

Application for airport driving licence

Received by ID service, security service centre

Please either complete the application form using a computer or in block capitals so that it can be read easily.

Printed applications will only be accepted if printed on both sides of the paper.

If this is the first time you have applied, you will be required to take part in mandatory theory and practical training courses.³

1. Applicant information

Surname, first name

Date of birth

Street/house number

Valid EU driving licence presented

yes

no

Postcode/city

2. Information about the applicant's employer

Company/authority

Division/organisational unit ¹

/

Street/house number

Email address

Postcode/city

Phone

3. Airport driving licence information

Application for airport site:

SXF/BER

TXL

Requested validity (DD / MM / YYYY) ²

/ /

Type of application

First application

Application to replace lost licence

Change of name

Renewal

Change of company

Airport

If you chose "First application" as the type of application, please complete section 4; otherwise go straight to section 5.

4. Information about the theory training course ³

Please select the type of training wanted: (select one box only)

Online training and theory test at the driving licence centre

Face-to-face training (in German) with theory test at the driving licence centre (approx. 6 hours)

Face-to-face training (in English) with theory test at the driving licence centre (approx. 6 hours)

1) Only applies to employees of the airport operator FBB and its subsidiaries

2) The date until which the airport driving licence is valid is linked to the length of time the airport pass is valid. Please see the notes in section 8.

3) Please see the notes in section 8. You will find information about the types of training listed and about appointments at the driving licence centre.

5. Detailed explanation as to why you need an airport driving licence

6. Declaration by the applicant

I declare that I have read and understood the **Aerodrome Manual EDDB** (Berlin Schönefeld - SXF) and **EDDT** (Berlin Tegel - TXL) and that I have read and understood chapter E.8 "Traffic and Approval Rules" in particular. I have also read and understood the **General Terms and Conditions for Training and Testing to Obtain an Airport Driving Licence**. Both documents are attached to this application form. I affirm that I have provided the information above truthfully and completely and to the best of my knowledge and belief.

By signing below, I confirm that I have read and understood the general information and the privacy notices. I consent to the processing of my personal data. I can withdraw my consent at any time with immediate effect. If I withdraw my consent, I will no longer be authorised to use my ID card or to enter protected areas of the airport.

7. Signatures

Applicant

Date/ Signature

Verification for external companies ⁴

Date/ Signature/ Stamp

Verification ID service / Security service centre

- rejected
 approved

Date/ Signature

SXF /BER airport driving licence received

Date/ Signature

Applying Company/authority supporting the application

Date/ Signature / Stamp

Payment by:

- Invoice ⁵
 Cash payment

Date/ Signature/ Stamp (Company/authority)

Aviation approval

- rejected
 approved

Date/ Signature

TXL airport driving licence received

Date/ Signature

4) For external companies that are not based at the airport, verification from the employer at the airport is required.

5) Invoicing is only an option for companies/authorities based at the airport.

8. Notes

From 2019, the procedure for obtaining an airport driving licence at Berlin's Schönefeld and Tegel airports will be updated. From this point onwards, the airport driving licence will only be issued for all first applications, i.e. new applications, if the applicant has successfully completed theory and practice training courses. Any questions about the new procedure should be addressed to the FBB driving licence centre. Contact details can be found in the general information below.

All previously issued driving licence authorisations will remain valid and can be renewed according to the current procedure.

General

The airport driving licence will only be issued if the applicant:

- possesses a valid airport ID card for areas that are not generally accessible to the public, i.e. restricted areas.
- possesses a valid class A, B or higher EU driving licence.

The airport driving licence is linked to the length of time the airport ID card is valid. Once the background check has expired (in accordance with section 7 LuftSiG [Act on the Reorganisation of Aviation Security Tasks]) you will need to re-apply for your airport driving licence.

Completed applications must be submitted in person to the ID service at the security service centre. Illegible or incomplete applications or applications made without sufficient justification will not be processed. Postal applications are not permitted. Fees will be charged for issuing airport driving licences, in accordance with Berlin Brandenburg Airport's fee schedule.

The provisions of the EDDB and EDDT airfield manual shall apply (for Berlin Schönefeld and Berlin Tegel airfields).

Notes on the current procedure (for renewal of airport driving licences, for example)

The applicant will be given login details for online training and the theory text by the ID service at the security service centre. The online training and the theory test can be completed on any internet-enabled PC. The theory test can be re-taken on up to three occasions. Upon successful completion of the theory test, the applicant will receive an airport driving licence (this will be denoted by the letters "FF" printed on the front of the security ID card).

Information for all airport driving licences - new / first applications

In order to obtain an airport driving licence, the applicant must take part in theory and practical training courses in person.

1. Theory training course

For the theory training course, the applicant can choose to complete online training (studying on any internet-enabled PC, for example) or attend face-to-face training (learning content taught by a trainer in the training room). The fees in the fee schedule shall apply.

2. Supervised theory test

Irrespective of the type of training undertaken, the knowledge acquired must be demonstrated in a theory test. This will take place under the supervision of an FBB employee in the driving licence centre at the Schönefeld site.

3. Practical training course

After successfully completing the theory training course (theory test successfully completed), the applicant will be required to take part in a practical training course at the airport site requested. As well as a briefing on the topographical features of the site given by an FBB trainer, the practical course will also consist of an unassisted driving / orientation trip (accompanied driving along a specified route) by the applicant. This training course will conclude with a practical test.

The following periods of time need to be planned for the training modules:

- Online training: depends on the time taken by each individual
- Supervised theory test up to 60 minutes
- Face-to-face training, incl. theory test: approx. 6 hours
- Orientation trip per site: approx. 2 hours

Information about data protection

The provisions of the Federal Data Protection Act, Section 28 (1), item 2 apply. The data will be saved and processed solely for recording in the computer system of the ID Service at Berlin Brandenburg Airport and are inaccessible to third parties.

General information about the driving licence centre

Address and availability

Am Harder 1 (Wiesenweg / L 75), 12529 Schönefeld, building 3800, level 3, room 3.39
(52°21'27.5"N 13°28'46.4"E)

Availability (by phone during office hours only) Phone: (030) 6091-10034
Email: fuehrerschein@berlin-airport.de

Opening hours

Mondays to Thursdays from 8 am to midday and from 1 pm to 3 pm
Fridays from 8 am to midday
The driving licence centre is closed on Sundays and public holidays

Test and training times

In order to obtain an airport driving licence, the applicant must take part in theory and practical training modules in person at the times below. For the practical training a prior arrangement is necessary.

Theory test

only at the driving licence centre at Berlin Schönefeld airport, building 3800, level 3, room 3.39
at the opening hours below, without prior arrangement

Orientation trips and practice tests

SXF - driving licence centre at Berlin Schönefeld airport, building 3800, level 3, room 3.39
Mondays and Wednesdays at 9 am and 1 pm

TXL – Berlin-Tegel airport, “Airberlin” training room, building Z3N, level 0
Tuesdays and Thursdays at 9 am and 1 pm

Face-to-face training

SXF - driving licence centre at Berlin Schönefeld airport, building 3800, level 3, room 3.39
on the 4th thursday of every month

TXL – Berlin-Tegel airport, “Airberlin” training room, building Z3N, level 0
on the 2nd thursday of every month

General Terms and Conditions for Training and Testing to Obtain an Airport Driving Licence

In accordance with chapter E.8 - "Traffic and Approval Rules" of the Schönefeld and Tegel airfield manual for Flughafen Berlin Brandenburg GmbH, there are specific requirements for driving in areas that are not generally accessible to the public, i.e. restricted areas.

The applicant must have successfully completed the current training programme for the airport driving licence (for new applicants, training plus orientation trip) in accordance with chapter B.9 - "Training and Qualification Programme".

Requirements for participation in training and test for an airport driving licence

- Possession of a valid airport ID card for areas that are not generally accessible to the public, i.e. restricted areas
- Possession of a valid class B or higher EU driving licence
- Proof of the need to drive vehicles in areas that are not generally accessible to the public, i.e. restricted areas
- Participants must be at least 18 years old.

Cancelling/rearranging an appointment/failure to attend/late attendance

If you need to cancel or rearrange a booked appointment, you must send an email to fuehrerschein@berlin-airport.de.

Booked appointments may be rearranged up to a week in advance.

If a booked appointment is cancelled up to one week before it is due to start, you will be expected to pay 50% of the cost.

Cancellation of a booked appointment less than one week before the start, failure to attend an appointment and late arrival at an appointment will be subject to a charge of 100% of the cost.

The Flughafen Berlin Brandenburg GmbH driving licence centre reserves the right to cancel or postpone an appointment for reasons beyond its control.

Insurance/liability

Flughafen Berlin Brandenburg GmbH cannot guarantee success in the training modules or the test. Participants will have insurance coverage for any culpable damage they cause as part of Flughafen Berlin Brandenburg GmbH's fleet vehicle insurance.

There exists motor vehicle liability insurance within the meaning of compulsory motor vehicle insurance in accordance with PflVG [German act on mandatory motor vehicle insurance]. The sum insured for the motor vehicle liability insurance amounts to a total of €100 million for personal injury, property damage and financial loss, and a maximum of €15 million per injured person for personal injuries.

The trainer's instructions must be followed. Failure to follow instructions may result in exclusion from the course.

Fee

Fees will be charged for issuing airport driving licences, in accordance with Berlin Brandenburg Airport's fee schedule.