



AIRSIDE VEHICLE CONTROL HANDBOOK

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AMENDMENT RECORD

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01/08/2010	Whole document		Aviation Operations
01/10/2019	Whole document	A.Poles	P.Ferguson/ M.Marais
30/09/2023	Addition of ADA Competency Test	A.Poles	T.Brown

DISTRIBUTION

An electronic copy of the Airside Vehicle Control Handbook is available on request from admin@moorabbinairport.com.au.

1 INTRODUCTION

Moorabbin Airport Corporation Pty Ltd (MAC) has a general duty of care under common law and obligations under occupational health and safety legislation and the regulations listed below in relation to safety and security issues associated with vehicles operating on the airside of Moorabbin Airport.

As the operator of an aerodrome licensed under the Civil Aviation Regulations 1988 and the Manual of Standards Part 139, MAC is obliged to include in its Aerodrome Manual the particulars for the control of surface vehicles operating on or in the vicinity of the movement area.

Under the Airports (Control of On-Airport Activities) Regulations 1997 a vehicle cannot go on or be operated Airside without a valid Authority for Use Airside (AUA) and the driver issued with an Authority to Drive Airside (ADA) or under supervision as instructed in this Handbook.

This Airside Vehicle Control Handbook is issued in accordance with the regulations listed below and is published separately to the Moorabbin Airport Aerodrome Manual.

2 DEFINITIONS

In this Handbook

Aeronautical Radio Operator Certificate (AROC)

A certificate issued by CASA in accordance with Civil Aviation Safety Regulation, Part 64.012.

Airside

The movement area of the Airport, adjacent terrain and buildings or portions thereof.

Airside Road

A road within the Airside area of the Airport.

Authority for Use Airside (AUA)

A permit issued by MAC for a Vehicle to operate on the Airside.

Apron

Part of an Airport used:

- for the purpose of enabling passengers to board, or disembark from aircraft;
- for loading cargo on to, or unloading cargo from, aircraft; and /or
- for refueling, parking or carrying out maintenance on aircraft.

Authority to Drive Airside (ADA)

A permit issued by MAC for a person to drive on the Airside.

MAC

Moorabbin Airport Corporation.

Manoeuvring Area

Part of the Airport used for the take-off, landing and taxiing of aircraft, excluding Aprons.

Authorised Person

An employee of MAC authorised to act on behalf of MAC in relation to the exercise of powers under this handbook.

Movement Area

Part of the Airport that is used for the surface movement of aircraft, including Manoeuvring Areas and Aprons.

Perimeter Road

The Airside Road which is located near the Airside Boundary and generally remains clear of the Manoeuvring Areas (except in areas where the road crosses a taxiway or apron).

Rules for Drivers Operating Airside

The rules for drivers set out in this Handbook.

Supervised/ Escort Vehicle

A vehicle driven under supervision/ escort in accordance with this Handbook.

Vehicle Operator

Any legal entity including a person, firm, body corporate or Government department controlling the operation of a vehicle whether as owner, hirer or otherwise.

Vehicle

A motorised vehicle or other specialised airside mobile equipment (e.g. golf buggy, fork lift, tug) other than bicycles and tricycles.

3 VEHICLE AUTHORITY FOR USE AIRSIDE (AUA)

A person must not take a vehicle onto, or operate a vehicle on, the airside of a regulated airport unless:

- (a) the person holds an ADA and the vehicle is the subject of an AUA; or
- (b) the vehicle is escorted by a person authorised, in accordance with the Airside Vehicle Control Handbook, to provide airside vehicle supervision/escort.

3.1 APPLICATION FOR AN AUA

To apply or renew an Authority to Use Airside (AUA), the Vehicle Operator must provide MAC with:

1. AUA Application form
2. Indemnity and Release form
3. Certificate of Insurance in a sum not less than \$10,000,000 (refer to Indemnity and Release form). Vehicle Operator to check insurance is valid for use of the vehicle within the airside area of the aerodrome.
4. Vehicle Registration and Certificate of Roadworthiness

In the event an airside vehicle does not, or cannot obtain state registration, the owner of the vehicle is to provide a statement of vehicle condition from a qualified mechanic prior to accessing the airside for the first time. A vehicle condition statement is valid for a maximum period of 12 months. If the owner still intends for the vehicle to be operated airside, a new vehicle condition statement is required to be presented prior to the end of that 12-month period.

5. Evidence that the vehicle complies with AVCH lighting and radio requirements.
6. Current Aviation Security Identification Card (ASIC) – *the AUA expiry will be matched to the Vehicle Operator's ASIC expiry.*
7. in the case of a specialist Airport vehicle, the vehicle must meet:
 - the IATA specifications, if any, for such a vehicle; or
 - in the case of a vehicle for which there are no IATA specifications, any conditions which MAC may have attached to an approval or may attach from time to time.

3.2 ISSUE/ RENEWAL OF AN AUA

Upon receiving an application from a Vehicle Operator, MAC will only issue or renew an AUA if the applicant demonstrates:

- (a) a need for the vehicle to operate in the area on a frequent and unsupervised basis in accordance with the following:
 - (i) to provide a service which is part of, or incidental to, the operation of the Airport;
 - (ii) to carry out regulatory or law enforcement activities; or
 - (iii) any other purpose approved in writing by MAC;
- (b) 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.

Even if the applicant satisfies the preceding provision, MAC is not obliged to issue or renew an AUA.

3.3 VEHICLE REQUIREMENTS

A Vehicle Operator must ensure that any vehicle that it operates, or which is operated on its behalf Airside, is operated in accordance with this handbook and all relevant legislation.

1. be maintained in a sound mechanical and roadworthy condition, to prevent avoidable breakdowns and spillage of fuels, lubricants and hydraulic fluids.
2. during daylight hours and at night, are to display an amber/ yellow/ orange flashing or rotating light on the top of the vehicle that complies with the specifications listed in subparagraph 14.05(8) of the Part 139 MOS when moving or operating on:
 - a runway / runway strip
 - a taxiway / taxiway strip.

All other vehicles operating airside during periods of low visibility, or when on the aprons at night, are to display a light on the top of the vehicle. If a light cannot be suitably placed on the top of the vehicle, additional lights are to be displayed so that the vehicle is visible in all directions.

During daylight hours only, a vehicle directly connected to an aircraft is permitted to display the standard manufacturer-fitted vehicle hazard warning lights, rather than a light on the top of the vehicle.

Note: International experience has shown the following specification to be particularly suitable. Yellow light, with a flash rate of between 60 and 90 flashes per minute, with a peak intensity of between 40 cd and 400 cd, a

vertical beam spread of 12°, and with the peak intensity located at approximately 2.5° vertical.

For emergency or security vehicles not dedicated to aerodrome use, vehicle warning lights complying with the local traffic code are acceptable for on-aerodrome operation.

3. In the case of vehicles over 3 Tonnes, applicants must provide a Standard Operating Procedure that states that pavement integrity will not be compromised, including taxiway/ apron edges and turning circles and wheel ruts will not be created on grassed areas.

In the case of a vehicle to be driven in a *Category 2 Licence* area, the vehicle must:

4. also be equipped with a radio capable of two-way communication with Air Traffic Control and aircraft, or under the direct supervision of a driver who holds a Category 2 ADA in accordance with this Handbook.

3.4 VEHICLE BREAKDOWN/ DISPOSAL

Vehicle Operators must make arrangements to ensure that if the vehicle becomes immobilised on the Apron, the vehicle will be immediately removed, and MAC notified.

When a Vehicle Operator disposes of a vehicle for which it holds an AUA, the Vehicle Operator notify MAC in writing within 24 hours of the disposal.

3.5 EXPIRY, SUSPENSION AND CANCELLATION

To ensure the requirements of this manual are achieved, Moorabbin Airport can inspect or can require an inspection to be carried out on any vehicle or ground equipment that is operating airside.

In the event that an inspection is not carried out, or the inspection identifies an unsafe condition that may create a hazard to aviation safety, the vehicle will be denied access. If the vehicle is already airside, the operator of the vehicle will be instructed to remove the vehicle from the airside.

MAC may withdraw an AUA if the vehicle to which it applies has been operated on the airside of the airport:

- (a) otherwise than in accordance with:
 - the ADA; or
 - the vehicle's AUA (if any); or
 - the Airside Vehicle Control Handbook for the airport; or
 - a direction of an employee of the airport-operator company; or

- (b) in a manner likely to cause injury to a person, or damage to property (including an aircraft or another vehicle).

MAC may, at any time cancel, suspend or vary the AUA by giving notice to the driver and/or Vehicle Operator. The notice may be given:

- (a) orally or in writing to the driver in person; or
- (b) by written notice to the address provided in the application for the AUA or any such changed address as the Vehicle Operator may have notified to MAC.

If MAC suspends or withdraws an AUA, the AUA holder may, in writing to MAC, show cause why the AUA should not be withdrawn. This must be submitted to MAC within 24 hours of MAC advising the holder of the suspension/ withdrawal.

Within 48 hours of receipt of a notice of cancellation or suspension of a Permit under the previous paragraph, the Vehicle Operator must:

- (a) surrender the Permit to MAC; or
- (b) destroy the Permit and provide MAC with Police Statutory Declaration that the Permit has been destroyed.

A vehicle that is denied access or has been removed from the airside at the direction of Moorabbin Airport is not authorised to re-enter the airside until an inspection has been completed and a satisfactory vehicle condition statement has been received and approved by MAC.

4 AUTHORITY TO DRIVE AIRSIDE (ADA)

A person driving a vehicle Airside, including a person driving a vehicle that is under supervision, must comply with the rules and regulations as set out in this Handbook.

The Airside areas for which driving may be authorised are as follows:

- *Category 1*: Apron and limited Taxiway Area, as indicated in Appendix A.
- *Category 2*: Movement Area (including Manoeuvring Area).

Note. Use of the Perimeter Road is subject to a separate approval by MAC.

Note. Use of Taxiway Alpha between A2 and A5 by Category 1 drivers is subject to a separate approval by MAC.

4.1 APPLICATION FOR AN ADA

To apply or renew an Authority to Drive Airside (ADA), the applicant must provide MAC with:

1. ADA Application form
2. Current Aviation Security Identification Card (ASIC)
3. Current State, Territory or recognised International driver's licence
4. In the case of a *Category 2 Licence*, the applicant also has a current Aeronautical Radio Operator Certificate (AROC)

After submitting the above to MAC, the applicant must then:

5. Contact MAC to book an Authority to Drive Airside (ADA) test either by email at admin@moorabbinairport.com.au or by calling 03 8587 8000.
6. Review and understand the Airside Vehicle Control Handbook. Copies of the handbook can be requested from MAC by email or by calling the above number.
7. Pass an Authority to Drive Airside test issued by MAC. This will be conducted at the MAC Management Office (66 Bundora Parade, Moorabbin Airport). The test will comprise two parts:
 - a) Authority to Drive test – written.
 - b) Authority to Drive test – competency. Drivers will accompany an authorised MAC representative in a vehicle airside for a practical test of the knowledge within this handbook.

Drivers must achieve at least 80% on each part of this test for it to be considered a 'pass'.

4.2 ISSUE/ RENEWAL OF AN ADA

The duration of an ADA is 24 months, dependent on currency of driver's licence and ASIC card or unless MAC specifies a shorter period in which case the ADA terminates on the expiry of the shorter period.

4.3 EXPIRY, SUSPENSION AND CANCELLATION

MAC may withdraw a person's ADA on the airport if the person operates a vehicle on the airside of the airport:

- (a) otherwise than in accordance with:
- the ADA; or
 - the vehicle's AUA (if any); or
 - the Airside Vehicle Control Handbook for the airport; or
 - a direction of an employee of the airport-operator company; or
- (b) in a manner likely to cause injury to a person, or damage to property (including an aircraft or another vehicle).

MAC may, at any time cancel, suspend or vary the ADA by giving notice to the driver and/or Vehicle Operator. The notice may be given:

- (a) orally or in writing to the driver in person; or
- (b) by written notice to the address provided in the application for the ADA or any such changed address as the driver may have notified to MAC.

If MAC considers that there may be reasons why an ADA should be withdrawn, it will invite the holder of the ADA, in writing, to show cause why the ADA should not be withdrawn.

When a driver is given notice that the ADA has been withdrawn/ cancelled or suspended, the driver must surrender the ADA to MAC within 48 hours.

4.4 NOTIFYING LOSS OF LICENCE

If a driver who holds an ADA ceases to hold a current licence to drive or has had the licence cancelled for a breach of any traffic or other laws, the ADA terminates immediately and the driver must notify the Vehicle Operator and MAC within 48 hours of the cessation or cancellation and return the ADA to MAC.

4.5 INSPECTION OF LICENCE

MAC staff will periodically monitor the operation of vehicles airside in accordance with the AVCH.

MAC may direct a person in charge of a vehicle Airside to produce:

- (a) the ADA
- (b) a current driver's licence
- (c) a current ASIC card; and
- (d) the AUA for the vehicle.

Appropriate action will be taken against drivers who are clearly in breach of displayed signage, markings, or speed limits. This may include withdrawing their authority to operate a vehicle airside.

A person who receives a direction under this section must comply immediately with the direction.

5 SUPERVISION (ESCORT) OF VEHICLES WITHOUT PERMITS AND DRIVERS WITHOUT AUTHORITY

The provisions in this Part are intended to allow for supervised driving (escorting) of a vehicle Airside where:

- (a) there is no permit for the vehicle; and/or
- (b) the driver is not authorised to drive Airside.

Only Moorabbin Airport Corporation staff and contractors are permitted to provide vehicle escorts airside.

Vehicles that are escorted by an authorised driver do not require an AUA.

An authorised escort driver may be provided by MAC (upon request) or MAC may authorise a licenced vehicle operator to conduct escorts (upon request).

Request for an escort should be sent to MAC at admin@moorabbinairport.com.au with a minimum of two working days' notice.

MAC may withdraw at any time its consent for supervision given under the preceding section.

5.1 CONDITIONS FOR ESCORTING A VEHICLE

To escort a vehicle airside, the driver escorting the vehicle must:

- (a) Hold a current ASIC and ADA;

- (b) Hold written authorisation from MAC to escort vehicles on the airside;
- (c) Either escort the vehicle in another vehicle with a current AUA or be a passenger in/ walk beside the vehicle being escorted (if the vehicle holds a current AUA).

5.2 ESCORT DRIVER BRIEFING

Before commencing the escort, the escort driver must brief the driver of the vehicle to be escorted on the following points:

- (a) follow the escort vehicle, do not deviate
- (b) always remain behind and within 10 metres of the escort vehicle
- (c) always give way to all aircraft
- (d) do not drive within 3 metres of a parked aircraft or 15 metres of a re-fuelling aircraft
- (e) activate hazard lights
- (f) beep horn/ flash lights to attract attention (if required).

6 EXEMPTIONS AND NON-MOTORISED VEHICLES

6.1 EXEMPTIONS

Any person, including a Vehicle Operator, may apply to MAC for exemption from some or all of the provisions contained in this Handbook, either generally or in relation to specific situations, persons, activities or Airside areas.

MAC may approve, only in writing, any such exemption on such conditions as it considers appropriate.

6.2 BICYCLES AND OTHER NON-MOTORISED VEHICLES

To ride a bicycle or other non-motorised vehicle Airside, the rider must;

- obtain written MAC authorisation (permission may be withdrawn at any time by MAC)
- hold a current ADA
- wear an *Australian Standards* approved safety helmet
- wear a high visibility safety vest
- not ride in darkness (e.g. when the Apron lights are on).

7 RULES FOR DRIVERS OPERATING AIRSIDE

Breach of any of the following rules may result in the loss of an ADA.

7.1 DIRECTIONS/ INSTRUCTIONS

You must comply with all instructions given by authorised MAC personnel.

7.2 REGULATORY SIGNS

You must obey all regulatory and advisory signs displayed on the Apron area.

7.3 SAFETY IN THE VICINITY OF AIRCRAFT

Airside vehicles are not to be driven:

- in a manner likely to endanger the safety of any person or create a hazard to aircraft operations
- under an aircraft, or within three (3) m of lateral clearance, or within 1 m of overhead clearance, of any part of the aircraft, except when required for servicing the aircraft
- within 15 m of refuelling aircraft
- when drivers are affected by alcohol or drugs as per CASR Part 99.

All vehicles operated within 15 m of an aircraft's fuel tank filling points and vent outlets during fuelling operations must comply with Appendix 1 of Civil Aviation Order 20.9.

Vehicles must give way to moving aircraft AT ALL TIMES, even when they are under tow.

Drivers must remain clear of aircraft that have their red anti-collision beacons operating as they indicate that the engine(s) are running or are about to be started.

7.4 NIGHT OPERATIONS

Between sunset and sunrise or in conditions where visibility is less than 800m, the driver must ensure that the vehicle's headlights are on and dipped, tail lights and rotating beacon are all operating.

7.5 NO SEAT, NO RIDE

No person shall ride on or operate a vehicle when the passenger/cargo load is in excess of the designated capacity or available seating of that vehicle.

7.6 NO SMOKING

The Airside of the Airport is a designated NO SMOKING area, including inside vehicles.

7.7 AREAS OF OPERATION

All operations shall be confined to the APRON AREA (Appendix A) unless:

- (a) Manoeuvring Area (*Category 2 ADA required*)
 - approval is granted by Air Traffic Control and/or MAC; and
 - the vehicle is equipped with a radio capable of two-way communication with Air Traffic Control and aircraft; and
 - the driver holds a Category 2 ADA; or
 - the vehicle is under the direct supervision of a driver who holds a Category 2 ADA in accordance with this Handbook.
- (b) Perimeter Road
 - written approval is granted by MAC.

7.8 SPEED LIMITS

When driving airside you must obey all regulatory signs and unless otherwise indicated by signs, adhere to the following speed limits:

- (a) Category 1, Apron Area
 - 10 km/hr: within 15 metres of an aircraft
 - 15 km/hr: elsewhere on the Apron Area
- (b) Category 2, Manoeuvring Area and Perimeter Road
 - 40 km/hr on the Perimeter Road unless posted otherwise (e.g. when entering the general Apron area).

Where a speed limit is indicated by a sign or marking, that speed limit applies. During low-visibility conditions, the speed limits remain as listed unless advised otherwise by Tower.

7.9 TOWING OF LOADS

In addition to complying with all other requirements within this Handbook, drivers are to ensure that the vehicle used to tow or carry a load is done so securely at all times. This includes covering all material to ensure there are no spillages. Vehicles towing must be rated and suitable for towing the load.

7.10 REPORTING OF INCIDENTS/ ACCIDENTS

A Vehicle Operator must report any accident Airside to MAC as soon as possible where the accident involves a vehicle operated by or on behalf of the Vehicle Operator if the accident causes personal injury, property damage or involves an aircraft. When requested a written statement is to be provided to MAC on how the accident occurred.

7.11 DEFECTIVE VEHICLES

Any driver must notify the Vehicle Operator of any defect in a vehicle of which the driver is aware as soon as possible. The defective vehicle must not be operated Airside until the defect is rectified. The Vehicle Operator will be responsible for any incident where the defect contributed to incident.

7.12 IMMOBILISED VEHICLES

If a vehicle operated by or on behalf of a Vehicle Operator becomes immobilised on the Apron Area, the Vehicle Operator must immediately remove it and ensure it has no impact on aircraft parking and movement on the Apron Area.

As a general rule, DRIVERS MUST NOT BE ON THE MANOEUVRING AREA. In the unlikely event that a driver inadvertently drives onto the Manoeuvring Area and becomes immobilised, the driver must:

- Immediately notify Air Traffic Control if operating;
- Immediately notify MAC regardless of whether Air Traffic Control is operating; and
- Take appropriate action in liaison with MAC to remove the vehicle from the manoeuvring area immediately.

7.13 PARKING OF VEHICLES AIRSIDE

Vehicles should not be parked where they will obstruct aircraft, other vehicles, pedestrian or building access airside or contrary to any signpost or Apron markings.

Except for designated vehicles and those parked within a licenced area of airport buildings such as a hangar, vehicles must not be parked overnight Airside. Vehicles may not be parked in rented aircraft bays or grassed areas.

If a vehicle needs to be left unattended for a short time Airside, the doors should be closed but unlocked, keys left in the ignition switch and the handbrake on. This excludes vehicles parked in designated vehicle parking areas.

7.14 AIRSIDE GATES

Vehicular gates are to be operated only with keys/ cards/ fobs issued by MAC. Vehicles are required to stop once passing through and wait until the gate has closed securely behind the vehicle.

Under no circumstances should a vehicle be allowed to enter through the gates behind you, unless it is under your authorised escort.

7.15 FOREIGN OBJECT DEBRIS (FOD)

Never leave anything, including equipment or tools, anywhere on the Movement or Maneuvering Areas.

7.16 DRUG AND ALCOHOL

Drivers operating Airside are subject to the MAC Drug and Alcohol Management Plan (DAMP). Airside Driving is considered to be a Safety Sensitive Aviation Activity (SSAA) and therefore drivers may be subject to random drug and alcohol testing when Airside. Testing for drugs and alcohol will automatically follow an accident or serious incident.

Drivers must not drive (or carry out any other Safety Sensitive Aviation Activity) Airside if affected by drugs or alcohol. The permitted level for alcohol is less than 0.02 grams of alcohol (BAC) in 210 litres of breath and zero drug traces are permitted.

7.17 AIRSIDE MARKINGS

Drivers should be familiar with the meaning and form of Airside markings on the Apron area.

a) *Taxiway/ Apron Edge Markers*

Taxiway/ apron edge markers consist of two continuous yellow lines side by side. These lines indicate the edge of the paved taxiway. Vehicles should not cross these lines unless moving clear for aircraft as the area beyond the lines may not be able to support the vehicle weight.

b) Parking Areas

On paved light aircraft aprons where there are no individual aircraft parking positions marked, parking clearance lines are provided to allow random parking of aircraft. The parking clearance line consists of a continuous red line with a continuous yellow line on either side. Yellow gable or cone markers on the grass indicate aircraft parking areas.

c) Intermediate holding position markings

Single yellow broken line. These indicate a holding point and/ or the edge of an adjacent taxiway. Vehicles must not cross this line unless they are authorised Category 2 drivers in a vehicle that complies with AVCH lighting and radio requirements.

d) Runway Strip

White gable markers mark the edge of the runway strip. Vehicles are not permitted to enter the runway strip without specific clearance from ATC or when the airport is a CTAF(R) a radio call has been made to all traffic on the CTAF(R) frequency.

e) Runway Holding Position Markings

Runway Holding Position Markings are marked on a taxiway where it joins or intersects with a runway. The marking is two solid yellow lines and two hatched yellow lines. Category 1 ADA holders *are not permitted under any circumstances* to pass beyond these lines and enter a runway.

f) Night Markings

Lights are used at night to delineate and provide guidance to pilots. These are:

- Runway edge lights: White
- Taxiway edge lights: Blue
- Taxiway centreline lights: Green
- Runway hold point lights/ Runway guard lights: Flashing Yellow

7.18 VEHICLE BEING DRIVEN DANGEROUSLY ETC MAY BE REMOVED

If a MAC authorised person considers that a vehicle is being driven, or is stopped or parked, on the airside of an airport in a manner that is likely to be a danger to a person or to property (including other vehicles and aircraft), or that is likely to interfere with the operation of the airport, the authorised person may direct the driver of the vehicle to remove it from the airside.

If the driver of the vehicle cannot be found, or refuses to comply with the direction, the authorised person (with whatever assistance is reasonably necessary) may move the vehicle to a place within the airport approved for the purpose by MAC.

8 CATEGORY 2 ADA HOLDERS ONLY

8.1 REQUIREMENTS

All Category 2 ADA applicants must hold a current Aeronautical Radio Operator Certificate (AROC) and be familiar with radio procedures at Moorabbin Airport before MAC will issue a Category 2 ADA licence.

Except for a vehicle that is under escort, all vehicles operating on the runway, runway strip, taxiways and taxiway strips must have a VHF receiver capable of monitoring the CTAF and / or ATC frequency. All drivers are to maintain a listening watch through the VHF receiver. Only those persons that hold an Aeronautical Radio Operator Certificate (AROC) are permitted to transmit.

8.2 VEHICLE RADIO PROCEDURES AT MOORABBIN AIRPORT

All transmissions to the Tower should be short and to the point. They should follow a standard format whenever possible.

Before transmitting, be sure the channel is clear (i.e. there are no other communications in progress) by listening out and then:

- Identify the unit being called "MOORABBIN GROUND"
- Tell the Tower who you are "CAR 2"
- Tell the Tower what you wish to do, i.e. "REQUEST BLANKET CLEARANCE"

Further examples of radio calls at Moorabbin Airport are below:

a) Entering a Runway

Car: "Moorabbin, Car 2, request enter Runway 17L, immediate recall"
Tower: "Car 2, enter Runway 17L on immediate recall" or "Car 2, hold position"
Car: "Entering Runway 17L, immediate recall, Car 2." or "Holding, Car 2".

b) Crossing a Runway

Car: "Moorabbin, Car 2, request cross Runway 17L"
Tower: "Car 2, cross runway 17L without delay" or "Car 2 hold position"
Car: "Crossing runway 17L Car 2" or "Holding, Car 2".

c) Returning to Apron and not re-entering Manoeuvring Area

Car: "Moorabbin, Car 2, cancel blanket clearance".

d) Vacating a Runway

Tower: “Car 2, vacate Runway 13R”
Car: “Vacating Runway 17L, Car 2”
Once vacated, Car: “Car 2 has vacated Runway 17L”
Tower: “Car 2”

e) Typical replies from the Tower advising of restrictions

“Car 2, hold position” (Stay where you are and await further details regardless of where you are).

“Car 2, cross Runway 04 without delay” (Cross runway 04 without any delay).

“Car 2, hold position expect two-minute delay” (Stay where you are, expect clearance in two minutes).

“Car 2, vacate Runway 13R” (Regardless of what you are doing, what you have requested or what you have been cleared to do so far, move off clear of the runway strip).

Remember to always ask for a clearance to cross or enter any runway. If you have not received clearance you must stop at the edge of the runway strip and remain there until you have permission to proceed. The word “STOP” is rarely used in radio transmissions from the Tower – instead you will hear the word “HOLD”, which means, “STOP”.

8.3 BLANKET CLEARANCE

Before entering the maneuvering area you must obtain a Blanket Clearance. This entitles you to enter the maneuvering area remaining clear of areas/runways nominated by the Tower. If there is a need to enter these areas/runways a separate approval must be obtained. A blanket clearance must be cancelled when you have finished operating on the maneuvering area. You must advise the Tower if you are going out of listening range/contact for any period of time.

8.4 LISTENING WATCH AND POSITIVE COMMUNICATION

It is mandatory that you maintain a constant listening watch whilst on the maneuvering area. Drivers must maintain positive communication with pilots and other vehicles on the maneuvering area. This may mean vehicles initiating radio call to confirm pilot’s intentions. If in doubt of an aircraft’s position, vehicle should immediately exit the runway/ taxiway etc. and proceed to a safe location.

Note: some radios have a scanning frequency setting which operators may find useful including where pilots-in-command may not be utilising the Ground frequency.

8.5 TOWER SIGNALS

Be aware of Tower signals at all times:

Signal	Meaning
Green flashes	Permission to cross landing area or to move onto taxiway
Steady Red	Stop
Red flashes	Move off the landing area or taxiway and watch for aircraft
White flashes	Vacate the manoeuvring area in accordance with local instruction
Flashing runway or taxiway lights	Vacate the runway or taxiway and observe the Tower for light signal. Used in emergency conditions or when the above signals are not observed.

(Sourced from Airservices: A pilot's guide to runway safety, October 2016)

9 CONTACT DETAILS

Applications for Authority to Drive Airside (ADA), Authority for Use Airside (AUA) etc. to be submitted to:

Moorabbin Airport Corporation
66 Bundora Parade,
Moorabbin Airport VIC 3194

Phone: 03 8587 8000

Email: admin@moorabbinairport.com.au

MAC STANDBY SAFETY OFFICER 0428 058 295

MAC EMERGENCY CONTACT 0418 995 434

APPENDIX A: MAP OF DRIVING AREA CATEGORIES

