manual shall be reviewed and updated at least two-yearly or more frequently as is appropriate, for example, to incorporate significant changes.

## 2. DEFINITIONS

In this Manual:

**Access Control Point (ACPs):** Designated access points to the Security Restricted Area where screening and identification checks occur. At Cairns Airport, ACPs are V23, T2 baggage make up room access (OOG), and the JUHI access point.

**Aeronautical Radio Operator Certificate:** means a certificate issued in accordance with Civil Aviation Regulation.

**Airport:** means Cairns Airport.

**Airside/ Aerodrome:** means the Movement Area of the Airport, adjacent terrain and buildings or portions thereof.

**Aerodrome Operations Manager:** means the Aerodrome Operations Manager, an employee of Cairns Airport and a delegate authorised to exercise powers under this Manual.

**Emergency and Operational Resilience Manager:** means the Emergency and Operational Resilience Manager, an employee of Cairns Airport and a delegate authorised to exercise powers under this Manual.

**Aerodrome Operations Supervisor:** means the Aerodrome Operations Supervisor, an employee of Cairns Airport and a delegate authorised to exercise powers under this Manual.

**Airside Road:** means a road within the Airside of the Airport and marked as a road.

**Air Traffic Control (ATC):** An air traffic control service established by Airservices Australia.

**Airside Vehicle Control Manual (AVCM):** (see also Manual) means this document, which details particulars for the control of surface vehicles operating on, or in the vicinity of the movement area at Cairns Airport.

**Air Navigation Services (ANS):** means Airservices Australia in its capacity as the provider of air traffic services under the Air Services Regulations.

**Anti-collision Beacons (ACBs):** Lights fitted to aircraft on the underside and on the upper portion of an aircraft. These lights are usually red in colour and produce a flashing effect. The beacons are turned on just before the engines are started and they remain active until the last engine is shut down. The beacons help to serve as a safety warning to ground personnel that the engines are operational, and the aircraft is possibly about to move.

**Approved Issuing Authority:** means an organisation authorised by the Cairns Airport under Part 8 of this Manual to issue Authorities to Drive Airside.

**Approved Training Officer:** means a person nominated by an Approved Issuing Authority and approved by the Aerodrome Operations Manager or delegate, in accordance with Part 9 of this Manual.

**Apron:** means that part of an Airport used

- for the purpose of enabling passengers to board, or disembark from aircraft;
- for loading cargo on to, or unloading cargo from, aircraft; and /or
- for refuelling, parking or carrying out maintenance on aircraft

**Apron Services Area:** means that part of a General Aviation Apron in a non-security categorised part of the Airport, described in Part 10 of this Manual.

**Authorised Officer:** means a person appointed by the Chief Executive Officer of Cairns Airport under *Airports Assets(Restructuring and Disposal) Act, 2008* (Part 2 s68) to be an Authorised Officer.



**Authority for Use Airside (AUA):** means an authority for a Vehicle to enter Airside issued under Part 4 of this Manual.

**Authority to Drive Airside (ADA):** means an authority to drive airside issued under Part 6 of this Manual.

**Authority to Drive Airside Category 1:** means an Authority authorising driving in Category 1 issued in accordance with Part 6 of this Manual.

**Authority to Drive Airside Category 2:** means an Authority authorising driving in Category 2 issued in accordance with Part 6 of this Manual.

**Authority to Drive Airside Category 3:** means an Authority authorising driving in Category 3 issued in accordance with Part 6 of this Manual.

**Authority to Drive Airside Category 4:** means an Authority authorising driving in Category 4 issued in accordance with Part 6 of this Manual.

**Aviation Security Identification Card (ASIC):** means a card issued by an organisation approved by the Secretary to the Department of Home Affairs which permits individuals who have an operational need, to have unescorted access to airside areas of Cairns Airport.

**CA:** Cairns Airport

**CAPL:** means Cairns Airport Pty Ltd.

**CASA:** Civil Aviation Safety Authority

**DAMP:** Drug and Alcohol Management Plan

**Delegate:** means an employee of the Cairns Airport authorised to act on behalf of the Aerodrome Operations Manager in relation to the exercise of powers under this Manual.

**Foreign Object Damage or Debris (FOD):** An object that does not belong in or near aircraft and as a result can injure airport personnel and/ or damage aircraft.

**General Aviation:** means all civil aviation operations other than regular public transport operations.

**Holding Point:** Runway holding point markings on taxiways, identify the location where an aircraft/ vehicle is required to stop when it does not have a clearance to proceed onto a runway.

**MAGS:** Movement Area Guidance Signage found at intersections of taxiways and runways used to provide location details to pilots and other operators.

**Manoeuvring Area:** means that part of the Airport used for the take-off, landing and taxiing of aircraft, excluding Aprons.

**Manual:** means the Airside Vehicle Control Manual.

**Markings:** means the symbols, lines, words and figures displayed on the surface of a Movement Area, or visual distinguishing features added to vehicles.

**Movement Area:** means that part of the Airport that is used for the surface movement of aircraft, including Manoeuvring Areas and Aprons.

**Perimeter Road:** means an Airside Road which remains clear of the Manoeuvring Areas except in areas where the road is marked as a taxiway road crossing.

**ROAR:** Rear of Aircraft Road on the domestic apron.

**Rules for Drivers Operating on Airside:** means the rules for airside drivers.

**Runway:** a defined rectangular area on an aerodrome prepared for the landing and take-off of aircraft.

**Runway Guard Lights (RGL):** a light system intended to caution pilots or vehicle drivers that they are about to enter an active runway. Usually flashing amber-coloured lights located at designated holding points.

**Security Controlled Airport:** means an Airport categorised (for security purposes) under Section 28 Subsection 2 in the *Aviation Transport Security Act, 2004*.

**Security Restricted Area (SRA):** means any part of the Airport, designated by notices posted by Cairns Airport, access to which is restricted to Access Control Points for persons holding a valid ASIC or Visitors under escort.

Note: The SRA at Cairns Airport comprises International and Domestic Aprons and other areas detailed in the Cairns Airport Transport Security Program (TSP), such as the taxiways and the runway.

**Subsidiary:** means a wholly owned subsidiary.

**Supervision:** means supervision in accordance with Part 7 of this Manual.

**Supervised Vehicle:** means a Vehicle driven under Supervision in accordance with Part 7 of this Manual.

**Taxiway:** a defined path on an aerodrome established for the taxiing of aircraft and intended to provide a link from one part of the aerodrome to another.

**Tower:** The Air Traffic Control facility at an aerodrome.

**Transport Security Program:** means the regulated document outlining security arrangements at Cairns Airport in accordance with *Aviation Transport Regulations*.

**Vehicle:** means a motor vehicle or other specialised airside mobile equipment, other than bicycles and tricycles.

**Vehicle Operator:** means a person, firm, body corporate or Government Department controlling the operation of a vehicle whether as owner, hirer or otherwise.

**Visitor Identification Card (VIC):** means an identification card issued by a Aviation Security Identification Card (ASIC) issuing body or by an agent of Cairns Airport nominated in the Cairns Airport ASIC program.

### 3. VEHICLE OPERATORS

#### 3.1 General requirements

A Vehicle Operator must ensure that any vehicle which they operate airside, or which is operated on their behalf, is operated in accordance with all relevant legislation.

Without limiting the generality of the previous provision, the Vehicle Operator must ensure that any vehicle which it operates, or which is operated on their behalf, is not operated within 15 metres of an aircraft during fuelling, other than those involved in an aircraft turnaround e.g. refuelling, in accordance with all applicable regulations.

A Vehicle Operator must not operate or permit the operation of a vehicle in an Airside area [other than an Apron Services Area where the operation is in accordance with Part 10 - General Aviation Areas only] without Supervision in accordance with Part 7 unless:

- (a) the Vehicle Operator holds a current Authority for Use Airside (AUA) for the vehicle to operate in the area;
- (b) the Vehicle Operator's current Authority for Use Airside for the vehicle:
  - (i) is affixed to the bottom left-hand side of the windscreen if the vehicle has a windscreen;
  - (ii) is displayed in a holder facing outwards from the front of the vehicle and readily visible from outside the vehicle if the vehicle does not have a windscreen;
- (c) if the vehicle is not permanently located Airside, any entry or egress of the vehicle to or from Airside area must be via the entry or egress points authorised by a current Authority for Use Airside for the vehicle;
- (d) the driver of the vehicle holds a current Authority to Drive Airside (ADA) for the area;
- (e) the vehicle is
  - EITHER
  - (i) registered for use on public roads; or
  - (ii) meets the mechanical and roadworthiness requirements under the law of the State of Queensland;
  - OR
  - in the case of a specialist Airport Vehicle, the vehicle meets:
    - (i) the IATA specifications, if any, for such a vehicle; or
    - (ii) in the case of a vehicle for which there are no IATA specifications, the Aerodrome Operations Manager or delegate has given prior approval for the use of the vehicle and the use of the vehicle is in accordance with any conditions which the Aerodrome Operations Manager or delegate may have attached to such approval or may attach from time to time; and
- (f) the vehicle has on both sides, a clearly displayed company logo which:
  - (i) identifies the Vehicle Operator; and
  - (ii) identifies the vehicle by number(s) or letter(s) or combination of number(s) and letter(s) if the Operator has more than one vehicle

### 3.2 Manoeuvring Area

A Vehicle Operator must not operate or permit the operation of a vehicle on the Manoeuvring Area unless:

- (a) the vehicle is equipped with a serviceable and operating VHF radio capable of two-way communication with ATC and aircraft; the driver holds an AROC and a category of license that permits them to operate on the manoeuvring area; or
- (b) the vehicle is under supervision in accordance with Part 7 by a vehicle so equipped and driven by a driver with such a certificate and ADA.

A Vehicle Operator must not operate or permit the operation of a vehicle on any part of the Manoeuvring Area in conditions where low visibility procedures Stage 2 have been declared:

- Runway visibility reduces to 1700m or less, or
- Cloud ceiling 460ft or less, or
- As required by ATC

unless the Vehicle:

- (a) is driven by a driver whose Authority to Drive Airside of the appropriate category, has been provided the appropriate clearance from ATC; and
- (b) the Vehicle has headlights (dipped) and tail lights operating;  
AND
- (c) displays on top of the vehicle an amber/yellow/orange flashing or rotating beacon that is visible 360°;  
OR
- (d) is under supervision in accordance with Part 7 by another vehicle being operated in accordance with this Manual and authorised by the Aerodrome Operations Manager.

### 3.3 Vehicles Operating Airside

In addition to section 3.2, a Vehicle Operator must not operate or permit the operation of a vehicle on any part of the Airside (e.g. Perimeter Road) unless the Vehicle displays on top of the vehicle a rotating amber beacon and is visible 360° by night.

Note:

International experience has shown the following specification to be particularly suitable. Yellow light, with a flash rate of between 60 and 90 flashes per minute, with a peak intensity of between 40 cd and 400 cd, a vertical beam spread of 12°, and with the peak intensity located at approximately 2.5° vertical.

### 3.4 Accidents

A Vehicle Operator must immediately report to the Aerodrome Operations Manager or delegate any accident or incident airside involving their vehicle.

### 3.5 Immobilised Vehicles

If a vehicle operated by or on behalf of a Vehicle Operator becomes immobilised on a Movement Area the Vehicle Operator must immediately have the vehicle removed.

A Vehicle Operator must ensure that if a vehicle operated by them or on their behalf becomes immobilised on the Manoeuvring Area:

- (a) ATC is notified immediately; and

- (b) the Airport Safety Officer (ASO) is notified.

A Vehicle Operator must ensure that if a vehicle operated by them or on their behalf becomes immobilised on any other area of the airfield that, CA's Airport Safety Officer (ASO) is to be notified immediately.

A Vehicle Operator must ensure that if a vehicle operated by them or on their behalf becomes immobilised on a Movement Area, that the driver of the vehicle provides CA's ASOs much assistance as they may reasonably require to move the vehicle from the Movement Area or to another area on the Movement Area that the CA ASO may consider safe.

### **3.6 Insurance**

A Vehicle Operator must ensure that a vehicle for which it holds an Authority for Use Airside is:

- (a) covered by public liability insurance for at least \$20 million or such higher level of insurance cover that a prudent airline, aircraft operator or airport operative would ordinarily take out;
- (b) which includes cover for the use of vehicles airside where applicable; or
- (c) unless CA agrees in writing to waive the requirement for one or other kind of insurance.

Note: CA is to ensure the capability of the Vehicle Operator to meet any claims that may arise in relation to the operation of the vehicle. Ordinarily, CA may consider waiving the requirement for Third Party personal insurance if the Vehicle Operator is a Government Department or statutory authority.

### **3.7 Disposal of Vehicle**

When a Vehicle Operator disposes of a vehicle for which it holds an Authority for Use Airside, the Vehicle Operator must:

- (a) remove the Authority for Use Airside Sticker from the vehicle prior to disposal and within 24 hours of disposal;
- (b) notify the Aerodrome Operations Manager or delegate (in writing) of the disposal; and  
EITHER
  - (i) return the Authority for Use Airside Sticker for the vehicle to the Aerodrome Operations Manager or delegate;OR
  - (ii) notify the Aerodrome Operations Manager or delegate (in writing) that the Authority for Use Airside has been destroyed.

## 4. AUTHORITY FOR USE AIRSIDE

### 4.1 Issue/Renewal

Subject to this Manual, upon receiving an Authority for Use Airside application form from a Vehicle Operator, the Aerodrome Operations Manager or delegate may approve the application including any restrictions and issue an Authority for Use Airside sticker.

The Aerodrome Operations Manager or delegate may only issue or renew an Authority for Use Airside if the applicant demonstrates:

- (a) a need for the vehicle to be operated airside on a frequent and unsupervised basis:
  - (i) to provide a service which is part of, or related to their operations at the Airport;
  - (ii) to carry out regulatory or law enforcement activities; or
  - (iii) any other purpose approved in writing by the Aerodrome Operations Manager or delegate;
- (b) capacity to ensure that the operation of the vehicle will comply with the requirements of this Manual and with all laws, rules, standards and directions including, where applicable, CASR and ATC directions, relating to the operation of vehicles in the area and without limiting the generality of (b);
- (c) that the applicant has in place appropriate arrangements to limit fire hazards in vehicles which are to operate within 15 metres of an aircraft fuel tank opening or vent outlet during fuelling or de-fuelling;
- (d) that there are in place appropriate arrangements to ensure that if the Vehicle becomes immobilised on a Movement Area, the vehicle will be immediately removed;
- (e) that there are in place appropriate arrangements to ensure that if the vehicle becomes immobilised on a Movement Area, that the notifications required under Section 3 paragraph 3.4 will be given; and
- (f) that the vehicle will be maintained in a state of good repair.

Note: The "appropriate arrangements" to limit fire hazards referred to in (c) will at least include capacity to ensure compliance with CASR 1988 91.485.

Even if the applicant satisfies the preceding provision, neither the Aerodrome Operations Manager or delegate is obliged to issue or renew an Authority for Use Airside.

Note: It may be that some emergency, regulatory or law enforcement authorities will have rights of access in some circumstances even without an Authority for Use Airside or Authority to Drive Airside. However, there is no general obligation on CA to allow Vehicle Operators access to Airside even if they satisfy Part 2 of this Manual.

## 4.2 New Types of Vehicles

An Authority for Use Airside will not be issued for a vehicle which is of a type for which an Authority for Use Airside has not previously been issued in relation to the Airport.

**Note 1:** Where a Vehicle Operator plans to acquire a new type of vehicle for Airport use, he/she should discuss the proposal with CA in a timely manner in order that an assessment can be made in regard to compatibility with pavements and local geography. The type of information necessary to make such assessment of the proposed equipment will ordinarily include:

- compliance with IATA standards (where applicable);
- Dimensions;
- gross mass;
- number, spacing and size of wheels and type of tyres and their pressures;
- turning radius;
- motive power;
- areas of intended operation; and
- special features.

Note: Where a new type of vehicle needs to be restricted to certain areas due to weight considerations, the Aerodrome Operations Manager or delegate will stipulate those restrictions.

## 4.3 Indemnity and Release

The Aerodrome Operations Manager or delegate shall not issue an Authority for Use Airside unless CA has been provided with an indemnity and release form or the Aerodrome Operations Manager or delegate has approved to waive the requirement for such indemnity.

## 4.4 Expiry, Cancellation and Suspension

Subject to this Manual, an Authority for Use Airside is valid for 2 years from the date of issue.

The Aerodrome Operations Manager or delegate may at any time cancel or suspend an Authority for Use Airside by giving written notice to the Vehicle Operator:

- (a) that the Authority for Use Airside is cancelled; or
- (b) that the Authority for Use Airside is suspended for a period specified in the notice; as the case may be.

Within 48 hours of receipt of a notice of cancellation or suspension of an Authority for Use Airside under the previous paragraph, the Vehicle Operator must:

EITHER

- (a) surrender the Authority for Use Airside to the Aerodrome Operations Manager or delegate;

OR

- (b)

if the Authority for Use Airside cannot be removed from the vehicle, destroy the Authority for Use Airside and provide the Aerodrome Operations Manager or delegate with a written statement that it has been destroyed; and

- (c) the vehicle removed from airside.

At any time during a period of suspension under this Part, the Aerodrome Operations Manager or delegate may by way of written notice to the Vehicle Operator:

- (a) re-issue the Authority for Use Airside for the balance of its term;
- (b) cancel the Authority for Use Airside; or
- (c) extend the period of suspension.

Note: Ordinarily, if the Aerodrome Operations Manager or delegate has reason to believe that a vehicle is not fit to be operated Airside or that there has been a breach of the requirements of this Manual which is sufficiently serious to consider cancellation of an Authority for Use Airside, the Aerodrome Operations Manager or delegate will suspend the Authority for Use Airside first and give the Vehicle Operator an opportunity to discuss whether or not there has been a breach and if so whether cancellation is appropriate.

The Aerodrome Operations Manager or delegate will normally suspend an Authority for Use Airside only if satisfied that the Vehicle Operator has breached the requirements of this Manual - either in relation to the vehicle subject to the Authority for Use Airside which is being cancelled or in relation to another vehicle where the breach in relation to that other vehicle casts doubt on the capacity of the operator to comply with the Manual in relation to other vehicles.

The Aerodrome Operations Manager or delegate's power to suspend or cancel is not limited to situations where there is a breach of the Manual. In some circumstances, the Aerodrome Operations Manager or delegate may consider it appropriate to suspend/cancel in order to control the number of vehicles or operators at the Airport for general congestion or commercial reasons.



## **5. DRIVING VEHICLES AIRSIDE**

### **5.1 General Requirements**

A person must not drive a vehicle Airside, unless he/she has a lawful reason to do so.

A person driving a vehicle Airside, including a person driving a vehicle which is under supervision in accordance with Part 7, must comply with the Rules for Airside Drivers & Demerit Point System.

A person must not drive a vehicle Airside unless the person holds a valid State or Territory driving licence for that type of vehicle and the person is:

- (a) Authorised to drive a vehicle Airside by an Authority to Drive Airside; or
- (b) Under supervision in accordance with Part 7 of this Manual; or
- (c) Driving in an Apron Services Area in accordance with Part 10 of this Manual.

Note: The State or Territory licence to drive does not have to be a licence from the State of Queensland.

A person driving a vehicle Airside must not:

- (a) Smoke in a designated non-smoking area;
- (b) Not use a hand held mobile phone whilst driving.

## **6. AUTHORITY TO DRIVE AIRSIDE**

Subject to this Manual, on receipt of an Authority To Drive Airside application form and if satisfied of the matters required to be certified in the application, the Aerodrome Operations Manager or delegate may issue or renew an Authority to Drive Airside in any Category.

Subject to this Manual, on receipt of an Authority To Drive Airside application form and if satisfied of the matters required to be certified in the application, an Approved Issuing Authority may issue or renew an Authority to Drive Airside in Category 1 or 2 to a person who is an officer or employee of the Approved Issuing Authority or an officer or employee of a Subsidiary of the Approved Issuing Authority. Only the Aerodrome Operations Manager or delegate may issue or renew an Authority to Drive Airside Category 3 or 4.

Note: CA or an Approved Issuing Authority must not issue an Authority to Drive Airside unless the Vehicle Operator certifies on the application form that the applicant has an operational need to drive airside on a frequent and unsupervised basis.

### **6.1 Licences Categories**

Subject to this Manual, the Airside areas for which driving is authorised for each Category of Authority to Drive Airside are:

Category 1A

- For Contractors, dedicated areas as approved. (Limited Time)
- This is indicated by a Pink-coloured ADA.

Category 1B

- General Aviation precinct only. (GA airside roads, aprons and taxi lanes but excluding taxiways)
- This is indicated by a Grey-coloured ADA.

#### Category 1C

- General Aviation precinct, Northern Perimeter and Front of Terminal Roads.
- This is indicated by a Green-coloured ADA.

#### Category 2

- Category 1C plus all Aprons
- This is indicated by a Blue –coloured ADA

#### Category 3B

- Category 2 plus Taxiways only.
- This is indicated by a full Yellow-coloured ADA.

#### Category 3A

- Category 2, plus taxiways and designated runway crossings.
- This is indicated by a Yellow-coloured ADA with a Red - coloured diagonal stripe.

#### Category 4

- Categories 3A plus Runways
- This is indicated by a Red-coloured ADA.

## 6.2 Issuing Requirements and Prerequisite

In the case of an applicant who has not held an Authority to Drive Airside in the same or higher Category for the Airport during the 12 months preceding the application, the Aerodrome Operations Manager or delegate or Approved Issuing Authority as the case may be, may issue the Authority if satisfied that:

- (a) The applicant has spent the minimum time, over a two week period, under supervision as a driver in a Vehicle; and where required completed night driving whilst operating in the relevant Airside area:
  - (i) 10 hours for Categories 1 and 2;
  - (ii) 10 hours (8 hours by day and 2 hours by night) for Category 3A or 3B and held a Category 2 ADA for at least two months; and
  - (iii) 10 hours (6 hours by day and 4 hours by night) for Category 4.
- (b) The applicant has received the appropriate training;  
AND
- (c) in the case of an Authority to Drive Airside being issued by CA, CA personnel or persons engaged by CA with responsibility for administering tests for such Authorities have reported that the applicant has achieved the standard required in such a test;  
OR
- (d) In the case of an Authority to Drive Airside being issued by an Approved Issuing Authority, the applicant has achieved the standard required in tests approved for this purpose by CA and administered by an Approved Training Officer.

**Note 1:** CA expects Approved Issuing Authorities to carry out their own training for all Categories and their own testing for all Categories except Category 3 or 4.

**Note 2:** CA wishes to discourage applicants sitting for tests without sufficient preparation. Ordinarily, if an applicant fails a test, CA will not make personnel available to test the applicant again for at least 14 days.

**Note 3:** The tests are intended to confirm, to the extent relevant to the particular Authority to Drive Airside, that the applicant understands and is familiar with matters such as the geography of the Airport and the limits of the areas covered by the Authority, the Rules for Drivers Operating Airside, Airport Markings, ANS Procedures, apron operating procedures and that the applicant is aware of fuel safety issues.

## 6.3 Renewal

In the case of an application for:

- (a) renewal of an Authority to Drive Airside; or
- (b) an application for issue of an Authority to Drive Airside by a person who has held an Authority to Drive Airside of equivalent or higher Category in the 12 months preceding the application;

the Aerodrome Operations Manager or delegate or Approved Issuing Authority, as the case may be, may issue the Authority if satisfied that:

- (c) in the case of an Authority to Drive Airside being issued by CA or persons engaged by CA with responsibility for administering tests for such Authorities have reported that the applicant has achieved a satisfactory standard in such a test;

OR

- (d) in the case of an Authority to Drive being issued by an Approved Issuing Authority, the applicant has performed satisfactorily in tests approved for this purpose by CA and administered by an Approved Training Officer.

#### **6.4 Low Visibility Driving**

An Authority to Drive Airside does not authorise driving airside on the manoeuvring area in conditions where visibility is less than 1700 metres unless the driver/operator has the appropriate category of ADA and the appropriate clearance from ATC.

Cairns Airport SOP – Low Visibility Operations defines the procedures specific to the implementation of low visibility procedures.

Familiarisation and awareness of Low Visibility Operations is captured in the training presentation delivered as part of the ADA training process.

#### **6.5 Expiry, Cancellation and Suspension**

The duration of an Authority to Drive Airside is two (2) years from date of issue unless the Aerodrome Operations Manager or delegate or the Approved Issuing Authority, as the case may be, specifies a shorter period in the Authority at the time of issue in which case the Authority terminates on the expiry of the shorter period.

The Aerodrome Operations Manager or delegate may cancel or suspend an Authority to Drive Airside whether issued or renewed by the Aerodrome Operations Manager or delegate or by an Approved Issuing Authority and an Approved Issuing Authority may cancel or suspend an Authority to Drive Airside which it issued or renewed by giving notice to the driver that:

- (a) the Authority is cancelled; or
- (b) the Authority is suspended for the period specified in the notice.

The notice for the purposes of the previous paragraph may be given:

- (a) verbally or in writing to the driver in person; or
- (b) by written notice to the address provided in the application for the Authority or any such changed address as the driver may have notified to the Aerodrome Operations Manager or delegate; or
- (c) by written notice to the driver's employee or sponsor indicated on the application for the Authority.

Note: CA has adopted a demerit "points" system to alert it to repeat offenders and to assist in determining whether or not to cancel or suspend a person's Authority to Drive for matters such as breaches of the "Rules for Drivers and Demerit Point System" at Demerit 1. However, the residual discretion to cancel or suspend an Authority at any time remains.

If the Aerodrome Operations Manager or delegate cancels or suspends an Authority to Drive Airside, the Aerodrome Operations Manager or delegate must give the driver's Vehicle Operator written notice of the cancellation or suspension within 24 hours of the cancellation or suspension with a statement of the reason for such action.

When a driver is given notice under paragraph 6.5 that his or her Authority to Drive has been cancelled or suspended, the driver must surrender the Authority to the Aerodrome Operations Manager or delegate:

- (a) immediately if the driver is informed while in charge of a vehicle airside; otherwise

- (b) within 48 hours.

A Vehicle Operator must take reasonable steps to ensure that within 48 hours of receiving written notice from the Aerodrome Operations Manager or delegate of cancellation or suspension under this Part the Authority is surrendered to the Aerodrome Operations Manager or delegate if it has not already been surrendered.

If an Approved Issuing Authority cancels or suspends an Authority to Drive Airside, the Approved Issuing Authority must give the Aerodrome Operations Manager or delegate written notice of the cancellation or suspension within 24 hours of taking such action with a statement of the reason for such action.

Without limiting the powers and discretions which the Aerodrome Operations Manager or delegate may have under other provisions of this Manual, the Aerodrome Operations Manager or delegate may at any time during a period of suspension:

- (a) re-issue the Authority to the driver for the remainder of the period of the Authority
- (b) cancel the Authority;
- (c) extend the period of suspension; or
- (d) cancel the Authority and issue the Driver with an Authority to Drive Airside for a lower Category.

If the Aerodrome Operations Manager or delegate takes action under the preceding paragraph, the Aerodrome Operations Manager or delegate must give written notice of that action to the driver and must copy the notice to the driver's Vehicle Operator.

The Aerodrome Operations Manager or delegate may direct a person apparently in charge of a vehicle airside to produce:

- (a) his/her Authority to Drive Airside;
- (b) his/her current State or Territory drivers licence.

A person who receives a direction under the previous paragraph must comply immediately with the direction.

## **6.6 Notifying Loss of Licence**

If a driver who holds an Authority to Drive Airside ceases to hold at least one State or Territory licence to drive or has any State or Territory licence is cancelled or suspended for breach of any traffic laws, the Authority to Drive Airside terminates immediately and the driver must within 48 hours of the cessation or cancellation:

- (a) surrender the Authority to Drive Airside to the Aerodrome Operations Manager or delegate; and
- (b) notify in writing the Aerodrome Operations Manager or delegate, the Vehicle Operator for whom he or she drives and, if applicable, the Approved Issuing Authority which issued the Authority to Drive Airside, of the cessation or cancellation as the case may be.

## **7. SUPERVISION OF VEHICLES WITHOUT AN AUTHORITY FOR USE AIRSIDE AND DRIVERS WITHOUT AN AUTHORITY TO DRIVE AIRSIDE**

Note: The provisions in this Part are intended to allow for Supervised driving of a vehicle airside where:

- there is no Authority for Use Airside for the vehicle; and/or
- the driver does not hold a relevant Authority to Drive Airside.

The Aerodrome Operations Manager or delegate may, on such conditions considered appropriate:

- (a) make available a person holding a current Authority to Drive Airside for an Airside area; or
- (b) authorise Vehicle Operators to make available a person holding a current Authority to Drive Airside for an Airside area;

to supervise the driving of a Vehicle ("the Supervised Vehicle") in the area by:

- (c) driving a Vehicle for which an Authority for Use Airside is current to escort the Supervised Vehicle;
- (d) riding in the Supervised Vehicle;
- (e) accompanying the Supervised Vehicle on foot; and/or
- (f) directing the Supervised Vehicle from a vantage point.

Note 1: Any person who wishes to request that CA provide Supervision, should request this from the Aerodrome Operations Supervisor, where possible, at least 48 hours in advance and charges may apply. Even if such notice is given, CA is not always able to make vehicles and/or personnel available to supervise vehicles.

Note 2: The Aerodrome Operations Manager or delegate may authorise Vehicle Operators to provide Supervision on a case by case basis or authorise a Vehicle Operator to supervise any vehicle in a category of regular visiting vehicles. (e.g. limousines or hire cars) collecting passengers from aircraft.

### **7.1 Withdrawal of Consent**

The Aerodrome Operations Manager or delegate may withdraw at any time its consent for Supervision given under the preceding paragraph.

### **7.2 Rules of Supervision**

A person driving a Supervised Vehicle which is being escorted by another vehicle must keep the Supervised Vehicle behind the Escorting Vehicle at a distance of no more than 10 metres and no less than 5 metres.

Before a driver of a vehicle commences escorting a Supervised Vehicle, the driver of the vehicle must ensure that the driver of the Supervised Vehicle is aware of the requirement to keep the Supervised Vehicle behind the Escorting Vehicle at a distance of no more than 10 metres.

## **8. APPROVED ISSUING AUTHORITY**

### **8.1 Approval**

The Aerodrome Operations Manager or delegate may grant approval for a Vehicle Operator to be an Approved Issuing Authority for the purposes of issuing Authorities to Drive Airside in accordance with this Manual.

In applying to become an Approved Issuing Authority, the Vehicle Operator will be required to provide to CA the following information:

- (a) number of employees likely to be Authorised to Drive Airside; and
- (b) a copy of the CA's ADA training and testing material.

### **8.2 Cancellation**

The Aerodrome Operations Manager or delegate may at any time at his or her discretion cancel approval of an Approved Issuing Authority by written notice to the Approved Issuing Authority.

### **8.3 Information to Drivers**

An Approved Issuing Authority must keep up to date and issue to all its own employees and employees of its Subsidiaries who may be required to drive Airside as part of their normal duties, the following (as amended by CA from time to time):

- (a) this Manual;
- (b) guidance material approved by CA regarding the use and meaning of signs, markers and markings; and
- (c) any safety bulletins or alerts issued by CA relating to airside safety.

### **8.4 Record-Keeping and Audit**

An Approved Issuing Authority must:

- (a) retain for a minimum of 3 years all applications for Authorities to Drive;
- (b) make and retain for a minimum of 3 years records sufficient to enable the Aerodrome Operations Manager or delegate from time to time to conduct an audit to ensure the Approved Issuing Authority is maintaining satisfactory standards in the carrying out of its functions as an Approved Issuing Authority, including a record of:
  - (i) the materials used in the training and testing of applicants for Authorities to Drive Airside; and
  - (ii) the training and testing of individual applicants for Authorities to Drive Airside;

AND MUST

- (c) provide to the Aerodrome Operations Manager or delegate on request and in such format listing of Authorities to Drive Airside issued by the Approved Issuing Authority with such other details and information about the Authorities as the Aerodrome Operations Manager or delegate may direct; and
- (d) provide the Aerodrome Operations Manager or delegate with reasonable access to its records and premises to carry out audits to ensure that the Approved Issuing Authority is maintaining satisfactory standards in the carrying out of its functions as an Approved Issuing Authority; and

- (e) ensure that relevant officers and employees of the Approved Issuing Authority and its Subsidiaries make themselves available and co-operate with the Aerodrome Operations Manager or delegate when carrying out such audits.

## **9. APPROVED TRAINING OFFICERS**

### **9.1 Approval**

An Approved Issuing Authority may at any time submit in writing to the Aerodrome Operations Manager or delegate a nomination of a person to be an Approved Training Officer for the purposes of this Manual who:

- (a) is an officer or employee of the Approved Issuing Authority or a Subsidiary; and
- (b) holds a current State or Territory driving licence;
- (c) holds a current Authority to Drive Airside in a category equal to or greater than the level they intend to conduct training for; and
- (d) holds a Certificate IV in Training and Assessment.

The Aerodrome Operations Manager or delegate may approve a person nominated by the Approved Issuing Authority to be an Approved Training Officer subject to such limitations and conditions as the Aerodrome Operations Manager or delegate may state:

- (a) when approving the person; or
- (b) at any time while the person remains an Approved Training Officer.

Note: Ordinarily, the Aerodrome Operations Manager or delegate will require that persons nominated to be Approved Training Officers undergo CA Supervised tests to confirm their suitability for such tasks. In some cases, if individuals can demonstrate that they are suitable for such task through other means such as having recently carried out such functions with another Approved Issuing Authority, then the Aerodrome Operations Manager or delegate may not require testing prior to approval of the person as an Approved Training Officer.

### **9.2 Scope of Authority**

An Approved Training Officer may train and test only for Categories of Authority to Drive Airside:

- (a) equal to or lower than the Category for which the Officer holds an Authority;
- (b) for vehicles which are of a type covered by the Approved Training Officer's Authority to Drive Airside

Note: This provision is intended as a minimum limitation on the authority of Approved Training Officers. In exercising the power of the Aerodrome Operations Manager or delegate to impose limitations on the approval of such Officers, the Aerodrome Operations Manager or delegate may further limit the authority of an Approved Training Officer - for example, so that the Officer only has authority to test for Categories of Authority to Drive Airside *lower* than the Category for which the Officer holds an Authority to Drive Airside.

### **9.3 Cancellation**

The Aerodrome Operations Manager or delegate may at any time cancel the approval of a person as an Approved Training Officer by written notice to the Approved Issuing Authority.



#### **9.4 Testing**

Approved Training Officers must make themselves available for such testing as the Aerodrome Operations Manager or delegate may require from time to time to assess the suitability of the Approved Training Officer to continue as such.

### **10. MISCELLANEOUS**

#### **10.1 Exemptions**

Any person, including a Vehicle Operator, driver or Approved Issuing Authority may apply to the Aerodrome Operations Manager or delegate for exemption from some or all of the provisions of this Manual either generally or in relation to specific situations, persons, activities or Airside areas.

The Aerodrome Operations Manager or delegate may approve, in writing, any such exemption on such conditions as the Aerodrome Operations Manager or delegate considers appropriate.

Note: Ordinarily the Aerodrome Operations Manager or delegate will not grant an exemption unless the exemption is approved by CASA.

#### **10.2 Changes in Government Departments**

If a Government Department which is a Vehicle Operator and/or an Approved Issuing Authority is affected by a change in administrative arrangements which allocate the Department's functions involving Airside operations to a new or another Department, this Manual operates in relation to the new or the other Department as far as possible as if all actions previously taken by or in relation to the previous Department had been taken by, or in relation to, the new Department.

#### **10.3 Interpretation**

The *Acts Interpretation Act 1901* may be used to interpret this Manual.

#### **10.4 Transition**

As far as possible, actions taken under previous airside vehicle control documentation for the Airport shall be taken to have been done under this Manual and shall be subject to amendment, renewal, cancellation and/or suspension as the case may be in accordance with this Manual.

#### **10.5 Bicycles and Tricycles**

No person is to ride a bicycle, tricycle, scooter or skateboard Airside.

# Appendix 1 – Airside Driving Guide and Demerit Point System

## INTRODUCTION

This booklet is an appendix to the 'Airside Vehicle Control Manual' (AVCM) issued by Cairns Airport Pty Ltd (CAPL) ABN 18 132 228 221, and details the mandatory rules and procedures for authorised airside drivers at Cairns Airport. These rules are in place to ensure the safe and orderly movement of passengers, aircraft and vehicular traffic in all airside areas at Cairns Airport. As the operator of an aerodrome certified under civil aviation regulations, CAPL is obliged to control airside surface vehicles (refer *CASA Manual of Standards Part 139*).

To meet the necessary safety and security requirements, no driver is permitted to operate a vehicle on any airside area without the approval of CAPL in the form of a valid *Authority to Drive Airside (ADA)* and each vehicle airside is required to display a valid *Authority for Use Airside (AUA)* label.

As an authorised airside driver, it is your responsibility to adhere to the rules, areas and activities for which you are authorised to operate. The enforcement of these rules is carried out in accordance with the authority of the *Airport Assets (Restructuring and Disposal) Act 2008 [QLD]*.

Failure to comply with the requirements of the 'Rules for Airside Drivers' is a breach of conditions set down by the relevant authorities, and any such failure will be taken into account by CAPL in considering whether to exclude or limit vehicles, equipment, individual drivers or their employers from airside operations.

Persons who have a need to drive airside on a frequent and unsupervised basis are required to be trained, assessed and issued with an *Authority to Drive Airside (ADA)*. Other drivers may, at the discretion of CAPL, be permitted airside if they are adequately supervised by appropriately personnel.

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*Driving in the vicinity of aircraft is a serious activity.*

*Failure to observe the rules in this booklet could jeopardise your own life, and the lives of others.*

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## HOW TO OBTAIN AN INITIAL AND RENEWAL ADA

The process involved on how to obtain an initial or a renewal ADA is available on the Cairns Airport website

Follow link: [Airside » Cairns Airport](#) (Scroll down to Driving Airside)

## AUTHORITY TO DRIVE AIRSIDE (ADA) REQUIREMENTS

### LICENCE

To operate a vehicle airside, you must hold and carry the appropriate current State or Territory Open Class licence for the type of vehicle being operated. You must also have a valid work-related or operational reason for being airside. P1 Probationary (less than 12 months holding a licence) and Learner's Licences are excluded from holding an ADA.

The driving licence may be a licence from any Australian State or Territory, or another country, as approved by CAPL.

You must not drive a vehicle in any airside area unless:

- You are employed by an organisation authorised to operate at the aerodrome and have an operational requirement to drive a vehicle in an airside area.
- You hold and display a valid ASIC, in a Category which authorises you to drive a vehicle of that type in the area; OR
- You are under Supervision of person/s who holds a current ADA and displays a valid ASIC.
- Meet the criteria as outlined above.

An ADA is not transferable between individuals, organisations or between airports.

If a person is observed or is known to operate a vehicle without a valid ADA, the driver faces immediate driving suspension and/or the inability to apply for an ADA.

It is the responsibility of the employer to ensure that the driver holds a current ADA, ASIC and relevant state licence, is competent to operate relevant company vehicles and equipment, complies with DAMP requirements, is medically fit and proficient in English in order to complete the required training.

### INSPECTION OF DOCUMENTS

You are required to display your ASIC, and carry your ADA and your State, Territory or equivalent driving licence with you whenever you are in charge of a vehicle Airside.

Whenever you are in charge of a vehicle Airside, if the AERODROME OPERATIONS MANAGER or delegate, or an Authorised Officer directs you to produce your ASIC, ADA and your State or Territory driver's licence, you must comply with that direction.

### CANCELLATION/SUSPENSION

If you are notified by the AERODROME OPERATIONS MANAGER or delegate that your ADA is cancelled or suspended you must surrender it to CAPL:

- immediately if you are notified while you are in charge of a vehicle Airside
- otherwise within 48 hours.

**Note:** no driver should assume that there is a right to drive airside. CAPL has a "Demerit Point" system for breaches of the Rules as a guide to determining when it will invoke its power to cancel or suspend. However, the system does not restrict the general discretion of the AERODROME OPERATIONS MANAGER or delegate to cancel or suspend an ADA whenever he/she considers it appropriate to do so.

If you hold an ADA and you cease to hold at least one State or Territory licence to drive or you have any State or Territory licence to drive cancelled for breach of any traffic laws, your ADA terminates immediately, and you must within 48 hours of ceasing to hold a licence or cancellation:

- surrender the ADA to CAPL; and
- notify CAPL and the vehicle operator for whom you drive in writing that you no longer hold a State or Territory licence.

If under CASA DAMP legislation you are suspended from performing Safety Sensitive Aviation Activities in airside areas, your ADA will be suspended or cancelled in accordance with the Driver Demerit System, or as determined by the AERODROME OPERATIONS MANAGER or delegate.

## **VEHICLE REQUIREMENTS**

- All vehicles operating airside must hold and display a current Authority to Use Airside (AUA) sticker unless the vehicle is under the supervision and escort of another Authorised vehicle.
- All vehicles operating airside shall have a clearly distinguishable company logo on both sides of the vehicle.
- All vehicles operating airside must be fitted with and operate an amber-coloured flashing rotating beacon fixed to the highest point of the vehicle and visible from 360 degrees (hazard lights are not an acceptable alternative) except for rescue and fire fighting vehicles where a red-coloured beacon is mandatory OR
- The vehicle is under supervision by another vehicle being operated in accordance with these Rules and displaying such beacon or flashing light
- Un-roadworthy vehicles or vehicles leaking oil or fuel are not permitted to operate Airside.
- All loads and vehicle contents must be secured to reduce the risk of FOD.
- Vehicles and equipment on the airside must be parked in accordance with parking signs or marked parking bays. On aprons, vehicles and equipment must be parked within the defined Equipment Storage Areas, marked with a single red line bounded by a white contrast line. Vehicles must not be parked where they will obstruct aircraft, other vehicles, pedestrian crossings, or over in-ground hydrant positions. Any unattended vehicle must also be parked at least 2m from the fence on airside and 3m from the fence landside

## **GENERAL DRIVING**

After driving through an unmanned automatic vehicle gate, do not allow others to pass through the open gate behind you. You must wait at the other side of the gate until it is fully closed.

When driving Airside, you must:

- Obey all regulatory signs and, unless otherwise indicated by signs, adhere to the following speed limits.

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*Note these are maximum speeds and speed must be reduced to suit weather and road conditions.*

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At the entrance/exit roads to the ROAR	10 km/hr
Baggage Make-up and drop-off areas	10 km/hr
Within 15m of an aircraft and on aircraft parking stands	10 km/hr
Aprons and the Airside Road between the international and domestic aprons (including the ROAR)	25 km/hr
ARFF buildings	25 km/hr
Northern perimeter road	60 km/hr

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*Where a speed limit is indicated by a sign that shall be the speed limit for that area.*

*All plant and equipment driving on the airport levee roads must not exceed half the posted speed limit.*

*CAPL Airport Safety Officers may drive outside these limits, if necessary, to effectively perform their duties.*

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- Not drive within 15 metres of an aircraft, except when required for the servicing of that aircraft.
- Stay well clear of aircraft when red-coloured anti-collision beacons are operating (indicating that the engines are running or are about to be started) and give way to all moving aircraft including aircraft under tow.
- Use roadways (where marked) to traverse Aprons. Exercise caution when driving along the ROAR on the Domestic Apron.
- Not drive with a blood alcohol content exceeding 0.00 nor drive while under the influence of any drug which would adversely affect safe work performance in accordance with your organisation's or CAPL's DAMP. A copy can be viewed and downloaded from the Cairns Airport website.
- Comply with instructions given to you by CAPL's AERODROME OPERATIONS MANAGER or delegate including instruction in the form of a notice/s given to you or attached to a vehicle of which you are in charge.
- Ensure when driving a vehicle carrying loose material (such as waste, tools or equipment) that the load is adequately secured to prevent spillage.
- Not park a vehicle/s or equipment so that they obstruct aircraft, other vehicles or pedestrians.
- Leave doors closed but unlocked, keys in the ignition switch and handbrake on when the vehicle is left unattended in other than designated parking areas.
- Adhere to any operating restrictions, authorised entry points and routes.
- Drive to the surrounding conditions e.g. slow down when wet or when visibility is reduced.
- Notify the vehicle operator of any vehicle defects of which you are aware as soon as possible.
- Immediately notify the vehicle operator of any written defect notices issued by or on behalf of CAPL AERODROME OPERATIONS MANAGER or delegate for the vehicle which you are

driving.

If you are driving under an ADA you must:

- Be familiar with the latest *Airside Vehicle Control Manual* including amendments to the Manual; Note: copies of the current Manual are held by your Vehicle Operator / employer, approved Issuing Authority and CAPL.
- Understand the regulations and restrictions which apply to the airside and Movement Area

CAPL reserves the right for Authorised Officers to search your vehicle. If you refuse to have your vehicle searched you will not be permitted to enter or remain Airside.

## PERIMETER ROADS

The following rules apply to the use of perimeter roads.

- When driving on the perimeter in poor visibility you must operate an amber flashing beacon on your vehicle as well as low beam headlights.
- The Southern Perimeter Road is for authorised CAPL, AirServices Australia, AFP, ARFFS and ABF vehicles only.
- Driving on the elevated northern levee road where it crosses Runway 15 approach is not permitted.
- Sections of the perimeter road in the vicinity of the International Apron maybe impacted by jet blast during engine run operations. Observe all road closures or caution signs during such times.

## LOW VISIBILITY CONDITIONS/NIGHT

Under declared Low Visibility conditions (below 2000m), the perimeter road will be closed to prevent inadvertent incursions onto taxiways or runways. Gates at the eastern and western ends of the northern perimeter road will be closed during such times. All non-essential vehicles operating airside shall cease operations. Any vehicle needing to operate on or near aircraft must exercise extreme caution.

A separate night or low visibility driving endorsement is not required for Cat 1 & 2 ADA holders. However, when driving at night or during times of low visibility, you must:

- Drive to suit the conditions & visibility, for example, slow down when wet, slippery or when experiencing reduced visibility of line markings.
- Use low beam headlights during hours of darkness.
- Obey your own company's safety procedures when lightning strikes are detected within 5 nautical miles of the Airport.
- Obey instructions of Airport Safety Officers

**Note:** CAPL may require a specific Night or Low Visibility Endorsement

## SMOKING

Smoking within the terminal building or any other buildings, and on any aircraft apron area is strictly prohibited.

## ANIMALS

Other than guide dogs and law enforcement dogs, uncaged animals are not permitted on the airside of Cairns Airport, including inside vehicles, unless specifically authorised by CAPL.

## **VEHICLE HEIGHT**

When operating a vehicle with height, such as a modified van, truck or hi-lift, take note of the various airside height restrictions. This includes aerobridges, baggage halls and beneath buildings.

## **SEAT BELTS**

Seat belts must be worn where fitted, in accordance with CAPL seat belt policy.

## **MOBILE PHONES**

Mobile Phones are not permitted to be used whilst driving any vehicle airside. Mobile phones and other non-intrinsically safe equipment must not be operated within 5m of any refuelling equipment, fuel point or vent point on an aircraft.

## **ACCIDENTS & INCIDENTS**

If you are a driver of a vehicle involved in an accident or incident on Airside which:

- Causes personal injury; and/or
- Causes vehicle or property damage; and/or
- Causes any damage to aircraft, or essential airport facilities, equipment, lighting or visual aids; and/or
- Causes a hazardous situation to occur.

You must immediately report the accident or incident to your company management and CAPL AERODROME OPERATIONS MANAGER or delegate, and within 24 hours after the accident provide a written statement to the CAPL AERODROME OPERATIONS MANAGER or delegate detailing how the accident or incident occurred.

To report an incident or accident 24hrs a day contact CAPL Apron Coordinators 07 4080 6744.

## **IMMOBILISED VEHICLES**

If you are driving a vehicle which becomes immobilised on an Apron Area, you must immediately notify the Airport Safety Officer, and/or your Company, or other Apron personnel in the immediate vicinity so that it can be removed as soon as possible.

## **EMERGENCY SITUATIONS**

In emergency situations, you will be required to follow the direction of an Airport Safety Officer, member of the police force(s) or emergency services agencies.

## **SUPERVISION**

Access to airside areas for unauthorised drivers and vehicles maybe undertaken provided the following supervision requirements are met:

- an appropriately licenced supervising driver and authorised vehicle escorts the supervised vehicle or
- an appropriately licenced supervising driver rides in the supervised vehicle

Before supervising a vehicle, the driver of the escorting vehicle must ensure that the driver of the supervised vehicle knows to maintain a maximum distance behind the escorting vehicle of no more than 10 metres, and obeys all instructions given.

## AVIATION SECURITY IDENTIFICATION CARDS

When driving airside, you must display a valid Aviation Security Identification Card (ASIC) at all times or wear a valid Visitor Identification Card (VIC) and be accompanied or escorted by a person holding and displaying a valid ASIC.

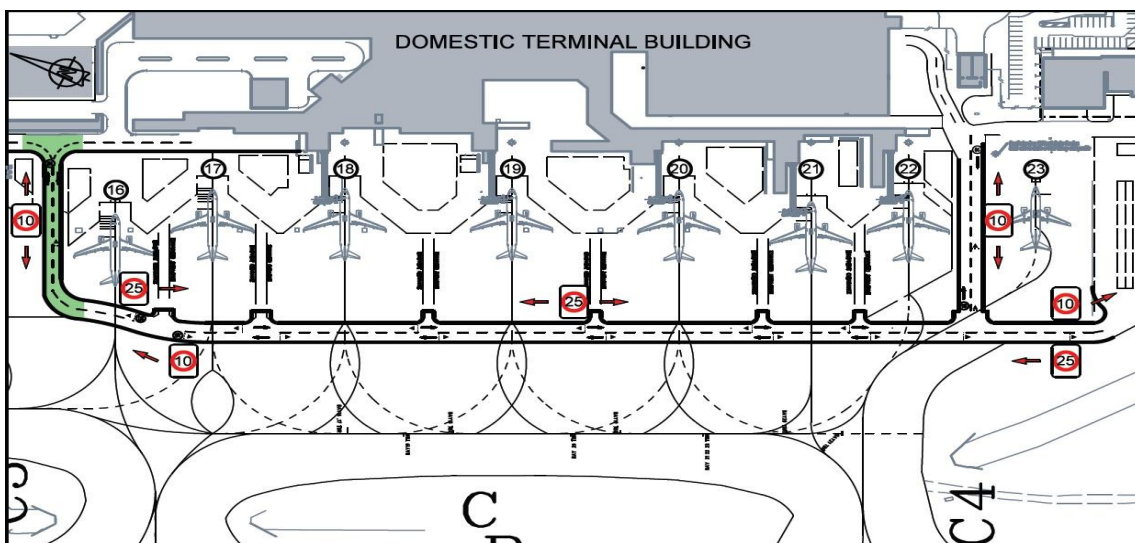
## AIRSIDE MARKINGS

All drivers must be familiar with the meaning and form of airside markings. Some are outlined below:

### Rear of Aircraft Road (R.O.A.R)

The Rear of Aircraft Road (ROAR) is located on the Domestic Apron and is the primary road for all vehicles travelling between Bays 16 to 23. When operating on this road, drivers must:

- Look for arriving and departing aircraft before entering the ROAR. Do not enter the ROAR if any aircraft are entering the apron or aircraft on adjacent bays have red anti-collision beacons activated and are pushing back.
- Check for aircraft at taxiway intersections and along the apron for pushing back aircraft at each bay.
- Observe designated Give Way points marked on the ROAR and give way to aircraft pushing back and arriving.
- Prepare to slow down or stop at the Give Way markers for arriving and departing aircraft. If you are unsure of the route of an arriving aircraft, hold your position at the nearest Give Way point until the aircraft has either turned into the nearest bay or has passed you.
- Give way to pushback tugs returning to bays.
- Not take short cuts across bays.
- The speed limit at the entrance/exit roads to the ROAR (East-West direction) is 10km/hr.
- The speed limit along the ROAR (North-South direction) is 25km/hr.
- The give way markings, as shown below, provide drivers with adequate safety clearances from aircraft.







### **Parking Clearance**

The Parking Clearance Line is marked by a solid red line highlighted by yellow (yellow/red/yellow) Vehicles positioned behind this line will be clear of aircraft taxiing along the apron edge taxiway.



### **Equipment Storage Area**

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This area is defined by a single red line bounded by white contrast lines. They define areas where vehicles and equipment may be parked clear of aircraft. Vehicles and equipment must always be stored behind these lines when not in use.



### **Equipment Clearance Lines**

This area is identified by a broken red line with white contrast lines on either side. They define areas where vehicles and equipment may park in the short-term, awaiting the arrival of an aircraft. Vehicles and equipment must remain behind these lines until the aircraft red anti-collision beacon is extinguished.



### **Helicopter Parking**

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Helicopter Parking areas are defined by two blue lines. They define the areas where helicopters are permitted to park. Vehicles and equipment must remain clear of these areas until the red anti-collision beacon on the helicopter is extinguished.



### **An Apron Service Road**

An Apron Service road is marked by a continuous solid white edge line on either side of the road and dotted centreline. Where the road is adjacent to taxiing aircraft, the taxiway side is marked with a continuous double white and additional yellow dashed line indicating that vehicles must not cross these lines. Vehicles crossing the apron are to remain on the road at all times.



### **Pedestrian Crossings**

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Pedestrian Crossing are marked by white zebra crossing markings, similar to those used on the public roads. Drivers of vehicles or equipment must give way to all pedestrians on Pedestrian Crossings at all times.



### **Hazard Markings**

Hazard markings are red diagonal lines marking an area that has a specific hazard to persons. Areas such as the area under a moving Aerobridge are marked as hazardous and drivers of vehicles or equipment should remain clear of such areas at all times.



### **Unserviceability Cone Markers**

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These markers indicate an airside area that is out of bounds. Do not enter the area beyond these cones, unless there is an operational need to do so. At night these areas are lit by Red-coloured lights.



### **Taxiway and Apron Edge Markers**

These markers are Yellow-coloured and are used along taxiway and apron edges to heighten pilot visibility.



### **Jet Blast Markers**

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These markers are generally found along perimeter roads and are located at the closest safe distance from aircraft movements. These markers signpost where vehicles must stop, look and give way to arriving or departing aircraft.



## **DRIVER DEMERIT POINT SYSTEM**

- 1.1** A demerit system is in operation at Cairns Airport to assist CAPL in enforcing the prescribed airside driving rules to maintain a safe operating environment for aircraft, vehicles, and individuals.
- 1.2** The demerit system comprises various components to provide CAPL with the authority to penalise drivers who breach any given airside driving and/or vehicle rule. This can be in the form of a driving suspension, withdrawing or cancelling an *Authority to Drive Airside (ADA)*, issuing penalty points and/or requesting specific conditions be met to maintain airside safety standards.

### **Airside Driver Penalty Points**

- 1.3** The demerit System allocates a maximum penalty for a range of prescribed airside driving offences.
- 1.4** The demerit point system is based on a maximum of 12 points, accumulated within a 24 month period. For example, if you are issued with 3 penalty points in October 2022 they will remain active until October 2024. During this time, any additional penalty points will be added to a maximum total of 12 points.
- 1.5** Each time a driver is reported for a breach of the airside driving regulations the incident will be investigated and if found to be in breach, the driver and vehicle operator will be notified, an Infringement Notice issued and a record kept of the appropriate penalty points.
- 1.6** Drivers may challenge individual Infringement Notices, by writing to the CAPL Aerodrome Operations Manager within 14 days of the Notice being issued, stating why the Notice should be withdrawn. A determination on your appeal will be made within 10 working days and you will then be notified in writing within 5 working days after the determination is made.
- 1.7** ADA holders who accumulate twelve (12) penalty points within any twenty four (24) month period, will have their ADA suspended and will be invited to show cause why their ADA should not be withdrawn. The driver's response to the show cause notice will be considered by CAPL AERODROME OPERATIONS MANAGER or delegate.
- 1.8** Upon making a determination to withdraw an ADA, CAPL will advise the driver and the vehicle operator in writing of the reasons for the determination and the duration of the withdrawal.
- 1.9** The driver may appeal against a determination to the Review Panel. The Review Panel may consist of representatives from CAPL, the management from the organisation for whom the driver works and an independent person e.g. Australian Federal Police.
- 1.10** If a determination is made to withdraw an ADA for a specific time, the driver may be required to re-apply for an Authority after the expiration of that time. The ADA may not be automatically reinstated.

<b>1.</b>	<b>SPEEDING</b>	
1.1	Exceeding the speed limit in Baggage Halls	3 penalty points
1.2	Exceeding the speed limit by less than 15km/h	2 penalty points
1.3	Exceeding the speed limit by more than 15km/h but less than 30km/h	4 penalty points
1.4	Exceeding the speed limit by more than 30km/h	12 penalty points
<b>2.</b>	<b>SAFETY IN THE VICINITY OF AIRCRAFT</b>	
2.1	Failure to give way to taxiing aircraft	6 penalty points
2.2	Failure to give way to aircraft under tow	6 penalty points
2.3	Failure to give way while aircraft anti-collision beacons are on	3 penalty points
2.3	Failure to give way to aircraft that has commenced push back	6 penalty points (possible ADA suspension)
2.4	Unauthorised driving within 3 metres of a parked aircraft if not servicing that aircraft	3 penalty points
2.5	Driving in a manner dangerous to aircraft	12 penalty points
2.6	Reversing of vehicle in an unsafe manner	3 penalty points
<b>3.</b>	<b>IMPROPER OVERTAKING</b>	
3.1	Improper overtaking	3 penalty points
3.2	Driving in a manner dangerous to other vehicles	6 penalty points
<b>4.</b>	<b>DRIVING UNDER THE INFLUENCE</b>	
4.1	Having a blood alcohol reading above 0.02	12 penalty points
4.2	Having a banned substance in your system	12 penalty points
<b>5</b>	<b>SECURE LOOSE MATERIAL</b>	
5.1	Dropping rubbish on the apron from a vehicle	3 penalty points
5.2	Failure to secure load	3 penalty points
5.3	Failure to control or collect FOD material	3 penalty points
<b>6.</b>	<b>IMPROPER PARKING</b>	
6.1	Parking in a No Parking zone	2 penalty points
6.2	Parking in a marked Hazard or Safety Area	6 penalty points
6.3	Parking in an area that obstructs an emergency exit or emergency equipment	6 penalty points



6.4	Parking in an area that obstructs traffic	3 penalty points
6.5	Parking in an area that obstructs pedestrians	6 penalty points
6.6	Parking in an area that obstructs aircraft	6 penalty points
6.7	Failure to park equipment in an equipment staging or storage area	3 penalty points
<b>7.</b>	<b>SAFETY IN THE VICINITY OF AEROBRIDGES</b>	
7.1	Parking vehicles and equipment in an Aerobridge Clearance Zone	6 penalty points
7.2	Unauthorised driving beneath an aerobridge.	6 penalty points
<b>8.</b>	<b>IMPROPER LIGHTING</b>	
8.1	Failure to dip headlights	2 penalty point
8.2	Driving without headlights	4 penalty point
8.3	Failure to use flashing beacon on manoeuvring area	4 penalty points
<b>9.</b>	<b>LOW VISIBILITY</b>	
9.1	Driving airside during low visibility without authority	6 penalty points
<b>10.</b>	<b>SMOKING</b>	
10.1	Smoking in a prohibited area	6 penalty points
<b>11.</b>	<b>PEDESTRIAN SAFETY</b>	
11.1	Driving in a manner dangerous to pedestrians	6 penalty points
11.2	Failure to give way to passengers at a pedestrian crossing	4 penalty points
<b>12.</b>	<b>TOWING OF FREIGHT DOLLIES</b>	
12.1	Towing more than the allowable number of containers or barrows as specified in the AVCM	3 penalty points
<b>13.</b>	<b>RIDING ON EQUIPMENT (NO SEAT NO RIDE)</b>	
13.1	Driver penalty for carrying a passenger when there is no seat provided	6 penalty points
13.2	Passenger penalty for carrying a passenger when there is no seat provided if they have an ADA	6 penalty points
<b>14.</b>	<b>SEAT BELTS</b>	
14.1	Driving without a seatbelt where fitted (unless exempt as per CAPL Seat Belt Policy and/or company policy)	3 penalty points
<b>15.</b>	<b>BICYCLE</b>	
15.1	Riding a bicycle airside unless authorised by CAPL	3 penalty points

<b>16.</b>	<b>FAILURE TO FOLLOW DIRECTIONS</b>	
16.1	Failure to follow directions of an Airport Safety Officer	6 penalty points
16.2	Failure to show an ADA when requested by an Authorised Officer.	3 penalty points
16.3	Failure to show State Drivers Licence when requested by an Authorised Officer (must be presented by end of next shift).	3 penalty points
16.4	Taking an unauthorised person or an animal airside without CAPL approval.	4 penalty points
16.5	Failure to stop after an accident	6 penalty points (possible ADA suspension)
16.6	Failure to follow an ATC direction	Up to 12 penalty points (possible ADA suspension)
<b>17</b>	<b>FAILURE TO ABIDE BY AIRSIDE MARKINGS AND SIGNS</b>	
17.1	Failure to stop at a stop sign	3 penalty points
17.2	Failure to give way at a give way sign	3 penalty points
17.3	Disobeying traffic direction	3 penalty points
17.4	Entering a Vehicle Exclusion Zone without a clearance.	Up to 12 penalty points (possible ADA suspension)
<b>18</b>	<b>EXCEEDING AUTHORITY</b>	
18.1	Driving on a perimeter road without appropriate authority	3 penalty points
18.2	Driving on an apron without the appropriate authority	6 penalty points
18.3	Driving on a taxiway without the appropriate authority	6 penalty points (possible ADA suspension)
18.4	Driving on a runway without the appropriate authority	12 penalty points (Possible ADA suspension and/or cancellation)
18.5	Driving or cutting across aircraft parking bays when not authorised or servicing an aircraft on that bay	3 penalty points
<b>19</b>	<b>VEHICLE OPERATIONS</b>	
19.1	Failure to display company logos/identification on vehicle	3 penalty points
19.2	Failure to maintain proper escort (vehicle/aircraft)	3 penalty points

19.3	Operating a vehicle contrary to a condition within the <i>Airside Vehicle Control Manual</i>	3 penalty points
19.4	Driving a vehicle that is not in a roadworthy, or sound mechanical condition	3 penalty points
<b>20</b>	<b>OTHER</b>	
20.1	Any other offence that may constitute a hazard to aircraft operations or airside safety	Examined on a case by case basis
20.2	Operating a vehicle without a current ADA	Suspension and/or inability to apply for an ADA
20.3	Failure to report incidents to CAPL (including spills)	3 penalty points
20.4	Failure to provide information or giving false or misleading information	6 penalty points
20.5	Using a hand-held mobile phone while driving airside	6 penalty points