

Airside Vehicle Control Handbook

Operational Policy

AFO-AT-HAN-00-0002

Version 5

November 2022

MELBOURNE AIRPORT

Foreword

This handbook sets out the rules and procedures that apply to all airside users operating vehicles airside.

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

The airport operator also has a general duty of care under common law and obligations under occupational health and safety legislation and the CASR in relation to safety and security issues associated with surface vehicles operating in such areas.

Any company or individual wishing to operate airside will be required to be licensed by Melbourne Airport and be subject to the Airside Conditions of Use.

This Airside Vehicle Control Handbook (AVCH) issued by the airport operator under Regulation 105 of the Airports (Control of On-Airport Activities) Regulations, will form part of the Airport Manual for Melbourne Airport and the Melbourne Airport Airside Conditions of Use. The intent of the requirements for the airside operation of vehicles set out in this Handbook is consistent with Melbourne Airport's policy to provide for the safety of all people on the airside, the safe and orderly movement of traffic and the protection of aircraft.

Failure to comply with the requirements of this handbook is a breach of the conditions set down by the relevant Airside Driver Authority (ADA), and Authority for Use Airside (AUA - commonly referred to as an Airside Vehicle Permit). Any such failure will be taken into account by Melbourne Airport in considering whether to exclude individuals or entities from airside use, or the operation of vehicles and equipment airside.

Chief of Aviation
Australian Pacific Airports Melbourne

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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.

Change Summary

Version number	Date	Change Description
3	9 November 2021	<ul style="list-style-type: none"> • Alignment with Airport Manual • Position updates • Terminology updates • Vehicle safety & serviceability updates • Colour vision requirements • Updated record keeping system process • Mapping updates • ARFF authority upgrade exemptions • Updated familiarisation process • Updated Penalty Infringement Notice System
4	11 October 2022	<ul style="list-style-type: none"> • Addition of Access Licence for Airside Operators section. • Updated Authority for Use Airside requirements including introduction of electric vehicles, GSE and suspension authority. • Update to drivers' responsibilities for PAX wearing seatbelts. • Update to penalty for driving on a suspended/cancelled driver's licence. • Addition of 'just' safety culture for incident and hazard reporting. • Addition of Level P as a stand-alone ADA. • Additional minor changes.
5	23 November 2022	<ul style="list-style-type: none"> • Addition of 3.2.8 Change to Vehicle or Transfer of Ownership • Addition of 33.2.10 VeeLo Transfers or Disposals • Update to radio communication restrictions • Addition of 4.4.8 Use of Mobile Devices • Addition of 4.7.3 Company Training Under Instruction

1. Introduction

1.1. Background

This Airside Vehicle Control Handbook (AVCH) has been produced in the interests of safety and security at Melbourne Airport. It details the safety rules for operators on the airside. This handbook is intended to be read in conjunction with the Melbourne Airport Airside Conditions of Use and the Rules for Drivers Operating Airside at Melbourne Airport (ADA Handbooks), where applicable.

1.2. Rationale

1.2.1. Aim

The aim of this document is to provide a safe environment for all airside staff, passengers and aircraft, and to ensure that the requirements documented in this handbook are relevant and capable of practical implementation by all staff.

1.2.2. Authority

The AVCH has been issued by Melbourne Airport, under its authority defined in the Airports Act 1996 and the Airports (Control of On-Airport Activities) Regulations 1997.

1.2.3. Scope

This document outlines the rules, regulations, policies and procedures which all operators and their staff must follow to ensure a safe working environment on the airside.

This document also provides a framework within which all operators may prepare vehicle and driver safety, and operational plans appropriate to their own responsibilities and operations. Additional liaison between Melbourne Airport and operators is also promoted through this handbook, and through the sharing of incident and accident prevention information.

1.2.4. Alteration

Melbourne Airport may alter or vary this AVCH at any time. A reference to the AVCH shall be a reference to this policy as distributed, published or otherwise declared to be in force by Melbourne Airport from time to time.

1.2.5. No Derogation

Nothing in the AVCH shall derogate from any responsibility otherwise imposed by law, agreement or other policy, procedure or rule imposed by Melbourne Airport with respect to the same or similar subject matter as this policy.

2. Access Licence for Airside Operators

2.1. Overview

Melbourne Airport uses software called AIRDAT to manage airside vehicle control. The software is a central repository platform that manages all applications and records. The software has a platform for companies called “Onboard” and a platform for individuals called “Passport”.

An Access Licence for Airside Operators (ALAO) is required for any business wishing to operate and register a vehicle for airside use, and where staff members are required to drive a vehicle airside. An ALAO is an agreement between a business operating on airside and Melbourne Airport.

The ALAO, via Onboard, allows a company to manage their vehicle fleet and the requirement to register vehicles for an Authority to Use Airside (AUA).

Once set up, it also allows employees from a company to create a personal profile, via Passport. The employee will be able to register and attend driver training. The successful completion of the training and other requirements will allow the employee to be issued with an Airside Driving Authority (ADA).

The Passport profile will also provide visibility on the drivers history for any Penalty Infringements received and allow an employee to renew their ADA before it expires.

2.2. Application

To apply for ALAO, a company must first complete an Onboard application within the AIRDAT System. They must have the following documentation ready to scan and upload as evidence:

- Proof of On Airport Engagement letter;
- Proof of Public Liability Insurance set at AU\$50,000,000;
- Proof of Motor Vehicle Insurance for AU\$30,000,000 with no airside exclusions;
- Airside Operational Risk Register (if applicable);
- Airside Incident/Investigation Register (if applicable);
- CASR Part 99 approved Drug & Alcohol Management Plan (DAMP); and
- Workplace Health and Safety and/or Environmental Policy (if applicable).

Once all documents have been submitted, the ALAO application will be assessed and if approved, a copy of the ALAO will be sent via email to the proponent to review and sign.

An application may be declined for various reasons including, but not limited to:

- Inadequate documentation.
- Insufficient requirement for an ALAO (e.g. potential for vehicle to be escorted or airside access requested for a period of less than 12 months).
- Failure to collect application in 30 days from submission.
- Failure to attend a pre-airside vehicle inspection for new vehicles within 30 days of submission.

To complete the ALAO please follow this link - <https://onboard-mel.airdat.org>.

2.3. Governance

The ALAO sets out the minimum requirements a business must adhere to while operating on airside. The ALAO provides Melbourne Airport with enforcement actions should a breach of the ALAO occur.

Should a serious breach occur, Melbourne Airport will request the business to provide a response in writing as to why their ALAO should not be revoked. Refer to Clause 8 of the ALAO.

3. Authority for Use Airside

All vehicles/equipment requiring access to the airside of Melbourne Airport must have a permanent AUA (valid for 2 years) or a temporary vehicle permit. The AUA must be displayed and visible on the bottom right-hand side of the windscreen if practicable.

Note: certain equipment such as large trailers or machinery may also be required to hold an AUA to ensure higher risk pieces of equipment are roadworthy.

3.1. Appropriate Vehicles Airside

Only vehicles and equipment registered to the company seeking airside access can be issued with an AUA. The vehicles/equipment must comply with the following requirements:

- All applicants seeking an AUA will be required to hold an ALAO.
- The vehicle must be registered (registration number or plant/ asset number).
- The company or individual must have a valid justification for frequent, ongoing and unescorted airside access.
- Vehicles over eight years old must have a current Certificate of Roadworthiness issued under the law of the State of Victoria or be certified to the equivalent of a roadworthy by a licensed vehicle tester or by a person approved by Melbourne Airport.
- The company must not exceed the vehicle quota outlined in the ALAO.
- Must comply with the section [3.2](#) of this document.

3.2. Application

3.2.1. Grounds to have a vehicle airside

An AUA may be issued to any vehicle requiring frequent access to the airside of Melbourne Airport in accordance with the [Airside Driving Authority](#) section of this document.

3.2.2. Vehicle for use on airside only

Melbourne Airport may approve vehicles for use at Melbourne Airport that are not registered under State law, provided that the vehicles are maintained in a roadworthy condition and are inspected by a person authorised to issue Certificates of Roadworthiness under the law of the State of Victoria at least once a year or be certified as roadworthy by a licensed vehicle tester or by a person approved by Melbourne Airport.

The operator of any vehicle that is not registered under State law or is registered and is eight years or older must provide a current Certificate of Roadworthiness to Melbourne Airport, and must ensure that a current Certificate is provided to Melbourne Airport with each renewal of its AUA.

3.2.3. Justification for frequent and unescorted access

In the AUA application, specific details must be provided as to why the vehicle must have airside access i.e., vehicle will be used to service aircraft (it is not adequate to say the vehicle needs airside access).

If the information is vague or non-specific the vehicle operator will be asked to provide additional information. If the vehicle is from a non-airside-based company, a letter from the sponsor company will be required.

3.2.4. Insurance

In accordance with Section [2.2](#) of this document, all companies must insure themselves and remain insured to a minimum of fifty million Australian Dollars (\$50,000,000) with an insurer against all liability until such time that vehicle is used airside. All companies must have motor vehicle insurance for thirty million Australian Dollars (\$30,000,000) with no airside exclusions.

It is recommended to list Melbourne Airport as an interested party in your policy.

Insurance details are kept within the AIRDAT Onboard system along with other related documents.

3.2.5. Documentation to be submitted on the AIRDAT system

The application form for an AUA must be completed by the applicant. An application for an AUA must be supported with documentation including:

- A copy of the vehicle insurance contract, current for the duration of the AUA;
- A supporting letter from the authorised representative of the company contracting the organisation (only applicable to contractors);
- Indemnity agreement with Melbourne Airport;
- Certificate of Roadworthiness (if the vehicle is over 8 years old); and

3.2.6. Airside vehicle inspections

All new applications for an AUA will be subjected to an inspection by a representative of Melbourne Airport to ensure conformance with this document.

3.2.7. Renewal of Authority to Use Airside

The Vehicle Operator must ensure that the AUA is renewed before its expiry date. Any vehicle with an expired AUA must not be operated on the airside of Melbourne Airport.

Any vehicle found on the airside of Melbourne Airport with an expired AUA, will be issued with a notice of withdrawal in accordance with [Section 3.2.12](#).

3.2.8. Change to Vehicle or Transfer of Ownership

When Vehicle Operator wishes to change a vehicle or transfer the ownership that holds an AUA, the Vehicle Operator must notify Melbourne Airport of the change in writing via airside.vehicles@melair.com.au prior to implementing the change/transfer.

3.2.9. Disposal of vehicle

When a Vehicle Operator disposes of a vehicle for which it holds an AUA, the Vehicle Operator must notify Melbourne Airport of the disposal in writing via airside.vehicles@melair.com.au within 7 days of the disposal.

3.2.10. VeeLo Transfers or Disposals

For changes to vehicles holding an AUA Level 3 and an associated VeeLo, a request must be made to airside.vehicles@melair.com.au to transfer or dispose of the VeeLo callsign. It is critical that Melbourne Airport communicate to Air Traffic Control the correct registry of vehicles that have a VeeLo installed and that the associated codes/callsigns are accurate.

3.2.11. Suspension

Melbourne Airport may at any time suspend an AUA for unserviceability or safety breaches. If an AUA is suspended, Melbourne Airport must advise the vehicle operator immediately.

Upon the receipt of the suspension, the Vehicle Operator must tag out the vehicle as unserviceable until the vehicle is returned to serviceable state or have rectified the safety breach. If no action is taken, Melbourne Airport may withdraw the AUA in accordance with [Section 3.2.12](#).

3.2.12. Withdrawal

Melbourne Airport may at any time withdraw an AUA. If an AUA is withdrawn, Melbourne Airport must advise the vehicle operator in writing within seven (7) days.

Immediately on receipt of the notice of the withdraw, the Vehicle Operator must remove the vehicle from airside use. The Vehicle Operator must also surrender the AUA to Melbourne Airport, or if the AUA cannot be removed from the vehicle, destroy the AUA and provide Melbourne Airport with a Statutory Declaration that the permit has been destroyed.

If a Vehicle Operator does not remove the vehicle from airside, Melbourne Airport will remove the vehicle at the Vehicle Operators cost.

3.2.13. Appeals

Vehicle Operators may challenge the withdrawal or suspension of an AUA by writing to the Melbourne Airport Airfield Operations Manager within 14 days of the withdrawal/ suspension letter being issued, stating why the AUA should not be withdrawn/suspended.

Upon making the determination to withdraw an AUA, Melbourne Airport will advise the Vehicle Operator in writing of the reasons for the determination.

A Vehicle Operator who has had an AUA withdrawn may appeal under the Administration Appeals Tribunal Act 1975 for a review of the decision.

3.3. Temporary Airside Vehicle Permit

Melbourne Airport may issue a Temporary Airside Vehicle Permit for short term access provided that the vehicle meets the requirements for airside access, including conditions under [Section 3.7](#) of this document. However, the vehicle must be escorted at all times by an authorised airside driver with an Escort endorsement if the driver does not already have an ADA.

A Temporary Airside Vehicle Permit may be issued for the following reasons:

Deliveries – if access airside is required for a delivery, the driver is to attend Gate 27. Gate 27 will issue a plastic delivery vehicle permit which allows the driver to be escorted airside to the specific location for a maximum of 2 hours. The driver must never drive airside without an escort.

Airside Works – At nominated works access gates selected construction vehicles requiring regular, ongoing access to the airside may be issued with a Temporary Airside Vehicle Permit allowing repeated access to the airside for a period of up to one week. However, all vehicles must be escorted at all times by an authorised Works Safety Officer (WSO). (A minimum 7 days' notice is required to book a WSO).

Parking Airside – Vehicles requiring access to airside between 1 to 14 days will require a Temporary Airside Vehicle Permit. This will enable the vehicle to be parked airside. If the driver does not have an ADA, the driver must be escorted. An escort will require booking a WSO.

3.4. Unescorted Bussing Operations

The Melbourne Airport Airfield Operations Manager may approve unescorted bussing operations to approved aircraft parking bays subject to the below requirements.

3.4.1. Training

All bus drivers are to complete the following training courses:

- ADA Level 2
- APAM Situation Awareness
- Civil Aviation Safety Authority (CASA) approved Aeronautical Radio Operators Certificate (AROC)
- Bussing familiarisation training either via an APAM escort or Bus operators are to cover all training costs associated with the approval.

3.4.2. Unescorted bussing documentation

Bus operators are to supply the following documents for review by APAM:

- Quality Management System (QMS);
- Safety Management System (SMS) with risk assessment for driving airside with mitigations/treatments;
- Standard Operating Procedures (SOP) for driving airside;
- JSEA/SWMS for driving airside; and
- Evidence of airside bus driving familiarisation and experience for each applicant.

3.4.3. Bus fit out requirements

Each bus used for unescorted bussing will require:

- Operations radio fixed in the bus or a handheld radio is permissible if vehicle is limited to ADA Level 2 area. The handheld radio should have sufficient battery power for the full extent of unescorted bussing operation;
- Non-Ops APAM frequency radio;
- Flashing Beacon and appropriate signage;
- Permanent AUA;

3.4.4. Bussing operation audit

An audit of the unescorted bussing operation will be undertaken once the above conditions have been met and prior to final approval being given for unescorted 3rd party bussing operations.

3.5. Private Vehicles Airside

Melbourne Airport's policy in relation to private vehicles airside is to limit as much as possible the use of private vehicles airside.

Only those private vehicles that are absolutely essential to the operation of the airport will be permitted airside. An example of this would be a one-person company where the vehicle is owned by the person or a partnership where each person has a vehicle registered in their own name.

The rationale behind this policy is that private vehicles on the airside take up valuable space which is needed by airlines, and other handling agents for servicing equipment. Private vehicles on the airside also provide additional traffic on the apron leading to further congestion of the apron area.

The exception to this policy is that staff employed by the Bureau of Meteorology (BoM), and Aviation Rescue Fire Fighting (ARFF) will be permitted to take private vehicles airside between Gate 12 and their specific car parks. The following conditions also apply:

- BoM and ARFF staff need to have an ADA with a 'P' endorsement to enter via Gate 12.
- BoM and ARFF are required to hold a 'E' endorsement to escort contractor vehicles. BoM and ARFF private vehicles can be used to escort to the BoM office carpark or ARFF Station carpark only.

3.6. New Airside Vehicle Types

New vehicle types are not permitted on the airside at Melbourne Airport without the prior approval of Melbourne Airport.

When a vehicle operator plans to acquire a new type of vehicle for airside use, it should discuss its proposal with Melbourne Airport in a timely manner, so an assessment can be made in regard to compatibility with pavements and the local geography.

The vehicle operator must supply full operating and technical specifications to Melbourne Airport for assessment and approval. Melbourne Airport will consider such issues as:

- The effect of the vehicles on pavement types.
- The capacity to store/park the vehicle without effecting other operations.
- The ability of the vehicle to move in an efficient manner.
- Emissions that may be released during operation and during idle periods.

3.6.1. Electric Vehicles

Melbourne Airport is committed to reducing emissions at the airport as part of its commitments to our overall net zero emissions target. As part of this strategy, Melbourne Airport will support the introduction of Electric Vehicles (EV), including Electric GSE (EGSE).

Airside Charging infrastructure is currently being planned and will be marked with green hatching. Vehicles other than EV and EGSE are forbidden from parking in these charging areas.

Airside users wishing to implement EV and/or EGSE, are to contact the Melbourne Airport Airfield Operations Manager prior to procuring these vehicles.

Changes to airfield infrastructure to support EV will be promulgated via 'Airside Ops Advice' and amendments to this document.

3.7. Vehicle Features

3.7.1. Vehicle height/vehicle weight

Vehicles must be no higher than 3.8 metres if entering through the Main Access Gate (Gate 27). If a vehicle is higher than 3.8 metres, the vehicle operator must organise an alternative entry point with Melbourne Airport. Vehicle drivers must observe maximum height signage at all times when on the airside.

Vehicles and/or equipment must not exceed the weight limits specified on the Vehicle Weight Limit Map in [APPENDIX A](#) of this document.

Permission must be requested from the Melbourne Airport Airfield Operations Manager to operate vehicles/ equipment that exceed these limitations.

Note: Fire trucks are exempt from the weight limit restrictions on Perimeter Road.

Vehicle Height Limit Maps are included in [APPENDIX C](#), [APPENDIX D](#), [APPENDIX E](#) and [APPENDIX F](#) of this document; however, these maps are a guide only. Due to changing conditions, drivers must observe height clearance signage at all times when on the airside.

3.7.2. Vehicle/equipment identification

All vehicles operating on the airside must either be fitted with State licence number plate or a vehicle number identification for vehicles and equipment not fitted with number plates.

All equipment on the airside must have an identification label/asset number which shows the identification number and the company who owns the equipment.

3.7.3. Authority to Use Airside label

The AUA label must be securely fixed to the vehicle in a prominent position. If the vehicle is fitted with a windscreen, the label must be affixed to the lower right-hand side of the windscreen. On other vehicles it must be fixed in a visible position towards the front of the vehicle.

3.7.4. Signage

All vehicles used on the airside of Melbourne Airport must be clearly marked with the company sign or logo on each side of the vehicle. The signs used on vehicles must be at least A4 (i.e. 295mm x 210mm) in size. The company sign or logo should make up the whole of the A4 area. The sign should be clearly visible at all times when airside.

Magnetic signage is not permitted due the risk of it becoming Foreign Object Debris (FOD).

Any company wishing to apply for an exemption must do so in writing to the Melbourne Airport Airfield Operations Manager.

3.7.5. Lighting

Vehicles used on the airside must be fitted with the following lights:

- Two forward-facing headlights for low beam driving light and side lights;
- The rear must show two red tail lights and two red or yellow stop lights;
- Direction indicators must be designed and fitted in such a way that the intended change of directions is clearly apparent to the other traffic members;
- Fog lights, reversing lights and working spotlights may also be fitted; and
- During darkness and in poor visibility (fog, rain) vehicle lighting must be switched to low beam.

3.7.6. Beacon

A beacon is defined by a flashing or rotating warning lamp, generally dome shaped, designed to be fitted or implement and which when lit projects a flashing light clearly visible in normal daylight in all directions from a distance of not less than 200m. Melbourne Airport recommends the installation of a rotating warning beacon however flashing beacons are acceptable.

All motorised equipment and vehicles operating on the airside must be fitted with an amber rotating beacon unless specifically approved otherwise by Melbourne Airport - temporary airside vehicles under escort by an escort officer do not need to display a rotating beacon.

The beacon must be mounted on the top of the vehicle, so as to provide 360° visibility. Where this is not practicable an alternative location must be nominated to provide 360° visibility (More than 1 beacon may be required).

The beacon must be either amber or orange colour and be a standard type commercially available as an automobile accessory with a flash rate of 60-90 flashes per minute, with a peak intensity of between 40 cd and 400 cd, a vertical beam spread of 12°, and with the peak intensity located at approximately 2.5° vertical and must be operating at all times when the vehicle is operating on airside.

3.7.7. Fitment of seatbelts

All airside vehicles are required to be fitted with seatbelts. This includes, but is not limited to; baggage tugs, belt loaders, golf buggies, vans, high lift vehicles, power push units, electric vehicles, forklifts and push back vehicles.

Melbourne Airport encourages operators with vehicles that have standing areas with no seat provided to avoid allowing personnel in these areas whilst the vehicle is in motion. Should an operator require personnel within the standing areas, they must suitably demonstrate through their SMS that this type of operation is absolutely necessary and safe for each vehicle type. Requests are to be submitted to the Melbourne Airport Airfield Operations Manager and will be assessed on a case-by-case basis.

However, Melbourne Airport accepts no liability for any injury or damage sustained when operating without a seatbelt.

Once the seatbelts have been fitted to airside vehicles, they must be worn at all times when the vehicle is in motion. It is recommended that all two-point seatbelts fitted be highly visible and of a contrasting colour to the day-glow yellow personal protective equipment clothing.

Drivers are responsible for ensuring that all passengers are wearing a seat belt where fitted. In the event a driver is intercepted not wearing a seat belt, they will be issued with a PIN. Passengers not wearing a seat belt that hold an ADA will be issued with the PIN. Passengers that do not hold an ADA will be referred to the offending company's management.

3.7.8. No seat no ride

The policy of No Seat – No Ride applies to the entire airport precinct.

The driver has the ultimate responsibility for the vehicle and the safety of the passenger onboard - if a vehicle has no provision for another passenger by way of a seat, passengers are not to travel onboard.

3.7.9. Fitment of underrun protective devices

All handling agents that operate medium rigid or heavy rigid vehicles must be fitted with Australian Design Rule (ADR) compliant Rear Underrun Protective Devices (RUPD).

The installation of RUPDs eliminates the likelihood of any smaller vehicles such as tugs becoming lodged underneath the high lift trucks during a rear collision. The RUPD must offer adequate resistance to forces applied parallel to the longitudinal axis of the vehicle.

3.7.10. Speedometers

All vehicles being used airside must be fitted with an accurate speedometer.

3.7.11. Speed governors

Speed governors are a device fitted to a vehicle to restrict the vehicle to a set maximum speed. It is recommended that all dedicated airside vehicles be fitted with a speed governor.

3.7.12. Radio communications

Any vehicle used on the runway or taxiway system (all Level 3 and 4 AUA vehicles) is to be fitted with a fully installed operational radio system. Handheld radios are not acceptable as they do not have the same power output and cannot be relied on to provide effective communication. **Mobile devices, including hand held radios, must not be operated nor handled whilst the vehicle is in motion.** Vehicles without a fully installed operational radio system must be escorted at all times if operating on the runway or taxiway system.

Exemptions to this policy may be granted if a company demonstrates suitable risk mitigation in writing to the Melbourne Airport Airfield Operations Manager.

3.7.13. Vehicle call signs

Vehicles to be operated on the runway and taxiway system must have a call sign designated by Melbourne Airport.

Vehicles with a radio call sign are to be clearly identified by the call sign number on the vehicle, so that it is easily identifiable.

When the call sign is a colour and a number e.g. Tug Red 5, the number is to be on a block of colour that is the same as call sign, e.g. a red square with a white/ black number. The block of colour is to be a minimum of 750mm x 750mm.

3.7.14. Advanced – Surface movement guidance and control system (A-SMGCS)

The Advanced Surface Movement Guidance and Control System (ASMGCS) allows Air Traffic Control (ATC) to track the identity and position of vehicles in the critical movement areas.

All vehicles and equipment operating in the Level 3 and Level 4 areas (taxiways and runways) must be fitted with a Vehicle Locator (VeeLo) and met the requirements of CASA Manual of Standards (MOS) Part 139.

VeeLo's must be hardwired into the vehicle's ignition system, so that the VeeLo is operational at all times when the vehicle is operating. Operating a vehicle on the manoeuvring area without an operational VeeLo may incur the driver a Penalty Infringement Notice.

3.7.15. Vehicle tinting

All airside vehicles with a cabin are encouraged to have windows tinted to the Australian Standards to reduce the amount of solar radiation entering the vehicle and mitigate the effects of sun glare.

3.7.16. Loading platforms

Loading platforms must be in sound condition to prevent slipping, loss or damage of goods. Vehicles must only be driven with a loading platform in the stowed position unless the platform is fitted with lights or signage so that it is clearly visible to other persons.

3.7.17. Fall from height protection

Operators must ensure they comply with all legislation regarding protecting staff against fall from heights. This may include the installation of static lines.

3.7.18. Emissions

The owner/operator of the vehicle is responsible for ensuring that the vehicle is maintained in a manner so that emissions have little impact on the environment.

3.7.19. Fuel spill kits

It is recommended that all fuel hydrant vehicles, tankers, Main Deck Loaders and other complex hydraulic equipment carry a fuel spill kit to improve response times should a spill occur.

3.7.20. First aid kits

It is recommended that all vehicles carry first aid kits.

3.7.21. Fire extinguishers

All fuel hydrant vehicles, tankers, Main Deck Loaders, Power Push Units and other complex hydraulic equipment **must** carry a fire extinguisher appropriate to the type of operations in which the vehicle is involved.

It is recommended that all other vehicles on the airside carry fire extinguishers.

3.8. Responsibilities of Vehicle/Equipment Operators

3.8.1. Incident reporting

A Vehicle Operator must report any incident/ accident or hazard on the airside of Melbourne Airport involving vehicle or equipment operated by, or on behalf of the Vehicle Operator to Melbourne Airport as soon as practicable. This can be done via the Senior Airside Safety Officer (Car2) on +61 418 335 985 or via the Melbourne Airport website.

3.8.2. Serviceability of vehicles and equipment

Operators must comply with all safety standards via the applicable Regulation/Legislation for the use of vehicles and equipment. All airside vehicles must meet State of Victoria roadworthy requirements and must be subject to a regular maintenance schedule, unless otherwise authorised by the Melbourne Airport Airfield Operations Manager. All airside ground handling vehicles and equipment must meet standards specified in the International Air Transport Association (IATA) Airport Handling Manual.

Pre-operational checks must be conducted on all vehicles and equipment.

Operators must not refuel, clean, grease, oil, repair or wash vehicles or equipment on the apron without the prior approval of the Melbourne Airport Airfield Operations Manager.

3.8.3. Scheduled servicing of cargo loaders

Operators are required to regularly service cargo loaders including, the hydraulic actuators, lines, pumps and gaskets. A scheduled service needs to be carried out at a maximum frequency of 200 hours of service.

3.8.4. Unserviceable vehicles and equipment

Unserviceable or faulty equipment must not be operated on the airside. Operators must promptly tag as unserviceable and repair any ground service equipment that is not working properly, or that has been damaged. If an operator is requested by Melbourne Airport to repair ground service equipment this must be completed by the requested date. Melbourne Airport may suspend the AUA in accordance with [Section 0](#).

If the operator does not repair the ground service equipment when requested, Melbourne Airport will direct the operator to remove the vehicle or piece of equipment from the airside and may withdraw the AUA in accordance with [Section 3.2.12](#).

Should an operator not comply with either request to repair or remove unserviceable vehicles/equipment, Melbourne Airport will organise the equipment to be either scrapped or removed from airside. Any cost associated with the removal will be charged to the operator (refer to [Section 3.8.5](#)).

3.8.5. Removal of vehicles and equipment

Operators are to remove equipment or vehicles from a location on the apron or the airside at the direction of Melbourne Airport.

Melbourne Airport will remove the vehicle or equipment at the operator's expense and risk if directions are not observed within a reasonable time.

Melbourne Airport is not liable for any loss or damage an operator may sustain as a result. This includes losses or damage to vehicles or equipment; and claims against third parties directly or indirectly caused by Melbourne Airport in moving or removing the equipment or vehicle unless caused by Melbourne Airport negligence, or the negligence of Melbourne Airport employees.

If a vehicle or item of equipment operated by or on behalf of a Vehicle Operator becomes immobilised on the airside of the airport, the Vehicle Operator must notify Melbourne Airport immediately and arrange for the vehicle or equipment to be removed as soon as possible.

Vehicle Operators shall ensure that they have arrangements in place for the rapid removal of vehicles and equipment should they become immobilised on the airside. Vehicle Operators shall also ensure arrangements are in place for the rapid removal of equipment should the vehicle or equipment become unserviceable or should Melbourne Airport staff request removal of the vehicle/ equipment from airside.

3.8.6. Risk assessment

Vehicle Operators must conduct a risk assessment and satisfy their duty of care as per current Occupational Health and Safety Regulations. Areas that must be addressed include:

- Operators must address the risks of powered mobile plant overturning, objects falling on the operator of powered mobile plant and the operator being ejected from the plant
- Operators must ensure that if a risk exists of powered mobile plant colliding with a person or other powered mobile plant, that a warning device is installed on the plant to warn people who may be at risk from the movement of the plant.

4. Airside Driving Authority

4.1. Overview

Melbourne Airport maintains the system for issue of an ADA to those persons who demonstrate a need to regularly and frequently operate vehicles on the airside. They must successfully complete the training and assessment process prior to receiving an ADA. Issued ADAs remain the property of Melbourne Airport and therefore can be suspended or withdrawn if the rules for driving airside are not followed.

Valid reasons for driving airside include, but are not be limited to, the following:

- Servicing and/or maintenance of aircraft;

- Servicing and/or maintenance of Melbourne Airport, or of any facilities located on Melbourne Airport;
- Servicing and/or maintenance of plant and equipment located on the movement area of Melbourne Airport;
- Delivering freight to and from freight facilities that cannot be delivered or collected landside for whatever reason; and/or
- Delivery to retail outlets in the terminal building that cannot be delivered or collected landside for whatever reason; and/or
- The need to be available to respond to a safety, security or emergency event on the airside, as authorised under the applicable regulations.

Melbourne Airport, or an Approved Issuing Authority, will generally not issue an ADA to persons (including management) who will utilise them infrequently or irregularly and/or are normally escorted when driving airside.

4.2. Minimum Driver Requirements

4.2.1. Aviation Security Identification Card

In order to access airside, the driver must hold a current Aviation Security Identification Card (ASIC) for the Airport or an Australian ASIC

4.2.2. State licence/Vehicle Type Licence

An ADA issued by Melbourne Airport are only valid airside. As Melbourne Airport does not issue licences specific to the type of vehicle, ADA applicants are required to first hold a current State or Territory driver's license for the type of vehicle they intend to operate (e.g. heavy or medium rigid).

It is the responsibility of the Vehicle Operators company to certify that the State or Territory Driver's License is current and applicable to the vehicle type.

For airside vehicles that remain airside at all times (e.g. pushback tugs), dispensation may be requested from Melbourne Airport Airfield Operations Manager for drivers to operate different vehicle types with only a standard State or Territory Driver's License.

In the dispensation request, the Vehicle Operator Company shall provide certificate of competency or driver authority relevant to the specific type/s of vehicles to be operated. They must also certify the driver can operate the vehicle/s in a safe and competent manner.

The appropriate licenses must be produced when requested. If the driver is unable to do so immediately, it must be presented at the Melbourne Airport Security Services office within seven days to avoid incurring a penalty.

If a state or territory licence is cancelled, suspended or is otherwise lost, the Melbourne Airport ADA is no longer valid until it is made valid again or it is replaced. Refer section [4.3.3](#).

If a person issued with a conditional license by a State court, they must request specific approval from Melbourne Airport to continue driving on the airside. The approval may not necessarily be granted.

4.2.3. International Drivers Licence

Melbourne Airport does not usually allow the issuance of an ADA for employees who do not hold an Australian State or Territory drivers licence. Companies wishing to process an employee with an International Drivers licence must submit a request for dispensation in writing to the Melbourne Airport Airfield Operations Manager. As part of the dispensation request, the following must be provided:

- Proof of English proficiency;
- Evidence of driver training in Australia;
- Proof of International licence; and
- Confirmation that the driver is an experienced airport worker.

4.2.4. Airside Driver Authority

Airside drivers must hold a valid ADA for the area they intend to drive in. They must produce this upon request when entering or driving airside. And if they are unable to produce this upon request, the driver may incur a Penalty Infringement Notice (PIN) and cease driving immediately. The categories of ADA are explained in further detail in [Section 4.5](#) of this document.

4.2.5. Colour vision (if applicable)

It is a requirement that staff requiring access to the manoeuvring area, (runways and taxiways) have normal colour vision. It is recommended that staff pass the standard colour vision test facilitated by either a medical practitioner or an optometrist, and produce documentation confirming they have passed the test.

If any person is unable to pass the standard colour vision test, they can request a practical assessment. This can be arranged with Melbourne Airport Airside Operations. The practical assessment (day and night) conditions will be facilitated by the Melbourne Airport Senior Airside Safety Officer.

Once the practical assessment requirement has been met, the Senior Airside Safety Officer will advise airdat support@melair.com.au, so this can be noted in the employee AIRDAT profile.

4.2.6. Radio operators' certificate (if applicable)

Staff requiring access to the manoeuvring area (runways and taxiways) are required to hold a current Part 64 Aeronautical Radio Operators Certificate (AROC) or Part 61 Flight Crew Licence. A copy of this must be provided to the Melbourne Airport Airfield Operations Trainer for training record purposes within AIRDAT.

4.3. Responsibilities of an Airside Driver

4.3.1. Renewal of Airside Driver Authority

All airside drivers must be registered onto the new AIRDAT System. Only by registering will the driver's receive automatic notifications of the expiry date of their ADA. When an airside driver has an ADA that

will be expiring, they can simply log onto AIRDAT to renew their licence by completing the online CBT module. Upon successful completion of the module(s) the candidate is no longer required to submit any further application form when the new ADA is issued.

4.3.2. Change of employer

The holder of an ADA is responsible for notifying Melbourne Airport of the change of employer, returning the ADA issued under the previous employer to the Issuing Authority, and for obtaining a new ADA under the new employer.

The new ADA will only be approved if a supporting letter is provided by the new employer. It must state the reason why an ADA is required and the type of work to be conducted by the employee.

Any request to transfer a level 3 ADA must be justified to ensure that level is still required under the new employment. It must be supported by a valid reason which clearly demonstrates the need for the applicant to operate at the higher level.

4.3.3. Loss of state licence

The holder of an ADA is responsible for notifying Melbourne Airport if he/she has his/her State Driver's License cancelled or suspended. It is a requirement of being allowed to drive airside on Melbourne Airport that the driver holds a valid and current State or Territory Driver's License.

ADA holders who drive while on a suspended/cancelled State or Territory Driver's License will have their ADA withdrawn.

4.3.4. Vehicle escorting

Escorting of drivers without an ADA, or a vehicle without an AUA, is only permitted if the escort driver holds an Escort (E) endorsement on their ADA.

Within the maintenance precinct, provided it is only within their own land lease area, vehicles may be escorted by staff from the land lease holder company without the need to have a current Escort endorsement on their ADA.

4.3.5. Employment termination of airside users

The operator must notify Melbourne Airport via airdat-support@melair.com.au, when any employee that holds a current ADA has concluded their employment; if the operator is not able to remove their records from AIRDAT. This will allow Melbourne Airport to remove that user from the AIRDAT system in order to maintain current company employee training records. Any ADA issued to the terminated staff member must be returned to Melbourne Airport Security Services by either the staffer or their employer.

4.4. General Airside Driver Responsibilities

4.4.1. Incident/accident and hazard reporting

Airside drivers must report any incident/ accident or hazard on the airside of Melbourne Airport as soon as practicable. This can be done via the Senior Airside Safety Officer (Car2) on +61 418 335 985 or via the Melbourne Airport website.

Melbourne Airport supports a 'just' safety culture and therefore drivers who self-report will be shown leniency.

4.4.2. Airside speed limits

Airside speed limits must be adhered to at all times unless specifically authorised through the Melbourne Airport Manual. Refer to [APPENDIX B: Speed Limit Map](#) for a detailed drawing of the speed limit – this is a guide only – drivers should ensure they comply with speed limit signage posted on the airside.

ARFF may apply to the Melbourne Airport Airfield Operations Manager for an exemption of airside speed limits (on the taxiway only) for the following:

- ARFF Trainer (ADA Level 4E) conducting training (speed and brake assessments) of ARFF Officers (ADA Level 2).
- ARFF Mechanic's required to conduct vehicle testing for ARFF. The ARFF Driver must hold an ADA Level 4E and remain with the ARFF Mechanic at all times.

The ARFF, when applying for an exemption, are required to demonstrate a robust procedure for managing these occurrences.

4.4.3. Low visibility

During Low Visibility Operations (LVO), the safety of the manoeuvring area is a priority, which requires the following additional measures:

- a) Only vehicles that have an operational necessity to enter the movement area are permitted airside;
- b) Live Taxiway crossings are closed to vehicle traffic and require an escort from a Melbourne Airport Airside Safety Officer (ASO).
- c) All access gates have a sign indicating "LOW VISIBILITY PROCEDURES IN FORCE" to advise staff of the change to the operational conditions;
- d) All staff Flight Information Display System screens have a message on them indicating "LOW VISIBILITY PROCEDURES IN FORCE";
- e) All works on the manoeuvring area are stopped, equipment secured, and work parties moved landside; and
- f) Access gate security staff ensure that only vehicles that can prove their operational necessity are permitted airside.

Vehicular access to the manoeuvring area and/or the Perimeter Road is restricted to:

- ASO vehicles (including vehicle escort and aircraft follow-me services);
- Airport Lighting (vehicles responding to a critical facility failure);
- Ground handler tugs undertaking aircraft pushback procedures;
- ARFF staff transiting between Main Fire Station and Gate 12;
- Bureau of Meteorology (BoM) staff transiting between Met Station and Gate 12;
- ARFF staff responding to all emergencies; and
- BoM staff transiting on foot between Met Station and meteorological recording instruments.

All vehicles entering the manoeuvring area require a serviceable VeeLo (Vehicle Locator) and must only proceed onto the manoeuvring area with the approval of ATC.

Retail deliveries, works escorts and works on the manoeuvring area are to cease during LVO, unless permitted to continue by the Senior Airside Safety Officer (Car2). During darkness and in poor visibility (fog, rain) vehicle headlights must be switched on to low beam. Airside speed limits are the maximum recommended speeds for ideal driving conditions and should be reduced to reflect poorer driving conditions including low visibility.

During LVO vehicles must move between aprons using the Airside Road and Concourses Roads. Where vehicles are unable to use this road system due to height or weight limitations, Apron Service Road's may be used.

Airside drivers must be aware of aircraft movements entering and exiting the aprons where visual conditions can deteriorate to as low as 50m visibility. The aircraft will either enter on their own or under a "follow-me" service with an ASO. Vehicle movement across Live Taxiway Crossings will not be available during Low Visibility. Drivers requiring access to these crossings for operational reasons, will be required to contact ASO Car 3 and request an escort on 0418 124 142.

4.4.4. Airside vehicle and equipment parking

Where reasonably possible, equipment is not to be parked or left stationary over drains on the airside, this is to prevent any engine oil or hydraulic oil spills from entering Melbourne Airport's storm water drains and neighbouring creeks.

4.4.5. Unattended Vehicles

Vehicles left unattended on any area of the apron and/or the airside are not to be left running (engine) or with the keys left in the ignition.

Vehicles that are left running or are left with keys in the ignition unattended are more likely to be used by a non- authorised person on the airside.

4.4.6. Dangerous goods

Containers carrying dangerous goods must be clearly labelled and carried in accordance with applicable international and governmental legislation.

New providers wanting to refuel vehicles airside by a mobile refuelling tanker are required to gain approval from the Melbourne Airport Airfield Operations Manager

4.4.7. Markings and signs

Melbourne Airport incorporates a number of airside vehicle control markings and signs in order to provide a safe environment for airside drivers, staff, passengers and aircraft. These include aerodrome markings as specified in the Part 139 MOS as regulated by the Civil Aviation Safety Authority (CASA), recommendations via either the International Civil Aviation Organization (ICAO) or the Airports Council International (ACI) and a number of local standards which have been adopted at Melbourne Airport where there is no equivalent. Airside drivers are trained and tested in the meaning and intent of all markings and signs including any local standards where applicable.

The Level 2, 3 & 4 *ADA: Rules for Drivers Operating Airside* handbooks and the *Airside Driver Authority: Rules for Drivers Operating Airside - Endorsements* provide images and definitions of airside markings, markers and signs applicable to airside drivers.

4.4.8. Use of mobile devices

Melbourne Airport requires that mobile devices are not to be used whilst the vehicle is in motion.

Drivers must always stop their vehicle in a safe location when operating a mobile phone or radio transceiver, unless otherwise permitted below:

If a **mobile phone** (not a smartwatch) or **radio transceiver** is secured in a commercially designed holder fixed to the vehicle, an airside driver may use it to make or receive an essential communications call or radio transmission, provided:

- it can be operated without touching any part of the **mobile phone** (i.e. using Bluetooth) or in the case of a **radio transceiver** a commercially designed hand unit is available,
- it does not distract them from the safe operation of the vehicle, and
- the drivers' situational awareness is not adversely affected.

Note: The term 'essential' is considered to mean the performance of an operational, safety or security duty which cannot be delayed without an adverse consequence. All other functions including, texting, emailing, task management, photography, engagement with social media, commercial/shopping activities or other use of non-essential applications are prohibited whilst the vehicle is in motion.

4.5. Categories of Airside Driver Authority

4.5.1. Level P

An Authority issued only by the Airport Operator or Approved Issuing Authority, following a satisfactory written test, to a driver for the purpose of driving on the Perimeter Road network at the airport. This Authority will be valid for a maximum of two (2) years. This Authority is usually only issued to drivers required to operate on airside for construction/projects or for access to facilities directly off the Perimeter Road.

Roads that are accessible from the Perimeter Road are subject to access approval, refer to [Section 4.6.1.1](#) for further details.

4.5.2. Level 2

An Authority issued by the Airport Operator or Approved Issuing Authority, following a satisfactory written test to a driver for the purpose of driving on the Airside Road and aprons, (this may include crossing specific taxiways where a live taxiway crossing is marked, and when the driver has received specific training to cover this occurrence). This Authority will be valid for a maximum of two years. Melbourne Airport operates the following standoff parking positions and GSE area that are positioned inside the manoeuvring area:

- Delta Bays (D13, D15, D17 & D19), accessible via the live taxiway crossing at Taxiway Tango
- Delta GSE, accessible via the live taxiway crossing at Taxiway Alpha
- Golf Bays (G54, G56, G57, G58, G59 & G60), accessible via the live taxiway crossings at Taxiway Sierra and Taxiway Yankee

Vehicles accessing these standoff areas via approved live taxiway crossing are exempt from Level 3 requirements regarding vehicles accessing manoeuvring areas. Access to some of the maintenance base precinct, south of the main aprons, is also available via a live taxiway crossing.

Drivers are to exercise caution when using live taxiway crossings. Access to these areas during LVO require an escort from a Melbourne Airport ASO.

4.5.3. Level 3

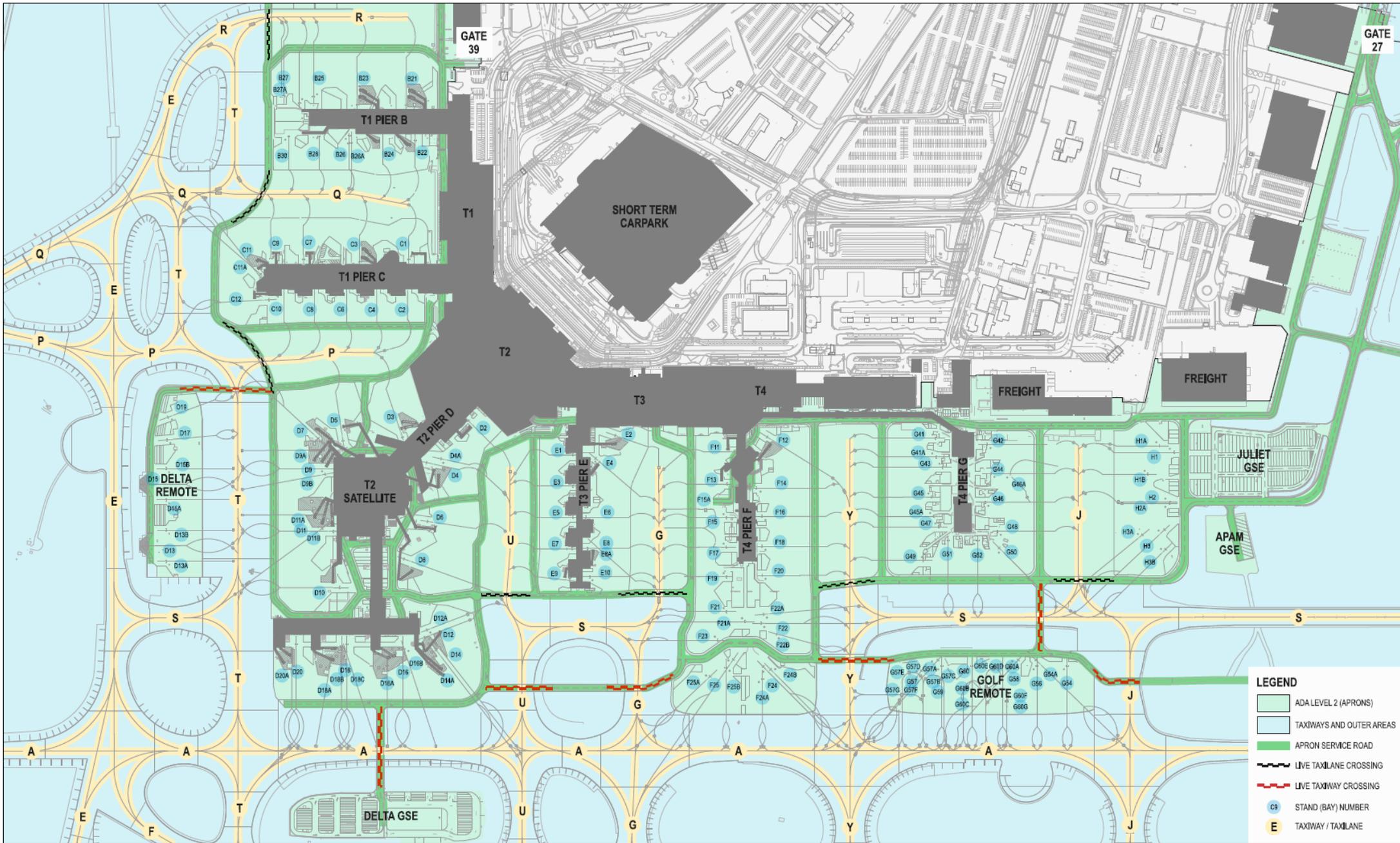
An Authority issued by the Airport Operator or Approved Issuing Authority, following a satisfactory written and driving test, to a driver for the purpose of driving on the Airside Road, aprons and limited taxiways. The driver must also be the holder of an approved AROC or Flight Crew Licence. This Authority will be valid for a maximum of one year.

4.5.4. Level 4

An Authority issued only by the Airport Operator or Approved Issuing Authority, following a satisfactory written and driving test, to a driver for the purpose of driving on all movement areas at the airport. The driver must also be the holder of an approved AROC or Flight Crew Licence. This Authority will be valid for a maximum of one year.

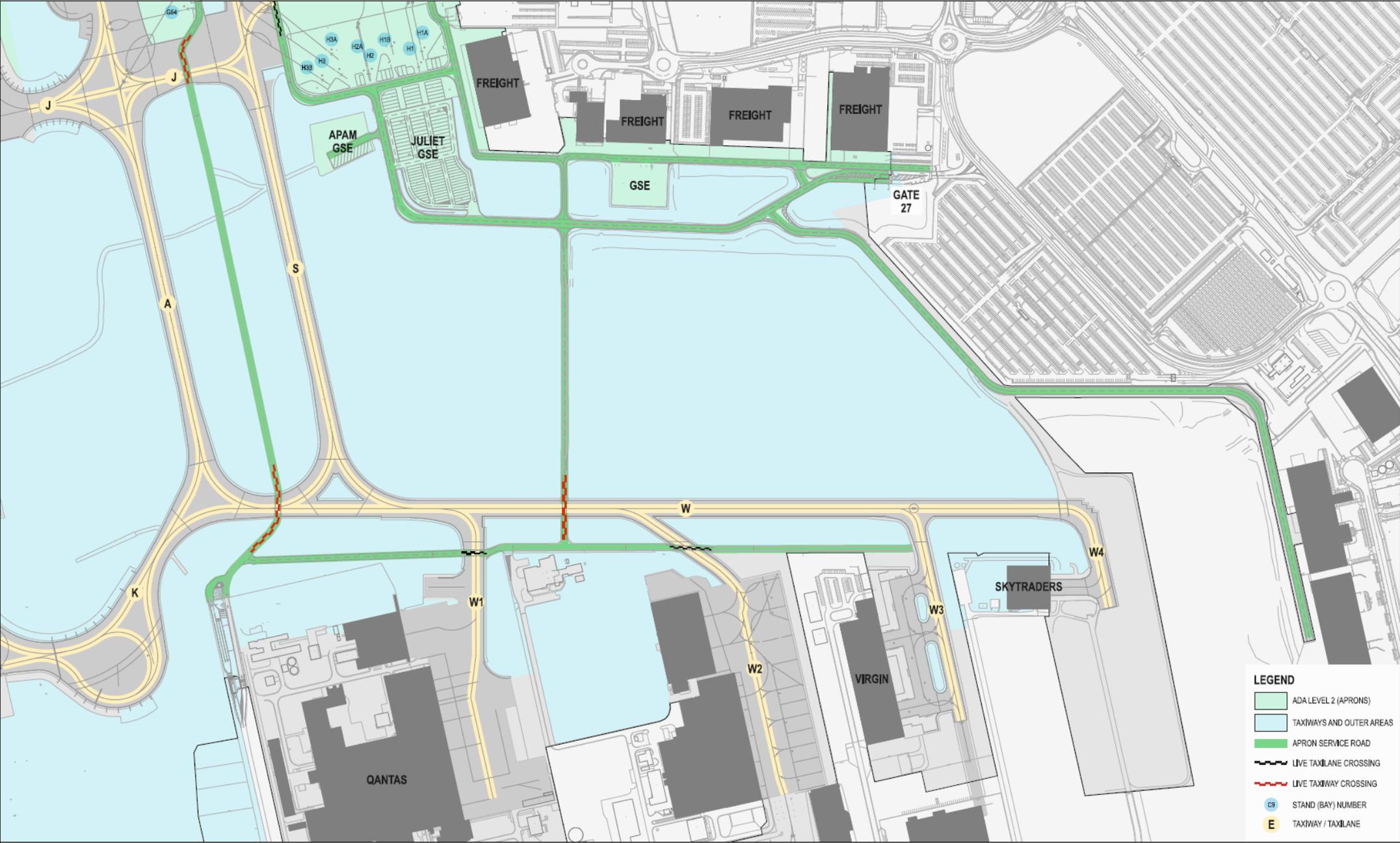
MELBOURNE AIRPORT

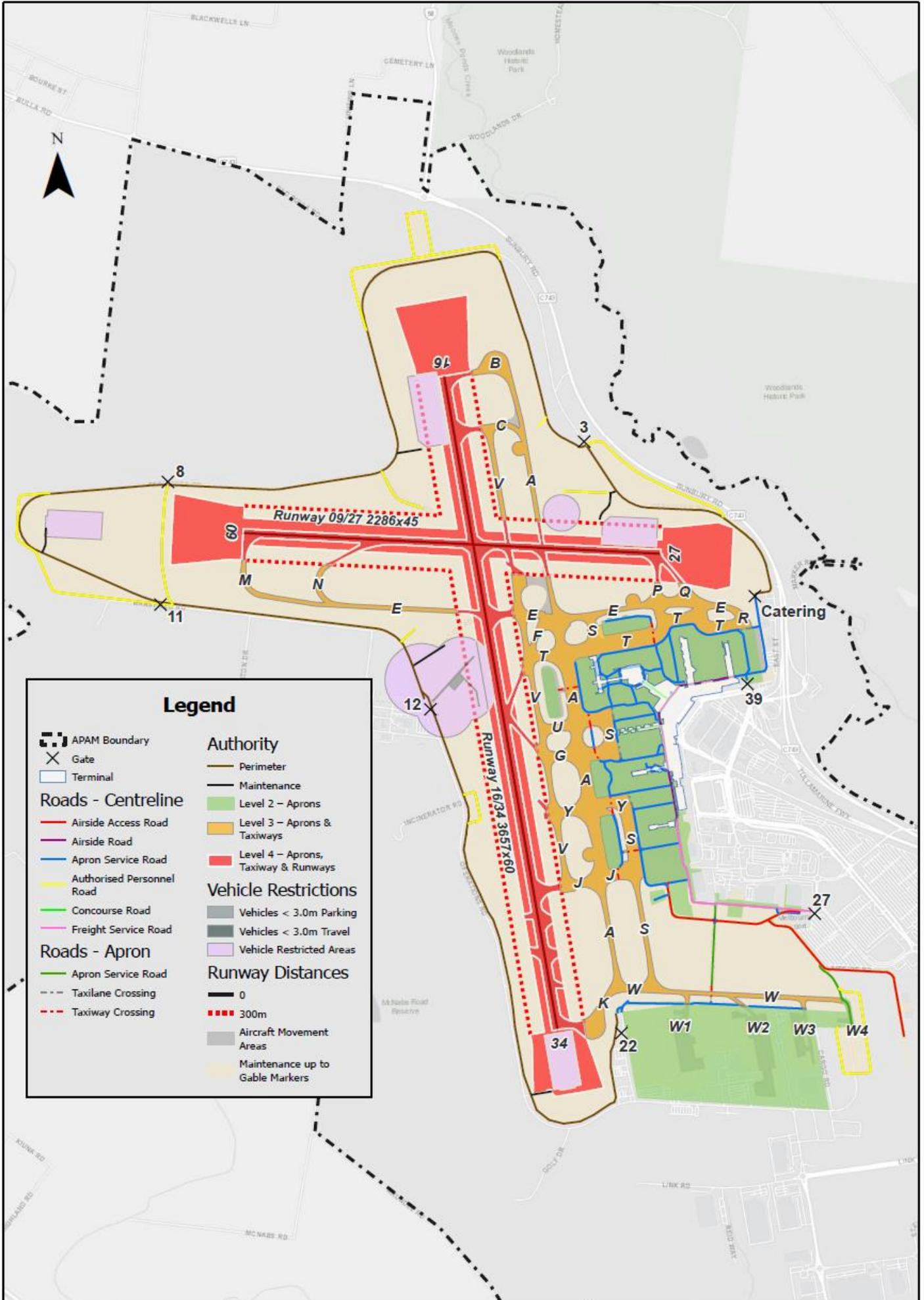
Airside Vehicle Control Handbook



MELBOURNE AIRPORT

Airside Vehicle Control Handbook





4.6. Licence Endorsements

4.6.1. Level 'P' Endorsement

The Level Perimeter (P) endorsement is for staff who can demonstrate a need to drive on the Perimeter Road at Melbourne Airport. It is an endorsement to Levels 2 and 3 and will only be issued to those who can justify why they need to drive on the Perimeter Road. Refer to map on the previous page for Perimeter Road location.

Drivers who are not permitted to drive in Level 2 or Level 3 areas, may apply for a stand-alone Level P (refer to [Section 4.5.1](#)).

4.6.1.1. Authorised Areas – Level P

Roads that offshoot Perimeter Road are subject to access approval. These roads lead to critical equipment or are not suitable for all types of vehicles. The Melbourne Airport Airfield Operations Manager or the Airfield Standards Manager must approve access. Companies wishing to gain access, must request in writing via airdatasupport@melair.com.au.

4.6.2. Level 'E' Endorsement

The Level Escort (E) endorsement is for staff who need to escort other vehicles at Melbourne Airport. It is an endorsement to Levels 2, 3 and 4 and will be issued to those who can justify a need to escort vehicles on the airside. The escort authority training and assessment process is required to be completed at the time the person's ADA is renewed.

Only authorised Melbourne Airport staff are permitted to escort both vehicles and aircraft on the airside as operationally required.

The escort authority only permits staff to escort vehicles in the areas they are authorised to drive in.

Melbourne Airport and approved third party personnel who have been trained and assessed as competent may escort other vehicles on the airside, or an aircraft on the airside.

4.6.3. Level 'M' endorsement

The Level Maintenance (M) endorsement is for staff who need to drive in the 'maintenance' or grassland areas at Melbourne Airport. It is an endorsement to Levels 2 and 3 and is restricted to those who can justify a need to operate on the grass area outside the runway strip or for access to the Navigation Aids.

4.6.4. Upgrading of an ADA

A person may undertake additional training and further assessments to have their ADA upgraded to the next level. An upgrade of an ADA must be supported by a valid reason which clearly demonstrates the need for the applicant to operate at the higher level.

4.7. Airside Driver Training

4.7.1. Theoretical training

The Melbourne Airport airside driver training program is the reference standard for presentations on airside driving. The program's aim and desired outcomes are regarded as fulfilling the requirements of the competency based training regime. Minimum qualifications for each level of authority must be met by the applicant prior to testing.

The assessment is designed to ensure staff clearly understand the standards covered in the training program, as well as the geography of the airport. Staff must correctly answer all questions marked as mandatory and achieve 100% to be considered as competent through the electronic assessment.

4.7.2. Practical training

An airside driver is expected to complete practical training to demonstrate familiarisation with Melbourne Airport airside. Times vary according to the licence level.

Important Note: All practical training must be completed within 6 months of successfully completing the classroom training and assessment. If training is not completed within this timeframe, records will be discarded, and drivers will have to re-sit the classroom presentation and assessment.

4.7.3. Company Training Under Instruction

A company may conduct driver training with candidates under instruction that do not hold the required ADA, subject to the following:

- The company has authorised the trainer to conduct driver training.
- The company trainer holds the required ADA for the area they wish to conduct the training.
- The vehicle being used holds the required AUA for the area the training is being conducted.
- The company trainer is responsible for an incident that occurs while conducting training in the area that the candidate does not hold an ADA for.

4.7.4. Process for obtaining Level P

Prior to attending any ADA session, the ADA Endorsements handbook must be used for personal study by a candidate and can be accessed through the [Melbourne Airport website](#).

To obtain an initial ADA Level P the employer from an 'on' or 'off airport' agency (construction contractor)¹, are required to obtain a pre-approval from the Melbourne Airport Airfield Operations Manager before their employees register onto AIRDAT. The pre-approval can be obtained via an email to airdat support@melair.com.au. The email must include:

- The requirement to operate on Perimeter Road;
- Their duties on the airside;
- Who the work is for;
- How often they will drive airside per week; and
- Where they will need to travel.

An 'off airport' agency must also attach a letter of support from their 'on airport' contractor agency that validates the claims made.

Note 1: If company B is an 'off airport' agency and they're engaged by another 'off airport' agency (company C) as a sub-contractor. Company B must request a support letter from an 'on airport' agency (company A). Company A is not authorised to support any application if they are engaged as a contractor by APAM (Melbourne Airport).

ADA Level P training sessions are only schedule on exception and therefore need to be coordinated prior. Once approved, a candidate may register onto AIRDAT Passport.

At the conclusion of the training session, the candidate will be required to complete an assessment and if deemed to be competent, they will then undergo a practical familiarisation of the Perimeter Road airside.

If the candidate is deemed 'not yet competent', they will need to rebook for theory training. A period of 2 weeks will need to be observed before re-attempting the training.

All candidates are required to complete a familiarisation exercise as part of the ADA assessment process. This exercise allows the ADA candidate to gain experience in the airside environment and recognise important aspects such as key markings/signage and also potential hazards. Familiarisation exercises can be conducted by the applicants host company provided they follow the Melbourne Airport guidelines. Melbourne Airport can also facilitate familiarisation exercises where this cannot be provided by the host company.

If the ADA P is required for construction/project, candidates are required to complete a specific induction related to the project. This can be completed with the classroom training and can delivered by the requesting company or Melbourne Airport.

4.7.5. Process for obtaining Level 2

Prior to attending any ADA session, the ADA Level 2 handbook must be used for personal study by a candidate and can be accessed through the [Melbourne Airport website](#).

To obtain an initial ADA Level 2 the driver must:

1. If a candidate is from an 'on airport' agency they may register onto AIRDAT Passport using their ASIC number as their Airport ID and unique password to create an account. Once registered candidates can select the day they wish to attend the training session and pay using a credit card/account.
2. If a candidate is from an 'off airport' agency, they will need to need to obtain a pre-approval from the Melbourne Airport Airfield Operations Trainer before registering onto AIRDAT. The pre-approval can be obtained via an email to airdatasupport@melair.com.au. The email must include:
 - Justification why the candidate needs an ADA;
 - The candidates duties on the airside;
 - Who the candidate works for;

- How often the candidate will drive airside per week; and
- What areas the candidate is required to access.

They must also attach a letter of support from their 'on airport' contractor agency that validates the claims made.

Note: If company B is an 'off airport' agency and they're engaged by another 'off airport' agency (company C) as a sub-contractor. Company B should request a support letter from an 'on airport' agency (company A). Company A is not authorised to support any candidate if they are engaged as a contractor by APAM (Melbourne Airport).

At the conclusion of the training session, the candidate will be required to complete an assessment and if deemed to be competent, they will then undergo a practical familiarisation of airside.

If the candidate is deemed 'not yet competent', they will need to rebook for theory training. A period of 2 weeks will need to be observed before re-attempting the training.

All candidates are required to complete a familiarisation exercise as part of the ADA assessment process. This exercise allows the ADA candidate to gain experience in the airside environment and recognise important aspects such as key markings and also potential hazards. Familiarisation exercises can be conducted by the applicants host company provided they follow the Melbourne Airport guidelines. Melbourne Airport can also facilitate familiarisation exercises where this cannot be provided by the host company.

4.7.6. Process for obtaining Level 3

The Level 3 ADA training requires an extended and more comprehensive training regime than that for obtaining an ADA level 2. The use of the taxiway system demands a higher level of situational awareness and a greater focus on safety due to the proximity to taxiing aircraft and the runway strips. To be issued with an ADA Level 3, the applicant must successfully complete all the training as outlined below:

1. Competency - the candidate must:

- Have held a Level 2 ADA for a minimum of 6 months. Under special circumstances the applicant may apply for dispensation, after a minimum 3-month period, but only after successful completion of a rigorous competency assessment or demonstration of prior experience.
- Exhibit a good understanding of the airside geography, rules and regulations.
- Possess an approved Part 64 Aeronautical Radio Operators Certificate (AROC) or Part 61 Flight Crew Licence issued by CASA.

Note: A copy of an AROC and written result of the colour vision test (if applicable) must be obtained by APAM before an ADA Level 3 will be issued.

2. Theoretical Training and Assessment - the candidate will:

- Attend a theoretical training session.

- Upon successful completion of the theoretical training, the candidate may continue with the familiarisation component.
 - Should the candidate be found to be not yet competent in the theoretical assessment they may repeat that session after a delay of at least one month.
3. Airside familiarisation
 - Upon successful completion of the theoretical training and assessment, the candidate must demonstrate competency during a minimum total period of two hours day time and two hours night time familiarisation on the taxiway system, with a Airside Safety Officer (Car 2), or a nominated Authorised Person.
 4. Upon completion of the familiarisation component, the applicant will undergo an assessment in their practical driving competency, which includes the airside geography, airside markings, radio procedures and maintaining a listening watch, airside rules and regulations, etc. with a Senior Airside Safety Officer (Car 2), or a nominated Authorised Person. At the conclusion of the practical driving competency assessment, a candidate will be graded as either:
 - Competent and can be issued with an ADA Level 3.
 - Not yet competent. The training can be repeated, either regarding the theoretical or the practical components. This may mean time with an Airside Safety Officer or a return to the classroom to review the areas of deficiency.

The Level 3 ADA is valid for one year and the holder must undergo refresher training annually to maintain it. Should the ADA expire, they will need to renew it within a 6-month period after providing justification to airdatasupport@melair.com.au or else repeat the entire process.

4.7.7. Process for obtaining Level 4

Candidates for a Level 4 Airside Drivers Authority (ADA) must demonstrate they have a work-related reason for driving on the runway or within the runway strip. To be issued with an ADA Level 4, the candidate must successfully complete all the training as outlined below.

1. Competency - the candidate must:
 - Have held a level 3 ADA for a minimum of 6 months and exhibit competency in driving on the taxiway system before making an application. Under special circumstances the applicant may apply for dispensation from the Melbourne Airport Airfield Operations Manager, after a minimum 3 month period, but only after successful completion of a rigorous competency assessment. The driver must exhibit a good understanding of the airside geography, rules and regulations.
 - Display good knowledge and understanding of the radiotelephony procedures in use at Melbourne Airport.
 - Under special circumstances, the ARFF may apply to the Melbourne Airport Airfield Operations Manager for dispensation for the following:
 - New ARFF candidates may transition from a Level 2 ADA to a Level 4 ADA, without the requirement of a Level 3 period after holding a Level 2 ADA for a minimum 12-month period, but only after successful completion of a rigorous competency assessment.
 - ARFF candidates, who have held equivalent ADA Level 4 at another Australian airport, with similar traffic volumes, may transition from a Level 2 ADA to a Level 4 ADA, without the

requirement of a Level 3 period after holding a Level 2 ADA for a minimum 6-month period, but only after successful completion of a rigorous competency assessment.

2. Theoretical training and assessment – the candidate will:
 - Attend a theoretical training session conducted by the Melbourne Airport authorised trainer or an approved third-party trainer for ARFF candidates.
 - Upon successful completion of the theoretical training, the candidate may continue with the practical training and familiarisation component.
 - Should the candidate be found to be not yet competent in the theoretical assessment they may repeat that session after a delay of at least one month.
3. Airside familiarisation on the taxiway and runway system

Upon successful completion of the theoretical training and assessment, the candidate must demonstrate competency at a number of activities, all of which must take place in the presence of a Senior Airside Safety Officer (Car 2), or a nominated Authorised Person:

- Complete a minimum of two separate periods, each of two hours duration, of night time familiarisation. The familiarisation time must include a runway inspection at night, whereby all radio communications between the vehicle and ATC will be completed by the ADA Level 4 trainee.
- Complete a minimum of two separate periods, each of two hours duration, of day time familiarisation. This is to be completed on a weekday (i.e. Monday to Friday) and must include runway inspections whereby all radio communications between the vehicle and ATC during those inspections is to be completed by the ADA Level 4 trainee.
- Cross an active runway on a minimum of four separate occasions at various times, either during the day or night.
- Enter and exit an active runway on a minimum of four separate occasions and at various times, either during the day or night.

Upon completion of the familiarisation component, the candidate will undergo an assessment in their practical driving competency, which includes the airside geography, airside markings, radio procedures, airside rules and regulations, etc. with a Senior Airside Safety Officer (Car 2), or a nominated Authorised Person.

This practical testing will ensure the candidate is competent in the following areas including:

- When deemed competent in the practical assessment they will be issued with an ADA Level 4.
- If deemed as not yet competent, the trainee may undergo a repeat program, either the theoretical and/or the practical components. Additional time may be then spent with the Senior Airside Safety Officer or else a return to the classroom to review those areas of deficiency.

The Level 4 ADA is valid for one year and the holder must undergo refresher training annually to maintain it. Should the ADA Level 4 expire, they will need to renew it within 3 months after providing justification to airdatasupport@melair.com.au or else repeat the entire process.

4.7.8. Renewal Training

Renewal training must be carried out before an ADA is re-issued and shall include:

- Theoretical training; and
- An assessment.

4.7.9. Reassessment

Re-assessment may occur in the next available training session if an applicant fails to successfully complete the assessment process.

4.8. Approved Issuing Authority

Melbourne Airport may, from time to time, authorise certain Vehicle Operators to issue ADA's to employees of the Vehicle Operator. The Vehicle Operator shall be known as an "Approved Issuing Authority".

4.8.1. Suitable companies

It is Melbourne Airport policy that all airside drivers be trained by Melbourne Airport to ensure consistency of training however, at Melbourne Airport's discretion, selected companies shall become authorised 'Approved Issuing Authorities'.

4.8.2. Authorised training officer

Approved Issuing Authorities are required to nominate one or more Training Officers for authorisation by Melbourne Airport.

4.8.3. Training material

The authorised Training Officer is required to use the latest up-to-date training package for each of the ADA levels. The training package will be supplied to the Approved Issuing Authority by Melbourne Airport.

4.8.4. Record keeping

Approved Issuing Authorities must provide Melbourne Airport with details of all drivers tested and issued with an ADA in a format acceptable to Melbourne Airport.

4.8.5. Audits

Melbourne Airport will conduct annual audits of Approved Issuing Authorities to ensure compliance with this handbook.

4.8.6. Withdrawal of authority

Melbourne Airport at any time may withdraw an Approved Issuing Authority. Generally, an approval will be withdrawn if an audit or investigation reveals that staff are not being trained and tested with:

- current training material,
- Melbourne Airport policies,
- appropriate training records being maintained, and/or
- a Training Officer who has not maintained his/her skills to the required level of competency.

A withdrawal may also be necessary if the number of incidents and/ or penalty points acquired by the company is excessive.

4.9. Penalty Infringement Notice System

4.9.1. Overview

All airside drivers are subject to the Melbourne Airport Penalty Points System. If an airside driver is found to have breached the airside driving regulations, the driver will be notified and issued with a Penalty Infringement Notice (PIN) by an authorised Melbourne Airport Officer.

Melbourne Airport believes in a 'positive' and 'just' safety culture and therefore drivers are encouraged to self-report breaches of the airside driving regulations to ensure the identification of systemic safety deficiencies. Melbourne Airport will provide leniency to drivers who self-report to ensure administrative action does not inhibit future reporting of events.

Driving offences, issued as a PIN, are subject to penalty points up to a maximum of 12 penalty points. At all times, should a driver show negligence, Melbourne Airport reserves the right to either suspend or withdraw an ADA.

Full details of the PIN that can be issued at Melbourne Airport are contained within the Airside Penalty Infringement Notice Booklet available on the [Melbourne Airport website](#).

4.9.2. Appeals

A driver may challenge an individual PIN by writing to the Melbourne Airport Airfield Operations Manager via airside.infringements@melair.com.au within 14 days of the PIN being issued and stating why the PIN should be withdrawn or downgraded. This forms Stage 1 of the appeals process.

Upon making a determination of the outcome of the appeal, Melbourne Airport will advise the driver in writing of the reasons for the determination and the duration of suspension or withdrawal.

If the airside driver wishes to appeal the Stage 1, they must do so in writing via airside.infringements@melair.com.au within 7 days of the date of the Stage 1 appeal letter.

The grounds and basis of the Stage 2 appeal will be reviewed by the Head of Aviation Operations or delegate.

A person who has an ADA downgraded, suspended or withdrawn after Stage 2 may appeal under the Administrative Appeals Tribunal Act 1975 for a review of the decision.

4.9.3. Suspension

The suspension of an ADA will occur for serious breaches of the airside driving regulations. The suspension of an ADA will require an airside driver to forfeit their ADA for a defined period. At the conclusion of a suspension period, provided the airside driver has completed any remedial training, the suspended ADA will be reinstated.

The Senior Airside Safety Officer (Car 2) has the authority to immediately suspend any ADA and request an investigation to be conducted by the Airfield Safety Coordinator. The ADA will remain suspended until the conclusion of the investigation.

Airside drivers who accumulate 12 points in any 36-month period will have their ADA suspended for 14 days and be provided with details of their offences and invited to show cause as to why their ADA should not be withdrawn after 14 days. The driver's response to the show cause notice will be considered by the Melbourne Airport Airfield Operations Manager.

Driver penalty points may not return to zero after a suspension period has been served. This is at the discretion of the Melbourne Airport Airfield Operations Manager.

4.9.4. Withdrawn

Airside drivers who accumulate 12 points in any 36-month period and elect not to show cause, will have their ADA withdrawn. The Melbourne Airport Airfield Operations Manager may also withdraw an ADA after a show cause hearing.

Should an ADA be withdrawn, the airside driver will be excluded from holding an ADA for a period of 12-months. At the conclusion of the 12 months, the driver must reapply as a new airside driver.

Driver penalty points will return to zero after the withdrawal period has been served.

4.9.5. Downgrading, suspension, or withdrawal of an ADA

Melbourne Airport may at any time, downgrade, suspend or withdraw an ADA irrespective of the source of issue.

If an ADA is downgraded, suspended or withdrawn, Melbourne Airport must advise the vehicle operator in writing within 7 days.

4.9.6. Drug and Alcohol Management Plan

Airside drivers are also expected to recognise their legal obligations and comply with the requirements of the Melbourne Airport Drug and Alcohol Management Plan (DAMP). Any breach of the policies, including the refusal to consent to the testing process, will result in the imposition of penalties under the Airside Driver Penalty Points System.

The DAMP is a part of and should be read in conjunction with, the Melbourne Airport Airside Conditions of Use. Drug and alcohol management procedures outlined in the document are to be followed in conjunction with each individual organisations procedures and requirements.

5. Traffic Management Plan

5.1. Safety Policy

Melbourne Airport policy is to provide for the safety of all people on the airside, the safe and orderly movement of traffic and the protection of aircraft.

Melbourne Airport will endeavour to separate pedestrians from vehicles and other moving equipment wherever practicable.

5.2. Traffic Management Plan

The Melbourne Airport Airside Traffic Management Plan consists of a number of documents including:

- Airside Vehicle Control Handbook
- Airport Manual
- Apron Mapbase
- Airside Maps

Also including but not limited to, the Operational Safety Policies as listed in [section 8](#) of this document.

6. Important Contact and Emergencies

6.1. Important Contacts

Integrated Operations Centre (IOC):

- **EMERGENCY:** (+613) 9297 1601
- **General** (non-urgent enquiries): (+613) 9297 1813
- **Faults:** (+613) 9297 1001

Melbourne Airport Airfield Operations:

- **Senior Airside Safety Officer** (Car 2): 0418 335 985
- **Airside Safety Officer** (Car 3): 0418 124 142
- Airfield Operations Manager: (+613) 9297 1742
- **Airfield Safety Coordinator** (Penalty Infringement Notices (PINs) and Incident/ Accident reports and information): (+613) 9297 1824
- **Head of Airfield:** (+613) 9297 1177

ARFF: (+613) 9286 3199

Media (24 hour media enquiries line): (+613) 9335 3666

Operations Trainer:

- All airside training queries including ADA testing: airfieldtraining@melair.com.au
- AIRDAT enquiries: airdat-support@melair.com.au

Security Services (for ASIC, AUA, ADA and other access information): (+613) 9297 1872

7. Further Information

For further information with regard to this **Operational Policy**, please contact:

Airfield Support
03 8326 2525
airfieldsupport@melair.com.au

8. Supporting Documents

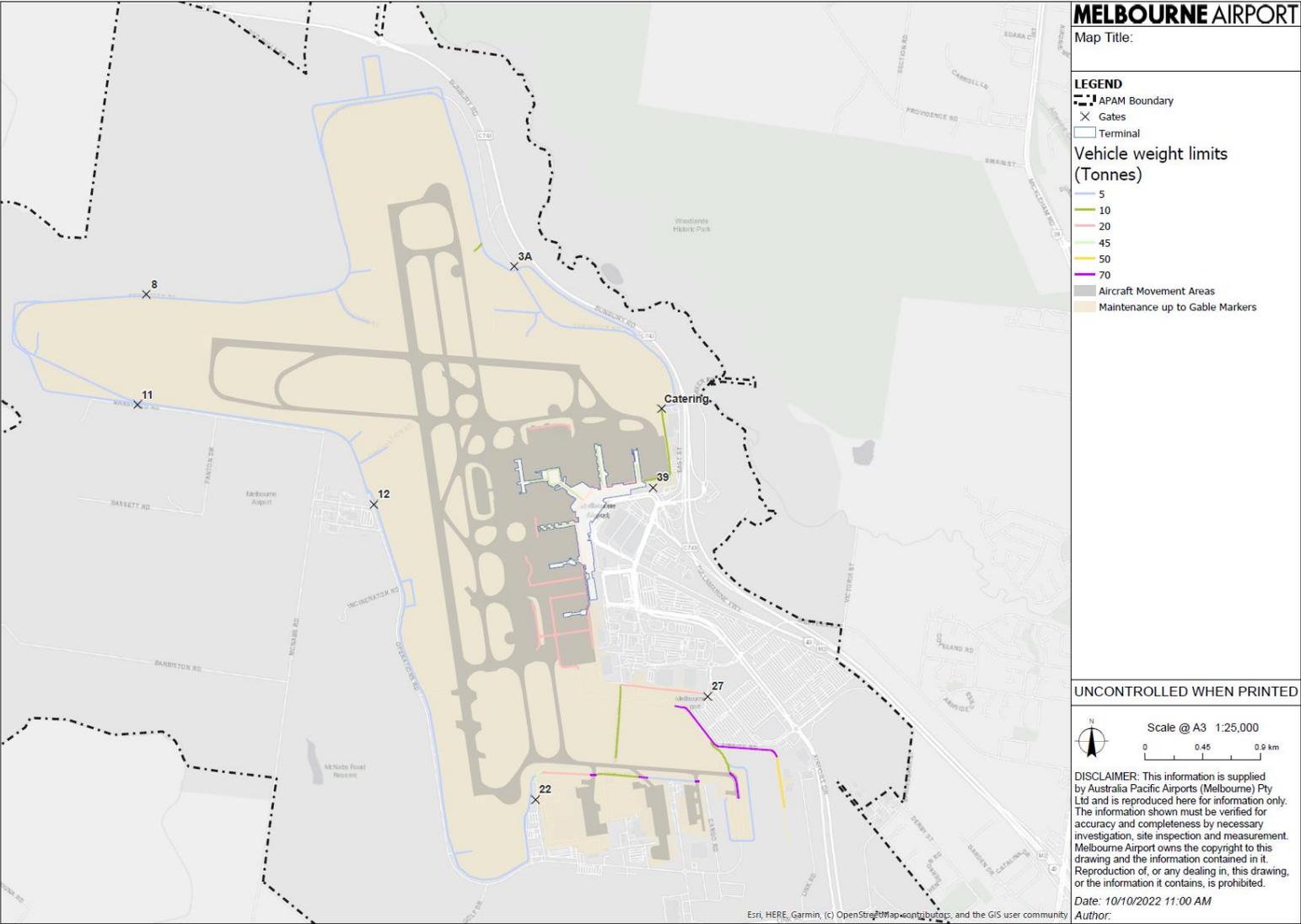
Melbourne Airport operational documents supporting the Airside Vehicle Control Handbook that are available for distribution from the [Melbourne Airport website](#) include:

Airside Conditions of Use
Aircraft Turnaround
Airside Works Safety
Drug and Alcohol Management Plan
Ground Running of Aircraft
Spill Prevention and Response
Staging and Storage of Ground Servicing Equipment (GSE) and Unit Load Devices (ULDs)
Transfer of Livestock
Transfer of Explosive Cargo
Airside Waste Management
Pedestrian Safety

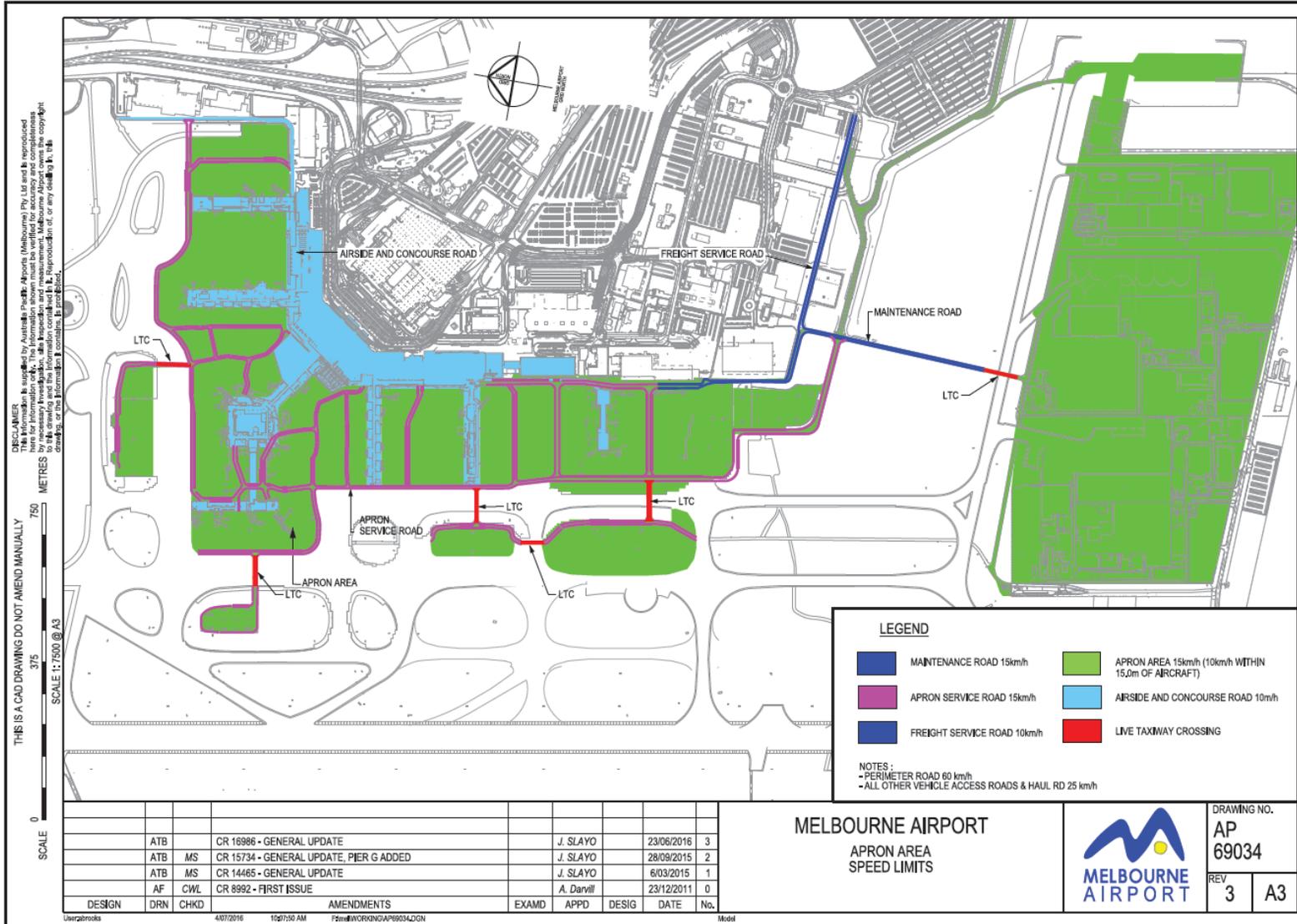
Rules for Drivers Operating Airside at Melbourne Airport (Level 2, 3 and 4 and endorsements), and the Driver Penalty Infringement Notice System can also be found under 'Driving Airside' on the [Melbourne Airport website](#).

Document Number	AFO-AT-HAN-00-0002		
Version Number	Version 5		
Originator	Airfield Operations Manager, APAM	Date	22 November 2022
Approver	Head of Airfield, APAM	Date	23 November 2022

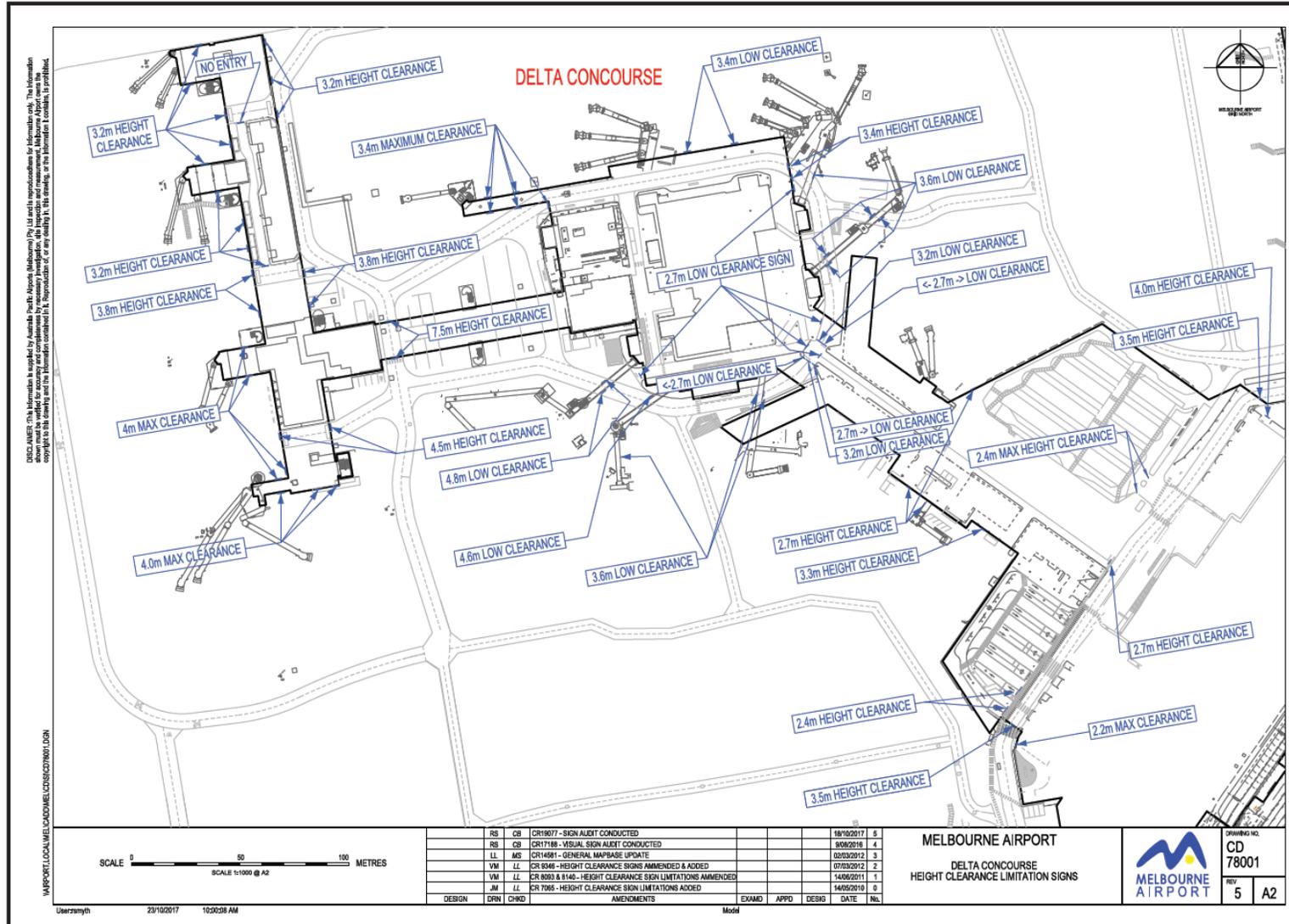
APPENDIX A Vehicle Weight Limit Map



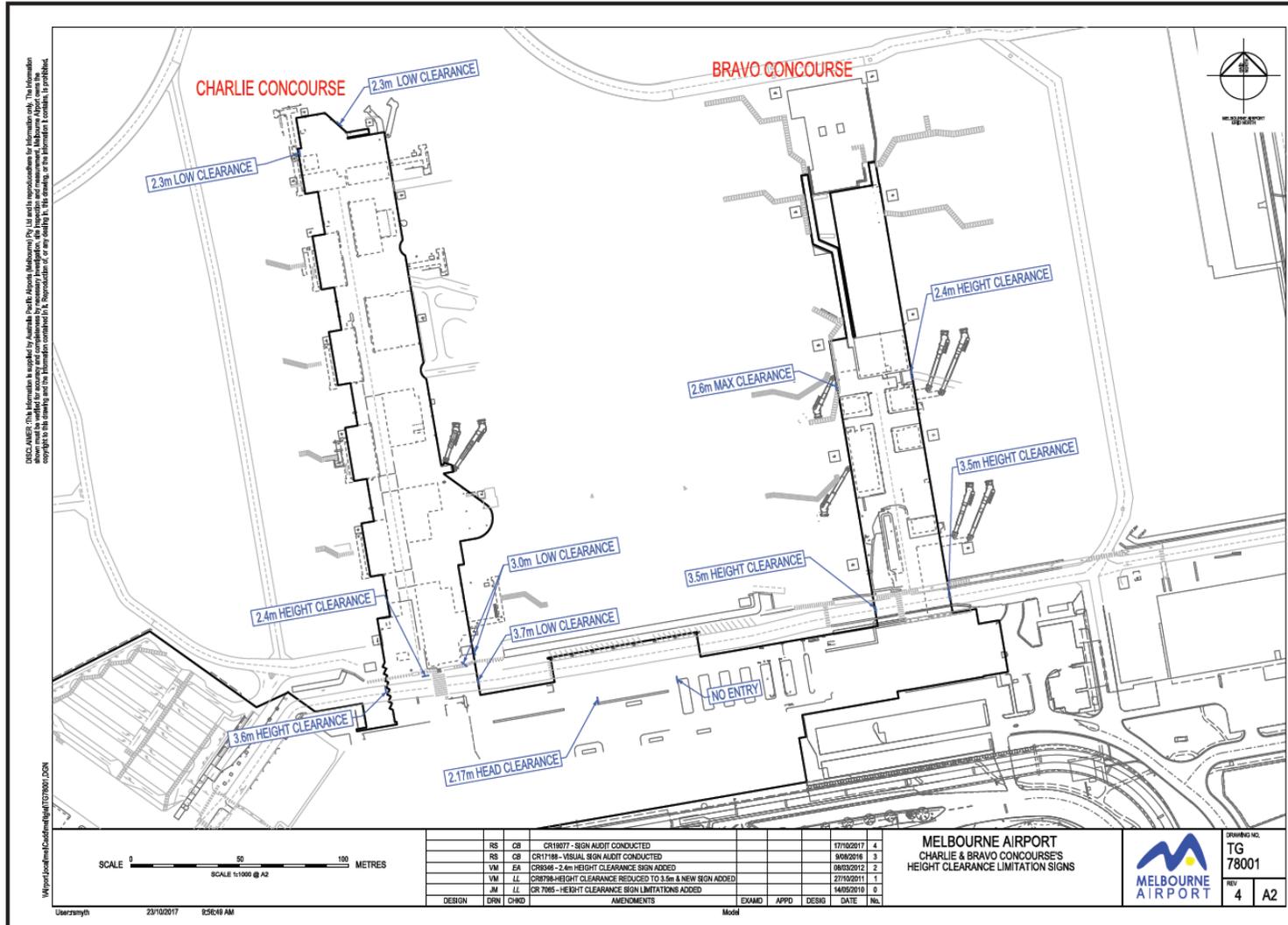
APPENDIX B Speed Limit Map



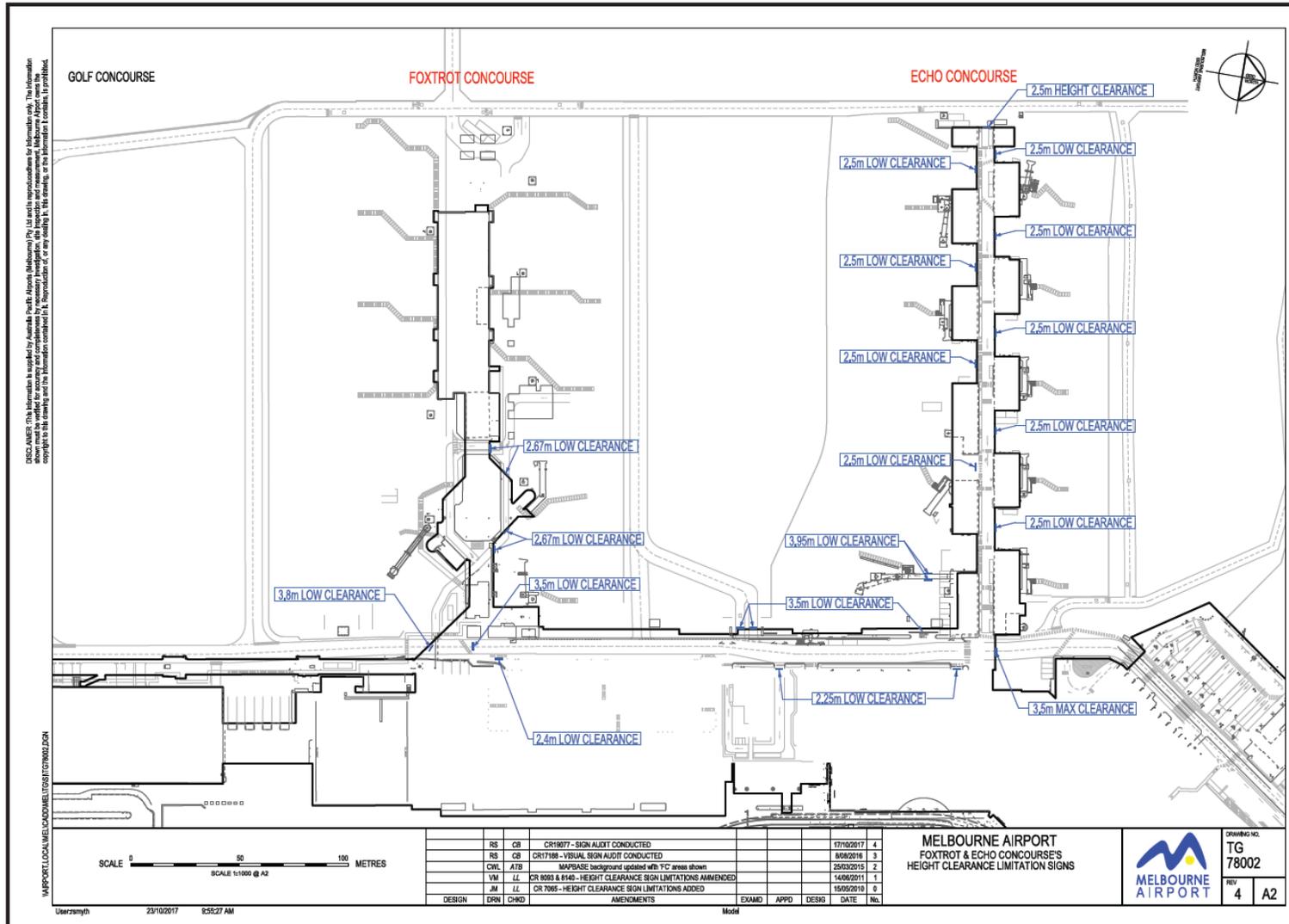
APPENDIX C Vehicle Height Limit Map / Delta Concourse



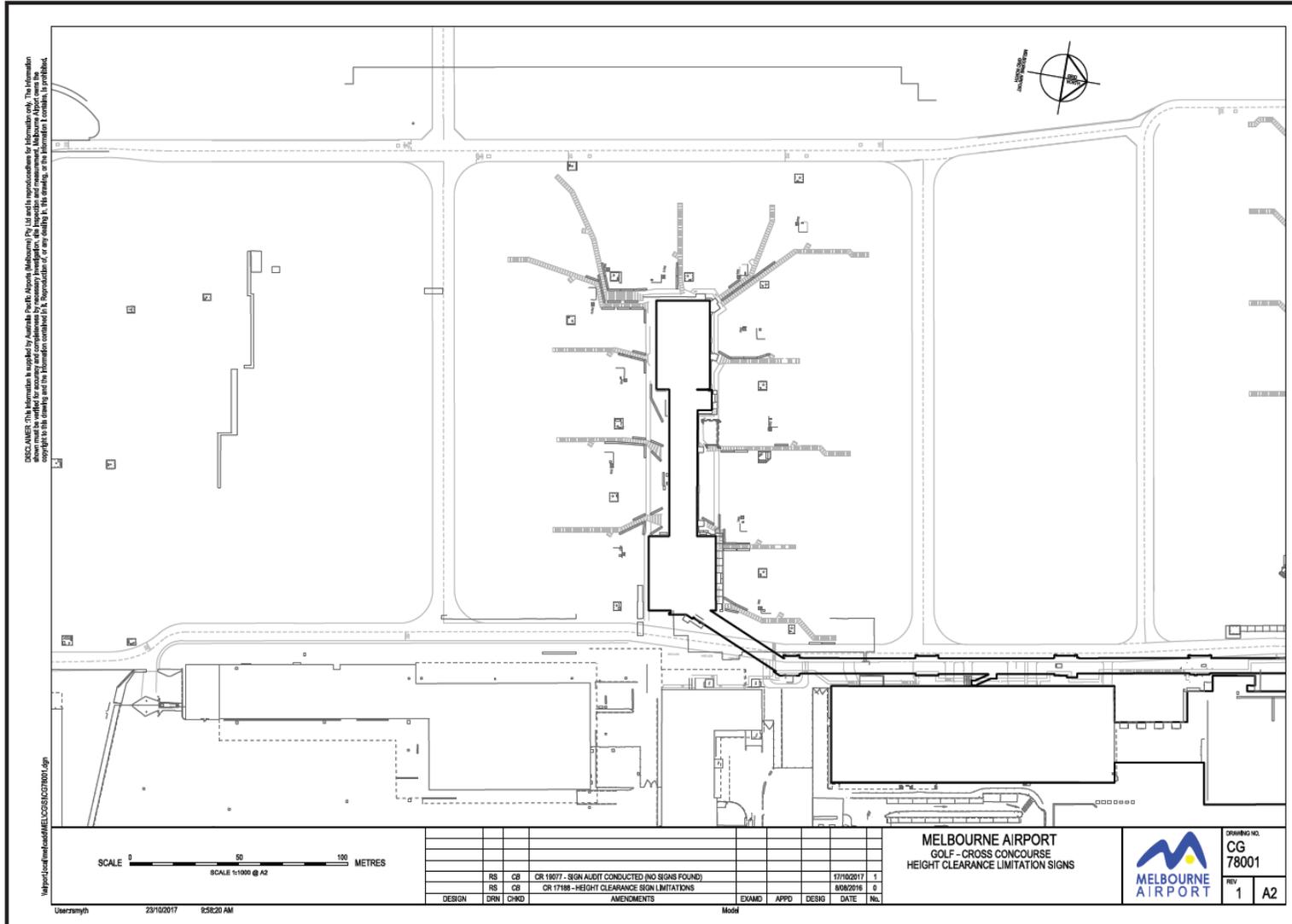
APPENDIX D Bravo / Charlie Concourse



APPENDIX E Echo / Foxtrot Concourse



APPENDIX F Golf Concourse





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