

# SYD



## Airside Driving Pocketbook MAY 2025

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## Introduction

This pocketbook has been produced by Sydney Airport (SYD) in the interest of promoting driving safety airside. It is a quick reference guide to explain the main rules which apply to all drivers operating airside and should be read in conjunction with the more detailed '**Airside Vehicle Control Handbook**' (AVCH).

You are required to comply with the conditions outlined within the AVCH and this pocketbook. Failure to comply with SYD's driving rules may result in the accumulation of demerit points and ultimately loss of your Authority to Drive Airside (ADA) and privileges to drive airside.

Operation of vehicles airside is much more complex than landside operations. In addition to other vehicles, drivers must always maintain situational awareness of aircraft operations. To assist you in this task, it is important to remove distractions such as mobile phones, non-essential radios and stereo systems whilst operating your vehicle. As a holder of a SYD ADA, you play an important part in maintaining your safety and the safety of fellow workers and the travelling public alike.

The first part of this booklet covers general conditions of operating a vehicle airside on airside roadways, aprons and under terminals as well as airside markings and general safety tips and guidance. For those drivers required to operate on the Manoeuvring Area (taxiways and runways), the second part of the handbook also provides important information regarding Manoeuvring Area markings and procedures.

Remember.... your driving is always on show to the travelling public and other airport stakeholders. Drive safely and set the example for others. If you witness others driving dangerously, report them immediately to the SYD Ramp Operations or Ramp Safety Coordinator teams, as poor driving behaviours will not be tolerated at SYD.

Should you have any questions regarding the Airside Driving rules, please contact a member of the Airside Driving Centre team.

**Your driving is on show! Set the standard!**

## Approval Control Table:

The SYD Airside Driving Pocketbook may undergo updates periodically. This Pocketbook can be distributed to stakeholders in both printed and electronic formats. For each update of the Airside Driving Pocketbook, a separate document outlining the nature of the review, a record of the amendments, and an evaluation of the key performance indicators is prepared.

As new information becomes available, the version number will be revised, It is the responsibility of each Airside Driving Pocketbook holder to maintain the document's accuracy at all times. Please ensure that you update your copy promptly upon receiving any notifications about changes. This page is designed to help you track all updates.

Document Version	Approval required by	Summary of changes	Date of approval	Signed Approval
Oct v1. 2024	Manager AOL & Aviation Safety	Title Page	Oct 2024	
		Page 16	Oct 2024	
		Page 22	Oct 2024	
		Page 43	Oct 2024	
		Appendix B	Oct 2024	
May v1. 2025	Head of Aviation Safety & Compliance	Pages Title, 19, 40 & 52	May 2025	

Electronic copies of this AVCH, Airside Driving Pocketbook and application forms can be found on the SYD website below:

<https://www.sydneyairport.com.au/corporate/join-us/working-on-airport/airside-driving-centre>

For more information regarding Airside Driving requirements, contact the SYD Airside Driving Centre located in the Airport Services Centre, Level 3 Terminal 1.

Telephone: (02) 9667 9079

Email: [airsidedrivingcentre@syd.com.au](mailto:airsidedrivingcentre@syd.com.au)

## Definitions:

**Airport:** Means Sydney (Kingsford Smith) Airport

A defined area of land or water (including any buildings, installations and equipment), intended to be used either wholly or in part for the arrival, departure and movement of aircraft.

**Airfield and Ramp Operations Officer:** A SYD representative appointed by the Secretary to the Department of Infrastructure, Regional Development and Cities to enforce Commonwealth Regulations.

**Airside:** The area of SYD bounded by the perimeter fence (Appendix E – Airside Maps), consisting adjacent terrain, roads, buildings or portions thereof, to which access is controlled.

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

**Air Traffic Control (ATC):** A general term about the exercise of control over aircraft and Vehicles on Airport, by Air Services Australia

**Authority to Drive Airside (ADA):** An authority issued to a driver for the purpose of driving airside (also known as an ADA or airside drivers licence).

**Authority for Use Airside (AUA) Permit:** An authority to use a Vehicle Airside issued in accordance with the Regulations

**Automatic Terminal Information Service (ATIS):** Frequency for the Automatic Terminal Information Service controller

**Aviation Security Identification Card (ASIC):** Identification Card which allows access to on duty personnel with a requirement to enter Sterile and Security Restricted areas of the airport

**Driver:** Is any person operating a vehicle on the airside of SYD.

**Escort:** An ADA holder who accompanies a vehicle and who accepts responsibility for its control at all times

**IOC:** Integrated Operations Centre.

**Landside:** That portion of the Airport not designated as airside and to which the general public normally has free access

**Manoeuvring Area:** That part of the airport used for the take-off, landing and taxiing of aircraft i.e.: taxiways and runways excluding aprons.

**Markings:** A line, symbol or group of symbols / lines displayed on the surface of the Movement Area in order to convey information visually, or special distinguishing features added to vehicles.

**Movement Area:** That part of the airport that is used for the surface movement of aircraft including Manoeuvring Areas and Aprons (excluding airside roadways).

**Runway (RWY):** A defined rectangular area on a land Aerodrome, prepared for the take-off and landing of aircraft along its length.

**Runway Strip (RWS):** 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.

**Sydney Airport (SYD):** Sydney Airport, the airport operator.

**Taxiway (TWY):** 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 and another, including field taxiway; aircraft stand taxi lane, apron taxiway and rapid exit taxiway.

**VeeLo:** A vehicle locator (electronic surveillance device) that meets the technical standards published under the Manual of Standards capable of detection by Advanced Surface Movement Guidance and Control System (A-SMGCS).

**Vehicle:**

A motor vehicle or other specialised Airside Mobile Plant or equipment, other than bicycles and tricycles, and including Specialist Airport Vehicles and Standard Road Vehicles as defined in the AOL. A vehicle includes:

- (a) A trailer, caravan or portion of an articulated vehicle; or (b) An object that was designed or adapted for use as a vehicle but is incapable of being so used because:
  - i. One or more parts have been removed from it; or
  - ii. It is in a wrecked or damaged condition.

**Vehicle Operator:** The owner or other person, company, Vehicle Operator or Corporation (including government departments, agencies or business enterprises) 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.

## The Airside Driving Authority

An Authority to Drive Airside (ADA) is an authority issued by SYD that permits the holder of the ADA to operate a vehicle on the airside at Sydney Airport (SYD) within certain designated areas, depending upon the category of ADA permit the driver holds.

ADA's are issued by SYD's Airside Driving Centre (ADC) when an applicant can demonstrate a proper and reasonable need for an ADA and has successfully completed and passed the testing regime appropriate for the category of ADA permit applied for by the applicant.

SYD reserves the right to exercise its discretion in issuing or renewing an ADA subject to the conditions outlined within SYD's Airside Vehicle Control Handbook. There is no automatic right to hold an ADA Permit.

The ADA issued by SYD is only recognised for use airside at SYD. Drivers from other ports must meet initial application criteria outlined within the AVCH prior to obtaining an ADA.

### Who Can Drive Airside?

To be eligible to hold an ADA, drivers must be currently employed by a vehicle operator at SYD and be able to demonstrate an operational requirement for frequent (i.e., at least weekly) unescorted access to the airside

Holders of an ADA must also:

- a) have a current and valid Red Aviation Security Identification Card (ASIC).
- b) have a current and valid Australian State or Territory Drivers Licence or overseas drivers licence as recognised by the NSW Roads and Maritime Service (RMS);
- c) have a thorough knowledge and understanding of airport geography, signage, markings and the rules for driving airside referenced within this handbook, and contained within the AVCH;
- d) successfully pass the relevant SYD Airside Driver Awareness e-learning, theory and practical tests

### Categories of ADA

The ADA is set into categories which specify the areas where a driver is authorised to operate a vehicle. Drivers must not operate a vehicle in areas they are not authorised to unless they are under escort by the holder of an appropriate category of ADA.

SYD does not licence or seek to verify a person(s) competency in operating a piece of plant or equipment. It is the responsibility of each company to ensure their drivers are appropriately qualified and licensed (where required) to operate specific vehicle types in accordance with Work Health and Safety legislation and relevant state legislation.

The airside areas for which driving is authorised for each Category of ADA are:

		MANOEUVRING AREA			
	ACRONYM	AIRSIDE ROADS	APRONS	TAXIWAYS	RUNWAYS
CATEGORY 2	CAT 2 ADA	✓	✓	✗	✗
CATEGORY 2S	CAT 2S ADA	✓	✓	✗	✗
CATEGORY 2PI	CAT 2PI	✓	✓	INTL	✗
CATEGORY 2PD	CAT 2PD	✓	✓	DOM	✗
CATEGORY 3	CAT 3 ADA	✓	✓	✓	✗
CATEGORY 4	CAT 4 ADA	✓	✓	✓	✓

- **CAT 2 ADA:** airside roads and aprons north of the Number 2 Fire Station and north of and including the Taxiway Kilo Standoff Apron.
- **CAT 2S ADA:** airside roads and aprons including the areas south of the Number 2 Fire Station and the southern side of the Taxiway Kilo Standoff Apron.
- **CAT 2PI ADA:** as per the CAT 2 ADA, and authorised areas of the manoeuvring area used for aircraft push back operations on the International precinct.
- **CAT 2PD ADA:** as per the CAT 2 ADA, and authorised areas of the manoeuvring area used for aircraft push back operations on the Domestic precinct.
- **CAT 3 ADA:** airside roads, aprons, and taxiways.
- **CAT 4 ADA:** airside roads, aprons, taxiways, and runways

### The Category 2PI & CAT 2PD ADA

The Category 2PI & 2PD ADA allows drivers to push-back aircraft from the terminals or aircraft parking positions onto specified taxiways and aprons and then tow that aircraft to a tow bar disconnect point.

Applicants of the CAT 2P must nominate their precinct of operation before the issue of their ADA permit and will have either an I for International or D for Domestic added as a suffix to their ADA to denote their nominated area of operation e.g.: CAT 2PI or CAT 2PD.

CAT 2PI & 2PD ADA holders are not permitted to:

- pushback aircraft on another precinct or outside the specified areas of their nominated precinct; and
- conduct aircraft maintenance tows and/ or tows to reposition aircraft.

To push aircraft on both Domestic and International precincts, drivers must hold a CAT 3 ADA or higher.

Please see **Appendix E** for the authorised areas of operation.

## Obtaining an Authority to Drive (ADA)

To obtain an initial or renew their existing ADA, applicants are required to:

- Complete an Airside Driving Awareness eLearning course
- Theory Assessment
- Submit a completed Drivers Log (Initial application or if expired for 6 months or more)
- a Practical Observation Log (POL) – (Initial applicants for 2P and CAT 4)
- Practical Assessment
- Successfully pass the appropriate tests for the Category of ADA an applicant has applied for

All ADA holders are required to:

- satisfy the eligibility requirements to hold an ADA;
- hold a current and valid Red ASIC;
- hold a current and valid State or Territory drivers' licence;
- be able to demonstrate the ability to safely operate a vehicle airside and near aircraft

Applicants wishing to hold a higher category of ADA may also be required to provide additional documentation and/ or be able to show a requirement to hold that category of ADA including:

CAT 2S ADA:

- demonstrate a need to access areas south of the Kilo Standoff Apron, and the Number 2 Fire Station.

CAT 2PI & CAT 2PD ADA:

- demonstrate an ongoing need to pushback aircraft from an aircraft parking position onto authorised areas of the manoeuvring area and forward to a tow bar disconnect point on a regular basis;
- hold a CASA issued Aeronautical Radio Operator Certificate (AROC).

CAT 3 or 4 ADA:

- demonstrate an ongoing operational requirement to operate a vehicle on the Manoeuvring Areas (including runways for CAT 4) on a frequent basis;
- hold a CASA issued Aeronautical Radio Operator Certificate (AROC).

Initial applicants for Category 2P & Category 4 are required to submit a Practical Observation Log (POL). The Practical Observation Log must be signed by a company trainer registered with SYD as per section 2.19.8. of the AVCH.

## AIRDAT Passport and the Airside Driver Awareness Course

The administration of ADA and AUA permits is hosted in [AIRDAT](#).

ADA holders or applicants can make test appointments, launch the online Airside Driver Awareness courses and review their airside driving records via AIRDAT Passport and companies use AIRDAT Onboard for the administration of AUA vehicle permits.

Drivers wishing to apply for an initial or to renew their existing ADA must complete the appropriate category of online awareness course before they are able to book an assessment e.g., applicants or holders of the Category 2 ADA should complete the CAT 2 Airside Driver Awareness course. Drivers must complete their awareness courses prior to being escorted airside to complete driver log hours.

Once the appropriate Airside Driver Awareness course is completed, AIRDAT Passport will allow the applicant to book the appropriate theory and practical assessments for their category of licence.

Drivers who qualify for the CAT 2S, 2PI and/ or 2PD ADA should complete the appropriate Driver Awareness course for their category but select the CAT 2 Theory and Practical assessments for a CAT 2S or a CAT 2PI and/or 2PD Theory and Practical.

Further information about how to register for and use AIRDAT can be found via the Airside Driving Centre webpage on the SYD [website](#).

### Driver's Log Sheets

New applicants, or ADA holders whose ADA has been expired for 6 months or more must complete a Drivers Log Sheet, which is available to download from the SYD [website](#) and submit the following on application:

- **CAT 2 ADA:** Minimum 20 hours driving airside – 15 hours in daylight, 5 hours in darkness. e.g., Night (between sunset and sunrise);
- **CAT 2PI ADA:** As per the CAT 2 ADA plus a Practical Observation Log (POL) minimum of 10 recorded aircraft pushbacks in the authorised International areas of operation under direct supervision by a Category 3 or 4 ADA holder,
- **CAT 2PD ADA:** As per the CAT 2 ADA plus a Practical Observation Log (POL) minimum of 10 recorded aircraft pushbacks in the authorised Domestic areas of operation under direct supervision by a Category 3 or 4 ADA holder
- **CAT 2S ADA:** Minimum 20 hours driving airside – 15 hours in daylight, 5 hours in darkness (between sunset and sunrise), with an additional 3 hours of daylight and 2 hours of night (between sunset and sunrise); driving in areas south of the Kilo Standoff Apron, and the Number 2 Fire Station.
- **CAT 3ADA:** Minimum 30 hours driving on the manoeuvring area – 25 hours in daylight, 5 hours in darkness. e.g., Night (between sunset and sunrise),
- **CAT 4 ADA:** Minimum 40 hours driving on the manoeuvring area – 35 hours in daylight, 5 hours in darkness. e.g., Night plus a Practical Observation Log (POL) minimum of 10 recorded runway crossings.

All applicants must have completed their relevant Airside Driver Awareness course prior to starting to log hours airside.

Applicants completing the Drivers Log Sheet must be under the supervision of an ADA Holder whose ADA permit is at least the equivalent Category of licence being applied for. This supervising driver is also responsible to ensure any recorded supervised hours are correctly entered.

Drivers Log Sheet entries will be calculated using the following method: each entry will be considered as a maximum of one hour per calendar day irrespective if it is deemed daylight, darkness, or multiple hours, additionally any entry shorter than an hour will be considered as is, per calendar day.

**Driver log entries that do not adhere to these guidelines will not be considered.**

CAT 2PI and 2PD driver log sheets, in addition to the 20 hours logged driving airside, must also have a Practical Observation Log (POL) of 10 push back operations conducted in the single precinct they wish to be authorised in and must have completed these push backs under the supervision of an authorised trainer who holds a CAT 3 ADA or higher.

CAT 3 or 4 ADA holders are not required to provide a driver training log if they are downgrading to a CAT 2PI or 2PD ADA permit provided their current ADA is still valid.

CAT 3 or CAT 4 ADA holders providing supervision for drivers wishing to log hours on the Manoeuvring Area (not including CAT 2PI or 2PD) must contact the SYD Airfield Operations Supervisor (Car 2) on +61 2 9667 9824 immediately before commencement of the training. Once authorised by SYD Airfield Operations Supervisor, drivers must contact the Sydney ATC Coordinator prior to entering the Manoeuvring Area.

### Testing Process for the Airside Driving Authority (ADA)

SYD conducts competency-based testing under the guidance of an appointed SYD Ground Standards Examiner. This applies to all drivers applying for their initial ADA, and any driver wishing to renew an existing ADA.

The CAT 2 and CAT 2S ADA test consists of:

- a) a computer-based theory test consisting of multiple-choice questions; and
- b) a practical driving test conducted airside on SYD

The CAT 2PI and 2PD ADA test consists of:

- a) a computer-based theory test consisting of multiple-choice questions; and
- b) may include a geography test based on the areas of CAT 2P operations on SYD; and
- c) a practical driving test conducted airside on SYD, which will include entering the Manoeuvring Area and specifically areas used for pushback operations.

The CAT 3 ADA test consists of:

- d) a computer-based theory test consisting of multiple-choice questions; and
- e) a geography test based on the aprons, taxiways and runways located airside on SYD; and
- f) a practical driving test conducted airside on SYD, primarily on the Manoeuvring Area and specifically including the taxiway network.

The CAT 4 ADA test consists of:

- a) a computer-based theory test consisting of multiple-choice questions; and
- b) a geography test based on the aprons, taxiways and runways located airside on SYD; and
- c) a practical driving test conducted airside on SYD, primarily on the Manoeuvring Area and specifically including the taxiway and runway network.
- d) The practical test will include at least one runway crossing.

Applicants must answer all questions correctly and score 100% to pass the Airside Driving theory tests.

If an applicant fails to answer up to 3 questions correctly, they may immediately attempt these questions again. If the applicant fails to answer any of those questions correctly, they

will be assessed as not yet competent and must re-sit the theory test but only after a mandatory study/training period of not less than 72 hours.

If an applicant fails to answer 4 or more questions correctly, they must re-sit their theory test again but may only do so after the mandatory period of not less than 72 hours.

To pass the CAT 2PI, 2PD, 3 or 4 Geography tests, applicants must identify every location, taxiway, runway and apron correctly. If an applicant fails to get 100% of these locations correct, they must re-sit their geography test again but may only do so after the mandatory period of not less than 72 hours.

Applicants must be able to demonstrate their ability to:

- operate a vehicle safely near aircraft and other airport users; and
- demonstrate a knowledge of the operating environment including markings, aircraft movements and operating conditions.

The CAT 3 and CAT 4 practical test requires the driver to be able to:

- successfully navigate relevant areas of the Manoeuvring Area as directed by the Airside Driving Examiner; and
- demonstrate the ability to operate a vehicle safely near aircraft and other airport users on the Manoeuvring Area; and
- communicate with and understand instructions from Air Traffic Control; and
- follow specified routes, monitor the Manoeuvring Area on the correct radio frequency, stop at marked intersections, and hold points as directed.

Applicants must be assessed as competent in all areas of the practical test to pass. Any violation of the rules contained in the AVCH or this pocketbook including failure to give way to taxiing aircraft, failure to stop when an aircraft has an active beacon, failure to obey airside roadway markings and/or speeding will result in an immediate failure of the practical test.

Any applicant who fails to be assessed as competent during the practical test may retake the test but may only do so after a mandatory period of not less than 72 hours.

**Note – Test resits may be subject to availability.**

Applicants for the CAT 2, CAT 2PI, CAT 2PD and CAT 2S ADA permit may be asked to demonstrate a working knowledge of and/ or answer questions about:

- the geographic limits of the CAT 2, CAT 2PI, CAT 2PD and CAT 2S, and to readily identify the boundaries of the Manoeuvring Areas
- aircraft anti-collision beacons and be aware of the dangers of jet blast
- how to safely operate a vehicle airside near passengers and other airport users
- knowledge of airside markings, including but not limited to apron roadways, parking areas, GSE storage and clearances areas, and aerobridge clearance zones
- being able to identify and obey posted speed limits
- the correct procedures for live taxiway crossings
- airside safety policies and rules including but not limited to “No Seat No Ride”, the use of mobile phones and seat belts whilst driving, and minimum distances of vehicle operations from parked and moving aircraft

Applicants for the CAT 2PI, CAT 2PD, CAT 3 and CAT 4 ADA permit in addition to the above must also:

- i. have a working knowledge of, and be able to readily identify the physical locations of the Manoeuvring Areas including but not limited to runways, and taxiways
- ii. know the correct procedures for entering or crossing taxiways, and for the CAT 4 ADA the graded runway strip
- iii. recognise and understand all day and night lights and markings, e.g. Movement Area Guidance Signs, taxiway intersection markings, holding points, rapid exit taxiways, runways and tower light signals
- iv. be fluent in the correct radio procedures, frequencies, phraseology, and instructions given by Air Traffic Control.

### What to Bring to Your Test

When attending the Airside Driving Centre for testing, applicants are required to bring:

Theory test:

- a current and valid Red ASIC; and
- a current and valid state or territory licence; and
- current ADA (if renewing) or Drivers log sheet (as required for appropriate applicants)
- Practical Observation Log (POL) (as required for appropriate applicants)

Practical Test:

- a current and valid Red ASIC; and
- a current and valid state or territory licence; and
- current ADA (if renewing) or Drivers log sheet (as required for appropriate applicants)
- high visibility clothing; and
- hearing protection; and
- appropriately enclosed footwear.

Applicants of the CAT 2PI, CAT 2PD, CAT 3 or CAT 4 ADA may be required to submit their CASA issued Aeronautical Radio Operator Certificate (AROC) prior to attempting their theory or practical test.

### General Conditions of the ADA

The Authority to Drive Airside (ADA) is valid for 24 calendar months from the month of issue unless otherwise specified by SYD.

If an ADA holder ceases employment with a vehicle operator at SYD or their employer removes their right to drive airside for any reason, they must return their ADA to the Airside Driving Centre (ADC).

If, for whatever reason, an ADA holder's state or territory licence has been cancelled or suspended:

- a) the ADA holder must immediately advise their employer and the Airside Driving Centre (ADC) and then return their ADA to the ADC asap.
- b) this ADA will then be suspended for the cancellation/suspension period of that State or Territory licence.

Drivers may only hold one ADA at a time and where an ADA holder works for more than one employer, this ADA must be sponsored by only one company and it is the responsibility of the ADA holder to inform the sponsoring company about any other employer that they may use their ADA for. The eligibility requirements to hold an ADA still apply when using an ADA for any employer outside the original sponsoring company.

Drivers must show their ASIC, ADA, and state or territory licence on request to authorised SYD Ramp Safety Coordinators and SYD Airfield Operations Officers for inspection on request. Failure to do so may result in the issuing of an Infringement notice, demerit points against and/or suspension of a driver's ADA.

Drivers must adhere to and respect all instructions given by SYD Ramp Safety Coordinators and SYD Airfield Operations Officers and other authorised SYD representatives. Failure to do so may result in the issuing of an Infringement notice, demerit points against and/or suspension of a driver's ADA.

### Transferring an ADA

If an ADA holder working for more than one company ceases employment with their original sponsoring company, but continues to work for another employer, and is still eligible to retain their ADA they must return their ADA permit and transfer it to their remaining employer by providing:

- a) a current and valid ASIC; and
- b) a current and valid state or territory licence.

When the holder of an ADA ceases employment with a vehicle operator but is subsequently rehired by another vehicle operator at SYD, the ADA holder may only transfer their ADA to their new employer if the period between employment is less than 3 months without needing to resit the airside driving tests. Their ADA will be then re-issued with its original expiry date if they can satisfy the following conditions:

On re-application, the driver must provide proof of:

- i. their eligibility to hold an ADA; and
- ii. a current and valid Red ASIC; and
- iii. a current and valid state or territory drivers' licence

To transfer a previously held CAT 2PI, CAT 2PD, CAT 3 or 4 ADA, an applicant must in addition to satisfying the requirements listed above must also:

- iv. provide a letter from their new employer which must state that their employment requires an ongoing operational requirement to operate a vehicle on the Manoeuvring Area on a frequent basis, specify what that requirement is; and
- v. upon request supply their Aeronautical Radio Operator Certificate (AROC).
- vi. In addition to above, CAT 2PI, CAT 2PD and CAT 4 must provide evidence of a completed Practical Observation Log (POL) with the new company endorsed by an authorised trainer.

If the period between new employers is greater than 3 months, but less than 6 months ADA holders wishing to transfer their permits must re-sit the theory and practical tests, however they are not required to resubmit a new driver log sheet only a POL (*if applicable*)

The holder of a CAT 2PI, CAT 2PD, CAT 3 or CAT 4 ADA who does not wish to or is ineligible to retain that category of licence, may downgrade their ADA to a lower category provided they satisfy the requirements to retain their ADA permit as listed above.

### Renewing an ADA

To renew an ADA an applicant must:

- (a) Demonstrate that there continues to be an operational requirement for frequent unescorted access to the Airside;
- (b) provide evidence of a valid ASIC for use at the Airport;
- (c) provide evidence of a current State or Territory Drivers Licence; and
- (d) successfully complete the SYD assessments.

SYD or an approved delegate may re-issue an ADA to applicants if these requirements and eligibility criteria are satisfied.

The applicants Airside driving record from the previously issued ADA will carry over to the new ADA for the remainder of any validity.

Unless directed by Sydney Airport, ADA holders applying to renew their ADA permit are required to recomplete the testing regime as specified in section 2.75 of AVCH. SYD may at its discretion also amend or change renewal requirements including the length of validity for an ADA permit.

Applicants who allow their ADA to expire for 6 months or more can re-sit the theory and practical tests appropriate for their category of ADA; however, they must complete and resubmit a new driver log sheet and a Practical Observation Log (POL) for a CAT 2 PI, Cat 2 PD and CAT 4 ADA.

Current ADA holders, who fail any theory or practical test during the renewal process, must surrender their ADA and are prohibited from driving airside unescorted until they can successfully pass all their tests.

### Upgrading an ADA

Drivers can upgrade their Authority to Drive Airside (ADA) to a higher category of ADA provided they can establish a genuine need to upgrade and can satisfy the eligibility requirements for that category as listed in the preceding sections.

Current CAT 2 ADA holders wishing to upgrade to the CAT 2PI or 2PD must provide a completed Practical Observation Log (POL) as provided on SYD's [website](#) which includes a minimum number of pushback operations signed off by an authorised Company trainer.

Current CAT 2, CAT 2S, CAT 2PI and/or CAT 2PD wishing to upgrade to a CAT 3 or CAT 4 ADA must provide a completed Drivers Log sheet with the minimum required hours including a Practical Observation Log (POL) for a CAT 4 which includes a minimum number of runway crossings signed off by an authorised Company trainer.

### Downgrading an ADA

The holder of an ADA that no longer meets the prerequisites of that category of ADA is obliged to downgrade the ADA to a category that they are eligible to meet. The ADA holder

must present the ADA for re-issue to the Airside Driving Centre, within 72 hours of the downgrade taking effect.

The Manager or their delegate may downgrade the category of any ADA under the following circumstances:

The ADA holder is subject to investigation, the ADA holder's category has been lowered due to the loss of a substantial number of penalty points; or the ADA holder is unable to substantiate the need to maintain the category of the ADA

### Airside Enforcement and Points System



Authorised SYD Officers, which include Airfield Operations Supervisors (Car 2), Airfield Operations Officers and Ramp Safety Coordinators (RSC) are appointed to enforce the Airports (Control of On-airport activities) Regulations.

To assist in meeting obligations under these regulations, the SYD Airside Vehicle Control Handbook (AVCH) provides a "points" system for breaches of the rules for operating a vehicle airside.

Any person(s) found driving or acting contrary to the conditions set out in this pocketbook or the AVCH may accumulate demerit points against that their ADA for each breach through the issuance of an Airside Traffic Infringement Notice (ATIN).

Drivers who accumulate 12 or more points during a period of 36 months will have their ADA suspended by SYD. Upon notification their ADA has been suspended, the ADA holder will be required to 'Show Cause' as to why their ADA should not be further suspended or withdrawn.

Depending on the outcome of the show cause appeal, SYD may take further action including setting a period of probation, requiring the driver to re-sit the Airside Awareness course and /or airside driving tests, and /or setting a further suspension period before a driver may have

an ADA reissued to them. Infringement points can still then be valid for the full 36-month period.

SYD may review and amend the points allocated for an offence. Depending on the severity of the offense, potential consequences (e.g., injury, property damage etc.) and the ADA holder's driving history, SYD may also elect to cancel the drivers ADA.

If a driver commits multiple offences, they may lose multiples of points for each offense committed and points issued will be cumulative for a given action or behavior.

SYD may also issue infringement notices or take legal action, involving monetary penalties, for breaches of the Airports (Control of On-Airport Activities) Regulations 1997.

All ATINs issued are recorded by SYD and a notification specifying the details of infringements are forwarded to the company, vehicle operator, or employer sponsoring the driver.

Infringement appeals should be made in writing within 7 days from the date of offence and can be sent in via mail, handed into the Airside Driving Centre or via email to: [airsidedrivingcentre@syd.com.au](mailto:airsidedrivingcentre@syd.com.au). It is the responsibility of the driver to provide evidence as to why their ATIN or offence should be overturned or downgraded.

SYD may issue additional or remove infringements, offences and/ or points to drivers based on any appeal or subsequent review.

Drivers must surrender their ADA immediately to the issuing officer if given an infringement that has a mandatory suspension period such as speeding or failure to wear a seatbelt.

For a complete list of offences and corresponding points please see Appendix A.

### **Suspension of an ADA**

If a driver is notified by SYD that their ADA has been cancelled, withdrawn or suspended, that driver must surrender it to the SYD Airside Driving Centre within 72 hours of notification or if otherwise specified i.e., immediately when issued an infringement with a mandatory suspension period.

### **Abusive Behaviors and Failure to Follow Instructions**

ADA holders must follow all instructions given to them by SYD Airfield Operations Officers and Ramp Safety Coordinators, including requests for drivers to submit their ASIC, ADA, and state or territory drivers licence for inspection.

Drivers who wish to contest any issued Airside Traffic Infringement Notice, Ramp Safety Incident Report, or Airside Smoking Breach Notice must do so as specified in this pocketbook.

Any unacceptable behaviour including refusal to follow instruction, abusive language, and /or aggressive or threatening behaviour shown to SYD Officers during their duties (including Airside Enforcement) are a serious breach of the rules contained within the AVCH and can lead to the immediate suspension or cancellation of a driver's ADA and may result in the referral of the matter to law enforcement agencies such as the Australian Federal Police.

## General Airside Driving Rules and Requirements

The rules for driving airside are an important part of the system that SYD has put in place to promote the safe and orderly movement of staff, passengers, aircraft, and vehicular traffic airside.

Unless a rule or condition is specified in the AVCH or this Pocket Book, normal NSW state road rules can apply to vehicles operating airside.

A person driving a Vehicle on the Airside, including a person driving a Vehicle which is under supervision (escorted), must at all times comply with the rules for driving Airside set out in section 3 of the AVCH.

Drivers must not drive a vehicle on airside unless the vehicle has a valid Authority to Use Airside permit affixed to the vehicle. Drivers must also carry:

- a valid ADA permit; and
- a valid Red ASIC; and
- a current State or Territory licence.

If the vehicle they are driving does not have a valid AUA, they must be escorted by a valid ADA holder in a vehicle that has a valid AUA affixed.

Drivers must not drive airside unescorted if they are unable to produce a valid and current ASIC, current state or territory drivers' licence and can be issued an infringement if they choose to do so. Drivers can choose to carry the NSW Digital Driver Licence for the purposes of driving airside, however conditions of its use as specified by the RMS are still applicable.

### Authority to Use Airside Permit

An Authority for Use Airside (AUA) permit is an authority issued by SYD that permits the operation of a motorised vehicle on the airside areas of SYD. The provisions contained within the AVCH give guidance on the management and requirements for operating vehicle(s) on the airside of the airport. AUA permits are administered through [AIRDAT Onboard](#) and issued by the Airside Driving Centre (ADC). Vehicle operators should contact the ADC for more information about the AUA permit.

### Lights and Warning Beacons, Special Equipment and Markings for Vehicles

All vehicle operators must ensure that any vehicle used on airside is equipped and marked in accordance with the requirements of the AVCH.

All vehicles operating unescorted airside must be equipped with a vehicle warning beacon light that is:

- A rotating, flashing or strobing yellow or amber light located on the highest point of the vehicle and visible from all angles. If this is not possible then additional lights must be provided on other locations on the vehicle to ensure visibility in all directions; and
- activated prior to entering or when operating airside in all areas, at all times.

All vehicles operating on the Manoeuvring Area must be equipped with:

- compliant vehicle warning beacon light; and
- a vehicle locator transmitter or 'VeeLo' which meets the technical standards as specified in the Manual of Standards 139 paragraph 14.04; and
- a fixed radio able to communicate with Air Traffic Control.

Any vehicle that is not equipped with a working VeeLo, warning beacon light or fixed radio intending to enter the Manoeuvring Area is required to be escorted by a vehicle that is suitably equipped.

Company logos or a company name and phone number must be displayed on both sides of the vehicle and be clearly legible from at least 15 metres.

All electric baggage tugs used airside must be equipped with a squawker alert system.

For more information about beacon warning lights, Veelo, and/ or squawkers, vehicle operators should refer to section 2.8 and 2.9 of the AVCH.

### **SYD Airfield Operations Officers and Ramp Safety Coordinators**

SYD Airfield Operations and Ramp Safety Coordinators (RSC) conduct a variety of duties airside including aircraft and vehicle escorts, enforcement of airside driving rules, monitoring of Foreign Object Debris, the monitoring of aircraft and apron operations and monitoring of GSE staging.

Drivers are required to observe and obey all instructions given by SYD Airfield Operations Officers and SYD RSCs' and must stop and give way to any SYD vehicle that is blocking an airside roadway with its main flashing warning beacon lights operating until it switches off its warning beacon lights, and/or moves off the roadway.

Drivers are required to stop for any SYD Airfield Operations Officer and RSC conducting airside driving enforcement, and must hand over their ASIC, ADA and state or territory licence for inspection upon request.

Contact information for the SYD Airfield Operations and RSCs' can be found in Appendix B: SYD Contacts and Resources.

### **Vehicle & Ground Support Equipment Serviceability**

The operator of the vehicle is responsible to ensure it is serviceable. If your vehicle becomes unserviceable or is tagged unserviceable do not use it. A typical serviceability checklist may cover:

- Fluid leaks
- Towing attachments
- Tyre condition
- Excess emissions
- Seat belts (if fitted)
- All vehicle lights (including Vehicle Warning beacon)
- Horn (If fitted)
- AUA label
- Company decals.

Like vehicles, Ground Support Equipment (GSE) requires the operator to check and confirm that the equipment being positioned, towed or handled is fit for purpose. Any equipment deemed unserviceable must be locked out and tagged unserviceable.

### No Seat, No Ride

No person shall ride on or operate a vehicle when the passenger number is more than the designated capacity of that vehicle i.e., **NO SEAT, NO RIDE**. However, buses are permitted to have standing passengers only if the number of standing passengers does not exceed the designated capacity of that vehicle.

### Seatbelts

The wearing of seatbelts is mandatory in vehicles where seat belts are fitted, and drivers are responsible to make sure all occupants of their vehicle are wearing their seat belts. Drivers can also be issued an Airside Traffic Infringement Notice (ATIN) for every passenger that does not wear their seatbelt where available, and passengers who hold an ADA can also be issued an ATIN for not wearing a seat belt were fitted.

Drivers issued an ATIN for seatbelt offences receive a mandatory one-week suspension of their ADA and must surrender their ADA permit to the officer conducting enforcement duties.

Drivers can collect their ADA up from the Airside Driving Centre after 7 days, or on the next available business day following the suspension period.

### Drugs and Alcohol

Drivers must not drive airside while under the influence of drugs or alcohol which includes both prescription and non-prescription medications that may affect performance. Guidance on this can be found at the Civil Aviation Safety Authority [website](#).

### No Smoking

All areas airside on SYD are designated as a 'No Smoking Area' and smoking is prohibited in all vehicles operating airside. Anyone found smoking airside may have their access rights to the airside at SYD suspended for up to four (4) weeks.

### Lost on the Airfield

If you become lost or disorientated whilst driving airside or your vehicle becomes immobilised STOP and call for assistance.

- Terminal 1 IOC on +61 2 9667 9921; or
- Terminal 2 IOC on +61 2 9667 9981; or
- Airfield Operations Supervisor (Car 2) on +61 2 9667 9824

### Push Bikes, Scooters, Skateboards

Push bike riders may dismount and walk with their bike upon entering the airside, but riders cannot ride a bicycle, tricycle scooter, e-scooter or skateboard airside without the written permission of SYD.

### Vehicle Indicators

Drivers must use indicators if fitted to the vehicle they are operating.

### Right of Way

Aircraft, including those under tow, always have right of way.

Vehicles on the airside roadways have right of way over any vehicles entering or crossing the airside roadways.

Vehicles entering an airside roadway from an apron must give way to all traffic on the airside roadways. Vehicles not towing aircraft entering from the Manoeuvring Area, including aircraft tugs returning from aircraft push back, must give way to all traffic on the airside roadways.

Where roadways intersect and there are no signs or markings, current NSW State Road rules (for example about giving way to vehicles on the right) will apply at those points.

### Overtaking other Vehicles

When overtaking another moving vehicle, the driver must ensure that it is safe to do so, and they must:

- overtake on the right-hand side only; and
- not exceed the speed limit for that area; and
- not use any part of the apron or Manoeuvring Area to overtake; and
- not overtake on bends/corners or over solid single OR double white lines; and
- not force any vehicle onto any part of the Manoeuvring Area or off the airside roadway.

No overtaking is permitted on the concourse roadways or basement areas of Terminals 1 and 2.

### Foreign Object Debris and Plastic Wrap

It is the responsibility of all person's airside to reduce Foreign Object Debris (FOD) by removing all items of FOD they encounter and placing them into specially marked bins or receptacles.

Drivers are responsible for the load they carry and tow, so when carrying loose material (such as garbage, plastic sheeting and paper) drivers must ensure that their load is adequately secured or covered to prevent spillage. Any item(s) falling from a vehicle must be picked up immediately by the driver and secured to prevent further spillage and possible aircraft damage.

**Stop, go back, and collect anything that falls off your vehicle.**

Plastic wrap is prohibited for use with all baggage barrows. ULD containers and cargo wrapped in plastic may still be transported on profiles and dollies however the plastic wrap may not be secured to the profiles and/ or dollies themselves.

Failure to secure loose materials could result in the driver being issued an Airside Traffic Infringement Notice and demerit points on a drivers ADA, this also includes Plastic Wrap caught up in /on Rolling Stock including their axles.

Any Items blowing onto the Manoeuvring Area must be brought to the attention of SYD Airfield Operations, or the Sydney Integrated Operations Centre (IOC) on:

- Terminal 1 IOC on +61 2 9667 9921; or
- Terminal 2 IOC on +61 2 9667 9981; or
- Airfield Operations Supervisor (Car 2) on +61 2 9667 9824

## Spills and Emergencies

SYD has policies and procedures in place to promote a safe work environment, however, if an incident or emergency does occur do not call triple zero, SYD has an emergency number that is staffed 24 hours per day.

**For all emergencies contact +61 2 9667 9090.**

Spills can arise from a wide variety of sources, with the two most common being ground servicing equipment and aircraft. Spills are a hazard to the operation of the airport, to the environment and for those working on the apron areas.

For an unsafe situation, incident or spill immediately contact:

- Terminal 1 IOC on +61 2 9667 9921; or
- Terminal 2 IOC on +61 2 9667 9981; or
- Airfield Operations Supervisor (Car 2) on +61 2 9667 9824

## Reporting an Incident or Accident

If the driver of a vehicle is involved in an accident on the airside which causes personal injury; or property damage including aircraft, terminal buildings, GSE, lighting fixtures and /or other vehicles, the driver must immediately report the accident to:

- Terminal 1 IOC on +61 2 9667 9921; or
- Terminal 2 IOC on +61 2 9667 9981; or
- Airfield Operations Supervisor (Car 2) on +61 2 9667 9824

## Towing of Rolling Stock

Drivers must not operate with a train of rolling stock of more than:

- Six (6) Dollies or Barrows on the aprons and airside roads; or
- As otherwise signposted or stipulated under local arrangements within the baggage handling areas of Terminals 1 or 2.
- Five (5) Profiles on aprons and airside roads

Drivers involved in towing rolling stock should also refer to their company's Standard Operating Procedures regarding the number which can be towed safely which may differ but cannot exceed as specified above.

## Mobile Phones, Mobile Devices, Ear buds, Headphones and Portable Audio Devices

When driving or operating a vehicle airside, drivers must not answer or attempt to answer or use, a hand-held phone, iPad or mobile device.

In addition, all other functions including texting, video messaging, online chatting, reading preview messages and emailing, as well as the use of audio playing functions are prohibited. It is recommended that mobile devices be stored somewhere in a vehicle that is not accessible whilst driving.

Drivers are prohibited from holding a mobile phone, iPad or mobile device in any way (in hand, on lap, between shoulder and ear) when driving a vehicle airside.

Drivers can only use a mobile phone to make or receive phone calls whilst driving airside when using an acceptable hands-free device whereby:

- The mobile phone is secured in a fixed mounting; or
- If not in a fixed mounting, use of the mobile phone does not require the driver to touch or manipulate the phone in any way

Audio ear buds and headphones are prohibited for use as a hands-free device when driving airside. The drivers must not use or attempt to use any portable audio devices including MP3 Players and cannot wear or use audio ear buds or headphones at any time when driving airside.

## Escorts

Drivers of Vehicles that are not authorised to drive Airside (i.e., drivers without an ADA and ASIC) may proceed Airside only if under the supervision of an escort. SYD or a Vehicle Operator may make available a suitably authorised person to act as an Escort.

For the purposes of this rule, a suitably authorised person is a holder of an ADA:

- (a) of the category required for the escort; and
- (b) that has been held for no less than three (3) months in that category; and
- (c) trained and endorsed as an Escort driver.

Drivers of vehicles that are under supervision of an escort must not use this clause for aircraft related servicing.

A driver who holds an appropriate category of ADA for the area required may escort another vehicle by one of the following ways:

- a) driving a separate vehicle which holds a valid AUA permit and appropriately equipped to escort the supervised vehicle; or
- b) accompanying the supervised vehicle on foot.

Before commencing an escort, the escort driver must ensure the driver being escorted (and any passengers) has an ASIC or has been issued with an appropriate visitor pass, and that the driver being escorted is aware of the following requirements:

- a) the proposed route and the way the escort will be conducted; and
- b) any specific rules for driving airside applicable to the proposed route; and
- c) to closely follow the escort's movements; and
- d) to give way to all aircraft and any passengers on the aprons; and
- e) to obtain an escort for the return journey off airside; and
- f) to keep the supervised vehicle behind the escort at a distance that will always ensure adequate supervision.

The maximum number of vehicles that may be escorted at one time is 2 large semi-trailers or 4 non-articulated vehicles. For the purposes of escorting, a large semi-trailer is equal in size to 2 non-articulated vehicles.

Any convoy which exceeds the maximum number of allowable vehicles must have a second escort vehicle located at the rear of the convoy.

ADA holders escorting vehicles airside are solely responsible for the actions of any driver and/or passengers they escort and must ensure anyone they are supervising always obeys all the rules contained within the AVCH. Infringement points or sanctions in relation to any infringement, or breach of the AVCH during an escort can be issued to the supervising ADA holder.

If a vehicle operator planning to escort is unsure of the correct escort procedures, they must contact the Airfield Operations Supervisor (Car 2) or the IOC prior to commencement.

### Low Visibility Procedures

Low visibility conditions are declared by Air Traffic Control (ATC) when it's anticipated that the visibility will be reduced to less than 800m and/or cloud base below 200ft.

Upon this declaration, Low Visibility Procedures (LVP) are implemented and the management of aircraft and vehicle movements on the Movement Area becomes restricted and traffic management of both aircraft and vehicles on the Manoeuvring Area is under the direct control of ATC.

Notification of the implementation of LVP will be given to airport operators by SMS. All Airport Operators are required to notify all their personnel that LVP is in effect and ensure they obey the aircraft and traffic restrictions in place.

Airport Operators unsure of the current LVP status should contact:

- the Terminal 1 IOC on +61 2 9667 9921; or
- Sydney Airport Automatic Terminal Information Service (ATIS) on +61 2 9556 6567.

Security officers manning SYD security gates, including pedestrian gates or checkpoints, will advise personnel accessing airside of the application of Low Visibility Procedures.

All CAT 2P, 3 or 4 ADA holders must check the Sydney Airport ATIS frequency on 118.55 or 126.25 prior to entering the Manoeuvring Area.

During LVP aircraft movements will continue, however only vehicles 'essential' to the servicing of aircraft or airport operations, such as SYD and ARFF vehicles, push back tugs etc will be permitted to continue to operate airside.

All non-essential vehicles should cease operating airside during LVP and should:

- maintain their current position if safe to do so; or
- be stored in an area approved for that purpose, or in other areas as directed by SYD Airfield Operations Officers, and/ or
- be removed from airside until ATC declare the cessation of Low Visibility Operations and LVP no longer applies.

Ground servicing vehicles considered essential to operate on or near apron areas during LVP will be under the guidance of appropriate airline or ground handling ramp supervisors.

Vehicles requiring access to the Manoeuvring Area may do so only under ATC direction; these may include Air services Australia ARFF vehicles, SYD vehicles, and aircraft tow motor tugs involved in pushback operations.

During LVP, access to the airfield south of Runway 07/25 is restricted to SYD Airfield Operations Officers and the ARFF. Road closures will be in place at:

- the security checkpoint at the Number 2 Fire Station on the western side of Runway 16R/34L; and
- the eastern side of Runway 16R/34L South of the Taxiway Kilo Standoff Apron

Non-essential vehicles south of these locations at the declaration of LVP will be removed by SYD shortly after these road closures are put in place.

Vehicles which continue to operate airside during LVP must always exercise extreme caution and have an active vehicle warning beacon and display dipped headlights.

## Roadway System

SYD provides a continuous road system around the airport. This road system is designed and marked in accordance with the CASA Manual of Standards Part 139 and allows for appropriate clearances from aircraft operating on the Movement Area and to minimise the risk of vehicle-to-vehicle accidents.

Drivers must use the marked roadway system where provided, but may move off when servicing an aircraft, but only when within close proximity to that aircraft or parking position.

### Short Cutting

Drivers must not take short cuts through aprons and/or aircraft parking bays, cut the corners of aircraft parking bays, or take short cuts by driving under terminal buildings or aerobridges.

Driving between the nose of an aircraft and terminal building, aerobridge or similar structure to avoid aircraft movements or 'save time' is also considered short cutting.

### Speed Limits

Speed limits can often vary and can change often within short distances; however, the speed limit is clearly signposted or marked on the airside road. Where a speed limit is indicated by a sign or pavement marking that will be the maximum speed limit for that area.

It is the driver's responsibility to be aware of and maintain the speed limit posted for the areas they drive on. They should also use caution and drive to suit the existing circumstances and environmental conditions.

SYD enforces the posted speed limits using authorised officers equipped with and trained on the LIDAR speed detection device and drivers can be issued infringement notices and receive demerit points on their airside driving records for exceeding speed limits.

Drivers will also receive a mandatory 14 day suspension of their ADA for exceeding the speed limit and must surrender their ADA to the issuing officer conducting enforcement duties. Drivers can pick their ADA up from the Airside Driving Centre on the next business day following the suspension period.

Drivers must adhere to the following limits:

- Taxiways and runways (unless otherwise directed by ATC): 60 km/hr
- Airside Roads (where designated): 30 Km/h
- Airside Roads (where designated): 40 Km/h
- Airside Roads (where designated): 60 Km/h
- All Shared Zones, and areas located beneath all Terminals, Including roadways, baggage make-up & basement areas: 10Km/h
- Aprons and aircraft parking areas: 10 km/hr
- Within 3 metres of a parked aircraft: Less than 10 km/hr

### Airside Roadway Restrictions

Restrictions apply to many airside roadways and can be sign posted accordingly. However, it is the responsibility of all drivers to be aware of the following restrictions:

All roadways south of the Number 2 Fire Station and south of the Taxiway Kilo Standoff Apron are restricted to CAT 2S, 3 or 4 ADA permit holders only. During Low Visibility Operations these roadways are closed, and access is restricted to SYD operations personnel & ARFF only

Vehicle operators must always confine their movements to paved areas or sealed roadways unless they have been given specific permission to enter grassed areas.

Vehicles travelling on all airside roadways must have an active rotating or flashing amber beacon located on the highest point of the vehicle and be visible from 360°.

Vehicle operators proceeding on the airside roadway between the Lauriston Park complex and the Taxiway Kilo Standoff Apron, adjacent to the long-term car park, must not stop their vehicle or leave stationary objects at any point on the airside roadway.

Because of the proximity to Taxiway Alpha, drivers on the western perimeter roadway between the Number 2 Fire Station and the southern extremity of Runway 34L must:

- hold a CAT 2S ADA or higher or be under escort
- must not use this roadway when an aircraft larger than a B737 or A320 (Code C) is taxiing on Taxiway Alpha. See Appendix C for more information.
- if in a slow-moving vehicle and/or this vehicle exceeds the maximum allowable height restriction of 3.3 metres, prior to travelling on this section of road, contact the Airfield Operations Supervisor (Car 2) on +61 2 9667 9824

The airside roadway at the northeast corner of Runway 16L/34R infringes the Runway 16L approach and Runway 34R Take-off. The points of infringement are indicated by blue signs with text “do not proceed if aircraft landing or taking off”. Vehicles proceeding on this portion of roadway must:

- keep a vigilant watch for aircraft; and
- not proceed when an aircraft is landing and is on the last 2000 metres of its approach to Runway 16L until the aircraft has flown past the vehicle; or
- not proceed if an aircraft is taking off from Runway 34R until the aircraft has flown past the vehicle; and
- confine all movement to the sealed roadway only; and
- Maintain the roadway speed limit and not slow down until clear of the area; and
- not stop or leave vehicle unattended within the infringement area (between the blue signs) unless authorised.

The airside roadway at the southeast corner of Runway 16L/34R passes within the Runway 34R approach and Runway 16L Take-off. The points of infringement are indicated by blue signs with text “do not proceed if aircraft landing or taking off”. Vehicles proceeding on this portion of roadway must:

- keep a vigilant watch for aircraft; and
- not proceed between sign posted infringement area whilst an aircraft is on its last 2000 metres of Runway 34R approach until the aircraft has flown past the vehicle; or
- not proceed between sign posted infringement area when an aircraft is taking off from Runway 16L until the aircraft has flown past the vehicle; and
- confine all movement to the sealed roadway only; and
- not stop or leave the vehicle unattended within the infringement area (between the blue signs) unless authorised.

Drivers must also be aware of any relevant height restrictions or road restrictions during low visibility when operating a vehicle airside. Please see these sections in the Pocket Book for more information.

### Ground Based Augmentation System (GBAS)

Due to the placement of the Ground Based Augmentation System (GBAS), there are several restrictions for use of the airside roadways in the southern part of the airport near the Hook roadway system and Emergency Evacuation Facility No.2

When operating a vehicle on the airside roadway on the Hook drivers must:

- hold a CAT 2S ADA or higher; and
- not stop or leave stationary objects on the roadway; and
- not be in a vehicle, except for ARFF, that exceeds 3 metres in height.

Over height Aviation Rescue Fire Fighting (ARFF) vehicles are advised to not stop in the area unless responding to an emergency, and ride on mowers must not stop whilst operating in the grassed areas of the hook.

Vehicles may park on the roadway adjacent to Emergency Evacuation Facility No.2 to access the GBAS site.

### Height Restrictions



Height restrictions apply throughout various locations and are sign-posted accordingly.

They include the South West Sector Underpass, Terminal buildings and the roadway on the Domestic 1 apron. Vehicles must not transit under any portion of any building i.e. Terminals 1 or 2 when the height of the vehicle, plus components i.e. aerials or extensions, are higher than the posted maximum height limit of the structure.

Drivers must also be aware of the following height restrictions:

- The western perimeter roadway (adjacent to Taxiway Alpha) between the southern extremity of Runway 34L and the Number 2 Fire Station (3.3 Metres).
- The northern perimeter roadway that crosses the runway take off/approach between the International and Domestic precincts (4 Metres).
- The eastern perimeter roadway between the Domestic 6 Apron and the Heliport Area (4 Metres).

Drivers requiring clearances for height restrictions who are in a vehicle not equipped with an appropriate radio to contact ATC require an escort and should contact the Airfield Operations Supervisor (Car 2) on +61 2 9667 9824 prior to continuing.

# Airside Apron Markings and Signs

## General Vehicle Parking and Restrictions

Vehicles and equipment must not be parked or left in areas that will obstruct aircraft, other vehicles or pedestrians, or in areas designated by signs or markings such as No Parking, or No Standing.

No stopping, standing, staging or parking of vehicles or equipment including ULD's is permitted on Terminal concourse roadways unless otherwise designated or signposted. Additionally, this restriction applies to any areas where they could interfere with aircraft, pedestrians, other vehicles, fire stairs, firefighting equipment, and marked emergency exits or access points including e-stops. Penalties will apply in signed and/or marked areas.

Vehicle operators must not park in leased or reserved parking areas unless they have permission by those companies to do so.

Drivers in breach of parking provisions under the AVCH may be issued an Airside Traffic Infringement Notice (ATIN) and incur demerit points. Where the driver is unknown, the AUA holder or registered owner of the vehicle or equipment may be issued a verbal or written warning.

All aircraft servicing equipment must be stored, when not in use, wholly within marked equipment storage areas or other storage areas designated by SYD.

All aircraft servicing equipment awaiting immediate use is to be staged wholly within marked Equipment Clearance/Staging areas on aircraft parking bays.

Vehicles must not be parked or left in areas that are designated by signs or otherwise clearly marked areas such as:

- No Parking or limited no parking
- No Standing or limited no standing
- No Stopping
- Aerobridge Clearance zones
- Equipment Clearance zones
- Painted Islands

Vehicles and equipment must not be parked within 3 metres landside and 2 metres airside of any boundary fence that provides a landside/airside barrier, unless so designated.

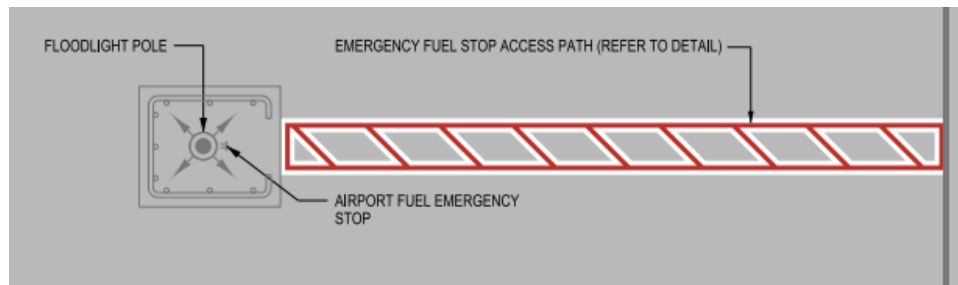
## Aircraft Emergency Fuel Stops

The Refuelling of aircraft airside is accomplished by the use of pressurised hydrant refuelling system on both the International and Domestic aprons.

In the event of an emergency, pressing the Airport Fuel Emergency Stop (E-Stop) button will shut down this system. Red hatched markings leading to the E-Stop must be kept clear of obstructions.



Operators are prohibited from parking, staging or storing any GSE or vehicles on these access markings.



TYPICAL ARRANGEMENT

### Equipment Clearance Areas



Also known as Equipment Staging areas these areas are marked by a single broken red line, which can be highlighted by white or black lines, with 'Equipment Clearance' marked on the side where the vehicles or ground service equipment (GSE) can be staged.

Serviceable vehicles or GSE can be staged within an Equipment Clearance area prior to an aircraft arrival and are designed to provide the required wingtip clearances from an aircraft.

All vehicles and GSE must always be attended to when using this area and must be actively servicing or about to service an aircraft.

Equipment Clearance areas must remain clear of when not being used for the servicing of an aircraft.

### Equipment Storage Areas



These areas are marked by a single continuous red line, which can be highlighted by a single white or black line, with 'Equipment Storage' marked on the side where ground service equipment (GSE) or vehicles can be stored or left unattended.

Serviceable vehicles or GSE may be stored or left unattended within an Equipment Storage area, however vehicles must be switched off when left unattended. In addition, the vehicles

or GSE must be in regular use, i.e. at least once a week. If this is not the case, vehicles or GSE should be removed to either a leased area or off airport.

Vehicles and GSE, including engineering stairs, must have their park brakes on when left within these areas.

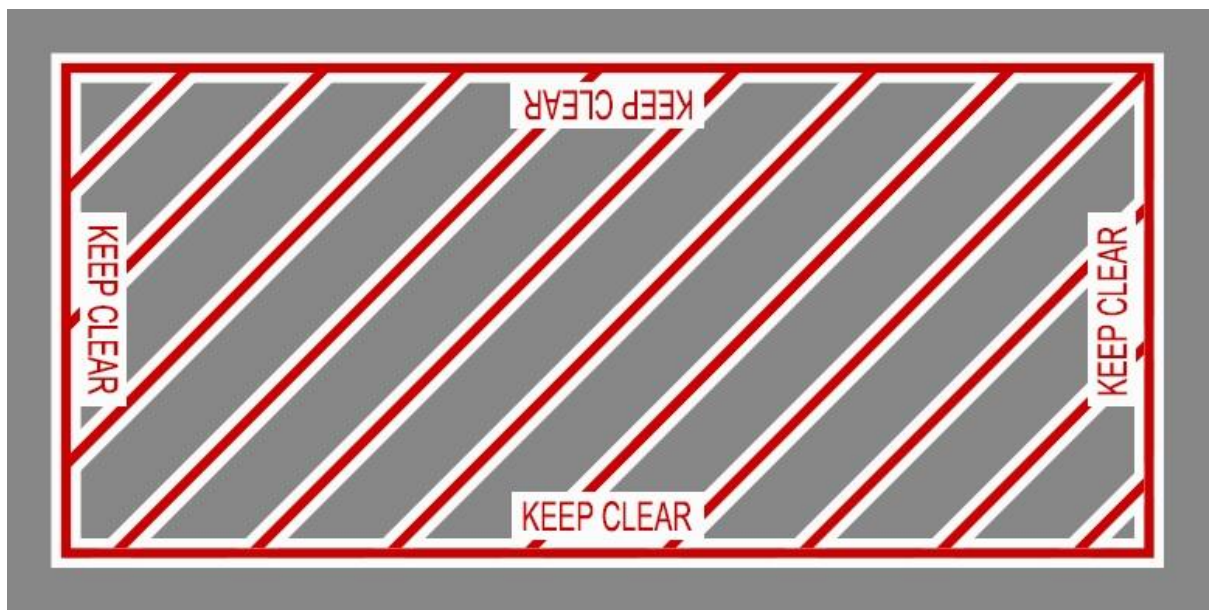
Surplus and /or unserviceable Equipment or GSE must not be stored within an Equipment Storage area. All surplus or unserviceable vehicles or GSE must be removed from airside.

### Leased Area Marking



Indicates an area leased to a specific company or organisation. The leased area is on the label side of the line. Use of this area by anyone other than the tenancy company or as authorised by the tenancy company is strictly prohibited.

### Aerobridge Clearance Zones



Aerobridge Clearance Zones (ACZ) are marked as red and white hatched areas which are located beneath, and provide clearance for, the movement of apron drive aerobridges.

Vehicles and equipment are not permitted to enter, drive through and/or park within the ACZ at any time except for where refuelling hydrants are located within an ACZ, but only once all aerobridges are positioned can refuelling trucks be permitted to enter the clearance zone.

SYD may, on occasion, permit certain GSE such as ground power units to enter an ACZ once all aerobridges have been positioned for an operational need, however drivers must not shortcut through a marked ACZ to access the head of stand even when performing operational duties on that bay.

A flashing yellow beacon indicates when the aerobridge has been turned on. An alarm will sound when the aerobridge is in motion.

### Parking Clearance Lines



Parking Clearance areas (also known as Aircraft Parking areas) are marked with a continuous solid red line, which can be highlighted with a continuous yellow or white line, with 'Parking Clearance' marked in yellow on the side where aircraft are parked.

This marked area is not for Equipment Storage or Staging at any time and must remain free of personnel, vehicles and ground service equipment when an aircraft is taxiing or being towed into position or has started engines in preparation for departure.

### Shared Zones



Shared Zones advise the driver that the area is shared by pedestrians and vehicles, and has the applicable speed limit of 10Km/h. Drivers must always adhere to this speed limit in these areas and watch for pedestrians.

### Painted Islands

Drivers must not park on any painted islands such as the white islands currently on the ramps into and out of the baggage areas under Terminal 1. In some instances, such as avoiding an obstruction, you may drive on a painted island, but drivers must not park, store or stage vehicles and /or ground service equipment on painted islands airside at any time.

## Pedestrians on the Apron

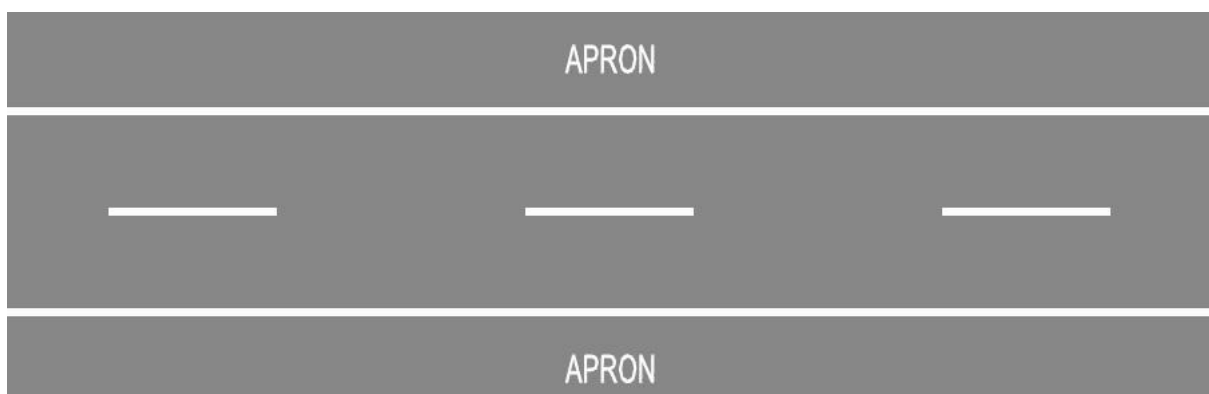


The safety of passengers and staff on the apron areas is always paramount. Vehicles must give way to all passengers moving between an aircraft, and/or bus and/or the terminal.

Drivers who observe passengers and/ or staff walking between the terminals, buses and/or aircraft, on their intended route, must stop and let all pedestrians proceed before moving forward.

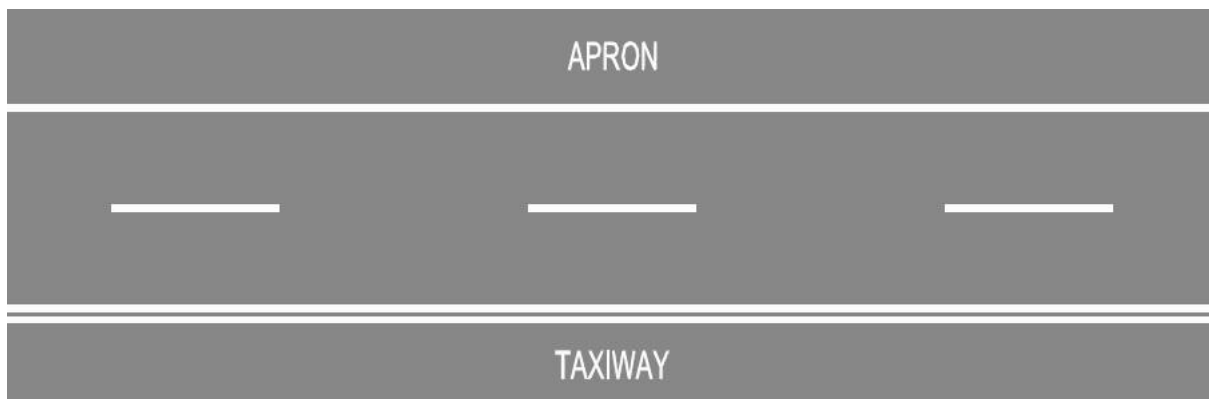
Vehicles or ground service equipment must never be parked on marked passenger or pedestrian pathways, and drivers must not cross pedestrian areas or passenger egress points which may be marked by cones, barriers or painted lines on the aprons.

## Airside Roadways



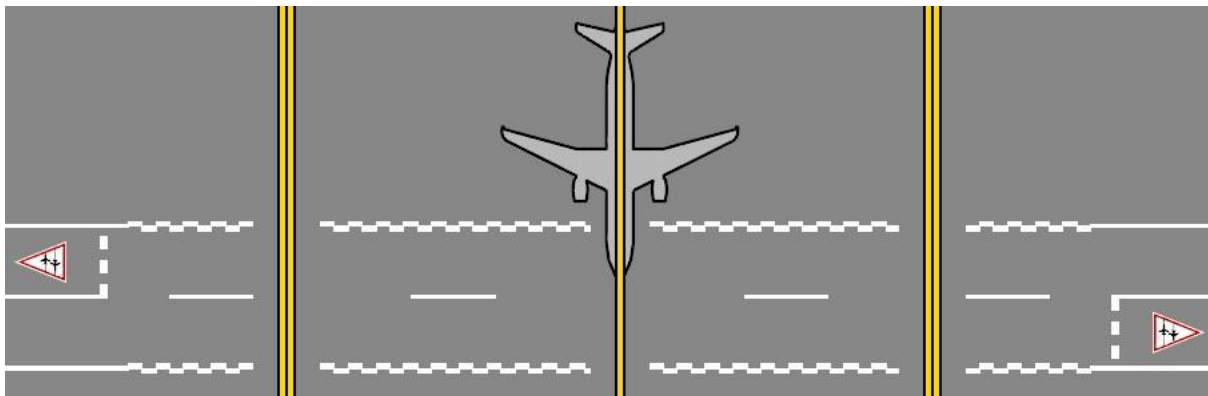
These are defined by a single continuous white line on each side.

## Airside Roadways Adjacent to a Taxiway



Where an airside roadway is located adjacent to a taxiway, the side closest to the taxiway is indicated by continuous double white lines. The double white lines indicate 'DO NOT CROSS', and drivers must not drive over these lines unless they hold the appropriate category of ADA or are under escort by a driver holding the appropriate category of ADA permit.

## Live Taxiway Crossings



Where a roadway crosses a taxiway or apron taxi-lane, the airside road marking is presented in a white zipper pattern. When approaching the crossing drivers must slow down, look for aircraft movements and be sure that the taxiway or apron taxi-lane is clear before proceeding across it. Drivers must not queue or stop on live Taxiway crossings.

If aircraft are near, approaching, crossing or about to cross a marked live taxiway crossing, drivers must stop and give way until the aircraft clears or passes the Live Taxiway Crossing and it is safe to continue.

When an aircraft is being towed, drivers may pass in front of that aircraft on the live taxiway crossing only if:

- i. the aircraft stops at the apron disconnect point or is stationary; and
- ii. the aircraft push back tug or PPU has been or is being disconnected by the ground handlers; and
- iii. ground handlers or engineers are 'connected' or standing at the aircraft nose.

Drivers must stop and give way once the ground handlers or engineers 'disconnect' from the aircraft or start to walk away from the nose.

## Hot Spot Markings

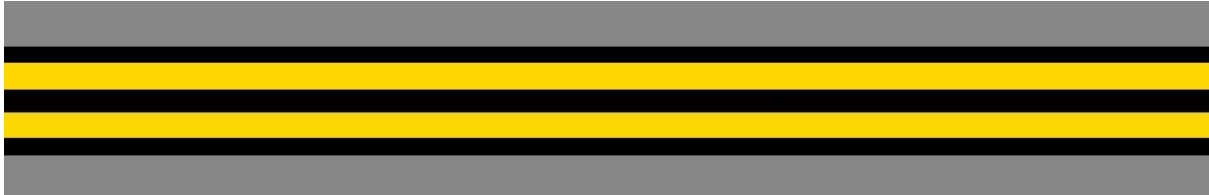


Using a combination of red chevrons and bars, Hot Spot Markings marked areas on the airside roadway where there is a higher risk of vehicle and aircraft conflict due to increased activity, poor visibility, or a more complex layout of the airside roadway and taxiway system.

Drivers should slow and look for any aircraft movement or activity when the airside roadway markings change to Hot Spot Markings. In some places, Hot Spot Markings may instruct the driver to come to a complete stop before proceeding.

Where a Hot Spot Marking includes a Live Taxiway Crossing, the white zipper pattern will be highlighted in red.

## Apron Edge



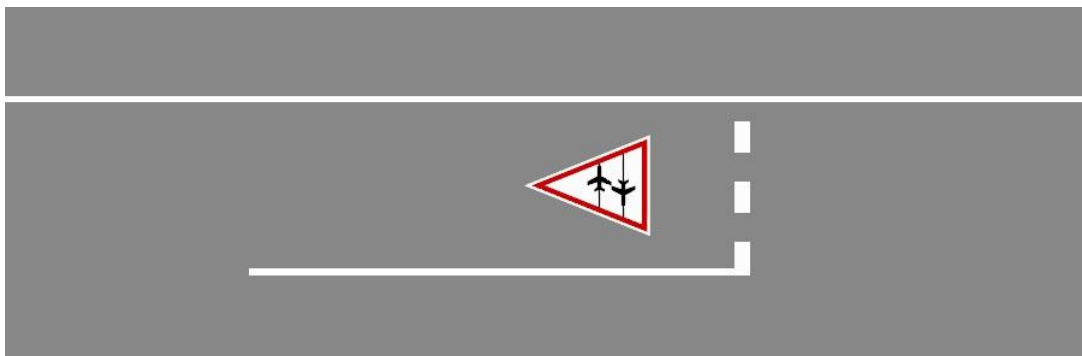
These two continuous yellow lines mark the Taxiway Edge and Apron Edge and can be supplemented by Blue lights. The double yellow lines also indicate low strength pavement from the full-strength pavement and marks the edge of the manoeuvring area. CAT 2 and CAT 2S ADA holders must not proceed over these markings.

## Common Signs



Airside roads use common road signs which have the same function as landside traffic signs. Some signs however are specific to the airside environment.

## Give Way to Aircraft and Helicopter Signs



These signs mark a point where it is safe to stop and give way and remain clear of aircraft or helicopters on an adjacent apron, aircraft parking bay, apron taxi-lane, helicopter area, live taxiway crossing or taxiway.

Give way to aircraft signs can also have additional information which can specify nearby aircraft parking positions that aircraft may be pushing back from or are being towed from that drivers must stop for. Areas throughout Terminal 2 and Terminal 3 do not display Give Way

to Aircraft signs, to ensure the safety of vehicle operators, aircraft and ground personnel it is encouraged that drivers when safe, to position themselves behind primary apron lead in line at an adjacent bay.

### Authorised No Entry Sign



Authorised No Entry signs mark a point on an airside roadway where only holders of a Category 3 or 4 ADA and driving suitably equipped vehicles may continue unescorted. All other drivers must stop and not proceed any further.

## Lights, Cones and Other Visual Aids

Coloured lights and cones are used to mark various areas. These include:

### Unserviceability Marker



The Unserviceability Areas are marked and lit by a White cone with a Red Band, and Red Lights. Drivers must not enter or short cut through this area at any time and can only drive between Unserviceability Markers if they have operational need to do so.

### Works Area Limit Marker



Works areas are marked by fluorescent orange PVC cones or 'witches' hats' and can be lit by flashing Amber lights. Works areas can also be marked by orange and white Jersey Kerbs or barriers. Drivers must not drive between Works Area Limit Markers without authorisation.

### Taxiway and Apron Marker

The edge of a taxiway and apron can be marked and lit by a blue light.

## Helicopter Apron Marker



The edge of a helicopter taxiway and apron is marked by a light blue cone.

## Storm Warning System

SYD receives notification of thunderstorm alerts from the Bureau of Meteorology and uses the Storm Warning System to notify stakeholders and airport users of approaching weather. This system uses visual and audible alerts throughout the airport and is installed on light towers throughout Terminal 1, Terminal 2 and Terminal 3.

When activated:

- A White strobe light with a 15 second repeating alarm indicates a storm is ten nautical miles away and indicates all workers should 'prepare for the stop phase', and that anyone wearing or about to wear headsets or hearing protection, remain aware of any changes in weather or the storm warning system.
- A Blue strobe light and continuous alarm signals the storm is five nautical miles away and indicates the 'stop phase' is activated. All workers need to follow their company procedures and retreat to a safe location.
- When the lights and alarms have ceased, this is an indication that the thunderstorm has passed, and normal work practices can be resumed.

## Runways

CAT 2 & CAT 2S ADA holders are prohibited from accessing the Manoeuvring Area which is classed as the Runways and Taxiways excluding the Aprons without an escort by a holder of an appropriate ADA permit. However, CAT 2 & CAT2S ADA holders must be aware of markings and lighting systems associated with the Manoeuvring Area and this section provides a brief overview of these markings and lighting systems.

CAT 2PI and 2PD ADA holders may only drive on the Manoeuvring Area unescorted for aircraft pushback and forward tows to a tow bar disconnect point only.

For further information, including images refer to the *Operating a Vehicle on the Manoeuvring Area* section of this pocketbook.

## Runway Holding Points

Only holders of a Category 4 ADA may cross the Runway Hold Points unescorted.



The entrance to a runway is indicated by:

- Runway Hold Point markings
- Movement Area Guidance Signs (MAGS) with white lettering and a red background
- Red Runway Stop Bar Lights
- Yellow flashing Runway Guard Lights

Drivers must not proceed past the Runway Hold Points, Guard Lights and Stop Bar lights unless clearance from Air Traffic Control has been given, AND the stop bar lights have been extinguished.

If you find yourself next to the runway, hold position and immediately call the IOC, or the SYD Airfield Operations Supervisor (Car 2) for assistance.

Refer to the *Operating a Vehicle on the Manoeuvring Area* section for more information

### Runway Hold Point Markings

Consisting of two continuous and two broken yellow lines, these pavement markings indicate the holding positions for aircraft and vehicles prior to entering a runway.

### Runway Stop Bars

Runway Stop Bars are a series of inset and elevated red lights which are located at the entrance to every runway and taxiway intersection. Drivers must not cross the Stop Bars while they are illuminated and without ATC clearance.

### Runway Guard Lights

Runway Guard Lights are elevated yellow lamps flashing alternatively either side runway entry holding positions. Runway Guard Lights are designed to protect the entrance to runways and give a visual warning that you are about to enter the runway.

## Movement Area Guidance Signs (MAGS)

MAGS are designed to assist pilots and drivers when they manoeuvre or tow an aircraft or drive a vehicle on the movement areas. They provide instructions, directions, and information and consist of several different types and colours.

### Gable Markers

Gable Markers are 3-metre-long white markers which define the edge of the graded portion of the Runway Strip. Vehicles must not proceed past Gable Markers unless they obtain clearance from ATC.



## Aircraft Movements

This section will cover the rules for aircraft movements and when operating around parked aircraft with their anti-collision beacons are operating. It will also give tips and information for specific areas airside on SYD however drivers must always remember to give way to all aircraft movements.

### Aircraft Pushback

When an aircraft is about to move, is about to start or has its engines operating, its anti-collision beacons will be activated.

Other indications of an imminent aircraft movement are:

- a pushback tug is attached to the tow bar which is connected to the nose wheel of the aircraft, or a PPU unit attached to the main landing gear; and
- engineers standing near the nose of the aircraft; and
- ground handlers, all GSE and rolling stock have been cleared from the aircraft; and
- the passenger/ cargo doors are generally closed, and the aerobridge has been retracted.

## Aircraft Anti Collision Beacons



Drivers must not drive behind and must stay well clear of all aircraft when their red anti-collision beacon lights are operating. Drivers must stop and give way to all aircraft parked on the aprons or bays when their anti-collision beacons are operating.

Drivers may only continue when:

- the aircraft pushes back past the airside roadway and it is safe to continue; or
- the aircraft turns off its anti-collision beacons

Engineers and/or ground handlers must not wave traffic past any aircraft with anti-collision beacon lights operating. Offending drivers and the ground staff that waved traffic through while the aircraft beacon was activated can be issued Infringement notices and incur demerit points.

On most aircraft, anti-collision beacons are red and are found on top of the fuselage in the centre or just forward of the main wings, and beneath the fuselage between or near the main landing gear. However, drivers should be aware that on several aircraft the anti-collision beacons can be difficult to see due to placement, or aircraft type.

**Bombardier Q400:** The Q400's anti-collision beacon is located on top of the fuselage forward of the wing, between its turbo-prop blades.



Depending on the apron where it is parked, a Q400's anti-collision beacon may not be visible from the airside roadway. Drivers must take extreme caution when operating a vehicle near these aircraft.

In this situation if an aircraft's propeller blades are still turning, you must stop. Do not proceed behind or in front of the aircraft until the engines have been shut down and the propeller blades have stopped moving.



### Propeller Aircraft parked near Airside Roadways

Propeller aircraft are commonly parked on non-contact stands and can taxi out of parking positions without the need or use of an aircraft tow motor or tug. These aircraft can be found at the Domestic 1A apron, Bays 16 to 19 at Terminal 3, the foxtrot parking positions on the Domestic 3 apron and the nearby Domestic 3A and 3B aprons.

In instances where a stationary aircraft's nose or tail is pointing towards an adjacent airside roadway with its engines running and/ or propellers turning, drivers must stop and give way until:

- The aircraft has taxied off its parking position, past the airside roadway and it is safe to continue,
- or until such time as its propeller blades have stopped moving, and the aircraft's anti-collision beacon has stopped operating.

### **Proximity to Aircraft**

Except when required for the servicing of that aircraft, drivers must not:

- drive under aircraft (including wingtips)
- operate a vehicle within 3 metres (lateral clearance) of any part of an aircraft
- operate a vehicle within 15 metres of an aircraft refuelling point or venting point during the period of aircraft refuelling
- operate a vehicle within 1 metre of overhead clearance of any part on an aircraft

Drivers must not approach or drive behind an aircraft when their red anti-collision beacons are operating.

### **Jet Blast and Prop Wash**

Jet blast is rapid air movement produced by the jet engines of aircraft and is a hazard to vehicles, people and /or other unsecured objects behind the aircraft.

Parts of the apron roadways may be impacted by jet blast during engine run operations or by aircraft manoeuvring on the aprons or taxiways. Drivers should use caution when operating a vehicle within close proximity of aircraft engines which are operating.

Prop Wash can be as equally hazardous and should be treated as the same as jet blast.

### **International Bay 2, Terminal 1**

Drivers should exercise caution and be prepared to stop for aircraft parked on International Bay 2, outside the Qantas Freight Building, when approaching from the northern airside roadway that connects the Domestic and International precincts as aircraft may not be visible until drivers are clear of the Qantas Mail Centre Unit.

### **International Bay 6 and the INTL 1 Live Taxiway Crossing**

Due to the length of the crossing, drivers must watch for aircraft taxiing from the northern and southern approaches when using the International 1 (INTL1) Live Taxiway Crossing. If aircraft are approaching, entering or exiting the INTL 1 aprons, drivers should stop at the Give Way to Aircraft signs and not proceed until it is clear.

Drivers must not enter the INTL 1 Live Taxiway Crossing if aircraft parked on International Bay 6 has its anti-collision beacon operating. Drivers must stop and give way until the aircraft pushes back past the apron roadway and it is safe to continue, or the aircraft turns off its anti-collision beacons.

### **Bay 57 and the INTL 5 Live Taxiway Crossing, Terminal 1**

Drivers, including vehicles approaching from the eastern side of the apron near Bay 36, must not enter the International 5 (INTL 5) Live Taxiway Crossing if aircraft parked on Bay 57 has its anti-collision beacon operating, or is moving into or being pushed out of Bay 57.

Drivers must stop and give way until:

- the aircraft on Bay 57 pushes back past the apron roadway into the southern apron and starts to disconnect from its push back tug; or
- is pushed back and towed forward past the Live Taxiway Crossing into the adjacent Taxiways; or
- the aircraft turns off its anti-collision beacons.

### **Domestic 1 Apron Taxi-lane, Terminal 3**

When approaching from the International precinct it may be difficult to spot aircraft taxiing, or being towed from the Domestic 1A apron, Qantas Link, Qantas Engineering Hangars, or from Bays 1 to 7 at Terminal 3 (T3).

Drivers must slow down, look ahead, left and right for signs of aircraft movements or pushbacks, and give way to all aircraft as required before continuing.

Drivers must not continue past the Give Way to Aircraft signs and enter the live taxiway crossing between the Qantas Jet Base and T3 unless it is clear and safe to continue.

Drivers must look for aircraft taxiing out of or into the Domestic 1 taxi-lane and /or aircraft pushing back from Bays 10 and 11 at T3.

To protect wingtip clearances, when an A380 aircraft is entering or leaving the Qantas Jet Base, engineers will activate red flashing lights southbound off the Northern Perimeter Roadway and northbound near Bay 11 prior to entering the Domestic 1 Taxi lane. When these lights have been activated, drivers must stop until the lights have been switched off.

### **Bays 16, 17, 18 and 19, Terminal 3**

Be vigilant for aircraft traffic entering or exiting these Bays at T3. Drivers must not pass behind aircraft on these aprons when their turbo props are still turning if their anti-collision beacons are not visible. It is important for drivers to familiarise themselves with this area

### **General Aviation**

When driving on the airside road adjacent to the General Aviation area, drivers should be aware of aircraft taxiing into and out of Domestic 5.

### **Helicopter Operations**

Helicopters arrive and depart differently to other aircraft and as such may not be immediately seen. The rotor wash of helicopters poses the same dangers as jet blast. Drivers must look up and behind when entering or crossing a Helicopter apron area or live taxiway crossing in the Helicopter area. It is recommended that vehicle operators wind down their window if necessary and listen for the sound of helicopter rotors.

Drivers must stop at the Helicopter Give Way signs and not proceed if a helicopter has its main rotor operating when parked in the helicopter apron area unless it is loading or unloading passengers with its doors open and /or has ground crew attending. Drivers can only proceed when the helicopter departs or if the helicopter's engine is switched off and its rotor stops turning.

If equipped with an appropriate radio, vehicles should monitor Sydney Tower Aerodrome Controller East on 124.7 MHz, however drivers should be aware helicopters can operate both on the Surface Movement frequencies and the Sydney Tower East Frequency, so may not hear them even if monitoring.

**Remember: All aircraft, including aircraft under tow, have right of way at all times.**

## General Tips for Use of Airside Roadways

Be alert! Monitor what is happening around you. This is especially important on the airfield as many hazards exist. Your situational awareness can be affected by a variety of factors including workload, boredom, fatigue, and the use of mobile phones and other hand-held devices.

Here are some tips to ensure you stay alert:

- Plan ahead.
- Don't use your mobile phone whilst driving.
- Obey all the rules for airside driving and follow the Standard Operating Procedures of your company.
- Be vigilant – be aware of other vehicle and aircraft movements.
- Concentrate on the task at hand.
- When driving on airside roadways adjacent to parking bays, always look over your shoulder to ensure there are no aircraft taxiing behind you and about to enter a parking bay.

### Safety Summary

Your safety is important to us and as a holder of an ADA holder you are responsible for your own safety and the safety of those around you. Here are some points to remember:

- Aircraft have the Right of Way - It is important you understand the environment you work in is an aerodrome. The road system on this aerodrome will take you behind and around aircraft. You must always remain observant.
- Know where you are - The airfield is a complex environment. CAT 2 & CAT 2S ADA holders are NOT permitted to drive on taxiways or runways unescorted.
- If you find yourself lost – STOP where you are and call someone to assist you. There is no shame or blame in asking for HELP.
- If you have access to a phone, you can call the SYD Integrated Operations Centre (IOC) on +61 2 9667 9921 or 9981 for assistance, or wave down a SYD Airfield Operations vehicle.
- See and be seen - Remember it is always mandatory to wear your high visibility clothing when you are airside. Other Personal Protective Equipment (PPE) should be worn as required by your company's Standard Operating Procedures or Safe Work Method Statements.
- Mobile phones and radios can be a distraction. If you must use a phone, stop your vehicle in an equipment storage or clearance area – keep the call short. You must not use a mobile phone or mobile device while driving unless you keep within the rules covering mobile phone use.
- Never text, video chat, use an MP3 player or portable music device, wear earphones and/ or earbuds when driving.
- Look out for Hot Spot Markings! These mark areas where drivers should be extra vigilant for aircraft pushbacks and movements.

## Driving on the Manoeuvring Area

Only authorised drivers who hold a CAT 2PI, 2PD, 3 or 4 ADA may drive unescorted on the Manoeuvring Area. Drivers must have an awareness of their location, intended route and an operational understanding of aircraft movements and how they relate to their operation of that vehicle.

Drivers also need to understand the regulations applying to all movement areas, but especially when operating on the Manoeuvring Area. Drivers must know the locations of runways and taxiways, so they can advise ATC where they are at any time and be able to navigate to any area as directed by ATC.

Before entering the Manoeuvring Area, Drivers must have:

- A clear understanding of Air Traffic Control (ATC) instructions and clearances; and
- be able to monitor and operate a suitable radio and be able to communicate with ATC including understanding light signals; and
- recognise and understand relevant markings, lights and signs used on the Manoeuvring Area; and
- a clear understanding of the Stop Bar Lights, vehicle failure, radio failure, and low visibility procedures; and
- a working knowledge and understanding of SYD's runway and taxiway network including hold points; and

## Operating a Vehicle on the Manoeuvring Area

A driver must not enter the Manoeuvring Area unless:

- they have an operational requirement to do so; and
- is the holder of a valid CAT 2PI, CAT 2PD, CAT 3 or CAT 4 ADA; and
- where required a clearance is obtained prior to entering the Manoeuvring Area, runway or RET; and
- their vehicle displays a rotating or flashing beacon which is amber in colour and visible from 360°; and
- their vehicle is fitted with a serviceable radio capable of receiving and transmitting on all Sydney Air Traffic Control (ATC) Tower frequencies; and is equipped with a serviceable 'VeeLo'; and
- the vehicle has working dipped headlights and taillights when operating between sunset and sunrise or in conditions of declared low visibility; and
- they have obtained the latest terminal information (ATIS) to ascertain the aerodrome operating configuration including whether any low visibility, or special procedures are in use; and
- the driver can monitor the ATC Tower frequency appropriate to the area of operation and give way to all aircraft movements when instructed; and
- there is a current map of the airport in the vehicle affixed in such a way it can be easily referenced by the driver.

If a vehicle is not equipped with a serviceable radio, lights or VeeLo as outlined above the vehicle will require an escort from another vehicle that is suitably equipped.

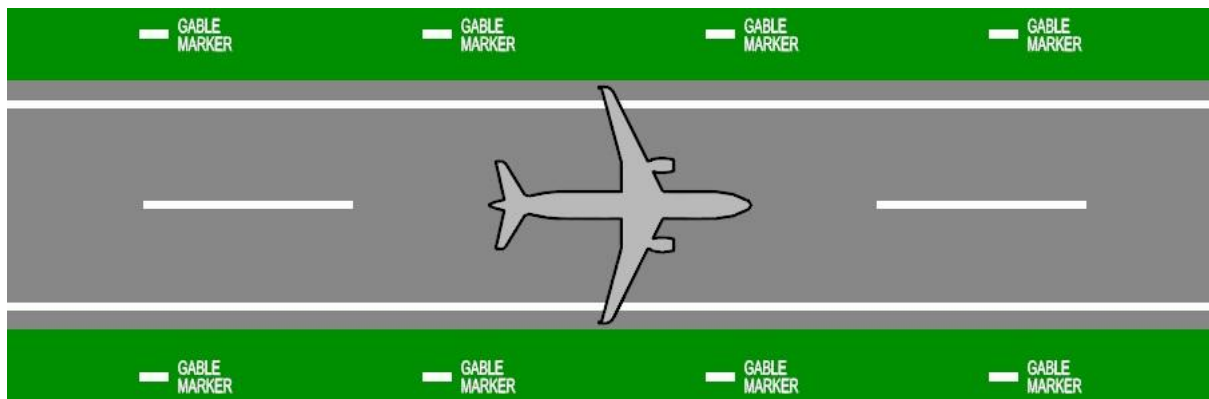
## Operations near Runway 16L/34R

Vehicles operating within the area of control of ATC Aerodrome Controller East must restrict operations to sealed surfaces. This area comprises of reclaimed land and the disturbance of the grassed surface may lead to a potential aircraft engine-ingestion incident.

Access to grassed areas by vehicles is only permitted if associated facilities are withdrawn from aircraft operations.

## Runway Markings and Lights

### Runway strip



White gable markers show the edge of the graded portion of the Runway Strip. Vehicles are not permitted to enter the Runway Strip or Rapid Exit Taxiway (RET) without specific clearance from ATC.

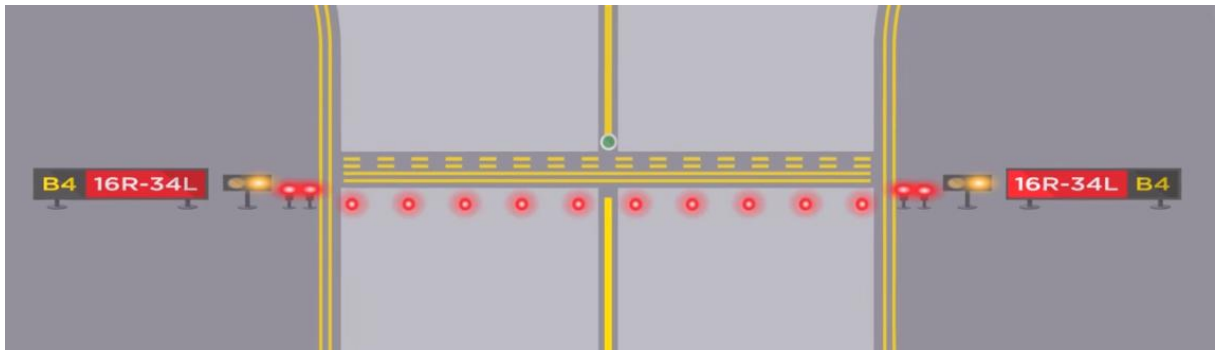


Vehicles must not traverse, without ATC clearance, the paved area between the line of the Gable Markers and the Runway Hold Points.

### Runway Centre and Edge Pavement Markings

These markings indicate the centre and edge of a paved runway. The Runway centre line is marked by a single broken white line and lit by white lights. The edge of the runway by a single continuous unbroken white line and lit by white lights.

## Pattern A Runway Holding Point

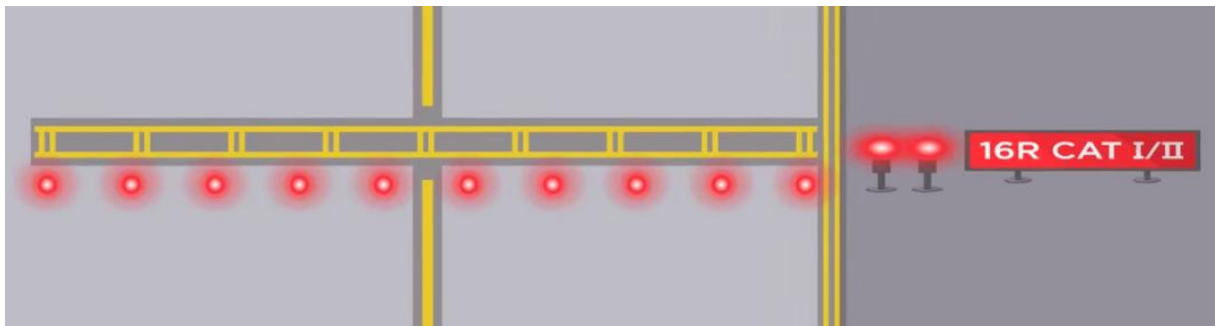


Consisting of 2 continuous and 2 broken yellow lines, with the broken yellow on the runway side of the marking, a Pattern A Runway Holding Point marking is the holding position for aircraft and vehicles prior to entering a runway and is usually in line with nearby Gable Markers.

This pavement marking forms the Runway Holding Point along with the Mandatory Runway Designation MAG Sign, Runway Stop Bars, and Runway Guard Lights.

Vehicles must not cross the Pattern A Holding Point without receiving a clearance from ATC and the stop bar lights are extinguished.

## Pattern B Runway Holding Point



Otherwise known as the Category I / II Holding Position, aircraft and ground vehicles are to hold at this point when low visibility procedures are in operation or when directed by ATC.

The Category I/II Holding Positions are marked by the Pattern B Holding Position marking, Inset and Elevated Runway Stop Bar Lights, and a Mandatory Category I/II Runway Designation MAG Sign.

## Runway Guard Lights



Runway Guard Lights (RGLs) are elevated double yellow Lights which flash alternatively and are found at the Runway Hold Point marking beside taxiway and runway intersections located between 90 to 107.5 metres from the Runway centreline.

On the southern side of Taxiways Tango 1 and Uniform 1, RGLs are alternate flashing yellow lights inset at 3 metre intervals into the taxiway surface across the intersection.

Alternate flashing yellow RGLs can also be found inset into the edge on the southern side only of the taxiway surface at Taxiways Tango 1 and Uniform 1

Drivers must not pass RGLs without a clearance given from ATC.

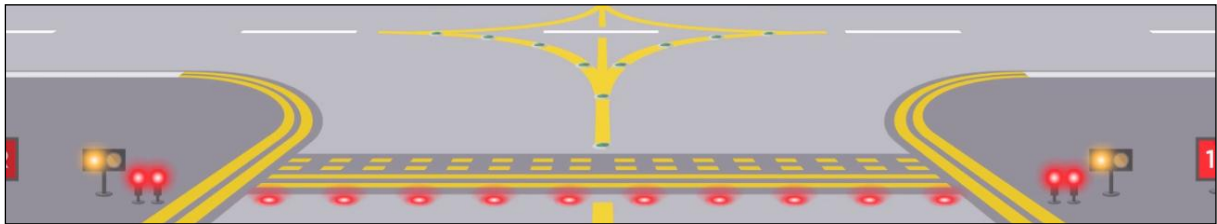
## Runway Stop Bar Lights



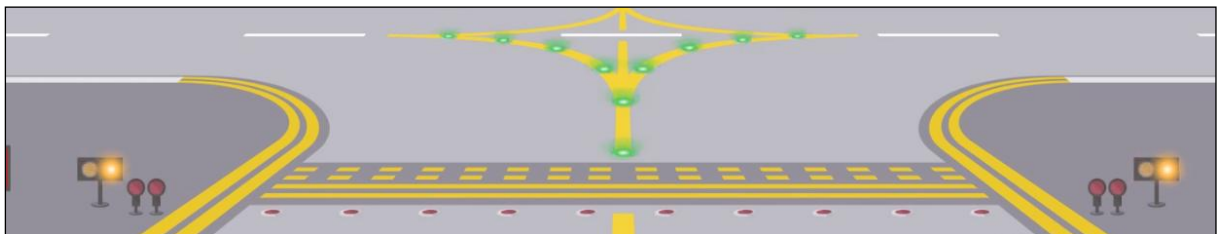
Runway Stop Bars are a series of red unidirectional lights at right angles to the taxiway guideline. These lights are spaced 3 metres apart and located 0.3 metres before each Runway Hold Point. Stop Bars display red lights in the direction of the approach to the runway.

In some locations, there are also elevated Runway Stop Bar lights set past the taxiway edge at a runway holding point. These are elevated dual round lenses which display red lights in the direction of the approach to the runway.

Runway Stop Bars are in operation 24 hours, seven days a week and are controlled by Air Traffic Control (ATC).



When approaching a Runway Stop Bar at a runway hold point, drivers must stop and request a clearance from ATC to enter the Runway Strip. When able, ATC will extinguish the stop bar **followed** by issuing the appropriate verbal clearance. Once the stop bars lights are extinguished a series of green lead on lights will illuminate.



**Drivers must not proceed past illuminated stop bar lights unless clearance from ATC has been given, AND the stop bar lights extinguished. If the Stop Bar lights do not extinguish, hold position and contact ATC.**

### Rapid Exit Taxiways



A Rapid Exit Taxiway (RET) is a taxiway designed to allow an aircraft to vacate a runway at high speed. RETs are marked by a 'NO ENTRY' Movement Area Guidance sign, and unidirectional taxiway lights which will only be visible from the direction of the runway.

Drivers must always obtain a clearance from ATC before entering or crossing a RET. A separate clearance is required should a vehicle also need to continue into the runway strip once they have entered a RET.

A clearance to enter a RET does not give the vehicle priority over aircraft crossing or operating on the RET.

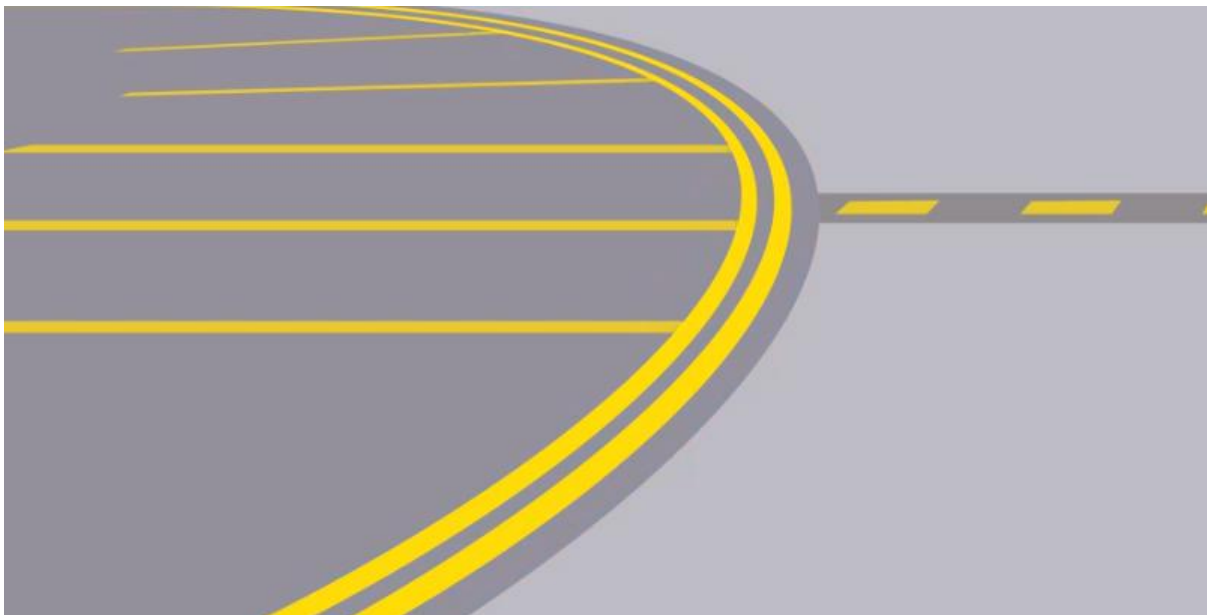
## Taxiway and Taxi-lane Markings and Lights

### Intermediate Holding Position



Consisting of a single yellow broken line, and lit by 3 amber lights, these markings are provided at taxiway and taxi-lane intersections or on any location of a taxiway or taxi-lane where ATC requires vehicles or aircraft to hold.

### Taxiway Edge and Low Strength Marking



Taxiway edge markings consist of 2 continuous (unbroken) yellow lines and can be supplemented by blue lights.

The double yellow lines also indicate the edge of low strength pavement from the full-strength pavement. Yellow lines stemming from the double yellow lines also indicates low strength pavement.

## Taxi and Apron Taxi Guidelines

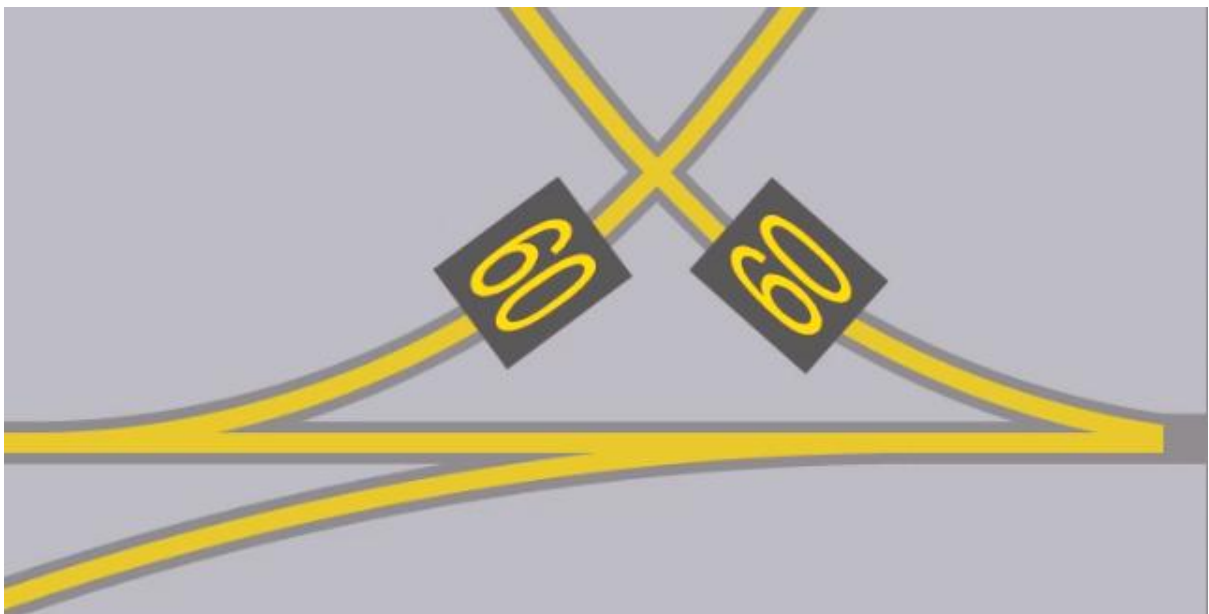


Also known as a taxiway centreline, this is marked by a single continuous (unbroken) yellow line and is lit by green lights. The taxi guideline marks the centre of a taxiway or taxi-lane.

### Apron Edge

The Apron Edge consist of 2 continuous (unbroken) yellow lines located at the apron edge and can be supplemented by blue lights. These double yellow lines also indicate low strength pavement from the full-strength pavement.

### Apron Lead-in Line



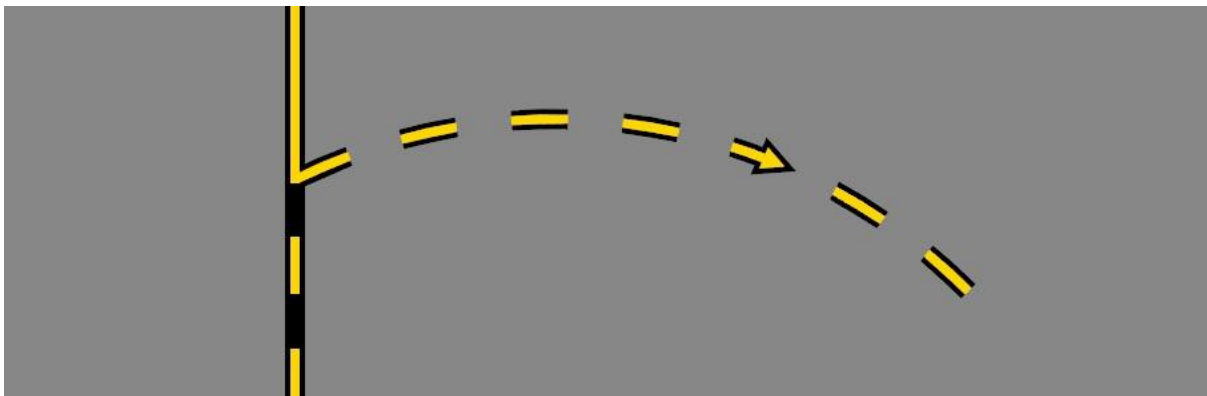
An Apron Lead-In Line is a single continuous yellow line and is an extension of the taxi guideline system leading an aircraft to a primary parking position.



The Lead-in line to a secondary parking position is a series of yellow circles.

### Apron Lead-out Line

An Apron Lead-Out Line is a single broken yellow line and provides guidance from a primary parking position to the taxi guideline system.



### Designation markings

These provide supplementary information where an apron has more than one marked aircraft parking position. There are three types of designations which can be found on the Taxi or Apron Taxi Guideline, Apron Lead-In Line or Aircraft Parking Positions:

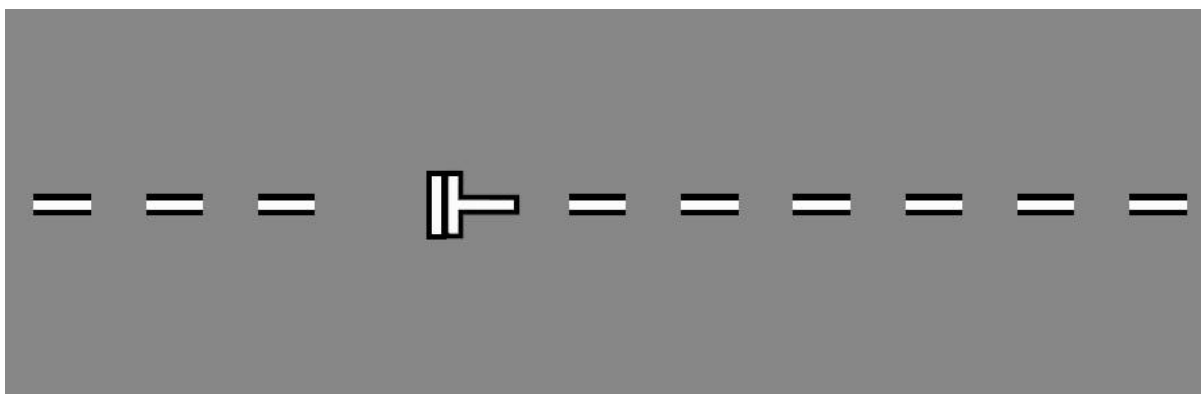
- Parking Position Number
- Aircraft Type Limit
- Aircraft Weight Limit.

The Parking Position designator is a yellow alphanumeric marking that indicates the unique bay number. The Aircraft Type designator is a yellow marking which will indicate any aircraft type restrictions. The Aircraft Weight limit designator is a yellow marking which will indicate any specific weight limitations.

### Aircraft Push Back Lines

Aircraft Push Back Lines are a single broken white line used to mark the required path of an aircraft's nose wheel during push-back.

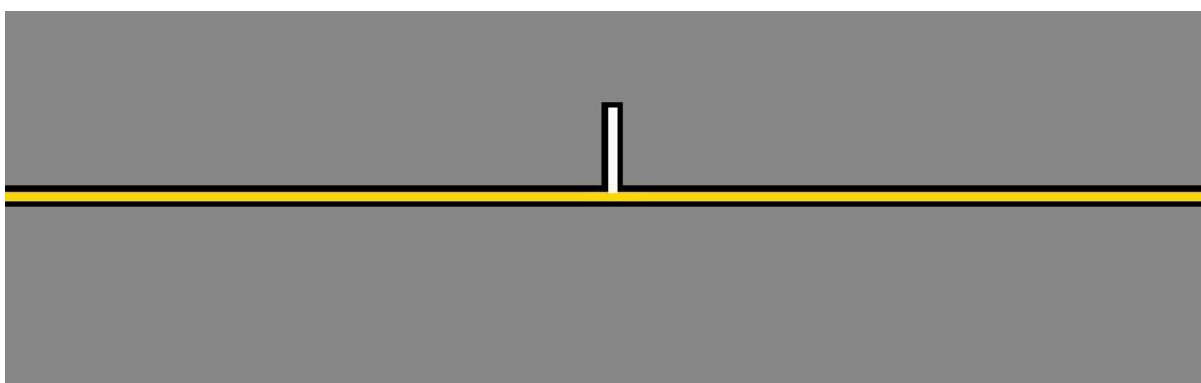
## Push Back Alignment and Limit Markings



Push back limit markings are used where a tug pushes an aircraft back from a position, then tows the aircraft forward prior to disconnection. Push-back limit markings comprise of two parallel white lines at right angles to and symmetrical to the Aircraft Push Back Line. The nose wheel of the aircraft should not be pushed past this point.

Push-back alignment lines are a single broken white line past the push-back limit marking and are provided to assist tug operators to align an aircraft correctly during the push-back manoeuvre.

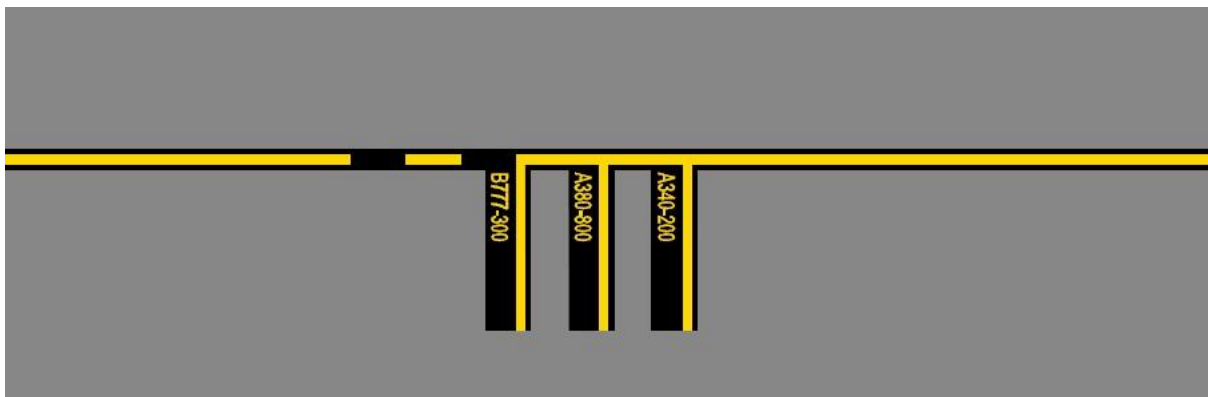
## Tow Bar Disconnect



This is a solid white line on the left of taxi guidelines which mark the position where an aircraft is towed prior to departure, and/or engine start. This location ensures that jet blast will not impact upon other apron users.

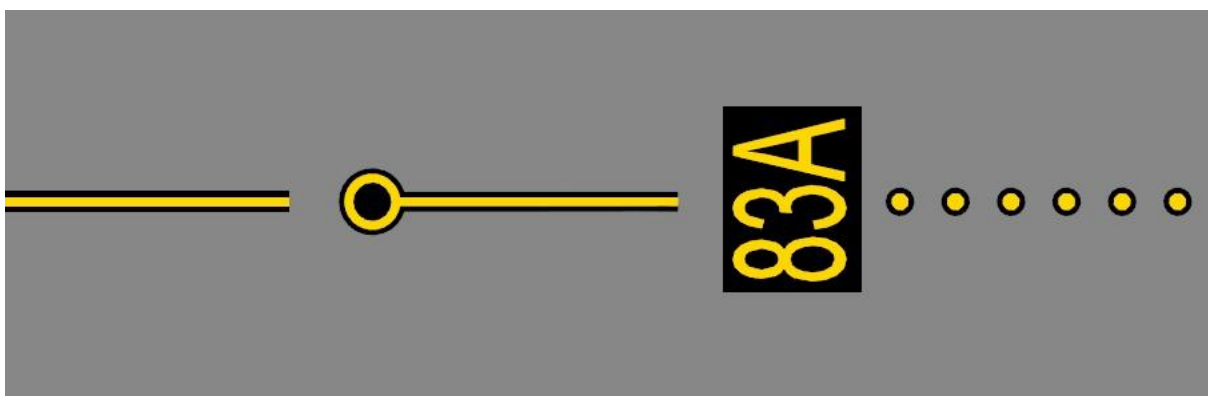
Tow Bar disconnect points can be designated by location, number, and/or letter.

### Marshaller Stop Line



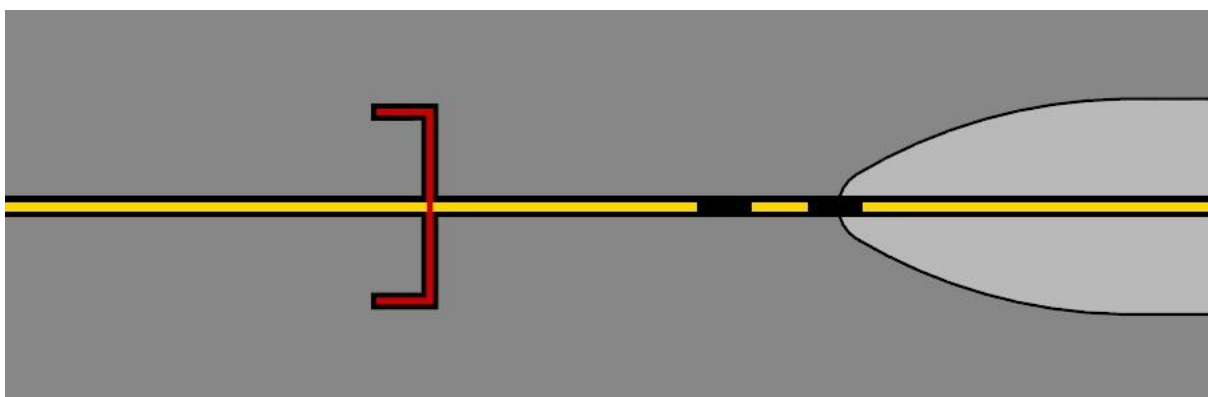
The Marshaller Stop Line is designated by a yellow bar and signifies the position where the aircraft nose wheel will stop to park on a bay. It is on the right-hand side of and at right angles to, the alignment line, with the aircraft type below the stop line.

### Keyhole Marking



Painted yellow or white, the keyhole marking is for secondary parking positions and where the centre of the ring is the final nose wheel position. These markings may have additional weight, or aircraft type restrictions where required.

### Tug Parking Line



Red U-shaped markings at aerobridges and other power-in/push-out aircraft parking positions are used to ensure parked tugs are clear of incoming aircraft.

## Movement Area Guidance Signs (MAGS)

Movement Area Guidance Signs (MAGS) are designed to assist pilots and drivers when they manoeuvre or tow an aircraft or drive a vehicle on the movement areas. They provide instructions, give directions and information, and consist of several different types and colours.

### MAGS with Mandatory Instructions

MAGS with Mandatory Instructions are signs with white lettering on a red background and give mandatory instructions for pilots and drivers. Common mandatory instruction signs include Runway Hold Position Signs, Runway Designation Signs, Category I, II holding position signs, and Aircraft NO ENTRY signs.

### Runway Designation Signs



Location/ RWY Designation

Runway Designation Signs mark the intersection of a runway and taxiway and are situated where a Pattern A holding point is found. It consists of a Mandatory MAG sign which displays the runway that taxiway intersects and the Taxiway Location Sign denoting the intersecting taxiway.

### Category I, II Runway Designation Signs



These signs mark the location of a Category I, II holding position, and are found next to Pattern B Runway Hold point markings.

### Aircraft NO ENTRY Signs



Usually found at Rapid Exit Taxiways, a no entry sign consists of a white circle with a horizontal bar on a red background. It marks the entrance of an area where entry is prohibited.

### MAGS with Information

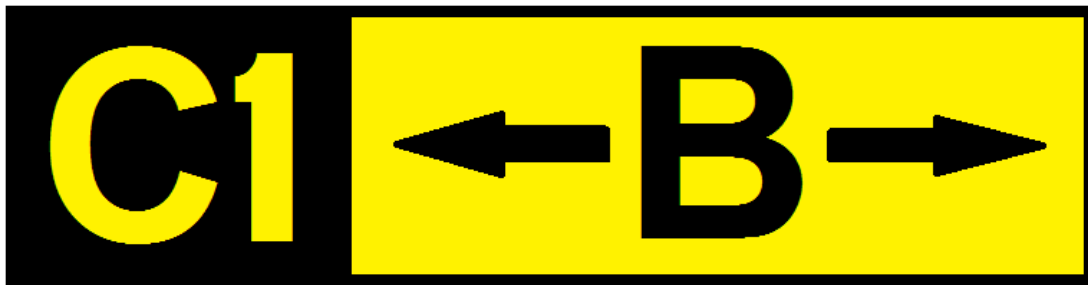
Common Information MAG signs include Taxiway Location Signs and Direction Signs. Information MAG signs are a combination of yellow and black lettering and backgrounds.

### Taxiway Location Sign



A Taxiway Location Sign lets the driver or pilot know what taxiway they are currently on and are yellow letters on a black background. Taxiway Location Signs are usually used in combination with a Runway Designation Sign or a Direction Sign.

## Direction Sign



*Location/ Direction*

Direction signs identify an approaching intersection of taxiways, aprons or taxi-lanes the pilot or driver is approaching with an arrow indicating the direction to turn. Direction signs consist of black letters and arrows on a yellow background.

## Communications

All instructions given by Air services Australia ATC must be responded to immediately.

Drivers operating a vehicle on the Manoeuvring Area and using VHF radio to communicate with ATC are required to hold a CASA issued 'Aeronautical Radio Operator Certificate (AROC), previously known as an Aeronautical Radio Operator Certificate of Proficiency (AROCF).

### Read Back Requirements

All communication with ATC must be read back. The read back of an ATC transmission is terminated with the vehicle call sign.

For example:

**SYD ATC:** *Car Twenty-Three (23), on Taxiway Yankee cross runway Two Five (25)*

**Vehicle:** *On Taxiway Yankee cross runway Two Five (25), Car Twenty-Three (23)*

Runways are always referred to by their direction of operation. If a runway is not operational, drivers should refer to that runway regarding their current location, however ATC may refer to its last direction of operation and drivers should acknowledge that in their read back.

An example of this could be:

**Vehicle:** *Sydney Ground, Car Twenty-Three (23), On Taxiway Yankee request cross Runway Two Five (25)*

**SYD ATC:** *Car Twenty-Three (23) on Taxiway Yankee, cross runway Zero Seven (07)*

**Vehicle:** *On Taxiway Yankee cross runway Zero Seven (07), Car Twenty-Three (23)*

**Remember if you are unsure, or believe there is an error, hold short and do not enter the runway and then confirm the clearance with ATC.**

## Conditional Instruction

A conditional instruction or clearance means the tower may give approval to undertake a task or action and include a condition as part of the approval.

## Radio Frequencies

Radio frequencies (MHz) currently in use are as follows:

124.7	Sydney Tower Aerodrome Controller East (ADC E)
120.5	Sydney Tower Aerodrome Controller West (ADC W)
121.7	Surface Movement Controller East (SMC E)
134.525	Dom1A Movement Control (MOCO)
126.5	Surface Movement Controller West (SMC W)
127.6	Sydney Coordinator
126.25/ 118.55	Automatic Terminal Information Service (ATIS)

## Transmission Techniques

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

Drivers should make use of the following principles:

- Prepare before you talk by ensuring you know what to say, and are on the right frequency; and
- listen before transmitting to avoid over transmitting another vehicle or aircraft; and
- establish contact first before a lengthy request or statement; and
- always state your vehicle identity or call-sign, position and whom you wish to communicate with; and
- be concise and speak plainly in clear English using standard phraseology; and
- read back any holding position or instruction to hold short of, enter, and/ or cross a runway; and
- confirm any details or instructions if you are unsure, ask for any relevant information if required; and
- read back all required instructions and clearances from ATC always using the correct runway designator if required, and end with your vehicle call-sign.

## 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.

## Common Phraseology

AFFIRM – Yes

APPROVED – Permission for proposed action granted

BREAK – The separation of a single transmission into separate messages or recipients

CANCEL – Annul that previous message or request

CLEARED – Authorised to proceed

CONFIRM – Have correctly received the following or did you correctly receive this message or request?

CONTACT – Establish radio contact with

CORRECTION – An error has been made in this message.

DISREGARD – Consider that message / instruction is not sent.

EXPEDITE – Prompt compliance is required without delay.

GO AHEAD – Proceed with your message or request.

HOLD POSITION – Stop and do not proceed until advised.

HOLD SHORT OF – Stop before a specified location or appropriate Runway Hold Point, Intermediate Hold Point or intersection

HOW DO YOU READ – What is the readability of my transmission?

Readability scale of radio signals (i.e., how well a transmission can be heard)

1. Unreadable
2. Readable now and again
3. Readable but with difficulty
4. Readable
5. Perfectly Readable

NEGATIVE – No, or permission not granted, or that is not correct

REQUEST – Request permission to

ROGER – I have received your last message. Must not be used to respond to any question or query requiring a read back or positive or negative answer.

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.

VACATED – I have vacated the runway / taxiway

WILCO – I understand your message or instruction and will comply. Must not be used to respond to any question or query requiring a read back or positive or negative answer.

### Radio Failure

Should a driver experience a radio failure, or is unable to make or receive transmissions, drivers should adopt the following procedure:

For vehicles (not towing aircraft):

1. If on a runway, vacate the runway immediately; and
2. then vacate the manoeuvring area using the safest direct route available; and
3. upon vacating the manoeuvring area, establish contact with ATC using another radio or by telephone and advise that you are clear of the manoeuvring area

For tugs towing aircraft:

1. If in or crossing the runway; vacate the runway immediately onto the nearest empty taxiway and then stop ensuring the aircraft is clear of the Runway Strip; and /or
2. establish contact with ATC using another radio or by telephone and advise that you require assistance; and /or
3. hold position and await the arrival of a SYD Officer and do not leave the vehicle; then
4. the SYD Officer will provide a 'Follow-me' service to your destination and will advise ATC when the vehicle (and /or aircraft) are now clear of the manoeuvring area

After an issue of radio failure, do not re-enter the Manoeuvring Area until the radio or vehicle has been replaced or repaired and is again serviceable.

**During any radio failure exercise extreme caution at all times and keep a vigilant watch for aircraft**

### Light Signals from the Tower

In an emergency, the Air traffic Control Tower may utilise light signals to communicate with Drivers on the Manoeuvring Area. Drivers must have a thorough knowledge and understanding of these light signals.

If you receive signals from the Tower, you should respond immediately.

Signal and Meaning:

STEADY RED – Stop immediately.

FLASHING RED – Move off runway or taxiway and watch out for aircraft.

FLASHING GREEN – Permission to cross runway, or to move to a taxiway.

FLASHING WHITE – Vacate the Manoeuvring Area in accordance with local instructions.

FLASHING Runway or Taxiway Lights – Vacate the runway and observe the Air traffic Control Tower for light signals.

## Appendix A: Driving Infringements and Penalties

	Offence	Points	ADA Suspension	AVCH Ref:
	<b>Speeding</b>			
501	Exceeding the Speed Limit in a shared zone by less than 10 km/h	6	14 Day ADA Suspension	3.5.1
502	Exceeding the Speed Limit in a shared zone by more than 10 km/h	9	14 Day ADA Suspension	3.5.1
503	Exceeding the Speed Limit by less than 10 km/h	3	14 Day ADA Suspension	3.5.1
504	Exceeding the Speed Limit by more than 10 km/h but less than 20 km/h	6	14 Day ADA Suspension	3.5.1
505	Exceeding the speed limit by more than 20 km/h but less than 30 km/h	9	14 Day ADA Suspension	3.5.1
506	Exceeding the speed limit by more than 30 km/h	12	14 Day ADA Suspension	3.5.1

	Safety in the vicinity of Aircraft	Points	ADA Suspension	AVCH Ref:
510	Failure to give way to taxiing aircraft	9	2 Week ADA Suspension	3.7.1
511	Failure to give way to aircraft under tow	6	2 Week ADA Suspension	3.7.1
512	Failure to stop when an aircraft has beacons activated	3	1 Week ADA Suspension	3.10.3
513	Failure to give way to an aircraft that has commenced pushback	6	2 Week ADA Suspension	3.7.1

**Note:** Drivers whose ADA is suspended for failing to give way to aircraft, must recomplete the Airside Driver Awareness eLearning course in AIRDAT, upon which time the ADA will be reinstated. Repeat offences within a 12-month period will result in the applied ADA suspension periods outlined above being doubled.

	Failure to Abide by Airside Markings	Points	ADA Suspension	AVCH Ref:
550	Failure to stop at a stop sign	3	Nil	3.2.4(g)
551	Failure to give way at a give way sign	3	Nil	3.2.4(g)
552	Disobeying traffic signals	3	Nil	3.2.4(g)
553	Failure to use marked roadway (where provided)	3	Nil	3.3.2
554	Disobeying traffic directions	3	Nil	3.2.4(g)
555	Accessing an area in a vehicle without lawful reason or excuse	3	Nil	3.24.1, 3.33.1
556	Failure to comply with ATC Instruction	3	Nil	3.15.2, 3.15.3, 3.16.1, 3.29.2,
557	Interfering with or disturbing traffic management devices	6	Nil	3.36.4
558	Entering or parking in an Aerobridge Clearance Zone	3	Nil	3.39.1

	<b>Dangerous Driving</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
580	Driving in a manner dangerous to people, other vehicles, or equipment	6	Nil	3.9.1

	<b>Improper Overtaking</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
581	Failure to overtake in a safe manner	3	Nil	3.8.1

	<b>Foreign Object Debris</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
600	Dropping FOD from a vehicle	6	Nil	3.6.2
601	Failure to secure a load, ULD on a vehicle, trailer or rolling stock	3	Nil	3.6.2
602	Failure to remove FOD and/or plastic wrap from a vehicle or equipment	3	Nil	3.6.2
603	Use of plastic wrap on rolling stock	3	Nil	3.6.4

	<b>Improper Lighting</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
610	Failure to dip headlights	3	Nil	3.15.1(e)
611	Driving without headlights	3	Nil	3.15.1(e)
612	Failure to use rotating beacons on manoeuvring area	3	Nil	3.15.1(d)
613	Failure to use rotating beacon at night/low visibility	3	Nil	3.2.4 (h)

	<b>Low Visibility</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
630	Driving airside during low visibility conditions without authority	6	Nil	3.29

	<b>No Smoking</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
640	Smoking in a vehicle on the airside	Fine	Nil	3.34.1

	<b>Pedestrian Safety</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
650	Failure to give way to passengers or pedestrian at a pedestrian crossing	3	Nil	3.17.3
651	Driving across a passenger pedestrian crossing during loading/unloading of passengers	3	Nil	3.17.2

	<b>Towing of Freight Dollies</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
690	Towing more than the allowable number of rolling stock	3	Nil	3.11.1

	<b>Riding on Equipment</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
700	Carrying a passenger when there is no seat provided Offence – Driver	6	Nil	3.12.1
701	Offence – Each person without a seat and holding an ADA	3	Nil	3.12.2

	<b>Seat Belts</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
710	Failure to wear seat belt (where fitted)	3 – Per Occupant	7 Day ADA Suspension	3.12.3, 3.12.4

	<b>Bicycle</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
720	Riding a bicycle airside (unless permitted by SYD)	3	Nil	3.22.1

	<b>Failure to Follow Directions</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
770	Failure to follow any directions of SYD Authorised Officer	3	Nil	1.3, 3.1.2
771	Failure to show ADA when requested by an Authorised Officer	3	Nil	1.3.1; 1.3.2; 3.1.2
772	Failure to show State Driver Licence when requested by an Authorised Officer	3	Nil	1.3.2; 1.3.3, 3.2.3
773	Failure to stop after an accident or incident	3	Nil	3.26.1

	<b>Exceeding Authority</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
800	Driving on an apron without the appropriate authority	3	Nil	2.2.1(a)
801	Driving on a taxiway or taxilane without the appropriate authority	6	Nil	2.2.1(b)
802	Driving on a runway without the appropriate authority	12	Nil	2.2.1(c)
803	Operating a vehicle airside without a valid ADA	12	Nil	2.22.10

	<b>Improper Parking</b> (Points may apply to identified ADA holders)	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
810	Parking in a 'No Parking' zone	Fine (3)	Nil	3.14.1
811	Parking in a 'No Standing' or 'No Stopping' zone	Fine (3)	Nil	3.14.1
812	Parking in a designated 'SYD or emergency vehicle zone	Fine (3)	Nil	3.20.3 3.14.1 3.21
813	Parking in an area that obstructs fire stairs/emergency egress or access pathway	Fine (9)	Nil	3.14.1 3.21
814	Parking in an area that obstructs traffic	Fine (3)	Nil	3.20.1 3.21
815	Parking in an area that obstructs pedestrians	Fine (3)	Nil	3.20.1
816	Parking in an area that obstructs aircraft	Fine (3)	Nil	3.20.1
817	Failure to park wholly within a designated storage area	Fine (3)	Nil	3.20.2
818	Parking within the prescribed distance(s) of an Airside/ Landside barrier	Fine (3)	Nil	3.20.5

	<b>Other</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
901	Failure to display AUA	3	Nil	1.8
902	Failure to have a valid AUA	3	Nil	1.3
903	Failure to display Company logos/identification on vehicle	3	Nil	3.32.1, 3.33.1
904	Failure to carry airport map/tower signals in vehicle	3	Nil	3.32.2
905	Failure to maintain proper Escort (Vehicle/aircraft)	3	Nil	3.30
906	Failure to report Vehicle accident/incident	3	Nil	3.26
907	Failure to provide information or giving false or misleading information	3	Nil	3.26.3, 3.27.2
908	Failure to give way to Vehicles already on the airside road	3	Nil	3.7.2
909	Failure to make contact with ATC prior to commencing aircraft escort	3	Nil	3.15.3
910	Using a hand-held mobile phone while driving airside	3	Nil	3.13
911	Using a portable audio device whilst driving airside	3	Nil	3.13 3.38.1
912	Unauthorised use of a third-party vehicles or equipment	3	Nil	3.2.5
999	Operating a vehicle contrary to a condition within the AVCH	3	Nil	ALL

## Appendix B: SYD Contacts and Resources

### Delivery Address

Central Terrace Building  
10 Arrivals Court  
Sydney International Airport  
NSW 2020  
(Opposite the International Terminal)

### Postal Address

Locked Bag 5000  
Sydney International Terminal  
NSW 2020

Phone: (02) 9667 9111 (7 Days)  
Fax: (02) 8338 4919  
Website: <http://www.sydneyairport.com.au/>

### Integrated Operations Centre (IOC):

Terminal 1: (02) 9667 9921; or  
Terminal 2: (02) 9667 9981; or

### Ramp Safety Coordinators:

For assistance with Ramp Operations including airside enforcement activities, GSE management and apron FOD issues, the following contacts are available 7 Days a week between 0500 and 2220 hrs:

- Car 24 Ramp Safety Supervisor: 0466 136 414 (0500-1550)
- Car 4 (Domestic Precinct): 0478 320 633
- Car 9 (International Precinct): 0417 472 179
- Car 72: 0466 540 083
- Car 73: 0408 110 393

### Airfield Operations:

For Airfield and Ramp Operations assistance, the following contacts are available 24 hours a day:

- Airfield Operations Supervisor / Car 2: (02) 9667 9824

### Emergency Number:

For emergency services assistance contact the SYD Emergency Number on (02) 9667 9090 or ext. 9090. Do not call triple zero.

### Security Assistance:

For security assistance contact SYD Security on (02) 9667 9673

## Airside Driving Centre

Location: Airport Services Centre, Level 3, Sydney International Terminal

## Hours of Operation

Monday - Friday: 08:00 to 16:00

Saturday - Sunday: closed

## Contacts

Phone: (02) 9667 6079 or 9667 9079

Fax: (02) 8338 4924

Email: [AirsideDrivingCentre@syd.com.au](mailto:AirsideDrivingCentre@syd.com.au)

## Website:

Information about Airside Driving and resources including the Airside Driver's Log sheet and copies of the Airside Vehicle Control Handbook can be found at:

<http://www.sydneyairport.com.au/corporate/about-us/working-at-sydney-airport/airside-driving-centre.aspx>

## AIRDAT:

AIRDAT Passport is currently used for ADA assessment bookings, the online Driver Awareness course and applications for AUA permits. Airdat can be found at:

<https://passport-syd.airdat.org/account/login>

## Additional Resources:

### **Air services Australia Runway Safety:**

[http://www.airservicesaustralia.com/wp-content/uploads/16-138BKT\\_Airside-drivers-guide-runway-safety\\_WEB.pdf](http://www.airservicesaustralia.com/wp-content/uploads/16-138BKT_Airside-drivers-guide-runway-safety_WEB.pdf)

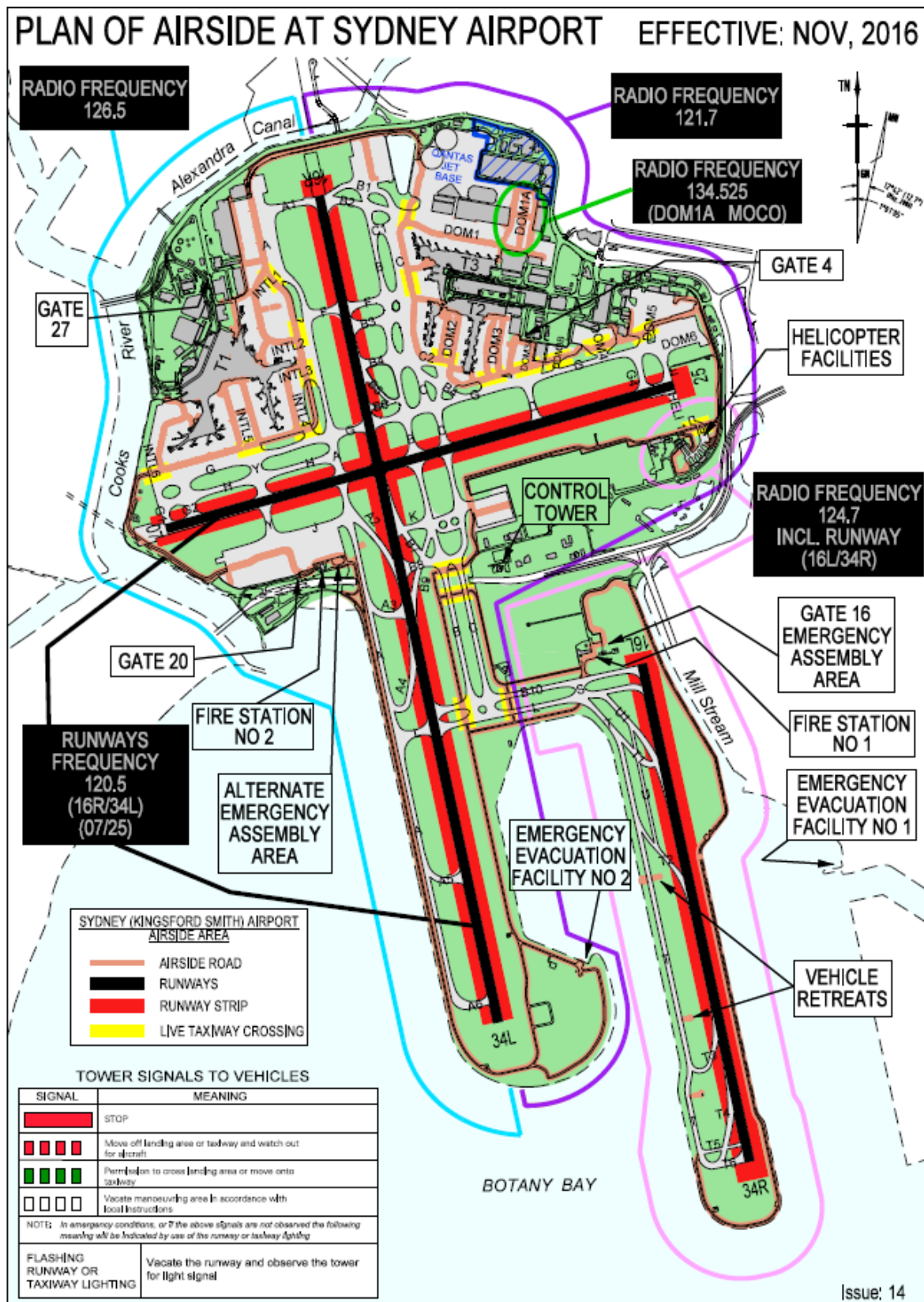
### **CASA Manual of Standards part 139:**

<https://www.legislation.gov.au/Details/F2020C00797>

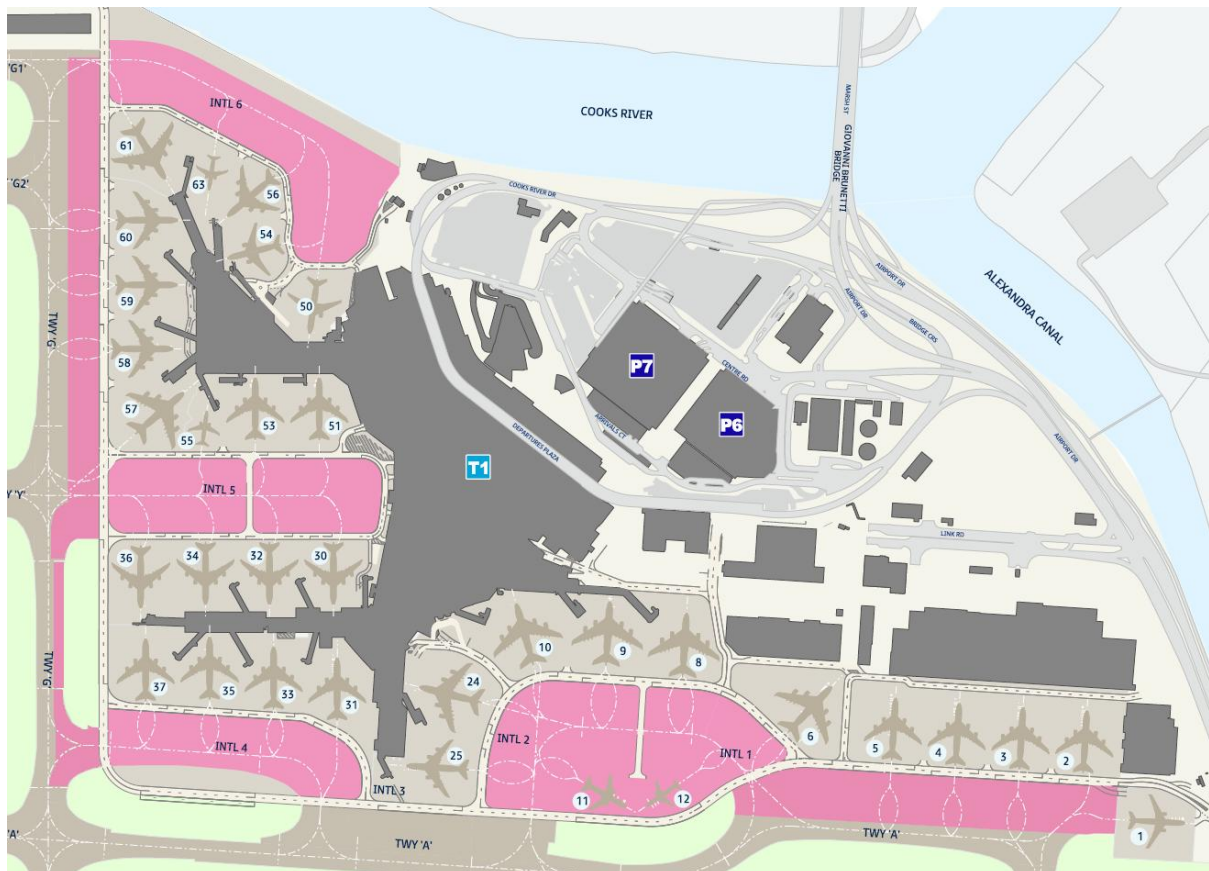
## Appendix C: Aircraft Codes and Wingspan

CODE	Wingspan	Aircraft Type
A	<15m	Single engine light aircraft and Small Business Jets i.e., Cessna 172
B	15 – 24m	Saab 340
C	24 – 36m	Boeing 737, Airbus A320, Dash 8 Q400, ATR-72
D	36 – 52m	Boeing 767
E	52 – 65m	Airbus A330, Airbus A340, Airbus A350, Boeing 787, Boeing 747, Boeing 777
F	65 – 80m	Airbus A380, Antonov-124

## Appendix D: Airside Map

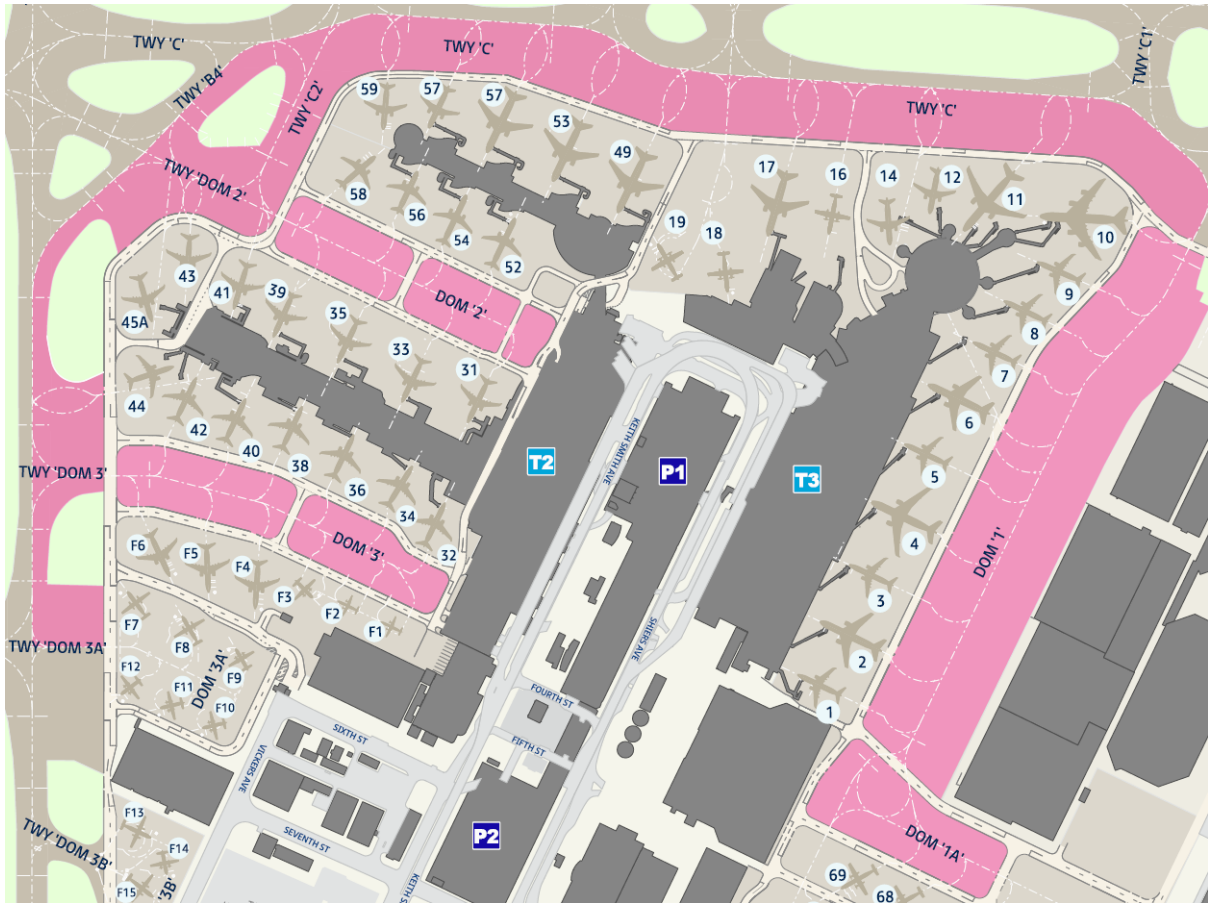


## Appendix E: CAT 2P Areas of Operation



### CAT 2PI - Authorised Areas of Operation: International Precinct

- TWY Alpha north of INTL 1
- INTL 1
- INTL 2
- INTL 3
- INTL 4
- TWY Golf west of TWY Alpha
- INTL 6



### CAT 2PD - Authorised Areas of Operation: Domestic Precinct

- Domestic 1A
- Domestic 1
- TWY Charlie between TWY Bravo 1 and TWY Bravo 4
- TWY Charlie 2
- TWY Bravo 4 between TWY Charlie and TWY Golf
- TWY Golf between TWY Bravo 4 and TWY Delta
- Domestic 2
- Domestic 3

## Appendix F: Practice Questions and Answers

1. What parts of the airport are described as the Manoeuvring Areas?
  - a. Runways and taxiways, excluding aprons
  - b. Airport aprons and taxiways, excluding airside roads
  - c. Aprons and airside roads
  - d. Aprons and taxiways
2. Can you use or operate your mobile phone when driving airside?
  - a. I can but only if it's important
  - b. You can answer your mobile phone while driving when it's for an operational reason
  - c. No, unless I am using an acceptable hands-free device
  - d. Yes, there are no restrictions when airside for mobile phones
3. Can drivers take shortcuts across aprons?
  - a. Yes, if safe to do so
  - b. Yes, to save time
  - c. No, not at any time
  - d. Yes, if no aircraft are parked on the apron
4. What is a Runway Guard Light used for?
  - a. It gives a visual warning you are about to enter a runway
  - b. They are a set of traffic control lights
  - c. Runway Guard Lights show active runways
  - d. They are useful for pilots
5. How far should a driver remain from an aircraft refuelling point or venting outlet during fuelling operations?
  - a. 10 Metres
  - b. 3 Metres
  - c. 15 metres unless they are involved with the servicing of that aircraft
  - d. 5 Metres
6. When are you permitted to enter an unserviceable area?
  - a. At no time
  - b. Only when you have an operational requirement
  - c. Only when your speed is less than 10 km/hr
  - d. You can enter any area that is closed
7. Your ADA may be suspended if you accumulate 12 or more demerit points within what period?
  - a. 6 Months
  - b. 18 Months
  - c. 24 Months
  - d. 36 Months

8. The Category 2S ADA are only for drivers who:
  - a. Operate electric vehicles airside
  - b. Drive south of the Number 2 Fire Station and the Taxiway Kilo Standoff Apron
  - c. Operate specialist vehicles in the baggage makeup areas
  - d. Are members of the Emergency Services
9. Two broken and two solid yellow lines, red stop bars and runway guard lights mark which areas?
  - a. An aircraft parking apron
  - b. A runway hold point
  - c. A live taxiway crossing
  - d. A traffic intersection in the baggage makeup areas
10. Must seat belts be worn if they are available?
  - a. Yes
  - b. No
  - c. Yes, if you are the driver, but passengers on a baggage tug do not
  - d. Yes, but only if you are towing equipment
11. Can you park your vehicle or leave GSE on a painted white island?
  - a. Yes
  - b. No
  - c. Yes, but only if you are a contractor completing terminal works
  - d. Yes, but only if you are a ground handler
12. Which of the following is correct during declared low visibility procedures?
  - a. Access to the airfield south of Runway 07/25 is restricted to authorised personnel only
  - b. Drivers will be notified at an entry gate that low visibility procedures are in effect
  - c. I can contact the IOC or ATIS if I am unsure about low visibility procedures
  - d. All these answers are correct
13. Which of the following is considered potential Foreign Object Debris (FOD)?
  - a. Unsecured Garbage, plastic sheeting and paper
  - b. Plastic wrap tied up in the axles of doleys, and barrows
  - c. Passenger bags falling off towed barrows
  - d. All these items
14. Drivers must produce which of the following when requested by a Sydney Airport officer:
  - a. An approved Aviation Security Identification Card (ASIC)
  - b. A current state or territory driver licence
  - c. An Authority to Drive Airside
  - d. All these answers are correct
15. What is the speed limit within 3 metres of an aircraft?
  - a. Less than 10 km/hr
  - b. 20 km/hr
  - c. 30 km/hr
  - d. 40 km/hr

## Answers:

1. **A** – Only Category 2P, 3 and 4 drivers can drive unescorted on the Manoeuvring Area
2. **C** – look for more information about using a mobile phone airside in the **Mobile Phones, Ear buds, Headphones and Portable Audio Devices** section of this handbook
3. **C** – Drivers cannot short cut through an apron for any reason
4. **A** – Runway Guard Lights are found on every runway – they are a warning that you are near an entrance to the runway
5. **C** – Drivers should remain a minimum distance of 15 metres away during fuelling operations unless they have an operational reason to do so
6. **B** – look for more information about this area in the **Unserviceability Marker** section
7. **D** – look for more information about this area in the **Airside Enforcement and the Points System** section on
8. **B** – The CAT 2S is an ADA for drivers who need to operate unescorted in the southern areas of the aerodrome
9. **B** – CAT 2, 2P, 2S or CAT 3 drivers who find themselves next to a Runway holding point must stop and not proceed any further.
10. **A** – Seatbelts must be worn where available including all passengers
11. **B** – Drivers cannot park vehicles or leave GSE on a painted island airside
12. **D** – look for more information about Low Visibility in the section on **Low Visibility Procedures** in this handbook
13. **D** – FOD can also be loose parts from GSE such as bolts, nuts, rollers, and wheels
14. **D** – Drivers must supply their ASIC, state drivers' licence and ADA Permit to an authorised Sydney Airport Officer when requested to do so
15. **A** – Find more information in the **Speed Limits** section of this handbook