Volume

2

International Airport Authority
Administration de l'aéroport international
Ottawa

Airside Operations Directive

AIRSIDE VEHICLE OPERATORS' PROGRAM

Revised July 2015

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Glossary

Airport Operations Coordination Centre ..... AOCC

Airside Vehicle Operating Permit ..... AVOP

Canadian Aviation Regulations ..... CARs

Central De-Icing Facility ..... CDF

Emergency Access Routes ..... ER

Foreign Object Debris/Damage ..... FOD

Glide Path ..... GP

Ground Support Equipment ..... GSE

Instrument Flight Rules ..... IFR

Instrument Landing System ..... ILS

Localizer ..... Loc

Ottawa Macdonald-Cartier International Airport Authority ..... OMCIAA

Passenger Terminal Building ..... PTB

Precision Approach Path Indicators ..... PAPI

Restricted Area Identification Card ..... RAIC

Runway ..... RWY

Runway End Identifier Lights ..... REIL

Runway End Safety Area ..... RESA

Standard Operating Procedures ..... SOP

Taxiway ..... TWY

Transport Canada ..... TC

Visual Flight Rules ..... VFR

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Preface

Canadian Aviation Regulations (CARs), Part III requires that airport operators have a formal training, assessment and licensing program in place for all drivers operating on the airside. Research shows that vehicles and their drivers have caused runway incursions and that the trend is currently continuing.

The operation of vehicles on an aerodrome can be a potentially high risk activity which demands a number of formal control measures to be put in place to manage this risk. The Airside Vehicle Operating Permit (AVOP) program, which forms part of the airport's safety management system, is one of the many programs that are in place to minimize the risk of accidents. This program covers two aspects of safety:

Operational safety, which deals with vehicles in close proximity to aircraft on the airfield, aprons, gate stands and airside roads; and

Occupational health and safety, which deals with the safety of the individual. Occupational health and safety is the responsibility of each airside employer, however, safe driving practices with respect to the individual cannot be ignored by the Ottawa Macdonald-Cartier International Airport Authority (OMCIAA).

In general terms, the airside driver program addresses:

- The Airside Vehicle Operating Permit (AVOP)
- Airport regulations and requirements
- Employer responsibilities
- Personal responsibilities
- General airport layout
- Vehicle standards
- Hazards associated with airside driving
- Emergency procedures in case of an accident
- Communications
- Training
- Testing

All persons having a requirement to drive airside must be in possession of a valid AVOP and a Restricted Area Identification Card (RAIC) or be under proper escort,(ie. following close behind the escort vehicle or having the escort in the same vehicle).

Persons found driving on airside without a valid AVOP and/or not under proper escort will be immediately escorted off airside and will lose their access privileges until such time that an interview is held with the Airside Safety Specialist and the AVOP may be reinstated.

Chapter

1

1.0 AVOP Program

1.1 Introduction

The AVOP program is a comprehensive system that includes:

1. The application process, which requires the completion of an application form, dually completed and signed by the applicant and the employer; (for both first-time applicants and renewals)
2. An orientation period that includes studying this airside directive, on-the-job training and familiarization with the airside environment provided by the employer;
3. A theory test, which is administered by OMCIAA Safety Coordinator (appointments must be made in advance for both theory and practical tests);
4. A practical test, which is conducted by OMCIAA;
5. The AVOP-holder has an ongoing obligation to obey airside operating rules;
6. The AVOP-holder has an ongoing obligation to inform the OMCIAA of changes to personal information and driver's license status/validity;
7. The AVOP-holder must attend review meetings with the OMCIAA representatives in the event of several minor infractions or a serious infraction;
8. The AVOP-holder is responsible for the renewal of the permit within the prescribed time periods; failure to do so will result in an AVOP suspension; vehicle access to security gates will be revoked.
9. The AVOP permit is only valid at the airport where it was issued.

1.2 Pre-requisites required to apply for an AVOP

A person applying for an AVOP must be in possession and hold:

- A valid provincial driver's license (PDL). Minimum requirement is a Class G2 in Ontario, Probationary in Quebec, or equivalent;
- A Restricted Area Identification Card (RAIC); and
- An Aeronautical Restricted Radio Operator's Certificate (if applicable).

These are referred to as *AVOP Documents*.

1.3 The Application

The Safety Coordinator is responsible for coordinating AVOP applications, scheduling and administering AVOP tests, correcting tests, and all other administration associated with the program.

Safety Coordinator
Ottawa Airport Authority
1000 Airport Parkway Private, Suite 2500
613-248-2000 extension 1111

The AVOP application requires the driver's personal information, proof of a valid driver's license, consent to abide by airside driving rules and to the enforcement system, the employer's statement including a full justification for the need for an AVOP, and other pertinent information.

A sample application form is illustrated below. The completed application must be provided, duly signed by the employer, for the date of the theory test. This applies to both first-time applicants and renewals.

APPLICATION FOR AN AIRSIDE VEHICLE OPERATORS' PERMIT (AVOP)
DEMANDE D'UN PERMIS D'EXPLOITATION DE VÉHICULE AÉROPORTUAIRE DU COTÉ PISTE (PEVCP)

APPLICANT (PLEASE PRINT) - CANDIDAT (ÉCRIRE EN LETTRES MOULÉES)

NEW / NOUVEAU ☐	RENEWAL / RENOUVELLEMENT ☐
LAST NAME - NOM DE FAMILLE	FIRST NAME – PRÉNOM

ADDRESS – ADRESSE	CONTACT TELEPHONE Nº DE TÉLÉPHONE DU CANDIDAT

PROVINCIAL / TERRITORIAL DRIVERS LICENCE Nº DU PERMIS DE CONDUIRE PROVINCIAL / TERRITORIAL (in full/au long)	EXPIRY DATE D'EXPIRATION	RED PASS Nº DU LAISSEZ-PASSER ROUGE

HAVE YOU PREVIOUSLY HELD AN AVOP PERMIT? AVEZ-VOUS DÉJA ÉTÉ DÉTENTEUR D'UN PERMIS AVOP? ☐ No/ Non ☐ Yes/Oui Demerit Points to date / Points d'inaptitude à ce jour: ☐	AERONAUTICAL RESTRICTED RADIO OPERATORS CERTIFICATE (OR EQUIVALENT) CERTIFICAT RESTREINT D'OPÉRATEUR RADIO (COMPÉTENCE AÉRONAUTIQUE) (OU L'ÉQUIVALENT)

I agree to abide by the rules set out by the OMCIAA regarding the AVOP Program including the Demerit Point System.

I consent to the release of information to my employer with respect to my driving record on the Airport under the AVOP program.

J'accepte de me conformer aux règlements de l'AAIMCO concernant le programme de PEVCP incluant le Système de points de d'inaptitude.

Je consens à ce que mon dossier de conducteur à l'aéroport en vertu du programme de PEVCP soit divulgué à mon employeur.

_____ _____

APPLICANT'S SIGNATURE DU CANDIDAT DATE

Please call AVOP Office at 248-2000 extension 1111 to schedule an appointment.
Pour prendre rendez-vous, veuillez contacter le bureau de PEVCP au 248-2000, poste 1111.

EMPLOYER'S STATEMENT (per Section 1.3 AVOP Document) /
DÉCLARATION DE L'EMPLOYEUR (conformément à la Section 1.3 du document PEVCP)

COMPANY NAME - NOM DE LA COMPAGNIE	TELEPHONE Nº DE TÉLÉPHONE
ADDRESS – ADRESSE	TYPE OF PERMIT REQUESTED/ GENRE DE PERMIS DEMANDÉ DA ☐ D ☐ DR ☐

JUSTIFICATION FOR AN AVOP - JUSTIFICATION DE LA DEMANDE

Duties of this employee/Fonctions de l'employé :

NAME AND TITLE OF REQUESTING AUTHORITY **(Please print)** NOM ET TITRE DE LA PERSONNE AUTORISÉE À FAIRE LA DEMANDE **(en lettres moulées)**	_____ Signature	_____ Date

AIRPORT AUTHORITY USE ONLY - À L'USAGE DE L'ADMINISTRATION DE L'AÉROPORT

SIGNATURE	DATE	☐ APPLICATION ACCEPTED - DEMANDE ACCEPTÉE	OR OU	☐ REJECTED REFUSÉE

NOTES:

Revised October 2013
Révisé en octobre 2013

1.4 Employer's Statement & Justification of Permit Type

All drivers with a need to operate a vehicle airside can obtain a permit that is reflective of their job functions.

The employer's statement and justification for an AVOP is the employer's binding statement.

Employers are responsible for their employees' driving and conduct on the airside and must comply with the following AVOP duties:

- Ensure that there is a justifiable need for an employee to operate a vehicle airside;
- Ensure that equipment and vehicles are fit for a driver's purpose and that these meet the standards contained in this directive; (see chapter 2, "Vehicles and Equipment")
- Warrant that the employee is thoroughly trained and qualified to operate vehicles and equipment used to perform work duties;
- Conduct initial AVOP training;
- Conduct recurring training when changes or alterations to the airport site occur, when changes to Standard Operating Procedures are issued, when airside directives are modified or when airside bulletins are issued;
- Conduct recurring training when an employee has committed repeat AVOP Infractions, has had his/her AVOP suspended or any other circumstance where the OMCIAA deems recurring training is needed. The OMCIAA reserves the right to suspend AVOP privileges until such recurring training has occurred;
- Maintain AVOP training records;
- Provide AVOP training records at the request of the OMCIAA; and
- Ensure that employees driving on airside are in possession of a valid provincial driver's license, RAIC and AVOP.

1.4.1 The DR permit – Restricted Use

The DR permit is the most restrictive and is usually issued to drivers who remain on private aprons or other clearly identified restricted areas in the performance of their duties. The objective of issuing a permit for these private operations is to ensure that vehicle operators have a general awareness of airside operations and have acquired situational awareness as to areas in which they are not permitted to operate.

Drivers operating on the following aprons MUST acquire a DR permit:

1. Transport Canada hangar
2. Innotech /Execaire /Shell Aerocentre apron
3. Esso Avitat apron
4. FedEx
5. Ottawa Air Cargo apron
6. First Air apron
7. RCMP apron
8. National Research Council apron
9. Canada Reception Centre Hangar apron
10. North Field – Apron V, Sander Geophysics
11. Alert Hangar

1.4.2 The DA permit – Apron Permit

The DA permits are generally issued to individuals whose job functions are in support of aircraft turnaround operations:

- Airline agents
- Ground Support providers
- Fuellers
- Catering staff
- Contractors
- Enforcement / Inspection Agencies (ie. Canada Border Services Agency)

A driver with a DA is restricted to areas that support aircraft turnaround operations as well as areas designated under the DR permit. DA areas include:

- Main Passenger Terminal Building (PTB) apron
- Apron II (Secondary Apron)
- Central De-icing Facility (CDF)
- Airside Service Road
- Airside Access Road
- Taxiway Golf
- Lavatory Building

1.4.3 The D permit – Full Airside Access

A driver with a D permit is permitted to drive on runways and taxiways as well as all areas designated under the DR and the DA permit. This type of permit is kept to a minimum at the discretion of the OMCIAA and is only issued to individuals who must access all areas of the airport to perform their job functions:

- Runway inspections
- Wildlife control
- Emergency rescue services
- Essential engineering
- NAV CANADA
- Snow and ice control
- Airline/handling agents for aircraft towing
- Security and policing

Companies are reminded, however, to ensure they have an adequate number of employees with "D" permits to perform their job duties (ex: towing aircraft on maneuvering areas).

In addition to a provincial driver's license, the D permit applicant requires an Aeronautical Restricted Radio Operator's Certificate issued by Industry Canada before a D permit can be issued.

1.4.4 Types of AVOP Permits

"D" PERMIT

"DA" PERMIT

"DR" PERMIT

1.5 Orientation and Training Period

Before an AVOP is issued, drivers must successfully complete an employer's training course. This prepares them to drive in designated airside areas, ensures that they are familiar with airside driving rules and ensures that they are familiar with the vehicles they are required to drive. Driver training is delegated to airside operators at Ottawa International Airport. As such, employers must provide theoretical and practical training prior to formal testing. Airside driver training must be carried out for all new drivers by a qualified AVOP permit holder. Training must include two distinct phases:

1) Theory training; and
2) Practical training, which includes vehicle familiarization, driving procedures, general geography of the airport, familiarity with permitted driving areas, and general situational awareness.

Supervision and monitoring of the practical training must consist of a minimum fifteen (15) hours and appropriately logged on the AVOP Training Statement. This training statement **must** demonstrate that the employee has completed the 15 hours and **must detail the routes** through which they were trained to drive as well as dates trained. (ie. for DA permits, all areas accessed with a DA permit **must** be covered and detailed and must include the location of taxiways with direct access to the main and secondary aprons). Generalized entries such as "all DA areas", "all gates", "all runways/taxiways", "airport tour", etc. will not be accepted. Job specific training such as hooking up a belt loader to an aircraft, fueling an aircraft, dumping a lav cart, etc. are not considered AVOP driver training and will not be counted as part of the 15 hours of driver training. If there is any information missing, any areas not covered or incomplete paperwork, a 2-week penalty will be imposed.

Employees undergoing job-specific training may operate within an operational stand providing they are servicing an aircraft and remain within the immediate work area within line-of-sight of the trainer. In these cases, the employee is not permitted to enter any vehicle corridors at any time without a proper escort.

Employees undergoing situational awareness training are permitted to drive on the airside provided that they are accompanied by a person with a valid AVOP inside the vehicle. The trainer is responsible for all the employee's actions during training. The trainer must be in the vehicle at all times during situational awareness training. For job specific training, the individual being trained must follow immediately behind and follow along the exact same route as the escorting vehicle. Employers must attest that these two phases are completed before an employee can attempt AVOP testing.

Refer to the following pages for samples of training forms, both blank and one filled out.

SAMPLE TRAINING STATEMENT

AIRSIDE VEHICLE OPERATORS PERMIT (AVOP) - TRAINING STATEMENT
PERMIS D'EXPLOITATION DE VÉHICULE AÉROPORTUAIRE DU COTÉ PISTE (PEVCP) – ATTESTATION DE L'ENTRAÎNEMENT

APPLICANT (PLEASE PRINT) - CANDIDAT (EN LETTRES MOULÉES)

LAST NAME - NOM DE FAMILLE	FIRST NAME – PRÉNOM

EMPLOYER'S STATEMENT - DÉCLARATION DE L'EMPLOYEUR

COMPANY - COMPAGNIE	TELEPHONE # / NO DE TÉLÉPHONE
ADDRESS – ADRESSE	TYPE OF PERMIT REQUESTED/ GENRE DE PERMIS DEMANDÉ
	DA ☐ D ☐ DR☐

TRAINER/ENTRAINEUR : 15 HOURS on the job training completed / 15 heures de formation en cours d'emploi :

I, the undersigned trainer, attest that this applicant has been fully trained in all areas stated below (per Vol. 2, s. 1.5) and is competent and prepared to begin the AVOP testing process. / Je, entraîneur soussigné, atteste que ce candidat a suivi une formation complète dans toutes les zones énumérées ci-après (Vol. 2, s. 1.5) et est compétent et prêt à entreprendre le processus d'examen PEVCP.

_____ _____

Trainer's signature de l'entraîneur Date Applicant's signature de candidat date

Date(s)	Trainer(s) / Entraîneur(s)	HRS/MIN HR/MIN	Routes (must be detailed/détaillés) (vol. 2, s. 1.5)	Trainer's Signature de l'entraîneur

SEE OVER FOR MORE GRID / RECTO VERSO POUR PLUS DE CARRÉ

AIRPORT AUTHORITY USE ONLY - À L'USAGE DE L'ADMINISTRATION DE L'AÉROPORT

SIGNATURE	DATE	☐ Accepted / Accepté OR / OU ☐ Rejected / refusée

NOTES:

Revised July 2015 / Révisé en juillet 2015

Ottawa

AIRSIDE VEHICLE OPERATORS' PERMIT (AVOP) – TRAINING STATEMENT
PERMIS D'EXPLOITATION DE VÉHICULE AÉROPORTUAIRE DU COTÉ PISTE (PEVCP) – ATTESTATION DE L'ENTRAÎNEMENT

APPLICANT (PLEASE PRINT) – CANDIDAT (EN LETTRES MOULÉES)

LAST NAME / NOM DE FAMILLE	FIRST NAME - PRÉNOM
DOE	JOHN

EMPLOYER'S STATEMENT / DÉCLARATION DE L'EMPLOYEUR

COMPANY / COMPAGNIE	TELEPHONE # / NO. DE TÉLÉPHONE
ABC Plumbing	613-737-1111
ADDRESS / ADDRESSE	**TYPE OF PERMIT REQUESTED / GENRE DE PERMIS DEMANDÉ**
1313 Mockingbird Lane	☒ DA ☐ D ☐ DR

TRAINER/ENTRAINEUR : 15 HOURS on the job training completed/15 heures de formation en cours d'emploi:

I, the undersigned trainer, attest that this applicant has been fully trained in all areas stated below (per Vol. 2, s. 1.5) and is competent and prepared to begin the AVOP testing process. / Je, entraineur soussigné, atteste que ce candidat a suivi une formation complète dans toutes les zones énumérées ci-après (Vol. 2, s. 1.5) et est compétant et prêt à entreprendre le processus d'examen PEVCP.

Trainer's Signature de l'entraineur — Date

Applicant's Signature de candidat — Date: Jan 12/'15

Date(s)	Trainer(s) / Entraîneur	HRS/MIN HR/MIN	Routes (must be detailed / détaillés) Per Vol. 2, s. 1.5	Trainer's Signature de l'entraîner
Nov 12/'14	Jack Spratt	1 hr 30min	started at PLH, drove down secondary apron past taxiways AA, BB, CC, to gate 1, 2, 3, 4, 5 + 6	J Spratt
Nov 14/'14	Calvin Klein	35min	from First Air hangar, to Golf, back to Service Road, drove by Fedex, Ottawa Cargo, Esso, Shell + Transport Canada.	C Klein
Nov 15/'14	John Smith	45 min	Started @ gate 1, drove down Head of stand Rd to gate 29, noted taxiways Delta, Charlie, Echo	J Smith
Nov 25/'14	Steve Jobs	1hr 30min	Started at Golf, drove to Service Rd. past noted taxiways Bravo + Foxtrot. Continued onto Taxiway Stand Rd to Secondary apron.	S J.

SEE OVER FOR MORE GRID / RECTO VERSO POUR PLUS DE CARRÉS

AIRPORT AUTHORITY USE ONLY / A L'USAGE DE L'ADMINISTRATION DE L'AÉROPORT

SIGNATURE	DATE	☐ Accepted / Accepté OU ☐ Rejected / refusée
Notes:		

Revised July 2015 / revisée juillet 2015

1.6 AVOP Testing

AVOP tests consist of theoretical and practical testing. Testing requirements depend on the permit type.

Permit Type	Theory Test	Practical Driving Test	Aeronautical Restricted Radio Operator's Certificate*
DR	✕		
DA	✕	✕	
D	✕	✕	✕

Note: Certain DR permits may be issued without having to do the theory test. This is subject to OMCIAA discretion and approval.

1.6.1 The Theory Test

A theory test can be scheduled by contacting the Safety Coordinator. AVOP applicants must be certain to respect their appointment date and contact the Safety Coordinator if the appointment needs to be rescheduled. The following rules apply to any missed appointments throughout the entire process:

1. 1st missed appointment; a four week waiting period will be imposed, after which an appointment can be rescheduled.
2. 2nd missed appointment; a three month waiting period will be imposed, after which an appointment can be rescheduled.
3. Appointments can only be rescheduled twice; any additional rescheduling will result in a 2-week wait.
4. All paperwork **must be fully completed** and provided at the time of the scheduled test. Otherwise, a 2-week penalty will be imposed.
5. Any changes to appointments must be made by 9:00am on the day of the appointment. Otherwise a 2-week penalty may be imposed.

Testing is based on the minimum acceptable standard, therefore, the passing mark for the theory and practical driving test is 100%. The theory test is composed of a multiple choice section and a maps section, and is marked by the Safety Coordinator.

Applicants who receive an unsuccessful mark on the theory test must wait a minimum of seven calendar days before attempting the test again. Should an applicant fail to obtain a passing mark on the second attempt, he/she must wait an additional 15 calendar days before attempting the test for a third time.

Applicants cannot attempt the theory test more than three times.

1.6.2 The Practical Test

Once a candidate has successfully completed the theory test, a practical driving test is scheduled through the Safety Coordinator. Driving tests will not be scheduled until the theory portion of the testing has been successfully completed. No exceptions.

As part of the drive test, initial questions may be asked and could include topics such as general building locations, runway/taxiway locations, stops signs and general airside orientation. If the applicant cannot successfully answer these questions, it may be considered an unsuccessful drive test.

Applicants who receive an unsuccessful mark on the practical test must wait a minimum of seven calendar days before a second attempt. Applicants cannot attempt the practical test more than twice.

Applicants are given 60 days to complete the practical test upon successful completion of the theory test. If this process is not completed within the prescribed time period, the applicant must reinitiate the process. All previous results and application forms will be rendered null and void.

1.7 The Aeronautical Restricted Radio Operator's Certificate

Aeronautical Restricted Radio Operator's Certificates are issued by:

Industry Canada
160 Elgin Street
11th Floor Suite C100
Ottawa, Ontario
Telephone number: 613-998-3693

The study package is available on line at

http://www.ic.gc.ca/eic/site/icgc.nsf/eng/h_07048.html#ic-subnav-2

1.8 AVOP Designated Examiner Qualifications

Theory and practical tests are administered by a qualified OMCIAA Examiner. 3rd party examiners may be permitted with the approval of the OMCIAA.

Qualifications include:

- Holding a valid provincial driver's license;
- Holding a valid AVOP (D Permit);
- Holding an Aeronautical Restricted Radio Operator's Certificate (if required);
- Obtaining 100% on the theory exam (100 questions);
- Obtaining 100% on an airside road test; and
- Successfully conducting an airside road test.

An Examiner's privileges may be revoked if he/she:

- Is issued an AVOP infraction; or
- Is in an accident where he/she is found to be at fault.

1.9 AVOP Issue & Renewal

Upon successful completion of the AVOP process, the applicant will be issued an AVOP permit with an expiry date set to 30 days after the expiry date of the permit holder's provincial driver's license (some exceptions may apply and will be determined by the Safety Coordinator on a case-by-case basis). A written notice of an upcoming AVOP expiry is sent directly to the employee 60 calendar days prior to the expiry. A follow-up email is also sent to the permit holder's Supervisor, advising who is expiring and when. The employer is responsible for booking both theory and practical appointments for their employees, allowing enough time for the employee to complete the process prior to their current AVOP expiring. Employers are also responsible for ensuring that employees driving on airside are always in possession of a valid AVOP. Employees with an expired AVOP permit are not permitted to drive airside without an escort inside the vehicle.

The written notice will indicate one or more of the following:

- AVOP application required
- Theory test required
- Practical test (drive test) required
- AVOP expired due to provincial driver's license expiring
- AVOP ready for pick-up.

Written tests are scheduled according to the AVOP office hours of operation. Any changes to the schedule will be provided through bulletins.

Requirements to renew an AVOP permit depend on when an applicant was tested. If an applicant was initially tested within 12 months of the expiry date of their provincial drivers' license, only a reprint of their AVOP permit is required. If more than 12 months has elapsed since initial testing, a complete rewrite is required in order to follow the 5-year renewal cycle with their provincial drivers' license.

If an applicant is only due for a reprint of their AVOP permit to match their provincial drivers' license but has allowed the AVOP permit to expire by more than 30 days before renewing, the applicant must go through the entire testing process again (theory and practical), and provide an updated application form.

Upon receiving the AVOP Expiry Notice, the AVOP holder's employer is to make an appointment within 14 days of the date of the notice. This will ensure that the AVOP-holder will be able to complete the process prior to the expiry of their current AVOP. The Safety Coordinator must be notified when an AVOP-holder changes / adds companies and when their Red Pass (RAIC) number changes. An AVOP permit that does

not accurately depict the company(ies) for which the employee works is considered an invalid AVOP. The AVOP-holder must turn in his/her AVOP to the Safety Coordinator when it is no longer required to perform their new duties or upon leaving the company.

The AVOP must be obtained from the Safety Coordinator within 30 calendar days of completing the tests. Failure to do so will render the AVOP void. If this is the case, the application and testing process must be reinitiated.

The AVOP renewal process will start no earlier than 60 calendar days prior to the expiry date.

1.10 AVOP-Holder Responsibilities

The AVOP, provincial driver's license, RAIC (and an Aeronautical Restricted Radio Operator's Certificate if applicable), referred to as the *AVOP Documents*, are proof that a person is permitted to drive airside.

An AVOP-holder is responsible for operating a vehicle in a manner that is safe to persons, aircraft, vehicles and equipment and to abide by the rules of this airside directive. In keeping with these responsibilities an AVOP-holder must:

1. Carry his/her RAIC and AVOP at **all times** when operating a vehicle airside;
2. Present any or all of the *AVOP Documents* at the request of an Enforcement Officer or an OMCIAA representative;
3. Keep up to date with airside driving procedures. Any operator who has not driven airside for a period of six months must inform the Safety Coordinator. The OMCIAA reserves the right to have a candidate re-tested in this case;
4. Keep the OMCIAA informed of any changes to his/her *AVOP Documents*. The Safety Coordinator should immediately be informed if any of the *AVOP Documents* are lost, stolen, or suspended, including temporary suspensions; and
5. Surrender the AVOP to the Safety Coordinator upon ceasing employment at the Ottawa airport.

An employee who does not possess a valid AVOP permit and who is still undergoing driver training must be accompanied by an escort with a valid AVOP permit in the vehicle (or following directly behind the escort vehicle for job-specific training) at all times during training and until such time as an AVOP permit is issued.

1.11 Enforcement of Airside Directives

The OMCIAA and its agents have the right to enforce the rules of this airside directive. Enforcement Officers include:

1. OMCIAA Operations Managers;
2. Airport Police;
3. Airport AVOP Enforcement Officers; and
4. Any other OMCIAA personnel as designated by the Safety Management Systems Accountable Executive.

Enforcement Officers may set up radar speed checkpoints, check for valid AVOPs, provincial driver's licenses, RAICs, as well as enforce the rules of this directive.

Enforcement Officers have the authority to issue infractions, in the form of a ticket, and if necessary, immediately suspend an AVOP or RAIC.

1.12 General Rules of Conduct

The AVOP program defines **Gross Misconduct** as 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. Dangerous driving is an example of Gross Misconduct.

Dangerous driving refers to operating a vehicle airside in a manner that is dangerous to oneself or other persons and/or without consideration for damage to airport or other property, having disregard to all circumstances, including the nature, condition and use of the place at which the vehicle is being operated and the amount of traffic that at the time is or might reasonably be expected to be operating airside.

Other examples of Gross Misconduct include, but are not limited to the following:

- Speeding over twice the applicable speed limit;
- Driving while under the influence of drugs or alcohol (which is also a Criminal Code Offence);
- Runway incursion;
- Intentional damage to airside fixtures, structures, or safety devices;
- Tampering with or bypassing safety devices;
- Driving while under an AVOP and/or provincial drivers' license suspension;
- Abuse or threats made towards any enforcement personnel.

While not an example of Gross Misconduct, **Careless driving** refers to 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, and is still considered a serious offence. Texting or using any personal telecommunication devices while driving is an example of Careless Driving.

1.13 Demerit Point System

The Demerit Point System has four main objectives:

1. To reinforce the importance of safe airside driving;
2. To have a fair, predictable and transparent method for reinforcement;
3. To create a system for progressive discipline for repeat offenders; and
4. To provide the right to revoke an AVOP from an unsafe driver.

Any action contrary to this directive will result in a Notice of Infraction and will be treated as an offence under the Demerit Point System.

Infractions are categorized according to their severity and fall into the following classes.

Infraction Class	Demerit Points	On Record (Years)
A	12	4
B	6	2
C	2	1

All AVOP-holders begin with a zero point balance. Points accumulate based on the type of violation and the number of infractions committed. Multiple violations at one time can result in multiple point accumulation.

1.14 AVOP Suspension

The accumulation of demerit points due to infractions can lead to a situation where an employee's AVOP is suspended. The number of working days the AVOP is suspended depends on the number of demerit points an AVOP holder has accumulated. AVOP suspensions are at the discretion of the Airside Safety Specialist.

Demerit Point Accumulation	AVOP Suspension (working days)
6	2
10	10
18	15
20	AVOP rescinded

- Working days are based on an eight hour working day.

1.15 Infraction Reports

Infraction tickets are sent to the Airside Safety Specialist for review. Each ticket is evaluated based on the Demerit Point System.

A detailed report of the infraction is sent to the AVOP-holder and his/her employer. The report, in the form of a letter or e-mail, cites the particular details of the infraction, the demerit points assigned, the total demerit points accumulated to date and any other supporting documentation as well as a request for an interview with the Airside Safety Specialist if deemed necessary. The objective of the interview is to:

- Reinforce the element of safe airside driving;
- Impress upon the individual the seriousness of bad driving habits;
- Educate drivers on acceptable driving habits; and
- Act upon a potentially dangerous situation.

Failing to attend the interview can result in the immediate de-activation of the permit holder's AVOP and RAIC.

The Airside Safety Specialist may deem it necessary to have an AVOP-holder complete additional training and/or rewrite the theory and/or driving test.

1.16 Appeal Process

After an AVOP infraction has been issued to an airside operator, the operator has the option to appeal the infraction to the Airside Safety Team. The Airside Safety Team may conduct interviews with the operator and/or their employer, review CCTV footage, review audio recordings from the Control Tower, etc. to determine if there is a real infraction and to find out how the infraction occurred. If the operator or employer disagrees with the results of an interview and/or infraction, an appeal may be made by letter to the Director, Airside Operations within 15 days of the decision.

Arguments for the appeal need to be directly related to the incident and considered to be contributing factors.

The Director may arrange a meeting with the operator or the Employer. An agent (i.e. union representative) may assist in the presentation of the appeal.

Once the investigation into the appeal is complete, the final decision on demerit points and suspensions will be assessed by the Director, Airside Operations. This decision is considered final and conclusive.

A decision regarding the appeal will be sent to the operator within seven days of the receipt date of the appeal notification.

1.17 Immediate Suspension or Permanent Removal of AVOP and Restricted Area Identification Card (RAIC)

Some infractions are considered **extreme offences**. In addition to the demerit point system, the following types of infractions will result in the immediate suspension of the AVOP and RAIC.

Infraction	Minimum Suspension (working days)
Failure to produce or surrender RAIC, AVOP and/or provincial drivers' license on request	7
Abusive language or threats against an AVOP Enforcement Officer	3
Failure to follow air traffic control instructions, including runway incursions	7
Gross Misconduct, including intentional damage to property and dangerous driving	7
Failing to wait for an airside access gate to close	3

1.18 Chart of Violations

Class	Demerits	On Record	Description of Violation	Reference
A	12	4 years	• Failing to follow proper escort rules	Art 3.6
			• Failing to give right-of-way to aircraft	Art 3.15 & 3.16
			• Failing to give right of way to emergency vehicles "in response"	Art 3.15 & 3.11
			• Failing to give right-of-way to pedestrians	Art 3.22 & 3.15
			• Deliberately generating FOD	Vol 1 Art 3.11
			• Gross Misconduct	Art 1.12
			• Dangerous driving	Art 1.12
			• Driving under the influence of alcohol/drugs	Art 3.2 & 1.12
			• Refusing to submit to a breathalyzer	Art 3.2
			• Driving greater than 25 km/hr above speed limit	Art 3.14 & 1.12
			• Speeding in baggage room	Art 3.14
B	6	2 years	• Failing to give right of way to snow removal equipment	Art 3.15 & 3.12
			• Careless driving	Art. 1.12
			• Cutting off an aircraft while on push back or under tow	Art. 3.15 & 3.16
			• Driving between an aircraft and a marshaller	Art 3.18
			• Failing to comply with enforcement personnel, including refusal to sign an infraction form or provide their drivers' license, AVOP or RAIC on request	Art 1.10 & 1.17
			• Smoking airside	Art 3.3
			• Driving unauthorized through active de-icing area	Art 3.23
			• Failing to operate a vehicle safely at all times	Art 1.12
			• Failing to contact ICEMAN when de-icing pad is operational	Art 3.23
			• Failing to pick-up FOD	Vol 1 Art 3.11
			• Driving with an expired AVOP	Art 1.9
			• Failing to wear reflective safety vest while working airside (bagrooms included)	Art. 4.1
			• Driving without a valid AVOP and not being properly escorted	Art. 1.10 & 1.5 & 1.9
			• Driving without a valid provincial drivers' license	Art 1.10 & 1.2
			• Driving 15 to 24 km/hr above speed limit	Art 3.14
			• Driving too fast for surface and/or weather conditions	Art 3.14
			• Vehicle accidents and/or property damage	Art 1.12 & 3.13 & 3.4
			• Marshalling of vehicles and aircraft and causing an accident	Art 3.16 & 3.29
			• Using personal telecommunication devices while driving airside	Art. 3.5
			• Driving the wrong way in the baggage rooms	Art 4.1 & 4.2
			• Failing to report an accident	Art 3.4
			• Failing to proceed to non-passenger screening - vehicles (NPS-V)	Art. 3.28
C	2	1 year	• Failing to use vehicle corridor	Art 3.9
			• Failing to enter approximating a 90 degree angle	Art 3.9
			• Failing to obey a stop sign	Art 3.10
			• Failing to yield to traffic within main vehicle corridor	Art 3.9 & 3.15
			• Towing more than 5 carts/dollies on airside	Art 3.25
			• Towing more than 4 carts/dollies in PTB baggage rooms	Art 4.1
			• Towing more than 1 LD8 container dolly in PTB baggage rooms	Art 4.1
			• Parking in unauthorized parking location	Art 3.27
			• Driving under moveable bridge	Art 3.9
			• Driving 1-14km/hr above speed limit	Art 3.14

Note: Violations not listed will be assessed at the discretion of the Airside Safety Specialist.

Chapter

2

2.0 Vehicles and Equipment

2.1 Vehicle & Passenger Standards

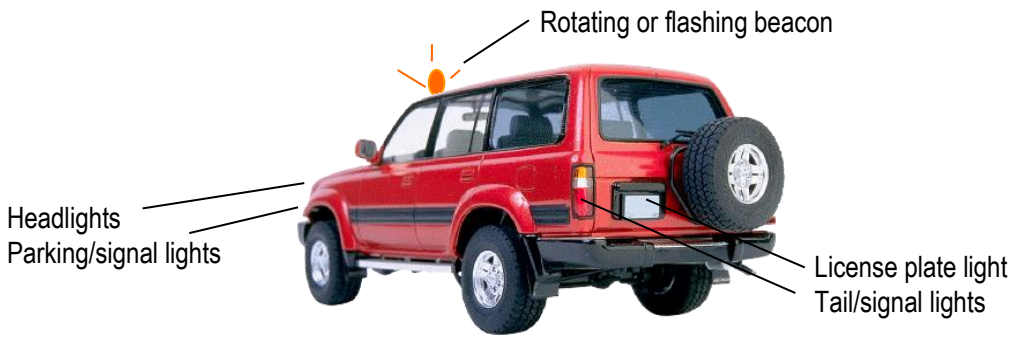
Employers are responsible for ensuring that vehicles and equipment meet industry safety standards, the standards contained in this directive, and are fit for a driver's purpose and task. Employers and vehicle operators are responsible for ensuring that a vehicle is operating satisfactorily and has the required safety equipment and markings.

Vehicles may only carry the number of persons for available seats. (ie: one seat; one rider). Under no circumstances shall a vehicle be operated with riders standing, or riding on the hood, on tailgates, on the cargo box of trucks, on belt loader belts, on trailers, or in any position other than an approved seat within the vehicle body. Operators are to wear seat belts where provided.

2.2 Self-Propelled Vehicles with Cabs

Self-propelled vehicles with cabs operating airside must be kept in good working order and must meet the following marking and lighting specifications when operating on the airside:

1. Provide a means of identifying the vehicle owner (applying corporate logo/name on vehicle);
2. Rotating or flashing amber beacon;
3. Headlights;
4. Tail lights;
5. Brake lights;
6. Front turn signal lights;
7. Rear turn signal lights;
8. Four way flashers; and
9. License plate light.



2.3 Self-Propelled Vehicles without Cabs

Self-propelled vehicles without cabs operating airside must be kept in good working order and must meet the following marking and lighting specifications when operating on the airside:

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

2.4 Non Self-Propelled Vehicles without Cabs

Non self-propelled vehicles without cabs must be kept in good working order and must meet the following markings when operating on the airside:

1. Provide a means of identifying the equipment (applying corporate logo/name on equipment);
2. Reflective material applied along the full length;
3. Reflective material applied along the front; and
4. Reflective material applied along the back.

Reflective material must be kept clean and in good condition at all times.

Vehicle operators must ensure that mud and gravel are not deposited on aircraft movement surfaces because this material can cause damage to taxiing aircraft and engines.

2.5 Vehicle Accessories or Equipment

Vehicles or equipment operating on the maneuvering areas shall be equipped with a properly functioning two-way radio.

During abnormally slippery conditions, limited use of tire chains is permitted on aircraft tugs. These must be used only if there is a true requirement and must be removed immediately after conditions have improved. Loose chains are extremely hazardous to aircraft and to snow removal equipment, hence their very limited use.

Historically, studded tires were not permitted at YOW, mainly due to the risk of FOD and damage to the apron surface. However, a newer generation of studded tires has been manufactured, which greatly reduces the risk of FOD and apron surface damage.

Between December 1 and March 31, the Airport Authority permits the use of studded tires on tractors and belt loaders only, restricted to the following name brand:

NOKIAN Tire, Hakkapeliitta LT2 with factory-installed studs only. After-purchase stud installations are not permitted.

The Airport Authority reserves the right to inspect the studded tires at any time upon request. If they 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 Airport Authority.

2.6 Vehicle Movement and Parking

An operating beacon indicates that the operator is in the vehicle and available/prepared to move. Self-propelled vehicles with a cab must always operate the rotating amber beacon or strobe while in motion. At times, when the vehicle is parked or stopped for a long period of time, the beacon shall be turned off.

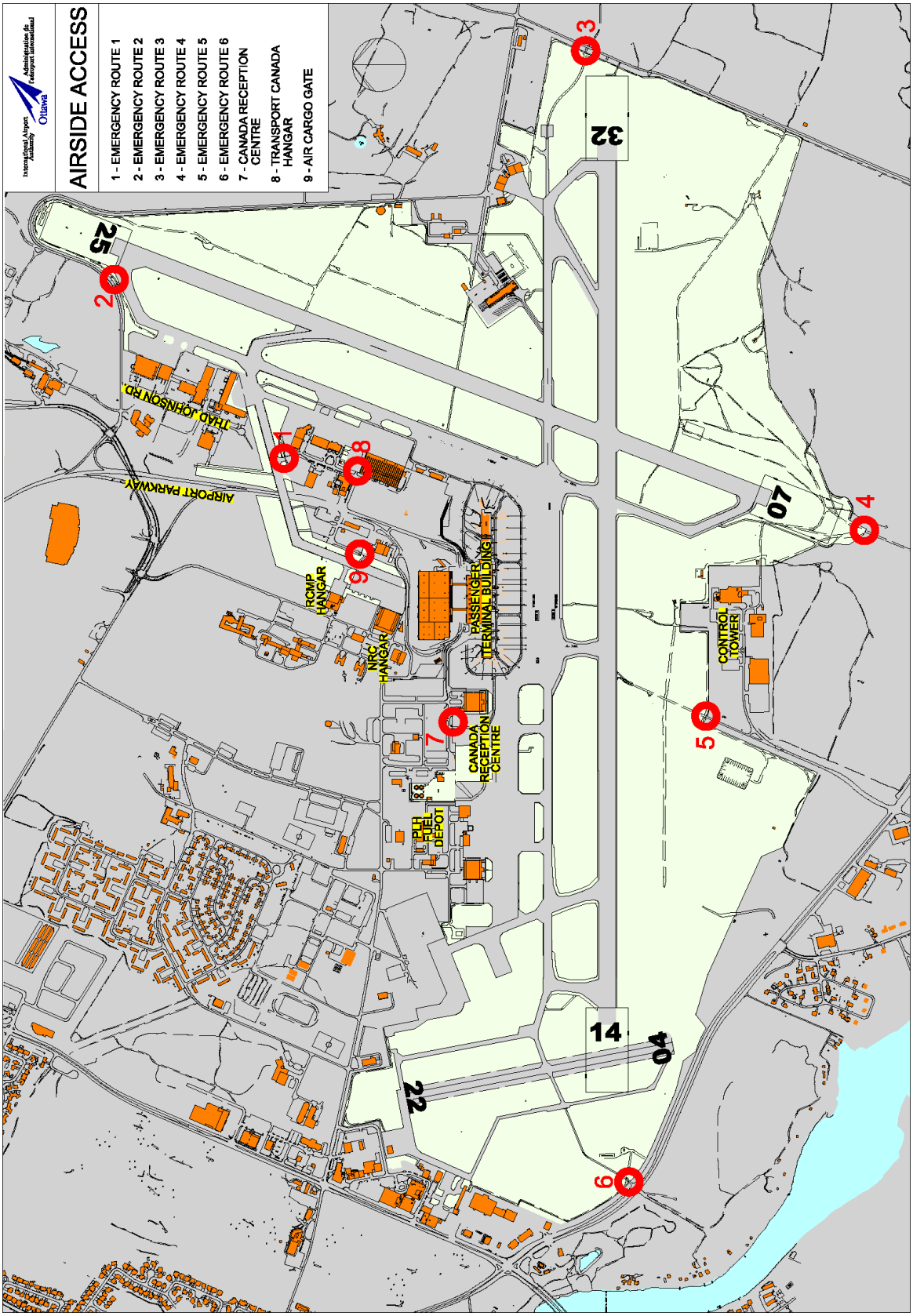
Vehicles without a cab or without a beacon shall activate the four-way flashers when in motion.

Other lights such as headlights, tail lights and brake lights shall be operational at all times.

All lights should be turned off when the vehicle is parked.

Vehicles not equipped with markings and lighting standards as per this directive are not permitted to operate on the airside without an escort.

AIRSIDE ACCESS AREAS



Chapter

3

3.0 Airside Rules of the Road

3.1 Airside Access

Access to the airside is controlled through access control points in the Passenger Terminal Building (PTB) or through controlled gates along the perimeter fence. Airside Access Points 1 through 6 are designated Emergency Routes and are for emergency and OMCIAA maintenance vehicles only. However, ER 1 can be used for general access and travel to and from the lavatory building. Access Point 7 is for VIP arrivals/departures and may also be used by emergency and OMCIAA maintenance vehicles. Access Point 8 is to be used by Transport Canada, emergency and OMCIAA maintenance vehicles. Access Point 9 is the cargo gate and is available for general use. The locations of the 9 Airside Access Points are indicated on the attached map.

Both a valid AVOP permit and RAIC are required to enter the airside.

All airside access gates must be kept closed and secured to prevent entry of unauthorized personnel/vehicles. It is the responsibility of every person who has 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 and/or RAIC.

Personally-owned vehicles or equipment are not authorized on airside unless prior approval is arranged from the OMCIAA Operations Manager.

3.2 Alcohol and Drugs

No person working airside shall be under the influence of any substance, including alcohol, illicit 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 and the Highway Traffic Act. Drivers who are suspected of being under the influence of alcohol may be subject to a breathalyzer test. Refusing to submit to a breathalyzer test upon request can result in demerit points.**

3.3 Smoking

Smoking is not permitted anywhere airside. This includes e-cigarettes and vaporizers. No person shall smoke, carry or deposit lighted cigars, cigarettes, e-cigarettes, vaporizers, pipes or matches, or carry an open flame on airside. This also applies to any other airside areas such as, staircases, baggage rooms, bridges, ramp crew shelters, inside and outside vehicles, equipment and airside buildings. **Charges can be laid under the Canadian Aviation Regulations.**

3.4 Reporting Hazardous Conditions and Accidents

A person encountering a hazardous condition on any aircraft movement surface shall report its nature and location immediately to their supervisor in order that corrective action may be taken.

All accidents shall be immediately reported to the Airport Operations Coordination Centre (AOCC) at 613-248-2111. Failure to do so will result in demerit points. In the case of vehicle accidents, 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 the accident investigation is completed.

All other personnel shall remain clear of an accident scene unless authorized by the OMCIAA Operations Manager or responsible agency.

3.5 Personal Audio Equipment/Cell Phones

No person shall carry or use personal audio/visual equipment such as portable CD players, MP3 players, IPods, portable DVD players, or cassette players while working airside. Personal cellular telephones and portable communication devices such as but not limited to blackberries are not to be used on airside. Cellular telephones and portable communication devices are authorized for **OPERATIONAL PURPOSES ONLY.** The portable communication devices shall **not** be used while driving a vehicle/equipment unless (i) the vehicle is pulled over and brought to a complete stop in a safe location or (ii) it is used with hands-free technology approved by law for such purpose (such as "bluetooth" or hands-free speakers).

3.6 Escorting Vehicles

Drivers without an AVOP may drive airside if they have an operational requirement to do so and are under escort. The driver of the vehicle providing the escort assumes full responsibility for the vehicles and drivers being escorted and shall comply with the following:

- Must possess valid AVOP documents;
- Ensure that the escorted driver is in possession of a temporary RAIC and holds a valid provincial drivers' license;
- 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 vehicles;
- Must 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 50m;
- Escort vehicle must be clearly marked indicating the vehicle owner; and
- Ensure that the airside access gate is closed prior to leaving the area.

If more than three vehicles require escort, then an additional escort vehicle must follow the escort party at the rear.

3.7 Special Procedures – Canada Reception Centre VIP Procedures

All persons shall remain clear of parked VIP aircraft unless authorized by the OMCIAA Operations Manager. When a VIP aircraft is parked in front of Hangar 11, drivers shall not pass between the aircraft and the hangar. They must go around along the west side of the aircraft while remaining on the Hangar 11 apron clear of the VIP aircraft.

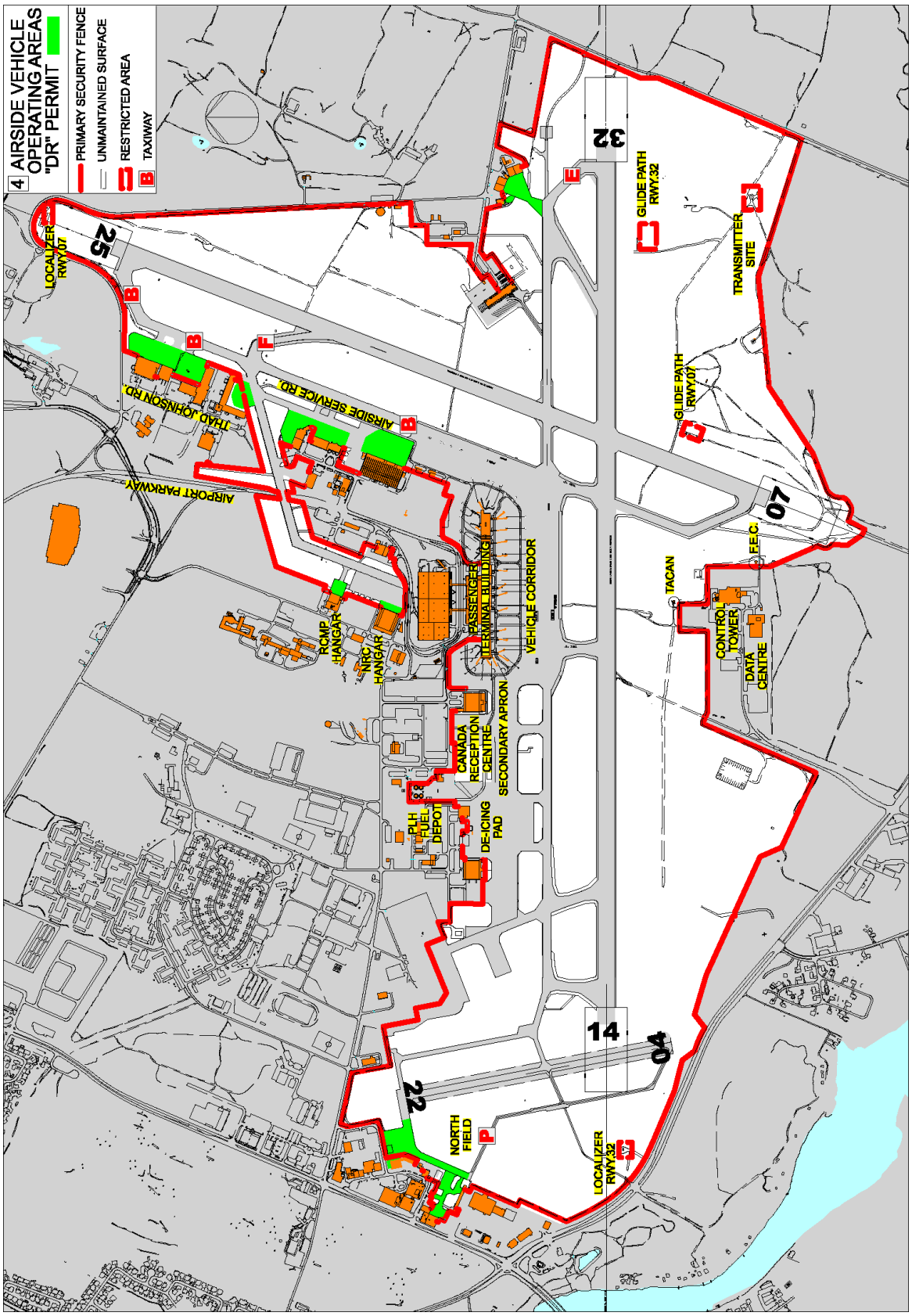
If the vehicle corridor leading to Hangar 11 is blocked with safety cones and / or there are safety cones placed around the apron area where the VIP aircraft is parked, all vehicle operators not authorized to be there are required to drive as close as possible around the outer side of the safety cones, staying clear of the VIP aircraft but remaining on the Hangar 11 apron. If there is no activity in progress (ie. no VIP aircraft, no cones present), vehicle operators are required to remain in the main vehicle corridor.

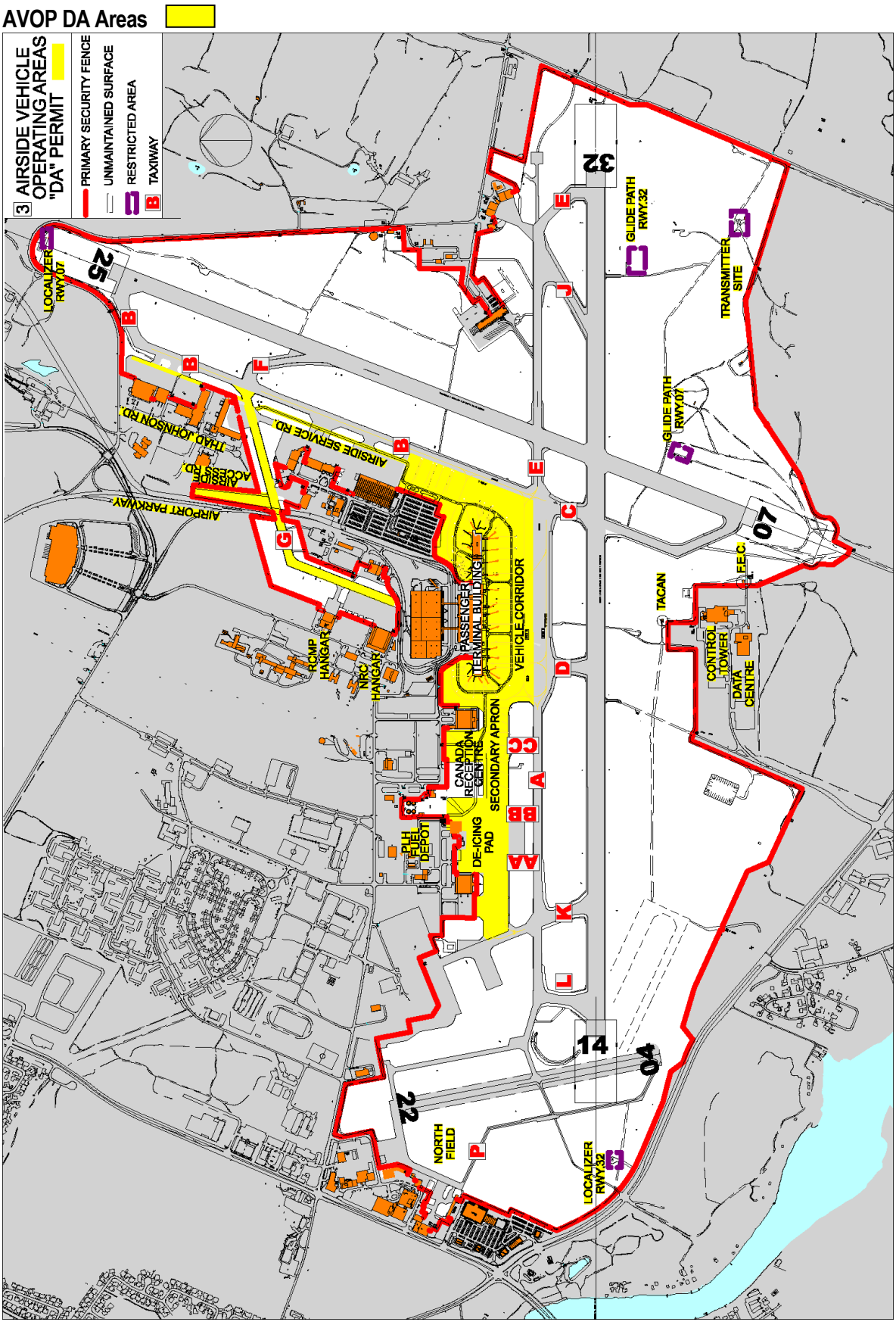
3.8 Airside Vehicle Control Areas

AVOP permits are issued for different areas on the airport. These areas are referred to as Vehicle Control Areas:

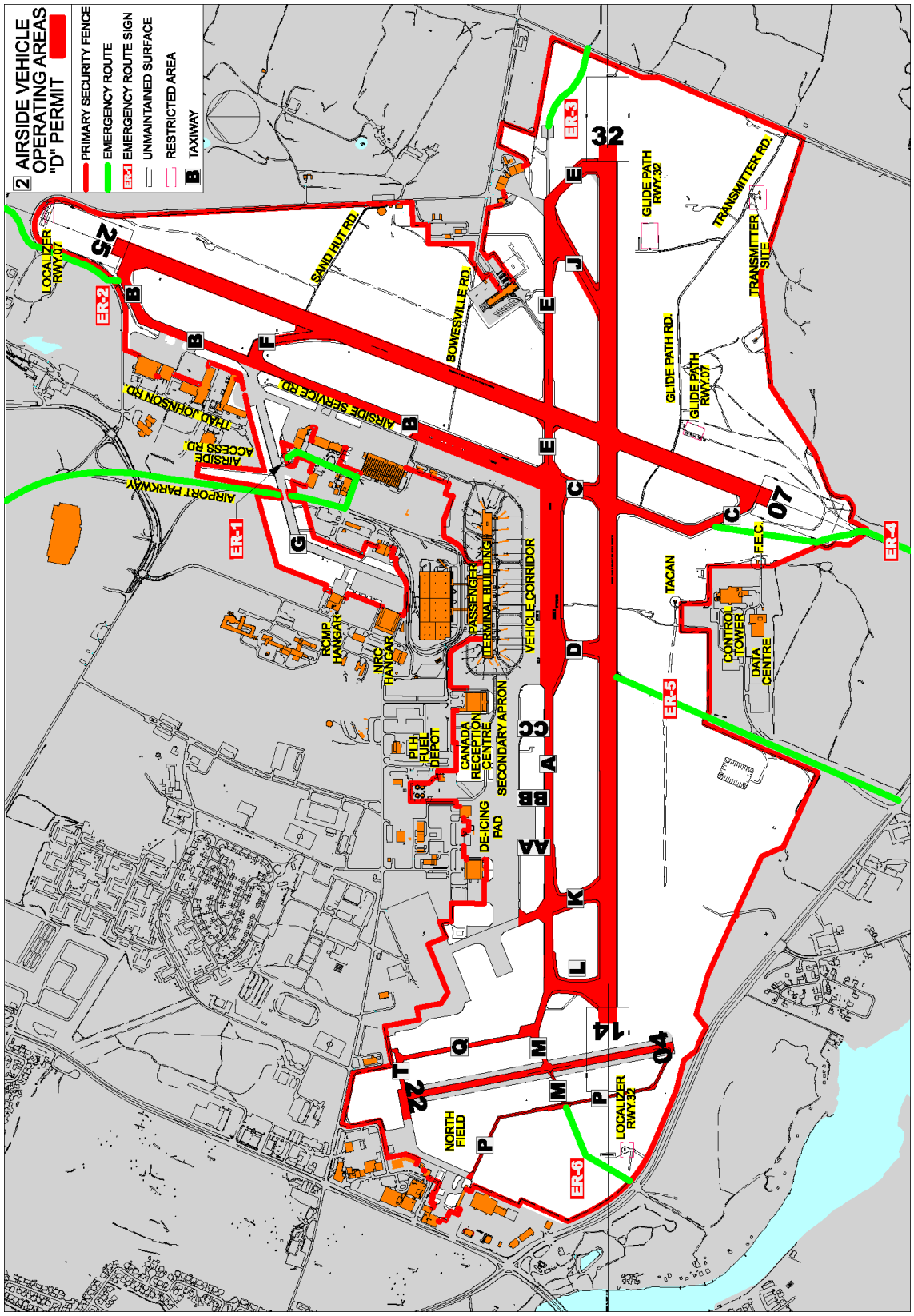
1) Private aprons and restricted areas; a 'DR' permit is required in these areas (green)
2) Commercial apron and support routes; a 'DA' permit is required in these areas (yellow)
3) Runway systems; these areas are highly restricted; a 'D' permit is required in these areas. (red)

AVOP DR Areas




AVOP DA Areas
3 AIRSIDE VEHICLE OPERATING AREAS "DA" PERMIT
PRIMARY SECURITY FENCE
UNMAINTAINED SURFACE
RESTRICTED AREA
TAXIWAY
25
07
32
14
04
22
LOCALIZER RWY:07
GLIDE PATH RWY:32
TRANSMITTER SITE
GLIDE PATH RWY:07
AIRSIDE SERVICE RD
THAD JOHNSON RD
AIRSIDE ACCESS RD
AIRPORT PARKWAY
RCMP HANGAR
NRC HANGAR
PASSENGER TERMINAL BUILDING
VEHICLE CORRIDOR
CANADA RECEPTION CENTRE
SECONDARY APRON
DE-ICING PAD
PLH FUEL DEPOT
TACAN
CONTROL TOWER
DATA CENTRE
F.E.C.
NORTH FIELD
LOCALIZER RWY:32

AVOP D Areas


2 AIRSIDE VEHICLE OPERATING AREAS "D" PERMIT
PRIMARY SECURITY FENCE
EMERGENCY ROUTE
ER-1 EMERGENCY ROUTE SIGN
UNMAINTAINED SURFACE
RESTRICTED AREA
B TAXIWAY
LOCALIZER RWY:07
SAND HUT RD.
BOWESVILLE RD.
GLIDE PATH RWY:32
TRANSMITTER RD.
TRANSMITTER SITE
GLIDE PATH RD.
GLIDE PATH RWY:07
AIRSIDE SERVICE RD.
THAD JOHNSON RD.
AIRSIDE ACCESS RD.
AIRPORT PARKWAY
ER-1
ER-2
ER-3
ER-4
ER-5
ER-6
RCMP HANGAR
NRC HANGAR
PASSENGER TERMINAL BUILDING
VEHICLE CORRIDOR
PLH FUEL DEPOT
CANADA RECEPTION CENTRE
DE-ICING PAD
SECONDARY APRON
TACAN
CONTROL TOWER
DATA CENTRE
F.E.C.
NORTH FIELD
LOCALIZER RWY:32
07
25
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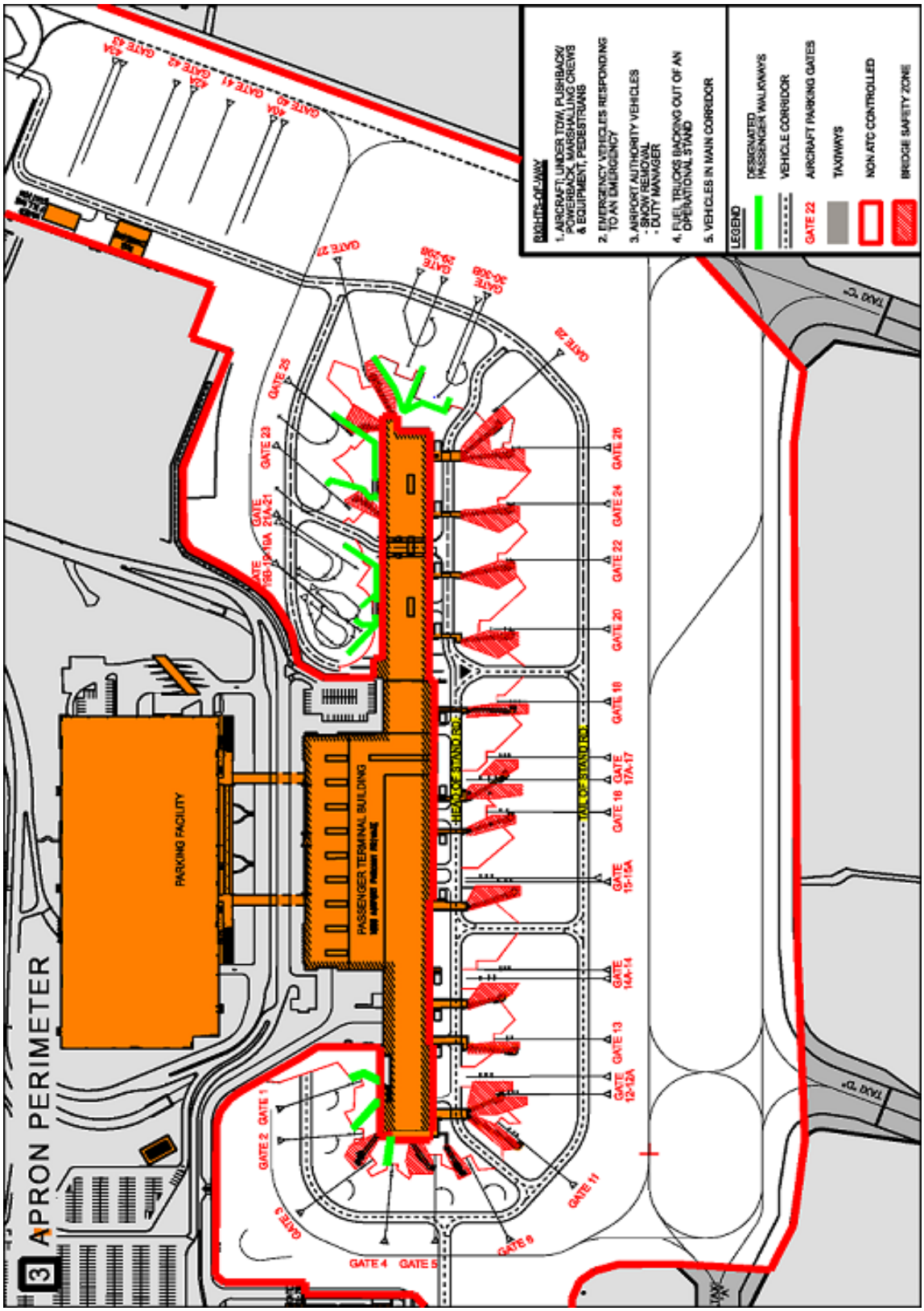
04

3.9 Vehicle Corridors



Vehicle operators shall drive within the vehicle corridors when operating on the apron. Vehicle corridors are not guaranteed safe routes. Taxiing or parked aircraft may at times encroach on a vehicle corridor – vehicle operators shall give way to such aircraft.

The PTB apron area features two vehicle corridors. The Head of Stand Road which runs underneath the fixed portion of the passenger loading bridges and the Tail of Stand Road which runs behind the tail of aircraft staged on gates. The following rules apply to operations within the vehicle corridor.

- A vehicle in the vehicle corridor has the right-of-way over other vehicles entering;
- A vehicle operator shall use the right-hand lane of a vehicle corridor and shall not pass other moving vehicles;
- Vehicle operators must enter or exit a vehicle corridor at a right angle (90 degrees) and use directional signals if the vehicle is so equipped;
- Vehicle operators shall always use the vehicle corridor unless it is being used to service an adjacent gate (i.e. gate 13 to 14). Vehicle operators shall not drive under a passenger boarding bridge when moving to an adjacent gate;
- Some vehicles and equipment are permitted to operate on the apron without using the vehicle corridor during the performance of their duties. These vehicles include:
    - OMCIAA Operations Manager vehicle;
    - OMCIAA Security vehicle;
    - OMCIAA maintenance vehicles; and
    - Emergency vehicles, with warning devices operating, when responding to an emergency; and
- If a vehicle corridor is obscured for any reason (i.e. faded paint, snow cover, etc.) a vehicle operator shall exercise extreme caution and conform to the designated route as closely as possible.

3.10 Apron Traffic Signage

Standard traffic signs are used on the apron; these signs must be obeyed at all times.

In addition to the above noted apron traffic signs that are generally found on steel posts or affixed to a building or structure, additional vehicle corridor stop signs (shown below) have been painted directly on the apron pavement and must be obeyed at all times. Caution shall be exercised, particularly at intersections where a roadway crosses an aircraft taxi lane and where there is a higher traffic volume coming from different directions. Operators are required to stop and give way to aircraft crossing the vehicle corridor.



3.11 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 emergency vehicles.

3.12 OMCIAA Maintenance Vehicles

OMCIAA maintenance crews 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 maintenance equipment and yield the right-of-way.

3.13 Head of Stand Road Vehicle Restrictions

The 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;
- Food and beverage servicing vehicles equipped with hydraulic lifts;
- Fire fighting trucks (Emergency Response Services and Ottawa Fire Services);
- Deicing trucks;
- Waste Management vehicles; and
- Air Stairs, truck mounted or tow-a-long.

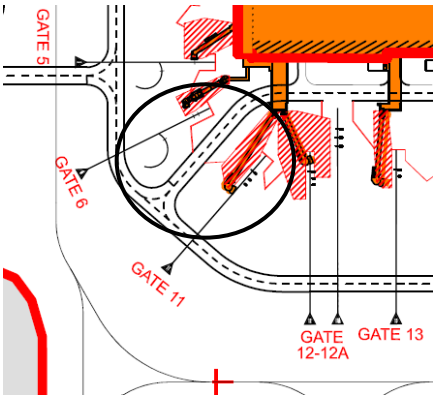
3.14 Speed Limits

Speed limits are based on ideal conditions. Vehicle operators shall operate their vehicles in a safe manner at all times. Operators are to reduce their speed according to surface and visibility conditions and when operating in the vicinity of an aircraft, blind spots, the corners of buildings, stop signs or when approaching passenger walkways.

Location	Speed Limit km/hour	Speed Limit km/hour Reduced Visibility
Baggage rooms	5	5
Aircraft stand or congested areas	10	10
Head of Stand Road	10	10
Tail of Stand Road and all other apron areas	25	15
Central De-icing Facility	25	15
Taxiways	50	See note below
Runways	60	See note below

- Unless otherwise posted

The roadway between gates 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 pic below for the area in question.



Speed limits on taxiways and runways are set for routine operations. Emergency rescue vehicles, OMCIAA vehicles and other vehicles under the request of NAV CANADA air traffic control may be exempt from these speed limits during the course of their duties.

Note: During reduced visibility, 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 reduce their requirement to cross runways.

3.15 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, and pedestrians;
2. Emergency vehicles responding to an emergency;
3. OMCIAA maintenance vehicles, such as snow plows engaged in operations, and OMCIAA Operations Manager Vehicle;
4. Fuel trucks backing out of an operational stand; and
5. Vehicles already in the main vehicle corridor.

3.16 Right-of-Way Priority and Aircraft Cut-off

Aircraft always have the right-of-way. Failure to yield the right-of-way to a taxiing aircraft, marshalling crew or an aircraft under tow 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 the aircraft or tow speed in order to maintain a safe distance from a vehicle, or
- Alter their course to avoid a collision or the possibility of a collision with a vehicle.

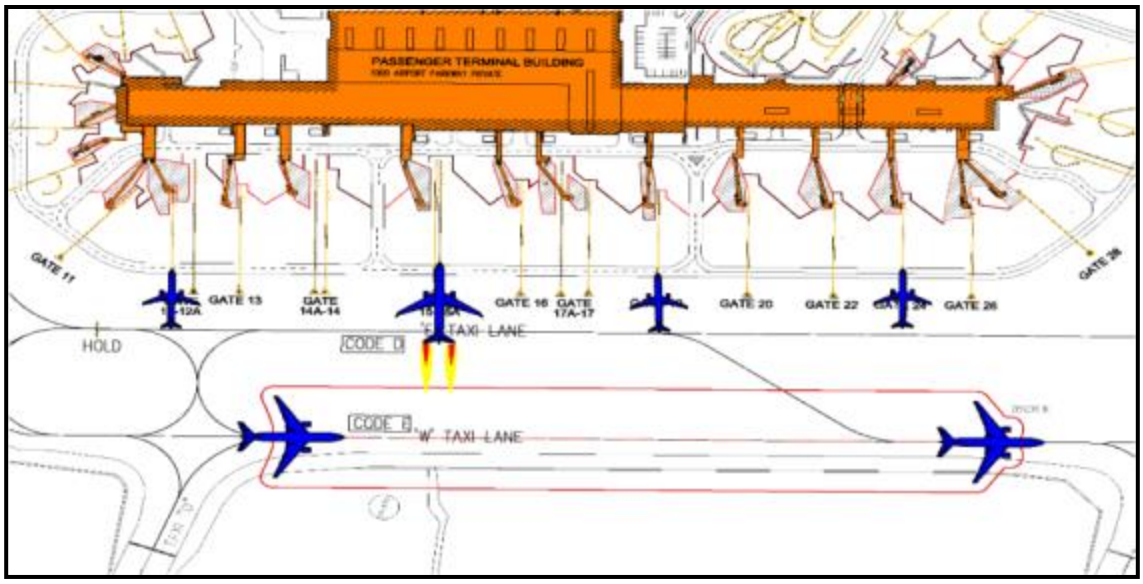
Failure to yield to a taxiing aircraft, marshallers or an aircraft under tow is a serious infraction and is a violation of the Canadian Aviation Regulations.

Marshallers also have a responsibility to properly and safely direct traffic flow around the aircraft they are marshalling. While vehicle operators must be aware of the indications that an aircraft is about to dock a gate or be pushed back and must give right-of-way, the marshaller is equally responsible for ensuring they are using the proper signals and that the signals are clear to vehicle operators. Marshallers may also be subject to demerit points in the event an accident is caused as a result of improper marshalling.

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

3.17 Operating a Vehicle in the Vicinity of an Aircraft

When an aircraft's engine is running either at low thrust or idle, drivers must maintain safe distances from the aircraft, stop well clear of the aircraft (minimum 1 gate away), and wait until the aircraft has either pushed back or the engines are turned off.



Once an aircraft has powered onto a gate, vehicle operators must ensure the aircraft engines are OFF before driving behind the aircraft. If the aircraft must adjust its position, it must use high power to do so, and this could pose a jet blast hazard to vehicles driving behind the engines.

3.18 Operating a Vehicle in the Vicinity of a Departing Aircraft

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

- The aircraft anti-collision beacon lights are illuminated;
- The bridge is retracted;
- The chocks are removed;
- 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); and
- The aircraft engines are running or being started.

When drivers see any of these indicators, the following vehicular movement rules apply:

- Yield the right-of-way to the marshalling crew when marshalling the aircraft and when returning to the gate after the aircraft is released;
- Never drive between a Marshaller and the aircraft nor proceed around, in front of, or behind the aircraft unless authorized by the Marshaller (remain a minimum 1 gate away);
- Prior to pushback, proceed behind the aircraft ONLY when the Marshaller waves permission; and
- Do not deviate from vehicle corridors to drive around an aircraft on push back. Remain within the corridor until the ground crew and tug have cleared the gate side of the corridor.

3.19 Operating a Vehicle in the Vicinity of an Arriving Aircraft

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

- A Marshaller is in position;
- Wing Walkers are in position (airline corporate policies dictate the number of Wing Walkers present);
- Servicing equipment is staged; and
- Equipment is cleared to enable a safe aircraft docking

3.20 Towing Aircraft

Exercise caution while driving in the vicinity of any towed aircraft as a marshalling crew does not generally accompany towed aircraft; a tow crew may turn the aircraft into a gate without advanced warning.

Airside operators are responsible for ensuring that employees have been trained and are qualified to tow aircraft.

"DR" AVOP permit holders are permitted to tow aircraft within the confines of their own private aprons and as designated on their AVOP permit.

"DA" AVOP permit holders are authorized to tow aircraft on the main commercial aprons (Apron I & II) with the following conditions:

- **Must possess an Aeronautical Restricted Radio Operator's Certificate;**
- Must have the capability to communicate with NAV CANADA Ground Control, and
- Must be adequately trained.

A "D" AVOP permit is required for towing on all other areas.

Tail and anti-collision lights must be on when towing aircraft at night. As an alternative, lights mounted on the towing vehicle and directed at the aircraft are permitted in some circumstances and with the permission of the Operations Manager.

3.21 Operating a Vehicle in the Vicinity of a Parked Aircraft

A vehicle shall not drive within 8m (~ 25ft.) of an aircraft unless it is directly involved in aircraft servicing or is responding to an emergency.

A vehicle operator shall not drive over air conditioning hoses, electrical power cables and fuel hoses at any time. Operators must also ensure that the locations of hoses or cables are clearly marked by the use of cones.

3.22 Additional Precautions when Operating a Vehicle in the Vicinity of a Ground Loading Gate

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

3.23 Additional Precautions when Operating a Vehicle in the Vicinity of the Central De-Icing Facility

During de-icing operations, access to the Central De-icing Facility (CDF) is strictly limited to operators that support de-icing. Equipment is limited to the following:

- Iceman's vehicle;
- De-icing equipment;
- Glycol recovery equipment; and
- Limited OMCIAA maintenance vehicles/equipment.

All vehicle operators are required to contact Iceman on Frequency 122.925Mhz prior to proceeding onto or through the Central De-icing Facility. Vehicle operators are to obtain permission and acknowledge Iceman's direction before entering or exiting the Central De-icing Facility. This includes vehicles accessing the Central De-icing Facility using Taxiway K, AA, BB or CC and the area in front of Hangar 11.

3.24 Aircraft Fuelling

To reduce the risk of a fire, vehicles are not to be operated/running within 15 m (50 ft.) of a fuel truck while an aircraft is being fuelled, except for the purpose of servicing that aircraft.

3.25 Towing Equipment and Loads

The maximum number of items that shall be towed at one time airside is five carts/dollies. Further restrictions are in place inside baggage rooms (see Chapter 4). Operators are responsible for:

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

Chocks, cones and other servicing equipment should not be left unsecured or placed on ground services equipment while travelling.

3.26 Rules Associated with Ground Servicing an Aircraft at a Gate

Pre-staging ground services equipment is permitted up to 20 minutes prior to the arrival of a scheduled aircraft. When staging, equipment shall be positioned clear of the apron safety lines painted around all gates, passenger loading bridge safety areas, vehicle corridors and passenger walkways.

Pre-staging GSE overnight is not permitted on any gate.

Vehicle operators shall not park behind a fuel truck during re-fuelling operations.

3.27 Ground Services Equipment Parking

The apron is painted to delineate areas for GSE parking. 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 for apron safety reasons.

Specifically, no parking zones have been identified in the following areas:

- Passenger boarding bridge safety areas;
- Along the Head of Stand Road in areas where visibility to/from baggage rooms could be obscured;
- Fire safety routes;
- V-Quip valve areas - access to these is required in the event of an environmental spill;
- PTB Drive Through; and
- Any other area which has been identified as a safety area.

Parking is not permitted on the vehicle corridors, airside service roads in front of apron fire extinguishers, in front of apron waste bins, in front of emergency / exit doors, or in any manner as to obstruct operations, traffic flow or critical safety devices (ie. eyewash stations, wall-mounted fire extinguishers, etc.)

Parking is not permitted within 3m of a security fence on groundside or within 1m on airside.

Vehicles parked in leased areas or near the building shall be backed-in using a guide whenever possible. This will prevent vehicles from backing into traffic. Vehicle beacons should be turned off when parked.

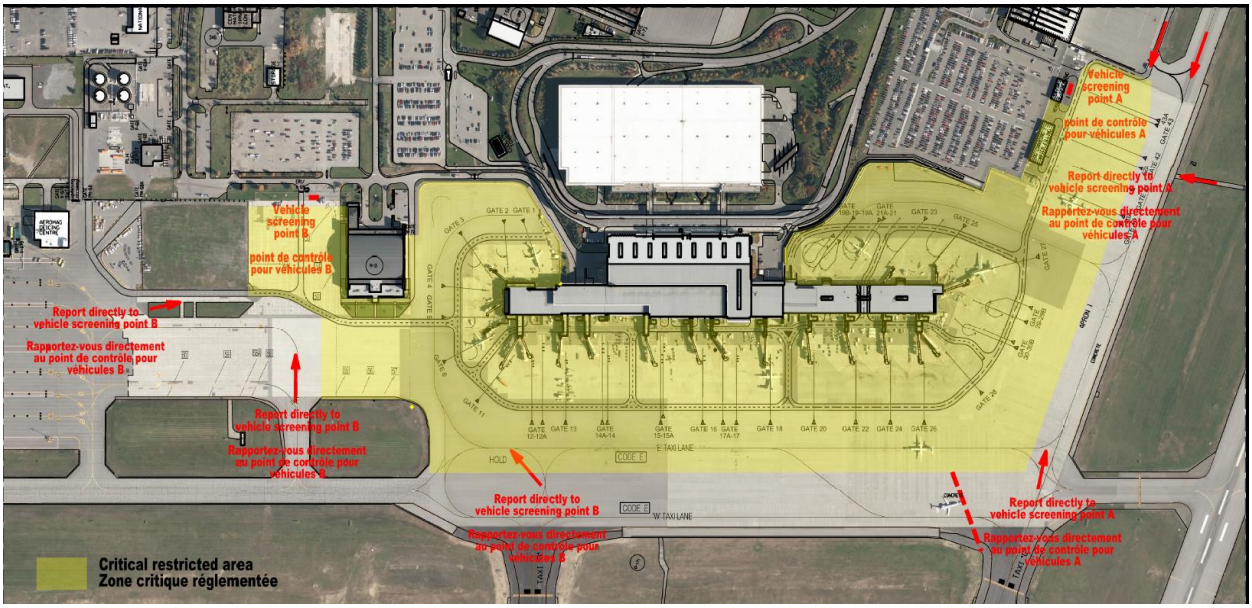
Contractor and service vehicles that must be parked on airside in the course of their duties must contact the OMCIAA Operations Manager for prior permission and must park in assigned areas.

The OMCIAA will issue an infraction and may charge the responsible organization $25.00 per piece of equipment that is left unattended and/or improperly parked.

When in breach of these parking rules, the OMCIAA, may have the vehicle towed at the risk and expense of the owner.

3.28 CATSA Non-Passenger Screening – Vehicles (NPS-V)

An area surrounding the passenger terminal building has been designated as the Critical Restricted Area (CRA). 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 Transport Canada legislation and the screening is performed by the Canadian Air Transport Security Authority (CATSA).



The direction from which a vehicle operator enters the CRA determines to which Screening Point a driver must proceed. Anyone entering the CRA from the south and east directions must immediately proceed to Screening Point A. Anyone entering the CRA from the north and west directions must immediately proceed to Screening Point B.

Once the vehicle operator reaches the screening point they must come to a complete stop at the stop sign and follow the directions indicated by the light signal. If the operator receives a “green light” they may proceed and enter the CRA, bypassing the screening point. If the operator receives a “red light”, the vehicle must pull over for screening. This also includes all vehicles being escorted.

Signage upon entering CRA


Light signal to watch for

Entering the NPS-V 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 a RAIC, being verbally or physically abusive towards screening personnel, making jokes, false statements and / or derogatory comments, leaving the screening area before being cleared by a screening officer, etc.

Non-compliance with this procedure could result in a suspension of your RAIC and AVOP permit. Depending on the severity, non-compliance could also result in the permanent loss of your RAIC and AVOP permit.

3.29 Marshalling of Vehicles and Aircraft

Marshallers have a great deal of responsibility when they are marshalling both vehicle and aircraft movement. They are responsible for making sure the surrounding area is clear of any obstructions, equipment, pedestrians, vehicles, etc. and to ensure the area is kept clear until the aircraft has finished backing up or has departed from the gate. It is important for airside drivers to pay close attention to a Marshaller's instructions and to know when to stop and when it is safe to proceed. As such, it is equally important for Marshallers to pay very close attention when directing traffic. Marshallers may be subject to demerit points in the event an accident is caused as a result of improper marshalling instructions.

Chapter

4

4.0 Baggage Rooms

4.1 General

In order to ensure the safety of all persons working within the baggage rooms, the maximum number of carts to be pulled into/out of the baggage rooms is limited to four and oversize LD8 container dollies limited to one.

The maximum speed limit in the baggage rooms is 5 km/h, or walking speed.

The baggage make-up rooms at the airport enforce the use of zero emission electric vehicles (i.e. tractors). The specifications and the terms of use of these tractors within the baggage room are stipulated in *Standard Operating Procedure: Ground Services Equipment – Environmentally Friendly Tugs.*

The use of zero emission vehicles is mandated in the baggage make-up rooms. As such, the transfer to and from electric baggage carts must be done outdoors.

Vehicle movement within the baggage rooms is guided by pavement markings and signs, some of which are different from those used on the airside.

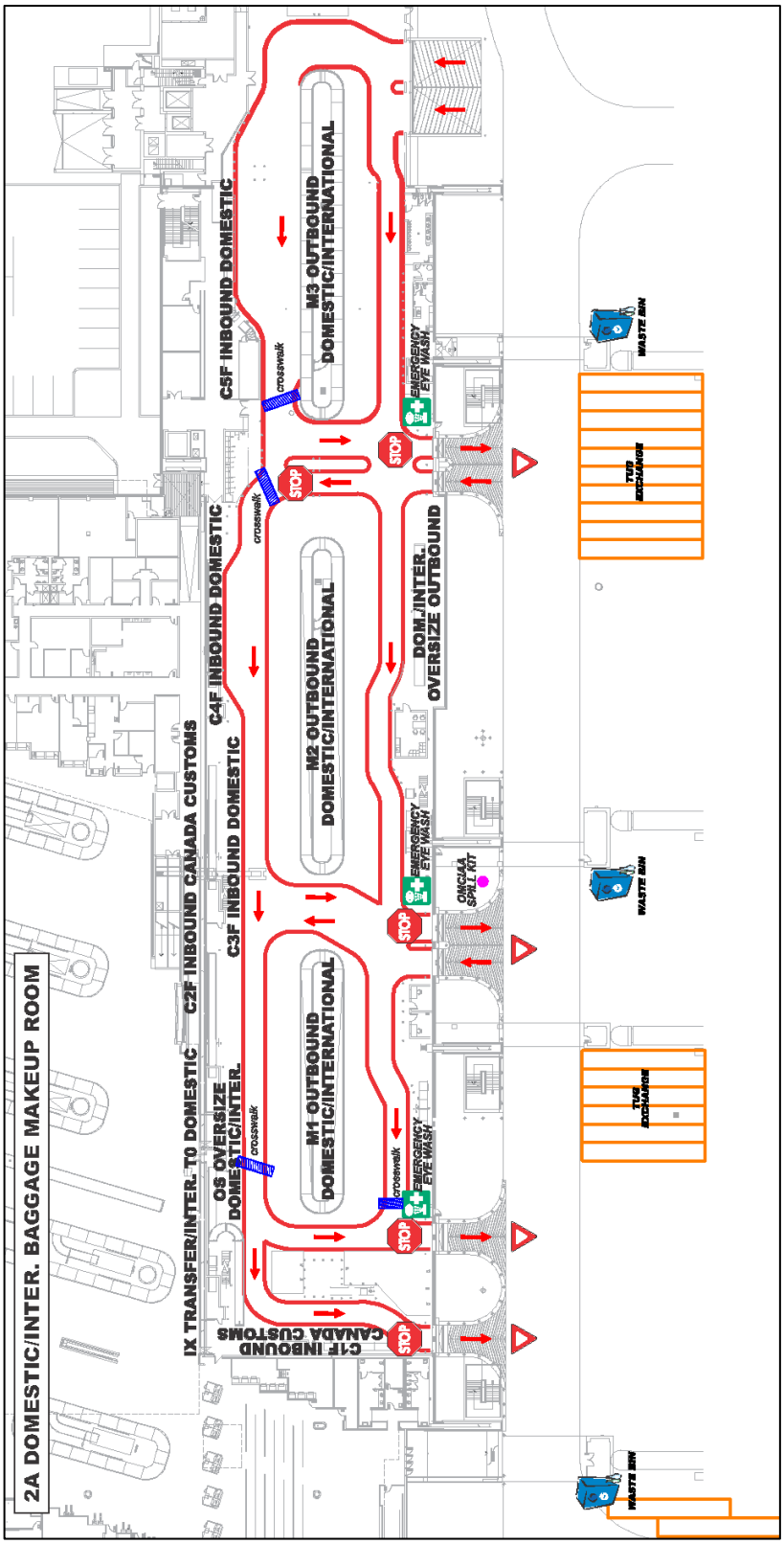
The baggage room's vehicle routes are marked by parallel solid yellow lines that are spaced 3m/10ft. apart, and are intended for one way traffic. Equipment is not to be left unattended within these routes. Directional arrows are yellow ground markings, which are appropriately placed to provide indication 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 shall be kept clear at all times.

The baggage rooms are operational areas; therefore only the required/relevant amount of baggage handling equipment is authorized in the baggage rooms. Long term parking of GSE within the baggage rooms is prohibited. Lavatory carts/trucks, water trailers/trucks or non-essential baggage carts are not authorized in the baggage rooms.

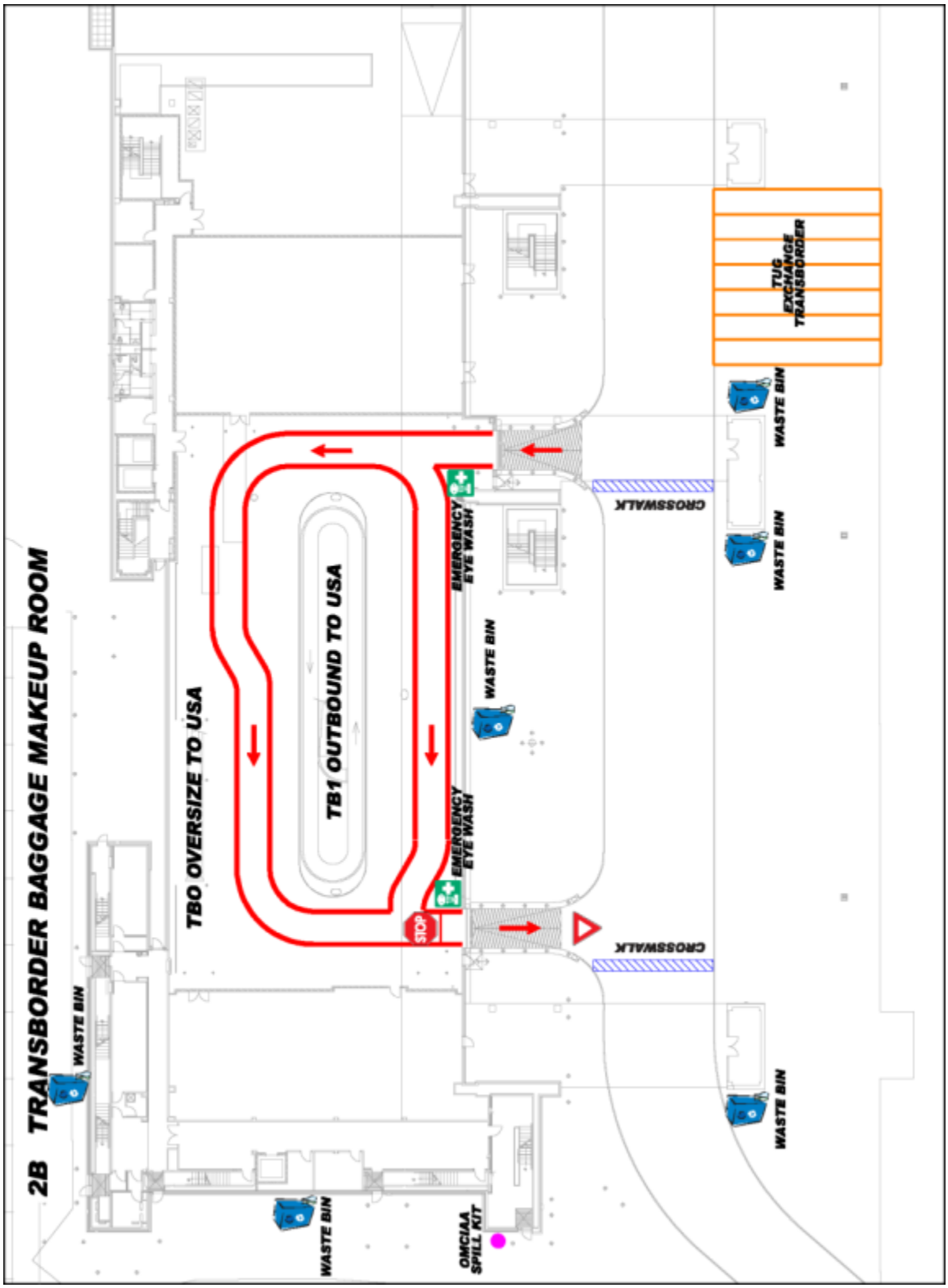
As stated, the baggage rooms are operational areas with high volumes of vehicle traffic. Therefore, all personnel are required to wear a reflective safety vest while in the baggage rooms. Failure to do so can result in AVOP demerit points.

4.2 Baggage Room Layout

The following map shows the layout and traffic flow of the domestic baggage room.



The following map shows the layout and traffic flow of the transborder baggage room.



4.3 Baggage Room Traffic Flow

Typical baggage room vehicular entrance – as seen from the Head of Stand Road.
Note: Directional indication, 2.3m height clearance, stop sign.

Typical baggage room vehicular exit - as seen from the Head of Stand Road.
Note: No entry indication.

Typical vehicular exit (left) and entrance (right) - as seen from inside the baggage room.
Note: No entry indication.

4.4 Parking of Dollies

The image below shows a typical set-up of parked dollies around an outgoing baggage carrousel. The distance between the carousel and the yellow line is 4.2m/14ft. Equipment shall be parked adjacent to a conveyor within the yellow line.

Chapter

5

5.0 The Airfield

5.1 Maneuvering Areas

The maneuvering area is that part of an aerodrome intended to be used for the take-off and landing of aircraft and the movement of aircraft associated with the take-off and landing, excluding the aprons. "D" AVOP-holders 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. Ground Control must be informed of the location(s) and nature of the work to be performed. Anyone operating on a maneuvering area must also possess an Aeronautical Restricted Radio Operator's Certificate. When driving from one airside location to another, vehicle operators shall use service and perimeter roads as much as possible to reduce vehicle traffic on taxiways and crossing runways. The operator must subsequently contact Ground Control each time they enter or exit a maneuvering area.

Remember, Taxiway Golf is an uncontrolled surface area. Vehicle operators are not required to contact Ground Control prior to entering Golf Taxiway.

5.2 Critical Areas

Vehicles can seriously interfere with electronic 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 critical areas and instructions must be followed.

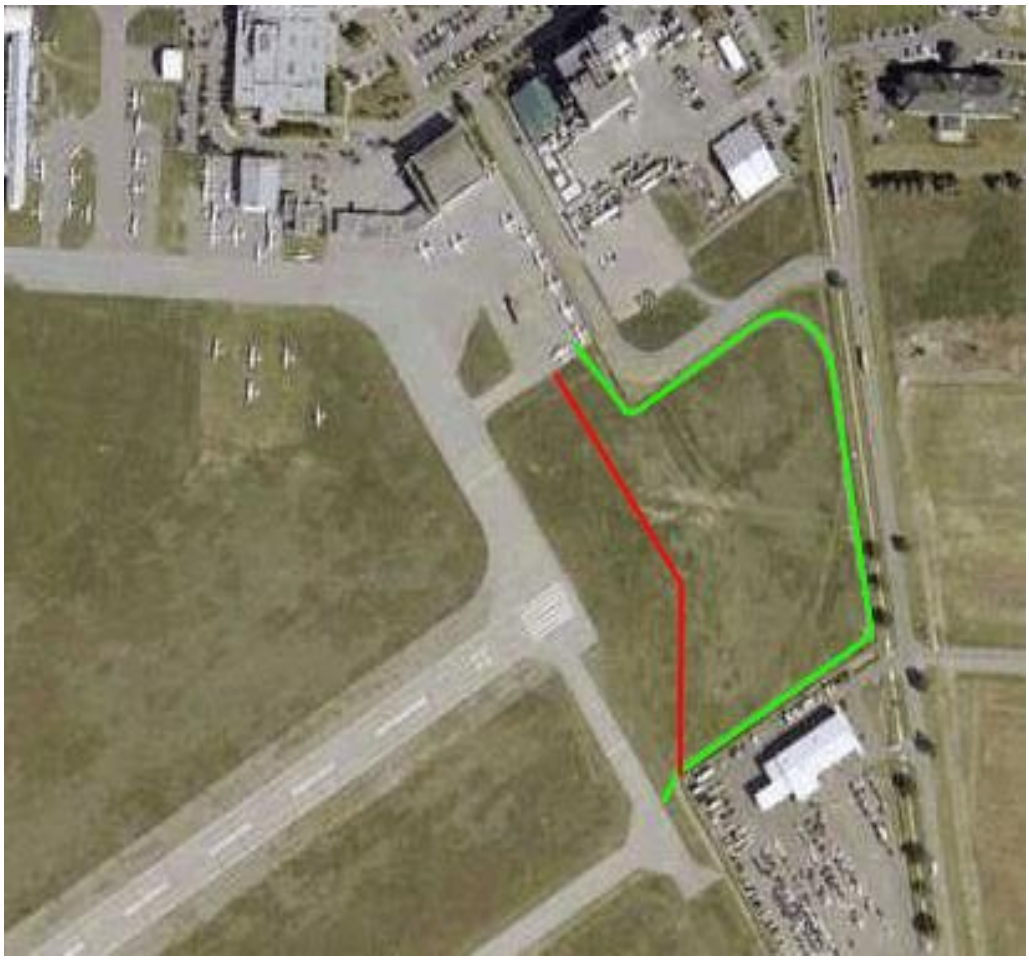
When maintenance work is necessary in the critical areas, the localizer and/or glide path must be shut down and a NOTAM issued. All operators must confirm the closure of the critical areas with Ground Control before entering these areas.

5.3 Airfield Roads

The airfield roads are the proper, safe routes allowing access to different airside facilities on the airport. 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 should be used whenever possible. A common display of why this is important occurs at the end of runways. Although permission from Ground Control is to be obtained before entering within 60 m (196ft) of the side of a runway, this distance is much greater at the ends of the runways. These locations are directly in line with the direction in which aircraft take off and land. Therefore when passing these locations, one must use the nearest airfield road unless they must enter these areas in the course of their duties and permission has been obtained from Ground Control.

A dangerous mistake is to cut across the grass at the end of the runway along the red line. Without permission from Ground Control, 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. This situation is illustrated in the following image.



5.4 Emergency Access Routes (ER's)

There are six (6) Emergency Access Routes (ER's) at the Ottawa International Airport, and they are shown on the attached map. As an airside vehicle operator, it is essential that you study and memorize the locations and numbers of all Emergency Access Routes. It is prohibited to block access to any Emergency Access Routes at any time.

In addition to Emergency Access Routes, 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.

The following image shows a flashing stop sign indicating the stop position at a Glide Path Road.

5.5 General Rules for Driving on Maneuvering Areas

The vehicle operator shall ensure that the two-way radio and flashing/rotating beacon are working before the vehicle enters the airport maneuvering area.

All vehicles and equipment operating on airport maneuvering areas shall have a functioning two-way radio, or be under escort of a radio-equipped vehicle operated by a qualified employee responsible for requesting and acknowledging all Ground Control instructions.

No vehicle operator shall enter a maneuvering area unless authorized by Ground Control. Only those vehicles with work to perform will be allowed to proceed onto the maneuvering area.

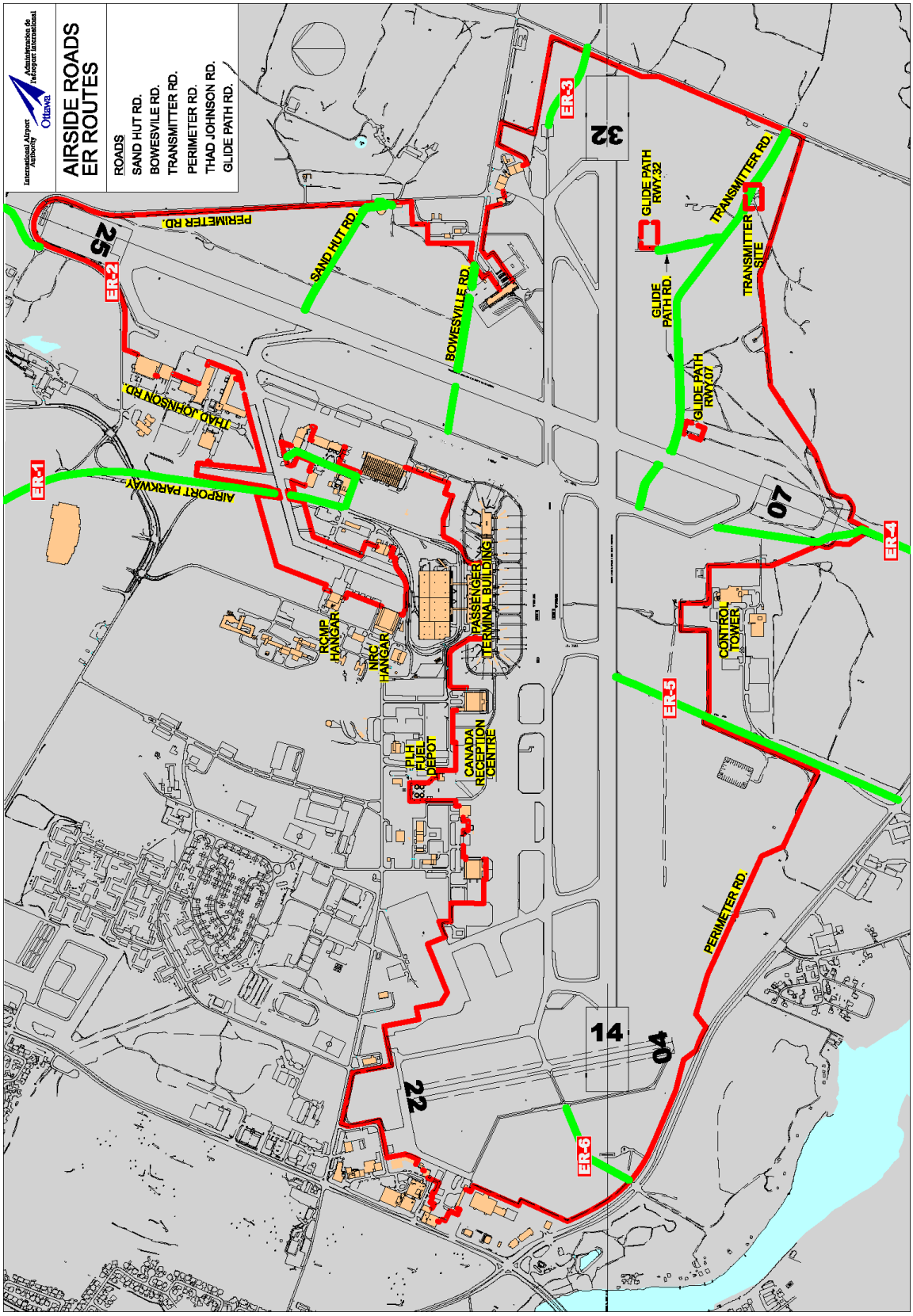
After an operator has left a runway or left the maneuvering area completely, they must inform Ground Control.

No person will enter a maneuvering area without the authorization of Ground Control, excluding the non-ATC controlled Golf Taxiway and the Central De-icing Facility. When given permission to cross or drive on a runway, proceed as quickly and as safely possible and according to instructions from Ground Control.

5.6 Maneuvering Area Incursions

Proceeding onto or within the maneuvering area without authorization from Ground Control will result in the suspension of the vehicle operator's AVOP and RAIC. This suspension remains in effect until an investigation is complete and corrective action is taken. **Criminal charges may be laid under the Canadian Aviation Regulations.**

Airside Roads / ER Routes



Chapter

6

6.0 Radio Communications

6.1 General

The Ottawa Control Tower offers bilingual services and operates 24 hours a day. The Ground Control frequency for vehicle transmissions is 121.9Mhz. The use of this frequency is restricted to those in possession of a valid Aeronautical Restricted Radio Operator's Certificate.

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

Only authorized personnel are permitted to transmit on the Ground Control frequency.

6.2 The Aeronautical Restricted Radio Operator's Certificate

Aeronautical Restricted Radio Operator's Certificates are issued by:

Industry Canada
160 Elgin Street
11th Floor Suite C100
Ottawa, Ontario
Telephone number: 613-998-3693

The study package is available on line at

http://www.ic.gc.ca/eic/site/icgc.nsf/eng/h_07048.html#ic-subnav-2

Acknowledging that it may take some time to receive your actual Aeronautical Restricted Radio Operator's Certificate from Industry Canada, the new AVOP permit holder's initial AVOP will expire four months from the date issued. This will allow time for the AVOP permit holder to receive their Certificate, provide a copy to the Safety Coordinator and the AVOP expiry date to be adjusted.

6.3 Radio Checks

If your radio is not working properly, it is better to know it before you enter the maneuvering area. It is a good practice to request a radio check on the first transmission on that radio.

e.g. *Vehicle:* OTTAWA GROUND, TRUCK EIGHT FIVE, RADIO CHECK, OVER.

Ground Controller: TRUCK EIGHT FIVE, GROUND, READING YOU STRENGTH THREE, OUT.

Strength three means readable with difficulty. There are five different levels of signal strength, measurable by ear only and requiring very little practice. In descending order, they are:

- strength 5: Excellent or perfectly readable;
- strength 4: Good or readable;
- strength 3: Fair or readable with difficulty;
- strength 2: Poor or unreadable now and then; and
- strength 1: Bad or unreadable

Some controllers might give you an answer such as "reading you 4 by 5" or "reading you 5 square", meaning 5 by 5. The first number refers to the signal strength alone, and the second to the clarity of the transmission.

6.4 Airport Procedures and Terminology

While on the maneuvering areas, vehicle operators shall always monitor the Ground Control frequency on 121.9Mhz and acknowledge and comply with any instructions from Ground Control. Before proceeding onto maneuvering areas, the vehicle operator shall contact Ground Control for permission to proceed to a specific location. State your vehicle call sign, give your present location and your specific destination.

The vehicle operator shall acknowledge all instructions from Ground Control by repeating the instructions back to Ground Control as understood or request that the instructions be repeated if not understood by asking Ground Control to “say again”. The operator shall proceed, only along the specified route to the specified location unless alternate instructions are received. Operators must never acknowledge a message or instruction unless it is received and fully understood.

Aircraft being towed and/or vehicles towing an aircraft must always be in radio contact with Ground Control.

Standardized and job-specific terminology exists in many occupations. In a world of specialization, we use specialized words. Airport and aircraft terminology allows people in the same occupation to understand each other quickly and completely with a minimum of misunderstanding. When a condition, situation, intention or direction is always expressed in the same way, there is little room for error. Therefore, terminology and procedures go hand in hand.

With this in mind, always use the accepted names and pronunciations for:

- aprons;
- taxiways;
- runways;
- navigational aids; and
- equipment types.

6.5 Basic Radio Procedures

When an operator is escorting or leading one or more other vehicles on maneuvering areas, the escort/lead vehicle must request and acknowledge all Ground Control instructions for all vehicles in the group. An example is "Staff 27 plus 2".

When an operator is instructed to HOLD SHORT of a runway or for any other location/reason, it is MANDATORY that the operator reads back (repeats) the HOLD SHORT instructions.

Example: Ground Control -- *"Staff 27, hold short of runway 25"*
Staff 27 - *"Staff 27, holding short of runway 25"*

Whenever an operator is instructed to hold short of a runway, or is awaiting permission to cross or to proceed onto a runway, the operator shall hold the vehicle 60 m (196ft) from the nearest edge of the runway, or behind the hold short yellow lines on taxiways so marked and await permission from Ground Control to proceed.

Note: Operators must obtain Ground Control's authorization to operate/work within 60 m (196ft.) of the runway edge. Likewise, an operator must inform Ground Control if working within 30 m (98 ft.) of a taxiway edge.

When instructed to leave the runway or runway edge, vehicle operators shall acknowledge instructions by repeating the instructions back to Ground Control and proceed as instructed to a safe position off to the side of the runway at least 60 m (196ft.) from the nearest edge of the runway. When instructed to leave or vacate a taxiway, operators shall acknowledge instructions and proceed as instructed to a safe position off to the side of the taxiway at least 30 m (98ft) from a taxiway edge. Once in a holding position, vehicle operators shall inform Ground Control that they are off the runway / taxiway and give their exact position.

6.6 Aircraft Push-Back Radio Procedures

Tow tractors should not request permission to maneuver if the tow operation is on the apron surface only. Instead, operators shall broadcast their intentions on Ground Control frequency 121.9Mhz. The call shall be in the form of information only:

Example: "*Ottawa Ground, tow tractor 123 towing from gate 3 to position 41"*

Tow operators may or may not receive any acknowledgement or traffic advisories from Ground Control but may receive a response from other aircraft and/or operators whose proximity could pose a conflict with the tow. It is the responsibility of tow operators to work out conflicts with other aircraft/operators using the rules from the AVOP program and good airmanship.

Tow operators have the responsibility of keeping a listening watch on 121.9Mhz for any possible traffic and respond accordingly if a conflict is suspected. Operations on all taxiways except Golf are controlled by NAV CANADA. As such, when tow tractors wish to proceed from the apron and onto a taxiway (i.e. from a gate to First Air Hangar), they must first obtain permission (clearance) from Ground Control on 121.9Mhz.

To alleviate frequency congestion, Ground Control will instruct pilots and/or tow tractors to use frequency 122.4Mhz for back and forth discussions on how to resolve traffic issues between themselves while on the apron. Once resolved, they are to resume listening watch on Ground Control frequency 121.9.Mhz

6.7 Involvement in Emergency Communications

If you are not involved in emergency communications, you should maintain radio silence until the emergency is ended.

6.8 Reporting Equipment Breakdown on Airside

If you are on any aircraft maneuvering area with equipment that has become non-operational for any reason, you have a minor emergency of your own. If vehicle/equipment breaks down, the operator shall immediately notify Ground Control of the location and difficulty and ask for assistance.

Once you have notified Ground Control and your supervisor, you may assess the situation for a quick resolution. A stalled piece of equipment on a runway, taxiway or apron is a hazard to everyone.

6.9 Radio Failure on Airside

A radio failure on a runway can pose a very serious problem. If quick action is not taken, a critical accident could result. These are the procedures to follow if your radio fails on the runway and you are unable to get help from another operator equipped with a radio:

Call ATC if you have a cell phone. Ottawa Tower phone number is (613) 248-3814.

Note: The blinking on and off of runway lights are a warning signal for all vehicles to leave the runway immediately.

Radio Failure on Runway:

- Vacate the runway immediately; and
- Face vehicle towards tower and flash headlights. (If your vehicle is equipped with the daytime headlight option, you may have to shut the engine off to get the headlights to go out so you can flash them). Wait for Ground Control to respond using light signals.

You will receive one of these responses:

- A flashing green light from the tower means you have permission to proceed across a runway, taxiway or apron;
- A steady red light from the tower means STOP, hold your position;
- A flashing red light from the tower means leave or vacate the runway; and
- A flashing white light from the tower means return to the starting point.

6.10 Vehicle and Radio Failure on Airside

Light a flare to attract the attention of the tower, approximately 30 m (98 ft.) ahead of and behind the vehicle in a line parallel to the nearest runway or taxiway as a warning to aircraft. If flares are not available, contact the tower via cell phone at 613-248-3814.

If the flares, when placed, are not likely to be seen from the control tower due to snow banks or other intervening obstructions, light and place one or more flares near the vehicle where they may be clearly visible from the control tower. Stay with the vehicle. In adverse weather conditions normally associated with combined vehicle and radio failure, the vehicle may provide your best protection until help arrives.

You may encounter blind spots, which are areas on the airport where radio signals to and from a vehicle cannot be received by the control tower or the vehicle. At the Ottawa Airport, one known blind spot is located on the south side of runway 22 on Tango Taxiway.

To Contact the Ottawa International Airport Authority

By Mail:

Ottawa Macdonald-Cartier International Airport Authority
1000 Airport Parkway Private, Suite 2500
Ottawa, Ontario K1V 9B4

By Phone: 613-248-2000 ext 1111

The OMCIAA would like to thank the following persons for their input and expertise in making this directive as current, applicable and accurate as possible:

Marc Gervais	Director, Airport Operations	OMCIAA
Matthew Orrbine	Airside Safety Specialist	OMCIAA
Clem Poupart	Manager, Airfield Operations	OMCIAA
Jeannine Meraglia	Safety Coordinator	OMCIAA
David Reisler	CAD Quality Control	OMCIAA

Should you find any errors or omissions in this document, please report them to the above noted address.

DA Airside Vehicle Operator's Permit (AVOP) SAMPLE

Applicant's Name:	Test Date:	**NEW or RENEWAL**
Company:	Test Time:	

"D/A" AVOP PERMIT

	Yes	No
A – PRE-DRIVE		
- Applicant has PDL and RAIC on person **	☐	☐
- Airfield orientation, building locations, runway/taxiway locations, etc. **	☐	☐
B – AIRSIDE ENTRY/EXIT		
- Stops for security	☐	☐
- Closes gate after entry **	☐	☐
- Secures gate **	☐	☐
- Wears security pass visibly displayed	☐	☐
- Stops for CATSA Non-passenger Screening - Vehicles	☐	☐
C – EQUIPMENT		
- Turns lights on/off (beacon/flashing lights-other)	☐	☐
- On before entering active apron area	☐	☐
- Off – After parking within aircraft perimeter	☐	☐
D – PARKING		
- Backs into defined parking spot	☐	☐
- Turns & uses mirrors for backing up	☐	☐
- Parks only in space authorized for vehicle in use	☐	☐
E – DRIVING ALONG		
- Follows prescribes routes (vehicle corridor, other)	☐	☐
- Maintains speed limit but does not exceed **	☐	☐
- Proper clearance from parked aircraft	☐	☐
- Right of way observance, aircraft, pedestrians, self, other vehicles **	☐	☐
- Obeys signs, signals, pavement markings	☐	☐
- Crosses aircraft guide lines at right angles	☐	☐
- Maintains lookout for: Other vehicles	☐	☐
Aircraft	☐	☐
Pedestrians	☐	☐
- Exercises caution around corners, buildings, intersections, exits, other vehicles, aircraft	☐	☐
F – ORIENTATION (is able to locate from the vehicle);		
- Aircraft gates & operational stands by number	☐	☐
- Security gates	☐	☐
- Runway / Taxiway entrances and limits to DA operating areas **	☐	☐
- Service Roads	☐	☐
- Selected locations accessible by Service Road hangars, other aprons, company assigned parking locations, cargo facilities, maintenance facilities, etc.	☐	☐
- Restricted areas (applicable to this exam) **	☐	☐

Examiner's notes:	Passed ☐ Unsuccessful ☐ Test not conducted ☐ (further training required)

Examiner's signature:	Date:	Revised February 2015

** = A "no" answer to any of these questions may constitute an unsuccessful drive test.