

APPLICATION FOR DRIVING PERMIT TO BILLUND AIRPORT A/S

Regulations for driving permits

According to Regulation (EU) 139/2014, Annex IV – Part-ADR.OPS.B.024, Billund Airport A/S is required to issue a driving permit to anyone who may have an operational need to drive within the airport's restricted area in a vehicle.

Operational need

A driving permit can only be issued if there is an operational need.

The operational need is assessed by Billund Airport's Training Department. The application for a driving permit to Billund Airport is sent to id-kort@bll.dk (see bottom of this document).

Driving course

Users of the driving permit must have passed a theoretical and practical driving course before being allowed to drive in the airport's restricted area.

The theoretical part is completed and must be passed with 75% correct answers via www.e-bll.dk (*Driving course Awareness*). The practical driving course can be ordered at the Marshaller Service via e-mail: marshal@bll.dk

The required theoretical course is valid for 3 months before the practical part of the driving course must be completed.

Access

The Traffic Act applies to Billund Airport's restricted area (airside).

The driver education at Billund Airport has been developed to ensure that employees are able to drive airside in a safe manner without compromising flight safety or their own safety.

The driver education at Billund Airport is graduated in relation to the official needs the employee may have in relation to the performance of their work.

When a given driving course has been passed (theoretical and practical), the graduated drivers permission will appear on the employee's ID-card with the designation K0, K1, K2 or K3. A given permission will always include the underlying categories. K3 thus gives permission for official driving everywhere airside.

Price

See the prices for a driving permit at www.bll.dk (*Business to Business*).

Expiry date and renewal

A driving permit is valid for 2 years from the date of issue and requires renewal in the form of recurrent training, which is graduated in relation to the scope of the permit.

Abuse, expiry and changed operational needs of driving permits

The driving permit will be revoked immediately by Billund Airport if

- Billund Airport requests this
- negligent driving when using the driving permit in question
- the user no longer has an operational need for access to the airport's restricted areas or
- the driving permit has expired.

The employees are obliged to inform if they no longer holds a valid driver's license for the required category of vehicle or considers that the level of competence in question is not sufficient, e.g. due to lack of routine in driving within the airport's restricted area.

Billund Airport

Expedition time

An e-mail will be sent to the ID-card responsible after the approval process has been completed, and thus also instructions on how to start the online theoretical driving course and the following contact with the Marshaller Service for the practical driving.

Application (TO BE COMPLETED BY THE ID-CARD RESPONSIBLE)

1. Purpose

Brief description of the official errand and desired driving permit category (K0, K1 or K2).

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2. Operational need

How often must the driving permit be used and is it only for a limited period.

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3. Language (tick the box)

Danish

English

4. Information about the employee who will be using the driving permit

Full name:

Date of birth:

Billund ID-card number (if known):

5. Driving permit ordered by (TO BE COMPLETED BY THE ID-CARD RESPONSIBLE)

Company name and CVR number:

Name of ID-card responsible:

Telephone number of ID-card responsible:

Date:

SENDING AUTOMATIC TO ID-kort@bll.dk