

BUSSELTON-MARGARET RIVER AIRPORT

AIRSIDE VEHICLE CONTROL HANDBOOK

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1 Forward

Airside operation of vehicles set out in this Handbook is to ensure the safe and orderly movement of vehicular traffic so that aircraft operations are not interrupted or impeded.

The City of Busselton has a general duty of care under common law and obligations under occupational health and safety legislation, the *Civil Aviation Regulations*, and the *Air Navigation Regulations*, in relation to safety and security issues associated with surface vehicles operating in Airside areas.

Failure to comply with the requirements of this Handbook is a breach of conditions set down by the relevant authorities for use of vehicles within the Airside, and any such failure is to be taken into account by COB in considering whether to exclude individuals or entities from use of vehicles Airside.

2 Record of Amendments

The Airside Vehicle Control Handbook is subject to change from time to time.

This handbook is made available for viewing and/or downloads from the Busselton-Margaret River Airport website. (www.Busseltonmargaretriverairport.com.au)

As information is updated, the version number of the document will be changed accordingly and the amended document made available on the website

It is the responsibility of Drivers and Vehicle Operators to remain up-to-date with the rules and requirements for driving Airside as outlined in this manual.

DATE	RECORD CHANGED	VERSION
28/02/2018	New maps and AP name change	1

3 Definitions

ADA: an Authority to Drive Airside.

Aerodrome: a defined area of land or water (including any buildings, installations and equipment), intended to be used for the arrival, departure and movement of aircraft.

Aeronautical Radio Operator Certificate: a certificate issued in accordance with Civil Aviation Regulations.

Airport: Busselton-Margaret River Airport (BMRA)

Airport Operator: City of Busselton (COB)

Airside: the area of the Airport enclosed by the security barrier described in the BMRA Transport Security Program, which includes the Movement Area of the Airport and adjacent terrain and buildings or portions thereof, to which the general public does not have access.

Airside Vehicle Control Handbook (AVCH): this Airside Vehicle Control Handbook.

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

ARO: Airport Reporting Officer

AVCH: Airside Vehicle Control Handbook.

AUA: Authority for Use Airside.

Authorised Officer: an COB Airport employee.

Authority to Drive Airside (ADA): a document or permission issued to a person to permit them to drive a vehicle Airside in accordance with Section 8 of this Handbook.

Authority for Use Airside (AUA): a permit to be affixed to a vehicle approved to access the Airside, issued in accordance with Section 6 of this Handbook.

BMRA: Busselton-Margaret River Airport

City of Busselton: the Airport Operator.

Company: the owner or other person, firm, company or corporation (including Government departments 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.

COB: City of Busselton

Driver: a person in physical control of the Vehicle at the time, or in the circumstances that this AVCH applies, whether or not the Vehicle is moving or they are on, in, or with the Vehicle.

Drivers Licence: an official document, issued by a State or Territory, to permit a person to operate a motorized vehicle on Australian public roads.

Escort: the supervision of a Vehicle operating Airside whereby the supervising person takes responsibility for and will provide guidance and may take immediate action to prevent an unsafe act by the Vehicle being escorted.

Handbook: this Airside Vehicle Control Handbook.

Landside: that portion of an Airport not designated as Airside, and to which the general public normally has free access.

Leased/Licensed Area: a portion of land for which geographic limits are defined and for which the lessee/licensee is responsible for the control of all vehicles within the boundaries of that area.

Manoeuvring Area: that part of the Airport used for the take-off, landing and taxiing of aircraft, but excluding Aprons.

Movement Area: that part of the Airport to be used for the surface movement of aircraft, including Manoeuvring Areas and Aprons.

Perimeter Road: a road within the Airside to facilitate travel of vehicles to various areas whilst remaining clear of the Manoeuvring Areas.

Permit: the physical identification on or for a Vehicle that is the subject of an AUA.

Runway: a defined rectangular area on a land aerodrome, prepared for the take-off and landing of aeroplanes along its length.

Runway Strip: 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.

Speed Limit: the maximum speed at which a Vehicle is permitted to travel in a given area and under specified circumstances.

Supervised Vehicle: a Vehicle being escorted by a COB / WSO Vehicle because the Vehicle does not hold an AUA and/or the Driver does not hold an ADA.

Taxiway: 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 to another, including aircraft stand taxi-lane and apron taxiway.

Vehicle: any motor vehicle, special purpose vehicle or other mobile equipment, which is used on the Airside (including specialised ramp equipment).

Vehicle Operator: the person or entity controlling the operation of a Vehicle, whether as the owner, hirer or otherwise.

Warning Notice: a written warning issued to a Driver, Driver's employer, and / or Vehicle Operator for a breach of the rules and requirements outlined in this Handbook.

WSO: Work Safety Officer

4 Working Airside

4.1 Security

Airport security is governed by the *Aviation Transport Security Act (ATSA)* and *Australian Transport Security Regulations (ATSR)*. There are strict controls and procedures that must be followed when working Airside (comprising the aprons, runways and all other areas inside the security fence).

Persons may only enter the Airside area if they have a valid work-related/operational reason for doing so.

Certain CASA officers have access to airside under CASR 139.025. City of Busselton Airport officers reserve the right to ask officers for identification.

4.2 Airside Access Gates

Entry to Airside through the pedestrian and vehicle access gates is controlled separately through the issue of codes for locks. Codes for Airside gate access are available from COB on approval.

Drivers using the Airside access gates must ensure that the gate is fully open before proceeding through the gate to prevent damage to the gate, and must securely close the gate behind them before departing. Drivers are responsible for ensuring that no other vehicle or person enters through the access gate into the Airside area prior to closing the gate unless approved. Any unauthorised access, including from tailgating through the airside access gates, must be reported to the ARO immediately.

4.3 Aircraft Operations

Aircraft have right of way at all times, regardless of whether the aircraft is moving under its own power or is being towed.

Equipment and vehicles can pose a serious safety hazard to aircraft, and all care must be taken to ensure that aircraft operations are not interfered with or obstructed in any way.

No access to, or contact with, an aircraft or its contents is permitted unless approved by the Aircraft Owner/Operator.

4.4 Safety around Aircraft

There are safety hazards for personnel working Airside, and extra caution must be taken around aircraft. Jet blast from turbine engines can cause serious injury or death, as well as damage property and equipment nearby. Propellers can appear motionless when they are operating at a very high revolutions per minute (RPM), and contact with propellers can cause serious injury or death.

When aircraft have red anti-collision beacons (small flashing red light on top of aircraft) activated it indicates that the aircraft is about to start its engines, has the engines running, or is about to move. Aircraft must not be approached, by persons or Vehicles, while the beacons are operating.

4.5 Hi-Visibility Clothing

For personal safety, high visibility vests/clothing and Personal Protective Equipment (PPE) must be worn when walking within aircraft movement areas (leased hangars and leased apron areas excluded). The high visibility items worn must be compliant with Australian Standard AS4602.

4.6 Noise Protection

BMRA is a high occupational noise impact area, and noise protection (Class 5 recommended) should be worn when aircraft activity is taking place.

4.7 Smoking

Smoking is strictly prohibited Airside, including inside Vehicles.

4.8 Drugs and Alcohol

Alcohol and drugs, other than drugs prescribed by a medical practitioner, must not be consumed by personnel while Airside or prior to accessing Airside. All COB contractors must abide to the BMRA DAMP policy and /or the primary contractors DAMP policy.

Some prescribed drugs may affect work performance and make it dangerous to drive or operate Vehicles and machinery. Persons who have been prescribed drugs of this type must inform their supervisor before they commence work or conduct activities around aircraft.

4.9 Animals

As per Busselton Regional Airport Local Law 2012, (4.4)

(1) This clause does not apply where-

- (a) A blind person brings a guide dog accompanying that person to the airport; or*
- (b) A person brings to the airport an animal, or has the possession and control at the airport of an animal, that is , is to be , or has been , air freighted to or from the airport- provided that person exercises effective control over the animal at all times.*

(2) A person must not, without the prior written approval of the Airport Manager or an authorised person-

- (a) Bring an animal to the airport*
- (b) Permit an animal to stray into the airport; or*
- (c) Have an animal in his or her possession or control at the airport*

(3) Where there is a breach of sub clause (2), or where an animal is otherwise found at the airport, the Airport Manager or an authorised person-

- (a) May, using all reasonable means, capture and remove the animal from the airport; and*
- (b) May, where the Airport Manager or an authorised person considers that the animal is or may be a danger to persons, subject to provisions of the wildlife Conservation Act 1950, destroy the animal.*

4.4(2) Bringing an animal onto Airport land Modified Penalty \$200

5 Driving Vehicles Airside

5.1 Control of Vehicles and Driving

City of Busselton (COB) as the Airport Operator is responsible for the control of Vehicles and Drivers in the Airside area of the Airport.

A Vehicle may not be driven Airside unless it has been approved by COB to operate Airside by way of an Authority for Use Airside (AUA) vehicle permit. Similarly, a Driver may not drive a Vehicle in the Airside area unless they have been approved by COB.

Drivers and Vehicles may only be permitted to operate in the Airside area without the above approvals when being escorted by a COB / WSO Airport Vehicle and or Officer. (refer to Section 10).

Any person driving a Vehicle within the Airside area, and each Vehicle being operated Airside, must comply with the rules and requirements of this Handbook.

COB may refuse Airside entry, or give instruction to vacate Airside, to Drivers and/or Vehicles at any time, including for security measures, an aerodrome emergency, low visibility operations, or a breach of the Airside driving rules outlined in this Handbook.

Drivers and Vehicle Operators must comply with any instruction made by a COB Authorised Officer with regards to driving or Vehicles within the Airside of BMRA.

5.2 Who can drive Airside

The driving of a Vehicle in the Airside area of BMRA is restricted to persons who have a valid work-related/operational reason for needing to drive Airside, and is subject to authorisation by COB to drive Airside.

Due to aircraft safety, Vehicle traffic within the Movement Area must be kept to a minimum to ensure that aircraft activity is not impeded in any way.

Airside aprons are provided for aircraft operations, and may not be used by Vehicles as a shortcut or as an alternative to landside (public) roads. Vehicle activities permitted on the apron include towing of aircraft, refuelling trucks, and accessing aircraft for maintenance. Vehicles that are moving between hangars must use the landside roads and access the destination hangar by the nearest airside access gate.

COB Authorised Officers may, at any time, stop a Vehicle within the Airside and request information regarding the Drivers travel intentions, and any direction given by the Authorised Officer to the Driver must be complied with.

5.3 Right of Way

Within the Airside area, aircraft (including aircraft under tow) have right of way at all times. Vehicles must not impede or restrict aircraft operations. Failure to give way to an aircraft will result in the issue of a Warning Notice (refer to Section 11).

Drivers must slow down for pedestrian traffic and give way to pedestrians accessing aircraft parked on the Apron.

Emergency services vehicles (police, fire and ambulance) have right of way of all other vehicles (not aircraft) when responding to an aerodrome emergency incident. Emergency vehicles will display rotating beacons for an emergency response, and all other Vehicles must remain clear of the incident site.

5.4 Airside Speed Limits

Speed limits in the Airside area must be strictly adhered to. The speed limits are the maximum speed that a Vehicle is permitted to operate in each area. Drivers must reduce speed during times of high vehicle and aircraft traffic, and when weather conditions are causing reduced visibility.

The following speed limits apply:

Movement Area - within 15 meters of an aircraft	10 km/h
Movement Area - if more than 15 meters from an aircraft	25 km/h
Manoeuvring Area - runways and associated taxiways	25 km/h
Perimeter Roads	40 km/h

The speed limits do not apply to emergency service Vehicles that are involved in an Aerodrome Emergency Plan response or COB Vehicles conducting runway serviceability inspections

5.5 Driving Safety

To ensure safety for Drivers, aircraft and personnel working Airside:

- a) Drivers must obey all signs, pavement markings, and traffic control devices located Airside.
- b) Vehicles must not be driven within three (3) meters of an aircraft, except where required for the servicing of that aircraft.
- c) Vehicles are to be kept at least 10m clear of any aircraft operating either red rotating beacon or strobe lights as this indicates that the aircraft engines are running or about to be started, the aircraft is under tow, or the aircraft is , or about to be taxiing.
- d) Drivers must give way to approaching aircraft at all times by moving the Vehicle behind the parking limit line or outside the taxiway strip and stopping until the aircraft has passed.
- e) Vehicles must not approach within 15 meters (50 feet) of an aircraft during fuelling or de-fuelling operations, other than in accordance with *Civil Aviation Order 20.9*. All contact with fuel hydrants, hoses and cables that are connecting the aircraft with the refuelling Vehicle must be avoided.
- f) Vehicles must be driven along the taxiway centrelines to ensure the Vehicle can be easily seen by aircraft and other Vehicles, and the Driver can see any aircraft that may pull out into the taxiway.
- g) Where possible, Vehicles must use indicators to signal when intending to turn right or left.
- h) Drivers must avoid reversing where possible, or if unavoidable, must check carefully behind the Vehicle for any obstructions and watch for other traffic.
- i) The wearing of seatbelts Airside is not mandatory. Drivers must check with their employer and comply with the company policy.
- j) A Vehicle must not be operated with a passenger load in excess of its designated capacity. Passengers can only travel in Vehicles if they have an allocated seat.
- k) Vehicles are not permitted to overtake aircraft or other Vehicles.
- l) Mobile phones are a distraction and should not be used when driving Airside, unless operationally necessary. Use of phones, including hands-free, must be kept to a minimum whilst driving to ensure situational awareness is not impaired and all mobile phone use within the manoeuvring area is prohibited.

m) Vehicles must not enter an unserviceable area (identified by white and red cone markers and/or flashing red lights at night) unless there is an operational requirement to do so. Drivers must exercise extreme caution if it is necessary to enter the unserviceable area.

5.6 Rotating Beacon

Vehicles operating within the Movement Area must carry and activate an amber, yellow or orange rotating beacon or amber strobe light on the highest point of the vehicle (so it provides 360 degrees visibility).

If approved by COB, the use of Vehicle hazard lights is permitted during daylight hours in lieu of a rotating beacon.

5.7 Driving at Night

In addition to a rotating beacon, Vehicles must also activate headlights (dipped) and tail lights while driving at night. Vehicles should not be positioned where headlights can shine directly into pilot vision.

5.8 Low Visibility Procedures

During times of low visibility conditions, as determined by COB officers, only essential vehicles will be permitted to enter the Manoeuvring Area.

5.9 Vehicle Parking

Vehicles, equipment, goods and structures are prohibited within two (2) metres inside, and three (3) meters outside, of the Airside boundary fence. This is to ensure that Airside security is not compromised by people using these objects to climb over the fence.

A Vehicle must not be parked in any area where it can obstruct aircraft, other Vehicles or pedestrians.

Vehicles parked Airside must be left for as short a period of time as possible with the doors unlocked, keys in the ignition and handbrake on.

5.10 Removal of Vehicles from Airside

If a Vehicle is being driven, or is stopped or parked, in a manner that is likely to be a danger or obstruction to a person or property (including other Vehicles, aircraft or facilities), or that it is likely to interfere with the operation of the Airport and/or aircraft, a COB Authorised Officer may direct the Driver to remove the Vehicle from the Airside. The direction may be done verbally or by written notice to the Vehicle Operator.

If the Driver of the Vehicle cannot be found, or refuses to comply with the direction to move, COB will take actions necessary to remove the Vehicle. COB accepts no liability for damage sustained by the Vehicle in the course of it being moved by COB. (fees may apply)

5.11 Manoeuvring Area

The Manoeuvring Area, comprising the runways and associated taxiways, is a restricted area.

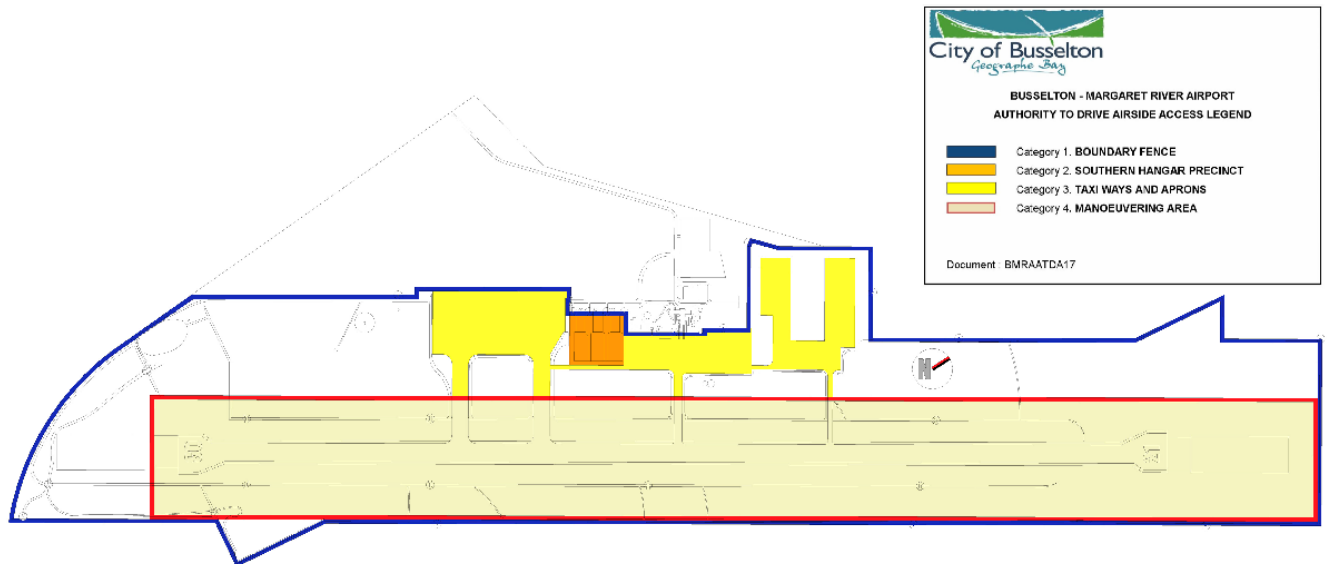


Figure 1: Manoeuvring Area

All aircraft and Vehicle traffic in the Manoeuvring Area is controlled by CTAF radio procedures. Refer to Section 15 for further details.

Vehicles are only permitted to enter the Manoeuvring Area if:

- there is a valid operational requirement for the Vehicle to be in the Manoeuvring Area;
- the Vehicle displays an activated rotating beacon;
- the Vehicle is equipped with a radio capable of two-way communications with CTAF frequencies;
- the Driver has been approved by COB by way of ADA and the Driver holds a Aeronautical Radio Operator Certificate;
- the Driver understands the procedures that apply in the Manoeuvring Area;
- The vehicle has a BMRA AUA

A person is not permitted to access the Manoeuvring Area on foot. In extenuating circumstances (e.g. COB operational staff with tools), may permit a person on foot within the Manoeuvring Area if the person is carrying a hand-held radio and makes the appropriate CTAF radio transmissions.

Entering the Manoeuvring Area without making the appropriate radio transmissions will result in the issue of a Warning Notice and or ATSB report.

5.12 Perimeter Road

If using the perimeter road, Drivers must wait until arriving or departing aircraft have passed before crossing the runway approaches.

5.13 Immobilised Vehicles

If a Vehicle becomes immobilised within the Movement Area, the Vehicle Operator must take all actions necessary to remove the Vehicle immediately.

Where possible, the immobilised Vehicle must immediately be pushed out of any area where it will cause an obstruction to aircraft or other Vehicles.

Immobilised Vehicles may not be left unattended at any time.

In addition, if a Vehicle becomes immobilised within the Manoeuvring Area or on an apron taxiway, the Vehicle Operator must also ensure that:

- COB AROs are notified immediately and CTAF radio frequency is monitored to advise aircraft of the immobilised vehicle.

If the Vehicle Operator does not have the resources available to remove the vehicle promptly, COB can be contacted to tow the vehicle. The Driver and/or Vehicle Operator of the immobilised vehicle must provide such assistance as reasonably required by COB to move the vehicle.

5.14 Accidents

The Driver and/or Vehicle Operator must immediately report to COB any accident that occurs on Airport land if the accident causes:

- personal injury;
- damage to Airport property/facilities; or
- All property damage.

In the event of an accident, a written statement from the Driver and/or Vehicle Operator must be provided to COB within the timeframe requested by COB.

5.15 Fuel/Oil Spills

Drivers are to guard against fuel/oil spills on the apron. Spills must be reported immediately to COB and cleaned up properly. The cost of repairs for Apron damage caused by fuel/oil spills will be charged to the person/Company responsible.

5.16 Foreign Object Debris

Objects in or on a Vehicle must be fully secured so that they do not pose a hazard to aircraft operations by causing Foreign Object Debris (FOD). FOD is any loose item that could be ingested into a jet or propeller engine or blown into and cause damage to an aircraft. Any objects that become loose and fall on the ground, or that are found on the Apron, must be removed immediately. Any FOD identified in the Manoeuvring Area must be reported immediately to COB AROs for removal.

5.17 Fees

All fees payable are a fixed amount and will not be charged pro-rata.
Fees and charges are available on the Busselton-Margaret River Airport website at:
www.Busseltonmargaretriverairport.com.au

6 Authority for Use Airside

6.1 Introduction

An Authority for Use Airside is a permit issued by COB for all Vehicles that have been approved to operate Airside.

6.2 Approval

As a condition of approval for an Authority for Use Airside, the Vehicle Operator must submit the following information:

- Registration Details
- Drivers Details
- Need to be airside details

All applications for a vehicle permit are assessed and approved by the COB Airport Operations Team.

6.3 Application

An application must be completed for every Vehicle that will be operating Airside.

The Vehicle Operator is required to provide information about the Vehicle, including make, model and year of manufacture, and provide evidence of adequate public liability insurance and third party property cover if requested.

Additional information will be required for Vehicles that are not registered, such as specialised equipment/machinery (see section 6.5).

The Vehicle Operator must be able to demonstrate:

- a valid operational requirement for the Vehicle to operate Airside on a frequent and unsupervised basis (demonstrating that the operational tasks cannot be otherwise undertaken landside);
- the capacity to ensure that the operation of the Vehicle will comply with the requirements of this Handbook and with all laws, rules, standards and directions including, where applicable, Civil Aviation Orders relating to the operation of Vehicles in the Airside;
- that the Vehicle Operator has in place appropriate arrangements to limit fire hazards in Vehicles which are to operate within 15 meters of an aircraft fuel tank opening or vent outlet during fuelling or de-fuelling;
- that there are in place appropriate arrangements to ensure that if the Vehicle becomes immobilised on the Movement Area, the Vehicle will be immediately removed and the notifications detailed at Section 5.12 will be given;
- that the Vehicle will be maintained in a state of good repair; and
- that the Vehicle is suitable for the type(s) of pavement and local geography of the Airport.

6.4 Road Worthiness

Vehicles are to be registered and must always meet the mechanical and road-worthiness requirements of Western Australia.

Vehicles with expired State/Territory registration must cease operating Airside until current registration is restored.

6.5 Non-Registered Vehicles

Specialist Vehicles, such as an aircraft tug, quad bike, tractor, and other equipment/machinery, may not be required to be registered by a State/Territory Authority for use on public roads.

Prior to approving an Authority for Use Airside for a non-registered Vehicle, COB will require the following information:

- dimensions and gross mass;
- number, spacing and size of wheels and type of tyres and tyre pressure;
- turning radius;
- motive power;
- any special features; and
- Airside areas of intended operation.

The appropriate checks, tests and inspections must be regularly undertaken for all specialist Vehicles. COB may, at any time, direct the Vehicle Operator to provide a certificate endorsed by an Auto Mechanic to ensure that the specialist Vehicle satisfies mechanical and road-worthiness standards.

6.6 Competency

Vehicle Operators must ensure that personnel have undertaken the appropriate training and certification (as required by the equipment manufacturer, regulatory bodies, State or Commonwealth legislation, or any other applicable industry standards) for all Vehicles, equipment and machinery that is being operated Airside.

Where appropriate, COB may also request a Vehicle Operator to provide copies of certificates of competency or licences that may apply to specific equipment/machinery.

6.7 AUA Vehicle Permit

Once all required documentation has been completed and approved by COB, an Authority for Use Airside permit will be issued. Once the permit has been issued, it must be immediately affixed to the front windscreen of the Vehicle (preferably on the right hand side, or in a prominent holder on the dashboard). If the Vehicle does not have a windscreen, the AUA permit must be displayed where it is clearly visible, preferably at the front of vehicle.



Figure 2: Authority for Use Airside permit

6.8 Validity

Unless otherwise advised by COB and subject to the terms of this Handbook, an Authority for Use Airside is valid from date of issue until expiry date.

6.9 Vehicle Inspections

In the interests of Airside safety, Vehicles must be maintained in a good state of repair. It is the responsibility of the Vehicle Operator to ensure the Vehicle being operated is in serviceable condition.

Any Vehicle not meeting standards of serviceability will have its AUA suspended, and the Vehicle Operator must remove the Vehicle from Airside until the appropriate corrective action has been taken and the Vehicle AUA has been reinstated by COB.

COB reserves the right to inspect and check Vehicles and to suspend an Authority for Use Airside until the Vehicle Operator is able to provide a road worthiness certificate, endorsed by a qualified Auto Mechanic/Engineer, to ensure that the Vehicle satisfies mechanical and road-worthiness standards.

6.10 Renewal

BMRA Manager or Operations Coordinator will review the operational requirement for each Vehicle to operate Airside, and may withdraw or refuse renewal if the Vehicle and/or Vehicle Operator does not satisfy the requirements of this Handbook.

6.11 AUA Transfers

An AUA permit is only valid for the Vehicle to which it was originally issued, and the permit is not transferable between Vehicles.

6.12 Replacement Permit

A Vehicle Operator may request a replacement AUA permit. Prior to COB issuing a replacement permit, the Vehicle Operator must provide a satisfactory reason for the AUA sticker being lost or destroyed, and COB may request that a statutory declaration be signed to that effect.

6.13 Disposal of Vehicle

When a Vehicle is no longer required for Airside use, or the Vehicle Operator disposes or otherwise ceases to be in control of a Vehicle which has been issued with an AUA, the Vehicle Operator must:

- a) remove the AUA Permit from the Vehicle; and
- b) Within 24 hours, return the AUA to COB or notify COB in writing that the AUA has been removed and destroyed.

7 Motorcycles, Bicycles & Skates

7.1 Bicycles, Motorcycles, Scooters, Skates, Skateboards

Bicycles, Motorcycles, scooters, motorised bicycles and skateboards, roller skates and similar means of transport are not permitted Airside.

8 Authority to Drive Airside

8.1 Introduction

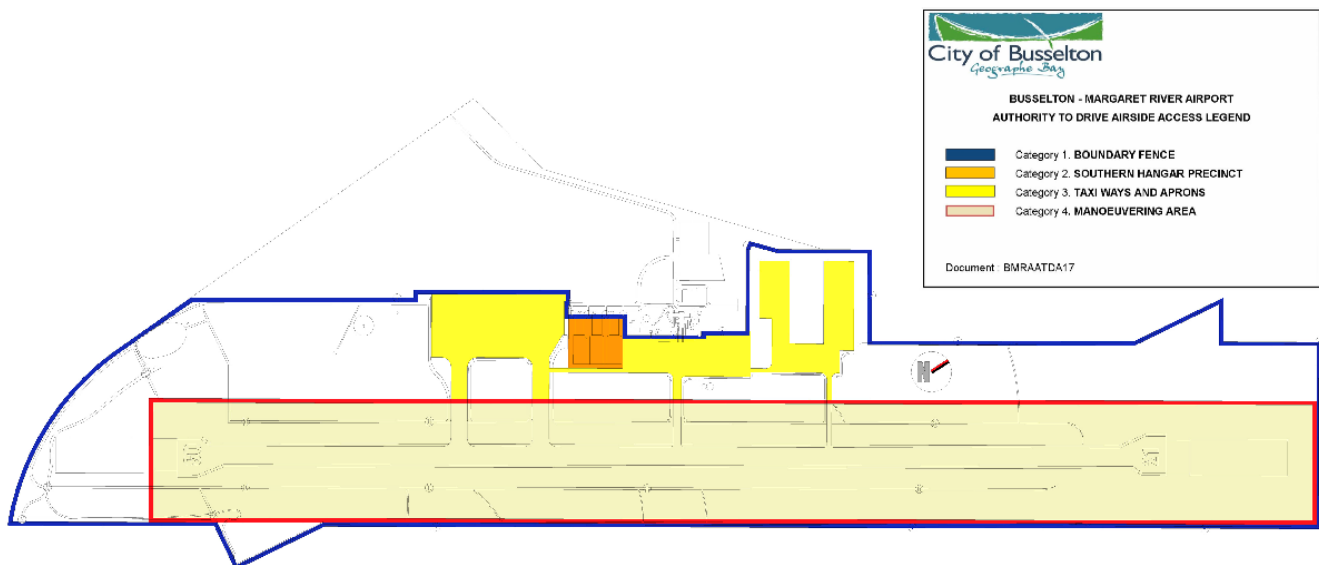
An Authority to Drive Airside (ADA) is an approval issued by COB to drive in specific designated Airside areas.

8.2 Categories of Airside Driving

There are different categories of an Authority to Drive Airside (ADA) to indicate the specific portion of the Airside area that the Driver is authorised to operate on:

Category 1 (CAT 1)	Access COB Airport Landside areas
Category 2 (CAT 2)	Hanger areas
Category 3 (CAT 3)	Aprons and associated taxiways.
Category 4 (CAT 4)	All Movement Areas.

A Driver is not permitted to operate a Vehicle in any Airside area for which the ADA category does not apply. A Driver found to be driving in an area for which the ADA category does not apply will have a Warning Notice issued against them (refer to Section 11). If a Driver operates a Vehicle in an area for which their ADA does not apply, and causes a safety hazard, incursion or other incident, the Driver will have their ADA immediately suspended or cancelled.



Airside Access –Vehicle Register

Vehicle airside declaration – I have read the Airside Drivers Handbook and will abide by them and the directions of City of Busselton Airport Officers

PASS TYPES 1 BLUE Boundary 2 ORANGE Hangars 3 YELLOW Taxiway/Apron/Hangars 4 GREEN All Areas

Sticker Details				Vehicle Details						City Authorisation	
Date Issued	Expiry Date	Sticker #	Pass Type	Vehicle Rego	Name	Company	Phone	Owner's Signature	Reason airside	ARO Signature	Pass Returned

Airside Access – Driver Register

**Vehicle airside declaration – I have read the Airside Drivers Handbook and will abide by them and the directions of City of Busselton Airport Officers.
This form is not applicable to emergency services drivers when responding to an emergency**

PASS TYPES 1 BLUE Boundary 2 ORANGE Hangars 3 YELLOW Taxiway/Apron/Hangars 4 GREEN All Areas

Details								City Authorisation			
Issue Date	Expiry Date	Pass Type (driver)	Name	Company	Phone	Driver's Signature	I have read an understood the above declaration (YES)	Reason airside	Current ASIC Y/N	Current Driver Licence Sighted	ARO Signature

8.3 Approval

Any person that has an operational requirement to drive Airside on a frequent and unescorted basis must hold an Authority to Drive Airside.

As a condition of approval for an Authority to Drive Airside, the Driver must satisfy the following requirements:

- read and understand this Handbook;
- Complete the *Authority to Drive Airside approval*.
- Undertake Airside familiarisation training if required or requested by COB.

8.4 Airside Vehicle Control Handbook

Prior to applying for an Authority to Drive Airside, the applicant must have read and understand this Handbook in its entirety.

8.5 ADA Application Form

All applications for an Authority to Drive Airside permit are assessed and approved by the COB BMRA Manager or Operations Coordinator.

8.6 Drivers Licence

A person must not drive a Vehicle within the Airside unless they hold a current Australian driver's licence for the type of vehicle being driven. International licences may be accepted at the discretion of COB.

The drivers licence must be carried at all times when driving Airside. Drivers must comply with any request from a COB Authorised Officer to sight the drivers licence.

If a driver's licence is expired, suspended or cancelled, the Driver's ADA terminates immediately and the Driver must within 48 hours:

- a) notify COB and the Vehicle Operator of the cessation or cancellation of the drivers licence;
- and

8.7 Colour/Visual Impairment

Any colour or other vision impairment conditions, as noted on a State/Territory drivers licence, must be disclosed to COB. The applicant must be able to demonstrate that they will not be impeded in their ability to read and understand coloured signs and lights, and any such restrictions will be assessed by COB on a case-by-case basis.

8.8 Aeronautical Radio Operator Certificate

If a Driver will be operating on the Manoeuvring Area, the Driver is required to hold an Aeronautical Radio Operator Certificate that has been issued by CASA or other CASA approved issuing authority.

A copy of the Aeronautical Radio Operator Certificate must be provided to COB for a Category 4 Authority to Drive Airside applications.

8.9 Validity

Unless otherwise specified by COB at the time of the ADA being issued, the duration of an Authority to Drive Airside is for a minimum of 24 months, calculated from the date of issue to 1 January of the 2nd following year.

8.10 Change of ADA Category

A Driver may upgrade an ADA to a higher driving category. In applying for an upgrade, the applicant must establish a genuine need to upgrade the ADA, and satisfy the eligibility requirements for that category of ADA.

If a Driver no longer requires a higher ADA category, the Driver is obliged to downgrade the ADA to the required category by advising COB of the changed driving requirement.

COB may also downgrade an ADA category if the Driver is involved in an incident/accident, is in breach of the rules and requirements of this Handbook, or is unable to substantiate the need to maintain the higher ADA category.

8.11 Inspections

COB may at any time request the Driver of a Vehicle to produce their current Drivers Licence. Failure to provide the Drivers Licence on request will result in a Warning Notice being issued to the Driver.

9 Indemnity and Insurance

9.1 Insurance

Each Vehicle Operator must hold and maintain Public Liability Insurance, for the amount of twenty million dollars (\$20,000,000) for any one occurrence, for liabilities for death, personal injury and property damage incurred in connection with the use of Vehicles Airside.

Copies of renewed Certificates of Currency may be requested by COB for the duration that an Authority for Use Airside and/or Authority to Drive Airside is valid, and failure to provide the requested Certificate of Currency may result in suspension of an AUA and/or ADA.

Where an insurance policy is cancelled, suspended or lapsed, the Vehicle Operator must:

- cease from operating Vehicles until the required insurance has been obtained; and
- Notify COB in writing within 24 hours of any such occurrence.

10 Vehicle and Driver Escorts

10.1 Supervision of Vehicles and Drivers

Where there is a valid operational requirement for a Vehicle to operate Airside without an AUA, or where the Driver of that Vehicle does not hold an ADA, COB will, at its discretion, make available an authorised COB / WSO Driver and/or Vehicle ("Escort") to supervise the driving of that Vehicle ("Supervised Vehicle") Airside by:

- a) driving a COB Vehicle to escort (lead) the Supervised Vehicle;
- b) travelling as a passenger in the Supervised Vehicle;
- c) accompanying the Supervised Vehicle on foot; or
- d) Directing the Supervised Vehicle from a suitable vantage point.

Where a COB / WSO Vehicle is providing the Escort, the person driving the Supervised Vehicle must remain directly behind the COB / WSO Vehicle at a distance of no more than 10 meters and no less than 5 meters, and follow all instructions given by COB / WSO.

The escort of more than one Supervised Vehicle at a time is permitted provided that effective control of all Supervised Vehicles is able to be maintained by COB / WSO to ensure the Supervised Vehicles do not present hazards to the safe operation of Airside or otherwise do not comply with this Handbook.

Vehicles must be escorted in the Manoeuvring Area if the Vehicle and/or Vehicle Driver does not meet the radio (see 5.11) and radio operator (see 8.8) requirements.

10.2 Arrangements

All requests for the provision of an Escort during normal business hours must be made to COB at least 24 hour in advance. For Escorts outside of normal business hours, COB requires at least 48 hours advance notice.

10.3 Fees

For Escorts during normal business hours, fees may apply if an Escort is required for more than 30 minute duration in any one day.

Fees apply for all Escorts outside of normal business hours. A minimum 3 hour charge applies, at the rate published on the BMRA website as per the City of Busselton's Adopted Fees and Charges.

11 Warnings, Suspensions and Cancellations

11.1 Warnings

If a Driver and/or Vehicle is found to be in breach of any of the rules and requirements detailed in this Handbook, a written Warning Notice will be issued to the Driver, and/or Vehicle Operator. A verbal warning may also be advised to the Driver and/or Vehicle Operator prior to the Warning Notice being issued in accordance with the Airport Local law (2012) Part 6.4 Notice requirements.

At any time following the issue of a Notice, COB may request that the Driver or Vehicle Operator provide a written statement in response to the Notice. COB will consider the response received in determining whether or not to impose conditions or suspend or cancel the ADA/AUA in accordance with Busselton Regional Airport local Law 2012.

In determining whether to impose conditions, suspend or cancel an ADA/AUA following the issue of a Notice, COB will consider the type of incident and the potential safety and/or operational impact caused by the breach of the rules and requirements of this AVCH.

11.2 Conditions, Suspensions and Cancellations

In accordance with the Airport Local Law (2012) Part 4.1, 4.2, the BMRA Manager or an authorised person may at any time impose conditions or withdraw an Authority to Drive Airside or an Authority for Use Airside by giving written notice to the Driver and/or Vehicle Operator

12 Other

12.1 Exemptions

Any person, including a Vehicle Operator and Driver, may apply to COB in writing for an exemption for some or all of the provisions of this Handbook generally or in relation to specific situations, persons, activities or Airside areas.

Any exemption granted is at the absolute discretion of the BMRA Manager who will consider all safety and legislative requirements in determining whether an exemption can be granted. The decision made regarding the requested exemption will be advised in writing to the person making the request for the exemption.

13 COB Responsibilities

13.1 Approval

COB is responsible for approving all Authority to Drive Airside and Authority for Use Airside applications. For any disputes or issues regarding the requirements outlined in this Handbook, the decision made by the BMRA Manager will be binding.

13.2 Documentation

COB is responsible for:

- reviewing the Airside Vehicle Control Handbook annually;
- keeping the Airside Vehicle Control Handbook updated at all times;
- providing a current copy of the Airside Vehicle Control Handbook on its website for viewing and/or downloading by applicants;
- issuing all ADA and AUA stickers
- retaining a master copy of all current documentation and making copies available, on request, to any Company; and
- retaining copies of all documentation associated with Authority to Drive Airside and Authority for Use Airside permits, including application forms, Air, and public liability insurance certificates or currency.

13.3 Escorts

COB will, subject to the requirements detailed in Section 10, act as an Escort for Vehicles and Drivers that have a valid operational requirement to operate Airside but that do not hold the appropriate Authority to Drive Airside and/or Authority for Use Airside permits to be able to operate Airside. This escort authority may be transferred to a qualified WSO if required.

13.4 Audits & Investigations


As the Airport Operator, COB has a responsibility to ensure that Airside activities comply with all relevant Commonwealth and State regulations and requirements, COB will undertake the following activities to confirm that the requirements of this Handbook are being adhered to:

- investigate all accidents, reported as per 5.14, in conjunction with relevant Vehicle Operator and/or Drivers;
- periodically audit a sample of Airside Drivers to check the currency of Australian driver's licenses, Authority to Drive Airside permits, and Authority for Use Airside vehicle permits;
- inspect and check Vehicles, and if required, to request that that Vehicle Operator provide a Road Worthiness certificate, endorsed by an Auto Mechanic, to ensure that the Vehicle satisfies mechanical and road-worthiness standards (refer Section 6.9).

14 Visual Aids & Line Markings

Visual aids are cues for pilots, air traffic controllers and Vehicle Drivers to provide a safe environment for aircraft operations. All Drivers must understand the meaning/reference of visual aids and ensure they comply with the associated requirements.

14.1 Markers

	
<p>WHITE GABLE MARKER</p> <p>White Gable Markers mark the edge of the runway strip.</p> <p><i>Vehicles are not permitted to enter the runway strip without making the appropriate CTAF calls.</i></p>	<p>UNSERVICEABILITY MARKER</p> <p>A white cone with a red band to marks an unserviceable area.</p> <p><i>Only authorised personnel may enter these areas with extreme caution.</i></p>
	
<p>TAXIWAY & APRON EDGE</p> <p>A yellow cone marks the edge of an apron area or aircraft parking area.</p>	<p>AIRCRAFT PARKING EDGE</p> <p>A yellow gable or cone marks the edge of aircraft parking areas.</p>
	
<p>HELICOPTER APRON EDGE</p> <p>A blue gable or cones marks the edge of a helicopter parking area.</p>	<p>WORKS AREA LIMIT CONE</p> <p>An orange cone is used to define the limit of a works area.</p>

Markings



TAXIWAY MARKING

A single solid yellow line used to mark the centreline of the taxiway.



TAXIWAY EDGE MARKING

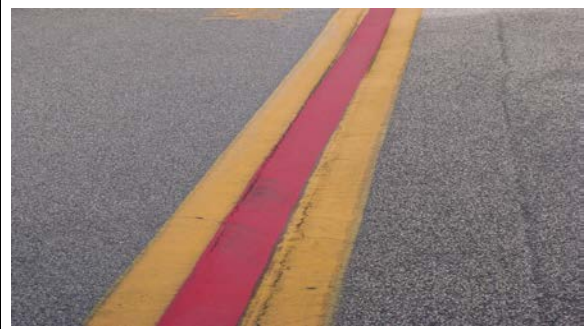
A double yellow line used to mark the edge of the taxiway.



HOLDING POINT

Marking on the intersection of taxiways and runways for aircraft and vehicles to hold short of runway.

Two (2) solid and two (2) broken lines the width of the taxiway.



AIRCRAFT PARKING LIMIT LINE

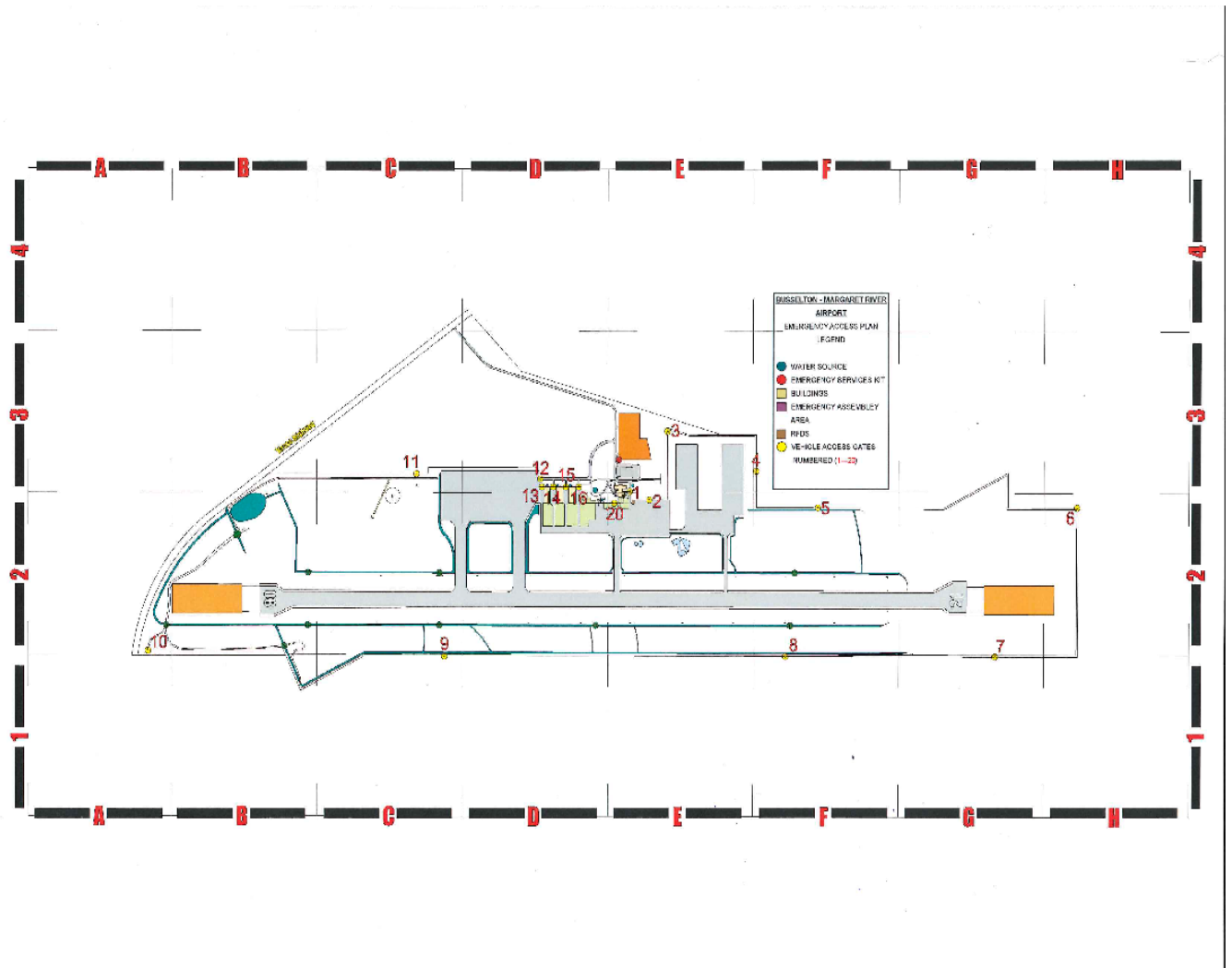
Yellow and red continuous line used to define an area in which the whole of a parked aircraft is to be confined.

14.2 Lights

Runway edge lights (WHITE)



14.3 Airfield Layout



15 Radio Procedures

15.1 Introduction

All aircraft and Vehicle intentions are to be transmitted on the Common Traffic Advisory Frequency (CTAF).

15.2 Radio Frequencies

- 127.00 CTAF
- 119.6 PAL + AFRU
- 128.05 AWIS
- 124.90 Melbourne Centre

BMRA operates on a non-controlled status and aircraft must communicate and coordinate flight activity through a designated Common Traffic Advisory Frequency (CTAF) of 127.00 MHz.

15.3 Driving in the Manoeuvring Area

- a) Before entering the Manoeuvring Area, Drivers are required to broadcast their intentions on the CTAF
- b) A listening watch (monitoring radio transmissions between other aircraft/vehicle traffic) must be maintained whilst operating within the Manoeuvring Area.
- c) Before transmitting, make sure the radio frequency is clear. Never interrupt an existing transmission.
- d) Do not change radio frequency whilst on the manoeuvring area.
- e) Drivers must remain within hearing distance of the Vehicle radio and be ready to respond immediately to any aircraft transmissions.
- f) Drivers must conduct visual checks for aircraft on or approaching the runway.
- g) Drivers must report when clear of the vacated runway.
- h) If in doubt as to the instructions, seek clarification from aircraft – never assume.

15.4 Transmission Techniques

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

- Speak plainly and end each word clearly to prevent consecutive words running together.
- Avoid any tendency to shout.
- Avoid variations in the intensity of speech and unusual inflections of the voice.
- Avoid hesitant sounds such as "er" and "um".
- Preserve the rhythm of ordinary conversation, avoiding long pauses but retaining oral punctuation (gaps between sentences etc.).
- Maintain a business-like manner and do not use colloquialisms, first names or be unduly familiar with others.
- If improvisation is necessary, make it brief and unambiguous (standard phraseology is best).

15.5 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. The phonetic alphabet is made up of particular words to denote the letters. When used, the pronunciations as shown are to apply:

A	ALPHA	Al-fa	N	NOVEMBER	no-VEM-ber
B	BRAVO	BRAH-voh	O	OSCAR	OSS-cah
C	CHARLIE	CHAR-lee	P	PAPA	pah-PAH
D	DELTA	DEL-tah	Q	QUEBEC	key-BECK
E	ECHO	ECK-oh	R	ROMEO	ROH-me-OH
F	FOXTROT	FOKS-trot	S	SIERRA	see-AIR-rah
G	GOLF	Golf	T	TANGO	TANG-ao
H	HOTEL	hoh-TELL	U	UNIFORM	YOU-nee-form
I	INDIA	IN-dee-ah	V	VICTOR	VIC-tah
J	JULIETT	JEW-lee-ETT	W	WHISKY	WISS-key
K	KILO	KEE-low	X	X-RAY	ECKS-RAY
L	LIMA	LEE-mah	Y	YANKEE	YANG-key
M	MIKE	Mike	Z	ZULU	ZOO-loo

15.6 Numerals

Numbers are to be transmitted using the following pronunciations:

0	ZE-RO
1	WUN
2	TOO
3	TREE OR THREE
4	FOW-er
5	FIFE
6	SIX
7	SEV-en
8	AIT
9	NIN-er
Decimal	DAY-SEE-MAL
Thousand	TOUSAND OR THOUSAND

All numbers, except whole thousands, are to be transmitted by pronouncing each digit separately:

10	ONE ZERO
75	SEVEN FIVE
100	ONE ZERO ZERO
583	FIVE EIGHT THREE
5000	FIVE THOUSAND
11000	ONE ONE THOUSAND
24000	TWO FOUR THOUSAND
38143	THREE EIGHT ONE FOUR THREE

Numbers containing decimals are transmitted with the decimal point, in appropriate sequence, indicated by the word "decimal", e.g.

118.1	ONE ONE EIGHT DECIMAL ONE
124.3	ONE TWO FOUR DECIMAL THREE

15.7 Ground Vehicles

In contrast, ground vehicle call signs are to be transmitted using the group form and be preceded by a vehicle identifier, e.g.

Safety Car	Safety Car
Works Vehicle	Works vehicle
Mobile 1	Mobile 1

15.8 Signal strength

Readability of radio signals (i.e. how well a transmission can be heard) is categorised as follows:

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

15.9 Commonly Used Phrases

Standard phraseology is used for radio communication:

ACKNOWLEDGE	Let me know that you have received and understood this message
AFFIRMATIVE	Yes
APPROVED	Permission for proposed action granted
CANCEL	Annul the previously transmitted clearance
CLEARED	Authorised to proceed under the conditions specified
CONFIRM	Have I correctly received the following (See also "SAY AGAIN")
CORRECT	That is correct
CORRECTION	An error has been made in this (or other) message – the correct information is
DISREGARD	Consider that message/instruction as not sent
EXPEDITE	Hurry
GO AHEAD	Proceed with your message (normally only after "STAND BY")
HOLD POSITION	Stop and do not proceed until advised
HOLD SHORT OF	STOP before a specified location (for a runway or taxiway, this is the Taxi Holding Position Line)
HOW DO YOU READ	What is the readability of my transmission (or how well can you hear my transmission – normally preceded by "RADIO CHECK")
NEGATIVE	No / permission not granted / that is not correct
RADIO CHECK	I wish to know how well you can hear me – please advise your readability of my transmission
READ BACK	Repeat all, or the specified part of this message back to me exactly as received
REQUEST	Request permission to / I would like to know.....
ROGER	I have received all of your last message (see also "WILCO")
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 (may be amplified by "Via Taxiway....." or "Next left")
VACATED	I have vacated runway/taxiway/area (not required after crossing a runway or taxiway unless asked by the Tower e.g. in poor visibility)
VERIFY	Check and confirm with originator
WILCO	I (fully) understand your message/instruction and will comply with it
WORDS TWICE	Communication is difficult - please send every word or group of words twice, or words will be sent twice

15.10 Radio Failure

If you experience or suspect radio failure whilst in the Manoeuvring Area, vacate immediately by the safest and most expedient route:

- if on a runway, vacate onto the nearest/safest taxiway;
- if able to vacate the Manoeuvring Area via taxiways do so
- if you are unable to return to the Apron without crossing a runway, vacate onto the perimeter road.

Even though you may not be able to hear transmissions, you are still to broadcast your intentions, e.g. "This is Safety Car, transmitting blind due to radio failure; I have vacated runway 03/21 and am vacating the manoeuvring area via taxiway".

If radio failure occurs while CTAF procedures apply, use another radio to broadcast that the Vehicle is clear of the Manoeuvring Area.

15.11 Common Traffic Advisory Frequency (CTAF) Procedures




When operating in the Manoeuvring Area, Drivers must advise aircraft in the vicinity of the Vehicle location and intentions in accordance with CTAF Radio procedures.

In general terms, Drivers will broadcast similar information as what would be provided to ATC when seeking ATC clearance at controlled aerodromes. However, every broadcast is addressed to "Busselton Traffic" and ends with "Busselton" in accordance with CTAF Radio procedures.




Entering a runway	"Busselton Traffic, Safety car at holding point, entering runway 03/21 for lighting inspection, Busselton".
Crossing a runway	"Busselton Traffic, Safety Car holding point, crossing runway 03/21, Busselton".
Vacating the runway	"Busselton Traffic, Safety car clear of runway 03/21, Busselton".

After making a broadcast, always wait for 10-15 seconds to see if there is any response from an aircraft in the vicinity. A recorded message on the CTAF frequency will be heard if there has been no prior communication on CTAF within the prior 10 minutes.

If a call is made by an aircraft, advise current location and intention.

	"Busselton Traffic, Zulu-Foxtrot-Romeo [ZFR] turning base for runway zero three (03), Busselton".
	"Zulu-Foxtrot-Romeo, safety Car on runway zero three (03) for lighting inspection, vacating now, Busselton".
	"Busselton Traffic, Safety Car is clear of runway zero three (03), Busselton".

Vehicles must give way to aircraft and not interrupt aircraft operations. If the aircraft is a sufficient distance from arrival (e.g. not on 'base' or 'final'), Drivers must maintain communication with the aircraft and vacate the runway prior to the aircraft turning base.

	"Busselton Traffic, Zulu-Foxtrot-Romeo [ZFR] downwind for runway Zero three (03), Busselton".
	"Zulu-Foxtrot-Romeo, Busselton safety Car on runway zero three (03) for lighting inspection, call again when turning base and I will vacate the runway, Busselton"
	"Safety Car, copied, Zulu-Foxtrot-Romeo".

16 Summary of Rules for Drivers Operating Airside

If driving a Vehicle within the Airside, you must comply with the following rules. Refer to the AVCH Section shown below for further details.

2	You must remain up to date with the rules and requirements outlined in the Airport Vehicle Control Handbook (the current copy is always available for viewing and download from www.Busseltonmargaretriverairport.com.au).
4.2	If using Airside access gates, you must ensure that the gate is fully open before proceeding through the gate to prevent damage to the gate, and must close the gate securely behind you before departing. You are responsible for ensuring that no other person or vehicle enters into the Airside area prior to closing the gate.
4.3	Aircraft have right of way at all times, whether moving under its own power or being towed.
4.4	You must stay well clear of aircraft when the red anti-collision beacons are operating (indicating that the engines are running or are about to be started).
4.5	For personal safety, high visibility vests/clothing and Personal Protective Equipment (PPE) must be worn when walking on aprons and taxiways.
4.7	You are not permitted to smoke while Airside, including in Vehicles.
4.8	You must not consume alcohol or drugs whilst Airside or prior to accessing Airside.
4.9	Animals are only permitted Airside when they are enclosed in an approved animal cage/carrier.
5.1	A vehicle must not be driven in any Airside area unless: a) The vehicle has been issued with, and displays, a current AUA; or b) The vehicle is being escorted by a COB / WSO Vehicle.
5.1	You must not drive a vehicle in any Airside area unless: a) you hold an Authority to Drive Airside in the Category which authorises you to drive a vehicle of that type in the area; or b) You are being escorted by a COB / WSO Vehicle.
5.1	You must comply with any instruction made by a COB Authorised Officer with regards to driving or Vehicles within the Airside of BMRA.
5.2	Airside aprons must not be used as a shortcut or alternative to landside roads. Vehicles must use landside roads as a first preference, and operate on the Apron only if landside road access is not available.
5.4	You must not drive in excess of the following speed limits: 10km/h – within 15 metres of an aircraft 25 km/h – elsewhere on the movement area 40 km/h – on the perimeter roads
5.5	You must obey all signs, pavement markings, and traffic control devices located Airside.
5.5	You must not drive a vehicle within <u>3 metres</u> of a parked aircraft, except when required for the servicing of that aircraft.
5.5	You must give way to approaching aircraft at all times by moving the vehicle behind the parking limit line or outside the taxiway strip (or to an area that is more than 15 meters from the aircraft) and stopping until the aircraft has passed.
5.5	You must not approach within 15 meters an aircraft during fuelling of the aircraft, other than in accordance with Civil Aviation Order 20.9.
5.9	Vehicles must not be parked within 2 meters inside of the Airside security fence.
5.9	If parking Airside you must leave the vehicle for as short a period of time as possible with the doors unlocked, keys in the ignition and handbrake on.
5.9	You are not permitted to park a vehicle in an area that causes an obstruction for aircraft, people or other vehicles.
5.11	You must not enter the Manoeuvring Area unless you hold a Cat 4 ADA, are driving a vehicle equipped with a two-way radio and rotating beacon.

Airside Vehicle Control Handbook
16- Summary of Rules for Drivers Operating Airside

5.11	You are not permitted to enter the Manoeuvring Area on foot unless equipped with a two-way radio on the CTAF and have been approved to do so.
5.14	Accidents must be reported to COB immediately.
5.12	Immobilised vehicles may not be left unattended at any time and must be removed immediately.
5.16	You must ensure that all loose items/materials being carried in a vehicle are fully secured.
6.4	Vehicles driven Airside must be registered and meet the mechanical and road-worthiness requirements of Western Australia.
8.2	You are not permitted to drive a vehicle in any Airside area for which your ADA does not apply.
8.6	If your Australian drivers licence is expired, suspended or cancelled, your ADA is immediately cancelled.
8.11	You must carry your Australian driving licence with you whenever you are in charge of a Vehicle on Airside and show this document to COB / WSO on request.
10	If your vehicle does not hold or display an AUA, you must be escorted by a COB / WSO vehicle while Airside.
10	If you do not hold a valid ADA, or your ADA category is not applicable for the Airside area you require to operate a vehicle in, you must be escorted by a COB / WSO vehicle.
11	If you breach any of the rules and requirements of this AVCH, a written Notice will be issued to you, your employer and/or the vehicle operator, (if applicable)
11	COB can at any time impose conditions, suspend or cancel your ADA licence or a vehicle's AUA permit for breach of these rules.

Busselton-Margaret River Airport

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