



PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON THE AIRSIDE

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SVRHA DOKUMENTA PURPOSE OF THE DOCUMENT	This Procedure governs the procedure for issuing authorisation of vehicle drivers on the airside to maintain safety, create a safer working environment, establish a safe driving system, reduce the risk of accidents and injury to persons, damage to aircraft and property, and establish a driver authorization level system on the operational surface to reduce the possibility of encroachment on the runway and taxiways.
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PODRUČJE PRIMJENE SCOPE OF APPLICATION	Franjo Tuđman Airport
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REFERENTNI DOKUMENTI REFERENCE(S)	Priručnici / Manuals	<ul style="list-style-type: none"> ➤ Regulation (EU) No 139/2014 and its amendments ➤ CC-AOP-MAN-01-1 Aerodrome manual
	Postupci / Procedures	<ul style="list-style-type: none"> ➤
	Obrasci / Forms	<ul style="list-style-type: none"> ➤ CC-AOP-FO-15-1-HR/EN - Request for issuance of an Airside Driving Permit ➤ CC-AOP-FO-07-0-HR/EN - Request for issuing an identification card for escorted person ➤ CC-AOP-FO-16-0-HR/EN - Statement of lost Airside Driving Permit

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1. General provisions

This Procedure is part of the Aerodrome Operator's safety management system and Aerodrome Manual.

2. Purpose and objective

With this Procedure, the Aerodrome Operator establishes a system for issuing authorisations for vehicle drivers on the airside to reduce the risks of driving vehicles on the operational surface. By establishing the system, the Aerodrome Operator ensures that the permit is granted only to the driver who meets all the requirements for its issuance.

The objective of establishing the system for issuing authorisations for vehicle drivers on the airside is to ensure a safe environment of the Airport in which aircraft and vehicles move, to reduce the risk of accidents and personal injury, damage to the aircraft and property, to reduce the influence of the human factor associated with unsafe driving and to reduce the number of incidents resulting from driving on the operating surface.

3. Definitions

TERM	DESCRIPTION
Apron	a defined area intended to accommodate aircraft for loading or unloading passengers, mail or cargo, fuelling, parking, or maintenance
Apron taxiway	a portion of a taxiway system located on an apron and intended to provide a through taxi-route across the apron
Aircraft parking stand	a designated area on an apron intended to be used for parking an aircraft
Manoeuvring area	a part of an aerodrome (excluding aprons) to be used for the take-off, landing, and taxiing of aircraft
Movement area	a part of an aerodrome to be used for the take-off, landing, and taxiing of aircraft consisting of the manoeuvring area and the aprons
Runway	a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft



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TERM	DESCRIPTION
Runway strip	a defined area including the runway and stop way 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
Service road	a defined path intended for vehicular traffic
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 and another, including aircraft stand taxi lane and apron taxiway
Taxiway strip	an area including a taxiway intended to protect an aircraft operating on the taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway
Operational areas other than movement area	areas that are not part of the movement area such as, for example, the service roads between the terminal buildings and aprons, perimeter roads used for various purposes, areas used for parking of vehicles and ground support equipment, etc. The driving in such other operational areas is also subject to the provisions of this Procedure
Equipment Area	Staging designated area outside the ERA with the purpose of positioning ground handling equipment standby prior aircraft arrival
Equipment Area (ERA)	Restricted designated area around aircraft with the purpose to provide safe separation of aircraft and ground servicing equipment during aircraft arrival and departure
Foreign Object Debris (FOD)	undesirable items that may damage aircraft and vehicles. FOD may be generated by personnel (e.g. tools and parts left behind), aerodrome infrastructure (e.g. parts of pavements, lights, and signs), adverse weather (e.g. items moved by strong wind), aircraft and vehicles (e.g. fallen parts) etc.
High visibility clothing	a form of personal protective equipment with the purpose to increase person's visibility quickly and at a distance and from all angles in all working environments

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4. Abbreviations

ABBREVIATIONS		DESCRIPTION
Airport		Franjo Tuđman Airport
airside		all areas of the aerodrome, including manoeuvring and operational areas and service roads
Aerodrome Operator		International Zagreb Airport Jsc.
Administrative Affairs		the organizational unit responsible for issuing airside driving permits and temporary airside driving permits
employer		a person or organization who employs an employee and for whom the employee performs certain duties in the employment relationship
driver		a person driving the vehicle on the airside
Committee		Airside Driving Committee
permit		an airside driving permit
temporary permit		a temporary airside driving permit
driving licence		a public document issued by a competent state body proving the right to drive certain categories of vehicles
vehicle		vehicle, including specialised vehicles and specialised aerodrome equipment
aerodrome equipment	specific	specialised vehicle, tug, cargo high loader-transporter, catering high loader truck, tractor, baggage belt loader, passenger stairs, GPU – ground power unit, air-conditioning unit, heating unit, air start unit, mobile passenger bridge, potable water service truck, lavatory service truck, Ambulift truck, towing equipment, baggage transport equipment, aircraft push equipment, aircraft ground handling equipment and all other mobile equipment in use
Procedure		Procedure for issuing authorizations for drivers on the airside



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ABBREVIATIONS	DESCRIPTION
training organization	an organization that establishes and conducts training per the authorization of the Croatian Civil Aviation Agency and meets the requirements prescribed by Regulation (EU) 139/2014 and its amendments
training program	Training program in the area of driving on operational areas of the airport
identification card	airport identification card for an unescorted or escorted person, including an identification card for the unescorted person at any airport in the Republic of Croatia and the airport identification card for the unescorted or escorted vehicle that enables movement in the critical part of the airport's security restricted area

5. Drivers' movement zones

Driver movement zones are driving zones characterized by activities and hazards that may affect the safety of the aircraft, which is why a certain level of training is required to acquire knowledge and skills for safe driving.

The airport is divided into four movement zones for drivers:

A - Service roads

This zone allows driving on service roads and marked crossings with taxiways.

B - Aircraft parking stands

This zone allows driving on aircraft parking stands and approaching the aircraft. Through this permit level entering the aircraft parking stand and approaching the aircraft are allowed only to drivers who are needed to perform activities on aircraft stands and are trained for safely approaching the aircraft.

C - Taxiways

This permit level allows driving on taxiways and associated taxiway strips.

D - Runway

This zone allows a driver to operate on the runway, runway strip and runway end safety area. Driving errors on the runway can lead to collisions with aircraft at high speed and most severe accidents. This authorization level is considered the most restrictive and shall be granted to the least number of drivers as stated in point 7.4. of this Procedure.

The map with marked driver movement zones is in Annex 1 of this Procedure and makes its integral part.



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6. Types of airside driving permits

Any person driving a vehicle on the airside must have an authorisation of vehicle driver for driving on the airside issued by the Aerodrome Operator.

The Aerodrome Operator issues two types of authorisation to vehicle drivers:

- airside driving permit – to a driver with an identification card for an unescorted person who needs regular access by vehicle to the airside for regular work, and
- temporary airside driving permit – to a driver who does not need regular access by vehicle to the airside and applies to escorted persons and escorted vehicles performing tasks such as maintenance, works, deliveries and the like.

The Aerodrome Operator defines the layout of the permit and temporary permit, which can be found in Annex II. of this Procedure and is an integral part of it.

7. Airside driving permit

The Aerodrome Operator issues a permit to a driver who needs regular access by vehicle to the airside for regular work.

The permit serves the driver as a confirmation that he meets all the requirements for the permit issuance, has completed the training program for the driver on the airside and the knowledge check, and is qualified and authorized to drive vehicles in the areas by the issued permit.

The permit is not transferable and is linked to the employer who performs the activity on the airside and has submitted the request for the permit issuance.

The permit is the property of the Aerodrome Operator and may be unilaterally suspended and revoked by the provisions of this Procedure.

Before the expiry of the validity period, the permit is subject to a mandatory extension in the event of the need for its further validity.

The permit is not a substitute for a driver's license and any license to drive a specialised vehicle, which represents the only valid document to define the driver's technical, physical, and mental abilities, as well as the category of vehicles the driver is allowed to drive.



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7.1. Request for issuance of an airside driving permit

The driver's employer submits a request for issuing an airside driving permit and other necessary documentation to the Administrative Affairs when acquiring, extending, and renewing a permit. All information required for issuing a permit can be found in point 17 of this Procedure.

The format and content of the request that initiates the procedure for issuing a permit defines the Aerodrome Operator.

7.2. Requirements for issuing an airside driving permit

The permit is issued to a driver who meets the following requirements:

- performs tasks that require driving on certain surfaces on the airside, but not limited to airport activities, maintenance, provision of ground services, security, maintenance of aircraft, but also other activities that are necessary for the daily regular operations of the Airport,
- has a valid driver's license and any other license required to drive a specialised vehicle,
- completed training for driving on operational areas of the airport according to the training program of the training organization,
- has proof of knowledge of the Croatian language according to the training program of the training organization if he performs tasks that require driving in manoeuvring areas,
- has proof of professional qualification for driving specialised aerodrome equipment, and
- has a valid airport identification card for an unescorted person, including an identification card for an unescorted person at any airport in the Republic of Croatia.

The categories of driving licenses in the Republic of Croatia can be found in Annex III of this Procedure and are an integral part of it.

7.3. Content of the airside driving permit

The permit contains the following data:

- name and surname of the driver
- company name
- permit number



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- expiration date
- zones of driver movement.

7.4. Limitation of the number of drivers on the manoeuvring area

The Aerodrome Operator limits the number of drivers who are issued permits to drive on the airside per manoeuvring surface to reduce the risk of incursion on the runway and taxiway, especially on the runway, in such a way that the permits for zones C and D issues to drivers performing tasks:

- review and inspection of the runway,
- birds and wild animal control,
- rescue and firefighting,
- maintenance,
- air traffic control,
- airport security,
- state administration bodies – police, customs, and military,
- snow cleaning and de-icing of operational areas and
- airline or handling agent for aircraft towing.

7.5. Training program for drivers on the airside

The training organization conducts training for the persons who work on jobs important for air traffic safety at the airport and defines the airside driving training program.

A driver can undergo an airside driving training program exclusively at a training organization whose training program complies with Regulation 139/2014 and its amendments.

The training program consists of a theoretical and practical part of training and a knowledge test.

The training organization has two types of professional training:

- Driving in the operational areas of the airport: Level 1 or the general part that includes the driver's ability to operate a vehicle in zone A - Service roads and zone B - Aircraft parking place and



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- Driving on the operational areas of the airport: Level 2 or part of the professional training for driving on the manoeuvring area, which includes the driver's training for driving a vehicle in zone A - Service roads, zone B - Aircraft parking place, zone C - Airplane runways and zone D - The runway.

The level of an airside driving training program depends on the areas of the Airport where the driver performs work.

The training organization issues a certificate that is valid for two years after completion of the training.

To extend the certificate of qualification and permit, the driver must again complete the training before the certificate expires.

The procedure for extending the certificate can be initiated three months before the expiration of the validity of the certificate.

A driver who, in a period not less than 3 and not more than 12 consecutive months, has not continuously performed duties for which he has a certificate and license, prior to starting to drive independently, must complete training to refresh his certificate.

7.6. Specialised aerodrome equipment

The driver must be trained for each type of specialised aerodrome equipment used while performing airside duties.

If the driver operates specialised aerodrome equipment that is not covered by the driver's permit, the driver must possess a certificate of training issued by a training organization, which confirms that he is trained to operate such equipment safely.

If the driver is assigned to operate a new type of specialised aerodrome equipment after the issuance of the permit, the permit procedure must be repeated before the driver is allowed to operate the new vehicle.

7.7. Exemptions

Exceptions to the application of this Procedure are:

1. Passenger boarding bridge - a permit is not required to operate a passenger boarding bridge.
2. Emergency events - reactions in emergencies by emergency services, fire brigades, customs and police do not fall under the administrative requirements for issuing a permit.



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7.8. Validity period of airside driving permit

The permit is issued for a limited period with a maximum validity period of two years.

The permit is valid as long as the driver fulfils all the conditions from point 7.2. of this Procedure. Upon termination of any condition from point 7.2. of this Procedure, the permit ceases to be valid and must be returned to the Aerodrome Operator.

The permit can be extended before the expiration date, provided that the driver meets all the requirements for issuing the permit from point 7.2. of this Procedure.

The employer must initiate the procedure for extending the permit in time, i.e. three months before the permit expires.

7.9. Revocation and withdrawal of the airside driving permit

The permit will be suspended and revoked:

- when the requirements under which it was issued are no longer met,
- when it is used for activities that do not fall under the duties of a driver, for which it was issued,
- when it is misused in violations related to security, customs, or state border,
- in the event of an accident that occurred due to gross negligence or malicious behaviour,
- when the permit holder's employer does not have certificates of training and qualifications, proficiency checks, language proficiency certificates and other records that are necessary for the issuance of a permit, and in the case when the required certificates are not available in the case of inspection,
- in case of violation of rules and regulations on driving on operational areas of the airport by Annex IV of this Procedure,
- in other cases, provided for in this Procedure.

By this Procedure, the Aerodrome Operator decides on the suspension and revocation of the permit. The employer must return the revoked permit to Administrative Affairs on the first working day after receiving written notice of permit revocation.



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If the employer does not comply with the request for the return of the permit, it will be treated as endangering the safety of air traffic of drivers without a permit and denying the Aerodrome Operator the implementation of the prescribed requirements regarding drivers and vehicles, for which the penalty is prescribed in Annex IV of this Procedure.

7.10. Return of the airside driving permit

The employer is always obliged to return the permit to Administrative Affairs, especially in the following cases:

- termination of the fulfilment of the requirements for issuing a permit,
- loss of driver's license due to violation of the Road Safety Act,
- termination of the driver's employment with the employer,
- change of employer of the permit holder,
- change of personal data on the permit,
- change of workplace,
- change of movement zones,
- when the permit is no longer needed to carry out duties,
- when renewing the permit,
- when suspending and revoking a permit due to a committed violation,
- when the permit expires,
- when the permit is misused in violations related to protection, customs, or the state border,
- medical reasons,
- permit damage,
- if the employer decides to revoke the driver's permit,
- if the employer stops working and
- at the request of the Aerodrome Operator.



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If the driver's permit is suspended or revoked due to a violation under the Road Traffic Safety Act, the driver is obliged to notify the employer, and the permit must be returned to Administrative Affairs.

If the driver transfers to another employer who performs activities on the airside, he must obtain a new permit with the name of the new employer and the same expiration date.

The employer will return the permit without an express request from the Aerodrome Operator when the performance of his activities at the Airport no longer requires driving a vehicle or when he completely stops performing activities at the Airport.

7.11. Loss, theft, or inability to return the airside driving permit

In case of loss, theft, or inability to return the permit, the employer or driver is obliged to immediately report the loss, theft, or incapacity to return the permit in writing to Administrative Affairs, who will cancel it. The replacement permit is issued for the same validity as the previous permit.

8. Temporary airside driving permit

The Aerodrome Operator issues a temporary authorization for driving on the airside in cases where driving on the airside is required only for a limited time and under escort, and most often during the performance of works, delivery and other activities necessary for the regular daily operations of the Airport. The temporary authorization determines the period of validity and the movement zones in which the driver will be allowed to drive the vehicle under escort. A temporary airside driving permit cannot be issued to a person who has an identification card for an unescorted person.

The movement of a driver who has been issued a temporary permit is allowed only when escorted by a driver with an airside driving permit.

8.1. Request for issuing temporary approval

An employer who performs activities on the airside submits to Administrative Affairs:

- a request for the issuance of an identification card for the escorted person
- a double-sided copy of the identity card
- both sides copy of driver's license.



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8.2. Requirements for issuing temporary approval

Administrative Affairs issues a temporary permit to a driver who meets the following requirements:

- performs duties that require driving on certain surfaces on the airside, but not limited to tasks of airport activities, maintenance, provision of ground handling services, security, and aircraft maintenance, but also to other activities that are necessary for the regular daily operations of the Airport,
- holds a valid driver's license and any license to drive a specialised vehicle,
- holds a valid airport identification card for the escorted person.

A driver who has been issued a temporary driver's permit does not have to undergo training like drivers who have been issued an airside driving permit, because the use of an escort vehicle is mandatory.

8.3. Validity period of temporary approval

A temporary permit is issued for a limited period with a maximum validity period of one year, and a temporary permit is issued at each entry to the airside as specified in point 8 of this Procedure.

The temporary approval is valid as long as the driver fulfils all conditions from point 8.2 of this Procedure. Upon termination of any condition from point 8.2 of this Procedure, the temporary approval also ceases to be valid.

After the issuance of a temporary permit, the driver is obliged to present an identity card every time he enters the airside, and for entering the airside, he will receive a temporary airside driving permit, which he is obliged to return when leaving the airside.

8.4. Escort vehicle

An escort vehicle is a vehicle that escorts an escorted vehicle and a driver with a temporary permit.

The lead driver must have a permit and is responsible for the vehicles under escort. The lead driver is responsible for communicating with the Aerodrome Operator's Traffic Center Dispatcher and the Tower, if applicable. A driver with a temporary permit has the same authority to move as the lead driver. Escorts can also be performed by lead drivers who drive their vehicle or are in the same vehicle as a driver with a temporary permit. Escorting in the same vehicle is allowed only if the driver does not have an identification card for an unescorted person. There must be no other vehicles between the escort vehicle and the escorted vehicle.



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The escort vehicle must have a visibly displayed identification card for the unescorted vehicle. The escorted vehicle must have a visibly displayed identification card for the escorted vehicle.

The escort starts and ends at the official passage for vehicles and people "Ramp B". Before starting the escort, the lead driver must give the driver with a temporary permit brief verbal instruction about his responsibilities while being escorted. The escorted driver must confirm that he fully understands obligations and will comply with them.

An escort vehicle can escort several vehicles in a convoy, and the number of vehicles can be limited according to the decision of the Airport Duty Manager.

The lead driver is responsible for all acts or omissions of the escorted vehicle and its driver, including but not limited to ensuring that:

- every driver behaves responsibly,
- the driver has an identification card for the escorted person and a temporary permit,
- the escorted vehicle and the driver follow the leading vehicle at all times,
- they have their warning lights on.

8.5. Vehicle escort

The escort of a vehicle whose driver has been issued a driver's permit can be carried out by the Aerodrome Operator directly or through a contracted organization that performs its activities at the Airport.

It is the employer's responsibility to ensure an escort for each vehicle entering the airside.

Upon special request, the Aerodrome Operator can charge for vehicle escort, which he carries out directly according to the valid pricelist.

9. Responsibilities and jurisdiction

The employer whose driver drives a vehicle on the airside must comply with the system for issuing permits established by the Aerodrome Operator in this Procedure.

The driver must be completely aware of the applicable rules and procedures regarding vehicle usage on the airside.



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The employer and driver are responsible for compliance with the rules and all applicable regulations relating to their airside activities.

The employer and the driver are responsible for checking the expiration date of the permit, timely submission of the permit request and training.

9.1. Responsibilities of the driver's employer

The employer is responsible for:

- the driver holds a valid driving licence for driving a certain type of vehicle and any other licence required for the operation of specialised vehicles,
- the driver holds a valid permit issued by the Aerodrome Operator,
- the driver has an identification card for an unescorted person,
- the driver performs duties that include driving exclusively within the zones approved on the identification card for the unescorted person and the permit,
- the driver has all the necessary valid certificates of training,
- the driver is familiar with the rules of driving on the airside in the areas where he is allowed to drive, which he acquires during the airside driving training and with this Procedure,
- to ensure that the driver meets all the requirements for issuing a permit,
- to ensure that the vehicle is in good condition for use,
- keeps and submits certificates of training and qualifications, proficiency checks, language proficiency certificates and other records that are necessary for the issuance of a permit in the event of an inspection, incident or audit at the request of the Aerodrome Operator, the Croatian Civil Aviation Agency or other state bodies administration or the European Union,
- to renew the license on time,
- to return the permit in the cases referred to in point 7.10 of this Procedure,
- immediately reporting to Administrative Affairs all changes regarding the driver's status and other requirements under which the driver's permit was issued.



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9.2. Responsibilities of the driver

The driver is responsible while driving the vehicle to:

- have a valid license and other licenses related to the use of a certain type of vehicle,
- ensure that the vehicle has a posted identification card for an unescorted or escorted,
- check that the vehicle is in good condition and visually inspect the vehicle before use,
- adheres to the movement zones approved in the permit and identification card,
- present the permit and other documents at the request of the authorized person from point 10 of this Procedure,
- check that other people in the vehicle have a valid identification card for an unescorted or escorted person for the movement zones in which the driver is driving,
- immediately report to the employer all changes regarding his status as a driver, especially if the driver's license has been revoked, and other requirements under which the driver's permit was issued and
- respects the rules of this Procedure.

10. Approval and issuance of an airside driving permit and a temporary permit

Administrative tasks are responsible for the approval and issuance of an airside driving permit and a temporary permit.

The Airport Duty Manager may grant temporary approval in emergencies and requests outside Administrative Affairs working hours. Emergencies include works that require immediate intervention to prevent major damages or reduce service to passengers and other users of the Airport's infrastructure. The Airport Duty Manager is obliged to inform Administrative Affairs in writing about the approved temporary permits immediately after the end of the emergency.



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11. Safety enforcement, supervision, and control of driving on the airside

The Aerodrome Operator carries out measurements and supervision of violations, incidents and other indicators related to driving on the airside.

The organizational unit Administrative Affairs is responsible for the implementation of the procedure for issuing permits and temporary approval of drivers.

Airside Safety Controllers are authorized persons who perform regular on-site driving inspections and monitor activities that do not comply with the applicable airside driving rules.

Security employees at official passages are authorized persons to check identification cards and permits when entering official passages.

The Aerodrome Operator supervises:

- daily
 - o on the on-site check by the Airside Safety Controller,
 - o on checking identification cards and permits when entering the official passages of security employees and
- periodically
 - o through inspections and
 - o audits or the video surveillance system of the Airport Control Center (AOCC) of Airport Security if necessary.

The Aerodrome Operator can check the status of the driver's license, the validity period of the driver's license, approved vehicle categories and the number of points obtained in traffic violations through the official website of the Ministry of the Interior.

The Aerodrome Operator may request a subsequent verification of the authenticity of the data provided when submitting the request for the issuance of a permit.



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12. Violations of regulations and rules on driving on operational areas of the airport

Drivers and employers must apply and respect all rules and regulations on airside driving.

The Aerodrome Operator will take the misdemeanour measures from Annex IV of this Procedure against drivers and employers who do not apply and respect the rules and regulations on driving in operational areas of the airport based on the violation scoring system.

The list of violations and regulations for airside driving is listed in Annex IV of this Procedure.

When a driver files an incident report reporting their incident or if an incident investigation indicates that the driver did what could reasonably be expected to avoid the incident, the Aerodrome Operator will take this into account when assessing the case and deciding on a possible penalty.

A driver who does not have a valid identification card for an unescorted or escorted person, an unescorted or escorted vehicle, or a temporary driving authorisation will not be allowed to enter the critical zone of the security restricted area, except in cases of emergency, requests outside the working hours of Administrative Affairs and for important visitors from point 8 of this Procedure.

A driver found without a valid permit while driving a vehicle will be escorted to the exit of the airside and his employer will be informed of the same.

An investigation will be conducted against a driver deemed to have violated the airside driving rules. The driver's permit may be revoked during the investigation. The investigation is being conducted by the Aerodrome Safety Manager and will be completed as soon as possible. During the investigation, the Aerodrome Safety Manager may request a written statement from the driver and the employer. Follow-up actions will be taken as necessary, considering all previous events. The Aerodrome Operator will send the employer a written notice of the imposed penalty and corrective measures.

In case of violation of regulations and rules on airside driving, and especially in the case of an incident or accident, the permit can be temporarily or permanently suspended and revoked. The Airside Driving Committee decides on the immediate or permanent revocation of the permit.

After the revocation of the permit, the employer can submit a request for a new permit no earlier than three months after its revocation. A new permit is issued after submitting a new application and completing the airside driving training program. The permit can also be revoked based on the decision of the driver's employer.



PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
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In case of suspected driving under the influence of alcohol, psychoactive substances and medicines with possible side effects and in case of driving without a valid permit, the Airport Duty Manager will contact the driver's immediate supervisor to remove the driver from the airside and take other appropriate measures.

Data collected based on issued warnings and penalties will be used for training and testing and may be published occasionally. The published information will not contain personal information but may identify employers.

13. Airside Driving Committee

The Aerodrome Operator determines by decision the composition, purpose, and task of the Airside Driving Committee. Committee meetings are held at least once a year or as needed. Sessions are convened by the Aerodrome Safety Manager.

In addition to representatives of the Aerodrome Operator, members of the Committee are representatives of the companies that the Aerodrome Operator considers key interested parties (ground handling services, aircraft fuelling service provider, security, airlines and others).

The violator and the employer may be invited to the Committee session.

The Committee considers and decides on the violation. After the Committee decides, the violator and the employer have the right to file a written appeal within seven days of the delivered written notification of the Committee's decision. The appeal will be considered within seven days of receiving the appeal.

14. Additional warnings

Additional warnings that the driver must respect on the airside:

- reflective vest or clothing - driver and all other people in the vehicle must always wear a reflective vest or clothing on the airside while driving, especially if they have to get out of the vehicle,
- smoking in a vehicle - no person is allowed to smoke in the vehicle while that vehicle is on the airside and there are no exceptions to this rule. Persons who do not comply will be asked to leave the airside without written notice and penalties from Annex IV of this Procedure will be applied,
- audio devices - audio devices, including portable types and in-car radio consoles, may not be used while driving on the airside. This can lead to driver distraction, misunderstanding or missing radio messages from other services, and
- mobile phone – the use of mobile phones while driving on the airside is prohibited.



PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
THE AIRSIDE

15. Fee

The permit is charged based on the fee for issuing the permit, which is determined by the valid pricelist of the services of the Aerodrome Operator. The price does not include training costs.

A fee is charged for each permit issuance, including re-issuance in case of any change, loss, theft, revocation, extension, or renewal.

The invoice for permit issuance is issued no later than the fifteenth day of the month following the month in which the permit was issued.

If the employer does not take over the permit within 30 days from the delivery of the written notification about the possibility of taking over, the permit will be cancelled, and the costs of the permit preparation process will be charged.

16. Personal data processing

To issue an airside driving permit, the Aerodrome Operator collects personal data. The Aerodrome Operator can collect personal data while processing violations and incidents. The notice on the processing of personal data is available on the official website of the Aerodrome Operator at the link: <https://www.zagreb-airport.hr/en/passengers/need-help/privacy-policy/521>.

17. Language

This Procedure is drawn up in Croatian and English language. In case of any inconsistency between the English and Croatian versions of this Procedure, the Croatian version shall prevail.

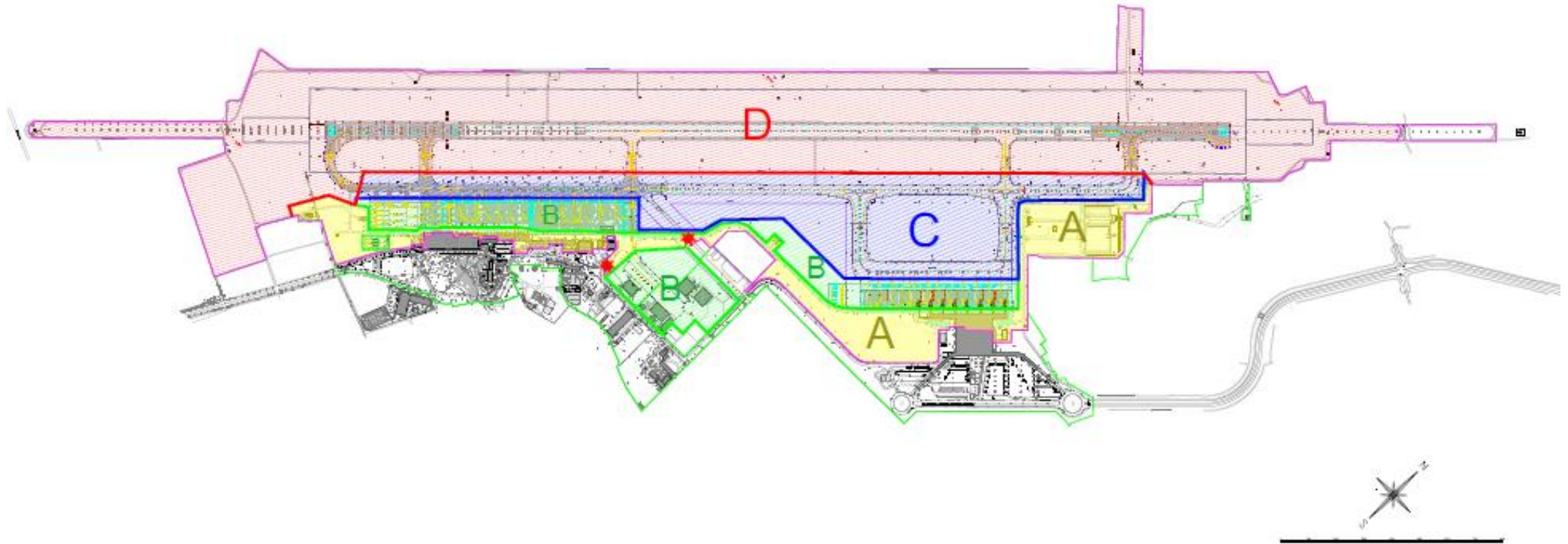
18. Important information

All important information and requirements for issuing a permit and temporary approval can be found at the link: <https://www.zagreb-airport.hr/en/business/b2b/airport-passes/133>.

- Emergency medical assistance +385 1 4562 120
- Rescue and fire service +385 1 4562 481
- Airport Security Coordination Department +385 1 4562 535.

PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON THE AIRSIDE








Annex I The map with marked driver movement zones



Međunarodna zračna luka Zagreb
Međunarodna zračna luka Zagreb d.d.

ZONE KRETANJA ZA VOZAČE

LEGENDA

- | | | | |
|---|-------------------------------------|---|----------------------------|
|  | ZONA A - SERVISNE CESTE |  | GRANICA AIRSIDE / LANDSIDE |
|  | ZONA B - PARKIRNO MJESTO ZRAKOPLOVA |  | GRANICA KONCESIJE |
|  | ZONA C - STAZE ZA VOŽNJU ZRAKOPLOVA |  | KRITIČNA TOČKA |
|  | ZONA D - UZLETNO-SLETNA STAZA | | |

PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
THE AIRSIDE

Annex II Design of permit and temporary permit

Design of airside driving permit

FRONT SIDE

BACK SIDE

DOZVOLA ZA VOŽNJU
NA ZRAČNOJ STRANI
AIRSIDE DRIVING PERMIT**A B C D****Tomislav Horvat**

IME I PREZIME / NAME AND SURNAME

Adriatic osiguranje d.o.o.

TVRTKA / COMPANY

2345-86

BROJ DOZVOLE / PERMIT NUMBER

21.10.2022.

DATUM ISTEKA / EXPIRY DATE



Vozač je dužan imati kod sebe ovu dozvolu za vožnju na zračnoj strani i pokazati je na zahtjev ovlaštene osobe Zračne luke. Nositelj dozvole smije voziti samo u područjima koja su označena na dozvoli. Uvjeti, prava i obveze propisani su Pravilnikom o dozvoli za vožnju na zračnoj strani.

Opis razina odobrenja:

- A - Servisne prometnice
- B - Parkirna mjesta zrakoplova
- C - Staze za vožnju zrakoplova
- D - Uzletno-sletna staza

The driver is obliged to always carry this Airside Driving Permit always and is obliged to show it to an authorized person at the Airport. The permit holder is allowed to drive only in areas designated on the permit. Conditions, rights, and obligations are prescribed according to the Rulebook on the airside driving permit.

Description of authorization levels:

- A - Service roads
- B - Aircraft parking stands
- C - Taxiways
- D - Runway

Design of temporary airside driving permit

FRONT SIDE

BACK SIDE

PRIVREMENA DOZVOLA ZA
VOŽNJU NA ZRAČNOJ STRANI
TEMPORARY AIRSIDE
DRIVING PERMIT

Ova dozvola vrijedi isključivo uz obveznu pratnju vozača koji posjeduje dozvolu za vožnju na zračnoj strani.

This permit is valid only with the mandatory escort of a driver who holds an airside driving permit.










Ova dozvola je izdana u svrhu vožnje po operativnim površinama aerodroma uz obveznu pratnju vozača koji posjeduje dozvolu za vožnju na zračnoj strani. Vozač se može kretati isključivo u zonama u kojima se može kretati i njegov pratitelj. Za vrijeme vožnje ste dužni vozilom pratiti Vašeg pratitelja i slijediti njegove upute. Ova dozvola se izdaje prilikom svakog ulaska i mora se vratiti nakon izlaska s operativnih površina.

This permit is issued for the purpose of driving in the operational areas of the airport with the mandatory escort of a driver who holds an airside driving permit. The driver can only drive in zones where his escortee can drive. During the drive, you are obliged to follow your escortee in the vehicle and follow his instructions. This permit is issued at each entry and must be returned upon exiting the operational areas.










PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
THE AIRSIDE

Annex III The categories of driving licenses in the Republic of Croatia

The driver's license is issued for driving vehicles classified in AM, A1, A2, A, B, B E, C1, C1 E, C, C E, D1, D1 E, D, D E, F and G vehicle categories.

Category	Vehicles belonging to the category	Mark
AM	mopeds and light four-wheelers	
A1	motorcycles with or without a side trailer, an engine capacity of up to 125 cm ³ and an engine power of no more than 11 kW and a power-to-weight ratio that does not exceed 0.1 kW/kg and motor vehicles on three wheels whose power does not exceed 15 kW	
A2	motorcycles with or without a sidecar whose power does not exceed 35 kW and whose power/mass ratio does not exceed 0.2 kW/kg, and do not originate from vehicles whose power is twice that and more	
A	motorcycles with or without a side trailer and motor vehicles on three wheels whose power is greater than 15kw	
B	motor vehicles, except AM, A1, A2, A, F and G category vehicles whose maximum permissible mass does not exceed 3,500 kg and which are designed and constructed to transport no more than 8 passengers, excluding the driver's seat; motor vehicles of this category can be combined with a trailer whose maximum permissible weight does not exceed 750 kg	
BE	a combination of vehicles consisting of a towing vehicle of category B and a trailer, where the maximum permissible weight of the trailer does not exceed 3500 kg	
C1	motor vehicles other than those of category D1, D or F, whose maximum permissible mass exceeds 3,500 kg but does not exceed 7,500 kg and which are designed and constructed for the transport of a maximum of eight passengers in addition to the driver; motor vehicles in this category can be combined with a trailer whose maximum permissible weight does not exceed 750 kg	

PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
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Category	Vehicles belonging to the category	Mark
C1E	a vehicle combination consisting of a towing vehicle of category C1 and its trailer having a maximum authorized mass exceeding 750 kg, provided that the maximum authorized mass of the vehicle combination does not exceed 12,000 kg. Without prejudice to the provisions of the regulations on type approval for the vehicles in question, it includes: a combination of vehicles consisting of a towing vehicle of category B and its trailer having a maximum permissible mass of more than 3500 kg, provided that the maximum permissible mass of the combination of vehicles does not exceed 12000 kg	
C	motor vehicles, except for those of category D1, D or F, whose maximum permissible mass is greater than 7500 kg.	
CE	a vehicle combination consisting of a towing vehicle of category C and a trailer whose maximum permissible weight is more than 750 kg.	
D1	motor vehicles designed and built to transport a maximum of 16 passengers along with the driver and whose maximum length does not exceed 8 m; motor vehicles of this category can be combined with a trailer whose maximum permissible weight does not exceed 750 kg	
D1E	a combination of vehicles consisting of the towing vehicle D1 and its trailer that has a maximum permissible weight of more than 750 kg is included.	
D	motor vehicles designed and built for the transport of more than eight passengers in addition to the driver; motor vehicles of this category can be combined with a trailer whose maximum permissible weight does not exceed 750 kg	
DE	a combination of vehicles consisting of a towing vehicle of category D and its trailer that has a maximum permissible weight of more than 750 kg	
F	tractors with or without trailers	
G	working machines	



PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
THE AIRSIDE




Annex IV A list safety rules and violations

1. List of violations of the rules and regulations on driving on operational areas of the airport

1.1. Categories of violations

Driver violations are divided into four categories and each category of violation carries a certain number of points as indicated in Table 1 of this Annex.

Table 1. Categories of driver violations

	Category of violation	Mark	Number of points
light	Violations with no direct impact on air traffic safety.		1
medium	Violations that might have an impact on airside safety.		3
strong	Violations that might have a serious impact on airside safety.		5
Committee	Certain violations are placed in a certain category of violations, but due to their seriousness, the Committee will always consider them and decide on the number of points.		decision of the Committee

The Aerodrome Operator may, for a person who commits a violation related to the identification card for an unescorted and escorted person, an unescorted and escorted vehicle, with the assigned number of points, request additional training, which will be conducted in a classroom for six hours, with an authorized instructor. Airport security shift leaders conduct supervision for this type of violations with the authorized persons listed in point 10 of this Procedure.

1.2. Additional measures

The Aerodrome Operator can, in addition to the points awarded to the driver, also assign additional measures depending on the number of points collected as specified in Table 2 of this Annex.



PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
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Table 2. Additional measures



Point total	Additional measure	Repeating training
10 points	Written warning addressed to the offender and his employer.	no
20 points	Revocation of the airside driving permit. The permit will be re-issued after successfully repeating the initial training after the violations committed.	yes

Depending on the violation, the driver is given a certain number of points. The points are entered in the records of the Aerodrome Operator and are deleted from the records after repeated professional training, that is, every two years.

The airside driving permit can be revoked by the decision of the Aerodrome Operator or the Airside Driving Committee, depending on the type of violation.


2. Violations by the employer and measures in case of violations by the employer

Violations that cannot be attributed to an individual are assigned to the employer and the following measures can be taken:

Category of violation	Mark	Measure
light		The administrative fee will not be charged if the violation is corrected within 20 minutes of the violation being determined. If the violation is not corrected within 20 minutes from the determination of the violation or if the violation cannot be corrected within 20 minutes of the determined violation, an administrative fee in the amount of €50.00 will be charged.
medium		The administrative fee will not be charged if the violation is corrected within 10 minutes of the violation being determined. If the violation is not corrected within 10 minutes of the violation being determined, or if the violation cannot be corrected within 10 minutes of the determined violation, an administrative fee of €100.00 will be charged.



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Category of violation	Mark	Measure
strong		An administrative fee of €200.00 will always be charged. This administrative fee is doubled to €400.00 if the violation is not corrected within 10 minutes of the determined violation if it is possible to correct it within the specified period or if otherwise stated in this Annex.

The Airside Safety Controller or Airport Duty Manager will notify the employer of the violation by phone. The time within which the violation can be corrected to avoid the collection of an administrative fee starts from the moment of establishing telephone contact between the Airside Safety Controller or Airport Duty Manager and the employer to whom the violation relates.

If the violation is not corrected within the above time frame, the Airport Duty Manager will record this in an incident report, on the basis of which the Aerodrome Operator will determine an administrative fee.

3. Methods of determining speeding and other violations

At various airside locations, the Airside Safety Controller will arrange for speed measurements.

The Airside Safety Controller is authorized to conduct speed checks by procedures, which may result in permit revocation or another penalty. The vehicle speed is determined using devices for measuring the vehicle speed, technical devices or driving behind the vehicle. Speed limits do not apply to security and emergency vehicles if they use flashing blue lights. The measured value will always be reduced by 10 km/h for measured values less than 100 km/h. An administrative fee and recording of points will be awarded only when the measured value above the speed limit is corrected.

Photo and video recordings will be considered as evidence of the violation.



PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
THE AIRSIDE

4. Safety rules, violations, and penalties

Number	Safety rules	Mark	Number of points
1.	General safety principles		
1.1.	Identification card and airside driving permit		
1.1.1.	The driver does not wear a visibly displayed identification card for an unescorted or escorted person on the front of the body, in a visible place at chest height.	L	1
1.1.2.	The driver does not have an airside driving permit with him.	S	3
1.1.3.	The driver drives the vehicle with an expired airside driving permit.	T	5
1.1.4.	The driver is driving in a movement zone for which he is not authorized.	T	5
1.1.5.	All movements on the airside must be related exclusively to the performance of work. All work that can be done on the landside must not be done on the airside.	L	1
1.1.6.	If the employer does not comply with the request for the return of the permit, it will be treated as endangering the safety of air transport by the driver without a permit and denying the Aerodrome Operator the implementation of the prescribed requirements regarding drivers and vehicles.	T	5
1.2.	Enforcement of the rules		
	The Airside Safety Controller is responsible for supervising and controlling airside traffic, has the authority to stop vehicle traffic in case of need, take special measures in exceptional circumstances and determine violations of airside traffic rules.		
1.2.1.	Instructions issued by the Airside Safety Controller must be followed immediately.	T	5



PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
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Number	Safety rules	Mark	Number of points
1.2.2.	The driver must have all necessary identification cards for an unescorted or escorted person, identification cards for an unescorted or escorted vehicle, an airside driving permit or a temporary airside driving permit. At the request of an authorized person, the requested document must be shown immediately. Any authorized person requesting these documents must identify himself at the driver's request.	S	3
1.2.3.	If a driver operates a vehicle on the airside during the period in which his permit has been revoked or has never been issued, he will be fined according to the decision of the Committee.	T	5 + P
1.3.	Safety at work		
1.3.1.	A person working on the airside must wear reflective clothing with yellow, red, or orange reflective and fluorescent material or tape covering at least the upper body. Wearing a high visibility vest is mandatory in all cases when a person is not wearing high visibility work clothes. This also applies to the flight crew. Large groups of escorted visitors may be exempted from this rule only with the written approval of the Aerodrome Operator.	S	3
1.3.2.	The person is obliged to use all the prescribed means of protection at work according to the tasks he performs, such as: ear protectors, protective shoes, protective gloves, protective glasses, etc. The employer is responsible for assigning personal protective equipment to his employees, including his subcontractors.	T	5
1.4.	Smoking, alcohol consumption, psychoactive substances, and medicines with possible side effects		
1.4.1.	Smoking, including e-cigarettes, is prohibited, even inside vehicles and special airport equipment, except in an area approved by the Airport Operator.	T	5
1.4.2.	It is forbidden to perform tasks and drive a vehicle or other equipment under the influence of alcohol, psychoactive substances and medicines with possible side effects, or medications that can affect the performance of tasks or driving a vehicle and endanger other people. A person is considered under the influence of alcohol if they have a blood alcohol level of more than 0.0 mg per litre.	T	5









PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
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Number	Safety rules	Mark	Number of points
1.5.	Damage or injury		
1.5.1.	The employer is responsible for ensuring that his employee works safely. In the case of incidents and accidents on the airside, the Employer will investigate the cause of the accident. The investigation report must be submitted to the Airport Safety Manager. The Aerodrome Operator reserves the right to revise the report. In case of established negligence, the Aerodrome Operator can take the necessary measures himself, at the expense of the involved party.		5
1.5.2.	It is necessary to immediately notify the Airport Duty Manager in case of any collision with the aircraft, incident and damage to the aircraft.		5
1.5.3.	The Airport Duty Manager must be notified immediately of all accidents involving casualties or causing damage to the Airport's infrastructure.		3
1.5.4.	All persons involved in any incident or accident, including witnesses, must remain at the scene until the Airport Duty Manager has completed the investigation and compiled a report. If the witness has to leave the scene due to urgent obligations, he may do so only with the permission of the Airport Duty Manager. After completing the duties, the witness must return and submit a report to the Airport Duty Manager.		1
1.6.	Fire protection		
	Lighting a fire on the airside is forbidden without the approval of the Occupational Safety and Health Department of the Aerodrome Operator.		5
2.	Traffic rules on the airside		
2.1.	Basic principles		
	Traffic rules based on the Road Traffic Safety Act, including airside rules, shall remain applicable.		P
	The Committee will decide on the violation category and points depending on its severity.		



PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
THE AIRSIDE

Number	Safety rules	Mark	Number of points
2.2.	Speed limit		
	The Airside Safety Controller is authorized to conduct speed control by procedures, which may lead to permit suspension or other penalties.		
2.2.1.	The maximum permitted speed on the airside depends on the driving zone.		
	- between 0 km/h and 20 km/h		1
	- between 20 km/h and 40 km/h		3
	- > 40 km/h.		5
2.2.2.	The maximum permitted speed within the zone or equipment restriction line around the aircraft (ERA - Equipment Restricted Area) is 5 km/h.		3
2.2.3.	The maximum permitted speed at aprons is 5 km/h.		3
2.2.4.	The maximum permitted speed when reversing is 5 km/h.		3
2.2.5.	The maximum permitted speed in the baggage sorting area is 5 km/h.		3
2.2.6.	Only electric vehicles are allowed in the baggage sorting area.		1
2.2.7.	An electric vehicle entering the baggage sorting area must be equipped with an automatic speed limiter.		5











PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
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Number	Safety rules	Mark	Number of points
2.2.8.	Dangerous driving is unacceptable and is considered a serious violation of airside traffic rules. Examples of dangerous driving are: <ul style="list-style-type: none">- excessive speed in places considered dangerous (near the aircraft parking position, exit from the baggage sorting area), or- driving in a dangerous manner that is inappropriate for the type of vehicle being used (turning too fast with the towing equipment which can lead to the overturning of the trolley),		5
2.3.	Signs and markings on the airside		
2.3.1.	The intersection of the service road with the taxiway. The place where the service road crosses the taxiway. Crossing this line is prohibited.		5
2.3.2.	Mandatory stop Drivers must come to a complete stop before passing any STOP sign.		5
2.4.	Apron markings		
2.4.1.	Zone or equipment restriction line around the aircraft (ERA - Equipment Restricted Area)		
2.4.1.1.	Entering the zone or Equipment Restricted Area around the aircraft (ERA) when the aircraft is not parked.		1
2.4.1.2.	Entering the zone or Equipment Restricted Area around the aircraft (ERA) when aircraft handling.		5
2.4.2.	Parking for equipment Parking and leaving equipment is not allowed in the aircraft parking area.		3
2.5.	Right of way		
2.5.1.	Priority must be given to aircraft standing with anti-collision lights on.		5













PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
THE AIRSIDE

Number	Safety rules	Mark	Number of points
2.5.2.	Priority must be given to moving aircraft (towed, pushed or moving under their power). Once the Committee finds a violation of the rules, the permit may be revoked.		P
2.5.3.	Priority must be given to emergency medical services, fire services, police services, customs services, or security services if their blue flashing lights and sirens are on.		5
2.5.4.	The right-of-way must be given to pedestrians.		5
2.5.5.	The right-of-way must be given to a vehicle coming from manoeuvring surfaces at an apron or service road.		1
2.5.6.	The right-of-way must be given to the vehicle coming from the apron on the service road.		1
2.6.	Vehicle movement and parking		
2.6.1.	The driver must move in such a way as to avoid endangering anyone, including himself. Special attention must be paid to aircraft leaving or approaching their stand.		
2.6.1.1.	Reversing is only allowed when driving forward is impossible.		1
2.6.1.2.	It is forbidden to drive over any hose or cable. Special attention must be paid to the cables hanging from the boarding bridges.		1
2.6.1.3.	Driver must make sure the way is clear before moving and must be aware of the height of the vehicle where the height of the vehicle is limited.		1
2.6.1.4.	When reversing, vehicles with limited visibility (because of dimensions or construction) must be fitted with adequate visible and audible warnings. In case, the vehicle is not equipped with the above warnings, it must be escorted by a second person who stands out of the vehicle path and remains in eye contact with the driver.		1










PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
THE AIRSIDE

Number	Safety rules	Mark	Number of points
2.6.1.5.	Tow-trucks may not start towing (or preparing to tow) an aircraft until its anti-collision lights are on.		3
2.6.1.6.	A vehicle over 3.5 m high must have a reminder of its height visible to the driver in the driver's cabin.		1
2.6.1.7.	Prior to starting the transportation, the driver must check that towed dollies, carts, and trailers are properly connected.		3
2.6.1.8.	Before moving drivers must ensure that all loads are securely protected and that no baggage, loose plastic strips, ropes, planks or similar might fall off or shift during transport. Freight may only be carried in vehicle approved and fitted for freight transport.		3
2.6.1.9.	A towing truck must not haul more than four units (trolleys, carts, dollies for trailers).		1
2.6.1.10.	People may only be transported in passenger vehicles. Passengers shall be transported only in vehicles licensed for that purpose. Passengers shall travel in a vehicle seated in a seat provided and standing in a section designated for standing.		1
2.6.1.11.	At all times, loaded baggage carts must be kept closed whether in use or parked.		1
2.6.1.12.	Each time carts or trailers are not connected, its drawbar must be raised at the upright position.		3
2.6.1.13.	It's forbidden to transport baggage on top of carts or ULDs. The baggage transport on top of or in (open) vehicles is only allowed when enough protection such as adequate railings is present to prevent baggage from falling.		1
2.6.1.14.	It's forbidden to drive under the moving parts of boarding bridges.		1



PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
THE AIRSIDE

Number	Safety rules	Mark	Number of points
2.6.1.15.	<p>During driving, the "sterile cabin concept" should be applied. The driver should not be involved in activities that may affect his orientation, attention, situational awareness, or judgement or may impair his ability to react or drive safely.</p> <p>Such activities include, but are not limited to:</p> <ul style="list-style-type: none">a) sending messages with mobile phones or other devices,b) making or answering phone calls,c) listening to music or using media,d) engaging in activities that require turning down the radio volume, if the vehicle is equipped with a radio, ande) irrelevant conversations with other people in the driver's cabin or through the radio.		5
2.6.1.16.	<p>The vehicle's cabin shall be kept free of items that are loose, distracting or reduce driving visibility.</p>		3
2.6.2.	Vehicle parking		
2.6.2.1.	<p>It is forbidden to park or leave equipment or vehicles within the Equipment Restricted Area around the aircraft (ERA), regardless of whether or not the aircraft is parked in a parking position.</p>		5
2.6.2.2.	<p>Parking is forbidden in front of emergency exits.</p>		3
2.6.2.3.	<p>Parking is forbidden in front of doors, gates and stairs used by passengers or crew, except for buses with passengers and crew are (de-)boarding.</p>		1
2.6.2.4.	<p>Parking is forbidden if it forces other vehicles to reverse. Special attention must be paid to fuel-supply trucks.</p>		1
2.6.2.5.	<p>Vehicles and handling equipment may only be parked in clearly marked parking areas.</p>		1

PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
THE AIRSIDE

Number	Safety rules	Mark	Number of points
2.6.2.6.	Vehicles and handling equipment on stands should be parked in a way they can leave their parking place without the need to reverse.	L	1
2.6.2.7.	Keys of unattended vehicles must always be removed.	L	1
2.6.2.8.	Vehicles with running engines may not be left unattended, independent of whether the engine starts contactless (without a key).	L	1
2.6.3.	Service roads		
	The service roads are lanes on the traffic area marked with continuous white lines, reserved for the safe movement of all ground equipment and vehicles. Exceptionally vehicles too big to use service drives may drive at their responsibility outside the service drives if this doesn't endanger aircraft or other road users.		
2.6.3.1.	Service roads must always be used.	L	1
2.6.3.2.	The service roads behind the aircraft stand indicated with white colour, are forbidden for driving cars, minivans, and delivery vans.	S	3
2.6.3.3.	Where a service road crosses a taxiway, drivers must never hinder an approaching aircraft or bring it in danger.	S	3
2.6.4.	Manoeuvring area		
2.6.4.1.	No one may drive a vehicle in the manoeuvring area without permission from ATC. Anyone entering the area must follow the instructions from ATC and stay in permanent radio contact with ATC.	T	5
2.6.4.2.	Every vehicle moving on the manoeuvring area without a follow-me vehicle must be painted yellow and equipped with yellow flashing lights.	S	3
	Two exceptions apply:		



PROCEDURE FOR ISSUING APPROVALS FOR DRIVERS ON
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Number	Safety rules	Mark	Number of points
	<ul style="list-style-type: none">- Emergency services vehicles and fire and rescue service belonging to the Aerodrome Operator must be equipped with blue flashing lights,- Push-back vehicles and towing vehicles are exempt from this rule; they must, however, always take the shortest possible route when leaving the manoeuvring area.		
2.6.4.3.	Flashing lights must be switched on at night and in conditions of low visibility for better visibility.	S	3
2.6.4.4.	To drive on the manoeuvring area, drivers must hold an airside driving permit with zones C and D or have an escort: <ul style="list-style-type: none">- by an escort vehicle that is in constant radio contact with ATC, and- in case of Winter Operations, by a convoy leader who holds an airside driving permit with zones C and D and is in constant radio contact with ATC.	T	5
2.6.4.5.	Crossing a lit stop-bar is forbidden.	T	5
3.	Vehicles and equipment		
3.1.	Identification		
3.1.1.	Every vehicle used or intended to be used on the airside must be marked and identifiable from a distance. This applies to registered and unregistered vehicles with an identification card for unescorted vehicles. The exceptions are vehicles from the protocol that are exempt from identification.	S	3
3.1.2.	Every vehicle must display the company name or some other identification mark (for example a logo) on both sides of the vehicle in a central and sufficiently visible place. A vehicle that has an identification card for an unescorted vehicle can be identified as follows: <ul style="list-style-type: none">- permanent marking on the vehicle, or	S	3



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Number	Safety rules	Mark	Number of points
	<ul style="list-style-type: none">- magnetic plates with the company name or logo on both sides of the vehicle in a central and sufficiently visible place,- stickers with the company name or logo on both sides of the vehicle in a central and sufficiently visible place. <p>Exceptions are escorted vehicles that do not need to be marked if they are escorted by:</p> <ul style="list-style-type: none">- a person with an airside driving permit and an identification card for an unescorted person and- a vehicle with an identification card for an unescorted vehicle.		
3.1.3.	The letters and logo must be at least 10 cm in size.	L	1
3.1.4.	All trailers (e.g. Dolly's) must be identifiable using painted corners and markings allowing easy identification of the owner.	L	1
3.2.	Maintenance and cleaning		
3.2.1.	Driver and owner must ensure their vehicles and mobile equipment are properly maintained and tested following manufacturer instructions.	L	1
3.2.2.	Any vehicle or mobile equipment that may present a risk to traffic safety must immediately be put out of service.	L	1
3.2.3.	Any vehicle and mobile equipment must be correctly maintained, washed regularly, and repainted when necessary.	L	1
3.2.4.	Any motorised vehicle used inside aircraft safety areas needs to be fitted with reflectors or reflective tape showing their outline.	L	1
3.2.5.	Registered equipment and vehicles must undergo technical inspection according to legislation and regularly checked according to manufacturer instructions.	L	1

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Number	Safety rules	Mark	Number of points
3.2.6.	Unregistered mobile equipment and vehicles must be maintained by the responsible company according to an agreed maintenance schedule.	L	1
3.2.7.	Roadworthiness certificate must be submitted to Aerodrome Operator when submitting a request for issuing an identification card for the vehicle or at the request of the Aerodrome Operator.	L	1
3.2.8.	Gas-powered vehicles are allowed airside under the condition that these vehicles are never used in closed buildings, including the baggage rooms.	S	3
3.2.9.	The following departments of the Aerodrome Operator must approve the storage of gas (compressed or not) on the airside: <ul style="list-style-type: none"> - Aerodrome Safety Management, - Aircraft rescue and firefighting department, - Terminal and Airside Department, - Occupational Safety and Health Service. 	S	3
4.	Exceptional conditions		
4.1.	Low visibility		
	During night conditions, bad weather conditions, winter conditions and most during low visibility due to the fog, special attention is required at crossings between service roads and taxiways.		
4.1.1.	Taxiways shall be crossed on designated vehicular crossings. Before crossing, a driver must stop vehicle and ensure that the taxiway is clear of aircraft.	T	5
4.1.2.	Crossing the taxiway T Taxiway T serves the operations of the military airbase. Before crossing, every vehicle is obliged to stop at the "STOP" sign. When the barrier is down no vehicle is allowed to cross. Remark: Crossing of taxiway T is designated with obligatory "STOP" sign and barrier. The barrier is complementary to "STOP" sign and the raised barrier does not exclude obligatory stopping the vehicle at the "STOP" sign in any way.		










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Number	Safety rules	Mark	Number of points
4.1.3.	Speed and driving style must be adjusted during low visibility.	L	1
4.1.4.	Any motorized vehicle must use its headlights at night, at dawn and dusk and when visibility is low (fog, heavy rain, snow, ...).	L	1
4.2.	Fuelling/defueling		
	An emergency escape route for fuel trucks must always be kept clear.	T	5
5.	FOD (Foreign Object Debris)		
	Obstructing airside traffic by leaving things on the apron is forbidden.	S	3
	All traffic obstructions must be removed as soon as possible. If removing the obstacle is impossible, the Airside Safety Controller must be notified immediately.		
6.	Identification card for the vehicle		
	Using private vehicles or vehicles of a private nature is not permitted. Every vehicle that enters or is used on the airside must have an identification card for an unescorted or escorted vehicle. The identification card must be visible from outside the vehicle. Aerodrome Operator issues two types of identification cards for vehicles: <ul style="list-style-type: none">- Identification card for unescorted vehicles and- Identification card for escorted vehicle.		
6.1.	For access to and use of airside, each vehicle must have a valid identification card for an unescorted vehicle. The escorted vehicle must have an identification card for the escorted vehicle. The identification card must be displayed in a visible location.	L	1
6.2.	The escorted vehicle entering the airside must wait for the follow-me vehicle.	L	1



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Number	Safety rules	Mark	Number of points
6.3.	An unregistered vehicle must have a registration plate on the front or back of the vehicle depending on the type of vehicle. The Aerodrome Operator issues registration plates for unregistered vehicles.		1
7.	Unauthorized behaviour		
7.1.	A threatening behaviour towards other persons, especially employees of the Aerodrome Operator.		5
7.2.	Verbal abuse of other persons, especially employees of the Aerodrome Operator.		5
7.3.	Careless behaviour that can result in personal injury or property damage.		5
7.4.	Intentional non-compliance with applicable rules on the air side.		5
7.5.	Photographing authorized persons of the Aerodrome Operator.		5
7.6.	Photographing and filming in the border crossing area without prior approval.		5