

MELBOURNE AIRPORT

AIRSIDE DRIVER AUTHORITY
RULES FOR DRIVERS OPERATING AIRSIDE

Level 2 Driver Guide
April 2025 | Version 1



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INTRODUCTION



DEFINITIONS

Please refer to the Aeronautical Information Package and the CASA Website for commonly used Aviation terms and abbreviations. For additional definitions specific to Melbourne Airport, please visit www.melbourneairport.com.au/glossary.

REFERENCES

Airside Vehicle Control Handbook

ADA: Rules for Drivers Airside - Endorsements

Ground Running of Aircraft Operational Safety Policy

Aircraft Turnaround Operational Safety Policy

Pedestrian Safety Operational Safety Policy

Airside Driver Penalty Infringement Notice (PIN) Booklet

Airfield Maps | Melbourne Airport

These links can also be accessed via the Melbourne Airport website.

POSITION SERVICE	PHONE NUMBER
APAM IOC Emergency Number	03 9297 1601
Airport Fire Service	03 9286 3199
Senior Airside Safety Officer (Car 2)	0418 335 985
Airside Safety Officer (Car 3)	0418 124 142
Integrated Operations Centre (IOC) General Enquiries	03 9297 1624
Airside Fault Reporting	03 9297 1002





INTRODUCTION

This Learner Guide, a crucial tool in ensuring the safety of operations in airport airside areas, acknowledges the ongoing need for vehicles to operate and aims to ensure these operations are conducted as safely as possible.

To drive in any airside area of the airport, you must hold an appropriate and valid Airside Driver Authority (ADA). The category of your license directly determines the specific areas of the airport you are permitted to drive in. Penalties apply for driving in areas you are not authorised to access.

Melbourne Airport issues the following categories of Airside Driver Authorities:

- Level 2: Aprons-only
- Level 3: Aprons and Taxiways
- Level 4: Aprons, Taxiways, and Runways
- Perimeter (P): Access to Permiter Road only
- Maintenance (M): Access to maintenance areas of the Airfield
- Escort (E): Can escort a vehicle on roads with appropriate category.

This Learner Guide is designed for drivers required to operate in Level 2: Aprons-only areas airside at Melbourne Airport. For clarification of areas and mapping, refer to the Melbourne Airport Movement Map Area.

DISCLAIMER

To obtain authorisation to drive in an airside zone, you must complete an Airside Driver Authority (ADA) application and complete the comprehensive licensing course, including online, classroom, and instructor-led components. Merely reading this Learner Guide without fulfilling the entire course and obtaining a valid ADA does not grant permission to drive in an airside zone. For detailed eligibility criteria for obtaining an ADA, please visit Airside Driver Access.

The Rules for Drivers Operating Airside—Endorsements Handbook contains information regarding ADA endorsements. This addendum to the Airside Vehicle Control Handbook is available on the Melbourne Airport website.





BACKGROUND

Approved vehicles must prominently display an Authority to Use Airside (AUA) [vehicle permit] specific to the designated operating area. As an authorised driver, you must operate only vehicles approved for airside use.

While the operation of vehicles and equipment on the airside may seem straightforward, it's important to understand that the traffic system is complex. Your understanding of airside rules, regulations, and your responsibility towards colleagues are crucial. Each person plays a role, and safely manoeuvring your vehicle within this environment is essential but just one aspect of your duties.

Penalty points may be applied for any breaches of these rules and regulations. Your Airside Driver Authority (ADA) is the property of Melbourne Airport and may be revoked if your conduct jeopardises airfield operations. Please refer to 'Penalty Infringements' for more details.



ACCIDENTS, INCIDENTS AND REPORTING



ACCIDENTS, INCIDENTS AND OTHER EMERGENCIES

Various hazards and emergencies can occur at the airport. These include major fuel or oil spills, aircraft or ground fires, vehicle accidents, medical emergencies, hazardous materials incidents, or terminal evacuations. Each situation necessitates a coordinated response as outlined in the Airport Emergency Plan (AEP). Melbourne Airport maintains a 24-hour emergency number for immediate assistance.

In the event of a medical emergency, dial Ambulance Victoria at 000 first, followed by contacting the Integrated Operations Centre (IOC) at 03 9297 1601. The IOC will coordinate emergency services and provide necessary support to responding agencies.

For emergencies on the apron, use the Apron Emergency Call Point, which functions as an intercom system. Pressing the red button will automatically connect you to the Integrated Operations Centre.

Drivers must also inform the Senior Airside Safety Officer (Car 2) of other incident or safety hazard on the airfield.

Timely reporting of incidents is critical and must be reported as soon as possible and within the same shift.

REPORTING OF INCIDENTS

Under the Airport Conditions of Use, reporting all incidents to Melbourne Airport is mandatory. Any breaches of airside safety rules, whether accidental or intentional, must be promptly reported to Melbourne Airport. All airside incidents, unsafe acts, and at-risk behaviours should be reported via the Melbourne Airport website. Please ensure to provide thorough details.

In cases requiring immediate action, notify Car 2 of any airside incident.

PENALTY INFRINGEMENTS

A Penalty Points System applies for airside drivers that breach the rules for drivers operating Airside. Melbourne Airport publishes the Airside Driver Penalty Infringement Notice (PIN) Booklet on the Melbourne Airport website.

Airside drivers must make themselves aware of the penalty points system within this booklet as it details the following:

- How drivers are notified that they have been issued a PIN;
- The process to appeal a PIN; and
- PIN classification.

Melbourne Airport Airside Safety Officers issue cautions or PINs points to airside drivers in accordance with the PIN Booklet.





LEVEL 2 AREAS



OVERVIEW

As an airside driver, it's essential to comprehensively understand the airfield layout, including the names and locations of all Runways, Taxiways, and Concourses. These include:

- Taxiways and Runways (excludes Aprons).
- Apron: Defined area of the airfield that accommodates aircraft for the purposes of passengers embarking/disembarking, the loading/unloading of freight and/or the maintenance and parking of aircraft

As a Level 2 driver, it's your responsibility to adhere to the Apron Limit Line. You must not cross this line unless accompanied by an authorised escort driver with the necessary ADA Level for that area. Your commitment to safety is paramount.

LEVEL 2 AUTHORITY

OBTAINING A LEVEL 2 AUTHORITY

To obtain an Airside Driving Authority (ADA), you must complete:

- This Learner Guide and associated pre-assessment;
- The Introduction to Airside Driving Authority (ADA) – Level 2 classroom training and assessment;
- A practical airfield familiarisation conducted by authorised Melbourne Airport personnel;
- Logbook driving with an approved supervising driver; and
- The Airside Driving Authority (ADA) Advanced Behaviour Assessment.

If your roles requires you relocate or tow aircraft within the apron area, you must also:

- Complete a CASA-approved course for the Aeronautical Radio Operators Certificate (AROC) and provide the certificate as proof.
- Pass a colour vision test and provide the results (refer to the Airside Vehicle Control Handbook (AVCH) for more details).

Upon successful completion of the ADA Level 2 initial training and assessment, you have up to 3 months to collect your ADA. This ADA, a recognition of your competence, is valid for up to 2 years from the issue date. You must ensure that your AIRDAT profile is up to date as reminders are sent to the email provide at 90 days, 30 days and on expiry.

RENEWING A LEVEL 2 AUTHORITY

Airside drivers must renew and complete the online course at least one (1) day before their ADA expires. If the course is not completed before the expiry date, access will be lost. In such a case, contact airdatsupport@melair.com.au to regain access.

If your ADA has expired for more than three (3) months, you must re-complete the entire Level 2 ADA course. Completing only the online modules will not renew your ADA.

Please ensure all necessary components are completed to re-issue your valid ADA.

LEVEL 2 AUTHORITY REQUIREMENTS

Before entering any part of the movement area, you must have in your possession:

- An ADA Level 2.
- A vehicle with a valid Authority to Use Airside (AUA) for Levels 2, 3, or 4.
- A valid Australian State Driver's Licence.
- Digital Driver's Licenses are accepted, provided they are accessed via the VicRoads app.



TYPES OF ROADWAYS

TYPES OF ROADWAYS

At Melbourne Airport, as an ADA Level 2 authorised driver, you can operate on three distinct types of roadways:

- Apron Service Roads
- Taxilane Crossings
- Live Taxiway Crossings



APRON SERVICE ROADS

Apron Service Roads are on most aprons to ensure vehicle movements remain clear of aircraft using adjacent taxilanes and parking bays. These roads are marked similarly to landside roads with white edge lines and a broken centreline. It is crucial to maintain situational awareness to avoid interfering with aircraft movements and jet blasts. Always stay on these roads whenever possible to ensure a safe and predictable traffic flow.



TAXILANE CROSSINGS

Taxilane Crossings are provided in some apron areas and are marked with staggered black lines on each side. These designated crossings will interfere with aircraft operations when the taxilane is in use. Crossings near a Taxiway have red/white staggered lines on the Taxiway side.

If the Taxilane is in use by aircraft operations, either refrain from proceeding or immediately move behind the nearest Aircraft Parking Clearance Line (solid red line bordered by solid yellow lines) if it is safe. Ensure you do not obstruct arrivals or push-backs and maintain sufficient separation between your vehicle and the aircraft. Do not use bays to shortcut your journey.

When driving on a taxilane and passing parked aircraft, remember to stay on the taxilane side of the line.



LIVE TAXIWAY CROSSINGS

Live Taxiway Crossings are the only points where you can cross a taxiway as an ADA Level 2 holder. These crossings are marked with staggered red lines on each side. Once you have commenced crossing a Live Taxiway crossing, you must not stop on the Taxiway.

Live taxiway crossings are not available during Low Visibility Operations. If you need access for operational reasons, an escort will be required. For this service, contact the Airside Safety Officer - Car 3.



SAFETY RULES

MELBOURNE AIRPORT



SPEED LIMITS

A 5km/h speed limit applies:

- Within all baggage makeup rooms.

A 10 km/h speed limit applies:

- Around or under buildings (Airside Road, Concourse Road, Freight Service Road).
- In the apron area within 15 metres of an aircraft.
- A 15 km/h speed limit applies:
- In the apron area greater than 15 metres away from an aircraft and areas not under or around buildings.

For tugs, a 15 km/h speed limit applies, and for all other vehicles, a 25 km/h speed limit applies to:

- The roadway from Gate 27 to south of Bay H2 (Airside Access Road).
- The roadway from maintenance bases to the rest of the airfield (Maintenance Road).
- The roadway from Gate 27 to the Ground Servicing Equipment (GSE) maintenance precinct (Airside Access Road).

EXCEEDING AIRSIDE SPEED LIMITS

In special circumstances, you may see Authorised Melbourne Airport Personnel exceeding the normal Airside speed limits. This is in accordance with separate internal Melbourne Airport procedures. Unless specifically directed otherwise by an Airside Safety Officer (ASO), you must follow all designated speed signs at all times.

SEAT BELTS

You and your passengers must always wear seat belts when driving airside. It is your responsibility to ensure your passengers are wearing seat belts.

AMBER BEACONS

Your airside vehicle must be fitted with a dedicated rotating or flashing amber beacon that is:

- Yellow or amber in colour;
- Able to flash at a rate of 60-90 flashes per minute;
- At a peak brightness intensity of between 40CD and 400CD; and

Placed on top of the vehicle and visible from all directions

If placing a beacon on top of the vehicle is not possible, additional equivalent lights must be fitted at suitable locations to ensure visibility in all directions.

Your amber beacon must be operating at all times while driving airside, both day and night and visible in average daylight from a distance of at least 200 metres.

VEHICLE SIGNAGE

Your vehicle must display a sign of at least A4 size (297 mm x 210 mm) to clearly identify the company it belongs to. The signage must be displayed on both sides and located on the outside of the vehicle.

DRUGS AND ALCOHOL

You must abide by the requirements on permitted levels of drugs and alcohol under Part 99 of the Civil Aviation Safety Regulations (CASR). Melbourne Airport's policy is that all staff working airside must ensure they have a zero drug and alcohol reading at all times.

CHILDREN AND ANIMALS

You cannot bring children (under 15 years old) or animals airside without explicit approval from Melbourne Airport Security.





BICYCLES AND E-SCOOTERS

Bicycles, scooters, skateboards and other non-motorised modes of transport are permitted to be taken onto the airside, but cannot be ridden or otherwise used. This includes the baggage rooms, terminals, aprons, and airside roads.

E-scooters and any other electronically powered modes of transport are strictly prohibited from being taken onto the airside in any capacity.

NO SEAT, NO RIDE

The 'No Seat, No Ride' policy states that you must not allow anyone to ride in or on your vehicle or equipment if no seat or authorised operating position is provided.

SMOKING OR VAPING

You are not permitted to smoke or vape inside or outside a vehicle on the airside. The use of e-cigarettes is also prohibited due to the high fire risk.

PEDESTRIANS

Always stop and give way to pedestrians. Slow down before reaching pedestrian crossings on Airside Road. Never drive between the aircraft and the terminal walkways, even if the plane is not boarding or disembarking. Stay alert to staff and passengers when driving on aprons. Never walk across an apron or taxiway.

AIRSIDE SAFETY OFFICERS

Airside Safety Officers have ultimate responsibility for safety on the airside. You must follow all their instructions or advice.

HIGH VISIBILITY CLOTHING

You must wear yellow high visibility clothing at all times when airside. The approved airside colour is Dayglow Yellow. Visibility is crucial for safety. Refer to the Pedestrian Safety Policy for more information.

NOISE

The airside is noisy due to aircraft, vehicles, and equipment operations. Protect your hearing by wearing hearing protection to minimise the risk of hearing loss.

HEADLIGHTS

Use your headlights on low beam when driving airside at night or in bad weather.

MOBILE PHONES AND RADIO TRANSMITTERS

You must stop your vehicle in a safe location to use a mobile phone or radio transceiver unless:

- The mobile phone (not a smartwatch) or radio transceiver is secured in a commercially designed holder fixed to the vehicle.
- It can be operated without touching any part of the mobile phone (i.e., using Bluetooth) or with a commercially designed hand unit for the radio transceiver.
- It does not distract you from the safe operation of the vehicle.
- Your situational awareness is not adversely affected.

Note: 'Essential' use refers to performing an operational, safety, or security duty that cannot be delayed without adverse consequences. Non-essential functions, such as texting, emailing, task management, photography, social media engagement, commercial activities, or other non-essential applications, are prohibited while the vehicle is in motion.





HIGH WINDS AND THUNDERSTORMS

High winds (above 41 knots or 75 km/h) require precautions. Secure all servicing equipment and containers by applying parking brakes or locking them onto dollies/profiles. A warning siren may signal an 'Operations Shutdown' when a thunderstorm is within 8 km of the airport. Move off the apron to avoid lightning strikes when thunderstorms approach.

LOW VISIBILITY

In the event of low visibility while you are already on the airfield, only drive on the roadways closest to the terminal and near or under the concourses (and only if your vehicle height is within load or towing of equipment permits). When low visibility procedures are in force, you are not permitted to use Live Taxiway Crossings.

FOREIGN OBJECT DEBRIS

Foreign Object Debris (FOD) can cause significant damage or injury. FOD can be ingested into aircraft engines or cause damage when run over. If you see FOD, park safely, pick it up (if safe), and dispose of it in a red FOD bin.

Dumping of prescribed waste in FOD bins is prohinited and is a breach of the Waste Disposal Policy. Penalties apply.

SECURE LOAD

You are responsible for any load you carry. Ensure it is secured. If any material is lost, collect it immediately if safe to do so. Park safely before collecting and reloading the item.

AEROBRIDGES

The Movement Area of the Aerobridge is hatched in red. Always avoid driving near these areas and especially on the red hatching.

TOWING OF FREIGHT DOLLIES

You may tow up to six small units (container dollies/ trailers) or four large units (low profiles/baggage barrows). In baggage rooms, the limit is four container units or two barrows. you are to physically and visually check each connection point before towing. Failing to do so and resulting in a tow disconnect will incur a penalty.

DANGEROUS GOODS

Hazardous materials (HAZMAT) incidents can occur when chemicals spill during transport – generally after a breakdown in freight handling procedures or packaging. These incidents pose severe health and environmental risks. Stay well clear of any HAZMAT incident.

FATIGUE

Fatigue affects your judgement, decision-making, and performance, including reaction time and situational awareness. Recognise fatigue symptoms and take appropriate action, such as taking a break or not driving airside. If you are feeling sleepy or having trouble concentrating, you are showing signs of fatigue. Ensure you get plenty of restful sleep prior to your shift to combat fatigue.

BEFORE DRIVING AIRSIDE

It is your responsibility to ensure you're fit to drive. This includes being alert and able to remain focused and vigilant whilst airside.

EMERGENCY EXIT

Know the location of the nearest apron exit (e.g., manned access gates) in case of an emergency. Be aware of which authority to notify in an emergency—the Integrated Operations Centre (IOC) on 0392971601.

APRON SLOPES

Certain apron areas have increased slopes requiring extra caution:

D15, D17, D19

F11, F13, F15

G42, G43, G44, G45, G46, G48, G50, G51, G52, G54, G56

H1, H2

Outside of apron areas, increased slopes also require secure vehicle positioning at all times (refer to Section 10.2). Penalties apply for non-compliance.





SAFETY AROUND AIRCRAFT

MELBOURNE AIRPORT

ENGINE JET BLAST AND INGESTION

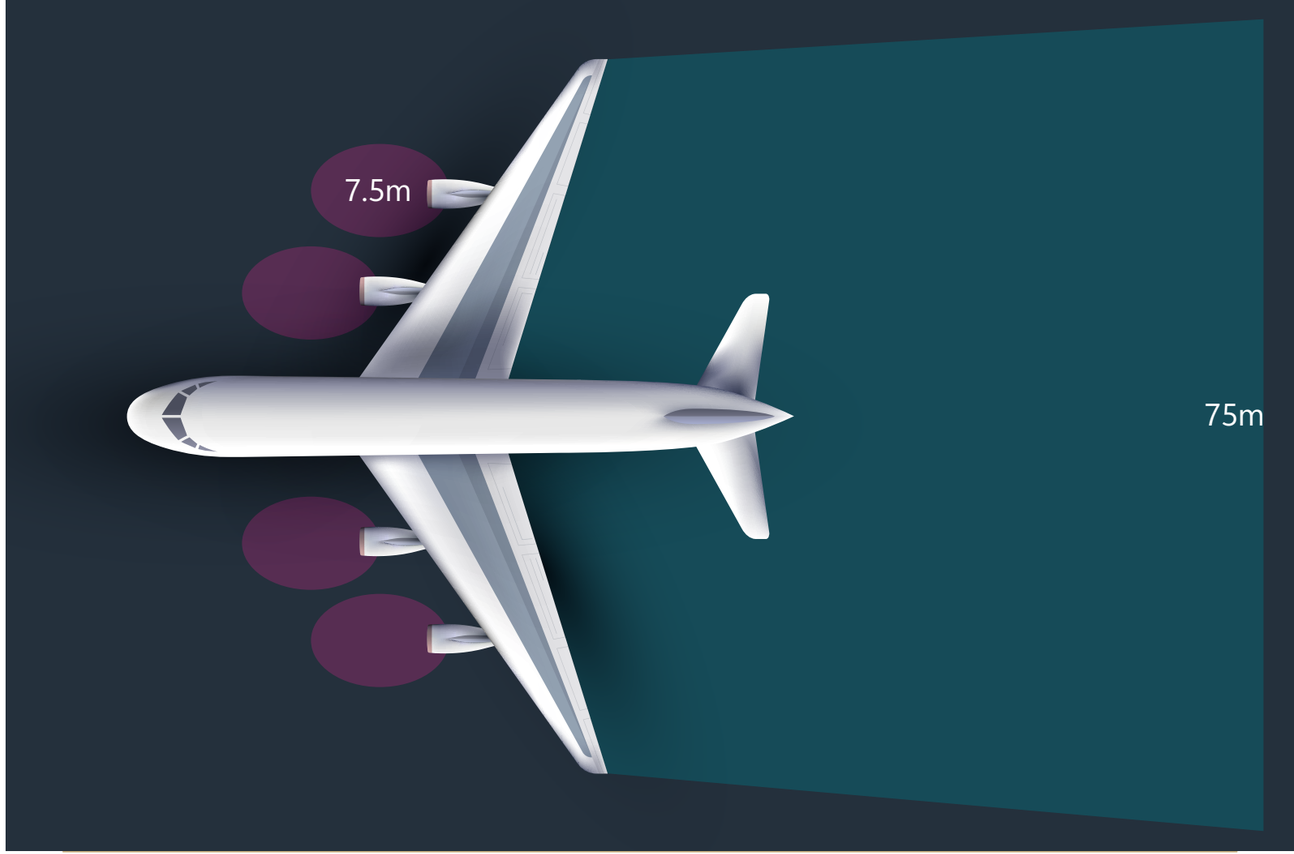
Jet blast is the exhaust emission from a jet engine. It is hot, contains noxious gases, travels high speeds, and can blow loose material around. Jet blast can also occur when an aircraft uses 'minimum breakaway thrust' to commence the aircraft roll from a standstill.

To avoid jet blasts, always stay at least 75 metres away from the rear of an operating engine. During the standstill-to-roll phase, applying a greater discretionary distance is crucial.

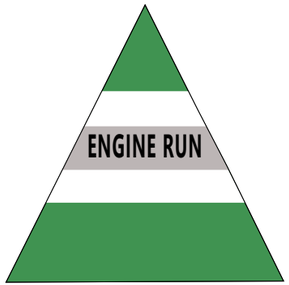
Engine ingestion describes how an aircraft can suck objects into the engine intake area. Always stay at least 7.5 metres from the front and sides of engines to avoid being ingested.

PROPELLERS

Aircraft propellers are just as dangerous as jet engines. When spinning, they can be almost invisible. Propeller wash is also hazardous and should be treated like a jet blast. Follow the same safety precautions as you would with jet engines. Never approach an aircraft with the engines running.







ENGINE GROUND RUNNING

Green engine run cones indicate when an engine ground run is underway. These cones are green with a reflective stripe.

Cones will be placed in line with the plane tail and wingtips of the aircraft or along the taxiway/taxilane crossing to prevent vehicles from passing behind the aircraft conducting engine runs. Ensure you remain clear of these marked areas.

For a more comprehensive understanding of our safety procedures, we encourage you to refer to the Ground Running of Aircraft Operational Safety Policy. This document provides detailed information that is essential for your safety and the safety of others.

CLEARANCE TO AIRCRAFT

Always remain at least 3 metres from the aircraft you are not servicing and extend this distance to 15 metres while an aircraft is refuelling unless driving on an Apron Service Road.



AIRCRAFT PUSHBACKS

When an aircraft is about to move, its anti-collision beacons will be activated, typically on the upper and lower fuselage. Other indications include:

- The aerobridge or stairs being retracted
- No vehicles servicing the aircraft
- A pushback tug or power push unit (PPU) attached with its beacon on
- Engineers present at the nose wheel of the aircraft
- Wheel chocks removed

If you are unsure if an aircraft is about to push back, stop and wait or take another route. Never proceed with an aircraft that appears ready for pushback, even if an engineer or tug driver waves it through.



GIVE WAY TO AIRCRAFT

Always give way to aircraft, whether under its own power, being towed, or being pushed back. Remember, aircraft have the right of way at all times.



AIRCRAFT ARRIVALS

Indications that an aircraft is about to arrive at a bay include:

- Vehicles staging in or near a vacant bay
- The presence of a marshaller/engineer
- An illuminated Visual Docking Guidance System

Important: Avoid driving along or being stationary on the road adjacent to a parking position when an aircraft is powering onto a bay.



HELICOPTERS

Helicopters arrive and depart vertically, usually out of a clear line of sight. Rotor wash poses similar dangers to jet blast and propeller wash. Stay alert and situationally aware. Always look up and behind you before entering the apron in a taxilane or using a live taxiway crossing.



UNDERNEATH AN AIRCRAFT

Never drive under an aircraft's wing, nose, tail, or fuselage unless you must do so for servicing. You could be injured, or your vehicle could damage sensitive aircraft instruments and components, such as landing gear, wing flaps, and sensors.

The fuselage hazards include low clearances, antennae, masts, inlets, exhausts, drain holes, and sewage outlets.

If you accidentally make contact with an aircraft, it's crucial that you report it to an airline engineer or your supervisor immediately. This will ensure that the necessary safety checks are carried out and that any potential damage is addressed promptly.

REFUELLING OPERATIONS

Stay at least 15 metres from a refuelling aircraft unless you are servicing it. When working around a refuelling aircraft, keep at least 3 metres clear of fuel couplings, fuel vents, hydrant fuel pits, fuel hoses, and fuelling vehicles. This area is known as the Fuelling Safety Zone. Position your vehicles and equipment to avoid obstructing the refuelling vehicle's escape route.

Ensure you never drive over refuelling pits located on the apron.

Emergency Fuel Shut Down buttons are on refuelling vehicles, tankers, and most aircraft bays and remote parking stands. If you get fuel on yourself, wash it away with an eyewash or deluge shower. Remove clothes under a shower to prevent a static spark igniting the fuel.

BONDING AND EARTHING OF AIRCRAFT

Aircraft must be bonded during refuelling, and earthing may be required during oxygen loading. Wire bonding leads to equalising and/or dissipating static charge. If the bond between the aircraft and the vehicle is broken, notify the refueller immediately to prevent static sparks that could cause a fire.



VEHICLES



VEHICLE TRAFFIC

The apron is highly active and potentially hazardous, with concentrated activity and often unpredictable traffic movements.

The area around an aircraft can be bustling with activity, with various vehicles such as catering trucks, refuelling vehicles, toilet trucks, tugs, maintenance vehicles, and security vehicles moving in and out. It is important to stay vigilant and aware of your surroundings when near an aircraft.

You should use the Aprons Service Roads whenever possible to maintain safe traffic flow.

Shortcuts through active aircraft bays are prohibited and subject to penalties.

PARKED EQUIPMENT AND VEHICLES

Never leave your equipment or vehicles parked incorrectly. Doing so creates hazards, puts airfield users at risk and delays aircraft operations.

Always remain situationally aware on the airside. Before moving behind any equipment, ensure the engine is off, and the vehicle is not about to move. Always apply the parking brake to any unattended vehicle or equipment. Do not leave keys in the vehicle or accessible to unauthorised person(s).

You should not park vehicles and equipment on red hatching or over stormwater drains.

Important: You are not allowed to operate another company's equipment without authorisation from the owning company.

UNATTENDED VEHICLES

You must not leave vehicles unattended in an unsecure state on any area of the Apron and/or the airside are not to be left running (engine), with the keys left in the ignition or with keys accessible to any unauthorised person(s). Keys left in the ignition may be confiscated by Melbourne Airport. You will be required to coordinate a collection of the keys from the Senior Airside Safety Offier (SASO).

VEHICLES UNDER ESCORT

As Melbourne Airport is a security-categorised airport, many deliveries and irregular visitors. Escorted drivers may be distracted, so never pass between the escort vehicle and the vehicle being escorted.





SITUATIONAL AWARENESS

Situational awareness in aviation refers to your perception of the environment at a specific time and place. Essentially, it means being alert to everything happening around you. Factors such as stress, fatigue, work overload, and underload can affect your situational awareness. To maintain it, use the following techniques:

- Visualising scenarios (creating mental pictures)
- Clear and open communication
- Checking for ambiguous information
- Planning ahead
- Monitoring and evaluating performance
- Keeping an eye on the bigger picture
- Following standard operating procedures
- Minimising distractions

FUEL/OIL SPILLS

Spills can occur from various sources, commonly from ground servicing equipment or aircraft. They pose significant risks to airport safety, the environment, and individuals working in the apron area. Spills left on the apron can make the surface slippery, endangering vehicles and pedestrians.

Fuel, oil, or chemicals entering the airside drainage system can harm the environment. If you notice a spill, you must report it using the Apron Call Points or the Senior Airside Safety Offier. Once reported, immediately begin the clean up using a spill kit.



AIRSIDE MARKERS, MARKINGS AND SIGNAGE



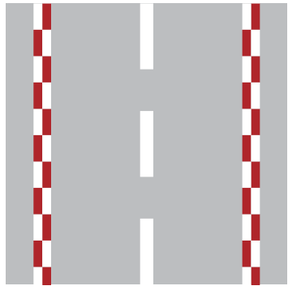
APRON LIMIT LINE

A double solid white line with a black contrasting colour indicates the boundary of the ADA Level 2 area, separating the apron from the Manoeuvring Area (Taxiways and Runways). Never cross this line unless escorted by a Melbourne Airport vehicle with the proper authority.



APRON SERVICE ROADS

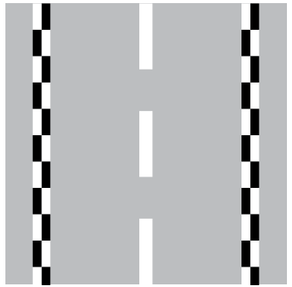
These roads marked similarly to landside roads with white lines and a broken centreline, are provided on most aprons to keep vehicle movements clear of aircraft parking bays. Follow these markings wherever possible.



LIVE TAXIWAY CROSSINGS

Marked with staggered red lines on each side, this is the only location where you can cross a taxiway as an ADA Level 2 holder. Upon approaching, stop completely, give way to any aircraft or vehicles using the taxiway, and ensure it is clear before crossing. Stay within the red staggered lines.

Do not cross without an escort during low visibility operations or when an Apron Limit Line is across the point of entry.



TAXILANE CROSSINGS

Identified by black and white staggered lines forming a zipper pattern. If you use these crossings, you may interfere with aircraft operations when the Taxilane is in use.

Note: Taxilane crossings next to a taxiway have red and white staggered lines on one side; do not cross this side to avoid entering an ADA Level 3 area.



STOP FOR TAXIING AIRCRAFT

This marking is used at taxiway and taxilane crossings to indicate that aircraft can cross in front of vehicles.

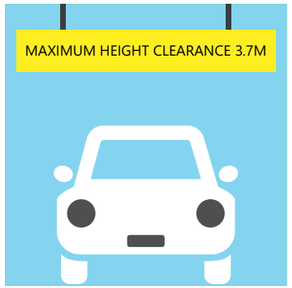
- If an aircraft or authorised vehicle is approaching, stop at this marking.
- If none are approaching, continue without stopping.

Note: These markings may also include directional arrows (left or right) indicating the direction of the taxiing aircraft you need to give way.



PARKING AREAS

Vehicle parking is only allowed within white marked parking bays or Equipment Storage Areas.



HEIGHT CLEARANCES ON AIRSIDE

Be aware of the height of your vehicle and the height clearances in any area you are driving. Ensure that all equipment and vehicles operating Airside are clearly marked with “Equipment Height” labels to provide accurate height guidance.



ROAD SIGNS

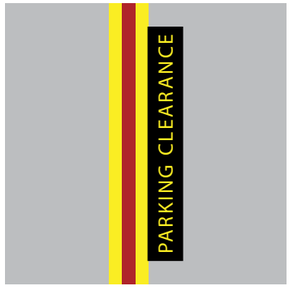
Common road signs used airside have the same meaning as those on public roads. Pay particular attention to stop and give way signs.



TRAFFIC WARNING SYSTEM

Push Back Warning Lights have been installed near Hotel Bay 1, Delta Bay 2, and at the end of the Echo Concourse for pushbacks on Delta Bays 8 and 12. These red beacon lights will flash to signal an imminent pushback, and vehicles must stop before the Stop for Taxiing Aircraft marking. The lights are activated by a button at the head of the stand by the handling agent responsible for the arrival or pushback. Remember to maintain situational awareness to avoid engine jet blasts, propeller wash, and ensure aircraft clearances. Additionally, the Traffic Warning Systems on Bay H1 will alert you to the arrival and pushback of aircraft larger than a B737 or A321.

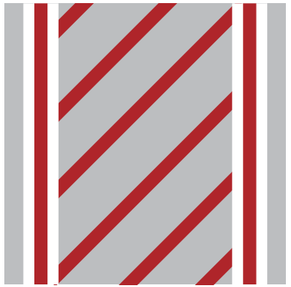




AIRCRAFT PARKING CLEARANCE LINE

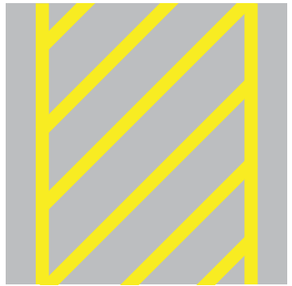
A solid red line bordered by yellow indicates clearance for parked and taxiing aircraft. When driving past parked aircraft, stay on the taxilane side of this line. If aircraft are using the taxilane, remain on the bay side of the line while remaining at least 3 metres clear of the parked aircraft.

Wait for taxiing aircraft to pass and never shortcut between parked aircraft.



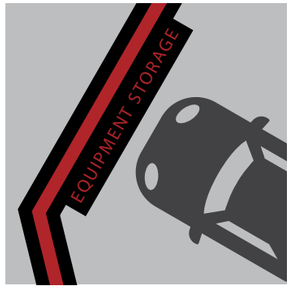
HAZARD AREAS

Marked by diagonal red hatching, usually bordered in white, these areas signify zones to be kept clear of vehicles and equipment at all times. They are primarily associated with emergency exit points or aerobridges.



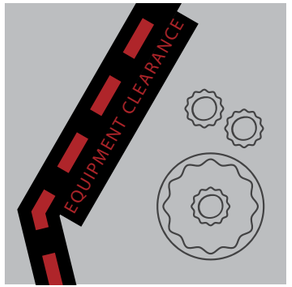
TUG MANOEUVRING AREA

Indicated by yellow hatching, these areas must be kept clear at all times to allow the pushback tug room to maneuver when towing aircraft on or off some stand-off positions on the Delta Remote. Level 2 drivers cannot access this area as it is outside the Apron Limit Line.



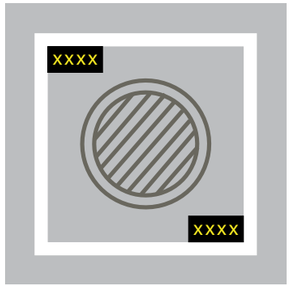
EQUIPMENT STORAGE AREAS

These areas, defined by a solid red line, are designated for parking airline equipment and vehicles for up to 24 hours.



EQUIPMENT STAGING AREAS

Marked by a broken red line, these areas are intended for staging equipment and vehicles before an aircraft's arrival, while it is on the bay, and for a short time after its departure (up to 15-20 minutes).



FUEL HYDRANTS

Fuel hydrants are marked by a white box. Avoid driving over these hydrants to prevent damage to the hydrant lid and your vehicle. Never park on a fuel hydrant.

** XXXX represents the fuel pit designation number.





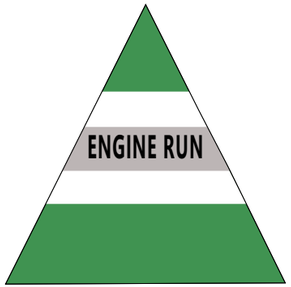
PEDESTRIAN CROSSING LINE

Solid white line with black spacing between. When approaching, proceed with caution and always give way to pedestrians using the pedestrian crossing.



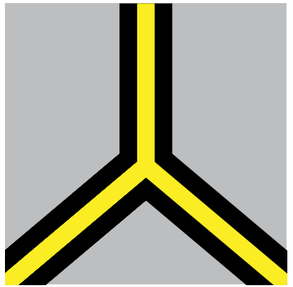
UNSERVICEABLE AREAS

Airside drivers are to abide by road closure or change in traffic condition signage that is placed by Melbourne Airport or authorised under the control of airside works. Airside drivers must also slow to 5kmph when passing a traffic hazard (e.g. vehicle accident, liquid spill or asset fault).



ENGINE GROUND RUN CONES

These cones, identical in size and shape to unserviceability cones, are green with a reflective stripe, indicating an engine ground run is underway. They are placed in line with the tail and wing tips of the aircraft. Ensure you remain clear of the operating aircraft engines.



AIRCRAFT LEAD-IN LINE

Marked with a solid yellow line for primary parking positions, followed when aircraft taxi into a parking bay. Secondary positions are marked with a yellow dashed line.



LOW STRENGTH PAVEMENT MARKING

Consists of double yellow lines on the edge of the taxiway with yellow chevrons on extended shoulders. Never drive over low-strength pavement.



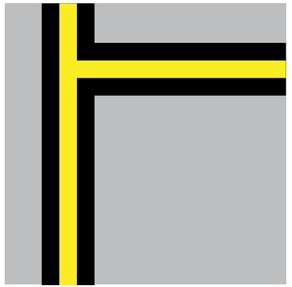
PARKING POSITION DESIGNATION MARKING

A solid yellow alphanumeric marking indicating the unique bay number (e.g., D4).



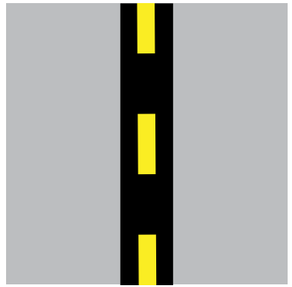
AIRCRAFT NOSEWHEEL STOP LINE

Marked by a solid yellow bar extending along or off to the side of the aircraft lead-in line, it defines the position the aircraft nose wheel must be guided to ensure correct parking.



AIRCRAFT NOSEWHEEL STOP LINE —MARSHALLING

Indicates the location where the marshaller is to stop the aircraft's nose wheel to ensure correct parking. This spot is marked by a solid yellow bar, 6 meters long, on the port side of the aircraft.



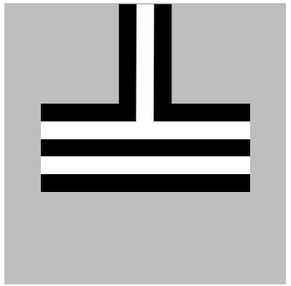
AIRCRAFT LEAD-OUT LINE

Marked with a broken yellow line, indicating an aircraft's path when taxiing out of secondary parking positions.



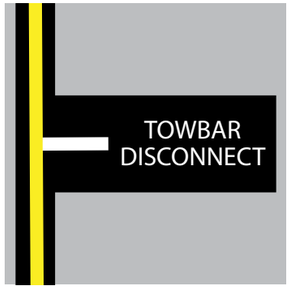
PUSH BACK LINE

A broken white line indicates a tug's path when pushing back an aircraft.



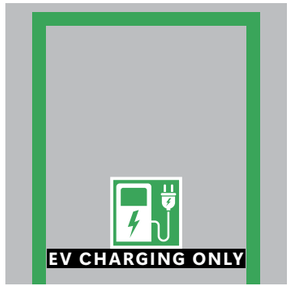
PUSH BACK LIMIT LINE

Two white bars across the Pushback Line indicate the maximum distance an aircraft can be pushed back along the Pushback Line.



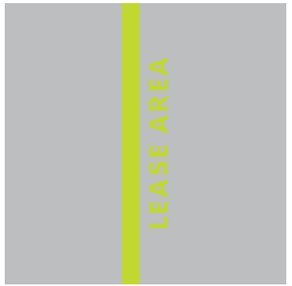
TOW BAR DISCONNECT POINTS

Marked with a white bar, indicating where the tug disconnects after pushing back or pulling forward the aircraft. The aircraft then departs under its own power.



E-GSE MARKINGS

A solid green line box shape with an image of a charging unit. An area used by Electric Ground Service Equipemtn for charging.



MISCELLANEOUS MARKING | LEASE AREA MARKING

Lime green unbroken line. Some areas will have the words 'Lease Area'. These areas are for leased portions of the airfield or for miscellaneous activities. Airfield driving rules still apply in these areas.



TIPS TO STAY SAFE

MELBOURNE AIRPORT



YOUR RESPONSIBILITY TO SAFETY AS AN AIRSIDE DRIVING AUTHORITY HOLDER

Safety is at the core for everyone that works on the airfield and around the wider airport precinct. Your actions have consequences to the countless staff and the thousands of visitors that arrive, depart and visit the airport every day. If you are unsure of whether your actions will have consequences, ask for assistance.

It is vital you remain aware of your responsibilities and obligations to safety at Melbourne Airport.

IF YOU DON'T KNOW, DON'T GO

Any time you are not confident on your journey due to aircraft traffic or if you are not sure you can go; seek a safer alternative route or contact an Airside Safety Officer for assistance. This will reduce the risk of an incident or receiving a Penalty Infringement Notice (PIN).

DON'T RUSH

Most incidents occur as a result of driver's rushing. By rushing you loose situational awareness and become a hazard on the airfield. Always prioritise safety when driving on the airfield and never speed.

REPORT EARLY AND REPORT REGULARLY

When incidents occur it is critical you report it as soon as possible to an Airside Safety Officer as a priority. Reporting an incident early to an Airside Safey Officer increases the chances of the incident being contained. You can reach the Airside Safety Officer on 0418 335 985.

KNOW THE AIRSIDE SAFETY OFFICERS (ASO)

The Airside Safety Officers are on the airfield 24 hours a day all year around. They're responsible for safety and compliance on the airfield. They're also there to assist you with any queries you may have about the airfield. Please reach out to them when you see them on the airfield and introduce yourself.

STOP AND LOOK FOR AIRCRAFT MOVEMENT

One of the frequent incidents that impacts aircraft operations are drivers who drive behind aircraft with their beacons on. In most cases the driver failed to look for signs for aircraft movement. If the aircraft beacon is on do not drive behind or in front of the aircraft regardless if you're waived through, instead choose another route. If you see an aircraft with no chocks on the wheels, tug or similar connected to the nose wheel, aerobridge disconnected, the absence of Ground Service Equipment and no beacon on this would indicate the aircraft is about to move. Therefore, avoid driving behind in front or in vicinity of that aircraft.





SUMMARY



SUMMARY

Obtaining an Airside Driver Authority carries significant responsibility. As an airside driver, you will need an exceptional level of concentration and focus due to constantly changing aircraft movements and traffic patterns. You must anticipate the unexpected.

Key professional driving skills expected of you as an Airside Driver include:

- Being vigilant around aircraft operations
- Abiding by speed limits and signage
- Maintaining constant situational awareness
- Knowing the airside markings and their meanings
- Driving safely according to conditions

As an Airside Driver Authority Level 2 holder, you are expected to drive safely and contribute to a safer airside environment.

FURTHER INFORMATION

For further information with regards to this Learner Guide, please contact
Melbourne Airport Learning and Capability
03 9397 1313
Learningandcapability@melair.com.au



APPENDIX



ADDITIONAL REFERENCES

Airside Vehicle Control Handbook
ADA: Rules for Drivers Airside - Endorsements
Airfield Maps
Ground Running of Aircraft Operational Safety Policy
Aircraft Turnaround Operational Safety Policy
Pedestrian Safety Operational Safety Policy
Airside Driver Penalty Infringement Notice (PIN) Booklet


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MELBOURNE AIRPORT