



Operational Safety Instruction

Airside Driver Training and the Airside Driver Permit

17th March 2017

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v1.1

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

- 1.1** This Instruction provides details on the requirements for obtaining an ADP from Heathrow and covers the different types of permit available, Airside driving medical requirements, the delivery of Airside driver training (including record keeping), and minimum communication skill requirements. Airside driving privileges are only granted to persons who satisfy the requirements and who have a valid justification to drive on behalf of their employer as part of their duties.
- 1.2** This publication forms part of Heathrow's compliance with EASA aerodrome regulations (ADR.OPS.B025). CAP790 is also used as guidance for this Instruction.

www.caa.co.uk/CAP790

- 1.3** Drivers are reminded that all vehicles operating Airside at Heathrow with a permanent Vehicle Apron Pass (VAP) must be fitted with a Telematics device that records information on vehicle journeys whilst Airside. The data recorded must include vehicle speed, location, harsh braking/acceleration or excessive idling etc. Companies are each expected to monitor the Airside activity of their vehicles and drivers and address negative trends. Heathrow will review and use the overall data to improve safety, environmental impacts, operational designs and to validate aircraft turnround activity and where relevant, review individual journeys to establish the facts in safety investigations.
- 1.4** OSI/12/09 and OAN/07/13 are hereby cancelled.



2. Definitions

Abbreviation	Description
ADP	Airside Driver Permit
DVLA	Driver and Vehicle Licensing Agency
'A' Permit	This allows a driver to operate on Airside roads and aprons, including uncontrolled taxiway crossings.
'M' Permit	This allows a driver to operate on the Airside roads and aprons, and the manoeuvring area, but excludes the runways.
'R' Permit	This allows a driver to operate on the Airside roads, aprons, the manoeuvring area and runways.
PCV	Passenger Carrying Vehicle
CoC	Certificate of Competence
GSE	Ground Support Equipment
kgs	Kilograms
MAM	Maximum Authorised Mass
GOL	Ground Operations License
AOG	Airside Operations Group
ATC	Air Traffic Control
ICAO	International Civil Aviation Organisation

3. Safety Procedure

3.1 ADP Basic Requirements

- 3.1.1** It is a condition of the issue of an ADP that the applicant shall possess a current full driving license which is valid to drive on the UK public highways, however Heathrow strongly recommend that the driver possess a full UK (DVLA) license.
- 3.1.2** Subscribing to an electronic service that registers and automatically advises of changes to a DVLA-issued licence is also strongly recommended. This recommendation is to ensure the permit holder remains fully compliant with any restrictions placed on them by the Road Traffic Acts, or any DVLA residency or medical restrictions. For further details please visit the DVLA website <https://www.gov.uk/driving-nongb-licence>
- 3.1.3** Heathrow require each company that has employees who hold an ADP ('A', 'M' or 'R') to carry out annual driving licence checks to establish they remain valid to drive on the UK Public highways. The checks shall include making copies of the ADP holder's driving licence and will be auditable by the Heathrow Airside Ramp Assurance Team.
- 3.1.4** From 1st April 2017 it is strongly recommended that all Airside drivers hold the relevant type of 'public road' licence for the category of vehicle they will drive Airside.
- 3.1.5** It is mandatory that drivers of PCVs with more than nine seats must hold a valid PCV Licence.



- 3.1.6** From the 1st April 2017 a CoC will no longer be recognised for PCV (more than nine seats), however existing drivers that have an ADP and are subsequently deemed to hold the qualification by 'acquired rights' are able to continue to hold a certificate of competence on the proviso they remain continuously employed by the same organisation up to a future date of 31st December 2026. Companies that have drivers falling into scope for 'acquired rights' must contact the Heathrow Airside Ramp Assurance Team to ensure those drivers records are updated.
- 3.1.7** Medium Goods Vehicles and GSE over 3500kgs MAM and Large Goods Vehicles and GSE above 7500kgs MAM, may, with the prior approval of the Heathrow Airside Ramp Assurance Team, be permitted to operate under a CoC, confirming the driver has been trained to an equivalent standard to that of the DVLA to ensure the safe operation of that vehicle.
- 3.1.8** Where a specialist vehicle is not covered by a DVLA Licence or equivalent they also may, with the prior approval of the Heathrow Airside Ramp Assurance Team, be permitted to operate under a CoC, confirming the driver has been trained to an equivalent standard to that of the DVLA to ensure the safe operation of that vehicle.
- 3.1.9** Companies wishing to issue a CoC should seek prior approval of the associated training course scope and duration from the Heathrow Airside Ramp Assurance Team. Heathrow shall be the final arbiter of whether or not a proposed CoC provides an equivalent standard to that of a DVLA License, and may, at it's discretion, request further course or training content to ensure that the highest standards are achieved.

3.2 Types of Permit

- 3.2.1** The 'A' ADP is the initial permit awarded to a driver who has successfully completed an appropriate training course and assessment. This allows a driver to operate on Airside roads and aprons, including uncontrolled taxiway crossings.
- 3.2.2** The 'A' ADP does not cover any role specific or vehicle type syllabus.
- 3.2.3** The 'A' permit is valid up to a maximum of three years. Before the Permit can be re-issued, appropriate refresher training and testing of the driver's competency must be completed and recorded.
- 3.2.4** The 'M' ADP allows a driver to operate on the Airside roads and aprons, and the manoeuvring area, but excludes the runways. An 'M' ADP is required for any operation which is required beyond the double white lines. In order to obtain an 'M' Permit, the driver must have successfully completed an appropriate training course and assessment, including a practical element.
- 3.2.5** The 'M' ADP does not cover any role specific or vehicle type syllabus.
- 3.2.6** The 'M' permit is valid for three years, and can only be re-issued once refresher training and a competency test has been successfully completed and recorded.
- 3.2.7** The 'R' ADP provides access to Airside roads, aprons, the manoeuvring area and runways, and will require successful completion of an enhanced training package and assessments.
- 3.2.8** The 'R' ADP does not cover any role specific or vehicle type syllabus.
- 3.2.9** The 'R' permit is valid for one year, and will only be re-issued once refresher training and a competency test has been successfully completed and recorded.



- 3.2.10** The ADP remains the property of Heathrow and can be removed at any time.
- 3.2.11** The unique Airside Driver Number (ADP number) that is issued to an individual will be associated with that individual throughout their Airside driving career at Heathrow and the driver will not be issued with a second driver identity even if they join a new employer. This will assist in tracking driver history at Heathrow.

3.3 Medical Requirements

- 3.3.1** Drivers must be medically fit to drive to DVLA Group 1 standard as a minimum. To qualify for an initial ADP, and then at each subsequent three year period, the driver must;
- Complete a medical assessment carried out by an Occupational Health Professional to align with a DVLA Group 1 standard as a minimum;
 - Comply with any conditions or restrictions placed upon them in relation to medical assessments;
 - Attend reviews following driving accidents or incidents at work.
- 3.3.2** Additional factors relating to the workplace and specific vehicles may impose additional medical fitness requirements over and above those required for driving on the public roads.
- 3.3.3** A driver must disclose to the DVLA, their employer and Heathrow any medical condition or prescribed medication which may affect their ability to drive safely. Further guidance can be found on the 'Medical Information' section of the DVLA and HSE websites;

www.gov.uk/government/publications/at-a-glance
www.hse.gov.uk/workplacetransport
www.hse.gov.uk/humanfactors

- 3.3.4** Where the DVLA places a condition or restriction on a driver this must be considered by the employer, and medical advice obtained. The employer must inform Heathrow of any such condition, restriction or removal. Appropriate action may involve suspending or removing the ADP as soon as the medical condition or restriction is brought to the attention of the employer and Heathrow. Those drivers that have surrendered or had their licence taken away will not satisfy the ADP requirement (in 3.1.1 above) and therefore will no longer qualify for an ADP.
- 3.3.5** Medical assessment must be made within three months (90days) prior to the ADP permit test to be carried out. If for any reason this cannot be achieved, contact the Heathrow Airside Ramp Assurance Team on 020 8745 5679, or ramp_team@heathrow.com
- 3.3.6** Self declaration medical forms are no longer recognised as an acceptable method of health assessment. Only medical assessments carried out by recognised occupational practitioners will be accepted.



3.4 Airside Driver Training

3.4.1 Heathrow has produced separate Airside Driver Training packages for A, M & R class of licence;

3.4.2 The package for 'A' permit training (DVD and PowerPoint visuals, Trainer's notes, Airside familiarisation route and test papers) is available free of charge from the Heathrow Airside Ramp Assurance Team to companies that;

- Have a Heathrow GOL
- Are approved (by Heathrow) to deliver 'A' ADP training
- Have a sufficient number of employees justified to hold an 'A' ADP
- Are delivering driver training solely to their own employees

3.4.3 This is the only Heathrow approved package and must not be altered in any way. A Permit Content:-

- Regulatory and Legal Requirements
- Airfield Topography
- Personal Responsibilities
- Vehicle Standards
- Airside Traffic Rules
- Hazards
- The Role of the Police & Airport Operator (Heathrow)
- Emergency Procedures
- Penalties for Non-compliance
- Eco Driving

3.4.4 If a company wishes to add complementary material, any additional material must be approved by the Heathrow Airside Ramp Assurance Team prior to being used.

3.4.5 Authorised companies that are delivering driver training to third parties will need to purchase the training package (DVD and materials etc.) from the Heathrow Airside Ramp Assurance Team.

3.4.6 For those requiring an 'M' Permit, their employer must first contact the Heathrow Airside Ramp Assurance Team with a detailed statement justifying the need. Each application by a new organisation will be reviewed by Heathrow Senior Managers within the AOG meeting. Each permit application will be reviewed by the Heathrow Airside Ramp Assurance Team. If approved, arrangements will be made to facilitate the training.

3.4.7 The 'M' Permit is a separate package and is available for training (DVD and PowerPoint visuals, Trainer's notes, Airside familiarisation route, ATC ground frequency details, sample communication testing papers and permit testing papers), is available free of charge from the Heathrow Airside Ramp Assurance Team to companies that;

- Have a Heathrow GOL
- Are approved (by Heathrow) to deliver 'M' ADP training
- Have a sufficient number of employees that are justified to hold an 'M' ADP
- Are delivering driver training solely to their own employees



3.4.8 This is the only Heathrow approved package and must not be altered in any way.

3.4.9 M Permit Content;

- In addition to the training items covered under the 'A' permit package, the 'M' permit package puts an increased focus on R/T communication, airfield topography and driver situational awareness skills.

3.4.10 If a company wishes to add complementary material, any additional material must be approved by the Heathrow Airside Ramp Assurance Team prior to being used.

3.4.11 Authorised companies that are delivering driver training to third parties will need to purchase the training package (DVD and materials etc.) from the Heathrow Airside Ramp Assurance Team.

3.4.12 To pass and qualify for the 'M' permit, the driver must pass both the theory test paper and driving assessments.

3.4.13 If the driver fails the initial training course 'M' or 'R', they will be entitled to resit the course. However, upon failure a second time, the driver will not be permitted to resit the course for a further 6 months, from the date they sat the second time.

3.4.14 To improve the potential for a successful re-application, the Trainer will provide feedback to the driver on the areas requiring focus during the period of six months before re-applying to sit the course.

3.4.15 For those requiring an 'R' Permit, their employer must first contact the Heathrow Airside Ramp Assurance Team with a detailed statement justifying the need. Each application will be reviewed by Heathrow Senior Managers within the AOG meeting. If approved, arrangements will be made to facilitate the training which is exclusively delivered by Heathrow/NATS. Details of the course content, additional responsibilities, cost and availability of training sessions will be provided to the employers of successful applicants.

3.4.16 Details of third party companies who are authorised to perform 'A' and 'M' Permit training are available from the Heathrow Airside Ramp Assurance Team on 020 8745 5679, or ramp_team@heathrow.com

3.5 Airside Driver Trainers

3.5.1 In order for a company or individual Trainer to be approved to deliver The Heathrow Airside Driver Training package, explicit consent must be requested by completing the training request form, which is available from the Heathrow Airside Ramp Assurance Team on 020 8745 5679 or ramp_team@heathrow.com

3.5.2 There is now a requirement to separate the delivery of the theoretical training material content, the tests and proficiency checks.

3.5.3 This must now be conducted by separate competent individuals, each of whom must hold relevant qualifications as Trainers and/or Assessors.

3.5.4 Prior to Heathrow considering consent to any company or individual Trainer, Heathrow will need to be satisfied that the minimum requirements are met, which are listed below;



- The applicant must intend to deliver Airside Driver Training on a frequent basis (Minimum four times per year)
- Have access to an appropriate training facility to deliver the course whenever required
- Appropriate transportation to deliver an Airside Familiarisation Tour
- The Driver Trainer/Assessor must have a formal training qualification that is recognised by Heathrow
- The Driver Trainer/Assessor must successfully pass the trainer assessment by Heathrow
- Have a sufficient number of drivers (circa 50) to spread the driver training across an annual period to ensure that the Driver Trainers/Assessors maintain their competency
- Driver Trainer/Assessor must hold the relevant Heathrow ADP (A, M, R) for a minimum of six months prior to applying to be a Driver Trainer.
- Driver Trainer/Assessor must maintain a valid and relevant ADP and must not have any Heathrow Penalty Points on their ADP.

3.5.5 Once a company/Trainer has been authorised to deliver Airside Driver Training all Trainers/Assessors will be required to sign a Memorandum of Understanding (MOU) acknowledging the need for compliance and consistency in the delivery of the course.

3.5.6 When delivering the Airside Familiarisation Tour the maximum limit of candidates when using a car is three and when using a minibus the maximum number is five. This enables the candidates to be fully engaged with the Airside Familiarisation Tour but also allows for Driver Trainers to fully assess the candidates understanding. It is a requirement that on all courses candidates are taken on the Airside Familiarisation Tour as set out by the Heathrow Airside Ramp Assurance Team.

3.5.7 Companies delivering Airside Driver Training to third parties must email the Heathrow Airside Ramp Assurance Team on ramp_team@heathrow.com with the list of candidate's names and companies they work for to seek approval to train prior to the course. Failure to do so may result in the training being invalid.

3.5.8 Prior to a candidate joining an Airside Driver Training course, an Airside driving justification form must be completed by the candidate's line manager, produced at the time of booking and kept for audit purposes. Airside Driver Training Exams must be completed in an appropriate invigilated environment (completed in silence and is a closed book exam). The test paper must be completed unaided by the candidate who is applying for the ADP.

3.5.9 Should an existing Airside driver transfer to a new company the Airside Driver Trainer who is delivering the course to the candidate for their new employer must contact the Heathrow Airside Ramp Assurance Team on ramp_team@heathrow.com to ask for their existing driver number (in 3.2.11 above) as this number must track the driver. They must not be issued with a new driver number.

3.5.10 Companies approved to deliver Airside Driver Training must request additional driver (permit) numbers from the Heathrow Airside Ramp Assurance Team.

3.5.11 New numbers will not be issued until the Heathrow Airside Ramp Assurance Team are in receipt of the updated driver training information (starters and leavers etc.) in relation to previous permit numbers from the requesting company or Trainer.



3.5.12 The updated permit information is required on a monthly basis and provided by using the Heathrow approved Excel spread sheet.

3.5.13 Under the Heathrow GOL the Heathrow License Managers will establish and agree a quota for the maximum amount of Airside drivers (and ADPs) a company can have. Should this quota limit be reached the Heathrow Airside Ramp Assurance Team will not issue any new numbers until such time that the License Managers have discussed the variance with the company and where appropriate increased the quota limit.

3.6 Environmental Considerations

3.6.1 As an addition to the ADP syllabus, all companies operating vehicles Airside at Heathrow are required to incorporate into their role specific employee Airside driver training programme, a section on how to operate the vehicles their employees will be expected to drive within their working day, in such a manner so as to reduce emissions and fuel consumption. This should be carried out at both initial and refresher training sessions.

3.6.2 The contents of the training should include instruction on carrying out a pre-use vehicle check, including checking tyre inflation and removing unnecessary weight, how to move the vehicle off without using excess engine power, how to avoid harsh braking or cornering and planning the route ahead with particular attention to gear changes, using the engine to reduce speed, and eliminating excessive idling.

3.6.3 Guidance on the subject can be found at;

www.travelfootprint.org/ecodriving

www.theaa.com/motoring_advice/fuels-and-environment/drive-smart.html

www.sts-technology.com/cvp/index.php

3.7 Communication Skills

3.7.1 It is the responsibility of the employer to ensure that the driver is proficient in English (written and spoken), in order to complete the required training, competence assessments and designated activities on the aerodrome. For each permit ('A', 'M' & 'R'), 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 airfield signage
- The ability to understand verbal instruction or notification given by the Police or an Airport Official



- Heathrow reserve the right to request an ICAO language proficiency check at any time with 24 hours' notice in writing. The proficiency check must be carried out by a provider recognised by Heathrow
- Guidance material on how to assess communication skills is given in CAP 790 Appendix C.

3.7.2 Additional proficiency testing for those holding or requiring an 'M' or 'R' permit shall include;

- Being able to demonstrate language proficiency to the minimum of ICAO Operational Level 4.
- Being able to communicate with ATC using standard phraseology as described in CAP 413 Radiotelephony Manual 5.

3.8 Revalidation Requirements

3.8.1 Each ADP is valid for a maximum period, as specified in 3.2 above. When a Permit is due for renewal, the competence of the permit holder must be demonstrated by successful completion of a refresher course and assessment.

3.8.2 The permit holder must also continue to meet the minimum medical requirements.

3.8.3 Communication skills should be retested as appropriate for the type of permit held.

3.8.4 The original permit number must be reused.

3.8.5 It is the sole responsibility of the Driver to ensure that they have a valid ADP prior to driving Airside.

3.9 Maintenance of Competence – 'M' & 'R' Permits

3.9.1 In order to ensure continued competence, all staff that are permitted to drive and operate vehicles and equipment on the manoeuvring ('M' permit) and runway ('R' permit) areas, must maintain their competence in their driving rules, duties and procedures in such areas. Heathrow may delegate this checking of competences to third parties, vehicle operators or other parties, and will conduct regular audits of these third parties in order to assess the effectiveness of the training and the maintenance of driver competence. These audits include a check of training records and driver assessments.

3.9.2 The following activities will be assessed as part of any maintenance of competence checks, subject to the drivers proposed activities;

- Pushback procedures
- Towing – apron and airfield
- Runway access
- Radiotelephony (CAP 413)
- Airfield topography
- General Airside driving
- Vehicle checks



- Emergency procedures

3.10 Training Records

- 3.10.1** Records of training and assessment for all type of Permit ('A', 'M' & 'R') must be retained, and third party Trainers/Assessors must ensure that records are available for audit by Heathrow. Heathrow may audit these records at any time with 24 hours written notice.
- 3.10.2** Third party Trainers/Assessors must forward all copies of the records onto the company for whose employees they are delivering driver training so that the employer has direct access to the records.
- 3.10.3** Information to be included in the records can be found in Chapter 5, Section 1, of CAP 790.

3.11 ADP Withdrawal, Surrender or Cancellation

3.11.1 Heathrow has set out the circumstances under which a permit can be withdrawn, or will cease to be valid and must be surrendered for cancellation. Such circumstances may include, but not be limited to;

- Cessation of the purpose for which the permit was issued
- Change of the holder's employer
- Loss of Driving Licence for offences under the Road Traffic Acts
- Any defacing, alteration or misuse of a permit
- Proof of disregard of Airside Traffic Rules
- Any use of a permit in relation to a customs or immigration offence
- Driving on an expired permit
- Medical reasons
- Accumulating 12 or more points within a 12 month period
- Involved in an Airside accident when driving or operating equipment
- Duty of care to other Airside user's

3.11.2 An application for an appeal against an ADP withdrawal must be made within 21 days of the decision in writing to, Heathrow Airside Ramp Assurance Manager, Heathrow Airport Limited, Airside Operations Facility, Building 16887, Heathrow Airport, Middlesex, TW6 2GW.

3.12 Further Information

- 3.12.1** Guidance on this Instruction can be found at www.caa.co.uk/cap790
- 3.12.2** For details regarding penalty points to Airside Driving Permit please see ASDRVE_OSI_007 Airside Driving Penalty Points System.
- 3.12.3** For details on what constitutes a foreign equivalent licence, or for information on overseas licence validity, refer to the DVLA website at www.gov.uk/non-gb-driving-licence



3.12.4 For information on medical requirements, refer to the DVLA website at www.gov.uk/government/publications/at-a-glance

3.12.5 Refer to CAA CAP 790, Appendix B

3.12.6 Refer to CAA CAP 790, Table 1

3.12.7 Refer to CAA CAP 413 www.caa.co.uk/cap413

3.13 Recognised Training Qualifications

3.13.1 Current recognised qualifications are;

- AET, Award in Education and Teaching, formally known as, PTLLS, Preparing to Teach in the Lifelong Learning Sector
- CTLLS, Certificate in Teaching in the Life Long Learning Sector
- RTITB, Road Transport Industry Training Board
- DTLLS, Diploma in Teaching in the Lifelong Learning Sector
- SVQ Level 3 which has been accredited by SQA.

3.13.2 The qualifications must be accredited by QCF, Qualification Credit Framework, these are Level 3 and above.

3.13.3 Organisations wishing Heathrow to consider other qualifications should first contact the Heathrow Airside Ramp Assurance Team.

3.14 Enquiries

3.14.1 Any questions regarding this Instruction should be addressed the Heathrow Airside Ramp Assurance Team on 020 8745 5679, or ramp_team@heathrow.com

4. References

EASA aerodrome regulations (ADR.OPS.B025)
CAP790
Road Traffic Act
Heathrow Ground Operations License
CAP413 Radiotelephony Manual 5
Airside Traffic Rules
ASDRVE_OSI_007 Airside Driving Penalty Points System

