

IMPORTANT NOTICE FOR ALL DRIVERS OF VIP VEHICLES

PLEASE:

1. Once Airside, drive directly to the Suite and report to the Duty Special Facilities Officer (SFO) upon arrival; **DO NOT deviate from the route signposted.**
2. Move your car to an authorised parking bay after leaving your passengers at the Suite entrance - do not park immediately in front of the Suite, you may obstruct imminent movements.
3. Wait in Driver's Room or in your vehicle until called - do not wander off.
4. Be ready when called to board or meet flights.
5. On your way to and from the Aircraft Stand, follow and park behind the lead car or as directed by the SFO.
6. **If you lose sight of lead car or are unsure of your whereabouts STOP!** The SFO will come to you and direct you.
7. **When on the Aircraft Stand DO NOT GET OUT OF YOUR CAR,** unless directed to do so by the SFO. Always wait for the lead car to take you from the Aircraft Stand back to the Suite.
8. Never exceed the speed limit specified, which is between 5mph and 20 mph, depending on your location.
9. **NEVER drive over the double white line at the back of the Aircraft Stand, beyond this is a live taxiway - you will be endangering lives.**
10. Once at the Suite **DO NOT DRIVE ANYWHERE AIRSIDE WITHOUT A LEAD VEHICLE;** unless given specific clearance to do so by the SFO. When leaving the Suite to go Landside, follow the signage very attentively.
11. Remember Airside is a **NO SMOKING** area, there is no smoking allowed in the Suite, as directed by the FCO.
12. Read the Airside regulation poster and any other information displayed in the Drivers' Room.
13. Always carry some form of identity, ie a driver's licence or passport.

Thank you

Anita Newcourt, Special Facilities Manager

Attachment "D" of GN