

# Kalgoorlie-Boulder Airport

## Airside Driving Induction



This induction is mandatory for all airport employees, contractors and sub-contractors who are required to drive airside.

The Airside Induction must be completed before you can complete the *Airside Driving Induction*.

# Content

1. Introduction
2. Operating Airside Rules and Regulations
3. Driving Airside
4. Speed Limits Airside
5. Vehicles Operating Airside
6. Any Questions?
7. Questionnaire
8. Completion



# 1. Introduction



- The control of surface vehicles operating on or near the movement area is the responsibility of the Kalgoorlie-Boulder Airport.
- All instructions to operators as advised by airport operations officers are to be adhered to at all times.
- Kalgoorlie-Boulder Airport management reserves the right to withdraw any authority to drive airside for any reason, including if drivers are found to be acting in an unsafe manner or failing to comply with airside regulations.

## 2. Operating Airside Rules and Regulations

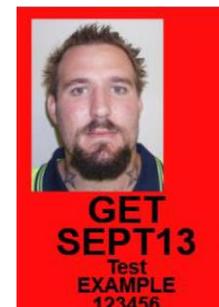
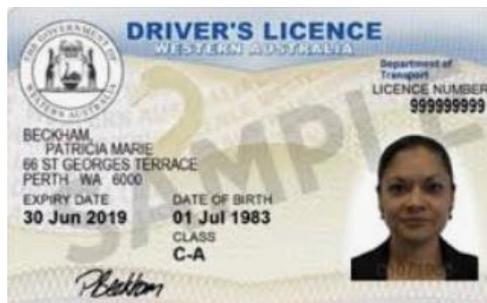
Your safety is important to us. As the holder of an ASIC and driver's licence you are entirely responsible for your own safety as well as the safety of those around you.

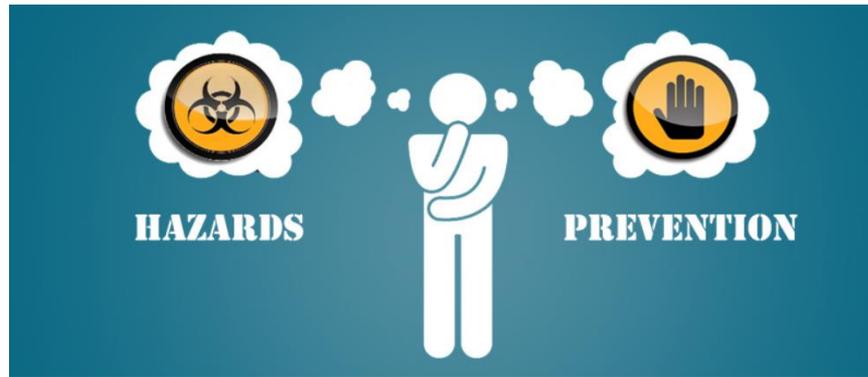


# 3. Driving Airside

No person shall drive any vehicle airside unless:

- The person holds a valid Aviation Security Identification Card (ASIC).
- The person is the holder of a current Australian state or territory motor vehicle driver's license – appropriate to vehicle. Note: if your licence is suspended or cancelled you must inform airport management immediately; you have an operational need to do so.





- Drivers are to operate equipment/vehicles in a safe and orderly manner that will not endanger aircraft or the safety of any person.
- Do not at any time drive any apron equipment unless you have been trained and authorised to operate that equipment airside.
- Vehicle operators towing baggage/freight trolleys must ensure that their trolley is loaded correctly, they drive responsibly and at specified appropriate speeds (*refer item 5.3*) for that area to prevent any spillage which could become FOD.
- Drivers who are involved in an accident whilst driving airside must immediately report the accident to their supervisor, who must then inform the airport supervisor, however minor the circumstances may seem.

- Drivers must stay well clear of an aircraft when the flashing red beacons are operating.
- Drivers must remain within the equipment parking area lines.
- Drivers must ensure that they do not impede or drive near an aircraft marshaller or the aircraft under their control or between them while aircraft marshalling duties are being performed.
- At ALL times, vehicles must give way to passengers moving between an aircraft and the terminal.



- In low visibility conditions, all non essential vehicles should, where feasible, cease operation.
- It is mandatory that once you leave your vehicle you must wear high visibility clothing at all times whilst airside.
- Drivers of all vehicles operating airside are to ensure that all personnel around them are displaying an approved ASIC.
- Persons found to be not in possession of an ASIC are to be instructed to move to the landside area and your supervisor and airport operations staff must be notified immediately.
- Drivers of all vehicles on the movement area are to monitor the area for FOD.



## 4. Speed Limits Airside

Speed limits are in place for airside driving.

They are as follows:

- 10 km/h in and around the equipment storage area
- 20 km/h on the ramp
- Vehicles must not be driven under an aircraft or within 3 metres of any part of an aircraft except when required for the servicing of aircraft.

The speed limit on the road in front of terminal is 20km/h. All airport staff and contractors are to adhere to this limit.



## 5. Vehicles Operating Airside



- Vehicles must be fitted with an amber flashing or rotating beacon which must be on at all times whilst driving airside.
- Vehicles must be free from oil leaks and other defects.
- Vehicles must not be operated in excess of their designed capacity limitations.
- At night or during times of low visibility, the vehicle headlights must be switched to the low beam setting.
- **No Seat - No Ride!**

Communication is paramount to aerodrome operations. Concentrate on what you are doing at all times.



- If a fitted beacon becomes unserviceable, hazard lights must be switched on to provide 360° visibility, unless escorted by a correctly equipped vehicle.
- At all times, especially during periods of low visibility, it is imperative that all vehicles have beacon or hazard lights operating and headlights are switched on (low beam only).
- Only vehicles equipped with an air band radio capable of two-way communication with aircraft are permitted to operate on taxiways and runways. Exemption will be granted (with aerodrome operations approval) for non-radio equipped vehicles to be escorted by an approved ARO with a suitably equipped vehicle.
- All drivers operating on the movement areas must hold a radio telephone operator's certificate of proficiency.

- Be familiar with the movement area markings, aviation radio procedures and phraseology and visual signals and signs.
- All drivers operating on and around movement areas must obey all instructions from airport operations officers.
- All drivers on movement areas must at all times maintain a listening watch. Radio must be switched on and you must monitor the messages between aircraft operating in the Common Traffic Advisory Frequency (CTAF) area.
- Brief yourself on the current situation on the manoeuvring areas by listening to the Kalgoorlie-Boulder CTAF frequency (126.60Mhz).



**Broadcasts must be made prior to entering the movement area on the CTAF frequency (126.60Mhz).**

- Know your environment.
- Be precise and patient.
- Comply with instructions.
- Keep your eyes open and stay alert for any conflicting aircraft.
- Plan all airside work carefully and avoid any tendency to rush whilst working airside.
- Never leave any items whatsoever on the movement area - even if you will only be away from the area for a short time. Aircraft movements can be unpredictable. Any items left on movement areas could potentially have devastating consequences.
- If you become confused or are unclear about what to do in a situation you must immediately leave the movement area and consult your supervisor on the current situation. It is possible that you may require further training.



If your vehicle becomes immobilised the following actions are to be taken:

- Notify airport operation officers.
- Ensure rotating beacon is switched on and the emergency hazard lights, if fitted, are activated.
- Ensure that no items have been spilled/ejected from the vehicle and that there is no debris in the area that you have been driving on.
- If present, any debris is to be removed immediately.
- Ensure that any fuel/oil spills are reported immediately to airport operations and cleaned up using the appropriate spill kit.
- If the vehicle is on an active movement area and becomes immobilised, every effort must be taken to remove the vehicle. If you cannot move the vehicle you must advise airport operations immediately.



Drivers holding an ASIC may be required to provide supervision for unauthorised drivers and vehicles by:

1. Escorting the supervised vehicle with an authorised vehicle and driver.
2. Riding in the supervised vehicle.
3. Accompanying the supervised vehicle on foot.



The driver of the escorting vehicle must ensure the driver of the supervised vehicle is aware of and fully understands:

- The requirement to keep the vehicle being escorted at a reasonable distance behind the escorting vehicle so that adequate supervision can be maintained at all times.
- The designated route to be taken.
- Movement area speed limits.
- Any pre-arranged signals that may be required if any problems arise.
- Occupants in the supervised vehicle are aware that airside is a NON-SMOKING area.



## 6. Any Questions?





## 7. Questionnaire

Before you can commence work airside you will be required to complete the multiple choice induction questionnaire.

Once completed the questionnaire is to be given to the airport supervisor for grading.

A pass rate for the questionnaire is 13 out of 15. If a score is below 13 a review of the presentation is required with the airport supervisor.

# 8. Completion

**Congratulations!**

You have completed the Kalgoorlie-Boulder Airport  
Airside Driving Induction.