



**JANDAKOT**  
AIRPORT

# AIRSIDE VEHICLE CONTROL HANDBOOK

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## **1 Forward**

This Airside Vehicle Control Handbook ("AVCH" or "Handbook") is issued under the *Airports (Control of On-Airport Activities) Regulations 1997*. These Regulations require Jandakot Airport Holdings Pty Ltd ("JAH"), as the Airport Operator, to control surface driving and vehicle access within the Airside area of the Airport boundary.

The intent of the requirements for the Airside operation of vehicles set out in this Handbook is to ensure the safe and orderly movement of vehicular traffic so that aircraft operations are not interrupted or impeded.

In accordance with the *Civil Aviation Safety Regulations (CASR) Part 139*, procedures for controlling the operation of surface vehicles on or near the movement area of the Airport must be included in the Aerodrome Manual. This requirement is met through the publication of this AVCH, and as such, this Handbook forms part of the Jandakot Airport Aerodrome Manual.

Jandakot Airport Holdings Pty Ltd also has a general duty of care under common law and obligations under occupational health and safety legislation, the *Civil Aviation Regulations*, and the *Air Navigation Regulations*, in relation to safety and security issues associated with surface vehicles operating in Airside areas.

Failure to comply with the requirements of this Handbook is a breach of conditions set down by the relevant authorities for use of vehicles within the Airside, and any such failure is to be taken into account by JAH in considering whether to exclude individuals or entities from use of vehicles Airside.



Mr John Fraser, Chief Executive Officer  
Jandakot Airport Holdings Pty Ltd

## 2 Record of Amendments

The Airside Vehicle Control Handbook is subject to change from time to time.

The AVCH is made available for viewing and/or download from the Jandakot Airport website, [www.jandakotairport.com.au](http://www.jandakotairport.com.au).

As information is updated, the version number of the document will be changed accordingly and the amended document made available on the website. Any major changes will be advised in writing to all stakeholders.

It is the responsibility of Drivers and Vehicle Operators to remain up to date with the rules and requirements for driving Airside as outlined in this AVCH.

DATE	RECORD CHANGED	VERSION
12 May 2021	Complete Review (New MOS)	1
December 2021	Section 5 <a href="#">Rotating Beacon</a>  Section 6 <a href="#">AUA Application</a> <a href="#">Non-Registered Vehicles</a> <a href="#">Vehicle Inspections</a>  Section 8 <a href="#">Categories of Airside Driving</a> <a href="#">Cat 1 Restricted</a>	1.1
June 2022	<a href="#">1 – Forward (Position title change)</a> <a href="#">5.9 – Rotating beacon</a> <a href="#">6.3 – Additional requirements for non-road registered vehicles</a>	2
September 2022	<a href="#">5.12 – Vehicle Parking</a> <a href="#">Summary of Rules (5.12)</a>	2.1
February 2023	<a href="#">8.3 – Cat 1 Map (RDFS Area)</a> 13.1 - <a href="#">Exemptions</a>	2.2
February 2024	<a href="#">5.14</a> Manoeuvring area map <a href="#">14.5</a> Airfield layout map	2.3

### 3 Definitions

**ADA:** Authority to Drive Airside.

**Aerodrome:** a defined area of land or water (including any buildings, installations and equipment), intended to be used for the arrival, departure and movement of aircraft.

**Aeronautical Radio Operator Certificate:** a certificate issued in accordance with *Civil Aviation Safety Regulations 1998* Part 64.

**Airport:** Jandakot Airport.

**Airport Operator:** Jandakot Airport Holdings Pty Ltd (JAH), being the airport operator company as defined under the *Airports Act 1996*.

**Airside:** the area of the Airport enclosed by the security barrier described in the Jandakot Airport Transport Security Program, which includes the Movement Area of the Airport and adjacent terrain and buildings or portions thereof, to which the general public does not have access.

**Airside Vehicle Control Handbook (AVCH):** this Airside Vehicle Control Handbook.

**Apron:** that part of the Airport to be used for the purpose of enabling crew and passengers to board, or disembark from aircraft; for loading cargo onto or unloading cargo from an aircraft; and/or refuelling, parking, or carrying out maintenance on aircraft.

**ATC:** Airservices Australia Air Traffic Control.

**AVCH:** Airside Vehicle Control Handbook.

**AUA:** Authority for Use Airside.

**Authorised Officer:** an employee of Jandakot Airport Holdings Pty Ltd.

**Authority to Drive Airside (ADA):** a document issued to a person to permit them to drive a vehicle Airside that is issued by the Airport Operator in accordance with the *Airports (Control of On-Airport Activities) Regulations 1997* and Section 8 of this Handbook.

**Authority for Use Airside (AUA):** a permit to be affixed to a vehicle approved to access the Airside that is issued by the Airport Operator in accordance with the *Airports (Control of On-Airport Activities) Regulations 1997* and Section 6 of this Handbook.

**Company:** the owner or other person, firm, company or corporation (including Government departments or business enterprises) applying for an Authority for Use Airside and/or Authority to Drive Airside and/or controlling the operation of one or more vehicles on Airside, or any person who has rented such a vehicle for operation by his/her own agents.

**Driver:** a person in physical control of the Vehicle at the time, or in the circumstances that this AVCH applies, whether or not the Vehicle is moving or they are on, in, or with the Vehicle.

**Drivers Licence:** an official document, issued by a State or Territory, to permit a person to operate a motorized vehicle on Australian public roads.

**Escort:** the supervision of a Vehicle operating Airside whereby the supervising person takes responsibility for and will provide guidance and may take immediate action to prevent an unsafe act by the Vehicle being escorted.

**Handbook:** this Airside Vehicle Control Handbook.

**JAH:** Jandakot Airport Holdings Pty Ltd.

**Jandakot Airport Holdings Pty Ltd (JAH):** the Airport Operator as defined in the *Airports Act 1996*.

**Landside:** that portion of an Airport not designated as Airside, and to which the general public normally has free access.

**Leased/Licensed Area:** a portion of land airside that has been leased or licensed and for which the lessee/licensee is responsible for the control of all vehicles within the boundaries of that area.

**Manoeuvring Area:** that part of the Airport used for the take-off, landing and taxiing of aircraft, but excluding Aprons.

**Movement Area:** that part of the Airport to be used for the surface movement of aircraft, including Manoeuvring Areas and Aprons.

**Perimeter Road:** a road within the Airside to facilitate travel of vehicles to various areas whilst remaining clear of the Manoeuvring Areas.

**Permit:** the physical identification on or for a Vehicle that is the subject of an AUA.

**Runway:** a defined rectangular area on a land aerodrome, prepared for the take-off and landing of aeroplanes along its length.

**Runway Strip:** a defined area including the runway and stop-way (if provided), intended to reduce the risk of damage to aircraft running off a runway and to protect aircraft flying over it during take-off or landing operations.

**Speed Limit:** the maximum speed at which a Vehicle is permitted to travel in a given area and under specified circumstances.

**Supervised Vehicle:** a Vehicle being escorted by a person authorised by JAH to provide Airside vehicle escort services because the Vehicle does not hold an AUA and/or the Driver does not hold an ADA.

**Taxiway:** a defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome to another, including aircraft stand taxi-lane, apron taxiway and rapid exit taxiway.

**Tower:** the Air Traffic Control Tower at the Airport.

**Vehicle:** any motor vehicle, special purpose vehicle or other mobile equipment, which is used on the Airside or taken onto the Airside (including specialised ramp equipment).

**Vehicle Operator:** the person or entity controlling the operation of a Vehicle, whether as the owner, hirer or otherwise.

**Warning Notice:** a written warning issued to a Driver, Driver's employer, and/or Vehicle Operator for a breach of the rules and requirements outlined in this Handbook.



## 4 Working Airside

### 4.1 Security

Airport security is governed by the *Aviation Transport Security Act (ATSA)* and *Australian Transport Security Regulations (ATSR)*. There are strict controls and procedures that must be followed when working Airside (comprising the aprons, runways and all other areas inside the security fence).

Persons may only enter the Airside area if they have a valid work-related/operational reason for doing so.

### 4.2 Airside Access Gates

Entry to Airside through the pedestrian and vehicle access gates is controlled separately through the issue of proximity (swipe) cards. Proximity cards for Airside gate access are available from JAH on approval of a completed *Airside Access Proximity Card Application (Form FO201)*.

Drivers using the Airside access gates must ensure that the gate is fully open before proceeding through the gate and must wait until the gate has securely closed behind them before driving away from the gate. Drivers are required to position their vehicle to prevent unauthorised access whilst the gate is closing. Drivers are not expected to act as security guards but are asked to report any suspicious behaviour at the gates, unauthorised access including tailgating.

If any gate is still open on arrival, the driver will not follow in another vehicle or pedestrian. The driver must swipe access card before entering to show they have authorisation to enter airside.

Airside vehicle gate access will be deactivated on airside access cards for Driver's that have their Authority to Drive Airside drivers licence suspended or cancelled for breach of the rules and requirements of this Handbook (refer Section 10). Airside vehicle gate access will also be deactivated for any expired Authority to Drive Airside licence and/or Authority for Use Airside permit holders.

### 4.3 Aircraft Operations

Aircraft have right of way at all times.

Equipment and vehicles can pose a serious safety hazard to aircraft, and all care must be taken to ensure that aircraft operations are not interfered with or obstructed in any way.

No access to, or contact with, an aircraft or its contents is permitted unless approved by the Aircraft Owner/Operator.

### 4.4 Safety around Aircraft

There are safety hazards for personnel working Airside, and extra caution must be taken around aircraft. Jet blast from turbine engines can cause serious injury or death, as well as damage property and equipment nearby. Propellers can appear motionless when they are operating at a very high revolutions per minute (RPM) and contact with propellers can cause serious injury or death.

When aircraft have red anti-collision beacons (small flashing red light on top of aircraft) activated it indicates that the aircraft is about to start its engines, has the engines running, or is about to move. Aircraft must not be approached, by persons or Vehicles, while the beacons are operating.

#### **4.5 Hi-Visibility Clothing**

For personal safety, high visibility vests/clothing and Personal Protective Equipment (PPE) must be worn when walking within aircraft movement areas (leased apron areas excluded). The high visibility items worn must be compliant with Australian Standard AS4602.

#### **4.6 Noise Protection**

Jandakot Airport is a high occupational noise impact area, and noise protection (Class 5 recommended) should be worn when aircraft activity is taking place.

#### **4.7 Smoking**

Smoking is strictly prohibited Airside, including inside Vehicles.

#### **4.8 Drugs and Alcohol**

Alcohol and drugs, other than drugs prescribed by a medical practitioner, must not be consumed by personnel while Airside or prior to accessing Airside.

Some prescribed drugs may affect work performance and make it dangerous to drive or operate Vehicles and machinery. Persons who have been prescribed drugs of this type must inform their supervisor before they commence work or conduct activities around aircraft.

#### **4.9 Animals**

Animals are only permitted Airside when they are enclosed in an approved animal cage/carrier.

## **5 Driving Vehicles Airside**

### **5.1 Control of Vehicles and Driving**

Jandakot Airport Holdings Pty Ltd (JAH), as the Airport Operator, is responsible for the control of Vehicles and Drivers in the Airside area of the Airport.

A Vehicle may not be driven Airside unless it has been approved by JAH to operate Airside by way of an Authority for Use Airside (AUA) vehicle permit. Similarly, a Driver may not drive a Vehicle in the Airside area unless they have been approved by JAH by way of an Authority to Drive Airside (ADA) drivers licence.

It is an offence under the *Airports (Control of On-Airport Activities) Regulations 1997* for a Driver or a Vehicle to operate Airside without the required approval and ADA licence or AUA permit. Drivers and Vehicles may only be permitted to operate in the Airside area without an ADA and/or AUA when being escorted by a person authorised by JAH to provide Airside vehicle escort services (refer to Section 9).

Any person driving a Vehicle within the Airside area, and each Vehicle being operated Airside, must comply with the rules and requirements of this Handbook.

JAH may refuse Airside entry, or give instruction to vacate Airside, to Drivers and/or Vehicles at any time, including for security measures, an aerodrome emergency, low visibility operations, or a breach of the Airside driving rules outlined in this Handbook.

Drivers and Vehicle Operators must comply with any instruction made by a JAH Authorised Officer with regards to driving or Vehicles within the Airside of Jandakot Airport.

## 5.2 Who can drive Airside

The driving of a Vehicle in the Airside area of Jandakot Airport is restricted to persons who have a valid work-related/operational reason for needing to drive Airside and is subject to authorisation by JAH to drive Airside (by way of an Authority to Drive Airside licence).

Due to the high volume of aircraft movements, Vehicle traffic within the Movement Area must be kept to a minimum to ensure that aircraft activity is not impeded in any way.

Airside aprons are provided for aircraft operations and may not be used by Vehicles as a shortcut or as an alternative to landside (public) roads. Vehicle activities permitted on the apron include towing of aircraft, refuelling trucks, and accessing aircraft for maintenance. Vehicles that are moving between hangars must use the landside roads and access the destination hangar by the nearest airside access gate.

JAH Authorised Officers may, at any time, stop a Vehicle within the Airside and request information regarding the Drivers travel intentions, and any direction given by the Authorised Officer to the Driver must be complied with.

## 5.3 Right of Way

Within the Airside area, aircraft operating under power have right of way at all times. Aircraft under tow have right of way over other Vehicles. Vehicles must not impede or restrict aircraft operations. Failure to give way to an aircraft will result in the issue of a Warning Notice (refer to Section 10).

Drivers must slow down for pedestrian traffic and give way to pedestrians accessing aircraft parked on the Apron.

Emergency services vehicles (police, fire and ambulance) have right of way when responding to an aerodrome emergency incident. Emergency vehicles will display rotating beacons for an emergency response, and all other Vehicles must remain clear of emergency services vehicles and any incident site.

## 5.4 Airside Speed Limits

Speed limits in the Airside area must be strictly adhered to. The speed limits are the maximum speed that a Vehicle is permitted to operate in each area. Drivers must reduce speed during times of high vehicle and aircraft traffic, and when weather conditions are causing reduced visibility.

Unless otherwise indicated by a regulatory sign, the following speed limits apply:

Movement Area - within 15 meters of an aircraft	10 km/h
Movement Area - if more than 15 meters from an aircraft	25 km/h
Manoeuvring Area - runways and associated taxiways	25 km/h
Perimeter Roads	40 km/h

The speed limits do not apply to emergency service Vehicles that are involved in an Aerodrome Emergency Plan response, JAH Vehicles conducting runway serviceability inspections, or Vehicles that have been instructed by ATC to vacate the Manoeuvring Area (refer Section 15).

## 5.5 Helicopter buffer zones

For larger helicopter types, increase the buffer zone wherever possible to prevent down wash and to maintain a safe distance.

## 5.6 Jet Operations

Increase buffer zone around jet aircraft wherever possible to maintain a safe distance.

## 5.7 Driving Safety

To ensure safety for Drivers, aircraft and personnel working Airside:

- a) Drivers must obey all signs, pavement markings, and traffic control devices located Airside.
- b) Vehicles must not be driven within three (3) meters of an aircraft, except where required for the servicing of that aircraft.
- c) Drivers must give way to approaching aircraft at all times by moving the Vehicle behind the parking limit line or outside the taxiway strip and stopping until the aircraft has passed.
- d) Vehicles must not approach within 15 meters (50 feet) of an aircraft during fuelling or de-fuelling operations, other than in accordance with *Civil Aviation Order 20.9*. All contact with fuel hydrants, hoses and cables that are connecting the aircraft with the refuelling Vehicle must be avoided.
- e) Vehicles must be driven along the taxiway centrelines to ensure the Vehicle can be easily seen by aircraft and other Vehicles, and the Driver can see any aircraft that may pull out into the taxiway.
- f) Where possible, Vehicles must use indicators to signal when intending to turn right or left.
- g) Drivers must avoid reversing where possible, or if unavoidable, must check carefully behind the Vehicle for any obstructions and watch for other traffic.
- h) The wearing of seatbelts Airside is not mandatory. Drivers must check with their employer and comply with the company policy.
- i) A Vehicle must not be operated with a passenger load in excess of its designated capacity. Passengers can only travel in Vehicles if they have an allocated seat.
- j) Vehicles are not permitted to overtake aircraft or other Vehicles.
- k) Mobile phones are a distraction and should not be used when driving Airside, unless operationally necessary. Use of phones, including hands-free, must be kept to a minimum whilst driving to ensure situational awareness is not impaired.
- l) Vehicles must not enter an unserviceable area (identified by white and red cone markers and/or flashing red lights at night) unless there is an operational requirement to do so. Drivers must exercise extreme caution if it is necessary to enter the unserviceable area.

## 5.8 Company Logo

Where possible, each Vehicle is to be readily identifiable by the clear display of a Company logo.

## 5.9 Rotating Beacon

Vehicles operating within the Movement Area must carry and activate an amber, yellow or orange rotating beacon or amber strobe light on the highest point of the vehicle (360 degrees visibility).

The use of Vehicle hazard lights is permitted in lieu of a rotating beacon within the CAT-1 airside areas only (see section 8) unless otherwise advised by JAH.

JAH may approve alternative lighting for non-road registered vehicles, in accordance with MOS 14.05 (5): If a light cannot be placed on top of an airside vehicle, additional lights must be provided in other locations on the vehicle to ensure all visibility in all directions.

### 5.10 Driving at Night

In addition to a rotating beacon, Vehicles being used at night must have front headlights tilted down towards the ground so that the headlights do not shine directly into pilot vision.

### 5.11 Low Visibility Procedures

During times of low visibility conditions, Air Traffic Control (ATC) will activate Low Visibility Procedures to restrict aircraft and vehicle traffic within the Manoeuvring Area. Only essential vehicles will be permitted by ATC to enter the Manoeuvring Area during low visibility conditions.

During times of low visibility, any non-essential driving on the apron should be held off until conditions clear.

During periods of heavy rainfall or fog vehicles driving on the aprons must activate headlights and hazard lights.

### 5.12 Vehicle Parking

Vehicles, equipment, goods and structures are prohibited within two (2) metres inside, and three (3) meters outside, of the Airside boundary fence. This is to ensure that Airside security is not compromised by people using these objects to climb over the fence.

Vehicles must not be parked Airside in any area where it can obstruct aircraft, other Vehicles, or pedestrians, and must be left with the doors unlocked, keys in the ignition and handbrake on.

A vehicle may **only** be parked on the movement area (including any licenced apron) for the period that the driver is conducting airside business, the nature of which requires the vehicle to be parked at that specific position. As soon as the business has been completed then the vehicle must be removed from the movement area. A vehicle may not be parked on the airside for any reason other than stated above unless specific permission in writing is obtained from JAH.

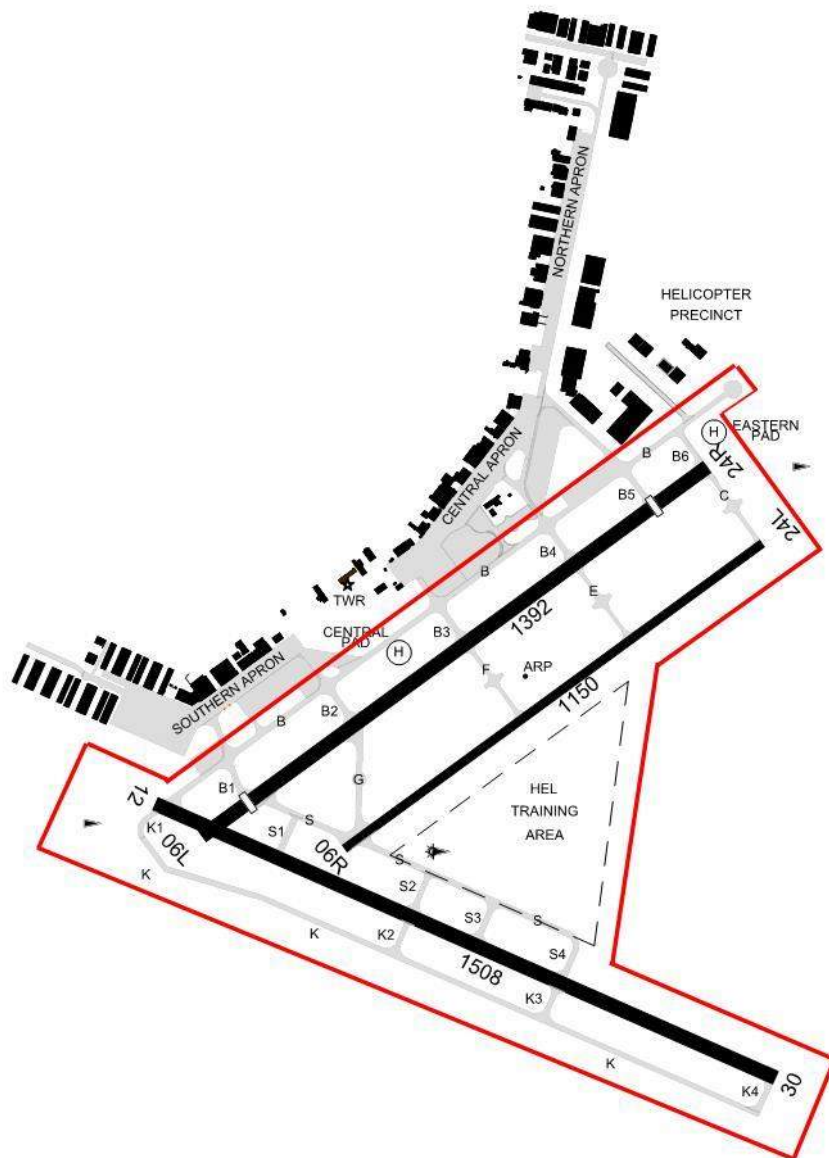
### 5.13 Removal of Vehicles from Airside

If a Vehicle is being driven, or is stopped or parked, in a manner that is likely to be a danger or obstruction to a person or property (including other Vehicles, aircraft or facilities), or that it is likely to interfere with the operation of the Airport and/or aircraft, a JAH Authorised Officer may direct the Driver to remove the Vehicle from the Airside. The direction may be done verbally or by written notice to the Vehicle Operator.

In accordance with Regulation 131 of the *Airports (Control of On-Airports Activities) Regulations 1997*, if the Driver of the Vehicle cannot be found, or refuses to comply with the direction to move, JAH will take actions necessary to remove the Vehicle. JAH accepts no liability for damage sustained by the Vehicle in the course of it being moved by JAH.

### 5.14 Manoeuvring Area

The Manoeuvring Area, comprising the runways and associated taxiways, is a restricted area.



**Figure 1: Manoeuvring Area**



All aircraft and Vehicle traffic in the Manoeuvring Area is controlled by Airservices Air Traffic Control during ATC tower hours. Outside of ATC tower hours, CTAF radio procedures apply. Refer to Section 15 for further details.

The Jandakot Air Traffic Control tower operates at the following times:

Monday to Friday	0700-2100 WST (0700-2000 June, July & August only)
Saturday and Sunday	0800-1800 WST

Vehicles are only permitted to enter the Manoeuvring Area if:

- there is a valid operational requirement for the Vehicle to be in the Manoeuvring Area;
- the Vehicle displays an activated rotating beacon;
- the Vehicle is equipped with a radio capable of two-way communications with ATC frequencies (including the CTAF frequency);
- the Driver holds a current Category 3 (taxiway Bravo only) or Category 4 ADA (refer Section 8.2);
- the Driver holds an Aeronautical Radio Operator Certificate issued by CASA; or is a pilot licence holder (PPL, MPL, CPL, and APTL) authorised under CASR 61.435 to operate an aircraft flight radio.
- the Driver understands the procedures that apply in the Manoeuvring Area;
- the Driver requests and receives ATC clearance for the Vehicle to operate in the Manoeuvring Area and/or makes the appropriate Common Traffic Advisory Frequency (CTAF) radio calls outside of ATC Tower hours – see section 15.13; and
- the Driver complies with all instructions given by ATC.

A person is not permitted to access the Manoeuvring Area on foot. In extenuating circumstances (e.g. JAH operational staff with tools), ATC may permit a person on foot within the Manoeuvring Area if the person is carrying a hand-held radio and obtains the appropriate clearances.

Entering the Manoeuvring Area without ATC clearance during Tower hours, or the required CTAF radio calls outside of ATC hours, will result in the issue of a Warning Notice, and may result in the immediate suspension of the Driver's Authority to Drive Airside licence (refer to Section 10).

### **5.15 Immobilised Vehicles**

If a Vehicle becomes immobilised within the Movement Area, the Vehicle Operator must take all actions necessary to remove the Vehicle immediately.

Where possible, the immobilised Vehicle must immediately be pushed out of any area where it will cause an obstruction to aircraft or other Vehicles.

Immobilised Vehicles may not be left unattended at any time.

In addition, if a Vehicle becomes immobilised within the Manoeuvring Area or on an apron taxiway, the Vehicle Operator must also ensure that:

- if Air Traffic Control is operating, Air Traffic Control and JAH are notified immediately; or
- if Air Traffic Control is not operating, JAH is notified immediately and CTAF radio frequency is monitored to advise aircraft of the immobilised vehicle.

If the Vehicle Operator does not have the resources available to remove the vehicle promptly, JAH can be contacted to tow the vehicle (refer to Fees and Charges on the Jandakot Airport website). The Driver and/or Vehicle Operator of the immobilised vehicle must provide such assistance as reasonably required by JAH to move the vehicle.

### **5.16 Accidents**

The Driver and/or Vehicle Operator must immediately report to JAH any accident that occurs on Airport land if the accident causes:

- personal injury;
- damage to Airport property/facilities; or
- property damage to a value greater than \$1,000.

In the event of an accident, a written statement from the Driver and/or Vehicle Operator must be provided to JAH within the timeframe requested by JAH.

### **5.17 Fuel/Oil Spills**

Drivers are to guard against fuel/oil spills on the apron. Spills must be reported immediately to JAH and cleaned up properly. The cost of repairs for Apron damage caused by fuel/oil spills will be charged to the person/Company responsible.

### **5.18 Foreign Object Debris**

Objects in or on a Vehicle must be fully secured so that they do not pose a hazard to aircraft operations by causing Foreign Object Debris (FOD). FOD is any loose item that could be ingested into a jet or propeller engine or blown into and cause damage to an aircraft. Any objects that become loose and fall on the ground, or that are found on the Apron, must be removed immediately. Any FOD identified in the Manoeuvring Area must be reported immediately to JAH for removal.

### **5.19 Fees**

Charges are payable to JAH for the provision of permits/licences and associated insurance, testing, and administration for:

- Authority for Use Airside vehicle permit – initial issue, annual renewal and replacements; and
- Authority to Drive Airside licence – initial issue, renewal, replacement, and category upgrade.

These charges are amended as at 01 July of each year, and are published on the Jandakot Airport website in the Fees and Charges section under the Aviation menu.

The fees payable are a fixed amount and will not be charged pro-rata.

An ADA or AUA may be suspended if payment is not received within 30 days of date of invoice and will remain suspended until the outstanding payment is received (refer Section 10.2).

Fees will not be refunded or credited once the ADA or AUA has been issued by JAH for collection.

## **6 Authority for Use Airside**

### **6.1 Introduction**

An Authority for Use Airside is a permit issued by JAH for a Vehicle that has been approved to operate Airside.

### **6.2 AUA Application**

An *Authority for Use Airside Application Form (FO204)* must be completed for every Vehicle that will be operating Airside. The form is available for download from the JAH website ([www.jandakotairport.com.au](http://www.jandakotairport.com.au)) Airside Driving webpage.



The Vehicle Operator is required to provide information about the Vehicle, including make, model and year of manufacture.

Additional information will be required for Vehicles that are not road registered, such as specialised equipment/machinery (see section 6.3).

The Vehicle Operator must be able to demonstrate:

- a valid operational requirement for the Vehicle to operate Airside on a frequent and unsupervised basis (demonstrating that the operational tasks cannot be otherwise undertaken landside);
- the capacity to ensure that the operation of the Vehicle will comply with the requirements of this Handbook and with all laws, rules, standards and directions including, where applicable, Civil Aviation Orders and Air Traffic Control directions relating to the operation of Vehicles in the Airside;
- that the Vehicle Operator has in place appropriate arrangements to limit fire hazards in Vehicles which are to operate within 15 meters of an aircraft fuel tank opening or vent outlet during fuelling or de-fuelling;
- that there are in place appropriate arrangements to ensure that if the Vehicle becomes immobilised on the Movement Area, the Vehicle will be immediately removed and the notifications detailed at Section 5.15 will be given;
- In the case of a vehicle that is registered for road use, the Vehicle will be maintained to satisfy the general road worthiness conditions applicable for public road use under the *Road Traffic (Vehicles) Act 2012 and meet airside safety requirements*; and
- that the Vehicle is suitable for the type(s) of pavement and local topography of the Airport.

JAH is not obligated to issue or renew an Authority for Use Airside, although no application will be reasonably refused.

### **6.3 Additional requirements for Non-Registered Vehicles**

Specialist Vehicles, such as an aircraft tug, quad bike, tractor, EWP (such as scissor lift) and other equipment/machinery, may not be required to be registered by a State/Territory Authority for use on public roads.

Prior to approving an Authority for Use Airside for a non-registered Vehicle, JAH will require a checklist to be completed by a LAME / Mechanic (including evidence of their qualification) confirming that the vehicle is of sound mechanical and operating condition. JAH SASO (or a delegate as directed by the Operations Manager) will also conduct an inspection of the vehicle to ensure airside safety requirements are met. These checks will include (but not limited to):

- Beacon must be visible from 360°
  - alternative lighting may be approved by JAH (assessed on a case-by-case basis),
- Lights must be operational
- Starts with no concerns
- No obvious leaks identified
- Handbrake must work with plant / equipment in gear

If either report comes back with any reported defects JAH will not issue an Authority for Use Airside permit until the reported issue has been rectified.

The equipment must always be maintained in a good state or repair.

If airside safety concerns are observed by JAH at any time the operator will be requested to have any issues inspected and to provide a report to JAH to continue operating them airside.

## 6.4 Vehicle Inspections

In the interests of Airside safety, Vehicles must be maintained in a good state of repair. It is the responsibility of the Vehicle Operator to ensure the Vehicle being operated is in serviceable condition. JAH reserves the right to inspect and check Vehicles and to suspend an Authority for Use Airside until the Vehicle Operator provides a road worthiness certificate, endorsed by a qualified auto mechanic or engineer, to ensure that the Vehicle satisfies mechanical and road-worthiness standards.

Any Vehicle not meeting standards of serviceability will have its AUA suspended, and the Vehicle Operator must remove the Vehicle from Airside or be tagged out with keys removed until the appropriate corrective action has been taken and the Vehicle AUA has been reinstated by JAH.

## 6.5 Competency

Vehicle Operators must ensure that personnel have undertaken the appropriate training and certification (as required by the equipment manufacturer, regulatory bodies, State or Commonwealth legislation, or any other applicable industry standards) for all Vehicles, equipment and machinery that is being operated Airside.

Where appropriate, JAH may also request a Vehicle Operator to provide copies of certificates of competency or licences that may apply to specific equipment/machinery.

## 6.6 AUA Vehicle Permit

Once all required documentation has been completed and approved by JAH, an Authority for Use Airside permit will be issued for the relevant Authority to Drive Airside category. Once the permit has been issued, it must be immediately affixed to the front windscreen of the Vehicle (preferably on the left-hand side, or in a prominent holder on the dashboard). If the Vehicle does not have a windscreen, the AUA permit must be displayed where it is clearly visible, preferably at the front of vehicle.



Figure 2: Authority for Use Airside permit

## 6.7 Validity

AUA permits will remain valid as long as the yearly insurance charge is paid. Non-payment of insurance fees will result in the vehicle owner's airside vehicle access card being cancelled.

Any breaches in the conditions of access and use or terms in this handbook may result in the suspension or cancellation of an AUA.

The vehicle owner must notify JAH in writing if an AUA permit is no longer required.

### **6.8 AUA Transfers**

An AUA permit is only valid for the Vehicle to which it was originally issued, and the permit is not transferable between Vehicles. If number plates change on a vehicle, JAH must be notified asap.

### **6.9 Replacement Permit**

A Vehicle Operator may request a replacement AUA permit. Prior to JAH issuing a replacement permit, the Vehicle Operator must provide a satisfactory reason for the AUA sticker being lost or destroyed, and JAH may request that a statutory declaration be signed to that effect.

### **6.10 Disposal of Vehicle**

When a Vehicle is no longer required for Airside use, or the Vehicle Operator disposes or otherwise ceases to be in control of a Vehicle which has been issued with an AUA, the Vehicle Operator must:

- a) remove the AUA Permit from the Vehicle; and
- b) within 24 hours, return the AUA to JAH or notify JAH in writing that the AUA has been removed and destroyed.

### **6.11 Temporary AUA**

JAH may, at its discretion, approve a temporary AUA for a vehicle that is required to be drive airside for a short period of time. Requests for a temporary AUA will be considered by the JAH Operations Manager on a case-by-case basis.

## 7 Motorcycles, Bicycles & Skates

### 7.1 Cycles

Motor or manual powered cycles (e.g. motorcycles, scooters, motorised bicycles and pedal bicycles) are not permitted to be used Airside without the written permission of JAH.

An Authority for Use Airside for a motorised cycle must be applied for and approved by JAH. The applicant must demonstrate an operational need to use the motorised cycle Airside. The person riding the motorised cycle must obtain the relevant CAT 1 or CAT 2 Authority to Drive Airside licence and comply with all of the rules and requirements outlined in this Handbook.

In addition, the following rules will also apply for the use of a cycle Airside:

- a helmet must be worn in accordance with standard road rules;
- a high visibility vest/jacket must be worn;
- cycles may only be used during full daylight hours with normal visibility conditions (i.e. cycles may not be used during nightfall, low visibility, or rain); and
- cycles may not be ridden within 30 meters of taxiing aircraft.

Permission may be withdrawn at any time by JAH by giving written notice of the cancellation (see section 10.2).

### 7.2 Skates

Skateboards, roller skates and similar means of transport are not permitted Airside.

## 8 Authority to Drive Airside

### 8.1 Introduction

An Authority to Drive Airside (ADA) is a licence issued by JAH to Drivers that have been approved to drive in specific designated Airside areas.

### 8.2 Categories of Airside Driving

There are different categories of an Authority to Drive Airside (ADA) to indicate the specific portion of the Airside area that the Driver is authorised to operate on

Category 1 (CAT 1)	Access to a specified leased/licensed area only.
Category 2 (CAT 2)	Aprons only
Category 3 (CAT 3)	CAT 2 + Taxiway Bravo only.
Category 3 (CAT 3+)	Cat 3 + Helicopter Training Area and Northern Perimeter Road
Category 4 (CAT 4)	All Movement Areas.

A Driver is not permitted to operate a Vehicle in any Airside area for which the ADA category does not apply. A Warning Notice (see Section 10) will be issued to any Driver found to be driving in an area for which the ADA category does not apply. If a Driver operates a Vehicle in an area for which their ADA does not apply, and causes a safety hazard, incursion or other incident, the Driver will have their ADA immediately suspended or cancelled.

### 8.3 CAT 1



CAT 1 ADA is issued to personnel who require access to a specified hangar only and the route does not traverse a busy aircraft movement area.

The ADA Category refers to the specific area that the driver is permitted to operate:

- CAT 1-S (south)
- CAT 1-C (central)
- CAT 1-W
- CAT 1-G
- CAT 1-N (north)

**CAT 1- RFDS** (RFDS apron and parking area and adjacent washdown bay only) A maximum of two CAT 1 categories will be issued to a single driver. Access to three or more CAT 1 areas will require a CAT 2 ADA.

Additional Cat 1 zones will be assessed by JAH on a case-by-case basis.



#### 8.4 Cat 1 Restricted

Cat 1 restricted is issued for access to a site-specific area not covered by Category 1 ADAs listed above. The approved area will be outlined on the printed ADA licence based on the applicant's operational requirements. A beacon may be required as determined by JAH.

#### 8.5 CAT 2

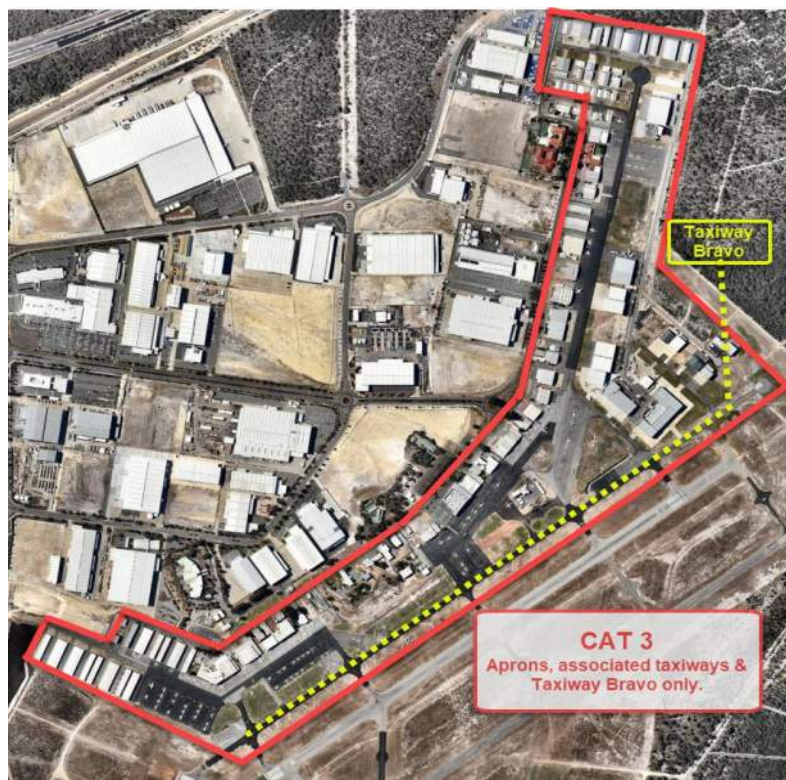


Personnel with a CAT 2 ADA are permitted to drive on the aprons.

To operate in the movement area, vehicles must have a beacon.

A person with a CAT 2 ADA may not enter the Manoeuvring Area.

## 8.6 CAT 3



Drivers with a CAT 3 ADA are permitted to operate on the Movement Area plus taxiway Bravo only.

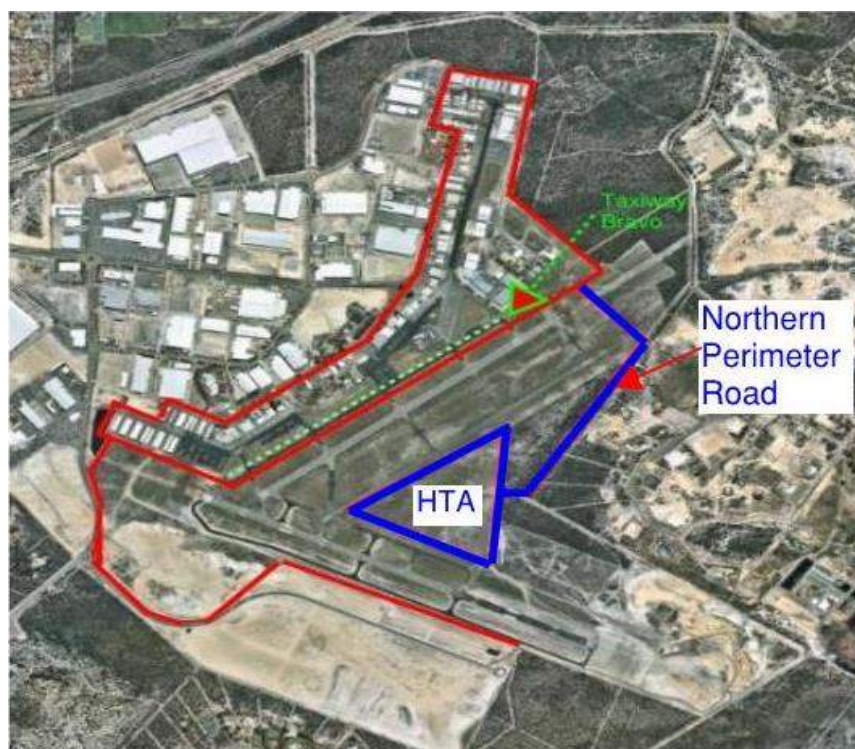
To operate on taxiway Bravo, Vehicles must be equipped with a two-way radio (ATC communication frequencies) and an activated beacon.

Drivers must obtain clearance from ATC prior to entering Taxiway Bravo.

Vehicles are only permitted on taxiway Bravo if they are:

- towing an aircraft
- an emergency services vehicle responding to an emergency
- JAH operational vehicle
- refuelling truck for a company that has an agreement with JAH and ATC.

## 8.7 CAT 3 with Helicopter Training Area & Northern Perimeter Road



To access the helicopter training area, drivers are to use the northern perimeter road



## 8.8 CAT 4



Category 4 ADA allows the Driver to operate within the entire Movement Area.

To operate within the Manoeuvring Area, Vehicles must be equipped with a two-way radio (ATC communication frequencies) and an activated beacon with 360 degree visibility.

Drivers must obtain clearance from ATC during Tower hours, and make appropriate CTAF radio calls outside of ATC Tower hours, prior to entering the Manoeuvring Area.

***JAH are to be notified by CAT 4 drivers prior to entering the manoeuvring areas***

Vehicles are only permitted to operate in the Manoeuvring Area if:

- towing an aircraft;
- an emergency services vehicle responding to an emergency;
- JAH operational vehicle;
- other purpose approved by JAH.

## 8.9 Perimeter Roads

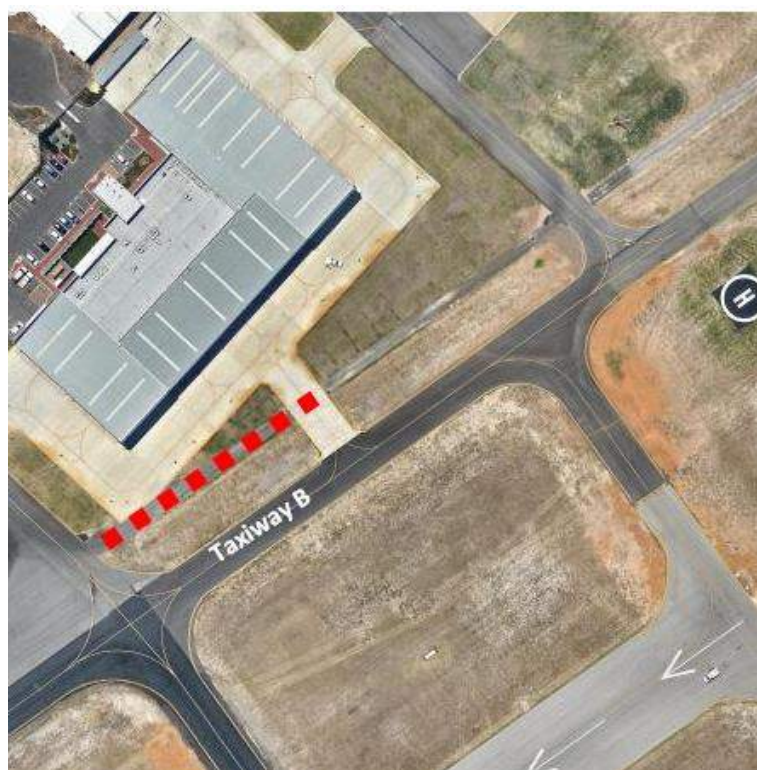


Drivers operating on the Airside perimeter road must have a valid operational reason for using the access road. Northern Perimeter road access is included for Drivers holding a CAT 3 (HTA & Perimeter Road). Both perimeter roads are included for drivers holding a CAT 4 Authority to Drive Airside. A perimeter road endorsement must be requested and approved for Drivers holding a CAT 1 and CAT 2 Authority to Drive Airside. The approval of use of the perimeter road will be noted on CAT 1 and CAT 2 Authority to Drive Airside licences.

If using the perimeter road, Drivers must wait until arriving or departing aircraft have passed before crossing the runway approaches (marked by STOP signs).



### 8.10 Fuel Road (Helicopter Precinct)



Vehicles operating along the section of the helicopter precinct fuel road shown in red on the diagram must not exceed 10 km/hr.

Vehicles are not permitted to operate on this section of the fuel road when aircraft are taxiing or have hazard beacons activated on the adjacent Police Air Wing apron (Drivers must wait until the aircraft engines are shutdown or the aircraft has taxied into the manoeuvring area and there is more than 15m separation between the aircraft wingtip and Vehicle).

NB: the eastern side edge of the fuel road marks the boundary of the taxiway strip (manoeuvring area) and Vehicles must not enter the taxiway strip without ATC clearance (CAT 3 or CAT 4 ADA licence holders only).

### 8.11 Approval

Any person that has an operational requirement to drive Airside on a frequent and unescorted basis must hold an Authority to Drive Airside.

As a condition of approval for an Authority to Drive Airside, the Driver must satisfy the following requirements:

- read and understand this Handbook;
- complete an *Authority to Drive Airside Application (form FO203)*;
- undertake Airside familiarisation training;
- successfully complete the Airside driving theory test; and
- successfully complete the Airside driving practical test (CAT 2, CAT 3, and CAT 4 only).

### 8.12 Airside Vehicle Control Handbook

Prior to applying for an Authority to Drive Airside, the applicant must have read this Handbook in its entirety. A theory exam is conducted (see 8.15) to ensure that applicant has understood the rules and requirements detailed in this Handbook.

### 8.13 Familiarisation Training

To ensure familiarity with the requirements for driving Airside, applicants must have undertaken the following minimum hours (or as otherwise advised at the discretion of JAH) as an observer in a vehicle driven by an experienced person with the same or greater level of ADA in the relevant Airside areas:

- 15mins in relation to an Authority to Drive Airside **Category 1**
- **2** (two) hours in relation to an Authority to Drive Airside **Category 2**
- **4** (four) hours in relation to an Authority to Drive Airside **Category 3**
- **6** (six) hours in relation to an Authority to Drive Airside **Category 4**

Airside familiarisation training for Authority to Drive Airside permits are to be arranged with a JAH Authorised Officer, subject to staff availability and operational requirements.

#### 8.14 ADA Application Form

A completed *Authority to Drive Airside Application (form FO203)* must be emailed to JAH prior to the theory test being undertaken. The applicant's Company must endorse the application to confirm that the applicant has an operational requirement to drive Airside.

All applications for an Authority to Drive Airside permit are assessed and approved by the JAH Operations Manager and his/her delegate.

#### 8.15 Airside Driving Theory Test

Each applicant is required to satisfactorily complete an Airside driving theory test, relevant to the driving category applied for. Theory tests are conducted online. A link to the online training will be sent to the applicant once they submit their application form via email.

#### 8.16 Airside Driving Practical Test

Prior to an Authority to Drive Airside permit for Categories 2, 3 or 4 being approved, the applicant must be able to demonstrate awareness and capability to drive Airside by undertaking a practical driving test.

The applicant must have completed the required familiarisation training (see 8.13 above) prior to arranging the practical test.

The practical driving test will be conducted by a JAH Authorised Officer, subject to staff availability and operational requirements. The applicant must demonstrate adequate understanding of the rules and requirements for the relevant airside driving category.

An applicant that fails to meet the required standards for practical testing may undertake further testing after a period of not less than 24 hours.

Appointments for a practical driving test will be arranged once the applicant has completed their online theory test. The Operations Coordinator will contact the applicant via phone or email to arrange a time for the test.

#### 8.17 Drivers Licence

A person must not drive a Vehicle within the Airside unless they hold a current Australian driver's licence for the type of vehicle being driven. International licences may be accepted at the discretion of JAH. When a WA drivers licence is renewed JAH request that a copy (both sides) is provided.

The drivers licence must be carried at all times when driving Airside. Drivers must comply with any request from a JAH Authorised Officer to sight the drivers licence.

If a drivers licence is expired, suspended or cancelled, the Driver's ADA terminates immediately and the Driver must within 48 hours:

- a) notify JAH and the Vehicle Operator of the cessation or cancellation of the drivers licence; and
- b) return the ADA to JAH.

### 8.18 Colour/Visual Impairment

Any colour or other vision impairment conditions, as noted on a State/Territory drivers licence, must be disclosed to JAH on the ADA application form. The applicant must be able to demonstrate that they will not be impeded in their ability to read and understand coloured signs and lights, and any such restrictions will be assessed by JAH on a case-by-case basis.

### 8.19 Aeronautical Radio Operator Certificate

If a Driver will be operating on the Manoeuvring Area, the Driver is required to hold an Aeronautical Radio Operator Certificate that has been issued by CASA or other CASA approved issuing authority or is a pilot licence holder (PPL, MPL, CPL, and APTL) authorised under CASR 61.435 to operate an aircraft flight radio.

A copy of the Aeronautical Radio Operator Certificate / Pilot licence must be provided to JAH for a Category 3 or Category 4 Authority to Drive Airside application.

### 8.20 Summary of ADA Requirements

The requirements for each Airside driving category can be summarised as follows:

	<b>CAT 1's</b>	<b>CAT 2</b>	<b>CAT 3</b>	<b>CAT 3 +</b>	<b>CAT 4</b>
<b>Requirement:</b>	Access between an allocated airside gate and specified leased/licensed area only	Apron & Apron Taxilanes/ Taxiways	CAT 2 + taxiway Bravo	Cat 3 + Helicopter Training Area and Northern Perimeter Road	All Movement Areas
<b>Observation Hours</b>	15mins*	2 hours*	4 hours*	4 hours*	6 hours*
<b>Theory Test</b>	Yes	Yes	Yes	Yes	Yes
<b>Practical Driving Test</b>	No	Yes	Yes	Yes	Yes
<b>Aeronautical Radio Operator Certificate</b>	No	No	Yes	Yes	Yes

\*or as otherwise determined at the discretion of JAH.

### 8.21 ADA Licence

An Authority to Drive Airside licence will be provided on successful completion of both the theory and practical driving tests, and subject to the provision and approval of the relevant forms and documentation detailed in Section above.

An ADA licence is not valid until it has been signed by JAH.

The Authority to Drive Airside must be carried at all times whilst driving Airside. Drivers must comply with any request from a JAH Authorised Officer to sight the Driver's ADA.

### 8.22 Validity

Unless otherwise specified by JAH at the time of the ADA being issued, the duration of an Authority to Drive Airside is for up to 24 months, from the date of issue until 31 October of the following year or 2<sup>nd</sup> following year (depending on the ADA issue date).

### 8.23 Change of Employer

Approval for an ADA is granted on the basis of the applicant's employer verifying that the applicant has an operational requirement to drive Airside. Therefore, an ADA is only valid while the applicant is employed by the Company that has endorsed the ADA application. If the applicant ceases to be employed by that Company, the ADA is void and must be returned to JAH within 48 hours.

Each Company/Vehicle Operator must advise JAH in writing, within 48 hours, of any Driver that ceases employment with that Company.

JAH will permit the transfer of a current ADA to another Company, subject to a new *Authority to Drive Airside Application (FO203)* being endorsed and submitted by the new Company and all requirements of this Handbook being satisfied by the new Company.

### 8.24 Renewal

Four (4) weeks prior to the expiry of an Authority to Drive Airside permit, JAH will issue written notification to all relevant Companies/Drivers advising of the upcoming expiry. It is the responsibility of the Driver to obtain a renewal licence prior to the expiry of the existing ADA. Drivers are not permitted to operate Airside with an expired Authority to Drive Airside and the applicable Airside vehicle gate access will be deactivated on Airside access cards held by Drivers with an expired ADA licence.

The holding of an existing ADA is not an automatic right for the renewal of that ADA. At the time of renewal, the JAH Operations Manager will check that the Driver and/or Company satisfies the requirements of this Handbook.

### 8.25 Change of ADA Category

A Driver may upgrade an ADA to a higher driving category. In applying for an upgrade, the applicant must establish a genuine need to upgrade the ADA and satisfy the eligibility requirements for that category of ADA.

If a Driver no longer requires a higher ADA category, the Driver is obliged to downgrade the ADA to the required category by advising JAH of the changed driving requirement.

JAH may also downgrade an ADA category if the Driver is involved in an incident/accident, is in breach of the rules and requirements of this Handbook or is unable to substantiate the need to maintain the higher ADA category.

### 8.26 Inspections

JAH may at any time request the Driver of a Vehicle to produce their ADA and their current Drivers Licence. Failure to provide the ADA or Drivers Licence on request will result in a Warning Notice being issued to the Driver (refer Section 10).

### 8.27 Replacement Licence

JAH may issue a replacement ADA licence. Prior to the replacement licence being issued, the Driver must provide a satisfactory reason for the licence being lost, damaged or destroyed and may be asked to sign a statutory declaration to that effect.

### **8.28 ADA Transfer**

An ADA is only valid for the person to whom it was originally issued, and it is not transferrable between Drivers.

### **8.29 Temporary ADA**

JAH may, at its discretion, approve a temporary ADA for a Driver that needs to drive a Vehicle airside for a short period of time. Applications for a temporary ADA will be considered by the JAH Operations Manager on a case-by-case basis.



## **9 Vehicle and Driver Escorts/**

### **9.1 Supervision of Vehicles and Drivers**

Where there is a valid operational requirement for a Vehicle to operate Airside without an AUA, or where the Driver of that Vehicle does not hold an ADA, JAH will, at its discretion, make available an authorised person to provide Airside vehicle escort services ("Escort") to supervise the driving of that Vehicle ("Supervised Vehicle") in the Airside by:

- a) driving an authorised Vehicle to escort (lead) the Supervised Vehicle;
- b) travelling as a passenger in the Supervised Vehicle;
- c) accompanying the Supervised Vehicle on foot; or
- d) directing the Supervised Vehicle from a suitable vantage point.

Only authorised third party drivers are permitted to provide vehicle escorts airside. An application form must be completed for assessment by the Operations Manager and SASO.

Once authorised to proceed, the applicant will be required to complete an onsite induction with the SASO. Any additional conditions that arise at this point will be added to the standards conditions on the escort approval. Escorts may only be conducted if:

- the person driving the Supervised Vehicle is briefed on the Escort procedures
- the person driving the Supervised Vehicle follows all instructions given by the authorised Escort;
- If an Escort Vehicle is used, the Supervised Vehicle must remain directly behind the Escort Vehicle at no more than 10 meters and no less than 5 meters, and
- The Supervised Vehicle displays activated hazard lights.

This information is captured in the airside access database and the approval is emailed to the applicant. The same as the ADA this is valid for a maximum of 24 months. At the renewal time if the airside driver advises they still require to be an approved escort they may be required to undertake another onsite induction.

The escort of more than one Supervised Vehicle at a time is permitted provided that effective control of all Supervised Vehicles can be maintained by the Escort Driver to ensure the Supervised Vehicles do not present hazards to the safe operation of Airside or otherwise do not comply with this Handbook.

In the event an airside driver or driver under escort is observed to not be following the rules for operating a vehicle airside, or otherwise creating an unsafe condition, the authorisation may be withdrawn. Vehicles must be escorted by JAH in the Manoeuvring Area if the Vehicle and/or Vehicle Driver does not meet the radio (see 5.14) and radio operator (see 8.19) requirements.

### **9.2 Arrangements**

All requests for the provision of an Escort during normal business hours must be made to JAH at least 24 hours in advance. For Escorts outside of normal business hours, JAH requires at least 48 hours advance notice.

### **9.3 Fees**

For Escorts during normal business hours, fees may apply and will be determined on a case by case basis.

Fees apply for all Escorts outside of normal business hours. A minimum 3 hour charge applies, at the rate published on the Jandakot Airport website for Airport Services Officer time and equipment recharge.

## 10 Warnings, Suspensions and Cancellations

### 10.1 Warnings

If a Driver and/or Vehicle is found to be in breach of any of the rules and requirements detailed in this Handbook, a written Warning Notice will be issued to the Driver, and/or Vehicle Operator. A verbal warning may also be advised to the Driver and/or Vehicle Operator prior to the Warning Notice being issued.

The Warning Notice will be issued in person to the Driver and/or Vehicle Operator, or to the email and/or postal address provided on the ADA/AUA application.

At any time following the issue of a Warning Notice, JAH may request that the Driver or Vehicle Operator provide a written statement in response to the Warning Notice. JAH will consider the response received in determining whether or not to impose conditions or suspend or cancel the ADA/AUA (refer 10.2 below).

In determining whether to impose conditions, suspend or cancel an ADA/AUA following the issue of a Warning Notice, JAH will consider the type of incident and the potential safety and/or operational impact caused by the breach of the rules and requirements of this AVCH.

### 10.2 Conditions, Suspensions and Cancellations

JAH may at any time impose conditions or withdraw an Authority to Drive Airside or an Authority for Use Airside by giving written notice to the Driver and/or Vehicle Operator that:

- a) conditions have been imposed on the ADA/AUA;
- b) the ADA/AUA is suspended for a specified period; or
- c) the ADA/AUA is cancelled.

Once a Driver or Vehicle has received one (1) Warning Notice, any further breaches will result in immediate suspension of the Driver's ADA or Vehicle's AUA.

JAH will advise the Driver, Driver's employer and/or Vehicle Operator within 24 hours of the ADA/AUA having conditions imposed, or being suspended or cancelled, and a reason for such action being taken.

The Driver and/or Vehicle Operator will be invited to show cause why the ADA/AUA should not be permanently cancelled.

When a Driver or Vehicle Operator is given notice that their ADA/AUA has been permanently cancelled, the ADA/AUA/Access Card must be returned to JAH within 48 hours

At any time during a period of suspension, JAH may by written notice to the Vehicle Operator:

- re-issue the ADA/AUA for the remainder of its original term
- extend the period of suspension
- issue the Driver with an ADA of a lower Category
- cancel the ADA/AUA.

The authority of JAH to impose conditions on, suspend or cancel an ADA/AUA is not limited to situations where there has been a breach of the rules and requirements outlined in this Handbook. JAH reserves the right to withdraw or impose specific conditions on an AUA or ADA if it considers it appropriate to limit the number of vehicles for general congestion, safety or operational efficiencies.

### **10.3 Administrative Appeals Tribunal**

In accordance with the *Airports (Control of On-Airport Activities) Regulations 1997*, application can be made to the Administrative Appeals Tribunal for a review of a decision made by JAH in relation to:

- the issue of, or conditions imposed on, an Authority to Drive Airside (*Regulation 125*);
- the issue of, or conditions imposed on, an Authority for Use Airside (*Regulation 127*);
- withdrawal of an Authority to Drive Airside (*Regulation 133*); and
- withdrawal or an Authority for Use Airside (*Regulation 134*).

If application is made for a review by the Administrative Appeals Tribunal, the ADA and/or AUA will remain at the status advised by JAH prior to the application being made to the Tribunal until such time as the Tribunal has made a decision.

## **11 Indemnity and Insurance**

### **11.1 Insurance**

Jandakot Airport has arranged an insurance policy to cover the legal liability of all vehicles authorised by the Airport Operator to be used Airside, in respect of third-party personal injury and damage to property arising from the presence of any vehicles that are airside. The limit of indemnity is not less than \$10,000,000. The cost of this insurance is included in the annual fee charged for Authority for Use Airside permits.

### **11.2 Indemnity and Release**

In signing an Authority for Use Airside application and Authority to Drive Airside application the Vehicle Operator is taken to have agreed to the terms of the Airside Vehicle Indemnity and Release contained at Appendix A.



## 12 JAH Responsibilities

### 12.1 Approval

JAH is responsible for approving all Authority to Drive Airside and Authority for Use Airside applications. For any disputes or issues regarding the requirements outlined in this Handbook, the decision made by the JAH Operations Manager will be binding.

### 12.2 Authorised Officers

Testing and training of Authority to Drive Airside applicants will be conducted by JAH Authorised Officers who have been approved by the JAH Managing Director or Operations Manager to conduct testing and training.

### 12.3 Training

JAH will provide practical familiarisation training and tests for category 2, 3 and 4 ADA permits. Familiarisation training will be provided for Cat 1 permits. JAH may approve an external company to complete training for their own staff. This will be assessed on a case by case basis.

### 12.4 Testing

JAH is the only organisation at Jandakot Airport authorised to:

- conduct the theoretical test for all ADA applicants; and
- conduct the practical test for all ADA applicants.

### 12.5 Documentation

JAH is responsible for:

- reviewing the Airside Vehicle Control Handbook annually;
- keeping the Airside Vehicle Control Handbook updated at all times;
- providing a current copy of the Airside Vehicle Control Handbook on its website ([www.jandakotairport.com.au](http://www.jandakotairport.com.au)) for viewing and/or downloading by applicants;
- issuing all ADA licences and AUA stickers
- retaining a master copy of all current documentation and making copies available, on request, to any Company; and
- retaining copies of all documentation associated with Authority to Drive Airside licences and Authority for Use Airside permits, including application forms, theory and practical driving test papers.

### 12.6 Escorts

JAH will, subject to the requirements detailed in Section 9, act as an Escort for Vehicles and Drivers that have a valid operational requirement to operate Airside but that do not hold the appropriate Authority to Drive Airside and/or Authority for Use Airside permits to be able to operate Airside.

### 12.7 Audits & Investigations

As the Airport Operator, JAH has a responsibility to ensure that Airside activities comply with all relevant Commonwealth and State regulations and requirements, including the *Airports (Control of On-Airport Activities) Regulations 1997* under which this Handbook is issued.

JAH will undertake the following activities to confirm that the requirements of this Handbook are being adhered to:

- investigate all accidents, reported as per 5.16, in conjunction with relevant Vehicle Operator and/or Drivers;
- periodically audit a sample of Airside Drivers to check the currency of Australian driver's licenses, Authority to Drive Airside permits, and Authority for Use Airside vehicle permits;

- conduct random speed checks of Vehicles operating Airside;
- inspect and check Vehicles, and if required, to request that that Vehicle Operator provide a Road Worthiness certificate, endorsed by a qualified Auto Mechanic or engineer, to ensure that the Vehicle satisfies mechanical and road-worthiness standards (refer Section 6.4).

## **13 Other**

### **13.1 Exemptions**

A person may apply to JAH in writing for an exemption for some or all of the provisions of this Handbook generally or in relation to specific situations, persons, activities or Airside areas.

Any exemption granted is at the absolute discretion of the JAH Operations Manager who will consider all safety and legislative requirements in determining whether an exemption can be granted. The decision made regarding the requested exemption will be advised in writing to the person making the request for the exemption.

A record of exemptions issued must be saved in this folder:

<Q:\Operations\Airside Access\Exemptions>

### **13.2 Change of Company Name**

Any change of Company name must be advised in writing to JAH, with an accompanying Certificate of Change of Business Name.

### **13.3 Handbook Amendments**

As far as possible, actions taken under a previous Airside Vehicle Control Handbook for the Airport shall be taken to have been done under this Handbook and shall be subject to amendment, renewal, cancellation and/or suspension in accordance with this Handbook.

## 14 Visual Aids & Line Markings

Visual aids are cues for pilots, air traffic controllers and Vehicle Drivers to provide a safe environment for aircraft operations. All Drivers must understand the meaning/reference of visual aids and ensure they comply with the associated requirements.

### 14.1 Markers

	
<p><b>WHITE GABLE MARKER</b></p> <p>White Gable Markers mark the edge of the runway strip.</p> <p><i>Vehicles are not permitted to enter the runway strip without clearance from ATC.</i></p>	<p><b>UNSERVICEABILITY MARKER</b></p> <p>A white cone with a red band to marks an unserviceable area.</p> <p><i>Only authorised personnel may enter these areas with extreme caution.</i></p>
	
<p><b>TAXIWAY &amp; APRON EDGE</b></p> <p>A yellow cone marks the edge of an apron area or aircraft parking area.</p>	<p><b>AIRCRAFT PARKING EDGE</b></p> <p>A yellow gable marks the edge of aircraft parking areas.</p>
	
<p><b>HELICOPTER APRON EDGE</b></p> <p>A blue gable marks the edge of a helicopter parking area.</p>	<p><b>WORKS AREA LIMIT CONE</b></p> <p>An orange cone is used to define the limit of a works area.</p>

## 14.2 Markings



### **TAXIWAY CENTRELINE**

A single solid yellow line used to mark the centreline of the taxiway.



### **TAXIWAY / APRON EDGE**

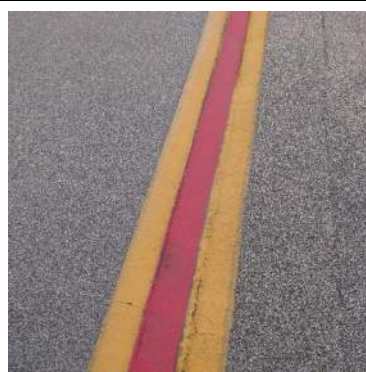
A double yellow line used to mark the edge of the taxiway or apron area where the edge of the full strength pavement is not otherwise visually clear.



### **HOLDING POINT**

Marking on the intersection of taxiways and runways for aircraft and vehicles to hold short of runway.

Two (2) solid and two (2) broken lines the width of the taxiway.



### **AIRCRAFT PARKING LIMIT LINE**

Yellow and red continuous line used to define an area in which the whole of a parked aircraft is to be confined.



### **LICENSED AIRCRAFT PARKING AREA**

A solid green line indicates a parking area that is licensed to a specific aircraft or aircraft operator.



### 14.3 Lights

Holding point lights (YELLOW)



One on each side

Runway edge lights (WHITE)



Taxiway Centre Line lights (GREEN)



Runway End Lights (RED)



Taxiway Edge Lighting (BLUE)



#### 14.4 Signs

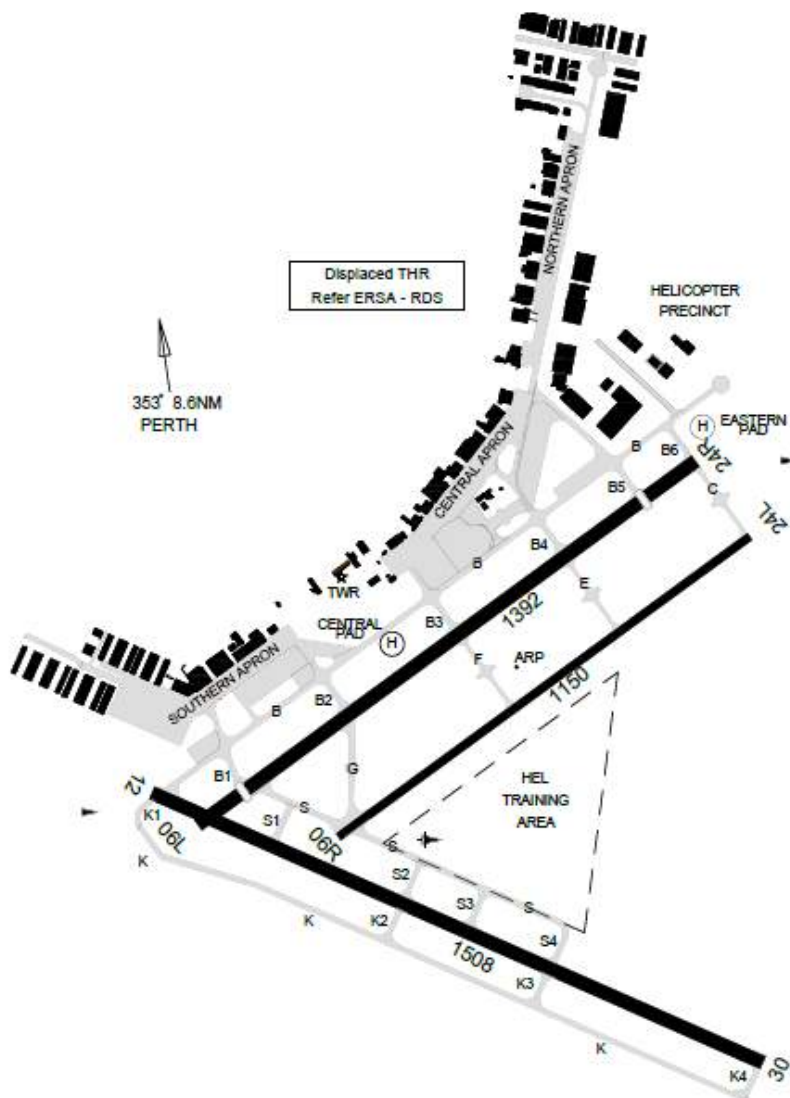
##### **Movement Area Guidance Sign (MAGS)**

Movement area guidance signs are used to advise pilots of the aircraft position on the airfield. They are also useful for Drivers to check their current position.

All Drivers must stop at runway designation signs and seek clearance from ATC to enter or cross the runway.



## 14.5 Airfield Layout



## **15 Radio Procedures (CAT 3 & 4)**

### **15.1 Introduction**

During Airservices Air Traffic Control tower hours, radio contact with ATC is mandatory for all aircraft or Vehicles that intend to operate within the Manoeuvring Area. Outside ATC hours, aircraft and Vehicle intentions are transmitted on the Common Traffic Advisory Frequency (CTAF).

The Jandakot Air Traffic Control tower operates at the following times:

Monday to Friday 07:00-21:00 WST (07:00-20:00 June, July & August only)

Saturday and Sunday 08:00-18:00 WST

### **15.2 Radio Frequencies**

Due to the large volume of movements at Jandakot Airport, Air Traffic Control operates on three separate radio frequencies. Drivers must ensure that communication is maintained with ATC at all times while within the Manoeuvring Area.

- 118.1 Jandakot TOWER 06L/24R and 12/30
- 119.4 Jandakot TOWER 06R/24L
- 124.3 Jandakot GROUND
- 128.65 Jandakot ATIS
- 118.1 CTAF (outside of ATC hours)

The ground controller (GROUND on 124.3MHz) is responsible for all aircraft and vehicle traffic entering the Manoeuvring Area, and when operating on the taxiways and the runway not nominated on the ATIS.

The aerodrome controller (TOWER on 118.1 MHz) is responsible for all aircraft and vehicle traffic operating on the duty runway in use (06L/24R or 12/30) and associated taxiways.

TOWER (119.4 MHz) is responsible for all aircraft and vehicle traffic operating on the training runway 06R/24L and associated taxiways and the helicopter training area.

The Automatic Terminal Information Service (ATIS) is a continuous broadcast of recorded essential information such as runway use, wind and weather conditions, and any operating restrictions.

Outside of ATC hours, Jandakot Airport operates on a non-controlled status and aircraft must communicate and coordinate flight activity through a designated Common Traffic Advisory Frequency (CTAF) of 118.1 MHz.

### **15.3 Driving in the Manoeuvring Area**

- a) Before entering the Manoeuvring Area, Drivers are required to listen to the Automatic Terminal Information Service (ATIS) for information on the duty runway and any taxiway or runway closures or other operating restrictions.
- b) A listening watch (monitoring radio transmissions between ATC and other aircraft/vehicle traffic) must be maintained whilst operating within the Manoeuvring Area.
- c) Before transmitting, make sure the radio frequency is clear. Never interrupt an existing transmission.
- d) Do not change radio frequency until you are advised by ATC to do so.



- e) Drivers must remain within hearing distance of the Vehicle radio and be ready to respond immediately to any instructions given by ATC.
- f) Drivers must read back instructions exactly as they were received to ensure that the ATC clearance/instruction has been clearly understood.
- g) ATC clearance must be requested and received to enter a Helicopter Landing Site and the Helicopter Training Area. Outside of ATC Tower hours, Drivers must make CTAF radio calls to advise when their Vehicle is entering, operating within, and then vacating a Helicopter Landing Site or the Helicopter Training Area (refer section 15.13).
- h) When requesting to cross or enter a runway, always refer to that runway by the operational direction e.g. for 06L/24R, the runway designator will either be “24R” or “06L” depending on which direction is in use.
- i) All runway crossings should be by the shortest possible route (i.e. straight across) to minimise time on the runway. Due to aircraft traffic management or airfield works Drivers may be directed to take an alternate route.
- j) Drivers must hear the words “cross runway” or “enter runway” in the ATC instruction before entering the runway.
- k) Even when cleared to cross a runway, Drivers must conduct visual checks for aircraft on or approaching the runway.
- l) When instructed by ATC to “hold short”, the Vehicle is to stop and wait prior to the Holding Point markings (see Section 14.2).
- m) If operating on runway 12/30, the overshoot 24R / undershoot 06L and overshoot 24L / undershoot 06R hold short positions are not marked. Vehicles must hold short prior to the gable markers defining the runway strip edge for the respective runway. Note: there are no markers to identify the overshoot and undershoot at night.



Figure 3: Hold short positions runway 12/30

- n) When operating on TWY K drivers must hold short at the holding points of, overshoot 24R/undershoot 06L and overshoot 24L/undershoot 06R.



**Figure 4; Hold Short Positions TWY K**

- o) Drivers must report when clear of the vacated runway. As soon as you are told by the Tower to vacate a runway, you must do so immediately and then notify the Tower that your vehicle is "clear" of the runway as soon as you are outside the relevant line of runway strip markers.
- p) If in doubt as to the instructions or clearance, seek clarification from ATC – never assume.
- q) If you are unsure of your exact location, immediately notify ATC of the situation and advise your last known location.

### **15.4 Transmission Techniques**

The efficient use of two-way radio depends largely on microphone technique, the method of speaking and choice of words used by the operator:

- Speak plainly and end each word clearly to prevent consecutive words running together.
- Avoid any tendency to shout.
- Avoid variations in the intensity of speech and unusual inflections of the voice.
- Avoid hesitant sounds such as "er" and "um".
- Preserve the rhythm of ordinary conversation, avoiding long pauses but retaining oral punctuation (gaps between sentences etc.).
- Maintain a business-like manner and do not use colloquialisms, first names or be unduly familiar with others.
- If improvisation is necessary, make it brief and unambiguous (standard phraseology is best).

### 15.5 Phonetic Alphabet

The International Phonetic Alphabet is used to assist in voice transmission of call signs, runway/taxiway designators and the spelling of proper names and unusual words. The phonetic alphabet is made up of particular words to denote the letters. When used, the pronunciations as shown are to apply:

<b>A</b>	ALPHA	Al-fa	<b>N</b>	NOVEMBER	no-VEM-ber
<b>B</b>	BRAVO	BRAH-voh	<b>O</b>	OSCAR	OSS-cah
<b>C</b>	CHARLIE	CHAR-lee	<b>P</b>	PAPA	pah-PAH
<b>D</b>	DELTA	DEL-tah	<b>Q</b>	QUEBEC	key-BECK
<b>E</b>	ECHO	ECK-oh	<b>R</b>	ROMEO	ROH-me-OH
<b>F</b>	FOXTROT	FOKS-trot	<b>S</b>	SIERRA	see-AIR-rah
<b>G</b>	GOLF	Golf	<b>T</b>	TANGO	TANG-go
<b>H</b>	HOTEL	hoh-TELL	<b>U</b>	UNIFORM	YOU-nee-form
<b>I</b>	INDIA	IN-dee-ah	<b>V</b>	VICTOR	VIC-tah
<b>J</b>	JULIETT	JEW-lee-ETT	<b>W</b>	WHISKY	WISS-key
<b>K</b>	KILO	KEE-low	<b>X</b>	X-RAY	ECKS-RAY
<b>L</b>	LIMA	LEE-mah	<b>Y</b>	YANKEE	YANG-key
<b>M</b>	MIKE	Mike	<b>Z</b>	ZULU	ZOO-loo

### 15.6 Numerals

Numbers are to be transmitted using the following pronunciations:

<b>0</b>	ZE-RO
<b>1</b>	WUN
<b>2</b>	TOO
<b>3</b>	TREE OR THREE
<b>4</b>	FOW-er
<b>5</b>	FIFE
<b>6</b>	SIX
<b>7</b>	SEV-en
<b>8</b>	AIT
<b>9</b>	NIN-er
<b>Decimal</b>	DAY-SEE-MAL
<b>Thousand</b>	TOUSAND OR THOUSAND

All numbers, except whole thousands, are to be transmitted by pronouncing each digit separately:

<b>10</b>	ONE ZERO
<b>75</b>	SEVEN FIVE
<b>100</b>	ONE ZERO ZERO
<b>583</b>	FIVE EIGHT THREE
<b>5000</b>	FIVE THOUSAND
<b>11000</b>	ONE ONE THOUSAND
<b>24000</b>	TWO FOUR THOUSAND
<b>38143</b>	THREE EIGHT ONE FOUR THREE

Numbers containing decimals are transmitted with the decimal point, in appropriate sequence, indicated by the word "decimal", e.g.

<b>118.1</b>	ONE ONE EIGHT DECIMAL ONE
<b>124.3</b>	ONE TWO FOUR DECIMAL THREE

### 15.7 Ground Vehicles

In contrast, ground vehicle call signs are to be transmitted using the group form and be preceded by a vehicle identifier, e.g.

<b>Car 2</b>	Car Two
<b>Car 11</b>	Car Eleven
<b>Truck 25</b>	Truck Twenty-Five
<b>Sweeper 1</b>	Sweeper One

ATC may approve the use of discrete call signs for specific vehicles, e.g. mower, tug, sweeper.

### 15.8 Signal strength

Readability of radio signals (i.e. how well a transmission can be heard) is categorised as follows:

<b>1</b>	Unreadable
<b>2</b>	Readable now and again
<b>3</b>	Readable but with difficulty
<b>4</b>	Readable
<b>5</b>	Perfectly readable

### 15.9 Commonly Used Phrases

Standard phraseology is used for radio communication:

ACKNOWLEDGE	Let me know that you have received and understood this message
AFFIRMATIVE	Yes
APPROVED	Permission for proposed action granted
CANCEL	Annul the previously transmitted clearance
CLEARED	Authorised to proceed under the conditions specified
CONFIRM	Have I correctly received the following (See also "SAY AGAIN")
CORRECT	That is correct
CORRECTION	An error has been made in this (or other) message – the correct information is .....
DISREGARD	Consider that message/instruction as not sent
EXPEDITE	Hurry
GO AHEAD	Proceed with your message (normally only after "STAND BY")
HOLD POSITION	Stop and do not proceed until advised
HOLD SHORT OF	STOP before a specified location (for a runway or taxiway, this is the Taxi Holding Position Line)
HOW DO YOU READ	What is the readability of my transmission (or how well can you hear my transmission – normally preceded by "RADIO CHECK")
NEGATIVE	No / permission not granted / that is not correct



RADIO CHECK	I wish to know how well you can hear me – please advise your readability of my transmission
READ BACK	Repeat all, or the specified part of this message back to me exactly as received
REQUEST	Request permission to ..... / I would like to know.....
ROGER	I have received all of your last message (see also “WILCO”)
SAY AGAIN	Repeat all, or the following part of your last message
STAND BY	Wait and I will call you back
VACATE	Move off the runway/Taxiway/Area immediately (may be amplified by “Via Taxiway.....” or “Next left”)
VACATED	I have vacated runway/taxiway/area (not required after crossing a runway or taxiway unless asked by the Tower e.g. in poor visibility)
VERIFY	Check and confirm with originator
WILCO	I (fully) understand your message/instruction and will comply with it
WORDS TWICE	Communication is difficult - please send every word or group of words twice, or words will be sent twice

### 15.10 Communicating with ATC




Before transmitting, be sure the channel is clear (i.e. there are no other communications in progress) by listening and then:

ACTION	EXAMPLES
Identify the ATC unit you are calling	“Jandakot Ground” (124.3 MHz) “Jandakot Tower” (118.1 or 119.4 MHz)
Tell ATC <b>WHO</b> you are	“Car two (2)”
Tell ATC <b>WHERE</b> you are	“on southern apron” “at charlie” [i.e. taxiway C]
Tell ATC <b>WHAT</b> you wish to do	“request to enter and operate on taxiway bravo” “request to cross runway two-four-left (24L)”
Tell ATC <b>WHY</b> you require access	“for southern run-up bay” “for runway inspection”
Tell ATC of other significant details	“estimated duration five (5) minutes” “on immediate recall”

Once you have made initial contact with ATC on a specific frequency, you no longer need to address ATC by that frequency name e.g. “Jandakot Ground” or “Jandakot Tower”. Conversely, the Tower frequency does not advise itself after the initial communication.




You must read back all instructions from ATC before implementing them.

#### a) Entering the Manoeuvring Area from the Apron




COMMUNICATION	EXAMPLE
 Vehicle (request)	“Jandakot Ground, Car three (3) on central apron, request to enter taxiway bravo for southern run-up bay”.
 ATC (approval)	“Car three (3), enter taxiway bravo and proceed to run-up bay”.
 Vehicle (read back approval)	“Enter taxiway Bravo, proceed to run-up bay, Car three”.

**b) Entering a runway**

You must always ask for a clearance to cross or enter any runway, unless ATC has already specifically authorised you to do so. If you have not received such a clearance, you must stop at least 30 metres clear of the runway strip and remain there until you have permission to proceed.




COMMUNICATION	EXAMPLE
 Vehicle (request)	"Car seven (7) at taxiway delta, request to enter and operate runway zero-six-left (06L) for lighting inspection, on immediate recall".
 ATC (approval)	"Car seven (7), enter zero-six-left (06L) on immediate recall".
 Vehicle (read back approval)	"Enter zero-six-left (06L) on immediate recall, Car seven".

**c) Crossing a runway**

COMMUNICATION	EXAMPLE
 Vehicle (request)	"Car two (2) at taxiway echo, request to cross runway zero-six-left (06L)".
 ATC (approval)	"Car two (2), cross runway zero-six-left (06L) and hold short runway zero-six-right (06R)".
 Vehicle (read back approval)	"Cross zero-six-left (06L) and hold short zero-six-right (06R), Car two (2)".



**d) Remaining on a runway**

If needing to remain on a runway for any length of time, the duration and/or recall time must be advised to ATC.

COMMUNICATION	EXAMPLE
 Vehicle (request)	"Car three (3) at taxiway bravo, request to enter and operate runway one-two (12) for light repairs, two (2) minute recall".
 ATC (approval)	"Car three (3), enter runway one-two".
 Vehicle (read back approval)	"Enter runway one-two (12), Car three (3)".





**e) Vacating a runway**

You must advise ATC when you are clear of any runway you have entered or crossed.







COMMUNICATION	EXAMPLE
 Vehicle	"Car two (2), clear of runway one-two".
 ATC (acknowledgement)	"Car two (2)".

ATC may request a Vehicle to vacate a runway.







COMMUNICATION	EXAMPLE
 ATC (request)	"Car two (2), vacate runway zero-six-right (06R)".
 Vehicle (acknowledge)	"Vacating zero-six-right (06R), Car two (2)".
 Vehicle (advise)	<i>Vacate immediately and when clear of the runway strip markers advise:</i> "Car two (2), clear of zero-six-right (06R)".
 ATC (acknowledgement)	"Car two (2)".

### f) Change of radio frequency

COMMUNICATION	EXAMPLE
 Vehicle (request to Ground 124.3)	"Car two (2) at taxiway echo, request to cross runway zero-six-left (06L)".
 ATC (instructions)	"Car two (2), hold position, contact Tower one-one-eight-decimal-one".
 Vehicle (acknowledgement)	"Hold position, contact Tower one-one-eight-decimal-one".
 Vehicle (request to Tower 118.1)	"Car two (2) on taxiway echo, request to cross runway zero-six-left (06L)".
 ATC (approval)	"Car two (2), cross runway zero-six-left (06L), hold short of runway zero-six-right (06R)".
 Vehicle (read back approval)	"Cross runway zero-six-left (06L), hold short of runway zero-six-right (06R)", Car two (2)".

### a) Typical replies from ATC advising you of restrictions

ATC INSTRUCTION	VEHICLE RESPONSE
 "Car two (2), hold position" <i>For radio communications, HOLD means 'stop'.</i>	 "Holding position, Car two (2)" <i>Stay where you are, regardless of location, and await further instructions from ATC.</i>
 "Car two (2), enter runway one-two (12), cross undershoot zero-six-left (06L) without delay and hold short undershoot zero-six-right (06R)".	 "Enter one-two (12), crossing zero-six-left undershoot without delay, and holding short zero-six-right (06R) undershoot, car two (2)". <i>Enter runway 12, cross runway 06L undershoot as quickly as possible and hold short of runway 06R undershoot.</i>

## 15.11 Radio Failure

If you experience or suspect radio failure whilst in the Manoeuvring Area, vacate immediately by the safest and most expedient route:

- if on a runway, vacate onto the nearest/safest taxiway;
- if able to vacate the Manoeuvring Area via taxiways do so, but do not cross a runway without ATC approval
- if you are unable to return to the Apron without crossing a runway, vacate onto the perimeter road.

Even though you may not be able to hear transmissions, you are still to broadcast your intentions, e.g. "This is Car two, transmitting blind due to radio failure; I have vacated runway 24R and am vacating the manoeuvring area via taxiway Foxtrot".

Once vacated, contact ATC by another radio or telephone as soon as possible and advise that you are clear of the Manoeuvring Area. If radio failure occurs while CTAF procedures apply, use another radio to broadcast that the Vehicle is clear of the Manoeuvring Area.

### 15.12 ATC Light Signals

Light signals from the ATC Tower must be responded to immediately. The meaning of these signals should be displayed on the left-hand corner of the Vehicle windscreen for easy reference. Signals and their meanings are:

Light Action	Meaning
Green Flashes	Permission to cross runway or to move on a taxiway
Steady Red	Stop immediately
Red Flashes	Move off the runway or taxiway and watch out for aircraft
White Flashes	Vacate the manoeuvring area in accordance with local instructions and contact ATC

In an emergency situation, or if the standard light signals have not been observed, the ATC Tower may cause the runway or taxiway lights to flash. If the runway or taxiway lights flash, all Vehicles are to observe the Tower for light signals and immediately vacate the Manoeuvring Area.

### 15.13 Common Traffic Advisory Frequency (CTAF) Procedures




When operating in the Manoeuvring Area outside of ATC hours, Drivers must advise aircraft in the vicinity of the Vehicle location and intentions in accordance with CTAF Radio procedures. It is only when CTAF procedures apply that a Driver of a Vehicle may communicate with an aircraft.

In general terms, Drivers will broadcast similar information as what would be provided to ATC when seeking ATC clearance. However, every broadcast is addressed to "Jandakot Traffic" and ends with "Jandakot".




Entering the Manoeuvring Area	"Jandakot Traffic, Car two on central apron, entering the Manoeuvring Area for lighting inspection, Jandakot".
Entering a runway	"Jandakot Traffic, Car two at taxiway Charlie, entering runway 24R for lighting inspection, Jandakot".
Crossing a runway	"Jandakot Traffic, Car two at Golf, crossing runway 24R, Jandakot".
Vacating the runway	"Jandakot Traffic, Car two clear of runway 24R and operating Manoeuvring Area, Jandakot".
Vacating the Manoeuvring Area	"Jandakot Traffic, Car two, clear of the Manoeuvring Area, Jandakot".

After making a broadcast, always wait for 10-15 seconds to see if there is any response from an aircraft in the vicinity. A recorded message on the CTAF frequency will be heard if there has been no prior communication on CTAF within the prior 10 minutes.

If a call is made by an aircraft, advise current location and intention.

	"Jandakot Traffic, Zulu-Foxtrot-Romeo [ZFR] turning base for runway two-four-right (24R), Jandakot".
	"Zulu-Foxtrot-Romeo, Ground vehicle Car two on runway two-four-right (24R) for lighting inspection, vacating now, Jandakot".
	"Jandakot Traffic, Car two is clear of runway two-four-right (24R), Jandakot".

Vehicles must give way to aircraft and not interrupt aircraft operations. If the aircraft is a sufficient distance from arrival (e.g. not on 'base' or 'final'), Drivers must maintain communication with the aircraft and vacate the runway prior to the aircraft turning base.

	"Jandakot Traffic, Zulu-Foxtrot-Romeo [ZFR] downwind for runway two-four-right (24R), Jandakot".
	"Zulu-Foxtrot-Romeo, Ground vehicle Car two on runway two-four-right (24R) for lighting inspection, call again when turning base and I will vacate the runway, Jandakot"
	"Car two, copied, Zulu-Foxtrot-Romeo".

## 16 Regulations

The requirements for the Airside vehicle operation are detailed in Part 4 Division 4 the *Airports (Control of On-Airport Activities) Regulations 1997* as follows:

Regulation 122	Definitions for Division 4
Regulation 123	Vehicles not to be taken onto or operated airside
Regulation 124	Who can issue ADA or AUA
Regulation 125	Authority to Drive Airside
Regulation 126	Transitional – previously issued authorities
Regulation 127	Authority for Use Airside
Regulation 128	Transitional – previously issued authorities
Regulation 129	Driver of vehicle must show authority etc.
Regulation 130	Vehicles to be kept clear of aircraft
Regulation 131	Vehicle being driven dangerously etc. may be removed
Regulation 132	Authorised person
Regulation 133	Withdrawal of Authority to Drive Airside
Regulation 134	Withdrawal of Authority for Use Airside
Regulation 135	Review of decisions

The *Airports (Control of On-Airport Activities) Regulations 1997* can be viewed on the comlaw website: <https://www.legislation.gov.au/Details/F2017C01035>.

## 17 Forms & Documents

The following forms, required for Airside driving, are available for download from the Airside Driving and Vehicles webpage on the Jandakot Airport website (<http://www.jandakotairport.com.au/aviation/airside-driving-vehicles.html>):

- FO203 Authority to Drive Airside Application.
- FO204 Authority for Use Airside Application.

## 18 Summary of Rules for Drivers Operating Airside

If driving a Vehicle within the Airside, you must comply with the following rules. Refer to the AVCH Section shown below for further details.

2	You must remain up to date with the rules and requirements outlined in the Jandakot Airport Airside Vehicle Control Handbook (the current copy is always available for viewing and download from <a href="http://www.jandakotairport.com.au">www.jandakotairport.com.au</a> ).
4.2	If using the Airside access gates you must ensure that the gate is fully open before proceeding through the gate and must wait until the gate has securely closed behind them before driving away from the gate. You are required to position the vehicle to prevent unauthorised access whilst the gate is closing.
4.2	You are not expected to act as security guards but are asked to report any suspicious behaviour at the gates, unauthorised access including tailgating
<a href="#">4.2</a>	If any gate is still open on arrival, I will not follow in another vehicle or pedestrian. I must wait swipe my card before entering to show I have authorisation to enter airside
4.2	Airside vehicle gate access may be deactivated on airside access cards of persons who do not comply with the rules and requirements of this handbook or persons with an expired, suspended or cancelled Authority to Drive Airside licence or Authority for Use Airside permit.
4.3	Aircraft have right of way at all times, whether moving under its own power or being towed.
4.4	You must stay well clear of aircraft when the red anti-collision beacons are operating (indicating that the engines are running or are about to be started).
4.5	For personal safety, high visibility vests/clothing and Personal Protective Equipment (PPE) must be worn when walking on aprons and taxiways.
4.7	You are not permitted to smoke while airside, including in vehicles.
4.8	You must not consume alcohol or drugs whilst airside or prior to accessing airside.
4.9	Animals are only permitted airside when they are enclosed in an approved animal cage/carrier.
5.1	A vehicle must not be driven in any airside area unless: <ul style="list-style-type: none"> <li>a) the vehicle has been issued with, and displays, a current AUA; or</li> <li>b) the vehicle is being escorted by a person authorised by JAH to provide Airside vehicle escort services.</li> </ul>
5.1	You must not drive a vehicle in any airside area unless: <ul style="list-style-type: none"> <li>a) you hold an Authority to Drive Airside in the Category which authorises you to drive a vehicle of that type in the area; or</li> <li>b) you are being escorted by a person authorised by JAH to provide Airside vehicle escort services.</li> </ul>
5.1	You must comply with any instruction made by a JAH Authorised Officer with regards to driving or Vehicles within the Airside of Jandakot Airport.
5.2	Airside aprons must not be used as a shortcut or alternative to landside roads. Vehicles must use landside roads as a first preference and operate on the Apron only if landside road access is not available.
5.4	You must not drive in excess of the following speed limits: <ul style="list-style-type: none"> <li>▪ 10km/h – within 15 metres of an aircraft</li> <li>▪ 25 km/h – elsewhere on the movement area</li> <li>▪ 40 km/h – on the perimeter roads</li> </ul>
5.7	You must obey all signs, pavement markings, and traffic control devices located Airside.
5.7	You must not drive a vehicle within <u>3 metres</u> of a parked aircraft, except when required for the servicing of that aircraft.
5.5	You must give way to approaching aircraft at all times by moving the vehicle behind the parking limit line or outside the taxiway strip (or to an area that is more than 15 meters from the aircraft) and stopping until the aircraft has passed.

5.7	You must not approach within 15 meters of an aircraft during fuelling of the aircraft, other than in accordance with <i>Civil Aviation Order 20.9</i> .
5.9	Vehicles operating within the Movement Area must carry and activate an amber, yellow or orange rotating beacon or amber strobe light on the highest point of the vehicle (so it provides 360 degrees visibility). For drivers with a CAT-1 Authority to Drive Airside, the use of Vehicle hazard lights is permitted in lieu of a rotating beacon.
5.12	Vehicles must not be parked within 2 meters inside of the Airside security fence.
5.12	Vehicles must not be parked Airside in any area where it can obstruct aircraft, other Vehicles, or pedestrians, and must be left with the doors unlocked, keys in the ignition and handbrake on.
5.12	A vehicle may <b>only</b> be parked on the movement area (including any licenced apron) for the period that the driver is conducting airside business, the nature of which requires the vehicle to be parked at that specific position.
5.14	You must not enter the Manoeuvring Area unless you hold a Cat 3 or Cat 4 ADA, are driving a vehicle equipped with a two-way radio and rotating beacon and have obtained clearance from Air Traffic Control.
5.14	You are not permitted to enter the Manoeuvring Area on foot.
5.16	Accidents must be reported to JAH immediately.
5.15	Immobilised vehicles may not be left unattended at any time and must be removed immediately.
5.18	You must ensure that all loose items/materials being carried in a vehicle are fully secured.
6.3	Vehicles driven airside must be registered and meet the mechanical and road-worthiness requirements of Western Australia.
<a href="#">6.8</a>	An AUA permit is only valid for the Vehicle to which it was originally issued, and the permit is not transferable between Vehicles. If number plates change on a vehicle, JAH must be notified asap.
8.2	You are not permitted to drive a vehicle in any Airside area for which your ADA does not apply.
8.17	If your Australian drivers licence is expired, suspended or cancelled, your ADA is immediately cancelled and you must return your ADA to JAH within 48 hours. When renewed it is requested that a copy be provided to JAH (both sides)
8.23	An Authority to Drive Airside is only valid while you are employed by the company that has endorsed your ADA application, and if you change employment, your ADA is immediately cancelled and must be returned to JAH within 48 hours.
8.26	You must carry both your Authority to Drive Airside and your Australian driving licence with you whenever you are in charge of a vehicle on airside and show these documents to JAH on request.
	If your vehicle does not hold or display an AUA, while airside you must be escorted by a person authorised by JAH to provide Airside vehicle escort services.
	If you do not hold a valid ADA, or your ADA category is not applicable for the airside area you require to operate a vehicle in, you must be escorted by a person authorised by JAH to provide Airside vehicle escort services.
	If you breach any of the rules and requirements of this AVCH, a written Warning Notice will be issued to you, your employer and/or the vehicle operator.
	JAH can at any time impose conditions, suspend or cancel your ADA licence of a vehicle's AUA permit for breach of these rules, and if you are notified by JAH that your ADA is cancelled or suspended, you must return the ADA to JAH within 48 hours.

### **Jandakot Airport Holdings Pty Ltd**

Address: 16 Eagle Drive (opposite the Air Traffic Control Tower)

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Email: jah@jandakotairport.com.au

Website: www.jandakotairport.com.au



## **Appendix A - Airside Vehicle Indemnity and Release**

### **1. RECITALS**

- (a) The Airport Operator owns and operates Jandakot Airport.
- (b) The Airport Operator will permit the Company to enter upon and to use and operate vehicles on the Airside of the Airport on the condition that the Company gives the indemnities and releases contained in this Airside Vehicle Indemnity and Release agreement.

This Airside Vehicle Indemnity and Release witnesses that in consideration, among other things, of the mutual promises contained in this document, the Airport Operator and the Company agree:

### **2. DEFINITIONS**

In this Airside Vehicle Indemnity and Release agreement words have the same meanings as defined in Section 3 of the Jandakot Airport Airside Vehicle Control Handbook.

### **3. INTERPRETATION**

Unless the context otherwise requires:

- (a) Headings and underlining are for convenience only and do not affect the interpretation of the Airside Vehicle Indemnity and Release agreement;
- (b) Words importing the singular include the plural and vice versa.

### **4. INDEMNITY**

- (a) In consideration of the Airport Operator permitting the Company to enter upon and to use and operate vehicles on the Airside of the Airport the Company must indemnify and keep indemnified the Airport Operator and each servant, officer, agent and contractor of the Airport Operator from and against all and any loss, damage, cost, charge, expense or other liability however suffered, paid or incurred by or threatened against the Airport Operator or any one or more of its servants, officers, agents and contractors in relation to or arising out of or in consequence of:
  - (i) Any action, proceeding, claim or demand which is or may be brought, made or prosecuted or threatened against the Airport Operator or any one or more of its servants, officers, agents and contractors in respect of any loss of or damage to property, loss of life or personal injury or other loss that may arise in any way from the use or operation of any vehicle on the Airside by the Company or by any servant, officer, agent or contractor of the Company (including, but not limited to any loss of or damage to property or loss of life or personal injury or other loss suffered or incurred by the Company or any servant, officer, agent or contractor of the Company) or;
  - (ii) Any other thing in any way relating to the use of or operation of any Vehicle on the Airside by the Company or any servant, officer, agent or contractor of the Company; or
  - (iii) The presence on the Airside of any Vehicle (whether or not being used or operated at the time) under the control of the Company or any servant, officer, agent or contractor of the Company; or
  - (iv) The presence on the Airside for any reason whatever of any servant, officer, agent or contractor of the Company.

- (b) The indemnity in clause 4(a) is a continuing indemnity and remains in full force and effect until this Airside Vehicle Indemnity and Release agreement has been finally discharged by the Airport Operator in writing.
- (c) The Company must pay any monies owing under this clause to the Airport Operator immediately upon demand by the Airport Operator.
- (d) The indemnity contained in clause 4(a) does not apply to the extent that any such loss, damage, cost charge, expense or other liability was caused by the fraud or negligence of the Airport Operator or its servants, officers, agents or contractors.

## **5. RELEASE**

- (a) The Company releases the Airport Operator and each servant, officer, agent and contractor of the Airport Operator from:
  - (i) All claims, actions, causes of action, proceedings and demands which the Company now has or, but for clause 4 would or might at any time in the future have, against the Airport Operator or any servant, officer, agent or contractor of the Airport Operator; and
  - (ii) All present or future liability of the Airport Operator or any servant, officer, agent or contractor of the Airport Operator to the Company however caused in relation to or arising out of or in consequence of:
    - a. The use or operation of any Vehicle on the Airside by the Company or any servant, officer, agent or contractor of the Company; or
    - b. The presence on the Airside of any Vehicle (whether or not being used or operated at the time) under the control of the Company or any servant, officer, agent or contractor of the Company; or
    - c. The presence on the Airside for any reason whatever of any servant, officer, agent or contractor of the Company; or
    - d. Any combination of any of the things referred to in clause 5(a)(ii) a. to c. inclusive, however the release set out in this clause shall not operate to the extent such claims, demands or liabilities are caused by fraud or negligence on the part of the Airport Operator or any of its servants, officers, agents or contractors.
  - (iii) The release contained in clause 5(a) operates even if the Company is not now aware of, or has no present knowledge of, or at any future time is not aware or has knowledge of, any fact or circumstance which may now or in the future be relevant to or apply in relation to any such claim, action, cause of action, proceeding or demand or liability.
  - (iv) The Company must not make or commence or threaten to make or commence any claim, action, cause of action, proceeding or demand referred to in clause 5(a).

## **6. INSURANCE**

- (a) The Airport Operator has arranged an insurance policy to cover the legal liability of all vehicles authorised by the Airport Operator to be used Airside, in respect of third party personal injury and damage to property arising from the presence of any vehicles that are airside. The limit of indemnity is not less than \$10,000,000. The cost of this insurance is included in the annual fee charged for Authority for Use Airside permits.

**7. BENEFIT**

- (a) It is intended that each servant, officer, agent and contractor of the Airport Operator obtain the benefits expressed in their favour under this Airside Vehicle Indemnity and Release agreement and be entitled to enforce the same.

**8. GOVERNING LAW**

- (a) This Airside Vehicle Indemnity and Release agreement is to be governed by the laws of the Commonwealth of Australia and the State of Western Australia.
- (b) The Company submits to the non-exclusive jurisdiction of the Courts of the Commonwealth of Australia and the State of Western Australia and any Courts which have jurisdiction to appeals from the aforementioned Courts.