



RULES FOR AIRSIDE DRIVERS

&

PENALTY POINT SYSTEM

Volume 1

Categories 1 – 2

Reference No: 3006 AO

Version 4 – 10th March 2017

Appendix 1: Airside Vehicle Control Manual

**Any alterations to this Manual must be approved by the:
Manager Operations and Emergency**

The current copy of this Manual is held on Sharepoint.

It is your responsibility to ensure you hold the current copy of this Manual.

INFORMATION FOR APPLICANTS

For applicants wishing to obtain or renew an ADA in Categories 1 - 2, you are required to comply with the Rules for Airside Drivers booklet Volume 1.

For applicants wishing to obtain or renew an ADA in Categories 3 - 4, you are required to comply with Rules for Airside Drivers booklets, Volumes 1 and 2.

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1. INTRODUCTION

This Volume I booklet is an appendix to the '*Airside Vehicle Control Manual*' (AVCM) issued by Cairns Airport Pty Ltd (CAPL) ABN 18 132 228 221, and details the mandatory rules and procedures for authorised airside drivers at Cairns Airport. These rules are in place to ensure the safe and orderly movement of passengers, aircraft and vehicular traffic in all airside areas at Cairns Airport. As the operator of an aerodrome certified under civil aviation regulations, CAPL is obliged to control airside surface vehicles (refer *CASA Manual of Standards Part 139 Aerodromes - Section 10:9*).

To meet the necessary safety and security requirements, no driver is permitted to operate a vehicle on any airside area without the approval of CAPL in the form of a valid *Authority to Drive Airside (ADA)* and each vehicle airside is required to display a valid *Authority for Use Airside (AUA)* label.

As an authorised airside driver, it is your responsibility to adhere to the rules, areas and activities for which you are authorised to operate. The enforcement of these rules is carried out in accordance with the authority of the *Airport Assets (Restructuring and Disposal) Act 2008* [QLD].

Failure to comply with the requirements of the 'Rules for Airside Drivers' is a breach of conditions set down by the relevant authorities, and any such failure will be taken into account by CAPL in considering whether to exclude or limit vehicles, equipment, individual drivers or their employers from airside operations.

Persons who have a need to drive airside on a frequent and unsupervised basis are required to be trained, tested and issued with an *Authority to Drive Airside (ADA)*. Other drivers may, at the discretion of CAPL, be permitted airside if they are adequately supervised by appropriately authorised personnel.

Driving in the vicinity of aircraft is a serious activity.

Failure to observe the rules in this booklet could jeopardise your own life, and the lives of others.

There are seven categories of *Authority to Drive Airside (ADA)*:

Authority to Drive Airside Category 1A

- For Contractors, dedicated areas as approved. (Limited Time)
- This is indicated by a Pink-coloured ADA.

Authority to Drive Airside Category 1B

- General Aviation precinct only. (GA airside roads, aprons and taxi lanes but excluding taxiways)
- This is indicated by a Grey-coloured ADA.

Authority to Drive Airside Category 1C

- General Aviation precinct, Northern Perimeter and Front of Terminal Roads.
- This is indicated by a Green-coloured ADA.

Authority to Drive Airside Category 2

- Category 1B and 1C plus all Aprons.
- This is indicated by a Blue-coloured ADA.

Authority to Drive Airside Category 3A

- Category 2, plus taxiways and designated runway crossings.
- This is indicated by a Yellow-coloured ADA with a Red - coloured diagonal stripe.

Authority to Drive Airside Category 3B

- Category 2 plus Taxiways only.
- This is indicated by a full Yellow-coloured ADA.

Authority to Drive Airside Category 4

- Categories 3B plus Runways
- This is indicated by a Red-coloured ADA.

Training and testing for the issue of an ADA is conducted by CAPL and by CAPL approved Issuing Authorities.

2. DEFINITIONS & ABBREVIATIONS

Aircraft Radiotelephone Operator Certificate of Proficiency: A certificate issued in accordance with *Civil Aviation Regulation 83A*.

Airport: Cairns Airport

Airside: The Movement Area of the Airport, adjacent terrain and buildings or portion thereof, being the areas marked as such on the plan published within this document.

Airside Road: A road within the Airside of the Airport and marked as a road on the plan within this document.

Airside Vehicle Control Manual: Means the document published by CAPL, which details particulars for the control of surface vehicles operating on, or in the vicinity of the movement area at Cairns Airport, in accordance with the requirements of *CASR 139.095* and *MOS Part 139*.

Air Traffic Control (ATC): An air traffic control service established by Airservices Australia in pursuance of *Airservices Regulation 3.02*.

Anti-collision Beacons (ACBs): Lights fitted to aircraft on the under side and on the upper portion of an aircraft. These lights are usually red in colour and produce a flashing effect. The beacons are turned on just before the engines are started and they remain active until the last engine is shut down. The beacons help to serve as a safety warning to ground personnel that the engines are operational and the aircraft is possibly about to move.

Approved Issuing Authority: An organisation authorised by CAPL under Part 6 of the *Airside Vehicle Control Manual*, to issue Authorities to Drive Airside to their own staff.

Approved Training Officer: A person nominated by an Approved Issuing Authority and authorised by CAPL's Chief Executive Officer in accordance with Part 7 of the *Airside Vehicle Control Manual*.

Apron: The part of an Airport used for the purpose of enabling passengers to board, or disembark from aircraft; for loading cargo on to, or unloading cargo from aircraft; and/or for refuelling, parking or carrying out maintenance on aircraft; for general aviation operations and/or where designated on the plan within this document.

Approved Testing Officer: a person approved by CAPL to undertake theory and/or practical ADA testing, to ensure an applicant for an ADA is competent to drive on the airside of Cairns Airport.

Authorised Officer: A person appointed by the Chief Executive Officer of Cairns Airport under Part 2 of the *Airport Assets (Restructuring and Disposal) Act 2008* [Qld] by CAPL to be an Authorised Officer.

Authority for Use Airside (AUA): An Authority for a vehicle to enter the Airside issued under the provisions of Parts 1 and 2 of the *Airside Vehicle Control Manual*.

Authority to Drive Airside (ADA): An Authority to drive airside issued under the provisions of Part 4 of the *Airside Vehicle Control Manual*.

Aviation Security Identification Card (ASIC): Means a permanent or temporary identification card issued by an ASIC issuing body authorised under the *Aviation Transport Security Regulations 2005*.

CAPL: Cairns Airport Pty Ltd

CASA: Civil Aviation Safety Authority

Chief Executive Officer: The Chief Executive Officer of Cairns Airport or an employee of Cairns Airport authorised to act on behalf of the Chief Executive Officer in relation to the exercise of power under the Manual.

DAMP: *Drug and Alcohol Management Plan*

Foreign Object Damage or Debris (FOD): An object that does not belong in or near aircraft and as a result can injure airport personnel and/or damage aircraft.

General Aviation: All civil aviation operations other than regular public transport operations and military aircraft.

Holding Point: Runway holding point markings on taxiways, identify the location where an aircraft/vehicle is required to stop when it does not have a clearance to proceed onto a runway.

MAG Sign: A Movement Area Guidance sign found at intersections of taxiways and runways used to provide location details to pilots and other operators.

Manoeuvring Area: The part of the airport used for the take-off, landing and taxiing of aircraft which excludes Aprons.

Manual: The *Airside Vehicle Control Manual*.

Markings: The symbols, lines, words and figures displayed on the surface of a Movement Area, or visual distinguishing features added to vehicles.

Movement Area: The part of the airport that is used for the surface movement of aircraft, including Manoeuvring Areas and Aprons.

Night/Low Visibility Endorsement: An endorsement on an ADA made in accordance with paragraph 4.7 of the *Airside Vehicle Control Manual*.

Perimeter Road: An Airside Road which remains clear of the Manoeuvring Areas except in areas where the road marked as a road, crosses a taxiway, and being marked as a perimeter road on the plan within this document.

ROAR: Rear of Aircraft Road on the domestic apron

Rules for Airside Drivers & Penalty System: The rules for drivers set out in this booklet (which constitutes Appendix "A" to the Manual). Volume 1 is for Categories 1-2, Volume 2 is for Categories 3 & 4, where both Volumes apply.

Supervision: Supervision in accordance with Part 5 of the *Airside Vehicle Control Manual* and with these *Rules for Airside Drivers*.

Supervised vehicle: A vehicle driven under Supervision in accordance with Part 5 of the Manual and with these *Rules for Airside Drivers*.

Runway: A defined rectangular area on an aerodrome prepared for the landing and take-off of aircraft.

Runway Guard Lights (RGL): A light system intended to caution pilots or vehicle drivers that they are about to enter an active runway. Usually flashing amber-coloured lights located at designated holding points.

Taxiway: A defined path on an aerodrome established for the taxiing of aircraft and intended to provide a link from one part of the aerodrome to another.

Tower: The Air Traffic Control facility at an aerodrome.

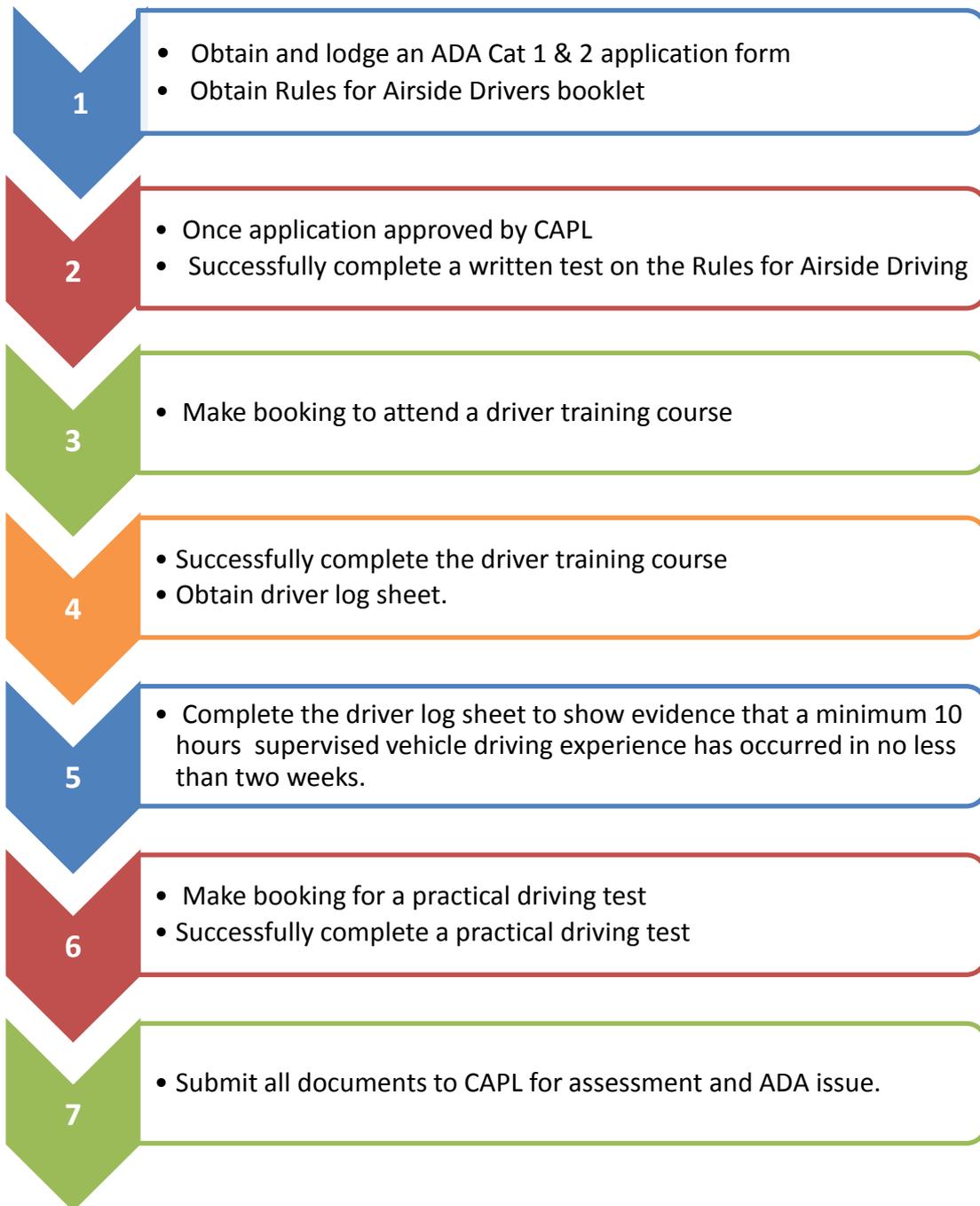
Transport Security Program (TSP): The security arrangements in force at the airport in accordance with the *Aviation Transport Security Act 2004* and *Aviation Transport Security Regulations 2005*.

Vehicle: A motor vehicle or other specialised airside mobile equipment, other than bicycles. Note: Bicycles may only be used Airside in accordance with paragraph 8.6 and 8.7 of the manual.

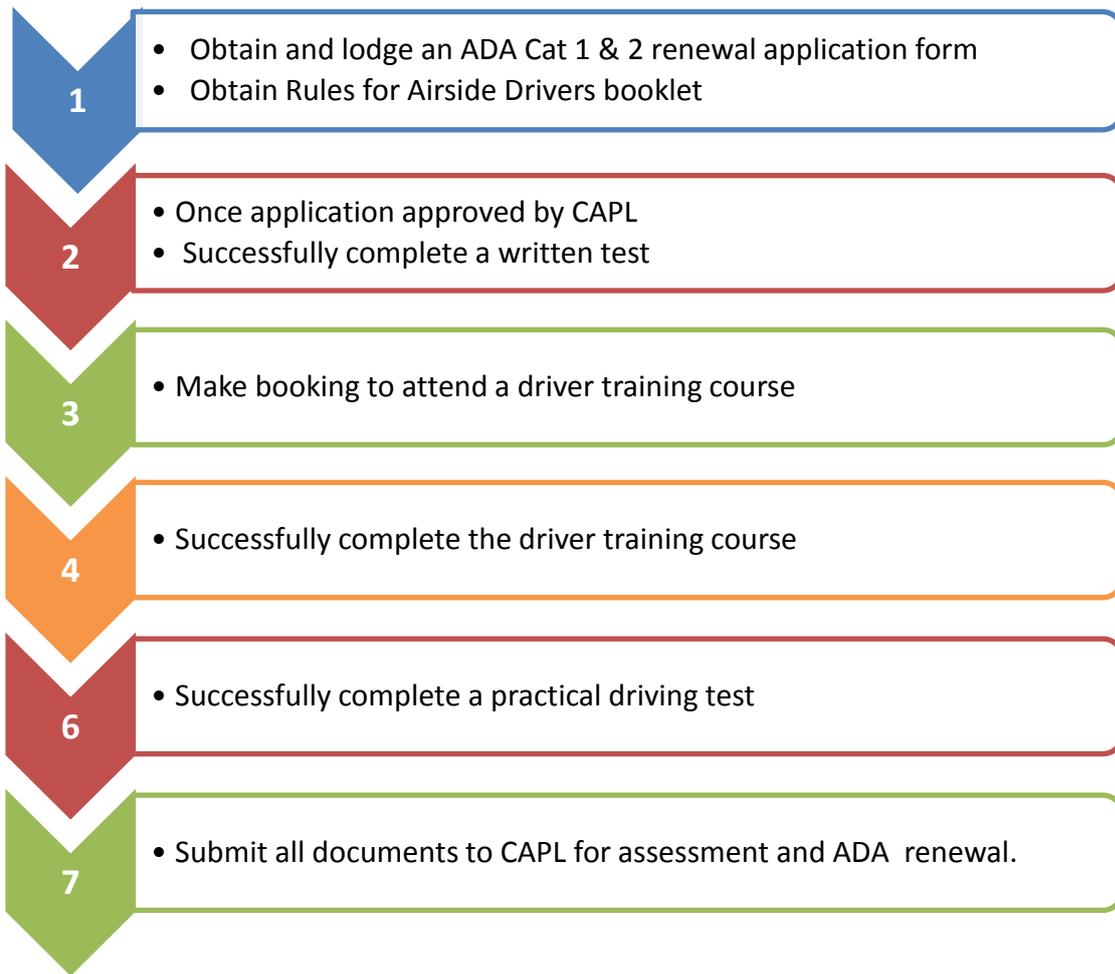
Vehicle Operator: A person, company, body corporate or Government Department controlling the operation of a vehicle whether as owner, driver, hirer or otherwise.

Visitor Identification Card (VIC): means an identification card issued by an Aviation Security Identification Card (ASIC) issuing body or by an agent of Cairns Airport nominated in the Cairns Airport ASIC program.

3. HOW TO OBTAIN AN INITIAL ADA



4. HOW TO RENEW YOUR ADA



5. AUTHORITY TO DRIVE AIRSIDE (ADA) REQUIREMENTS

5.1 Licence

To operate a vehicle airside, you must hold and carry the appropriate current State or Territory Open Class licence for the type of vehicle being operated. You must also have a valid work-related or operational reason for being airside. P1 Probationary (less than 12 months holding a licence) and Learner's Licences are excluded from holding an ADA.

5.1.1 The driving licence may be a licence from any Australian State or Territory, or another country, as approved by CAPL.

5.2 Authority to Drive Airside

You must not drive a vehicle in any airside area unless:

5.2.1 You are employed by an organisation authorised to operate at the aerodrome and have an operational requirement to drive a vehicle in an airside area.

5.2.2 You hold and display a valid ASIC, in a Category which authorises you to drive a vehicle of that type in the area; OR

5.2.3 You are under Supervision of person/s who holds a current ADA and display a valid ASIC.

5.2.4 Meet the criteria as outlined in 5.1 above.

An ADA is not transferable between individuals, organisations or between airports.

If a person is observed or is known to operate a vehicle without a valid ADA, the driver faces immediate driving suspension and/or the inability to apply for an ADA.

It is the responsibility of the employer to ensure that the driver holds a current ADA, ASIC and relevant state licence, is competent to operate relevant company vehicles and equipment, complies with DAMP requirements, is medically fit and proficient in English in order to complete the required training, competence assessments and vehicle activities on the aerodrome.

5.3 Inspection of Documents

5.3.1 You are required to display your ASIC, and carry your ADA and your State, Territory or equivalent driving licence with you whenever you are in charge of a vehicle Airside.

5.3.2 Whenever you are in charge of a vehicle Airside, if the CEO or delegate, or an Authorised Officer directs you to produce your ASIC, ADA and your State or Territory driver's licence, you must comply with that direction.

5.4 Cancellation/Suspension

5.4.1 If you are notified by the CEO or delegate that your ADA is cancelled or suspended you must surrender it to CAPL:

5.4.1.1 immediately if you are notified while you are in charge of a vehicle Airside

5.4.1.2 otherwise within 48 hours.

Note: no driver should assume that there is a right to drive airside. CAPL has a “Penalty Point” system for breaches of the Rules as a guide to determining when it will invoke its power to cancel or suspend. However, the system does not restrict the general discretion of the CEO or delegate to cancel or suspend an ADA whenever he/she considers it appropriate to do so.

- 5.4.2 If you hold an ADA and you cease to hold at least one State or Territory licence to drive or you have any State or Territory licence to drive cancelled for breach of any traffic laws, your ADA terminates immediately and you must within 48 hours of ceasing to hold a licence or cancellation:
- a) surrender the ADA to CAPL; and
 - b) notify CAPL and the vehicle operator for whom you drive in writing that you no longer hold a State or Territory licence.
- 5.4.3 If under CASA DAMP legislation you are suspended from performing Safety Sensitive Aviation Activities in airside areas, your ADA will be suspended or cancelled in accordance with the Driver Penalty System, or as determined by the CEO or delegate.

6. VEHICLE REQUIREMENTS

- 6.1 All vehicles operating airside must hold and display a current *Authority to Use Airside (AUA)* sticker unless the vehicle is under the supervision and escort of another Authorised vehicle.
- 6.2 All vehicles operating airside shall have a clearly distinguishable company logo on both sides of the vehicle.
- 6.3 All vehicles operating airside must be fitted with and operate an amber-coloured flashing rotating beacon fixed to the highest point of the vehicle and visible from 360 degrees (hazard lights are not an acceptable alternative) except for rescue and fire fighting vehicles where a red coloured beacon is mandatory (*MOS ref 9.19.1*).

OR

The vehicle is under supervision by another vehicle being operated in accordance with these Rules and displaying such beacon or flashing light (*MOS Part 139 ref 9.19.1*).

- 6.4 Un-roadworthy vehicles or vehicles leaking oil or fuel are not permitted to operate Airside.
- 6.5 All loads and vehicle contents must be secured to reduce the risk of FOD.
- 6.6 Vehicles and equipment on the airside must be parked in accordance with parking signs or marked parking bays. On aprons, vehicles and equipment must be parked within the defined Equipment Storage Areas, marked with a single red line bounded by a white contrast line. Vehicles must not be parked where they will obstruct aircraft, other vehicles, pedestrian crossings, or over in-ground hydrant positions. Any unattended vehicle must also be parked at least 2m from the fence on airside and 3m from the fence landside

7. GENERAL DRIVING

7.1 After driving through an unmanned automatic vehicle gate, do not allow others to pass through the open gate behind you. You must wait at the other side of the gate until it is fully closed.

7.2 When driving Airside you must:

7.2.1 Obey all regulatory signs and, unless otherwise indicated by signs, adhere to the following speed limits.

Note these are maximum speeds and speed must be reduced to suit weather and road conditions.

At the entrance/exit roads to the ROAR 10 Km/hr

Baggage make-up and drop off areas 10 Km/hr

Within 15 metres of an aircraft and on parking bays 10Km/hr

Aprons and the Airside Road between the international and domestic Aprons (including ROAR) 25Km/hr

Adjacent to the Bureau of Meteorology and the Aviation Rescue and Fire Fighting buildings 25Km/hr

Northern perimeter road, or as signed 60Km/hr

Where a speed limit is indicated by a sign that shall be the speed limit for that area.

All plant and equipment driving on the airport levee roads must not exceed half the posted speed limit.

CAPL Airport Safety Officers may drive outside these limits if necessary, to effectively perform their duties.

7.2.2 Not drive within 15 metres of an aircraft, except when required for the servicing of that aircraft.

7.2.3 Stay well clear of aircraft when red-coloured anti collision beacons are operating (indicating that the engines are running or are about to be started) and give way to all moving aircraft including aircraft under tow.

7.2.4 Use roadways (where marked) to traverse Aprons. Exercise caution when driving along the ROAR on the Domestic Apron. See section 3.4 (refer diagram contained within this document).

7.2.5 Not drive with a blood alcohol content exceeding 0.00 nor drive while under the influence of any drug which would adversely affect safe work performance in accordance with your organisation's or CAPL's DAMP, a copy can be viewed and down loaded from the Cairns Airport website.

7.2.6 Comply with instructions given to you by CAPL's CEO or delegate including instruction in the form of a notice/s given to you or attached to a vehicle of which you are in charge.

- 7.2.7 Ensure when driving a vehicle carrying loose material (such as waste, tools or equipment) that the load is adequately secured to prevent spillage.
 - 7.2.8 Not park a vehicle/s or equipment so that they obstruct aircraft, other vehicles or pedestrians.
 - 7.2.9 Leave doors closed but unlocked, keys in the ignition switch and handbrake on when the vehicle is left unattended in other than designated parking areas.
 - 7.2.10 Adhere to any operating restrictions, authorised entry points and routes.
 - 7.2.11 Drive to the surrounding conditions e.g. slow down when wet or when visibility is reduced.
 - 7.2.12 Notify the vehicle operator of any vehicle defects of which you are aware as soon as possible.
 - 7.2.13 Immediately notify the vehicle operator of any written defect notices issued by or on behalf of CAPL CEO or delegate for the vehicle which you are driving.
 - 7.2.14 If you are driving under an ADA:
 - 7.2.14.1 Be familiar with the latest *Airside Vehicle Control Manual* including amendments to the Manual;
Note: copies of the current Manual are held by your Vehicle Operator / employer, approved Issuing Authority and CAPL.
 - 7.2.14.2 Understand the regulations and restrictions which apply to the airside and Movement Area
- 7.3** CAPL reserves the right for Authorised Officers to search your vehicle. If you refuse to have your vehicle searched you will not be permitted to enter or remain Airside.

7.4 Rear of Aircraft Road (ROAR)

The Rear of Aircraft Road is located on the Domestic Apron and is the primary road for all vehicles travelling between Bays 16 to 23. When operating on this road, drivers must:

- 7.4.1 Look for arriving and departing aircraft before entering the ROAR. Do not enter the ROAR if any aircraft are entering the apron or aircraft on adjacent bays have red anti-collision beacons activated and are pushing back.
- 7.4.2 Check for aircraft at taxiway intersections and along the apron for pushing back aircraft at each bay.
- 7.4.3 Observe designated Give Way points marked on the ROAR and give way to aircraft pushing back and arriving.
- 7.4.4 Prepare to slow down or stop at the Give Way markers for arriving and departing aircraft. If you are unsure of the route of an arriving aircraft, hold your position at the nearest Give Way point until the aircraft has either turned into the nearest bay or has passed you.
- 7.4.5 Give way to pushback tugs returning to bays.

- 7.4.6 Not take short cuts across bays.
- 7.4.7 The speed limit at the entrance/exit roads to the ROAR (East-West direction) is 10km/hr.
- 7.4.8 The speed limit along the ROAR (North-South direction) is 25km/hr.

The give way markings, as shown below, provide drivers with adequate safety clearances from aircraft.

Examples of Aircraft Give Way Markers:



7.5 Perimeter Roads

The following rules apply to the use of perimeter roads.

- 7.5.1 When driving on the perimeter road at night or in poor visibility you must operate an amber flashing beacon on your vehicle as well as low beam headlights.
- 7.5.2 The Southern Perimeter road is for authorised CAPL, Airservices Australia, AFP and DAFF vehicles only.
- 7.5.3 Driving on the elevated northern levee road where it crosses Runway 15 approach is not permitted.
- 7.5.4 Sections of the perimeter road in the vicinity of the International Apron maybe impacted by jet blast during engine run operations. Observe all road closures or caution signs during such times.

7.6 Low Visibility Conditions/Night

Under declared Low Visibility conditions (below 800m), the perimeter road will be closed to prevent inadvertent incursions onto taxiways or runways. Gates at the eastern and western ends of the northern perimeter road will be closed during such times. All non-essential vehicles operating airside shall cease operations. Any vehicle needing to operate on or near aircraft must exercise extreme caution.

A separate night or low visibility driving endorsement is not required for Cat 1 & 2 ADA holders. However when driving at night or during times of low visibility, you must:

- Drive to suit the conditions & visibility, for example, slow down when wet, slippery or when experiencing reduced visibility of line markings.
- Use low beam headlights during hours of darkness.
- Obey the apron shut down warnings when a storm is within 5 nautical miles. All persons are to take shelter in a building or vehicle.
- Obey instructions of Airport Safety Officers

Note: CAPL may require a specific Night or Low Visibility Endorsement.

7.7 Smoking

Smoking within the terminal building or any other buildings, and on any aircraft apron area is strictly prohibited.

7.8 Animals

Other than guide dogs and law enforcement dogs, uncaged animals are not permitted on the airside of Cairns Airport, including inside vehicles, unless specifically authorised by CAPL.

7.9 Vehicle Height

When operating a vehicle with height, such as a modified van, truck or hi-lift, take note of the various airside height restrictions. This includes aerobridges, baggage halls and beneath buildings.

7.10 Seat Belts

Seat belts must be worn where fitted, in accordance with CAPL seat belt policy.

7.11 Mobile Phones

Mobile Phones are not permitted to be used whilst driving any vehicle airside. Mobile phones and other non-intrinsically safe equipment must not be operated within 5m of any refuelling equipment, fuel point or vent point on an aircraft.

8. ACCIDENTS & INCIDENTS

If you are a driver of a vehicle involved in an accident or incident on Airside which:

- Causes personal injury; and/or
- Causes vehicle or property damage; and/or
- Causes any damage to aircraft, or essential airport facilities, equipment, lighting or visual aids; and/or
- Causes a hazardous situation to occur.

You must immediately report the accident or incident to your company management and CAPL CEO or delegate, and within 24 hours after the accident provide a written statement to the CAPL CEO or delegate detailing how the accident or incident occurred. CAPL incident notification forms are available at: www.cairnsairport.com.au

To report an incident or accident 24 hrs a day contact CAPL Apron Coordinators on 07 4080 6744.

9. IMMOBILISED VEHICLES

9.1 If you are driving a vehicle which becomes immobilised on an Apron Area, you must immediately notify the Airport Safety Officer, and/or your Company, or other Apron personnel in the immediate vicinity so that it can be removed as soon as possible.

9.2 If you are the driver of a vehicle which becomes immobilised, you must provide to CAPL staff such assistance as they may reasonably require to move the vehicle to another safe area as CAPL staff consider appropriate.

10. EMERGENCY SITUATIONS

In emergency situations, you will be required to follow the direction of an Airport Safety Officer, member of the police force(s) or emergency services agencies.

11. SUPERVISION

11.1 Access to airside areas for unauthorised drivers and vehicles maybe undertaken provided the following supervision requirements are met:

11.1.1 an appropriately licenced supervising driver and authorised vehicle escorts the supervised vehicle or

11.1.2 an appropriately licenced supervising driver rides in the supervised vehicle

11.2 Before supervising a vehicle, the driver of the escorting vehicle must ensure that the driver of the supervised vehicle knows to maintain a maximum distance behind the escorting vehicle of no more than 10 metres, and obeys all instructions given.

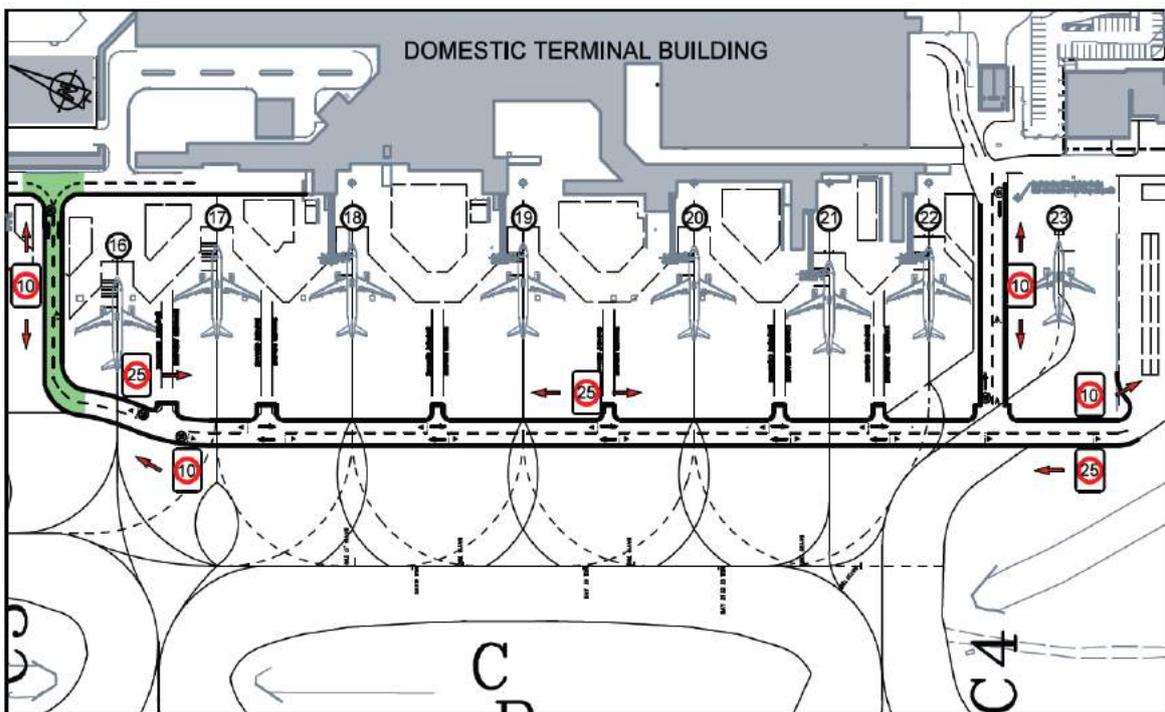
12. AVIATION SECURITY IDENTIFICATION CARDS

12.1 When driving airside, you must display a valid Aviation Security Identification Card (ASIC) at all times, or wear a valid Visitor Identification Card (VIC) and be accompanied or escorted by a person holding and displaying a valid ASIC.

13. AIRSIDE MARKINGS

13.1 All drivers must be familiar with the meaning and form of airside markings. Some are outlined below:

a) **Rear of Aircraft Road (ROAR):**



b) **Parking Clearance:** is marked by yellow/red/yellow lines. Vehicles positioned behind this line will be clear of aircraft taxiing along the apron edge taxiway.



- c) **Equipment Storage Areas** are defined by a single red line bounded by white contrast lines. They define areas where vehicles and equipment may be parked clear of aircraft. Vehicles and equipment must always be stored behind these lines when not in use.



- d) **Clearance Lines** are identified by a broken red line with white contrast lines on either side. They define areas where vehicles and equipment may park in the short-term, awaiting the arrival of an aircraft. Vehicles and equipment must remain behind these lines until the aircraft red anti-collision beacon is extinguished.



- e) **Helicopter Parking** areas are defined by two blue lines. They define the areas where helicopters are permitted to park. Vehicles and equipment must remain clear of these areas until the red anti collision beacon on the helicopter is extinguished.



- f) **An Apron Service Road** is marked by a continuous solid white edge line on either side of the road and dotted centreline. Where the road is adjacent to taxiing aircraft, the taxiway side is marked with a continuous double white line indicating that vehicles must not cross the lines. Vehicles crossing the apron are to remain on the road at all times.



- g) **Pedestrian Crossings** are marked by white zebra crossing markings, similar to those used on the public roads. Drivers of vehicles or equipment must give way to all pedestrians on Pedestrian Crossings at all times.



- h) **Hazard Markings** are red diagonal lines marking an area that has a specific hazard to persons. Areas such as the area under a moving Aerobridge are marked as hazardous and drivers of vehicles or equipment should remain clear of such areas at all times.



- i) **Unserviceability Cone Markers** indicate an airside area that is out of bounds. Do not enter the area beyond these cones, unless there is an operational need to do so. At night these areas are lit by Red-coloured lights.



- j) **Taxiway and Apron Edge Markers** are Yellow-coloured and are used along taxiway and apron edges to heighten pilot visibility.



- k) **Limit of Works Markers** are Orange-coloured witch's hats are used to mark work areas on the airfield. At night these markers are supplemented by the use of either Red or Amber-coloured temporary lights. Use caution in areas where these markers are in use.

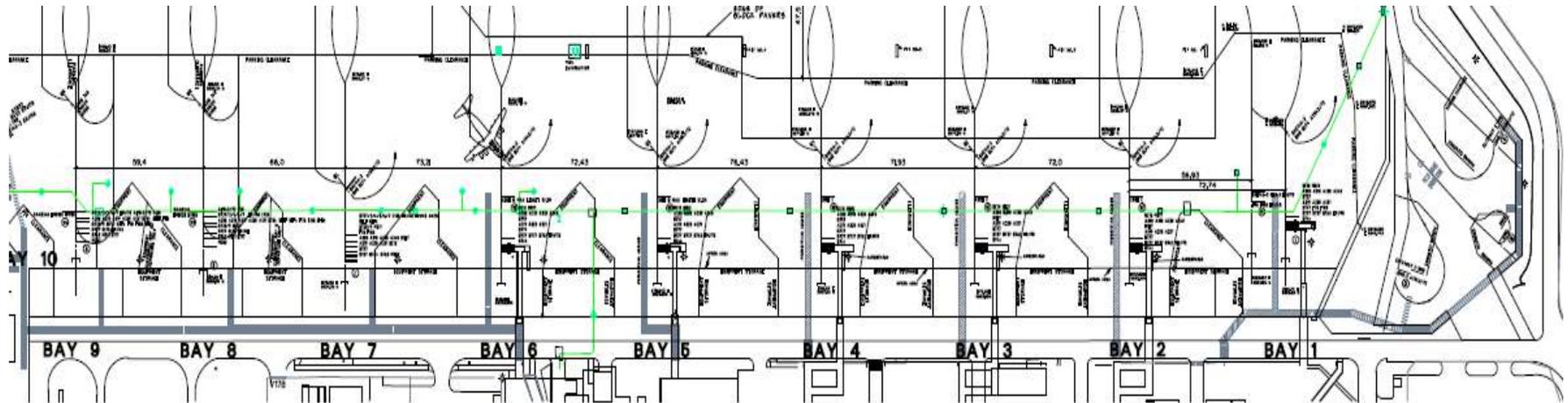


- I) **Jet Blast Markers** are generally found along perimeter roads and are located at the closest safe distance from aircraft movements. These markers signpost where vehicles must stop, look and give way to arriving or departing aircraft.



14. DOMESTIC, GENERAL AVIATION & INTERNATIONAL APRON DRAWINGS

INTERNATIONAL APRON



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DOMESTIC APRON



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15. DRIVER PENALTY SYSTEM

Introduction

- 15.1** A penalty system is in operation at Cairns Airport to assist CAPL in enforcing the prescribed airside driving rules to maintain a safe operating environment for aircraft, vehicles and individuals.
- 15.2** The penalty system comprises various components to provide CAPL with the authority to penalise drivers who breach any given airside driving and/or vehicle rule. This can be in the form of a driving suspension, withdrawing or cancelling an *Authority to Drive Airside (ADA)*, issuing penalty points and/or requesting specific conditions be met to maintain airside safety standards.

Airside Driver Penalty Points

- 15.3** The Penalty System allocates a maximum penalty for a range of prescribed airside driving offences.
- 15.4** The penalty point system is based on a maximum of 12 points, accumulated within a 24 month period. For example, if you are issued with 3 penalty points in October 2012 they will remain active until October 2014. During this time, any additional penalty points will be added to a maximum total of 12 points.
- 15.5** Each time a driver is reported for a breach of the airside driving regulations the incident will be investigated and if found to be in breach, the driver and vehicle operator will be notified, a Penalty Infringement Notice issued and a record kept of the appropriate penalty points.
- 15.6** Drivers may challenge individual Penalty Infringement Notices, by writing to the CAPL Airside Operations Manager within 14 days of the Notice being issued, stating why the Notice should be withdrawn. A determination on your appeal will be made within 10 working days and you will then be notified in writing within 5 working days after the determination is made.
- 15.7** ADA holders who accumulate twelve (12) penalty points within any twenty four (24) month period, will have their ADA suspended and will be invited to show cause why their ADA should not be withdrawn. The driver's response to the show cause notice will be considered by CAPL CEO or delegate.
- 15.8** Upon making a determination to withdraw an ADA, CAPL will advise the driver and the vehicle operator in writing of the reasons for the determination and the duration of the withdrawal.
- 15.9** The driver may appeal against a determination to the Review Panel. The Review Panel may consist of representatives from CAPL, the management from the organisation for whom the driver works and an independent person e.g. Australian Federal Police.
- 15.10** If a determination is made to withdraw an ADA for a specific time, the driver will be entitled to re-apply for an Authority after the expiration of that time. The ADA will not be automatically reinstated.

Table 1 Penalty Points:

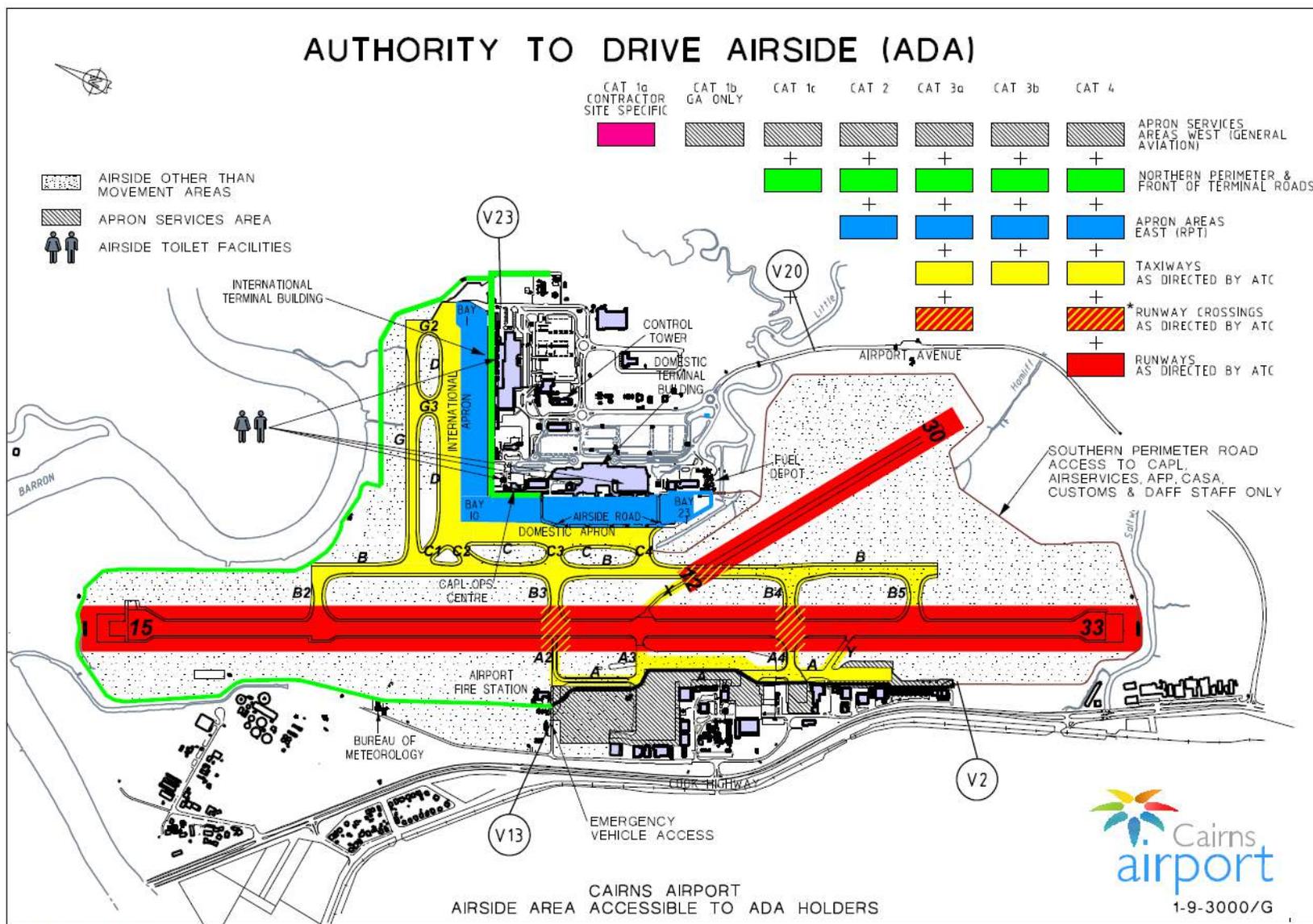
1.	SPEEDING	
1.1	Exceeding the speed limit in Baggage Halls	3 penalty points
1.2	Exceeding the speed limit by less than 15km/h	2 penalty points
1.3	Exceeding the speed limit by more than 15km/h but less than 30km/h	4 penalty points
1.4	Exceeding the speed limit by more than 30km/h	12 penalty points
2.	SAFETY IN THE VICINITY OF AIRCRAFT	
2.1	Failure to give way to taxiing aircraft	6 penalty points
2.2	Failure to give way to aircraft under tow	6 penalty points
2.3	Failure to give way while aircraft anti-collision beacons are on	3 penalty points
2.3	Failure to give way to aircraft that has commenced push back	Up to 6 penalty points and ADA suspension
2.4	Unauthorised driving within 3 metres of a parked aircraft if not servicing that aircraft	3 penalty points
2.5	Driving in a manner dangerous to aircraft	12 penalty points
2.6	Reversing of vehicle in an unsafe manner	3 penalty points
3.	IMPROPER OVERTAKING	
3.1	Improper overtaking	2 penalty points
3.2	Driving in a manner dangerous to other vehicles	6 penalty points
4.	DRIVING UNDER THE INFLUENCE	
4.1	Having a blood alcohol reading above 0.02	12 penalty points
4.2	Having a banned substance in your system	12 penalty points
5	SECURE LOOSE MATERIAL	
5.1	Dropping rubbish on the apron from a vehicle	3 penalty points
5.2	Failure to secure load	3 penalty points
5.3	Failure to control or collect FOD material	3 penalty points
6.	IMPROPER PARKING	
6.1	Parking in a No Parking zone	2 penalty points
6.2	Parking in a marked Hazard or Safety Area	6 penalty points
6.3	Parking in an area that obstructs an emergency exit or emergency equipment	6 penalty points

6.4	Parking in an area that obstructs traffic	3 penalty points
6.5	Parking in an area that obstructs pedestrians	6 penalty points
6.6	Parking in an area that obstructs aircraft	6 penalty points
6.7	Failure to park equipment in an equipment staging or storage area	3 penalty points
7.	SAFETY IN THE VICINITY OF AEROBRIDGES	
7.1	Parking vehicles and equipment in an Aerobridge Clearance Zone	6 penalty points
7.2	Unauthorised driving beneath an aerobridge.	6 penalty points
8.	IMPROPER LIGHTING	
8.1	Failure to dip headlights	2 penalty point
8.2	Driving without headlights	4 penalty point
8.3	Failure to use flashing beacon on manoeuvring area	4 penalty points
9.	LOW VISIBILITY	
9.1	Driving airside during low visibility without authority	6 penalty points
10.	SMOKING	
10.1	Smoking in a prohibited area	6 penalty points
11.	PEDESTRIAN SAFETY	
11.1	Driving in a manner dangerous to pedestrians	6 penalty points
11.2	Failure to give way to passengers at a pedestrian crossing	4 penalty points
12.	TOWING OF FREIGHT DOLLIES	
12.1	Towing more than the allowable number of containers or barrows as specified in the AVCM	3 penalty points
13.	RIDING ON EQUIPMENT (NO SEAT NO RIDE)	
12.1	Driver penalty for carrying a passenger when there is no seat provided	6 penalty points
12.2	Passenger penalty for carrying a passenger when there is no seat provided if they have an ADA	6 penalty points
13.	SEAT BELTS	
13.1	Driving without a seatbelt where fitted (unless exempt as per CAPL Seat Belt Policy and/or company policy)	3 penalty points
14.	BICYCLE	
14.1	Riding a bicycle airside unless authorised by CAPL	3 penalty points
15.	FAILURE TO FOLLOW DIRECTION	

15.1	Failure to follow directions of an Airport Safety Officer	6 penalty points
15.2	Failure to show an ADA when requested by an Authorised Officer.	3 penalty points
15.3	Failure to show State Drivers Licence when requested by an Authorised Officer (must be presented by the end of the next shift).	3 penalty points
15.4	Taking an unauthorised person or an animal airside without CAPL approval.	4 penalty points
15.5	Failure to stop after an accident	6 penalty points and ADA suspension
15.6	Failure to follow an ATC direction	Up to 12 penalty points and ADA suspension
16	FAILURE TO ABIDE BY AIRSIDE MARKINGS AND SIGNS	
16.1		
16.2	Failure to stop at a stop sign	3 penalty points
16.3	Failure to give way at a give way sign	3 penalty points
16.4	Disobeying traffic direction	3 penalty points
16.5	Entering a Vehicle Exclusion Zone without a clearance.	Up to 12 penalty points and ADA suspension
17	EXCEEDING AUTHORITY	
17.1	Driving on a perimeter road without the appropriate authority	3 penalty points
17.2	Driving on an apron without the appropriate authority	6 penalty points
17.3	Driving on a taxiway without the appropriate authority	6 penalty points and possible ADA suspension
17.4	Driving on a runway without the appropriate authority	12 penalty points ADA suspension and possible ADA withdrawal
17.5	Driving or cutting across aircraft parking bays when not authorised or servicing an aircraft on that bay	3 penalty points
18	VEHICLE OPERATIONS	
18.1	Failure to display company logos/identification on vehicle	3 penalty points
18.2	Failure to maintain proper escort (vehicle/aircraft)	3 penalty points

18.3	Operating a vehicle contrary to a condition within the <i>Airside Vehicle Control Manual</i>	3 penalty points
18.4	Driving a vehicle that is not in a roadworthy, or sound mechanical condition	3 penalty points
19	OTHER	
19.1	Any other offence that may constitute a hazard to aircraft operations or airside safety	To be examined on a case by case basis
19.2	Operating a vehicle without a current ADA	Suspension and/or inability to apply for an ADA
19.3	Failure to report incidents to CAPL (including spills)	3 penalty points
19.4	Failure to provide information or giving false or misleading information	6 penalty points
19.5	Using a hand-held mobile phone while driving airside	6 penalty points

AIRSIDE MAP AND ADA CATEGORIES



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