

## **Airside Driver Application Pack**

**Note: The contents of this Airside driver application pack are to be fully read with page 5 completed and attached to the**

### **Airport ID Gateway Airside Driver Application.**

**YOU MUST RETURN THE FOLLOWING**

- An application form to be completed by the sponsor, signed and dated.
- The Medical Certificate of Fitness form (**pages 15**) this must only to be completed by a recognised Medical Practitioner and signed or stamped by their medical practice.
- The DVLA form **D796** consent form, giving the Airside Operations Training department at Glasgow Airport consent to routinely check drivers licence statistics of all drivers working airside at Glasgow Airport.

**IT IS HOWEVER STILL THE PERMIT HOLDERS' OBLIGATION TO INFORM THEIR EMPLOYER AND THE AIRFIELD OPERATIONS TRAINING TEAM OF ANY DRIVING BAN OR COURT ACTION THEY RESULTS IN DISQUALIFICATION FROM DRIVING.**

**Communications Skills:**

It is the responsibility of the applicants sponsor to ensure that the driver is proficient in English to complete the required training.

The applicant will be asked to prove competence in designated activities whilst on the aerodrome. Such proficiency shall include:

- The ability to complete the requisite driver training/familiarisation and assessment conducted in **English**.
- The ability to undertake successfully the operational communication requirements that may be required of airside drivers e.g. reporting an accident or incident airside.
- The ability to read and understand relevant local safety information, e.g. safety instructions and mandatory aerodrome signage.
- The ability to understand verbal instruction or notification given by the police or aerodrome operations staff.

**APPLICANTS WHO DO NOT MEET THE ABOVE LEVEL OF ENGLISH COMPREHENSION WILL NOT BE ABLE TO FULFIL AIRFIELD DRIVING STANDARDS AND SHOULD NOT BE SPONSORED FOR ANY AIRSIDE DRIVING COURSES.**

## Permit types and validity:

Permit Type	Areas Accessible	Permit Validity	Retraining + Assessment	Competence Assessment
Red “R” Permit	Airside Roads, Apron Areas and Taxiways. <b>Runway access permitted (including runway crossings)</b>	<b>3 Years</b>	Successful completion of competence training and appropriate assessments <b>3 YEARLY</b>	Red Runway area drivers should drive regularly and at least monthly, MOC records showing this to be retained for audit.  <b>Annual Competency check</b>
Yellow “M” Permit	Airside Roads, Apron Areas and Taxiways. <b>Runway access not permitted.</b> No runway crossing	<b>3 Years</b>	Successful completion of competence training and appropriate assessments <b>3 YEARLY</b>	Yellow manoeuvring area drivers should drive regularly and at least monthly, MOC records showing this to be retained for audit.
Green Radiotelephony course	<b>CAP413</b> Radio course	<b>3 Years</b>	Introduction to Yellow or Red course <b>Initial or Referral</b>	Referral from ATC/OPS Refresher Ground Engineers
Blue “A” Permit	Airside Roads and Apron Areas	<b>5 Years</b>	Successful completion of competence training and appropriate assessments <b>5 YEARLY</b>	All drivers should drive regularly in order to keep up competence and note any changes to roadways

## **Driver Training Booking Procedure**

Glasgow Airport Airside Driver Training courses can be requested and booked by emailing [GLAAirsideOps@glasgowairport.com](mailto:GLAAirsideOps@glasgowairport.com)

Glasgow Airport Operations training Department provide BLUE, GREEN, YELLOW and RED courses. Course selection drop down available in ID Gateway application.

Applicants may also use a Glasgow Airport “Authorised” Third Party trainer to carry out the BLUE Airside driver’s course only.

If you are using a third-party trainer for a BLUE Apron permit it is your responsibility to arrange a suitable course date with that training provider.

### **CANCELLATION FEES**

Cancellation charges may be applied where course places are cancelled at late notice:

Up to 7 days prior to course, no charge (per trainee)

Within 7 days of course, 50% of course fee (per trainee)

Within 24hrs of course, 100% of course fee (per trainee)

### **SPONSORING COMPANY**

**It is the responsibility of the applicants sponsor to ensure that all three parts of this application are fully completed with all supporting documentation returned prior to the course date.**

All Driver Training will only be authorised following full verification of all documentation by Airport Gateway, this includes all third-party trainers.

- I confirm the applicant has passed a health check to the standards required in Section 6 of the Airport Operating Instruction 002 "Airside Driver Permit (ADP) Scheme and Driver Training.
- I confirm the applicant is competent to drive company vehicles and is required to drive airside in the above areas.
- I confirm that the applicant meets the entry requirements for the course and is ready to undertake the training.

NAME (Print): \_\_\_\_\_

JOB TITLE/DEPARTMENT: \_\_\_\_\_

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE COMPLETE THE CONTACT DETAILS BELOW SO WE CAN CONTACT YOU WITH VERIFICATION OF YOUR APPLICATION AND TO ARRANGE TRAINING DATES

### **SPONSOR CONTACT**

E-Mail \_\_\_\_\_

PHONE \_\_\_\_\_

All sponsors to ensure that applicant's hold certificates of competency on vehicles intending to be driven on airside areas

### **APPLICANT**

By law Glasgow Airport Limited is required to inform you that any information provided by you in submitting this application form will be held by Glasgow Airport Limited and may be used by Glasgow Airport Limited and/or forwarded to other AGS group airports and any relevant external third party now or in the future in the interests of maintaining security and safety at the airports within the group and in order to determine an applicant's suitability for an airside drivers permit.

NAME-(Print)\_\_\_\_\_

SIGNATURE-\_\_\_\_\_

### **DVLA LICENCE CONSENT FORM**

- Applicants MUST complete the attached DVLA D906 form and return it signed with this application pack.
- Failure to do so will result in the termination of the application.
- Applicants of Red (runway) permits will also have to complete the DVLA D906 consent form every three years, failure to comply will result in the voiding of their airside driving permit
  
- It is imperative that the sponsor ensures that the applicant has a valid UK driving licence, to ensure that the applicant has this in their possession prior to their driving course.

OR

- In the case of new licences, If the applicant fails to bring both parts of their UK driving licence or any other required documents with them on the day of their course, they will be refused permission to sit the course, and the sponsor will be liable for the full cost of the cancelled course.

