

# Airside Driver's Handbook

OCTOBER 2015



Adelaide  
Airport



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## 1. Introduction

This handbook has been produced in the interests of safety and Vehicle Operator education at the Airport and forms an integral part of the Airside Vehicle Control Handbook (AVCH). The rules and procedures documented herein are an important component of the safety system that the Airport incorporates to help guarantee individual and material safety, albeit passengers, personnel, aircraft or vehicular equipment. Failure to comply with the requirements of the AVCH would constitute a breach of the conditions for the Authority to Drive Airside or Authority to Use Airside and would therefore cause a review by Adelaide Airport Limited (AAL) of the authorisations issued to individuals or organisations as a result.

## 2. Authority to Drive Airside and State/Territory licence

### 2.1 Authority

*You must not drive a vehicle in any Airside area unless:*

- a. you hold an Authority to Drive Airside (ADA) in a Category which authorises you to drive a vehicle in the area; OR
- b. you are under supervision.

*Note:* The Authority to Drive Airside is not transferable between individuals or between airports.



## 2.2 Licence

You must not drive a vehicle airside unless you hold a current State or Territory driving licence or a licence recognised by the state authority.

*Note:* The driving licence may be a licence from any State or Territory - it does not have to be a licence from South Australia.

## 2.3 Inspection of Documents

You must carry your Authority to Drive Airside and your State or Territory driving licence with you whenever you are in charge of a vehicle airside. Whenever you are apparently in charge of a vehicle airside, if the Airport Operator directs you to produce your Authority to Drive Airside and/or your State or Territory driver's licence, you must comply with that direction. If your driver's licence is not available for inspection at time of request, the licence is to be presented to the on duty Airside Operations Officer at gates within 24 hours.

## 2.4 Cancellation/Suspension

If you are notified by the Airport Operator that your Authority to Drive Airside is cancelled or suspended you must surrender it to the Airport Operator:

- a) Immediately if you are notified while you are in charge of a vehicle airside;
- b) Otherwise within 48 hours.

*Note:* No Vehicle Operator should assume that there is a right-to drive airside. The Airport Operator has instituted a "demerit points" system for breaches of the rules as a guide to determining when it will invoke its power to cancel or suspend. However, any such system does not restrict the general discretion of the Airport Operator to cancel or suspend Authorities to Drive Airside whenever he/she considers it appropriate to do so.

If you hold an Authority to Drive Airside and you cease to hold at least one State or Territory licence to drive or you have any State or Territory licence to drive cancelled for breach of any traffic laws, your Authority to Drive Airside terminates immediately and you must within 48 hours of ceasing to hold a licence or cancellation:

- a) Surrender the Authority to the Airport Operator; and
- b) Notify in writing the Airport Operator, the Vehicle Operator for whom you drive and, if applicable, the Approved Issuing Authority which issued the Authority that you no longer hold a State or Territory licence or of the cancellation, as the case may be.

## 3. Vehicle

### 3.1 Authority to Use Airside (AUA)

*You must not drive a vehicle in an airside area without supervision unless the Vehicle Operator's current Authority to Use Airside for the vehicle:*

- a) Is affixed to the windscreen if the vehicle has a windscreen;
- b) Is displayed in a holder facing outwards from the front of the vehicle and readily visible from outside the vehicle if the vehicle does not have a windscreen.

*Note:* Failure to do so may result in the removal of the ADA.



### 3.2 Vehicle Condition

Any vehicle used airside must meet the minimum requirements, safety or otherwise, as detailed in the AVCH.

The vehicle must:

- a) Be registered for use on public roads, and
- b) Meet SA mechanical and road worthiness requirements, or
- c) Meet industry standards for specialised vehicles, or
- d) Meet the IATA specification if any.

Vehicles must be fitted with the following:

- a) Appropriate company signage on the side of the vehicle
- b) Have an operating lighting system to allow the Vehicle Operator to signal their intentions
- c) A flashing beacon must be fitted and must be visible from 360° (Hazard lights are not an acceptable alternative).



## 4. Driving

### 4.1 Speed Limits

Whilst airside you must obey all regulatory signs and, unless otherwise indicated by signs, adhere to the following speed limits:

LOCATION	SPEED
Baggage Hall	10 km/h max (walking pace)
Within 15 metres of an aircraft	10 km/h
Terminal service road	15 km/h
Elsewhere on the movement area including aprons	25 km/h
Perimeter roads	60 km/h

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

Do not drive in a manner likely to jeopardise the safety of any person.

### 4.2 Safety in the Vicinity of Aircraft

Vehicles must give way to aircraft at all times, even aircraft under tow. Do not drive within 3 metres of an aircraft, except when required for the servicing of that aircraft. Do not drive within 15 metres of a refuelling aircraft. Stay well clear of aircraft when their anti-collision beacons are operating (indicating that the engines are running or are about to be started) and give way to all moving aircraft (beware of jet blast and prop wash).

### 4.3 Apron Service Roads

Where provided, use the apron service roadways to traverse Aprons.

#### 4.4 Driving Under the Influence

Vehicle Operators must not drive while affected by alcohol or drugs. Vehicle Operators must have a zero blood alcohol level when driving airside. A Vehicle Operator involved in an accident on the airside of the airport may be requested to undergo a blood alcohol test. A Vehicle Operator will be subject to testing in accordance with a Civil Aviation Safety Authority Drug and Alcohol Management Plan.

Where a Vehicle Operator who holds an Authority to Drive Airside has failed a test for drug or alcohol to the levels specified in accordance with applicable Drug and Alcohol Management Plan (DAMP), the Vehicle Operator must surrender their Authority to Drive Airside to the Airport Operator within 48 hours.

#### 4.5 Covering Loose Material

When driving vehicles carrying loose material (such as garbage, plastic and waste paper) the Vehicle Operator must ensure that the load is adequately covered to prevent spillage. Vehicle Operators towing freight trolleys must ensure that their load is properly secured. Any material lost must be picked up immediately.



#### 4.6 Access and Parking of Vehicles and Equipment

Vehicle Operators must never park vehicles or equipment so that they will obstruct aircraft, other vehicles (particularly refuelling vehicles) or pedestrians. Parking or driving within the aerobridge clearance zone is not permitted. Furthermore, vehicles should not be driven over or parked on the hydrant fuelling pits.

*In designated parking positions (equipment storage areas), vehicles are to be left as follows:*

- With doors closed but unlocked
- Keys removed from the ignition switch and
- Handbrake on

*Outside of designated parking positions vehicles are to be left as follows:*

- With doors closed but unlocked
- Keys in the ignition switch and
- Handbrake on

Vehicles and equipment must be parked in marked parking bays or equipment storage areas unless there is an operational requirement to do otherwise.

If the Authority to Use Airside for the vehicle only authorises entry and egress at specified points, only drive a vehicle into or out of Airside areas through those points.

#### 4.7 Aerobridge Clearance Zone

The Aerobridge Clearance Zone is an area defined as a red hatched area that aerobridge operations and movements occur on an aircraft bay. This area must be kept clear of equipment, vehicles and personnel at all times other than when the aerobridge is stationary and docked to the aircraft being serviced on that bay. Otherwise injury to personnel or damage to equipment may occur. Parking or driving under an aerobridge is not permitted.



#### 4.8 Lighting of Vehicles

During darkness and in poor visibility (fog, rain) vehicle lighting must be switched onto low beam. Vehicles operating airside must be fitted with an amber rotating beacon or flashing lights visible from 360° around the vehicle (vehicle fitted hazard lights are not acceptable).

#### 4.9 Night Driving

A Vehicle Operator must not drive a vehicle on any part of the Movement Area between sunset and sunrise unless the Vehicle Operator's Authority to Drive Airside has a Night Endorsement.

#### 4.10 Low Visibility

A Vehicle Operator must not drive a vehicle airside during low visibility conditions, unless the Vehicle Operator's Authority to Drive Airside has a Low Visibility Endorsement and where low visibility conditions (weather or otherwise) are declared by the Control Tower. Aircraft service vehicles may operate in localised areas on the apron whilst servicing aircraft however they are not to transit any part of the manoeuvring area, including Taxiway Crossings, or migrate to other aprons.

#### 4.11 No Smoking

There is a no smoking rule applying to all of the airside area, including smoking inside vehicles.

#### 4.12 Mobile Phones

A Vehicle Operator must not operate a vehicle whilst answering, attempting to answer, dialling on or otherwise using a hand held mobile phone. Hand free devices may be used. The use of mobile phones is not permitted within 15m of a fuel hydrant point, aircraft filling point or vent outlet when an aircraft is being refuelled.

#### 4.13 Beware of Pedestrians

A Vehicle Operators must be aware of pedestrian movements. Vehicle Operators must give way to passengers being escorted between an aircraft and a terminal gate. Vehicles must not drive between an aircraft that is stand-off parked and the terminal building whilst passengers are boarding or alighting.



#### 4.14 Towing of Freight Dollies

A limit has been placed on the number of freight dollies that may be towed at a time:

- six small units, or
- four large units.

#### 4.15 Riding on Vehicles and Equipment

Vehicle Operators must never carry passengers on a vehicle or other item of equipment unless there is a seat provided for that purpose.

A NO SEAT NO RIDE policy has been adopted at the Airport.

#### 4.16 Bicycles

No riding of bicycles is permitted airside.

#### 4.17 Children and Animals

Children and animals are not permitted airside without the prior expressed approval of the Airport Operator.

#### 4.18 Seat Belts

Seat belts are to be worn at all times where fitted.

#### 4.19 Security Fence Clearance

Clearances to perimeter security fences must be maintained by a minimum of 3m landside and 2m airside at all times.

#### 4.20 Follow Instructions of an Officer of the Airport Operator

Vehicle Operators must comply with the instructions given to you by the Airport Operator including instruction in the form of default notices given to you or attached to vehicles of which you are in charge.

Vehicle Operators must show their current state or territory driver's licence and Authority to Drive Airside upon demand by an employee of the airport operator, or other authorised persons.

Vehicle Operators must also produce their Authority to Drive Airside and a current state or territory driver's licence when they have been involved in an airside accident.

#### 4.21 Driving under the Authority of an ADA

*If you are driving under an Authority to Drive Airside you must:*

- a) Be familiar with the latest Handbook including amendments to the Handbook;

*Note:* Copies of the current documents are held by your Vehicle Operator/Employer, Approved Issuing Authority and the Airport Operator.

- b) Understand the limitations which apply to the Movement Area.

- c) Be familiar with the designations of the runways and taxiways (Category 3 and 4); and comply with the prescribed radio procedures.

#### 4.22 Supervision by another Vehicle (Escort)

A Vehicle Operator may be permitted to drive a vehicle on the Movement or Manoeuvring Area of the Airport without the appropriate authorities provided the vehicle is under supervision (escort) of a compliant vehicle suitably authorised and equipped and driven by a Vehicle Operator with such authorities and endorsements, such as an Airport Operator Airside Operations Officer.

#### 4.23 Familiarity with the Airport Topography

You must be familiar with the topography of the Airport and have access to a plan of the Airport or relevant portion of the Airport.

## 5. Accidents

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### 5.1 Reporting

*If you are the Vehicle Operator of a vehicle involved in any accident on airside which:*

- a) Causes personal injury.
- b) Causes property damage.
- c) vehicle collision.
- d) Causes aircraft damage.

You must immediately report the accident to the Airport Coordination Centre on 8154 9444 and within 24 hours after the accident provide a detailed written statement to the Airport Operator of how the incident occurred.

A Vehicle Operator may be subject to testing in accordance with Civil Aviation Safety Authority Drug and Alcohol Management Plan (DAMP).

### 5.2 Spills

*All fuel, sewage and oil spills are to be reported immediately to the Airport Coordination Centre on 8154 9444.*

It is the responsibility of the offending company to clean up the spill and dispose of the residue and cleaning materials in an environmentally responsible fashion.

If the Airport Operator is requested by the offending company to assist in the clean-up, or if AAL is required to provide materials for use in the clean-up process; fees will apply.

## 6. Immobilised Vehicles

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### 6.1 Notify Air Traffic Control

If you are driving a vehicle which becomes immobilised on the Manoeuvring Area you must notify Air Traffic Control immediately.

If you are driving a vehicle which becomes immobilised on an

Apron, you must notify the Airport Operator immediately.

If you are the Vehicle Operator of a vehicle which becomes immobilised on a Movement Area, you must provide to AAL staff such assistance as they may reasonably require to move the vehicle off the Movement Area or to another area as AAL staff may consider appropriate.

## 7. Emergency Situations

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Refer to Category 3 & 4 section from page 34 of this handbook.

## 8. Supervision

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### 8.1 Supervision of Vehicles

*If you are required by the Airport Operator or by your employer to provide Supervision for a vehicle or Vehicle Operator not authorised to be driven/drive within an airside area except under Supervision, you may, subject to such conditions as the Airport Operator considers appropriate, supervise the vehicle by:*

- a) Driving a vehicle for which an Authority to Use Airside is current to escort the supervised vehicle;
- b) Riding in the supervised vehicle; or
- c) Accompanying the supervised vehicle on foot (within 10m of the vehicle).

If you are driving a supervised vehicle which is being escorted by another vehicle in accordance with the preceding Rule you must keep the supervised vehicle behind the escorting vehicle at a distance of no more than 10 metres and no less than 5 metres. Before you start supervising a vehicle by driving an escorting vehicle, you must ensure that the Vehicle Operator of the supervised vehicle is aware of the requirement to keep the supervised vehicle behind the escorting vehicle at a distance of no more than 10 metres.

## 9. Aviation Security Identification Card (ASIC)

### 9.1 Display of ASIC

When driving airside you must have and display an Aviation Security Identification Card (ASIC) issued in accordance with the with the Aviation Transport Security Act and the Aviation Transport Security Regulations.

## 10. Specific Airport Rules

### 10.1 Aircraft Towing

*In addition to the above Vehicle Operators responsibilities aircraft towing Vehicle Operator must ensure that:*

- a) Aircraft towing must not commence without prior approval of Air Traffic Control.
- b) Aircraft under tow do not enter any taxiway without prior approval of Air Traffic Control.
- c) The towing vehicle is equipped with fixed radio communications with Air Traffic Control or has suitable communications with a person in the aircraft that is in communication with Air Traffic Control.
- d) Aircraft under tow do not enter or cross any active runway without prior approval of Air Traffic Control.

### 10.2 Helipad West

*Helipad West is situated adjacent the Tapleys Hill Road precinct on the western boundary of the Airport. Vehicle Operators are to give way to all helicopters operating in this vicinity and specifically:*

- a) Exercise caution when travelling past hangars and helicopter apron areas on the perimeter road due to possible taxiing helicopters;

- b) Observe and abide by all stop signage surrounding the site;
- c) Receive Air Traffic Control approval prior to entry to the helipad and helicopter taxiway.

### 10.3 Taxiway Crossings

*At any point at which an airside road crosses a taxiway the crossing is marked with white zipper markings. The Vehicle Operators must:*

- a) Stop outside the taxiway strip before crossing the taxiway, and
- b) Give way to any aircraft using that taxiway.

*Note: In some locations aircraft may be operating on an adjoining taxiway and in these cases vehicles must stop at the holding point until it is clear that the aircraft will not proceed on to the taxiway crossing.*



## 10.4 Exemptions

The following exemptions apply at the Airport:

- a) The holder of an Authority to Drive Airside category 2 has an exemption from requiring an Authority to Drive Airside Category 3 when crossing the apron and Taxiway J between Gate B and the airside road leading to Gate 2.



- b) The holder of an Authority to Drive Airside Category 2 has an exemption from requiring an Authority to Drive Category 3 to drive on the airside road from the Terminal 2 Apron across Taxiway H and Taxiway F1 to the Terminal 1 Apron.



- c) The holder of an Authority to Drive Airside Category 2 has an exemption from requiring an Authority to Drive Airside Category 3 when crossing Taxiway F3 along the airside road between Gate 2 and the Fire Station.



- d) The holder of an Authority to Drive Airside Category 2 has an exemption from requiring an Authority to Drive Airside Category 3 when crossing Taxiway A2 between the airside road and the JOSF airside access road.



## 10.4 Exemptions (cont)

- e) The holder of an Authority to Drive Airside Category 2 has an exemption from requiring an Authority to Drive Airside Category 3 when crossing Taxiway T1 adjacent the Northern Regional Apron Taxilane.



- f) The holder of an Authority to Drive Airside Category 2 has an exemption from requiring an Authority to Drive Airside Category 3 when crossing Taxiway T4 to the Terminal 1 Apron.



- g) Airside Operations Offices and the Aviation Rescue and Fire Fighting Service (ARFFS) have an exemption to exceed the speed restrictions on taxiways and runways at the Airport for operational reasons.

*Note:* This exemption is granted given that all other conditions of the Airside Vehicle Control Handbook (including safe driving) are adhered to.

- h) The holder of an Authority to Drive Airside category 2 and 3 has an exemption from requiring an Authority to Drive Airside category 4 when driving on the perimeter road across the helicopter taxilane at all helicopter parking areas.

*Note:* This exemption does not preclude the requirement to ensure that no aircraft are taxiing, landing or taking off before transiting the area.



- i) SA Ambulance Service staff have an exemption to drive airside in a designated SAAS vehicle, through gate B3 for the purposes of picking up or dropping off patients from RFDS aircraft. This exemption extends to the Parking Limit Line around the RFDS aircraft parking area.



- j) RFDS pilots have an exemption to tow RFDS aircraft into the RFDS hangar from the RFDS aircraft parking area. This exemption extends to the Parking Limit Line around the RFDS aircraft parking area.

## 10.5 General

An Authority to Drive Airside at the Airport entitles the holder to drive airside only in the areas required to perform duties as determined by the employer and authorised by the Airport Operator. Any person who wishes to request the Airport Operator to provide Supervision (escort) should contact the Airport Coordination Centre on 8154 9444 at least 2 hours in advance. Note that escort services will be provided, subject to the availability of Operational Staff at that time.

*Note:* A charge will be made for all escort services with the exception of emergency services vehicles.

## 11. Demerit Point System

### 11.1 Introduction

A demerit point system is in operation at the Airport which allocates point penalties for prescribed driving and other offences conducted whilst operating airside at the Airport. The system is based on a 12 point maximum, accumulated within a rolling 24 month period.

### 11.2 Airside Driver Penalty Points

The Penalty Points System allocates a maximum penalty for a range of prescribed airside driving offences. Each time a Vehicle Operator is reported for a breach of the airside driving regulations the Vehicle Operator will be notified, issued with a Penalty Infringement Notice by an authorised Airside Operations Officer and a record kept of the appropriate penalty points.

Airside Vehicle Operators may challenge individual Penalty Infringement Notices, by writing to the Airport Operator within 14 days of the Notice being issued and stating any other circumstances relating to the matter.

Airside Vehicle Operators who accumulate twelve penalty points within any twenty four month period, will be provided with details of their offences and invited to show cause why their Authority to Drive Airside should not be withdrawn. The Vehicle Operator's response to the show cause notice will be reviewed by the Airport Operator. An Airside Vehicle Operator's Authority to Drive Airside may be suspended pending this show cause process.

Upon making a determination to withdraw an Authority, Adelaide Airport Limited will advise the Vehicle Operator in writing of the reasons for the determination and the duration of the withdrawal.

A Vehicle Operator may appeal against a determination to the Administrative Appeals Tribunal.

If a determination is made to withdraw an Authority for a specified time, the Vehicle Operator will be entitled to re-apply for an Authority after the expiration of that time. The Authority will not be automatically reinstated.

*If a Vehicle Operator's authority is revoked, prior to the reinstatement of the authority the drive will be required to:*

- Have further driver training;
- Re-sit the theory test; and
- Undertake a practical driving test

A Vehicle Operator who is a holder of a Category 3 or 4 ADA who has their ADA withdrawn for offences related to the Category 3 or 4 driving rules may retain a Category 2 licence under specific circumstances approved by the Airside Operations Manager.

## 11.2 Airside Driver Penalty Points (cont)

The demerit point system forms part of the Airside Vehicle Control Handbook (AVCH).

<b>1</b>	<b>SPEEDING</b>	<b>Penalty Points</b>
1.1	Exceeding the speed limit in Terminal 1 Baggage Hall.	3
1.2	Exceeding the speed limit by less than 15km/h.	1
1.3	Exceeding the speed limit by more than 15km/h but less than 30km/h.	3
1.4	Exceeding the speed limit by more than 30km/h but less than 45km/h.	6 and 1 month Authority Suspension
1.5	Exceeding the speed limit by more than 45km/h.	6 and 6 month Authority Suspension

<b>2</b>	<b>SAFETY IN THE VICINITY OF AIRCRAFT</b>	<b>Penalty Points</b>
2.1	Failure to give way to taxiing aircraft.	12
2.2	Failure to give way to aircraft under tow.	10
2.3	Failure to give way to aircraft that has commenced push back.	10
2.4	Driving within 3 metres of a parked aircraft.	3
2.5	Being within the danger zone at the front of an operating engine.	3
2.6	Being within the danger zone of the rear of an operating engine.	3
2.7	Driving in a manner dangerous to aircraft.	12
2.8	Failure to give way to aircraft entering a parking bay	10
2.9	Failure to give way to an aircraft with anti-collision beacons activated.	10

<b>3</b>	<b>IMPROPER OVERTAKING</b>	<b>Penalty Points</b>
3.1	Improper overtaking.	2
3.2	Driving in a manner dangerous to other vehicles.	6

<b>4.</b>	<b>DRIVING UNDER THE INFLUENCE PENALTY POINTS</b>	
4.1	Having a blood alcohol reading above 0.00.	12
4.2	Having a banned substance in your system.	12

<b>5.</b>	<b>COVER LOOSE MATERIAL</b>	<b>Penalty Points</b>
5.1	Dropping rubbish on the apron.	3
5.2	Failure to secure load.	3
5.3	Failure to stop and pick up FOD.	1

<b>6.</b>	<b>IMPROPER PARKING</b>	<b>Penalty Points</b>
6.1	Parking in a no parking zone.	3
6.2	Parking in a safety area.	6
6.3	Parking in an area that obstructs an emergency exit.	10
6.4	Parking in an area that obstructs traffic or fuelling operations.	3
6.5	Parking in an area that obstructs pedestrians.	6
6.6	Parking in an area that obstructs aircraft.	6
6.7	Failure to park equipment in an equipment staging or storage area.	3

<b>7.</b>	<b>SAFETY IN THE VICINITY OF AEROBRIDGES</b>	<b>Penalty Points</b>
7.1	Parking vehicles and equipment in an Aerobridge Clearance Zone.	6
7.2	Driving beneath an aerobridge.	6

<b>8. IMPROPER LIGHTING</b>	<b>Penalty Points</b>
8.1 Failure to dip headlights.	1
8.2 Driving without headlights.	1
8.3 Failure to use flashing beacon.	3
<b>9. LOW VISIBILITY</b>	<b>Penalty Points</b>
9.1 Driving airside during low visibility without authority.	6
<b>10. NO SMOKING</b>	<b>Penalty Points</b>
10.1 Smoking in a vehicle on the airside.	3
<b>11. PEDESTRIAN SAFETY</b>	<b>Penalty Points</b>
11.1 Driving across a passenger pedestrian crossing during loading/unloading.	4
11.2 Driving in a manner dangerous to pedestrians.	4
<b>12. TOWING OF FREIGHT DOLLIES</b>	<b>Penalty Points</b>
12.1 Towing more than the allowable number of containers.	3
<b>13. PUSHBACK TRACTORS</b>	<b>Penalty Points</b>
13.1 Returning to the apron other than by the taxiway centreline.	1
<b>14. RIDING ON EQUIPMENT</b>	<b>Penalty Points</b>
14.1 Carrying a passenger when there is no seat provided.	10
<b>15. SEAT BELTS</b>	<b>Penalty Points</b>
15.1 Driving without a seatbelt where fitted.	3
<b>16. BICYCLE</b>	<b>Penalty Points</b>
16.1 Riding a bicycle airside.	1

<b>17. FAILURE TO FOLLOW DIRECTION</b>	<b>Penalty Points</b>
17.1 Failure to follow directions of Adelaide Airside Operations Officers.	3
17.2 Failure to show Airside Driver Authority when requested by an Adelaide Airside Operations Officer.	3
17.3 Failure to show State Driver Licence when requested to do so by an Adelaide Airside Operations Officer.	3
17.4 Taking children or an animal airside without Adelaide Airport Limited approval.	2
17.5 Failure to stop after an incident.	6
<b>18. FAILURE TO ABIDE BY AIRSIDE MARKINGS</b>	<b>Penalty Points</b>
18.1 Crossing low strength pavement markings.	3
18.2 Crossing a live taxiway at a point other than a live taxiway crossing.	12
18.3 Failure to stop at a stop sign.	3
18.4 Failure to give way at a give way sign.	3
18.5 Disobeying traffic direction.	3
18.6 Failure to stop at a live taxiway crossing.	3
<b>19. EXCEEDING AUTHORITY</b>	<b>Penalty Points</b>
19.1 Driving on the perimeter road without the appropriate authority.	6
19.2 Driving on the apron without the appropriate authority.	8
19.3 Driving on the taxiway without the appropriate authority.	10
19.4 Driving on the runway without the appropriate authority.	12
19.5 Escorting a vehicle without the appropriate authority.	3
<b>20. OTHER</b>	<b>Penalty Points</b>
20.1 Any other offence that may constitute a hazard to aircraft operations or airside safety.	To be examined on a case by case basis.
20.2 Using a hand held mobile phone while driving.	3

## 12. Airside Marking & Signage

All drivers should be familiar with the meaning and form of airside markings.

### 12.1 Runway Strip

White gable markers delineate the edge of the runway strip. Vehicles are not permitted to enter the runway strip without prior approval from ATC.



### 12.2 Runway Holding Position Markings

Runway hold position markings are holding points for aircraft and vehicles prior to entering a runway. They are defined by two (2) solid and two (2) broken yellow lines the width of the taxiway.



### 12.3 Intermediate Holding Position Markings

Where two taxiways cross/intersect or any taxiway holding point, yellow broken lines mark the clearance distance for aircraft and vehicles to hold when an aircraft is taxiing past.



### 12.4 Taxiway Crossing

Where an airside or perimeter road crosses a taxiway the crossing will be marked with either a solid white line or chevron marking and where practical a stop sign with zipper type white markings across the taxiway. All vehicles must stop and give way to aircraft.



### 12.5 Apron Service and Airside Roads

The apron service and airside roads are marked using double unbroken white lines on the Taxiway side and a single unbroken white line on the apron side. Vehicles traversing the aprons are to remain on the road where possible at all times and give way to aircraft crossing the road.



## 12.6 Terminal Service Road

The Terminal Service Road is located below Terminal 1.

The Terminal Service Road is marked using solid white lines.

A height restriction of 2.5m applies to the Terminal Service Road.



## 12.7 Equipment Storage Areas

Equipment storage areas are defined by a single solid red line and displaying the text, "Equipment Storage".

They define areas where vehicles and equipment may be parked and stored clear of aircraft. Vehicles must always be parked behind these lines.



## 12.8 Equipment Clearance Markings

Equipment clearance areas are where vehicles and equipment can be staged for an aircraft arrival, as long as they are attended. They assist in keeping vehicles clear of manoeuvring aircraft including engine ingestion zones on the apron. These areas are defined by a single broken red line and the text "Equipment Clearance". Vehicles will maintain clearance to an aircraft when they are to the text side of the line.



## 12.9 Parking Clearance Markings

These lines are used to limit the parking of aircraft to a particular area of the apron. The aircraft is required to be contained within the area with no part outside of the line. These areas are defined by a solid yellow, red, yellow line surrounding the aircraft parking area.



## 12.10 Aircraft Type Limit Lines

A yellow marking of aircraft type and or weight limits on the manoeuvring area limit the size or weight of aircraft taxiing or entering a particular area of apron.

## 12.11 Aircraft Nose wheel Stop Bars

These are defined by a yellow bar with an aircraft designation located at the end of a lead-in line which marks the position of the nose wheel stop position on a bay.



## 12.12 Key Holes

These are marked by a yellow or white line with terminating ring locating the parking position of smaller aircraft or a secondary parking position of larger aircraft types respectively. The nose wheel position is the centre of the ring.



## 12.13 Tug Disconnect Point

A tug disconnect point is a marking on the movement area that aircraft are pushed back to and the towbar is disconnected. This point is defined by a white line 1.5m long, located on the left hand side of a taxiway or pushback line viewed from the tug.



## 12.14 Movement Area Guidance Signs

Adelaide Airport has an extensive system of Movement Area Guidance (MAG) signs throughout the movement area. Drivers authorised to drive on the movement area must be familiar with these signs.

All drivers must stop at the runway designation signs and seek clearance from the Tower to cross or enter the runway. Drivers are not permitted, under any circumstances to cross any runway until the Tower has granted approval to "CROSS" the designated runway.



## 12.15 Aerobridge Clearance Zone

Aerobridge Clearance Zones are marked as red hatched areas and must be kept clear of equipment, vehicles and personnel at all times other than when the aerobridge is stationary and docked to an aircraft being serviced on that particular bay. Equipment is required to be removed immediately from the zone as soon as the aerobridge is about to move. When aerobridges are in operation a warning light and alarm will activate.



## 12.16 Summary of Basic Visual Aids

**APRON EDGE MARKING** - A DOUBLE YELLOW line used to mark the edge of the high strength pavement.

**APRON SERVICE ROAD** - The apron service and airside roads are marked using double unbroken white lines on the taxiway side and a single unbroken white line on the apron side. Vehicles traversing the apron are to remain on the Apron Service Road and give way to all traffic.

**EQUIPMENT CLEARANCE LINES** - A BROKEN RED line defines the staging area or a safe location for equipment to remain to be clear of an aircraft being manoeuvred into an aircraft parking position or adjacent bay.

**EQUIPMENT STORAGE AREA** - A SINGLE RED line defines areas that are clear of aircraft and are to be used for parking equipment (depending on the background surface the red line may be accompanied by a black background to highlight its position).

**LEAD IN LINE** - A SINGLE YELLOW line which is an extension of the taxiway centreline. This line guides pilots to their aircraft parking position.

**PASSENGER PATHWAY** - A WHITE ZEBRA marking to assist the movement of passengers to and from aircraft parked on the apron.

**TAXIWAY CROSSING** - A SOLID WHITE line with a STOP sign with ZIPPER markings marks a road crossing a taxiway.

All vehicles MUST give way to ALL aircraft.

**RUNWAY HOLDING POSITION MARKINGS** - DOUBLE SOLID YELLOW LINES and DOUBLE BROKEN YELLOW LINES marking the hold point for aircraft and vehicles where taxiways intersect with runways.

**TAXIWAY MARKING** - A SINGLE YELLOW line marks the centreline of taxiways.

**AIRCRAFT TYPE LIMIT LINES** - A YELLOW MARKING of aircraft type to limit the size or weight of aircraft in this area.

**AEROBRIDGE CLEARANCE ZONE** - Area marked with RED HATCHING which must remain clear unless the aircraft is docked to the aircraft on that bay.

**AIRCRAFT NOSEWHEEL STOP BAR** - Defined as a YELLOW BAR with aircraft designation located at the end of a lead-in line which marks the position of the nose wheel stop position on a bay.

**KEYHOLES** - A YELLOW or WHITE LINE with terminating ring, marking the parking position of aircraft.

**COLOURED LIGHTS** - used to mark the following areas:

**APRON or TAXIWAY EDGE** - BLUE LIGHTS

**HOLDING POINTS** - YELLOW LIGHTS

**ROTARY WING TAXIWAY** - BLUE LIGHTS

**RUNWAY EDGE** - WHITE LIGHTS

**TAXIWAY CENTRE LINE** - GREEN LIGHTS

**UNSERVICEABLE AREA** - RED LIGHTS

**COLOURED CONES** - used to mark the following areas:

**HELICOPTER APRON EDGE** - A BLUE cone to mark the edge of the helicopter parking area.

**TAXIWAY AND APRON EDGE** - A YELLOW cone to mark the edge of an aircraft apron area.

**UNSERVICEABILITY AREA** - A WHITE cone WITH a RED BAND to mark the unserviceable area.

**WORKS AREA LIMIT** - An ORANGE cone to define the limit of works.

## **OTHER MARKINGS:**

**MOVEMENT AREA GUIDANCE SIGNS (MAGS)** - Movement Area Guidance Signs are used to indicate to pilots their position on the airfield. They are also useful to aid Category 3 or 4 drivers for a quick check of their position.

**RUNWAY STRIP MARKERS** - WHITE GABLE MARKERS define the edge of the Runway Strip. ATC permission is required for entry into this area.

# CATEGORY 3 & 4 ONLY

## 13. Driving

### 13.1 Additional Rules for Driving on the Manoeuvring Area

*A Vehicle Operator is not permitted to drive a vehicle on the Manoeuvring Area of the Airport unless the following criterion is strictly adhered to:*

- The vehicle is equipped with a fixed radio capable of two-way communication with Air Traffic Control and aircraft.
- You hold an Aircraft Radiotelephone Operator Certificate of Proficiency to use a two way radio for contact with the Tower.
- You are being escorted.

### 13.2 Remotely Controlled Power Pushback Unit (PPU)

*When operating a Power Pushback Unit (PPU) on the Manoeuvring Area, an operator must comply with the following requirements:*

- The vehicle must be fitted with a compliant air/ground radio and the operator qualified and authorised in its use.
- The operator must advise Air Traffic Control (Adelaide Ground) that the PPU is in use to pushback the aircraft.
- The operator must advise Air Traffic Control (Adelaide Ground) that the PPU is still obstructing the taxiway after the aircraft being pushed back taxis clear.
- The operator must advise Air Traffic Control (Adelaide Ground) of the expected PPU recovery time in minutes.
- The operator of the PPU must advise Air Traffic Control (Adelaide Ground) when the PPU is clear of the taxiway.

All rules that apply to vehicles apply equally to the remotely controlled PPU.

### 13.3 Runway and Taxiway Designations

On the Manoeuvring Area, you must know the designations of the all runways and taxiways so that you can advise ATC (hereafter referred to as the Tower) of your whereabouts at any time.



### 13.4 Maintain a Listening Watch

You must maintain a “listening watch” (i.e. radio switched on and monitoring messages between the Tower and others) on aprons if the vehicle is radio equipped.

### 13.5 Conversant with Radio Procedures

You must be conversant with two-way radio procedures and with the meaning of ATC visual signals and signs which might be used on the Airport (see Annex G).

### 13.6 Obey Directions of ATC

You must obey all directions given by Air Traffic/Surface Movement Controllers.

## 14. Emergency Situations

### 14.1 Light Signals

If you receive light signals from the Tower, respond to them promptly. The meaning of these signals should be displayed on the vehicle windscreen as detailed below.

SIGN	ACTION
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 emergency conditions, or if the standard light signals have not been observed, the Tower may cause the runway or taxiway lights to flash. This means that you must vacate the Manoeuvring Area and observe the Tower for light signals.

## 15. Radio Procedures

### 15.1 Introduction

Radio contact with the Tower is necessary if you intend to proceed from the Apron onto taxiways and runways.

### 15.2 Entering Manoeuvring Area

Do not enter the Manoeuvring Area unless you have an established need to do so and hold an appropriate current category 3 or category 4 Authority to Drive Airside and if driving under low visibility conditions holds an appropriate endorsement.

### 15.3 Working on the Movement Area

Once you have entered the Movement Area, you must keep a constant radio listening watch, staying alert to what is happening around you by listening to radio communications.

### 15.4 Vacate 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 you are clear when you have moved outside the relevant line of runway strip markers.

### 15.5 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.

### 15.6 You Should Make use of the Following Principles

- Speak plainly and end each word clearly to prevent consecutive words “running together”.
- Avoid any tendency to shout.
- Avoid variations in speed intensity 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).
- Read each written message before transmission, in order to eliminate unnecessary delays.

### 15.7 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.

## 15.8 Pronunciation

The phonetic alphabet is made up of particular words to denote the letters. When used, the pronunciations as shown are to apply:

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

## 15.9 Numerals Pronunciation

Numbers are to be transmitted using the following pronunciations:

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

## 15.10 General Number Transmission

In general, numbers except whole thousands, are to be transmitted by pronouncing each digit separately, e.g.

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

### 15.11 Decimal Numbers

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

118.1	ONE ONE EIGHT DECIMAL ONE
-------	---------------------------

121.9	ONE TWO ONE DECIMAL NINE
-------	--------------------------

### 15.12 Vehicle Call Signs

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

Truck 12	TRUCK TWELVE
----------	--------------

Car 25	CAR TWENTY-FIVE
--------	-----------------

### 15.13 Signal Strength

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

1	Unreadable
---	------------

2	Readable now and again
---	------------------------

3	Readable but with difficulty
---	------------------------------

4	Readable
---	----------

5	Perfectly readable
---	--------------------

### 15.14 Commonly Used Phrases

The following phrases are commonly used:

ACKNOWLEDGE	Let me know that you have received and understood this message
-------------	--

AFFIRM	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 - do not proceed until advised
---------------	-------------------------------------

HOLD SHORT	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 you read of my transmission (or how well can you hear my transmission) (normally preceded by “radio check”)
-----------------	---

MONITOR	Listen out on (frequency)
---------	---------------------------

NEGATIVE	No, or permission not granted, or 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..., or 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  Since communication is difficult - words will be sent twice

### 15.15 Communicating with ATC

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

Identify the unit you are calling:

"ADELAIDE TOWER/GROUND"

Tell the Tower/Ground WHO you are:

"CAR 1"

Tell the Tower/Ground where you are:

"ON Taxiway F2"

Tell the Tower/Ground what you wish to do:

"REQUEST ENTER RUNWAY 30"

Tell the Tower/Ground of other significant details"

"REMAINING CLEAR OF RUNWAY"

### 15.16 Entering the Manoeuvring Area from Aprons

"ADELAIDE GROUND - TRUCK FIFTY TWO AT GATE J PROCEEDING TO F6 TO CONDUCT PAVEMENT REPAIR' REQUEST CLEARANCE."

(Ground Response:

"Truck 52, enter Taxiway F1 proceed to F2 and cross Runway 30.")

(Your acknowledgement:

"ENTER TAXIWAY F1 PROCEED TO F2 AND CROSS RUNWAY 30 TRUCK FIFTY - TWO.")

### 15.17 Crossing a Runway

"ADELAIDE GROUND - CAR ONE ON TAXIWAY FOXTROT TWO - REQUEST PERMISSION TO CROSS RUNWAY ONE TWO"

(Tower response:

"Car 1 hold short of Runway 12")

(Your acknowledgement:

"HOLDING SHORT OF RUNWAY ONE TWO - CAR ONE")

*Note:* Your request was denied at this time and would be followed, when the is clear, by " Car 1, cross runway 12."

## 15.18 Entering a Runway

*NOTE:* Adelaide TOWER is responsible for vehicular entry and occupation of active runways. For entry to an active runway, the Vehicle Operator shall contact Adelaide GROUND who will provide instruction to contact Adelaide TOWER.

CAR ONE - call AD Ground 121.7:

“REQUEST ENTER RUNWAY TWO THREE”

Ground:

“contact AD Tower on 120.5”

CAR ONE - call AD Tower 120.5:

“REQUEST ENTER RUNWAY TWO THREE”

Tower - “enter” or “hold short”

- Car 1 - temporary vacate remain on 120.5
- Car 1 - permanent vacate advise AD Tower

CAR ONE - contact AD Tower:

“VACATING RUNWAY TWO THREE”

Ground:

“Car one”

## 15.19 Typical Replies from the Tower Advising you of Restrictions

“CAR ONE - ADELAIDE TOWER - HOLD POSITION”

(Stay where you are and await further details regardless of where you are)

“CAR ONE - ADELAIDE TOWER - ENTER RUNWAY TWO THREE - CROSS RUNWAY THREE ZERO - EXPEDITE”

(Enter Runway 23 without any delay and cross Runway 30. You must not enter Runway again without approval)

“CAR ONE - ADELAIDE TOWER - HOLD POSITION - EXPECT ONE ZERO MINUTE DELAY”

(Several aircraft are on approach or taxiing for departure - you may wish to try later)

“TRUCK FIFTY TWO - VACATE RUNWAY ONE TWO”

(Regardless of what you are doing, what you have requested or what you have been cleared to do so far, move outside the Manoeuvring Area, clear of the runway strip markers)

## 15.20 Vacating onto Other Runways

Before crossing or entering another runway, you must request and obtain a clearance to do so from Tower or Ground as appropriate, e.g.

(Tower:

“Car 1 - vacate Runway 12”)

CAR ONE:

“VACATING RUNWAY ONE TWO ONTO TAXIWAY E - CAR ONE”

You will generally be cleared only to enter a specific area on a particular runway and when ready to leave that area, you must notify the Tower of your intentions. You must remember to always ask for a clearance to cross or enter any runway or taxiway, unless the Tower Controller has already specifically authorised you to do so. If you have not received such a clearance, you must stop at the Taxi Holding Position (clear of the runway strip) and remain there until you have permission to proceed.

## 15.21 The Meaning of “HOLD”

The word “stop” is rarely used in radio transmissions from the Tower - instead you will hear the word “HOLD”, which means “STOP”. Examples of the use of “HOLD” are:

“HOLD POSITION” (Stop where you are)

“HOLD SHORT OF RUNWAY TWO THREE”

(Stop clear of the runway strip)

## 15.22 Listening Watch on Manoeuvring Areas

Once you have gained runway (or taxiway) entry, you must maintain a constant listening watch.

You should always be within hearing distance of your radio. Often, a change in wind direction or other operational factors will require the Tower to move you from your work urgently. Remember that the Tower will not interrupt your work unless it is necessary and that you are then expected to co-operate with all possible speed.

## 15.23 Vacating a Runway

When directed to vacate, the Tower call is brief:

(Tower: “Car 1 - Vacate Runway 23”)

Your response, straight away:

“VACATE RUNWAY 23 - CAR ONE”

*Note:* Once you have made initial contact, you no longer address the Tower as (Airport Name) Ground and conversely, the Tower does not advise its name). Once you have vacated and are outside the runway (taxiway) strips, you call the Tower:

“CAR ONE - RUNWAY VACATED”

(The Tower will acknowledge: “CAR ONE”)

If there is no requirement to re-enter the runway when you vacate include the following:

“CAR ONE - RUNWAY VACATED WITH NO REQUIREMENT TO RE-ENTER”

(The Tower will acknowledge:

“CAR ONE RETURN TO GROUND”)

## 15.24 Tugs Towing Aircraft

*Example:*

Your request “GROUND, QANTAS TUG (or if more use tug 1, 2 etc.) REQUEST PERMISSION TO TOW AIRCRAFT FROM NORTHERN COMMUTER APRON TO T1 APRON BAY 12L.”

Tower “QANTAS TUG CLEAR TO TOW”

Your acknowledgement “CLEAR TO TOW QANTAS TUG”

## 15.25 Some General Tips

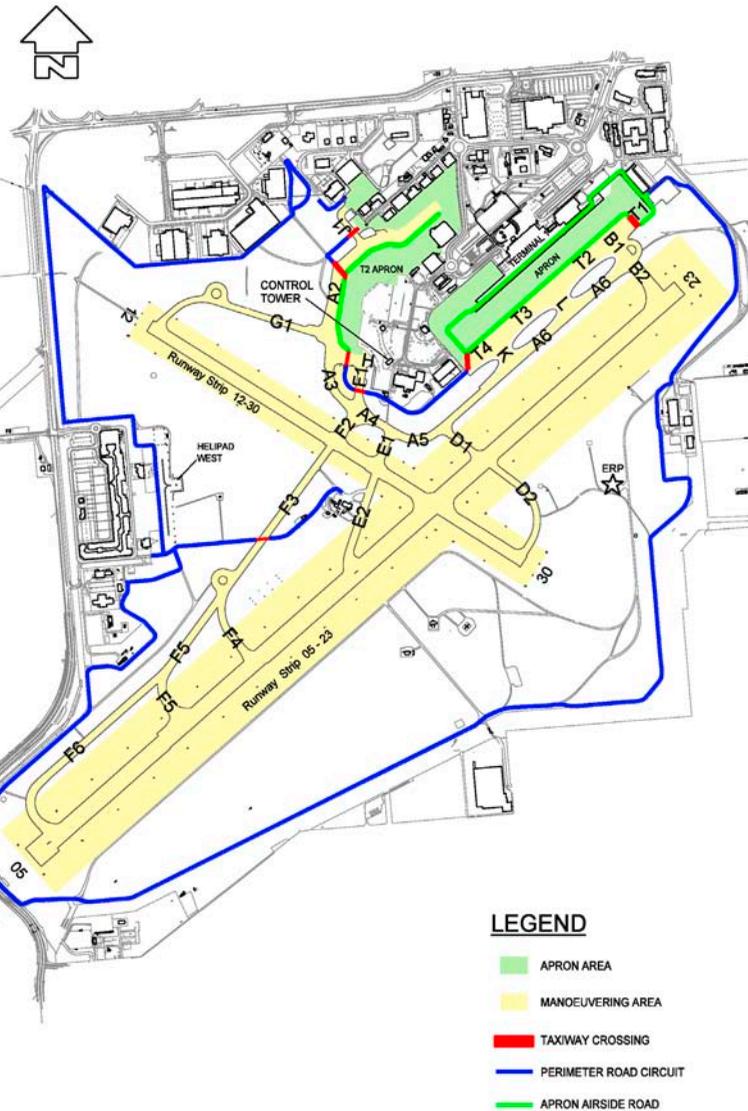
*Before you go out onto the Movement Area:*

- KNOW THE PROCEDURES
- KNOW THE LIGHT SIGNALS
- BE PRECISE - AND PATIENT
- COMPLY WITH HANDBOOK
- KEEP YOUR EYES OPEN, STAY ALERT AND NEVER GO BEYOND
- KEEP YOUR EYES OPEN, STAY ALERT, AND NEVER GO BEYOND HEARING RANGE OF YOUR RADIO
- PLAN WORK CAREFULLY AND AVOID ANY TENDENCY TO RUSH WHILST AIRSIDE
- NEVER LEAVE ANYTHING (EQUIPMENT OR TOOLS) ON THE MOVEMENT AREA

*Note:*

- If you become confused about what is happening, leave the movement area and consult Airside Operations staff regarding further training.
- Contact Tower by phone to discuss any usual tasks that may be required on the day.

## Adelaide Airport Airside Area



## Telephone contacts

### Quick reference

Airside vehicle control queries	8308 9245
Airport coordination centre	8154 9444 (24 Hours)
Airport rescue and fire fighting service	8154 4010 (24 Hours) (Including medical first response)







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