



**AIRPORT TRAFFIC DIRECTIVES
and
AIRSIDE VEHICLE OPERATOR PERMIT
(AVOP) 'D/A' PROGRAM MANUAL
3rd Edition**



To schedule appointments, reference the information on the Airport website in the AVOP section under “Working at the Airport”.

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

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SECTION 1 PROGRAM OVERVIEW

1.0 FOREWORD

Driving Airside is a privilege not a right. AVOP privileges are issued, monitored and enforced by the Thunder Bay International Airport Authority (TBIAAI). Transport Canada mandates that all drivers on airside be trained and tested to operate safely and reduce the risks involved. This manual, issued under the authority of Thunder Bay International Airport Authority (TBIAAI), forms the basis for applying for and maintaining an Airside Vehicle Operator Permit (AVOP).

The Airside Vehicle Operators Permit (AVOP) program manual provides instruction on the standards, directives and procedures in place for operation of vehicles at the Airport. It is the responsibility of all airside vehicle operators to be familiar with, follow, and practice the requirements of this manual.

This manual details the requirements to obtain an Airside vehicle operator permit (AVOP), vehicle requirements, operating rules, AVOP enforcement, Airside markings & lights, Safety requirements, and radio procedures.

TBIAAI reserves the right to amend this manual as required.

Where a discrepancy may exist between the standards described here in and Federal, Provincial or Municipal act, law or regulation the appropriate legislation shall supersede these standards.

1.1 ADMINISTRATION

The AVOP Program is administered by TBIAAI through the Airport AVOP Office. The AVOP Office is located in the EROC Building (340 Hector Dougall Way).

Application forms for an AVOP are obtained from the Airport website. The AVOP Office processes all AVOP applications and renewals.

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

Additionally, application forms for vehicle registration plates are obtained from the AVOP Office or on the Thunder Bay International Airport Webpage.

inquiries or requests for information may be submitted directly to;

Contact:	Number:
Airport AVOP Office Direct (Not monitored)	(807) 473-2611
AVOP Appointment Inquiries (Mon-Fri 8am-14:00)	(807) 473-2616

Phone numbers for groups who support the AVOP program for TBIAAI;

<u>Airport Pass Control Office (RAICs, or “red passes” only)</u>	<u>(807) 473-2628</u>
<u>Airport Emergency Response & Ops Center (AOS)</u>	<u>(807) 577-3557</u>

1.2 FEES AND CHARGES

To acquire an AVOP an applicant is required to take a written test and a driving test.

Any applicant who requires a written/driving retest will need to contact the AVOP Appointment number above to schedule another appointment. Individuals that cannot make their booked appointment must contact the AVOP Appointment number to inform 24 hours in advance. Fees and charges for rewrites or missed appointments are provided in the TBIAAI AVOP Administration document on our website.

1.3 DRIVERS LICENCE REQUIREMENTS

All persons issued an AVOP for operation of a vehicle on airside at the Thunder Bay Airport must hold and maintain a valid Ontario provincial driver's license G2 or higher. Other provincial licenses equivalent to the Ontario G2 standard may be used.

Employees are required to provide TBIAAI their license to copy on the day of the written and practical evaluations.

Any person issued an AVOP who fails to renew their provincial driver's license or has their license suspended must inform the AVOP Office immediately. The person's AVOP will be withdrawn until a provincial driver's license is reacquired. Persons found operating a vehicle without a valid driver's license, may be subject to immediate removal of their AVOP.

TBIAAI reserves the right to request that an employer of an employed individual must provide a driver's abstract, if requested. AVOP privileges will be withheld or suspended if a driver's license abstract is not received within the specified time period.

All restriction and requirements imposed by provincial driver's license program must be observed by AVOP holders operating vehicles on any airside surfaces. Any and all restrictions imposed under the provincial driver's license program shall be reported on AVOP application or renewal and maintained on file at the AVOP Office. Any change in license restriction or status must be reported to the AVOP Office as it may affect your ability to obtain or maintain an AVOP.

1.4 EMPLOYER RESPONSIBILITIES

For the purposes of this manual, employers include Airport Tenants, Airlines, Contractors, support service companies and government agencies that employ personnel for the delivery of services at the Thunder Bay International Airport.

Where personnel are required to drive airside for job related duties, it is the employer's responsibility to;

- Provide information about how to obtain the latest copy of the AVOP study manual.
- Ensure employees are trained to operate equipment safely and trained to meet all applicable airside rules, regulations and standards as issued and amended by TBIAAI.
- Ensure that all employees required to have an AVOP are in compliance with provincial driver's license requirements.
- Ensure employees carry their RAIC with them at all times for presentation or verification purposes. Ensure that an employees' RAIC card is visually displayed at all times in secure areas.

Each AVOP application must be signed by the employer's designated signing Authority. The Signing Authority must provide justification for the employee's application for an AVOP, including a demonstrated operational requirement.

1.5 VEHICLE REQUIREMENTS

All vehicles operating Airside must be registered with TBIAAI and have automobile insurance in accordance with the current TBIAAI insurance requirements. These requirements are made known to you when you register your vehicle. This insurance must be maintained during the year in which the TBIAAI provided registration is valid. An application for registration can be obtained at the Airport Emergency Response and Operations Centre (EROC). The terms and conditions for vehicle registration are outlined on this application.

Vehicle owners shall obtain vehicle registration stickers from the EROC for each vehicle that employees will operate in the performance of duties on the airfield. The registration sticker must be displayed on the vehicle front left bumper. The issued validation sticker must be placed in the designated corner of the vehicle registration plate. Vehicle plates are not transferable. AVOP vehicle stickers and validation stickers must be in good condition. If either is faded or damaged, please advise the EROC to acquire about replacement plates or stickers.

All vehicles are subject to Federal, Provincial and Municipal laws, by-laws, acts and regulations which include Provincial insurance and registration requirements as outlined in the Highway Traffic Act.

1.6 VEHICLE MARKINGS AND IDENTIFICATION

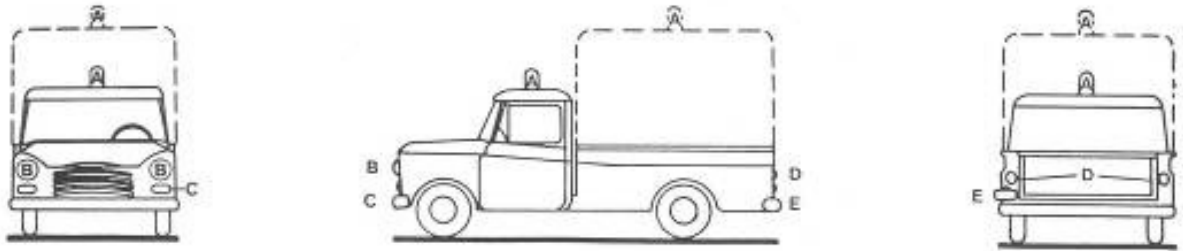
Markings on all equipment must be kept clean, operational and in good condition at all times. The presence of improperly or inadequately marked equipment on airside can be a hazard to aircraft and other operators.

All vehicle lighting shall be kept in working order, including; headlights, tail lights, hazard lights and rotating/flashing beacons. Your vehicle's headlights must be turned on while operating on airside. All vehicles with roofs operated in the movement area must be equipped with a rotating or flashing yellow beacon. Beacons must be turned on at all times while vehicles are operating/in motion on airside. If your vehicle does not meet the requirement for a rotating beacon, you must use the four-way flashers/hazard lights, if the vehicle is equipped with them. In the event while driving airside a vehicle's beacon stops working, the driver must activate the four-way flashers/hazard lights this is a temporary measure and must be corrected as soon as possible. If hazard lights are not installed on the vehicle it shall be removed from service immediately until the beacon is repaired.

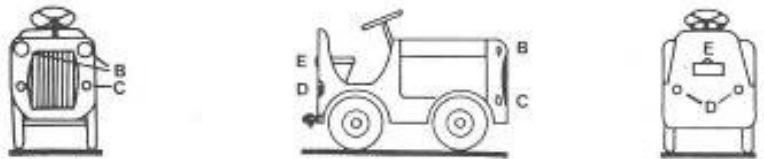
Rotating or flashing beacons must rotate at a constant speed no greater than ninety (90) Rotations per minute as per Transport Canada, Aerodrome Standards and Recommended Practices.

All vehicles shall be marked in accordance with the following figure;

I. Self-propelled Vehicles with Cab

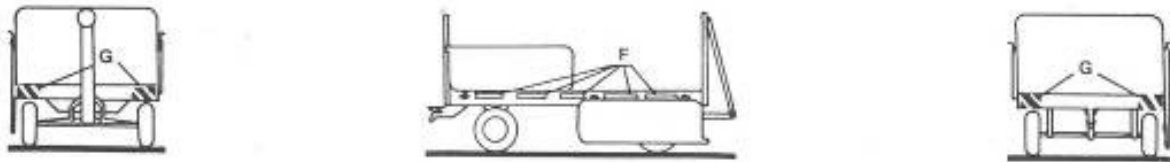


II. Self-propelled Vehicles without Cab



- A - Beacon Lamp
- B - Head Lamps
- C - Parking/Signal Lamps
- D - Tail/Signal Lamps
- E - License Plate Lamp
- F - Reflectorized Strip
- G - Reflectorized Panel

III. Non-self-propelled Vehicles and Equipment



In addition, all vehicles must prominently display corporate markings identifying the owner or operator.

Vehicles operated in the controlled movement areas shall not be completely white in color. A white vehicle will “disappear” against the white environment during the winter season.

Vehicles operating under escort on airside must have a beacon or operate with hazard lights on.

1.7 RADIOTELEPHONE EQUIPMENT

Vehicles operating in the controlled movement areas must be equipped with authorized multi frequency radio equipment capable of operations on all published radio frequencies used at the Thunder bay International Airport.

To obtain a vehicle call sign or obtain additional information on radio requirements please contact the Emergency Response and Operations Centre (807) 577-3557.

1.8 DEFINITIONS

Airport	The Airport as referred to herein is the Thunder Bay International Airport
Airside	The movement area of an aerodrome, adjacent terrain and buildings or portions thereof in which access is controlled
Apron	An area designed for the movement of aircraft, vehicles and Pedestrians
AVOP	Airside Vehicle Operator Permit issued by TBIAAI. The AVOP is required by anyone who operates vehicles on the airside of the Airport.
Controlled Area	An area on the airside which cannot be entered without permission of Ground control. This area includes taxiways and runways
D/A AVOP	An AVOP that allows a driver to operate a vehicle in uncontrolled airside areas such as aprons, in performance of their duties.
D AVOP	An AVOP that allows a driver to operate a vehicle anywhere on the airport in the performance of their duties
Ground Control	Nav Canada controller position responsible for vehicle movement in controlled areas.
Groundside	That portion of the airport that is publicly accessible
Hot Spot	A location on an aerodrome movement area with a history of, or potential risk for collisions or runway incursions where heightened
ILS	Instrument Landing System
Low visibility Operations Plan	Is a plan that calls for specific procedures by the Airport Operator and/or Air Traffic Control when fog, snow, rain or other weather conditions or restriction to visibility reduce the runway visual range (RVR) below 1200 ft down to and including 600 ft RVR. Low visibility on any portion of the Airport is deemed to be a reduced visibility condition throughout the entire Airport
Marshaller	The person directing the control of an aircraft
Operational Stand	An area of an apron designated for aircraft to park, load, unload, or be serviced
Perimeter Road	The access road leading from Apron 1A around the perimeter of the Airport to gate 36
Push back	Moving an aircraft backward with a tug.

RAIC	Restricted Area Identification Card is a permanent pass issued by the TBIAAI under airport security regulations and required for unescorted entry to the airside. This card must be visibly displayed when airside.
Restricted Area	Any area of an aerodrome that is identified as an area to which access is restricted to authorized persons.
Restricted Area Sign	Where placed, marks the security barrier of the airport as defined in airport security Regulation
Runway Incursion	A runway incursion is defined as entering the space bounded by 200 feet on either side of the runway, without the permission of ground control.
Uncontrolled Area	An area on the airside which does not require Ground Control permission to enter. The uncontrolled areas consist mainly of the aprons and the vehicle road network.
Vehicle	Under this program, is any type of self-propelled vehicle, which is classified as a vehicle under the Ontario Highway Traffic Act.
Vehicle Corridor	An area on an apron marked by painted lines for vehicles to use
Visitor Pass	A type of pass that allows a person to be on the airside of the airport if they have a clear need, but must be escorted at all times by a RAIC pass hold

SECTION 2: AVOP APPLICATIONS AND RENEWAL

2.0 INTRODUCTION

This section describes the requirements for AVOP applications, testing and renewals.

2.1 TERMS AND CONDITIONS OF AVOP USE

AVOP holders shall comply with the following terms and conditions;

RAIC permits are the property of the Airport. Permits Holders shall pay an administrative fee for the loss, theft, damage, alteration or tampering of the AVOP as determined by the Airport.

RAIC holders must immediately report the loss or theft of their card to the Airport Pass Control Office.

An AVOP is issued for a specific area of operation. Vehicle operators shall not operate a vehicle beyond that area.

AVOP holders must immediately report all accidents on Airport property to Airport Security and your immediate Supervisor.

AVOP holders must obey the Airport Rules and Regulations, all airport traffic directives, regulations, signs, control devices and all directions provided by the Airport Authority, Airport Security Personnel, and Air Traffic Control.

When requested to do so by the Airport Authority or Security, AVOP holders must present the following documents;

- A valid Restricted Area Identification Card
- RAIC including the required AVOP for the area in use
- A valid provincial driver's license (Class G2 or higher), and
- Radiotelephone Operator's Restricted Certificate (Aeronautical) - D AVOP holders only.
- Original documentation showing proof of valid provincial driver's license must be kept in a secure, convenient location available for presentation to the Airport Authority or Security staff at all times while driving on airside surfaces.

Vehicle operators shall ensure they are trained and qualified to operate the equipment they use on airside.

Vehicle operators are responsible for the safety, maintenance condition and regulatory compliance of the equipment they operate on airside. Vehicle operators shall immediately report any malfunction or safety concern to their supervisor

If a vehicle or equipment is malfunctioning or broken it shall be removed from service and not return until the issue is repaired.

Operation of equipment on the airport while consuming or under the influence of drugs or alcohol is prohibited. It is a violation of the Rules and Regulations, an offence under the Criminal Code of Canada, enforced by the Thunder Bay Police, and will result in the revocation of all airside driving privileges.

2.2 APPLICATION FOR AN AVOP

Any person operating a vehicle on the airside of the Airport must possess an AVOP issued by the Airport Authority. No other airport's AVOP is valid or transferable at Thunder Bay International Airport.

The application requirements for an AVOP are:

- Possess a valid Ontario provincial driver's license G2 or higher
- Possess a Restricted Area Identification Card (RAIC).
- Complete an "Application for Airside Vehicle Operator Permit" signed by the applicant and signed by the designated company signing authority for the applicant. (*See Application for AVOP in Appendix*).
- Prove understanding of the rules, regulations and standards for airside driving by successfully completing the AVOP written and practical testing.

For applicants to receive an AVOP, their employer must have a demonstrated need and right to access the airside for delivery of services at the airport.

AVOP applications must be signed by the applicant and authorized by their company signing authority. Employers must also provide justification on the application for applicants to obtain an AVOP. All AVOP applicants must demonstrate both a need and a right to drive airside in the performance of their work-related duties. The Airport Authority will confirm an applicant's acceptable need to drive airside by assessing their stated duties and required frequency.

An AVOP is considered revoked when your employment terminates the Airport. If an applicant changes employers at the airport the new employer must submit an application on behalf of the applicant for an existing permit to remain valid.

Applicants employed by two or more companies at the airport must submit a separate AVOP application for each employer. Employer authorization for an AVOP is not transferable between companies.

2.2.1 AVOP TYPES

There are two types of AVOP's issued. Each permit provides authorization for driving in different areas of the airport.

D/A AVOP provide authorization to access all Aprons, and uncontrolled areas of the airfield. Note Taxiway "Foxtrot" and a portion of "Echo" are uncontrolled Taxiways which may be accessed by D/A permit holders for the performance of work-related duties. D/A permit holders may only enter the controlled maneuvering areas when under direct escort by a D permit holder, at all other times they are prohibited from accessing Taxiways, Runways and other controlled airside areas.

D AVOP provides authorization to access the controlled movement area including all controlled and uncontrolled airside surfaces – aprons, roads, runways and taxiways.

2.2.2 TRAINING

Employers are responsible to ensure that applicants for their company are properly trained for airside driving. Applicant training is required to prepare them to complete a written examination and a practical driving test.

Applicants with a valid RAIC or temporary picture pass (blue) and valid provincial driver's license may drive airside for the purposes of training only when accompanied by a trainer with a valid AVOP.

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

2.3 TESTING TO OBTAIN AN AVOP

Testing to obtain an AVOP must be completed within four (4) months of the original application submission to the AVOP Office. If the testing cannot be completed within this time frame the applicant will be required to reapply for their AVOP.

Testing/re-testing to attain an AVOP may not be completed while a prior AVOP suspension is being served.

Only authorized AVOP testers, as approved by TBIAAI, may administer AVOP tests.

2.3.1 WRITTEN TESTING

All applicants must pass a written test. For D/A permits the test will consist of 41 multiple choice questions. For the D permit the test will include 126 multiple choice questions. The test questions were developed solely from the content contained in this manual and referenced Airport Operations Plans.

Applicants are not permitted any aids or documents to assist while completing the written test. Any applicants caught cheating on the AVOP written test will have their test terminated. The TBIAAI AVOP Coordinator will interview the applicant and determine if they will still be eligible to apply for an AVOP or rewrite the test.

To pass the written test, applicants must answer 90 percent of all questions correctly.

The test administrator will review the test with the applicant immediately after it has been completed and correct any and all errors.

For applicants who fail the written test; a re-write of the test may be booked for no less than seven (7) days after a test failure.

Applicants are permitted no more than three attempts to pass the written test. If an applicant fails the written test on all three attempts they will be required to meet with the TBIAAI AVOP Coordinator to determine if any further opportunity to obtain an AVOP will be considered. TBIAAI may deny an AVOP to any applicant who fails the written test on all three tries permitted.

2.3.2 PRACTICAL DRIVING TEST

The written and driving test will be conducted at the same time.

For the D/A permit the driving test will be conducted during daytime hours. Applicants will be expected to demonstrate the extent of the area they are permitted to operate a vehicle in.

TBIAAI may cancel driving tests due to weather conditions or for operational requirements. If a test is cancelled by TBIAAI it is the responsibility of the applicant to reschedule for another time.

A re-test as a result of a failure of the driving test may be booked for no less than fourteen (14) days after the test failure. Applicants are permitted two attempts to pass the driving test(s). If an applicant fails the driving test on both attempts they will be required to meet with the TBIAAI AVOP Coordinator to determine if a third attempt at the driving test will be permitted. At the request of the AVOP Coordinator the applicant shall submit written employer verification of the training. TBIAAI may deny an applicant the opportunity to take the driving test a third time.

2.3.4 LAPSE IN AVOP USE

Any AVOP holder that has not driven airside in a period of 6 months or more is required to notify the Airport Pass Control Office.

2.3.5 'NO SHOW' FOR A WRITTEN OR DRIVING EXAM

If a person cannot make a schedule written or driving test time, please ensure that the Emergency Response and Operations Centre is notified at a minimum of 24 hours in advance of any cancelation or the missed appointment may be considered the same as a failed attempt, and will be subject to published fees. For more information, visit:

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

SECTION 3 ENFORCEMENT, INFRACTIONS AND APPEALS

3.0 ENFORCEMENT PERSONNEL

The Airport Managers, Airport Security, and Airport Operations Specialists are designated to enforce the elements of this program. If you commit infractions, these people are obliged to stop you and investigate the circumstances. Enforcement staff may conduct spot checks and period inspections.

Drivers on Airside must obey any instruction to stop and follow directions provided by Enforcement staff.

Enforcement Staff have the right to stop, question or test drivers and inspect their equipment without any prior notice.

Enforcement Staff also have the right to suspend or revoke AVOP passes and privileges for the violation of rules, directives and standards as described in this manual. Additionally, TBIAAI may require an AVOP holder to complete additional training or testing to maintain their AVOP.

Only Enforcement Staff and/or TBIAAI Emergency Response and Operation Services staff may deviate from the Airport Traffic Directives in the performance of their duties.

3.1 INFRACTIONS AND VIOLATIONS

Safety is the first responsibility of all drivers at Thunder Bay International Airport. Operational considerations such as schedule and time pressures are not sufficient justification to override the rules and directives as described in this manual.

Violations will be investigated by TBIAAI and copies of all Violation Notices and enforcement letters issued will be maintained by TBIAAI with the permit holder's AVOP file in the Airport Pass Control Office.

AVOP infractions issued by TBIAAI are not applied to a provincial driver's license.

3.2 LICENCE SUSPENSIONS

If an AVOP holder's provincial driver's license is suspended, a court ordered prohibition from operating a motor vehicle applies on all airport properties and is not subject to appeal.

AVOP holder's that have their license suspended must immediately inform the AVOP Administration in writing and surrender their AVOP card. All AVOP privileges will be withdrawn until a valid provincial driver's license is acquired. Persons found operating a vehicle without a valid driver's license may be subject to a fine from the Thunder Bay Police Service and the immediate removal of their AVOP by Airport Management or other enforcement personnel.

3.3 ENFORCEMENT OF MUNICIPAL, PROVINCIAL AND FEDERAL LEGISLATION

Police Services may enforce the following acts and regulations to the extent that they apply airside;

- Aeronautics Act
- Canadian Aviation Regulations Criminal Code of Canada
- The Highway Traffic Act Airport Traffic Regulations
- The City of Thunder Bay (Smoking Regulation Bylaw)

Charges made under these acts and regulations may apply to the permit holder's provincial driver's license as applicable under legislation.

Smoking on Airside is strictly prohibited; this includes all Buildings, vehicles and equipment interiors, all baggage rooms, all aprons, roads and airside areas.

Charges for non-compliance shall be issued under the Thunder Bay Smoking Regulation Bylaws.

No person working airside may be under the influence of illegal drugs or alcohol. Operating a vehicle while under the influence of illegal drugs or alcohol is an offence under the Criminal Code of Canada and The Highway Traffic Act.

SECTION 4 SIGNS, LIGHTS AND PAVEMENT MARKINGS

Vehicle, Aircraft and pedestrian movement on airside is controlled and guided by pavement markings, lights and signs. The markings and signs provided may be specific for aircraft operations or operational requirements and differ from regular markings on municipal or provincial roads.

This section provides an overview of the signs and markings that will be encountered airside.

4.0 AIRPORT SURFACE MARKINGS

Drivers of vehicles must be aware and familiar with the various markings on the airside surface; this includes safety lines, vehicle corridors, aircraft taxi lanes and aircraft stand markings. These markings serve to control both aircraft and vehicles. Where paint has faded, vehicle operators shall conform as near as possible to the location of the markings.

The movement area is considered as all portions of airside used for the movement of aircraft. This is separated into Aprons, Taxiways and Runways. The Controlled Maneuvering area is all areas of airside controlled by air traffic control and includes Runways, Taxiways, Apron entrances and exits.

4.1 VEHICLE CORRIDORS

On aprons, vehicle corridors are delineated by two solid white lines centered with a single broken line. Vehicle operators shall drive within the vehicle corridors when operating on the apron. Vehicle corridors are not guaranteed safe routes. Taxiing or parked aircraft may at times encroach on a vehicle corridor – vehicle operators shall give way to such aircraft.



4.2 APRON SAFETY MARKINGS

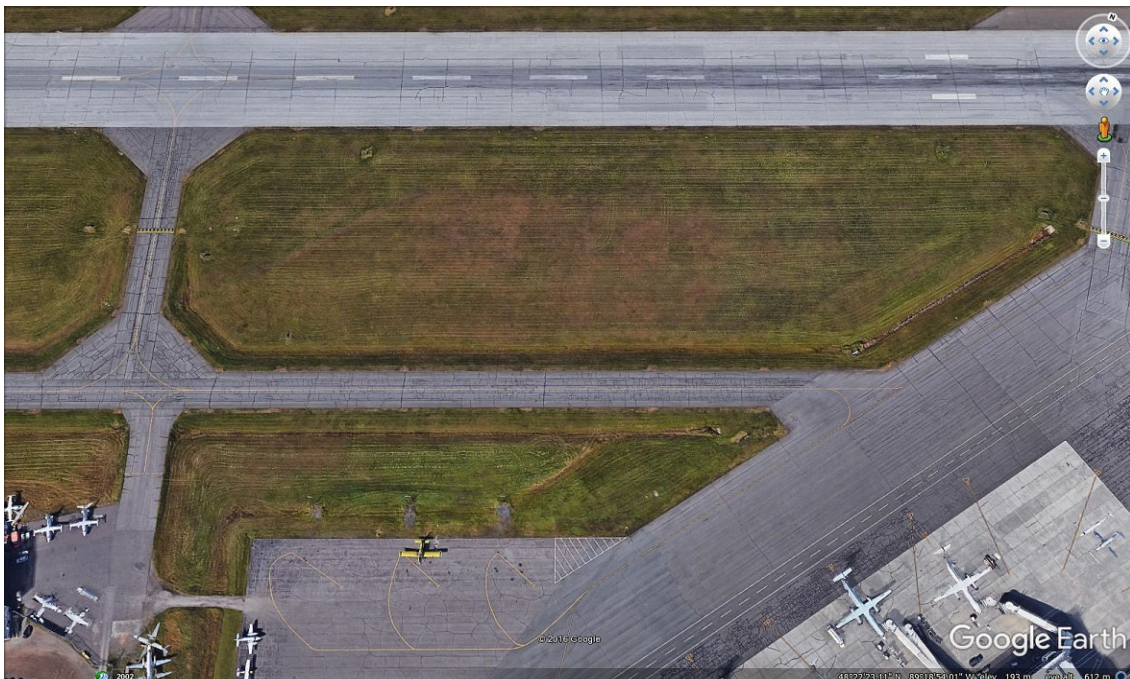
Apron Safety Markings are used to indicate the boundary that aircraft must not cross (red lines identify aircraft movement boundary) and the boundary beyond which equipment must not cross (white lines identify equipment boundary) during the aircraft arrival and departure from the gates. Aircraft Ground service equipment must remain behind the white lines and in designated parking areas when not in operation.

See the TBIAAI Apron Safety manual for more information on the proper use of Apron Safety Markings.



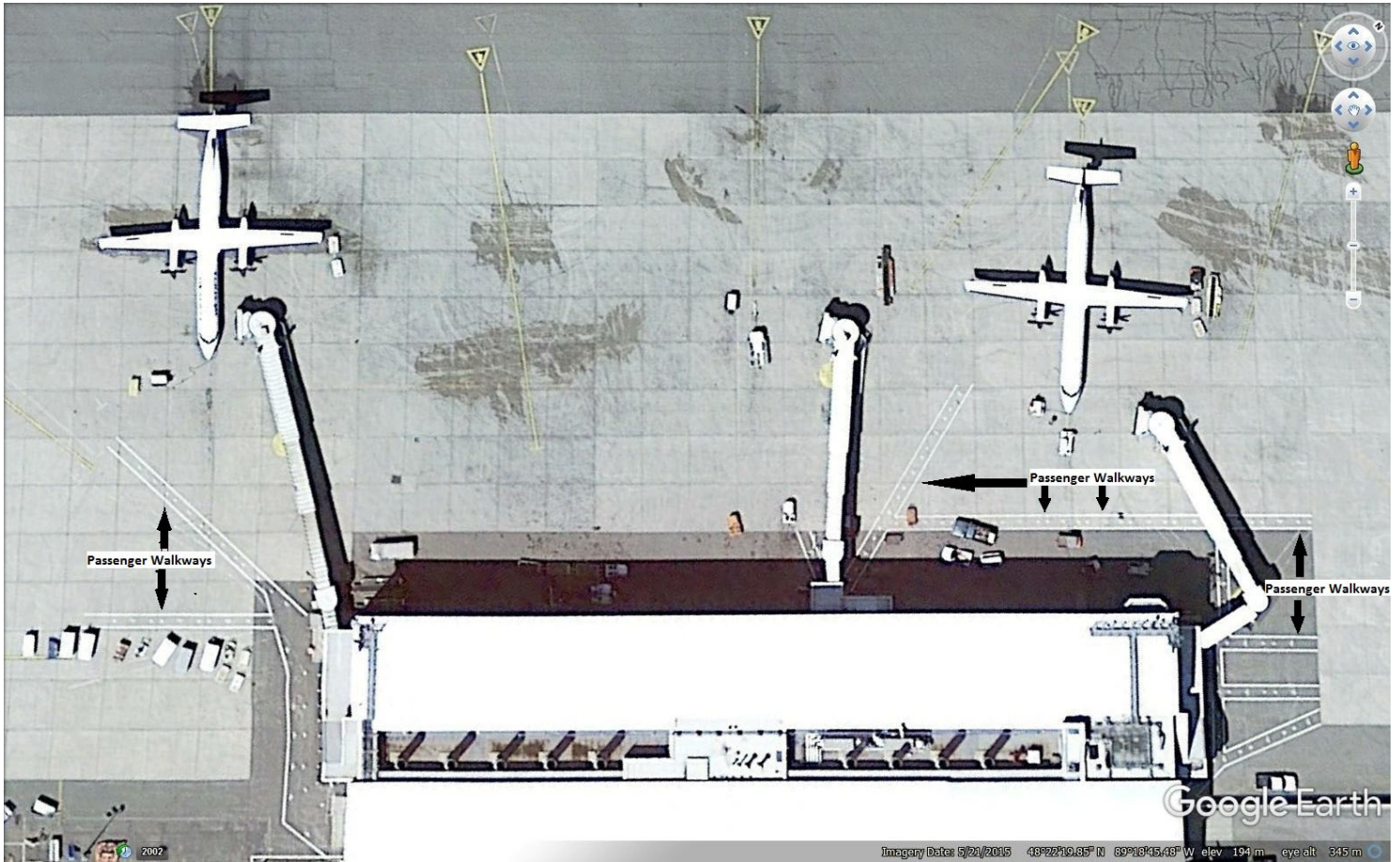
4.3 AIRCRAFT MOVEMENT GUIDELINES

Aircraft movement guidelines are solid yellow lines that serve as a center-of-aircraft guideline to aid aircraft traversing on aprons and taxiways. Vehicles and equipment must not be left in the vicinity of the aircraft movement guideline.



4.4 PASSENGER WALKWAYS

Apron Passenger walkways are delineated by two solid white lines. Drivers may cross apron passenger walkways, but must yield to all pedestrians using the path. Drivers may not stop vehicles or park vehicles or equipment inside an apron walkway.



4.5 RESTRICTED PARKING AREAS

Additional areas have been designated on Apron 1 where equipment parking or storage is not permitted at any time. These areas are designated on the pavement surface with red or white lines and hatching.

The movement area for passenger boarding bridges (area within which the bridge may operate or move).

4.6 TAXIWAY MARKINGS

Taxiways are identified with a letter. The center of the taxiway is marked with a solid yellow line for aircraft guidance. The taxiways with paved shoulders are marked with solid double yellow lines to identify the edge of the taxiway or limit of aircraft load rated pavements.



4.7 AIRFIELD SIGNS AND LIGHTS

Signage is provided on the airfield to provide control of Aircraft and vehicles. In apron areas directional, control and informational signage is posted on signs or may be painted on the roads or pavements. Typical signage includes, stop, yield, do not enter, speed limit, no smoking and restricted areas signs. Sign locations may vary due to obstacle limitation requirements for aircraft movement surfaces.

The entrance to a taxiway from an apron is marked with an illuminated aircraft guidance sign bearing an alphabetical character. The sign has a black character on a yellow background.



The entrance to a taxiway from an apron is also marked on either side of the entrance with double amber lights.



4.8 CONTROLLED AREA SIGNS

Runway Designator Signs are used to identify the entrance to runways. When these signs are red, they also may carry the message to “HOLD SHORT”. You shall not proceed beyond a Runway Designator Sign without the permission of Ground Control.



White Text on Red Background

Location Signs provide information primarily to aircraft but vehicle operators should use them to confirm their position on the airfield.



Yellow Text on Black Background

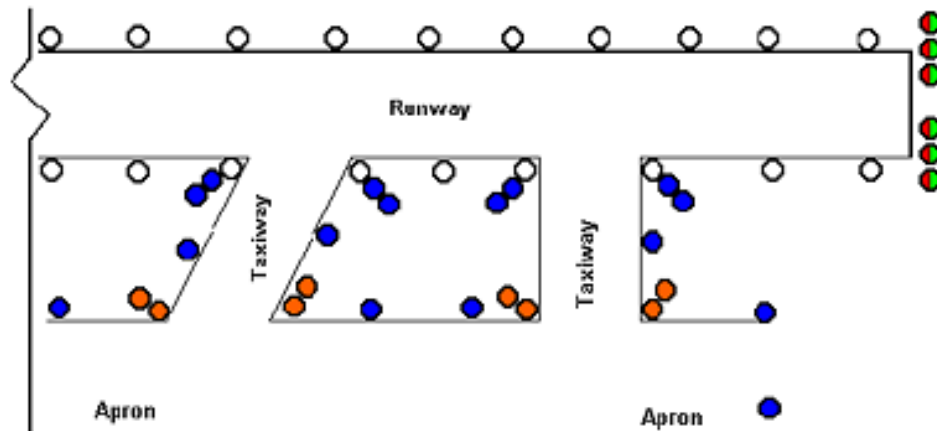
Direction Signs indicate the direction to follow to reach certain positions or locations on the airfield.



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4.9 CONTROLLED AREA LIGHTING

Lighting within controlled areas allows for control of both aircraft and vehicles. The following diagram gives an example of the color and sighting of lights vehicle operators can expect to find in controlled areas.



Airport Lighting	
White lights are used to identify the edge of runways	○
Blue lights are used to identify the edge of aprons and taxiways	●
Amber lights are used to identify the intersection of aprons and taxiways.	●
Two sided lights, half red and half green, are used at the end of runways with the green half pointing towards the approach to the runway	●

SECTION 5 AIRSIDE OPERATIONS, RULES & DIRECTIVES

5.0 GENERAL RULES

5.1 ACCIDENT AND INCIDENT REPORTING

Accidents, Incidents and Emergencies on the Airport are to be reported directly to the Airport Emergency Line at (807) 475-9129.

Drivers and witnesses are to immediately report any accidents and incidents resulting in personal injury, damage to aircraft, damage to vehicles or equipment, damage to property, fuel spills or leak of hazardous materials.

Failure to report an accident or incident or failure to remain at the scene may result in AVOP enforcement action.

The operator of the vehicle that caused a spill or leak shall remain with the equipment until TBIAAI is assured the product is cleaned up in accordance with TBIAAI Emergency Procedures Manual.

5.2 CELL PHONES AND PORTABLE MEDIA DEVICES

The use of a Cellular phone is prohibited on Airside while in operation of a vehicle. It is recommended that vehicle operators safely position and park outside of the maneuvering area before utilizing a cellular phone.

The use of portable media devices is prohibited on Airside while in operation of a vehicle; this includes but is not limited to PDA's (personal digital assistant), music equipment (iPod or mp3 players), televisions and/or DVD players.

5.3 SAFETY VESTS

While in the movement area all personnel are to wear reflective safety vests. This applies to all persons on foot, and all drivers or passengers in vehicles open to the elements such as tractors and belt loaders. TBIAAI shall exempt this requirement when proven that the safety vests may specifically interfere with the performance of duties such as for Thunder Bay Police Officers, Customs and Immigration Officers, and Security and wildlife control.

5.4 SEATBELTS

All people in a vehicle must be seated in their own seats. Drivers and passengers shall wear seat belts, were provided, while vehicles are in operation on airside.

5.5 FOREIGN OBJECT DAMAGE/FOREIGN OBJECT DEBRIS(FOD)

Foreign object debris on airside can seriously damage aircraft or other vehicles. All vehicle operators shall ensure their vehicles do not deposit any FOD (such as mud or gravel, bolts, screws, luggage, paper, tools, litter, garbage etc.) that may damage aircraft or vehicles. All operators must do their best to remove any FOD they encounter. If you cannot remove the FOD report it to the Emergency Response and Operations Centre, at 577-3557 or through your supervisor.

5.6 SMOKING

Smoking is expressly forbidden on the airside of the airport. This includes drivers and passengers in vehicles.

5.7 STUDED TIRES OR TIRE CHAINS

Studded tires and tire chains are not permitted on any vehicle being operated on the airside of the airport. During abnormal slippery conditions, TBIAAI may grant permission to use tire chains on aircraft tug vehicles to move aircraft. Such permission will be limited, both to time and to specific operators.

5.8 ACCESSING AIRSIDE

Access to the airfield is provided at various airside access locations; including; manned guard locations, automated anti-tailgating access portals, remote monitored gates and approved tenant facilities.

All persons accessing airside must have a valid restricted area identification card, or other identification document as allowed under the Transport Canada Security Regulations. (Alternate passes include; Canada Pass, visitor pass (escorted by a RAIC pass holder), passenger with boarding pass, Pilot's License (applies in general aviation areas of the airport), etc.).

Persons access the airfield with a vehicle must have an AVOP, or a visitor pass if under escort by another AVOP holder. The vehicle must have TBIAAI registration plates. Vehicles may enter the airfield at designated vehicle gates controlled and monitored by TBIAAI and the Airport Security Unit. Applications to obtain access rights for the automated vehicle gates may be obtained through the Airport Administration Office.

Other Security gates may be utilized for vehicle access with prior authorization from TBIAAI and when provided by manned inspection and control by the Airport Security Unit.

5.9 APRON 1 CHECKPOINT GUARDHOUSE

Access to the Restricted Area on Apron 1, 1A and 1B is controlled at the Apron 1 Checkpoint Guardhouse located on the Vehicle Corridor near Gate 15 between Apron 1 and Apron 2. All vehicles accessing either Apron 1 or apron 2 on the Vehicle corridor, **including all traffic entering the apron areas via gate 15**, must stop for inspection at the security checkpoint. All persons in the vehicle must present valid RAIC, AVOP, or other approved documentation and submit their vehicle for inspection. Any person caught bypassing the Apron 1 check point or refusing to comply with instruction provided by security staff shall have their access rights suspended and reviewed by TBIAAI management.

Guardhouse staff will conduct security checks of all vehicles including inspection of AVOP, RAIC passes, TBIAAI vehicle registration plates, and vehicle contents for safety and security purposes.

5.10 AIRSIDE ROADS

Drivers must stay within the limits of the areas they are authorized to operate in. Access to the Perimeter road is unrestricted to D/A and D AVOP holders. Access to other airfield service roads is further restricted to TBIAAI staff and those companies with authorization granted by TBIAAI.

Drivers shall use the Perimeter or other authorized service roads instead of Controlled Areas when available. Vehicles on the controlled movement areas shall be limited to those operations required for the continued support and maintenance of airfield operations, emergency response, support of aircraft operations, training or/and when no other vehicle route is available. At all times vehicle operation on the controlled movement areas of the airfield is restricted to D AVOP holders and those persons in their direct control.

While driving on the **Perimeter Service Roads** at YQT, speed is limited to a maximum of **50 km/hr**. *Note* this speed limit is greater than that of **25 km/h** on the apron's **vehicle corridor**.

5.11 VEHICLE ACCESS GATE USAGE AND TAIL GATING

Some vehicle gates are automated for use with the RAIC pass. Anyone using these gates must, after going through, stop and wait for the gate to fully close before leaving. Driving away before the gate is fully closed is a violation. A second vehicle entering through the vehicle access gate must wait until the gate is fully closed and the first vehicle has left the gate before the gate is to be re-opened. Accessing the gate at the same time as another vehicle or before the gate is fully closed from the first vehicle or lead vehicle is considered to be tailgating. This is an offense under the Canadian Aviation Security Regulations (CASR's) Sections 50 and 51.

In all tenant occupied areas outside the Air Terminal Building, the tenant is responsible to ensure unauthorized persons do not access restricted areas.

In accordance with the Canadian Aviation Security Regulations, any person who opens a gate or door in the security barrier is responsible for controlling access through that point. They must prevent unauthorized access and secure the gate or door when leaving it unattended.

A Statement of Responsibility form must be completed before access to Gate 55, Gate 36, Gate 15 or Gate 20 is permitted. (*See the Statement of Responsibility Form in Appendix*).

5.12 VEHICLE ESCORTS ON AIRSIDE

Escort provisions are provided for temporary airside operations only. RAIC holders providing tenant operations on continued basis are required to obtain an AVOP and/or TBIAAI vehicle registration plate.

Drivers without an AVOP and/or without TBIAAI registered vehicles may operate their equipment on the airfield when under direct escort and when they have an operational requirement to do so.

Accepted types of vehicle escorts include an AVOP holder who takes responsibility for another driver who operates a vehicle with TBIAAI registration plates. Or a vehicle escort for drivers without an AVOP and without a TBIAAI registered vehicle plate, this may include external vehicles requiring temporary access for the delivery of products or for temporary work activities such as construction vehicles.

Any driver providing a vehicle escort on airside shall meet the following conditions;

- Possess a valid RAIC, AVOP and provincial driver's license.
- Ensure all drivers under escort have a valid RAIC or are issued with visitor pass,
- Verify the drivers under escorts hold a valid provincial driver's license.
- Ensure vehicles under escort have a valid TBIAAI registration plate or are issued with a temporary vehicle plate.
- Ensure all vehicles under escort have head lights on and either an amber beacon or four-way flashers on while airside.
- Assume responsibility for the vehicles and the actions of the drivers under escort; including removal of any FOD generated and full responsibility for any violations committed by an escorted driver.
- Ensure drivers under escort have been formally briefed regarding the rules, procedures and standards for operating on airside, as outline in this manual.
- Remain in a position to control all escorted vehicles at all times.

5.13 RIGHT OF WAY

At all times, vehicle operators shall give right of way in the following order of priority:

- Pedestrians
- Aircraft
- Emergency Vehicles with warning devices operating
- Snow removal or maintenance equipment in the performance of their duties
- Vehicles towing/push back Aircraft
- Aircraft refueling vehicles

Before entering any movement area always check for aircraft and other vehicles. Operators shall give way to vehicles to the right and if unsure who has priority, drivers shall use caution and yield right of way to the other operators.

When a vehicle with red flashing lights approaches your vehicle from the front or rear, you shall pull to the right at the nearest safe location and come to a stop.

5.14 VEHICLE CORRIDORS

On aprons, vehicle corridors are delineated by two solid white lines centered with a single broken line. Vehicle operators shall drive within the vehicle corridors when operating on the apron except to turn in to an operational stand or parking spot. Vehicle corridors are not guaranteed safe routes. Taxiing or parked aircraft may at times encroach on a vehicle corridor – vehicle operators shall give way to such aircraft.

The following rules apply to operations within the vehicle corridor:

Speed is limited to 25 km/hr while operating in the vehicle corridor.

A vehicle in the vehicle corridor has the right-of-way over other vehicles entering.

A vehicle operator shall use the right-hand lane of a vehicle corridor and shall not pass other moving vehicles.

Drivers may not exit the vehicle corridor to pass other vehicles.

Vehicle operators must enter or exit a vehicle corridor at a right angle (90 degrees) and use directional signals if the vehicle is so equipped. If a vehicle is not equipped with turn signal lights, the operator shall signal directional intent with hand signs.

Vehicle operators shall always use the vehicle corridor unless it is being used to service an adjacent gate.

Vehicle operators shall only drive under the fixed portion of the passenger loading bridge. Vehicle operators shall not drive under the passenger boarding bridge while it is in motion.

TBIAAI maintenance vehicles are allowed to drive under the moveable portion of the bridges to perform maintenance activities, i.e. Snow removal, line painting, etc.

Some vehicles and equipment are permitted to operate on the apron without using the vehicle corridor during the performance of their duties.

These vehicles include:

- Airport Authority Duty Manager vehicle(s) Airport Authority Security vehicle(s)
- Airport Authority Maintenance vehicles; and
- Emergency vehicles with warning devices operating, when responding to an emergency.

If a vehicle corridor is obscured for any reason (i.e. faded paint, snow cover, etc.) a vehicle operator shall exercise extreme caution and conform to the designated route as nearly as possible.

In apron areas where vehicle corridors are not provided drivers shall use caution, stay to the side of the apron, stay aware of other vehicles, aircraft and pedestrians and only proceed when safe to do so.

SECTION 6 AIRSIDE ACCESS ROADS

Only persons with a valid AVOP 'D' Permit and an approved TBIAAI Licensed Vehicle are allowed to enter the runway and taxiway areas.

6.1 READAC ROAD

The Readac Road enters the south side of Runway 12-30 from the Perimeter Road near the Solar Farm. Vehicles must stop at the "Restricted Area Sign" and obtain clearance from Thunder Bay Ground Control before proceeding onto the runway. Only persons with a valid AVOP 'D' Permit and an approved TBIAAI Licensed Vehicle are allowed to enter the runway.

6.2 GLIDE SLOPE ROAD

The Glide Slope Road enters the south-west side of Runway 07-25 from the Perimeter Road near the Solar Farm. Vehicles must stop at the "Restricted Area Sign" and obtain clearance from Thunder Bay Ground Control before proceeding onto the runway. Only persons with a valid AVOP 'D' Permit and an approved TBIAAI Licensed Vehicle are allowed to enter the runway.

6.3 FIRE TRAINING ROAD

The Fire Training Road enters north-west side of Runway 07-25 from the Perimeter Road near the Fire Training Area in the north-west area of the airfield. Vehicles must stop at the "Restricted Area Sign" and obtain clearance from Thunder Bay Ground Control before proceeding onto the runway. Only persons with a valid AVOP 'D' Permit and an approved TBIAAI Licensed Vehicle are allowed to enter the runway.

6.4 TACAN ROAD

The Tacan Road enters runway 07-25 just east of the main intersection from the north side Perimeter Road. Vehicles must stop at the “Restricted Area Sign” and obtain clearance from Thunder Bay Ground Control before proceeding onto the runway.

6.5 SPEED LIMITS

Specific speed limits have been put in place to enhance airside safety, speed limits are to be followed at all times.

AREA	SPEED LIMIT
Vehicle Corridors (Head of Stand and Tail of Stand roads), roads, aprons and service areas (unless otherwise posted)	25 km/hr
Baggage make up areas inside the Air Terminal	5 km/hr
Within 25 ft of a parked aircraft	10 km/hr
Perimeter Road (light vehicles)	50 km/hr
Perimeter Road (Fuel trucks, heavy vehicles)	25 km/hr

Speed limits on taxiways and runways are set for routine operations. Airport Authority duty manager, emergency rescue vehicles, maintenance vehicles and other vehicles under the request of Nav Canada may be exempt from these speed limits during the course of their duties.

All drivers shall operate at reduced speeds in reduced visibility conditions, poor weather and/or poor road conditions.

6.6 TOWING

The maximum numbers of units that can be towed on airside are limited to the following:

- The maximum towing capacity of the vehicle conducting towing, or
- No more than are able to safely fit inside the HBS in the ATB to allow for the overhead doors to open/close without being obstructed.

Operators are responsible to ensure their loads are fastened or covered to prevent the load from coming loose or falling on to the surface.

6.7 PARKING OF EQUIPMENT – Reference TBIAAI Apron Safety Plan

Vehicles, baggage carts/dollies and equipment shall only be parked in designated parking areas.

Parked vehicles shall be backed into parking stalls with parking brake set. Beacons and lights shall be turned off. The ignition shall also be turned off; this condition may be excused for operational requirements, such as periods of extreme cold temperatures.

Vehicles may only be parked in designated areas and may not be parked in areas assigned to other vehicles. Vehicles found to be improperly parked will be towed and the registered owner notified. Multiple parking violations can result in the removal of the vehicle's TBIAAI registration plate.

Vehicles parked in areas not identified for parking, such as the need for operational requirements or construction activities on Runways and Taxiways, shall be parked with lights and beacons on in conditions of reduced visibility or darkness.

Fuel tankers shall not be left unattended unless parked in designated areas.

6.8 NO PARKING AREAS

At no time shall vehicles or equipment be parked in designated no parking areas. This includes;

- In any area that interferes with a building emergency exit
- Within 3 m of a fire hydrant or wall hydrant
- Passenger corridors
- Emergency vehicle staging positions
- Within 1m of the Primary security fence on Airside or within 3m of the Primary security fence on Groundside



See White Hash Marks Apron 2

6.9 CLOSED AREAS

TBIAAI may close areas of the airfield for emergency, operational or maintenance purposes. This can include emergency or incident scenes, spill response areas, and construction areas. TBIAAI will erect safety cones, barriers and signs to restrict aircraft, vehicle and pedestrian access.

Temporary routes or access may be provided when necessary. All drivers shall observe the signs and markings and follow directions provided by TBIAAI Enforcement personnel or construction flag persons.

Drivers shall not enter a closed area without the prior authorization of TBIAAI.

6.10 OPERATION AROUND AIRCRAFT GATES

At all times drivers shall remain vigilant of aircraft movement and maintain a safe distance from aircraft to avoid jet blast and prop wash.

Areas within operational gate stands are provided for the free movement of vehicles performing their duties related to servicing aircraft.

Aircraft that have taxied into a gate position may not be passed until engines are off or vehicle is authorized/signaled past by the aircraft marshaller or wing walker. Give an extra margin of distance to aircraft with engines running to avoid jet blast or prop wash. An aircraft positioning on a gate may use high power without notice to adjust position. Be cautious of jet blast and the danger it may pose to vehicles and personnel.

Prior to push back of an aircraft, drivers may not proceed behind aircraft unless the marshaller or wing walker signals permission to pass. Indicators that an aircraft is prepared for push back include:

- Servicing equipment is away from the aircraft
- Bridge is retracted with aircraft doors and hatches
- Secured Tug is attached to the aircraft
- Marshaller is in position
- Wing walkers are in position to check wing
- Clearances Chocks are removed
- Aircraft engines are running or being started
- Aircraft anti-collision lights or interior lights are illuminated

Drivers may not drive behind or in front of the aircraft being pushed back or under tow unless the marshaller or wing walker signals permission to pass. At these times drivers shall yield the right of way to the marshalling crew as an aircraft is being pushed off the gate or when the aircraft is released and the marshalling crew is returning to the gate. Additionally, drivers may not exit the vehicle corridor to pass aircraft on pushback.

6.11 PASSENGER BOARDING BRIDGES

The passenger boarding bridges have fixed and moveable portions. Drivers may operate under the fixed portion of the bridge where sufficient clearance and access is provided. At no time are drivers to operate their vehicle or equipment under passenger boarding bridge *while it is in motion*.

6.12 AIRCRAFT TOWING

Towing aircraft at night without using tail, anti-collision lights and or emergency lights is considered a Gross infraction.

A 'D/A' AVOP permit holder is authorized to tow aircraft on aprons provided the individual is adequately trained.

A 'D' AVOP permit is required for towing on all other areas or under escort by a D AVOP permit holder.

Aircraft under tow are not always accompanied by a marshalling crew. Drivers shall use caution when operating around aircraft under tow as the tow crew may turn suddenly into a gate or parking position.

Tail, anti-collision lights or interior lights, must be on when towing aircraft at night. As an alternative, the aircraft emergency lights can be placed on to tow short distances. If the aircraft is being towed on maneuvering surfaces; then the tail and anti-collision lights must be on.

SECTION 7.0 OPERATIONS IN CONTROLLED MOVEMENT AREAS

D/A AVOP holders shall not enter any controlled area. Entrances to these areas are marked with amber lights and/or signage.

Controlled areas include the taxiways, runways, infield areas and approach zones for runways. Vehicle traffic in the controlled movement areas is restricted to that necessary for operational use only. All other traffic shall use the vehicle corridors and roadways whenever possible.

Vehicle operators in the controlled movement areas must hold a valid D AVOP and a radiotelephone Restricted Operator Certificate with Aeronautical Qualification.

7.1 LOCALIZER AND GLIDE PATH (ILS) CRITICAL AREAS

No person shall operate any vehicle in the designated restricted areas in the vicinity of the Localizer and the Instrument Landing Systems. The systems must be turned off and a NOTAM in place before any work/operations are conducted in these areas. Contact TBIAAI for more information regarding the Localizer and the Instrument Landing System areas.

7.2 DRIVING IN GRASSED AREAS

Only those vehicles authorized by TBIAAI may operate on the grassed infield areas or the restricted access service roads.

Vehicles in the grassed areas shall not be left unattended if closer than 60m (200 FEET) from the runway edge or 36 m (120 feet) from a taxiway edge. Authorization from Ground Control is required to operate within these zones.

Drivers must ensure their equipment is clean prior to exiting a grassed infield area; any FOD generated shall be removed or reported prior to exiting the area.

While operating on grassed areas and Perimeter or Service Roads, vehicles must stay clear of Nav Canada equipment sites including, but not limited to the Instrument Landing System (ILS) Localizer and Glide Path transmitters and buildings, TACAN and READAC sites. Vehicles can cause significant interference with the electronic equipment. Additionally, the microwave radiation emitted by the transmitters may pose a risk to drivers when operating in the protected zones around the equipment. Prior authorization is required from Ground Control to access any of the ILS sites.

7.3 INCURSIONS

TBIAAI shall immediately suspend the AVOP of any person operating a vehicle within or onto the controlled maneuvering areas without authorization from Ground Control. This suspension shall remain in effect until an investigation is completed and corrective action taken.

Endangering the safety of an aircraft is an offence and criminal charges may be laid under the *Aeronautics Act* or the *Criminal Code of Canada*.

7.4 EQUIPMENT FAILURE

If a vehicle breaks down in a maneuvering area, the driver shall immediately notify their Supervisor to request assistance and identify their location and difficulty. Drivers shall remain with their equipment.

7.5 SNOW REMOVAL

Drivers operating near snow removal operations shall reduce their speed and proceed with caution. All vehicle operators, excluding emergency response vehicles are to yield right of way to snow removal equipment.

Snow removal equipment may be seriously damaged by FOD items left on the movement areas; this includes electrical cables, chocks, pylons, cones, and baggage. It is the responsibility of AVOP holders to remove and store such materials in designated locations when not in use. TBIAAI shall not be responsible for damage to improperly stored or parked equipment and materials due to regular TBIAAI snow removal operations.

7.6 LIGHTNING HAZARD CONDITIONS

Lightning creates situations that are impossible to anticipate regardless of the sophistication of weather monitoring devices and predictions. TBIAAI operates a ThunderBolt Lightning Warning System as well as working with Nav Canada to identify, monitor and provide warning notification to airport staff in conditions when Lightning is a possibility due to conditions and/or Lightning is imminent or occurring.

In the event of dangerous and imminent threat of lightning, the EROC will notify SOC and Shell FBO to activate Remote Blue Beacon Lights located at the Shell Facility and under Bridge #2 on Apron 1 to provide a visual warning to airside personnel.

Drivers shall use caution when operating in the movement areas during lightning hazard conditions and follow their companies lightning safety procedures.

7.7 EMERGENCY RESPONSE

Drivers may not interfere with an emergency in progress and shall yield right of way to responding emergency vehicles

Drivers shall ensure that they and their vehicles remain clear of emergency vehicles, responding personnel and emergency scenes.

Drivers may not drive in front of staged emergency vehicles with warning lights activated. TBIAAI, Airport Security or Emergency Response Services will direct drivers to position behind the incident scene or attending emergency vehicles.

7.8 COMMANDING AUTHORITY

The command authority at an accident, incident or emergency scene may be:

- Emergency Response Services
- Airport Duty Manager
- Thunder Bay Police
- Thunder Bay Fire or
- Paramedic Services

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

All parties involved at an incident scene shall comply with the direction of the command authority.

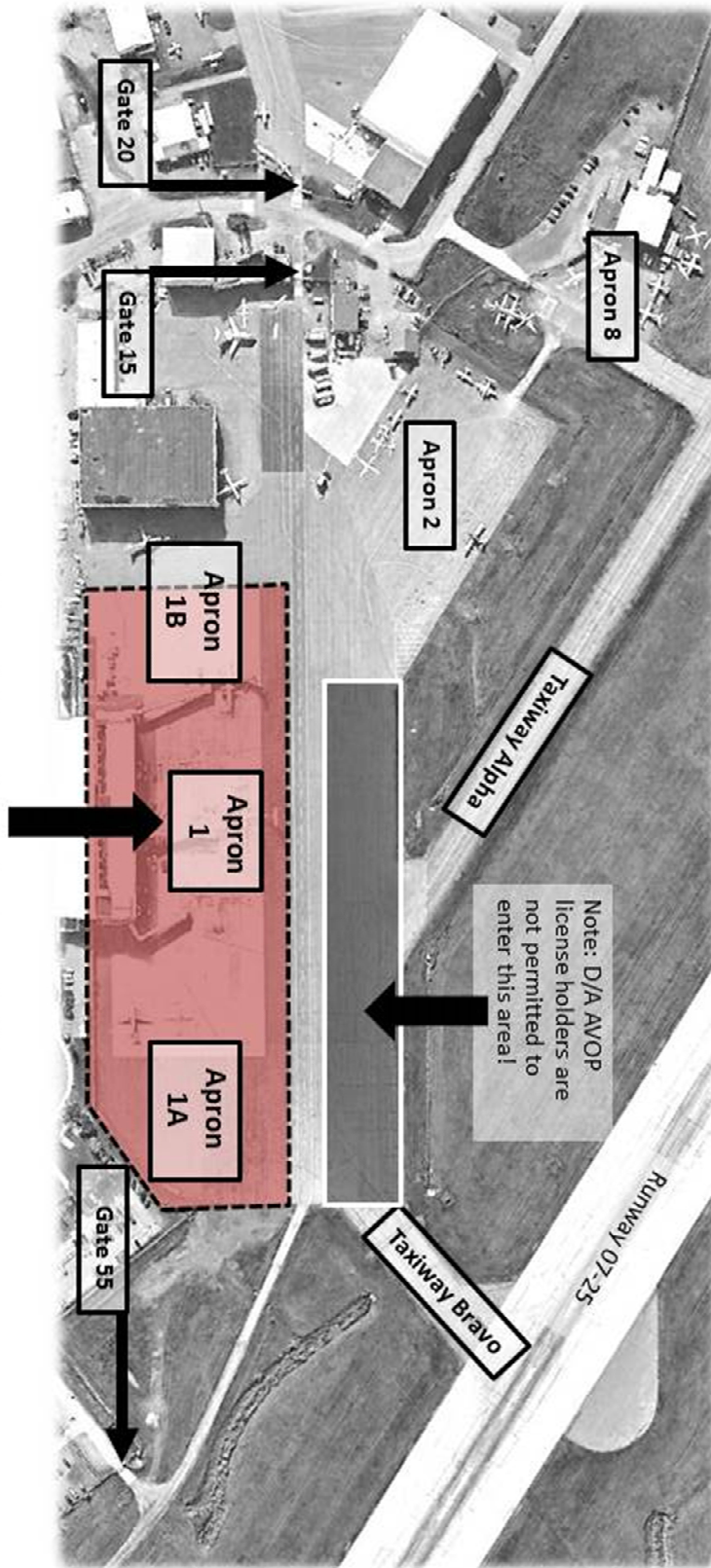
SECTION 8.0 VEHICLE CONTROL

8.1 ACCESS

Vehicle access is controlled by a system of perimeter fences, manned and electronic security gates, traffic signs, roadway markings, vehicle identification and operator permit checks. Licensed vehicles entering the airside are identified by a vehicle permit decal issued by the Airport. Unlicensed vehicles and construction equipment are to be under the supervision of a qualified escort in marked vehicles at all times. Vehicle access to airside is physically and electronically restricted to personnel holding a valid airside vehicle operating permit. Further, security personnel at the Apron 1 Guardhouse check all vehicles and drivers for the appropriate documentation and vehicle registry prior to allowing access. Security personnel, Airport Operations and Maintenance personnel patrol the airside areas and will have any unauthorized vehicles removed from the airside. There are specific restrictions invoked regarding access to maneuvering areas during Reduced Visibility Operations. The critical ILS areas are marked with signs to notify and further restrict the unauthorized entry of vehicles.

On Apron 1 and on routes connecting other non-maneuvering surfaces, vehicles must be operated within a clearly marked system of vehicle corridors. Solid white lines with broken white lines used as a divider identify vehicle corridors. Although all aprons with the exception of Apron 1 do not have vehicle corridors, the Airport Vehicle Operating procedures strictly state caution to be used at times when operating in these areas.

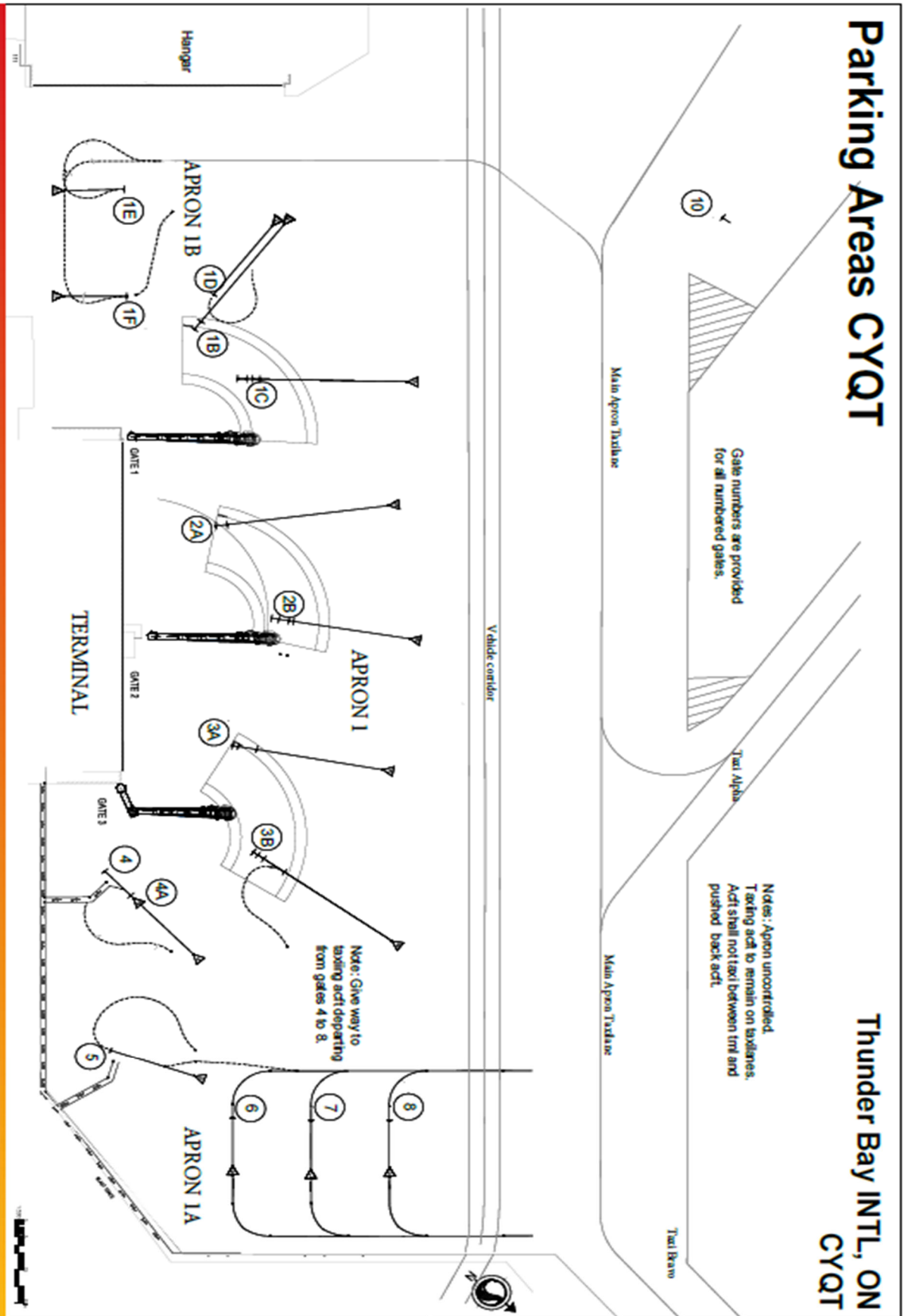
SECTION 9.0 Apron 1 - Restricted Area



Shaded area indicates the restricted area. Red Passes must be worn at all times, and all temporary passes must be under escort by red pass holders.

** Consult TBI/AAI Security manager for more information on escorting requirements.*

SECTION 10.0 Apron 1 - Aircraft Parking Plan



SECTION 11.0 AVOP SAMPLE QUESTIONS

1. Explain the difference between Controlled and Uncontrolled area on the Airfield.
2. What is an area marked by two solid white lines centered with a single broken line?
3. Who is responsible for the vehicle that an employee is driving?
4. How is a Restricted Area Identification Card (RAIC) to be worn or carried?
5. Except for the General Aviation area, who is required to wear a Restricted Area Identification Card (RAIC) when on the Airside of the airport?
6. When Airside where is smoking permitted?
7. What type of markings must a Non-Self-Propelled Vehicle have?
8. What traffic on the airport has first priority over all other traffic?
9. When Service vehicles are not in use where should they be parked?
10. Aircraft Movement guidelines are what color?
11. List all aircraft bridges and positions.
12. List all Apron locations.
13. As a vehicle operator driving in a vehicle corridor that passes behind an aircraft with the engines running what are you to do?
14. When is it permissible for you to pass behind an aircraft when its engines are running?
15. Who is responsible for ensuring that mud and gravel are not brought on any aircraft movement areas?

Ready to write the test? Go to <http://www.tbairport.on.ca/page/avop-material> to submit an AVOP Application. We will contact you after we receive the application made online.