

# AIRDAT Passport

Driver Test Booking Guide for Company  
Administrators

October 2023



1. **Prior to booking**
2. **Navigate to the booking screen**
3. **Select Course**
4. **Select Date and Time**
5. **Check Booking Details**

# 1 Prior to booking

1. Ensure that your **driver is registered** on Passport
  - A driver can register themselves – see the driver guide
  - A company admin can register a person – go to the people tab and select the + button to add a person
2. Ensure your driver has a **suitable photo on their profile** – the profile photo is used on the new permit design and is mandatory for new permits
3. Get your **documentation** ready – course booking requires the following information
  - A copy of the persons Driver Licence (front and back)
  - A copy of the persons AIC (front only)
4. If your driver requires has an **exemption** (e.g. Drivers on a restricted Licence), your **approved** Exemption Letter (from the Airfield Safety team) must be **emailed to the ADP Office**. You may upload this as part of your course booking, using a DL or AIC upload, as long all documentation required is provided.

For **renewals**, if you are waiting for a new AIC to be issued, you **may use your existing AIC** to book on the course. When the **new AIC** is ready, it can be **emailed to the Permit Office**. They will update the AIC number in the system, print the new Permit and advise when it's ready for collection. *Note: We must have a copy of the AIC to issue a new permit*

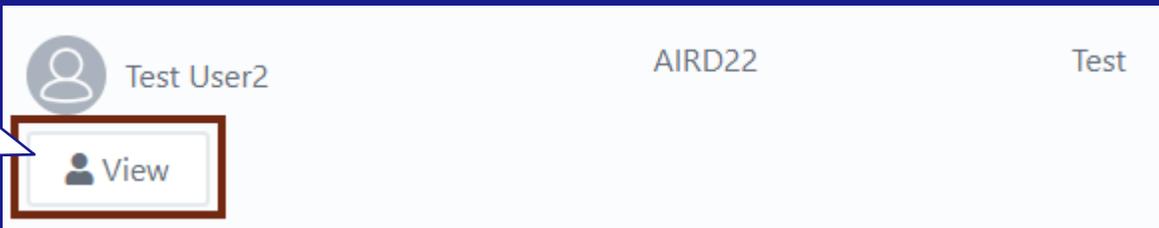
## 2 Navigate to the Booking Screen

- Dashboard
- People**
- Company
- Training**
- Reports

**Option 1**  
Click on 'People' and search for the person you wish to make a booking for

**Option 2**  
Click on 'Training'

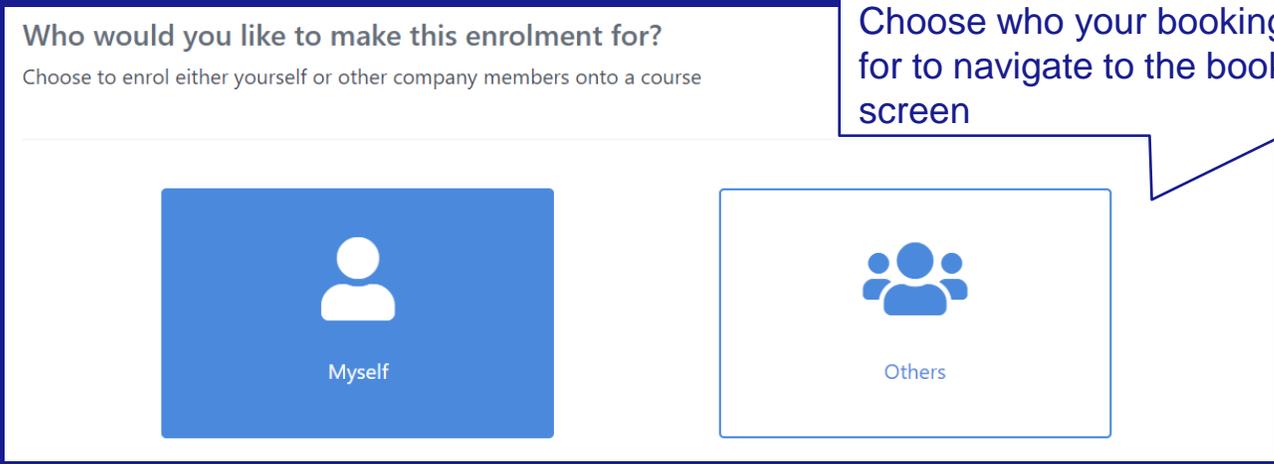
**1. View**  
Click on 'View' to go to the user's profile



**2. Booking**  
Click on 'Action' then 'Make Booking' to navigate to the booking screen



**1. Select user(s)**  
Choose who your booking is for to navigate to the booking screen



# 3 Select Course

Please select a course

Search for a course by name or

[view all](#)

Click on 'View All' to show the Booking Theory test

 Filter (0 applied)

Course name 

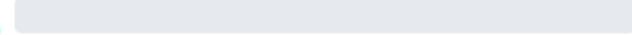
Type 

Total spaces available

Booking Theory Test - All Stages

 View description

In Person

   
0 0 booked

712 available  712

[Choose course](#)

[Previous](#)

Click on 'Choose Course' then 'Continue' to choose date and time

[Continue](#)

# 4 Select Date and Time

Please select date and time of Booking Theory Test - All Stages

Looking to train with a specific company? You can easily filter the course times list to only include training sessions offered by your preferred partner.

Filter training company

October 2023

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

View first available date

Time: 08:00

Availability: Auckland Airport

Free of charge

0 4

Choose course

### Time

Choose the time that suits your driver. Multiple times will be listed if available. Click 'Choose Course' then 'Continue'

### Date

Choose a suitable date. Green indicates good availability

### Driver Documentation

Copies of the driver's license and Airport Identity Card (AIC)

After choosing the date and time you will be asked for the following:

- Any **additional drivers** you wish to add to the session
- **Driver documentation** - You must upload 3 documents to progress. If all your images are on one document, you may upload the same document for each. **Images must be clear and readable.**
- **Confirm Booking** – A summary of the booking information is provided. You must click 'Confirm' to finalise your booking.

You need to upload some documentation for the candidates...

Add required documentation

Test User2

Drivers License Front Photo

Driver License Back Photo

Airport Identity Card (AIC) Front Photo

# 5 Check booking details

Booking details can be checked on the user's profile

**Test User2**  
Test

Auckland International Airport Limited  
09 5261236

AIRD22  
2testuser@aucklandairport.co.nz

Enrolments (1) | Qualifications (4) | Penalties (16) | Notes (2) | About | History

Navigation: Date/time, Course, Purchase details

Start	End	Booking	Action
Thu 12 Oct 08:00	Thu 12 Oct 09:00	Booking Theory Test - All Stages Duration: 1hrs 0mins Type: Practical Required documentation: Drivers License Front Photo: ⚠ Requires review Driver License Back Photo: ⚠ Requires review Airport Identity Card (AIC) Front Photo: ⚠ Requires review	Action

Free of charge  
Test Company Admin  
06 Oct 2023 14:48

Navigate to the Driver profile and select 'Enrolments'

Documents will be reviewed by the ADP Office. clicking the

A rejected document can be managed by selecting the 'Action' button

Booking  
Duration:  
Type: Prac

Required documentation  
Drivers License Front Photo: ✓ Approved by Kerri Ross  
Driver License Back Photo: ✓ Approved by Kerri Ross  
Airport Identity Card (AIC) Front Photo: ✗ Rejected by Kerri Ross

# Application help

- **Speak to your Company Administrator in the first instance**
- **For technical issues, such as the website is down, please contact 'AIRDAT' directly using the 'support' button, located at the top right of the AIRDAT website.**
- **All general enquiries please contact Auckland Airport at the ADP Office via email [adp@aucklandairport.co.nz](mailto:adp@aucklandairport.co.nz) or by phone on 09 255 9071**