

Heathrow Airside Drivers Handbook

Version 10 June 2023

Heathrow



Introduction

This handbook is intended for use by employee's who hold an Airside Driving Permit (ADP). It has been designed to communicate the expectations of you as an ADP holder and to ensure your safety when using the airside road network.

Contents:	Page
Safe driver	4
ADP's	6
Safety Six	8
Driver distractions	10
Driving conditions	12
Hotspots	14
Uncontrolled crossings	18
Insecure loads	20
Pedestrian safety	22
Personal injury	24
Incident reporting	26



Safe driver

Fitness to drive –

You should report to work fit for all work activities including driving duties. If you are not fit for work, it is your responsibility to inform your manager.

Your physical health, psychological and emotional state and your general attitude towards driving play a major part in your fitness to drive. You should inform your employer about any health issue or personal circumstances that may affect your driving.

It is important to remember that your fitness to drive can be negatively affected by:

Fatigue

Alcohol

Drugs [over the counter, prescription or illicit]

Temporary illness

A medical condition

Daily stress events

Daily Stress Events –

Stressors are generated by day-to-day events, e.g. work related issues, relationship difficulties, financial matters and family matters. It is important to manage these stress events in order to minimise their impact on your driving. Contact your line manager to discuss any stress events that could have a negative impact on your driving.

It is an offence to drive under the influence of drugs or alcohol airside
– you could receive up to 20 points and lose your airside license



ADP

All drivers wishing to drive airside, require an ADP (airside driver permit) license.

The permit awarded to drivers, will depend on their role.

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.

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.

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.

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.

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.

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.

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.

It is the responsibility of the ADP holder to ensure their license is in date. Please ensure you notify the correct persons within your company if your license is expiring, in good time.



Safety Six



Always wear your seatbelt

Ensure all passengers in your vehicle are wearing a seatbelt
Always challenge those who aren't wearing theirs



Correct use of PPE

Wear appropriate PPE for the task
Always wear PPE, as instructed by your company



Safety reporting

Ensure you report all reportable incidences through the correct channels
Ensure you report all close calls / near misses you come across



No distractions when driving

Do not use handheld devices while driving
Pull over if you need to use a handheld device



FOD Housekeeping

Ensure you dispose of any FOD you come across
Return all stand equipment & GSE to its appropriate parking areas
Ensure vehicles are parked safely & correctly



Check your vehicle / Dolly

Check vehicle lights are working
Check tyre tread depth and that there are no bulges or cracks in tyres
Ensure the obstruction light is working
Check for damage to the vehicle
Check the vehicle apron pass is valid
Ensure you report any defected vehicles to your company



Speed limits

Drive to the road conditions
Know the limit for the area you are in
Pay attention to the road signs and markings
Be aware of pedestrians



Stands



Roads and
Cargo Tunnel



Link Tunnels

Distractions

Driving whilst using a hand-held device – 6 points on your ADP

We would usually put distracted driving into one of three categories:



Visual



Manual



Cognitive

Visual or audible distractions are things that can take your eyes or attention off the road (i.e. looking at GPS, conversations etc.);

Manual distractions are things that cause you to take your hands off the wheel or your feet off the pedals (i.e. searching in bag/glove box, eating/drinking, grooming etc.); and

Cognitive distractions are things that you are thinking about or feeling that cause you to take your mind off the task of driving (i.e. fatigue, personal issues etc.).

Pre-trip:

- Make any adjustments to mirrors, temperature, seat etc. before driving
- Ensure that any loose objects are secured. These can cause a distraction while driving
- Ensure that you are well rested and in the right frame of mind to be behind the wheel
- Give yourself ample time to get where you are going.

While driving:

- Drivers must not use a hand-held mobile phone whilst the vehicle is in motion
- Audio devices of any kind (such as headphones/Air pods) can detract from your ability to drive safely and cause distraction
- Keep noise to a minimum. Noises, such as loud music, can be a distraction
- Keep your eyes on the road ahead
- Obey the rules of the road.



Driving conditions

Strong winds:

- Keep both hands on the steering wheel and your speed low
- Prepare for strong winds and gusts on exposed stretches of road
- Maintain a safe distance from other vehicles
- Be aware of flying debris
- Be wary of opening vehicle doors.

Heavy rain and floods:

- Maintain a greater distance from the vehicle in front, increase the gap to at least 4 seconds
- If steering feels light due to aquaplaning, ease off the accelerator and slow down gradually
- Avoid driving into flood water that is moving or more than 10cm (4 inches) deep
- After driving in wet conditions, test brakes as soon as possible.

Fog:

- Maintain a greater distance from the vehicle in front, increase the gap to at least 4 seconds
- Keep your windscreen clear and demisted
- Don't rely on following the taillights of the vehicle in front, as these can give a false sense of security.

Snow and ice:

- Keep your vehicle well-ventilated. The car heater full-on can quickly make you drowsy
- Keep your speed down and give yourself time! Always reduce your speed smoothly and in plenty of time on slippery surfaces
- Avoid harsh braking and acceleration, or sharp steering. Slowdown in plenty of time before bends and corners
- Expect the unexpected. Try to anticipate the actions of other road users.
- Maintain a greater distance from the vehicle in front, increase the gap to at least 4 seconds



Hotspots

These are the 10 hotspot areas for road traffic collisions across the airfield. Please ensure you're vigilant at all times.

Terminal 2



Stand 224

Be cautious when manoeuvring around stands



T2B Road West

Keep speed at 20mph

Terminal 3



Pier 5 Road East

Be wary of vehicles pulling out of slip roads



Pier 5 Road West

Stick to speed limit, 20mph



West Circular Road

Be wary of vehicles pulling in/out of side roads

Terminal 4



Stand 405

Be wary when manoeuvring around stands



Tango Road

Stick to speed limit, 20mph

Terminal 5



Stand 505

Be wary when manoeuvring around stands



Ring Road B East

Stick to speed limit, 20mph



Ring Road C East

Stick to speed limit, 20mph

Key areas to be aware of each terminal

Terminal 3



Pier 5 Road West

Stick to speed limit, 20mph



West Circular Road

Be wary of vehicles pulling in/out of side roads

Terminal 4



Tango Road

Stick to speed limit, 20mph

Terminal 5



Ring Road B East

Stick to speed limit, 20mph



Ring Road C East

Stick to speed limit, 20mph

Terminal 5



Northern roundabout

Please ensure you slow down when approaching the roundabout, and check for oncoming traffic



Terminal Road South

Slip road between stand 518-520 – Please ensure you're cautious when pulling out of this slip road. This is a busy area, with traffic approaching from both directions



Stand 505

Be wary when manoeuvring around stands

Uncontrolled crossings

Uncontrolled crossings are roadways that run across sections of taxiway.

These crossings are marked by black and white checker board markings.

Vehicles must remain within the markings and keep to the left of approaching vehicles.

Drivers using an uncontrolled crossing must give way at all times to aircraft/vehicles using the taxiway, and aircraft pushing back from adjacent stands. Drivers using the uncontrolled crossing must bring their vehicles to a full stop and perform a careful check of their surroundings prior to using the crossing.

Vehicles must cross behind aircraft at a distance greater than two aircraft lengths. If an aircraft is under tow, then one aircraft length distance must have passed before crossing.

All vehicles intending to use an uncontrolled crossing must have a fully serviceable obstruction light which must be switched on.



Insecure loads

Safe transportation of ULD's

Only ULDs that are in sound condition and are fully capable of being secured to trailers are to be used at Heathrow.

Pre-operational Inspections

This needs to include, but not limited to:

- Looking for damage
- Cracks or abnormal wear
- Locking mechanism and safety stops
- Safety barrier
- Operation of the locking arm.

Please ensure you follow the below standards when transporting ULD's

- All movable parts of the device must be secured. Ensure all stops and locks are secured for the type of dolly you are operating
- All doors and/or curtains must be securely closed and fastened, and all straps and netting secured to the unit, so as to not strike or catch a person, equipment or piece of infrastructure
- Failure to correctly secure the ULD or the door, straps or netting of a ULD may result in the driver being stopped, and an AOT issued for carrying an insecure load
- Faulty ULDs that are unable to be secured correctly must not be used. It is the driver's responsibility to ensure any ULD is secure prior to moving.

Dropped ULD's on the road network, aircraft stands or ULD storage areas - must be reported to Airside Operations immediately on 020 8745 6024 or internally, 656024. Baggage sortation area, report to 07711146323



Pedestrian Safety



1.

Ensure you're wearing a hi-vis when walking on the apron (and that its fastened & worn correctly)

2.

Please ensure you walk on safe walking routes where possible & and remain vigilant of oncoming vehicles

3.

Keep alert at all times. Don't be distracted by electronic devices

4.

Please ensure you cross the road at allocated pedestrian crossings

Personal Injury

Please ensure you take the following steps if you suffer a personal injury or come across someone who is injured

Call 222 immediately.
External or mobile - 0208 759 1212

1. Where are you?

2. What's happened?
Is anyone injured?

3. Who are you?

4. What's your number?



Incident reporting

Please ensure you follow these steps if you are involved in a collision (with a vehicle, infrastructure or aircraft)

- Do not move your vehicle (unless someone is immediately at risk)
- Call 222 immediately.
External or mobile - 0208 759 1212
- Provide the following information
 1. Where are you?
 2. What's happened?
Is anyone injured?
 3. Who are you?
 4. What's your number?

When to call

- Damage to aircraft
- Personal injury
- Road traffic collision
- Vehicle damage
- Damage to infrastructure
- Vehicle Breakdown



