



*3<sup>rd</sup> Edition  
December 13 2021*

**Airport Traffic Directives  
AVOP Requirements and  
Administration**

For information on the AVOP Program,  
contact the following offices:

For *Written test* appointments, contact the Pass Control Office  
(PCO) at:

[passcon@tbairport.on.ca](mailto:passcon@tbairport.on.ca)

807-473-2628

Located in the Air Terminal Building, 3rd Floor.

For *Practical test* appointments, or information on Vehicle  
Registration (AVIP), contact the AVOP office at:

[avop@tbairport.on.ca](mailto:avop@tbairport.on.ca)

807-473-2616

Located in the EROC at 340 Hector Dougall Way

Visit <http://www.tbairport.on.ca/page/avop-material>

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## CHAPTER

# 1

## Airside Vehicle Operator’s Permit Program

### 1.1 Introduction

The Airside Vehicle Operator’s Permit (AVOP) Program establishes the standards by which vehicles operating airside at Thunder Bay International Airport must be operated, equipped, and marked.

**The Airport Traffic Directives is divided into three manuals:**

- AVOP Requirements and Administration
- AVOP D
- AVOP D/A

**Airport Traffic Directives Requirements and Administration describes the AVOP Program, including:**

- permit application and renewal procedures
- vehicle licensing, marking, and lighting requirements
- AVOP Program enforcement, infractions, and appeals process

**Airport Traffic Directives “DA” AVOP describes:**

- airside surfaces at the airport and the pavement markings, signage, and lighting used on airport aprons, uncontrolled taxiways and service roads only.
- general airside safety practices and requirements

**Airport Traffic Directives “D” AVOP describes:**

- radiotelephone protocols used in Thunder Bay.
- airport pavement markings, signage, and lighting used on airport taxiways and runways

Content in these books complies with the standards and practices published in Transport Canada’s *Aerodrome Standards and Recommended Practices* and Canadian Aviation Regulations.

### 1.2 Administration

The Thunder Bay International Airports Authority (TBIAA), as the airport operator, reserves the right to develop, amend, and enforce the AVOP Program. Enforcement authority is delegated to specific personnel and officials and may be further delegated at the discretion of the TBIAA.

The TBIAA may amend these directives annually and will amend them as required.

#### 1.2.1 AVOP Office

AVOP Office personnel, under the direction of the Manager, Airport Services administer the AVOP Program. Airport Operations Specialists (AOS) are the principal AVOP enforcement officials.

**Written tests** are conducted in the Pass Control Office in the Air Terminal Building (807) 473-2628.

**Practical Testing and AVIP Administration** is conducted in the AVOP office at 340 Hector Dougall Way (Inside the EROC building). (807) 473-2616.

To schedule an appointment, visit our website or go to the first page of this document.

Visit <http://www.tbairport.on.ca/page/avop-material>

## 1.2.2 Pass/Permit Control Office

### The TBIAA Pass Control Office:

Provides RAIC company application forms and the forms and materials that drivers require in order to apply for and obtain a Restricted Area Identification Card (RAIC).

Also responsible for initial booking and administration of AVOP written tests.

For more information, visit

<http://www.tbairport.on.ca/page/pass-control>

## 1.2.3 Driver Responsibilities

### 1.2.3.1 *Need and Right*

TBIAA is a busy, often congested environment. In order to support safe, secure, and efficient operations, drivers must have a clear Need and Right to attain and retain the necessary permit to operate a vehicle airside.

To qualify, a driver’s job function should include an ***imminent, ongoing, and regular need to drive airside in direct support of aircraft or aviation operations***. Those with an infrequent need to drive airside (less than several times a month) should not seek to hold or retain an AVOP permit - infrequent exposure to this environment increases safety risk.

### 1.2.3.2 *Terms and Conditions of Issue*

AVOP holders must comply with the “Terms and Conditions of Issue—Airside Vehicle Operator’s Permit.”

### AVOP holders shall also comply with the following:

- Vehicle operators shall ensure that they are qualified and trained to operate the equipment they are using airside
- Vehicle operators are responsible for any equipment or vehicle they operate airside. Vehicles must be in sound mechanical condition and meet all safety and regulatory requirements as described in this book. Vehicle operators shall immediately report any vehicular malfunction or discrepancy to their supervisor
- If and when an Enforcement Officer observes a vehicle or equipment malfunction, the vehicle operator shall take immediate measures to remove the vehicle from service and/or repair the malfunction
- When requested to do so by Enforcement Officers, AVOP holders must present the following documents:
  - a valid Restricted Area Identification Card (RAIC)
  - proof of AVOP certification
  - a valid provincial driver’s licence (PDL).

Any suspensions, limitations or special requirements applied by the issuer of a provincial driver’s license shall be deemed to also apply to a driver’s AVOP permit. It is the driver’s responsibility to make such conditions known to their employer and the TBIAA.

*For more information, see “Enforcement Officers” in Ch. 3, page 22.*

### 1.2.4 Employer Responsibilities

For the purposes of the AVOP Program, employers are defined as any airport tenants, TBIAA contractors, support service companies, and government agencies employing personnel for the delivery of services at TBIAA, including the Thunder Bay International Airports Authority.

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

- provide information about the AVOP Program to employees, including where to find the Airport Traffic Directives, as well as the AVOP Map and study materials which support obtaining and maintaining an AVOP permit.
- ensure that employees:
  - are in compliance with all PDL requirements and restrictions
  - receive adequate airside driver training, including any company-specific training required in order to operate vehicles and equipment competently and safely.

*For PDL requirements, see Driver’s Licence Requirements, in this chapter.*

If employers are unable to provide airside driver training to their employees, they may contact the AVOP Office to arrange for the delivery of driver training by the TBIAA.

### 1.2.5 AVOP Training Records – Third-Party Training

In addition to maintaining records of employees trained by the employer, it is also the employer’s responsibility to obtain and maintain copies of any records of AVOP training provided by third-party training companies. Third-party AVOP training companies are obligated to provide copies of these records upon request.

AVOP training records must be kept for the duration of the AVOP holder’s employment and may be subject to review or audit by the TBIAA.

### 1.2.6 New Hires with Existing AVOP Permits

When applicants are hired already in possession of a valid AVOP, the new employer must perform a competency assessment to ensure AVOP knowledge and driving standards have been maintained prior to the new hire’s assumption of operational duties. A review of past AVOP infractions for such new hires is also recommended. These records are available through the AVOP office by request.

The assessment and associated documentation referenced below should become part of the new employee’s training records. If the company does not have a TBIAA certified trainer to conduct the assessment, the service can be provided by a TBIAA AVOP examiner by contacting the AVOP office or Manager Airport Services.

#### 1.2.6.1 Scope of Assessment – DA AVOP:

**The trainer should undertake the following:**

- Using a Performance Evaluation Checklist as a guide, complete an on-field knowledge check of DA Traffic Directives. The trainer should sign off on this check using a Certification Checklist.
- Have new hire label the AVOP training map for practice as per DA AVOP training manual standard
- Administer the AVOP training course practice exam (passing mark must be 90%) and document mark on the Certification Checklist

#### 1.2.6.2 Scope of Assessment – D AVOP:

**The trainer should undertake the following:**

- Using the Performance Evaluation Checklist as a guide, complete an on-field knowledge check of D Traffic Directives. Trainer should sign off on this check using a Certification Checklist.

- Have new hire label AVOP training map for practice as per D AVOP training manual standard
- Administer the AVOP training course practice exam (passing mark must be 90%) and document mark on a Certification Checklist.

Should a new hire fail to meet the above requirements they must be fully retrained and pass all applicable AVOP testing.

Should the hiring company elect not to accept the candidate for employment, the TBIAA should be notified of the individual’s performance for our own follow-up.

### 1.2.7 Signing Authority

The employer’s designated AVOP Signing Authority must sign an AVOP application for each employee. The Signing Authority must clearly state a justification for the employee’s application for an AVOP; specifically citing a demonstrated operational requirement.

Before signing any AVOP application forms, the AVOP Signing Authority must read, acknowledge, and sign the “Roles/Responsibilities—Authorized AVOP Signing Authority” form.

The signing authority’s request may be denied if the employee’s need and right are not demonstrated.

## 1.3 Driver’s Licence Requirements

All AVOP holders must hold a valid provincial or territorial driver’s licence.

### 1.3.1 Ontario Residents

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

Ontario’s Graduated Licensing System identifies three categories of licence: G1, G2, and G.

**The TBIAA prohibits holders of G1 licences from driving airside.** The G1 requirement that the driver be accompanied by a qualified licensed driver conflicts with the privileges conferred by a DA AVOP.

#### **G2 licence restrictions include:**

- zero blood alcohol concentration
- passenger restrictions
- no air brakes.

### 1.3.2 Out-of-Province Residents

Permanent residents of other provinces or territories must possess a valid driver’s licence issued by their home province or territory. Out-of-province resident applicants must provide proof of their residency by completing and submitting a “Declaration of Residency” form.

### 1.3.3 Driver’s Licence Suspensions

Temporary suspension, permanent revocation, or expiration of a provincial or territorial driver’s licence invalidates an AVOP and must be immediately reported by writing to the Manager, Airport Services.

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

## 1.4 Vehicle Requirements

For the purposes of the AVOP Program, vehicle owners are either individuals or companies.

### 1.4.1 Vehicle Insurance

There are specific insurance requirements for all vehicles on the airside at TBIAA, including those vehicles escorted onto the airfield by tenants or other organizations. This includes \$10 million coverage in both Automobile and General Commercial Liability insurance with no airport or aviation exclusions. In most cases these are additional endorsements on a standard policy.

Contact the AVOP Office at **807-473-2611** for specific requirements and limitations.

### **1.4.2 Corporate Identification**

All vehicles shall display signage which includes the company name. Signage must be visible from both sides of the vehicles and be of a sufficient size to be legible from a distance of at least 15 metres. Signage may be either permanent paint, applied decal, or securely adhered magnetic placards (for temporary use). This policy excludes certain enforcement and inspection vehicles pre-approved by the TBIAA.

### **1.4.3 Personal Vehicles**

Personal vehicles are not permitted airside unless they are actively engaged in commercial activity at the airport and are appropriately signed, equipped, and insured. There is no parking of personal vehicles airside. Unmarked, unauthorized vehicles may be towed off the airfield and impounded at the owner’s expense.

### **1.4.4 Vehicle AVOP Markers**

To indicate proof of insurance and to ensure the vehicle abides to all mandatory airside requirements, vehicle owners shall obtain a vehicle AVOP markers for each vehicle that employees drive airside while in the performance of job-related duties.

**To obtain a vehicle marker, vehicle owners must complete and submit the AVOP application form to the AVOP Office. Vehicle markers are not transferable.**

#### **1.4.4.1 Vehicle Marker and Validation Sticker Locations**

Vehicle markers shall be placed on the vehicle exterior on the front left side panel/bumper.

### **1.4.5 Vehicle Plates**

**Retracted**

### **1.4.6 Vehicles with Obstructed Rear Views**

**When backing up in the vicinity of aircraft, vehicle or pedestrian traffic, vehicles with an obstructed rear view shall be:**

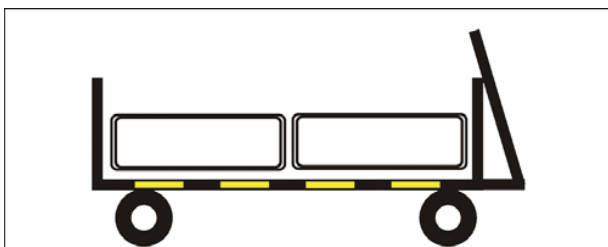
- Equipped with a camera-supported system which provides a full view of any obstacles, or
- Assisted by a guide person.



### 1.4.7 Markings on Towed Vehicles and Equipment

All towed vehicles and equipment (for example, ground power units (GPUs) and baggage carts) shall be marked with a strip of yellow reflective material:

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



Ensure reflective strips run the length of towed equipment.

The presence of inadequately marked equipment on airport aprons can be a significant hazard to taxiing aircraft. The reflective material on all equipment must be kept clean and in good condition at all times.

### 1.4.8 Lighting

All vehicle lights shall be in good working order including:

- headlights
- tail lights
- rotating or flashing yellow beacons.

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

#### 1.4.8.1 Beacons

All vehicles operated or driven in the Movement Area must be equipped with a rotating or flashing yellow warning light. Beacons must be turned on at all times while vehicles are in motion on airside surfaces.

An operating beacon indicates that the operator is in the vehicle and prepared to move.

The following simple test should be applied to ensure the adequacy of a beacon: If the light emitted from the

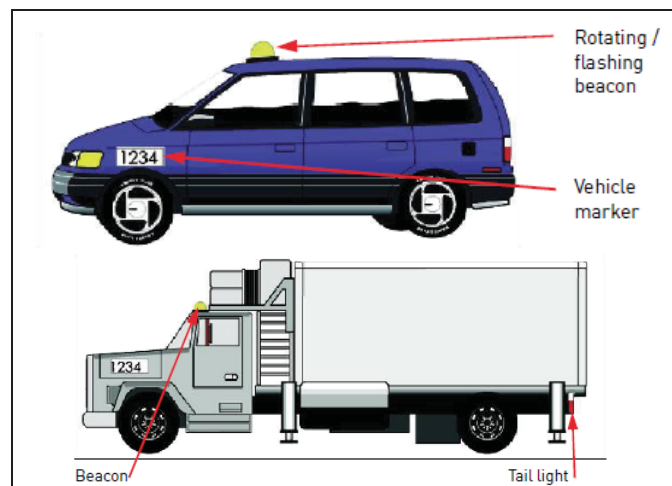
beacon is clearly visible in full sunlight at a distance of 15 metres, then it meets the intent of the ATD.

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

**Note:** The only vehicles allowed to operate airside without a beacon are those under escort. For more information, see Four-Way Flashers.

#### 1.4.8.2 Beacon Installation

Rotating or flashing beacons shall be mounted on the roof of a vehicle, or in any other location that enables the beam or pulse to be seen by aircraft or surface traffic from any position within 360° of the vehicle. Beacons must rotate or flash at a constant speed no greater than 90 rotations per minute (RPMs) as per the *Aerodrome Standards and Recommended Practices*.



Beacons and vehicle markers shall be placed as shown.

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

The TBIAA allows vehicles with an overall height in excess of 3.5m to mount a beacon on the vehicle cab,

provided that tail lights are used with the beacon at all times while the vehicle operates airside to provide adequate indication to the rear of the vehicle.

#### **1.4.8.3 Headlights and Tail Lights**

Vehicle headlights shall be turned on at all times while a vehicle is in motion in the Movement Area.

Drivers shall operate headlights and non-flashing tail and parking lights after dusk and during periods of reduced visibility. As required, lights may be left on while servicing parked aircraft.

#### **1.4.8.4 Four-Way Flashers**

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

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

Vehicles without TBIAA marker plates that are not equipped with beacons may only operate airside under escort with four-way flashers activated.

#### **1.4.9 Seat Belts**

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

#### **1.4.10 Disabling Safety Equipment**

No person shall disable, disconnect, modify or otherwise bypass any safety device or feature on any vehicle or equipment operated at the airport, including but not limited to deadman switches, speed governors, etc.

#### **1.4.11 Radio Frequencies**

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

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

Refer to Airside Traffic Directives "D" for more information.

#### **1.4.12 Call Signs**

Each vehicle operating in the Movement Area that is required to communicate with ATC must have a call sign which uniquely identifies each vehicle.

Application forms for the issuance of a call sign must be obtained from the Manager, Airport Services. Contact the AVOP Office to obtain the call sign application form.

Movement Area access is restricted to drivers with a demonstrated operational requirement. The Manager, Airport Services will verify the requirement to operate in the Movement Area prior to authorizing and issuing the call sign.

Call signs shall be clearly displayed inside and outside the vehicle or equipment (vehicle identifier and number). This policy excludes certain enforcement and inspection vehicles pre-approved by the TBIAA.

Vehicles driving airside under escort do not require call signs.

## **1.5 Multilateration and Vehicle Transponders**

**Reserved**



## CHAPTER

# 2

## AVOP Application and Renewal

### 2.1 Introduction

This chapter describes Airside Vehicle Operator's Permit (AVOP) application and renewal requirements.

AVOP driver privileges are contingent upon employer privileges as determined by the Thunder Bay International Airport Authority's (TBIAA) assessment of an employer's need and right to access the airside for its delivery of services to the airport community.

### 2.2 Applying for an AVOP

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

#### 2.2.1 AVOP Types

**The TBIAA issues two types of AVOPs. Each permit authorizes driving in the following specific areas of the airport:**

- **DA:** Aprons and other uncontrolled airside surfaces. DA permit holders are prohibited from entering the Manoeuvring Area and specified areas of the airfield, unless under escort by a D permit holder.

- **D:** The Movement Area including all controlled and uncontrolled airside surfaces—aprons, runways, and taxiways.

#### 2.2.1.1 Application Requirements

**To obtain a DA permit applicants must:**

- possess a valid RAIC, or a Temporary security pass.
- possess a valid provincial driver's license (PDL)
- complete a "TBIAA Application for an Airside Vehicle Operator's Permit". This web based form is available on our website, in the AVOP section.
- demonstrate their understanding of AVOP directives by successfully completing both written and practical tests.

In addition to the requirements listed above, **D permit** applicants must hold a **Radiotelephone Operator's Certificate - Aeronautical (ROC-A)**. The TBIAAI will conduct ROC-A testing under industry Canada's authorized conditions. Contact the Manager, Airport Services to obtain this testing once studying has been completed. ROC-A study material is available for access on the TBIAAI website, in the AVOP section.

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

The AVOP is **not** transferable between employees and airports, and infractions and penalties assessed against an individual AVOP permit holder will affect driving privileges for all the driver's employers.

**Only AVOPs issued by the TBIAAI are accepted and recognized at the CYQT Thunder Bay Airport. No other airport issued AVOP is valid or recognized at CYQT.**

## 2.2.2 Training

All new AVOP applicants must be trained by a certified trainer in accordance with their employer's standards. Training may be conducted by an applicant's employer, otherwise training delivery may be coordinated through the AVOP Office.

**Training may consist of up to 2 hours (D/A) or 8 hours (D) of practical and theoretical training. Training is conducted to prepare new AVOP applicants for:**

- a written TBIAA AVOP examination
- a practical TBIAA AVOP driving test.

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

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

*For radio frequency listing, contact the AVOP office.*

### 2.2.2.1 *Employer Trainers* Redacted

### 2.2.2.2 *Radio Frequencies*

D AVOP applicants shall have access to appropriate frequencies used at TBIAA.

*For radio requirements, see D AVOP ATDs on the TBIAAI website.*

## 2.3 Testing

### 2.3.1 Written Test

**TBIAA Pass Control Office (PCO) administers the written test** as per internal policy. Appointments are required and shall be scheduled through the PCO.

*For more information, go to section 1.2.2 of this document*

DA permit written tests consist of over 40 multiple choice questions relevant to the permit type. The D permit test consists of over 100 multiple choice questions. Question content is selected from the *Airport Traffic Directives*.

To pass the written test, applicants must achieve a passing grade of 90% (D and D/A exams) and correctly answer the mandatory site identification map question.

The test is web-based and proctored, and the test administrators will get notification of your final score via our automated internal systems.

Applicants suspected of, or caught, cheating on the AVOP written exam shall be immediately escorted from the exam room and their exam terminated. The applicant will be requested to schedule an interview with the Manager, Airport Services, who shall determine whether or not the applicant remains eligible to apply for an AVOP and may rewrite the AVOP exam.

#### 2.3.1.1 *Rewriting the Test*

Applicants who fail to pass the written test may rewrite the test after a **one week (5 business days) waiting period** to allow for further review and study.

The TBIAA permits a third attempt at passing the written test after a one month waiting period. The applicant's supervisor or manager must provide written verification detailing the applicant's training and forward this

information to the Manager, Airport Services before the applicant may rewrite the test.

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

Applicants with language interpretation difficulties or who require language assistance may contact the AVOP office to schedule an oral test. Oral tests are provided subject to examiner availability.

### **EXAM Fee Structure:**

**First test:**

No fee.

**Any subsequent written and/or practical exams:**

**\$20 (AVOP D/A) per re-test.**

**\$30 (AVOP D) per re-test.**

### **2.3.2 Practical Test**

**TBIAA AVOP Office administers the practical test** as per internal policy. Appointments are required and shall be scheduled through the EROC front desk.

The practical test must be completed within 30 days of successfully completing the written test. If the practical test is not administered within the 30 day period, the applicant must rewrite the test. Fees may apply.

While the practical test for a D permit is being administered and provided the vehicle is stationary, applicants are permitted to have and use an AVOP site map, if such a map is **issued by their employer**.

Only Authorized TBIAA AVOP Examiners employed directly by the TBIAA shall administer practical tests for both D/A and D permits.

#### **2.3.2.1 Scheduling**

To schedule TBIAA administered practical tests, applicants must contact the AVOP Office for an appointment. Applicants shall be on time. If an applicant doesn't show up on time to the AVOP office, the test may have to be rescheduled.

For more information, go to section 1.2.1 of this document

**Note:** The TBIAA may cancel practical tests if runway operations or adverse weather conditions at the time of the test require it. If a test is cancelled, the applicant is responsible for rescheduling another appointment time.

#### **2.3.2.2 Late Cancellation - Fee**

Reserved

#### **2.3.2.3 Testing Vehicle Requirements**

The practical portion of the testing for D and D/A permit applicants requires the applicant to use a TBIAAI issued vehicle for the purpose of completing the test.

#### **Effective June 21 2021:**

**TBIAAI has outfitted one of our vehicles a Lexan divider, and we ensure sanitization in advance for the safety of the applicant and the examiner.**

For AVOP D tests, the Authorized AVOP Tester shall use the designated assigned call sign for the test, and the applicant shall use the "trainer" when identifying with the ATC or FSS following that call sign.

#### **2.3.2.4 Retaking the Practical Test**

Individuals who do not successfully complete the practical test may retake it. The applicant's supervisor or manager must provide written verification detailing the applicant's training and forward this information to the AVOP Office before the applicant may retake the practical test.

**See Exam Fee Structure in Section 2.3.1.1.**

The TBIAA reserves the right to deny an applicant the option of taking the practical test a third time.

### **2.3.3 Employer Testers**

All AVOP testing shall be conducted by authorized TBIAA certified officials.

## **2.4 Renewing a Permit**

An AVOP is valid for five years with an expiry date identified on the associated RAIC or AVOP card.

**AVOP holders are responsible for:**

- renewing their AVOP certification prior to the expiry date identified on the card (AVOPs may be renewed up to 3 months prior to the date they expire)
- ensuring that their AVOP is valid

### **2.4.1 AVOP Records**

AVOP Office staff review the records of all renewal applicants to ensure that the applicant's record is clear of AVOP Notices of Infraction.

Applicants who incur more than three demerit points may be required, at the discretion of the TBIAA AVOP Examiner, to retake both the written and practical tests before a renewal will be permitted.

*For more information, see "Infractions and Violations" in Ch. 3.*

## **2.4.2 D/A Permits**

**Applicants renewing a DA permit must successfully rewrite the written test prior to the expiration date of the AVOP; otherwise, applicants shall be required to:**

- Attend any Airside Safety Awareness training
- write the written exam
- take the practical test.

### **2.4.3 D Permit**

To renew a D permit, AVOP holders must successfully complete the D permit written and practical tests prior to the expiration date of the D AVOP.

### **2.4.4 Lapsed AVOP Use**

AVOP holders shall renew their permits if they have not driven airside for a period of **6 consecutive months**. To renew their permits, they must be retrained and successfully complete both the written and practical tests.

### **2.4.5 Change of Employment**

If an AVOP holder changes employers at TBIAA, or has more than one employer, the employee must submit a new online application to the TBIAAI in order to identify all companies in which they are employed, if such companies require the possession of an AVOP.

CHAPTER



3

## Enforcement, Infractions and Appeals

### 3.1 Introduction

Enforcement Officers monitor observance of the Airside Vehicle Operator's Permit (AVOP) Program 24 hours a day.

Enforcement includes periodic spot checks and special initiatives (for example, Safety Week initiatives).

**The Thunder Bay International Airports Authority (TBIAA) reserves the right to:**

- test drivers at any time, without notice to the driver
- suspend AVOP privileges for the violation of any directives described in this book
- require an AVOP holder to complete additional training and testing.

**Note: Enforcement Officers, approved TBIAAI Operations vehicles, and Emergency Services may deviate from airport traffic directives in order to carry out their duties and responsibilities as an airport operator representative.**

### 3.2 Enforcement Officers

The TBIAA personnel primarily responsible for enforcing the AVOP Program are only certified Airport Operations Specialists (AOS).

The following personnel are also authorized to enforce the AVOP Program:

- Security Operations
- TBIAA management
- TBIAA AVOP Examiners. As part of the enforcement and safety audit of the AVOP program, TBIAA AVOP Examiners are authorized to undertake airside spot checks and tests of competency both **randomly** and **for cause**.

### 3.3 Infractions and Violations

Enforcement Officers may issue an AVOP Notice of Infraction for the violation of airport traffic directives. Once an infraction has been identified, TBIAA management shall send a letter outlining the violation to the AVOP holder's employer for follow up.

#### 3.3.1 Demerit Points

Drivers incur demerit points for each violation; points are assigned against the driver's AVOP. Multiple violations arising from the same incident will result in multiple points on record.

Demerit points remain on a driver's AVOP record for either 12, 24, or 36 months, depending on the type of violation. AVOP infractions are not applied to a provincial or territorial driver's licence.

**Violations fall into three categories:**

- Minor
- Major
- Gross Misconduct.

*For details, see Ch. 4, "Demerit Point System."*



### 3.3.2 Surrendering a Permit

AVOP holders operating vehicles airside shall surrender their AVOP card to an authorized Enforcement Official as requested. Failure to comply with this requirement is a major AVOP infraction for “failure to comply with Enforcement Officers” and may result in revocation of AVOP privileges.

Enforcement Officials shall return surrendered documents to their owner in a timely manner. Depending on the circumstances of surrender, the AVOP holder may be subject to penalties and sanctions.

### 3.4 Driving without an AVOP

Driving without an AVOP or AVOP escort is an infraction chargeable under the Airport Traffic Regulations and the *Airport Traffic Directives*.

Any driver found operating a vehicle airside without an AVOP or AVOP escort may be charged by a police officer. The charge is accompanied by a monetary fine. Additional AVOP infractions may also be issued, as appropriate.

Any RAIC holder operating a vehicle airside without an AVOP is also violating RAIC terms and conditions of issue.

Depending on the circumstances, an Enforcement Officer may confiscate the offending driver’s AVOP card and/or RAIC. The Manager, Airport Services may interview the offending driver and either impose further sanctions or return the driver’s RAIC.

**Note:** Depending on the factors identified in an incident investigation, criminal charges may be filed against an individual should it be determined an offence was committed under the ***Aeronautics Act***.

### 3.5 Driving with an Expired, Suspended, or Revoked AVOP

Any driver found operating a vehicle airside with an expired, suspended, or revoked AVOP may face the following consequences:

- immediate revocation of AVOP certification
- escorted removal from airside
- employer notification.

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

**The TBIAA may also impose the following sanctions:**

- retraining and/or retesting (both written and practical tests)
- suspension of permit privileges
- revocation of permit privileges.

### 3.6 Appeals

**Permit holders may appeal:**

- a Notice of Infraction
- an AVOP suspension
- an AVOP revocation.

Appeals are made directly to Airport Authority management.

**There are two ways an appeal may be forwarded to the TBIAAI:**

1. By mailing to the address below.  
*Manager Airport Services  
340 Hector Dougall Way  
Thunder Bay, Ontario, P7E 6M6*
2. By e-mail: [ryan.brading@tbairport.on.ca](mailto:ryan.brading@tbairport.on.ca)

### 3.6.1 AVOP Notice of Infraction, Suspension, or Revocation

To appeal an AVOP Notice of Infraction, a permit holder (*appellant*) must submit a written appeal within seven days of receiving the Notice. The written submission must include all pertinent details of the appellant's case *including justification* (i.e. mitigating or special circumstances, etc.) as to why the appeal should be considered. Appeals submitted without both detail and justification for hearing the appeal will not be considered. Some appeals require the appellant to be present when the appeal is reviewed.

The Airport Authority shall review the written appeal and all relevant information and may choose to interview the appellant. The appellant's supervisor or manager may also be asked to attend.

Within fifteen business days of receiving the appeal, or within such time as is reasonably necessary to complete a full investigation, the airport authority shall issue a decision in writing to the appellant's employer. Upon receipt of the written decision, the employer shall notify the employee (the appellant).

The decision of the Airport Authority shall be considered final.

### 3.6.2 Driver's License Suspensions and Limitations

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

### 3.6.3 Safety Performance and Program Quality Assurance

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

#### Audit

The Airport Authority shall complete periodic audits of the AVOP Program. Authorized individuals employed by TBIAA are responsible for conducting random spot checks.

#### An audit may include:

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

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

### 3.6.4 Driver's Licence Suspensions

If an AVOP holder's PDL is suspended under legislation, the court-ordered prohibition from operating a motor vehicle applies at this airport and is not subject to appeal.

### **3.7 Enforced Provincial and Federal Legislation**

**AVOP officials and local law enforcement officers enforce the following acts and regulations to the extent that they apply airside and/or groundside areas:**

- Aeronautics Act
- Canadian Aviation Regulations
- Criminal Code of Canada
- Highway Traffic Act
- Airport Traffic Regulations.

Charges made under these acts and regulations may apply to the AVOP holder's PDL as per the applicable legislation.

#### **3.7.1 Smoking**

**With the exception of TBIAA designated and approved locations, smoking on airside is strictly prohibited and includes the following locations and areas:**

- vehicles and equipment interiors
- airport service roads
- all baggage rooms
- apron areas.

Charges for non-compliance may be applied under the Canadian Aviation Regulations and/or Airport Traffic Regulations as well as the *Airport Traffic Directives*.

#### **3.7.2 Illegal Drugs and Alcohol**

No person working airside shall be under the influence of either illegal drugs or alcohol. Operating a vehicle, whether in motion or not, while consuming or under the influence of illegal drugs or alcohol is an offence under the *Criminal Code of Canada* and the *Highway Traffic Act*.

CHAPTER



4

**Demerit Point System**

The Airside Vehicle Operator’s Permit (AVOP) Program Demerit Point System has four stages based on total points accumulated on the driver’s AVOP record.

**Stage 1:** Point accumulation.

**Stage 2:** 4 points—2 day AVOP suspension.

**Stage 3:** 9 points—5 day AVOP suspension.

**Stage 4:** 10 points or more—up to a 20-day suspension. In addition, the AVOP is suspended pending an investigation that may result in subsequent charge(s) and/or recommendation(s).

**4.1 Minor Infractions**

Minor Infractions—On record 12 months from the date of issue. No driving suspension for 0–5 demerit points.	Points
Failure to comply with TBIAA Airport Traffic Directives	2
Failure to comply with vehicle safety equipment and markers	2
Driving under a moving boarding bridge	2
Driving with an unsecured load	2
Towing an excessive amount of carts/dollies	2
Improper use of airport service roads	2
Driving behind aircraft with engines running	3

Minor Infractions—On record 12 months from the date of issue. No driving suspension for 0–5 demerit points.	Points
Driving 5-9 km/h above the speed limit	3
Failure to obey signs and barriers	3
Failure to use vehicle corridor	3
Failure to obey a stop sign/signal	3
Failure to enter/exit vehicle corridor at 90° angle	3
Failure to yield to vehicular traffic	3
Unsafe reversing of vehicle	3
Unsafe movement of vehicle	3
Improper parking of vehicle/equipment	3
Driving outside the vehicle corridor while aircraft is on pushback	3
Improper passing	3
Failure to remove tire chains	3
Failure to wear seat belt	3
Failure to wear safety vest	3
Depositing, creating, or <i>failure to retrieve</i> FOD	3

**4.2 Major Infractions**

Major Infractions—On record 24 months from the date of issue. Two-day driving suspension for 6–8 demerit points. Five-day driving suspension for 9 demerit points.	Points
Interfering with an emergency in progress (e.g. fuel spills)	6
Failure to maintain proper escort (vehicle or aircraft)	6
Failure to secure vehicle	6
Failure to remain at, or altering, an accident/incident scene	6
Improper driving for conditions	6

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<b>Major Infractions—On record 24 months from the date of issue. Two-day driving suspension for 6–8 demerit points. Five-day driving suspension for 9 demerit points.</b>	<b>Points</b>
Unsafe operation of vehicle <sup>1</sup>	6
Driving 10-20 km/h above the speed limit	6
Improper parking of vehicle/equipment causing damage	6
Failure to yield right-of-way to aircraft/marshalling crew	9
Failure to yield right-of-way to apron maintenance vehicles	9
Failure to comply with Enforcement Officials	9
Failure to yield right-of-way to responding emergency vehicles	9
Driving between aircraft and marshaller	9
Distracted/careless driving <sup>2</sup>	9

### 4.3 Gross Misconduct

<b>Gross Misconduct—On record 36 months from the date of issue. Twenty-day driving suspension/possible additional penalties for 10 or more demerit points.</b>	<b>Points</b>
Driving over 20 km/h above the speed limit	10
Smoking on airside	10
Driving with an expired provincial driver’s licence	10
Driving with a suspended provincial driver’s licence	10
Dangerous driving <sup>3</sup>	10
Driving airside under the influence of drugs/alcohol	10
Driving on the Movement Area without proper permit	10

<sup>1</sup> Driving without due care and attention.

<sup>2</sup> Driving without due care, attention, and regard for the safety of aircraft, passengers, and others. Includes texting/dialing/taking photos or video with a hand-held device while the vehicle is in motion.

<sup>3</sup> Driving in a manner dangerous to others.

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<b>Gross Misconduct—On record 36 months from the date of issue. Twenty-day driving suspension/possible additional penalties for 10 or more demerit points.</b>	<b>Points</b>
Failure to comply with Air Traffic Control authorization (incursion)	10