

AOP 15 –

Airside Driving & Vehicle Permits

In the case of heavy or specialist vehicles, the driver hold:

- The relevant category of LGV or PCV license which would apply to that vehicle should it be driven on a public road.

Additionally, employers must ensure that personnel whose duties require them to drive on the Manoeuvring Area are fully trained and competent in the use of Radio Telephony (R/T) equipment and have been trained in manoeuvring area driving as detailed in the LBA Airside Driving Policy. Drivers must, at all times, carry with them identity documents and driving permits detailing the areas for which they are permitted to drive. Driving licences and certificates of competence are to be available for inspection within 48 hours when required by LBA.

All drivers are required to undertake an annual apron familiarisation assessment, in accordance with Annex 2A of the LBA Airside Driving Policy. An individual should be assessed by their Manager and the document signed and retained on site by the individuals employer. Contractors (including delivery drivers) should be assessed prior to their work commencing on their first visit and again after a period of 12 months absence.

1.3 Description of Airside Areas

1.3.1 Manoeuvring Area

Part of the aerodrome provided for take-off and landing of aircraft and for movement of the aircraft on the surface including taxiways. The area excludes the parking stands for aircraft. Drivers are required to hold a pass valid for all areas and have completed the necessary driver training for all areas. They should also be R/T competent or have such a person in the vehicle to operate the radio.

1.3.2 Apron

Comprises of all aircraft parking stands, equipment and associated service roads. Drivers are required to hold an Apron and Service Roads driving pass.

NOTE: A continuous double white line delineates the boundary between the Apron Area and the Manoeuvring Area.

1.4 Apron Markings

- Surface markings for the use of aircraft are painted YELLOW.
- Surface markings for the use of vehicles/equipment are painted WHITE.

NOTE: No ground markings or signs are permitted airside unless authorised by LBA.

1.5 Control

1.5.1 Manoeuvring Area.

LBA ATC.

1.5.2 Apron Areas.

LBA AOU.

1.6 Taxiway / Taxi-Lane Access

No person or vehicle is permitted to enter the manouvering area unless specific authority has been given by ATC or the driver is Free-ranged qualified.

1.7 Traffic Rules

1.7.1 Speed limit

Apron roads - 10mph (5mph in LVP's),

Taxiway - 30mph

Runway - 50mph (Unless told to expedite or operationally required)

1.7.2 General

Overtaking is not permitted on the apron road unless operationally critical or in an emergency.

No vehicle is to be left unattended with its engine running on any airside area.

Vehicles must only remain airside for the minimum amount of time that is required to complete their legitimate business.

Vehicles must not be driven airside with any door, window or shutter open.

It is recommended that seat belts are to be worn at all times when vehicles are in motion.

All loads are to be effectively secured to vehicles..

1.7.3 32 Emergency Access Road

All drivers must ensure that they enter the emergency access road from the left (as shown on the diagram below), and follow this around clockwise, exiting from the right. The exception to this is when emergency vehicles are accessing the airfield from Crash Gate 1. Vehicles will need to contact ATC at the gate and once permission is given to enter, enter via the entry point.

The holding point on the Emergency Access Road is known as Vehicle Holding Point 2 (VH2 on diagram).



1.8 Vehicles Operating Close to Aircraft and Stands

The apron and aircraft stands are for the unhindered and unimpeded use of aircraft and those vehicles and equipment essential for the operation and turn round of those aircraft.

Vehicles must give way to aircraft at all times.

Vehicles must not be driven across any aircraft stand, even when the stand is empty. Vehicles in transit must use the airside service roads at all times. Free ranging drivers are exempt from this rule when the task is operationally necessary.

Vehicles must not move across an aircraft stand when aircraft are being positioned, preparing to leave the stand, have their engines running or anti-collision lights on.

Vehicles must not be driven across the rear of aircraft stands, unless the nature of the task precludes the use of airside roads and prior approval has been given by LBA AOU. The only exception to this is the apron stands designated as 3, 5, 19-21C that have a rear of stand road system. Persons operating on these stands must be familiar with the layout and their operation.

Vehicles must not move behind an aircraft unless involved in the operation of that aircraft and NEVER when aircraft are being positioned onto stand, preparing to leave the stand, have their engines running or anti-collision lights on.

Vehicles must not be driven onto, parked or positioned on an aircraft stand in such a position or manner as to present a surface to aircraft engine jet blast or propeller slip-stream during aircraft arrival, start up or departure.

Vehicles must not be driven in reverse gear on any part of the Manoeuvring Area or Apron except when directly engaged in aircraft Manoeuvring or servicing. If any vehicle is required to reverse they must adhere to the following requirements:

- Driving in reverse gear must be kept to the minimum distance and speed necessary to accomplish the task
- Drivers must have guidance from at least 1 person outside the vehicle.
- Drivers must not reverse if they lose sight of the banksman.

Pedestrian movements should be kept strictly to the marked pedestrian walkways under the control of the handling agent.

Any ground servicing equipment that is not directly related to the aircraft on a particular stand should be stored on the marked equipment areas located adjacent to the stands. NOTE: Only low level equipment (tow bars and Bad Ground Markers) may be stored in the area outside Baggage Hall B, in the area between Stand 3 and the large black freestanding sign (vehicles can be parked by agreement with the airport to the rear of the sign). This is indicated by the paint markings on the ground in this area.

When manoeuvring any aircraft on the apron, all drivers must be aware of the potential for accidents involving personal injuries for ground crews or damage to aircraft, vehicles or equipment.

At all times, aircraft will have the right of way on the apron.

Stop positions on the 2-way airside road are provided to both sides of Stands 3 and 5. These must be used at all times.

Vehicles must hold in the stop position when:

- The anti-collision lights of an outbound aircraft are illuminated, prior to pushback, until the aircraft has crossed the double white lines en-route to the taxiway.
- Aircraft are inbound to Stand 3 or 5 until the anti-collision lights of the inbound aircraft have been switched off.

Push back crews that are preparing the aircraft to manoeuvre off the stand must have the following:

- Positive two-way communication between the tug driver and the flight deck. The push back supervisor should ideally be in speech contact with the flight deck. Where there is a possibility that speech communication will not be available, the supervisor should be trained in internationally agreed hand signals. However, a lack of speech communication should be the exception and not the norm.
- Wing-tip guidance to protect the aircraft against associated activities on an adjacent stand

Push back instructions given by Air Traffic Control via the flight deck to the ground crew will detail the direction for which the aircraft will face after the push is complete.

Where a “start on stand” is required for operational reasons, the rear of stand road must be managed by the pushback supervisor or tail guide to prevent vehicles crossing behind the aircraft with its engines running. This will generally involve the closure of the rear of stand roadway for the duration of the engine start and subsequent push back

1.9 Compliance

1.9.1 Parking

Vehicles and equipment may only park in authorised parking or equipment areas. Action will be taken against any driver whose vehicle is found parked on double yellow lines or white/yellow hatched areas. Vehicles must not be left unattended on taxiways, vacant aircraft stands, between aircraft stands or on airside roads. Vehicles are not to be parked in such a manner as to prevent or restrict the access/exit of other vehicles/equipment. Vehicles that are parked and unattended are to have the ignition keys left in the vehicle in case of emergency.

1.9.2 Vehicle Lighting – Operations at night/in LVPs/on Apron Area/ on Manoeuvring Area

Vehicles must not be driven on any part of the Manoeuvring Area, Apron Area or airside roads during the hours of darkness or when low visibility procedures (LVPs) are in force, without 2 front white DIPPED head-lights and 2 rear red lights being illuminated.

Vehicles must not be driven on any part of the Manoeuvring Area, Apron Area Airside roads without having obstruction lights or hazard lights illuminated at all times.

1.9.3 Vehicle Requirements

Vehicles must be maintained to MOT public road standards.

Details concerning the identification, markings, specifications, trailers, lighting, and maintenance standards are available in the CAA publication CAP 642, Airside Safety Management.

1.9.4 Airside Driving Permits (ADPs)

All drivers must have completed the LBA Airside Driving course in order to obtain the LBA airside driver permit.

LBA may suspend or revoke an airside driving authorisation if an individual does not fulfil the minimum operating standards.

LBA will suspend or revoke an airside driving authorisation if it has been proved that the individual has been driving under the effect of alcohol or drugs.

The Airside Drivers Permit will provide evidence that the holder has undergone a formal training course in Airside Driving and has demonstrated their competence to a set standard. The permit is not a licence. The holder must also possess a full (i.e. not provisional) current driving licence, valid in the UK entitling them to drive a motor vehicle, of at least Category B (i.e. motor cars or light vans with up to 9 seats and up to 3500 KGs), on a public road. This must be valid under Article 2 (1) Motor Vehicle (International Circulation) Order 1975 and Regulations 25 (1) Motor Vehicle (Driving Licences) Regulation 1987, together with specialist qualifications (i.e. HGV, PSV licences or certificates of competence as appropriate).

The Apron permit is valid for a period not exceeding 3 years from the date of issue. The permit remains the property of the issuing Airport Authority and must be returned:

- On demand by the issuing Airport Authority.

- If the holder has their UK driving licence revoked, withdrawn or demanded as a penalty for a driving offence.
- When a change of employer occurs at the airport of issue.
- When the holder ceases to be employed at the issuing airport.

The permit will be issued only after the satisfactory completion of the LBA Airside Driving Course and associated paperwork.

The employing company is responsible for providing 2 passport size colour photographs to be incorporated in the permit and records.

The employing company is responsible for providing formal medical certification in respect of:

- Colour Perception
- Distance Vision
- Hearing

Details of the medical requirements are attached to the application forms and contained within the LBA Airside Driving Policy.

This permit allows the holder to drive on Aprons and Airside Service Roads only, at the airport of issue.

This permit does not entitle the holder to drive within the Manoeuvring Areas at LBA.

Manoeuvring Area training is encompassed into a separate course delivered independently. Details are contained in the LBA Airside Driving Policy.

2 SECTION 2 - Airside Safety and Driving Course

2.1 Apron

LBA Fire Operations conduct the Airside Safety and Driving Course using competent instructors.

The course consists of a half day of instruction that comprises:

- Formal Classroom Instruction.
- Visual Familiarisation with driving areas (undertaken in advance of course with own company / colleagues).
- Written examination.

All delegates will be provided with the following literature (not necessarily as part of the course but in preparation for the course, with some materials coming from their own company / team):

- LBA Airside Driving Policy.
- Maps of Airside Roads / Apron.
- Local Information unique to Leeds Bradford Airport

- Relevant LBA Airport Operational Procedures.

Courses will be held at regular intervals with a maximum number of 12 candidates per course. Where possible, frequency of courses will be tailored to meet demand.

2.2 Maneuvering Areas

Those persons wishing to obtain further qualification to allow driving on Manoeuvring Areas will be required to undertake a further period of instruction. On successful completion of this additional training and testing, the Airside Driving Permit will be endorsed to display the “all areas” entitlement.

Having qualified to drive in the Manoeuvring area and operated without issue for a period exceeding six months or less if authorised by the Head of Airfield Services, an LBA operative has the option of taking the “Free ranging” driving course, which when LVP’s not in force, entitles the driver to access the Manoeuvring area (but not the runway and other specified non-Free ranging areas) without any contact with ATC.

Manoeuvring Area and “Free ranging” driving course training is provided by Fire Operations with support from AOU. Both teams are able to provide further information.

2.3 Costs

The costs for the course are reviewed periodically with organisations advised accordingly. These fees are payable in advance or by invoice to approved organisations.

2.4 Application

Details of dates and times of courses will be advised periodically and those wishing to attend should apply in advance using the appropriate forms.

3 SECTION 3 - Airside Vehicle Permits (AVP’s)

Vehicle access to the airside area at Leeds Bradford Airport is controlled by the AOU through the issue of Airside Vehicle Permits (AVP).

AVP’s are valid until 31st March subsequent to the date of issue.

All vehicles must have a valid AVP whilst airside. An AVP does not confer the right of entry and does not identify the driver or passengers.

3.1 Function of an AVP

An AVP serves to identify the vehicle and its operator and is an acknowledgement by Leeds Bradford Airport that the vehicle needs to be used in the critical part (CP) and restricted areas specified on the permit.

3.2 Types of Permit

There are two types of AVP’s issued:

3.2.1 Annual AVP

Valid until the following 31st March for a specified vehicle. An annual AVP will only be issued for vehicles needing essential access to all restricted and controlled apron areas and airside

roads on a regular basis. It is the responsibility of the vehicle operator/owner to apply for renewal of an annual AVP.

3.2.2 Short Term AVP

Valid for a specified period at the time of issue.

3.3 Display of AVP

An AVP must at all times be clearly displayed on the vehicle windscreen. Emergency vehicles, called to an emergency or major training exercise are exempt from the requirement to display an AVP.

3.4 Conditions of Use

A permit is issued subject to a "Declaration by the Applicant" indicating that the details provided are accurate and in order. The pass is issued to a specific vehicle and is by no means transferable.

The applicant or sponsor is responsible for returning the AVP for cancellation under the following circumstances:

- When the purpose for which the pass has ceased.
- When the vehicle ownership changes.
- When the vehicle is scrapped or sold.

On request by the Airport Company the AOU may cancel the AVP if:

- The pass has been defaced or altered in any way.
- The pass is found on a vehicle to which it was not issued.

3.5 Acceptance of Conditions of Issue

The submission of an application form, duly signed shall be regarded as acceptance of the instructions contained in this instruction, as well as those contained in the Declaration on the application form.

3.6 Vehicle Requirements

The applicant or sponsor is responsible for the safe operation and fitness of the vehicle or equipment it uses airside and is required to certify:

- That the vehicle/equipment for which the pass is required has been properly inspected, maintained and serviced by an appropriately qualified person within 12 months prior to the date of application and will continue to be inspected, maintained and serviced by an appropriately qualified engineer throughout the period of validity of the pass. This is to ensure that the minimum safety and performance standard is maintained.
- The applicant or sponsor will ensure that the frequency of inspections, maintenance and servicing is appropriate to the type and age of the vehicle and it is used in accordance with the manufacturers' recommendations.
- That a record of the maintenance, servicing and inspections are readily available for inspection.

- That only persons trained and competent to drive/operate that vehicle/equipment will drive it.
- That an electrical and mechanical inspection has been made by a qualified person and confirms that it would reach the required standard for an MOT. Where appropriate the vehicle must hold a valid MOT certificate whilst it is airside.

NOTE: A copy of the MOT certificate must accompany the Vehicle Airside Permit Application form for each vehicle. In the case of a vehicle not requiring a MOT certificate, the current appropriate vehicle service Inspection certificate must be submitted along with the application form.

3.7 Obstruction Lights

The vehicle must be fitted with an Omni-directional flashing obstacle light as stated in AMC1 ADR.OPS.B.080 Marking and lighting of vehicles and other mobile objects. In conditions where emergency vehicles not normally based at the airport are operated on airside areas, flashing blue lights, where fitted will be used. If obstruction lights are not fitted or unserviceable, hazard warning lights must be used.

3.8 Other Requirements

- The vehicle exhaust system must be in good order.
- The vehicle must be free of oil and fuel leaks.
- Any vehicle or trailer over 2.46m in length must have red or amber reflectors at or near each end, clearly visible in poor visibilities or darkness. High intensity reflective sheet material or reflective paint is an acceptable alternative.
- The vehicle must have lights illuminated at both ends during low visibility or hours of darkness.
- Trailers must have a proper parking brake system.
- Tow bars, even when not in use must be made clearly visible when being moved.
- Any load, loose baggage or freight must be securely fastened to ensure it does not fall onto aprons or airside roads.
- Consideration should be given to installing an effective fire extinguisher on vehicles that will be operating airside.

3.9 Employers Responsibility

It is the employer's responsibility to ensure that any employee or person who drives the employers' vehicles meets the following requirements:

- The driver must be in possession of a full UK driving license (i.e. not provisional) that entitles the holder to drive a motor vehicle on a public road. The driver must hold a valid Airside Driving Permit, issued by Leeds Bradford Airport. The driver must also be in possession of a company driving permit proving that he or she has been trained and is competent to drive that vehicle. Access to those training records must be made available on request.
- Periodically, instructions and notices are issued which regulate or amend procedures for the movement of vehicles airside. The employer must inform employees of any changes in these instructions or amendments and ensure they are adhered to.

3.10 Insurance Requirements for the Issue of an AVP

The applicant must fulfil the following requirements before an AVP can be issued:

- Leeds Bradford Airport requires the holder of an AVP to carry adequate insurance covering all actions claims, cost and demands in respect of any loss, damage or injury to property or persons (including fatal injuries) which may be made them or their contractors arising in connection with the use of a vehicle or equipment at Leeds Bradford Airport.
- The policy or policies of insurance must remain in full force and effect during the currency of the AVP.
- Applicants must provide proof of insurance cover of £50,000,000 this must indemnify Leeds Bradford Airport.
- The sponsoring company must certify that the sponsored companies' vehicles have the above insurance.

3.11 Application Procedure

Application forms are available from Leeds Bradford Airport Airside Operations Unit. Applications must be made using approved forms only.

NOTE: Applications for privately owned or non-operational vehicles will not be authorised.

NOTE: The issue of an AVP during the previous year carries no automatic re-issue.

NOTE: The issue of an AVP does not confer the right to park airside.

3.12 Validity of AVP's

3.12.1 Annual AVP's

These will become valid at 0001 hours on the 1st April and remains valid until 2359 hours 31st March.

3.12.2 Short term AVP's

This period will be agreed at a time of issue dependent on the requirement.

3.13 Charges for AVP's

The charge for AVP's are reviewed periodically with organisation advised accordingly.

3.14 Lost or Stolen AVP's

If an AVP is lost or stolen it must be reported immediately to the AOU. Replacement will incur an administration fee.

3.15 Personnel Identity and Escorts

The issue of an AVP does not grant permission for any individual to go airside. The driver must have a valid Airport security pass and if he or she does not have a valid Airside Driving Permit, then they must be escorted whilst driving by someone who does.

3.16 Authorised Signatures

The application form for an AVP must be signed at the time of issue by a person from the sponsoring company who has been approved by Airside Operations.

3.17 Low Visibility Operations

On entry airside drivers should check whether or not there are low visibility conditions as this may impose further restrictions. Drivers with short term AVP's shall not be permitted to enter the Manoeuvring area during these conditions.

3.18 Legal Aspects

It is an offence under Section 21B and 21C of the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990 to:

- To give false information either for the purpose of or in connection with an application for an AVP or in connection with continued holding of an AVP that has already been issued.
- Go with or without a vehicle onto any part of the restricted airside areas of the airport without permission from LBA.

Failure to meet the requirements above of the requirements in this guidance document can result in the removal of the offending vehicle from the airside area.

3.19 Illegally Parked Vehicles

The AVP will be removed from vehicles parked in unsafe areas. The AVP may be returned but an administrative cost will be incurred.