

AD012 AIRSIDE DRIVER COMPETENCE & INSTRUCTION

REGULATORY AND LEGAL REQUIREMENTS

Candidates must have an overview of the following before being considered for an ADP;

- national legislation
- airport bye-laws
- limitations & conditions of use
- shoreham airport aerodrome manual
- airport operational instructions (AAN's)
- airport & company safety instructions

AIRPORT TOPOGRAPHY

It is vital that general geography of the aerodrome is known and understood by the candidate. Local maps are provided that describe the layout of Shoreham Airport and are available on request.

Various publications are available from the CAA that describe;

- surface markings and signs (for both vehicles and aircraft) including speed limits
- aviation terminology used such as taxiway, apron, roads, crossings etc.
- parking areas and restrictions, hot spots and local requirements

Applicants should be familiar with all relevant documents and be able to describe signs and markers in use at aerodromes.

Persons wishing to obtain an ADP will be asked to complete a short driving test and be required to proceed to locations throughout the area to which their permit covers.

PERSONAL RESPONSIBILITIES

ALL drivers will;

- report all incidents of collision, damage or any other incident or act by another
- use personal protective equipment (PPE) high visibility clothing and hearing protection
- operate to general driving standards
- obey the 'No smoking' policy airside
- collect and dispose of all instances of foreign object debris (FOD) or report any if not able to control
- report all fuel, oil & other spillages
- take responsibility to ensure the vehicle in use is suitable for the task and used correctly
- obey the NO TOLERANCE policy for drink and drugs whilst airside
- not use mobile phones whilst driving airside, nor enter fuel zones with mobile phones active

VEHICLE STANDARDS

Holders of ADP will ensure all approved airside vehicles;

- are in a generally good condition and maintained
- display obstruction lights at all times whilst airside
- be subject to a daily vehicle inspection before use
- display an airside vehicle permit (AVP).
- have available a current aerodrome plan/map in the vehicle

AIRSIDE TRAFFIC GENERAL RULES

All vehicles will follow the general rules stated below;

- no vehicle (other than those operated by Shoreham Airport) will operate airside in low visibility conditions
- a 20mph MAXIMUM speed limit will be observed at all times (emergency vehicles exempt)

- no vehicle will be parked or left in or near any manoeuvring area without obtaining prior permission
- no vehicle shall reverse airside (unless under the direct control of a banksman)
- the handbrake will be applied whenever stationary
- a brake test will be carried out before leaving the entry gate or property

SECURITY PROCEDURES

- drivers are not permitted airside without photo ID cards issued by Shoreham Airport which when issued are valid as ADP's

EMERGENCY PROCEDURES

In the event of an accident or incident drivers will;

- for all vehicle incidents and accident airside the driver will ensure that the vehicle and any passengers remain in the vehicle and contact ATC without delay on the radio or via telephone on 01273 467377 (unless there is a danger of remaining in the vehicle e.g. fire where the occupants will remain in the vicinity in a safe place)
- should a vehicle strike an aircraft the vehicle must remain in position and must not be interfered with or moved without the permission of the airport management
- in the event of a fire involving a vehicle the driver will phone 01273 467377 immediately and provide a location of the incident. Any persons nearby should be evacuated to a safe area but should not leave the area until authorised
- in the event of an aircraft accident or incident all non RFFS personnel will not approach the incident under any circumstances. All non emergency vehicles must stop immediately and wait in their locations until instructed to move. Should an incident occur near the vehicle, it should reposition to a safe area (+100m) and hold position
- Should an issue occur that involves an aircraft being used dangerously or you feel your health and safety was compromised you should report the incident to the CAA using the Mandatory Occurrence Reporting (MOR) Scheme available on www.caa.co.uk and copy to atc@shorehamairport.co.uk. Also see Confidential Human Factors Incident Reporting Programme (CHIRP) at www.chirp.co.uk
- should a vehicle and or radio become unserviceable whilst on manoeuvring area the driver should stay with the vehicle and draw attention to themselves by standing aside the vehicle and waving their arms around the head and or if possible manoeuvring the vehicle in the direction of the control tower and flash the headlamps until noticed. The vehicle should not be left unless no other option exists
- RFFS vehicles always have priority over other vehicles in an emergency (when blue lights are shown) and will always keep to the left when facing head on or approximately so, and shall always pass to the right when overtaking another vehicle
- towed aircraft (by vehicles or other means) will always have right of way over taxiing aircraft and vehicles not towing

HAZARDS OF MANOEUVRING AREA DRIVING

All drivers must be aware of and have consideration of the following;

- The effects of engine suction/ingestion and blast areas, propellers and propwash
- The effects of turbulence and vortex from helicopter operations (helicopters should be given at least a clearance double that of the radius of the rotor blades as a minimum)
- Aircraft will always have priority and the right of way when taking off or landing
- All vehicles will always give way to landing and taking off aircraft
- RFFS vehicles have right of way over Aircraft & ground vehicles when blue lights are showing
- runway incursions are a serious event that should always be avoided. Drivers must pay attention to signs and signals and always use the read back procedure when in communication with ATC

EMERGENCY PROCEDURES

- if FOD or other debris is found on runways and/or taxiways the driver of an airside vehicle should always stop and clear the item if at all possible keeping the vehicle as local as possible. Should the item in question be outside the permitted area available to that driver they will contact ATC immediately and communicate the issue and give best location and identification

of the item.

- drivers if lost or unsure of their position will move away from active paved areas and pull onto the nearest grass area. Drivers must stay in the vehicle and call ATC for assistance in all circumstances.
- should a driver whilst airside see any type of accident or incident of any type, they should call ATC on radio or 01273 467337 and make an initial report.

AIRCRAFT FAMILIARISATION

- Knowledge of aircraft types and the ability to identify all types normally operating at the aerodrome is a pre requisite for airside driving.
- Knowledge of aircraft terminology relating to engines, fuselage, control surfaces, undercarriage, lights, vents, helicopters etc is a pre requisite for airside driving.

PRACTICAL TRAINING (RADIOTELEPHONY)

All airside drivers are required to be familiar with the layout of the aerodrome and be able to describe the area they are in and the area they wish to proceed to (for the area their permit covers) and will sit a practical test using a vehicle to ensure familiarity. The test will comprise a practical assessment in the following areas

- All runways (including access and exit routes), holding areas, taxiways and aprons
- All signs, surface markings and lights associated with runways, holding positions.
- All signs, surface markings and lights associated with taxiways
- Hazards of operating around aircraft landing, taking off or taxiing
- Identification of hazardous situations and assessment of mitigation techniques
- Any locally used naming convention for particular areas or routes

Understanding what is said and being able to decipher the instruction is vital to avoid confusion. The following references must be understood;

HIERARCHY OF MESSAGE PRIORITY

- Message priorities, understanding of distress, alerting, control and information messages

PHONETIC ALPHABET

- Correct pronunciation of letters, words and numbers
- Emphasis on drivers using standard phraseology similar to pilots

AIRCRAFT, ATC AND VEHICLE CALL SIGNS

- Understanding the terminology and acronyms used by ATC and Pilots

READ BACK PROCEDURES

- Vehicle drivers should use standard read back in the same manner as pilots for instructions such as 'enter/cross the runway', and if conditional clearances are used

READABILITY SCALE

- Understanding the use of the readability scale from 1 = (poor) – 5 = (loud and clear)

TRANSMITTING TECHNIQUES

- Understanding the reasons for listening out prior to transmitting
- Use of aviation English
- Words and sounds to be avoided
- Correct positioning of microphones to avoid distortion
- Avoidance of 'clipped' transmissions
- Awareness of regional accents and variations of speech
- Speed of delivery of RTF phraseology

PORTABLE RADIOS

- Correct use of radios
- Effective range and battery life
- Screening/shielding effects on the aerodrome
- Use of correct call signs, either relating to vehicle or an individual

LEGAL REQUIREMENTS (Local to Issuing Airports)

- Local instructions regarding use of portable radios and hand held microphones whilst driving a

vehicle

- Local instructions on the use of mobile telephones (cell phone) whilst operating airside
- LVP procedures

PENALTIES FOR NON-COMPLIANCE

Failure to comply with the items stated above or a general disregard for safety and carelessness whilst airside will result in the ADP being suspended. There will be no appeals process.

VEHICLE USERS ARE NOT PERMITTED TO USE AIRBAND TRANSCEIVERS OR OTHER AIRBAND RADIOS OF ANY TYPE TO CALL ATC FOR GROUND MOVEMENT CLEARANCE