

# *Authority to Drive Airside*



# Airside Driving

This module is designed for people who have an operational requirement to drive a vehicle, plant equipment or machinery Airside.

This module outlines the rules when driving Airside as well as providing an introduction to Airport Operations and Airside awareness.

Upon completion of this module you will have an understanding of the Airside driving rules, rules for driving near aircraft and general Airside safety and security procedures.

This presentation is to be viewed prior to completing the Authority to Drive Airside assessment.

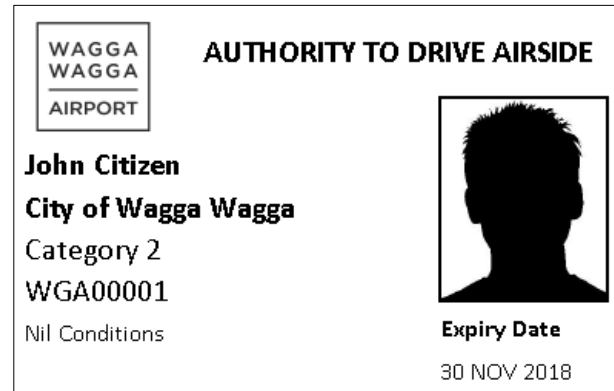


City of  
Wagga Wagga

# Obtaining an ADA

To drive airside you need an Authority to Drive Airside (ADA), also known as an Airside Driver's Licence.

You also need a valid **RED** Aviation Security Identification Card (ASIC) and a current State, Territory or International Driver's Licence.



- ✓ Secure areas
- ✓ Airside security zones
- ✓ Landside security zones





# *Obtaining an ADA*

Before you apply for an ADA, you need to be licence qualified and competent to drive the specific vehicle, plant equipment or machinery you plan to use.

Wagga Wagga Airport reserves the right to accept or reject any application for an ADA.



# *Obtaining an ADA*

Competency and qualification is achieved by driving with someone who already holds an ADA as a passenger or “Driver Under Instruction”.

This should be carried out on the specific vehicle, plant equipment or machinery that you intend to drive and an Airside Familiarisation Drive must also be completed with an Aerodrome Reporting Officer (ARO).



**DRIVER  
UNDER  
INSTRUCTION**



# ***Obtaining an ADA***

Once the Airport Facility Manager and your employer are satisfied that you have the skills and knowledge to safely drive Airside you may apply for an ADA.

You must submit an Authority to Drive Airside application form. This form is available from the Airport Management Office.

You must complete the approved training, complete an Airside Familiarisation Drive with an ARO and pass a theory assessment before an ADA is issued to you.

## **Renewal**

ADA's need to be renewed every two (2) years. You must apply for an ADA renewal and sit the assessment **before** your current ADA expires or you **will not** be permitted to drive Airside.

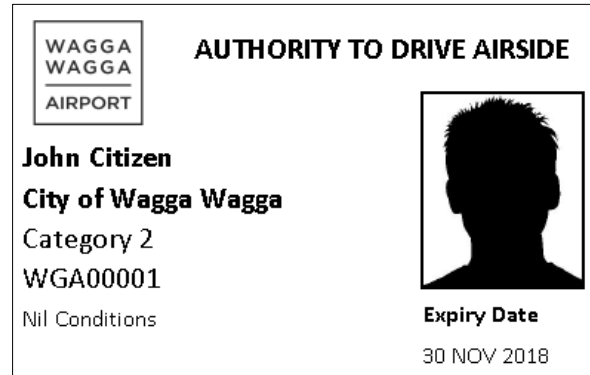
ADA holders are responsible for monitoring their ADA expiry date and organising the renewal.



# Valid Documents

On occasion you may be asked by an Aerodrome Reporting Officer or other authorised person to prove that you have a valid ADA and a valid State, Territory or International Driver's Licence and that you are displaying your ASIC.

You **must** carry your ADA and Driver's Licence and display your ASIC when you are driving Airside.



- ✓ Secure areas
- ✓ Airside security zones
- ✓ Landside security zones



# Follow the Rules

The same road safety rules apply when driving Airside as they do when driving Landside or on public roads.

Drivers and approved passengers must wear seatbelts at all times.

The use of mobile phones while driving is prohibited.

You must obey all road signs and speed limits.





# *Follow the Rules*

You may have your ADA and Airside Access suspended or withdrawn if you continually ignore the rules whilst driving airside.

E.g. speeding or not giving way to aircraft.



# Licence Suspension - Action

If your State, Territory or International Driver's Licence is cancelled or suspended, you must inform your employer and the Airport Facility Manager within 24 hours of the cancellation or suspension.

Your ADA will be cancelled or suspended at this time.

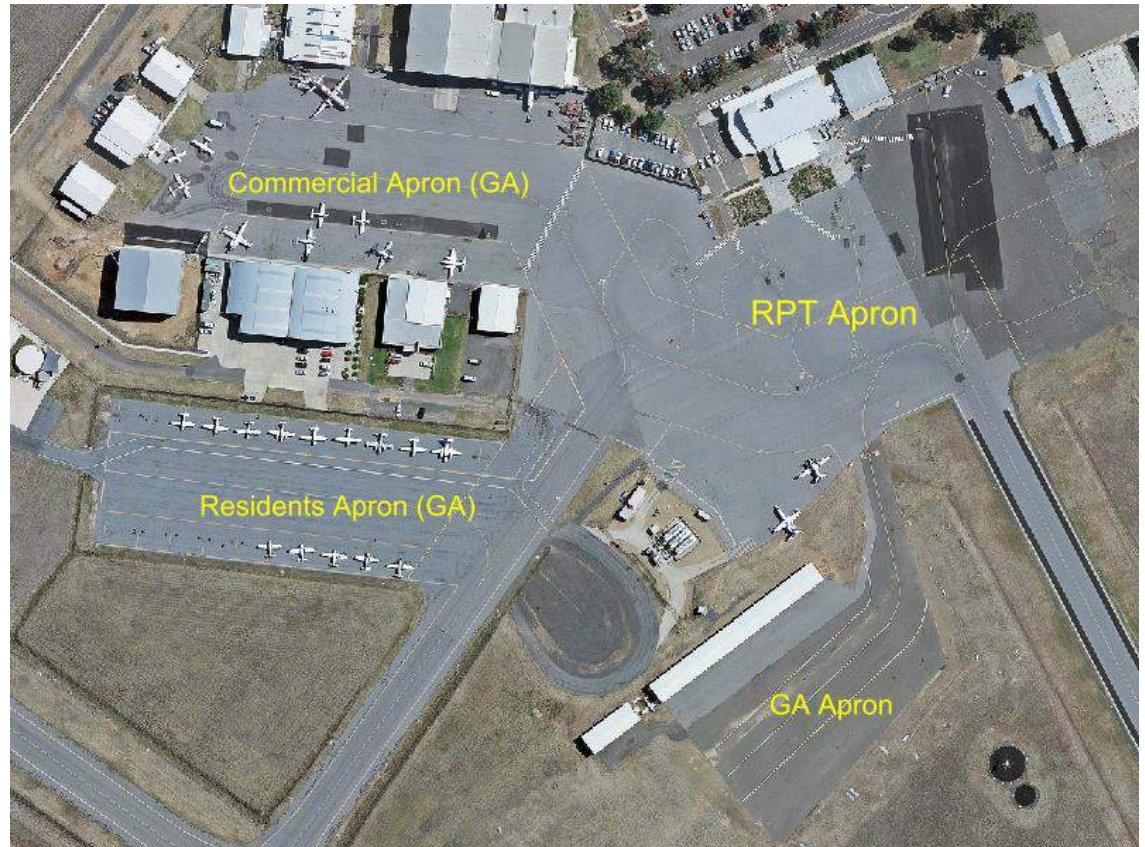


# Licence Category

An ADA will allow you to operate a vehicle, plant equipment or machinery within the Airside areas where you are approved to drive.

A Category 2 ADA allows you to drive on the General Aviation (GA) Aprons and RPT (Regular Public Transport) Apron.

A Category 1 ADA allows you to drive on the GA Aprons only.





# *Terminal and RPT Apron*

## **Terminal**

The purpose of a Terminal is to facilitate the loading and unloading of passengers and baggage.

## **RPT Apron**

Airport Aprons are often busy places where passengers embark and disembark, cargo is loaded and unloaded and aircraft are fuelled and serviced.

Passengers cross the RPT Apron on foot to get from the aircraft parking bays to the Terminal.





# Aircraft Parking Bays

## RPT Apron

Commercial aircraft operators park in areas known as Bays which are part of the Apron and are adjacent to the Terminal. The various Bays are identified by number. Bays 1 to 4 at Wagga Wagga Airport are used for RPT operations.



# *General Aviation Aprons*

The General Aviation Aprons are utilised by the following operations:

- Small commercial
- Charter flights
- Aircraft maintenance
- Freight and cargo
- Pilot training
- Private operators
- Visiting aircraft



# Leased Areas

## General Aviation Aprons - Leased Areas

There are specific areas within the Airside area of the Airport which are *leased* by Airport users. Examples of leased areas are hangars and maintenance areas.

To drive in a leased area you must have a reason to be there. You must also have permission to enter the area from the lease holder.



# Other Airside Considerations

## Fuel Tankers

Refuelling vehicles are regularly driven within the RPT and GA aprons. They are not permitted to be parked unattended within 15 metres of the Terminal building.

## Helicopters

Helicopters operate regularly at Wagga Wagga Airport. Always look for helicopters whenever you are driving a vehicle Airside.

## Perimeter Road

You may only drive on the Perimeter road if you have been given approval from the Airport Facility Manager or are being escorted by an ARO. The Perimeter Road follows the Airport boundary fence.





# Other Airside Considerations

## Gates and Access Points

Airside gates and access points must never be left open unless you or a delegated person is manning the gate to prevent unauthorised entry. If a gate or Airside access point is malfunctioning you must immediately report it to an Aerodrome Reporting Officer.

## Carrying Loose Materials

If you are driving a vehicle that is carrying loose material you must always ensure that the load is adequately covered. Any spillages must be cleaned up immediately.

## Incidents, Accidents or Near Misses

If you are involved in or witness an Airside incident, accident or near miss you must immediately report it to an Aerodrome Reporting Officer.



# *Taxiways*

Aircraft use a network of Taxiways to travel between the Runways and Aprons.

You are not permitted to drive on the Taxiways so it is important that you recognise them.

Some drivers are permitted to drive on the Taxiways for certain operational requirements.

This is subject to approval by the Airport Facility Manager.

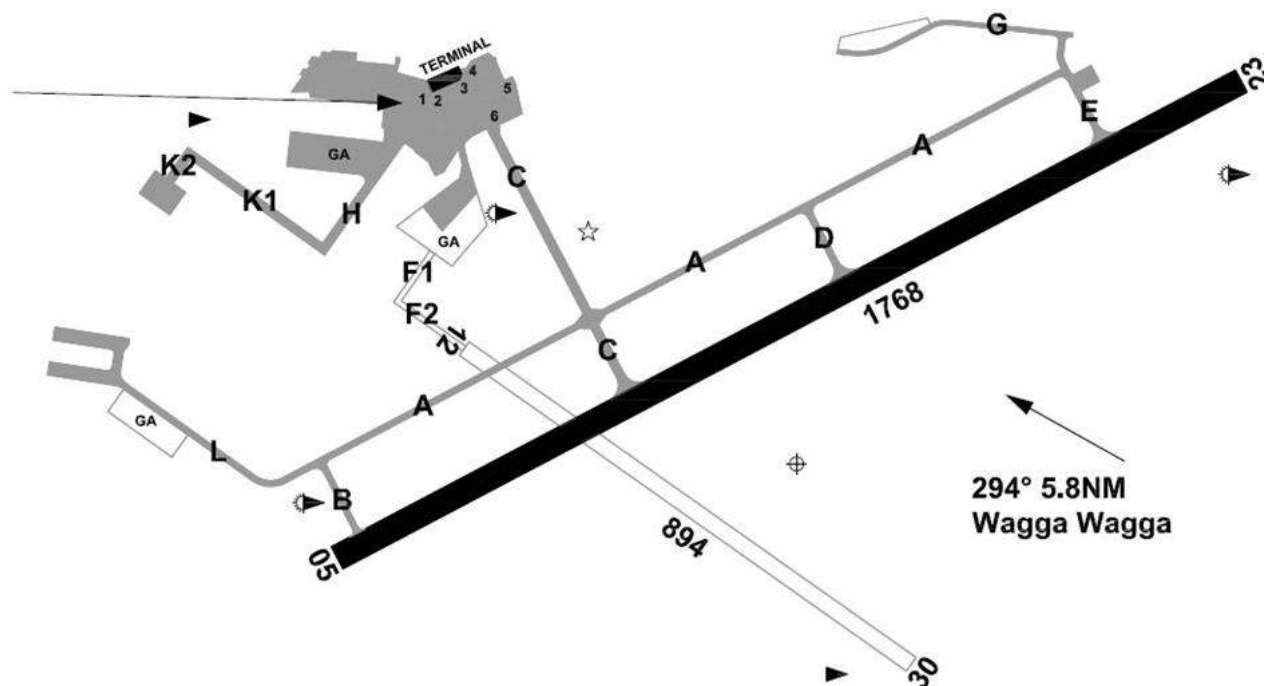


# Naming Taxiways

There are 11 named Taxiways (TWY) at Wagga Wagga Airport. Taxiway Charlie is the main TWY that joins the RPT and GA Aprons to the Runways (RWY).

Other Taxiways include Alpha, Bravo, Delta, Echo, Foxtrot, Golf, Hotel, Kilo 1, Kilo 2 and Lima. Taxiway Golf is a RAAF Wagga TWY only.

Shown here is a map of the Taxiway system at Wagga Wagga Airport.



# Taxiway Markings & Lighting

Taxiways for RPT traffic are clearly identifiable:

Marked on each side by *double yellow lines* and marked with a *single yellow centre line*.

Taxiways for GA traffic are marked by a *single yellow centre line* or by *yellow edge markers*.

At night the Taxiways for RPT traffic are marked by *blue edge lights*.





# Runways

Runways are used by aircraft for take-off and landing.

**You must never drive on a Runway.**

Runways are clearly marked *by continuous white lines* on either side and a *dashed centre line*.



# *Naming Runways*

The Runways are named at each end after their magnetic compass bearing.  
The main Runway at Wagga Wagga Airport is RWY 05/23 and the Grass Runway is RWY 12/30.



# Runway 23

If you are approved to drive on the Perimeter Road you must remain outside of the obstacle restriction area when an aircraft is on final approach to RWY 23. This point is clearly identified with a **STOP** and give way to aircraft sign and low intensity steady **red** lights on the boundary fence.





# Runway Strip

Runway Strips are designed to keep the Runway clear so aircraft can take off and land safely.

The 05/23 Runway Strip includes the Sealed Runway, extends to the grassed areas either side and is marked by white gable markers.

The 12/30 Runway Strip includes the Grass Runway, extends to the grassed areas either side and is marked by white gable markers.

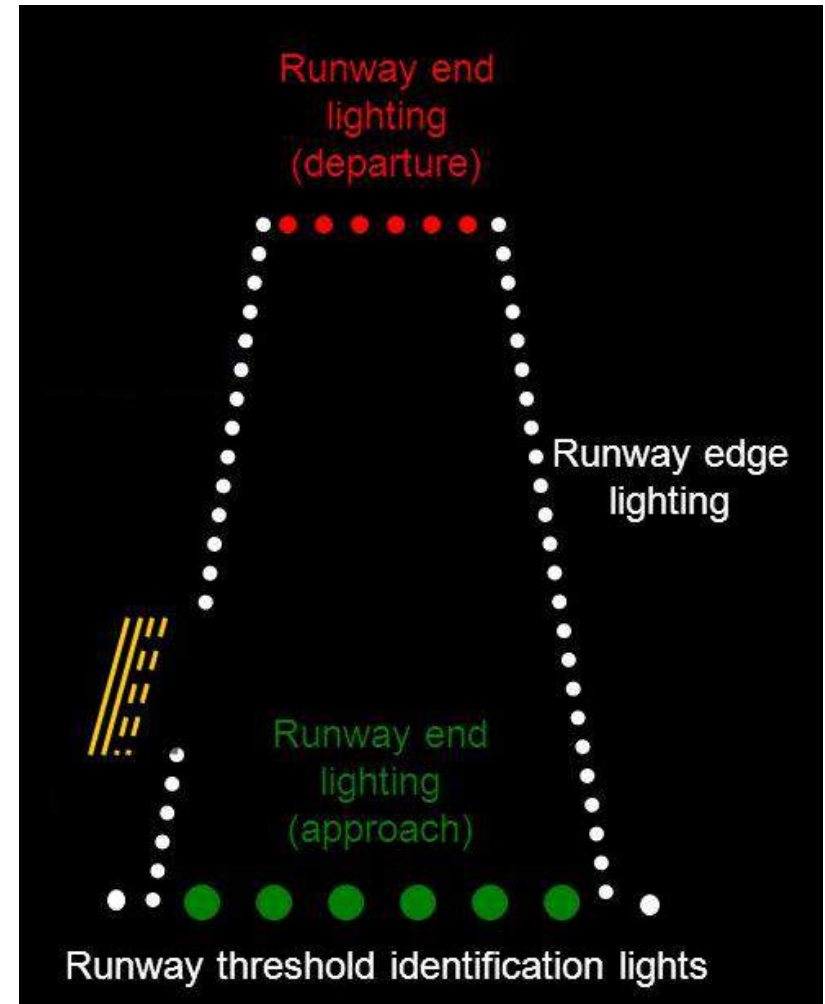




# Runway Lighting

At night, Runways are lit by white edge lights, green approach lights and red departure lights.

RWY 05/23 is the only lit RWY at Wagga Wagga Airport.



# *Taxiway and Runway MAGS*

Movement Area Guidance Signs (MAGS) are located on, or adjacent to, the movement area to provide instructions or information to pilots.

MAGS are usually situated on the left-hand side of the Taxiway they mark and at the edge of the Runway strip.

There are no Taxiway or Runway MAGS at Wagga Wagga Airport.



# *Situational Awareness*

One way to develop your skills for driving Airside is through situational awareness.

This simply means being alert and keeping a constant watch on everything that's happening, or is *likely* to happen, around you.



# *When to STOP*

One essential skill is to decide whether you need to stop, and when.  
You *must* always stop at a **STOP** sign.





# *When to STOP*

You *must* stop to give way to moving aircraft, or one about to move.  
This is to avoid being caught in jetblast and propwash.  
You *must* stop to give way to pedestrians.



# Go Areas

As you drive Airside remember that you are only allowed to drive on the Aprons and approved Airside roads.



# No Go Areas

You must not drive on Taxiways unless approved to do so.  
Taxiways are marked by *yellow lines* and *blue edge lights*.

**You must not drive on Runways.**

Runways are marked by *white edge lines*, *white edge lights* and *white gable markers*.





# *Temporarily Off Limits*

Aside from Taxiways and Runways, there will be other places where you are not permitted to drive.

These areas may be off-limits for short or long periods of time.

You are not permitted to drive in areas that have been deemed Unserviceable. These areas can be identified by red and white Unserviceability Cones or red lights.





# Limits of Works Areas

The limits of any works areas are marked by orange cones, bollards or red and white Unserviceability Cones.

If you are a working within a works area you cannot drive outside the Works Areas without permission from the Works Safety Officer (WSO).



# Speed Limits

## Perimeter Road

When driving Airside on a Perimeter Road you should not exceed 40km/hour unless marked or sign posted otherwise.



# Speed Limits

## Aprons

When driving on Aprons you must not exceed 25km/hour.





# Speed Limits

## Within 15m of Aircraft

When driving within 15 metres of an aircraft you must not exceed 10km/hour.  
This is comparable to a fast jogging pace.





# Equipment Storage Areas

There are only certain places on Airside Aprons where you can park vehicles or equipment *when they are not in use*.

An area where you can park is in an Equipment Storage Area. These areas are marked by a *continuous red line* and the asphalt will also be marked with the words EQUIPMENT STORAGE or EQUIPMENT STORAGE AREA.



# Airside Traffic

As you drive, you need to be *aware of* and *respond to* the vehicle traffic around you, just as you do in Landside areas.

Traffic on Aprons can often be heavy and Airside drivers can be just as unpredictable as other drivers.

The movements of vehicles can be hard to predict so pay close attention to other vehicles and never assume you know exactly where they're going.



# Pedestrians

You must give way whenever you encounter pedestrians.

You *must not* drive between an aircraft and the Terminal if passengers are boarding or disembarking from an aircraft.

You need to be aware of pedestrians and anticipate what they might do next. Pedestrians are hard to see and may not be familiar with their surroundings.



# *Aircraft Right of Way*

You must ALWAYS give way to aircraft whenever they are moving or are about to move.  
Never approach an aircraft when you can see (or hear) the following:

- Engines running
- Red flashing lights
- Strobe lights





# *Aircraft Right of Way*

Aircraft have right of way over vehicles at all times, whether they're moving by themselves or being towed. You must *always* give way to aircraft.



# *Aircraft Right of Way*

You must never drive in front of moving aircraft if there's any chance it will cause the aircraft to slow down, stop or change course.

Remember, aircraft won't necessarily be directly in front of you or even in your field of vision. Aircraft may be off to the side or even in your blind spots.



# *Minimum Distances to Aircraft*

Always keep well clear of the area in front of and behind aircraft whenever the red anti collision beacon, strobes or other lights are on.

You must never walk or drive in front of a moving aircraft if there's any chance it will cause the aircraft to slow down, stop or change course.

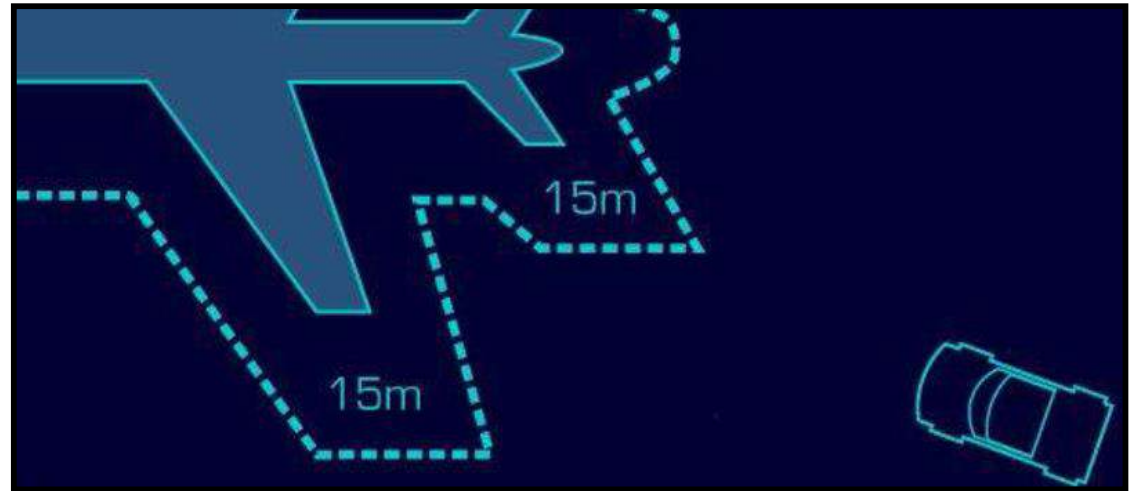
You must not drive within 3 metres of a *parked* aircraft, unless you are servicing that aircraft.



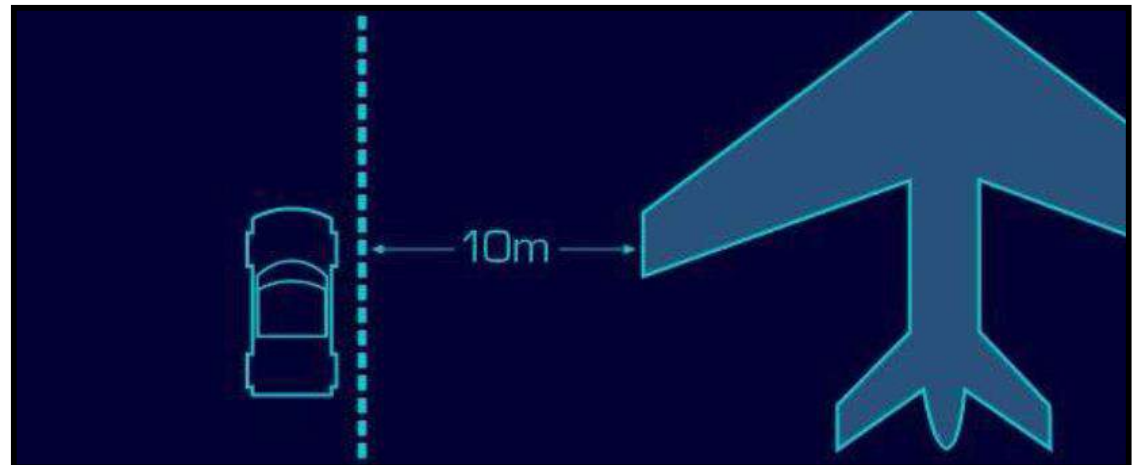


# Minimum Distances to Aircraft

You must not drive within 15 metres of an aircraft if it's being *refuelled*, unless you're involved in fuelling or servicing the aircraft.



If the aircraft is moving, you must keep more than 10 metres away from the nearest wing tip.



# Scanning

When aircraft taxi between the Runway and Terminal building, they often travel quickly so they *can* come up behind you before you know it.

You must scan all of the areas around you in a full 360 degree rotation. It's easy to get caught out, particularly when aircraft turn into a parking Bay.



# *Aircraft About to Move*

Moving aircraft are generally easy to spot but aircraft that are *about* to move may be less obvious.

It's vital that you can identify the signs that aircraft are about to be moved or are about to power off their Bay.





# *Aircraft About to Move*

Aircraft may be about to move in the following instances:

- When service vehicles are no longer close to aircraft
- When aircraft passenger and cargo doors are closed
- When mobile stairs have been moved away
- When wheel chocks have been removed
- When the ground engineer or marshaller is standing by the nose of the aircraft
- When the Ground Power Unit (GPU) is removed from the nose of the aircraft
- When their engines run
- When red beacons are flashing or strobe lights are turned on



# *Aircraft About to Move*

An example of lighting positions can be seen in the image below.  
The exact position of lights will differ between aircraft types.  
You must NEVER approach an aircraft that is about to move unless  
you are servicing that aircraft.



# *Assessment*

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## Congratulations!

You have completed reviewing the Airside Driving module.

Please arrange a time to complete an Airside Familiarisation drive with an Aerodrome Reporting Officer.

You must then complete the ADA assessment, which you will need to pass before you are issued with your Authority to Drive Airside.

