



Airside Vehicle Control Handbook



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1 Foreword

This Handbook has been developed as part of EAPL's Safety Management System to ensure the safety of all people on the airside, the safe and orderly movement of traffic and the protection of aircraft. The Handbook is a requirement of the Airports (Control of On-Airport Activities) Regulations 1997 Division 4 – Airside Vehicle Operation and not of the Part 139 (Aerodromes) Manual of Standards 2019.

It is recognised that there is an ongoing requirement for vehicles to operate on airside areas of the airport and these rules help ensure this is done as safely as possible.

Failure to comply with the requirements of this Handbook constitute a breach of the conditions for the Authority to Drive Airside and Authority to Use Airside and would therefore cause a review by Essendon Airport Pty Ltd (EAPL) of the authorisations issued to individuals or organisations as a result.

EAPL actively monitors all airside drivers for the possession of a licence and vehicle permit and compliance with the established airside driving rules.

2 Definitions

Airport Operations Officer: a trained officer appointed by EAPL charged with the responsibility of daily airside safety

Airport Operator: any owner, licensee, Authority, Corporation or any other body which has a legal responsibility for a particular aerodrome

Airside: the movement area of an aerodrome, adjacent terrain and buildings or portions thereof, of which access is controlled

Air Traffic Control (ATC): a service established by Airservices Australia pursuant to Section 8 of the Air Services Act

Apron: That part of an aerodrome used for the purposes of enabling passengers to board or disembark from an aircraft, for loading or unloading cargo from an aircraft, for refuelling, parking or carrying out maintenance on an aircraft

Authority to Drive Airside (ADA): an authority (licence) issued by the Airport Operator to approve a person to operate a vehicle on airside

Authority for Use Airside (AUA): an authority (permit) issued by the Airport Operator to approve use of a vehicle on airside

AUA Responsible Person: the person responsible for ensuring the vehicle is operated in accordance with the requirements for issue of an AUA.

EAPL: Essendon Airport Pty Ltd (the Airport Operator)

Incident: an occurrence, other than an accident, associated with the operation of an aircraft that affects or could affect the safety of the operation of the aircraft. In practice this definition is broadly interpreted, and the

incident reporting system accepts any reports, requests, complaints and suggestions, which relate to aviation safety

Manoeuvring area: the part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons

Marker: an object displayed above ground level in order to indicate an obstacle or delineate a boundary.

Marking: symbols, lines, words and figures displayed on the surface of a movement area, or signs, or visual distinguishing features added to vehicles

Movement area: the part of an aerodrome to be used for the surface movement of aircraft, including manoeuvring areas and aprons

Operator: in relation to aircraft, a person, organisation or enterprise engaged in, or offering to engage in, an aircraft operation

Perimeter Road: an airside road which remains clear of the manoeuvring area, except for areas where the road is marked as a Perimeter Road and crosses a taxiway

The Regulations: refers to the Airports (Control of On-Airport Activities) Regulations 1997

Taxiway: a defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the airport and another

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

Unserviceable Area: a portion of the movement area not available for use by aircraft because of the physical condition of the area or because of obstacles affecting it

3 Vehicles Not to Be Taken onto or Operated Airside

A person must not take a vehicle onto, or operate a vehicle on, the airside of Essendon Fields Airport unless:

- (a) the person holds an ADA and the vehicle is the subject of an AUA; or
- (b) the vehicle is escorted by a person authorised, in accordance with this Handbook, to provide airside vehicle escort services.

*Note - Aircraft servicing equipment that **does not have its own motive power (i.e. trolleys, stairs) and is used only on aprons** is not an airside vehicle and is not required to comply with the requirements of this Handbook. Aircraft servicing equipment that has its own motive power (i.e. tugs, golf carts, cars, forklifts etc) is considered an airside vehicle, regardless of whether it is used only on aprons, and must comply with the requirements of this Handbook.

4 Authority for Use Airside (AUA) (Vehicle Permits)

4.1 Application

An application for an Authority for Use Airside must be made on the EAPL Authority for Use Airside Application Form (OPS-FOR-021) available on the Essendon Fields website.

4.2 Application Prerequisites

In applying for an AUA you must:

- 1) Read and adhere to the Airside Vehicle Control Handbook (this Handbook) and the Rules for Driving Airside contained within;
- 2) Meet the vehicle requirements as detailed in section 4.3 of this Handbook;
- 3) Be able to provide evidence of Public Liability insurance for an amount not less than AUD \$20,000,000;
- 4) Complete and submit an Airside Vehicle Indemnity and Release Form; and
- 5) Complete and submit the EAPL AUA Application Form.

4.3 Vehicle Requirements

EAPL has procedures in place to ensure that airside vehicles, including ground equipment operated airside, are maintained so as to prevent:

- (a) Any avoidable breakdown or unsafe operations; and
- (b) Any spillage of fuel, lubricant or hydraulic fluid.

EAPL requires any vehicle used airside to meet the minimum requirements, safety or otherwise, as detailed in this Handbook. The vehicle must:

- (a) Hold state registration confirming it is maintained in a roadworthy condition and has current insurance coverage.
- (b) In the event an airside vehicle cannot obtain state registration (i.e.. Towmotor), the owner of the vehicle is to obtain, and to provide on request, a certificate of serviceability (or equivalent);
- (c) Comply with the vehicle feature requirements (as applicable) outlined in section 4.4;
- (d) Be insured for airside operations to the value of \$20,000,000 for any damage caused.

4.4 Vehicle Features

Vehicles operating airside must be fitted with the following:

- (a) A state licence plate number (where applicable) or vehicle identification number (refer 4.4.1); and
- (b) Appropriate company signage on the side of the vehicle (refer 4.4.2), where possible; and
- (c) A yellow or amber rotating or flashing vehicle hazard light where the vehicle is moving or operating on the movement area at night. If the vehicle is intended for use within the Category 2 and Category 3 areas (taxiways and runways) the vehicle must be lit even during the hours of daylight.
- (d) A radio capable of two-way communications with ATC and aircraft if the vehicle is intended for use within the Category 2 and Category 3 areas (taxiways and runways); and
- (e) Where the vehicle is fitted with a speedometer, a working speedometer.

4.4.1 Vehicle/Equipment Identification

All state registered vehicles airside are required to display a State licence number. In the event an airside vehicle does not, or cannot obtain state registration, a vehicle identification number is acceptable. The vehicle identification number can be assigned by the vehicle owner.

4.4.2 Airside Vehicle Lighting Requirements

During daylight hours a vehicle may use standard manufacturer-fitted hazard warning lights, unless the vehicle is moving or operating on a runway strip, a runway, a taxiway strip or a taxiway. If the vehicle is moving or operating on a runway strip, a runway, a taxiway strip or a taxiway then a rotating or flashing light, as detailed in Part 139 MOS 14.05 (8), must be fitted and operating.

At night vehicles must display a rotating or flashing light as per Part 139 MOS 14.05 (8).

4.5 Vehicle Permit System

EAPL does not have more than 350,000 passenger movements or more than 100,000 aircraft movements per annum, therefore, this section is NOT APPLICABLE.

4.6 Additional Vehicle Features

4.6.1 Fuel Spill Kits

EAPL encourages vehicles directly servicing aircraft to carry spill equipment suited to the aircraft being serviced.

EAPL provides spill kits at various points around the airport, but use may accrue a fee to cover the items if used.

4.6.2 First Aid Kits

Vehicles are encouraged to carry first aid kits. However, these are not a mandated requirement.

EAPL Airport Operations Officers carry first aid kits if required.

4.6.3 Fire Extinguishers

Vehicles are encouraged to carry an in-date fire extinguisher. However, these are not a mandated requirement.

EAPL Airport Operations Officers carry a fire extinguisher if required.

4.7 Conditions of an AUA

The following conditions apply to the issue of an AUA:

- (a) The vehicle operator/s must hold the appropriate Authority to Drive Airside licence;

- (b) The vehicle operator/s must operate in accordance with the rules set out in this Handbook, including the Rules for Driving Airside contained within;
- (c) The vehicle operator/s must report any incidents, accidents or identified hazards immediately to EAPL;
- (d) The vehicle operator/s must abide by any conditions of the AUA;
- (e) The vehicle operator/s must follow any directions given by an EAPL employee;
- (f) The AUA Responsible Person must accept responsibility for notifying EAPL in writing if vehicle no longer holds registration or its registration details change;
- (g) The AUA Responsible Person must consent to EAPL collecting, using and disclosing any personal information provided with the AUA application in accordance with the Privacy Act 1988 and Essendon Airport Privacy Policy as outlined on the website; and
- (h) The AUA Responsible Person must advise EAPL if the AUA is no longer required, or the vehicle no longer meets the requirements to be issued with an AUA.
- (i) The AUA vehicle permit remains property of EAPL and must be returned if it is no longer required, or the vehicle no longer meets the requirements to be issued with an AUA, or at the request of EAPL.

An AUA may be issued subject to any other conditions that the EAPL thinks necessary.

4.8 AUA Categories

4.8.1 Categories

Vehicles are only authorised to operate within the prescribed area AUA permits.

Prescribed areas for airside driving are determined by the following categories.

- Category 1 Aprons Only
- Category 2 Aprons and Taxiways
- Category 3 Aprons, Taxiways and Runways

4.9 Vehicle Access

Essendon Fields Airport has five electronic vehicle airside access gates at different locations (Refer Section 12), which provide an automated method for vehicle access to authorised persons. These gates have been designed to prevent unauthorised vehicles tailgating authorised vehicles airside. Access through these gates is via an EAPL approved airside access fob system.

Information on the application process for an airside access fob/remote is available on the Essendon Fields website. Approval is given on a case-by-case basis and EAPL reserves the right to approve and refuse approval as it considers appropriate.

All electronic vehicle gates have CCTV coverage and records of the users accessing them. These records are maintained by EAPL. It is forbidden for any access cardholder to provide vehicle access to an unauthorised vehicle without the consent of EAPL.

4.10 Responsibilities of Vehicle/Equipment Operators

4.10.1 Unserviceable Vehicles and Equipment

Operators must ensure all vehicles and equipment remain serviceable to continue operating airside. Should any vehicles or equipment become faulty or unserviceable, operators must ensure it becomes tagged as unserviceable and repaired prior to the recommencement of operation.

In the event that EAPL staff gives instructions to repair a piece of ground servicing equipment (GSE), the operator must comply within given dates. If not, EAPL may instruct the operator to remove the equipment or vehicle from airside.

4.10.2 Vehicle Inspections and Removal of Vehicles/Equipment

To ensure the requirements of this manual are achieved, Essendon Airport Pty Ltd can inspect or can require an inspection to be carried out on any vehicle or ground equipment that is operating airside.

If an EAPL employee considers that a vehicle is being driven, or is stopped or parked, on the airside of an airport in a manner that is likely to be a danger to a person or to property (including other vehicles and aircraft), or that is likely to interfere with the operation of the airport, the EAPL employee may direct the driver of the vehicle to remove it from the airside. Vehicle operators are encouraged to have a strategy in place to allow for quick removal.

Any directions by EAPL to move or remove equipment or vehicles from airside must be followed. If not done so in a reasonable time period, EAPL may move or remove the vehicle or equipment at the operator's expense and risk. In this case, EAPL does not assume liability should any damage or losses occur as a result, including claims against third parties directly or indirectly caused by moving or removing a vehicle or equipment, unless caused by EAPL negligence or negligence of EAPL employees.

4.11 Withdrawal of AUA

EAPL may withdraw an AUA if the vehicle to which it applies has been operated on the airside of the airport:

- (a) Otherwise than in accordance with:
 - i. the driver's ADA;
 - ii. the vehicle's AUA (if any);
 - iii. the Airside Vehicle Control Handbook (this Handbook); and/or
 - iv. a direction of an EAPL employee;

- (b) In a manner likely to cause injury to a person, or damage to property (including an aircraft or another vehicle).

If EAPL considers that there may be reasons why an AUA should be withdrawn, it will invite the AUA Responsible Person, in writing, to show cause why the AUA should not be withdrawn.

4.12 Private Vehicles Airside

EAPL intends to limit the use of private vehicles airside where possible. Applicants of an AUA for a private vehicle must demonstrate an inability to carry out their operations without the use of the private vehicle, in order to gain approval.

4.13 Vehicles for use on Airside Only

EAPL may approve vehicles for use only on the airside at Essendon Fields Airport not registered under State law, provided the owner of the vehicle complies with the requirements of Para 4.3.

4.14 Bicycles and Miscellaneous Vehicles

For the purpose of this document and attachments, a Vehicle does not include a bicycle or any other similar mode of transport.

No person is to ride a bicycle or similar without the written permission of EAPL. A request for permission can be sent to aviation@ef.com.au and must include the reason for the requirement to use a bicycle or similar. Approval may be subject to the person obtaining an Authority to Drive Airside.

Permission may be withdrawn at any time by EAPL giving written or oral notice of withdrawal. Any person riding an approved bicycle or similar must comply with the Rules for Drivers Airside contained within this document and Victorian State Road Regulations.

Appropriate PPE, including a hi visibility vest and helmet, must be worn at all times.

5 Authority to Drive Airside (ADA) (Drivers Licence)

5.1 Application Form

An application for an Authority to Drive Airside must be made on the EAPL Airside Authorities Application Form (OPS-FOR-023) available on the Essendon Fields Website.

5.2 Application Prerequisites

In applying for an ADA, applicants must:

1. Read the Airside Vehicle Control Handbook and the Rules for Driving Airside contained within; and
2. Successfully complete the applicable online Airside Driver training programme; and
3. Successfully complete the online Airside Induction training programme; and
4. Hold a valid red Aviation Security Identification Card (ASIC); and
5. Hold a current State or Territory drivers' licence (refer 5.3); and
6. Hold an Aeronautical Radio Operator's Certificate (AROC) (applicants for Category 2 or 3 ADA only); and
7. Complete the ADA Application Form.

5.3 State/Territory Drivers Licence

Applicants must hold a current State or Territory driving licence at all times whilst operating a vehicle under an ADA. The ADA holder is responsible for notifying EAPL in writing if they lose or have their State/Territory Driving Licence suspended or cancelled for any reason.

Note 1: The driving licence may be a licence from any State or Territory - it does not have to be a licence from Victoria.

Note 2: EAPL will not issue an ADA to a person who only holds a Learner's Permit.

5.4 Conditions of an ADA

The following conditions apply to the issue of an ADA:

- (a) The holder must operate a vehicle on the airside in accordance with the rules set out in this Handbook, including the rules regarding the use of radio communications equipment or other signalling equipment;
- (b) The holder must notify EAPL in writing if they lose or have their State/Territory Driving Licence suspended or cancelled for any reason;
- (c) The holder must report any incidents, accidents or identified hazards immediately to EAPL;
- (d) The holder must consent to EAPL collecting, using and disclosing any personal information provided with the ADA application in accordance with the Privacy Act 1988 and Essendon Airport Privacy Policy as outlined on the website;
- (e) If the vehicle is the subject of an AUA— the holder must abide by any conditions of the AUA;
- (f) The ADA must be returned to EAPL if it is no longer required, it is cancelled/suspended or expired, or the holder no longer meets the requirements to hold an ADA; and
- (g) The holder must follow any directions given by an EAPL employee.

An ADA may be issued subject to any other conditions that the EAPL thinks necessary.

5.5 Withdrawal of ADA

EAPL may withdraw a person's ADA on the airport if the person operates a vehicle on the airside of the airport:

- (a) Otherwise than in accordance with:
 - i. his or her ADA;
 - ii. the vehicle's AUA (if any);
 - iii. the Airside Vehicle Control Handbook for the airport; and/or
 - iv. a direction of an employee of the airport-operator company;
- (b) In a manner likely to cause injury to a person, or damage to property (including an aircraft or another vehicle).

If EAPL considers that there may be reasons why an ADA should be withdrawn, it will invite the holder of the ADA, in writing, to show cause why the ADA should not be withdrawn.

5.6 Cancellation/Suspension of ADA

The holder of an ADA must return their ADA if they are notified by EAPL that the ADA is cancelled or suspended:

- a) Immediately if notified whilst operating a vehicle airside;
- b) Otherwise within 48 hours.

Note: No vehicle operator should assume that there is a right-to drive airside. EAPL has the authority to cancel or suspend an ADA whenever EAPL considers it appropriate to do so.

If you hold an ADA and you cease to hold a State/Territory licence to drive or you have any State/Territory licence to drive cancelled for breach of any traffic laws, your ADA terminates immediately, and you must surrender the ADA to EAPL within 48 hours of ceasing to hold a licence or cancellation.

5.7 Grounds for Driving Airside

Applicants seeking approval for an ADA must demonstrate a requirement to regularly operate vehicles on the airside. In addition, all applicants are required to undertake the relevant training and assessment before they are eligible to receive an ADA.

Acceptable reasons include, but are not limited to, the following:

- Servicing and/or maintenance of aircraft;
- Servicing and/or maintenance of Essendon Fields Airport, or of any facilities located at Essendon Fields Airport;
- Servicing and/or maintenance of plant and equipment located on the movement area at Essendon Fields Airport; and
- Delivering freight to/from freight facilities that cannot be delivered or collected landside for any reason.

5.8 Authority to Drive Airside Categories and Endorsements

5.8.1 Categories

ADA holders are only permitted to operate and drive a vehicle within the prescribed area their licence permits.

Prescribed areas for airside driving are determined by the following categories.

- Category 1 Aprons Only
- Category 2 Aprons and Taxiways
- Category 3 Aprons, Taxiways and Runways (limited to EAPL and EAPL contracted staff only)

5.8.2 Endorsements

In addition to the above categories, EAPL may grant approval for the following supplementary licences, should they be required:

5.8.2.1 Perimeter Road

The perimeter road endorsement permits vehicles to drive airside along the boundary fence of Essendon Fields Airport (refer Section 10). No driver is permitted to drive on the Perimeter Road during low visibility conditions. Drivers must not cross in front of a runway end if an aircraft is on short final or is about to take-off on that runway.

Perimeter Road Speed Limit – 40 kph.

5.8.2.2 Escort

Only authorised third party drivers are permitted to provide vehicle escorts airside. The escort endorsement permits an ADA holder to escort a driver without an ADA operating a vehicle in the airside areas relevant to the Category of the ADA holder.

The following rules apply at all times when escorting vehicles airside:

- The authorised driver must ensure all individuals entering airside acquire and display a valid ASIC or VIC while airside.
- The vehicle being escorted must be visible to other vehicles and aircraft. If the vehicle is not equipped with a flashing or rotating beacon, the vehicles hazard lights are acceptable.
- The escorted vehicle must maintain a safe distance from the escorting vehicle. As a general rule, a distance of between 10-15 meters would be appropriate. The authorised driver must maintain visual contact with the vehicle being escorted.
- Communication between the two drivers must be established prior to the escort commencing. If necessary during the escort, the driver of the vehicle being escorted may sound the horn or flash headlights to alert the authorised driver.

The escort driver is fully responsible for the driver(s) under escort.

In the event an airside driver or driver under escort is observed to not be following the rules for operating a vehicle airside, or otherwise creating an unsafe condition, all respective vehicles and their drivers will be escorted from the airside, and any authorisations may be withdrawn in accordance with this Handbook.

EAPL may withdraw the authority to provide supervision and/or escorts under the preceding rules by written or oral notice of withdrawal.

6 Rules for Driving Airside

6.1 Speed Limits

Whilst airside you must obey all regulatory signs and, unless otherwise indicated by signs, adhere to the following speed limits:

Area	Max Speed Limit
Baggage Make-Up Area	5 km/ph
Within 15m of Aircraft	10 km/ph
Apron Areas	15 km/ph
Taxiways/Taxilanes	25 km/ph
Perimeter Road	40 km/ph

Do not drive in a manner likely to jeopardise the safety of any person.

6.2 Safe Vehicle Distances

Drivers must ensure they maintain the minimum safety distances when driving, stopping or parking near aircraft and other items airside:

Location	Minimum distance
Around aircraft generally (unless servicing that aircraft)	3m
During aircraft fuelling operations	15m
In front and side of operating aircraft	7.5m
Behind operating aircraft	75m
Around operating helicopter	30m
Distance between other operating vehicles	5-10m

Vehicles must give way to aircraft at all times, even aircraft under tow. Stay well clear of aircraft when their anti-collision beacons are operating (indicating that the engines are running or are about to be started) and give way to all moving aircraft (beware of jet blast and prop wash). Additionally, the distance provided for fuelling operations at 15m also applies to the use of mobile phones/radios.

At no time should a vehicle be parked in a way that it obstructs the use of the fire hydrants.

6.3 Driving Under the Influence

Vehicle Operators must not drive while affected by alcohol or drugs. Vehicle Operators must have a zero-blood alcohol and drug levels when driving airside. A Vehicle Operator involved in an accident on the airside of the airport may be requested to undergo a blood alcohol and/or drug test. A Vehicle Operator will be subject to testing in accordance with EAPL OPS-PLA-002 – Drug and Alcohol Management Plan.

Where a Vehicle Operator who holds an ADA has failed a test for drug or alcohol to the levels specified in accordance with applicable Drug and Alcohol Management Plan (DAMP), the Vehicle Operator must surrender their ADA to EAPL within 48 hours.

6.4 Follow Instructions of EAPL Staff

Vehicle operators must comply with the instructions given by EAPL staff. Vehicle operators must show their current state/territory driver's licence and ADA upon request by an EAPL staff member.

6.5 Display of ASIC

A requirement of the ADA and airside area is for drivers to hold and display a valid Aviation Security Identification Card (ASIC). When driving airside, you must have and display your ASIC in accordance with the with the *Aviation Transport Security Act* and the *Aviation Transport Security Regulations*.

The card must be worn above the waist and be prominently displayed at all times.

6.6 Inspection of Documents

You must carry your ADA and display your ASIC and vehicle's AUA whenever you operate a vehicle airside. EAPL staff have authority under Section 129 of the *Airports (Control of On-Airport Activities) Regulations 1997* to ask the driver of a vehicle to show their ADA, the AUA for the vehicle and ASIC.

Failure to comply with the request is an offence of strict liability under the Regulations.

6.7 Covering Loose Material

When driving vehicles carrying loose material (such as garbage, plastic and waste-paper) the vehicle operator must ensure that the load is adequately covered to prevent spillage and foreign object debris (FOD). Any material lost must be picked up immediately.

6.8 Parking of Vehicles and Equipment

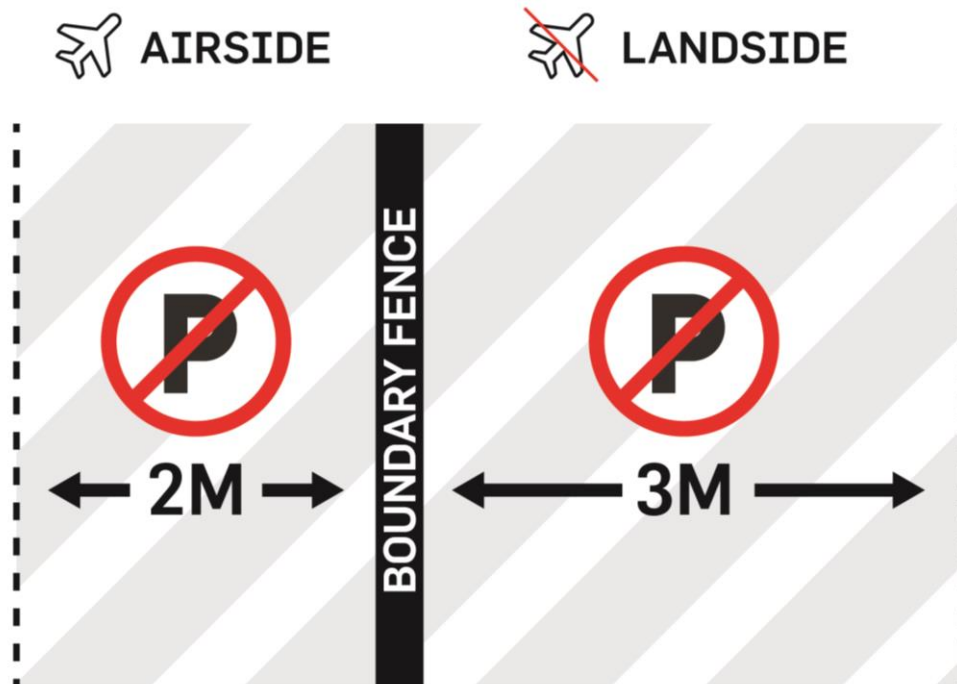
Vehicle operators must never park vehicles or equipment so that they will obstruct aircraft, other vehicles (particularly refuelling vehicles) or pedestrians.

Any Vehicle left unattended in a location other than designated parking areas is subject to the following requirements so it may be moved to allow the safe movement of aircraft or other vehicles in an emergency:

- With doors closed but unlocked;
- Keys in the ignition switch; and
- Handbrake on.

Along the Airside/Landside boundary fence – Vehicles and equipment must not be parked within:

- 2 meters airside of the boundary fence; and
- 3 meters landside of the boundary fence.



6.9 Lighting of Vehicles

All vehicles operating airside must be lit in accordance with the specifications detailed in section 4.4.3.

6.10 Low Visibility

Low Visibility Operations (LVO) may be declared by the ATC tower if reported runway visibility falls below 800m or RVR on the relevant runway falls below 550m. During this period, no vehicle (other than the vehicle of the EAPL Airport Operations Officer or aircraft under direct instruction of ATC) is permitted to enter or drive airside.

Once declared, all vehicle access gates will display signage to notify drivers. The EAPL Airport Operations Officer may be contacted to ascertain if low visibility operations are still in effect.



During LVO, no non-essential vehicle is permitted to enter or drive airside. Essential vehicles may only enter and move around airside under the escort of the EAPL Airport Operations Officer.

EAPL permits vehicles to operate during LVO **only on the operator's leased apron** and only if the vehicle is lit in accordance with the requirements of subsection 4.4.3 of this manual.

No driver is permitted to drive on the Perimeter Road during low visibility conditions.

6.11 No Smoking

There is a no smoking rule applying to all of the airside area, including smoking inside vehicles.

6.12 Mobile Phones

A Vehicle operator must not operate a vehicle whilst answering, attempting to answer, dialling on or otherwise using a handheld mobile phone. Hand free devices may be used. The use of mobile phones is not permitted within 15m of an aircraft being refuelled.

6.13 Riding on Vehicles and Equipment

Vehicle operators must never carry passengers on a vehicle or other item of equipment unless there is a seat provided for that purpose. NO SEAT - NO RIDE.

6.14 Children and Animals

Children and animals are not permitted airside without the prior expressed approval of EAPL. This excludes travelling passengers and animals being transported.

6.15 Seat Belts

Seat belts are to be worn at all times where fitted in a vehicle.

6.16 Personal Protective Equipment (PPE)

High visibility vests **MUST** be worn when airside at Essendon Fields Airport.

The vest should be provided with a clear pocket at chest level to hold the ASIC or VIC pass to allow clear identification at all times by Essendon Fields Airport staff.

Appropriate PPE to the nature of the work you are performing must also be worn, e.g. you may require protective eye wear, hearing protection etc.

6.17 Live Taxiway Crossings

At any point where an airside road crosses a taxiway the crossing is marked with white zipper markings. The vehicle operator must:

- a) Stop outside the taxiway strip before crossing the taxiway, and
- b) Give way to any aircraft using that taxiway.

Note: In some locations, aircraft may be operating on an adjoining taxiway and in these cases, vehicles must stop at the holding point until it is clear that the aircraft will not proceed through the live taxiway crossing.



6.18 Safety Around Aircraft

Airside drivers must give way to aircraft.

Airside vehicles are to remain clear of the runway, runway strip, taxiway(s), or taxiway strip(s) when they are in use or available to be used by aircraft unless there is a safety-related or operational requirement for vehicles to operate in these areas.

Airside vehicles are not to be driven:

- In a manner likely to endanger the safety of any person or create a hazard to aircraft operations
- Under an aircraft, or within three (3) m of lateral clearance, or within 1 m of overhead clearance, of any part of the aircraft, except when required for servicing the aircraft
- Within 15 m of refuelling aircraft
- When drivers are affected by alcohol or drugs as per CASR part 99.

All vehicles operated within 15 m of an aircraft's fuel tank filling points and vent outlets during fuelling operations comply with Appendix 1 of Civil Aviation Order 20.9.

- Maintain a distance of at least 75 metres away from the rear of an operating aircraft to avoid engine blast or propeller wash;
- Be alert and remain clear of operating aircraft. This can be observed by:
 - A flashing (red) anti-collision beacon above and/or below some aircraft;
 - Spinning propellers or helicopter rotors;
 - No tie downs attached or chock under the nose wheel;
 - Listening for running engines.

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

7 Incidents, Accidents & Hazards

7.1 Reporting Responsibilities

All airside incidents, accidents and hazards must be immediately reported to the EAPL Airport Operations Officer via phone and followed up in writing to aviation@ef.com.au. A Vehicle Operator may be subject to testing in accordance with a Civil Aviation Safety Authority Drug and Alcohol Management Plan (DAMP).

Some examples of reportable incidents include:

- Personal injury
- Vehicle accidents
- Damage to aircraft
- Property damage
- Fuel, oil or hazardous material spill

7.2 Airport Contact Information

- EAPL Airport Operations Officer: 0418 335 549
- Email: aviation@ef.com.au

7.3 Spills

Fuel, sewage and oil spills are to be reported to the duty Airport Operations Officer in accordance with the EAPL Environment Management Plan. It is the responsibility of the offending company to clean up the spill and dispose of the residue and cleaning materials in an environmentally responsible fashion. If the EAPL is requested by the offending company to assist in the clean-up, or if EAPL is required to provide materials for use in the clean-up process; fees will apply.

Spill kit bins are setup in various locations around the airport, including the RPT apron, southern apron and eastern apron. A mobile spill kit is carried by Car 1.

Airside drivers should become familiar with the locations and contents of the spill kits, in the event of a spill.

7.4 Aerodrome Emergencies

An aerodrome emergency is an actual or imminent occurrence, which may endanger the safety or health of any person or may destroy or damage property. During a local standby all operators and contractors may continue their business as normal.

When a full emergency is declared, operators may continue their business as normal unless otherwise advised by EAPL, ATC or a combat agency such as the Victoria Police. If an aircraft crash occurs on the airport, all operators and contractors should expect the airport to be closed until further notice.

7.5 Immobilised Vehicles

The driver of a vehicle which becomes immobilised on the Movement Area must contact the EAPL duty Airport Operations Officer immediately. Assistance in moving the vehicle off the Movement Area must be provided to EAPL staff when requested.

8 Environmental Protection

In accordance with the EAPL Environmental Management Plan, all persons operating on airside must comply with the following procedures:

- An occupier of a site has the responsibility to prevent contamination of the land which they occupy, along with any pollution that results from their activities or storage of chemicals. The occupier is responsible for the handling and clean-up of spills, contamination or pollution.
- Vehicle emissions should be reduced by ensuring regular vehicle maintenance and use of noise suppression devices to the manufacturer specifications.
- All chemicals must be stored in bunded areas.
- All staff should be trained to undertake a spill response.
- Spill kits for minor spills should be supplied by the tenant/contractor.
- Fuelling must be performed in designated areas, with precautions in place to prevent spill onto the soil or into drainage systems.
- Washing activities must be performed in a designated area, where run-off can be collected and diverted from stormwater or leakage into soil.
- All waste oils, fuels, chemicals and hazardous waste must be disposed in accordance with regulatory requirements.

9 Airside Markings & Markers

All drivers must learn and understand the following airside markings, markers, signs and lights. These must be complied with at ALL TIMES when driving airside. Relevant visual aids at Essendon Fields Airport include:

General Markings

Apron Service Road



Marked by a continuous white line on either side with a broken white line in the centre. A double white line indicates that it is adjacent to a taxiway and must not be crossed.



Live Taxiway Crossing



Indicated by a white “zipper” on either side of the road. Ensure you come to a complete stop, give way to any aircraft, ensure the area is clear and stay between the lines when crossing.



Apron Edge Line



Observed by a double white line and provides a visual indicator for the edge of an apron. The area outside the edge line may not be as structurally sound as the apron.



Parking Clearance Line



Marks the area restricted for parking of aircraft using a double yellow with a red centre line. This area must remain free of personnel, vehicles and equipment when an aircraft is taxiing or being towed into position.



Leased Area



Marked by a solid green line, this represents a privately leased area. Commonly paired with parking clearance lines at Essendon Fields Airport.



Equipment Storage



This solid red line allows the storage of vehicles and equipment when not in use and can be left unattended.



Aircraft Markings

Lead-In Line



Similar to the taxiway guideline, this solid yellow line provides guidance for taxiing aircraft into a parking bay. Some parking positions include the parking bay number in yellow across the surface of the lead-in line.



Lead-Out Line



Marked by a broken yellow line, this provides guidance for aircraft taxiing out of the parking bay.



Parking Position



The horizontal yellow line at a right angle to the lead-in line signifies the parking position for the listed aircraft. This example 'SF34' marks the parking position for a SAAB 340.



Helicopter Markings

Aiming Point

1 2 3

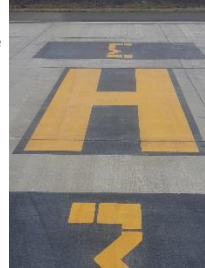
Indicates the landing point for helicopters, marked by a white circle with the letter H inside. Helicopters taxi to a parking position shortly after landing at the aiming point.



Parking Position

1 2 3

Observed by a solid yellow letter H in the centre of a parking area, this serves as a parking position for helicopters.



Parking Area

1 2 3

Similar to the parking clearance line, this blue double line includes the yellow text *Helicopter Only*. This area is reserved for helicopter parking.



Taxiway Markings

Taxiway Edge Line

1 2 3

Similar to the apron edge line, the taxiway edge is marked by a continuous double yellow line. This marks the end of the high strength taxiway pavement.



Taxiway Guideline

2 3

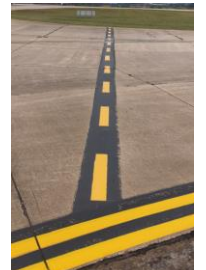
This solid yellow line serves to guide taxiing aircraft, ensuring they remain within the taxiway limits. Vehicles using the taxiways should remain close to the centre line to be easily seen by others.



Intermediate Holding Position

2 3

Observed by a broken yellow line, vehicles or aircraft at the intermediate holding position must seek ATC approval prior to crossing.



Taxiway Restrictions

2 3

Indicates any weight and width restrictions on a particular taxiway, marked in yellow numbers and letters.



Runway Holding Position

2 3

Marked by 2 solid yellow lines and 2 broken yellow lines. These are located on taxiways, providing direct access to the runway. ATC approval is required to enter.



Markers

Taxiway/Apron Edge

1 2 3

A solid yellow cone, these represent the edge of any taxiway or apron where line marking is not present.



Helicopter Apron Edge

These solid blue cones represent the end of an apron specifically for use by helicopters where no line marking is present.



Unserviceability

1 2 3

A white cone with a single red band, these markers represent an area closed to aircraft operations. Only authorised personnel may enter and must exercise caution.



Limit of Works

1 2 3

The orange witch's hats define a worksite, which should only be entered after acquiring permission from EAPL. Use caution when driving in these areas.



Gable Markers

White gable markers represent the edge of the graded runway strip. Clearance from ATC must be granted to enter the runway strip.



2 3

Movement Area Guidance Signs

2 3

Movement Area Guidance (MAG) signs identify the location of a specific runway or taxiway; or provide direction to a specific runway or taxiway; or provide mandatory information.



10 Additional ADA Category 2 & 3 Rules

10.1 Additional Rules for Driving on the Manoeuvring Area

Except for a vehicle that is under escort, all vehicles operating on the runway, runway strip, taxiways and taxiway strips have a VHF receiver capable of monitoring the ATC frequency. All drivers are to maintain a listening watch through the VHF receiver. Only those persons that hold an Aeronautical Radio Operator Certificate (AROC) are permitted to transmit.

10.2 Runway and Taxiway Designations

On the Manoeuvring Area, you must know the designations of all runways and taxiways so that you can advise ATC (hereafter referred to as the Tower) of your whereabouts at any time.

10.3 Aircraft Towing

In addition to the above vehicle operators towing aircraft must ensure that:

- a) Aircraft towing does not commence without prior approval of ATC.
- b) Aircraft under tow do not enter any taxiway without prior approval of ATC.
- c) The towing vehicle is equipped with fixed radio communications with ATC or has suitable communications with a person in the aircraft that is in communication with ATC.
- d) Category 3 ADA holders with aircraft under tow do not enter or cross any active runway without prior approval of ATC.

10.4 Radio Procedures

Radio contact with the Tower is necessary if you intend to proceed from the Apron onto taxiways and runways.

10.4.1 Entering Manoeuvring Area

Do not enter the Manoeuvring Area unless you have an established need to do so and hold an appropriate current category 2 or category 3 ADA.

10.4.2 Maintain a Listening Watch

You must maintain a “listening watch” (i.e. radio switched on and monitoring messages between the Tower and others) on aprons if the vehicle is radio equipped.

10.4.3 Radio Frequencies During Tower hours

MON-SUN 0600-2300L

- Essendon Ground 121.9
- Essendon Tower 125.1

10.4.4 Radio Frequencies Outside Tower hours

Melbourne Clearance Delivery 118.45

10.4.5 Phonetic Alphabet

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

A	Alpha	AL-fah	N	November	no-VEM-ber
B	Bravo	BRAH-VOH	O	Oscar	OSS-car
C	Charlie	CHAR-lee	P	Papa	pah-pah
D	Delta	DELL-tah	Q	Quebec	keh-Beck
E	Echo	ECH-oh	R	Romeo	ROW-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	VICK-tah
J	Juliet	JEW-lee-ETT	W	Whiskey	WISS-key
K	Kilo	KEY-loh	X	X-Ray	ECKS-ray
L	Lima	LEE-mah	V	Yankee	YAN-kee
M	Mike	mike	Z	Zulu	ZOO-loo

10.4.6 Phonetic Numbers

Where a driver is required to use any number, the following phonetic listing must be used:

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

Hundred HUN-dred

Thousand THOU-SAND

10.4.7 Readability

Radio transmission strength may be assessed by asking ATC or another operator how they read your signal.

The following scale must be used in determining radio transmission strength:

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

10.4.8 Standard Radio Phrases

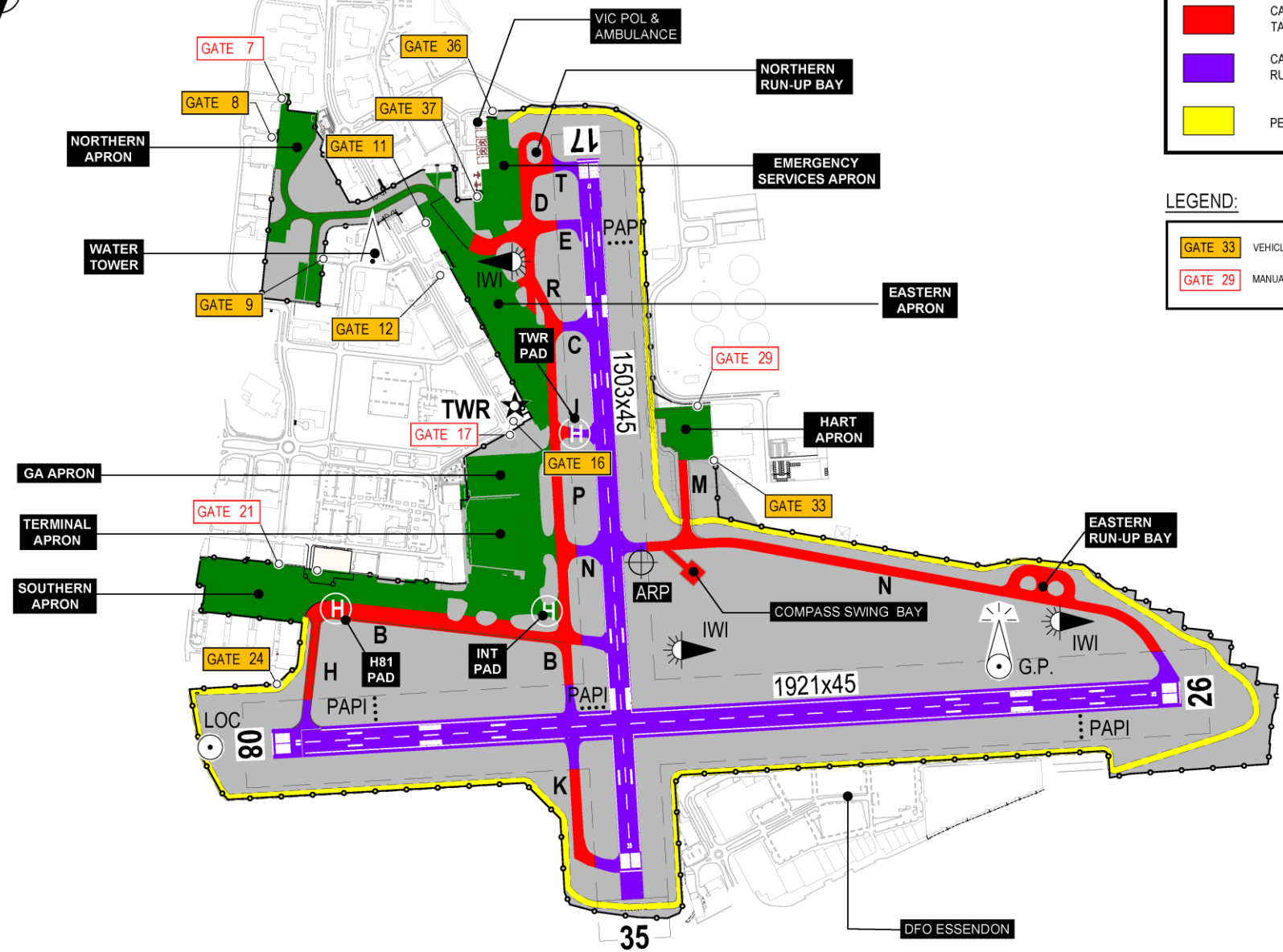
It is essential that all radio messages are as clear, short and concise as possible. The following words and phrases are standardised within the aviation industry and must be used to broadcast appropriate messages:

WORD/PHRASE	MEANING
ACKNOWLEDGE	Tell me you have received and understood my message
AFFIRM	“Yes”
APPROVED	Permission for proposed action granted
BREAK	Used to indicate separate portions of a message when there is no clear distinction
CLEARED	Authorised to proceed under the conditions specified
CONFIRM	Have I correctly received the following.....
CORRECTION	“An error has been made, here is the correct version”
GO AHEAD	“Send your message”
DISREGARD	“Ignore the previous message”
HOW DO YOU READ	“How are you receiving my transmissions?”
I SAY AGAIN	“I repeat”
MONITOR	Listen out on (frequency)
NEGATIVE	“No” or “That is not correct” or “Permission not granted”
READ BACK	“Read the message back”
ROGER	“I have received and understood your message”
SAY AGAIN	“Repeat your message”
SPEAK SLOWER	“Slow your speech”
STAND BY	“Wait and I will call you back”
VACATE	“Move off the runway, taxiway or apron area”
VACATED	“I have vacated the runway, taxiway or apron area”
WILCO	“Your message received, understood and will be complied with”
WORDS TWICE	“Communication is difficult, send each word twice”

10.5 Air Traffic Control Light Signals

SIGNAL	MEANING
GREEN FLASHES	Permission to cross landing area or to move on to taxiway
STEADY RED	Stop immediately
RED FLASHES	Move off the landing area or taxiway and watch out for aircraft
WHITE FLASHES	Vacate the manoeuvring area in accordance with local instructions
FLASHING RUNWAY/ LIGHTING	Vacate the runway or taxiway and observe the tower for light TAXIWAY signals

11 Airside Driving Areas & Vehicle Access Gates



AIRSIDE DRIVING AREAS

	CATEGORY 1 ADA APRONS ONLY
	CATEGORY 2 ADA TAXIWAYS
	CATEGORY 3 ADA RUNWAYS
	PERIMETER ROAD

LEGEND:

GATE 33	VEHICLE GATE
GATE 29	MANUAL ACCESS GATE

REV	DATE	AMENDMENTS

XREF LIST

Includes: ZPH A1
 Includes: XR-ESSPORT-BASE
 Includes: XR-ESS1801-sec hat
 Includes: 1901 ESS AS DRV GATES
 Includes: XR-ESSport/hat/Airside drv

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 AERODROME MANUAL
 AIRSIDE DRIVERS AREAS
 & VEHICLE ACCESS GATES

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 A1 SCALE 1:4500

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