AIRSIDE VEHICLE OPERATOR PROGRAM (AVOP)

AIRSIDE TRAFFIC DIRECTIVES

January 30th 2026

Ottawa

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GENERAL

PREFACE

The Ottawa International Airport Authority (OIAA)'s Airside Vehicle Operator Program (AVOP) is a formal training, assessing, and permitting program for all drivers operating airside, and is the primary mechanism by which the operator of the airport gives permission for vehicles to be driven airside, as per the Canadian Aviation Regulations (CARs), Part III.

The AVOP is adjacent to the OIAA's Safety Management System (SMS), aiming to minimize and/or eliminate the risk of accidents.

Two aspects of safety are specifically covered under the AVOP:

- **Operational Safety**: safety of vehicles in proximity to aircraft on the airfield, aprons, stands, and airside roads.
- **Occupational Health and Safety**: safety of the vehicle operator.
  Defined as the responsibility of each airside employer, however, safe driving practices by an individual and the resulting safety of individuals, are of interest to the OIAA.

An individual driving airside must be in possession of the following valid documents:

- A provincial driver's license (PDL);
- A Restricted Area Identification Card (RAIC); and
- An AVOP permit (or be under proper escort).

An individual driving airside without all of the above valid documents in their possession:

- Will be immediately escorted to groundside;
- Will lose access privileges, until further notice is given by the Director, Safety and Environmental Sustainability (or designate); and
- May face additional consequences from their employer.

The AVOP has two reference documents:

- The AVOP Manual, which defines how the program is managed; and
- The Airside Traffic Directives (ATD), which defines the "rules of the road" for airside drivers.

If you have any questions about the content of this manual, please reach out to your supervisor, or to the OIAA's Safety and Environmental Sustainability (SES) team at safety@yow.ca.

Phil Morris

Director, Safety and Environmental Sustainability (SES)

Ottawa International Airport Authority

AMENDMENT CONTROL PROCEDURES

The President and CEO of the OIAA has designated the Director, SES as the person responsible and accountable for the development, issuance, and control of amendments to this manual.

The amendment process is as follows:

a. The Director, SES (or designate) will complete required amendments in Word with tracked changes enabled. The Vice-President, Operations will review and approve the proposed amendments.
b. The amendment number and date will be indicated at the bottom of each page.
c. The amended document will be sent to the OIAA's Communications team with a request to update the version on the OIAA website (www.yow.ca).
d. The Director, SES will maintain the Master Copy (paper copy).
e. This document will be reviewed annually.

RECORD OF AMENDMENTS

Amendment No.	Date	Item and revision	Prepared by	Approved by

HOLDERS OF THE AVOP MANUAL

Master Copy (Paper Copy)

OIAA, Director, Safety and Environmental Sustainability

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Electronic Document (on OIAA website)

AVOP | Ottawa International Airport Authority

Publicly available

DEFINITIONS

When the following definitions and terminology are used within the AVOP Manual.

Accident	An occurrence whereby a person is fatally or seriously injured, and/or where damage is sustained to an aircraft, vehicle, structure or other airport-related property.
Anti-Collision Lights (ACL)	Beacon or strobe lights, red in colour, mounted on the aircraft fuselage. Lighted, operating, and flashing ACLs are a universal indication of running engines and that the aircraft is available/prepared to move imminently, if not already in motion.
AVOP Documents	The valid combination of **ALL three (3) or four (4)** of the following documents, an individual must be in possession of, to be permitted to drive airside: • Provincial Driver's License (PDL) • Restricted Area Identity Card (RAIC) • AVOP Permit (unless escorted) • ROC-A (for D permit holders)
Careless Driving	Operating a vehicle airside without due care and attention or without reasonable consideration for the safety of oneself, other persons and/or damage to airport or other property. Considered a serious offence.
Dangerous Driving	Operating a vehicle airside in a manner: • Dangerous to oneself and/or other persons; • Without consideration for damage to airport or other property; • With disregard to the nature, condition, and use of the place at which the vehicle is being operated; and/or • With disregard for the amount or nature of traffic that, at the time is or might reasonably be expected to be, operating airside.

Gross Misconduct	Operating a vehicle in a manner that, having disregard to all circumstances, including the amount of traffic, is dangerous to aircraft, equipment, people, or other vehicles. Examples include but are not limited to: • Speeding over twice the applicable speed limit; • Driving while under the influence of drugs or alcohol (also a Criminal Code Offence); • Runway or Taxiway incursion; • Intentional damage to airside fixtures, structures, or safety devices; • Tampering with or bypassing safety devices; • Driving while under an AVOP permit and/or PDL suspension; and • Abuse or threats made towards any enforcement personnel.
Responsible	Functions and activities associated with a specific role/position within the OIAA that may be delegated.
Safety	The state in which risks associated with aviation activities, related to, or in direct support of the operation of aircraft, are reduced and controlled to an acceptable level.
Safety Management System (SMS)	A systematic approach to managing safety, including the necessary organizational structures, accountability, responsibilities, policies and procedures. Required under the Canadian Aviation Regulations (CARs).

0.1 ABBREVIATIONS AND ACRONYMS

AOCC	Airport Operations Coordination Centre
ATDs	Airside Traffic Directives
AVOP	Airside Vehicle Operator Program
AVOP permit	Airside Vehicle Operator Program permit
CARs	Canadian Aviation Regulations
CASRs	Canadian Aviation Security Regulations
CATSA	Canadian Air Transport Security Authority
CDF	Central de-icing facility (also referred to as 'de-icing pad')
CRA	Critical Restricted Area
CRC	Canada Reception Centre
FOD	Foreign Object Debris
GSE	Ground service equipment
ILS	Instrument Landing System
NOTAM	Notice to Air Missions
NPS-V	Non-Passenger Screening – Vehicles
OIAA	Ottawa International Airport Authority
PDL	Provincial Driver's License
RAIC	Restricted Area Identity Card
ROC-A	Radio Operator's Certificate - Aeronautical
RVOP	Reduced Visibility Operations Plan
SES	Safety and Environmental Sustainability
SMM	Safety Management Manual
SMS	Safety Management System
TC	Transport Canada

VEHICLES AND EQUIPMENT

1.1 VEHICLE AND PASSENGER STANDARDS

Employers are responsible for ensuring that vehicles and equipment:

- Meet respective industry safety standards;
- Meet standards contained in this document;
- Are fit for a driver's purpose and task; and
- Remain in good working order:
  - Are operable for the task they are designed for;
  - Are not visibly damaged; and
  - Meet the specifications in Sections 1.2, 1.3 and 1.4 (and that these specifications are functioning where applicable).

An operator of a vehicle is accountable for their actions, as well as those of any passengers (except where airline passengers are being transported).

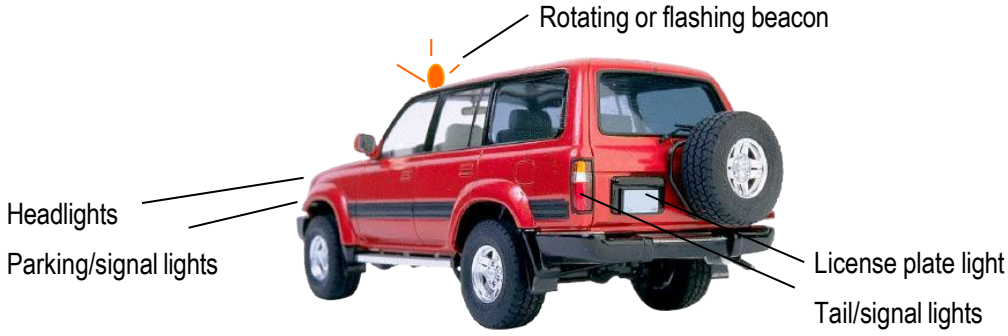
- The number of persons in a vehicle may not exceed the number of seats (except airline passenger transfer buses which have a maximum stated capacity that includes standing passengers).
- Drivers of a vehicle in motion will be issued an AVOP Infraction for Dangerous Driving in the following situations:
  - A person standing in any position (except where the vehicle is designed to be operated/occupied standing); or
  - A person riding on the hood, tailgate, cargo box, belt loader belts, trailers, etc.

Vehicles or equipment that are not in good working order as defined above may not be located airside, and may only be returned airside with the OIAA's authorization.

1.2 SELF-PROPELLED VEHICLES WITH CABS

Self-propelled vehicles with cabs (for example, cars or trucks) shall be kept in good working order, and meet marking and lighting specifications when being operated airside.

1. Provide a means of identifying the vehicle owner (applying corporate logo/name on vehicle)
2. Rotating or flashing amber beacon (per TP312 5th Edition, Section 6.3.2.1)
3. Headlights
4. Tail lights
5. Brake lights
6. Front turn signal lights
7. Rear turn signal lights
8. Four way flashers
9. License plate light (if a license plate is present)
10. Seatbelts



1.3 SELF-PROPELLED VEHICLES WITHOUT CABS

Self-propelled vehicles without cabs shall be kept in good working order, and meet the marking and lighting specifications when being operated airside.

1. Provide a means of identifying the vehicle owner (applying corporate logo/name on vehicle)
2. Headlights
3. Tail lights
4. Brake lights
5. Four-way flashers
6. Seatbelts

1.4 TOWED VEHICLES AND EQUIPMENT

Towed vehicles and equipment (formerly “non self-propelled vehicles without cabs”) shall be kept in good working order, and meet markings standards when being operated airside.

1. Provide a means of identifying the equipment (applying corporate logo/name on equipment)
2. Reflective tape / material applied along the full length, front, and back
3. Reflective tape / material kept clean and in good condition at all times

Vehicle operators shall ensure that mud and gravel are not deposited on aircraft movement surfaces, because this becomes foreign object debris (FOD), which can cause damage to taxiing aircraft and engines.

1.5 VEHICLE ACCESSORIES OR EQUIPMENT

1.5.1 Two-Way VHF Radio

Vehicles or equipment operating on the maneuvering areas or engaged in towing operations shall be equipped with a properly functioning two-way VHF radio. This radio shall be turned on and actively monitored as per ATD Section 4.1.

1.5.2 Tire Chains

Loose chains are extremely hazardous to aircraft and snow removal equipment, hence the limited use of tire chains on aircraft tow tractors and baggage tugs are only permitted during abnormally slippery conditions, **pending authorization from OIAA at pre-weather event briefings**.

- The use of tire chains shall only be authorized by the OIAA at pre-weather event meetings
- Tire chains shall be removed immediately after conditions have improved.

1.5.3 Studded Tires

Between December 1 and March 31, studded tires (with factory-installed studs) may be used on vehicles operating airside. **In all cases, the use and type of studded tires must be approved by the AVOP office each winter season**.

- The OIAA reserves the right to inspect the studded tires at any time upon request.
    - If tires are deemed to be unsafe (ie. studs missing, worn out, etc.) the vehicle operator/owner may be required to remove the equipment from airside. In such cases, the equipment can only be returned to service once approved by the OIAA.

1.6 VEHICLE BEACONS

Self-propelled vehicles with a cab must always operate the rotating amber beacon or strobe while in motion. As per Section 6.3.2.1 in *TP312: Aerodrome Standards and Recommended Practices 5th Edition*, an operating beacon indicates that the operator is in the vehicle and available/prepared to move. The following conditions are applicable:

- **Vehicles without a cab or without a beacon shall activate the four-way flashers when in motion.**
- Vehicles not equipped with markings and lighting standards as per this directive are not permitted to operate on the airside without an escort. The Airport Authority reserves the right to request such vehicles be removed from airside.
- All lights shall be turned off when the vehicle is parked in a designated parking position.

GENERAL AIRSIDE DRIVING RULES

2.1 REPORTING HAZARDOUS CONDITIONS AND ACCIDENTS

A person who encounters a hazardous condition on an airside surface shall report its nature and location immediately once safe to do so.

- **Accidents/Incidents (emergency): Call the AOCC emergency line on 613-248-2111.**
- **Urgent Hazards or Accidents/Incidents (non-emergency):** Call the AOCC general line on 613-248-2117.
- **Other hazards:** Email the OIAA Safety and Environmental Sustainability team at safety@yow.ca.

A driver who fails to report a vehicle accident in which they are involved, will receive an AVOP infraction.

- Vehicles are not to be moved unless there is a possibility of further injury or damage to personnel or property.
- All personnel involved in the accident and witnesses must remain at the scene until released from the scene by the responding OIAA personnel.
- All other personnel shall remain clear of an accident scene unless otherwise authorized by the responding OIAA personnel or responsible agency.

2.2 DISTRACTED DRIVING

A driver can use or handle a mobile device (phone or tablet) only when **parked**.

- The use of headphones or earpieces for music or other forms of multimedia, is prohibited airside under all circumstances.
- The only exceptions for using telecommunication devices are for operational requirements using a vehicle's built-in handsfree system or to contact AOCC in an emergency.

There are other examples of Distracted Driving that will be reviewed on a case-by-case basis, such as but not limited to eating, drinking, grooming, reading, and reaching for objects while the vehicle is in motion.

Drivers shall ensure their focus while driving is on operating the vehicle, first and foremost.

2.3 ALCOHOL AND DRUGS

A person driving airside must not do so under the influence, or impaired by any substance, including:

- alcohol;
- drugs; and
- medications that have the potential to adversely affect their performance in any way.

Operating a vehicle while impaired is an offence under the Criminal Code of Canada.

Drivers who are suspected of being under the influence or impaired by alcohol and/or drugs may be subject to additional testing to determine their level of impairment.

Employees who drive airside and are prescribed medicinal marijuana by their health care provider must advise their employer immediately that they are taking medication that may affect their performance and operation of a vehicle.

Both employers and employees are responsible for ensuring employees operating airside are not impaired and can operate vehicles and equipment safely at all times.

2.4 SMOKING

Smoking, and the associated use of open flames and/or depositing of lighted items, are prohibited airside. Violators can be charged under the CARs Part 301.09. Items include:

- Cigarettes;
- E-cigarettes;
- Vaporizers;
- Marijuana;
- Pipes; and
- Matches.

In addition to the general airfield, airside locations include:

- Inside vehicles;
- Staircases;
- Baggage rooms;
- Boarding bridges;
- Ramp crew shelters; and
- Inside and outside vehicles, equipment and airside buildings.

2.5 AIRSIDE VEHICLE ACCESS

The following responsibilities are critical:

- Valid AVOP Documents are required to drive / operate a vehicle airside, unless escorted;
  - **An individual may not be escorted if any of their *AVOP Documents* are suspended.**
- All airside access gates shall be kept closed and secured to prevent unauthorized entry of people/vehicles. It is the responsibility of every person with authority to use an airside access gate, to ensure that the gate is closed prior to leaving the area. Failure to do so can result in the immediate suspension of an AVOP permit, and/or RAIC (at the discretion of the OIAA Security team).
- Any operator who is escorting additional vehicles through airside access gates V-1, V-14, V-40A, V-68B and V-69 (listed below) must contact the AOCC at 613-248-2117 or by radio **prior to entering** to advise of the additional vehicles being escorted. Failure to do so will result in both an AVOP infraction and security breach.

Vehicle access airside is facilitated through controlled gates along the perimeter fence, mapped on the following page and listed below:

#	Designator	Name	Access permissions
1	ER-1	Comet (Emergency Route 1)	• General access and travel to and from lavatory building • Emergency and OIAA maintenance vehicles only
2	ER-2	Alert (Emergency Route 2)	• Emergency and OIAA maintenance vehicles
3	ER-3	Leitrim (Emergency Route 3)	• Emergency and OIAA maintenance vehicles
4	ER-4	Limebank (Emergency Route 4)	• Emergency and OIAA maintenance vehicles
5	ER-5	Tower (Emergency Route 5)	• Emergency and OIAA maintenance vehicles
6	ER-6	Riverside (Emergency Route 6)	• Emergency and OIAA maintenance vehicles
7	V-68B	Maintenance Service Building (MSB)	• Access to NPS-V for screening if travelling into the Critical Restricted Area (CRA) (See Section 3.14 for NPS-V requirements)
8	V-69	Non-Passenger Screening – Vehicles (NPS-V) North	• Access to NPS-V for screening if travelling into the CRA (See Section 3.14 for NPS-V requirements)
9	V-70	Hangar 11 VIP / Canada Reception Centre (CRC)	• VIP Arrivals and Departures • Emergency and OIAA maintenance vehicles
10	V-9	Transport Canada	• Transport Canada, emergency, and OIAA maintenance vehicles
11	V-1	Air Canada Cargo	• General use
12	V-40A	Combined Services Building (CSB)/Hendrick Building	• Emergency and OIAA maintenance vehicles

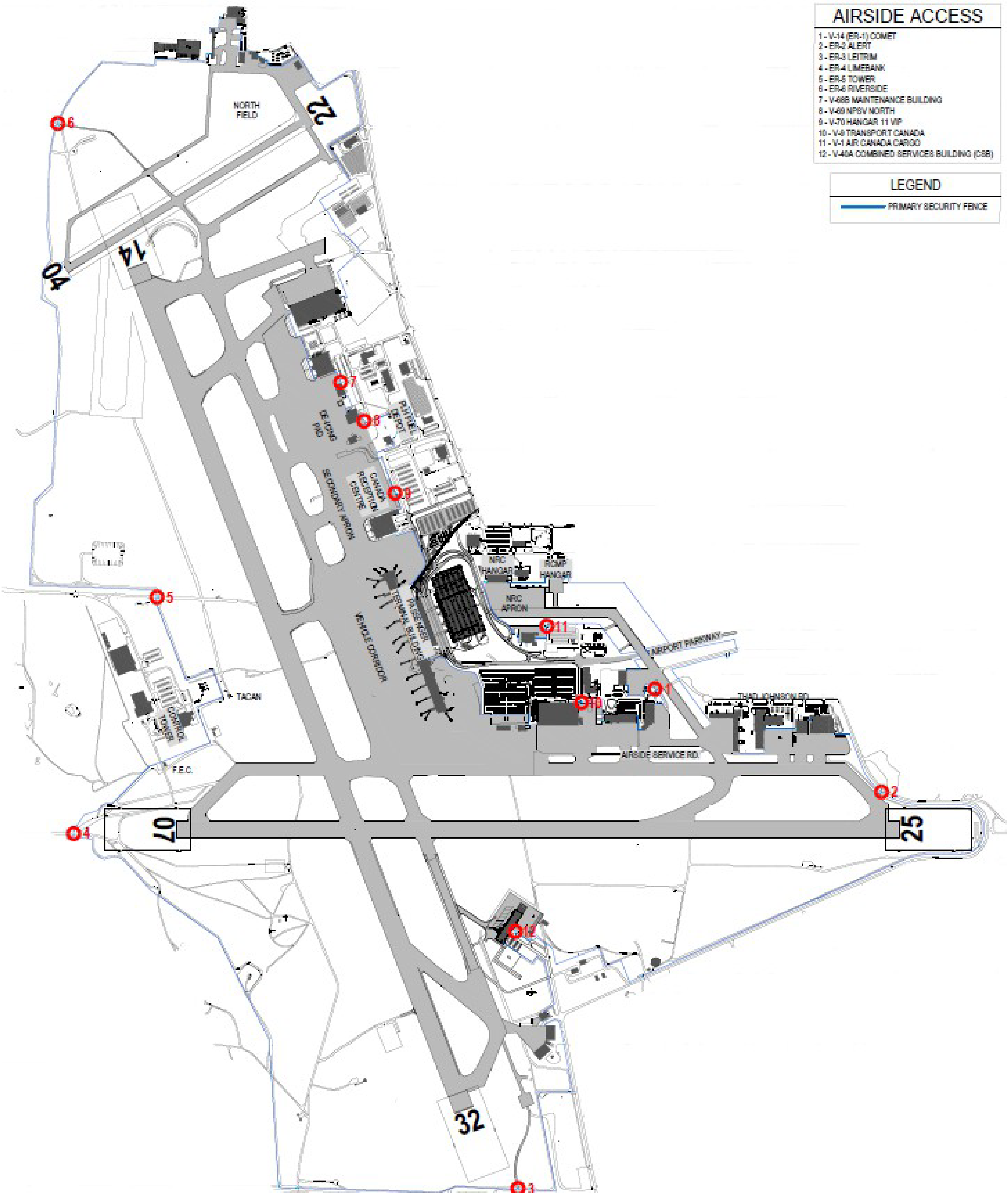

AIRSIDE ACCESS
1 - V-14 (ER-1) COMET
2 - ER-2 ALERT
3 - ER-3 LEITRIM
4 - ER-4 LIMEBANK
5 - ER-5 TOWER
6 - ER-6 RIVERSIDE
7 - V-68B MAINTENANCE BUILDING
8 - V-69 NPSV NORTH
9 - V-70 HANGAR 11 VIP
10 - V-8 TRANSPORT CANADA
11 - V-1 AIR CANADA CARGO
12 - V-40A COMBINED SERVICES BUILDING (CSB)
LEGEND
PRIMARY SECURITY FENCE
NORTH FIELD
22
14
04
07
25
32
SECONDARY APRON
VEHICLE CORRIDOR
NRC APRON
AIRPORT PARKWAY
AIRSIDE SERVICE RD.
TACAN
F.E.C.

FIGURE 2.1

2.6 AIRSIDE VEHICLE CONTROL AREAS

AVOP permits are issued for different areas on the airport (Vehicle Control Areas).

1. **AVOP-DR:** Private aprons and restricted areas (Figure 2.2)
2. **AVOP-DA:** Commercial apron and support routes (Figure 2.3)
3. **AVOP-D:** Runways and Taxiways (Figure 2.4)

2.6.1 AVOP-DR: Private aprons and restricted areas

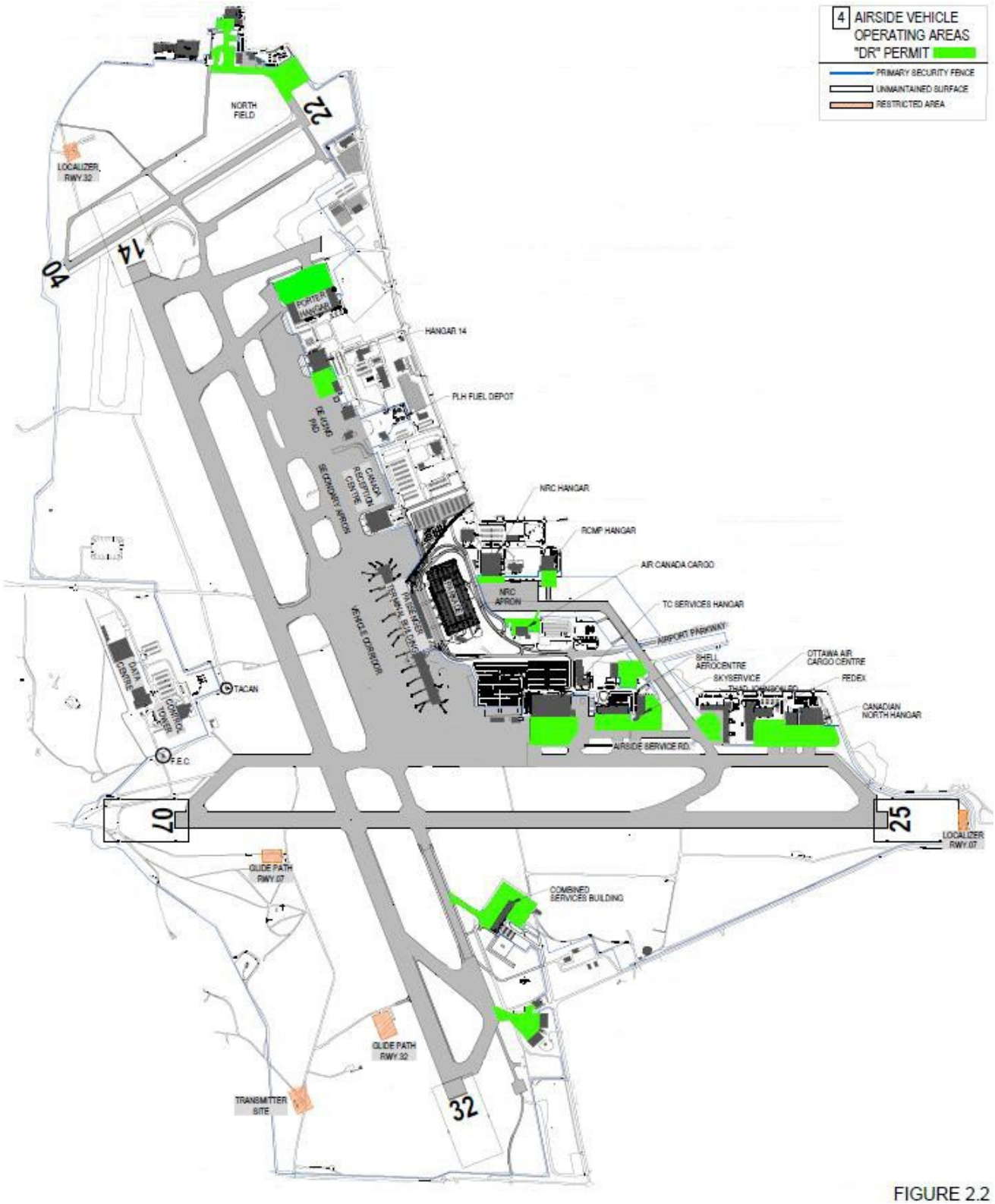


FIGURE 2.2

2.6.2 AVOP-DA: Commercial apron and support routes

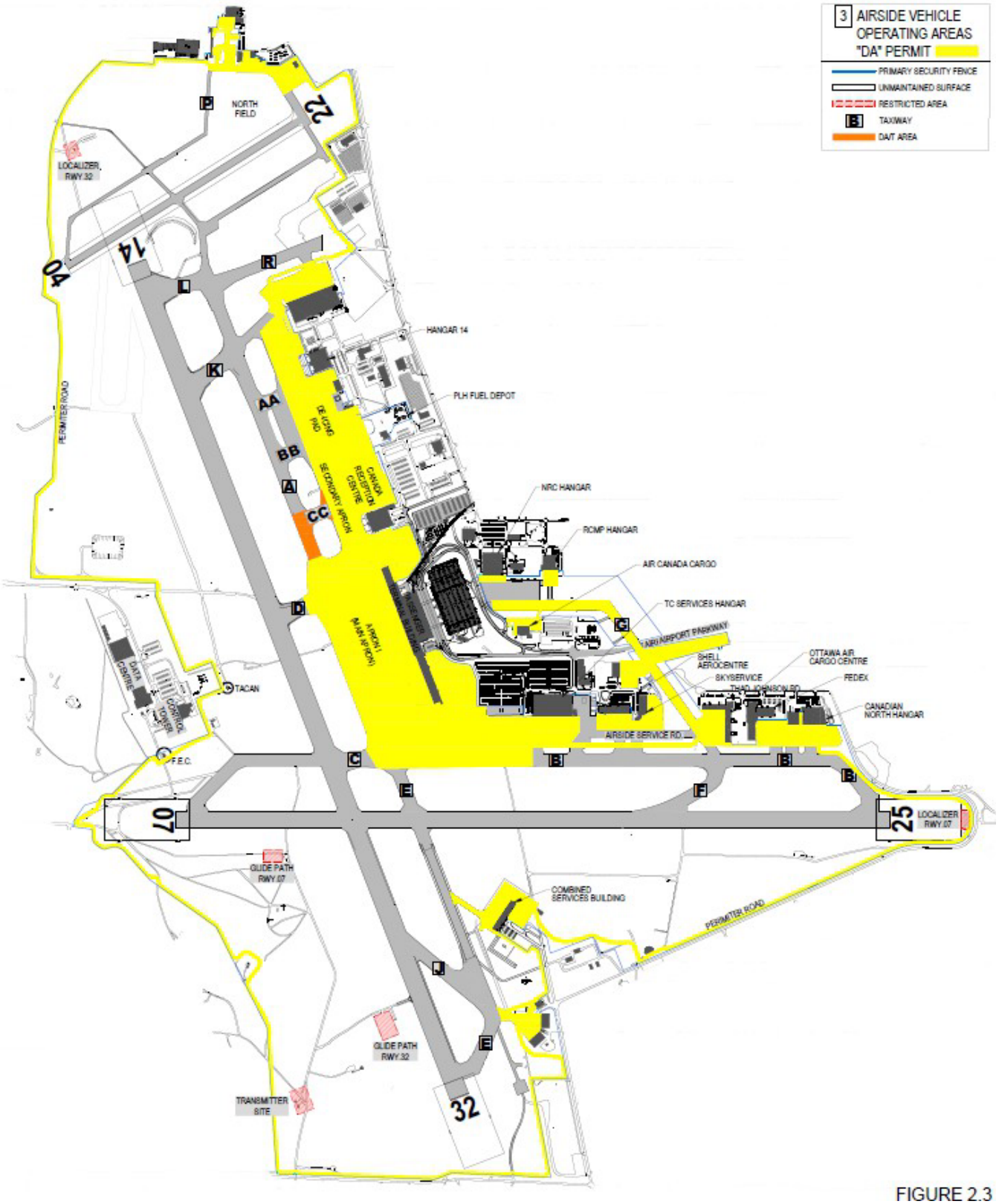


FIGURE 2.3

2.6.3 AVOP D Areas – Runways and Taxiways

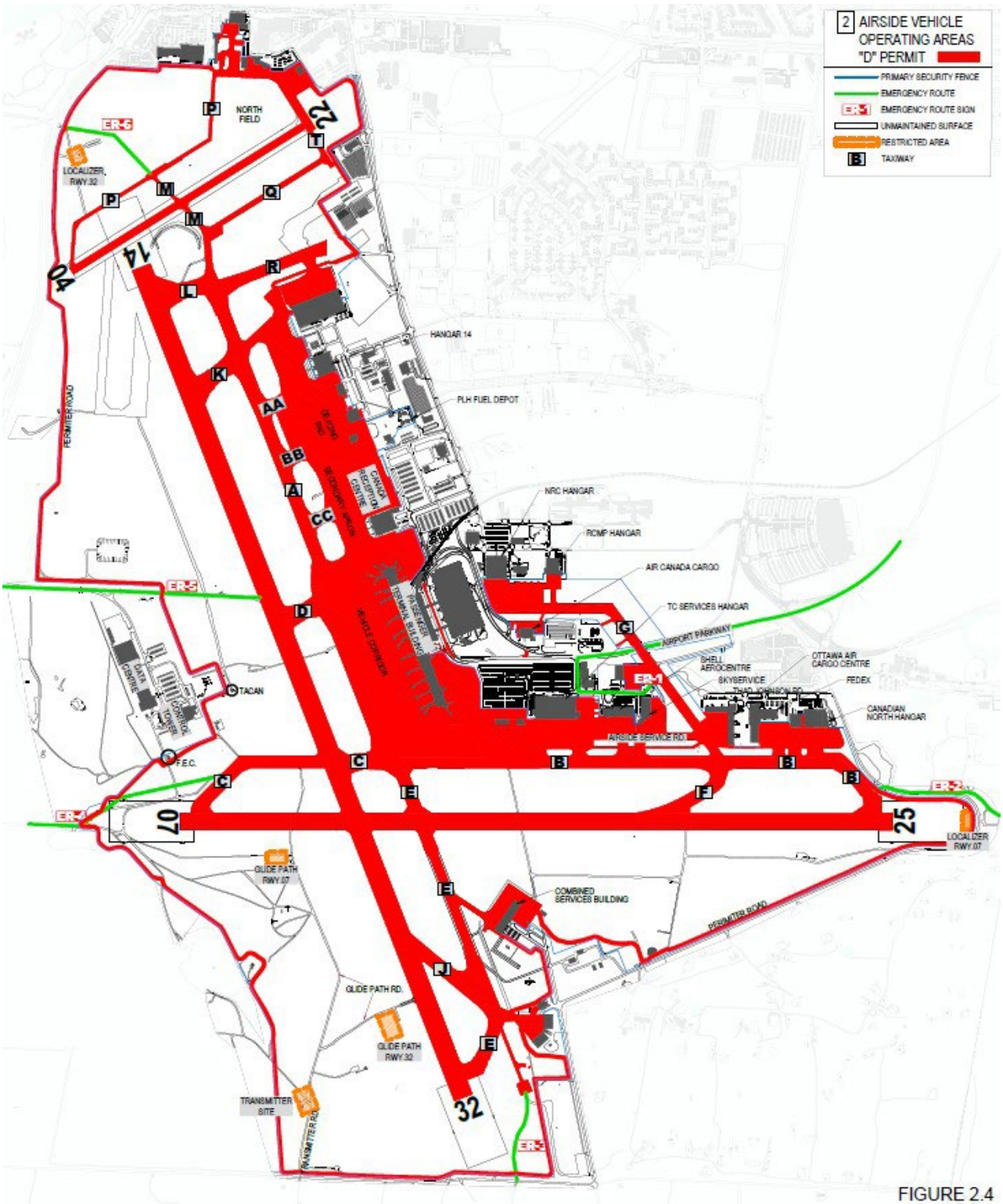


FIGURE 2.4

2.7 SPECIAL PROCEDURES – CANADA RECEPTION CENTRE VIPS

The Canada Reception Centre (CRC), also known as Hangar 11, is located immediately north of the terminal. The CRC receives VIP aircraft associated with the Government of Canada, Department of National Defence (DND), and foreign dignitaries.

A VIP area is established using safety cones on apron of Hangar 11 starting before the arrival of the VIP aircraft until after it departs.

Persons and vehicles unauthorized to be in the VIP area shall:

- Remain clear of parked VIP aircraft unless authorized by the OIAA Duty Manager;
- Not pass between the aircraft and Hangar 11;
- Proceed on the west side of the Hangar 11 apron, clear of aircraft and outside of the safety cones.

If there is no activity in progress (i.e. no VIP aircraft, no cones present), vehicle operators are required to remain in the main vehicle corridor per Section 3.1 – Vehicle Corridors.

If there is a requirement to tow aircraft to/from the de-icing pad and/or the secondary apron while access is restricted to the Hangar 11 apron, a person with an AVOP-D or DA/T permit must conduct the tow. A person with an DA/T permit is permitted to operate between the main apron and the de-icing pad and secondary apron, via the Taxiway Alpha and Taxiway Charlie-Charlie "elbow", provided they contact Ground Control prior to accessing the areas.

2.8 ESCORTING EXTERNAL VEHICLES

Drivers from external parties, that do not have an AVOP permit but have an operational requirement to access the airfield, may do so under escort. Examples include:

- Waste disposal contractors;
- Construction contractors; and
- VIP escorts.

The driver of the escort vehicle assumes full responsibility for the vehicles and drivers being escorted and must:

- Possess valid AVOP documents;
- Ensure that the escorted driver is in possession of a valid or temporary RAIC and holds a valid PDL;
- Ensure the driver of the escorted vehicle drives at the same speed, and follows along on the exact route of the escorting vehicle, and is briefed on any additional escorting procedures and the need to strictly follow instructions;
- **Escort a maximum of three (3) vehicles (total group of four (4) vehicles);**
- Maintain visual contact with the vehicles being escorted;
- Be in a position to control vehicles at all times;
- Ensure that in all circumstances the maximum length to the escort party does not exceed 50 m;
- Ensure the escort vehicle's owner is clearly marked; and
- Follow all procedures outlined in Section 2.5 Airside Vehicle Access.

If more than three (3) vehicles require escort, an additional escort vehicle must bring up the rear.

If a defined, physical perimeter has been established (such as barricades or cones at a construction site), and escorted vehicles should not be operating outside of this area, the escort can simply supervise the activity of the escorted vehicles from outside the perimeter.

2.9 ESCORTING OPERATIONAL VEHICLES

The person driving as an escort must:

- Possess valid AVOP documents, including the appropriate AVOP permit type to access the area in which the escort is being conducted;
- Ensure the escort vehicle's owner is clearly marked; and
- Drive a vehicle that is properly equipped (if the duty references the following sections):
    - Section 1 – Vehicles
    - Section 3 – Apron Driving Rules
    - Section 4 – Runway and Taxiway Driving Rules

The person driving while being escorted must:

- Be an airport employee or contractor in the process of obtaining an AVOP permit; or
- Be an airport employee or contractor with valid AVOP documents.

Drivers that do not meet this criteria (i.e. external personnel without an AVOP permit) must be escorted in accordance with Section 2.8.

2.9.1 General Escorting (Point-to-Point)

Eligibility

- All companies operating airside, including the OIAA

The driver of the vehicle providing the escort (i.e. the "lead") assumes full responsibility, including any applicable AVOP infractions, for drivers being escorted and must:

- Ensure that the escorted driver:
    - possesses a valid or temporary RAIC and valid PDL;
    - drives at the same speed and follows along on the exact route of the escorting vehicle;
    - is **briefed on escorting procedures** and strictly following instructions;
- Escort a **maximum** of four (4) vehicles (total group of five (5) vehicles);
    - Except for a SNOWPACK, described in Section 2.9.3
- Maintain visual contact with the vehicles being escorted;
- Remain at the front of the vehicle group (i.e. leading the escort);
- Be in a position to control vehicles at all times;
- Follow all procedures outlined in Section 2.5 Airside Access.

2.9.2 Escorting at an Aircraft Stand

A driver of a vehicle required to service an aircraft may be escorted by another driver involved in servicing the same aircraft. The services may include:

- Ground handling;
- Fuelling; and
- Catering.

The individual providing the escort assumes full responsibility, including any applicable AVOP infractions, for the drivers being escorted and must:

- Ensure that the escorted driver
  - meets the eligibility criteria stated in Section 2.9;
  - is **briefed on any escorting procedures** and strictly following instructions;
- Escort a **maximum** of three (3) vehicles (total group of four (4) vehicles);
- Be in a position to control vehicles at all times; and
- Not leave the area of the aircraft stand, for as long as an escort is required.

2.10 FORMATION DRIVING

When a group of operational vehicles are required to operate as a team, they may choose to act as a formation.

Formation driving differs from escorting in that:

- All vehicles operate under the direction of the assigned lead, however they are individually responsible for their conduct as part of the overall team (i.e. AVOP infractions).
- All vehicle operators are required to have an AVOP permit to operate as part of the formation.
- Formations may only be conducted if pre-approved by the Director, SES.

Pre-approved formations will be assigned a callsign.

- Below is the list of currently pre-approved formations:

Pre-approved formation	Company name	Description
SNOWPACK	OIAA	For OIAA snow clearing operations

The leader of the formation is the individual responsible for all communications with Ground Control regarding the formation's movements. When communicating with Ground Control, the formation's callsign must be used ***instead*** of the vehicle's callsign.

When initiating a formation, the leader must identify to Ground Control:

- Formation callsign;
- Current location;
- Number of vehicles; and
- Vehicle type(s).

The driver of the vehicle in the last position of the formation must call-off the surface once it is confirmed all formation vehicles have exited the surface.

All formation vehicles must individually communicate to Ground Control when they join or exit the formation.

2.10.1 Formation lead responsibilities

The driver of the vehicle leading the formation (i.e. the "lead") assumes full responsibility for the remaining formation vehicles and drivers, and must:

- Ensure that the formation drivers:
  - possess valid or temporary AVOP documents, ;
  - drive at the same speed and follow the exact route of the lead formation vehicle;
  - are **briefed on formation procedures**;
  - strictly follow instructions;
  - are in a position to control their vehicles at all times;
- **Escort a maximum of nine (9) formation vehicles (total group of ten (10) formation vehicles)**;
- Maintain visual contact with the formation vehicles;
- Remain at the front of the vehicle group (i.e. leading the formation); and
- Follow all procedures outlined in Section 2.5 Airside Access.

2.11 SPEED LIMITS

Speed limits are based on ideal conditions. Vehicle operators must operate their vehicles in a safe manner at all times.

Operators must reduce their speed:

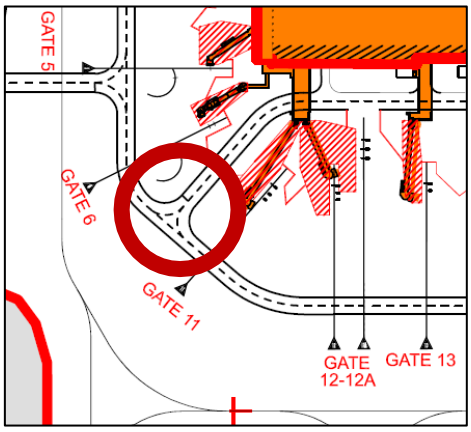
- According to surface and visibility conditions;
- When operating in the vicinity of an aircraft;
- When situations could potentially be unsafe (blind spots, going around the corner of a building, etc);
- Approaching a stop sign or gate;
- Approaching a walkway or door.

Unless instructed by ATC to "Expedite" or proceed "Without Delay", responding to an emergency, or as otherwise posted, the following speed limits apply:

Location	Ideal conditions (km/h)	Reduced visibility (km/h)
Baggage rooms	5	5
Aircraft stand or congested areas	10	10
Head of Stand Road	10	10
CDF vehicle corridor	10	10
Tail of Stand Road and all other apron areas	25	15
CDF (Bays 1 to 6)	25	15
Taxiways	50	See note below
Runways	60	See note below

1. When the Reduced Visibility Operations Plan (RVOP) is in effect, vehicle traffic on taxiways and runways will be restricted to essential operational requirements only. Airside vehicle operators must use the airfield roadways as much as possible and remain off the taxiways and only cross runways when operationally critical.
2. During low visibility (below RVOP criteria), all non-emergency vehicle traffic is prohibited.

The roadway between Stands 6 and 11 is a continuance of Head of Stand Road and can become congested. Extra caution must be exercised while operating in this area. Vehicle operators must abide by the 10km per hour speed limit until they have reached Tail of Stand Road. Refer to the figure below for the area in question.



2.12 RIGHT OF WAY PRIORITY

Drivers must yield the right-of-way to airside traffic in the following priority:

1. **Aircraft (under power, on pushback or under tow), marshalling crews;**
2. **Pedestrians (passengers being escorted to/from the terminal, pedestrians on the apron);**
3. **Emergency vehicles responding to an emergency;**
4. **OIAA maintenance vehicles engaged in operations, such as snow plows and OIAA Duty Manager vehicles;**
5. **Fuel trucks backing out of an operational stand;**
6. **Vehicles already in the vehicle corridor: and**
7. **All other vehicles**

See section 3.10.3.4 for special right of way provisions for driving on the de-icing vehicle corridor.

2.12.1 Aircraft Cut-Off

Aircraft always have the right-of-way. Failure to yield to a taxiing aircraft, marshalling crew, or an aircraft under tow or pushback may result in an aircraft cut-off. An aircraft cut-off occurs when either an aircraft pilot or an aircraft tow crew must:

- Deviate from their planned course or adjust their speed in order to maintain a safe distance from an offending vehicle; or
- Alter their course to avoid a collision or the possibility of a collision with an offending vehicle.

A driver that fails to yield to aircraft (under power, on pushback or under tow), marshalling crews; will receive an AVOP infraction. *Class A AVOP Infraction.*

Where doubt exists as to who has the priority of movement, yield, and if appropriate an attempt should be made to communicate with the other party.

2.12.2 Responding Emergency Vehicles

Responding emergency vehicles may make unexpected turns; therefore while driving in vehicle corridors, operators shall come to a safe stop and yield the right-of-way to responding emergency vehicles.

Emergency vehicles **NOT** responding to emergencies are classified in the Right of Way Priority as **7.All other vehicles**, unless already in the vehicle corridor, and shall accordingly yield right-of-way to higher-priority traffic.

2.12.3 OIAA Maintenance Vehicles

OIAA maintenance crews such as snow plows and Duty Manager vehicles are often required to operate in reduced visibility conditions and do not generally follow regular routes. Vehicle operators must be cautious when operating in the vicinity of operating OIAA maintenance vehicles and yield the right-of-way.

2.13 ENVIRONMENTAL CONSIDERATIONS

2.13.1 Idling of Vehicles

Operators should follow policies on idling of vehicles.

APRON DRIVING RULES

3.1 VEHICLE CORRIDORS

Vehicle corridors are not guaranteed safe routes. Taxiing or parked aircraft may at times encroach on a vehicle corridor – vehicle operators must give way to such aircraft.

Where provided, vehicle operators must adhere to the vehicle corridors provided, unless there is a requirement to operate outside the vehicle corridors. For example:

- Servicing an aircraft;
- Pushing back or returning from pushing back an aircraft; or
- Transitioning from the vehicle corridor to the intended final destination (e.g. a parking area or apron).

Some vehicle corridor segments may be closed from time to time based on operational requirements, as indicated by traffic cones and/or barricades. An alternative route must be used when a vehicle corridor segment is closed.

Travelling from stand to stand on the apron between the area bordered by Head of Stand Road and Tail of Stand Road is strictly prohibited. Failure to adhere is referred to as "Stand Cutting" and constitutes an AVOP infraction, unless:

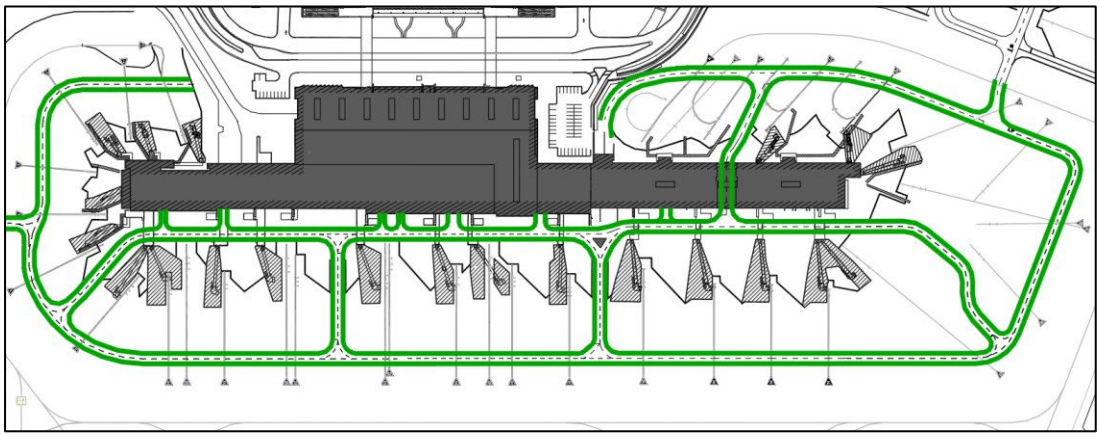
- Travelling between two adjacent stands only (e.g. from Stand 13 to 14);
    - Vehicle operators must not drive under the non-fixed part of a passenger boarding bridge when moving to an adjacent stand;
- Conducting surface condition inspections or maintenance; or
- Required by OIAA and/or emergency vehicles performing their duties.

The main apron area has two vehicle corridors.

- Head of Stand Road runs underneath the fixed portion of the boarding bridges.
- Tail of Stand Road runs behind the tail of aircraft parked on stands.

A driver operating within the vehicle corridor has the right-of-way over other vehicles entering and must:

- use the right-hand lane of a vehicle corridor;
- not pass other moving vehicles;
- enter or exit a vehicle corridor at a right angle (90 degrees);
- use directional signals (if the vehicle is so equipped); and
- exercise extreme caution and conform to the designated route as closely as possible if a vehicle corridor is obscured for any reason (i.e. faded paint, snow cover, etc.).



3.2 HEAD OF STAND ROAD VEHICLE RESTRICTIONS

Head of Stand Road has a height restriction of 3.0 m. The following vehicles are **NOT** permitted on this portion of the vehicle corridor due to the high risk of property and/or equipment damage:

- Fuel servicing vehicles;
- Catering vehicles equipped with hydraulic lifts;
- ARFF vehicles and firefighting trucks **NOT** responding to an emergency
- De-icing equipment;
- Air stairs, truck mounted or tow-along; and
- Any other vehicles not meeting the height restriction.

3.3 APRON SIGNS

Standard traffic signs on the apron must be obeyed at all times.

Stop sign

Yield to oncoming traffic

No entry

No parking

Vehicle corridor stop signs are painted on the apron pavement. Operators must stop and give way to aircraft crossing the vehicle corridor.

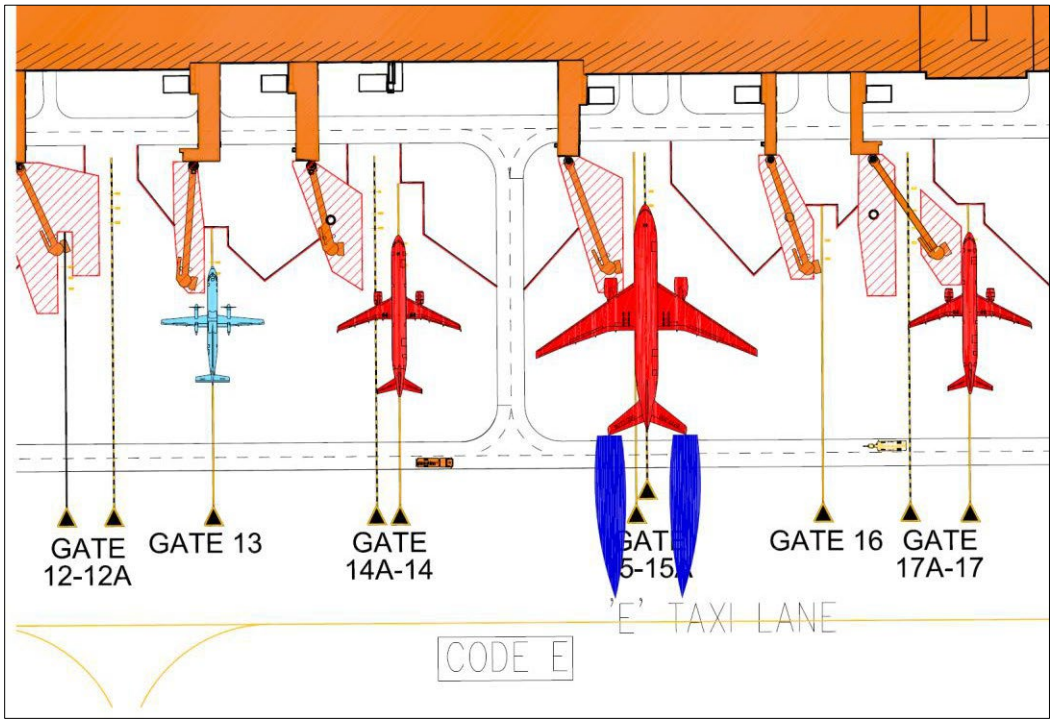
"Attention to Crossing Aircraft" Stop Sign (Vehicle Corridor)



3.4 OPERATING A VEHICLE IN THE VICINITY OF AN AIRCRAFT UNDER POWER

When an aircraft's ACL is activated, drivers must maintain safe distances from the aircraft, stop well clear of the aircraft (minimum 1 stand away), and wait until the aircraft's ACL is turned off, or a clear indication from the aircraft marshaller to proceed is given.

- Actions contrary to these procedures constitute an AVOP infraction (Class B) for *Failing to drive safely in the vicinity of an aircraft under power*



3.5 OPERATING A VEHICLE IN THE VICINITY OF DEPARTING AIRCRAFT

There are several indications that an aircraft is preparing to push back from a stand.

- The aircraft's ACL is illuminated
- The bridge is retracted
- A push-back tractor is in position at the aircraft nose
- Servicing equipment is moved away from the aircraft
- Aircraft doors and hatches are secured
- A marshaller is in position

- Wing walkers are in position (airline corporate policies dictate the number of wing walkers present)
- The aircraft engines are running or being started
- The chocks are removed

When a driver sees **any** of these indicators, they must

- **Yield the right-of-way to the aircraft; and**
- **Remain a minimum of 1 stand away until either:**
    - **The marshalling crew has returned to the stand; or,**
    - **A marshaller gives a clear indication to proceed.**

3.6 OPERATING A VEHICLE IN THE VICINITY OF AN ARRIVING AIRCRAFT

There are several indications that an aircraft arrival is imminent.

- An aircraft is taxiing on the apron;
- The ground handling team is preparing at a stand:
    - A marshaller is in position;
    - Wing walkers are in position (airline corporate policies dictate the number of wing walkers present, or absence of such);
    - Equipment is cleared to enable a safe aircraft docking
- Service equipment is staged.

When a driver sees **any** of these indicators, they must:

- **Yield the right-of-way to the aircraft; and**
- **Remain a minimum of 1 stand away until the:**
    - **aircraft has come to a stop at the stand; and**
    - **aircraft ACL and engines are turned off.**

Exercise extreme caution when travelling parallel to a taxiing or towed aircraft. Aircraft may turn at any given time. Aircraft cutoffs have frequently occurred in this situation.

3.7 OPERATING A VEHICLE IN THE VICINITY OF A PARKED AIRCRAFT

A vehicle operator must not drive within 8m (~25 ft.) of an aircraft, unless it is directly involved in servicing of the aircraft or is responding to an emergency. Failure to adhere will result in an AVOP infraction (Class C).

A vehicle operator must not drive over tow bars, anti-static wires, air conditioning hoses, electrical power cables, or fuel hoses at any time. Driving over equipment in the vicinity of a parked aircraft will result in an AVOP infraction (Class B).

3.8 OPERATING A VEHICLE IN THE VICINITY OF A GROUND-LOADING STAND

A vehicle operator must yield the right-of-way to pedestrians and/or passengers being escorted between an aircraft and the terminal. Exercise caution when people are present and be aware of the location of all passenger walkways on the apron.

3.9 OPERATING A VEHICLE IN THE VICINITY OF AIRCRAFT FUELLING OPERATIONS

To reduce the risk of a fire, vehicles **must not be operated within 4.5 m (15 ft.) of an aircraft fuel vent while fuelling is in progress**. Failure to adhere to this requirement will result in an AVOP infraction (Class B).

All vehicle operators must exercise caution and avoid driving over hoses and cables, when within the aircraft fuelling safety zone of 15 m (50 ft.) of an aircraft fuel vent while fuelling is in progress.

3.10 OPERATING A VEHICLE IN THE VICINITY OF THE CENTRAL DE-ICING FACILITY

3.10.1 De-icing season

The active de-icing season is the period between September 15 and May 1. During these dates the de-icing pad is considered active and the provisions in 3.10.2 must be followed.

3.10.2 Active de-icing operation

During de-icing operations, access to the CDF (also called the “de-icing pad”) is strictly limited to operators and equipment that support de-icing.

- Pad Control vehicle
- ICE MAN vehicle
- De-icing equipment
- Glycol recovery equipment
- OIAA maintenance vehicles/equipment.

3.10.2.1 Pad control area of responsibility

During the active de-icing season, Pad Control provides control to the de-icing pad and the secondary aprons between Taxiway CC and Taxiway K.

All vehicle operators are required to contact Pad Control on frequency 122.925Mhz prior to proceeding onto or through any of these areas and follow the controller’s directions.

3.10.3 Central de-icing facility vehicle corridor

An uncontrolled vehicle corridor is located between de-icing Bay 1 and the de-icing operations and recovery buildings. This road connects the Taxiway R service road to NPSV-69 without requiring a radio. There are several special provisions to use this corridor that must be followed year-round regardless of whether de-icing appears be active or not.

3.10.3.1 Entering the vehicle corridor

There are two entrances.

- North side of the CDF near Hangar 14
- South side of the CDF near NPSV-69.

Each entrance to the vehicle corridor is marked by a:

- Stop sign
- Flip down sign identifying whether de-icing is active or not (a driver should take extra caution when the ‘active’ sign is shown)
- Corresponding stop bar pavement marking.

3.10.3.2 Speed limit

The speed limit along the CDF vehicle corridor is 10 km/h. The 10 km/h zone begins at the entrances to the corridor as described in 3.10.3.1.

3.10.3.3 Pedestrian crossings

There are two pedestrian crossings of the vehicle corridor, leading from the de-icing truck fill bay to the Bay 1 safe zone. The pedestrian crossings are marked with a white cross hatch pavement marking in addition to crosswalk signage. **Pedestrians have the right-of-way.**

3.10.3.4 Right-of-ways

The vehicle corridor is located on property leased by the contracted de-icing service provider. Vehicles using this corridor must yield the right-of-way to de-icing vehicles, equipment and pedestrians as they manoeuvre around or along the corridor. Operators of de-icing vehicles may need to stop, park, reverse or stage partially within the marked corridor. This is acceptable and **does not** constitute an infraction. Drivers should proceed cautiously around the vehicle.

3.10.3.5 Communications

There is no requirement to contact Pad Control to use the vehicle corridor.

3.11 TOWING AIRCRAFT

Employers operating airside must ensure their employees have been trained and are qualified to tow aircraft, should they be required to do so. The following requirements are designated for each AVOP permit type:

Permit type	Permitted towing areas	Towing requirements
DR	• Private aprons	Only within confines designated on AVOP permit
DA	• Aprons I & II	No towing on controlled surfaces When towing on uncontrolled surfaces: • In possession of ROC-A • Equipped with functioning aeronautical radio • Continued monitoring of Ground Frequency • Stating Intentions to NAV CANADA Ground Control as per Annex A – NAV CANADA Ground Traffic Phraseology
DA/T	• All above areas • Taxiways A and CC "elbow".	For both controlled and uncontrolled surfaces: • All above requirements
D	• All above areas • All other areas	For both controlled and uncontrolled surfaces: • All above requirements

As per **Section 1.5.1 Two-Way VHF Radio**, vehicles and equipment operating on the manoeuvring area (runway or taxiway), must be equipped with a properly functioning Two-Way VHF Radio. A driver must turn on and actively monitor the radio while operating a vehicle.

Failing to follow aircraft tow procedures constitutes an AVOP infraction (Class B).

The towing of aircraft at night must be in accordance with CARs 302.10 e):

No person can tow an aircraft on an active movement area at night unless the aircraft displays operating wingtip, tail and ACLs, or is illuminated by lights mounted on the towing vehicle and directed at the aircraft being towed, which will only be permitted at discretion of the OIAA Duty Manager.

3.12 TOWING EQUIPMENT AND LOADS

The maximum number of items that can be towed at one time airside is **five (5) carts/dollies**. Further restrictions are in place inside baggage rooms (see Chapter 5.1). Operators must:

- Monitor their trains and avoiding excessive fishtailing, swaying or loss of cargo;
- Ensure that all carrier locks are compatible to the train, are functional and are properly positioned for loading;
- Ensure loaded baggage/cargo carts with sides are operated with the sides up;
- Secure all loads and preventing hazardous debris from being left on the movement area; and
- Leave baggage and cargo carts in authorized parking areas with brakes ON and/or tow bars raised.

Chocks, cones, other servicing equipment, and any other items, must not be left unsecured nor placed on GSE while travelling, as these items may fall off and become FOD.

3.13 GROUND SERVICE EQUIPMENT PARKING AND STAGING

The apron is painted to indicate GSE parking areas. Leased areas are reserved for specific operators for long term parking while the rest of the apron is used for day-to-day operations. Certain areas of the apron are “No parking/No stopping” zones. These areas are marked with red hatched surface paint and have been identified with signage.

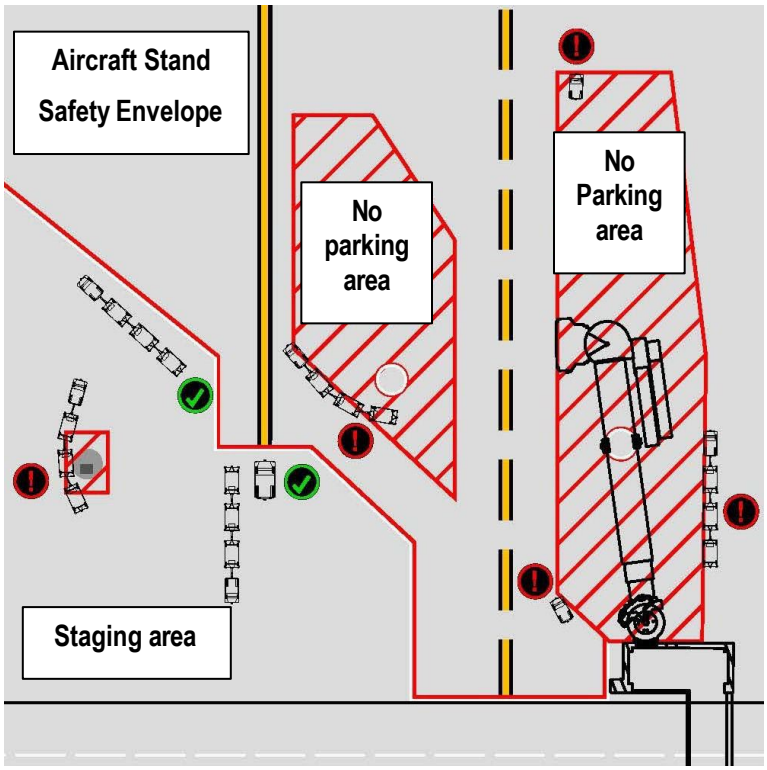
‘No parking’ zones are identified in specific areas.

- Along vehicle corridors
- Along airside service roads
- In front of apron fire sheds and extinguishers
- In front of apron waste bins
- In front of emergency / exit doors
- Where there is potential obstruction to traffic
- Near safety devices (i.e. eyewash stations, wall-mounted fire extinguishers, etc.)
- Where visibility to/from baggage rooms could be obscured
- Near V-Quip valve areas (required in the event of an environmental spill)

No vehicles or equipment can be parked and left unattended in the following areas at any time:

- Boarding bridge – red hatch markings
- Airside catch basin – red hatch markings
- Passenger walkway – white hatch markings
- Aircraft Stand Safety Envelope (unless authorized by the OIAA)

Vehicles and equipment are permitted to enter the Aircraft Stand Safety Envelope only after an aircraft has stopped, is chocked, and has turned it’s ACLs off. Before this point, the equipment to be used to service the aircraft must remain in the staging area.



When staging, equipment must be positioned in the designated area. Parking is not permitted within 1m of a security fence airside.

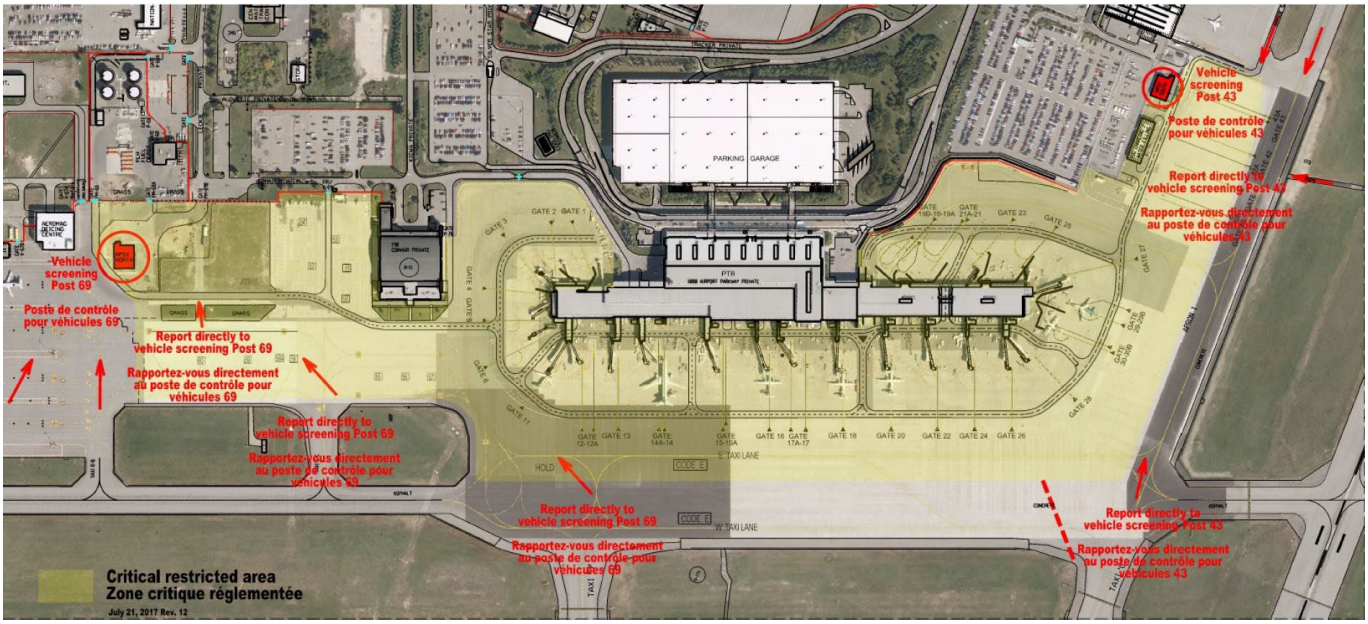
Vehicles parked in leased areas or near the building must be backed-in using a guide whenever possible. Vehicle beacons must be turned off when the vehicle is parked and unoccupied.

A driver whose vehicle must be parked airside during the course of their duties must get prior approval from the OIAA Duty Manager and park in assigned areas.

The OIAA will issue an infraction and may charge the organization responsible **$250.00 plus tax**, per vehicle or piece of equipment that is left unattended and/or improperly parked. The OIAA reserves the right to tow and remove such vehicle or equipment at the risk and expense of the owner.

3.14 CATSA NON-PASSENGER SCREENING – VEHICLES (NPS-V)

The areas of the main and secondary aprons shown in yellow below have been designated as the CRA (Revision 12) per Airport Operations Bulletin #47. All vehicles and their occupants that access this area (with limited exemptions approved by Transport Canada) are subject to screening. This procedure is in place according to the CASRs and the screening is performed by CATSA.



All vehicles requiring access to the CRA must immediately report to the NPS-V post for document validation and screening. NPS-V posts are located:

- Post 43 – NPS-V South – Adjacent to Transport Canada's aircraft services hangar
- Post 69 – NPS-V North – Between the CDF and Fuelling Compound, adjacent to gate V-69

Vehicle operators entering the CRA must approach the NPS-V post and stop at the entrance barrier where the guard will inspect the vehicle and number of occupants. The driver's and occupants' RAICs/passes will be validated, along with the driver's AVOP permit. Once validation is complete, the driver is required to proceed into the inspection bay. If documentation is incomplete or can't be provided, operators will be refused entry to the CRA.

The operator and all passengers must be screened and the vehicle will be inspected. All individuals being screened must follow instructions as provided by CATSA personnel. It is the operator's responsibility to ensure any doors or hatches on vehicles are closed, after screening is completed, and prior to exiting the inspection bay.

NPS-V clearance is effective ONLY for as long as an individual remains within the CRA.
Exiting the CRA necessitates that the individual must re-attend the NPS-V or another screening point, in order to gain access to re-enter to the CRA.

Attending the NPS-V to enter the CRA is mandatory for all non-exempt airside operators. Non-compliance is also subject to the AVOP demerit point system in the event a vehicle operator does not cooperate with CATSA screening personnel or fails to follow the proper procedures.

Examples include but are not limited to:

- Avoiding the screening locations;
- Failing to present oneself for screening;
- Failing to provide all required documentation (including RAIC and AVOP permit);
- Being verbally or physically abusive towards screening personnel;
- False statements and/or derogatory comments; and
- Leaving the screening area before being cleared by a screening officer; etc.

Non-compliance with this procedure could result in a RAIC and/or AVOP permit suspension.
Such a suspension may be permanent based on assessment by the OIAA.

RUNWAY AND TAXIWAY DRIVING RULES

4.1 MANOEUVRING AREAS

The manoeuvring area is the part of an aerodrome used for the take-off and landing of aircraft, and related movement of the aircraft.

Runways and Taxiways are the manoeuvring areas. NAV CANADA (Ground Control) manages access to and movements on these areas.

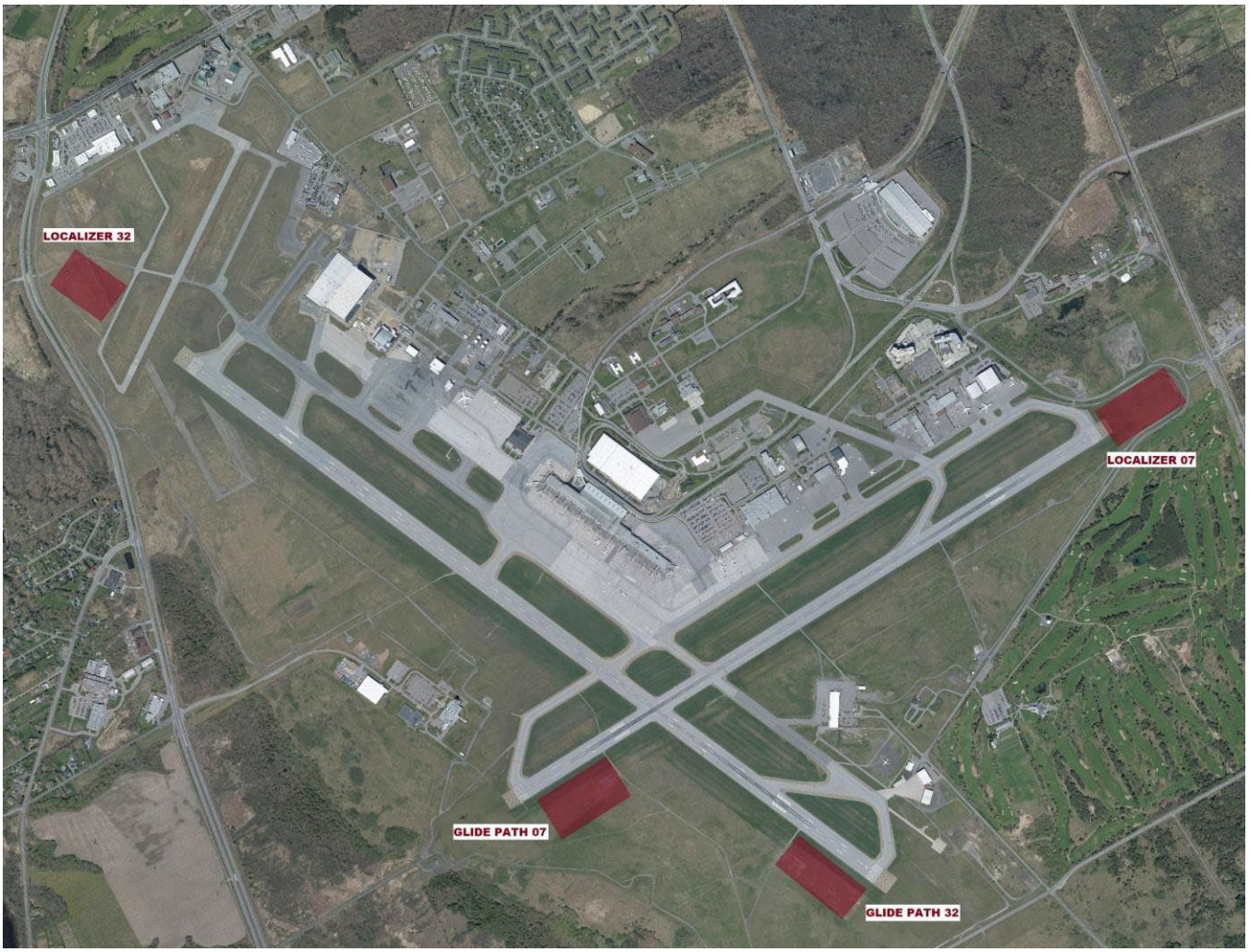
AVOP-D permit holder may travel on runways and taxiways within the scope of their duties when authorized to do so by Ground Control and must maintain radio communication with Ground Control per procedures outlined in **Chapter 6 – Radio Communications**. Anyone operating a vehicle on a runway or taxiway, unless under escort, must also possess a ROC-A, their vehicle must be equipped with a functioning aeronautical radio that is turned on and actively monitored on the Ground Frequency.

When driving from one airside location to another, vehicle operators must use service and perimeter roads where available, to reduce vehicle traffic on taxiways and crossing runways.

4.2 INSTRUMENT LANDING SYSTEM (ILS) CRITICAL AREAS

Vehicles can seriously interfere with electronic radio aircraft navigation equipment. The presence of a vehicle, for example, in front of the glide path transmitter (between it and the aircraft) would change the glide path signal dangerously. No vehicle shall proceed into this area except with permission from Ground Control. Signs are placed at the entrances to the ILS critical areas and instructions must be followed.

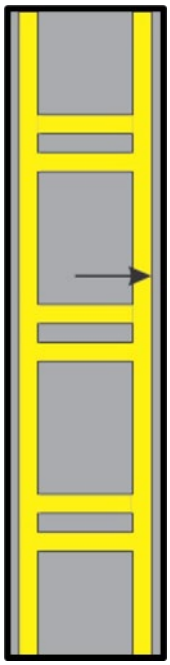
When maintenance work is necessary in the critical areas, the localizer and/or glide path must be **shut down** and a NOTAM issued. All operators must confirm the closure of the ILS critical areas with Ground Control before entering these areas.



4.2.1 Category II (CAT II) ILS holding positions

To support a special authorization CAT II approach on Runway 07, an addition runway holding position marking and signage is provided on Taxiway E to ensure the protected area for the localizer system is free of obstructions.

During RVOP conditions, Ground Control will instruct drivers or aircraft on Taxiway E to specifically hold short of the CAT II position. During regular operations, these holding positions are not active. Crossing the CAT II holding position without explicit permission during non-RVOP conditions does not constitute a runway incursion. Maintenance can also occur during non-RVOP conditions between the CAT II and runway holding position on Taxiway E without affecting aircraft operations on Runway 07-25.



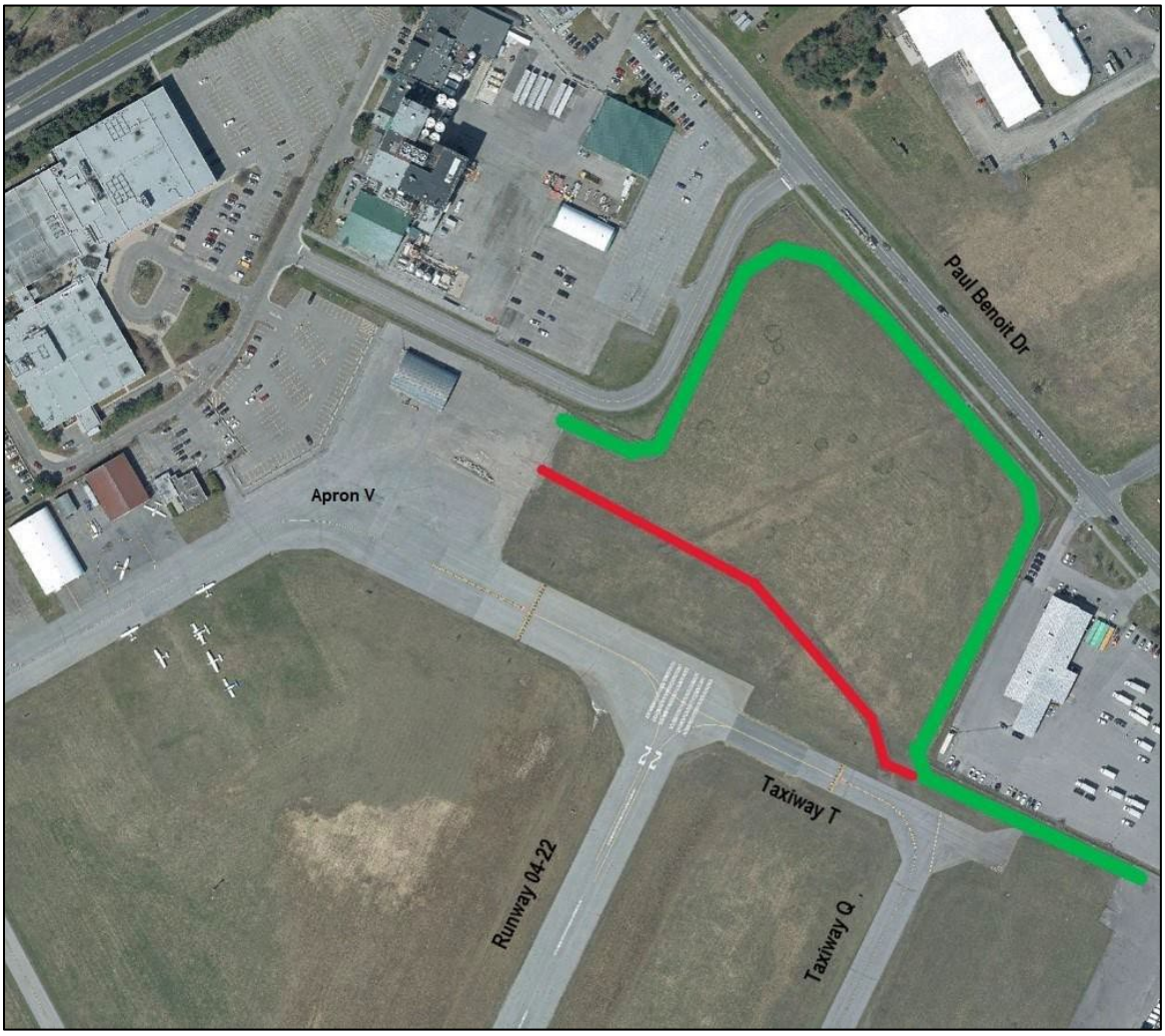
4.3 AIRFIELD ROADS

The airfield roads are the designated routes allowing access to different airside facilities. The most extensive airfield road is the "Perimeter Road", which follows the groundside/airside security fence for almost its entire length.

For safety and operational reasons, airfield roads must be used whenever possible and where provided.

Particular attention should be paid to the area beyond the threshold at Runway 22.

- A frequent mistake is to cut across the grass at the end of the Runway 04-22 along the **red** line.
- Without permission from Ground Control, this constitutes a **runway incursion** per CARs 301.08 and Section 4.6.
- The correct route is along the Perimeter Road (the **green** line), which leaves a safe distance between the vehicle and the threshold of the runway.



4.4 EMERGENCY ROUTES (ER)

There are six (6) Emergency Routes (ER)

It is prohibited to block access to or park on any Emergency Routes, at any time.
Blocking access or parking on an Emergency Route constitutes an AVOP infraction (Class A).

In addition to Emergency Routes, and the roads discussed in previous chapters, the controlled area of the airfield also has the following roadways:

- Perimeter Road;
- Transmitter Road;
- Bowesville Road;
- Sand Hut Road;
- Glide Path Roads, and
- Field Electrical Centre (FEC) Road.

A flashing stop sign indicating the stop position ahead of any runway crossing, illustrated below. **A drivers must not cross a runway or taxiway without permission from Ground Control.**

Emergency Routes, runway road holding positions and airside access roads are indicated on the following figures:

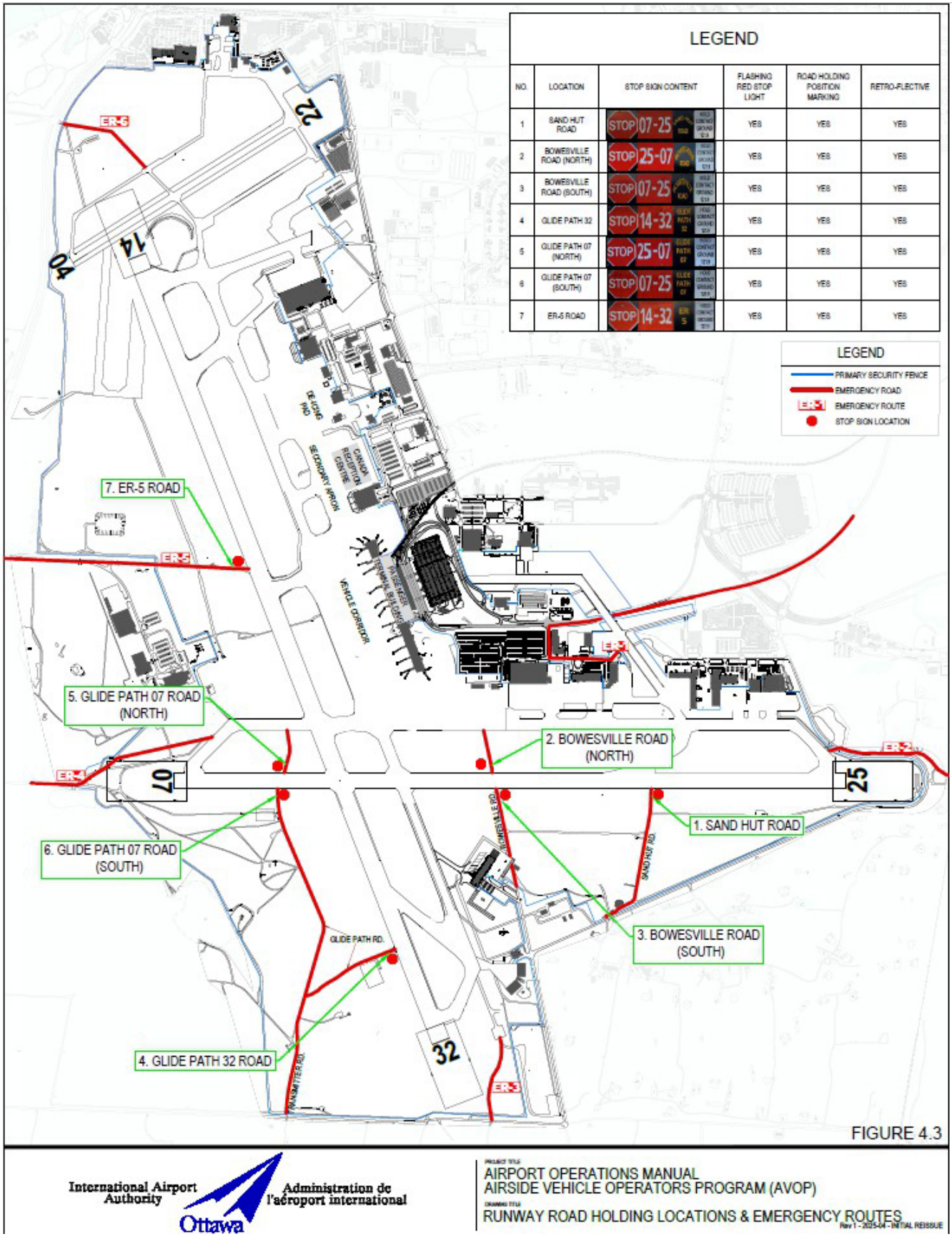


FIGURE 4.3

International Airport Authority / Administration de l'aéroport international — Ottawa

AIRPORT OPERATIONS MANUAL
AIRSIDE VEHICLE OPERATORS PROGRAM (AVOP)
RUNWAY ROAD HOLDING LOCATIONS & EMERGENCY ROUTES
Rev 1 - 2025-04 - INITIAL REISSUE

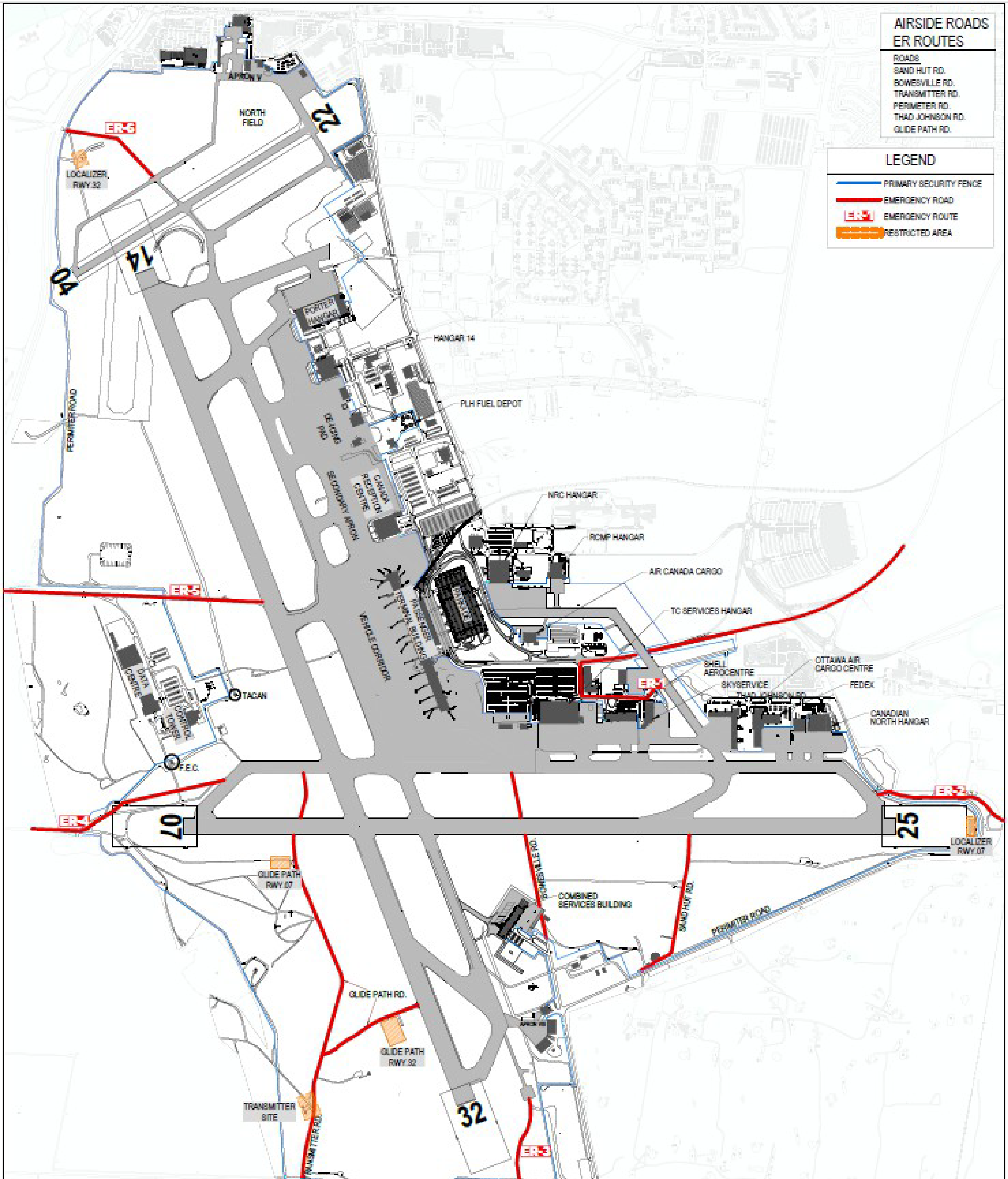


FIGURE 4.4

International Airport Authority | Administration de l'aéroport international | Ottawa

PROJECT TITLE
AIRPORT OPERATIONS MANUAL
AIRSIDE VEHICLE OPERATORS PROGRAM (AVOP)
DRAWING TITLE
AIRSIDE ROADS / ER ROUTES

Rev 1 - 2025-04 - INITIAL REISSUE

4.5 DRIVING ON MANOEUVERING AREAS

The vehicle operator must ensure that their vehicle's two-way aeronautical VHF radio and flashing/rotating amber beacon are working before the vehicle enters a manoeuvring area (controlled runways, taxiways, CDF, etc)

All vehicles and equipment operating in airport manoeuvring areas must have a functioning two-way VHF radio, or be under escort of a vehicle with a functioning two-way VHF radio, operated by an employee with a ROC-A, responsible for requesting and acknowledging Ground Control instructions.

If a vehicle operator is unsure if their vehicle's two-way aeronautical VHF radio is functioning, they must request a radio check from Ground Control. Details on how a radio check is conducted are in Section 6.0 – Radio Communications.

No vehicle operator can enter a manoeuvring area, or move between different parts of the manoeuvring area (i.e. between taxiways or runways) unless authorized by Ground Control. Vehicles **WITHOUT** required duties to perform will **NOT** be allowed to proceed onto the manoeuvring area.

After an operator has left a runway or the manoeuvring area completely, they must inform Ground Control.

No person can enter a manoeuvring area without the authorization of Ground Control, excluding the uncontrolled Taxiways Golf and Romeo. When given permission to cross or drive on a runway, the vehicle operator must proceed immediately as per instructions from Ground Control.

4.5.1 Maneuvering area incursions

Proceeding onto or within the manoeuvring area without authorization from Ground Control is an extremely dangerous situation.

In the event of a maneuvering area incursion:

- Remain calm;
- Immediately inform Ground Control of your location;
- Follow Ground Control's instructions;
- Inform the following of the occurrence, as soon as practicable:
    - The AOCC; and
    - Your supervisor.

All manoeuvring area incursions are investigated by the OIAA SMS team, and you will be interviewed as part of that investigation process. Depending on the outcome of the investigation, an AVOP infraction may be issued.

BAGGAGE ROOM DRIVING RULES

5.1 GENERAL

To ensure the safety of all persons working within the domestic baggage rooms, the maximum number of carts that may be towed within the domestic baggage room at one time are:

- **Four (4)** open top or closed top baggage carts;
- **Four (4)** standard LD8 containers; or
- **One (1)** oversize LD8 container.

Within the transborder baggage rooms, the maximum number of carts that may be towed within the domestic baggage room at one time are:

- **Three (3)** open top or closed top baggage carts;
- **Three (3)** standard LD8 containers; or
- **One (1)** oversize LD8 container.

The maximum speed limit in the baggage rooms is 5 km/h

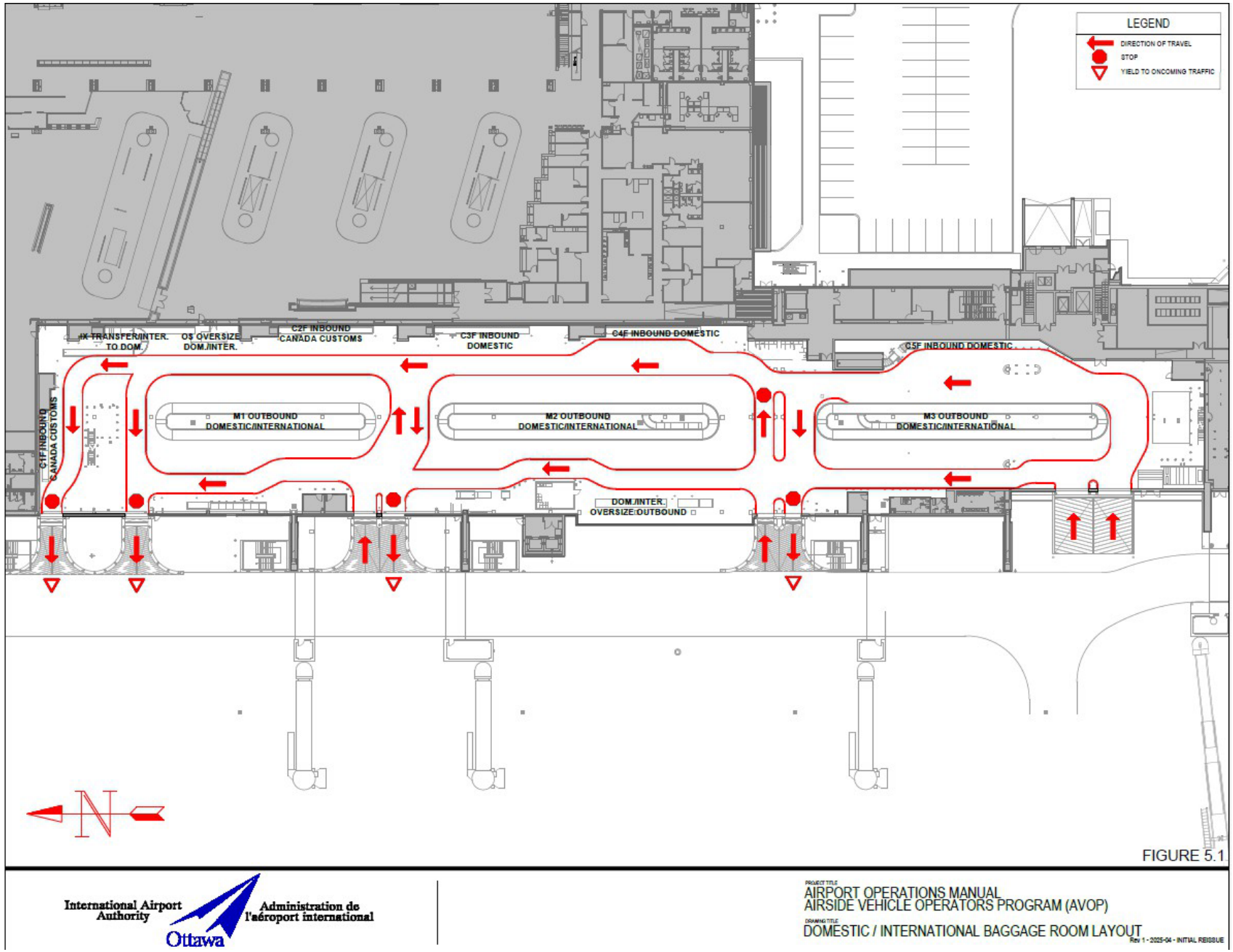
Only electric baggage tugs are permitted within the baggage rooms.

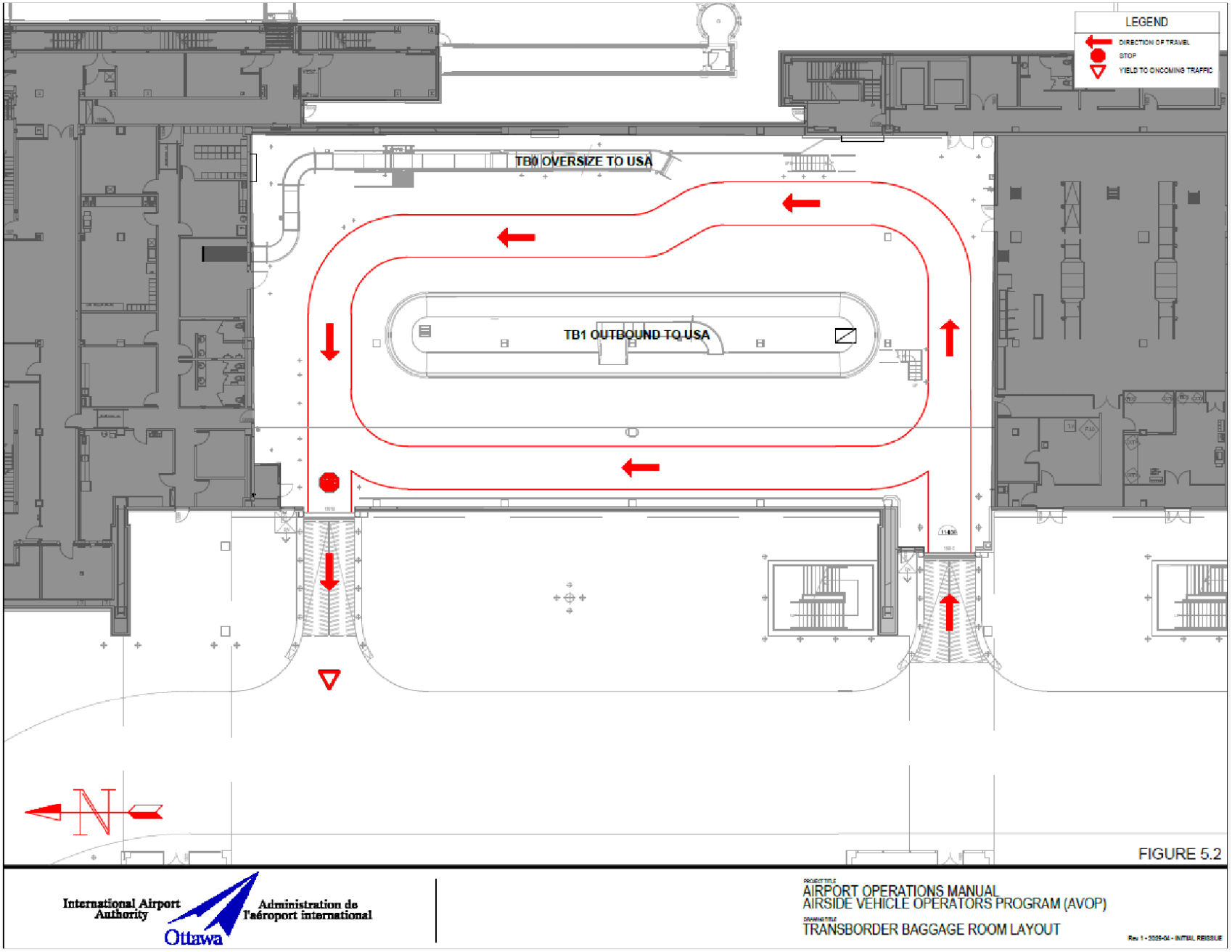
The vehicle routes are marked by parallel solid yellow lines and are only intended for one way traffic. Equipment is not to be left unattended within these routes.

White directional arrows are provided to indicate direction of traffic flow.

White ground markings delineate a safe area which provides a safe clearance for persons using emergency exit doors, ladders and stairways. **These areas must be kept clear at all times.**

5.2 BAGGAGE ROOM LAYOUT AND TRAFFIC FLOW


LEGEND
DIRECTION OF TRAVEL
STOP
YIELD TO ONCOMING TRAFFIC
IX TRANSFER/INTER. TO DOM.
OS OVERSIZE DOM./INTER.
C2F INBOUND CANADA CUSTOMS
C3F INBOUND DOMESTIC
C4F INBOUND DOMESTIC
C5F INBOUND DOMESTIC
C1F INBOUND CANADA CUSTOMS
M1 OUTBOUND DOMESTIC/INTERNATIONAL
M2 OUTBOUND DOMESTIC/INTERNATIONAL
M3 OUTBOUND DOMESTIC/INTERNATIONAL
DOM./INTER. OVERSIZE OUTBOUND
N
FIGURE 5.1
International Airport Authority
Administration de l'aéroport international
Ottawa
AIRPORT OPERATIONS MANUAL
AIRSIDE VEHICLE OPERATORS PROGRAM (AVOP)
DOMESTIC / INTERNATIONAL BAGGAGE ROOM LAYOUT


LEGEND
DIRECTION OF TRAVEL
STOP
YIELD TO ONCOMING TRAFFIC
TB0 OVERSIZE TO USA
TB1 OUTBOUND TO USA
N
FIGURE 5.2
International Airport Authority
Administration de l'aéroport international
Ottawa
AIRPORT OPERATIONS MANUAL
AIRSIDE VEHICLE OPERATORS PROGRAM (AVOP)
TRANSBORDER BAGGAGE ROOM LAYOUT

5.3 BAGGAGE ROOM ENTRANCE/EXIT

Outdoor access, from the Head of Stand Road.

	
Note: Directional indication, 2.3m height clearance,'STOP' sign.	**Note**: 'DO NOT ENTER' sign.

Indoor access, from the baggage room to Head of Stand Road.

Typical vehicle exit to outdoors (left) and entrance from outdoors (right)

Note: 'DO NOT ENTER' sign.

5.4 PARKING OF DOLLIES

The image below shows a typical set-up of parked dollies and containers around baggage carrousel for outgoing luggage. Equipment must be parked within the yellow line.

RADIO COMMUNICATIONS

6.1 GENERAL COMMUNICATION RULES

Only vehicle operators with a valid ROC-A can communicate by VHF radio on aeronautical frequencies.

The following communication services are provided by NAV CANADA, and where noted, the CDF.

Communication service	Frequency
ATIS (English)	121.15 MHz
ATIS (French)	132.95 MHz
Clearance Delivery	119.40 MHz
Ground	121.90 MHz
Tower (North)	120.10 MHz
Tower (South)	118.80 MHz
Arrival	135.15 MHz
Departure	128.175 MHz
Pad Control operations[1]	122.925 MHz
ICEMAN operations[1]	122.35 MHz

[1] Pad Control and ICEMAN frequencies are operated by the CDF.

All instructions given by Ground Control must be obeyed at all times, by all airside operators.

Only authorized personnel with a valid ROC-A are permitted to transmit on the Ground Control frequency. Transmitting on an aeronautical frequency without an ROC-A will constitute a AVOP infraction (Class B).

All aeronautical radio communications at YOW must be conducted in accordance with the NAV CANADA Ground Traffic Phraseology Handbook** per **Annex A.

6.2 CALLSIGN ASSIGNMENTS

To avoid instances of two radio operators using the same callsign, the following callsign bands have been assigned to employers that may need to communicate with the Ground Controller.

When necessary, such as if a company no longer operates at YOW, these callsigns will be updated.

Company	Callsign Word (Function Specific)	Callsign Number Band	Example
OIAA	STAFF/SWEEPER/BLOWER	20-200	"STAFF 21"
	RED	1-19	"RED 10"
	AVOP	1-2	"AVOP 1"
	SNOWPACK	N/A	"SNOWPACK"
Allied Universal Security	SECURITY	201-210	"SECURITY 208"
Inland Fuelling	FUELLER	1000-1012 // 5019-5065	"INLAND 1011"
Shell-Innotech Fuelling	FUELLER	360, 361, 365	"SHELL 365"
Air Canada BTW	TRACTOR/TRUCK/TOW	300-319	"TRACTOR 301"
Swissport BTW	TRACTOR/TRUCK/TOW	320-339	"TRUCK 327"
Strategic Aviation (GAT) BTW	TRACTOR/TRUCK/TOW	340-359	"TOW 356"
Canadian North BTW	TRACTOR/TRUCK/TOW	360-379	"TRACTOR 360"
Porter Airlines Tech Ops	TRACTOR/TRUCK/TOW	380-399	"TRUCK 399"

Particularly, if towing an aircraft, the callsign of the airline being towed **must not be used** as this could cause significant and dangerous confusion for the Ground Control.

For example:

An Air Canada tractor, about to tow an Air Canada Boeing 737, **must not** use the callsign "Air Canada 301" to perform the tow, as "Air Canada 301" could be an aircraft. Instead, the correct callsign would be "TOW 301", as the action being performed is a tow and 301 is within Air Canada BTW's assigned range.

ANNEX A – NAV CANADA GROUND TRAFFIC PHRASEOLOGY HANDBOOK

All aeronautical radio communications at YOW must be conducted in accordance with the NAV CANADA Ground Traffic Phraseology Handbook available at https://www.navcanada.ca/en/ground-traffic-phraseology.pdf.

ANNEX B – AIRPORT ORIENTATION