

Alice Springs Airport



AIRSIDE DRIVERS GUIDE

September 2011

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INTRODUCTION

As the operator of an aerodrome licensed under the Civil Aviation Safety Regulations (CASR Part 139) the airport operator is obliged to include in its Aerodrome Manual procedures for the control of surface vehicles operating on or near the movement area (Appendix 1 to CASR subparagraph 139.095 (a)(ii)).

This Guide has been produced in the interests of safety airside and as a quick reference guide to explain the rules which apply to all drivers operating Airside.

The Airside Drivers Guide forms part of the Aerodrome Operations Manual Part 2 Section 10 for Alice Springs Airport and should be read in conjunction with the more detailed '**Airside Vehicle Control Handbook**' which is available from your employer.

To be able to drive airside you will need to pass the Alice Springs Airport driving test, hold a current Aviation Security Identification Card (ASIC), and a current State or Territory drivers licence.

This booklet contains information that will enable you to satisfactorily complete your Authority to Drive Airside (ADA) test. It is recommended that you study the Airside Drivers Guide before attempting the Alice Springs Airport (ASA) driving test.

Copies of the Airside Drivers Guide are available from the Alice Springs Airport Management Office or Phone: 08 8951 1211.

SAFETY SUMMARY

Your safety is important to us and as a holder of an Authority to Drive Airside you are responsible for your own safety and the safety of those around you. Here are some safety points to remember:

Aircraft have the Right of Way – It is important you understand the environment you work in is an **aerodrome**. The road system on this aerodrome will take you behind and around aircraft. You must remain observant at all times. You must look-out for aircraft movement – even behind you.

Know where you are – The airfield is a complex environment for new and inexperienced drivers. Category 2 drivers are NOT allowed to drive on Taxiways and Runways. If you find yourself lost – STOP where you are, someone will come by to help. If you have access to a phone you can call ASA Operations on 0402 088 154.

See and be Seen – Remember you should always wear High Visibility Clothing and Personal Protective Equipment whenever you alight from your vehicle and only park in designated areas.

Communication – Mobile phones and radios can be a distraction. If you must use a hands free phone – keep it short. Concentrate on what you are doing.

Report of Incidents – Drivers who are involved in an accident whilst driving Airside must immediately report the accident to ASA Operations (0402 088 154).

1.0 GENERAL TRAFFIC CONTROL

The control of surface vehicles operating on or near the movement area is the responsibility of Alice Springs Airport Pty Ltd. (ASA). ASA has legislative powers to enforce the rules on both drivers and companies.

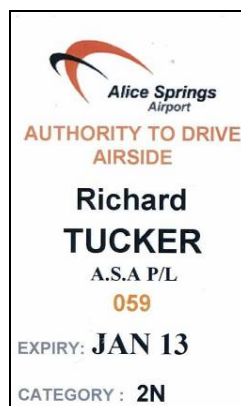
Drivers must carry a current Authority to Drive Airside (ADA), a current State or Territory driver's licence and display a current ASIC at all times while airside.

Driving on the Manoeuvring Area (Runways and Taxiways) other than Taxiway A2, A3 and A4 is strictly prohibited and Category 2 drivers are not licensed to do so. Driving on these areas is subject to clearance by Air Traffic Control.

To operate on the Manoeuvring areas (Taxiway A2, A3 and A4 are exempt from this provision), drivers must use a radio equipped (ATC frequencies) vehicle, hold an 'Aircraft Radiotelephone Operators Certificate of Proficiency' and hold a current ASA Authority to Drive Airside Category 3 or 4.

2.0 WHO CAN DRIVE AIRSIDE?

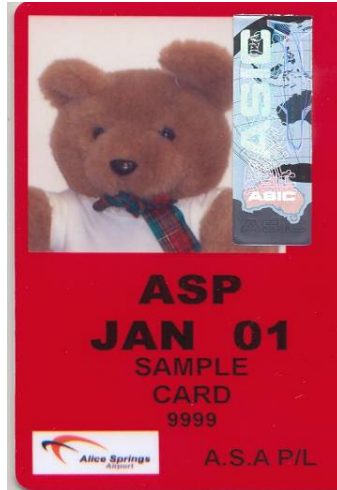
- 2.1 No person shall drive a vehicle unescorted on the Airside unless:
- The person holds a current Authority to Drive Airside (ADA) valid for the area of operation and understands the regulations and restrictions which apply to the movement area.



- The vehicle has a current Authority to Use Airside (AUA).



- c) The person is the holder of a current Aviation Security Identification Card (ASIC).



- d) The person holds a current State or Territory motor vehicle driver's licence.
- 2.2 If a driver has their State or Territory driving licence suspended or is disqualified, and is the holder of an Authority to Drive Airside, they must immediately notify both their company and the ASA and surrender the Authority to the General Manager ASA, within 48 hours of the suspension or disqualification.
- 2.3 If a driver is notified by ASA that their Authority to Drive Airside has been cancelled or suspended that driver must surrender it to the General Manager:
- immediately if notified while in charge of a vehicle airside;
 - otherwise within 48 hours.
- 2.4 Drivers must wear a current ASIC when airside and are required to produce their ADA, and State or Territory Driver's Licence upon request by an authorised person.**
- 2.5 A driver may be permitted to drive a Vehicle airside without the appropriate authorities **provided** the Vehicle is under supervision (escort) of a compliant Vehicle suitably authorised and equipped, and driven by a Driver with such authorities, such as an Airport Reporting Officer.
- 2.6 If you lose your Authority to Drive Airside report it immediately to your supervisor and the Airport Authority.

3.0 OBTAINING AN AUTHORITY TO DRIVE AIRSIDE

- 3.1 Prior to sitting the Authority to Drive Airside test the applicant must complete a minimum of-
- 4 hours driving, for Category 1 or 2;
 - 8 hours driving, for Category 3 or 4.

Driving Airside whilst training must be under the supervision of an experienced Authority to Drive Airside holder, equivalent to or higher than the Category of licence being applied for and the Driver's Log as in Attachment 'A' is to be completed.

Having an authority to drive airside does not authorise driving on airside

- (a) between sunset and sunrise; or
- (b) in conditions where visibility is less than 800 metres; unless the driver has been endorsed for such driving in accordance with a Night/Low Visibility Driving Endorsement.

3.2 Night/Low Visibility Driving Endorsement

Prior to sitting the Authority to Drive Airside Night/Low Visibility Driving Endorsement test the applicant must complete in addition to the normal requirements a minimum of

- 1. 1 hour driving at night, for Category 1 or 2,
- 2. 2 hours driving at night, for Category 3 or 4.

3.3 Applicants for an ADA must obtain a 100% pass mark to successfully complete the ASA theory test consisting of no more than 30 questions.

3.4 Applicants failing up to three (3) questions in the ASA theory test may immediately verbally re-answer these questions. Should they again be unsuccessful, they may re-sit the test after a mandatory study/training period of no less than 48 hours.

3.5 An Authority to Drive Airside is valid for 2 years from the date of issue.

3.6 The following categories indicate where a driver is authorised to operate. Refer also to the map shown in Attachment D.

Category 1: Perimeter roads only

Category 2: Airside roads and Aprons

Category 3: Airside roads, Aprons and Taxiways

Category 4: All Airside Areas

(Category 1 & 3 not usually issued at Alice Springs Airport)

3.7 Category 3 and 4 Authorities to Drive Airside are only issued to drivers that hold an Aircraft Radiotelephone Operators Certificate of Proficiency issued through CASA by an approved issuing authority and must be produced at the time of application. (A pilots license also satisfies this requirement)

3.8 Authority to Drive Airside will not be issued until the applicant is the holder of an approved ASIC.

3.9 If you are driving under an Authority to Drive Airside you must:

Be familiar with the latest Airside Drivers Guide.

- a) Understand the limitations which apply to the movement area.
- b) Be familiar with airport layout and designations of the runways and taxiways (Category 3 and 4); and comply with the prescribed radio procedures.

3.10 It is the responsibility of the authorised driver to ensure that he or she re-sits the appropriate tests prior to the expiry of the ADA.

4.0 RULES FOR DRIVING SAFELY AIRSIDE

4.1 General Rules

- If a person or company acts in contravention of the Airside Vehicle Control Handbook, ASA may suspend or withdraw the Authority to Drive Airside and/or Authority for Use Airside.
- Only persons having lawful authority or excuse are permitted to enter designated prohibited areas on the Airport.
- Only persons holding and displaying a current Aviation Security Identification Card, or a person holding a valid ASP visitor pass and escorted by an ASIC holder, may enter a designated security restricted area on Alice Springs Airport.
- Drivers are required to carry their State or Territory driver's licence with them whenever driving airside.
- Drivers must show their Driver's Licence and Authority to Drive Airside upon demand by ASA Airport Reporting Officers and, where any rules have been breached or the driver involved in an accident, produce these documents to any person having reasonable grounds to inspect them.
- Drivers must ensure they remain current and up to date with the latest edition of the Airside Drivers Guide available from their employer. If in doubt contact Alice Springs Airport Management Centre.
- Drivers must not drive while affected by alcohol or drugs.
- When driving airside you must obey all regulatory signs and speed limits.
- Where roads or vehicle lane-ways are marked, drivers must comply with the first rule of the road, which is KEEP TO THE LEFT.
- Drivers are to drive in a safe and orderly manner that will not endanger aircraft or the safety of any other person.
- Do not drive any apron equipment UNLESS you have been trained and authorised to operate it.
- The driver must not whilst driving answer or use a hand-held mobile phone. This requirement does not apply to the driver of a vehicle responding to the activation of the Airport Emergency Plan.
- The use of mobile phones/radios is not permitted within **15 metres** of a hydrant point, aircraft fuel tank filling point or vent outlet when that aircraft is being refuelled or any aircraft when not refuelling, unless authorized by the aircraft operator to approach the aircraft.
- When driving vehicles airside drivers are to ensure all items being carried or in a vehicle are adequately covered or secured to prevent spillage. Vehicle operators towing baggage/freight trolleys must ensure that their load is properly secured.

- When in a vehicle airside it is mandatory to wear seatbelts if seatbelts are fitted to the vehicle.
- Drivers who are involved in an accident whilst driving Airside must immediately report the accident to ASA Operations, however minor the circumstances may seem (0402 088 154). A written incident report is to be provided to ASA within a reasonable time after the accident. Refer to Attachment E – ASA Report Form
- All instructions by ASA Airport Reporting Officers must be obeyed.

4.2 AIRSIDE VEHICLE SPEED LIMITS

- When Airside, drivers must obey all signs and, unless otherwise indicated adhere to the following speed limits:

Within 15 metres of an aircraft	10 kph Max
Elsewhere on the movement area	25 kph Max
Perimeter roads	40 kph Max
Where a speed limit is indicated by a sign, that shall be the speed limit for that area;	

- The speed limits indicated above are the **maximum** for that area. Drivers are to decide the safest speed to drive to suit the existing circumstances and current environment.

Approval to vary these speeds is only given to drivers involved in an Airport Emergency Plan (AEP), runway inspections, or under direction of ATC.

4.3 VEHICLES

- Vehicles must display the current ASA Authority for Use Airside (label/sticker) affixed to the vehicle in a place that is easily visible, or affixed in a visible holder.
- Each vehicle must be readily identifiable by the clear display of company logos.
- When a vehicle is no longer required for Airside use, the vehicle permit sticker (AUA) is to be removed and returned to ASA.
- Drivers of all vehicles are to ensure that the vehicle they are driving airside is fully serviceable.
- Drivers must immediately notify the vehicle owner as soon as they become aware of any defect in a vehicle.
- A vehicle must not operate with a passenger load in excess of its designated capacity.
Remember: NO SEAT, NO RIDE.
- No riding of bicycles is permitted airside (except as authorised by ASA General Manager).
- All vehicles operating airside are to display an amber/orange/yellow flashing or rotating light mounted on top of vehicle, so as to provide 360 degrees visibility (MOS Part 139 Section 9.19).

4.4 VEHICLE ROUTES AND PROCEDURES ON MOVEMENT AREAS

- Aircraft and Aircraft under tow have right of way at all times.
- Under no circumstances are Category 1 and 2 ADA drivers permitted to enter or cross a Runway or Taxiway.
- Airside and Perimeter Roads (where marked) must be used.
- Taxiways must not be used as shortcuts.
- For vehicles to be permitted onto apron areas they must be:
 - a) Directly connected with the fuelling or servicing of aircraft;
 - b) Carrying items that cannot be handled by normal freight trolleys;
 - c) Associated with aerodrome works and under escort;
 - d) Emergency Service Vehicles in emergency circumstances and under escort.
- No vehicle may enter an unserviceable area as outlined by a marking, marker or lighting unless there is an operational requirement to do so (Note: Unserviceable areas are marked by White and Red cones by day and red lights by night).
- Under declared Low Visibility conditions, only those holding a low visibility endorsement may continue operating on taxiways and runways. Any vehicles needing to operate on or near aircraft apron areas shall exercise extreme caution.
- It is mandatory that once you leave your vehicle, you wear **High Visibility Clothing** at all times on the apron.
- Drivers of all vehicles operating on the Security Restricted Area (SRA) are to take a proactive approach to security. This includes ensuring they police the wearing of ASICs by other people working around them. Persons not in possession of an ASIC are to be instructed to vacate the area immediately. Any person found not to be carrying a valid ASIC (or visitor pass and being escorted by an ASIC holder) should be reported to Airport staff immediately.
- Drivers of vehicles accessing airside from landside through an authorised gate are to watch for other vehicles and give right of way in accordance with usual Territory laws. They are to ensure that the gate is FULLY OPEN before proceeding and STOP after passing through to ensure gate is PROPERLY CLOSED before departing the area. Remember NO TAILGATING.
- Drivers of all vehicles are to monitor movement areas for FOD (Foreign Object Debris). FOD is any loose item that could be ingested into a jet engine or blown in such a manner as to damage an aircraft. Any FOD items should be removed immediately from aprons, taxiways and runways.
- Drivers of all vehicles are to guard against fuel/oil spills on the apron. Under no circumstances may a vehicle be driven through fuel/oil spills. Spills are a hazard to the operation of the airport, to the environment, airport personnel and passengers. All spills should be reported to ASA Operations (0402 088 154) and cleaned up properly.

- Vehicles travelling on airside roads have right of way over vehicles entering or crossing roadways
- Drivers involved in towing rolling stock should refer to their company's Standard Operating Procedure (SOP) regarding the number that can be towed safely by their company equipment.
- If your vehicle becomes immobilised the following actions are to be taken:
 - a) Ensure rotating beacon is switched on;
 - b) Activate the vehicle hazard lights;
 - c) Ensure that no items have spilled from the vehicle and that there is no debris on the area you have been driving. All debris is to be removed immediately (e.g. shredded tyre rubber).
 - d) Make sure that any fuel/oil spill is reported and cleaned up properly.
 - e) Notify the Airport Reporting Officer if on duty.
 - f) If the vehicle is left unattended ensure, the handbrake is on, the keys are left in the ignition and the vehicle is left unlocked.
 - g) If the vehicle is on an active taxiway, runway or blocking an aircraft parking apron, then ATC is to be notified immediately via radio or telephone (89507505).
 - h) Remove vehicle to a safe location

4.5 SAFETY AROUND AIRCRAFT

- Drivers must be aware of safety distances when driving in the vicinity of parked aircraft:
- Drivers should not drive, stop or park a vehicle within 3 metres of parked aircraft, except when required for servicing of that aircraft;
- Drivers should not drive vehicles within 15 metres of a hydrant point, aircraft fuel tank filling point or vent outlet during fuelling operations unless there is an operational requirement to do so. Any contact with the fuel hydrants, hoses and cables that are connecting the aircraft with the refuelling vehicle must be avoided at all cost.
- Emergency Fuel Shut Down buttons are located on the apron.



- Aircraft operators and those drivers servicing aircraft must adhere to the requirements of Civil Aviation Order 20.9 refer to website:
<http://www.casa.gov.au/download/orders/Cao20/2009.pdf>
- Drivers must stay well clear of an aircraft when the anti-collision beacons are operating. Anti-collision beacons indicate that the engines are running or about to be started or that the aircraft is about to be moved. The beacons are usually displayed above and below the aircraft fuselage on larger aircraft and on top of the tail on smaller aircraft types. The beacons and strobes are flashing red or white coloured.
- Always stay at least 75 metres away from the rear of operating aircraft at idle thrust to avoid engine blast. Note this distance may be much larger at brakes release thrust. Beware of aircraft turning on the apron area.
- Engine ingestion is the term used to describe the way in which an aircraft can suck anything into its intake area. Always stay at least 7.5 metres from the front and to the side of engines to avoid ingestion.
- Aircraft propellers and helicopter rotor blades are just as dangerous as jet engines. Once turning, they can be almost impossible to see. Wash from propellers is also a hazard and should be treated just the same as jet blast.
- Never pass in front or drive behind an aircraft with its beacon on, chocks removed or engines running.
- Drivers must give way to all moving aircraft including aircraft under tow.
- Never drive under the wing or fuselage of an aircraft except where expressly authorised (eg. Refuelling). You may be injured or your vehicle could easily damage sensitive and expensive aircraft components.
- When parking a vehicle at the side of an aircraft, care should be taken to ensure other services, such as refuelling and catering are not impeded, and the wheels should be turned away from the aircraft. Never turn towards the aircraft when intending to vacate the area.
- Drivers of airside vehicles should avoid reversing. If a vehicle cannot be removed safely without a reversing procedure then the driver should take the following procedures:
 - 1) Apply the handbrake and turn off the engine;
 - 2) Physically check behind and above for any possible obstructions;
 - 3) Ensure that someone is available to stand near the vehicle to warn of any possible collision.
- Drivers must ensure that they do not impede or drive near a Marshaller or the aircraft under their control, while marshalling duties are being performed.
- The safety of passengers on the apron areas is paramount at all times, Vehicles must give way to passengers being escorted between an aircraft and the terminal.
- Where vehicle traffic must cross a passenger crossing extreme caution must be exercised.

- Damage to aircraft, however slight, could have fatal consequences and should be reported immediately. REPORT ALL DAMAGE.

4.6 AIRSIDE VEHICLE PARKING RESTRICTIONS

- Vehicles and equipment must not be parked within 2 metres 'airside' and 3 metres 'landside' of an airside/landside boundary fence.
- Equipment Storage Areas are defined by a single unbroken white red white line labelled EQUIPMENT STORAGE. They define areas where vehicles and equipment may be parked clear of aircraft and left unattended. Vehicles must always be parked behind these lines.
- Equipment Clearance (or Staging) Areas are defined by a broken white red white line labelled EQUIPMENT CLEARANCE. These areas are used only for the staging of equipment prior to the arrival of an aircraft. Personnel must remain with the equipment/vehicle at all times.
- Drivers must ensure vehicles; plant and equipment are parked in designated areas. Where designated areas are not provided, they are only to be stored behind marked equipment storage lines on aprons. They must not be parked where they will obstruct aircraft, other vehicles or pedestrians.
- When a vehicle is left unattended in other than designated parking areas, doors must be closed but unlocked, keys in the ignition and the handbrake on so that it may be moved when impeding the safe movement of aircraft or other vehicles in an emergency.

4.7 SUPERVISION OF UNAUTHORISED DRIVERS AND VEHICLES AIRSIDE

- Drivers holding an ADA may be required to provide supervision for unauthorised drivers and vehicles by:
 - a) Escorting the supervised Vehicle with an authorised Vehicle;
 - b) Riding in the supervised Vehicle;
 - c) Accompanying the supervised Vehicle on foot; and
 - d) Directing the supervised Vehicle from a vantage point as approved by the ASA General Manager (eg: Works Safety Officer monitoring works Vehicles).
- The driver of the escorting Vehicle must ensure the driver of the supervised Vehicle is aware of:
 - a) the requirement to keep the Vehicle being escorted at a reasonable distance behind the escorting Vehicle so that adequate supervision is provided;
 - b) The route to be taken;
 - c) Speed limits;
 - d) Any pre-arranged signals to deal with problems that may arise;
 - e) No smoking;
 - f) Any restrictions on the use of mobile phones and radios;
 - g) Security requirements

In particular you must ensure the driver understands the "GIVE WAY TO AIRCRAFT RULE" at all times even if the aircraft is under tow.

A person providing an escort for another Vehicle must hold an ADA.

5.0 AIRSIDE, MARKERS, MARKINGS AND SIGNS

All drivers should be familiar with the meaning and form of airside marking (visual aids) and comply with what they mean to you as a driver.

Visual aids are cues for pilots, marshalls, air traffic controllers and AIRSIDE VEHICLE DRIVERS to help them provide a safe environment for aircraft operations. Visual aids comprise:

- markings, markers, and signs (visible by day); and
- lights and beacons (visible by night).

5.1 BASIC VISUAL AIDS

Road Signs

Common road signs are used Airside and mean exactly what they do on public roads. Take notice of all airside signage on the Airport, particularly STOP and GIVE WAY signs and remember depending on the area SPEED LIMITS will vary.



Perimeter/Airside Roads

Marked by a double continuous white line on each side, perimeter roads are Airside roads which remain clear of the Manoeuvring area. This indicates DO NOT CROSS.



Live Taxiway Crossing

Marked by a white 'zipper' line on each side of the perimeter road crossing a 'live taxiway'. Drivers should use extreme caution, remain within the 'zipper' perimeter road markings and give way to aircraft at all times.



Cones and gable markers

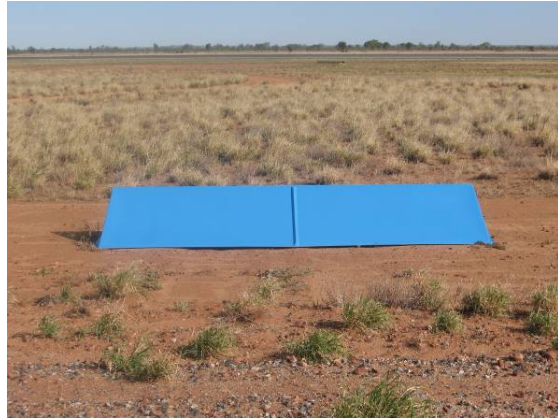
Coloured cones are used to mark the following areas:



Taxiway and Apron Edge – **yellow** cone to mark the edge of an aircraft apron area.



Unserviceability Area – **white with red band** to mark the unserviceable area.



Helicopter Apron Edge – **blue** cone or gable mark the edge of the helicopter parking area.



Works Area Limit –**orange witches' hat** to define the limit of works area.

Runway strip

White gable markers (rectangular) mark the edge of the runway strip. Vehicles are not permitted to enter the runway strip without clearance from ATC.



Movement Area Guidance Signs (MAGS)

Movement Area Guidance Signs are used to provide mandatory instructions and/or information to pilots. They are also used to alert drivers.



Centre and edge of Runway surface.

These markings indicate the centre and edge of a runway. The centreline is marked by a white broken line and the edge is a continuous white line.



Centre and edge of Taxiway surface

These markings indicate the centre and edge of a taxiway. The centreline of a taxiway surface is marked by a continuous yellow line and the edge of the taxiway surface is a continuous double yellow line. The double yellow line also indicates low strength pavement from the outside edge.



Runway Holding Position

These indicate the holding positions for vehicles (and aircraft) prior to entering the runway. They are defined by two continuous yellow lines and two broken yellow lines the width of the taxiway.

Note Runway Holding Position markings must not be passed without appropriate ATC clearances and Category 4 Airside Driving Authority.



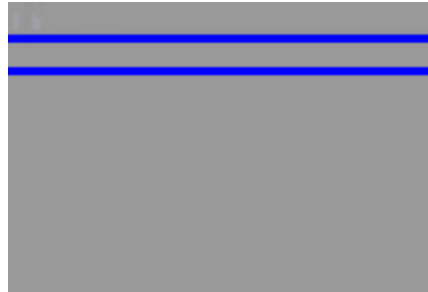
Apron Edge

Are the same as on taxiways – provides visual evidence to define the area as well as the strength of the material used to construct the area – the area outside the lines may not be as structurally sound as the area inside the lines. The Apron Edge is marked by double yellow lines.



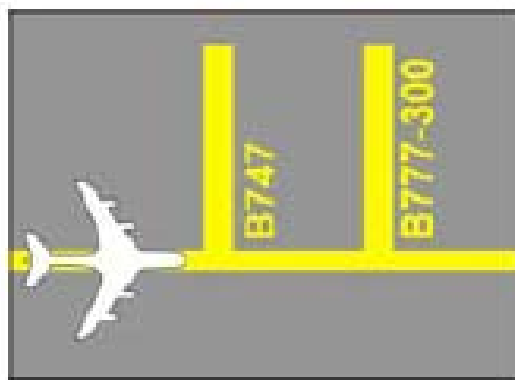
Helicopter Apron Edge

Helicopter apron edge marking (Double Blue Continuous Lines) is provided to identify an apron intended solely for helicopter parking (on gravel/grass surface the edge is marked by using blue cone or gable markers).



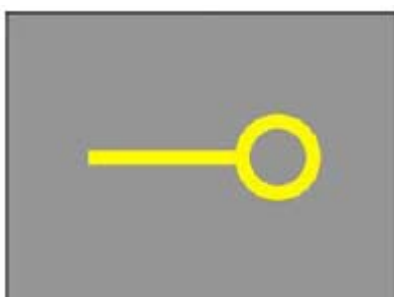
Marshaller Stop Line

The marshaller stop line is located at the point where the nose wheel of the aircraft is to stop.



Keyhole Marking

Denotes a secondary aircraft parking position. Comprises a short alignment bar, a circle in which the nose wheel is to be stopped, and a parking position designator.



Aircraft Parking Clearance Line

Aircraft Parking Clearance marking (yellow/red/yellow continuous line) is used to define an area in which the whole of a parked aircraft is to be confined.



Equipment Storage Area

Equipment Storage areas are marked with a continuous single red line (highlighted by white either side) and indicate the boundary of the designated areas where vehicles, plant or equipment can be stored and may be left unattended.



Equipment Clearance

Equipment Clearance Lines are marked with a broken single red line (highlighted by white either side) and indicate staging areas only. Drivers of service vehicles are to ensure they remain within these lines whenever aircraft are being manoeuvred into parking positions. Equipment must not be stored in Clearance areas.



Movement Area Lights

The following coloured lights are used to mark these areas:

- Runway Edge MIRL white
- Runway Edge HIRL amber
- Apron or Taxiway Edge blue
- Taxiway Centre Line green or green/yellow
- Unserviceable Area red
- Holding Point three inset YELLOW in the
direction of the approach to the runway

6.0 WITHDRAWAL OF AUTHORITIES AND PERMITS

Persons found in breach of the Rules for Driving Airside may result in suspension of their Authority to Drive Airside.

The ASA General Manager may cancel or suspend an Authority to Drive Airside whether it was issued or renewed by ASA or an Approved Issuing Authority (an Approved Issuing Authority may cancel or suspend an Authority to Drive Airside which it issued or renewed).

If the ASA General Manager cancels or suspends an Authority to Drive Airside, the driver's company must be given written notice within 24 hours stating the reason for such action. When a driver is given notice that his/her Authority to Drive Airside has been suspended or cancelled he/she must surrender the Authority to the ASA General Manager (or Approved Issuing Authority) within 24 hours.



SECTIONS 7 TO 10

CATEGORY 3 and 4 DRIVERS

7.0 VEHICLE OPERATIONS ON OR NEAR MANOEUVRING AREAS

- Vehicles operating on the Manoeuvring Area must activate an amber/orange/yellow flashing or rotating beacon mounted on the top of the vehicle, so as to provide 360° visibility unless an accompanying vehicle is so equipped. At night or during periods of low visibility in addition to the rotating beacon, headlights (dipped) and tail-lights must also be activated.
- Only vehicles equipped with a radio capable of two-way communication with Air Traffic Control are permitted to operate on the Manoeuvring Area, unless escorted by an appropriate radio equipped vehicle.
- To operate on the Manoeuvring Area drivers must hold a 'Radiotelephone Operators Certificate of Proficiency' and an Authority to Drive Airside – Category 3 or 4.
- Drivers on the Manoeuvring Area must be familiar with the designations of the runways and taxiways, conversant with two-way radio procedures and with the meaning, of ATC visual signals and signs.
- Drivers on the Manoeuvring Area must obey all instructions given by Air Traffic Control during hours of operation.
- Drivers must have clearance from ATC during hours of operation to enter runways at all times, including behind a displaced threshold.
- Drivers must maintain a "Listening Watch" (i.e. Radio switched on and monitoring).
- During the hours that Air Traffic Control is not operating at Alice Springs Airport the driver must follow correct CTAF (R) procedures.

8.0 LOW VISIBILITY CONDITIONS

- When aircraft movements are in progress during declared 'low visibility conditions', vehicular movements on the manoeuvring area (runways and taxiways) shall be restricted by ATC during tower hours. For all low visibility operations vehicles **will** be given specific clearances on the manoeuvring area.

9.0 RADIO PROCEDURES

9.1 GENERAL

EXEMPTION: Category 2 drivers are authorised by the General Manager to access Taxiway A2, A3 and A4 without the following provisions:

To operate on the Manoeuvring areas (Taxiway A2, A3 and A4 are exempt from this provision), drivers must use a radio equipped (ATC frequencies) vehicle, hold an 'Aircraft Radiotelephone Operators Certificate of Proficiency' and hold a current ASA Authority to Drive Airside Category 3 or 4.

Drivers need to fully understand the regulations applying to movement areas, particularly when you are operating on the Manoeuvring (i.e. taxiways and runways beyond the above exemption) area. You must know the locations of runways and taxiways so that you can advise Air Traffic Control or the CTAF (R) area where you are at any time.

Anyone using a radio to communicate with ATC or pilots is required to hold a 'Radiotelephone Operator Certificate of Proficiency'. Your company is responsible for organising training information and authorised examination to obtain this Certificate. All instructions by ATC must be responded to immediately.

Note: Do not enter the Manoeuvring Area unless you have a need to do so and hold an appropriate current category 3 or 4 Authority to Drive Airside.

9.2 TRANSMISSION TECHNIQUES

The efficient use of two-way radio depends largely on microphone technique, the method of speaking and the choice of words by the operator.

You should make use of the following principles:

- speak plainly and each word clearly to prevent consecutive words 'running together';
- avoid any tendency to shout;
- avoid variations in speech intensity and unusual inflections in the voice;
- avoid hesitant sounds such as "ER" and "UM";
- preserve the rhythm of ordinary conversation, avoiding long pauses but retaining oral punctuation (gaps between sentences etc);
- maintain a business-like manner and do not use colloquialisms, first names or be unduly familiar with others;
- if improvisation is necessary, make it brief and unambiguous (standard phraseology is best);
- read each written message before transmission, in order to eliminate unnecessary delays.

9.3 PHONETIC ALPHABET

The International Phonetic Alpha bet is used to assist in voice transmission of call signs, runway/taxiway designators and the spelling of proper names and unusual words.

The phonetic alphabet is made up of particular words to denote the letters. When used, the pronunciations as shown are to apply:

A	ALPHA	Al-fa	N	NOVEMBER	no-VEM-ber
B	BRAVO	BRAH-voh	O	OSCAR	OSS-cah
C	CHARLIE	CHAR-lee	P	PAPA	pah-PAH
D	DELTA	DEL-tah	Q	QUEBEC	key-BECK
E	ECHO	ECK-oh	R	ROMEO	ROH-me-OH
F	FOXTROT	FOKS-trot	S	SIERRA	see-AIR-rah
G	GOLF	Golf	T	TANGO	TANG-go
H	HOTEL	hoh-TELL	U	UNIFORM	YOU-nee-form
I	INDIA	IN-dee-ah	V	VICTOR	VIC-tah
J	JULIETT	JEW-lee-ETT	W	WHISKY	WISS-key
K	KILO	KEE-low	X	X-RAY	ECKS-RAY
L	LIMA	LEE-mah	Y	YANKEE	YANG-key
M	MIKE	Mike	Z	ZULU	ZOO-loo

9.4 PHONETIC NUMERALS

Numbers are to be transmitted using the following pronunciations:

0	ZE-RO
1	WUN
2	TOO
3	TREE or THREE
4	FOW-er
5	FIFE
6	SIX
7	SEV-en
8	AIT
9	NIN-er
DECIMAL	DAY-SEE-MAL
THOUSAND	TOUSAND or THOUSAND

In general, numbers except whole thousands are to be transmitted by pronouncing each digit separately, (used mainly by Air Traffic Control), e.g.

10	ONE ZERO
75	SEVEN FIVE
100	ONE ZERO ZERO
583	FIVE EIGHT THREE
5000	FIVE THOUSAND
11000	ONE ONE THOUSAND
24000	TWO FOUR THOUSAND
38143	THREE EIGHT ONE FOUR THREE

Numbers contain decimals are transmitted with the decimal point, in appropriate sequence, indicated by the word “decimal”, e.g.

118.3	One One Eight Decimal Three
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In contrast, ground vehicle signs are to be transmitted using the group form and can be preceded by a vehicle identifier, e.g.

Safety 20	Safety Two Zero
Car 55	CAR FIVE FIVE

Note: At some airports ATC may approve the use of discrete call signals for specific duties e.g. “Grass cutter One” or “Tender Two”.

9.5 SIGNAL STRENGTH

Driver must check the signal strength of his or her radio before entering the manoeuvring area.

1	Unreadable
2	Readable now and again
3	Readable but with difficulty
4	Readable
5	Perfectly readable

9.6 COMMONLY USED PHRASES

The following phrases are commonly used:

ACKNOWLEDGE	LET ME KNOW THAT YOU HAVE RECEIVED AND UNDERSTOOD THIS MESSAGE
AFFIRMATIVE	YES
APPROVED	PERMISSION FOR PROPOSED ACTION GRANTED
CANCEL	ANNUL THE PREVIOUSLY TRANSMITTED CLEARANCE
CONFIRM	HAVE I CORRECTLY RECEIVED THE FOLLOWING (see also "SAY AGAIN")
CORRECT	THAT IS CORRECT
CORRECTION	AN ERROR HAS BEEN MADE IN THIS (OR OTHER) MESSAGE - THE CORRECT INFORMATION IS
DISREGARD	CONSIDER THAT MESSAGE/INSTRUCTION AS NOT SENT
EXPEDITE	HURRY
GO AHEAD	PROCEED WITH YOUR MESSAGE (Normally only after "STAND BY")
HOLD POSITION	STOP - DO NOT PROCEED UNTIL ADVISED
HOLD SHORT OF	STOP BEFORE A SPECIFIED LOCATION (For a runway or taxiway, this is the Taxi Holding Position line)
HOW DO YOU READ	WHAT IS THE READABILITY OF MY TRANSMISSION (or HOW WELL CAN YOU HEAR MY TRANSMISSION) (Normally preceded by "RADIO CHECK")
NEGATIVE	NO, or PERMISSION NOT GRANTED, or THAT IS NOT CORRECT

RADIO CHECK	I WISH TO KNOW HOW WELL YOU CAN HEAR ME - PLEASE ADVISE YOUR READABILITY OF MY TRANSMISSION
READ BACK	REPEAT ALL, OR THE SPECIFIED PART, OF THIS MESSAGE BACK TO ME EXACTLY AS RECEIVED
REQUEST	REQUEST PERMISSION TO, or I WOULD LIKE TO KNOW ...
ROGER	I HAVE RECEIVED ALL OF YOUR LAST MESSAGE (see also "WILCO")
SAY AGAIN	REPEAT ALL, OR THE FOLLOWING PART OF YOUR LAST MESSAGE
STAND BY	WAIT AND I WILL CALL YOU BACK
VACATE	MOVE OFF THE RUNWAY/TAXIWAY/AREA IMMEDIATELY (may be amplified by "VIA TAXIWAY or NEXT LEFT")
VACATED	I HAVE VACATED RUNWAY / TAXIWAY / AREA (not required after crossing a runway or taxiway unless asked by the Tower e.g. in poor visibility)
VERIFY	CHECK AND CONFIRM WITH ORIGINATOR
WILCO	I (FULLY) UNDERSTAND YOUR MESSAGE/ INSTRUCTION AND WILL COMPLY WITH IT
WORDS TWICE	COMMUNICATION IS DIFFICULT - PLEASE SEND EVERY WORD OR GROUP OF WORDS TWICE <u>or</u> SINCE COMMUNICATION IS DIFFICULT - WORDS WILL BE SENT TWICE

9.7 TRANSMITTING

Before transmitting, be sure the channel is clear (i.e. no other communications in progress) by listening out then:

- a) Identify the unit you are calling
"ALICE SPRINGS TOWER"
- b) Tell the Tower WHO you are
"GROUND THIS IS CAR (Number)"
- c) Tell the Tower WHERE you are
"ON TWY ECHO ONE"
- d) Tell the Tower WHAT you wish to do
"To ENTER RWY 30 FROM TWY ECHO ONE"
- e) Tell the Tower of any other significant details
"CONDUCTING PAVEMENT INSPECTION AVAILABLE ON IMMEDIATE RECALL"

Note: A more detailed description of Radio Procedures can be found in the Airside Vehicle Control Handbook (AVCH).

9.8 ENTERING THE MANOEUVRING AREA

Prior to the vehicle entering the Manoeuvring Area, the vehicle operator should ensure radio is serviceable. It should always be checked before using the vehicle and the operator is responsible for ensuring that he is on the correct frequency (e.g. Alice Springs Tower – 118.3). When you require to enter a runway you should always refer to that runway by the operational direction, e.g. Runway 12/30 is currently being used for departures to the west, therefore, this runway is referred to as Runway 30.

When you are working or operating within the runway strips or on the runways the following procedures apply:

- a) you must maintain communication with ATC or CTAF at all times;
- b) once you have gained runway (or taxiway) entry you must maintain a constant listening watch;
- c) always remain within hearing distance of your radio;
- d) all other radios should be switched off;
- e) you should not use a mobile phone inside the vehicle while you are responsible for maintaining radio communications with ATC or CTAF ;
- f) you must read back all instructions from ATC before implementing them;
- g) you must carry out instructions from ATC promptly and advise when complete e.g.

When directed to vacate the manoeuvring area, the Tower call is brief:

ATC – “Car 55 – Vacate Runway 30”

Response (straight away) – “Vacating Runway 30 Car 55”

Once you have vacated and are outside the runway strip, you call the Tower:

“Car 55 VACATED Runway 30”

The Tower will acknowledge:

“Car 55”

9.9 FAILURE OF YOUR RADIO

If you find that you are unable to receive or make transmissions once you have commenced operating on the manoeuvring area you should first carry out some quick and simple checks of your radio:

- o checking that the radio is turned on;
- o checking that the volume has not been turned down;
- o checking that the correct frequency is selected;
- o checking that the microphone is plugged in correctly;
- o checking that you are not out of range or in a dead spot;
- o checking the squelch function and level;

If there is no apparent fault you should vacate the manoeuvring area immediately.

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

- a) if on the runway, vacate the runway and runway strip immediately;
- b) vacate the manoeuvring area via the most safe and direct route available;
- c) exercise extreme caution at all times and keep a vigilant watch for aircraft;
- d) on vacating the manoeuvring area establish contact with the Tower using another radio or by telephone and advise that you are clear of the area;
- e) do not re-enter the manoeuvring area until your radio has been replaced or repaired.

9.10 LIGHT SIGNALS

If ATC experiences a radio failure the controllers will communicate using light signals. If you receive light signals from the Tower, you should respond immediately. The meaning of these signals must be displayed in your vehicle within easy sight of the driver. These signals are as follows:

ATC CONTROL TOWER LIGHT SIGNALS TO VEHICLES AND PEDESTRIANS

RED STEADY	STOP
RED FLASHES	You are to move off the landing area or taxiway and watch out for aircraft
GREEN FLASHES	You have permission to cross landing area or to move onto the taxiway
WHITE FLASHES	Vacate the manoeuvring area

Note: In emergency conditions, or if the Tower Controller suspects that the ground vehicle has not observed the Control Tower Light Signals, the following method of attracting attention will be used.

FLASHING THE RUNWAY OR TAXIWAY LIGHTING	VACATE the runway and/or taxiway <u>immediately</u> and observe the tower for a light signal. Telephone the tower controller immediately on 8950 7505.
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10.0 MANOEUVRING AREA OPERATING TIPS

Before going onto the Manoeuvring Area:

- BRIEF YOURSELF ON THE CURRENT SITUATION ON THE MANOEUVRING AREA BY LISTENING TO ATIS (Frequency 115.9) BEFORE PROCEEDING ONTO THE AREA
- KNOW THE COMMUNICATIONS PROCEDURES
- KNOW THE LIGHT SIGNALS
- KNOW YOUR ENVIRONMENT
- BE PRECISE AND PATIENT
- COMPLY WITH INSTRUCTIONS
- MAINTAIN A CONTINUOUS LISTENING WATCH
- KEEP YOUR EYES OPEN, STAY ALERT FOR CONFLICTING AIRCRAFT
- NEVER GO BEYOND RANGE OF YOUR RADIO
- PLAN WORK CAREFULLY AND AVOID ANY TENDENCY TO RUSH WHILST AIRSIDE
- NEVER LEAVE ANYTHING (EQUIPMENT OR TOOLS) ON THE MOVEMENT AREA

Note: If you become confused about what is happening, leave the movement area and consult someone about further training.

APPENDIX A - GLOSSARY OF TERMS

ARFF	Aviation Rescue Fire Fighting
ASA	Alice Springs Airport
ASIC	Aviation Security Identification Card
ATC	Air Traffic Control
ATIS	Aerodrome Terminal Information Service
AVCH	Airside Vehicle Control Handbook
CASA	Civil Aviation Safety Authority
CTAF	Common Traffic Advisory Frequency. ASA operates this procedure outside of ATC hours
HIRL	High Intensity Runway Lighting
MIRL	Medium Intensity Runway Lighting
SOP	Standard Operating Procedure
Accident	An accident airside involving a vehicle or equipment which may result in personal injury and/or damage.
Airport	Alice Springs Airport
Airside	That part of the Airport designated as Airside and to which the general public does not have free access.
Airside Drivers Guide	This publication containing rules for driving airside, markings and markers, an Airport map etc.
Airside Road	A road within the Airside of the Airport and marked as a road on the plan in Appendix B of this handbook.
Approved Issuing Authority	A person or body authorised under the Airports (Control of On-Airport Activities) Regulations to issue ADA or AUAs for the Airport.
Approved Training Officer	A person nominated by an Approved Issuing Authority and approved in accordance with Part 7 of the AVCH.
Apron	That part of the Airport used for: <ul style="list-style-type: none"> • the purpose of enabling passengers to board or disembark from aircraft; • loading cargo on to, or unloading cargo from aircraft; • refuelling, parking or carrying out maintenance on aircraft and designated as such on the plan in Appendix C of this guide.
Authority to Drive Airside (ADA)	An Authority issued in accordance with Regulation 4.44 of the Airports (Control of On-Airport Activities) Regulations. ADA's are issued for Categories 1 – 4, depending on the driver's operational requirement.
Authority for Use Airside (AUA)	An Authority issued in accordance with Regulation 4.44 of the Airports (Control of On-Airport Activities) Regulations affixed to a Vehicle approved for Airside access.
Displaced Threshold	A runway reduced from its normal operating length either permanently or temporarily by establishment of a new threshold from its original position
Driver's Licence	A licence to use a Vehicle issued by a State or Territory Government in Australia.
Escort	A person who accompanies/supervises a Vehicle/Aircraft and who accepts responsibility for its control at all times. An escort may include one or more of the following: <ul style="list-style-type: none"> • One Vehicle 'leading' another Vehicle/Aircraft;

	<ul style="list-style-type: none"> • A person sitting alongside the driver; • A person walking alongside the supervised Vehicle; • Directing the supervised Vehicle(s) from vantage point as approved by the Manager Operations.
Handbook	The Airside Vehicle Control Handbook (AVCH) including its appendices.
Landside	That part of the Airport not designated as Airside and to which the general public normally has free access.
Leased Area	An area where a tenant pays a fee for the use of a defined space. A person operating a Vehicle on the leased area must have the lessee's consent.
Low Visibility	When local visibility is reduced to below 800m and subsequently limits aerodrome operations.
Manoeuvring Area	Those parts of the Airport used for take-off, landing and taxiing of aircraft (ie. Runways and Taxiways) excluding Aprons and is subject clearance by ATC.
Markers	An object displayed above ground level in order to indicate an obstacle, or to delineate a boundary.
Markings	A symbol or group of symbols displayed on the surface of the Movement Area in order to convey aeronautical information.
MOS	Manual of Standards Part 139 – Aerodromes. This is a CASA policy manual. It contains specifications (standards) prescribed by CASA.
Movement Area	That part of the Airport used for surface movement of aircraft, including Manoeuvring Areas and Aprons.
Perimeter Road	An Airside road which remains clear of the Manoeuvring Area except in areas where the road, marked as road, crosses a taxiway.
Prohibited Area	Any part of the Airport access, which is forbidden to anyone not having lawful authority or excuse to enter the area.
Restricted Area	Any part of the Airport which is restricted to persons holding an ASIC valid for that particular area.
Runway	A defined rectangular area on an aerodrome prepared for the landing and take-off of aircraft.
Runway/Taxiway Strip	A specified area on each side of a runway/taxiway designated to reduce the risk of damage to an aircraft should it run off the runway/taxiway. The runway strip is defined by white gable markers.
Speed Limit	The maximum speed limit in a given area.
Supervised Vehicle	A vehicle driven under supervision in accordance with the AVCH and the rules for driving airside.
Taxiway	A defined path on an aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another.
Vehicle	A motor vehicle or other specialized airside mobile equipment, other than bicycles or tricycles.
Vehicle Operator	A person, firm, body corporate or government department or agency controlling the operation of a vehicle whether as an owner, hirer or otherwise.
Visibility	Low Visibility: is declared by ATC. The response by ASA is to reduce vehicle activity. Only those vehicles with an operational requirement are permitted on the apron, these include ARFF and ASA Safety Vehicles.

ATTACHMENT A – DRIVER’S LOG

Name:.....

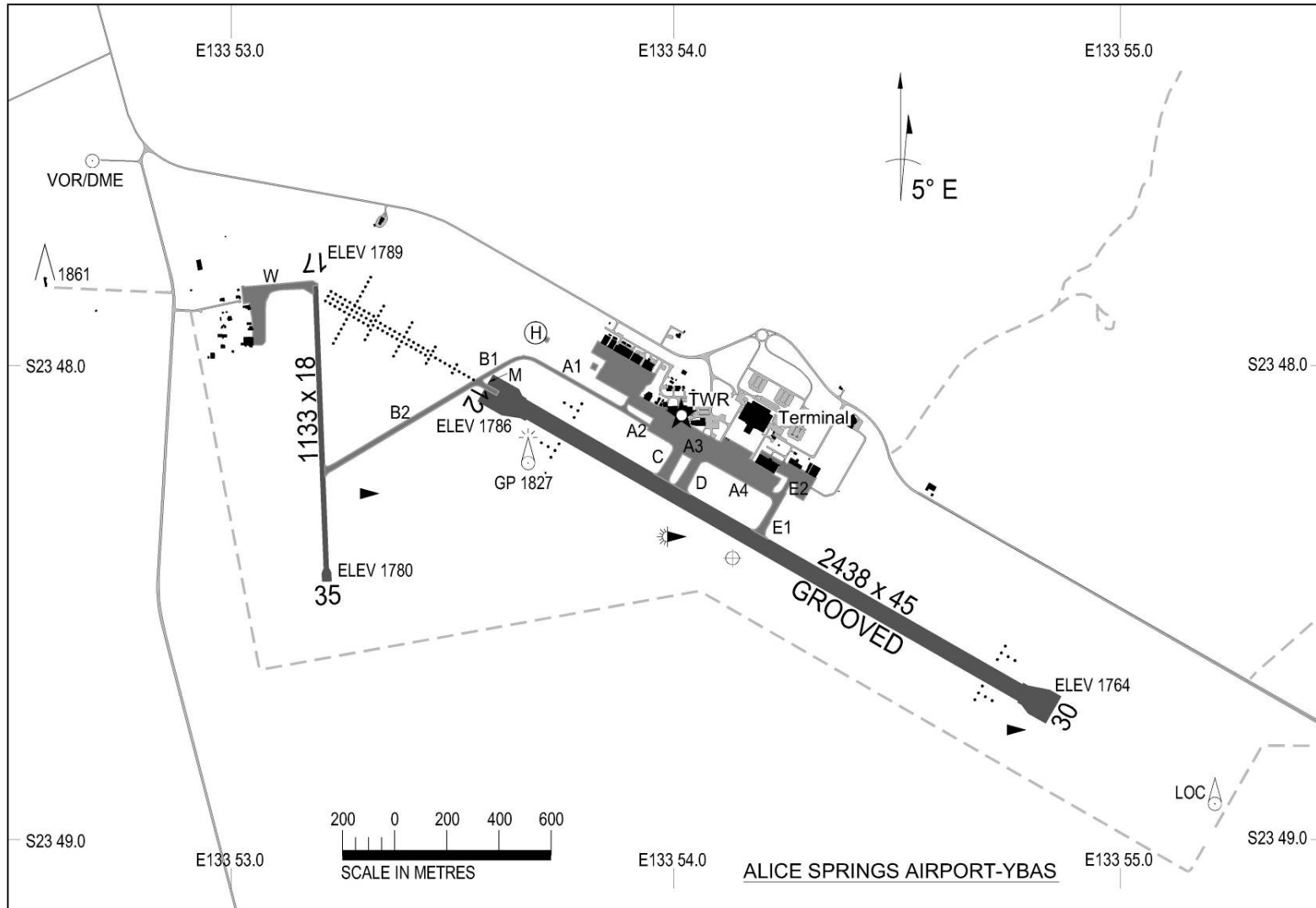
Category:.....

Date	Time			Location		Supervising Driver				
	Start AM/PM	Finish AM/PM	Number of Hours/Minutes	Security Restricted Area	General Aviation	Observer or Driver	Name and Position	ADA Number	ASIC Number	Signature

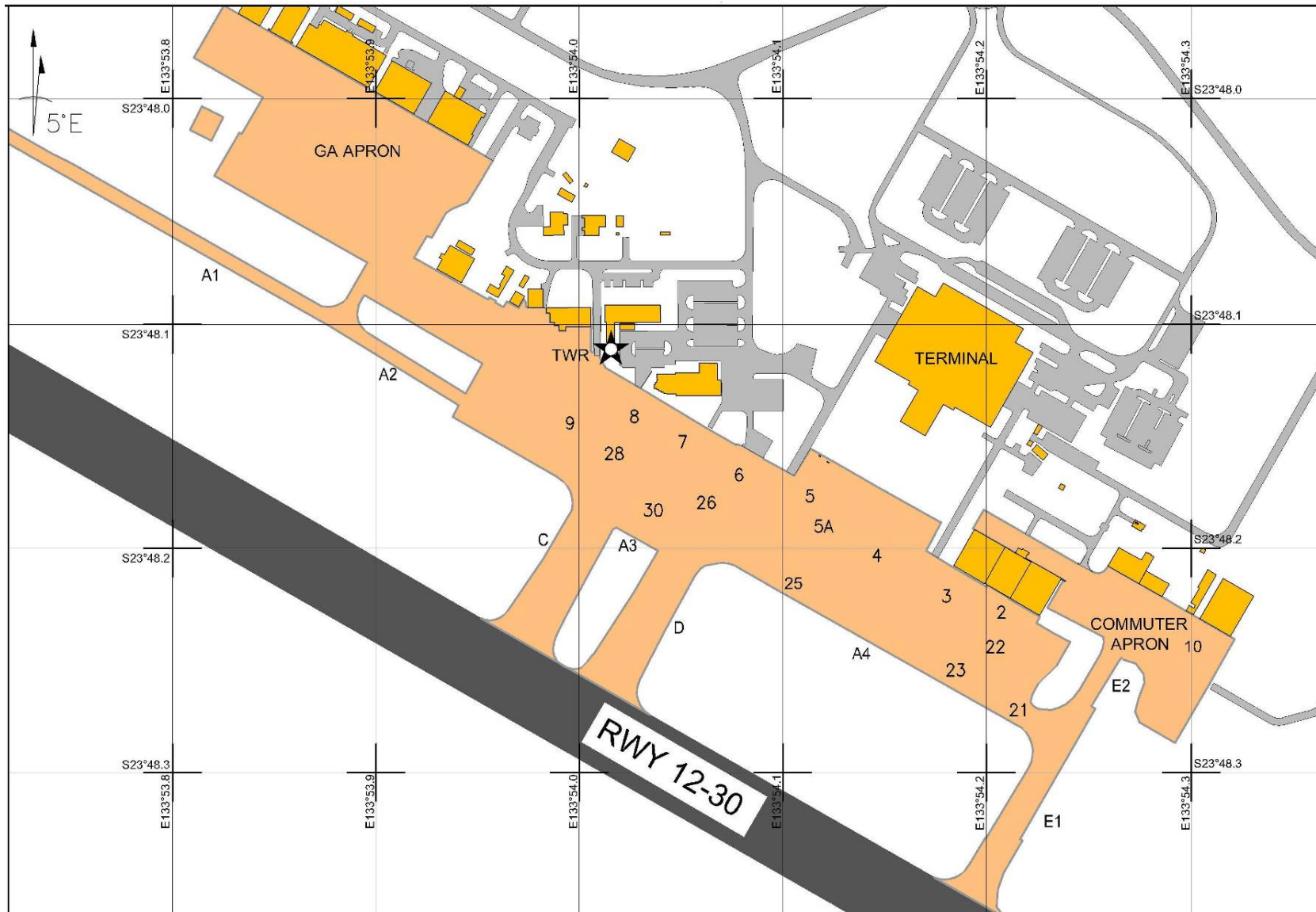
I (supervisor’s name) acknowledge that.....(candidate’s name) on this date is competent in his/her duties that pertain to driving airside and that he/she is ready to conduct airside driver’s evaluation in accordance with ASA requirements.

Signed (supervisor)

ATTACHMENT B - PLAN OF AIRSIDE AT ALICE SPRINGS AIRPORT



ATTACHMENT C- PLAN OF APRON AREAS AT ALICE SPRINGS AIRPORT



ATTACHMENT E-REPORT FORM

When to Use this Form: To report any Aerodrome Accident, Incident or Near Miss.

Note: If an injury was sustained or there was a Health & Safety Risk caused by the occurrence of any incident described in this report, **FRM-002** - "Accident, Incident or Near Miss Reporting Form" must also be completed.

Note: This Form Is Only To Be Used For The Incident Types Detailed In **Section E** Of This Form.
For all other incident categories complete **FRM-002** - "Accident, Incident or Near Miss Reporting Form"

Section A - Location Details:			
Work Area:	Report – Aerodrome Incident	Location: (Circle Location)	Darwin Alice Springs Tennant Creek
Business Unit:		Department:	
Area/Project:		Detailed Description	
<small>Match information provided above to the available filters when entering into RMSS. If no suitable filter is available contact HSE Department - Ext 969</small>			
Section B - Incident Occurrence Details:			
Date of Incident	Time of Incident	Incident Type Aerodrome Incident	Incident Severity Low Medium High Extreme
Is this a "NOTIFIABLE INCIDENT" <input type="checkbox"/> Yes <input type="checkbox"/> No			
Section C - Reported By (Mandatory)			
First Name		Last Name	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Phone Number:	Mobile Phone Number:	Email Address:	Date of Birth:
Section D - Incident Details: (Provide details as to the cause of the incident & why it occurred)			
Actual Location:			
Describe the Incident:			
Contributing Factors:			
What Actions Were Taken Immediately:			
Section E - Incident Type:			
Incident Description	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Foreign Object Incident	<input type="checkbox"/>	OLS or PANS-OPS Infringement	<input type="checkbox"/>
Runway Incursion	<input type="checkbox"/>	Security	<input type="checkbox"/>
Aircraft Incident	<input type="checkbox"/>	Aerodrome Aircraft Safety Hazard	<input type="checkbox"/>
Airside Driving or Vehicle Control	<input type="checkbox"/>	Other – Complete Form FRM-002	<input type="checkbox"/>
Jet Blast / Prop Wash	<input type="checkbox"/>		
If Other please specify:			
Suggested remedial actions to prevent reoccurrence:			
Log Entry Reference #:	Signed:		Contact #:

Forward completed form to Airport Operations Manager.

NOTES

NOTES



CONTACTS

Alice Springs Airport Reporting Officers

0402 088 154

Alice Springs Airport Management Centre

8951 1211