Sydney Airport

Airside Driving **Pocketbook**

July 2018

Contents

Introduction

This hand book has been produced by Sydney Airport 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 Sydney Airport's driving rules may result in the accumulation of demerit points and ultimately loss of your ADA and privileges to drive airside.

Operation of vehicles airside is much more complex than landside operations. In addition to other vehicles, drivers must maintain situational awareness of aircraft operations at all times. To assist you in this task, minimise potential distractions such as mobile phones, non-essential radios and stereo systems whilst operating your vehicle. As a holder of a Sydney Airport 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 the 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 taxiways and runways, the second part of the hand book also provides important information regarding Manoeuvring Area markings and procedures.

Remember…. your driving is on show at all times 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 Sydney Airport Airfield Operations or Ramp Operations teams as poor driving behaviours will not be tolerated at Sydney Airport.

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!

Definitions:

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 Operations Officer: A Sydney Airport representative appointed by the Secretary to the Department of Infrastructure, Regional Development and Cities to enforce Commonwealth Regulations.

Airside: The area of Sydney Airport 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): ATC is Aerodrome and Surface Movement Control (also known as Sydney Tower or Sydney Ground).

Aerodrome Terminal Information Service (ATIS): ATIS broadcasts contain essential information, such as weather information and which runways are active.

Authority to Drive Airside Permit (ADA): An authority issued to a driver for the purpose of driving airside (also known as an Airside Drivers Licence).

Authority for Use Airside Permit (AUA): An authority issued by Sydney Airport authorising a vehicle to be used on the airside.

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 Sydney Airport.

Escort: One or more persons or vehicles accompanying another vehicle to guide, protect, supervise and able to take immediate action to prevent an unsafe act when airside.

IOC: Integrated Operations Centre.

Landside: That portion of Sydney 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).

Ramp Safety Coordinator: A Sydney Airport representative appointed by the Secretary to the Department of Infrastructure, Regional Development and Cities to enforce Commonwealth Regulations.
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: The Sydney Airport Corporation, the airport operator for Sydney Airport.

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: Any self-propelled ground surface vehicle or mobile equipment (including specialised aircraft servicing vehicles and ramp equipment).

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

ADAs are issued by Sydney Airport'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 applied for by the applicant.

Sydney Airport reserves the right to exercise its discretion in issuing or renewing an ADA subject to the conditions outlined within the Sydney Airport AVCH.

ADAs issued by Sydney Airport are only recognised for use airside at Sydney Airport. Drivers from other ports must meet initial application criteria outlined within the AVCH prior to obtaining a Sydney Airport ADA.

Who Can Drive Airside?

To be eligible to hold an ADA permit, drivers must be currently employed by a vehicle operator at Sydney Airport 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 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 Sydney Airport ADA theory and practical tests

Categories of ADA

ADAs are 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.

Sydney Airport does not licence or seek to verify a person(s) competency in operating a particular 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:

- **Category 2** (CAT 2): airside roads and aprons north of the Number 2 Fire Station and the give way marking on the southern side of the Taxiway Kilo Standoff Apron;
- **Category 2S** (CAT 2S): airside roads and aprons including the areas south of the Number 2 Fire Station and the give way marking on the southern side of the Taxiway Kilo Standoff Apron;
- **Category 3** (CAT 3): airside roads, aprons, and taxiways;
- **Category 4** (CAT 4): airside roads, aprons, taxiways, and runways

Obtaining an ADA Permit

Before applying for an Authority to Drive Airside (ADA), a driver must:

For the CAT 2 and CAT 2S ADA:

For the CAT 2 complete a minimum of 4 hours driving on the airside, under supervision of a Category 2 or above ADA Holder, of which 3 hours must be conducted by day and at least 1 hour by night (or hours of darkness).

Applicants of the CAT 2S must complete a minimum of 6 hours driving on the airside, under supervision of a Category 2S or above ADA Holder, of which 3 hours (2 daylight/ 1 night) must be conducted by driving on airside roadways south of the Taxiway Kilo Standoff Apron and the Number 2 Fire station.
Driver's upgrading from a CAT 2 to a CAT2S can reduce their logged hours to only 2 hours (1 daylight/ 1 night).

Record these supervised hours into the ADA driver's log which is signed by the supervising ADA holder;

Other specific knowledge required includes:

- satisfy the eligibility requirements to hold an ADA;
- hold a current and valid ASIC;
- hold a current and valid State or Territory drivers licence;
- be able to safely operate a vehicle airside in the vicinity of aircraft;
- know the geographic limits of the CAT 2 and CAT 2S, and to readily identify the boundaries of the Manoeuvring Areas;
- recognise aircraft anti-collision lights, and be aware of the dangers of jet blast;
- be able to safely operate a vehicle airside in the vicinity of passengers and other airport users;
- have knowledge of airside markings, including but not limited to apron roadways, parking areas, equipment storage and clearance areas;
- be able to identify and obey posted speed limits;
- know the correct procedures for live taxiway crossings;
- have a working knowledge of 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.

For the CAT 3 or CAT 4 ADA:

A driver wishing to hold a Cat 3 or 4 ADA, in addition to the prerequisites listed above must:

- Complete a minimum of 8 hours as a driver of a vehicle on the Manoeuvring Area
- under supervision by an ADA Holder whose ADA is the equivalent Category of licence being applied for, of which 6 hours must be conducted by day and at least 2 hours by night;
- Record these supervised hours into a drivers log which is signed by the supervising ADA holder;
- hold a CASA issued Aeronautical Radio Operator Certificate (AROC).

CAT 3 or CAT 4 Holders providing supervision for drivers wishing to log hours on the Manoeuvring Area must contact the Airfield Operations Supervisor (Car 2) on +61 2 9667 9824 prior to entering the Manoeuvring Area.

Other specific knowledge required includes:

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, taxiways, and aprons;
ii. know the correct procedures for entering or crossing taxiways, runways and runway strips;
iii. recognise and understand all of the day and night markers and markings, e.g. Movement Area Guidance Signs, taxiway intersection markings, holding points, rapid exit taxiways, runways and all lighting;
iv. be fluent in the correct radio procedures, frequencies, phraseology, and light signals from Air Traffic Control.

Any driver wishing to obtain the CAT 4 ADA must demonstrate an ongoing operational requirement to operate a vehicle on the Manoeuvring Areas (including runways) at Sydney Airport on a frequent basis.

Airdat Passport and the Airside Driving eLearning Course

The administration of ADA and AUA permits, including making test appointments are hosted in Airdat.

For ADA permits, applicants should use the Airdat Passport portal while applicants of the AUA vehicle permit should use the Onboard portal. Information about how to register for and use Airdat can be found on the airside driving webpage on the Sydney Airport website.

All drivers who wish to apply for an initial ADA Permit, or wanting to renew their existing ADA Permit must complete an eLearning course before they are able to book an assessment.

Applicants can find their respective eLearning course in Airdat i.e. New applicants or holders of the Category 2 ADA permit should complete the CAT 2 Airside Driver Awareness course. Once completed applicants can book for the appropriate theory and practical assessments for their category of licence.

Drivers who qualify for the CAT 2S ADA permit should complete the CAT 2S Airside Driver Awareness eLearning course, but select the CAT 2 Theory and Practical assessments.

Testing Process for the Airside Driving Authority Permit

Sydney Airport conducts competency-based testing of all drivers who wish to hold an ADA on Sydney Airport. This applies to all drivers applying for their initial Airside Driving Authority, and any driver wishing to renew their existing ADA.

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

a) a computer-based theory test consisting of multi choice questions; and
b) a practical driving exam conducted airside on Sydney Airport

The CAT 3 ADA test consists of:

a) a computer-based theory test consisting of multi choice questions; and
b) a geography test based on the aprons, taxiways and runways located airside on Sydney Airport; and
c) a practical driving exam conducted airside on Sydney Airport, 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 multi choice questions; and
b) a geography test based on the aprons, taxiways and runways located airside on Sydney Airport; and
c) a practical driving exam conducted airside on Sydney Airport, 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 the pass the Airside Driving theory tests.

If an applicant fails to answer up to 3 questions correctly, they may immediately attempt the same 3 questions again. If the applicant fails to answer any of those 3 questions correctly, they must re-sit the theory test again but may only do so 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 the entire theory test again but may only do so after the mandatory period of not less than 72 hours.

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

Practical driving exams are taken under the guidance of a Sydney Airport Airside Driving Examiner. Applicants must be able to demonstrate their ability to operate a vehicle safely in the vicinity of aircraft and other airport users, as well as their 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. Applicants must be able to demonstrate the ability to operate a vehicle safely near aircraft and other airport users on the Manoeuvring Area and be able to communicate with and understand instructions from Air Traffic Control. Applicants will also be required to demonstrate their knowledge of the operating environment including markings, aircraft movements and operating conditions.

Applicants must be assessed as competent in all areas of the practical test to pass. Any violation of the rules contained in the AVCH, e.g. such as 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 exam.

Any applicant who fails to be assessed competent during the practical exam 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.

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 ASIC; and
- a current and valid state or territory licence; and
- current ADA (if renewing) or Drivers log (new ADA applicants)

Practical Test:

- a current and valid ASIC; and
- a current and valid state or territory licence; and
- high visibility clothing; and
- hearing protection; and
- appropriately enclosed footwear.

Applicants of the CAT 3 or CAT 4 ADA permit may be required to submit their Aeronautical Radio Operator Certificate (AROC) prior to attempting their theory assessment.

General Conditions of the ADA Permit

The Airside Driving Authority (ADA) permit is valid for 24 calendar months from the month of issue unless otherwise specified by Sydney Airport.

If an ADA holder ceases employment with a vehicle operator at Sydney Airport, they must return their ADA to the Airside Driving Centre.

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.
b) the ADA will be suspended for the cancellation/suspension period of that State or Territory licence.

Drivers may only hold one ADA permit at a time. Where an ADA holder works for more than one employer, their ADA must be sponsored by only one company. It is the responsibility of the ADA holder to inform the sponsoring company about any other employer that they 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 Sydney Airport Ramp Safety Coordinators and Sydney Airport Airfield Operations Officers on their 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 Sydney Airport Ramp Safety Coordinators and Sydney Airport Airfield Operations Officers and other authorised Sydney Airport 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 eligible to retain their ADA, they must return their original Airside Driving Authority and transfer it to their remaining employers company 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 Sydney Airport, the ADA holder may only transfer their ADA if the period between employers is less than 3 months without re-sitting the airside driving examination. The ADA will be then re-issued with the original expiry date. On application, the driver must provide proof of:

i. their eligibility requirements to hold an ADA; and
ii. a current and valid ASIC with their new employers; and
iii. a current and valid state or territory licence

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

iv. provide a letter from the new employer which must state that their employment requires an ongoing operational requirement to operate a vehicle on the Manoeuvring Areas at Sydney on a frequent basis, and specify what that role is; and
v. provide proof of a valid Aeronautical Radio Operator Certificate.

If the period between new employers is greater than 3 months, but less than 6 months ADA Holders wishing to transfer their ADAs must re-sit the theory and practical tests, however they are not required to resubmit a new drivers log.

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

Renewing an ADA

Drivers may renew their Airside Driving Authority at any time but are required to complete the online Airside Driver Awareness course and re-sit the theory and practical assessments appropriate for their category of ADA.

Applicants will also be required to bring their:

a) ASIC; and
b) State or Territory Drivers Licence; and
c) Current ADA

CAT 3 or 4 holders must also bring their Aeronautical Radio Operator Certificate.

Holders of the CAT 3 or 4 ADA may be required to provide evidence of the continuing operational need to hold that Category of licence.

Applicants who allow their ADAs 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 drivers log.

Current ADA holders, who fail any theory or practical test during ADA renewal, must surrender their current ADA until they can successfully pass all their tests.

Upgrading an ADA

Drivers can upgrade their Authority to Drive Airside permit to a higher category of ADA provided they can establish a genuine need to upgrade the ADA and can satisfy the eligibility requirements for that ADA.

A driver may apply to upgrade from a CAT 2 to a CAT 3, or directly to a CAT 4 ADA.
The holder of a CAT 3 ADA may apply to upgrade to a CAT 4 ADA.

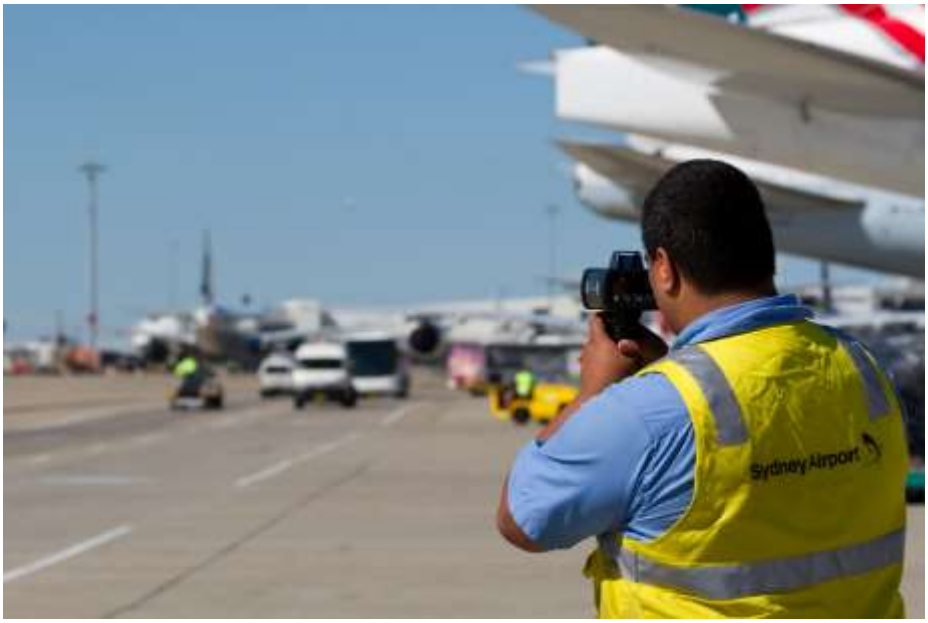
Drivers upgrading their ADA may reduce the number of logbook hours required by taking into consideration logbook hours already completed for their existing ADA category. For example, an ADA holder upgrading from a CAT 2 ADA may reduce the logged hours required for a new CAT 3 or 4 ADA to 4 hours (of which at least 2 hours must be conducted during darkness or night).

Downgrading an ADA

The holder of an ADA that no longer meets the prerequisites of that category of ADA is obliged to downgrade their ADA to a category that they are eligible to meet. If a driver can no longer substantiate the need to maintain a category of ADA, they must surrender their ADA to the Airside Driving Centre within 72 hours of notification.

An ADA may also be downgraded if the holder is the subject of an investigation, a request has been made by their employer or because they have incurred a significant number of demerit points.

Airside Enforcement and the Points System



Sydney Airport 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 Sydney Airport. Upon notification their ADA has been suspended, the ADA holder will be required to 'Show Cause' as to why their ADA should not be suspended. Depending on the outcome of the show cause appeal, Sydney Airport 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 permit reissued to them.

In certain circumstances, Sydney Airport 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, Sydney Airport may also elect to cancel the drivers ADA.

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

Sydney Airport 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 Sydney Airport and a notification specifying the details of the offense forwarded to the company/vehicle operator sponsoring the ADA permit of the driver.

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

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

Suspension of an ADA Permit

If an ADA holder is notified by Sydney Airport that their ADA has been cancelled, withdrawn or suspended, that driver must surrender it to the Sydney Airport Airside Driving Centre within 72 hours of notification or if otherwise specified.

Abusive Behaviors and Failure to Follow Instructions

ADA permit holders must follow all instructions given to them by Sydney Airport Airfield Operations officers and Ramp Safety Coordinators, including requests for drivers to submit their ASIC, ADA permit, 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 Sydney Airport Officers during the course of their duties (including Airside Enforcement) are a serious breach of the rules contained within the AVCH and can lead to the immediate suspension of a driver's ADA permit.

General Airside Driving Rules and Requirements

The rules for driving airside are an important part of the system that Sydney Airport 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 always comply with the 'Rules for Driving Airside' set out in Section 4 of the AVCH.

Drivers must not drive a vehicle airside unless the vehicle has a valid Authority to Use Airside affixed to the vehicle. The Driver must carry:

- a valid ADA permit;
- a valid 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.

If a driver does not have a valid ADA they must be escorted, either in the vehicle by a holder of a valid ADA, or by another vehicle providing an escort. Drivers must not drive airside unescorted if they do not carry the required identification and their ADA permit and can be issued an infringement if they choose to do so.

Authority to Use Airside Permit

An Authority for Use Airside (AUA) permit is an authority issued by Sydney Airport that permits the operation of a motorised vehicle on the airside areas of Sydney Airport. The provisions contained within the AVCH give guidance on the management and requirements for operating vehicle(s) on the airside of the airport. AUAs are administered and issued by the Airside Driving Centre, and vehicle operators may contact them about how to obtain and maintain the AUA.

Beacons, Special Equipment and Markings for Vehicles

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

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

All vehicles which are to be used airside unescorted must be equipped with a rotating or flashing amber beacon located on the highest point of the vehicle and visible from 360˚. The beacon must be activated:

- during hours of dusk, dawn and darkness or during periods of declared low visibility: and/ or
- using the airside roadway between Domestic 6 and the South East Sector Apron.

All vehicles entering the airside at Sydney Airport must be able to demonstrate, on entry, that their vehicle is equipped with a working rotating or flashing beacon.

Operators may use a removable magnetic beacon or alike, however the driver must be able to demonstrate that the beacon is present in the vehicle and/or activate it during darkness or declared low visibility prior to being allowed to operate airside. Drivers may be denied entry into the airside if they refuse to or are unable to show their vehicle has a working beacon without an escort.

All vehicles intending to be operated on the Manoeuvring Area must be equipped with:

- an amber light located on the highest point of the vehicle visible from 360˚; and
- a vehicle locator transmitter or 'VeeLo' capable of detection by the Advanced Surface Movement Guidance Control System (A-SMGCS); and
- a suitable radio able to communicate with Air Traffic Control.

Companies intending to operate vehicles on the Manoeuvring Area should also consider CASA Standards - Manual of Standards 139 paragraph 8.10.4.1 and 8.10.4.2 available from www.comlaw.gov.au.

Any vehicle that not equipped with a working VeeLo intending to enter the Manoeuvring Area is required to be escorted by a vehicle that is suitably equipped.

Sydney Airport Airfield Operations Officers and Ramp Safety Coordinators

Sydney Airport Airfield Operations Officers and Sydney Airport Ramp Safety Coordinators 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.

Vehicle operators are required to observe and obey all instructions given by Sydney Airport Airfield Operations Officers and Sydney Airport Ramp Safety Coordinators and must stop and give way to any Sydney Airport Airfield Operations Officers and Sydney Airport Ramp Safety Coordinators vehicle that is blocking an airside roadway with its flashing beacons operating until it switches off its beacons, and/or moves off the roadway.

Drivers are required to stop for Sydney Airport Airfield Operations Officers and Sydney Airport Ramp Safety Coordinators conducting airside driving enforcement, and must show their ASIC, ADA and state or territory licence upon request.

Contact information for the Sydney Airport Airfield Operations Officers and Sydney Airport Ramp Safety Coordinators can be found in Appendix B: Sydney Airport Contacts and Resources.

No Seat, No Ride and Seatbelts

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.

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 be issued an infringement for every passenger that does not wear their seatbelt where available.

Drugs and Alcohol

Drivers must not drive airside while under the influence of drugs or alcohol.

No Smoking

All areas airside on Sydney Airport are designated as a 'No Smoking Area'. Smoking is prohibited in all vehicles operating airside. Anyone found smoking airside may have their access rights to the airside at Sydney Airport 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.

- Sydney Integrated Operations Centre (IOC) Terminal 1 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, scooter, or skateboard airside without the written permission of Sydney Airport.

Vehicle Indicators

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

Right of Way

Aircraft, including those under tow, have right of way at all times.

Vehicles on the airside roadways have right of way over any vehicles entering or crossing 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, the 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;
- not exceed the speed limit for that area;
- not use any part of apron or Manoeuvring Area to overtake;
- 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

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.

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 Sydney Airport Airfield Operations Officers, 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

Sydney Airport has policies and procedures in place to promote a safe work environment, however, if an incident or emergency does occur, Sydney Airport has an emergency number that is staffed 24 hours per day.

To report and emergency contact the Sydney Airport Emergency Number on +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:

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

Remember all incidents must be reported.

Vehicle Incidents and Accidents

If the driver of a vehicle is involved in an accident on the airside which causes personal injury; or property damage including aircraft and /or 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 in excess of:

- Six (6) 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.

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 and Portable Audio Devices

Drivers must not when driving airside answer or use, or attempt to answer or use, a hand-held phone. 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.

Drivers can use a mobile phone to make or receive phone calls whilst driving airside only 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.

The driver of a vehicle must not, when driving airside, use, or attempt to use any portable Audio devices including the manipulation of the console itself and the use of ear buds/headphones.

The wearing and/or use of audio earphones and/or buds while driving airside is explicitly prohibited.

Escorts

Drivers of vehicles that are not authorised to drive airside (i.e. drivers without an ADA, ASIC and/or driving a vehicle without a valid AUA) may proceed airside under the supervision of an escort.

A driver holding an appropriate category of ADA for the area required may escort a vehicle by one of the following ways:

a) driving a vehicle for which an AUA is current and appropriately equipped to escort the supervised vehicle; or
b) accompanying the supervised vehicle on foot.

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

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

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

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

Security Officers manning Sydney Airport Security Gates, including pedestrian gates, will advise personnel accessing airside of the application of Low Visibility Procedures.

Category 3 or 4 ADA permit 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 Sydney Airport and ARFF vehicles, push back tugs etc will be permitted to operate airside.

All non-essential vehicles should cease operating airside during LVP. Vehicles deemed non-essential 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 the Sydney Airport Operations Officers, and/or
- be removed from the airside until ATC declare the cessation of Low Visibility Operations and Sydney Airport’s LVPs no longer apply.

Servicing vehicles considered essential to operate on or near apron areas during LVP will be under the guidance of Airline/Ground Handling Ramp Supervisors.

Vehicles requiring access to the Manoeuvring Area may do so only under ATC direction; these include Airservices Australia ARFF Tenders, Sydney Airport Operation’s vehicles, and aircraft tugs involved in pushback operations onto taxiways.

During LVP, access to the airfield south of Runway 07/25 is restricted to Sydney Airport 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 Airfield Operations shortly after these road closures are put in place.

Vehicles which continue to operate airside during Low Visibility Procedures must exercise extreme caution at all times and have a working and rotating or flashing amber beacon and display dipped headlights.

Roadway System

Sydney Airport provides a continuous road system around the Airport. This road system is designed and marked in accordance with the CASA Manual of Standards (MOS139) 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.

Drivers must not take short cuts across aprons and/or Aircraft Parking Bays, cut the corners of Aircraft Parking Bays, or cut across the roadways under terminal buildings.
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.

Sydney Airport enforces the posted speed limits using officers trained and equipped with the LIDAR speed detection device and drivers can be issued infringement notices, receive demerit points on their ADA. Drivers will also receive a mandatory one-week suspension of their ADA permit for exceeding the speed limit and must surrender their ADA permit to the Officer conducting enforcement duties. Drivers can pick their ADA permit up from the Airside Driving Centre after 7 days or on the next business day following the suspension period.

Where no speed limit is posted, drivers must adhere to the following:

- Taxiways and runways (unless otherwise directed by ATC): 60 km/hr
- Under terminal buildings or in the baggage makeup areas: 10 km/hr
- Within 3 metres of a parked aircraft: Less than 10 km/hr

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 the give way marking on the southern side of the Taxiway Kilo Standoff Apron are restricted to Cat 2S ADA holders (or higher) that can demonstrate an operational need to access the area and must have an active rotating or flashing amber beacon located on the highest point of the vehicle and be visible from 360˚ except during Low Visibility Operations when these roadways are closed and access is restricted to Sydney Airport Operations personnel & ARFF only

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

Vehicles travelling on the airside roadway between the Domestic 6 Apron and the Taxiway Kilo Standoff Apron 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, vehicle operators on the western perimeter roadway between the Number 2 Fire Station and the southern extremity of Runway 34L must:

- contact the Airfield Operations Supervisor (Car 2) on +61 2 9667 9824 prior to travelling on this section of road if in a slow-moving vehicle and/or this vehicle exceeds the maximum allowable height restriction of 3.3 metres; and
- 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.

The airside roadway at the southeast corner of Runway 16L/34R passes within the Runway 34R approach. Vehicles proceeding on this portion of roadway must:

- keep a vigilant watch for aircraft and activate an amber beacon on the vehicle; and
- not transit between runway strip end and sign posted area whilst an aircraft is on its last 2000 metres of Runway 34R approach; and
- confine all movement to the sealed roadway only; and
- not stop or leave the vehicle unattended within the approach area (as signposted) without ATC clearance.

The airside roadway at the northeast corner of Runway 16L/34R passes inside the runway strip (delineated by gable markers). A white painted “Flush Gable Marker” on the roadway marks the location. Vehicles proceeding on this portion of roadway must:

- keep a vigilant watch for aircraft; and
- confine all movement to the sealed roadway only; and
- not stop or leave vehicle unattended near this area or within 100 metres of the aircraft approach side (as signposted) without ATC clearance.

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 the CAT 2S ADA permit or higher; and
- not stop or leave stationary objects on the roadway; and
- vehicles, except for ARFF vehicles, must not exceed 3m in height.

Over height Aviation Rescue Fire Fighting 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, 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.

The stopping, standing or parking of vehicles or equipment is not permitted on the concourse roadways or Baggage areas beneath the Terminals unless in designated and 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 Ramp Safety Incident Report (RSIR).

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

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.

Equipment Clearance Areas

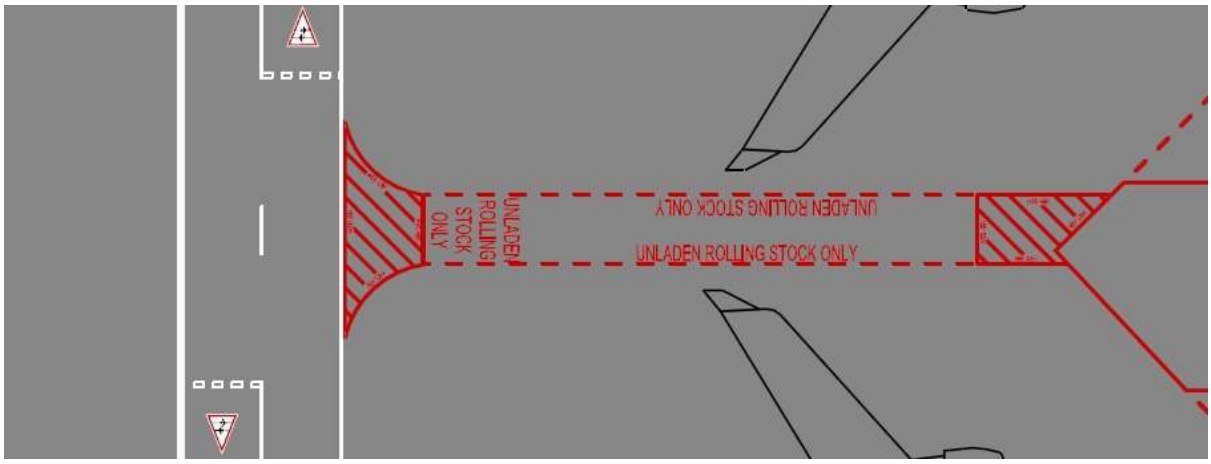
Also known as Equipment Staging areas these areas are marked by a single broken red line, which can be highlighted by white or black lines, with ‘Equipment Clearance’ marked on the side where the vehicles or ground service equipment (GSE) can be staged.

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 be attended to at all times 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.

Between Wingtip Staging Areas



The Between Wingtip Staging (BWS) area is designed to ensure compliance with wingtip clearance requirements as mandated by the Civil Aviation Safety Authority (CASA).

On bays where BWS markings exist, ground handlers are required to observe and obey the following procedures, and /or any additional directions issued by Sydney Airport Operations and Ramp Safety Officers relating to the BWS on these Bays.

The BWS is marked by a broken red line with 'Unladen Rolling Stock Only' marked within the BWS area and is capped by red hatched areas at the top and bottom of the BWS.
These red hatched areas must be kept clear at all times and provide an additional area for the entry/egress of airport refuelling vehicles and Aviation Rescue Fire Fighting vehicles.

Ground handlers servicing an aircraft on an apron marked with a BWS must:

- Only stage unladen rolling stock in the broken red areas 30 mins prior to the aircraft's arrival time, and then only if the Bay is empty;
- Move the unladen rolling stock once the aircraft has come to a stop, switched off its anti-collision beacon and the engineer has given the thumbs up, to equipment clearance areas, behind the tail of the aircraft, and /or behind the trailing edge of the starboard wing;
- Keep the now empty broken red areas of the BWS clear so that it becomes a funnel for vehicles requiring access to the head of stand during the turnaround to prevent them from driving under the aircraft wingtip.

Catering, Cleaning and other high lift vehicles should stage remotely prior to the aircraft's arrival and are not permitted to access the forward cabin doors of the aircraft until the forward hold loading equipment has been positioned and the BWS area is clear of unladen rolling stock.

For further information on the BWS area requirements, refer to the Between Wingtip Staging Procedure and video available on the Sydney Airport Website.

Equipment Storage Areas

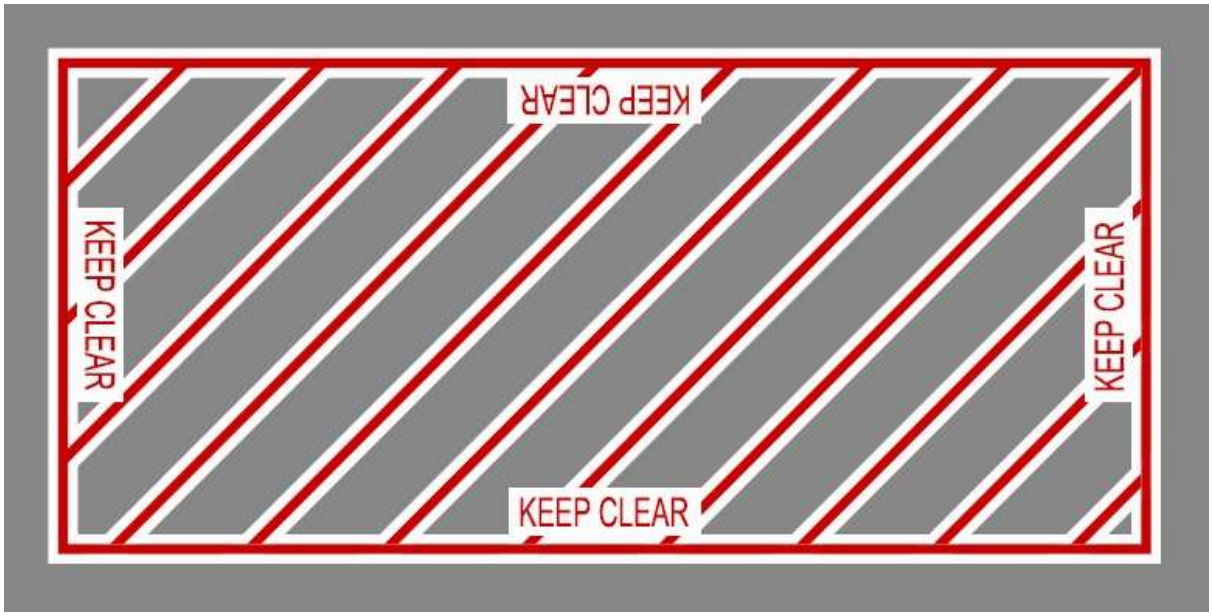
These areas are marked by a single continuous red line, which can be highlighted by a single white or black line, with ‘Equipment Storage’ marked on the side where ground service equipment (GSE) or vehicles can be stored or left unattended.

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

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.

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

Sydney Airport may permit GSE, such as ground power units, to enter an ACZ once all aerobridges have been positioned for an operational need, however drivers may not shortcut through a marked ACZ to park their vehicles at the head of stand even when performing associative 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 adhere to this speed limit in these areas and watch for pedestrians at all times.

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.

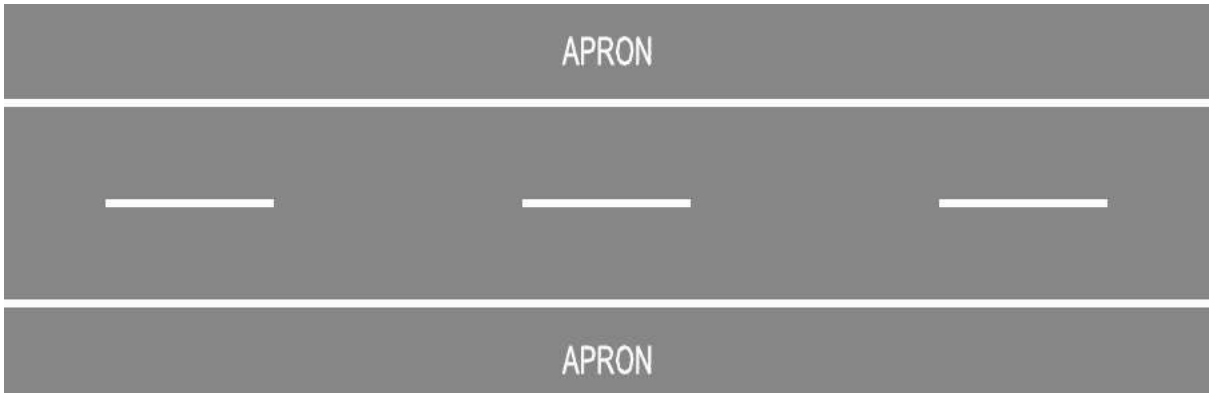
Pedestrians on the Apron

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

Drivers who observe passengers walking between the terminals, buses and/or aircraft, on their intended route, must stop and let the passengers proceed.

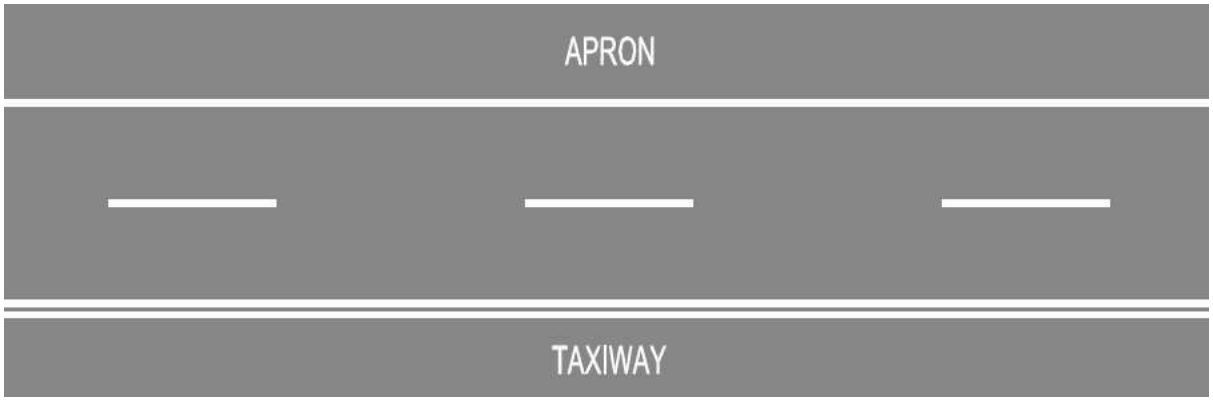
Vehicles or ground service equipment must never be parked on marked passenger or pedestrian pathways, and drivers must not cross pedestrian areas or passenger egress points which may be marked by cones, barriers or painted lines on the aprons.

Airside Roadways



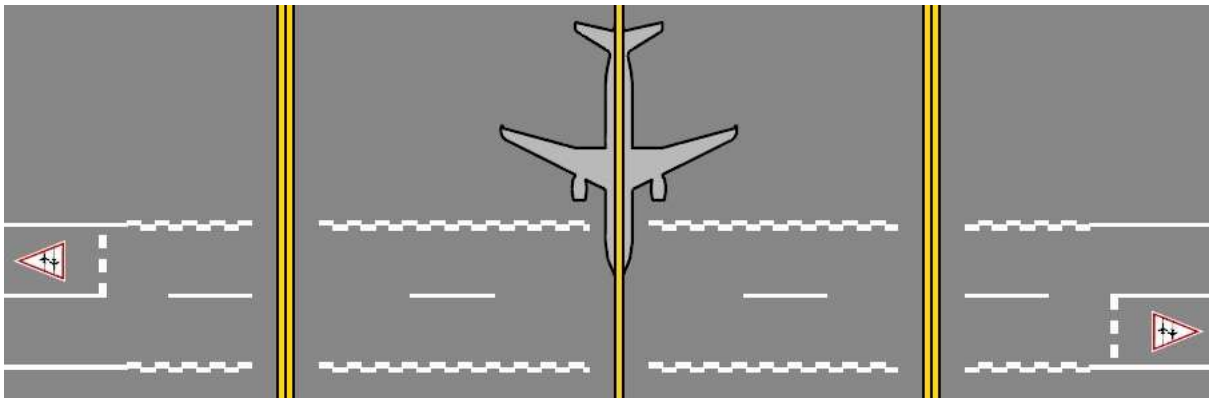
Also known as apron roadways or service roads, these are defined by a single continuous white line on each side.

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 for any reason.

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.

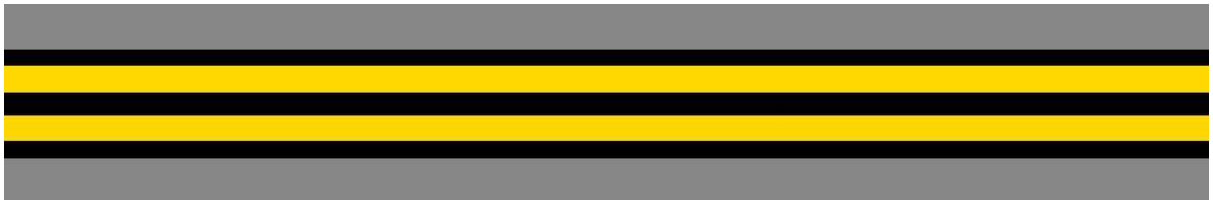
If aircraft are approaching, crossing or about to cross a marked live taxiway crossing, drivers must stop and give way until the aircraft clears or passes the Live Taxiway Crossing.

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.

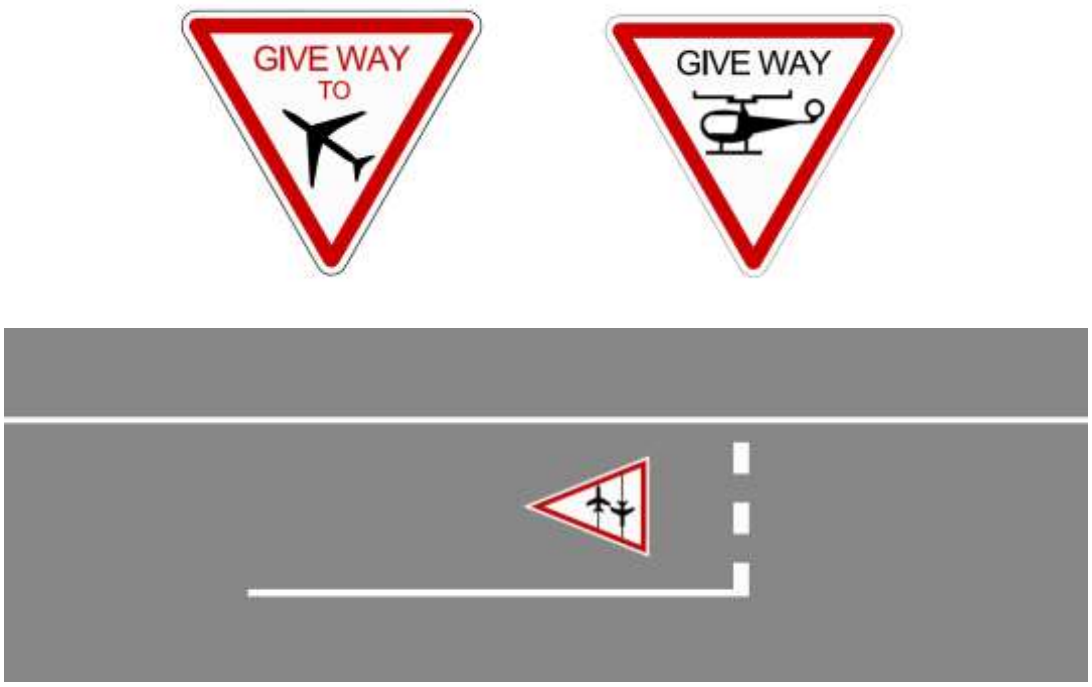
Apron Edge



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 permit holders must not proceed over these markings.

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.

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 permit 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, unless they have an 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

Sydney Airport 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 signals you to prepare to implement your company standard operating procedures.
- A Blue strobe light and continuous alarm signals the storm is five nautical miles away and you should follow your company's thunderstorm procedures.
- When the lights and alarms have ceased, this is an indication that the thunderstorm has passed.

The Manoeuvring Area

CAT 2 & CAT 2S permit 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 permit holders should be aware of markings and lighting systems associated with the Manoeuvring Area. This section provides a brief overview of these markings and lighting systems.

For further information, including images refer to the CAT 3 and CAT 4 section of this pocketbook.

Runway Holding Points

Runway Hold Point markings, Movement Area Guidance Signs (MAGS) with white writing and a red background, red Runway Stop Bar lights and yellow flashing Runway Guard Lights indicate the entrance to a runway.

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

CAT 2 & CAT 2S ADA permit holders must not proceed past the Runway Hold Points, Guard Lights and Stop Bar lights unless clearance from ATC has been given, AND the stop bar lights extinguished.
If you find yourself next to the runway, hold position and immediately call the IOC, or the Sydney Airport Airfield Operations Supervisor (Car 2) for assistance.

Refer to the CAT 3 and 4 section for more information

Runway 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 lights are operating. It will also give tips and information for specific areas airside on Sydney Airport however drivers must always remember to give way to all aircraft movements at all times.

Aircraft Pushback

When an aircraft is about to move, is about to start or has its engines operating, its anti-collision beacon lights 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 closed, and the aerobridge has been retracted.

Aircraft Anti Collision Beacons

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

Drivers may only continue when:

- the aircraft pushes back past the apron 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 an 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 the anti-collision beacon lights 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 lights can be difficult to see due to placement, or aircraft type.

ATR-72: The ATR's anti-collision lights are found on the top of the tail and on the bottom of the fuselage.

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

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

If an aircraft's propeller blades are still turning, you must stop. Do not proceed behind the aircraft until the engines have been shut down and the propeller blades have stopped moving.

Proximity to Aircraft

Drivers must not drive, stop or park a vehicle within 3 metres of an aircraft, except when required for the servicing of that aircraft or in an emergency.

Drivers must not drive a vehicle within 15 metres of an aircraft refuelling point or venting point during the period of aircraft refuelling unless they are involved with the servicing of that aircraft.

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

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 this 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 lights 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 International Bay 57 has its anti-collision lights operating, or are moving in or pushing 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 parked on the aprons when their turbo props are still turning.

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 sign and not proceed if a parked helicopter has its 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 you 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.
- Clear and open communication.
- Concentrate on the task at hand.
- When driving on airside Roads 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 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 remain observant at all times.

- Know where you are - The airfield is a complex environment. Category 2 drivers are NOT allowed to drive on taxiways or runways.

- 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 Sydney Airport Integrated Operations Centre (IOC) on +61 2 9667 9921 or 9981 for assistance, or wave down a Sydney Airport Airfield Operations vehicle.

- See and be seen - Remember it is mandatory to wear your high visibility clothing at all times 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 while driving unless you keep within the rules of mobile phone use.

- Never text, use an MP3 player or portable music device, and earphones or earbuds when driving.

The Category 3 and 4 Airside Driving Authority

General

When operating a vehicle 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 need to fully understand the regulations applying to all movement areas, particularly when operating on the Manoeuvring Area. Vehicle operators 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 Sydney Airport's runway and taxiway network including hold points.

Operating 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 3 or CAT 4 ADA permit; and
- 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 tail lights when operating between sunset and sunrise or in conditions of declared low visibility; and
- they have obtained the latest terminal information to ascertain the aerodrome operating configuration including whether any low visibility, or special procedures are in use; and
- the driver is able to monitor the ATC Tower frequency appropriate to the area of operation and give way to all aircraft movements when instructed; and
- they have a current aerodrome chart or diagram available for use.

If the 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.

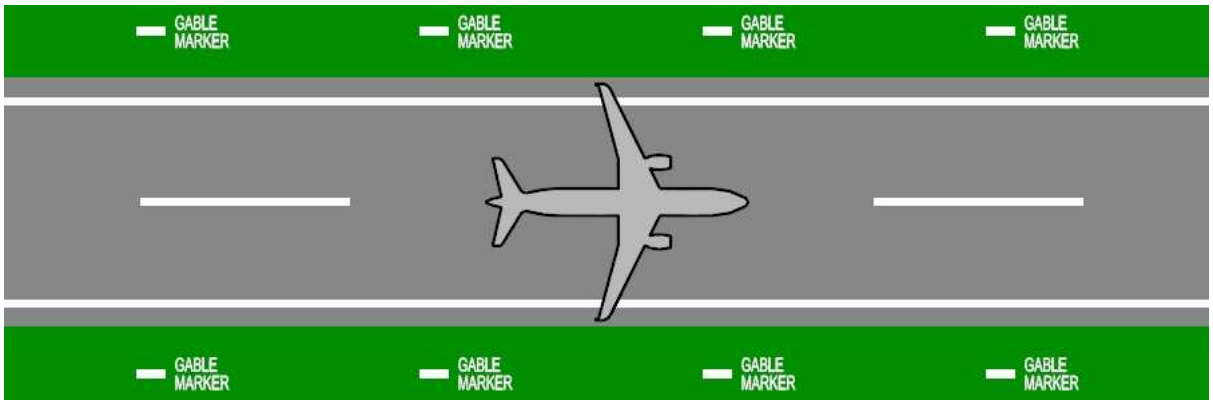
Operations near Runway 16L/34R

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



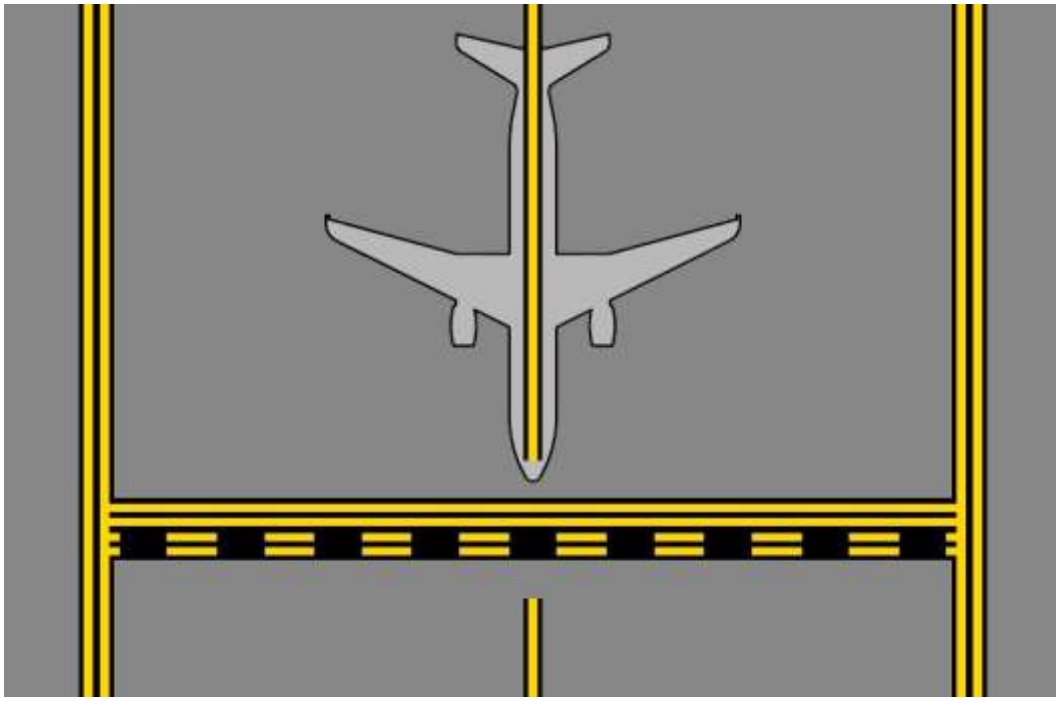
White gable markers show the edge of the graded portion of the Runway Strip. Vehicles are not permitted to enter the Runway Strip or Rapid Exit Taxiway (RET) without specific clearance from ATC.

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 broken white line and lit by white lights. The edge of the runway by a continuous white line and lit by white lights.

Pattern A Runway Holding Point

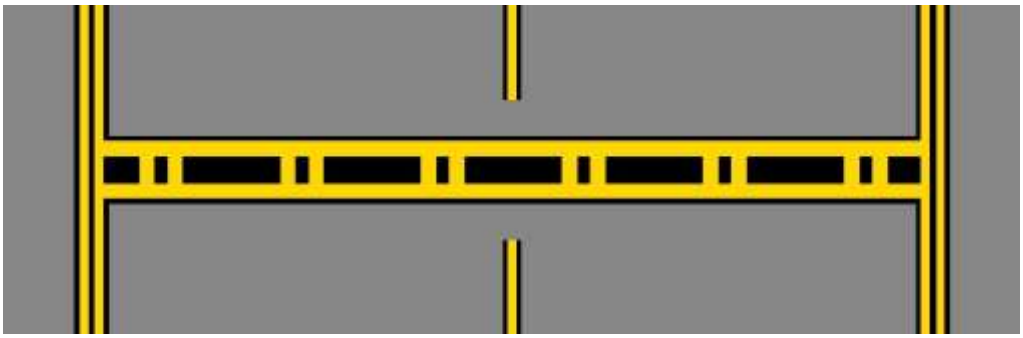


Consisting of 2 continuous and 2 broken yellow lines, with the broken yellow on the runway side of the marking, a Pattern A Runway Holding Point marking is the holding position for aircraft and vehicles prior to entering a runway and is usually in line with nearby Gable Markers.

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 a clearance from ATC.

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/runway intersections located between 90 – 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

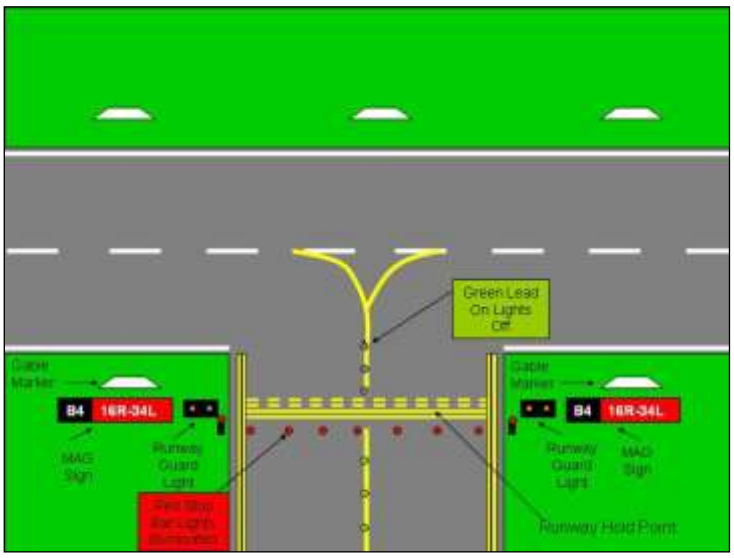
Drivers must not pass RGLs without a clearance given from ATC.

Runway Stop Bar Lights

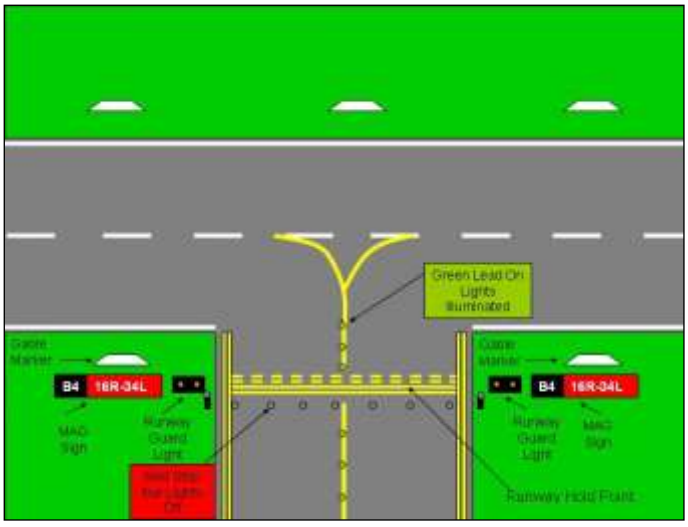
Runway Stop Bars are a series of red unidirectional lights at right angles to the taxiway guideline. These lights are spaced 3 metres apart and located 0.3 metres before each Runway Hold Point. Stop Bars display red lights in the direction of the approach to the runway.

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 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

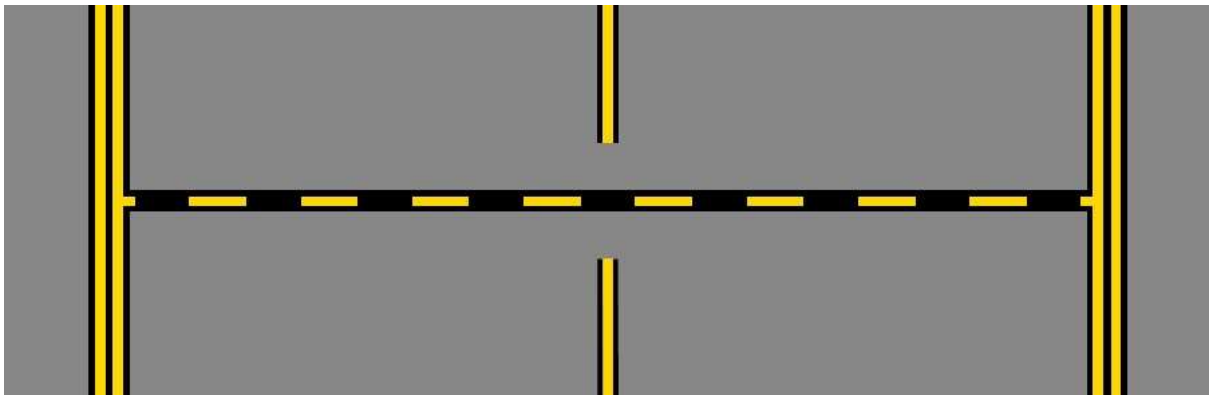
A Rapid Exit Taxiway (RET) is a taxiway designed to allow an aircraft to vacate a runway at high speed. RETs are marked by a ‘NO ENTRY’ Movement Area Guidance sign, and unidirectional taxiway lights which will only be visible from the direction of the runway.

Vehicle operators must obtain a clearance from ATC before entering or crossing a RET at all times. A separate clearance is required should a vehicle also need to enter a runway / 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.

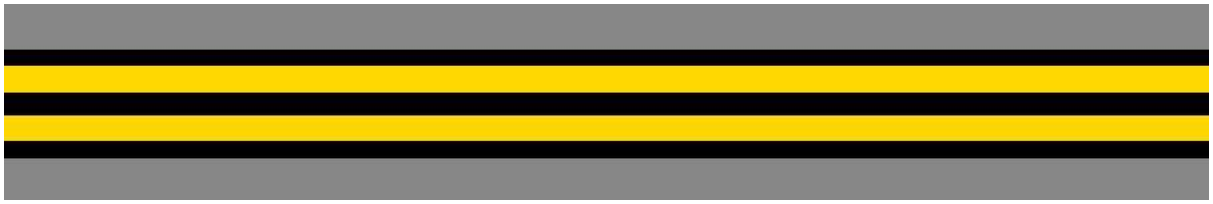
Taxiway and Taxi-lane Markings and Lights

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 Yellow lines and are located at the edge. These markings can be supplemented by Blue lights, and/or Yellow cones.

The double yellow lines also indicate low strength pavement from the full-strength pavement.

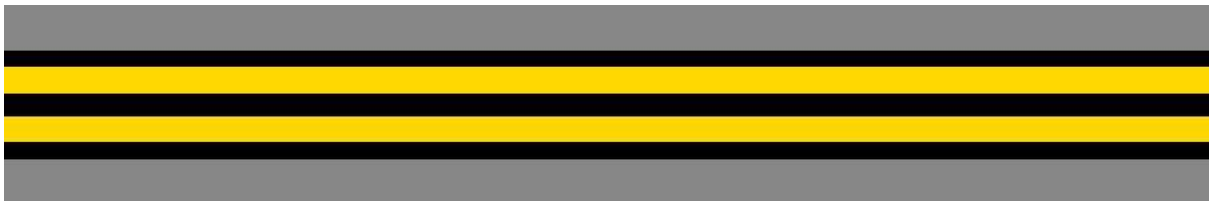
A single yellow line stemming from the double yellow lines also indicates Low Strength Pavement.

Taxi and Apron Taxi Guidelines

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

Apron Markings

Apron Edge



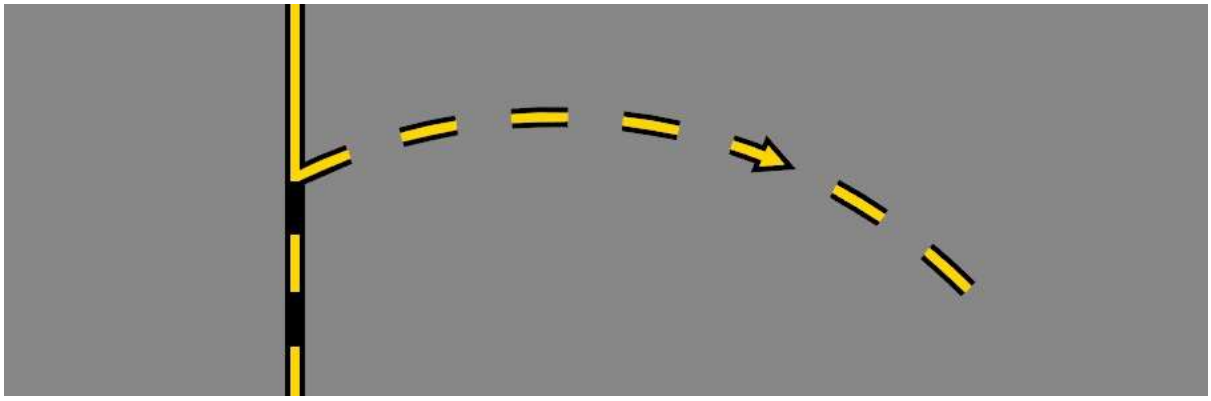
The Apron Edge consist of 2 continuous Yellow lines located at the apron edge and can be supplemented by Blue lights. The double yellow lines also indicate low strength pavement from the full-strength pavement.

Apron Lead-in Line

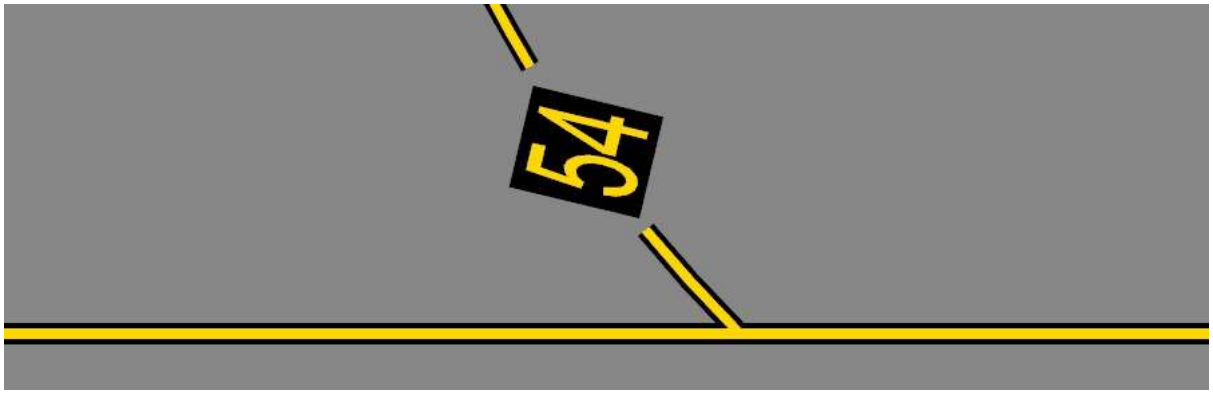
An Apron Lead-In Line is a single continuous Yellow line and is an extension of the taxi guideline system leading an aircraft to a primary parking position.
The Lead-in line to a secondary parking position is a series of yellow circles.

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:

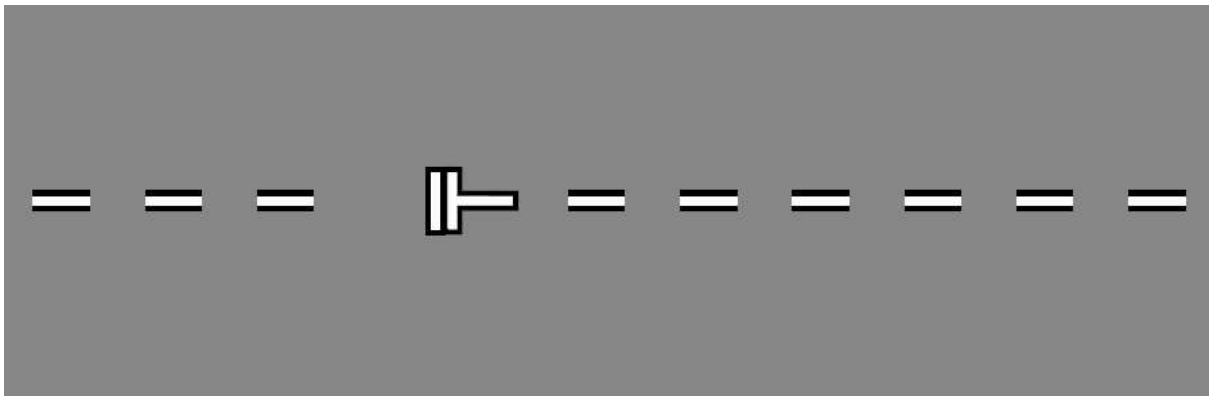
- Parking Position Number;
- Aircraft Type Limit; and
- Aircraft Weight Limit.

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.

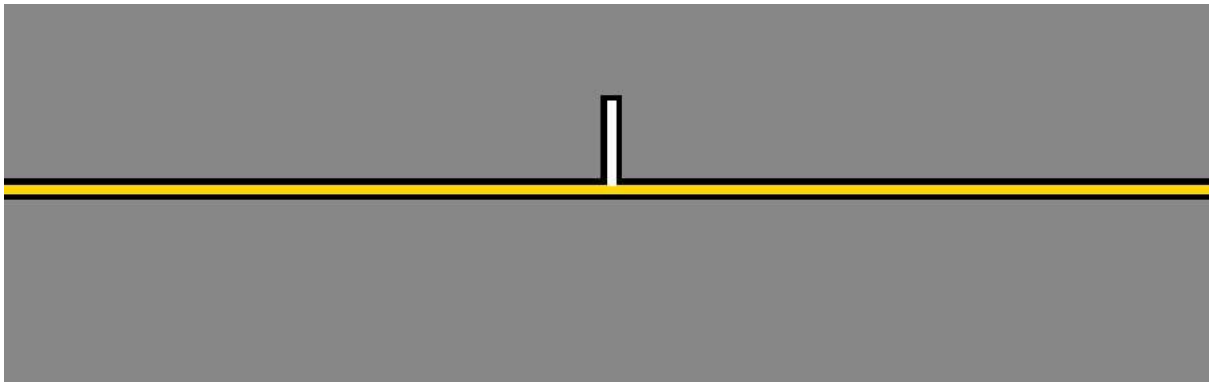
Push Back Alignment and Limit Markings



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 (2) 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.

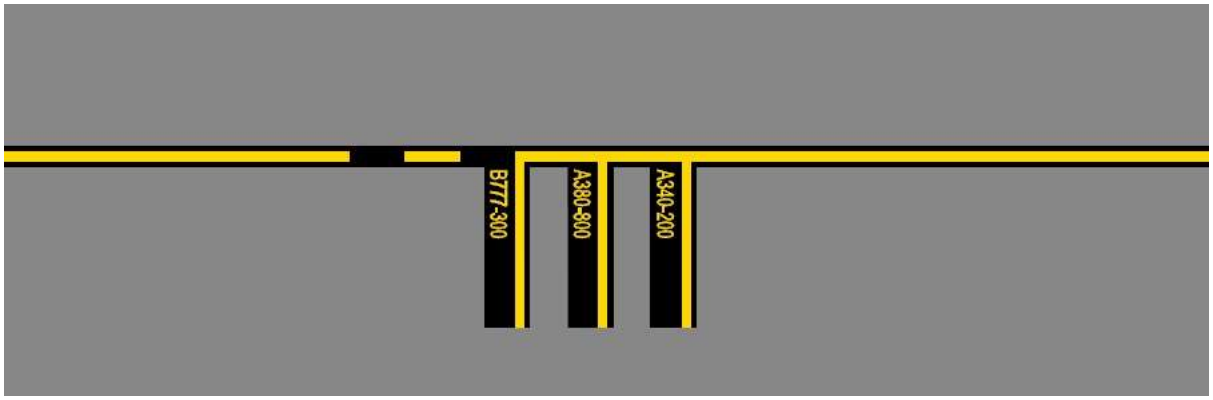
Push-back alignment lines are a single broken White line past the push-back limit marking and are provided to assist tug operators to align an aircraft correctly during the push-back manoeuvre.

Tow Bar Disconnect



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

Marshaller Stop Line

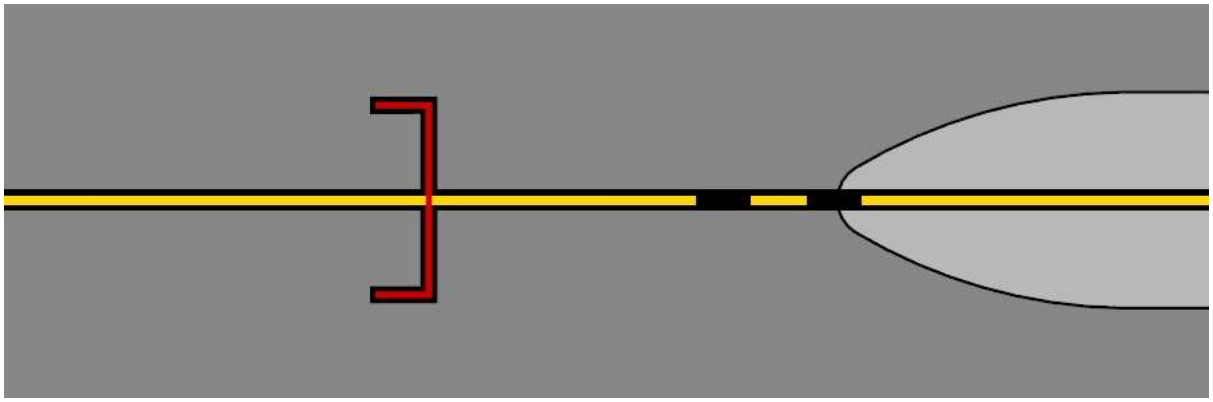


The Marshaller Stop Line is designated by a Yellow bar and signifies the position where the aircraft nose wheel will stop to park on a bay. It is on the right-hand side of and at right angles to, the alignment line, with the aircraft type below the stop line.

Keyhole Marking

Painted Yellow or White, the keyhole marking is for aircraft with a wingspan of 15m or greater 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, 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.

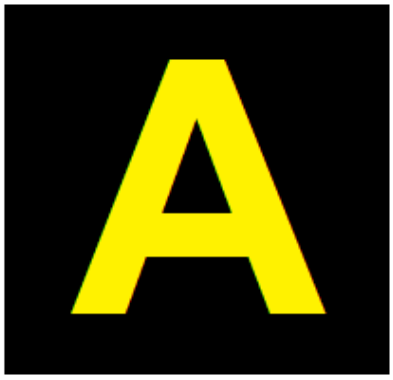
Aircraft NO ENTRY Signs

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

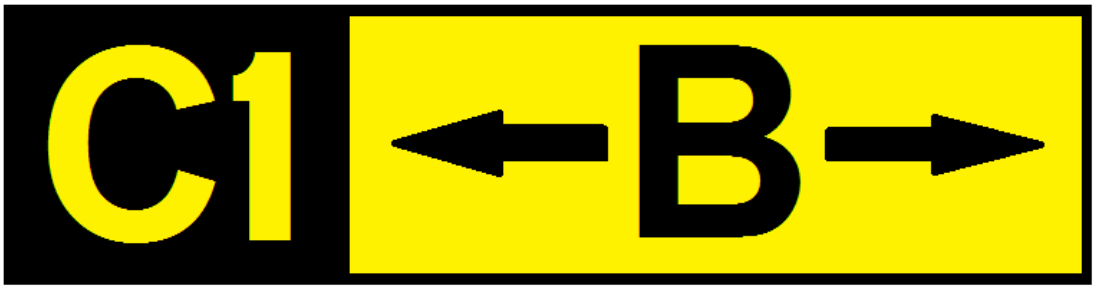
Common Information MAG signs include Taxiway Location Signs and Direction Signs. Information MAG signs are a combination of yellow and black lettering and backgrounds.

Taxiway Location Sign



A Taxiway Location Sign tells the driver or pilot what taxiway they are currently on and are signs with 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

General

All instructions given by Airservices 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 (AROCP).

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 in regards to 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	Automated 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 Sydney Airport Airfield Operations Officer and do not leave the vehicle; then
4. the Sydney Airport Operations 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	AVCH Ref:
	Speeding		
501	Exceeding the Speed Limit by up to 30 km/h	3*	4.5.1
502	Exceeding the Speed Limit by more than 30 km/h but not more than 45 km/h	6*	4.5.1
503	Exceeding the Speed Limit by more than 45 km/h	12*	4.5.1
		* + 7 day ADA Suspension	

	Safety in the vicinity of Aircraft		
510	Failure to give way to taxiing aircraft	6	4.7.1
511	Failure to give way to aircraft under tow	6	4.7.1
512	Failure to stop when an aircraft has beacons activated	3	4.10.3
513	Failure to give way to an aircraft that has commenced pushback	6	4.7.1

	Failure to Abide by Airside Markings		
550	Failure to stop at a stop sign	3	4.2.4(g)
551	Failure to give way at a give way sign	3	4.2.4(g)
552	Disobeying traffic signals	3	4.2.4(g)
553	Failure to use marked roadway (where provided)	3	4.3.2
554	Disobeying traffic directions	3	4.2.4(g)
555	Accessing an area in a vehicle without lawful reason or excuse	3	4.24.1, 4.33.1
556	Failure to comply with ATC Instruction	3	4.15.2, 4.15.3, 4.16.1, 4.29.2,
557	Interfering with or disturbing traffic management devices	6	4.36.4
558	Entering or parking in an Aerobridge Clearance Zone	3	4.39.1

	Dangerous Driving		
580	Driving in a manner dangerous to people, other vehicles, or equipment	6	4.9.1

	Improper Overtaking		
581	Failure to overtake in a safe manner	3	4.8.1

	Cover Loose Material		
600	Dropping rubbish on the apron from a vehicle	6	4.6.2
601	Failure to secure a load on a vehicle or trailer	3	4.6.2
602	Failure to remove rubbish from a vehicle or equipment under tow	3	4.6.2

	Improper Lighting		
610	Failure to dip headlights	3	4.15.1(e)
611	Driving without headlights	3	4.15.1(e)
612	Failure to use rotating beacons on manoeuvring area	3	4.15.1(d)
613	Failure to use rotating beacon at night/low visibility	3	4.2.4 (h)

	Low Visibility		
630	Driving airside during low visibility conditions without authority	6	4.29

	No Smoking		
640	Smoking in a vehicle on the airside	Fine	4.34.1

	Pedestrian Safety		
650	Failure to give way to passengers or pedestrian at a pedestrian crossing	3	4.17.3
651	Driving across a passenger pedestrian crossing during loading/unloading of passengers	3	4.17.2

	Towing of Freight Dollies		
690	Towing more than the allowable number of rolling stock	3	4.11.1

	Riding on Equipment		
700	Carrying a passenger when there is no seat provided Offence – Driver	6	4.12.1
701	Offence – Each person without a seat and holding an ADA	3	4.12.1

	Seat Belts		
710	Driving without wearing a seat belt (where fitted)	3 – Per Occupant	4.12.3, 12.4

	Bicycle		
720	Riding a bicycle airside (unless permitted by Sydney Airport)	3	4.22.1

	Failure to Follow Directions		
770	Failure to follow any directions of Sydney Airport Authorised Officer	3	1.4, 4.1.2
771	Failure to show Airside Driving Authority when requested by an Authorised Officer within 72 hours	3	1.4.1; 1.4.2; 4.1.2
772	Failure to show State Driver Licence when requested by an Authorised Officer within 72 hours	3	1.4.2; 1.4.3, 4.2.3
773	Failure to stop after an accident or incident	3	4.26.1

	Exceeding Authority		
800	Driving on an apron without the appropriate authority	3	3.2.1(a)
801	Driving on a taxiway or taxi lane without the appropriate authority	6	3.2.1(b)
802	Driving on a runway without the appropriate authority	12	3.2.1(c)

	Improper Parking (Points may apply to identified ADA holders)		
810	Parking in a 'No Parking' zone	Fine (3)	4.14.1
811	Parking in a 'No Standing' or 'No Stopping' zone	Fine (3)	4.14.1
812	Parking in a designated 'Safety' or emergency vehicle zone	Fine (3)	4.14.1
813	Parking in an area that obstructs an emergency exit	Fine (3)	4.14.1
814	Parking in an area that obstructs traffic	Fine (3)	4.20.1
815	Parking in an area that obstructs pedestrians	Fine (3)	4.20.1
816	Parking in an area that obstructs aircraft	Fine (3)	4.20.1
817	Failure to park wholly within a designated storage area	Fine (3)	4.20.2
818	Parking within the prescribed distance(s) of a airside/ landside barrier	Fine (3)	4.20.5

	Other		
901	Failure to display AUA	3	2.8
902	Failure to have a valid AUA	3	2.3
903	Failure to display company logos/identification on vehicle	3	4.32.1, 4.33.1
904	Failure to carry airport map/tower signals in vehicle	3	4.32.2
905	Failure to maintain proper escort (vehicle/aircraft)	3	4.30
906	Failure to report vehicle accident/incident	3	4.26
907	Failure to provide information or giving false or misleading information	3	4.26.3, 4.27.2
908	Failure to give way to vehicles already on the airside road	3	4.7.2
909	Failure to make contact with ATC prior to commencing aircraft escort	3	4.15.3
910	Using a hand-held mobile phone while driving airside	3	4.13
911	Using a portable audio device whilst driving airside	3	4.13 4.38.1
999	Operating a vehicle contrary to a condition within the AVCH	3	ALL

Appendix B: Sydney Airport 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 1550hrs:

- Car 72 (Domestic Apron): 0466 540 083
- Car 73 (International Apron): 0408 110 393
- Car 24 Ramp Safety Supervisor: 0466 136 414 (Mon-Fri only between 0700-1500)

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
- Car 4 (Domestic Precinct): 0478 320 633
- Car 9 (International Precinct): 0417 472 179

Emergency Number:

For emergency services assistance contact the Sydney Airport Emergency Number on (02) 9667 9090 or ext. 9090. Do not call 000

Security Assistance:

For security assistance contact Sydney Airport 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 +61 2 9667 9079

Fax: (02) 8338 4924

Email: 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 and Onboard is currently used for ADA assessment bookings, the online Driver Awareness course and applications for AUA permits. Airdat can be found at:
https://www.airdat.org/choose-system

Additional Resources:

Airservices Australia Runway Safety:

http://www.airservicesaustralia.com/wp-content/uploads/16-138BKT_Airside-drivers-guide-runway-safety_WEB.pdf

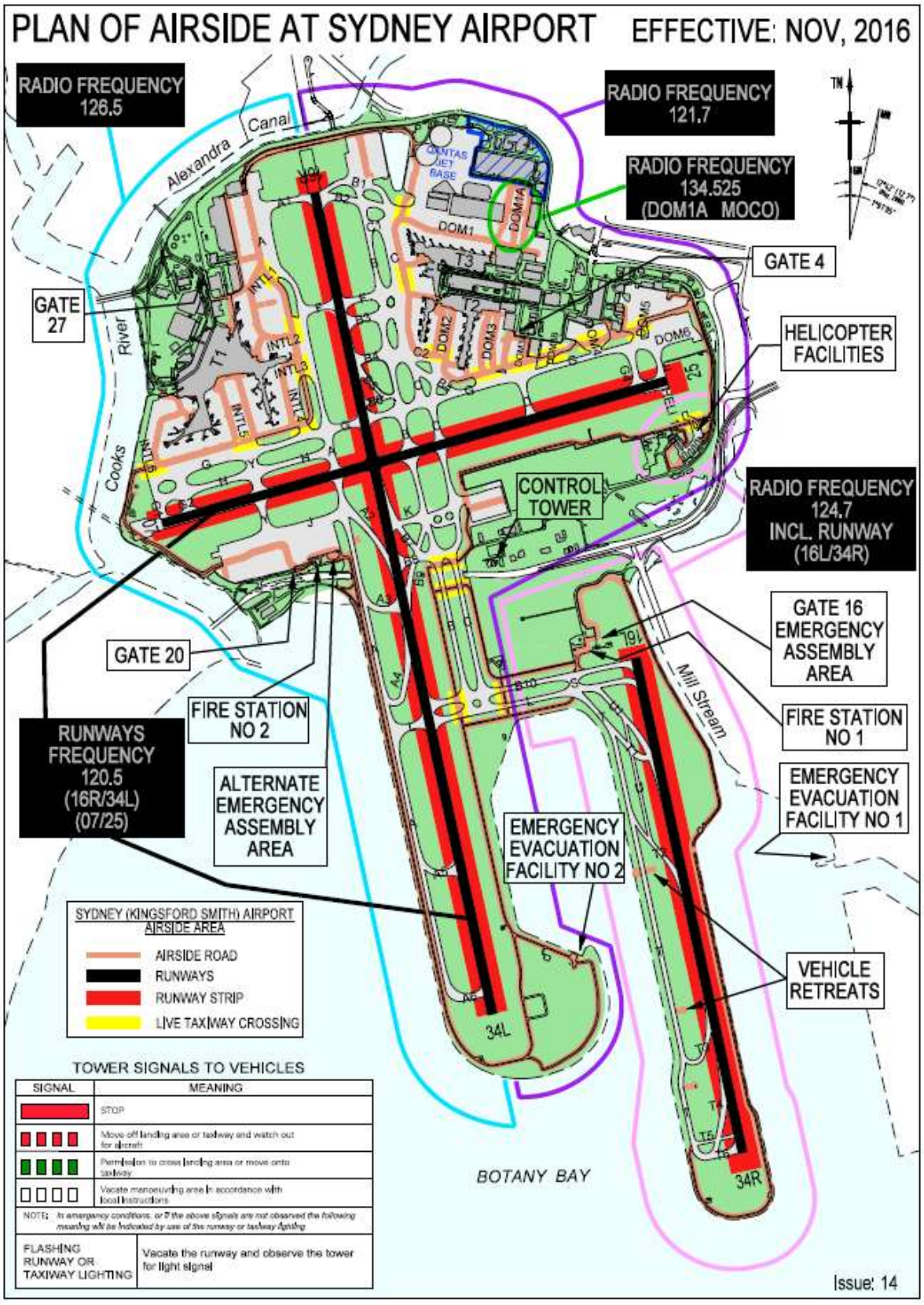
CASA Manual of Standards part 139:

https://www.legislation.gov.au/Details/F2017C00087

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, Boeing 787, Boeing 747, Boeing 777
F	65 – 80m	Airbus A380, Antonov-124

Appendix D: Airside Map



Appendix E: 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. Yes, I can but only in an emergency
    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 Permit may be suspended if you accumulate 12 or more demerit points within what time period?
    a. 6 Months
    b. 18 Months
    c. 24 Months
    d. 36 Months

8. The Category 2S ADA Permit are only for drivers who:
    a. Operate electric vehicles airside
    b. Drive south of the Number 2 Fire Station and the give way marking on the southern side of 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 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 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 permit for drivers who need to operate unescorted in the southern areas of the aerodrome
9. **B** – CAT 2 or CAT 2S drivers who find themselves next to a Runway holding point should 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