

Airside Vehicle Escorting by Auckland Airport Company Procedures

No vehicle is permitted to drive in an Airside Area at the Airport unless appropriately authorised to do so, either because the driver holds an appropriate Airside Driving Permit (**ADP**) and an Airside Vehicle Permit (**AVP**) has been issued for the particular vehicle being driven, or the vehicle is escorted by a party authorised to provide an Airside escort service (such as Auckland Airport or AVSEC or the holder of an ADP as provided for in section 3.8 of the Airside Driving and Vehicle Permit Rules).

<https://www.aucklandairport.co.nz/aeronautical-operations>

Auckland Airport provides a vehicle escort service, using trained and competent personal and a suitable escorting vehicle. This service is to/from the agreed location into and around the Airside Area and is to enable vehicles (other than those that would be considered “oversize” for public roads) to access the demarcated Airside Area at Auckland Airport in circumstances where it is essential that they are able to access and/or operate in the Airside environment to carry out a task directly associated with the Airside environment or to meet and engage Airside with a Primary Contractor/Stakeholder who is authorised to operate Airside at the Airport. (For the avoidance of doubt such Primary Contractor/Stakeholder has full responsibility for the Escorted Vehicle and its occupants at all times other than when the Airside Vehicle Escort Services are underway and the Escorted Vehicle shall remain stationary at all times unless being escorted by Auckland Airport.)

In order for Auckland Airport to provide Vehicle Escort Services, the Primary Contractor/Stakeholder or Escorted Vehicle’s company must have made a booking requesting the Vehicle Escort Services using the request form (Form AOT 21) which can be accessed through the Auckland Airport website. All the terms and conditions relating to the Vehicle Services must be complied with. These are detailed in Form AOT 21 and include the following:

- The Primary Company must have arranged a temporary Identification card through AVSEC for the duration of the vehicle escort. (This must be done prior services commencing.
- The party requesting the Vehicle Escort Services must agree to the terms and conditions as noted on the Form AOT 21 prior to the Vehicle Escort Services commencing and shall ensure that the driver of the Escorted Vehicle and all others occupying the Escorted Vehicle comply with those terms and conditions.
- The party requesting the Vehicle Escort Services must agree to pay the charges applicable to the service, the level of which is determined by factors such as the duration of the service and whether it is a planned or unplanned vehicle escort.
- The Escorted Vehicle must be clean and free of debris and FOD. Auckland Airport reserves the right to inspect vehicles to determine whether they are suitable, clean and in a safe condition.
- All escorts for vehicles that are considered “oversize” for public roads will require to use the Airfield Safety Officer Request process rather than the Vehicle Escort Services process and must ensure that a traffic management plan has been agreed with Auckland Airport.
- All personnel entering the Airside Area must adhere to all relevant policies and procedures including the “Rules for Airside Workers”. This document is found on the Auckland Airport website.
- The Vehicle Escort Services will begin from the location agreed on through the booking process
- All persons being escorted must comply with all instructions, directives or orders from the Airport representative or any other airport official.

Auckland Airport will provide trained and competent Airfield personal and a suitable Airfield escorting vehicle to carry out the Vehicle Escort Services.

The driver of the Escorting Vehicle and the driver of the Escorted Vehicle will discuss the route, limitations and requirements prior to the Vehicle Escort Services commencing.

The Escorted Vehicle must follow the Escorting Vehicle at all times.

Acceptance of a request for Vehicle Escort Services shall be entirely at the discretion of Auckland Airport. [In the event that Auckland Airport declines to provide Vehicle Escort Services the applicant shall not otherwise arrange to drive Airside unless the prior written consent of Auckland Airport is obtained.]

The following abbreviations and definitions are used in this document:

Airport: Auckland International Airport, Mangere, Auckland

Airside Area/Airside: part(s) of the Airport declared a “security area” by the Director of Civil Aviation pursuant to section 84(1) of the Civil Aviation Act 1990

Airside Driving Permit (ADP): the permit granted by Auckland Airport to staff to drive a vehicle within the Airside Area issued in accordance with the Airside Driving Permit Rules

Airside Vehicle Permit (AVP): A permit issued by Auckland Airport, in its sole discretion, to authorise a particular vehicle to operate within the Airside Area. **Auckland Airport:** Auckland International Airport Limited,

AVSEC: Aviation Security Service

Escorted Vehicle: The vehicle being escorted by Auckland Airport.

Escorting Vehicle: The Auckland Airport or Aviation Security Services (AVSEC) vehicle carrying out the vehicle escort services.

Primary Contractor/Stakeholder: the Company that requires the Airside Vehicle Escort Services.

Vehicle Escort Services: the Airside vehicle escort service provided by Auckland Airport.

The Escorted Vehicle has the option to be escorted airside by the primary company if that primary company has the required Airside Vehicle Permit and Airside Driving Permit and if the total number of vehicles escorted meets the requirements set out in section 3.8.4 of the Airside Driving and Vehicle Permit Rules. The commercial relationship in this instance is managed between the escorted vehicle and the primary company.

NOTE: These procedures will be reviewed by Auckland Airport no later than [30 September 2016]. Auckland Airport reserves the right to amend these procedures and any related processes and documentation and to notify any changes to these by uploading the amended documentation onto the Auckland Airport website.