



## OPERATIONAL SAFETY INSTRUCTION

Version A Issued 01/09/2020

### Airside Vehicle and Equipment Operations

Issued By Airside Operations and Safety Manager Ref BRS-OSI-DVO-003

It is the responsibility of all employers to ensure that relevant OSIs are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their Supervisor or Manager.

## 1. INTRODUCTION

This instruction sets out the policies and procedures to be followed by all colleagues who drive or operate any vehicle or item of ground equipment in an airside area.

Bristol Airport applies the Road Traffic Act and Highway Code as the minimum standard with regard to road traffic rules airside, many of which are referred to in this instruction.

## 2. SPEED LIMITS

The speed limits across the airside areas are as follows:

- Apron back of stand roads have a maximum speed limit of **15mph**
- Head of stand roads on contact stands have a maximum speed limit of **10mph** and **15mph** on all other stands
- Inter-stand clearways have a maximum speed limit of **10mph**
- Terminal forecourt has a maximum speed limit of **10mph**
- Apron stand footprints have a maximum speed limit of **5mph**
- Undercroft (baggage hall) has a maximum speed limit of **5mph**
- Airfield perimeter track has a maximum speed limit of **20mph**
- Taxiway maximum speed limit is **40mph**, subject to surface and visibility conditions
- Runway speed limit is **not restricted** however consideration to be given to turning when entering/exiting the runway and surface/visibility conditions

In all instances the speed should be appropriate to the conditions, ensuring vehicle directional and stopping control is maintained. Speed limits on the apron road system and the undercroft are denoted at regular intervals by ground stencils.

## 3. DRIVING STANDARDS

- Vehicles must not be driven onto or across stands, even when no aircraft is present, except in connection with servicing, maintenance or other activity on the stands.

- Never park in front of or behind a fuel tanker or emergency vehicle so as to block its path at any time.
- Vehicles must keep left when passing an approaching vehicle and when necessary overtake on the right.
- Vehicles must not be driven into or through works areas, unless in conjunction with the work or directed by airside operations. Such areas should be clearly marked and sectioned off with barriers or cones.
- A vehicle or item of equipment that is broken down or causing an obstruction should be reported immediately to airside operations.
- Motorcycles and bicycles are not permitted airside, unless approved by airside operations.
- Hazard warning lights are NOT an acceptable substitute for vehicle amber beacons.
- Access to the undercroft is restricted to essential vehicles only – baggage vehicles, airside operations, security patrols, UK Border Force, emergency services and approved contractors.
- Access to the terminal forecourt is restricted to coaches, passenger support vehicles, airside operations, security patrols and approved contractors.
- Access through the main gate airside entrance, to the undercroft and terminal forecourt is height-restricted, with maximum height tolerances clearly indicated on the gantry.
- Drivers shall not use or check mobile phones and other electronic devices whilst the vehicle is in motion.
- Drivers are always expected to act with care and consideration for other airside users.

#### 4. VEHICLE PRIORITIES

Vehicles must always give way to taxiing aircraft or aircraft under tow.

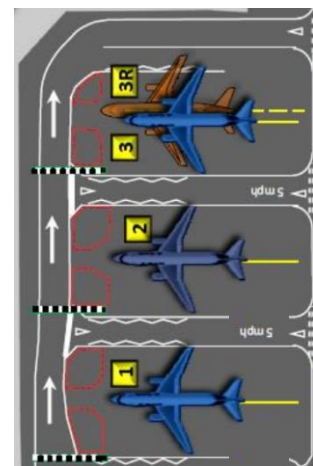
Emergency vehicles responding to an emergency have priority over all other vehicles and should be displaying blue lights and/sirens sounding.

Vehicles on the apron road system (including inter-stand clearways) have priority over vehicles on an aircraft stand that are re-joining the road system.

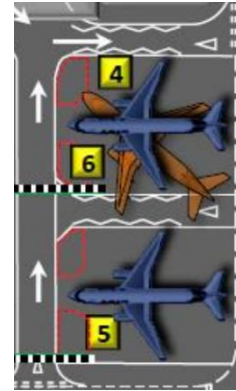
Vehicles must always give way at pedestrian crossings, marked with black and white stripes.

#### 5. ONE-WAY RESTRICTIONS

- Terminal forecourt – accessed from the western end and operates one-way in an easterly direction.
- Undercroft – accessible from both western and eastern access roads, however the majority of internal roads operate on a one-way system – see BRS-OSI-DVO-006 Undercroft Operations.



- Stand 1-3 – accessed from the head of stand 1, operating west to east (except for operational vehicles with a valid reason to go against the flow).
- Stand 5 and 6 – accessed from the head of stand 5, operating south to north (except for operational vehicles with a valid reason to go against the flow).
- Stand 37-39 – the head of stand road for these stands operates one-way in a westerly direction.



## 6. CUL-DE-SAC RESTRICTIONS

The term cul-de-sac refers to the areas for aircraft taxi and push-back that are immediately behind the aircraft stands, on the apron side of the double white lines.

There is a total of five cul-de-sacs (two on the east apron, and three on the west apron). Only manoeuvring area permit holders or pushback teams may enter a cul-de-sac, all other drivers must remain on the apron road system.

If a road that borders a cul-de-sac has dashed/broken white edge lines, road users must stop and hold behind the adjacent aircraft, or refrain from entering the road bordering the cul-de-sac until the aircraft has taxied clear of the cul-de-sac on departure. These restrictions are due to an insufficient safe distance between vehicle traffic and the aircraft wingtip, as well as jet blast.

## 7. HEAD OF STAND ROAD SYSTEM

The head of stand roads pass closest to the terminal building and office facilities; therefore, drivers must reduce speeds and take great care in these areas.

Multiple pedestrian crossings run across the head of stand road, linking aircraft stands to the departure gates and arrival routes. Drivers must give way to pedestrians and follow guidance from passenger handling agents.

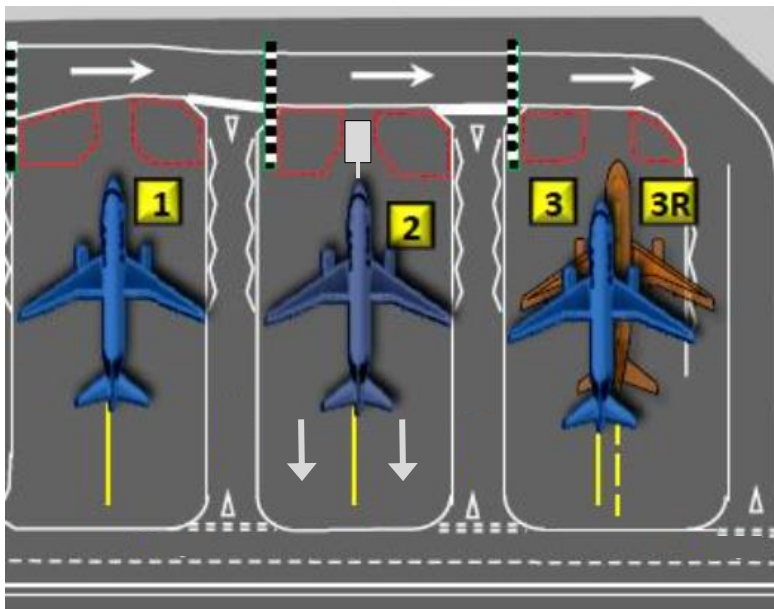
The head of stand road on the western apron (stands 21-26) must only be used by essential vehicles with an operational reason; all other vehicles should utilise the back of stand road. Vehicles routing to/from the main gate should take the most direct route using the inter-stand clearway between stands 22 and 23.

## 8. BACK OF STAND ROAD SYSTEM

Drivers using the back of stand road system must be aware of aircraft being pushed back from a stand or arriving aircraft taxiing onto a stand, and how to anticipate these movements.

### Departing Aircraft (Pushback)

Aircraft that are ready to pushback will have a tug connected and the anti-collision lights illuminated. A headset operator will be connected to the aircraft. A banksman/roadman will position in the back of stand road to one side of the aircraft and clearly signal to oncoming drivers (with crossed arms above head) to stop and give way to the push-back. The roadman shall use illuminated wands to give an enhanced stop signal at night or in low visibility. Drivers must never drive behind an aircraft with anti-collision lights illuminated or when the roadman gives clear indication to stop.



### Arriving Aircraft (Taxiing)

Aircraft arriving onto a stand will cross the back of stand road and follow the stand centreline to the stop position. A ground crew will normally be waiting on the stand. There may be a fuel bowser waiting nearby and passenger transport on remote stands.

## 9. INTER-STAND CLEARWAYS

Inter-stand clearways are located between all adjacent stands to give manoeuvring space for aircraft servicing vehicles and equipment, and unobstructed access for emergency vehicles.

Clearways are marked with 'zig-zag' lines. Vehicles and equipment (with the exception of aircraft steps) are permitted to wait in these areas for short periods of time, so long as the driver or operators remains in attendance. Vehicles or equipment must not be parked in clearways.

The inter-stand clearway to the east of stand 3 is not available when stand 3R is in use.

#### **10. ROAD JUNCTIONS**

Vehicles must give way to other road users at road junctions and, where indicated by road markings or signage, come to a complete stop.

#### **11. GENERAL ENQUIRIES**

Any enquiries should be addressed to Airside Operations on **01275 473705** or **07712 792235**.