

Aerobridge Driver Penalty Infringement Notice (PIN) System



This Penalty Points System is issued as an Addendum to the Aerobridge Driver Authority Handbook.

The Penalty Points System allocates a maximum penalty for a range of **prescribed offences**.

Each time a licensed aerobridge operator is reported for a breach of the Aerobridge Driver Rules and Regulations, they will be issued with a **Penalty Infringement Notice** by an authorised **Asset Technician** and a record kept of the appropriate penalty points. **The maximum penalty is 12 penalty points and 12 month suspension of the Aerobridge Driver Authority (ABDA).**

Aerobridge operators may challenge individual Penalty Infringement Notices, by writing to the Airfield Manager within 14 days of the Notice being issued and stating why the Notice should be withdrawn.

Operators who accumulate 12 penalty points within a 36 month period, will be provided with details of the offence/s and invited to **show cause** why their ABDA should not be withdrawn. The operator's response to the show cause notice will be considered by the Head of Operations. An ABDA may be suspended pending this show cause process.

Upon making a determination to withdraw an ABDA, Melbourne Airport will advise the operator in writing of the reasons for the determination and the duration of the withdrawal.

An ABDA holder may **appeal** against a determination to the Administrative Appeals Tribunal, which is located at Level 16, HWT Tower, Southgate, 40 City Road. Southbank VIC 3006.

If a determination is made to withdraw an ABDA for a specified time, the operator will be entitled to re-apply for an ABDA after the expiration of that time. The ABDA will not be automatically reinstated.

1. AIRCRAFT SAFETY

- 1.1 Operator causing damage to the aircraft..... **8 penalty points #**
- 1.2 Operating an Aerobridge in a manner dangerous to aircraft operations..... **10 penalty points #**
- 1.3 Any other offence that may constitute a hazard to aircraft operations or airside safety..... **to be examined on a case by case basis #**

2. OPERATING UNDER THE INFLUENCE

- 2.1 Having an alcohol reading above 0.00BAC or positive drug reading **12 penalty points**
- 2.2 Refusal to undertake a drug and alcohol test..... **12 penalty points**

3. AEROBRIDGE SAFETY

- 3.1 Operator fails to log off after aerobridge is sent home..... **3 penalty points**
- 3.2 Wilful damage to aerobridge equipment **10 penalty points #**
- 3.3 Operator does not return the aerobridge back to HOME position..... **3 penalty points**
- 3.4 Operator causing damage to the aerobridge..... **8 penalty points #**
- 3.5 Operating an apron drive aerobridge during winds > 50 knots **8 penalty points #**
- 3.6 Operator not reporting an aerobridge incident/accident..... **12 penalty points #**
- 3.7 Failure to activate aerobridge stabilisers where fitted **6 penalty points**
- 3.8 Failure to report a fault associated with an aerobridge..... **4 penalty points**
- 3.9 Operator not following correct Aerobridge PRE POSITION procedure..... **3 penalty points**
- 3.10 Operator not following the correct DOCKING procedure **3 penalty points**
- 3.11 Operator not following correct Aerobridge HOME procedure **3 penalty points**
- 3.12 Operating aerobridge whilst using a mobile phone..... **6 penalty points**
- 3.13 Failure to follow direction from Melbourne Airport. **6 penalty points**
- 3.14 Any other offence that may constitute a hazard to aerobridge safety or airside safety..... **to be examined on a case by case basis #**

4. AEROBRIDGE AUTHORITY

- 4.1 Failure to show ABDA licence to Melbourne Airport when requested. **3 penalty points**
- 4.2 Operating a class of Aerobridge without the appropriate ABDA licence **8 penalty points**

Mandatory Drug & Alcohol Test (all other offences assessed on a case by case basis)