



**OPERATIONAL SAFETY INSTRUCTION**

Version B Issued 14/12/2020

Airside Driver Permits

Issued By Airside Operations and Safety Manager Ref BRS-OSI-DVO-004

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 provides details on the requirements for obtaining an Airside Driving Permit (ADP) from Bristol Airside Operations and covers the different types of permit available, medical requirements, delivery of driver training and competency assessments (including record keeping), and minimum communication skill requirements. Airside driving privileges are only granted to persons who satisfy the criteria and who have a valid justification to drive airside on behalf of their employer as part of their duties.

EASA AMC/GM – Part ADR-OPS, ADR-OPS.B.025 contains acceptable means of compliance for airside driving standards and the operation of vehicles in airside areas. This instruction forms part of Bristol Airport’s compliance with this aerodrome regulation. CAP 790 is also used as guidance for this instruction.

**2. FORMS**

Any forms referred to in this OSI can be downloaded at [www.bristolairport.com/airside](http://www.bristolairport.com/airside).

**3. TYPES OF ADP**

The ADP covers three specific airside areas, which are split due to the increased level of risk and requirements for communication with Air Traffic Control (ATC).

Permit Type	Access Areas	Validity
A*	Aprons and airside roads	5 years
M	Manoeuvring area (excluding runway) and perimeter track	5 years
M/R	Manoeuvring area (including runway)	3 years

\* An ‘A’ permit covers aircraft pushback tug drivers that have a limited need to enter the manoeuvring area, providing the tug returns to the apron area immediately on completion of the pushback manoeuvre.

In addition, there are two types of ADP supplement:

Supplement	Permission	Validity
<b>P*</b>	Gives an 'A' permit holder permission to enter the perimeter track, between stand 39 and call point 3 only.	As permit type
<b>F**</b>	Gives an 'M' or 'R' permit holder permission to free-range on the manoeuvring area, excluding the runway which will always be positively controlled by ATC.	As permit type

\* A familiarisation session will be required with Airside Operations prior to receiving this supplement.

\*\* An 'M' or 'R' permit holder must have held their permit for at least 3 months and gained enough experience in the opinion of an airside driving assessor, prior to being trained and assessed for free-ranging privileges. A separate competency assessment will be required.

#### 4. ELIGIBILITY TO HOLD AN ADP

An applicant must provide a legitimate and reasonable reason to drive airside in order to be entered onto an airside driver training course and gain an ADP. Applicants must demonstrate that they have an operational need for frequent unescorted access, and state why they need access to a specific area. Applicants should not assume that they will automatically receive the type of ADP which they apply for, as Bristol Airside Operations may determine that they do not meet the criteria for a certain level of access. Bristol Airport will not issue permits to persons who only require airside access at infrequent intervals.

In the case of a new applicant who has not previously held an ADP at Bristol Airport, the issuing authority will only issue the ADP if satisfied that the applicant:

- a) Has an operational requirement to drive unescorted in an airside area on a frequent basis (i.e. at least monthly or more often).
- b) Holds a current and full UK driving license, valid on UK public roads for the classes of vehicles they will drive airside. A foreign equivalent driving license will be accepted but will only have a 12-month validity in the UK, which will be reflected by the equivalent expiry date on the ADP.
- c) In the case of LGVs, PCVs or other specialist vehicles, the driver must have either the correct category of driving licence allowing the vehicle to be driven on the public highway, or a valid certificate from the employer showing that the driver has been trained to the same public highway standard and is competent to drive it in the confines of airside areas.
- d) Holds a current and valid Bristol Airport airside identity pass.

- e) Meets basic standards of medical fitness, equivalent to DVLA group 1 or 2 standard as appropriate.
- f) Is familiar with the airport geography and comprehends the terminology used to describe airside locations.
- g) Has a thorough knowledge of the rules for driving airside.
- h) Demonstrate English language proficiency to at least ICAO Level 4.
- i) Understands the significance and meaning of airside signs, lights and markings.
- j) If applying for an 'M' or 'R' permit, can demonstrate competence in radio transmissions and phraseology.

## 5. MEDICAL REQUIREMENTS

### 5.1. Initial ADP Application

Airside drivers should be in good general health and be able to meet the DVLA medical standards of fitness to drive. Drivers will be required to pass an initial airside driving medical assessment and submit proof to Airside Operations. The medical certificate must be dated within three months of the date the ADP application is received. Driver's employers are responsible for selecting their own occupational health provider. Bristol Airport employees can obtain details of the airport's provider from Airside Operations or the People and Performance team.

The medical standards (fitness to drive) guidance for medical practitioners are contained in 'Assessing Fitness to Drive – A Guide for Medical Professionals' from the DVLA, available at [www.gov.uk/dvla/fitnesstodrive](http://www.gov.uk/dvla/fitnesstodrive).

Where a requirement already exists for a person to hold a similar, or more stringent, current medical covering all the requirements as defined above, proof of current validity is an acceptable alternative. In any event the following (if extant and without special conditions relating to the specific areas) are acceptable:

- Pilot's class 2 medical
- Air Traffic Control Officer's medical
- RFFS medical to occupational standard
- PCV License Medical

### 5.2. Renewal ADP Application

A medical assessment is not required for a renewal application, unless the applicant declares a health condition on the 'medical self-declaration' section of the application form, or if the applicant is age 45 or over, in which case a medical assessment is required at each renewal.

### 5.3. Additional Medicals

Airside drivers may also be required to complete an additional medical assessment in the following circumstances:

- When new health conditions are declared by the driver to their employer
- When a safety investigation concludes that health conditions may have been a factor in an airside safety occurrence

### 5.4. Medical Forms

Applicants will be required to obtain a copy of the Occupational Health Practitioner's medical assessment form from their employer, and submit this to the ID Unit to support their application (see Appendix A, Para 4).

## 6. ENGLISH LANGUAGE PROFICIENCY

Applicants for an ADP must meet at least Level 4 (Operational) English language requirements, on the ICAO language proficiency rating scale shown at Appendix A. Anyone who is deemed to be below Level 6 (Expert), is to be formally assessed by Airside Operations.

## 7. APPLICATION FOR AN ADP

Applicants can apply for an initial ADP or a renewal by completing an ADP application form (BRS-F-AOPS-008), and submitting in person to the Airside Operations office or by email to [airsideops@bristolairport.com](mailto:airsideops@bristolairport.com).

On receipt of a completed application form, Airside Operations will respond to confirm acceptance of the application or any further information required, and to arrange for booking onto a training course or revalidation assessment.

*Employees of companies that hold an airside driver training delivery license should return application forms directly to their company training department who will arrange for booking onto a training course or revalidation assessment with a company trainer.*

### 7.1. Booking onto a Training Course

Once the application has been approved by Airside Operations, the applicant will need to book onto an 'A' permit training course by calling the Bristol Airport ID Unit on 01275 475440.

Training courses for 'M' or 'R' permits are to be arranged directly with Airside Operations on 01275 473705.

## 7.2. Sponsors

An applicant must have their application form counter-signed by an authorised signatory, or sponsor, who will verify that the individual falls under their management or responsibility, and that they require an ADP to support their duties. Signatories will also sign to confirm that, in their opinion, there are no medical reasons that may affect the applicant's ability to safely drive airside.

For further information on the sponsor for your company or department, contact [airsideops@bristolairport.com](mailto:airsideops@bristolairport.com).

## 8. PERMIT ISSUE

The following documentation needs to be collated and submitted in person to the Bristol Airport ID Unit in Lulsgate House, for issue of the ADP:

- Completed application form, signed by an authorised signatory and Airside Operations
- Copy of driving license
- Copy of medical assessment form (for initial applications and applicants age 45 or over)

## 9. PRE-REQUISITES FOR ISSUE

Permit Type	Requirements
A	<ul style="list-style-type: none"> <li>• Meet applicable medical standards</li> <li>• Complete a written theory test</li> <li>• Familiarisation session with a training officer</li> </ul>
M / R	<ul style="list-style-type: none"> <li>• Meet applicable medical standards</li> <li>• Complete a written theory test</li> <li>• Previously held an 'A' permit for a minimum of three months, unless otherwise authorised by the AOSM</li> <li>• Familiarisation session with a training officer</li> <li>• Log of manoeuvring area/runway driving experience with an ADP holder (minimum 6 hours) – evidence will be required</li> <li>• Demonstrate competence on the manoeuvring area</li> <li>• Demonstrate proficiency in radio transmissions</li> </ul>

## 10. RENEWAL OF AN ADP

An applicant may renew their ADP at any time up to one month before the expiry date of their ADP. To renew an ADP, an applicant must submit an application form signed by their sponsor. On the application form they must state that it is a renewal and their current/previous ADP number. The applicant must also demonstrate that they have a continued need for an ADP, and the type of ADP and access areas that they are applying for.

Applicants must continue to hold a valid UK driving license and Bristol Airport airside ID pass.

For a driver to renew their driver permit prior to or upon expiry, competence must be maintained and demonstrated. Bristol Airport operates a maintenance of competence scheme, whereby drivers do not automatically need to undergo the full airside driver training programme again, providing they have driven airside regularly within the last three months. Instead, the driver will be assessed according to the type of permit they hold, which will lead to one of two outcomes:

- a) The driver successfully passes the competency assessment and no further training is required. The driver will be re-issued with a new ADP with a new expiry date.

*Note: if there are minor gaps or deficiencies identified during the competency assessment, the assessor may correct or educate the driver at the time of assessment and pass the driver on that requirement.*

- b) The driver fails the competency assessment and the assessor considers that further training is required. The driver will be required to re-sit the full airside driver training programme relevant to their permit type.

At the assessor's discretion, the driver may only need to re-sit certain elements of the training package, for example an 'M' permit holder may only need to requalify on elements of the training relevant to the 'M' permit, or radiotelephony standards.

The following aspects of airside driving may be assessed as part of the maintenance of competence scheme, subject to the actual activities/duties of the driver:

- a) Aircraft pushback procedures
- b) Aircraft towing on apron and manoeuvring areas
- c) Airside safety principles
- d) Runway access
- e) Radiotelephony (CAP 413)
- f) Airfield topography
- g) General airfield driving and awareness
- h) Vehicle safety checks
- i) Emergency procedures

### **10.1. Booking a Competency Assessment**

Competency assessments for permit renewals shall be arranged directly with Airside Operations by calling 01275 473705.

*Employees of companies that hold an airside driver training delivery license should arrange competency assessments via their company training department.*

## 11. EXTENSION OF AN ADP

In exceptional circumstances, drivers may apply to Airside Operations for an extension to their driving permit, using form BRS-F-AOPS-010. Extensions will be granted for a maximum of two months and at the discretion of Airside Operations. Acceptable circumstances will include the unforeseen cancellation of training courses or competency tests, or temporary absence from work at the time of expiry.

## 12. CONDITIONS OF ISSUE

An ADP will be valid until the expiry date shown on the permit (unless otherwise specified), or until suspended or cancelled by Bristol Airside Operations.

If an ADP holder ceases to be employed by an airside operator and is subsequently employed or hired for work by another airside operator at Bristol Airport, the driver must re-apply for a new ADP using form BRS-F-AOPS-008. Provided the period between employers is less than one month, the ADP may be re-issued with the same expiry date and without the need to follow the initial application procedure.

Notwithstanding the above condition, an ADP holder must have a minimum of three months of validity left on the licence, otherwise the ADP holder must apply for and undertake the appropriate testing before a new permit is issued.

The ADP is valid only while the ADP holder is in possession of a current UK driving licence. If for whatever reason, an ADP holder's UK driving licence has been cancelled or suspended:

- a) The ADP holder must immediately advise their employer and Airside Operations; and
- b) The ADP will be suspended for the period of the cancellation/suspension of the UK driving license.

Where an ADP holder works for more than one company his/her ADP must be sponsored by only one company. However, it is the responsibility of the ADP holder to inform both companies of this fact.

If an ADP holder changes their first or last name, they shall, in writing, request an amended ADP and provide proof of identity to Airside Operations. The ADP type and expiry date will remain unchanged.

## 13. TESTING PROCESS FOR AN ADP

Airside Operations or an authorised trainer will conduct competency-based training of all applicants prior to the issue of an ADP. The 'A' permit test will consist of:

- a) A multiple-choice theory test, to be completed in a designated time frame following the theory training session. Notes taken during the training may be used.

The 'M' and 'R' permit test will consist of:

- a) A multiple-choice theory test, to be completed in a designated time frame following the theory training session. Notes taken during the training may be used.
- b) A geographical knowledge test consisting of designated locations which are to be correctly identified by the applicant.
- c) A practical assessment of radio competency in a classroom setting, prior to further testing in a 'live' airside environment.
- d) A practical assessment of driving and radio competency with verbal questioning, through a driving test conducted airside, specifically including the manoeuvring area and runway surfaces. The test will include identification of runway markings and lighting and include crossing and entering the runway in a vehicle.

## 14. ADP RECORDS

The Airside Operations department are responsible for maintaining a database of all ADP records in a secure location on the company SharePoint and made available for audit. Records will be maintained for the duration of the permit validity and a minimum of five years thereafter. Records will include:

- ID pass number
- Name
- Date of birth
- Employer
- Name of trainer
- Date of completion of training
- Date of validation
- Assessment results
- Type of permit held
- Expiry date
- Driving history
- Medical information

### 14.1. Companies with a Training Delivery License

Airside operating companies that have been issued an airside driving training license by Airside Operations will be required to submit the following paperwork to Airside Operations for an ADP to be issued:

- Completed application form
- Copy of driving license
- Medical certificate



- Assessment papers

## 15. UPGRADING OF AN ADP

A driver may apply in writing to Airside Operations to upgrade an ADP from an 'A' to an 'M' or an 'M' to an 'R', or to add an endorsement. In order to be successful, an applicant must establish a genuine need to upgrade their ADP and meet all the eligibility requirements listed elsewhere in this OSI, including completion of the relevant training and assessments.

If successful, the driver will be issued the new category of ADP, with an expiry date no greater than the maximum term for that category of permit. Details of the upgrade will be added to the original application form. The individual's airside driving record, including any infringements, will carry over to the new ADP for the remainder of validity.

## 16. DOWNGRADING OF AN ADP

Airside Operations may instigate the downgrading of an ADP to a lower category under the following circumstances:

- a) The ADP holder is under investigation following an incident or accident.
- b) The ADP holder's category has been lowered due to an unacceptable number of driving offences/infringements.
- c) The ADP holder is unable to substantiate the need to maintain the category of ADP.
- d) The ADP holder is unable to meet the on-going competency requirements to maintain the category of ADP.

## 17. TERMINATION OF AN ADP

When a driver is no longer required to drive airside at Bristol Airport, the driver's employer must advise Airside Operations within 72 hours of the cessation of driving duties for that employer.

The ADP is not transferable between individuals, and ADPs are issued for use at Bristol Airport only.

## 18. SUSPENSION OR REMOVAL OF AN ADP

Airside Operations may at any time suspend an ADP where an ADP holder is involved in, or alleged to have been involved in:

- a) A serious airside safety/security incident
- b) A vehicular or other related accident
- c) A serious breach of the Rules for Driving Airside
- d) A failure to obtain the required pass mark of an ADP renewal assessment

- e) A situation where the ADP holder accumulates 12 or more points as per the Airside Safety Regulation Scheme (BRS-OSI-SMS-004).

## **19. WORK EQUIPMENT – CERTIFICATES OF COMPETENCE**

It is a condition of the issue of an ADP that the holder must possess a current UK driving licence. In the case of aerodrome specific or specialist vehicles not covered by a DVLA licence or equivalent, the applicant should have a certificate of competence issued by their company or training provider confirming that they have been trained to an appropriate standard for the safe operation of that vehicle.

## **20. TRAINING DELIVERY LICENSES**

Airside business partners can apply to the AOSM for an airside driver training delivery license. The annual cost for a license is set out in the Bristol Airport fees and charges document. Trainers and assessors must be appropriately qualified, and evidence must be provided when applying for the training license. All driver training records held by business partners with a training license must be made available for audit by Airside Operations.

## **21. GENERAL ENQUIRIES**

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

## APPENDIX A

## MEDICAL STANDARDS

Applicants for an airside driving permit will be required to undergo a medical assessment by an Occupational Health Practitioner (doctor or nurse), who is conversant with the DVLA 'Assessing Fitness to Drive' standards and airside-specific medical standards.

**1. Guidelines for Medical Standards**

- a. Eyesight (Field of Vision and Acuity)
  - i. As per DVLA Group 2 standards.
  - ii. If the candidate fails to meet the required standard or if doubt exists, then an assessment of the areas of concern and the candidate's fitness to drive must be made. An Occupational Health Physician should make this assessment.
- b. Colour Perception
  - i. The applicant is required to demonstrate the ability to distinguish the signal colour Red, Green and White. The initial test should be carried out using recognised Occupational Health practices. Candidates who are not successful in completing the above test should be referred for further examination using a practical test to establish the candidate's ability to distinguish the signal lights used on the aerodrome. Failure to pass this test will mean that an 'M' or 'R' Airside Driving Permit cannot be granted. An 'A' permit may be granted at Airside Operations' discretion.
- c. Hearing
  - i. It is essential that an applicant has the ability to hear communications airside under adverse conditions. The applicant is required to hear a forced whisper in either ear, tested separately, at 6 feet/2 metres. Candidates who are not successful should be referred for audiometric testing. Taking into account the job description and audiometric results, the Occupational Health Practitioner will assess the ability of the candidate to drive safely in airside areas.
- d. General Health
  - i. The applicant must disclose to the Medical Practitioner any condition or medication which may affect their ability to operate/drive safely in airside areas. Group 1 health standards are required for Class 1 (up to 3.5 tonnes) drivers, and Group 2 health standards for Class 2 (above 3.5 tonnes) drivers. On disclosure of a medical condition which may affect their ability to operate/drive safely, reference should be made to 'Assessing Fitness to Drive – A Guide for Medical Professionals' from the DVLA, available at [www.gov.uk/dvla/fitnesstodrive](http://www.gov.uk/dvla/fitnesstodrive).

e. Assessments

- i. All assessments must be recorded in appropriate medical records and reasons given for the decision and be signed and dated by the Occupational Health Practitioner.

## 2. Guidelines for Occupational Practitioners on carrying out Fitness to Drive Medical/Health Examinations

Every employer of airside drivers must adopt minimum medical fitness to drive standards. It is a requirement that the DVLA Group 1 or 2 equivalent standards, as appropriate, be used as a guide for health standards.

Self-declaration by staff must be encouraged of any medical condition or treatment which could affect driving safety at any time. To check if a health condition affects driving, refer to <https://www.gov.uk/health-conditions-and-driving>.

## 3. Medication

Practitioners are reminded that airside driving may be regarded as a safety critical task. Any medication that impairs concentration or affects performance may require the issuing authority to temporarily (or permanently) suspend an employee from driving airside.

Advice should be sought from an Occupational Health Practitioner if there is any doubt about the applicant's ability to drive airside on their current medication.

## 4. Medical Forms

Occupational Health Practitioners will be required to fill out the Bristol Airport ADP Medical Assessment Form (BRS-F-AOPS-011) and return this completed form to the applicant or their employer. The Practitioner should keep any other forms for their own records as required.

## APPENDIX B

## ICAO LANGUAGE PROFICIENCY SCALE

LEVEL	PRONUNCIATION <i>Assumes a dialect and/or accent intelligible to the aeronautical community.</i>	STRUCTURE <i>Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.</i>	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
Expert 6	Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasize a point. Uses appropriate discourse markers and connectors spontaneously.	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues and responds to them appropriately.
Extended 5	Pronunciation, stress, rhythm, and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding.	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.	Able to speak at length with relative ease on familiar topics but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.	Comprehension is accurate on common, concrete, and work-related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers.	Responses are immediate, appropriate, and informative. Manages the speaker/listener relationship effectively.
Operational 4	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding.	Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.	Comprehension is mostly accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies.	Responses are usually immediate, appropriate, and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings by checking, confirming, or clarifying.
Pre-operational 3	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding.	Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.	Vocabulary range and accuracy are often sufficient to communicate on common, concrete, or work-related topics, but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking vocabulary.	Produces stretches of language, but phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers are sometimes distracting.	Comprehension is often accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. May fail to understand a linguistic or situational complication or an unexpected turn of events.	Responses are sometimes immediate, appropriate, and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.
Elementary 2	Pronunciation, stress, rhythm, and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Shows only limited control of a few simple memorized grammatical structures and sentence patterns.	Limited vocabulary range consisting only of isolated words and memorized phrases.	Can produce very short, isolated, memorized utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar words.	Comprehension is limited to isolated, memorized phrases when they are carefully and slowly articulated.	Response time is slow and often inappropriate. Interaction is limited to simple routine exchanges.
Pre-elementary 1	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.

APPENDIX C

PROCESS FLOW FOR INITIAL PERMIT APPLICATIONS

