

Glasgow Airport Ltd

## Airside Driver Application Pack

**Note:** The contents of this Airside driver application pack are to be fully completed:

**And Emailed or posted to:**

**Airfield Operations Department**  
Glasgow Airport, Erskine Court, St Andrew's Drive,  
Paisley,  
PA3 2SW



**GLAirfieldops@glasgowairport.com**

### YOU MUST RETURN THE FOLLOWING

- (1)** An application form to be completed by the sponsor, signed and dated.
- (2)** The Medical Certificate of Fitness form (**pages 15**) this must only to be completed by a recognised Medical Practitioner and signed or stamped by their medical practice.
- (3)** The DVLA form **D796** consent form, giving the Airfield Operations Training department at Glasgow Airport consent to routinely check drivers licence statistics of any and all drivers working airside at Glasgow Airport.

**IT IS HOWEVER STILL THE PERMIT HOLDERS OBLIGATION TO INFORM THEIR EMPLOYER AND THE AIRFIELD OPERATIONS TRAINING TEAM OF ANY DRIVING BAN OR COURT ACTION THEY RESULTS IN DISQUALIFICATION FROM DRIVING.**

It is the responsibility of the applicants sponsor to ensure that all three parts of this application are fully completed with all supporting documentation returned prior to the course date.

All Driver Training will only be authorised following full verification of all documentation by Airfield Operations Glasgow, this includes all third party trainers.

### **Communications Skills:**

It is the responsibility of the applicants sponsor to ensure that the driver is proficient in English in order to complete the required training. Cont...

The applicant will be asked to prove competence in designated activities whilst on the aerodrome. Such proficiency shall include:

- A)** The ability to complete the requisite driver training/familiarisation and assessment conducted in **English**.
- B)** The ability to undertake successfully the operational communication requirements that may be required of airside drivers e.g. reporting an accident or incident airside.
- C)** The ability to read and understand relevant local safety information, e.g. safety instructions and mandatory aerodrome signage.
- D)** The ability to understand verbal instruction or notification given by the police or aerodrome operations staff.

**APPLICANTS WHO DO NOT MEET THE ABOVE LEVEL OF ENGLISH COMPREHENSION WILL NOT BE ABLE TO FULFIL AIRFIELD DRIVING STANDARDS AND SHOULD NOT BE SPONSORED FOR ANY AIRSIDE DRIVING COURSES.**

### Permit types and validity:

Permit Type	Areas Accessible	Permit validity	Competence markers	
			Retraining assessment &	“On the Job” Competence Assessment
<b>RED “R” Permit</b> (all red card)	Airside Roads, Apron Areas and Taxiways. <b><u>Runway access permitted (including runway crossings)</u></b>	<b>3 years</b>  <b>(Annual Comp Check)</b>	Successful completion of competence training and appropriate assessments  <b>3 YEARLY</b>	Red Runway area drivers should drive regularly and at least monthly, MOC records showing this to be retained for audit.  <b>Annual Competency check</b>
<b>YELLOW “M” Permit</b> (all yellow card)	Airside Roads, Apron Areas and Taxiways. <b><u>Runway access not permitted.</u></b> No runway crossing	<b>3 years</b>	Successful completion of competence training and appropriate assessments  <b>3 YEARLY</b>	Yellow manoeuvring area drivers should drive regularly and at least monthly, MOC records showing this to be retained for audit.
<b>GREEN RT Radiotelephony Course</b>	Mandatory <b>CAP413</b> Radio course	<b>3 years</b>	Mandatory Pre Yellow/Red course  <b>Initial or Referral</b>	Referral from ATC/OPS Refresher Ground Engineers
<b>BLUE “A” Permit</b> (all blue card)	Airside Roads and Apron Areas	<b>5 years</b>	Successful completion of competence training and appropriate assessments  <b>5 YEARLY</b>	All drivers should drive regularly in order to keep up competence and note any changes to roadways

## **JOINING INSTUCTIONS & FEES:**

Full course joining instructions are available to print off from the Training Calendar on the Glasgow Airport website, sponsoring companies should print off these details to ensure applicants get to the course on time. Applicants should attend their course “Promptly” five minutes prior to course commencement and be in position of their:

**Airport Staff I.D card and a Hi–Viz vest or jacket.**

The Glasgow Airport Operations Trainer course is Airside at the Olympus Suite training room (Under Gate 14) applicants must also give themselves adequate time to reach the venue.

## **Airside Driver Training Courses Costs:**

<b>“BLUE”</b>	<b>AIRSIDE DRIVERS COURSE</b>	(per trainee) - <b>£90 (ex VAT)</b>
<b>“GREEN”</b>	<b>RADIO TELEPHONY COURSE</b>	(per trainee) - <b>£110 (ex VAT)</b>
<b>“YELLOW”</b>	<b>MANOEUVRING AREA COURSE</b>	(per trainee) - <b>£110 (ex VAT)</b>
<b>“RED”</b>	<b>RUNWAY AREA COURSE</b>	(per trainee) - <b>£160 (ex VAT)</b>

**Candidates who fail either the written exams or the practical element of the training “May” be able to re-sit the course at a later date (at cost) subject to trainer feedback.**

Course numbers are set at **SEVEN** students per course with exception of the Radiotelephony Course which has a maximum of **FOUR** students per course due to the intensive one on one training given.

**Please plan your company training needs well in advance to avoid airside your driver’s passes lapsing, Check the website for available dates.**

**Tea & Coffee will be available free of charge, YELLOW & RED courses may break for lunch (not included)**

## APPLICATION PROCEDURE:

Once the applicant has returned the application pack, the certificate of medical fitness and the DVLA consent form, Airfield Operations will verify and approve driver training.

Glasgow Airport Operations Department trainers provide **BLUE**, **GREEN**, **YELLOW** and **RED** courses.

(Applicants may use a Glasgow Airport **“Authorised”** Third Party trainer to carry out the **BLUE** Airside driver’s course only.)

If you require **BLUE** airside roadway training to be carried out by other than Glasgow Airport Airfield Operations Trainer, please indicate which third party trainer you intend to use in the tick box below.

Once the application pack has been verified you will be contacted by the Airfield Operations and only then may you apply and undertake a course. If you are using a third party trainer it is your responsibility to arrange a suitable course date with that training provider.

I require <b>BLUE</b> Airside Roadway training by Glasgow Airport Trainer.	<b>TICK</b>	
I require <b>BLUE</b> Airside Roadway training by an authorised third party Training provider.  (Please name provider opposite)	MENZIES	<b>TICK</b>
	BA	
	SWISSPORT	

## CANCELLATION FEES

**Cancellation charges may be applied where course places are cancelled at late notice:**

**Up to 7 days prior to course, no charge** (per trainee)

**Within 7 days of course, 50% of course fee** (per trainee)

**Within 24hrs of course, 100% of course fee** (per trainee)

## GLASGOW AIRPORT LIMITED APPLICATION FOR AN AIRSIDE DRIVING PERMIT

All applicants must be in possession of a fully valid UK drivers licence. Please complete this application form in **BLACK INK** in **CAPITAL LETTERS** and a copy of your UK driving licence to this form

### APPLICANTS DETAILS

Mr/Mrs/Miss/Ms:

Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Glasgow Airport ID card No: \_\_\_\_\_

### CURRENT EMPLOYMENT DETAILS

Company Name: \_\_\_\_\_ Job Title/Department: \_\_\_\_\_

Company

Address \_\_\_\_\_

Telephone No: \_\_\_\_\_ **Permit Expiry Date** \_\_\_\_\_

### DETAILS OF DRIVING LICENCE

Please provide details of any previous driving convictions (including details of any incidents which may have occurred at other UK Airports):

\_\_\_\_\_  
\_\_\_\_\_

DVLC Licence No: \_\_\_\_\_

Type of Licences held:    **DOT**    **PCV**    **LGV**    [circle as appropriate]

### SIGNATURE OF APPLICANT

By law Glasgow Airport Limited is required to inform you that any information provided by you in submitting this application form will be held by Glasgow Airport Limited and may be used by Glasgow Airport Limited and/or forwarded to other AGS group airports and any relevant external third party now or in the future in the interests of maintaining security and safety at the airports within the group and in order to determine an applicant's suitability for an airside drivers permit.

Name (Print):

\_\_\_\_\_

Applicant's Signature:

\_\_\_\_\_

**TO BE COMPLETED BY APPLICANT'S SPONSOR**

**TYPE OF AIRSIDE INITIAL DRIVING COURSE REQUIRED:** [circle as appropriate]

- |   |   |            |                |
|---|---|------------|----------------|
| <b>A:</b> Aprons & Airside Roads              | <b>(BLUE PERMIT)</b>                            | <b>New</b> | <b>Renewal</b> |
| <b>R.T:</b> Radiotelephony course             | <b>(required prior to Yellow or Red Permit)</b> | <b>New</b> | <b>Renewal</b> |
| <b>M:</b> Manoeuvring Area (Inc. Areas above) | <b>(YELLOW PERMIT)</b>                          | <b>New</b> | <b>Renewal</b> |
| <b>R:</b> Runway access (Inc. Areas above)    | <b>(RED PERMIT)</b>                             | <b>New</b> | <b>Renewal</b> |

**If the applicant already holds an Airside Driving Permit:**

Type: **A:** Aprons & Airside Roads **(BLUE PERMIT)** Expiry Date: \_\_\_\_\_

**M:** Manoeuvring Area **(YELLOW PERMIT)** Expiry Date: \_\_\_\_\_

**R:** Runway access **(RED PERMIT)** Expiry Date: \_\_\_\_\_

Fee payable £ \_\_\_\_\_ Permit No: \_\_\_\_\_

**SPONSOR'S SIGNATURE**

1. I confirm the applicant has passed a health check to the standards required in Managing Director's Directive "Airside Driving Permits".
2. I confirm the applicant is competent to drive company vehicles and is required to drive airside in the above areas.
3. I confirm that the applicant meets the entry requirements for the course and is ready to undertake the training.

**NAME (Print):** \_\_\_\_\_

**JOB TITLE/DEPARTMENT:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE COMPLETE THE CONTACT DETAILS BELOW SO WE CAN CONTACT YOU WILL VERIFICATION OF YOUR APPLICATION AND TO ARRANGE TRAINING DATES**

**CONTACT E-Mail** \_\_\_\_\_ **CONTACT NO** \_\_\_\_\_

**All sponsors to ensure that applicant's hold certificates of competency on vehicles intending to be driven on airside areas.**

## **DVLA Licence consent form.**

Applicants **MUST** complete the attached DVLA **D796** form and return it signed with this application pack.

**Failure to do so will result in the termination of the application.  
The applicant will also have to complete the DVLA D786 consent form every three years, failure to comply will result in the voiding of their airside driving permit.**

It is imperative that the sponsor ensures that the applicant has a valid UK driving licence, to ensure that the applicant has this in their possession prior to their driving course, the sponsor **MUST** photocopy BOTH parts (Paper & Photo card) and attach them to the application below.

If the applicant fails to bring both parts of their UK driving licence or any other required documents with them on the day of their course, they will be refused permission to sit the course and the sponsor will be liable for the full cost of the cancelled course.

DRIVERS LICENCE  
PHOTO ID CARD

DRIVERS LICENCE PAPER COPY  
(If Held)

## GLASGOW AIRPORT ID PASS

Applicants **MUST** also provide a copy of their Glasgow Airport ID Pass so that Airfield Operations can confirm that it is valid for a Glasgow airside driving permit. Paper ID cards such as Cabin Crew passes or temporary ID cards are **NOT VALID** for an airside driving permit. If the applicant is not in possession of a valid Airport Id, this application will be **DENIED**.

GLASGOW AIRPORT  
ID PASS