



Local Airport Traffic Directives

D, D/R and D/A

Airside Vehicle Operators Permit

June 2023

1 Record of Amendments

| Date | Summary of changes | Prepared by |
|---------------|---|-------------|
| December 2020 | Removal of Appendix A RVOP from document | |
| December 2020 | Annual Review | |
| December 2020 | Revision – 2020 SMS Audit - Obligations of the Operator Finding #2 (Pg. 16) | |
| January 2021 | Revision – 2020 SMS Audit – Airport Traffic Regulations Finding #1 (Pg. 15, 16) | |
| April 2022 | Annual review and update | |
| May 2023 | Annual Review and update | M. Garraway |

2 Reference Documents

| Date | Author | Title |
|------|--|---|
| 2023 | Transport Canada | Traffic on the Land Side of Airports Regulations |
| 2022 | Transport Canada | Airport Traffic Regulations |
| 2022 | Transport Canada | Canadian Aviation Security Regulations |
| 2022 | Transport Canada | Transportation of Dangerous Goods Regulations |
| 2021 | BC Ministry of Environment and Climate Change Strategy | Hazardous Waste Regulations |
| 2022 | BC Ministry of Environment and Climate Change Strategy | Spill Reporting Regulations |
| 2023 | VAA | Oversight and Enforcement Program |
| 2021 | VAA | Airport Emergency Response Plan (ERP) |
| 2020 | VAA | Apron IV Management & Safety Plan |
| 2022 | VAA | Reduced Visibility Operations Plan (RVOP) |
| 2022 | VAA | Apron IV - Gating Management Plan |
| 2022 | Transport Canada | Aerodromes Standards and Recommended Practices - TP 312 |

3 Manual Locations

This manual is located on the VAA server and is available in hard copy.

4 Inquiries and Contacts

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6 INTRODUCTION

The Victoria International Airport (CYYJ) is the 9th busiest airport in Canada. As you would expect, safety and security are paramount in everything we do. To ensure the safe operation of vehicle movements on the airfield at CYYJ, the airport publishes and enforces a set of Airport Traffic Directives that are compliant with the Minister of Transport's *Airport Traffic Regulations*. These directives are the basis of the Airside Vehicle Operators Program permit, or AVOP.

While you study these materials, it is important to remember that **you** are responsible to ensure the safe operation of a vehicle and abide by all governmental regulations, the instructions in this document and the instructions from your employer. Most of all, you must exercise sound judgement and always ensure that you keep in mind the adage, **Safety First**.

Before reviewing these study materials and depending on the type of AVOP permit that you are applying for, you will want to ensure that you meet the following prerequisites. (See [Table 1](#) for specific requirements by AVOP type)

- A valid BC provincial driver's license for the class of vehicle you intend to operate on the airfield.
- A valid radio operator's certificate, which may be obtained through the Airport Fire Service.
- A Restricted Area Identification Card (RAIC) or equivalent documentation that proves you have been cleared to operate un-escorted in a restricted area.
- An endorsement from your employer that you have a requirement to operate on the airfield, which is handled by contacting the Airport Fire Service for the application form.
- Have access to a vehicle that is insured, in good repair with an amber beacon and VHF radio.

The above short list provides some of the minimum requirements. Depending on the nature of the business you work for, the Victoria Airport Authority may impose additional requirements or stipulations when issuing an AVOP.

The time it takes to go through the AVOP permit process varies per individual. It is essential that you take the time you need to practice and truly understand the expectations and responsibility that comes with having the AVOP permit.

Upon completion of your training, you will need to write a final exam and book your road test with the Airport Fire Service. They will schedule the time to complete both tasks and get you up and running to operate safely at the airport.

Holding an AVOP is a privilege, not a right. It may be revoked at any time for just cause as determined by management at the Airport Authority. You are expected to abide by decisions, direction or requests made by any staff member of our Airport Fire Service or Airport Security as it relates to operating your vehicle.

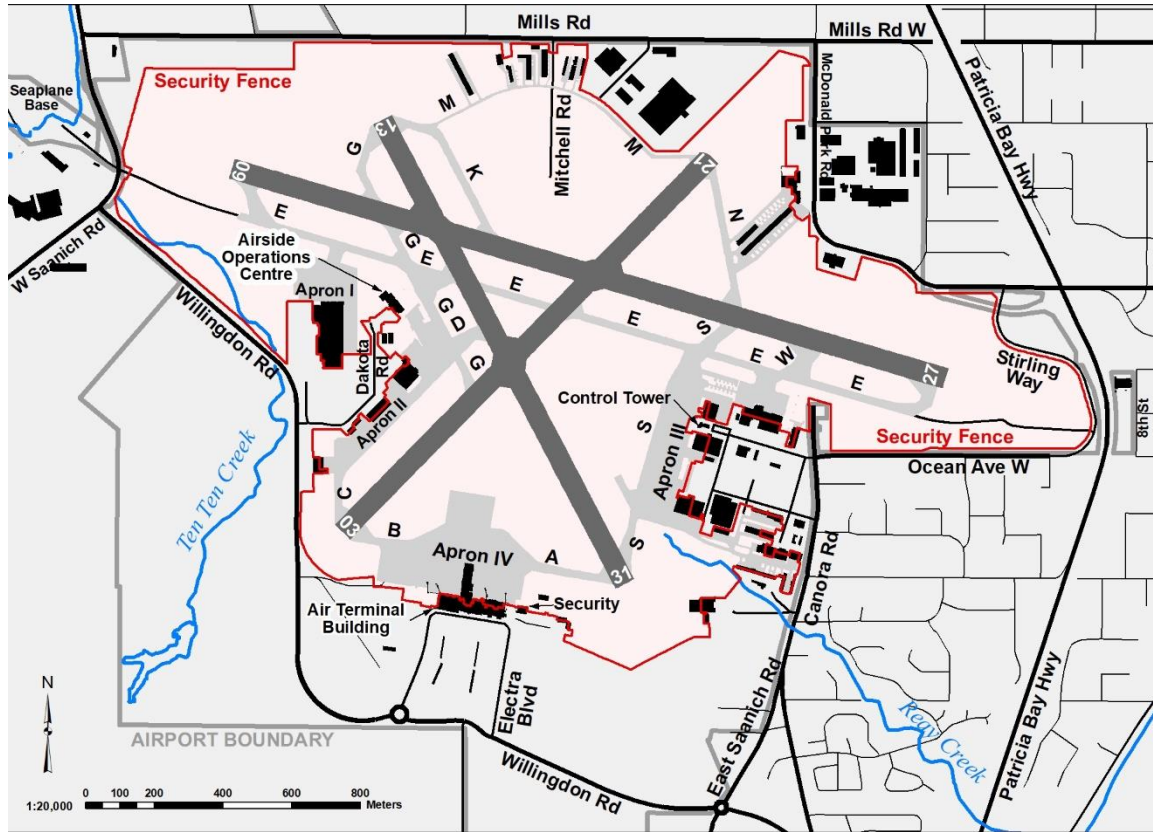
Transport Canada mandates that all airside drivers be trained and examined.

Good luck with your training and earning your AVOP permit.

6.0 AIRPORT TRAFFIC DIRECTIVES

These Airport Traffic Directives are designed to ensure the safe and efficient operation of vehicles on the airport and will provide a basic understanding of the rules, regulations, and expectations to the new airside vehicle operator.

These directives apply to every person operating a motor vehicle inside the airport security fence. However, as every airport is different, these traffic directives only apply to the Victoria International Airport and your new AVOP permit is only valid here.



6.1 DEFINITIONS

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| Accident | An occurrence associated with the operation of an airport in which a person is injured or killed, or there is property damage. |
| Accident Reporting | Airport employees must notify their supervisor of any accident. Airside traffic problems or obstructions that affect safety or may cause operational delays shall also be reported. |
| Aerodrome | Any area of land, water (including frozen surface thereof), or other supporting surface used or designed, prepared, equipped, or set apart for use, either in whole or in part, for the arrival and departure, movement, or serving of aircraft. This includes any buildings, installations, and equipment in connection therewith. |
| Aerodrome Beacon | A flashing white light mounted adjacent to or located at the airport in an area of low ambient background lighting. It is used at night for visual identification of the airport by aircraft but is also a good reference point for vehicles on the airfield. |
| Aircraft | A machine or device, so as an airplane, helicopter, glider, or dirigible, capable of atmospheric flight. |
| Aircraft Lead-in Lines | Lines providing guidance for the flight crew to the parking position. The lines also provide a means for the servicing crews to monitor the arriving and departing aircraft's path to and from the parking position. |
| Aircraft Operations | Personnel assigned the responsibility of overall management of airfield, aircraft, and vehicle operational surfaces, security, and other matters pertaining to airport operations and safety. |
| Airport | An aerodrome certified by Transport Canada. |
| Air Terminal Building | The Air Terminal Building, or ATB, is the primary building on the airfield, from which passengers arrive or depart. |
| Airport Control Tower | A tower at an aerodrome from which air traffic control (ATC) controls both air and ground traffic and Flight Service Specialists advise aircraft and control vehicle traffic. |
| Airport Operator | The holder of an airport certificate, or the person in charge of such airport, whether an employee, agent, or representative. |

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| Airport Operations Centre (AOC) | A single contact point for all airport operations emergency and non-emergency work orders. These concerns can be communicated to Operations 24 hours/day via telephone at 250-953-7536. |
| Airport Traffic | All traffic on the maneuvering area of an airport, and all aircraft flying in the vicinity of an airport. |
| Air Traffic Control (ATC) | Air Traffic Control, or ATC, is responsible for controlling the maneuvering areas of the airfield, as defined by regulations contained in Transport 312 (TP312). Maneuvering areas include runways, taxiways, and navigation instrument areas but do not include aprons. Tenant leased areas and/or apron space are not under the control of the ATC. |
| Airport Traffic Directives (ATD) | Airport-specific rules and procedures used to govern vehicle and pedestrian movement at an airport. |
| Airside | Airside areas of the Victoria Airport are all the spaces inside the perimeter fence. Airside also includes the runways, taxiways, aprons, and service roads on the airfield. |
| Airside Construction | For the safe and efficient interaction between airside operations and airside construction activities, temporary service roads may be delineated airside. These roads will be monitored by escorts or flag persons and are for the sole use of construction related activities. No pedestrian traffic is permitted. |
| Airside Safety Program (ASP) | The airport's management program that includes the Airport Traffic Directives, Apron IV Safety & Management Plan, Apron IV Gating Plan, AVOP registration process, and the AVIP registration process. |
| Airside Vehicle Operator's Permit (AVOP) | All persons operating motorized vehicles on the airside must be trained and in possession of an Airside Vehicle Operators Permit (AVOP). Vehicle operators who do not hold an AVOP may be escorted on the airfield by a valid AVOP D holder. |
| Alcohol and Drugs | No person working airside shall be under the influence of any substance, including alcohol, medication, or illicit drugs that have the potential to adversely affect their performance in any way. Operating a vehicle airside while under the influence is an offense under the Criminal Code of Canada. |

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| Anti-Collision Light | A red warning light on an aircraft indicating that it is about to start, or the engine is running, and the aircraft is about to move, or is moving. |
| Apron | Most aprons are uncontrolled areas of the airfield used for the fuelling, servicing of aircraft, and the loading and unloading of passengers. |
| Apron IV | Apron IV is the main air terminal building apron and is a Restricted Area. Persons working or having business on Apron IV, except for ticketed passengers having cleared pre-board screening must have a visible Restricted Area Identification Card (RAIC) or be escorted by a person having a visible RAIC. |
| Apron Taxi Line | Reserved to provide for the taxiing of aircraft on continuous marked routes through and around the apron. |
| Apron Traffic | All aircrafts, vehicles, equipment, and pedestrians using the apron of an airport. |
| ARFF | Aircraft Rescue Fire Fighting service personnel. |
| ATS | ATS is a term that can mean either the control service from the Tower, or the advisory service from FSS/FIC. |
| Beacon | A flashing yellow light on a vehicle, or other airfield equipment, used as a guiding or warning signal. |
| Blind Transmission | A transmission from one station to another when two-way communication cannot be established and is believed that the called station can hear transmissions but it unable to transmit. |
| Central De-icing Facility (CDF) | An area designed to facilitate de-icing of aircraft. |
| Controlled Airport | An airport at which an air traffic control (ATC) unit is located. |
| Pedestrian Walkway | Any portion of an apron or any other area designated by a sign or surface marking as a pedestrian crossing. |
| D AVOP | Persons trained and successfully examined to the AVOP "D" standard may be permitted operate a motorized vehicle anywhere on the airfield, provided they meet additional requirements. |
| D/A AVOP | Persons trained and successfully examined to the AVOP "D/A" standard are restricted to operating a |

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| | motorized vehicle on Apron IV, provided they meet all the requirements. |
| D/R AVOP | Persons trained and successfully examined to the AVOP “D/R” standard may be permitted to operate a motorized vehicle anywhere on the airfield, but are restricted from accessing Apron IV, provided they meet all the requirements. |
| Designate | The person authorized to take the place of someone else, who is able to carry out the same duties and responsibilities. |
| Document of Entitlement | A document providing authorization to enter and remain in a Restricted Area of the airport. |
| Emergency | A sudden state of danger or risk, such as a plane crash, hijacking, or bomb threat, in which immediate action is necessary. |
| Airport Fire Service (AFS) | The title applied to the services provided by professional firefighters at an airport to respond to events such as, but not limited to, aircraft accidents/incidents. |
| Enforcement Officer | An officer with the responsibility to provide safety and security services at an airport. This includes airport security personnel, VIA management, and the Airport Fire Service (AFS). |
| Equipment | Any motor vehicle or mobile device, either self-propelled or towed, or of a specialized nature, used for runway and airfield maintenance, or in the maintenance, repair, and servicing of aircraft. |
| Equipment Staging Area | Designated areas on Apron IV where it is safe to place equipment prior to the arrival or departure of an aircraft. |
| Escort | A person holding both an AVOP and RAIC, who may accompany another person or people (who are without an AVOP and/or RAIC and/or an appropriately equipped vehicle) who have been given an ‘Escort Required’ pass to access certain restricted area(s) airside. |
| Expedite | An instruction issued by Air Traffic Control (ATC) to proceed without delay. |
| Flight Information Centre (FIC) | A facility from which aeronautical information and related aviation support services are provided to aircraft, including airport and vehicle control services for designated uncontrolled airports. |

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| Flight Services Specialist (FSS) | An employee of the FIC providing Advisory service and vehicle control service from 0000-0600. FIC Kamloops provides enroute service and airside access control to YYJ when the Victoria Air Traffic Control Tower is closed. |
| Foreign Object Debris (FOD) | Foreign Object Debris capable of causing damage is referred to as FOD. Every airport employee is responsible for the removal and proper disposal of all debris that may cause damage to jet engines or injury to workers. |
| Glide Path | That part of an instrument landing system providing vertical guidance to help the pilot approach the runway on the correct descent angle to the designated touchdown zone. |
| Ground Control | Also known as Victoria Ground, this is the operating position in the control tower that provides clearances and instructions for the movement of airport traffic, and information to all vehicular traffic within the airport perimeter. |
| Ground Loading Position | Area where passengers and/or crew enplane or deplane an aircraft and must walk on (a portion of) the apron between the aircraft and the Terminal Building or vice versa. |
| Groundside | Groundside refers to the main air terminal building concourse and related offices, as well as those areas on airport property, but outside the airport perimeter fence. These include airport parking lots, security building, rental car lot, and other areas serviced and maintained by airport staff. |
| Guard Lights | A light system intended to caution pilots or vehicle drivers that they are about to enter an active runway. ATC/FIC/FSS also refers to them as wig-wags. |
| Hazard | A hazard is a situation that poses a level of threat to life, health, property, or environment. |
| Hazardous Material Spills | Potentially hazardous situations such as fuel, oil and sewage spills must be reported as soon as they are discovered. |
| High Visibility Clothing | Clothing that is reflective and is easily seen in any setting and that complies with the Canadian Standards Association (CSA) standards. |
| Hold Line | Two solid and two broken yellow lines across the width of a taxiway with the broken lines closest to the runway, behind which a vehicle or an aircraft |

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| | must hold while awaiting permission to cross or proceed. |
| Hold Short | An instruction issued by Victoria Ground or Radio to stop at least 67 metres (220 feet) from the edge of a runway while awaiting permission to cross or proceed onto a runway. A "Hold Short" order must be repeated exactly as originally stated. |
| Holding Bay | A defined area where aircraft can be held, bypassed, or positioned for run-ups to facilitate efficient surface movement. |
| Incident | An event or sequence of events that may endanger human lives, threaten injury, or compromise the safe operation of an airport. This includes emergencies and non-emergencies. |
| Incursion | See Runway/Taxiway Incursion. |
| Instrument Landing System (ILS) | ILS provides lateral (localizer antenna) guidance and vertical (glide slope) guidance to aircraft. |
| Intersection | A service road that provides a safe access to and from the aprons without having to cross maneuvering surfaces. |
| Kamloops Radio | Also known as the Flight Information Centre (FIC), this is the operating position in the control tower that provides clearances and instructions for the movement of airport traffic, and information to all vehicular traffic within the airport perimeter. (0000 - 0600 hours on 119.7 MHz) |
| Leasehold | The area(s) of the airport that have been leased from the Airport Authority for private business use or other operations are called Leaseholds. No AVOP is required to operate a vehicle on a tenant's own leasehold, but the boundaries of the area must be adhered to. Often the larger airside leases are marked with paint, but it is your responsibility to know the area prior to operating a vehicle. |
| Light Signal | A signalling light used by the tower to control airport traffic when there is no radio communication, or traditional communication systems have failed. |
| Localizer | A system of horizontal guidance in the instrument landing system, which is used to guide aircraft along the axis of the runway. |

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| Mandatory Read Back | A requirement that vehicle operators repeat, also known as "reading back," the directions given by Victoria Ground or Radio when the instruction is to hold or hold short of a runway or taxiway, or if there is a change in the direction previously given. |
| Maneuvering Area | That part of an aerodrome intended to be used for the takeoff, landing, and taxiing of aircraft, excluding aprons and areas designed for maintenance of an aircraft. |
| Marshaller | The individual responsible for directing aircraft and vehicle traffic on an apron. |
| Movement Area | The part of an aerodrome to be used for the takeoff, landing, and taxiing of aircraft, consisting of the maneuvering area and the apron(s). It may consist of controlled and uncontrolled surfaces. |
| Nav Canada | The owner/operator of Canada's Civil Air Navigation Service (ANS), as well as the sole controller of all movements on operational airspace maneuvering areas (runways and taxiways) at Victoria International Airport. |
| Navigational and Critical Areas | These areas are restricted and under the direct control of the ATC |
| Near Miss | A Near Miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so |
| No Delays | See Expedite. |
| Occurrence | Any event that is irregular, unplanned, or non-routine in nature, including any incident, accident, or other situation that involves aircraft, employees, or facilitates any ATS system deficiency. |
| Off the Runway | Indicates the vehicles and/or aircraft are at least 60 metres (200 feet) to the side of the nearest edge of the runway. |
| Operational Stand | An area of an apron designated for aircraft to park, load, unload, or be serviced. |
| Operator | The person responsible for the operation and safety of a vehicle and/or equipment, usually referred to as the driver. |
| Pass Control Office (PCO) | The office responsible for issuing Restricted Area Identity Cards (RAICs) and Documents for Entitlement (Temporary Passes); processing AVOP applications; and issuing keys, combination |

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| | codes, access privileges, and employee parking passes on behalf of the Airport Authority. |
| Push Back | Moving an aircraft backward with a tug. |
| Restricted Area | The main apron and some areas of the Air Terminal Building are Restricted Areas and persons entering or working in these areas are required to possess a Restricted Area Identification Card (RAIC) issued by Airport Security. |
| Restricted Area Identity Card (RAIC) | A Restricted Area Identification Card (RAIC) is issued by the Victoria Airport Authority to persons meeting the background check requirements and “having a need and right” to enter or conduct business within the Restricted Areas of the airport. Persons without a RAIC conducting business in any Restricted Area must be under escort of an authorized RAIC holder. |
| Restricted Area Sign | A sign that marks the security barrier of the airport restricting an area to authorized personnel only. |
| Restricted Operator Certificate with Aeronautical Qualifications (ROC-A) | A document issued by Industry Canada certifying that the holder may act as an operator on any aeronautical radio station fitted with radio-telephone equipment only, transmitting on fixed frequencies and not open to public correspondence. |
| Runway | The portion of the maneuvering area used for aircraft takeoff and landing. |
| Runway Threshold | The physical beginning or end of the runway. |
| Runway/Taxiway Incursion | A runway incursion is an incident where an unauthorized aircraft, vehicle or person is on a runway or Taxiway. |
| Security Checkpoint | Defined reporting points through which access is gained to the airport Restricted Area from other airside surfaces, from groundside, or from public areas. |
| Service Road | An uncontrolled roadway intended for the use of vehicles entering or transiting between aircraft movement areas. |
| Spill | Defined by the BC <i>Environmental Management Act</i> as the introduction into the environment, other than as authorized and whether intentional or unintentional, of a substance or thing that has the |

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| | potential to cause adverse effects to the environment, human health, or infrastructure. |
| Taxi Route | A specific sequence of taxiways or taxiway segments used by aircraft when taxiing between the runways and the apron. |
| Taxiway | A taxiway is a path for aircraft at an airport connecting runways with aprons, hangars, terminals and other facilities. |
| Uncontrolled Area | The Apron and Taxiway Golf are considered Uncontrolled Areas but are still in radio contact with the Tower. Vehicles/Aircraft are instructed to proceed/taxi "at their own discretion". |
| Vehicle | Any self-propelled vehicle or device in, on, or by which a person or object may be transported, carried, or conveyed on land, but not including an aircraft. |
| Vehicle Checkpoint | A location at which Security can request proof of a Driver's License, a Victoria International Airport-issued AVOP or a RAIC, and ensure that the vehicle is properly equipped and marked as per the VIA Airside Traffic Directives. |
| Vehicle Corridor | An airside roadway on the aprons, marked by two solid white lines 3 metres (10 feet) apart, centred by a single white broken line, to provide guidance to vehicles and equipment operators. |
| Vehicle Operator | A person responsible for the operation and safety of a vehicle and equipment. |
| Vehicle Number | All vehicles operating on the airfield that are not under escort are required to have a unique vehicle identification number. This number is to be obtained from the Airside Operations department prior to operating your vehicle in the field. |
| Temporary Pass | A pass issued by the Airport Authority that allows a person to be on the airside of the airport, always with an escort holding a valid RAIC, and only if they have a clear need to be there. |
| Warning Device | A red or yellow rotating warning beacon, flashing light, or siren indicating a vehicle's location. |
| Victoria Airport Authority (VAA) | The Victoria Airport Authority is a not-for-profit authority that manages the safe and secure operations of the Victoria International Airport on behalf of the surrounding communities. |

Victoria Ground

Also known as Ground Control, this is the operating position in the control tower that provides clearances and instructions for the movement of airport traffic, and information to all vehicular traffic within the airport perimeter.

7 AIRSIDE VEHICLE OPERATORS PERMIT PROGRAM

7.1 AVOP PERMITS

An Airside Vehicle Operators Permit (AVOP) is a driver's license authorizing an airport employee to operate self-propelled vehicles at an airport.

AVOP permits issued at a specific airport are only in effect at that airport and those issued in Victoria must be renewed every five years.

Table 1: Airside Vehicle Operator Permit Types

| AVOP Type | Access Permitted (Surfaces) | Access Not Permitted (Surfaces) | Other Requirements |
|---|---|---|---|
| AVOP D/A (Driver – Apron IV) | <ul style="list-style-type: none"> Apron IV | <ul style="list-style-type: none"> All Runways All Taxiways | <ul style="list-style-type: none"> Provincial Drivers license for vehicle being operated. Restricted Area Identification Card (RAIC) |
| AVOP D (Driver) | <ul style="list-style-type: none"> Apron IV All Runways All Taxiways | None | <ul style="list-style-type: none"> Provincial Drivers license for vehicle being operated. Restricted Area Identification Card (RAIC) Current AVOP D/A permit Radio Operators License – Air (ROC-A) |
| AVOP D/R (Driver – Restricted) | <ul style="list-style-type: none"> All Runways All Taxiways | <ul style="list-style-type: none"> Apron IV | <ul style="list-style-type: none"> Provincial Drivers license for vehicle being operated. Radio Operators License – Air (ROC-A) |

NOTE: Completion of the AVOP “D/A” permit is required before a driver can apply for an AVOP “D” permit.

AVOP permits are issued at the sole discretion of the Airport Authority, following the required training and examination, and may be revoked at any time.

As an authorized AVOP operator, you will be expected to perform your duties in accordance with all federal, provincial and airport licensing standards.

There are specific duties and responsibilities, pre-requisites and qualifications that must be demonstrated by the employer and the applicant prior to applying for an AVOP.

7.2 EMPLOYER REQUIREMENTS

Your employer must confirm your right and need to hold an AVOP permit to the VAA:

- Demonstrate a justifiable need for you to operate a vehicle airside.
- Warrant that you are thoroughly trained and qualified to operate all the vehicles and equipment used to perform the prescribed duties and have all the Provincial licensing required to operate that vehicle¹
- Conduct all pre-examination AVOP training and maintain records
- Provide training records at the request of the Airport Authority

¹ Airport Traffic Directives, Part 1-5 (1) (a)

- Ensure the vehicles and equipment you will operate is in safe, working order and is registered and equipped as required by the *Motor Vehicle Act, BC*²
- Notify the VAA immediately if an employee has resigned employment, no longer requires an AVOP for their job, or has had a suspension or condition placed on their Provincial Drivers' license.

As an employee, you must:

- Successfully complete the applicable AVOP training course
- Successfully complete a final written exam
- Prove your ability to operate a vehicle airside with a supervised road test and
- Follow and obey these traffic directives and procedures.

All AVOP operators are expected to:

- Hold and carry a valid BC Provincial Driver's License for the type and class of vehicle being operated³
- Immediately report any restrictions or suspensions of the BC Provincial Driver's license to their employer
- Ensure the vehicle they are operating is safe and in good repair
- Understand their responsibilities as an AVOP holder
- Obey all traffic signs or devices prescribing speed limits, parking requirements, load limits, stop signs and any other markings directing or controlling traffic on the airport⁴
- Follow all directions from VAA authorized staff or the RCMP
- Report all vehicle accidents immediately to VAA security⁵

In addition, "D," and "D/R" AVOP operators are expected to:

- Be completely familiar with the airfield, including runways, taxiways, and aprons
- Be completely familiar with airside signage, lighting and markings
- Have a working knowledge of ATS radio procedures and
- Hold an Industry Canada Radio Operator Certificate– Aeronautical (ROC-A).

Driving airside without a valid AVOP or knowingly allowing an employee to drive airside without a permit is a serious infraction that may result in significant enforcement action by YYJ.

7.3 AVOP APPLICATION PROCESS

The process to be follow for an applicant applying for the first time as well as an individual applying for a renewal is:

1. Applicants complete the application webform located on the VAA Website: www.victoriaairport.com/AVOP
2. Applicants read the email and attached instructions received from VAA after the application webform has been submitted. These instructions will guide the applicant through creating an online

² *Airport Traffic Directives, Part 1-5 (1) (b)*

³ *Airport Traffic Directives, Part 1-6 (1)*

⁴ *Airport Traffic Directives, Part 1-7, and Part 1-9*

⁵ *Airport Traffic Directives, Part 1-13*

learning account and accessing training materials, as well as contacting the Airport Fire Service to schedule written and drivers exams.

Note: For AVOP “D” and “D/R” applicants, the VAA Airside Administration Officer will contact the applicant by phone or by email to provide a training logbook and reference kneeboard.

3. Applicant accesses the online training account at <https://yyj.rapidlms.com/>
4. Applicant completes the training module for the requested AVOP Permit (AVOP D/A or AVOP D and D/R)
5. After the applicant has completed the online training module(s) and has any required practical training, they will phone the Airport Fire Service to schedule their written exams and road test.
6. After successfully completing all exams the Airport Fire Service will issue the applicant with an AVOP Identification Card.

7.4 TRAINING REQUIRED

To prepare for the final exam and practice driving test, you must complete the following:

7.4.1 ONLINE TRAINING MODULE

To successfully complete the AVOP program, the applicant must review and complete all self-assessments in the online modules. This is an important first step toward learning how to drive safely on the airfield. This module self-assessments provide the opportunity to practice answering the types of questions that will be found on the final written exam.

7.4.2 PRACTICAL DRIVERS TRAINING

Practical training must be provided to the applicant by their employer. The training requirements for each permit type are:

- AVOP D/A: One (1) hour of driving/familiarization on Apron IV.
- AVOP D: Eight (8) hours of driving/familiarization on the airfield, including one (1) hour conducted in low-visibility conditions
- AVOP D/R: Eight (8) hours of driving/familiarization on the airfield, including one (1) hour conducted in low-visibility conditions

These practical training must be recorded on the VAA-provided driver’s log and presented to the Airport Fire Service prior to completing the practical driver’s exam (road test).

7.4.3 RECURRENT TRAINING

The employer, at the request of the Airport Authority, shall conduct recurrent training for any AVOP holder for cause or at random intervals.

Changes or alterations to the airport site, operations, procedures, traffic directives or rules and regulations may also require additional training to the employee and their employer.

7.5 RENEWING AN AVOP

An AVOP Identification Card is valid for a period of 5-years from the time that it is issued.

Before the AVOP expires, the pass older is required to retake the D/DR or DA online modules and pass the final written exam.

7.6 SHOW CREDENTIALS

AVOP holders must show the following credentials to YYJ staff when requested:

- Restricted Area Identification Card (RAIC), if required
- AVOP Identification Card
- Provincial Driver’s License

- Restricted Radio Operator Certificate – Aeronautical (ROC-A), if required

7.7 REPORT LOSS OR THEFT

AVOP holders must immediately report the loss or theft of their AVOP card to the Pass Control Office or VAA Operations.

7.8 REPORT LICENSE SUSPENSION

No person whose provincial license has been revoked or suspended shall operate vehicles on Victoria International Airport.

If an AVOP holder’s provincial driver’s license is suspended or revoked, this must be reported immediately to Victoria International Airport in writing and AVOP privileges will be terminated.

Your AVOP is valid for five years after which a permit renewal application must be completed. At renewal, you will be required to write a written exam or complete a supervised road test. If you do not drive airside for a period of six months or more, you must surrender your AVOP and retake the written and practical driving tests.

7.9 TRAFFIC SIGNS AND DEVICES

Traffic signs and Devices⁶ give you important information about rules to follow, warn you about dangerous conditions and help you find your way. Various signs and devices are used on the airport:

- prescribing the rate of speed
- regulating or prohibiting parking and designating parking, loading or restricted areas
- prescribing load limits for any motor vehicle or class of motor vehicles
- prohibiting or regulating the use of any road or place by any motor vehicle or class of motor vehicles, or by persons or animals
- designating any road as a one-way road
- stopping motor vehicles
- regulating pedestrian traffic; and
- directing or controlling in any other manner traffic on the airport.

7.10 TRAFFIC DIRECTION AND CONTROL

Operating a vehicle on Apron IV requires a very high operator awareness level and demands 100% focus. Aircraft and passengers are continually moving on the apron and safety infractions, violations or disregard for others will not be tolerated.

Operating a vehicle on airside maneuvering areas is also very serious business and operators must follow the “rules of the road”, just as you would on any city street, however.....

AIRCRAFT ALWAYS HAVE THE RIGHT OF WAY

Reports on AVOP infractions prepared by VAA, Airport Security or Air Traffic Control staff will be reviewed by the Director, Airside Operations & Safety, who has the authority to immediately suspend the AVOP privileges of those operators who fail to follow the rules, the procedures and the regulations contained within this document.

⁶ *Airport Traffic Directives, Part 1-7*

All suspensions are kept on file and if the violations continue your AVOP and your Restricted Area Identification Card may be cancelled permanently.

VAA staff may also issue instructions for safety or operational reasons from time to time, and you are expected to follow those instructions.⁷

7.11 SUSPENSION OR REMOVAL OF RESTRICTED AREA IDENTIFICATION CARD OR AVOP

Your Restricted Area Identification Card (RAIC) is issued at the discretion of the Airport Authority and may be suspended or revoked for cause.

Your AVOP will automatically be suspended or revoked at the same time for any of the following:

- Failure to produce or surrender your RAIC on request is an offence under sec 332(1) *the Canadian Aviation Security Regulations (CASRs 2012)*
- Abusive language or threats against VAA AVOP enforcement staff
- Failure to follow Air Traffic Control instructions
- Continual disregard of rules and regulations or multiple airside safety infractions or
- At the discretion of the Director, Airside Operations & Safety

7.12 PARKING

Parking signs will be followed, and no person shall park a motor vehicle in any area designated by a sign as an area in which parking is prohibited.⁸

No person shall, without the permission of the Director Airside Operations and Safety, park or operate a motor vehicle on any portion of an airport that is grassed or that is not intended for the use of motor vehicles.

7.13 ANIMALS

No person shall allow an animal owned by them or under their control to be at large on an airport.⁹

7.14 SMOKING AND LITTERING

No person shall:

- smoke, carry or deposit lighted cigars, cigarettes, pipes, vapes, or matches or carry a naked flame:
 - on an apron or any open deck gallery or balcony contiguous to and overlooking an apron,
 - in any area where smoking is specifically prohibited by a sign, or
 - in any other place at an airport under such circumstances as may or might be likely to endanger persons or property
- throw, deposit, or knowingly leave on a road, apron, or maneuvering area any glass, nails, tacks, scraps of metal, chemical substance or other material that may damage an aircraft or motor vehicle; or
- throw, deposit, or knowingly leave on any airport any form of trash or garbage except in containers provided for that purpose.¹⁰

⁷ *Airport Traffic Directives, Part 1-11*

⁸ *Airport Traffic Regulations, Part I-10, and I-17*

⁹ *Airport Traffic Regulations, Part I-37*

¹⁰ *Airport Traffic Regulations, Part II-49*

7.15 FUEL AND HAZARDOUS MATERIALS SPILLS

All airport tenants are required to immediately report any spills to the Victoria Airport Authority through the Security Operations Centre (SOC) at **250-953-7511**.

Airport operations staff will respond to provide guidance, additional materials, and assistance. It remains the responsibility of the operator to cleanup and dispose of all waste materials.

7.15.1 ADDITIONAL REQUIREMENTS FOR TENANTS:

- Maintain spill response kits suitable for the immediate containment of any spilled materials resulting from the tenant's operations.
- Provide staff to contain and clean up any spills related to their operations. This will include fuel, materials from lavatory carts, or any other contaminants that may detrimentally affect the environment or degrade the maneuvering surfaces.
- Dispose of spill containment materials in compliance with the BC *Environmental Management Act* and [Hazardous Waste Regulations](#)
- Submit an initial report or Dangerous Goods Incident Report (DGIR) in compliance with the [Spill Reporting Regulation](#) of the *Environmental Management Act*. This must be reported to the [BC Environmental Emergency Program](#) at **1-800-663-3456**. Refer to *Table 2: Prescribed substances and quantities for immediate spill reporting*, for details on spill reporting requirements by substance

Table 2: Prescribed substances and quantities for immediate spill reporting

| Substance Spilled | Specified Amount |
|---|---|
| Flammable Liquids (Fuel, oil, and hydraulics) ¹¹ | 100 L |
| Infectious substances (Lavatory spills) ¹² | 1 kg or 1 L, or less if the waste poses a danger to public safety or the environment. |

If the spill enters, or is likely to enter a body of water, it is reportable regardless of the quantity

¹¹ *Transport of Dangerous Goods Regulations section 2.27 (b)*

¹² *Transport of Dangerous Goods Regulations section 2.18*

8 APRON IV

Apron IV is the main terminal building apron where aircraft arrive and depart. It is the busiest part of the airport and consequently, the most dangerous.

It is an uncontrolled movement area and ATC permission is not required to operate a vehicle. However, you must still have the specific training and be in possession of an AVOP “D/A” or “D” permit to operate a motor vehicle on Apron IV.

More detailed guidance on Apron IV Operations can be found in the *VAA Apron IV Management Plan*,

8.1 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All persons working airside are required to wear appropriate personal protective equipment for that job and high visibility clothing.

8.1.1 HIGH VISIBILITY CLOTHING

All persons accessing Apron IV are required to wear high visibility clothing that meets the requirements of [CSA Standard Z96-15, High-Visibility Safety Apparel](#)

Persons transiting across Apron IV and occupying the marked pedestrian walkways must wear high visibility clothing equivalent to CSA class 2.

Persons working on or around aircraft, mobile equipment or who are required to leave the marked pedestrian walkways must wear high visibility clothing that meets CSA class 2 or 3.

To comply with the CSA Standard, any high-visibility safety apparel must meet the following criteria for the stripes/bands:

- A minimum width of 50 mm.
- A waist-level horizontal stripe/band that goes completely around the body at the navel or belly button.
- Two vertical stripes on the front passing over the shoulders and down to the waist.
- A symmetric "X" on the back extending from the shoulders to the waist.



Table 3: Classes of High Visibility Clothing

| | |
|---------|---|
| Class 1 | Basic harness or stripes/bands over the shoulder(s) and encircling the waist. Provides the lowest recognized coverage and good visibility. Examples: harness and striped apparel. |
| Class 2 | Full coverage of upper torso (front, back, sides, and over the shoulders). Provides moderate body coverage and superior visibility. Examples: vest, jacket, hooded coat, bib overalls. |
| Class 3 | Class 2 apparel, plus bands encircling both arms and both legs. These bands shall be composed of combined-performance stripes/bands or a combination of retroreflective and background material. Provides the greatest body coverage and visibility under poor light conditions and at great distance. Examples: jacket & pants, coveralls, long coat or slicker. |

8.1.2 HEARING PROTECTION

Aircraft operations on Apron IV will generate high levels of noise. All workers must be equipped with hearing protection when transiting or working on the apron.

8.1.3 FOOTWEAR

Apron operations can occur in a variety of weather conditions. All persons accessing Apron IV must wear footwear that is appropriate to the conditions and protects them from slips and falls.

Protective footwear may be prescribed by your employer based on individual job requirements. A worker's footwear must be of a design, construction, and material appropriate to the protection required and that allows the worker to safely perform their job.

8.2 VEHICLE CORRIDORS

Vehicles on Apron IV are required to use the vehicle corridor whenever feasible, and when traveling between operational stands.

You may travel between two adjacent gates without using a vehicle corridor if you are working on the adjacent aircraft stand, and if required by your duties.

If travelling between gates that are not adjacent (one or more gates are in between), you must use a vehicle corridor.

8.3 PASSENGER LOADING BRIDGES

Passenger loading bridges, also known as passenger boarding bridges, jetways, or jet bridges, provide quick and efficient loading of aircraft while protecting passengers from inclement weather, aircraft fumes, noise, and other potential hazards of the apron.

Sections of the loading bridge are either fixed or mobile and will move to connect with parked aircraft.

Do not drive under a passenger loading bridge unless you are in a vehicle corridor.

Do not drive under a mobile section of a passenger loading bridge unless:

- The warning beacons on top of the bridge are turned off.

8.4 REGISTRATION OF VEHICLES / MOBILE EQUIPMENT

All ground equipment must be registered with and receive a decal from the VAA before operating on Apron IV.

Equipment can be registered, and decals obtained through airport operations at 250-953-7511, or online using the Airside Vehicle Identification Program (AVIP) webform located on the VAA Website at: www.victoriaairport.com/avip

8.5 VEHICLE / MOBILE EQUIPMENT SAFETY REQUIREMENTS

All vehicles need to keep clean, in good working condition and have the required safety lights and reflectors.

The vehicle must be inspected by the vehicle operator to determine that the vehicle is operating satisfactorily and has the required safety equipment and markings before driving it vehicle airside.

All operators shall notify their immediate supervisor of any equipment malfunction, in order to ensure it is clean and in good repair before it can continue be operated safely on the airfield.

8.5.1 SAFETY LIGHTS AND REFLECTORS¹³

All vehicles and equipment to be driven on the airside unescorted must be equipped with the following:

Cabbed (Self-Propelled) Vehicles

¹³ *Aerodromes Standards and Recommended Practices - TP 312 (6.3.2) Mobile Objects*

A cabbed (self-propelled) vehicle is driven and has a roof over the driver.

Cabbed (self-propelled) vehicles must have operable front and rear lights. The front running lights must be on whenever driving airside and both front and rear lights must be capable of flashing on and off in unison.

Reflective material, if on vehicle, must be clean and visible.

Non-Cabbed (Self-Propelled)

A non-cabbed (self-propelled) vehicle is driven but does not have a roof over the driver.

Non-cabbed (self-propelled) vehicles must have operable front and rear lights. The front running lights must be on whenever driving airside and both front and rear lights must be capable of flashing on and off in unison.

Reflective material, if on the vehicle, must be clean and visible.

Non-Self-Propelled Equipment

Non-self-propelled equipment is pushed, towed or dragged, such as baggage carts, cargo dollies, cargo containers and air stairs.

Non-self-propelled equipment must have reflective material on all sides that is clean and visible.

The presence of unlit equipment on airport aprons can be a significant hazard to taxiing aircraft. For this reason, it is important that reflective material on all equipment should be always kept clean and in good condition.

Additional Requirements for Vehicles on Maneuvering Areas (Runways and Taxiways)

All vehicles, except emergency vehicles, must be equipped with a yellow rotating, flashing, or strobe-type warning beacon mounted on top of the vehicle. The beacon must be visible from 360 degrees and always functioning.

Note: Aircraft fueling vehicles with an overall height of more than 3.5 m may mount the warning beacon on the vehicle cab if tail signal lamps operate in conjunction with the 360-degree rotating warning beacon to provide adequate indication to the rear of the vehicle.

Exemptions

Police and other emergency services vehicles equipped with their own dedicated standard safety markings are considered equal to or exceeding these standards.

Emergency vehicles such as fire trucks must have their red warning beacon on when responding to an emergency.

Exemptions may be authorized by Victoria International Airport on an individual basis regarding locations for warning beacons, warning lights, and types of warning lights based on the nature and purpose of the vehicle or equipment in question.

8.6 VEHICLE / MOBILE EQUIPMENT VISIBILITY

Whenever a self-propelled vehicle is moving from one place to another on an apron, the vehicles headlights and warning beacons must be on. This indicates to taxiing aircraft that the vehicle is being operated on the apron areas.

Turn off the warning beacon when the vehicle is stationary providing service to an aircraft. Improper use of flashing lamps is potentially distracting to taxiing aircraft and limits their value as warning indicators that the vehicle is in motion.

All vehicle lamps should be turned off when the vehicle is parked in a designated parking area.

8.7 OTHER EQUIPMENT REQUIREMENTS

All vehicles operating on the maneuvering area shall carry road flares or other types of signaling device, as approved by the Victoria Airport Authority, to be used in the event of a total vehicle, equipment, or radio failure.

It is recommended that all vehicles operating on the maneuvering area carry some type of fire extinguisher for emergency situations such as dry-chemical extinguishers carried by Victoria Airport Authority vehicles.

8.8 TOWING AND PARKING OF AIRCRAFT

If an aircraft is required to be towed at night, the aircraft must display operating wingtip, tail and anti-collision lights or be illuminated by lights mounted on the towing vehicle and directed at the aircraft being towed.

No one may park or otherwise leave an aircraft on an active maneuvering area at night unless permission is received from the Director, Airside Operations and Safety.

If permission is granted, the aircraft must display operating wingtip, tail and anti-collision lights or be illuminated by lanterns suspended from the wingtips, tail, and nose of the aircraft.¹⁴

8.9 CONTROL OF AIRCRAFT ON APRONS

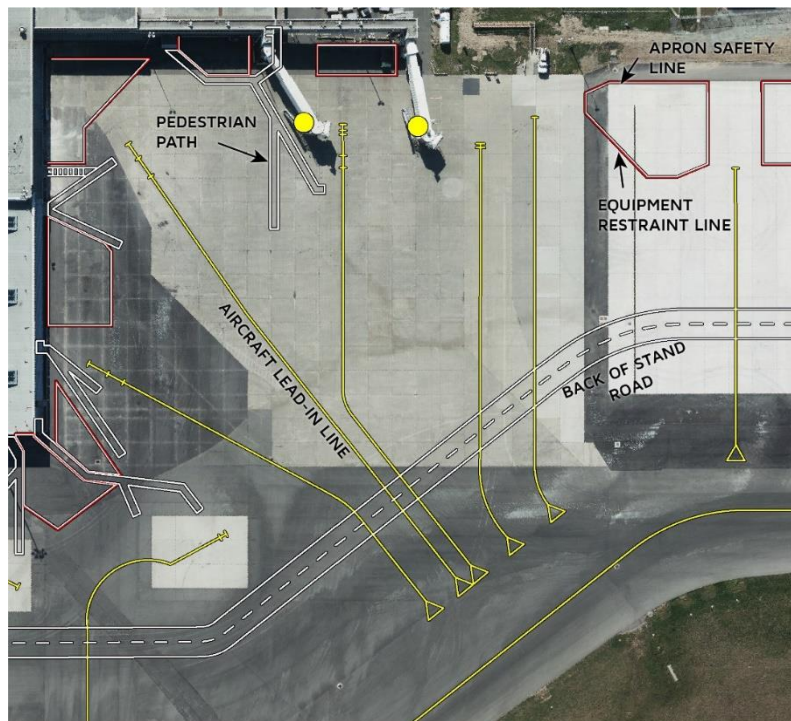
Apron IV is an uncontrolled apron – the movement of vehicles and aircraft is not managed by Air Traffic Control Services. It is the air carrier's responsibility to marshal aircraft onto the assigned operational stand.

Refer to the Gating Management Plan which outlines operational restrictions and requirements at Victoria International Airport. It includes information regarding Departure and Arrival Gates, Passenger Loading Bridges, and processes for international and domestic arrivals.

8.10 AIRCRAFT LEAD-IN LINES

Painted yellow lines called “Lead-In Lines” are used by the pilot to help maneuver the aircraft on the apron. The lead-in lines also help ramp agents align aircraft at the gate. The triangle at the head of the lead-in line usually contains a number that indicates the parking “stall” designated to that aircraft.

Servicing vehicles shall not block any lead-in line or interfere with aircraft movement on Apron IV.



This graphic illustrates the lead-in lines and parking stands on the west side of Apron IV.

¹⁴ Canadian Aviation Regulations Part III, Division I, 302.10

8.10.1 AIRCRAFT MARSHALLER

An aircraft arriving at or leaving a parking stand will be under the control of a “marshaller”, who is responsible for directing the aircraft into the proper parking position.

It is an AVOP offence to drive between the aircraft and the marshaller.

There may be times when a vehicle operator needs to drive behind or in front of an operating aircraft.

This shall only be done if the aircraft’s wheels are chocked, and the Aircraft Marshaller indicates permission to proceed to the vehicle operator.

Always stay clear of an Aircraft Marshaller by a minimum of 5 meters.



8.11 AIRCRAFT RIGHT OF WAY

Aircraft always have the right of way over vehicles and operators are required to give way.

Under no circumstances are vehicles permitted to overtake a taxiing aircraft on any maneuvering surface.

Aircraft always have the right of way over motor vehicles



8.12 AIRCRAFT FUELLING VEHICLES

Your vehicle or any towed trailer must not restrict or impede the access or exit routes of a fuel vehicle during aircraft fuelling operations.



8.13 EXERCISE CAUTION AROUND AIRCRAFT

Exercise extreme caution while working and driving around aircraft and DO NOT leave vehicles unattended on the apron.



Aircraft about to pushback will have flashing red strobe lights on the top and bottom of the fuselage and flashing white strobe lights on the wing tips. Pushback aircraft will have a “pushback tractor” or tug attached to the nose wheel.



Aircraft not requiring a pushback and able to leave the parking stand under their own power will use the engines to maneuver on the apron.

8.14 PROPELLERS AND JET BLAST

The air moving behind the propeller is called “prop wash” and can throw hazardous debris behind the aircraft. Propellers are invisible when rotating at speed and can cause injury or death.

Jet engines force air through the engine and use thrust to maneuver. Injuries have occurred from debris blown by jet blast. Allow a minimum of **15 meters (50')** distance between you and any aircraft that has its engines running.



8.15 BAGGAGE CARTS AND CARGO CONTAINERS

Baggage carts, trailers, Unit Loading Devices, LD-3's and other equipment positioned or stored on Apron IV **must** be secured inside the tenants leased area in a designated parking area. They are also subject to jet blast.



8.16 ESCORTING OF VEHICLES

From time to time, you may be called upon to escort a vehicle driven by a contractor or someone unfamiliar with airside operations. Proper escort procedures involve explaining to that person exactly where you intend to go and how you intend to get there, explaining that the escorted vehicle(s) are considered an extension (a "plus 1") of the lead vehicle, and that they must not deviate from following your lead vehicle.

You may escort up to a maximum of four other vehicles with one escort vehicle. Escorts involving more than four vehicles will require an additional trained escort vehicle at the rear. Escort vehicles under escort shall show a rotating amber beacon or use the vehicles' four-way flashers while on the airfield.

If you are asked to escort others into a movement area, you must have successfully completed the proper training, possess a "D" AVOP and have a properly equipped vehicle.

Only "D" AVOP permit holders may escort other vehicles on the movement areas.

D/A AVOP permit holders may escort other vehicles on Apron IV only.

8.17 GROUNDING AND POWER CABLES

Grounding cables are used to "bond" the aircraft and the fueling vehicle to prevent static electricity. Auxiliary Power Units (APU) are used to supply ground power to the aircraft. Under no circumstances shall an operator drive a vehicle over any grounding cables or power cables on the apron.



8.18 REDUCED VISIBILITY

Under certain conditions of poor visibility, such as fog, snow or heavy rain, vehicular traffic will be kept to a minimum. You may be restricted or prevented from operating your vehicle until conditions improve. Further information on the **Reduced Visibility Operations Plan (RVOP)**.

8.19 MAXIMUM SPEED

The maximum airside speed is 50 km/h on runways and taxiways and the maximum apron speed is 25 km/h. Vehicles conducting airside inspections are not to exceed 30 km/h, with the exception being a staff vehicle equipped with equipment to take a specialized friction reading for the runways.

8.20 PARKING RESTRICTIONS

Parking airside is strictly controlled to keep vehicles from interrupting the flow of aircraft movements.

Servicing vehicles and equipment are not to be left unattended on the apron and must be parked:

- In an approved parking location.
- Lights and beacons should be turned off.
- Ensure your vehicle is not an obstacle to other vehicles or aircraft.

Parking area boundaries are defined with red and white paint.

All vehicles must be backed into parking stalls unless it is unsafe to do so. Drivers are reminded to use "spotters" whenever possible while reversing into position.

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



DO NOT PARK UNDER LOADING BRIDGES AT ANY TIME

The bridge operator cannot see your vehicle

8.21 PEDESTRIANS AND PASSENGER WALKWAYS

Painted white lines are used to define passenger walkways from the ATB to aircraft that are parked on the apron. Vehicle traffic is prohibited in these areas and ramp equipment must not block the walkways when passengers are moving to and from aircraft. Always yield to pedestrians.



8.22 OPERATING VEHICLES AROUND AIRCRAFT

All vehicles except those engaged in aircraft servicing shall maintain a safe distance from aircraft. Under no circumstances shall the operator of any vehicle drive under the wings or the tail section of an aircraft.

Under no circumstances shall any vehicle be driven between aircraft enplaning or deplaning passengers or between an aircraft and the terminal gates.

Under no circumstances shall an operator of a vehicle drive under the tail, wing, or nose of an aircraft at any time.



Operators are to maintain a safe distance from all aircraft unless directly involved in servicing that aircraft.

8.23 RIGHT OF WAY

Vehicle operators will yield to:

- All aircraft.
- Vehicles towing or pushing back aircraft.
- Emergency vehicles responding to emergency incidents with warning devices operating.
- Maintenance equipment in the performance of their duties.
- Fuel vehicles
- Pedestrians

8.24 VEHICLE PASSENGER LIMITS

Vehicles may only carry the number of persons for available seats. (i.e.. one seat; one rider).

Under no circumstances shall a vehicle be operated with riders standing, riding on the hood, riding on trailers, or in any position other than an approved seating within the vehicle body. Operators are reminded that seatbelts must be used where provided.



8.25 VEHICLE RADIOS

All vehicles equipped with VHF radios are expected to monitor the appropriate frequencies when operating airside. This includes areas not under the control of the ATC, such as aprons.

8.26 VEHICLE SAFETY

While it is the employer's responsibility to maintain vehicles in a safe operating condition, it is the operator's responsibility to ensure that the vehicle that he or she is driving is safe to operate. The markings and lights must be clean and in good working order. Headlights and taillights should be on when driving airside. Strobe-type rotating beacons shall be in good working condition and turned on when operating airside. If a vehicle is not required to have a rotating beacon, it must have 4-way flashers/hazard lights on.

Non-self-propelled vehicles such as baggage trailers and air stairs are required to have a strip of reflective tape along the length of the equipment and clean, visible reflectors on the front and back.

Any deficiencies or malfunctions must be reported to your supervisor. Operating a defective vehicle may result in the immediate suspension of your AVOP privileges.

9 MANOEUVERING AREAS

Operating a vehicle on a maneuvering area means you have a need and a right to be there. It also means you have successfully completed additional AVOP training, have a working knowledge of the runway and taxiway systems and are in possession of a Radio Operators Certificate – Aero (ROC-A).

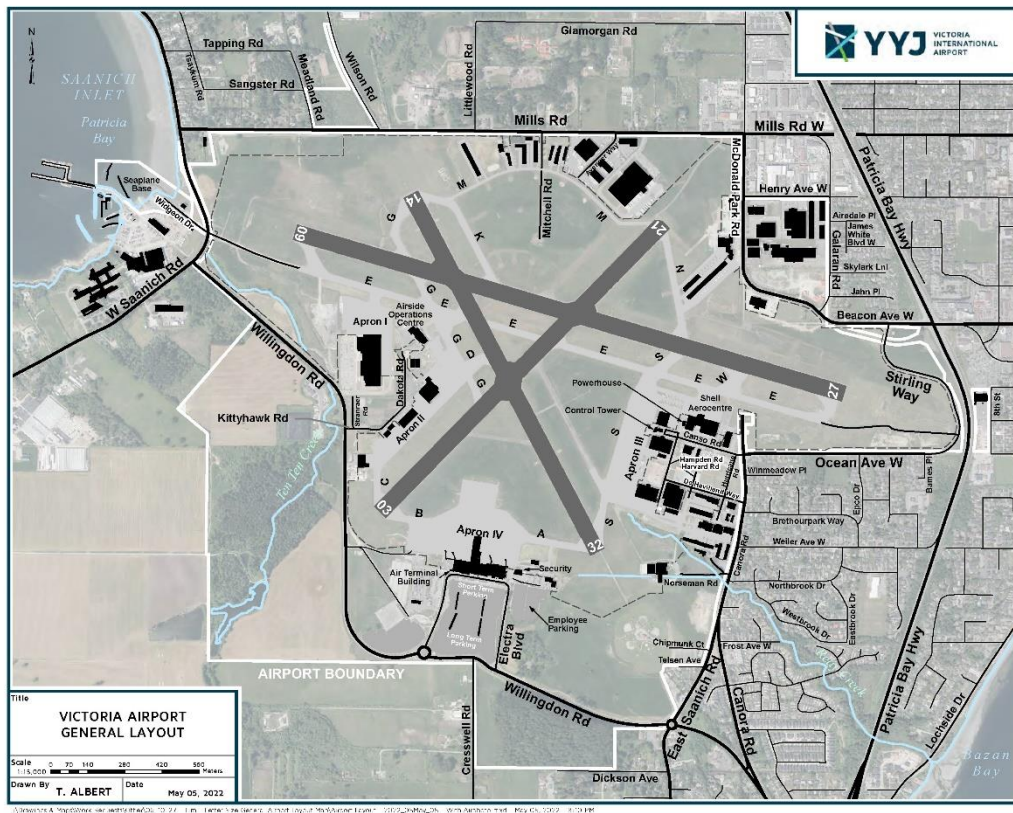
This section will focus on the requirements and knowledge base needed to obtain an AVOP “D” permit.

9.1 MANOEUVERING AREAS

Runways and taxiways are referred to as maneuvering areas and all vehicle and aircraft movements are controlled by NAV Canada Air Traffic Controllers (ATC). The ATC controllers monitor and direct aircraft in the air, while the “Ground” controller is responsible for vehicles and aircraft moving on the airfield and those vehicles must be properly equipped with lights, beacons and radios.

Operators must be trained and licensed to AVOP “D” or “D/R” standards to drive in a controlled area and must obtain ATC Ground permission prior to entering, transiting, crossing, or travelling in these areas.

All AVOP permit holders must also meet all the BC Provincial licensing requirements for the type of vehicle being driven



9.2 INCURSIONS - RUNWAY OR TAXIWAY

Prior authorization from Air Traffic Control is required for all vehicles, pedestrians, and aircraft before entering a controlled surface such as a runway or taxiway. Any unauthorized presence of a vehicle, aircraft, or pedestrian on a controlled surface will be considered an incursion.

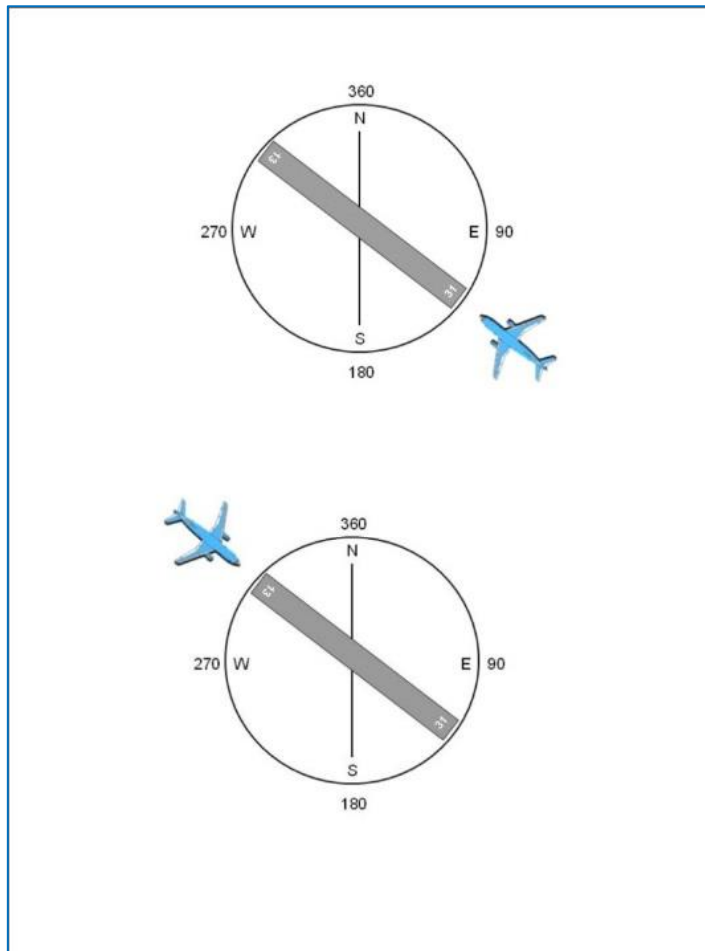
Any vehicle operator who causes an incursion will be required to return to their point of origin. YYJ management investigates all runway and taxiway incursions to determine the cause. During the investigation, the driver's AVOP will be suspended.

Once the investigation is concluded and a cause analysis is completed, additional corrective or enforcement actions may be necessary.

9.3 RUNWAYS

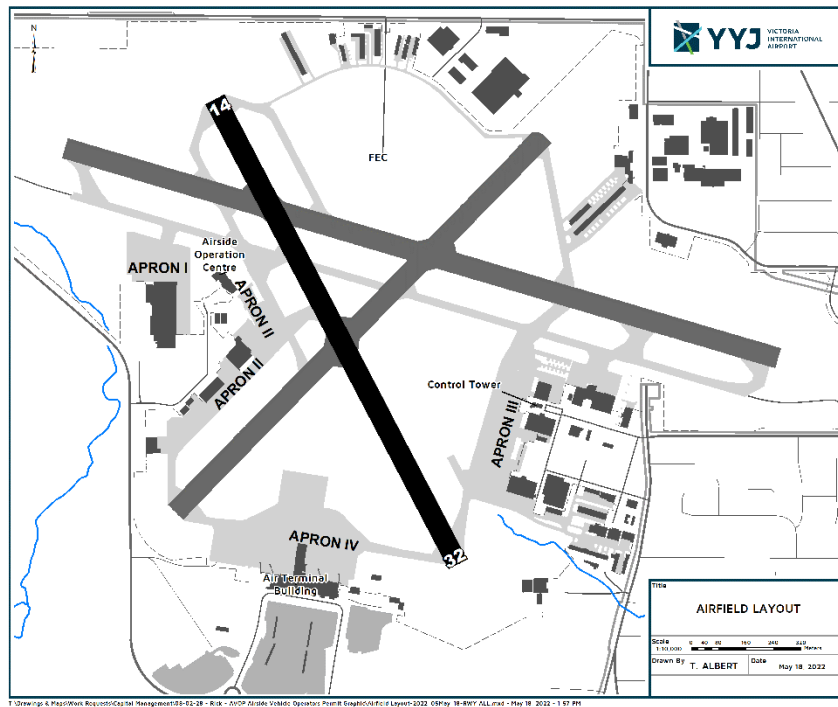
Runways, used for the takeoff and landing of aircraft, are always numbered and reference magnetic compass headings. For example, Runway 14 is aligned with the magnetic compass heading of 140°. Runway 32 is aligned with magnetic compass heading 320°. Runway 09 is aligned with magnetic heading 090°, while Runway 27 is aligned with 270°, etc.

The aircraft below is making an approach to Runway 32 while flying a magnetic heading of 320°.



The aircraft above is making an approach to Runway 14, on a magnetic heading of 140°.

Each runway has two ends which align with separate magnetic compass headings. The aircraft above is aligned with Runway 14 on a magnetic heading of 140°.



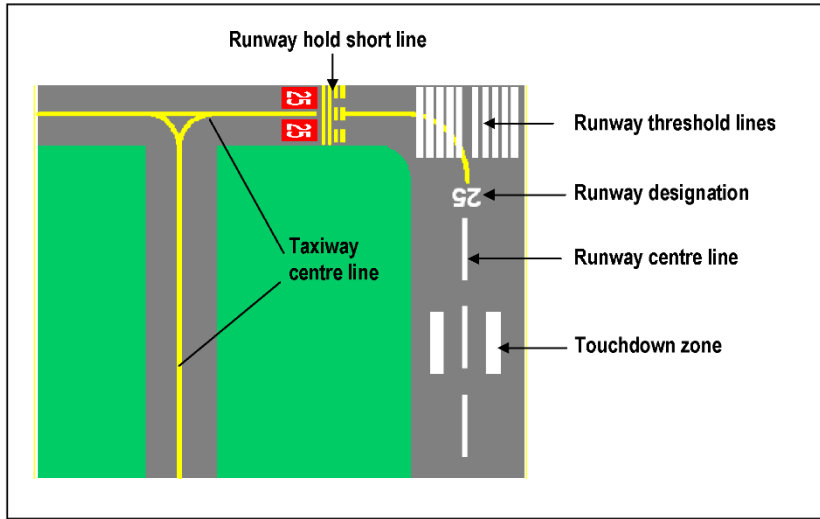
The runway identification system used at Victoria is Runway 09/27, Runway 14/32 and Runway 03/21.

These numbers also identify each specific runway to pilots, vehicle operators and Air Traffic Controllers and aid in the movement of aircraft, vehicles, and equipment on the ground.

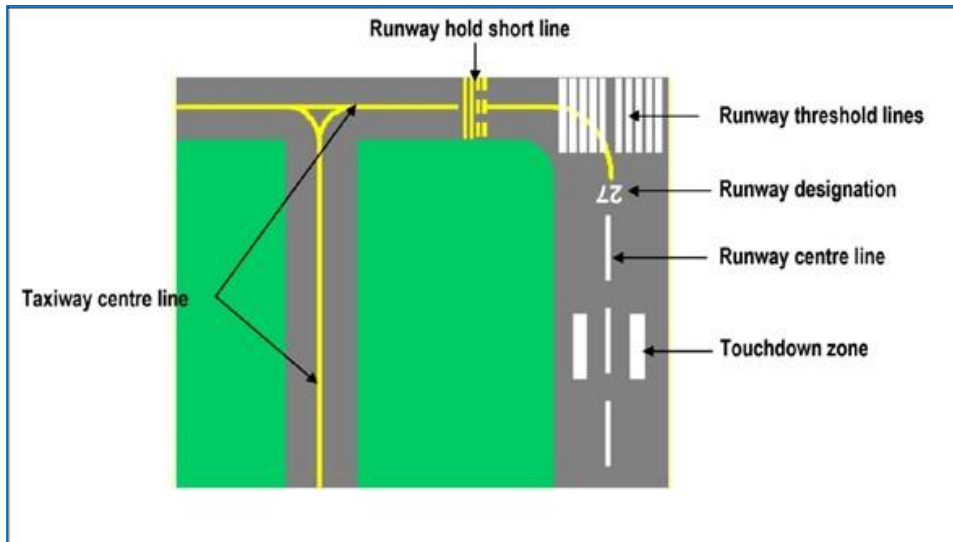
Vehicle operators must know the various runway headings numbers and their location on the airport.

9.4 RUNWAY MARKINGS

Runway Designation Marking: In addition to the signage, each end of a runway is painted with its white number, facing toward the end of the runway.



Runway Centre Line: The centre of a runway is marked with a broken white line made up of several lines close together and a dashed runway centre line; each group is 30.5m (100 ft) in length with 30.5m (100 ft) distance between.



9.4.1 RUNWAY HOLD MARKINGS AND GUARD LIGHTS

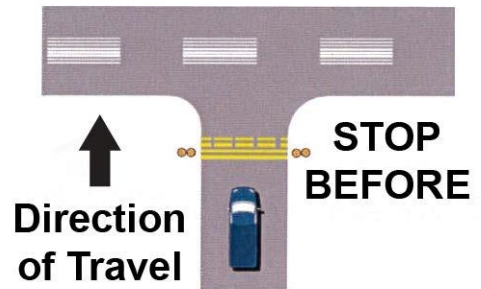
The yellow painted lines across taxiways are called “Hold Lines”

These lines will be double solid yellow with double broken yellow lines across the width of a taxiway with the broken lines closest to the runway behind which a vehicle must stop.

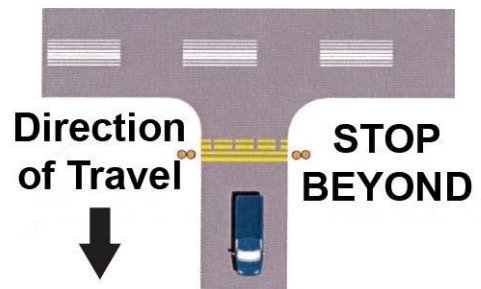
Hold lines are located 61 metres (200 ft) away from the edge of the runway.



Vehicle operators are expected to stop and wait for instructions **BEFORE** these lines when told to “Hold Short” of a runway by Victoria Ground or Radio.



When leaving a runway, operators should travel **BEYOND** the hold lines, stop and wait for further instructions.



Runway Guard Lights (RGLs) are positioned on each side of the yellow taxiway hold line marking. These double amber lights alternately flash to warn vehicle operators of an intersecting runway.

In the event an operator is instructed to hold short of a runway on a taxiway without runway guard lights or with obscured hold lines or is awaiting permission to cross or to proceed onto a runway from a taxiway with obscured hold lines, the operator shall stop the vehicle **61m (200 ft)** from the nearest edge of the runway.

9.4.2 TAXIWAYS

Taxiways are used to move aircraft and vehicles to and from runways and are always lettered. These letters are pronounced using the phonetic alphabet. Taxiway “A” is pronounced Taxiway “Alpha”. Taxiway “S” is pronounced Taxi “Sierra” and so on. All AVOP “D” permit holders must have a working knowledge of the phonetic alphabet. The phonetic alphabet can be found on page 28.

9.4.3 AIRFIELD SIGNS AND LIGHTS

In addition to painted markings and guard lights, there is a variety of signs and lights to help you negotiate the airfield.

Airport signage is universal and is based on International Civil Aviation Organization (ICAO) standards and you’ll see variations of these signs at almost every airport in the world.

This section focuses on the four basic types of signage used at Victoria International Airport. These are mandatory instruction signs, directional signs, location signs and combination signs. Each sign is different and each has a specific purpose.

9.4.4 MANDATORY INSTRUCTIONAL SIGNS

Mandatory instructional signs have a red background with white numerals and indicate an entrance to a runway and the magnetic compass designator for that particular runway.

Mandatory signs also provide a visual clue to the vehicle operator as to the location of hold lines.

This sign indicates you are approaching **Runway 14/32**.

Remember that the runways are always numbered, and taxiways are always lettered.



9.4.5 DIRECTIONAL SIGNS

Normally have an arrow indicating the direction of travel to exits, aprons, terminal buildings, or other facilities named on the sign.

These signs feature black letters on yellow background.

Located across from Apron IV, this sign shows the direction to travel to access Taxiway “Bravo” to the left, or Taxiway “Alpha” to the right.



9.4.6 LOCATION SIGNS

Location signs are black with yellow lettering or numerals, a yellow border and do not have arrows.

They are used to identify taxiways and act as a visual reminder to the vehicle operator as to his or her location on the airfield.

This sign indicates you are on Taxiway “Charlie”.



9.4.7 COMBINATION SIGNS

Combination signs are used throughout the airport to tell vehicle operators and pilots where they are on the airfield and what’s coming up.

This sign indicates you are on Taxiway “Golf” approaching the intersection of Taxiway “Echo”, which runs in two directions from the intersection.

Note there is no border on this type of sign.



This sign indicates you are on Taxiway “Alpha” and Apron IV is ahead to your left.

Again, there is no yellow border around the “A” location marker.



This combination sign indicates you are on Taxi “Golf” approaching Runway 21-03



Can you tell what this sign says?

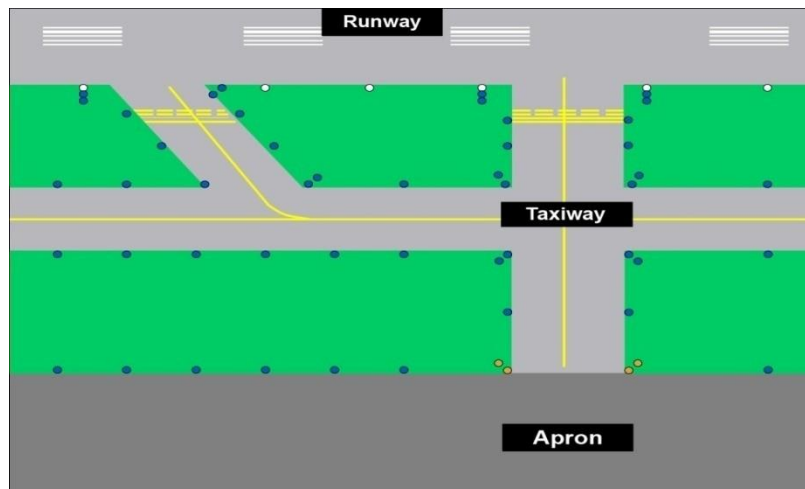
If you said, "I'm on Taxi "Sierra" and Taxi "Echo" runs left and right from my position and Taxi "Whiskey" is further right from my location." You would have been correct.



9.5 MANEUVERING AREA LIGHTING

In addition to signage, one of the most important features on the maneuvering area are the lights used at night and in conditions of reduced visibility. Airfield lights are all standard sizes and dimensions but employ different coloured lenses to mean different things.

This section does not attempt to describe all the lights in use at the airport but explains those of concern to vehicle operators.



9.5.1 APRON LIGHTS

Double amber lights are placed at the entrance to an apron.



9.5.2 TAXIWAY LIGHTS

Taxiway lights are blue and spaced 30m apart on both sides of the taxiway.



9.5.3 TAXIWAY ENTRANCE LIGHTS

These double blue lights will be placed at a taxiway entrance or intersection depending on their location on the airfield.



9.5.4 RUNWAY LIGHTS

Runway lights are white, spaced 60m apart on both sides of the runways. These double white lights indicate an intersection with another runway.

In this case, the double white lights are located at the intersection of Runway 09-27 and Runway 14-32.



9.5.5 COMBINATION LIGHTS

This photo shows the double blue lights and single white light at the entrance to Taxiway "Sierra" on Runway 09-27.



9.5.6 LIGHT LOCATOR MARKERS

This single blue taxiway light is fitted with an orange locator marker to help ensure the light remains intact during snow removal operations.

These locator markers are used along our priority taxiway routes that must be kept clear during winter weather events.



9.5.7 TAXIWAY REFLECTORS

Uncontrolled taxiways, such as Taxiway "Mike" use blue reflectors in place of lights. Used with smaller private aircraft and their landing lights, these reflectors mark the entrances and edges of the taxiway.



9.5.8 DAMAGED AIRFIELD LIGHTS

This pair of amber lights has been damaged and requires immediate repair.

If you come across damaged lighting or signage, report it to your supervisor immediately or call the Airside Operations Centre at 250-953-7536.



Driving on an airport requires knowledge, training, and skill, even more so at night or in reduced visibility conditions.

While it is your employers' responsibility to provide your training, it is up to you to ensure you have received the proper training and understand the lighting, signage and the layout of the runways and taxiways and are comfortable in your knowledge of the airfield **BEFORE** you make an appointment to take your final exam and road test.

9.6 ENTERING AND LEAVING A RUNWAY

Vehicle operators **MUST** request and receive ATC ground control permission to enter or cross every runway, every time, and the request would be made like this....

“Victoria Ground, this is Staff 44 at the Operations Centre, permission to proceed onto Runway 09 for lighting inspection.”

This tells the ground controller who you are (Staff 44), where you are (at the Operations Centre), where you wish to go (Runway 09) and why you need to go there (for lighting inspection)

If the runway is free of arriving or departing aircraft, the ground controller would reply.....

“Staff 44, Ground, proceed “Golf” onto Runway 09 for your lighting inspection”

The controller has recognized who you are and where you are and has given “permission to proceed” onto Runway 09 via taxiway “Golf” to complete your task. You **ARE NOT** allowed to deviate from that route or enter any other runway without requesting additional “permission to proceed”.

There may be times the controller will want you to stop on the runway to allow an aircraft or other vehicle to go ahead of you on a different runway. In this case you would be told to “Hold Short.....” and that may sound like this.....

“Staff 44, Ground, hold short Runway 03.”

The proper reply would be.....

“Roger, Staff 44, hold short of Runway 03”

At this point, if there is no hold short line painted on the field, you would stop 61m (200') short of the intersecting Runway 03, while on Runway 09. The "read back" that you provide, lets the controller know you have received and understood his direction.

You would now remain stopped in this location until given permission to continue with your task....

"Staff 44, Ground, continue with lighting inspection."

An acceptable response would be.....

"Ground, Staff 44, Roger, continue with lighting inspection."

There are times when the ground controller may ask you to vacate a runway. That instruction may be....

"Staff 44, Ground, exit Runway 09 at Taxi "Sierra" and remain clear of all runways."

Your response would be.....

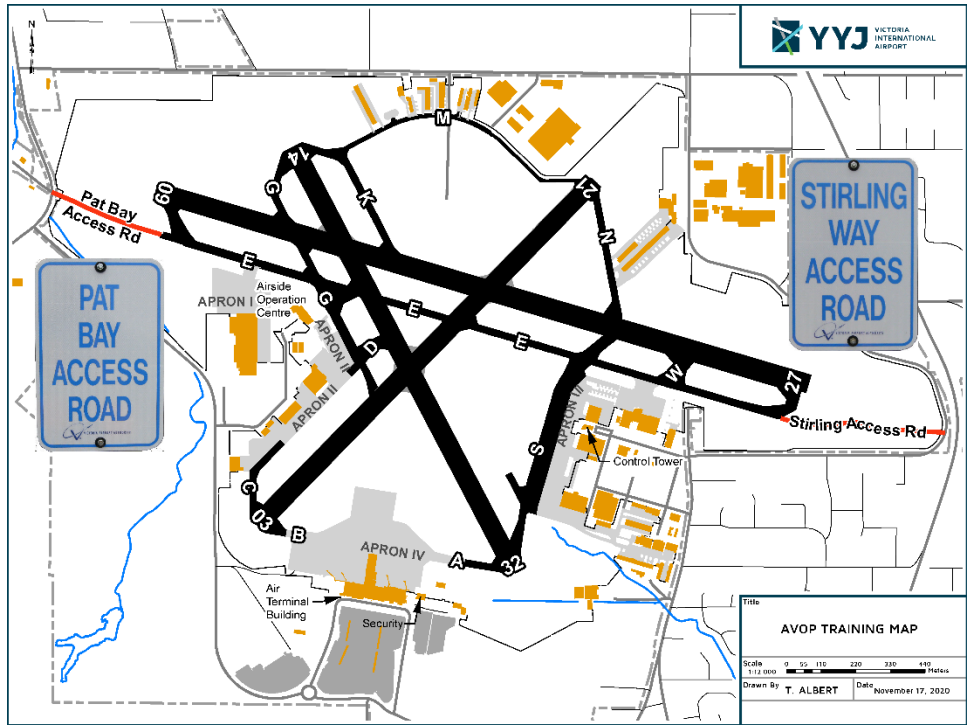
"Ground, Staff 44. Roger exit Runway 09 at Taxi "Sierra" and remain clear of all runways."

You would now exit Runway 09 onto Taxiway "Sierra", cross the hold line and remain 61m (200') clear of all runways until given further instructions.

Hopefully, you can see these conversations are a virtual read back of the instructions given by the ground controller in clear concise speech capable of being understood by both parties.

9.6.1 AIRFIELD SERVICE ROADS

There are two main service roads on the airfield, one at each end of Taxi E. They are the Pat Bay Access Road and the Stirling Way Access Road.



Vehicle operators returning to the maneuvering areas **MUST** stop and contact ATC on 121.9MHz before entering Taxi E.



9.7 AIRFIELD LANDMARKS

There are three large “Landmark” buildings on the airfield that can be used to help get your bearings during darkness, fog or a significant weather event.

9.8 AIR TRAFFIC CONTROL TOWER

The “Tower” is located on Apron III on the east side of the airport and the controllers oversee aircraft and vehicular movement on the airfield from here.



9.8.1 AIRSIDE OPERATIONS CENTRE

The “AOC” is on the west side of the airport on Apron I and houses the airport fire service and maintenance facilities.

This is where you will come for your final written AVOP exam and your road test.



9.8.2 AIR TERMINAL BUILDING

The “ATB” is located on the south side of the airport adjacent to Apron IV. This is where most commercial airlines conduct their business and an AVOP and a RAIC are required to operate a vehicle here.



9.9 NAVIGATION CRITICAL AREAS

Instrument Landing System (ILS) Critical areas contain extremely sensitive aircraft navigational equipment and are out of bounds to most vehicle traffic. When you see these signs, ATC permission is required before going any further.



9.10 EQUIPMENT FAILURES

If equipment breaks down, the operator shall immediately notify ground control of the location and difficulty and ask for assistance. While on maneuvering areas, vehicle operators shall always monitor the appropriate ground control frequency and acknowledge and comply with any instructions from ground control.

If the radio fails while the vehicle is on a runway, immediately enter a taxiway, turn the vehicle to face the control tower and unplug the microphone. If the radio begins to receive, the problem is an “open microphone”. Try reconnecting the microphone.

If the radio does not receive and you have a cell phone, contact Victoria Ground at 250-655-2865 and explain your situation. You may be instructed to vacate the maneuvering area through the closest groundside access gate, provided you have the appropriate gate controller in your vehicle.

If you do not have a cell phone and cannot speak directly to the ground controller but have the ability to exit the maneuvering area without impacting aircraft operations, do so and contact ATC by telephone as soon as possible to explain your actions.

If you do not have a cell phone and cannot safely exit the maneuvering area, position your vehicle facing the control tower and flash your headlights off and on until you see the appropriate light signal, as described below, shining from the tower cab. You may receive the “flashing white” if there’s no aircraft or other

vehicles moving on the airfield, or one of the other light signals depending on the situation.



FLASHING GREEN: Continue or proceed



STEADY RED: STOP and hold position



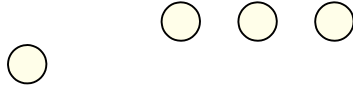
FLASHING RED: Clear runway immediately





**FLASHING
WHITE:**

Return to starting point on airport



FLASHING RUNWAY LIGHTS: Clear runway immediately

Once you are given the “flashing white” light to “**RETURN TO STARTING POINT ON AIRPORT**” operators will return to their place of business or “home base”, **NOT** to your last task position.

In other words, if Staff 44 started out from the Airside Operations Centre, that’s the starting point on the airport and should return without stopping. **Ground controllers WILL NOT give you the flashing white light unless it is safe for you to proceed all the way back to your starting location.**

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.

FLASHING RUNWAY LIGHTS IS A SIGNAL FOR ALL VEHICLES TO LEAVE THE RUNWAY IMMEDIATELY

9.11 BASIC RADIO GUIDELINES

Hold background-noise-cancelling microphones as close to the lips as possible. Hold most other microphones approximately 6.5 cm. (2-3 in.) in front of the mouth.

Listen first to ensure that you will not interrupt another transmission, then depress the "press to talk" (PTT) switch before beginning to speak and keep it depressed for the entire transmission. Avoid clicking on and off.

When the transmission is finished, release the PTT switch. Speak plainly and distinctly to prevent running consecutive words together.

Do not shout, accentuate syllables artificially or speak too rapidly. Use standard procedure words and phrases and standard airport terminology.

Always repeat ATC instructions followed by the vehicle's call sign.

Always monitor the radio when in the maneuvering area. No vehicle operator may leave a vehicle radio unattended while in the maneuvering area except with the specific permission of the ground controller.

Advise ground control when your vehicle has exited the maneuvering area, and report being off a runway only after your vehicle is at least 61m away from the runway edge, not while you are still in the process of leaving.

Ensure that you fully understand all instructions given by a controller before entering within 61m of an aircraft maneuvering area or crossing an active runway.

In addition to any permission given by radio to proceed into or within the maneuvering area, check visually to ensure that you will not interfere with any aircraft on or approaching the path you have been given permission to follow.

9.11.1 PROFANE LANGUAGE

Profane and offensive language is strictly prohibited. Any person who violates the regulations relative to unauthorized communications or profane language is liable, upon summary conviction, to a penalty not exceeding \$1,000 and costs, or to imprisonment for a term not exceeding 12 months, or to both fine and imprisonment.

9.11.2 FALSE DISTRESS SIGNALS

Any person who knowingly transmits, or causes to be transmitted, a false or fraudulent distress signal, call, or messages, or who, without lawful excuse, interferes with or obstructs any radio-communication, is guilty of an offense. He is liable, on summary conviction, to a penalty not exceeding \$25,000 and costs, or to imprisonment for a term not exceeding 12 months, or to both fine and imprisonment.

9.11.3 RADIO FREQUENCIES

Only those vehicles with work to perform will be allowed to proceed onto the maneuvering area. Vehicles are not permitted to take short cuts through the maneuvering area to access other areas of the airport.

Air Traffic Control Tower Hours are 0600 – 0000 hrs daily.

The Ground Control frequency at the Victoria Airport to control aircraft and vehicle movement in the maneuvering area is **121.9 Mhz**. This frequency should be monitored at all times while on the movement area. This is the only approved frequency for use by vehicles while operating airside unless directed by the tower.

Requests for permission to proceed into the maneuvering area shall include:

- Vehicle identification
- Current location
- Intended activity/work to be performed while in the maneuvering area and/or specific destination and intended route (Otherwise, the ground controller will normally specify the route to be followed)
- The time the vehicle and/or the person will be in the maneuvering area.

Ground to Ground Radio Frequency – 121.9 MHz

9.11.4 BROADCASTING BETWEEN 0000-0600

During the non-operating hours of the Victoria Air Traffic Control Tower (0000 – 0600hrs) drivers may be required to operate their vehicles without the assistance of the Air Traffic Ground Controller. An example of this would be an aircraft fueling agency positioning a truck to service an aircraft.

During these hours, all vehicles required to operate on the maneuvering area of the airport will monitor the mandatory listening Air to Ground frequency of 119.7 Mhz.

Air to Ground Frequency – 119.7 MHz

Between 0000-0600, this channel is monitored by Kamloops Flight Services Centre

Prior to proceeding onto any maneuvering area the operator will broadcast his intentions to the Flight Services Centre on 119.7Mhz.

9.11.5 PHONETIC ALPHABET AND THE PRONUNCIATION OF NUMBERS

Always use the Phonetic Alphabet when phonetics are required for clarity in radiotelephone communications.

Stress the syllables printed in CAPITAL letters

| Letter | Word | Spoken As |
|--------|----------|--------------|
| A | Alpha | AL fah |
| B | Bravo | BRAH voh |
| C | Charlie | CHAR lee |
| D | Delta | DELL ta |
| E | Echo | ECK oh |
| F | Foxtrot | FOKS trot |
| G | Golf | GOLF |
| H | Hotel | hoh TELL |
| I | India | IN dee ah |
| J | Juliet | JEW lee ETT |
| K | Kilo | KEY loh |
| L | Lima | LEE mah |
| M | Mike | MIKE |
| N | November | no VEM ber |
| O | Oscar | OSS cah |
| P | Papa | pah PAH |
| Q | Quebec | keh BECK |
| R | Romeo | ROW me oh |
| S | Sierra | see AIR rah |
| T | Tango | TANG go |
| U | Uniform | YOU nee form |
| V | Victor | VIK tah |
| W | Whiskey | WISS kee |
| X | X-Ray | ECKS ray |
| Y | Yankee | YANG kee |
| Z | Zulu | ZOO loo |

Phonetic Numbers

| | | | |
|---|--------|---|--------|
| 0 | ZERO | 6 | SIX |
| 1 | WUN | 7 | SEV en |
| 2 | TOO | 8 | AIT |
| 3 | TREE | 9 | NIN er |
| 4 | FOW er | | |
| 5 | FIFE | | |

Transmit all numbers, except whole thousands, by pronouncing each digit separately.

| Number | Spoken As |
|--------|----------------------------|
| 10 | ONE ZERO |
| 75 | SEVEN FIVE |
| 100 | ONE ZERO ZERO |
| 327 | THREE TWO SEVEN |
| 5083 | FIVE ZERO EIGHT THREE |
| 12000 | ONE TWO THOUSAND |
| 38143 | THREE EIGHT ONE FOUR THREE |

Transmit whole thousands by pronouncing each digit in the number of thousands followed by the word "thousand".

Phonetic Numbers with Decimal Points

These numbers are spoken by pronouncing each individual digit and using the word "decimal".

Do not use "point".

| | |
|--------|--------------------------------------|
| 118.1 | ONE ONE EIGHT DECIMAL ONE |
| 121.9 | ONE TWENTY-ONE DECIMAL NINER |
| 465.21 | FOUR SIX FIVE DECIMAL TWO ONE |

9.11.6 STANDARD PROCEDURES AND WORDS

While it is not practical to lay down a precise phraseology for all radiotelephone procedures, the following words and phrases should be used where **applicable**. Do not use words and phrases such as "OK", "REPEAT", "HOW IS THAT", or slang expressions.

| Word | Word or Phrase Meaning |
|--------------------------------------|---|
| ACKNOWLEDGE | Let me know that you have received and understood this message. |
| AFFIRMATIVE | Yes or permission granted. |
| CONFIRM | My version is...is that correct? |
| CORRECTION | An error has been made in this transmission (or message indicated). My correct version is... |
| HOW DO YOU READ? | Can you hear and understand me? |
| I SAY AGAIN | I will now repeat my last word (sentence) for clarification. |
| NEGATIVE | No or permission is not granted, or that is not correct, or do not agree. |
| OVER | My transmission is ended, and I expect a response from you (Normally used only under poor communication conditions). |
| OUT | This conversation is ended and no response is expected (Normally used only under poor communication conditions). |
| READ BACK | Repeat all, or the specified part, of this message back to me exactly as received. |
| ROGER | I have received all of your last transmission. |
| SAY AGAIN | Repeat all, or the following part, of your last transmission. (Do not use the word repeat.) |
| SPEAK SLOWER | Self-explanatory. |
| STANDBY | Wait and listen. I will call you again. |
| THAT IS CORRECT | Self-explanatory. |
| VERIFY | Check text with originator and send correct version. |
| WHAT IS YOUR REQUEST/MESSAGE? | Self-explanatory |

9.11.7 CALL-UP PROCEDURES

A “call-up” is a procedure used to establish two-way communication between an airport vehicle and ground control.

Before making a “call-up” first listen to avoid cutting into a transmission from other users.

Proceed only when the frequency is not being used. A call-up is only necessary for initial contact with the tower and should not be repeated for subsequent communications unless a significant amount of time has passed since the previous transmission.

A call-up consists of:

- Call sign of the station called
- Identification of the station from which the call is made
- On call-up, always use the call sign of the station called.

Example

“Victoria Ground, Staff Four Niner”

If you do not receive a response to your call-up, wait a reasonable time and call again.

Acknowledgments

An acknowledgment means a transmission has been received and understood. Never acknowledge until the transmission is fully understood.

Example

“Victoria Ground, Staff Four Niner, Roger” or;

“Victoria Ground, Staff Four Niner, Say Again, Over”

End of Transmission

To end any two-way communication, say the name of the vehicle call sign and the term “out”.

Example

“Roger, Staff Four Niner, Out ”

Restrict transmissions to authorized messages. NO unnecessary signals such as “Please” & “Thank You”

are expected or permitted.

9.11.8 Secrecy of Communications

Persons operating radio equipment must preserve the secrecy of correspondence and are not to divulge contents of any communication except through authorized channels.

9.11.9 Standard Phraseologies

Standard phraseology has been developed through years of practice to transmit instructions and messages most efficiently and without misunderstanding, using the fewest words. The following is an example of a request to cross a runway.

Vehicle Operator:

“Victoria Ground, Staff Four Niner”

Ground Controller:

“Staff Four Niner, Victoria Ground”

Vehicle Operator:

“Victoria Ground, Staff Four Niner, Apron 4, permission to proceed to Apron 3”.

Ground Controller:

“Staff Four Niner, proceed across Runway 31 to Apron 3”.

Vehicle Operator:

“Staff Four Niner”

If the request for permission to proceed is denied, response from ground control will include the word **“NEGATIVE”**, for example;

Ground Controller:

“Staff Four Niner, NEGATIVE! Hold your position.” or;

“Negative, Staff Four Niner, Hold on Taxiway “Alpha”.

Escorting Vehicles

When escorting vehicles without radios, or when leading one or more radio equipped vehicles, the lead vehicle will conduct all radio transmissions with the ground controller.

Vehicle Operator:

“Victoria Ground, Staff Three Two plus One, permission to proceed to... etc.”

Ground Controller:

“Staff Three Two plus One, proceed as requested”.

Using the term *“plus one”* or *“plus two”* will indicate to the ground controller the number of vehicles in the group.

Ground Controller:

“Staff Four Niner plus Two, proceed onto runway 09-27 for inspection, advise when off the runway.”

Vehicle Operator:

“Staff Four Niner, plus Two”

9.12 RADIO TEST PROCEDURES

On-the-air radio tests, when necessary, should be short (not more than 10 seconds). Listen prior to broadcasting and do not interfere with other communications.

The readability of signals may be reported in plain language, but most often is reported according to the following scale:

- 1 unreadable.
- 2 readable now and then.
- 3 readable but with difficulty.
- 4 reasonable readable.
- 5 perfectly readable.

Example

Vehicle Operator:

“Victoria Ground, Staff Four Niner, Radio Check”

Ground Control:

“Staff Four Niner, Victoria Ground, Radio Checks” or,
“Staff Four Niner, Victoria Ground, Commence Test Count”

Vehicle Operator:

“Test Count, One, Two, Three, Two, One”.

Ground Control:

“Read You Five”

10 TRAFFIC DIRECTIVE / AIRSIDE SAFETY VIOLATIONS AND ENFORCEMENT

AVOP Holders must obey Victoria International Airport traffic directives, regulations, signs, control devices, and all directions provided by Victoria Airport Authority personnel, Air Traffic Control, security, and Emergency Services personnel.

AVOP infractions occur when a person fails to comply with Directives, Policies, or Procedures related to vehicular traffic airside, such as those found in the Airport Traffic Directives, Airport Traffic Regulations, Apron IV Management Plan, etc. Refer to section 4.2.1 (link) of the Oversight and Enforcement program regarding Traffic Directive, Airside, and AVOP Safety violations and enforcement.

If the AVOP holder does not follow the rules, that permit holder may receive a penalty and the AVOP may be suspended or revoked.

It is an offence to operate a vehicle at Victoria International Airport in a manner that, having regard to all the circumstances, including the amount of traffic, is dangerous to aircraft, equipment, people, or other vehicles.

10.1 ENFORCEMENT PERSONNEL

Many different people work together to make sure that the Airside Environment is safe:

- Airport Operations Staff
- Airport Fire Service
- Airport Security Staff
- Airport Management
- RCMP

Enforcement personnel have the authority to:

- Issue directions or commands that must be followed by operators of motor vehicles
- Inspect motor vehicles and operators to ensure compliance with the Airport Traffic Directives (ATD), Airside Safety Program (ASP), and all applicable regulations and standards
- Issue Violation Notices to operators of motor vehicles or pedestrians found in non-compliance with the ATD, ASP, and / or vehicle standards.

10.2 COMPLIANCE WITH SAFETY ENFORCEMENT PERSONNEL

Individuals must cooperate with enforcement personnel acting in the course of their duties. Unless unsafe to do so, all individuals must immediately comply with any instruction given by enforcement personnel.

Verbal abuse, threatening behavior, or assaults to enforcement personnel will not be tolerated. These are Gross Misconduct violations and may be reported to the RCMP for prosecution under the Criminal Code.

Enforcement personnel will deal immediately with any situation that compromises or threatens to compromise airside safety.

IMPORTANT: Individuals must not interfere, directly or indirectly, with personnel authorized to enforce Airside safety. Verbal abuse or threats of any kind will not be tolerated and will be subject to an ATD Gross Misconduct violation (15 points) and/or a 24-hour RAIC suspension. Individuals are required to follow the instructions of enforcement personnel if it is safe. Individuals are required to surrender their RAIC / AVOP when requested by enforcement personnel.

10.3 VIOLATIONS

If enforcement personnel conclude that it is more likely than not that an operator of a motor vehicle has failed to follow the ATDs or has committed any other AVOP / Apron Safety violation, they will issue a *Violation Notice*.

All *Violation Notices* are immediately subject to review or appeal.

AVOP violations are not applied to an AVOP holder's provincial driver's license.

10.3.1 VIOLATION CLASSES AND POINTS

There are four classes of AVOP violations, as well as gross misconduct violations. Each class of AVOP violation results in a different number of AVOP violation points, as listed in the table below. An accumulation of AVOP violation points results in varying periods of suspension of an individual's AVOP driving privileges.

| Violation Class | Demerit Points | AVOP Enforcement action | RAIC Enforcement Action |
|------------------|----------------|--|--|
| Gross misconduct | 16 points | Suspension and review of permit holder | Suspension and review of RAIC issuance |
| Class A | 8 points | Suspension and retraining (Written) | 72-hours suspension |
| Class B | 6 points | | 24-hours suspension |
| Class C | 4 points | | Written |
| Class D | 2 points | | Verbal Written |

10.3.2 MULTIPLE VIOLATIONS

More than one AVOP violation can be noted during a single incident of vehicle operation and on a single Violation Notice. Multiple AVOP violations occurring at the same time are cumulative

For example, if an operator is travelling more than the speed limit (Class C violation) while driving outside of a vehicle corridor (Class C violation), a total of 6 violation points will be assessed.

10.3.3 EXPIRY OF VIOLATION POINTS

Violation points accumulation on the operator's AVOP and only expire after the operator has driven airside for a period of 12-months without an AVOP violation

Prior violations may be considered by the Director, Airside Operations & Safety in assessing the appropriate length of suspension and the need for retraining or retesting.

10.3.4 SUSPENSION OF AVOP PRIVILEGES

As an AVOP operator, you are subject to the following consequences to your AVOP privileges if you accumulate the following number of AVOP violation points:

| Total Violation Points | Length of Suspension |
|------------------------|--|
| 6 | Up to 2 working days |
| 9 | Up to 5 working days |
| 12 | Up to 10 working days |
| 15 | Up to 20 working days and an automatic review of AVOP privileges by the Director |

IMPORTANT: Violation points expire one year from the date the points are earned.

10.3.5 SUSPENSION PERIOD

Suspension of AVOP driving privileges is for working days (days you normally would have been permitted to drive airside if not for the AVOP suspension). They do not include holidays, days off, or days when you are not permitted to drive in the Province of British Columbia, which are added to the suspension period.

Unless you successfully appeal a violation that results in a suspension, the suspension comes into effect on the date stated in the violation letter, generally 30 days from the violation date. If your appeal of a suspension is denied, a new suspension date may be set when notification is sent of the result of the appeal.

You (the AVOP holder), or your company supervisor or manager, must surrender the AVOP to the Pass Control Office for the suspension period. You may also elect to surrender the AVOP early.

11 SUMMARY OF AVOP RULES

Safety is everyone's responsibility. Never allow operational considerations, such as time pressures, to compromise safety.

This section covers the following:

- [Airside Prohibitions](#)
- [Individuals Without Vehicles \(Pedestrians\)](#)
- [Safe Driving](#)
- [Traffic Signs and Makings](#)
- [Speed Limits](#)
- [Vehicle Corridors](#)
- [Vehicle Gate Access](#)
- [Fueling and Servicing Operations](#)
- [Anti-Idling](#)
- [Parking / Unattended Vehicles](#)
- [Special Areas](#)
- [Traffic Accidents](#)
- [Foreign Object Debris](#)
- [Environmental Incidents](#)
- [Towing](#)

11.1 AIRSIDE PROHIBITIONS

The following are not permitted airside:

- Smoking and the use of e-cigarettes, including inside of vehicles
- Using any personal electronic devices (including mobile phones and iPods), or wearing ear buds
- Operating motorcycles, mopeds, and bicycles

Skateboards, inline skates, scooters, and other vehicles propelled by the operator

11.2 INDIVIDUALS WITHOUT VEHICLES (PEDESTRIANS)

Pedestrians are individuals who are in the airside environment without a vehicle. Obey the following rules at all times while airside:

- Display a valid RAIC on outer clothing above the waist.
- Comply with Canada Labour Code and wear a high visibility vest or other similar clothing.
- Whenever possible, use marked pedestrian corridors when walking on the apron.

All vehicle operators must yield to pedestrians and always be on the lookout for people walking in and around aircraft stands and walking to the terminal buildings. Use special caution at night or whenever visibility is reduced.

Aircraft Marshalling Crews

Marshalling Crews without vehicles must use extra caution when walking on the apron. After an aircraft has pushed back and the tug has been disconnected, Marshalling Crews are required to walk back directly to the stand they came from as quickly as possible to ensure they are safely out of the way of aircraft and vehicles.

It is strongly recommended that Marshalling Crews ride in vehicles back to the operating stand whenever possible.

11.3 SAFE DRIVING

- Do not reverse unless necessary. When reversing, a lookout person should be present to advise if the vehicle can reverse safely.
- Do not tailgate. Maintain a safe distance from all other vehicles and equipment. Always be aware of height or width restrictions.
- Never pass between an aircraft and the person marshalling that aircraft.
- Never overtake or pass a taxiing aircraft, even when in a vehicle corridor.
- Never travel under a passenger boarding bridge, unless in a vehicle corridor. When operating an over-height vehicle, you are responsible for ensuring adequate vertical clearance.
- Do not travel through an operational stand unless the vehicle is being used for work in that stand.
- Do not drive between a parked aircraft and the air terminal building. Use the vehicle corridor.

AIRSIDE SAFETY: Never pass between enplaning / deplaning passengers and their gates or aircraft.

Right of Way

In order of priority, always yield to the following:

1. Aircraft under power or being towed and vehicles exiting controlled surfaces
2. Emergency vehicles responding to incidents (lights and/or sirens)
3. Passenger Buses
4. Snow removal and apron sweeping vehicles
5. Fuel tankers
6. Airfield maintenance equipment (grass cutters etc.)
7. Vehicle to an operator's right at an intersection, when both vehicles have equipment established in a vehicle corridor

When Operating Around Aircraft

- Remain a safe distance from the aircraft. Driving underneath the aircraft's wings or tail is prohibited unless the vehicle is servicing the aircraft.
- Do not cause an aircraft, under power or under tow, to deviate from their planned course or to adjust the aircraft or tow speed to perform an evasive maneuver.
- Be vigilant to the hazards of jet blast. When an aircraft's engines are running, maintain a safe distance. Maintain a distance of at least two plane lengths from the tail of any aircraft under power and increase this distance as engine thrust is increased such as when an aircraft is starting to taxi.
- Once an aircraft has powered onto a gate, make sure the aircraft engines are OFF before driving behind the aircraft. If the aircraft needs to adjust its position, it may need to use increased thrust to do so.

11.4 TRAFFIC SIGNS AND MARKINGS

Traffic markings and signs on the aprons and roads are equivalent to provincial signage and markings of the same type. These signs may be mounted on a wall or post or painted on the ground. All signs must be obeyed at all times.

11.5 SPEED LIMITS

The maximum airside speed is 50 km/h on runways and taxiways and the maximum apron speed is 25 km/h. Vehicles conducting airside inspections are not to exceed 30 km/h, with the exception being a staff vehicle equipped with equipment to take a specialized friction reading for the runways.

When operating equipment, reduce your speed during poor weather conditions and when visibility is reduced. Also reduce speed when approaching the following:

- Blind corners
- Aircraft

- Apron pedestrian corridors
- Construction zones

Authorized Airport Operations Personnel may exceed these speeds when responding to emergencies. Emergency vehicles will display red and/or blue flashing lights when driving to an emergency.

11.6 VEHICLE CORRIDORS

When entering and exiting a vehicle corridor, join the road at a right angle (90 degrees) to ensure maximum visibility, and yield to other traffic already travelling in the corridor. Signal your intent using the vehicle's turn signal lights. If the vehicle is not equipped with turn signal lights, signal directional intent with approved hand signals.

Passing is permitted, provided that the speed limit is not exceeded and there is no traffic.

You may travel between two adjacent gates without using a vehicle corridor if you are working on the adjacent aircraft stand, if required by your duties. **If travelling between gates that are not adjacent (one or more gates are in between), you must use a vehicle corridor.**

11.7 VEHICLE GATE ACCESS

If you open a gate or door in the security barrier, you are responsible for controlling access through that point (Canadian Aviation Security Regulations). You must prevent unauthorized access and secure the gate or door when leaving it.

11.8 FUELING AND SERVICING OPERATIONS

- Do not drive over hoses, cables, or cords involved in servicing or maintenance of an aircraft.
- To prevent a vehicle from being unable to drive forward out of the aircraft vicinity in the event of an emergency, do not park behind a vehicle involved in fueling or a catering truck involved in servicing an aircraft.
- Fuel tankers have a maximum speed limit of 25 km/h. Fuel tankers are prohibited from travelling within 15 m (50 ft) of any building.
- Never leave a fuel truck unattended on Apron IV.

Vehicle Fueling

All companies that fuel equipment in airside areas must be licensed by the Airport Authority to do so. Vehicle fuelling may only occur as follows:

- Outside of any building or enclosed structure
- In designated areas and at least 15 m (50 ft) from the building
- With the refuelling vehicle at least 4.5 m (15 ft) from any source of ignition
- Use of phones and radios in the immediate area of the refuelling is prohibited

11.9 ANTI-IDLING

Technical studies conducted by the Government of Canada show that idling for more than 10 to 30 seconds consumes more fuel than stopping and restarting the engine. In the interest of saving fuel, reducing staff exposure to harmful air pollutants, and reducing greenhouse gas emissions, you are required to turn off vehicle engines when they are not in service. When driving airside in uncontrolled areas:

- Turn off the engine when stopping for longer than 30 seconds.
- Warm up the engine for no longer than 1 minute after a cold start.
- If safe, turn off the engine when temporarily vacating a vehicle (for example, to remove FOD).
- Turn off the engine and use the vehicle battery to power the radio and beacon light if stopping for 15 minutes or less.

11.10 PARKING / UNATTENDED VEHICLES

Section 301.08 of the Canadian Aviation Regulations prohibits the parking of a vehicle except in accordance with permission given by the operator of the aerodrome. At YYJ, permission from Victoria Airport Authority is granted in the form of a lease, or by the authority of the Director Airside Operations & Safety.

Never leave a vehicle or equipment unattended on any vehicular route or aircraft movement area. Vehicles or equipment may only be parked in the following airside areas:

Leased areas Check with your company for exact locations.

Within apron safety lines and equipment staging areas for a maximum of 20-minutes before the scheduled arrival time of the next inbound flight, except for emergency response vehicles attending an emergency incident. All equipment must be immediately removed after the aircraft has departed from the gate.

Marked parking stalls. All vehicles must be backed into parking stalls, unless it is unsafe to do so, so they do not have to back into traffic when leaving the stall. A vehicle must not exceed the height restriction of the area in which it is parked.

NOTE: Vehicles and equipment left outside these areas may be towed at the company's expense and an AVOP violation may be issued to the operator.

Parking Rules

- Apply the parking brake and turn off the engine when your vehicle is unattended.
- Do not leave vehicles or equipment unattended airside unless they are parked in a designated parking area.
- Always remove the keys from unattended vehicles.
- If vehicles or equipment are outfitted with stabilizers, use them when performing your duties. For example, if operating a catering truck, use the truck's stabilizers when loading an aircraft, as required.

11.11 SPECIAL AREAS

Apron IV

On Apron IV, ATC provides an advisory service to pilots and ground crews during pushback only. The advisory service does not regulate normal vehicle traffic.

If you are equipped with a radio, always monitor the appropriate Ground Control frequency to improve your situational awareness regarding aircraft movements.

The following are indications that an aircraft is about to push back from a gate:

- Illuminated anti-collision lights on the top and bottom of the aircraft (red flashing lights)
- Wing walkers in the vicinity of wingtips
- Tug connected to the aircraft
- Retracted passenger bridge
- Servicing vehicles are moved away from the aircraft

Aircraft De-icing Bays (North Pad, Apron IV)

Aircraft De-icing Bays are controlled surfaces when active - Do not enter aircraft de-icing bays when de-icing operations are in effect unless given authorization by the de-icing provider. Obey all signage and restrictions during de-icing operations.

11.12 TRAFFIC ACCIDENTS

Airside traffic accidents must be reported as described below¹⁵.

As required by the laws of the Province of British Columbia¹⁶, if you are **involved in an accident**, you must do the following:

1. Stop at the scene of an accident and assist if necessary (including calling 911 for an ambulance and then the Security Operations Centre at 250-952-7511. Provide your name, address, and license plate and insurance details to any other person involved in the accident.

¹⁵ *Airport Traffic Regulations*, section 13(a) and (b)

¹⁶ *Motor Vehicle Act*, section 68(1) and *Criminal Code of Canada*, section 252

2. If damage is caused to an unattended vehicle, leave contact information in a conspicuous place on the unattended vehicle.
3. If the accident results in property damage, an injury, an obstruction, or a disruption to airside traffic, immediately report the accident to the Security Operations Centre at 250-952-7511.

If you **witness an accident** airside, you must:

1. Stop at the scene of the accident and assist any injured person if necessary.
2. Provide contact information to a responsible person at the scene of the accident.
3. If requested, provide an account of what you witnessed to enforcement personnel or the Director Airside Operations & Safety or designate.

11.13 FOREIGN OBJECT DEBRIS

Keeping the airport free of foreign object debris / damage (FOD) is the responsibility of every single person who works airside. It is critical to the success of all companies working airside to ensure that the airside is kept clean and safe. Whether operating a vehicle or on foot, always remove and dispose of FOD safely.

FOD Prevention

Loose paper, plastic, and metal objects can cause significant damage to aircraft and injury to airport personnel. Do not knowingly deposit or leave any material on airside surfaces and keep your airside working areas clear of FOD.

Before driving airside, check that your vehicle's wheels and tires are clear of mud, sand, and gravel.

FOD disposal barrels are located around the apron and are identified by their yellow colour and a sticker designating a FOD receptacle. If the Barrel or is full or overflowing, call the Security Operations Centre at 250-952-7511.

Pallet Removal

Pallets left in an airside area can be easily damaged, resulting in small pieces of wood and nails becoming a FOD hazard.

Remove pallets taken airside from the apron immediately, including wrappings and ties.

11.14 ENVIRONMENTAL INCIDENTS

Spills of hazardous materials or unknown substances can be a significant threat to personal health, safety, and the environment.

If you cause or discover a spill of unknown substances or hazardous materials, do not attempt to clean up the material **unless you are trained to do so safely**.

If you are unfamiliar with the hazardous properties of a spilled substance, retreat to a safe distance of at least 50 m, make best efforts to prevent others from coming in to contact with the substance and call the Security Operations Centre (SOC) immediately.

Never drive through any type of spill.

AIRSIDE SAFETY: Immediately report all spills to the Security Operations Centre at 250-953-7511 as well as to your employer

Provide the following information to the Security Operations Centre:

- Name and employer
- Exact location of the spill
- Cause of the spill, if known
- Source of the spill – organization or individual involved
- Name of the materials spilled, if known
- Injuries that have occurred because of the spill

11.15 TOWING

It is strongly recommended that operators tow a maximum of 3 unit loading devices whenever possible.

- On Apron IV, a vehicle may tow a maximum of 4 carts or 4 cargo pallet dollies.

The number of towed units should be reduced as visibility and/or road conditions deteriorate.

Vehicle operators are responsible to ensure that:

- All towed units are securely attached to the towing vehicle or another towed unit.

12 TABLE OF VIOLATIONS

| AVN Quick Reference Table | | | | | | | | | | | Abbreviations | | | | | |
|---|--|-------|---|--|---|------------|---|---|---|---|---|----|-----|-------|-------|----|
| Aeronautics Act (AA) Aerodrome Standards and Recommended Practices - TP312 (ASRP) Airport Traffic Regulations (ATR) Apron Management & Safety Plan (AMSP) Airport Security Measures (ASM) Canadian Aviation Regulations (CARs) Canadian Aviation Security Regulations (CASRs) | | | | | Conditions of Issuance (COI) Enforcement Officer (EO) Enhanced Airport Security Measures (EASM) Gross Misconduct (GM) Lease and User Agreement (LUA) Local Airport Traffic Directives (LATD) | | | | | | AVN: Airport Violation Notice DOE: Documents of Entitlement EO: Enforcement Officers GM: Gross Misconduct LID: Landside ID P&P: Policy and Procedures VW: Verbal Warning VWV: Written Verbal Warning | | | | | |
| AVOP | 2Pts | 4Pts | 6Pts | 8Pt | GM | RAIC / P&P | D | C | B | A | GM | VW | VWV | 24hrs | 72hrs | GM |
| AVOP INFRACTIONS | | | | | | | | | | | | | | | | |
| # | VIOLATION | CLASS | REFERENCE | NOTES | | | | | | | | | | | | |
| 1 | Smoking - RA | A | CARs 302.11 (1) (a-c) / ATR 49 (a) LATD 7.12, 11.1 / AMSP 16.1 | | | | | | | | | | | | | |
| 2 | Driving airside without a valid AVOP - Individual | B | ATR Prt I, sec 12 (a-c) LATD 7.2 / AMSP 1.6 | | | | | | | | | | | | | |
| 3 | Driving airside without a valid AVOP - Cooperation | A | AMSP 2.2 (d), LATD 7.2 | | | | | | | | | | | | | |
| 4 | Fail to produce a valid BC DL for vehicle operated | B | ATR Prt 1sec 6 (1) / LATD 7.6 AMSP 5.14-5.16 | | | | | | | | | | | | | |
| 5 | Operating a vehicle airside while suspected of been impaired | GM | ATR Part I, Section 6 (1-2) | RCMP Response | | | | | | | | | | | | |
| 6 | Operating a vehicle airside while in a manner dangerous to the public | A | LATD 11.3 | | | | | | | | | | | | | |
| 7 | Fail to report or remain at the scene of an accident | A | LATD 7.2, 11.12 ATR Part I, section 6 (1) | | | | | | | | | | | | | |
| 8 | Exceeding speed limits | D | ATR 33, 34 / LATD 7.2, 8.19, 11.5 | | | | | | | | | | | | | |
| 9 | Riding in the bucket of a de-icing vehicle while transiting the Apron | D | LATD 8.24 | | | | | | | | | | | | | |
| 10 | Driving with more passengers than available seats. | D | LATD 8.24 | | | | | | | | | | | | | |
| 11 | Present on Apron IV without wearing approved of high viz clothing | D | LATD 8.1.1, 11.2 / AMSP 5.20 | RAIC violation under AMSP, see LATD 3.1.1 for approved clothing. | | | | | | | | | | | | |
| 12 | Refusing to obey AVOP EO's request | GM | ATR 11 (1) / LATD 2.11, 5.5 | | | | | | | | | | | | | |
| 13 | Driving between enplaning or deplaning Pax and their gate, or aircraft and Pax walkway in use | A | AMSP 4.0, 5.4 / LATD 8.21, 8.22, 11.3 | | | | | | | | | | | | | |
| 14 | Driving between marshaller and aircraft without permission from marshaller. Driving within 5m of marshaller. | B | AMSP 4.0, 9.4, 9.5 / LATD 8.10.1, 11.3 | | | | | | | | | | | | | |

| | | | | |
|----|---|---|---|---------------------------------------|
| 15 | Driving within 15m of an aircraft unless servicing that aircraft. Driving outside of vehicle corridor | D | LATD 8.22, 11.3 | |
| 16 | Fail to provide adequate direction to PAX | D | AMSP 5.1, 6.1 | |
| 17 | Driving over hoses or APU cables | C | AMSP 8.2 / LATD 8.17 | |
| 18 | Littering or creating garbage or FOD airside | D | ATR 49 (c) / AMSP 14.0 / LATD 7.12, 11.13 | |
| 19 | Fail to obey signs or markings – Parking a vehicle outside of designated GSE area | D | ATR 1 (7, 9, 27) / AMSP 5.19 LATD 7.9, 7.12, 8.20, 11.10 | |
| 20 | Unattended fuel truck | C | LATD 11.8 | |
| 21 | Fail to yield to aircraft under power or being towed | A | AMSP 5.4 / LATD 8.11, 8.23, 11.3 | |
| 22 | Fail to yield to or impede the progress of emergency vehicles with activated emergency lights | B | LATD 8.23, 11.3 | |
| 23 | Fail to yield to snow removal equipment | D | LATD 8.23, 11.3 | |
| 24 | Operating an unsafe vehicle airside | A | AMSP 5.14 / LATD 8.26 | |
| 25 | Driving or parking under an aircraft not being serviced | B | LATD 8.22 | |
| 26 | Driving under a loading bridge while bridge warning beacon is lit, or bridge is in motion | B | LATD 11.3 | |
| 27 | Parking under the moving part of a loading bridge at any time | A | LATD 8.20 | |
| 28 | Towing more than four (4) baggage carts | D | LATD 11.15 | |
| 29 | Fail to secure load | D | ATR / AMSP | |
| 30 | Fail to wear authorized safety gear and PPE | D | LATD 8.1.1, 11.2 / AMSP 5.20 | |
| 31 | Leaving pre-staged servicing equipment unattended (not within close line of sight) | D | CARs Prt III (301.08 a), LATD 11.10 | |
| 32 | Use of Personal Audio Equipment Airside | D | AMSP 5.23 / LATD – 11.1 | |
| 33 | Taxiway Incursion | B | LATD 9.2 | |
| 34 | Runway incursion | A | LATD 9.2 | |
| 35 | Fail to report a fuel or hazardous materials spill | B | AMSP 11.0 / LATD 7.15, 11.14 | Cost recovery of spills material used |
| 36 | Leaving GSE Equipment outside of a designated GSE storage area | D | ATR 1 (7, 9, 27) / AMSP 5.19 LATD 7.9, 7.12, 8.20, 11.10 | |

RAIC INFRACTIONS

| # | VIOLATION | CLASS | REFERENCE | NOTES |
|---|--|-------|--------------------------|----------------|
| 1 | Failure to follow Aircraft Parking Plan | B | ATR 66, 67 (1) | RAIC Violation |
| 2 | Use of profane or abusive language or interfering with EO | B | CASRs 332 (4) / LATD 5.2 | |
| 3 | Fail to secure a PSL door, leaving a PSL door insecure and/or unattended | D | CASRs 289 (1), 290 (1) | |

| | | | | |
|----|--|----|--|--|
| 4 | Fail to remain with an escort or leaving an escort req pass unescorted while in the RA | D | CASRs 335 (1), 337 (1-2) COI Temporary Pass | |
| 5 | Permitting PAX, access to chck bag in RA | GM | CASRs 442 | |
| 6 | Unauthorized access to Apron IV | GM | CASRs 327 (1) / COI - RAIC (e-f, j) | Immediately escorted off out RA and suspension of AVOP / RAIC privileges pending VAA investigation RCMP Response |
| 7 | Using RAIC to access CRA without need and right | A | CASRs 166 (1) / COI (d) | Immediately escorted out of RA and suspension of AVOP / RAIC |
| 8 | Entering the RA with expired RAIC / Temp pass | GM | CASRs 327, 332 | |
| 9 | Bringing prohibited Into RA | GM | CASRs 250 (1) | Immediately escorted off out RA and suspension of AVOP / RAIC privileges pending VAA investigation RCMP Response |
| 10 | Bringing unscreened Item into RA | GM | CASRs 14 | Immediate Suspension of RAIC |
| 11 | Fail to secure a non-PSL door, in RA | D | CASRs 289(1) | |
| 12 | Fail to secure an unattended Aircraft | B | ACSM (7) 2 / P&P | |
| 13 | Fail to produce a valid RAIC - Apron IV | A | CASRs 331 (1) / AMSP 1.6, 5.15 | Immediately escorted out of RA RCMP Response |
| 14 | Fail to respect COI of DOEs and LID | D | RAIC, LID, GP & Temp Pass, COIs | Violations are progressive |