



21

Traffic and Licensing Regulations

for traffic participants of the Restricted Area
of the Airport Grounds

- Traffic and Safety Regulations
- Licensing Regulations

Traffic and Licensing Regulations

The traffic situation on the apron is constantly changing. Not only the locations, but also the activities are changing. This means that traffic and safety rules that are acceptable to everyone and protect everyone as a contribution to security and order, but also awareness of one's own behavior are becoming increasingly important.

As the airport operator, Flughafen Düsseldorf GmbH (FDG) is subject to a number of obligations. It is not only necessary to ensure that the processes on the apron are „safe“. The requirements under European law also stipulate that access to the apron may only be granted once all the necessary training courses on the subject of ramp safety have been carried out. Being able to prove this knowledge is also a prerequisite for being allowed to take up work on the apron and for being approved for access.

The Licensing Rules therefore had to be largely adapted and now form a separate section in the “Traffic and Licensing Rules”.

Please read this brochure carefully and familiarize yourself with the contents. All rules are binding and serve the purpose of making our working day as safe as possible.

If you have any questions, we are of course available to you under the contacts mentioned.

Traffic and Safety Regulations

Chapter 1: **Basic Rules**

Chapter 2: **General Safety Regulations**

Chapter 3: **Priority**

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Licensing Regulations

Conditions and procedures for traffic participation in the apron area and description of the necessary qualifications and proofs

Changes or new content compared with the last edition are highlighted in light blue.

Traffic and Safety Regulations

for traffic participants of the Restricted Area of the Airport Grounds

The following regulations apply:

→ Airport User Regulations for Düsseldorf Airport

Flughafenbenutzungsordnung (FBO)

→ German national road traffic legislation

Straßenverkehrsordnung (StVO)

→ German national vehicle and drivers' licensing regulations

Straßenverkehrs-Zulassungs-Ordnung (StVZO)

→ The provisions of the mutual indemnity associations

DGUV-Vorschriften und Grundsätze

→ Düsseldorf Airport Fire Prevention Regulations

Brandschutzordnung der FDG

→ The following Traffic and Safety Regulations

Nachstehende Verkehrs- und Sicherheitsregeln

→ Licensing Regulations

Zulassungsregeln

→ FOD Regulations

FOD-Ordnung

→ Airport ID-Card and Vehicle Permit Regulations

Ausweis- und Vorfeldzulassungsordnung

Driving on the aprons or in manoeuvring areas is permitted for official purposes only and must be approved by Flughafen Düsseldorf GmbH. Drivers who do not have an internal driver's license may drive in the restricted area only under the guidance of an FDG follow-me vehicle. Questions on how to obtain an internal driver's license should be addressed to:

Flughafen Düsseldorf GmbH
Personnel Development
Licensing and Certification
T +49 211 421-2428
F +49 211 421-2942
verkehrstraining@dus.com



This Version 21 of the Traffic and Licensing Regulations takes effect as of November 1, 2022. The Licensing Regulations contained therein already becomes valid on July 1, 2022. Previous versions become invalid at the respective times.

1. Basic Rules

- 1.1** All traffic participants must conduct themselves in such a way that others are not damaged, endangered or unnecessarily impeded or inconvenienced.
- 1.2** During working hours and for a reasonable period before commencing duty, traffic participants must not drink **alcohol, take drugs** or any other intoxicating **substances that may impair concentration**. Those must also not be carried (except for deliveries). It applies a limit of **0.0 ‰ blood alcohol concentration**.
- 1.3** The use of vehicles is to be restricted to the minimum. **It is forbidden to leave engines running unnecessarily.**
- 1.4** Drivers must **ensure** that their vehicle is in a **roadworthy condition** when they take it over. Non-roadworthy vehicles may not be used. On vehicles and sets of wagons existing safety devices must be functional and used as intended. During the winter period vehicles have to be provided adequate equipment. The vehicle owner is responsible for the safe condition and roadworthiness of his vehicle. The entry of vehicles with an exceeded deadline for the main inspection or safety check is to be refused.
- 1.5** The **maximum speed limit is 30 km/h** where the speed limit of the vehicle itself is not lower.
- 1.6** **Seat belts must** be worn.
- 1.7** **Traffic participants must keep to the service roads.**
- 1.8** Changes of direction must be indicated in good time.
- 1.9** **Moving aircraft always have right of way.**
- 1.10** The entire apron area is a **variable noisy environment**. Ear defenders are always to be worn in the vicinity of running power units, including auxiliary power units.
- 1.11** In the security area, the daytime running lights or the dipped headlights must be switched on.





2. General Safety Regulations

- 2.1 Smoking, even in closed vehicles, is forbidden on the apron. Naked flames and sparks should be avoided.
- 2.2 The **Fire Prevention Regulations (BSO)** must be strictly adhered to when welding, soldering or grinding (working with fire/sparks).
- 2.3 **Hose connections** to aircraft may not be driven over. **Cable connections** may not be torn away.
- 2.4 It is forbidden to stop, park or work behind vehicles which can only drive away in reverse.
- 2.5 Vehicles may **reverse and drive backwards** only if local conditions are such that they cannot drive forwards. Before reversing, the driver must ensure that the area behind his vehicle is clear. If his view to the rear is impeded by the design of the vehicle, its load, or other circumstances, he must obtain assistance with reversing (see annex A).
- 2.6 His assistant must position himself so as to have **eye contact with the driver** at all times and where he can see the rear of the vehicle and its surroundings. If necessary he must accompany the vehicle until it can drive forwards.
- 2.7 With entering the traffic routes and manoeuvring areas **high visibility clothing** must be worn on the entire apron in compliance with the currently valid standard (at least class 2). For violations of the compulsory wearing of high visibility clothing, the FDG reserves appropriate measures.
Passengers do not wear high visibility clothing and require special attention!
- 2.8 It is **forbidden** to drive or park vehicles and / or equipment **beneath the fuselage or wings** of an aircraft.
- 2.9 It is strictly forbidden to drive between a follow-me car with activated yellow signal light and the vehicle(s) it is guiding.





2.10 It is strictly forbidden to drive between aircraft or vehicles and follow-me car (marshaller) as long as the red signal lights of the follow-me car is active. This also applies if the marshaller is directing the traffic by hand signal. **This ban applies to all traffic participants, including pedestrians.**

2.11 The abbreviation **FOD** stands for „Foreign Object Debris“ and „Foreign Object Damage“ - objects which could damage the aircraft. Foreign bodies such as screws, eyelets, baggage handles, paper and foil must be picked up everywhere but especially wherever aircraft could be moving. They have to be disposed of into the FOD boxes provided. **All persons and, to a very special extent, the ground handling staff working at a parking position must ensure before the aircraft approaches that the area is free of FOD.** This check is to be repeated **shortly before engine start-up** and must cover **the entire roll-off area** of the position.



2.12 The StVO forbids the **use of mobile telephones or car telephones** if the driver has to pick up the mobile phone or the receiver of the car telephone in order to use it. This does not apply if the vehicle is stationary and the engine is switched off. Drivers should therefore park in a safe place before any kind of use.



2.13 Particular care is required in darkness and at twilight, in poor visibility conditions such as fog, snowfall or heavy rainfall. Headlights should be switched on and driving speed adjusted accordingly. It is essential to listen for ambient noise in these situations.





3. Priority

- 3.1 All self-propelled or towed aircraft and follow-me cars (marshallers) or marked vehicles on duty with yellow or red signal lights turned on, always have priority over all other traffic.
- 3.2 Vehicles moving on the marked service roads have priority over vehicles wishing to join the road.
- 3.3 Priority is always **from the right** unless regulated otherwise by traffic signs.
- 3.4 **Passengers on foot** on their way to or from the aircraft have priority over all vehicles. Special care is to be taken in the vicinity of passenger busses.

4. Special Rights

- 4.1 **Vehicles with blue or red signal lights** are on duty and are therefore not restricted to the 30 km/h speed limit and may also leave the marked roads if their duty requires it. The use of red signal lights is permitted to authorized personnel of FDG only.
- 4.2 **Vehicles with yellow signal lights** guide other vehicles (cf. 2.9) or give warning of work sites or accidents or of very slow vehicles. These vehicles **are not** free to ignore the speed limit of 30 km/h or other traffic regulations.
- 4.3 **Priority** must be given to **vehicles with blue signal lights and activated siren** by stopping, driving slowly, yielding right of way, driving to the side of the road or other measures.
- 4.4 These **special rights do not apply in the face of moving aircraft, aircraft in tow or follow-me cars (marshallers)** with yellow signal lights which are guiding an aircraft.

5. Manoeuvring areas /Taxiways and Runways

- 5.1 **Manoeuvring areas are paths for the take-off, landing and ground movement of aircraft (except for aprons).**
- 5.2 **Runways and taxiways are under the control of the German Air Traffic Control (Deutsche Flugsicherung - DFS).** They may be entered, on foot or by vehicle, only with the permission of the tower and the consent of the Airport operator.
 - 5.2.1 The Airport operator, with the agreement of DFS, may permit exceptions.
- 5.3 It is only permitted to drive in the manoeuvring areas with headlights switched on (not only daytime running lights) and with **switched on yellow signal lights** and a **functional and approved transponder for determination of the position**. The special rules of conduct with regard to air traffic and the requirements for communication with the German Air Traffic Control (DFS) must be observed.



6. Aprons

- 6.1 Aprons are marked areas designated for the reception of aircraft during embarkment / disembarkment, loading and unloading of freight, re-fuelling, parking or maintenance.
- 6.2 Aprons consist of taxiways and aircraft parking positions. The parking positions are made up of handling areas and equipment stand-by areas where handling equipment is stored.
- 6.3 The **apron taxiways are under the control of German Air Traffic Control (DFS)**. They may be entered, on foot or by vehicle, only with the consent of the Airport operator and the permission of DFS (tower).
- 6.4 **The marked parking positions are under the control of Flughafen Düsseldorf GmbH.**



7. Service Areas



7.1 Service roads are marked by kerbstones or by unbroken white lines. Limited no stopping applies here.

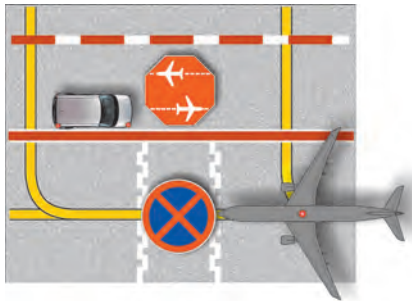
7.2 Vehicles must use the service roads and apron taxiway routes on principle. Driving through or underneath of buildings or parts of buildings (e.g. baggage sorting halls) that are not marked as general traffic routes is strictly prohibited without official reasons and represents a **particularly serious violation**.



7.2.1 Only if a destination (e.g. aircraft parking position, equipment storage area, freight building etc.) **cannot be reached by a service road** then the marked roadway is to be used for as long as possible.

7.3 If, **within an aircraft parking area**, it is necessary to drive from one position to another **adjacent** for reasons of aircraft handling, then it is not necessary to use the service road. The greatest care must be taken, however.

7.4 The warning „**Stop bei Rollverkehr**“ (**Give way to aircraft**) either as a traffic sign or as ground markings, means that traffic must stop when an aircraft approaches.



7.5 Apron taxiway routes are marked by the sign „Stop bei Rollverkehr“ (Give way to aircraft) and a staggered, broken white line. Apron taxiway routes are **to be used with caution**. While crossing the **distance to approaching aircraft must not be less than 200 m**. Under **no** circumstances vehicles may **stop on those routes**.

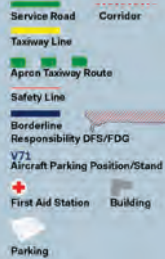


7.6 For parking position areas where there are no service roads, handling traffic uses **access corridors**.



Responsibility ATC

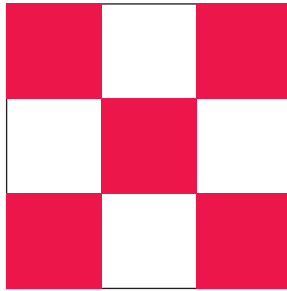
Düsseldorf Airport **DUS**



Düsseldorf Airport **DUS**



Ground Lamp Red: Obstacle



**Red-White Chequered:
Permanent Obstacle**



**Ground Lamp Blue:
End of hard standing apron**



**Yellow-Black Chequered:
Movable Obstacle**



Ground Lamp Yellow: Entrance/Exit

7.7 Access corridors to the taxiway/runway area are marked by red safety lines and to the parking positions by a broken red line on top of a white line. **Limited no stopping applies in the access corridors.** The access corridors may not be used when aircraft are taxiing. In this case all traffic must stop at a safe distance (at least 7.5 m from the wingtip).



7.8 If necessary, in emergencies and as an exception, vehicles may cross the red safety line into the taxiway/runway area. They must not impede moving aircraft in doing so.

7.9 Particular caution is required in front of **maintenance and noise protection hangars**. If necessary, when towing aircraft in or out of hangars, **vehicles must wait with a sufficient lateral safety distance** and the **instructions of the personnel responsible for securing must be followed**. If the **visual warnings** in front of the noise protection hangar and the **anti-collision lights** on the aircraft are switched on, the vehicle may only continue **driving in front of the hangar after a hand signal** given by the technical staff.



7.10 All traffic participants must take especial care in **CAT II / III weather conditions** and visibility under 200 m. It is forbidden to cross the runway/taxiway area if a **follow-me vehicle with signal lights** can be seen. Driving on the **runway ring road** is permitted only after consultation with the **Duty Traffic Manager** and obtaining his consent. Attention must be paid to traffic lights and barriers.

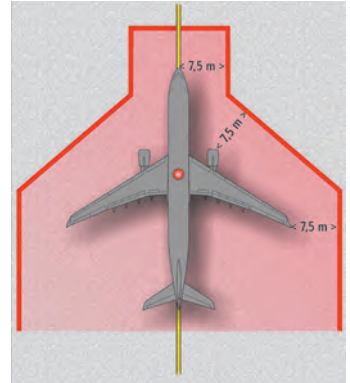
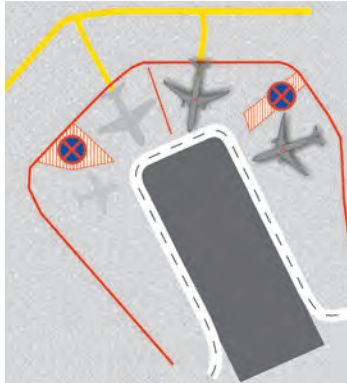
7.11 **Cyclists** (bicycle and motorbikes) are bound to service roads near the building. **Driving on the apron** (aircraft parking areas or taxiways) and in the **manoeuvring area** is **prohibited**. Wearing **suitable head protection** is **strongly recommended when riding bicycles!**

7.12 Vehicles must have **sufficient stability** and must **not be used in drivers standing position**. The **use of mini-vehicles** such as scooters or skateboards with and without propulsion and Segways® or similar is **inadmissible**.



8. Aircraft Parking Positions

8.1



The entire parking position area must be kept clear when aircraft are entering or leaving. All traffic must stop at a safe distance in these cases (at least 7.5 m from the wingtip). In particular, the **taxi in area** within the ERA (Equipment Restraint Area) must be completely kept clear and also the red-and-white no-go areas between the parking positions must always be clear of vehicles and handling equipment.

- 8.2** Staff assigned to receive incoming aircraft has to be especially qualified. They must ensure that neither they nor their equipment constitute an obstacle for the taxiing procedure as well as that the path of the follow-me car (marshaller) is free. Whenever therefore the main service road is used by the marshaller other traffic participants have to keep an adequate distance.

- 8.3** Aircraft wishing to leave a position, or which are ready for push-back, can be recognized by the fact that their **anti-collision lights are on or are flashing**, that a towing vehicle is connected, that equipment/steps have been removed and the chocks pulled away. **Under no circumstances the taxiing area may be crossed.** An adequate safety distance must be maintained.

- 8.4** During and **after push-back** the way of the towing vehicle must be kept clear. This also means that **an adequate distance has to be safeguarded after disconnecting of the towing vehicle.**



- 8.5 Passenger bridges** (Jetways) **must be movable at all times**. It is forbidden, especially during handling, to drive under passenger bridges or to store vehicles or material in their entire range of travel - even for short periods in areas not designated as a parking zone. The areas immediately at and around the moving gear **must at all events be kept clear** of persons. **Storing vehicles and equipment within the red striped areas of jetways as well as dropping objects from the service steps represent exceptional breaches against the Traffic and Safety Regulations (see 15.7)**. Only the driver may be on the bridge while it is being moved.
- 8.6 Special routes for tank trucks** are highlighted by a white, broken line with integrated arrows. They mark escape routes that must be kept clear as well as special access roads and exits. Provided that such a highlighted special route for tank trucks leads below a passenger bridge, access to or departure from a wide-bodied aircraft may, as an exception, take place below a passenger bridge between bridge running gear and rotunda when the passenger bridge is attached to the aircraft and the signal installations of the bridge are switched off. **The driver of the tank truck must make sure that quick passage under the bridge does not cause any danger and that the tank truck is not parked underneath the bridge**. If need be, the driver of the tank truck must summon an assistant to direct him.



9. Stopping and Parking

- 9.1** Vehicles and equipment are always to be kept on the appropriate **preparation areas marked in white** and must be **prevented from rolling away and unauthorized startup**.
- 9.2** **White-outlined parking areas** marked with a **user name or** for a **particular purpose** are not for general use, but only for the user or the purpose named.



9.3 Small vehicles (e.g. mopeds, bicycles) may not be parked in stairways or corridors.

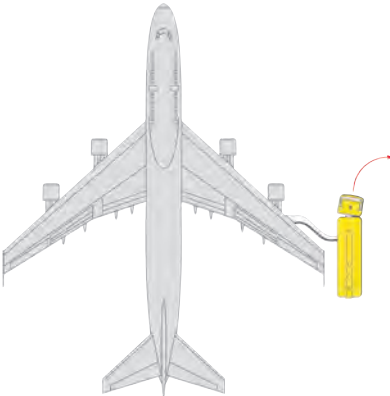
9.4 The area in front of hangar gates, emergency exits and bus gates must be kept clear.



9.5 Parking and stopping is forbidden on all apron taxiing areas, in front of the Airport Fire Service exit, on all marked areas around passenger bridges, on no-go areas marked in red or white, in front of the emergency exits of all buildings and on traffic areas marked with „No stopping“ sign. Disregarding represents an exceptional breach against the Traffic and Safety Regulations.



9.6 The escape route for tank trucks is to be kept clear at all times. Violations present exceptional breaches against the Traffic and Safety Regulations (see 15.7).



10. Transportation of Persons and Cargo

10.1 Persons may be transported only in vehicles licensed for the purpose. Only as many persons may be transported as the vehicle has seats.

10.2 Cargo must be stowed securely and conveniently so that it cannot slip or fall. Before setting off, the driver must ensure that the loading area is free of refuse and loose objects which do not form part of the cargo.

11. Pedestrians

- 11.1 Pedestrians **must use** the **pathways** provided.
- 11.2 **Taxiways may not be crossed on foot.**
- 11.3 **Pedestrians must observe the special rights of vehicles with signal lights and / or sirens.**



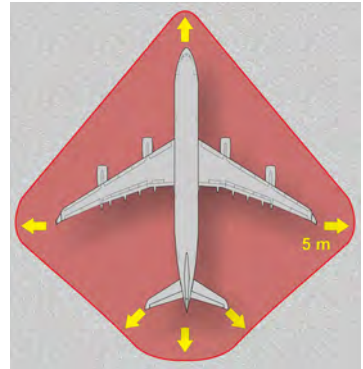
12. Traffic Obstacles

- 12.1 The **soiling** of Airport installations and traffic obstructions caused by parking and leaving objects is not allowed.
- 12.2 The **person causing the traffic obstacle** must remove it or have it removed immediately. If this is not possible immediately he must take measures to ensure the safety of other road users.
- 12.3 In the case of **traffic obstructions**, soiling and foreign objects that cannot be removed immediately the **Duty Traffic Manager** (Ext. 2220 or 2420) must **always** be informed immediately.
- 12.4 In the case of **traffic obstructions within the aircraft runways/taxiways** or in the exit/entry area of the parking positions, the Airport Control Center must also be informed (Ext. -51000).

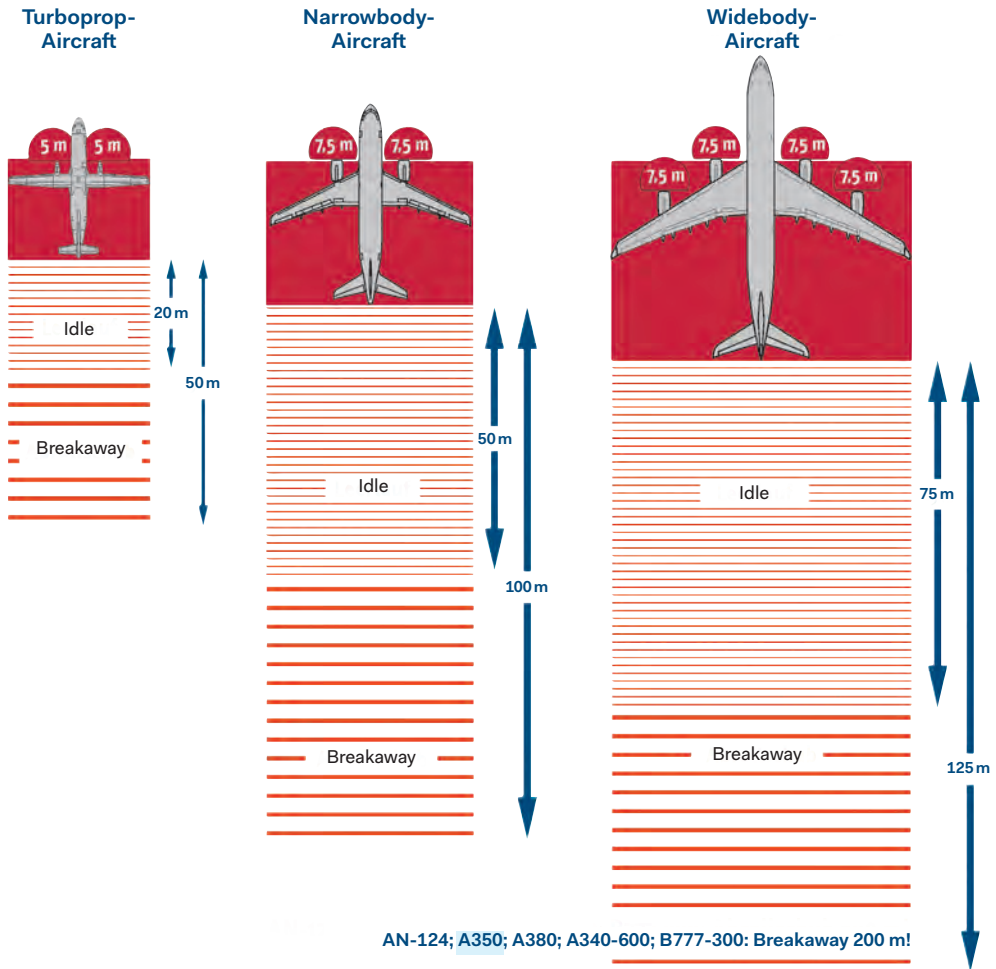


13. Safety Distances

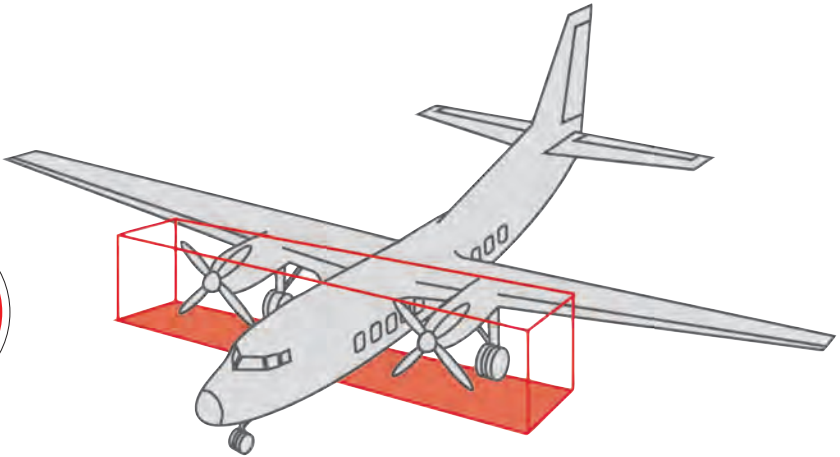
- 13.1** Vehicles must travel at walking speed only within **aircraft safety zones**.



- 13.2** The operator is **responsible for safety in relevant areas** during the **engine run-up procedure**.
- 13.3** In the case of jet aircraft, **strong suction** may be expected in front of the running engines and a strong, hot blast may be expected at the rear. As moving too close could be fatal, the **following safety distances must be strictly adhered to**.
- 13.4** **Warning:** at wind speeds over 25 knots (approx. 46 km/h) the **safety distance** from running engines should be **increased by 25%**. **Suction doubles** with every foot (0.3 m) closer the engine is approached.



13.5 The turning area of the propellers must never be entered.



13.6 **Parking areas for helicopters** are marked with **yellow circular areas** and must always be kept completely clear due to the **danger from rotating rotors**.



13.7 **Refuelling an aircraft with passengers on board** is permissible only if the regulations concerning fuel tank protection are observed. Defuelling with passengers on board is strictly forbidden. **During refuelling with passengers** on board **at least 70%** of the aircraft's emergency exits must be available. Emergency exits may have steps and/or a bridge. In this case they are classed as emergency exits (inflatable slides will not be operated). No vehicles/equipment or materials may be positioned underneath the emergency exits in order to ensure that inflatable slides could be operated properly if necessary.

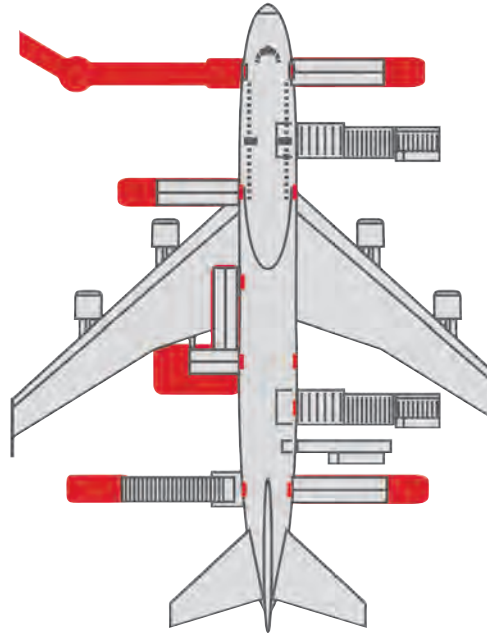
The emergency exit zones on the ground are:

- Narrow-body aircraft:
1 m at either side and 8 m in front of the exit
- Wide-body aircraft:
2 m at either side and 12 m in front of the exit

13.8 No vehicles may use the fuel venting areas within a radius of 6 m **during refuelling**.

13.9 The **fuel venting valves** are situated at the wing tips and, in aircraft with a supplementary tail tank on the tail plane.

13.10 In addition to this, no-one may stand below the fuel vents **because of the escaping gases** and no materials may be stored there because of the risk of a kerosene spillage.



13.11 Mobile phones may not be used in the fuel venting areas unless they are explosion-protected and carry the yellow „EX“ sticker.

13.12 If fuel should overflow or be spilled no vehicles may drive closer than a safety distance of 15 m until it has been cleaned up. No electrical switches may be operated. An emergency call via Tel. 112 should be made.



Emergency Call

+49 211 421 **112**

- **Where** did it happen?
- **Who** calls?
- **What** happened?
- **How many persons** are involved?
- **Wait** for further questions!
(Do not hang up, unless you are asked.)

14. Procedure in case of Accidents and Reports

- 14.1 Firstly, the area of the accident is to be marked** (warning triangle, hazard lights).
- 14.2 All accidents** involving personal injury and / or material damage **are to be reported immediately to the FDG Duty Traffic Manager** (Ext. -2220 or -2420). He will decide on further action.
- 14.3** In the case of **accidents involving personal injury** or **in the case of fire** the Airport Fire Service (**112 or Channel „0“ on the Airport radio**) is to be alerted. When using **mobile phones +49 211 421 112 or +49 211 421 2222** has to be dialed.
- 14.4 Injured persons are to be given First Aid.**
- 14.5 Accidents occurring within the apron taxiway** area or the entry/exit area to the parking positions must be reported immediately to **Airport Control Center** (Ext. -51000).
- 14.6 Witnesses and persons involved in an accident must remain at the site of the accident until the accident has been recorded.**
- 14.7** If a **witness** cannot stay at the site of the accident because of other urgent duties he must report to the Duty Traffic Manager as soon as possible afterwards.
- 14.8** In addition, all persons who **notice dangerous situations, incidents or near-accidents** in the apron area (e.g. taxiing or pushback obstructions, effects or non-observance of safety distances or improper use of equipment) have the opportunity to **report their observations to FDG Safety Management**. With the Safety Tool (safetytool.dus.com with the user name „SMSDUS“ and the password „safety“) this is possible with or without specifying the name.



SMS

Safety Management System

15. Traffic Supervision

Flughafen Düsseldorf GmbH reserves the right to make use of its right enshrined in the Airport User Regulations (FBO) to revoke permission to enter on foot or by vehicle into the restricted area of the Airfield.



15.1 Traffic Management, Apron Supervision and specially authorized persons may carry out **checks of persons and vehicles** within the provisions of the law. Additionally, on the apron and in the apron runway/taxiway areas, Traffic Guidance staff and authorized Airport employees (red square on ID card) are responsible for and authorized to carry out checks on persons and vehicles for Traffic Supervision.

15.2 The instructions of Traffic Management, Apron Supervision, DFS and authorized Airport employees must be obeyed. This also applies to persons with sovereign duties when the instructions form part of these duties.

15.3 The Airport ID card must be worn visibly on outdoor clothing at chest height.

15.4 The Airport ID card and for drivers the internal driver's license is to be presented to the security guard for inspection at **checkpoints (gates)**.

15.5 The persons listed in 15.1 are authorized to stop the driver and prevent him driving on if his behaviour could endanger road safety or general safety and order (e.g. through excessive speed, smoking in the vehicle or inability to drive). In these cases the internal driving permit may be temporarily withdrawn.



15.6 Vehicles which do not comply with the provisions of the StVZO and whose condition could endanger traffic and/or general safety and order (e.g. defective exhaust, bald tyres or exceeded deadline for main examination) may be withdraw from use. Entry into the restricted area may be denied. When the faults have been repaired the vehicles are to be presented to FDG again for re-licensing.


















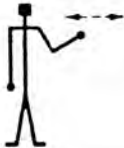








15.7 Corresponding to Annex 4 of the Airport User Regulations (**List of measures** in the case of breaches) **sanctions/points** could be given to drivers in case of **breaches** against the Traffic and Safety regulations. In certain circumstances the FDG driving permit can be withdrawn. The Duty Traffic Manager or the issuing office will provide information about the level of points on request. **Exceptional breaches against the Traffic and Safety Regulations can be punished with immediate revocation of the FDG driving permit as well as a ban of apron access.**

15.8 Flughafen Düsseldorf GmbH and its vicarious agents are liable as regards apron traffic only for intent and gross negligence, with injuries to body, life and significant contractual obligations as well as any other legally binding matters of fact as regards liability (e.g. claims based on Product Liability Act).

Hand signals for directing vehicles

Following hand signals are available:

Meaning		graphical	simple
Attention Opening Caution			
Stop Interruption Stop moving			
Stop - Danger			
Go!			
Come here!			
Reverse!			

Meaning		graphical	simple
Drive to the right! (out of assistants sight)			
Drive to the left! (out of assistants sight)			
Amount of space			
Lift up!			
Lower!			
Slowly			

Licensing Regulations

- Z1 Objectives
- Z2 General / Airport User Regulations (AUR)
- Z3 FDG Driving Permit – Registration Regulations
- Z4 Validity
- Z5 Entry Control
- Z6 Training and Certificates of Knowledge and Proficiency
- Z7 Background Knowledge / Previous Experience
- Z8 Measures
- Z9 Application Procedure
- Z10 Exceptions
- Z11 Charges
- Z12 FDG Driving Permit – Variants
- Z13 Multiple Employment Situations
- Z14 Loss of the FDG Driver's License
- Z15 Effectiveness

Z1 Objectives

The Licensing Regulations are intended to make an important contribution to traffic safety for all those who need to carry out their activities in the apron area. The increasingly large number of drivers in the security area necessitates a set of rules and regulations that applies to everyone in terms of licensing and qualification. This creates standards that have a positive effect on traffic behavior by conveying a uniform level of knowledge of the Traffic and Safety Regulations.

The Licensing Regulations apply to all traffic participants in the apron area!

Z2 General / Airport User Regulations (AUR)

The Licensing Regulations **apply to all traffic participants who walk the aprons independently or drive on them without a pilot**, regardless of the company to which they are assigned and the purpose of the traffic participation. Entering and driving on the aprons is **only permitted for official purposes and must be approved by Flughafen Düsseldorf (FDG)**.

In addition, at the request of FDG, a separate permit must be applied for in order to drive independently on the manoeuvring areas and taxiways, the granting of which is subject to successful participation in a chargeable qualification program to be carried out regularly by FDG.

The FDG driving permit is documented and given in the form of an FDG driver's license.

Drivers without FDG driving permit may drive in the security area only guided by an FDG guide vehicle or one guide vehicle commissioned by the FDG.

Pilotage activities may only be performed by persons authorized to do so by FDG.

The current version of the Airport User Regulations states under item 4.1.1:

The roads and areas of the airport are not dedicated to public transport. FDG may restrict or block traffic on the roads and areas for operational reasons. Users must comply with the Road Traffic Regulations (StVO), the AUR and the ID and registration regulations issued by FDG. The Traffic and Safety Regulations issued by FDG, including the catalogue of measures drawn up by FDG in the event of violations of the AUR and the traffic and safety regulations for the non-public area of the airport premises (see Appendix 4 of the AUR) must be observed. Drivers who drive vehicles on the apron must, at the request of FDG, be in possession of an driving permit issued by FDG.

Z3 FDG Driving Permit - Registration Regulations

In order to drive in the security area, each driver must be in possession of a driving permit issued by FDG and a valid official driver's license that is sufficient for public road traffic and corresponds to the class of the vehicle to be driven. Instead of the sufficient official driver's license, the driver may also present a comparable training certificate proving that he or she is suitable and sufficiently qualified to drive vehicles of the respective class safely in road traffic. The training certificate shall consist of the documents and evidence required in accordance with paragraphs 2 to 4. The issuance of the FDG driving permit requires in any case that the driver is in possession of the class B or 3 driver's license, even if it is not a motor vehicle (for example, bicycles and the like).

A person is qualified to drive a motor vehicle if he or she has completed training at a training company known and recognized as reliable and has received proof from the company that he or she is qualified to drive a motor vehicle of the relevant class on the airport premises after passing a theoretical and practical driving test. Only those who hold the driving instructor's license required by the Driving Instructor Act may be considered as training companies.

The training institute must provide the guarantee that drivers are taught the necessary theoretical knowledge and practical skills during the training that would also be required according to the legal regulations in order to obtain the official driver's license for the respective class. A waiver of the statutory training requirements is only permissible insofar as the knowledge or skills are not generally required for traffic on the airport premises (e.g. highway driving).

The driver must document his suitability for driving the respective vehicle class by means of a medical examination in accordance with Annex 5 No. 1 of the Driving License Ordinance. Admission to passenger transport also requires proof of compliance with the special requirements in accordance with Annex 5 No. 2 of the Driving License Ordinance (ability to cope with stress, orientation, concentration, attention and reaction) by means of an occupational or company medical report prepared in accordance with the principles set out in Annex 15 of the Driving License Ordinance or a report from a recognized assessment agency. The comparable training certificate loses its validity if the driver does not prove his suitability again within the legal periods provided for the respective vehicle class.

In all other respects, the statutory provisions governing the issuance and denial of driving licenses apply accordingly. This applies in particular to age limits, time limits and the classification of driving license classes and their respective transferability to other vehicle types.

The responsibility for adequate training and verification of a driver's suitability to drive a particular class of vehicle rests with the company employing the driver.

The responsibility of the respective companies for sufficient qualification of the employees lies in particular in ensuring that knowledge about the assigned vehicles and equipment, procedures and safety requirements which exceeds the training programs of FDG and is indispensable for the specific activity is imparted.

The FDG driving permit does not replace the "Apron License" to enter the apron with a vehicle, but is personal and non-transferable. Transfer to third parties is not permitted.

The FDG driving permit can only be applied for in conjunction with the application for an Airport ID Card, unless the Airport ID Card already exists. In both cases, the „V“ for „apron authorization“ must have been issued.

It is prohibited to make changes of any kind to the FDG driver's license. A driver's license that has not been modified by FDG is invalid.

Z4 Validity

The relevant provisions of the Road Traffic Regulations, the Accident Prevention and Safety Regulations, the Airport User Regulations of FDG and the Traffic and Safety Regulations for the non-public area apply.

FDG does not assume any responsibility by issuing a driving permit. In particular, the company employing the driver is obliged to ensure, in accordance with the applicable regulations, that the driver has received instruction for the vehicle or is in possession of a valid official driver's license or a comparable training certificate. In the case of ground service equipment or similar vehicles that are not publicly licensed, FDG may require proof that the required knowledge has been imparted in accordance with the regulations.

The FDG driving permit can be issued in each case with a temporary validity of a maximum of 5 years. After expiry of the validity, the FDG driver's license must be returned to the issuing office within 2 working days at the latest without being requested to do so. Upon application, the license may be issued again, provided that the necessary requirements according to Z6 are met, that there are no violations according to Z8 and Annex 4 of the AUR which would otherwise lead to the rejection of the application, and that the applicant is in possession of a valid Airport ID Card and an official driver's license.

The FDG driving permit also automatically loses its validity if the official driver's license has been revoked or is no longer valid, the comparable training certificate loses its validity or a device-specific instruction is carried out. The same applies if the training courses and instructions, especially on the subject of ramp safety, have not been carried out within the specified time or the corresponding knowledge has not been proven successfully. In these cases, FDG must be informed of the facts in writing without delay and the driver's license must be returned to the issuing office within 2 working days without being requested to do so.

Drivers who are no longer assigned to drive vehicles due to their activity or who leave the company must return the FDG driver's license to the issuing office without being asked and within 2 working days.

In the event of a change of company, which goes hand in hand with the exchange of the Airport ID Card, the FDG driving permit must be rewritten to the new company, if there is still a need to drive vehicles in the apron area.

Z5 Entry Control

The FDG issued driver's license must be carried at all times and must be presented without being asked at the entry or security checkpoints for (if necessary, electronic) verification of validity. Non-valid FDG driver's licenses will be confiscated and returned to the FDG issuing office. Entry into the non-public area without a valid FDG driving permit is to be denied by the security personnel at the entry point and as a consequence excluded without the assistance of the pilot service. In addition, the FDG driver's license must be presented to authorized supervisor personnel upon request.

Z6 Training and Certificates of Knowledge and Proficiency

Z6a Entry prerequisites

In order to be authorized to enter the security restricted area, „apron“, a theoretical classroom training course (Ramp-Safety-Initial-Training) must be conducted by FDG for a fee, in which the application of the traffic and safety regulations is covered.

Sufficient knowledge of the German language is absolutely necessary for participation in the training. If required, separate training sessions in English can be arranged. The knowledge and ability to apply the Traffic and Safety Regulations must be successfully demonstrated in accordance with the standard specifications of FDG (Test-A). Without successful proof of knowledge, participation in the Ramp Safety Training cannot be certified.

The knowledge must be refreshed **before the expiration of 24 months** by participating in a **recurrent training**, which is offered by FDG as web training for a fee. Alternatively, the initial Ramp Safety Training can be attended again. If training courses are repeated within the last 3 months before the actual end of validity, the new validity period begins at the end of the validity of the previous training course.

If regular activity in the apron area is **interrupted for more than 3 and up to 12 months, participation in at least one refresher training course is required before resumption. This course is available in condensed form as Read and Sign on the FDG web training portal. The respective company for which the person in question works is responsible for compliance with these requirements.** This refresher training does not affect the general validity of the Ramp Safety Training of 24 months.

In the event of an **interruption of activity of more than 12 months, it is mandatory to attend another Ramp-Safety-Initial-Training in classroom form before resuming activity.** FDG reserves the right to **deny or block access authorizations to security restricted areas and thus to Airport ID cards if the required training courses have not been completed in due time** or if certificates of proficiency have not been successfully passed.

Z6b Prerequisites for independent travel

In addition, a FDG driving permit will only be issued in conjunction with a training program to be conducted exclusively by FDG. The driver has to familiarize himself with the relevant regulations, in particular with the Traffic and Safety Regulations. **This knowledge is standardized and subject to a charge and needs to be proven in a learning objective exam (Test-B) before the start of the practical driving training,** whereby a second attempt of this proof can be made in case of failure. After two unsuccessful attempts, a new participation in a Ramp-Safety-Initial-Training is required. If successful, the driving training will be carried out, including both theory and practical training, and will end with an individual examination, whereby the driver must prove that he can move safely in internal traffic in accordance with the regulations.

FDG does not guarantee the success of the training. If the required proof cannot be provided, the test drive can be repeated for a fee.

The proof of theoretical knowledge provided as a prerequisite for this from the learning objective exam **(Test-B) can be used for this purpose for a maximum of 6 months.**

If there is no prospect of success with the qualification despite proof of theoretical knowledge or repeated test drives, FDG can refuse to continue the measure and deny the driving permit.

Before starting the training drive as part of the practical part, the valid official driver's license or a comparable training certificate, the proof of the successful learning objective exam (Test-B) as well as the valid Airport ID card (no day pass or visitor ID cards) must be shown to the trainer.

If these cannot be presented, the training measure cannot be carried out. If conditions restrict the official driver's license (e.g. wearing a visual aid or similar), the trip cannot be started if the respective condition cannot be fulfilled by the required measure. In these cases, the provision of the training service is subject to a fee.

The training is carried out by qualified FDG specialist personnel for a fee. The temporal separation between theoretical Ramp-Safety-Training and practical driving training is possible in principle. If the practical part is to be completed separately, the participation in the theory must have already taken place and may not be longer than 6 months ago.

Sufficient knowledge of the German language is absolutely necessary for the participation in the training. If required, separate training sessions in English can be arranged. If the language skills required for a safe and goal-oriented implementation of the training courses are insufficient, **FDG may refuse to provide the training.** The fees shall also be based on the applicable List of Services.

The practical qualification for the acquisition of a comparable training certificate within the meaning of No. 3 Para. 1 may take place on the airport premises. The training company must guarantee that there is no danger to other road users and passengers during the training runs.

Z7 Background Knowledge / Previous Experience



FDG driving permits are documented with the FDG driver's license, which is only valid in the current check card format.

Retired employees who had access to the apron during their employment and performed driving activities and who reapply for an Airport ID card with authorization V=apron or a FDG driver's license will be reissued without training and test drive, provided that the interruption of the activity does not exceed 1 year and all specifications regarding the training periods according to Z6a/b are fulfilled.

Knowledge acquired in training courses at other commercial airports will not be recognized.

Z8 Measures

Violations of the traffic and safety regulations may be punished. Depending on the severity of the violation and its relevance to the safety of flight operations, FDG may issue warnings, order the obligation to participate in follow-up trainings or acceptance runs at a charge, or temporary or, under certain circumstances, permanent revocation of the FDG driving permit. FDG is entitled to charge the employing company for the increased administrative effort. Registration for additional training must be made within 14 days of the order. In the event of failure to comply with this deadline, FDG may revoke an issued driving permit. If there is a justified assumption that the violation can be linked to a lack of suitability for driving vehicles, FDG is entitled to demand a certificate of an occupational medical examination in accordance with G25 before deciding on the (further) internal driver's license. Further measures are regulated in Annex 4 of the AUR.

Z9 Application Procedure

After applying for the issuance of an Airport ID card at the FDG ID Office, the following must be applied for or registered for, if applicable, if access or driving authorization (authorization V=Vorfeld) is required:

Instruction in the Traffic and Safety Regulations (Ramp Safety Training):

Required to be admitted to enter the non-public area. Initial participation is in classroom training. Follow-up sessions can also be taken as web training (see Z6a/b). Knowledge and proficiency must be proven (Test-A).

Certificate of Knowledge and Proficiency (Test-B)

Successfully demonstrated theoretical knowledge is a prerequisite for participation in the practical driver training.

Active driving training and test drive, individual training with familiarization with the localities, conscious handling of danger spots:

Required in order to be permitted to drive in the non-public area with vehicles. Proof of a valid Ramp Safety Certificate is prerequisite.

Issuance of the FDG driver's license (certification/approval):

Required for identification as an authorized driver in the non-public area and for legitimation during entry control, among other things. The training and driving test is required. Lost documents are to be charged in accordance with the same fee. Applications will be forwarded to Flughafen Düsseldorf GmbH, Licensing and Certification Office. If a comparable training certificate for the respective class of the vehicle to be driven serves as a basis, this must be enclosed with the application. From here, the applicant will be contacted by telephone to arrange an appointment. In the event of failure to keep the appointment or cancellations not received by 12 noon on the working day preceding the appointment (Monday - Friday) at the latest, the full participation fee will be charged. After a successful training and test drive, the FDG driver's license is usually handed over immediately.

FDG driver's licenses can, in principle, be handed over only upon presentation of the official driver's license and the Airport ID.

Z10 Exceptions

Participants of public institutions are exempt from the obligation to pay for instruction. This exemption does not refer to the fact that for the authorization to enter and drive in the non-public area at least the instruction in the „Traffic and Safety Regulations“ is also obligatory for this target group.

Z11 Charges

The charges are set out in the applicable List of Services.

Z12 Driving Permit – Variants

The FDG driving permit is documented by the FDG driver's license card. Furthermore a “FDG driver's license for special vehicles” is exclusively issued to drivers who drive special vehicles in the security area and who are employed with the FDG or a company with a special duty in respect of care and supervision. Holders of an “FDG driver's license for special vehicles” may only drive and operate vehicles for which the relevant approval exists and is entered in the “FDG driver's license for special vehicles”.

Employees of companies that provide ground handling services may only be appointed by the respective company to operate or steer GSE (i.e. ground support equipment), industrial trucks or any similar type of vehicle, if they have been certified by the airport operator in accordance with the requirements of the BADV or the specification sheet DUS separately for each type of vehicle. On the apron these employees are bound to carry a proof of all certifications given by the airport operator and to keep it ready for control as of 1 Jan. 2013. Special attention is to be paid to the employer's responsibility to comply with the provisions of the mutual indemnity associations.

Z13 Multiple Employment Situations

Each driver can only obtain one FDG driving permit. In the case of employment relationships with several companies, the FDG driving permit is only valid for journeys that are necessary for the official business of the applying company. An extension of the FDG driving permit for the apron (without special roles such as taxiway, pilot, etc.) to official business for companies other than the one printed on it is possible and must be applied for in writing to FDG by the first company involved.

Z14 Loss of the FDG Driver's License

In the event of loss of the FDG driver's license, a report of the loss must be submitted to the issuing office within 2 working days of becoming aware of the loss, on the basis of which a duplicate can then be issued at a charge. Outside normal business hours, it is possible to obtain a valid driver's license for a period of up to 2 working days by presenting a valid official driver's license at the Duty Traffic Management Office.

Z15 Effectiveness

The amendment to the Licensing Regulations will come into effect on 1.7.2022. All previous regulations in this regard and any transitional regulations shall cease to apply when the new approval rules take effect on 1.7.2022.



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Traffic and Licensing Regulations

for traffic participants of the Restricted
Area of the Airport Grounds

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