

AIRSIDE DRIVERS' INFORMATION

(INCLUDING AIRSIDE ACCESS APPROVAL FORM and EXAM)

1.0 FOREWORD

Murweh Shire Council (Council) is the owner and Civil Aviation Safety Authority (CASA) Certified Operator of Charleville, Augathella and Morven Airports.

Council hold overarching responsibility for the safety and security of all aircraft operations each of these airports. Both CASA and Aviation Maritime Security (AMS) regularly audit Council to ensure their compliance against the Civil Aviation Safety and Aviation Transport Security Act's Regulation's.

Successful application for airside access will see the approved person/s, plant and/or equipment entered into Councils **Approved Airside Access Register**. A vehicle, plant or equipment that is not in the Approved Airside Access Register may not be taken airside unless under the direct escort of the ARO/WSO.

2.0 VEHICLE REQUIREMENTS

All motor vehicles and ground equipment operated on Airside Areas shall be in a roadworthy condition (registered vehicles to comply with relevant State Laws and Regulations) and be maintained in a sound mechanical condition, so as to prevent avoidable breakdowns, or excessive leaking of fluids onto pavements.

Vehicles operating on the movement area must display an approved rotating beacon on a high part of vehicle such as to provide 360 degrees visibility. If your vehicle does not have a rotating beacon you must be escorted by one that does. **At night or in conditions of poor visibility** the driver must display headlights (dipped) and taillights

Vehicles used to carry loose materials, equipment, garbage and wastepaper must be covered to prevent spillage onto the Movement Area.

3.0 VEHICLE SAFETY

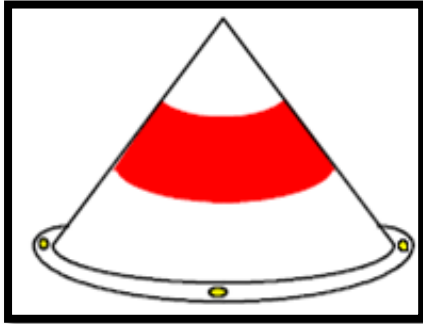
On Airside, the Aerodrome Reporting Officer (ARO) or Works Safety Officer (WSO) represent the Airport Certificate holder (MSC). They are primarily responsible for monitoring and enforcing all aspects of safety on the airside and must report any incident or accident that occurs. As such, any request or instruction from the ARO or WSO must be followed and **every incident or accident must be reported** to the ARO or WSO.

Vehicles not specifically approved to operate airside, and which are required to proceed beyond gates displaying prohibited entry signs onto Airside Areas, must only do so under the escort or direction of the ARO or WSO.

No vehicle shall be driven under an aircraft or within **3m** or any part of an aircraft except when required for the servicing of that aircraft.

A vehicle shall not be used to service, load or unload an aircraft unless a representative of the aircraft operator or his agent is present to direct the movements of the vehicles.

No vehicle shall operate within **15 m** of an aircraft in the process of refuelling or in the unlikely event of defueling unless it is integral to the process.



The picture to the left is an Unserviceability Marker. If you see this cone it is there to identify that the immediate area within the cones is unserviceable.

You should not attempt to go through.

The only vehicles permitted on the Apron Areas are:

- ➔ Vehicles directly connected with the refuelling or servicing of an aircraft;
- ➔ Vehicles carrying heavy or awkward articles of freight which cannot be handled by the normal freight trolleys;
- ➔ Vehicles directly concerned with Aerodrome Works;
- ➔ Vehicles approved by an authorised Airport Officer or authorised Airline Officer.
- ➔ Ambulance, Police, Fire and Rescue vehicles in emergency circumstances.

Vehicles must stay well clear and not pass closely behind aircraft and never in front of aircraft underway, or operating either a **red rotating (Anti-collision) beacon or strobe light** as this indicates that -

- ➔ The aircraft's engines are running or are about to be started; or
- ➔ The aircraft is, or is about to be, under tow; or
- ➔ The aircraft is, or is about to, commence taxiing.

When aircraft departures are in progress under conditions of poor visibility, vehicular traffic on the movement area shall be restricted to those vehicles under the control of the ARO or WSO.

No person shall ride or operate a vehicle when the passenger/cargo load is in excess of the designated capacity of that vehicle.

Vehicles or trucks used frequently on the airside should have an Airband radio installed to allow for the monitoring of the CTAF frequency. Alternatively the driver should have a portable airband radio on their person.

4.0 DRIVER/OPERATOR RESPONSIBILITY

Airside Drivers must obey all regulatory signs and the following speed restrictions:

Speed limits for vehicles, unless otherwise indicated are -

- ➔ Within 15 metres of any aircraft 10 km/hour
- ➔ On Apron Areas 15 km/hour
- ➔ Elsewhere on the Movement area 25 km/hour

No speed restrictions apply in recognised emergencies other than due care.

Drivers and or operators must

- **Never drive between passengers and the aircraft**
- Not leave vehicles or equipment parked so that they will obstruct aircraft, vehicles or pedestrians.
- Not operate a vehicle in reverse unless under guidance by another person or he/she has established that it is safe to do so.
- At all times stop and **give way (well clear) to aircraft** taxiing, being pushed back or preparing to power out of apron parking positions.
- Always avoid driving in front of an aircraft **unless** it is appropriately parked with no anti-collision beacon rotating.
- Notify the ARO immediately, if a vehicle or plant becomes **immobilised on the airside**
- **Ensure the vehicle stereo is off.**
- Stay off mobile phones while driving on the apron and/or servicing aircraft.
not use headphones when working airside
- **Not turn sharply on the apron or TWY as there is a risk of damaging the pavements.**
- **Ensure they stay in the middle of the TWY D to reduce the risk of breaking the weaker pavement edge and causing FOD issues.**
- **Monitor CTAF to maintain situational awareness with particular regard to aircraft positioning and their intent, as well as make appropriate broadcasts when transiting.**
- **Ensure refuelling is done on fuel retardant membrane, wherever possible and a spill kit is used immediately to clean up any spillages.**
- **Have a current ASIC or be under the escort of an ASIC holder while wearing a VIC.**

Any person operating a vehicle airside is to:

- ➔ Hold a **current State Driver's Licence.**
- ➔ Demonstrate by documentation and/or interview with the Airport Manager or ARO / WSO that he/she understands the terminology used to describe the areas on the airside part of the aerodrome and is familiar with their location,
- ➔ Demonstrate by documentation and/or interview with the Airport Manager or ARO that he/she understands the significance of apron signs, aerodrome markers and pavement markings;
- ➔ Comply with any other requirements which may be imposed by the aerodrome operator.

Prior to issuing an approval for a driver to operate on the airside part of the aerodrome, the Aerodrome Manager or ARO shall satisfy himself by inspection of documents, enquiry and/or interview that the driver satisfies the above requirements.

The names and telephone numbers for the Airport Manager and ARO are included in the Master Contact List of the Aerodrome Manual. It is the responsibility of **the person applying for airside access** to ensure they have the ARO's contact phone number.

5.0 DEFINITIONS

For the purpose of these instructions, the following definitions will apply:

Landside Areas (Public Areas)

Those parts of the aerodrome that allow unrestricted public or private vehicular entry, e.g. public areas within and around a terminal building, car parking areas and public roads.

Airside Areas (Prohibited Areas)

Those parts of the aerodrome designated by notices posted to which entry is prohibited except to persons having lawful authority or excuse to enter or remain.

Aprons

Defined as those areas within the movement area and adjacent to a terminal building, hangars and freight areas for the purpose of loading/unloading, parking, fuelling and servicing of aircraft.

Movement Areas

That part of an aerodrome to be used for the surface movement of aircraft including manoeuvring areas and aprons.

Manoeuvring Areas

Those parts of an aerodrome which are used specifically for the **take-off and landing and taxiing of aircraft i.e. runways, runway strips and taxiways excluding aprons.**

Designated Refuelling Areas

Areas on aprons where fuel resistant membranes have been laid and aircraft refuelling takes place.



MURWEH SHIRE COUNCIL AIRPORTS
AIRSIDE VEHICLE ACCESS APPLICATION FORM

Approval is granted to the person named below to drive a motor vehicle onto the Airside area of _____ Airport for the validity period of their ASIC card for 1 year from the date below if they do not require an ASIC at their airport, for the purpose indicated.

Approval is subject to:-

- 1) Demonstrated understanding of the rules applicable to airside driving (see MSC document Information for Airside Drivers for all details)
- 2) Indemnification of Murweh Shire Council from any claims arising from the driving of the motor vehicle onto the airside area.
- 3) Wearing of Aviation Security Identification Card (ASIC) within secure (airside) area.
- 4) Flashing light on vehicle operational and employees wearing hi-viz vests/shirts.
- 5) Special conditions - sighting of registration and insurance of vehicles and company.

APPLICANT NAME:

PURPOSE FOR BEING AIRSIDE:

VEHICLE/PLANT IDENTIFIER:

EG. Rego, chassis number etc _____

VEHICLE/PLANT APPROVED BY:

SIGNED BY MSC:

DATE:

ADMINISTRATION USE ONLY:

COPY TO THE AIRSIDE APPROVED REGISTER:.....YES / NO



AIRSIDE ACCESS THEORY TEST

| | |
|----------------------|-------------|
| Surname Name: | |
| Given Name: | |
| Date: | |
| Company: | |
| Result: | Pass / Fail |
| Marked By: | |

1. When an aircraft has its anti-collision beacons (strobes) on you must..?

- a. Stay clear as the engines are running or about to be started
- b. Approach the aircraft from the front
- c. Ignore the beacons
- d. None of the above

2. At which time can you drive in front of an aircraft?

- a. When you are going fast enough to get past safely
- b. When it is appropriately parked with no collision beacon rotating.
- c. When there is enough distance between the moving aircraft and where you need to be.
- d. If you have a qualified driver with you that says its ok.

3. A vehicle approved to operate on the airside must be:

- a. In the Airside Access Approved Register
- b. Have a working rotating beacon, visible 360 degrees around the vehicle.
- c. No more than 2 years old and painted red
- d. A & B only

4. The speed limit within 15 metres of an aircraft is.

- a. 25 km/h
- b. 20 km/h
- c. 10 km/h
- d. 5 km/h

5. What is the speed limit for an emergency response vehicle in an emergency situation?

- a. 10 km/h
- b. 25 km/h
- c. Unrestricted
- d. Faster the better despite the dangers of driving airside

6. What colour are Unserviceability markers?

- a. Blue
- b. Orange
- c. Red and white
- d. Yellow

7. If an aircraft is moving on an apron or taxiway you must.

- a. Give way to the aircraft
- b. Give way only if the pilot hasn't seen you
- c. Give way only if the aircraft is on your left
- d. Give way only if the aircraft is on your right

8. What is the speed limit on aprons and taxiways?

- a. Unrestricted
- b. 35 km/h
- c. 15 km/h
- d. 25 km/h

9. You must not drive within ___ metres of an aircraft except when required for servicing of the aircraft.

- a. 3 metres
- b. 5 metres
- c. 10 metres
- d. 15 metres

10. Who is the Airport Operator under the Airports Act (1996)?

- a. CASA
- b. The biggest commercial airline operating at the time
- c. Murweh Shire Council
- d. The Ground handling agents
- e. The refueller

11. Incidents or accidents that occur airside must be reported immediately to the ARO if:

- a. Airport property is damaged
- b. Another person's property is damaged
- c. A personal injury occurs
- d. There is damage to any aircraft
- e. Any of the above

12. If your State or Territory Licence is cancelled or expired at any time, you must.

- a. No longer drive airside at Councils Airport's
- b. Notify your employer
- c. Notify staff at the Airport
- d. Do nothing; as airside is not a road
- e. A, B and C only

13. When driving airside, if requested by an ARO or WSO you must be able to:

- a. Confirm your vehicle is in the Airside Access Approved Register
- b. Produce a current State/Territory Drivers Licence
- c. Confirm that you have been authorised to drive airside by MSC
- d. Produce your ASIC or VIC (if under escort by an ASIC holder)
- e. All of the above

14. If your vehicle becomes immobilised on the apron, you must:

- a. Notify airport staff immediately
- b. Get another vehicle so you can keep working
- c. Lock the vehicle and finish whatever you have to do on foot
- d. Do nothing and hope no one notices

15. If driving Airside at night or in poor visibility you must have.

- a. Headlights dipped and tail lights operating
- b. A 360° rotating beacon operating
- c. High beam on so you are seen
- d. Both a and b

16. You may only drive Airside in a vehicle which does not meet the required lighting specifications if:

- a. You are under the escort of a vehicle which does
- b. You have permission from your company
- c. The vehicle is painted a bright colour
- d. You will be airside for less than 15 ½ minutes

17. When can you drive between the aircraft and passengers?

- a. When there is a gap
- b. If the passenger waves you through
- c. Never drive between passengers and aircraft
- d. When you use the horn to warn the passengers
- e. When it looks like no one would miss them if you accidentally get them

18. What would you do if you suspect an unauthorised vehicle is about to enter airside?

- a. Stop the vehicle from entering
- b. Contact the ARO
- c. Ignore the vehicle
- d. Approve them to proceed

19. What is referred to as the manoeuvring Area?

- a. The Aprons
- b. The Taxiways
- c. The Runways
- d. That part of the airport used for take-off, landing and taxiing of Aircraft excluding aprons

20. Who is responsible for ensuring you have the correct contact details for your local ARO's?

- a. The person applying for airside access
- b. The ARO
- c. Your employer
- e. Council

21. Before proceeding onto the manoeuvring area you must

- a. Turn your vehicles stereo off.
- b. Have a flashing beacon operating
- c. Be approved for airside access
- d. All of the above

22. If you have Councils permission to drive down TWY D you must:

- a. Broadcast your intent on the CATF frequency.
- b. Maintain listening watch and visual look out for aircraft movement
- c. Ensure your rotating beacon is on
- d. Stay in the centre of the TWY to ensure you don't create a FOD issue.
- e. All of the above