

Airport Traffic Directives

Airside Vehicle Operators Permit (AVOP)

Airside Vehicle Identification Program (AVIP)

Date: Feb 10 2023

Version: 4.1

Document Control

Version	Date	Changes	Prepared By	Approved By
1.0		Original Transport Canada Document	TCCA	
2.0	1 November 2015	Document Development	G. Colwell	Helen Oel
2.1	12 November 2015	Updated Renewal Periods	G. Colwell	Helen Oel
2.2	9 December 2015	Addition of Enforcement Chapter	G. Colwell	Helen Oel
2.3	15 January 2016	Spelling Corrections and abbreviation corrections	G. Colwell	Helen Oel
2.4	21 January 2016	Addition of Light Signals and Flashing runway lights Picture & Verbiage	G. Colwell	Helen Oel
2.5	26 January 2016	Update of Apron Intersection Lights and updated road hold position image	G. Colwell	Helen Oel
2.6	26 January 2016	Addition of Sample AVOP Knowledge Questions (Appendix C)	G. Colwell	Helen Oel
2.7	28 January 2016	Addition of Appendix B - Radiotelephone Procedures	G. Colwell	Helen Oel
2.8	25 July 2016	Misc. spelling and grammatical corrections	G. Colwell	Helen Oel
2.9	1 February 2017	<ul style="list-style-type: none"> Updated AVOP DA & D Maps added Section 2.4 – 25 DA and 35 AVOP test questions Section 4.3.8 – New procedure for driving behind aircraft with engines running Section 5.7 – New Note box for exemption for safety vests Section 5.8 – New wording for seat belt usage Section 7 – Addition of Non Passenger Screening – Vehicles (NPSv) Amended Response and Compliance Officers to “BBTCA Enforcement Officers” 	G. Colwell	Helen Oel
3.0	1 October 2017	<ul style="list-style-type: none"> Re-naming to “Sections” and new numbering nomenclature Addition of Terminal Upgrade Diagram Updated Field Map Appendix A - More detailed list of AVOP infractions and penalties 	G. Colwell	M. Karsseboom

Version	Date	Changes	Prepared By	Approved By
3.1	12 June 2018	<ul style="list-style-type: none"> • Addition of “feathered prop” picture for clarification • Grammatical corrections and formatting • Renumbering Nomenclature • Revised DA AVOP Map 	G. Colwell	M. Karsseboom
3.2	3 August 2018	<ul style="list-style-type: none"> • Addition of new wording for Seat Belt usage & Revised DA Practice Exam 	G. Colwell	M. Karsseboom
3.3	21 August 2018	<ul style="list-style-type: none"> • New NPSv Screening Point, New CRA Line 	G. Colwell	M. Karsseboom
3.3.1	19 September 2018	<ul style="list-style-type: none"> • Addition of Apron Side stripe markings and connecting corridor verbiage and pictures 	G. Colwell	M. Karsseboom
4.0	28 July 2020	<ul style="list-style-type: none"> • Reorganization of document, removal of duplication, updated pictures • Addition of definitions • Addition of GA • Change to PDL requirements • Administrative fees and testing requirements updated • Change Enforcement Officers to Enforcement Personnel • AVOP Renewals and transfers • AVIP insurance requirements • Change infractions to violation • Minor change to vehicle corridors use and apron speed limits • Updated maps • Enhanced radio communication section • Update of sample test questions 	H. Campbell	H. Campbell
4.1	10 Feb 2023	<ul style="list-style-type: none"> • Update to program ownership and administration • Minor corrections 	H. Campbell	C. Pearce

Note: this document is on a two year review cycle.

Table of Contents

1 Interpretation.....	10
1.1 Application	10
1.2 Definitions.....	10
2 AVOP Administration	14
2.1 Introduction	14
2.2 Driver Responsibilities	14
2.3 Employer Responsibilities	15
2.4 Driver’s Licence Requirements.....	15
2.4.1 Ontario Residents.....	15
2.4.2 Out of Province Residence	15
2.4.3 Driver’s Licence Suspension	16
2.5 Applying for an AVOP	16
2.6 AVOP Types	16
2.7 Application Requirements	16
2.8 Training.....	17
2.9 Testing	17
2.9.1 Written Test	17
2.9.2 Rewriting the Written Test	17
2.9.3 Practical Test	18
2.9.4 Retaking the Practical Test.....	18
2.9.5 Scheduling a Test.....	18
2.9.6 Testing Vehicle Requirements.....	19
2.10 Renewing an AVOP.....	19
2.10.1 DA and GA Renewal.....	19
2.10.2 D Renewal	19
2.10.3 Lapsed AVOPs.....	20
2.10.4 Change of Employer	20

3	AVIP Administration	21
3.1	Introduction	21
3.2	Vehicle Requirements	21
3.2.1	Vehicle Insurance.....	21
3.2.2	Vehicle Markers.....	21
3.2.3	Lighting.....	22
3.2.4	Markings on Towed Equipment.....	23
3.2.5	Seat Belts.....	24
3.3	Radio Requirements.....	24
3.3.1	Call Signs	24
4	Enforcement, Violations and Appeals	25
4.1	Enforcement Personnel	25
4.2	Authorities of Enforcement Personnel	25
4.3	Presenting an AVOP and Other Documents.....	26
4.4	Driving Without an AVOP	26
4.5	Driving With an Expired AVOP	26
4.6	Driving With a Suspended or Revoked AVOP	27
4.7	Demerit Points	27
4.8	Appeals.....	28
4.9	Drivers Licence Suspension and Limitations	28
4.10	Safety Performance and Program Quality Assurance.....	29
5	Safety Requirements	30

5.1	Introduction	30
5.2	Smoking and Vaping	30
5.3	Drugs and Alcohol	30
5.4	Distracted Driving	31
5.5	Accidents and Incidents	31
5.6	Accident and Incident Scene Compliance	31
5.7	Emergency Scenes	32
5.8	Pedestrians	32
5.9	Seat Belts	32
6	Hazards and Special Operations	33
6.1	Spills	33
6.2	Foreign Object Debris (FOD)	33
6.3	Reduced Visibility	33
6.4	Lightning	34
6.5	Snow Removal Operations	34
7	Non-Passenger Screening – Vehicles (NPSv).....	35
7.1	NPSv and the Critical Restricted Area	35
7.2	Failure to Comply with Regulations and Directives.....	35
7.3	Exemptions	35
7.4	NPSv Process.....	35
7.5	Vehicles Unable to Comply with Screening Requirements	36
8	DA and GA AVOPS.....	37
8.1	Introduction	37
8.2	Apron Pavement Markings	37
	8.2.1 Vehicle, Equipment and Pedestrian Markings	38
	8.2.2 Aircraft Markings.....	40

8.3 Apron Lighting.....	41
8.4 Speed Limits.....	41
8.5 Vehicle Corridors.....	42
8.6 Driving Outside Vehicle Corridors	43
8.7 Prohibited Areas.....	43
8.8 Right-of-way	43
8.9 Aircraft Cut-offs	44
8.10 Responding Emergency Vehicles.....	44
8.11 Operating in the Vicinity of an Aircraft.....	44
8.12 Departing Aircraft	45
8.13 Arriving Aircraft	45
8.14 Fueling	45
8.15 Towing Equipment and Loads	46
8.16 Escorted Vehicles	46
8.17 On Gate Idle Runs	46
8.18 Cables and Hoses	47
8.19 Vehicle and Equipment Parking	47
9 D AVOP	48

9.1	Manoeuvring Area	48
9.2	Manoeuvring Area Pavement Markings.....	48
9.3	Airside Lighting	50
9.4	Signs	51
9.5	Holding Positions	52
9.6	Driving on Runways	52
9.7	Driving on Taxiways.....	52
9.8	Holding Short	53
9.9	Grass Areas	53
9.10	Radio Failure	53
9.11	Equipment Failure	54
9.12	Catastrophic Failure	54
9.13	Driver Disorientation.....	54
10	Radiotelephone Procedures.....	55
10.1	Introduction	55
10.2	Radio Operation	55
	10.2.1 Using Call Signs.....	55
	10.2.2 Radio Volume.....	55

10.3 Contacting Air Traffic Control.....	55
10.4 Crossing a Runway.....	56
10.5 Calling Off the Runway	56
10.6 Calling Established	57
10.7 Runway Safety	57
10.8 Radio Communications Procedures.....	58
10.9 ATC/Driver Radio Communication	59
10.10 Mandatory Frequency Communication	61
10.11 Phonetic Alphabet.....	62
10.12 Terminology.....	63
Appendix A - Important Numbers and Frequencies.....	65
A.1 Radio Frequencies.....	65
A.2 Phone Numbers.....	65
Appendix B - Demerit Point System.....	66
B.1 Minor Violation	66
B.2 Major Violations	67
Appendix C – AVOP Maps	68
C.1 D Map.....	68
C.2 DA and GA Map.....	69
Appendix D – Knowledge Verification Sample Questions	70
D.1 DA / GA Sample Questions.....	70
D.2 D Sample Questions	72

1 Interpretation

The following Airport Traffic Directives (ATDs) have been created and developed to establish appropriate standards and rules of conduct for all persons and vehicles operating within restricted areas at Billy Bishop Toronto City Airport (BBTCA). PortsToronto as the airport operator, reserves the right to develop, amend and enforce the ATDs at BBTCA. Where there is a discrepancy between these directive and an act, law or regulation the appropriate legislation supersedes these directives.

1.1 Application

These Airport Traffic Directives have been written in accordance with Article 7.1 of the Toronto Port Authority Letters Patent and will be administered in accordance with all applicable laws and regulations, including but not limited to:

- Aerodrome Standards and Recommended Practices TP312;
- Aeronautics Act;
- Airport Traffic Regulations;
- Billy Bishop Toronto City Airport Rules and Regulations;
- Canada Labour Code;
- Canadian Aviation Regulations;
- Criminal Code of Canada; and
- Highway Traffic Act.

1.2 Definitions

Aerodrome – any area used either in whole or in part for the arrival and departure, movement, or servicing of aircraft, including any related buildings, installations, and equipment.

Air Traffic Control (ATC) – service provided by NAV CANADA to control aircraft and vehicle movements in the Manoeuvring Area from 06:45-23:00 daily.

Airport – aerodrome in respect of which a Canadian aviation document, issued pursuant to the Aeronautics Act, is in force.

Airside – all areas inside the perimeter security fences of the airport, as defined in the Aerodrome Security Regulations.

Airside Escort – person authorized to escort persons and vehicles into the restricted and / or controlled areas of the airport.

Airside Traffic Directives (ATDs) – the directives set out in this manual, as amended or revised from time to time.

Airside Vehicle Operator's Permit (AVOP) – the authorization required to operate a vehicle within the airside area airport. The three types of AVOP at BBTCA are DA, GA and D.

Apron – the part of the airside area used for loading, unloading, refueling, servicing, maintenance and parking of aircraft, as well as for vehicle, passenger, and other pedestrian movement for such purposes. Aprons at BBTCA are uncontrolled.

Apron Traffic - means all aircraft, vehicles, pedestrians and equipment utilizing the apron area of the airport.

Controlled Area – an airside area that cannot be entered unless clearance has been obtained from ATC.

Controlled Taxiway – a taxiway under the control of ATC. Only vehicles operated by, or escorted by, the holder of a D AVOP may enter or cross a controlled taxiway. Obtaining clearance from ATC is mandatory prior to entering or crossing a controlled taxiway.

Critical Restricted Area – a designated area around the terminal building in which all persons are in possession of a RAIC and all persons and vehicles are required to have gone through screening to access.

Driver (Vehicle Operator) - means a person who is driving or is in actual physical control of a motor vehicle.

Enforcement Personnel – authorized PortsToronto employees / Security, or any other person appointed by PortsToronto for the enforcement of any part of these directives.

Foreign Object Debris/Damage (FOD) – any debris or litter that could cause harm to an aircraft either by striking the aircraft, acting as an obstruction, or being ingested in an engine. FOD may also be harmful to airside personnel, particularly when entrained by jet blast or prop wash. Examples of FOD are paper, plastic, nails, metal scraps, pallets, gravel, and mud. FOD is often brought airside on vehicle tires.

Glide Path (GP) – part of the Instrument Landing System that transmits a beam to the plane at right angles to the localizer beam at the ideal approach-path angle.

Ground Control – an ATC service provided by an airport controller to aircraft and vehicles to prevent collisions / conflicts on taxiways between aircraft and between aircraft and vehicles. Radio communication with Ground Control takes place on 121.7MHz

Instrument Landing System (ILS) – landing aid for aircraft that uses radio beacons on the ground (localizer and glide path) and instruments on the flight deck. The pilot can tell from the instruments how to manoeuvre to attain the correct approach to the runway.

Localizer (LOC) – part of the Instrument Landing System that sends out a vertical beam along the centreline of the runway and helps the pilot to remain lined up with the runway during an instrument approach.

Mandatory Frequency – the frequency on which all aircraft and vehicles must monitor and announce their intentions on before entering or using any runway or taxiway in order to ensure a safe operation during the period that ATC services are not provided. At BBTCA mandatory frequency is in effect 23:00-06:45 daily on 118.2MHz.

Manoeuvring Area - that part of an airport ordinarily used for the take-off and landing of aircraft and for the movement of aircraft associated with the take-off and landing, but does not include apron areas.

Movement Area – all controlled and uncontrolled areas of the aerodrome provided for the movement of aircraft, further broken down into the Apron and Manoeuvring Areas.

Operational Irregularity (Taxiway Incursion) – unauthorized entry onto a controlled taxiway.

Park - means the standing of a motor vehicle whether occupied or not, except for the purpose of and while actually engaged in loading or unloading passengers or goods.

Parking area - means a part of an airport property that is designated by a sign or by surface markings as an area for parking motor vehicles.

Pushback – procedure in which a tug moves an aircraft backward from an aircraft stand to its engine-start position.

Restricted Area – an area, normally designated by a security gate or sign, where entry is restricted to persons authorized by PortsToronto. All airside areas are restricted areas and individuals entering these areas must display a Restricted Area Identification Card or other document of entitlement or be accompanied by an airside escort.

Restricted Area Identification Card (RAIC) – a document issued by PortsToronto that entitles the holder to have access to a specific restricted area during a specified period. The RAIC must be displayed at all times when airside.

Runway – a defined path on the aerodrome used for the take-off and landing of aircraft, excluding helipads.

Road – a dedicated surface, excluding vehicle corridors on aprons and across taxiways and runways, on which vehicles are authorized to travel.

Runway Incursion – any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and take-off of aircraft.

Taxiway – defined path on the aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including taxilanes at aircraft stands, the pathway for the air, hover, or ground taxiing of helicopters.

Taxiway Incursion (Operational Irregularity) – unauthorized entry onto a controlled taxiway.

Uncontrolled Area – area in which vehicle movement is permitted without clearance from ATC.

Vehicle – a conveyance used to transport personnel and/or cargo. Examples include tugs, cars, trucks, vans, buses, and aircraft beaching gear.

Vehicle Corridor – part of the apron identified with painted lines in which vehicles are authorized to travel.

Vehicle Operator (Driver) - means a person who is driving or is in actual physical control of a motor vehicle.

2 AVOP Administration

2.1 Introduction

The Airside Vehicle Operators Permit (AVOP) Program establishes the standards by which vehicles operating at Billy Bishop Toronto City Airport must be operated.

The AVOP program is managed by the Director Airport Operations. The Pass Office processes all AVOP applications and issues permits.

Application forms and training material can be downloaded from the PortsToronto website at <https://www.portstoronto.com/airport/business-information/pass-control-office.aspx>

2.2 Driver Responsibilities

AVOP holders must comply with the Conditions of Issue BBTCA RAIC, Access Passes & AVOP.

AVOP holders shall also:

- Ensure that they are qualified and trained to operate the equipment they are using airside
- Be responsible for any equipment or vehicle they operate airside. Vehicles must be in sound mechanical condition and meet all safety and regulatory requirements as described in this document. Vehicle operators shall immediately report any vehicular malfunction or discrepancy to their supervisor
- Take immediate measures to remove the vehicle / equipment from service and / or repair the malfunction if and when a vehicle or piece of equipment becomes unserviceable
- When requested by PortsToronto Enforcement Personnel, AVOP holders must present the following documents:
 - A valid Document of Entitlement (DOE) - Restricted Area Identification Card (RAIC) for D and DA or another approved DOE for GA AVOPs
 - A valid AVOP permit
 - A valid Provincial Drivers Licence (PDL)

2.3 Employer Responsibilities

For the purposes of the AVOP Program, employers are defined as any airport tenants, contractors, support service companies, or government agencies employing personnel for delivery of services at BBTCA.

Where the delivery of these services requires employees to drive airside for the performance of job-related duties, it is the employer's responsibility to:

- Provide information about the AVOP Program to employees including where to find study material
- Ensures that employees:
 - Are in compliance with all Provincial Drivers Licence requirements and restrictions
 - Receive adequate airside driver training
 - Return AVOP permits to the Pass Office when an employee is no longer in the employ of their company, no longer is required to drive airside or has allowed their AVOP to lapse.

2.4 Driver's Licence Requirements

2.4.1 Ontario Residents

AVOP applicants and permit holders who are Ontario residents must possess a valid Ontario PDL. All restrictions and requirements imposed by Ontario's Graduated Licensing System must be observed by the PDL holders operating vehicles on any airside surfaces.

Ontario's Graduated Licensing System identifies three categories of licence G1, G2 and G. PortsToronto prohibits holders of G1 licences from driving airside.

The Ontario G2 licence is the minimum licence category to obtain an AVOP. Restrictions include:

- No air brakes
- Passenger restrictions
- Zero blood alcohol concentration

2.4.2 Out of Province Residence

Out of Province permit holders must have a valid Provincial or Territorial Drivers Licence for the Province or Territory in which they reside and which is deemed to be the equivalent of G or G2. For the purpose of this document where Provincial Drivers Licence is referenced it includes any provinces or territories.

2.4.3 Driver's Licence Suspension

Temporary suspension, permanent revocation, or expiration of a PDL invalidates an AVOP and must immediately be reported in writing to the Pass Office and the AVOP returned.

Failure to report a PDL suspension or expiration may result in AVOP suspension up to 30 days effective from the day the suspension is lifted or PDL renewed.

2.5 Applying for an AVOP

AVOP applicants must demonstrate both a need and a right to drive airside. PortsToronto confirms an applicant's need and right to drive airside by assessing the applicant's job related duties and the frequency of required airside access.

2.6 AVOP Types

At BBTCA there are 3 types of AVOP's. Each permit authorizes driving in the following specific areas of the airport:

DA: All apron areas

D: Movement Area including all controlled and uncontrolled areas – aprons, taxiways and runways

GA: Specific FBO Apron area where the AVOP holder is employed (may not be held by a RAIC holder)

2.7 Application Requirements

To obtain an AVOP applicants must:

- possess a valid RAIC (or for a GA another DOE for the FBO area of operation)
- possess a Driver's Licence in accordance with section 2.4
- complete the application for an AVOP
- pass both a written and practical test
- hold a Radiotelephone Restricted Operator's Certificate - Aeronautical (for D applicant's only)

If an applicant is employed by two or more employers at the airport, a separate AVOP application must be submitted for each employer.

2.8 Training

All new AVOP applicants must receive training by their respective employers. Training should consist of at least 12 hours of practical and theoretical. This training is conducted to prepare the applicant for:

- a written AVOP test
- a practical AVOP driving test

Any person with a valid RAIC or other document of entitlement and PDL may drive airside for the purposes of training **only** while accompanied by an individual with a valid AVOP appropriate to the training area.

The accompanying individual shall be **seated beside** the trainee in the **same vehicle** and assume all responsibility for the vehicle's operation.

D AVOP applicants shall have access to and sufficient practice on all radio frequencies used at BBTCA.

2.9 Testing

2.9.1 Written Test

Written tests are administered by PortsToronto and consist of questions relevant to the permit type. Question content is randomly selected from this document including site maps. The DA and GA test consists of 30 general questions plus the map and the D test consists of 45 questions plus the map. PortsToronto administers the written test and applicants must successfully complete the test with a minimum passing grade of 90% with no errors on map questions.

The applicant must successfully complete the written test prior to taking the practical test. Test administrators will review the exam with the applicant and advise of results.

2.9.2 Rewriting the Written Test

Applicants who fail to pass the written test may rewrite the test after a 7 day waiting period.

PortsToronto permits a third attempt at passing the written test after a one month waiting period and payment of an administrative fee as indicated on the [PortsToronto website](#). The applicant's supervisor must provide written details of the applicant's training to the Director Airport Operations before the applicant may rewrite a test for a third time.

PortsToronto reserves the right to deny AVOP privileges to an applicant who fails the written test three times.

2.9.3 Practical Test

The practical test must be completed within three months of successful completion of the written test. If the practical test is not administered within the three month period, the applicant must re-write the test. Practical tests are administered by PortsToronto or PortsToronto authorized examiners.

While the practical test for a D permit is being administered and provided the vehicle is stationary, applicants are permitted to have use of an AVOP site map and note pad.

2.9.4 Retaking the Practical Test

Individuals who do not successfully complete the practical test may retake it after 7 days. At the request of the Manager Airport Operational Communications and Security the applicant's supervisor must provide written verification detailing the applicant's training.

PortsToronto reserves the right to deny an applicant the option of taking the practical test a third time. If approved for a third practical test an administrative fee will be applied as indicated on the [PortsToronto website](#) and the applicant's supervisor must provide written details of the applicant's training to the Director Airport Operations before the applicant may be retested.

2.9.5 Scheduling a Test

To schedule a written test, applicants should book an appointment using the schedule appointment button on the [PortsToronto website](#) or at [BBTCAPassControl.as.me](https://bbtcapasscontrol.as.me)

To schedule a practical test, applicants must contact the Pass Office via email at passcontrol@portstoronto.com.

Should an applicant fail to show up for a written or practical test, cancel with less than 24 hours notice or provide a vehicle that is unsuitable for a practical test as described in section 2.9.6, an administrative fee will be applied as indicated on the [PortsToronto website](#).

Note: PortsToronto may cancel a test if runway operations, operational requirements or adverse weather conditions at the time of the test dictate. If a test is cancelled, the applicant is responsible for rescheduling another appointment time and no fee will be applied.

2.9.6 Testing Vehicle Requirements

For practical tests, applicants shall provide a vehicle equipped in accordance with this publication. The front passenger seat must be equipped with a functional seat belt for use by the AVOP tester.

D permit applicants shall ensure that the vehicle is equipped with an authorized serviceable radio transceiver able to operate on all listed frequencies.

2.10 Renewing an AVOP

An AVOP is valid for the following time limit with the expiry date identified on the AVOP permit.

- D – 3 years
- DA – 5 Years
- GA – 5 years
- Non-picture DA and D permits are no longer valid.

AVOP holders are responsible for:

- ensuring that their AVOP is valid
- returning expired AVOP permits to the Pass Office
- returning AVOP permits to the Pass Office when they are no longer required or have lapsed
- Updating the Pass Office of license (PDL) suspension or revocation in a timely manner

2.10.1 DA and GA Renewal

Applicants renewing a DA or GA permit are required to successfully complete the written test **prior** to the expiry date of the AVOP; otherwise applicants will be required to successfully complete both the written and practical tests.

Applicants that have more than 3 demerit points on their record at time of renewal will be required to successfully complete both the written and practical tests.

2.10.2 D Renewal

To renew a D permit, AVOP holders must successfully complete both the written and practical tests.

2.10.3 Lapsed AVOPs

An AVOP is considered lapsed if the holder has not driven airside for a period of 6 consecutive months. AVOP holders must renew their permits by successfully completing both the applicable written and practical tests.

2.10.4 Change of Employer

If an AVOP holder changes employers at BBTCA, they must return their AVOP to the Pass Office. A new application must be submitted to have the AVOP reissued. An AVOP will be reissued without the requirement for retesting if the applicant does not have more than 3 demerit points on their record at the time of reissue and the AVOP is not expiring in the next 3 months.

3 AVIP Administration

3.1 Introduction

The Airside Vehicle Identification (AVIP) Program establishes the standards by which vehicles operating at BBTCA must be equipped and marked.

The AVIP program is managed by the Manager, Airport Administration. Pass Office processes all AVIP applications and issues markers.

Application forms can be downloaded at <https://www.portstoronto.com/airport/business-information/pass-control-office.aspx>

For more information on the AVIP Program, contact the Pass Office at 416-203-6942 x 19 or passcontrol@portstoronto.com.

3.2 Vehicle Requirements

For the purpose of the AVIP program, vehicle owners are either individuals or companies.

All vehicles, GSE and rolling stock shall be maintained in good working condition by means of a manufacturer-approved maintenance program. Unserviceable, unsafe or defective equipment must be tagged as such and promptly removed from service. Vehicles and equipment deemed unfit for service by PortsToronto will be ordered off the airside until repaired.

3.2.1 Vehicle Insurance

Vehicles operating on airside at BBTCA are required to carry \$10 million coverage in both Automobile and General Commercial Liability insurance with no airport or aviation exclusion. In most cases these are additional endorsements on a standard policy.

Updated proof of insurance will be required annually and should be submitted to passcontrol@portstoronto.com.

3.2.2 Vehicle Markers

To obtain a vehicle marker, vehicle owners must complete the AVIP application and provide proof of insurance to the Pass Office. PortsToronto will inspect the vehicle for compliance with AVIP requirements before an AVIP marker will be issued. Inspection appointments can be arranged through Pass Office at 416-203-6942 x 19 or passcontrol@portstoronto.com.

AVIP markers must be placed on the vehicle exterior on the front left side panel.

3.2.3 Lighting

All vehicle lights shall be in good working order including:

- Headlights
- Tail lights
- Rotating or flashing yellow beacons

Vehicle lights shall be turned on at all times while a vehicle is in motion in the Movement Area. Lights may be left on while servicing parked aircraft.

Affixing decorative vehicle lighting to a vehicle interior or exterior is strictly prohibited on airside vehicles.

3.2.3.1 Beacons

All vehicles operated or driven in the Movement Area must be equipped with a rotating or flashing yellow warning light. Beacons must be turned on at all times while the vehicle is in motion on airside surfaces. An operating beacon indicates that the operator is in the vehicle and prepared to move.

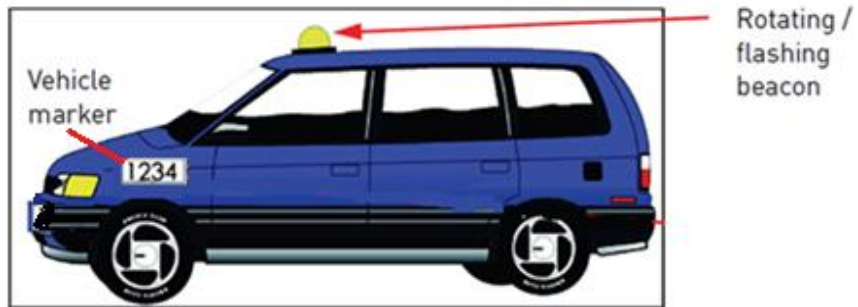
With the exception of emergency response vehicles, strobe lights are not authorized for use at BBTCA.

Open top tractors and push back carts do not require a rotating or flashing beacon provided the driver and passengers are wearing high visibility safety vests / apparel that comply with CSA Z96-02, or equivalent.

Note: Vehicles under escort do not require a rotating or flashing beacon but are required to have functioning four-way flashers activated.

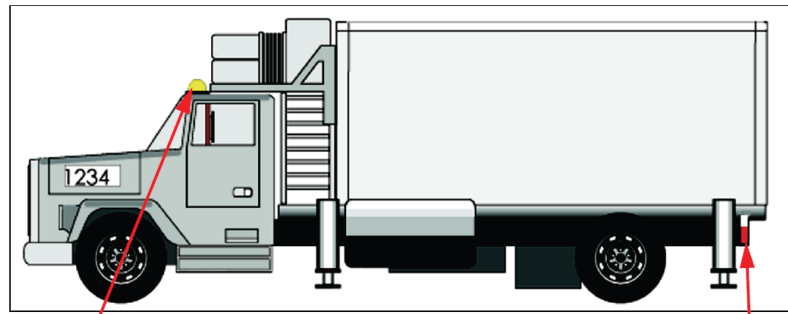
3.2.3.2 Beacon Installation

Rotating or flashing beacons shall be mounted on the roof of a vehicle, or in any other location that enables the beam or pulse to be seen by an aircraft or surface traffic from any position within 360 degrees of the vehicle. Beacons must rotate or flash at a constant speed no greater than 90 rotations per minute (RPM's).



Beacons and vehicle markers shall be placed as shown.

PortsToronto allows vehicles with an overall height in excess of 3.5m to mount a beacon on the vehicle cab provided that tail lights are used with the beacon at all times while the vehicle operates airside to provide adequate indication to the rear of the vehicle.



When beacon installation precludes 360° visibility, tail lights shall be activated while driving airside.

3.2.3.3 Hazard Lights (Four-Way Flashers)

Drivers must activate four-way flashers if, while driving airside, the vehicle's beacon stops working. Drivers may continue their immediate task using four-way flashers but upon completion, the vehicle shall be removed from service until the beacon is repaired.

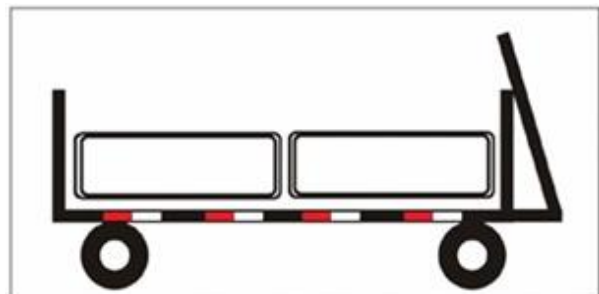
If four-way flashers are not installed on the vehicle, it shall be removed from service immediately until the beacon is repaired and operating according to the standards indicated in this publication.

3.2.4 Markings on Towed Equipment

All towed vehicles and equipment (for example, baggage carts) shall be marked with a strip of red/white reflective material:

- Along the full length of the equipment
- On the front and rear panels.

The reflective material on all equipment must be kept clean and in good condition at all times.



3.2.5 Seat Belts

Seat belts that have been installed in vehicles or equipment by the original manufacturer shall not be removed, tampered with, or modified in any way that may render them totally or partially ineffective or that may deviate from the manufacturer's standard installation or intended operation.

If a vehicle is equipped with seatbelts they must be worn at all times when the vehicle is in motion.

3.3 Radio Requirements

Vehicles operating in the Manoeuvring Area must be equipped with an authorized multi-frequency radio transceiver capable of operating on all published frequencies used at BBTCA.

Air Traffic Control (ATC) may deny Manoeuvring Area access to a vehicle operator who is unable to communicate on a required frequency.

3.3.1 Call Signs

Each vehicle operating at BBTCA that is required to communicate with ATC must have a call sign which uniquely identifies that vehicle. Proposed call signs should be indicated on the AVIP application. The Pass Office will review the requested call sign and approve or suggest an alternate. Call Signs shall be clearly displayed inside the vehicle or equipment.

Vehicles driving airside under escort do not require a call sign.

4 Enforcement, Violations and Appeals

4.1 Enforcement Personnel

PortsToronto Enforcement Officers are primarily responsible for enforcing the Airport Traffic Directives.

The following are also designated as Enforcement Personnel for the purpose of enforcing the ATDs.

- Airport Duty Managers
- PortsToronto contracted security services
- Any other persons designated by the Director Airport Operations

4.2 Authorities of Enforcement Personnel

Enforcement Personnel may stop and inspect a vehicle at any time for the purposes of determining compliance with the Airport Traffic Directives or any pertinent regulation.

Every person who operates a vehicle within a restricted area shall immediately come to a safe stop upon an Enforcement Personnel's signal of:

- a flashing red light or red and blue light or
- a hand signal to stop

During an inspection, Enforcement Personnel may:

- inspect a RAIC or other Document of Entitlement, AVOP and Provincial Drivers Licence
- make copies of any documents inspected or produced during the inspection
- ask any questions that may be relevant to the inspection
- conduct any tests that may be relevant to the inspection

Enforcement Personnel may:

- issue Notices of Violation for violation of Airport Traffic Directives
- suspend AVOP privileges during the investigation of any accident or incident
- suspend AVOP privileges for the violation of any directives described in this document
- order unsafe vehicles off airside
- conduct spot checks and special initiatives both randomly and for cause

Note: PortsToronto Enforcement Personnel and Emergency Responders may deviate from the Airport Traffic Directives in order to carry out their duties and responsibilities.

4.3 Presenting an AVOP and Other Documents

Anyone operating a vehicle on airside shall present their RAIC or other document of entitlement, AVOP and PDL to an Enforcement Officer on request. Failure to comply with this requirement is in contravention of the *Canadian Aviation Security Regulations* and the *Airport Traffic Regulations*.

Enforcement Personnel shall return documents to their owner in a timely manner. Depending on the circumstances, the AVOP holder may be subject to penalties and sanctions up to and including surrender of AVOP and RAIC or other document of entitlement.

4.4 Driving Without an AVOP

Driving without an AVOP or appropriate escort is prohibited under the *Airport Traffic Regulations* and the Airport Traffic Directives. Any driver found operating a vehicle airside without an AVOP or appropriate escort may be issued a Notice of Violation by Enforcement Personnel. Depending on the circumstances, Enforcement Personnel will escort the offending individual off airside. Transport Canada will be advised and the Director Airport Operation may interview the offending driver and impose further sanctions.

4.5 Driving With an Expired AVOP

Any driver found operating a vehicle airside with an expired AVOP will face the following consequences:

- Immediate AVOP permit confiscation

PortsToronto may also impose the following sanctions:

- A notice of violation
- Suspension of AVOP privileges
- Meeting with the Director Airport Operations to review the incident

4.6 Driving With a Suspended or Revoked AVOP

Any driver found operating a vehicle airside with a suspended or revoked AVOP will face the following consequences:

- airside driving privileges revoked for 1 month after the current suspension is served

Furthermore, the driver shall be required to contact the Director Airport Operations in order to schedule an appointment to review the incident.

PortsToronto may also impose the following sanctions:

- Retraining and/or retesting (both written and practical tests)
- Further suspension of AVOP privileges
- Revocation of AVOP privileges.

4.7 Demerit Points

Drivers incur demerit points for each violation of the Airport Traffic Directives; points are assigned against the driver's AVOP record. Multiple violations arising from the same incident will result in multiple points on record. Demerit points remain on a driver's AVOP record for either 12 or 24 months, depending on the type of violation. AVOP violations are not applied to a provincial or territorial driver's licence.

Violations fall into two categories:

- Minor
- Major

The AVOP Demerit Point System has four stages based on total points accumulated on the driver's AVOP record.

Stage 1: Point accumulation.

Stage 2: 6 points—2 day AVOP suspension and retesting may be required.

Stage 3: 9 points—5 day AVOP suspension and retesting may be required.

Stage 4: 10 points or more—20-day AVOP suspension and retesting is required.

An AVOP may be immediately suspended pending an investigation into an incident or accident or if it is felt that the driver is unfit to operate a vehicle as a result of the incident or accident.

A full list of violations and associated demerit points can be found in Appendix B.

In order to have a suspended AVOP returned the driver and his or her manager are required to meet with the Director Airport Operations to discuss the circumstances of the suspension and any additional conditions for reinstatement.

4.8 Appeals

Permit holders may appeal:

- A Notice of Violation
- An AVOP Suspension
- An AVOP revocation

Appeals are to be made in writing by the permit holder to PortsToronto within 15 calendar days of receiving the infraction.

Disputes or requests for review can be emailed to:

ComplianceServices@PortsToronto.com

Or mailed to:

Billy Bishop Toronto City Airport
207 Queen's Quay West, Suite 500
Toronto, Ontario
M5J 1A7
Attn. Director, Airport Operations

The written submission must include all pertinent details of the case including justification (i.e. mitigating or special circumstances, etc.) as to why the appeal should be considered. Appeals submitted without both detail and justification for hearing the appeal will not be considered. PortsToronto shall review the written appeal and all relevant information and may choose to interview the appellant. The appellant's supervisor or manager may also be asked to attend. Within fifteen business days of receiving the appeal, or within such time as is reasonably necessary to complete a full investigation, PortsToronto shall issue a decision in writing. The decision of PortsToronto shall be considered final.

4.9 Drivers Licence Suspension and Limitations

If an AVOP holder's Provincial Driver's Licence is suspended or becomes subject to other limitations or conditions of use, the prohibition from operating a motor vehicle applies at BBTCA and is not subject to appeal.

4.10 Safety Performance and Program Quality Assurance

The BBTCA AVOP Program subscribes to the concept of continual improvement and so monitors the safety performance of individual permit holders as well as that of their employers. Negative trends in safety performance are reviewed with the expectation that permit holders and organizational representatives identify root causes and apply effective corrective actions. All organizations approved to undertake AVOP training activities are encouraged to build Quality Control processes into their programs

PortsToronto shall complete periodic audits of the AVOP Program. Authorized AVOP Trainers and Testers are subject to random spot checks by PortsToronto Enforcement Personnel. An audit may include:

- review of training methods, testing manuals, and records
- ride-alongs with a PortsToronto Authorized AVOP Examiner/Auditors
- interviews with permit holders

Any deviation from standard AVOP training or testing requirements may result in the revocation of Authorized AVOP Trainer or Tester status. Audits may require submission of Corrective Action Plans to PortsToronto.

5 Safety Requirements

5.1 Introduction

Safety is the first responsibility of all airside vehicle operators. No person shall operate a vehicle on airside in a manner dangerous to aircraft, equipment, pedestrians or vehicles. At no time do operational considerations, such as time pressures, permit drivers to disobey any of the directives in this book.

5.2 Smoking and Vaping

Smoking and vaping on airside is strictly prohibited and includes the following locations and areas:

- vehicles and equipment interiors
- all baggage rooms
- all Movement Areas
- all other areas which PortsToronto deems to be airside

Charges for non-compliance shall be applied under the BBTCA Rules and Regulations.



5.3 Drugs and Alcohol

No person working airside shall be under the influence of any substance, including alcohol, drugs or medications that have the potential to adversely affect their performance in any way. Operating a vehicle under the influence is an offence under the Criminal Code of Canada.

Drivers who are suspected of being under the influence of alcohol and / or drugs will be immediately removed from airside and may be subject to additional testing by Police to determine their level of impairment. Refusing to submit to this testing upon demand by Police can result in arrest, criminal charges, and AVOP demerit points. In such cases, the operator may be escorted off the airside and refused re-entry until the incident is resolved to the satisfaction of the Director Airport Operations.

Employees who drive airside and have been prescribed medication including cannabis by their health care provider must advise their employer immediately if it may affect their ability to safely operate a vehicle. The employee and employer are both responsible to ensure the safe operation of vehicles and equipment at all times and that there is no impairment.

5.4 Distracted Driving

Vehicle operators shall exercise caution when driving on aprons if they are required to use cellular phones or two-way radios for the performance of their work. Stopping the vehicle in a safe area, as appropriate, on the apron areas only is required when taking or making a call. The use of personal electronic equipment or entertainment devices while operating a vehicle airside is strictly prohibited and includes but is not limited to:

- DVD Players
- Music equipment (iPods, MP3 players)
- Cell Phones (when vehicle is in motion)



The use of hands-free communication devices in the performance of duty is permitted but use should be kept to a minimum.

At no time shall cell phones be permitted to be used while under ATC control. Should radio contact be lost while on the Manoeuvring Area, ATC may be contacted via cell phone (416) 973-9240.

5.5 Accidents and Incidents

Drivers and witnesses to an accident or incident shall immediately contact the Airport Emergency Line at (416) 203-1910 to report all:

- Accidents and incidents resulting in Personal injury or damage to aircraft, vehicles, equipment or property
- Fuel or other hazardous material spills

All personnel involved in, or witness to, an accident or incident must remain at the scene and refrain from moving vehicles or equipment, or altering the scene in any way until authorized to do so by PortsToronto or their designate.

5.6 Accident and Incident Scene Compliance

Accident or incident scene compliance is mandatory. All AVOP holders are required to cooperate with PortsToronto Enforcement Personnel, Police or Transportation Safety Board for the purpose of providing statements as an immediate priority.

This directive supersedes any company or tenant policy and forms part of the Terms and Conditions of AVOP issuance. Unions or company Health and Safety representatives do not have authority or jurisdiction at an accident or incident scene.

Interfering with an accident or incident scene or failing to comply with directions given by PortsToronto Enforcement Personnel, Police or Transportation Safety Board personnel is an offence under the Canadian Aviation Security Regulations and can result in RAIC seizure.

5.7 Emergency Scenes

All vehicle operators shall ensure that they and their vehicles remain clear of emergency scenes and responding personnel.

Vehicle operators are not permitted to drive in front of staged emergency vehicles with activated emergency lights.

Operators shall follow the any direction given by emergency personnel to navigate around emergency scenes and / or emergency vehicles.

5.8 Pedestrians

Pedestrians with an operational requirement to be in the Movement Area shall:

- Wear high visibility safety vests/apparel that comply with CSA Z96-02 or equivalent
- Carry a light when necessary
- Be escorted by a vehicle in contact with ATC if in the Manoeuvring Area

Pedestrians on airside shall not impede, interfere with, or obstruct in any way the free movement of traffic (except those employed to direct traffic).

5.9 Seat Belts

Seat belt use while operating a vehicle on airport property is mandatory. The only exception are those vehicles manufactured without seat belts. Vehicles that have been altered in this regard are not permitted airside. The driver of a vehicle is responsible to ensure all passengers are wearing a seat belt both in the vehicle and in vehicles being provided escort. Failure of a passenger to wear a seat belt may result in a violation against the driver.

6 Hazards and Special Operations

6.1 Spills

All hazardous materials spills (i.e. lavatory, fuel) must be reported to the immediately to the Airport Emergency Line at (416) 203-1910 noting its location on nature.

All spills must be cleaned up by the originator of the spill in a timely manner and in accordance with recognized clean up procedures. An acceptable clean up time will depend on an assessment of:

- Operational requirements
- The spill's threat to the environment or safety

6.2 Foreign Object Debris (FOD)

FOD is any object that could potentially cause damage to aircraft or vehicle or injury to personnel.

All airside personnel shall assist in keeping the Movement Area clear of FOD by checking that vehicles are clean before they enter airside and removing FOD that they come across.

FOD that cannot be removed due to its nature or extent shall be immediately reported to the Airport Operations Communication Centre (AOCC) at (416) 203-6942 x 10

Vehicle operators encountering FOD in the Manoeuvring Area shall:

- Advise ATC of the type and exact location of the FOD
- Continue as instructed by ATC

6.3 Reduced Visibility

Reduced Visibility Operations allows for continued operation during periods of poor visibility. During these conditions:

- All vehicles and personnel shall discontinue non-essential operations in the Movement Area until reduced visibility operations are terminated
- Vehicle operators shall observe reduced speed limits

6.4 Lightning

Strobe lights on the terminal building are activated when lightning detection equipment indicates that lightning is in the vicinity of BBTCA. When strobe lights are activated drivers shall exercise caution while performing duties on the Movement Area and follow their company's established policies.

6.5 Snow Removal Operations

Snow blowers, plows, and sweepers frequently operate under conditions of severely reduced visibility (created by their operation). When driving near snow removal operations, all vehicle operators shall:

- Reduce their speed and proceed with extreme caution
- Yield right-of-way to snow removal equipment (responding emergency vehicles excluded)

Snow removal equipment can be seriously damaged by FOD such as electrical cables, chocks, chains, baggage, or parcels. Removal and storage of such items are the responsibility of all personnel working airside.

7 Non-Passenger Screening – Vehicles (NPSv)

7.1 NPSv and the Critical Restricted Area

The purpose of a Critical Restricted Area (CRA) is to provide an additional level of security to the apron areas adjacent to the Terminal Building where scheduled commercial flights arrive and depart. All vehicles entering the CRA are required to enter through NPSv except as outlined in section 7.3.

A depiction of the CRA is included on the AVOP maps found in Appendix C.

7.2 Failure to Comply with Regulations and Directives

Failing to comply with any of the regulations or directives associated with the CRA and NPSv is a breach of security and will be investigated as such. While an investigation is in progress, any persons reasonably believed to be involved will have their RAIC and AVOP suspended. Upon conclusion of the investigation the RAIC and AVOP may be returned and / or a Notice of Violation issued.

7.3 Exemptions

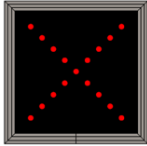
Regulation provides screening exemptions for certain categories of persons and/or vehicles:

- Emergency Vehicles actively responding to an emergency
- Vehicles actively employed in snow removal
- Vehicles actively employed in aircraft de-icing
- Vehicles actively towing aircraft

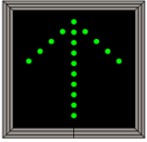
7.4 NPSv Process

Anyone requiring entry to the CRA from airside must present themselves and their vehicle at NPSv for RAIC and AVOP verification by Access Control staff and submit to random screening by CATSA.

- All vehicles must stop before entering the NPSv underpass for verification of RAIC and AVOP by an Access Control Guard. This includes temporary passes and other documents of entitlement
- Vehicles can then proceed into the NPSv underpass for inspection



Red signal at NPSv: This signal means that you have been selected for screening. The vehicle and occupants must stop at NPSv.



Green signal at NPSv: This signal means that you have not been selected for screening and can continue through NPSv without inspection.

Note: Any vehicle transporting or escorting an individual with a temporary pass will require that all occupants are screened and are not permitted to enter the CRA without first presenting themselves to CATSA regardless of the red or green light.

7.5 Vehicles Unable to Comply with Screening Requirements

For reasons of safety if the screening of a vehicle cannot be completed in the NPSv underpass arrangements must be made in advance with the Airport Duty Manager (416) 203-6942 ext. 17 to ensure that screening requirements are met.

8 DA and GA AVOPS

8.1 Introduction

Driving on airside surfaces requires constant vigilance. Drivers must be alert at all times for vehicles, pedestrians and aircraft that may approach from any direction. By adhering to the ATDs, drivers contribute to the safety of all airside operations.

Both vehicle and aircraft movement on the ground are guided by pavement markings, lights, and signs on the airside that differ from those used on roads and highways.

8.2 Apron Pavement Markings

Vehicle operators must be familiar with the apron layout, including the locations and appearance of the following apron pavement markings:

- aircraft gates
- vehicle corridors
- aircraft stand taxilanes
- apron side stripe markings
- Critical Restricted Area (CRA)

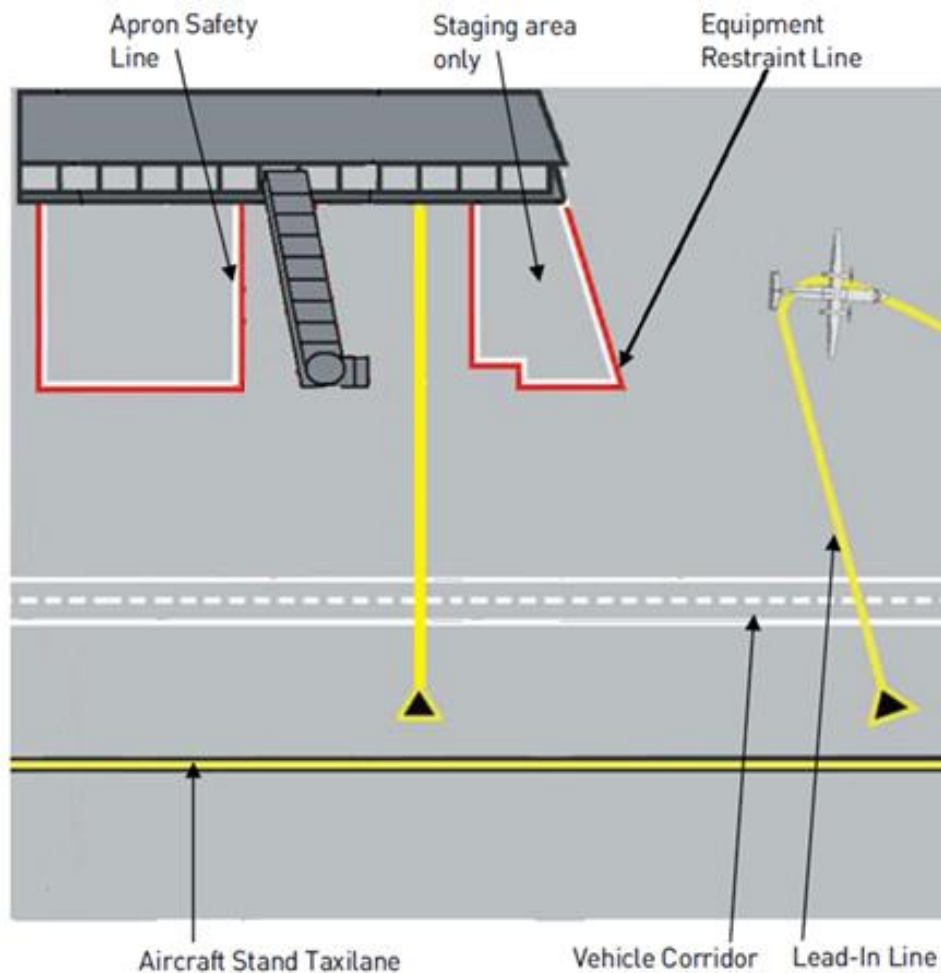
8.2.1 Vehicle, Equipment and Pedestrian Markings

White or red apron pavement markings pertain to vehicles, equipment, and pedestrians. Yellow markings pertain to aircraft.

Apron Safety Lines: White markings indicating safe staging (short term parking) locations for equipment and vehicles only. Equipment staging areas are located to the head of the aircraft or gate.

Apron Side Stripe Markings: Double yellow lines painted to show the edge of the apron load bearing surface.

Equipment Restraint Lines: Single red line identifying aircraft gating areas. Drivers may not drive through these areas when aircraft are entering or exiting the gate. Equipment restraint lines are painted at the head of aircraft stands only. Equipment is not to be left unattended in these areas.



Vehicle Corridors: Parallel solid white lines are spaced 7.5m apart divided by a broken line.

Connecting Corridor: A single lane corridor that extends from NPSv to the main vehicle corridor by Gate 2 and is considered to be part of the CRA. Vehicles using this corridor have the right of way over vehicles in the main corridor. It is ONE WAY from NPSv to the main corridor.

Note: Security regulations prohibit crossing this corridor except as noted in section 7.3. Any vehicle or pedestrian found to have crossed this corridor will have their RAIC and AVOP suspended for breaching airport security.

Critical Restricted Area (CRA) Line: A white line with red lettering "Restricted Area" indicating the boundary of the Critical Restricted Area. Vehicles and / or pedestrians may not cross into the CRA except as indicated in section 7.3.



Designated Equipment Parking: White hatched boxes are used to designate the approved parking location for preconditioned air units in the gate area.



8.2.2 Aircraft Markings

Apron pavement markings pertaining to aircraft are yellow.

Aircraft Stand Markings: Identify designated parking positions for aircraft (aircraft stands are usually located at aircraft gates but can be located anywhere on the apron that aircraft can park).

Aircraft Lead In Lines: Solid yellow lines guiding aircraft to aircraft stands.



Aircraft Stand Taxilane: A portion of the apron designated as a taxilane that provides access to aircraft stands.

8.3 Apron Lighting

Apron Edge Lights: Blue lights identifying the edge of the apron.

Taxiway and Apron Intersection Lights: Double amber lights placed at the edge of the apron and taxiway.



Obstruction Light: A red light showing an obstruction or area of construction.

Unserviceability Lights: Red lights and / or a large illuminated "X" displayed wherever any portion of the Movement Area, used at night is unfit for the movement of aircraft but where it is still possible for aircraft to bypass safely. For example, such lights act as a warning to pilots of a hole in the pavement or outline a portion of pavement that is under repair.



8.4 Speed Limits

The speed limit within vehicle corridors or in the open apron area south of the vehicle corridor along the aircraft stand taxilane is 30 km/h. In the apron area north of the vehicle corridor, FBO Aprons or near any aircraft the speed limit is 15 km/h. All vehicles will drive at reduced speeds during adverse weather conditions. During reduced visibility operations all speed limits are reduced by half, or slower if conditions deem it necessary for safe movement.



8.5 Vehicle Corridors

Vehicle operators shall drive within vehicle corridors when operating on the apron if travelling further than the adjacent gate. However, slow-moving vehicles may operate on the terminal side of vehicle corridors to allow for regular traffic flow, provided that doing so will not interfere with aircraft servicing that may be occurring at the gate.

Vehicle corridors are not guaranteed safe routes.

If a vehicle corridor is obscured for any reason, conform to the designated roadway as closely as possible, and exercise caution.

On apron areas where vehicle corridors are non-existent, be aware of equipment, pedestrians, aircraft, and all other obstacles.

Vehicle operators shall enter and exit vehicle corridors at right angles (90 degrees) and signal their intent using the vehicles turn signals. If the vehicle is not equipped with turn signal lights, the operator shall signal directional intent with appropriate hand signals.



Passing of other vehicles within the vehicle corridor is permitted under the following conditions:

- The vehicle being passed is travelling at a speed of 15 km/h or slower
- Only one vehicle at a time is passed (watch for oncoming vehicles)
- The section of the vehicle corridor immediately in front of the vehicle being passed is clear
- The applicable speed limit is not exceeded during the pass
- The passing driver exercises caution – vehicles may turn unexpectedly

8.6 Driving Outside Vehicle Corridors

Vehicles may operate outside the vehicle corridors in the performance of their duties.

If a vehicle encroaches upon an aircraft's safety zone or is in the way of an aircraft, the driver may, **provided it is safe to do so**, leave the vehicle corridor and turn away from the aircraft.

The direction of the turn from the vehicle corridor depends solely on safety considerations determined by the particular circumstances. Vehicles shall remain outside the vehicle corridor for the absolute minimum time and distance required.

Should you cross outside of the white restricted area line you may not re-enter the CRA without first proceeding to NPSv for screening

8.7 Prohibited Areas

Signs clearly mark all areas where entry is prohibited or permitted only to authorized personnel. Drivers shall comply with all signs indicating restricted access.

8.8 Right-of-way

Yield right-of-way to airside traffic in the following priority:

1. Aircraft (under power, on pushback, or under tow) moving alone or accompanied by a marshalling crew
2. Emergency vehicles with activated emergency lights and / or audible sirens
3. Maintenance vehicles (such as snow plows) engaged in operations
4. All other vehicular traffic

Where doubt exists as to who has the priority of movement, the operator should use extreme caution and yield right-of-way

Aircraft always have the right-of-way. Failing to yield right-of-way to an aircraft or aircraft tow crew may result in an aircraft cut-off.

Before moving into the Movement Area, vehicle operators shall visually check for approaching or departing aircraft.

8.9 Aircraft Cut-offs

An aircraft cut-off is defined as when an aircraft (under power or tow) must deviate from its planned course or speed in order to:

- Maintain a safe distance from a vehicle
- Avoid the possibility of a collision with a vehicle or
- Apply the brakes as a result of any of the above or similar reasons

8.10 Responding Emergency Vehicles

Vehicle operators shall come to a **safe stop** when a responding emergency vehicle approaches from any direction with activated emergency lights and sirens. Drivers shall not attempt to pull over unless required or directed to do so. A responding emergency vehicle may use the aircraft stand taxilane, centre line or may make unexpected turns.

Drivers shall exercise caution before resuming operation of their vehicle and be aware of the potential for additional emergency response vehicles.

8.11 Operating in the Vicinity of an Aircraft

When an aircraft's engine(s) are running either at idle or low thrust, drivers must maintain a safe distance from the aircraft as measured from the tail of the aircraft.

Never drive behind an aircraft with engines running where both props are not feathered. Once an aircraft has powered onto the aircraft stand, vehicle operators must ensure the aircraft engines are off or the propellers are in the full feathered position before driving behind the aircraft. If a marshaller is present and waves a vehicle behind the aircraft, the driver may proceed.

Other than a maintenance vehicle that is in the process of servicing an aircraft, at no time shall a vehicle operator drive under the wing of an aircraft.

8.12 Departing Aircraft

There are many indications that an aircraft is preparing to push-back from a gate:

- Chocks are removed
- Tow vehicle is attached to aircraft
- Servicing equipment is out of the way
- Aircraft doors are closed
- Anti-collision lights are on
- Marshaller and wingwalkers in position
- Engines on
- Gate canopy retracted

When drivers see any pushback indicators, they shall comply with the following:

- Yield right-of-way to the pushback crew when the crew is marshalling the aircraft and when they are returning to the gate after the aircraft is released
- Prior to pushback, proceed behind the aircraft only when the wingwalker(s) signals permission to continue
- Do not deviate from the vehicle corridors to drive around an aircraft on pushback. Remain within the vehicle corridor until the pushback crew and tug have cleared the apron side of the corridor

When an aircraft pushes back, marshalling crews are in charge of the pushback. Vehicle operators must obey the marshaller's signals to vehicles at all times.

8.13 Arriving Aircraft

The presence of the following at a gate indicates that an aircraft arrival is likely:

- A marshaller is in position
- Wingwalker(s) in position
- Servicing equipment is staged
- Equipment is cleared to enable safe aircraft docking

Exercise caution while driving in the vicinity of any towed aircraft; a tow crew may turn toward a gate without advance warning.

8.14 Fueling

No person shall operate a vehicle within 15m of an aircraft being fuelled or defuelled except for the purpose of servicing that aircraft or unless operating within a designated vehicle corridor.

8.15 Towing Equipment and Loads

The maximum number of items that shall be towed at any one time are:

- 3 baggage carts
- One piece of servicing equipment

Operators are responsible for:

- Monitoring their towed equipment and avoiding excessive whiplash or swaying
- Ensuring that all carrier locks are compatible with the train, functional and properly positioned for loading
- Ensuring all loads are secured

In the event that a vehicle becomes inoperative for any reason, vehicle operators shall arrange for the vehicle to be towed.

8.16 Escorted Vehicles

Vehicles without BBTCA AVIPs and/or drivers without BBTCA AVOPs may drive airside if they have an operational requirement and are under escort.

The driver who is providing the escort shall:

- Possess a valid AVOP
- Escort a **maximum** of 3 vehicles
- Not tow more than 1 piece of equipment while providing escort
- Ensure that the drivers of the escorted vehicles are formally briefed regarding the procedures and requirements outlined in this document, including the use of a beacon or 4 way flashers and headlights
- Ensure that all vehicles are free of debris that may result in FOD
- Assume responsibility for the escort vehicles and the actions of the drivers and that they are in a position to control the escorted vehicles at all times
- Ensure that in all circumstances the maximum length of an escort party – the escorting vehicle and vehicles under escort does not exceed 50m (150 ft)
- Verify that the escorted vehicle driver holds a valid PDL

8.17 On Gate Idle Runs

At no time are vehicles permitted to pass behind an aircraft performing an on gate idle run unless the driver can confirm that propellers are in a feathered state or directed to do so by the ground crew. Vehicle operators shall be aware of the potential for aircraft performing idle runs on gate and remain clear of such aircraft.

8.18 Cables and Hoses

Vehicle Operators shall not drive over electrical power cables (unless the cable is protected by a hard cover cable ramp), fuel hoses, or any other such item under any circumstances.

8.19 Vehicle and Equipment Parking

When parking a vehicle, operators shall turn off all vehicle lights unless servicing an aircraft.

Whenever possible ensure that the vehicle is backed in to the parking position to allow for forward egress from the parking area to the ramp and avoid backing out of the position.

9 D AVOP

9.1 Manoeuvring Area

To operate a vehicle on the Manoeuvring Area, a driver must hold a valid D AVOP and a Restricted Radiotelephone Operator's Certificate (Aeronautical).

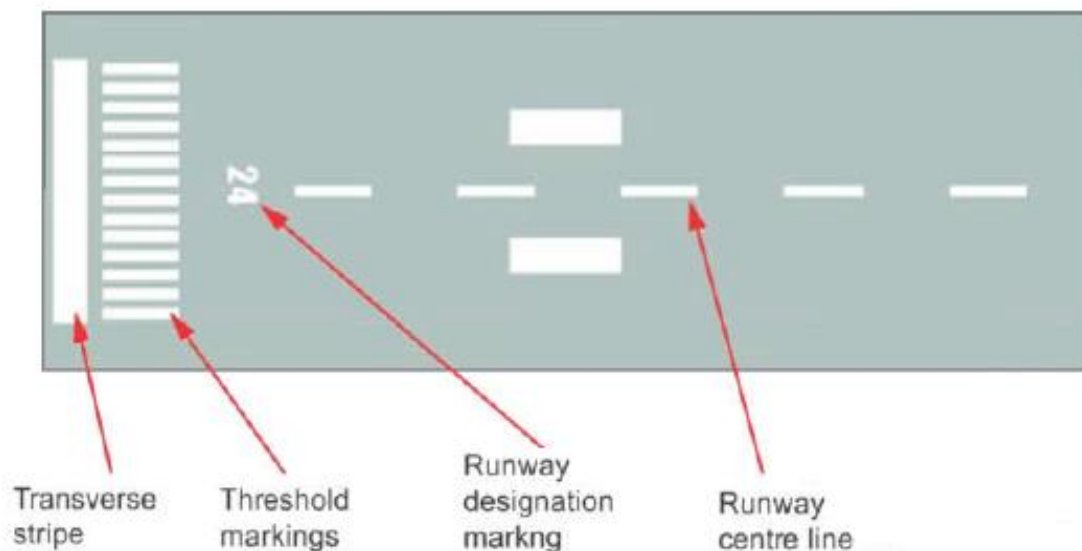
No vehicle operator shall enter the Manoeuvring Area unless authorized by Air Traffic Control (ATC). Only those vehicles with legitimate operational requirements will be permitted into this area.

9.2 Manoeuvring Area Pavement Markings

Runway Centre Line Markings: The centre of a runway is marked with a broken white line. The lines are 30m in length and 30m apart.

Threshold Markings: A series of parallel white lines placed at a 90 degree angle to the end of the runway. Threshold Markings identify the beginning of that portion of a runway usable for aircraft landing.

Transverse Stripe: A solid white line not less than 1.8m wide and spanning each end of a runway. Transverse stripes identify the beginning of the usable portion of the runway and are also used to indicate the displacement of the threshold. In cases where the threshold does not correspond to the start of the runway surface, white lines painted close together to form arrows will point the way to the displaced threshold.



Mandatory Hold Line: A set of two solid and two broken yellow parallel lines spanning the width of a taxiway. Hold lines are located at least 60 metres from the runway centre line. Vehicles and aircraft must stop behind the solid lines and proceed only when authorized by Air Traffic Control.



Taxiway Centre Line Marking: Single yellow lines used throughout the taxiway system to guide aircraft to and from runways. Aircraft nose wheels are centred on the line to ensure that the main wheels remain on the pavement and wings will not contact any known fixed obstacles.

Taxiway Centre Line Markings may be enhanced with a broken yellow line on either side of the solid line.



9.3 Airside Lighting

Runway Edge Lights: White lights along the edge of the runway, spaced not more than 60m apart, except in some areas where more spacing is required, turning to amber as end of runway approaches.



White and amber Runway Edge Lights are combined into a single light fixture displaying either white or amber depending on the direction it is viewed from.

Runway Threshold Lights: Green lights identifying the beginning of the usable portion of the runway for landing aircraft.



Runway End Lights: Red lights facing the runway and identifying the runway's end

Green Runway Threshold Lights and red Runway End Lights are combined into a single light fixture displaying either red or green depending on the direction it is viewed from.

Runway Centre Line Lights: White inset lights 15m apart which turn to red as the aircraft nears the end of the runway.



White and red Runway Centre Line Lights are combined into a single light fixture displaying either white or red depending on the direction it is viewed from.

Runway Guard Lights (Wig-Wags): Alternating flashing amber lights facing the taxiway located at the mandatory holding position.



Taxiway Edge Lights: Blue lights spaced at a maximum of 60m apart along the edge of taxiways. Double Blue edge lights denote the intersection of two taxiways.



9.4 Signs

Taxiway Location Signs are a yellow letter on a black background. At night they are illuminated with a yellow letter. They are found on taxiways.

Directional Signs are identified by black letters on a yellow background. Arrows indicate the direction to the taxiway or apron.



Mandatory Hold Signs are white lettering on a red background. They are placed 60m from the runway centerline in line with the mandatory hold lines.

Signs identifying runways and taxiways are usually posted to the driver's left in order to provide drivers with adequate warning for safe turning.



9.5 Holding Positions

Mandatory Runway Holding Position: Illuminated signage, pavement markings, and runway guard lights (Wig-Wags) identify mandatory hold positions prior to runway.

Taxiway Holding Position: Illuminated signage, pavement markings, and taxiway / apron intersection lights identify taxiway hold positions.

Road Hold Positions: A stop sign and/or pavement markings denote a road hold position from a runway or taxiway.



9.6 Driving on Runways

When given permission to cross or drive on a runway, drivers shall:

- Drive **expeditiously** in order to minimize the time spent on the runway
- Drive to the right of the runway centre line markings to enhance visibility of the vehicle for ATC and aircraft in the air

Note: Runway edge lights that begin to dim and brighten continuously are a warning signal for all vehicles to IMMEDIATELY vacate the runway and the area extending from each end of the runway (that is the clearway/stopway 60m).

9.7 Driving on Taxiways

Drivers should drive on the right side of the taxiway. If a vehicle approaches from the opposite direction, drivers shall yield to the right of the centre line for passing.

9.8 Holding Short

As directed by ATC, drivers shall hold short of taxiways and runways at the designated hold point.

When instructed by ATC to hold short of a taxiway after crossing a runway, drivers shall stop immediately after driving past the mandatory hold line for the runway.

Approach a mandatory hold line or sign slowly, thereby indicating to ATC the intention to stop. Stop approximately one car length from the hold lines. This distance ensures visual contact with the signs and provides enough space to turn away from the hold line if required.

9.9 Grass Areas





Vehicles stopping on grassed areas shall not be left unattended within a runway strip and / or Obstacle Limitation Surface (OLS).

When holding short of either a runway or taxiway awaiting ATC permission to cross from one grassed area to another, a vehicle must hold no closer than 60m from the runway or taxiway centre line.

9.10 Radio Failure

If you lose radio communications with the tower while driving on the Manoeuvring Area:

- **STOP** your vehicle
- Point your vehicle toward the tower and flash your headlights repeatedly to get the attention of tower personnel
- Await the appropriate light gun signals and follow their direction
- If you have a cell phone contact the tower (416) 973-9240 and advise of your call sign, location and radio failure.

	Flashing green light – proceed.
	Steady red light – stop.
	Flashing red light – vacate the runway.
	Flashing white light – return to the starting point on the Manoeuvring Area.

While driving in the Manoeuvring Area under light signals, drivers shall hold short of each intervening runway and receive permission to proceed—indicated by a flashing green light—before crossing the runway.

Note: Runway edge lights that begin to dim and brighten continuously are a warning signal for all vehicles to IMMEDIATELY vacate the runway and the area extending from each end of the runway (that is the clearway/stopway 60m).

9.11 Equipment Failure

If equipment breaks down while in the Manoeuvring Area, operators shall immediately:

- Contact ATC by radio or by phone at (416) 973-9240 if the radio is unserviceable
- Contact the Airport Emergency Line at (416) 203-1910 if able or
- Contact their respective supervisors and brief them on the situation and
- Remain with the equipment if possible

9.12 Catastrophic Failure

If a driver's radio and vehicle both fail, the driver shall stay with the vehicle and attempt to establish contact with the tower through other means of communication (for example, a cellular telephone or company radio). In adverse weather conditions normally associated with combined vehicle and radio failure, the vehicle provides protection until help arrives. If communication with the tower cannot be established, call the Airport Emergency Line at (416) 203-1910.

9.13 Driver Disorientation

If a vehicle operator becomes lost or confused while driving on the Manoeuvring Area, they shall:

- **STOP** the vehicle
- Immediately notify ATC

If an incursion or accident occurs as a result of driver disorientation, Enforcement Personnel will investigate and may issue an AVOP violation(s).

10 Radiotelephone Procedures

10.1 Introduction

To apply for a D permit, applicants must hold a Radiotelephone Operator's Restricted Certificate - Aeronautical qualification (ROC-A). The Study Guide for the ROC-A may be obtained at Industry Canada offices or downloaded from the Industry Canada web site at <https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf01397.html>.

This chapter describes radiotelephone procedures pertaining to operations at BBTCA.

10.2 Radio Operation

Before attempting to speak over a frequency, listen to its activity and avoid interrupting any current transmission. When the frequency is clear, press and hold the press to talk (PTT) button to speak, and release to listen. Avoid clicking on and off, and release the PTT button immediately when your transmission is complete. Hold the microphone 2 inches in front of your mouth and pause 1 second after depressing the PTT button before speaking.

Ensure that the radio is never positioned in such a way that the PTT button can be accidentally depressed. This is referred to as a stuck mike and renders a radio frequency unusable and can result in significant disruption to airport traffic. If the frequency to which your radio is tuned seems quiet for an inordinate length of time, double-check the position of your microphone.

10.2.1 Using Call Signs

When operating in the Movement Area, vehicle operators shall use the assigned vehicle call sign for all radio communications with ATC. Abbreviated call signs may create confusion with other vehicles or aircraft and must not be used.

10.2.2 Radio Volume

Radio operators shall ensure that:

- Radios are clearly readable from any location on the field. ATC will deny any driver with an unsatisfactory radio access to the Manoeuvring Area.
- All instruction is clearly heard by maintaining sufficient radio volume level, using a headset, or closing vehicle windows. When holding short of a runway, the extreme noise of landing and departing aircraft can easily drown out radio transmissions.

10.3 Contacting Air Traffic Control

Before entering any part of the Manoeuvring Area, operators shall establish contact with

ATC and obtain the necessary authorization. Furthermore, they shall ensure that they clearly understand all ATC instructions before entering the Manoeuvring Area or crossing a runway.

Monitor the radio at all times while in the Manoeuvring Area. No vehicle operator shall leave a vehicle radio unattended except with the explicit permission of ATC.

Vehicle operators should be familiar with aircraft types, as ATC may refer to aircraft types when specifying directions. ATC may also use cardinal compass points (North, South, East, West) in their instructions.

10.4 Crossing a Runway

Explicit authorization is required for an aircraft or vehicle to cross a runway, regardless of whether or not the runway is active. If runway authorization is not included in a transmission, the vehicle operator shall request and verify ATC authorization for crossing the runway before proceeding.

In addition to receiving ATC permission via radio to proceed into or within the Manoeuvring Area, drivers shall visually check that proceeding as permitted will not cause interference with any aircraft.

10.5 Calling Off the Runway

Vehicle operators use the term "off" when leaving the runway to avoid any confusion with aircraft pilots who use the term "clear".

After receiving instructions to cross, or when exiting a runway, drivers shall advise ATC they are "off" the runway when the vehicle is past the hold line or, if no line is marked, at least 60m from the centre line of the runway. Drivers shall not report "off" while still in the process of leaving the runway. If escorting other vehicles ensure that the last vehicle has exited the runway before calling "off".

Example:

Controller: "Staff 31 plus two, cross 26, C, to the Apron."

Vehicle: "Cross 26, C, to the Apron, Staff 31 plus two."

Vehicle: "Staff 31 plus two, off 26."

10.6 Calling Established

Drivers shall advise that they are off, or at location within, the Manoeuvring Area by calling "established" only when requested to do so by ATC. This reduces radio congestion.

Example:

Vehicle: "Ground, Refueller 360 on E, request proceed to the Apron."

Controller: "Refueller 360, proceed to E, B, and call established."

Vehicle: "Proceed to E, B and call established, Sweeper 84."

Vehicle: "Refueller 360, established on the Apron."

10.7 Runway Safety

While operating a vehicle on the Manoeuvring Area means much of the other vehicle traffic "clutter" that is encountered on the aprons is not an issue, the severity of consequence can be much higher when an accident or incident does occur. The following practices must be observed by drivers operating in or near the runway / taxiway environment.

Ensure Need and Right

- Use service roads whenever possible to minimize time spent on taxiways and runways
- Ensure appropriate vehicle lights (high beams, flashers, beacons, and auxiliary lighting) are operational prior to entering the Manoeuvring Area

Be Prepared -- Know Your Route and Risks

- Review the airport map prior to moving the vehicle and have it out and available for immediate reference while driving
- Review current airfield information for any taxiway closures, runway closures, construction activity, or other surface risks and brief these with other vehicle occupants if applicable

Professional Phraseology

- During radio transmissions, use correct terminology and proper voice cadence, don't be casual
- Copy your clearance and review the assigned route
- Read back all clearances, if in doubt always ask again

Listen for Call Sign Conflicts

- Be aware of aircraft with similar call signs to each other and yours – especially duplicate numerals,

Visually Confirm Clearances

- When cleared to cross any runway or taxiway, visually check to ensure there is no conflicting traffic. If there is any doubt that the runway is clear, reconfirm crossing clearance with ATC

Don't Assume You Are Visible

- Sightlines for pilots while aircraft are on the ground can be extremely limited when it comes to spotting vehicles and equipment due to height differential between aircraft and vehicles, aircraft windshield size and configuration and the position of other aircraft structures such as wings and engines

Avoid Task Saturation

- Eliminate distractions while driving
- Focus attention and have your "eyes out" of the vehicle. Assign secondary tasks to other occupants of the vehicle whenever feasible

10.8 Radio Communications Procedures

Ensure that your vehicle radio can transmit and receive on BBTCA's ground control frequency at all times and tower frequency if operating in the Manoeuvring Area between 23:00-06:45.

Perform a "radio check" to assess your radio at the start of each shift.

Ensure your vehicle call sign is clearly marked inside your vehicle.

Know the standard (ATC) phraseology and never use Citizen's Band (CB) lingo or law enforcement codes.

Think about what you are going to say before calling the controller. Know your call sign, location on the airfield and where you intend to go.

The message usually consists of four parts:

1. The Call Up
2. The Reply
3. The Message
4. The Acknowledgement or Ending

The Call Up:

- Station Being Called & Your Call Sign (City Ground, Staff 21)

The Reply: (by the ground station)

- Your Call Sign, Station in Control; Go Ahead (Staff 21, City Ground, go ahead)

The Message: (by vehicle Request)

- Your Call Sign, Location, Destination, task (if any) (Staff 21, On the apron at B, request proceed to the GRE)

The Message: (by ground station)

- (Staff 21 proceed B, E, cross 26, cross 24, to the GRE)

The Acknowledgement or Ending:

- Read Back all Instructions (B, E, cross 26, cross 24, to the GRE, Staff 21)

10.9 ATC/Driver Radio Communication

Call-up consist of:

- Station being called
- Your call sign.

Request consist of:

- Your call sign
- Current location
- Your destination.

Example:

Driver: Ground, Refueller 362

Controller: Refueller 362, Ground

Driver: Refueller 362, at A request proceed GRE

Controller: Refueller 362 proceed via A, E, hold short runway 08

Driver: A, E, hold short runway 08, Refueller 362

Controller: Refueller 362 cross runway 08, 06 to the GRE.

Read back of all runway holding instructions is required and must include the phrase "Hold Short", the runway's identifying number and your call sign.

With a little practice, radio communications are not difficult. If you are unsure about what the controller said, or if you don't understand an instruction, ask the controller to repeat the communication by transmitting "SAY AGAIN".

An ATC controller, even one who is extremely busy, would rather repeat and explain instructions than have a misunderstanding lead to a runway incursion. Don't proceed thinking that the instructions will become clear once you drive a little farther.

Use extreme caution when you hear the phraseology "GO AHEAD" as it is only meant for you to proceed with your message and is not to be used for any other purpose. It NEVER means to proceed in moving your vehicle, or to cross runways. ATC Controller instructions of (go ahead, sure, yes, correct) are not instructions to cross the runway.

Remember an ATC instruction to operate on taxiways is NOT an authorization to cross a runway holding position, or to enter on to a runway unless specifically instructed to do so by ATC.

Always ensure that you maintain a listening watch on the appropriate frequency when operating on the Manoeuvring Area.

If you have questions, please contact Protective Services at (416) 203-6942 x 45.

10.10 Mandatory Frequency Communication

Between 23:00 and 06:45 BBTCA Control tower is closed. Any driver operating a vehicle on the Manoeuvring Area is required to monitor the tower frequency for any traffic (vehicle or aircraft) operating at the airport and:

- Broadcast their intentions before entering the Manoeuvring Area or changing locations or tasks
- Acknowledge and advise their present location and activity to any other traffic that has broadcast an intention to land, depart or reposition on the airfield
- Monitor other traffic landing, departing or repositioning on the maneuvering area until it is clear such traffic is not in conflict with them
- Broadcast when they have left and are no longer driving on the maneuvering area

Example:

Driver: City Traffic, Refueller 361 on the apron proceeding B, E, across 26 and 24 to the fuel farm. Any conflicts please advise.

Any vehicle or aircraft operating in the vicinity of the airport or on any runway or taxiway should respond back with their call sign, location and routing or intention. Give way to any aircraft or vehicle in accordance with section 8.8, visually double check your routing for conflicts then proceed with caution.

Be prepared to alter your route or stop should a vehicle or aircraft with right-of-way be in conflict with your routing or intended activity in the Manoeuvring Area.

Maintain a listening watch on the Tower frequency at all times and respond to any calls from aircraft or vehicles with your call sign, location and routing or intention.

10.11 Phonetic Alphabet

Letter	Word	Pronounced as
A	Alfa	AL FAH
B	Bravo	BRAH VOH
C	Charlie	CHAR LEE or SHAR LEE
D	Delta	DELL TAH
E	Echo	ECK OH
F	Foxtrot	FOKS TROT
G	Golf	GOLF
H	Hotel	HOH TELL
I	India	IN DEE AH
J	Juliett	JEW LEE ETT
K	Kilo	KEY LOH
L	Lima	LEE MAH
M	Mike	MIKE
N	November	NO VEM BER
O	Oscar	OSS CAH
P	Papa	PAH PAH
Q	Quebec	KEH BECK
R	Romeo	ROW ME OH
S	Sierra	SEE AIR RAH
T	Tango	TANG GO
U	Uniform	YOU NEE FORM or OO NEE FORM
V	Victor	VIK TAH
W	Whiskey	WISS KEY
X	X-ray	ECKS RAY
Y	Yankee	YANG KEY
Z	Zulu	ZOO LOO

10.12 Terminology

Word or Phrase	Meaning
ACKNOWLEDGE	Let me know that you have received and understood this message.
AFFIRM/AFFIRMATIVE	An expression used in radio communication meaning "Yes".
APPROVED	Permission granted
BREAK	Indicates the separation between portions of the message. (To be used where there is no clear distinction between the text and other portions of the message.)
CLEARED	Authorized to proceed under the conditions specified.
CONFIRM	Have I received the following ... or Did you receive the message?
CORRECTION	An error has been made in this transmission (or message indicated). The correct version is...
DISREGARD	Consider this transmission as not sent.
GO AHEAD	Proceed with your message.
HOW DO YOU READ?	What is the readability of my transmission? Note: The readability scale is: 1. Unreadable 2. Readable now and then 3. Readable but with difficult 4. Readable 5. Perfectly readable
I SAY AGAIN	An expression used in radio communication meaning "I repeat for clarity or emphasis."
MAYDAY	An expression meaning "I am in distress." It is the international radiotelephony distress signal. Preferably spoken three times, it indicates imminent and grave danger and means that immediate assistance is requested.
MAYDAY RELAY	The spoken word for the distress relay signal.
MONITOR	Listen (on frequency).
NEGATIVE	No, or that is not correct, or I do not agree.
OUT	Conversation is ended and no response is expected.
OVER	My transmission is ended and I expect a response from you.
PAN PAN	The international radiotelephony urgency signal. Preferably spoken three times, it indicates the condition that concerns the safety of an aircraft or another vehicle, or some person on board or within sight, but that does not require immediate assistance.
READ BACK	Repeat all, or the specified part, of this message back to me exactly as received.
ROGER	I have received all of your last transmission.
ROGER NUMBER	I have received your message Number _____.

SAY AGAIN	An expression used to request a repetition of the last transmission.
STANDBY	I must pause for a few seconds or minutes. Please wait and I will call you.
SEELONCE	An international expression to indicate that silence has been imposed on the frequency due to a distress situation.
SEELONCE FEENEE	An international expression to indicate that the distress situation has ended.
SEELONCE MAYDAY	An international expression to advise that a distress situation is in progress. The command comes from the station in control of the distress traffic.
WILCO	Your instructions received, understood and will be complied with.
WORDS TWICE	As a request: Communication is difficult, I will send each word, or group of words, twice; As information: Since communication is difficult, I will send each word, or group of words, twice.

Note: DA permit holders driving on aprons and other uncontrolled areas are not required to operate VHF radios while driving airside. However, if a vehicle is equipped with a VHF radio, drivers should listen continuously to the appropriate radio frequency while on the Movement Area.

Appendix A - Important Numbers and Frequencies

A.1 Radio Frequencies

Ground	121.7
Tower (Mandatory Frequency)	118.2

A.2 Phone Numbers

Airport Emergency Line	(416) 203-1910
AOCC	(416) 203-6942 x 10
Airport Duty Manager	(416) 203-6942 x 17
Tower (for radio failures only)	(416) 973-9240

Appendix B - Demerit Point System

B.1 Minor Violation

Minor Violations – On record for 12 months from the date of issue.

Violation	Points
Failure to comply with vehicle safety equipment and markers	2
Driving with an unsecured load	2
Improper towing	2
Driving behind an aircraft with engines running	3
Exceeding the speed limit by 1-9 km/h	3
Failure to obey signs and barriers	3
Failure to obey a stop sign/signal	3
Failure to enter/exit vehicle corridor at a 90 degree angle	3
Improper parking of vehicle/equipment	3
Driving outside the vehicle corridor while aircraft is on pushback	3
Improper passing	3
Failure to wear high-visibility vest	3
Failure to wear seat belt	3
Knowingly depositing/creating, or failure to retrieve FOD	3
Failure to carry AVOP documentation while driving airside	3
Failure to yield to vehicular traffic	3
Distracted Driving	3

B.2 Major Violations

Major Violations – On record for 24 months from the date of issue

Violation	Points
Interfering with an emergency in progress	6
Failure to maintain proper escort (vehicle or aircraft)	6
Failure to report an accident / incident	6
Failure to remain at, or altering, an accident/incident scene	6
Improper driving for conditions	6
Unsafe operation of a vehicle	6
Exceeding the speed limit by 10-19km/h	6
Improper parking of vehicle / equipment causing damage	6
Failure to yield right-of-way to an aircraft or marshalling crew	9
Failure to yield right-of-way to apron maintenance vehicles	9
Failure to comply with Enforcement Personnel	9
Failure to yield right-of-way to responding emergency vehicles	9
Driving between an aircraft and marshaller	9
Exceeding speed limit by 20km/h or more	10
Smoking or vaping on airside	10
Knowingly driving with a suspended provincial driver's licence	10
Careless Driving	10
Driving airside while under the influence of alcohol/drugs	10
Driving on the Movement Area without proper permit	10
Failure to comply with an Air Traffic Control authorization	10

Appendix C – AVOP Maps

C.1 D Map



C.2 DA and GA Map



Appendix D – Knowledge Verification Sample Questions

D.1 DA / GA Sample Questions

*Note: These questions are just a sample of the questions within the ATDs.
Applicant must be conversant in all D/A content of the ATDs*

1. The Movement Area of the airport is:

- a. That portion of the airside used by vehicles only
- b. That portion of the airside that accommodates the loading and unloading of passengers
- c. That portion of the airside used for the movement of aircraft, further divided into the Apron and Manoeuvring Areas
- d. That portion of the airside used only for the movement of aircraft

2. What three documents must an AVOP holder have in their possession when driving airside?

- a. A valid pilots licence, a valid provincial driver's licence, Company identification
- b. A valid provincial driver's licence, a valid birth certificate, a valid Restricted Area Identification Card (RAIC)
- c. A valid Restricted Area Identification Card (RAIC) or other Document of Entitlement, a valid AVOP permit, a valid Provincial Driver's licence
- d. An AVOP application form, a valid provincial Driver's licence a letter from their employer

3. Safety vests must be worn:

- a. Only at night as personnel are visible during the day
- b. By all pedestrians in the Movement Area and by drivers and passengers in open top tractors and push back carts
- c. Only by pedestrians in the Movement Area
- d. Only if required to by their company policy

4. If your vehicle leaks/spills a hazardous material (ie fuel, lavatory fluid)

- a. Check the size of the spill, if it is small the next rain storm will wash it away
- b. Report the spill to the Airport Emergency Line
- c. Someone else will make arrangements to have the spill cleaned up
- d. Advise the Airport Fire Department

5. When is it permissible to cross through the connecting corridor?

- a. If you are crossing from north to south
- b. If there are no other vehicles using it
- c. Only after operational hours
- d. It is not permitted

6. The following statement about pavement markings is true:

- a. Yellow pavement markings pertain to aircraft movement while white pavement markings pertain to vehicles and equipment
- b. Pavement markings are only for aircraft movement
- c. White pavement markings are designated aircraft parking positions
- d. Vehicle corridors provide safe clearances for moving traffic

7. Apron Edge Lights are what colour?

- a. Red
- b. White
- c. Green
- d. Blue

8. The speed limit within the apron area north of the vehicle corridor, FBO Aprons or near aircraft is:

- a. 50 km/h
- b. 30 km/h
- c. 15 km/h
- d. 20 km/h

9. Yield right-of-way to airside traffic in the following priority:

- a. Aircraft under power or tow, emergency vehicles, maintenance vehicles engaged in operations such as snow removal, all other vehicles
- b. Emergency vehicles, aircraft under power, maintenance vehicles engaged in operations such as snow removal, all other vehicles
- c. Aircraft under power, emergency vehicles, aircraft under tow, all other vehicles
- d. Emergency vehicles, aircraft under tow, all other vehicles

10. How many vehicles may be escorted at one time?

- a. 3
- b. It doesn't matter as long as the escorting vehicle and vehicles under escort do not exceed a length of 50m (150ft)
- c. 2
- d. You need a D AVOP to escort

D.2 D Sample Questions

Note: These questions are just a sample of the questions within the ATDs.

Applicant must be conversant in all content of the ATDs including that required for the DA

1. A D AVOP is valid for:

- a. 3 years
- b. 2 years
- c. 5 years
- d. 1 year

2. Mandatory hold lines are _____ from the runway centre line.

- a. 100 metres
- b. 60 metres
- c. 100 feet
- d. 45 feet

3. What lights are used to indicate the intersection of two taxiways:

- a. Double blue lights
- b. Double amber lights
- c. Flashing amber lights (wig wags)
- d. Double red lights

4. Alternating flashing amber lights located at mandatory hold positions are called:

- a. Warning lights
- b. Runway guard lights
- c. Runway edge lights
- d. Intersection lights

5. The colour of a mandatory hold sign is:

- a. Black with white letters
- b. Black with yellow letters
- c. Red with white letters
- d. Yellow with black letters

6. When driving on a runway it is best to drive:

- a. To the right of the centre line marking
- b. On the centre line markings
- c. Along the edge of the runway
- d. Location doesn't matter

7. If your radio fails while on the Manoeuvring Area and you receive a flashing green light from the tower you should:

- a. Return to your starting point on the Manoeuvring Area
- b. Stop
- c. Vacate the runway
- d. Proceed

8. You may only cross a runway if:

- a. You call ATC and advise of your requested route
- b. ATC gives you a route that takes you across a runway
- c. Only if ATC gives you explicit authorization to cross the runway
- d. If you look both ways first to ensure that there are no aircraft using the runway

9. If ATC tells you to "Go Ahead", you should:

- a. Go to your destination
- b. Proceed with your message
- c. Proceed to the edge of the runway
- d. Move your vehicle forward

10. If you need to enter the Manoeuvring Area and the tower is closed you should:

- a. Broadcast your intentions on the tower (mandatory) frequency
- b. Listen for other aircraft or vehicles to announce their intentions on the ground frequency
- c. Only broadcast your intentions if you see another vehicle or aircraft on the runway
- d. Both a and b