



**AIRSIDE VEHICLE OPERATOR'S PERMIT (AVOP)
PROGRAM**

AVOP:

1. PROCEDURES

1.1 No person shall operate a vehicle on the airside portion of the airport without:

- a) Authorization of Airport Management.
- b) The successful completion of a written AVOP exam.
- c) A signed statement, submitted to Airport Management, acknowledging he/she understands and will comply with all AVOP guidelines is required after passing the AVOP examination.
- d) Airport Management's approval for a third party individual(s) to oversee individuals driving airside.

I.e. construction projects, special events or other instances where there might be several individuals entering/exiting airside. The third party overseeing these individuals assumes full responsibility for all activities, of the drivers he/she authorizes/oversees. Third parties are permitted to escort a maximum of five (5) person(s) per AVOP.

1.2 Possessing an AVOP:

- a) Permits the holder to operate a vehicle on the uncontrolled areas of the airport only. *(Test requirements include only a written examination).*

Uncontrolled Areas:

- Apron I, Apron II, Apron III, Apron V
- Taxiway C between Taxiway B and Apron I

AVOP holders are not permitted to operate on airport maneuvering areas. i.e. Runways and Taxiways

- b) Issuance of an AVOP is for the sole purpose of transiting to and from a business, hanger or fulfilling activities associated with a business or personal hanger. Misuse of the AVOP may result in suspension or cancellation of airside access privileges.

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2. DEFINITIONS

TERM	DEFINITION
Airport	An aerodrome certified by Transport Canada
Airside	The area of an airport intended to be used for activities related to aircraft operations and to which public access is normally restricted
Apron	That part of an aerodrome, other than the maneuvering area, intended to accommodate the loading and unloading of passengers and cargo, refueling, maintenance, repair and servicing, and parking of aircraft, and any movement of aircraft, vehicles, and pedestrians to allow execution of those functions. All aprons at YPK are uncontrolled
Maneuvering Area	That part of an aerodrome intended to be used for taking off and landing of aircraft and the movement of aircraft associated with taking off and landing, excluding aprons
Movement Area	That part of an aerodrome to be used for the surface movement of aircraft and includes the maneuvering areas and aprons
Restricted Operator Certificate (ROC)	A document issued by Industry Canada certifying that the holder may act as an operator on any aeronautical land radio station fitted with radiotelephone equipment only, transmitting on fixed frequencies and not open to public correspondence.
Taxiway	That part of an aerodrome used for maneuvering aircraft and airport equipment between the apron area and runway.
Vehicle	An automobile, bicycle, over-snow vehicle, truck, bus or any self-propelled vehicle or device in, on, or by which a person or thing is or may be transported, carried, or conveyed on land, and does not include an aircraft.

3. RESPONSIBILITIES AND DUTIES

3.1 Vehicle Operator Requirements:

- Possess a valid and appropriate AVOP
- Possess a valid Driver's License

Vehicle Requirements:

- Operational Rotating/Flashing Beacon or Hazard Flashers

The vehicle operator must obtain authorization (AVOP) from Airport Management and must be familiar with these AVOP regulations and procedures.

3.2 If vehicle operators encounter any obstruction or potentially hazardous condition (potholes, debris, etc.) on Movement Area, remove it if possible, or report its nature and location to Airport Management.

3.3 Access gates are to be closed immediately behind the vehicle upon entry, and exit from Airside. Should an automated gate fail to close, advise Airport Management of the situation as soon as possible and remain at the gate to prevent any unauthorized vehicles from gaining access (*when possible*).

3.4 It is the responsibility of the vehicle operator to ensure no vehicles enter airside/movement area while they are opening/closing or transiting any access gate.

3.5 Each employer must ensure their employees are qualified to operate vehicles and equipment when performing their duties Airside.

3.6 No unauthorized vehicles are permitted on Airport property without authorization of Airport Management.

3.7 Vehicle operators on the movement area shall comply with all mandatory instruction conveyed by markings and signs unless otherwise authorized by Airport Management.

3.8 Penalties for failure to follow procedures will be determined by Airport Management and will vary depending on the severity and frequency of the infraction(s). Penalties may consist of any of the following:

- Recurrent training (dependent on vehicle operator's frequency of use of the facility)
- Temporary or permanent revocation of AVOP

- Loss of vehicle access to Airside

3.9 It is the sole responsibility of the AVOP holder to renew their AVOP when required. All renewals require confirmation from leaseholders or employer.

4. GENERAL VEHICLE OPERATING PROCEDURES

4.1 Aircraft have the right-of way at all times. Vehicle operators must yield to the aircraft before entering an airport apron and/or taxiway areas.

4.2 Vehicle operators Airside shall yield the right of way to an emergency vehicle with warning devices operating.

4.3 Operators and vehicles will remain clear of the scene of an accident/incident and/or an aircraft unless authorized by Airport Management.

4.4 All airside vehicle operators, other than an emergency vehicle with warning devices operating, shall yield the right-of-way to:

- Vehicles and equipment engaged in snow removal and ice control activities, other maintenance activities, or airport emergency vehicles (*without warning devices operating*).
- Pedestrians being escorted between an aircraft and the air terminal building or between two aircraft.

4.5 Rotating/flashing beacon or hazard lights must be turned on when operating a vehicle Airside.

4.6 Aircraft fuel servicing vehicle shall not be parked within 15 m of any public building/structure Airside.

4.7 Vehicle operations shall not be conducted within 15 m of an aircraft being fueled or de-fueled except for the purpose of servicing that aircraft.

4.8 Airside Vehicle Parking:

- Tenants must park in approved parking areas/lots or within their leasehold unless permission has been obtained from Airport Management.
- Vehicle(s) parked on an airport Movement Area without insurance will be removed/towed at the owner's expense.

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- Equipment and vehicles shall not be parked or left unattended on aircraft movement areas or in front of the Terminal without permission of Airport Management.
- 4.9 Vehicle operators involved in an accident or incident Airside shall immediately report it to Airport Management.
- 4.10 Foreign Object Debris (FOD) such as mud and gravel can seriously damage aircraft engines. Vehicle operators are responsible for ensuring surfaces of Movement Areas are kept clear of FOD caused from their operation or lease area.
- 4.11 Vehicle operators shall remain a safe distance from aircraft, and not pass in front of or closely behind aircraft with engines running or taxiing.
- 4.12 No person shall operate a vehicle Airside in a reckless or unsafe manner.
- 4.13 Headlamps, non-flashing tail lamps, and parking lamps must be operated during hours of darkness and reduced visibility and as required while servicing a parked aircraft. All vehicle lamps should be turned off when parked in approved parking locations.
- 4.13 Vehicles must not be left unattended on a Movement Area.
- 4.14 Person(s) shall not:
- Enter a Restricted area access gate when emergency or maintenance vehicles are responding to an airport incident.
 - Impede, interfere with, or obstruct in any way the free movement of aircraft while transiting/walking on a Movement Area.
 - Throw, deposit or knowingly leave on a road, apron or movement area any glass, nails, tacks, scraps of metal, chemical substances, or other material that may damage aircraft or vehicles.
 - Throw, deposit or knowingly leave any form of garbage or debris at the airport except in a designated container provided for that purpose.
- 4.16 No person shall drive vehicles and equipment on a movement area in excess of 25 km/h.
- 4.17 Hazards should be immediately reported to Airport Management.

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5. AIRFIELD DIAGRAM

