

## JA-AOP-029 Airside Driving Permit Scheme

### 1 Policy

- 1.1 Jersey Airport has a responsibility to regulate the management and control of surface vehicles operating on, or in the vicinity of the airside area of Jersey Airport in accordance with CAP790 – Requirement for an Airside Driving Permit (ADP) Scheme.
- 1.2 Jersey Airport has produced this procedure to ensure the safe and orderly movement of staff, passengers, aircraft and vehicular traffic.
- 1.3 The objective of this procedure is to set out the requirements to minimise the risk of accident and injury to persons and damage to aircraft and property arising from the use of vehicles in the airside area.

### 2 General

- 2.1 This procedure is intended to provide new and existing drivers with a written brief of the rules and guidance for driving airside at Jersey Airport to ensure compliance with CAP790 – Requirement for an Airside Driving Permit (ADP) Scheme.
- 2.2 Driving airside introduces measures, awareness and cautions not encountered whilst driving on public roads. It also requires an understanding of the layout, markings, signs, procedures and, where required, radio communication that are not part of normal driving.
- 2.3 Jersey Airport shall ensure that drivers are aware of all rules, regulations and penalties that driving may entail through their respective companies.
- 2.4 It is a licencing requirement for Jersey Airport authority to maintain and preserve safety on the airfield.
- 2.5 Jersey Airport shall ensure that all drivers working airside receive adequate and comprehensive training and be familiar with the topography at Jersey Airport.
- 2.6 Jersey Airport reserves to right to audit training programmes for airside drivers.

### 3 Rules of the Air

- 3.1 Legal rules have been established in the Rules of the Air (Jersey) Order 2000. The full document can be sourced from [www.jerseylaw.je](http://www.jerseylaw.je) or [www.gov.je](http://www.gov.je)
- 3.2 Rule 36 refers to the access to and movement of persons and vehicles on the aerodrome.
- 3.3 Rule 37 refers to the right of way on the ground.

### 4 Health and Safety

- 4.1 Personnel that drive airside or apply to drive airside shall be medically fit in accordance with Chapter 2 Section 2 of CAP790.
- 4.2 Personnel that drive airside shall be trained and competent to carry out the task/s that they perform.
- 4.3 Personnel that drive airside shall wear the correct Personal Protective Equipment (PPE) for the task/s that they perform.
- 4.4 Personnel shall adhere to company and airport authority rules and procedures along with the Jersey Airport Turnaround Plan at all times.

## 5 Airfield Driving

- 5.1 The Airside Driving Permit allows the holder to drive airside at Jersey Airport, provided that the driver complies with conditions as laid down in the Jersey Airport Aerodrome Operating Procedures.
- 5.2 All personnel driving airside shall be in possession of an Airside Driving Permit with the exception of:
- i. External emergency services attending an airport emergency or medical emergencies, such as ambulance flights, under escort
  - ii. Drivers of goods vehicles making deliveries to, or collecting supplies from, airside premises provided that they are escorted by authorised persons in possession of an airside driving permit.
  - iii. Contractors acting on behalf of the Jersey Airport Authority provided they are escorted by authorised persons in possession of an airside driving permit.
  - iv. Aircraft Engineers from another station (see section 13 for details)
- 5.3 All airside driving permits that are issued remain the property of Jersey Airport
- 5.4 There are three categories' of airside driving permit:
- i. Apron Only (Blue)
  - ii. Apron, Manoeuvring and Runway (RM – Red)
  - iii. Apron, Manoeuvring and Runway (RF – Red)
- You must be in possession of a RF-Red Permit in order to free range***
- 5.5 In order to apply for an airside driving permit, the following is required:
- i. A full valid Jersey driving licence
  - ii. Normal colour vision
  - iii. A company induction to include airside safety
  - iv. The airside driving powerpoint presentation shall be studied and the accompanying test paper which has a minimum pass mark of 85%
  - v. Applicants who fail to achieve the pass mark are unable to retake the test within the next 7 days. (This is to ensure that a fuller understanding of the various regulations and practices have been learnt)
  - vi. Practical familiarisation of all apron driving areas shall be undertaken by the employing company applying for an Apron only permit.
  - vii. Practical familiarisation of all apron, manoeuvring and runway areas is initially undertaken by the ARFFS and followed up by the relevant department applying for a RM or RF permit
  - viii. In the case of a heavy or specialist vehicle, the driver shall
    - Be instructed in the use and operation of the specific vehicle type by an approved driving instructor
    - Hold a valid certificate from their employer stating that they are competent to drive that particular heavy or specialist vehicle airside at Jersey Airport
- 5.6 All airside driving permit training shall include an auditable record of:
- i. Completion of the Jersey Airport airside driver training programme designed specifically for Jersey Airport.
  - ii. A knowledge of all sections of the Aerodrome Operating procedures and Jersey Airport Security Programme that relate driving airside and the restricted zone and restricted areas and airfield layout
  - iii. Familiarity training driving on the ramp with a company approved trainer already in possession of a driving permit for the relevant area of training (Apron or Manoeuvring/Runway)

- iv. Explanation of Jersey Airport ground markings.
  - v. Equipment familiarisation
  - vi. Driving on the airfield in darkness as well as daylight, and at times of poor visibility when Low Visibility Procedures (LVP's) come into force.
- 5.7 To apply for Runway Manoeuvring area permit you must have been through the Apron Driving Presentation and completed the associated test paper.
- 5.8 To apply for Runway Free Ranging permit you must have been in possession of a Runway Manoeuvring permit for at least 3 months.
- 5.9 An ARFFS approved R/T and Manoeuvring area training programme, together with a Free Ranging programme undertaken by Jersey Airport approved trainers shall be passed before a permit can be issued.
- 5.10 On staff who need access to the runway for their day to day duties can apply for a Runway Manoeuvring/Free Ranging permit.
- 5.11 Applications should be forwarded to the ARFFS duty station manager.
- 5.12 Any queries regarding the suitability of applications will be decided by the Aerodrome Safety Manager.
- 6 Airside Driving Permit Validity**
- 6.1 The Apron only permit is issued for a period of 3 years and is valid from the date of issue until the expiry date as issued by the Aerodrome Safety Manager.
- 6.2 The Runway Manoeuvring permit and the Runway Free Ranging permit are both issued for a period of 1 year from the date of issue and is valid from the date issued by the ARFFS or Aerodrome Safety Manager.
- 6.3 All permit holders will be required to undergo refresher training as deemed necessary by the Airport Authority.
- 7 Employer's Responsibilities**
- 7.1 Organisations that require their staff to drive airside are responsible for ensuring that their drivers meet the conditions for the issue of the Airside Driving Permit.
- 7.2 The employer must ensure that the driver is given adequate training in airside procedures. The training should consist of a full explanation of all local regulations and notices applying to driving airside at Jersey Airport, and include practical instructions in driving both day and night, and at times of poor visibility when Low Visibility Procedures come into force.
- 7.3 Organisations must use the Jersey Airport driver training in conjunction with their own driver training programme.
- 7.4 Random applicants for Airside Driving Permits will be audited by the Airport Authority to ensure standards are maintained.
- 7.5 All driver training shall be compliant with current Airport Operator Association (AOA) standards.
- 7.6 All permits remain the property of Jersey Airport.
- 7.7 Applications for all Airside Driving Permits must be completed with the relevant application form:
- i. Apron Only Permit – Appendix E

7.8 All applications must include a copy of the applicants current Jersey Driving Licence.

## **8 Control and Enforcement**

8.1 No person may drive airside at Jersey Airport without being in possession of a valid Airside Driving Permit.

8.2 Any airport user that disregards the laid down procedures will be subject to the Jersey Airport SAFE programme points system. (JA-AOP-14 refers)

8.3 Any breach of the Air Navigation (Jersey) Order and the Aviation Security (Jersey) Order may result in prosecution, which, upon conviction carries a penalty of up to £2000.

8.4 Jersey Airport reserves the right to withdraw an Airside Driving Permit at any time.

## **9 Speed Limits**

9.1 The following speed limits shall be adhered to at all times:

- i. Aircraft Stands = 5mph
- ii. Western Slip Road = 10mph
- iii. Apron = 20mph
- iv. Runway = 40mph (3 exceptions to this are ARFFS fire appliance performance tests, emergency response or training exercises)

## **10 Airside Driving Permit Renewal**

10.1 Apron Driving Permits show the date the permit was issued and is valid for 3 years from that date.

10.2 Runway Manoeuvring and Runway Free Ranging Permits show an expiry date.

10.3 Applicants who have airside driving permits that are due for renewal shall undertake refresher training before an airside driving permit can be reissued.

10.4 Refresher training shall comprise of the following:

- i. The retaking of the Jersey Airport driving test
- ii. Update on relevant Aerodrome and Security Operating procedures
- iii. Equipment familiarisation
- iv. Supervised practical driving and R/T assessments by ARFFS instructors for Runway Manoeuvring and Runway Free Ranging permits
- v. See JA-AOP-29 Appendix I for syllabus details

## 11 General Rules

- 11.1 All aircraft, including those under tow, have right of way over all other vehicles.
- 11.2 Vehicles travelling on airside roadways have right of way over vehicles entering/crossing roadways.
- 11.3 Drivers shall not drive a vehicle within 3 metres of an aircraft, except when required for the servicing of that aircraft or emergency vehicle attending an emergency.
- 11.4 Drivers shall not drive behind and must stay well clear of aircraft when their red anti-collision beacons are illuminated. (This indicates that the engines are running or are about to be started, or that the aircraft is about to move)
- 11.5 No person shall ride on or operate a vehicle when the passenger number is in excess of the designated capacity of that vehicle (Remember: No Seat, No Ride)
- 11.6 In the case of a vehicle classified as a bus, the number of standing passengers must not be in excess of the designated capacity of that vehicle.
- 11.7 The driver of any vehicle shall not, whilst driving airside, answer or use, or attempt to answer or use, a mobile phone, IPOD or similar audio device.

### **Vehicle radios used for R/T communications are allowed**

- 11.8 Routes are marked throughout all Apron areas. Marked roadways including taxiway/taxilane crossing points are to be used to access apron areas. There is an exception to this rule for approved Runway Free Range permit holders.
- 11.9 Vehicles shall not be driven between passengers moving to or from an aircraft.
- 11.10 Vehicles or equipment shall not be parked so that they will obstruct aircraft, other vehicles or pedestrians.
- 11.11 Vehicles shall never block a refuelling vehicle whenever the vehicle is delivering fuel to an aircraft.
- 11.12 Drivers shall inspect their vehicle to ensure that it is safe to use before driving on the Apron, Manoeuvring Area or Runway.

## 12 Aircraft Engineers from another station

- 12.1 Aircraft engineers from another station will be allowed to drive airside at Jersey Airport subject to holding a valid Airside Driving Permit from their home station and have gone through the basic airside driving presentation. (*Aerodrome Safety Manager can be contacted for a copy of the presentation as required*)
- 12.2 Any company who has an engineer coming on site shall complete JA-AOP-29 Appendix G and Email this to the Aerodrome Safety Manager in order for the Airport Authority to be aware of these drivers on the Airfield.