



AIRSIDE TRAFFIC REGULATIONS

(version 4.1)
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Indicative translation.

If the English version differs from the Dutch version, the Dutch version is considered to be the exact version.

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1. Purpose of the present document

The purpose of the airside traffic rules is to prepare airport users for the "**Airside Driving licence**" examination. The Airside Driving licence enables its holder to access the service roads and aprons with a vehicle.

The Airside Driving licence does IN NO WAY allow access to the manoeuvring area!

The pictures below illustrate this:



Picture 1 : the contours along which the Airside Driving licence is valid (marked in green : the service drives and traffic zones – green dotted: limited access)



Picture 2 : the area in which the Airside Driving licence is NOT valid (marked in red: the manoeuvring area)

It is necessary for some airport services to have access to the manoeuvre strip for operational reasons. This entails managing additional operational procedures, such as permanent radio contact with the control tower. These additional procedures form the object of an additional driving licence, called the "**Strip driving licence**".

2. Definitions

Airside: laid-out aviation terrain in which aircraft manoeuvre and access is controlled

Aircraft stand: a certain section of the apron meant for parking aircraft

Airport inspection: cf. Duty Operations Officer

Anti-collision-light: red or white rotating or flashing lights under and on top of an aircraft

Apron: a certain section of the aviation area meant for aircraft ; for travellers embarking or disembarking, for loading and unloading freight, for tanking fuel, for parking or maintenance of aircraft

Duty Operations Officer: current name for Airport Inspection, Operations Department

Equipment limit lines: red lines marking out the zones destined for placing handling material

Follow-me: vehicle wearing “follow-me” signs, see also Marshaller

Gate: passenger exit towards the plane

Handling material: material used when handling a plane

Manoeuvring area: part of the aviation area used by aeroplanes for taking off and landing and for related ground manoeuvres, excluding the aprons

Marshaller: person within the Operations Department authorised to give signals to the pilot that let him or her park their aircraft safely, see also Follow-me.

Movement area: part of the traffic area in which aeroplanes manoeuvre on the ground. It includes the manoeuvring area and the aprons.

Narrow body aircraft: aircraft which in passenger configuration has only one aisle (e.g. B737, B757, A320, RJ100, etc). These smaller aircraft usually have a fuselage diameter of only some 4 metres.

Perimeter road: the non-public road, located at the edge of the airport (on airside), which encircles the movement area for aeroplanes. Wherever possible, the perimeter road follows the fence line of the airport.

Power Supply (GPU): external power supply for aircraft, Ground Power Unit

RESA (Runway End Safety Area): an area, 240 m long and 75 m wide on both sides of the axis, starting from the end of the Strip, aimed at reducing the risk of damage to airplanes in the event of an "undershoot" at landing or an "overrun" at take-off.

Runway: aviation area section especially marked out for aircraft taking off and landing

Service-drive: See “service road”.

Service road: roadway on the aprons marked out by white lines and reserved for the safe movement of any ground material on the aprons.

Stand: See aircraft stand.

Stopbar: different line types mostly at the crossing of runways and taxiways. Indicated by red lights when visibility is bad.

Strip: a safety area, 150m wide on both sides of the runway axis up to 60m beyond the end of the runway, in which no fixed or slowly moving obstacles are allowed, unless they are "frangible" (degradable).

Taxiway: marked out section of the aviation area especially meant for taxiing aircraft.

Towing: the hauling of aircraft by means of a tractor, i.e. without traction of the aircraft itself

Wide-body aircraft: aircraft which in passenger configuration has two aisles. These bigger aircraft have a fuselage diameter of some 6 metres or more (e.g. A300, A330, B767, B747, B777, MD11, etc). They may also be cargo aircraft. (e.g. An124, etc.)

3. General stipulations

- 3.1 The non-public section of the airport – called “airside” below – is located at the private domain of the Flemish Region and access is possible only by means of a permit delivered by the airport management or escorted by a person in possession of such a permit. In case of exceptional circumstances, the airport management can allow a special permission.
- 3.2 In order to be given access to the airside, the airport user needs :
- a) a legitimation for persons: airport identification badge;
 - b) an access permit for a motor vehicle;
 - c) an airport driver’s licence for motor vehicles, unless a deviation is allowed by the Duty Operations Officer.

These documents can be issued by the airport management only.

- 3.3 Moving on airside is at one’s own risk and on one’s own responsibility.
- 3.4 The responsible airport authority has the exclusive right to stop and change airside traffic and to issue special rules in exceptional circumstances. Instructions issued by the Operations Department of the airport (Duty Operations Officer, Marshaller) have to be complied with, even if they run counter to the present traffic rules.
- 3.5 In order to obtain an airside driving licence, the applicant must declare that he has received and masters these airside traffic regulations, that he will follow these regulations and pass a theoretical test on this matter.
- 3.6 In order to gain access to the manoeuvring area, the Strip and the RESAs, the driver needs to hold a "STRIP" driving licence on top of the "AIRSIDE" driving licence. This “strip driving licence” can only be obtained after following a course given by the Duty Operations Officer and after passing a theoretical and practical exam.
- 3.7 All rolling material has to comply to the technical rules of the general traffic regulations and has to be held in good condition. The airport authority can examine the state of the maintenance. The vehicles need to comply to all standards as to environmental requirements (emissions, noise, etc.).
- 3.8 Vehicles needed to drive around aircraft shall be provided with reflective strips clearly showing/emphasizing their length and width contours.
- 3.9 It must be possible to identify the vehicles by means of a company name or a company logo as well as a identification number, all of which cannot be removed from the vehicles (use of irremovable ink). For all vehicles of one and the same company, the same procedure should be followed.
- 3.8 The applicant driving special vehicles on airside (such as a forklift, a scissor-lift etc.) has to be in possession of all necessary certificates needed to be allowed to drive such

vehicles, following whatever regulation on this matter (e.g. health and safety regulation). In order to be allowed to drive a vehicle for which another driving licence than licence category B (Royal Decree of 23 March 1998) is required, the company has to declare that the staff member who is not in possession of such a driving licence, has received appropriate training concerning the safe handling of such a vehicle and has passed a practical examination proving possession of the required skills.

3.11 Any incident (accident, altercation, fault, ...) has to be reported to the Duty Operations Officer without delay.

4. Regulating and directing traffic

4.1 In order to guarantee the safety and good order of airside traffic, the users must observe the general traffic regulations principles (December 12, 1975 - Royal Promulgation).

However, they must take the following elements into account:

- Airside vehicles may be used which do not comply with the stipulations of the general traffic regulations as far as signalling, lights, dimensions, identification and the like are concerned;
- Airside-specific road signalling and markings are being used;
- Traffic signs painted on the ground have the same legal validity as analogous traffic signs.

4.2. The following basic rules apply specifically to airside and have priority over the general traffic regulations:

- Aircraft have absolute priority;
- The presence of vehicles and rolling stock without licence plates, not complying with the stipulations of the general traffic regulations;
- width of roads, turn beams and lights may deviate from the general traffic regulations;
- special traffic signs and traffic circumstances;
- obligatory operations insurance.

4.3 Exceptions for security and safety services

In case of a real aviation accident **(and only then)**, rescue vehicles have priority over taxiing aircraft on the condition they are using their flashlights and sirens. The control tower shall inform all taxiing pilots by using the tower frequency.

5. Instructions

5.1. Basic rules

- 5.1.1 Each driver on airside must at all times adapt his/her driving behaviour in such a manner that he/she endangers neither himself/herself, nor other individuals.
- 5.1.2 Smoking and lighting fires on airside are **strictly prohibited**, even inside the rolling stock. Smoking is only allowed in the special enclosed smoking area, near the IT parking.
- 5.1.3 It is forbidden to drive rolling stock or to be on duty on airside (even if one doesn't operate rolling stock) under the influence of alcoholic beverages, sedatives, sleeping pills or hallucinogenic means or drugs that may affect driving a vehicle or endanger other airport users.
An individual having more than 0.5 ‰ of alcohol in the blood is considered to be under the influence of alcohol.
The Duty Operations Officer is authorised to send for the Federal Police to carry out an official alcohol test.
- 5.1.4 The use of vehicles must be restricted to the absolute minimum, especially when the LVP (Low Visibility Procedure) is into force.
- 5.1.5. Drivers or owners of vehicles or wharf vehicles must maintain and check their equipment as prescribed by the general traffic regulations while observing the manufacturer's prescriptions. Moreover, all vehicles and rolling stock concerned must be subjected to the legally enforced and certified check-ups by a "recognised agency", according to the modalities and periods of time laid down in the "General Regulations concerning the Labour Protection" (ARAB : Algemeen Reglement voor de Arbeidsbescherming) and the codex labour safety. They have to be sufficiently ensured, taking into account the specific risks on an airport.
- 5.1.6 Traffic lights and signs must be strictly observed.
- 5.1.7 It is prohibited to leave unguarded objects in the aprons. It is prohibited to keep engines idling unnecessarily.
- 5.1.8 Any traffic obstacle must be removed as soon as possible. If this is impossible, the Duty Operations Officer must be informed at once.
- 5.1.9 Vehicles of security and rescue services have priority only when moving according to the relevant stipulations of the general traffic regulations and when using their blue rotating lights and sirens.
- 5.1.10 Special attention must be paid to pedestrians. There must be a distance of at least 3 metres between traffic and pedestrians.

5.1.11 Dogs must be kept on a leash.

5.1.12 The number of towed vehicles may be no more than 6 units (dollies, luggage carts).
The overall length of such a tow may not exceed 30 metres.

5.2. Airside speed limit

5.2.1 A general speed limit of 30 kilometres an hour applies to service roads, unless otherwise indicated.

5.2.2 A speed limit of 5 kilometres an hour applies to aircraft stands.

5.2.3 These speed limits do not apply to vehicles mentioned in article 5.1.9, on condition that these vehicles are functioning as priority vehicles.

5.3. Specific priority rules

5.3.1. Absolute priority must be given to moving aircraft (towed, pushed or operating independently) and to stationary aircraft of which the anti-collision light is working. In case of a real aviation accident (**and only then**), safety and rescue vehicles have priority on taxiing aircraft when using their flashlights and sirens. The control tower shall inform all taxiing pilots by means of the tower frequency.

5.3.2. In addition, the following priorities apply, in descending order :

1. the vehicles mentioned in article 5.1.9.
2. pedestrians
3. other operational vehicles of the airport authorities equipped with yellow or orange rotating lights
4. except for priority vehicles, all other vehicles must give priority to a passenger bus when the latter intends to leave its parking place while its directional indicator is working.

5.3.3 It is not allowed to drive between the marshaller and the aircraft being marshalled. If the marshalling operation is effected on the service road, all traffic on this road has to come to a halt. Drivers can only resume their trajectory when the marshaller has flagged the “on the chocks” sign to the crew.

5.3.4 Traffic on the service road always has priority over traffic coming from the apron.

5.4. Standing still and parking

5.4.1 Vehicles must always be parked in places especially destined for that purpose.

- 5.4.2 At aircraft stands, vehicles must preferably be parked in such a way that they can always leave their stand without driving backwards. It is also forbidden to park one's vehicle in such a way that other vehicles are forced to drive backwards.
- 5.4.3 The brakes of stationary vehicles always need to be put on.
When using a conveyor belt for an aircraft, the necessary measures must be taken to avoid that the conveyor belt starts to move while loading or unloading and/ or that moving parts touch the aircraft.
- 5.4.4 Standing still or parking in front of doors, gates and stairs used by passengers or crew is prohibited except when embarking or disembarking.
- 5.4.5 All vehicles on an aircraft stand shall be parked in such a way that fuel supply vehicles and fire fighting vehicles can leave the stand driving forwards, away from the aircraft.
- 5.4.6 All vehicles on an aircraft stand shall be parked in such a way that they do not obstruct the safe development of the rescue equipment (e.g. slides).

5.5 Manoeuvres involving vehicles

- 5.5.1 Driving backwards is allowed only when driving forwards is impossible.
- 5.5.2 A driver must always make sure that the road is clear before setting his vehicle in motion. In case of insufficient visibility the driver shall be properly escorted. When this is not possible, the movement must be executed with the required caution and on the driver's full responsibility.
- 5.5.3 A speed limit of 5 kilometres an hour always applies when driving backwards.
- 5.5.4 Vehicles causing bad visibility when driving backwards due to their dimensions or construction, must be equipped with proper visual and audible means or must be escorted by a second individual during the manoeuvre. The latter individual must be outside of the range and maintain visual or radio contact with the driver.

5.6 Lights

- 5.6.1 All vehicles – except for some special vehicles – must use the lights required by the general traffic regulations at night, at dawn and dusk and in case of restricted visibility (fog, heavy rain, snow and the like).
- 5.6.2 On the movement area, every vehicle in motion – except some special vehicles such as stairs, GPU's, etc. – shall always ignite a yellow or orange rotation light. If no such a light is available, the vehicle shall ignite the four direction indicator lights.

- 5.6.3 Transports that exceed the width of one road section shall be guided by a vehicle that announces this exceptional transport. These transports need to be clearly signed and illuminated so that the other road users can decide on the appropriate action (halting or giving way).

5.7 Passenger and freight traffic

- 5.7.1. Passengers can be transported only by vehicles meant for transport of individuals.
- 5.7.2. Freight must be transported in and on rolling stock meant for that purpose.
- 5.7.3 Freight and equipment need to be secured so as to prevent their being blown away or wandering off. The brakes of rolling material always need to be put on. Containers always have to be anchored or stocked in a safe place.

5.8 Airside staff, pedestrians and cyclists

- 5.8.1 Pedestrians must use footpaths and crossings marked for that purpose. Passengers must always be led by staff of the handling companies or the airline.
- 5.8.2 Pedestrians are not allowed to cross the movement area on foot ; this also applies to crew members.
- 5.8.3 If there are no footpaths, pedestrians have to walk after each other, on one line, facing the coming traffic.
- 5.8.4 It is prohibited to use bicycles on the movement area. The bicycles used on the service roads must meet the requirements laid down in the general traffic regulations and the cyclist must wear a fluo-jacket.
- 5.8.5 Anyone moving into airside must wear reflective and day-glow clothing, complying with the EU standard 471. A fluorescent jacket must be worn on the upper body at the minimum. This obligation also applies within vehicles.
Large groups of visitors may be exempted from this rule if the Duty Operations Officer gives permission.

5.9 Safety zones and distances around aircraft

- 5.9.1 The safety distances to aircraft with operating engines are as follows:
- 5.9.1.1 jet planes
- at least 7.5 metres in front of the operating engine;
 - at least 50 metres behind the operating engine of a small or narrow-body plane and at least 75 metres behind the operating engine of wide-body plane;

- at least 125 metres behind a taxiing plane.

5.9.1.2 Propeller planes: it is prohibited to come or to drive into the danger zone of the propellers.

5.9.2. Safety zones around parked aircraft :

5.9.2.1 The safety zone goes to at least 5 metres from the aircraft contours. Only vehicles strictly necessary for handling aeroplanes are admitted to this zone.

5.9.2.2 Except for staff members placing Power Supply and blocks at the nose wheel, no one is allowed to approach an aircraft on foot or using any rolling stock or vehicles before the engines have been switched off and the blocks have been placed. Only when the anti-collision-light is switched off, the other material can be placed.

5.9.2.3 Safety cones must be placed at the wingtips and the engines.

5.9.2.4 It is prohibited for vehicles or handling material to drive under the wings or body of an aircraft unless this is strictly necessary for handling the plane involved.

5.9.2.5 Before entering the safety zone, each driver must make a safety stop in order to avoid a collision with an aircraft should the breaks not work.

5.9.2.6 Motor vehicles cannot come closer than 2 metres from the aircraft, except for vehicles necessary for handling (i.e. vehicles having a fixed connection with the aircraft). In such a case, these vehicles must be escorted by a second individual, except when they are especially equipped for that purpose, i.e. when the front is in glass, when there is a transparent dome in the roof or a broad spectrum camera with a monitor is used.

5.9.2.7. When embarking and disembarking, the zones in front of the emergency doors must be kept clear at all times.

5.9.2.8. Except for fuel supply vehicles and fire brigade vehicles, no other vehicles are allowed in the vicinity of the ventilation holes of the aircraft tanks.

5.9.2.9 During refuelling:

5.9.2.9.1 The use of cell phones or other personal electronic devices is forbidden (except for certified explosion proof cell phones).

5.9.2.9.2 Vehicles and ground handling material need to be moved outside a circle of minimum 3 metres from fuel vents in the wings of the aircraft.

5.9.2.9.3 A distance of minimum one meter around the refuelling facility (fuel pit, hoses and connection points) needs to be observed.

5.9.2.10 If a vehicle is standing in spilt fuel, starting the engine of the vehicle is forbidden.
Driving through spilt fuel is forbidden.

5.9.3 Safety zone for taxiing aeroplanes : an imaginary line 7.5 metres from the wing tips borders the safety zone.

5.10 Special prescriptions for the manoeuvring area

5.10.1 Access to the manoeuvring area is restricted to the airport services, in possession of a driver's licence "strip" or under the leadership of these services.

5.10.2 No one is allowed to enter the manoeuvring area without prior permission from the Airport Traffic Control and the Duty Operations Officer.

5.11. Service roads (service drives)

5.11.1 Service drives must be used at all times, except:
for vehicles unable to use certain paths due to their dimensions. In this case, the airport traffic control and Duty Operations Officer will develop a special procedure in cooperation with the driver involved.

5.11.2 When the destination is located outside of the service drive, the latter must be used as long as possible while approaching the destination. Only then can the full service drive border line be crossed.

5.11.3 Taxiways for aircraft can only be crossed in places especially provided for that purpose and only if approaching aeroplanes are neither hindered nor endangered.

The minimum distance for crossing an oncoming aeroplane is 200 metres. Moreover, each driver shall take the required additional precautions when visibility is restricted (less than 400 metres).

In no circumstances whatsoever are pedestrians or cyclists allowed to cross on these spots.

5.11.4 For vehicles or special transports that, due to their dimensions ("outsize"), cannot follow certain roads or are hindering the normal traffic on the service drive, a special procedure has to be followed, as agreed between the driver and the Duty Operations Officer. The driver takes the initiative to start up this procedure with the Duty Operations Officer.

5.12 Use of the perimeter road

- 5.12.1 The outline of the perimeter road beyond the East & West runway thresholds runs through green open space and is close to the runway and taxiways. Consequently, the bird population in the proximity of air traffic runs a huge risk of being disturbed.
- 5.12.2 The perimeter is only accessible for the airport services or subcontractors. The prior permission of the Duty Operations Officer is required.
- 5.12.3 The use of the perimeter beyond the East & West runway thresholds, is subject to additional restrictions and a separate procedure. Users are supposed to know this procedure.

5.13 Airside collisions

- 5.13.1 In the interest of aviation safety, any damages – caused by collisions involving aircraft - no matter how minor they may be, must be reported to the Duty Operations Officer. This fits in with the “no blame” culture.
- 5.13.2 Any collisions involving vehicles and causing injuries and/ or damages to third parties must be reported at once to the Duty Operations Officer.
- 5.13.3 Individuals involved in one of the above-mentioned accidents and also witnesses must remain on the spot.

5.14. Apron cleanliness

Each apron user must keep the boarding apron clean. For this purpose, special trash bins are installed with the marking “FOD” in which any litter can be dropped. Cans and other (drink) cartons left in the open air are forbidden on the apron.

6. Supervision

- 6.1 Traffic Control and the Duty Operations Officer are responsible for the supervision of the airside traffic.
- 6.2 All identification and access documents required to gain access to airside must be worn visibly and must be shown at once when requested by the Duty Operations Officer and the Security Department.
- 6.3 Making pictures on airside is subjected to the prior permission of the Duty Operations Officer.

7. Special operations

7.1 Low Visibility Procedures (LVP)

(cf separate procedure)

- 7.1.1 Specific airside procedures which come into effect at visibilities below 600 m.
- 7.1.2 Are activated and announced by the Duty Operations Officer (fax).
- 7.1.3 All airside movements must be limited to the strict minimum and an increased vigilance must be observed in the movement area of aircraft.

7.2 Storm procedure

(cf separate procedure)

- 7.2.1 The "high winds" procedure is activated in the event of wind-speeds in excess of 35 knots. All airport users are supposed to know this procedure.
- 7.2.2 Is activated and announced by the Duty Operations Officer (fax)
- 7.2.3 All airport users are deemed to protect and secure their equipment against fierce gales. Specific attention should be given to the correct position of the brakes of hauled material (luggage carts, dollies etc.)

7.3 Lightning procedure

(cf separate procedure)

- 7.3.1 The procedure is launched if there is a risk of lightning strikes within 5 km around the airport. All airport users are supposed to know this procedure.
- 7.3.2 Is activated and announced by the Duty Operations Officer (by telephone)
- 7.3.3 As a general rule, any actions carried out in open air are forbidden. Everyone should at all times refrain from venturing out in open spaces or under aircraft. It is also strictly forbidden to engage in headset connections with aircraft.

7.4 Towing operations (towing of aircraft)

- 7.4.1 Persons effecting towing operations need to have been adequately trained by their employer and this training must be acknowledged by that employer.

- 7.4.2 The persons carrying out the manoeuvring must verify that all concerned services have been notified in order for the Operations service to be able to organise supervision and escorting.
A towing operation can only be effected on the prior written permission of the Duty Operations Officer and subject to escorting by a marshaller.
- 7.4.3 The operators need to be aware of entering the airport area, in which mutual contact with traffic control is compulsory. The marshaller, in some cases in coordination with the aircraft operator, ensure this communication.
- 7.4.4 Escorters and operators need to be in permanent contact with one another so as to be able to warn each other in the event of irregularities.

7.5 Engine testing

- 7.5.1 Aircraft engine testing can only be effected on demand and on the written permission of the Duty Operations Officer.
- 7.5.2 The operation can only be carried out in the permanent presence and supervision of the marshaller.
- 7.5.3 The operators need to be aware of entering the airport area, in which mutual contact with traffic control is compulsory. The marshaller, in some cases in coordination with the aircraft operator, ensure this communication.
- 7.5.4 Escorters and operators need to be in permanent contact with one another so as to be able to warn each other in the event of irregularities.
- 7.5.5 The testing location must be thoroughly inspected on the absence of FOD beforehand.

8. Measures in case of infringing upon the present traffic regulations

Infringements can be observed by the airport management and the Duty Operations Officers.

8.1 Major and minor infringements

8.1.1 The major infringements are listed below :

- driving without a valid airport driver's licence or without permission of the Duty Operations Officer;
- driving in the Strip without a "strip" driving licence or without being escorted;
- not observing stop signs or priority rules;
- when turning:
 - a) endangering other drivers or road users
 - b) hindering oncoming vehicles
- exceeding the speed limit by at least 10 kilometres an hour;
- driving without lights in the darkness;
- crossing a full white line (exception : see article 5.11.2)
- hindering a moving aircraft;
- leaving materials behind outside of the equipment limit lines;
- crossing or entering a runway or taxiway without radio contact;
- not observing the orders of traffic control or the Duty Operations Officers;
- hindering a vehicle of the aid services;
- making unallowed use of rotating lights and/ or sirens;
- infringing on article 4.1.3;
- committing an escape offence;
- failing to report a collision involving an aeroplane;
- smoking or lighting a fire, even inside the rolling stock.

8.1.2 All other infringements are considered to be minor ones.

8.2 Procedure for recording and restraining infringements

8.2.1 A report is written for each infringement. A copy is sent to the infringer and – and when applicable – to his/her employer.

8.2.2 When recording two minor infringements within thirty calendar days, the airport driver's licence, and possibly the driver's licence "strip", of the infringer will be suspended by the airport management for one day.

8.2.3 When recording a major infringement, the airport driver's licence, and possibly the driver's licence "strip", of the infringer will be suspended by the airport management for 2 to 7 days.

- 8.2.4. When recording two or more major infringements within thirty calendar days, the airport driver's licence of the infringer will be suspended by the airport management for 8 to 30 days. In this case, the "strip" driver's licence will also be suspended. The infringer will be obliged to pass a new knowledge test – as described in article 3.5 and 3.6 – in order for the airport management to be able to return the airport driver's licence and the driver's licence "strip" to the infringer.
- 8.2.5 The substantiated decision by the airport management regarding the measures mentioned in articles 8.2.2, 8.2.3. and 8.2.4. is sent to the individual involved without delay and a copy is sent to the employer when applicable.
- 8.2.6 The individual involved can appeal against the decision of the airport management regarding the measures mentioned in articles 8.2.2, 8.2.3 and 8.2.4. with the Ostend Airport Traffic Committee. For this purpose, the individual involved sends a petition to the general director – within two working days after receiving the decision of the airport management regarding the measures mentioned in articles 8.2.2, 8.2.3 and 8.2.4 – for the purpose of bringing the appeal to the Traffic Committee. Launching the appeal leads to the immediate suspension of the measure.
- 8.2.7 Notwithstanding the above, the Duty Operations Officers can suspend the infringer's airport driver's licence at once, and this for a period of 24 hours, in case of infringements described in articles 8.2.3 and 8.2.4. when caught in the act and exclusively when urgently required for the sake of airport safety.

8.3 The Traffic Committee

- 8.3.1 The Traffic Committee is composed as follows:

Members entitled to vote:

Chairman: the General Manager or his representative

Assessors: 1 representative of each handling company

1 representative of the Airport Operators Committee (AOC)

Members with an advisory vote:

1 representative of the employer involved, in case the infringer works on behalf of an employer.

- 8.3.2. The Traffic Committee meets when convened by the chairman, within 10 working days after the appeal is launched. Before deliberating, the Traffic Committee hears the infringer, who is entitled to be assisted by an individual of his choice, and also any person as a witness who may be able to provide useful information regarding the matter considered. The Traffic Committee is able to maintain, abolish or modify the airport management decision. The committee decides by simple majority vote. In case of equality, the chairman's vote is decisive.

- 8.3.3 The well-founded decision by the Traffic Committee is announced to the individual involved and when applicable to his/her employer within 5 working days after the deliberation.
- 8.3.4 Minor and major infringements against the traffic regulations, committed by individuals who do not have an airport driver's licence, are restrained according to the procedure and modes described in Chapter 8, by suspending the airside access authorisation (airport identification badge or temporary access permit).

9. Cost of an airport driver's license

The first airport driver's license is free.

When returning the license after suspension by decision of the airport management or the Traffic Committee because of an infringement, a fee amounting to 25 euro must be paid to cover administrative expenses.

If the returning of the license depends on passing a test (article 8.2.4), a fee amounting to 100 euros must be paid to cover administrative expenses.

The STRIP driver's license is always free.

10. Procedure to obtain an airside driver's license

10.1 Initial application for obtaining an airside driver's license

The applicant must at least be in possession of a valid civil driver's license category B or an equivalent international driver's license and hold a valid airport identification badge.

The applicant needs to fill out an "application AIRSIDE driving license" form (cf. annex 6) and submit it to the Duty Operations Officer. This form is available in both Dutch and English.

The valid "Airside Traffic Regulations" are handed out to the applicant (available in NL, FR, ENG).

After having perused the "airside traffic rules", the applicant can register for taking the test. The applicant will next attend an informative presentation on the airport and its distinct departments, on the procedure for moving from landside to airside, on rules which have to be complied with and on the persons/services who are authorised to exert control.

The Duty Operations Officer will explain the traffic rules and lend extra attention to the key issues:

- * smoking ban;
- * notification requirement in the event of incidents, altercations & accidents;
- * speed limits/driving on the boarding gate;
- * priority to aircraft;
- * visible badge display;
- * wearing a fluo jacket;
- * etc..

On a map of the airport is shown where a driver can and cannot drive.

On the request of the applicant or if the Duty Operations Officer finds it necessary, the Duty Operations Officer drives the applicant to the zones where the applicant is allowed to drive.

If the applicant passes a theoretical test concerning the Airside Traffic Regulations, he will receive the airside driver's license.

10.2 Renewal of the airport driving license alongside that of the airport badge

The validity of the airport driving license concurs with that of the airport identification badge. Holders of an airport driving license can extend its validity through passing a refresher test. This is part of the procedure for the validity renewal of the airport identification badge.

If one fails the refresher test for the renewal of the airport driving license, the initial explanation and consecutive theoretical test with the DOO, as described under 10.1 have to be gone through again.

11. Procedure to obtain the driver's license "strip"

The applicant for a driver's license "strip" has to be in possession of an airside driver's license, obtained following the procedure described in chapter 10.

For new staff, the Duty Operations Officer shall evaluate the necessity to drive on the strip.

The applicant receives the document "**Course escorting airside and driving on the strip**" and has to take a theoretical course on the different procedures that are to be known in order to be allowed to drive on the strip.

When an applicant intends to drive his vehicle on the strip, in order to practice, he shall always be escorted by a colleague in possession of a driver's license "strip, and this during the full training time.

After having taken the theoretical course and after the training period (always while being escorted by a colleague of the own department), the applicant contacts the Duty Operations Officer to pass a theoretical and practical test on the knowledge and use of different procedures such as :

- *procedure escorting;
- *radiotelephony (ICAO alphabet - standard expressions);
- *readback – procedure;
- *elementary knowledge regarding the concept of an airport;
- *etc.

The Duty Operations Officer and an air traffic controller will prepare some questions and tests in order to test the competence of the applicant: in the Duty Operations Officers' office, some exercises are prepared using the ground plan of the airport. The Duty Operations Officer and the applicant will drive on the strip in order to test whether the applicant has a good, practical knowledge of the procedures.

If the Duty Operations Officer and the air traffic controller are satisfied with the results of the tests, the applicant will receive his driver's license "strip".

The applicant cannot appeal against this decision. However, if necessary, the applicant can continue to practice (escorted by a colleague in possession of a driver's licence "strip") and can later request to do another test.

12. Coming into effect

The present traffic regulations come into effect on **July 02, 2014** at 18:00 local time and replace from that time on any previous version.

13. List of amendments & supplements compared to version 3.2

1. Purpose of the present document
2. Definitions
3. General stipulations: 3.2, 3.4, 3.11
5. Instructions 5.1.2, 5.1.3, 5.3.3, 5.3.4, 5.6.3, 5.7.3, 5.8.2.5, 5.9.2.3, 5.9.2.9, 5.9.2.10, 5.12, 5.13.1
6. Supervision 6.3
7. Special operations
10. Procedure to obtain an airside driver's license

Overview markings and signage

Oostende, 22/05/2014



Gino Vanspauwen
CEO Managing Director

14. Annexes

Annex 1: overview markings and signage

Annex 2: layout airport Ostend-Bruges International Airport

Annex 3: zones, forbidden and accessible, for individuals possessing an airside driver's license

Annex 4: detail layout apron 2

Annex 5: useful phone numbers

Annex 6: for "AIRSIDE driving license application form"

Annex 1 : OVERVIEW MARKINGS & SIGNAGE

White: markings for safe operation of vehicles at airside (traffic, park, etc.)

Red: markings relating to danger or prohibition

Yellow: markings for safe movement of aircraft

	<p>Servicedrive: To be used at all times by vehicles</p>
	<p>Servicedrive: One lane only</p>
	<p>Servicedrive:</p> <ul style="list-style-type: none">• From 2 lanes to 1 lane• Checkered marking: servicedrive crosses aircraft movement area.

	<p>Equipment staging area: equipment may be parked here just before the arrival of a flight.</p>
	<p>Truck handlingspot (white shading): zone dedicated for handling trucks with air cargo.</p>
	<p>Red safety line: marks the division between the apron and the maneuvering area. The maneuvering side must be empty at all times.</p>
	<p>“Drivers Taxiway Head” sign : Crossing only allowed if you have radio connection with the tower. Crossing only if you are in possession of the “Strip” drivers licence.</p>

	<p>Lead-in guideline: marking for aircraft, with different stoplines.</p>
	<p>Double red line: marking indicates you are about to cross the maneuvering area. Compulsory stop before continuing.</p>
	<p>Stopsign critical area: indicates you reach the ILS-critical area. Entry requires permission from Air Traffic Control.</p>
	<p>The service drive crosses the movement area for planes. Airplane traffic possible in both directions. Compulsory STOP !</p>



Red shaded area: this area must be kept clear at all time (for emergency purposes)



Starting point perimeter road with restricted access: only with explicit permission of Airside Operations (D.O.O./BCU)

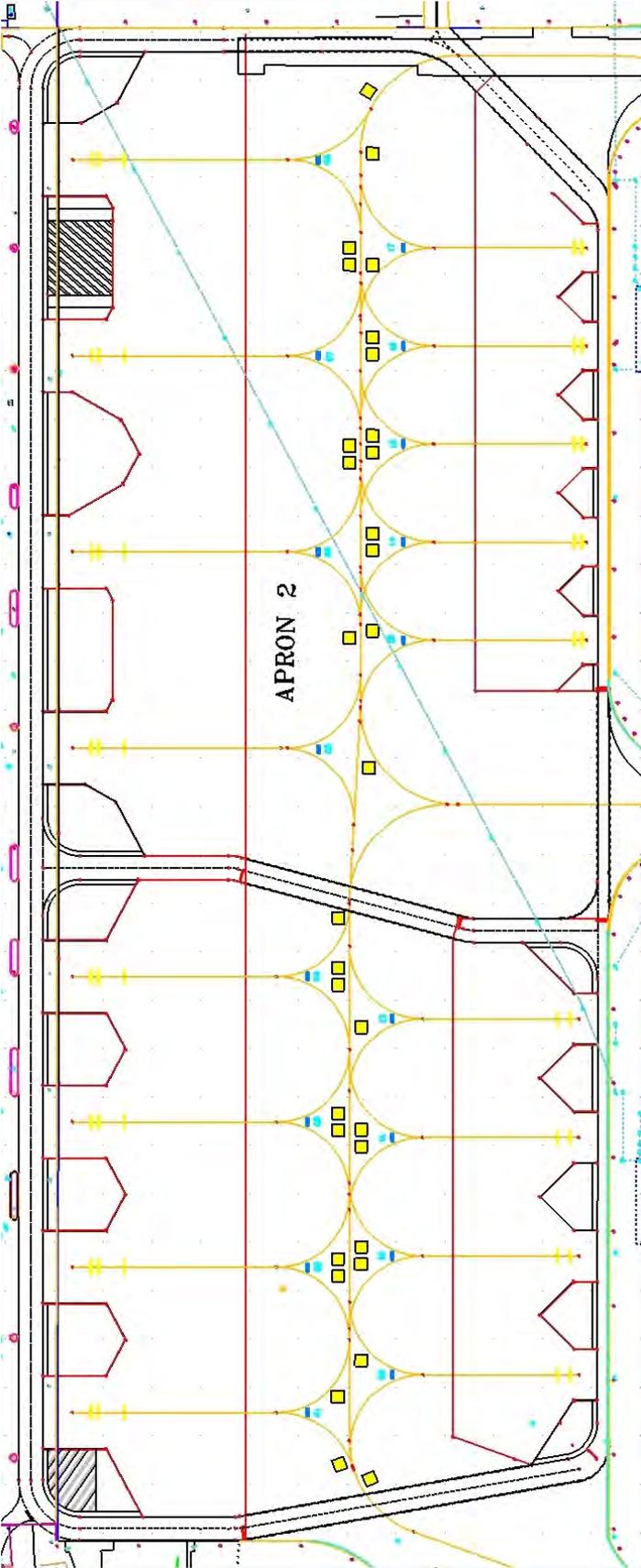


Meeting point: for evacuation purposes, for staff as for passengers

Annex 3: admitted(green) & restricted(red) areas in case of only holding the driver's license airside:



Annex 4: detailed map lay-out & markings Apron 2



Annex 5: useful phone numbers

Department	Phonenumber
Duty Operations Officer	059/551.202
Airport Fire & Rescue	059/551.521
Security control desk (tower building)	059/551.463
Federal Police (Airport Det.)	059/551.543
Customs	059/551.539
General Emergency Number (external)	112

Annex 6: airside driving license application form



Aanvraag rijbewijs AIRSIDE (versie 4)

Naam:.....
Voornaam:.....
Geboortedatum:.....
Straat :
Postnummer :.....Gemeente :.....
Land :
Emailadres:.....
Bedrijf :.....
Categorie burgerlijk rijbewijs :.....uitgereikt op.....door
(copy aanhechten!)
Luchthavenidentificatiebadge nr :.....

Ik ondergetekende verklaar:

- in het bezit te zijn van een geldig burgerlijk rijbewijs.
- op de hoogte te zijn van de principes van de Belgische wegcode en van de specifieke verkeersreglementering airside van de internationale luchthaven Oostende-Brugge en deze ook te zullen toepassen.
- in staat te zijn een voertuig te besturen.
- het rijbewijs airside bij einde tewerkstelling op de luchthaven terug te bezorgen aan de luchthaveninspectie.

Oostende,

Handtekening

AIRSIDE driving licence application (version 4)

Name:
First name :.....
Date of birth:.....
Street:
Code :.....City :.....
Country:
Emailaddress:.....
Company :.....
Driver's licence category :.....date of issue by
(attach copy!)
Airport identification badge nr :.....

I signatory hereby state that I :

- am in possession of a valid civil driver's licence.
- am aware of the principles of the Belgian traffic code and of the specific Ostend-Bruges Airport traffic regulation Airside and will act upon them.
- am capable of driving a vehicle.
- will hand in the driver's licence airside to the airport inspection at the end of the employment at the airport.

Ostend,

Signature

Geslaagd in de test rijbewijs airside op
Passed the airside driver's licence test on

Naam en handtekening luchthaveninspecteur/DOO
Name and signature airport inspector/Duty Operations Officer

Formulier gevoegd bij het verkeersreglement luchtzijde versie 4 van 01/06/2014

