



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

Airside Vehicle Operator's Permit (AVOP) Program:

1. PROCEDURES

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

- a) Authorization of Airport Management and the successful completion and submission of the AVOP examination.
- b) 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.

1.2 Possessing a regular AVOP:

Permits the holder to operate a vehicle on the uncontrolled areas of the airport only.

Uncontrolled Areas:

- Apron I, Apron II, Apron III, Apron V, all apron taxilanes

Regular AVOP holders are not permitted to operate on airport controlled areas (maneuvering areas).

i.e. Runways and Taxiways

- c) 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.

2. DEFINITIONS

TERM	DEFINITION
Airport	An aerodrome certified by Transport Canada
Airside	The area of an aerodrome 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 It is the responsibility of the vehicle operator to ensure automated access gates are to be closed immediately behind the vehicle upon entry and exit from Airside.

Should an automated access 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 other unauthorized vehicles tailgate and enter Airside while an automated access gate is opening/closing.

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 Airside without a regular AVOP permit, an escort holding a regular AVOP permit, or the 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 shall also yield the right-of-way to:

- Airport maintenance 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 Regular AVOP holders are permitted to escort a maximum of five non-AVOP vehicle holders airside. Escorted vehicles must not be left unattended on a Movement Area. The regular AVOP holder overseeing these individuals assumes full responsibility for all activities of the drivers he/she authorizes/oversees.

NOTE: *Airport Management's approval is required for any escorting pertaining to construction/new development activity, special events, filming, other instances where there might be several individuals entering/exiting airside.*

- 4.7 Aircraft fuel servicing vehicle shall not be parked within 15 m of any public building/structure Airside.
- 4.8 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.
- 4.9 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.
 - 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.
- 4.10 Vehicle operators involved in an Airside accident or incident shall immediately report it to Airport Management.
- 4.11 Foreign Object Debris (F.O.D.) such as mud and gravel can seriously damage aircraft engines. Vehicle operators are responsible for ensuring surfaces of Movement Areas are kept clear of F.O.D. caused from their operation or lease area.
- 4.12 Vehicle operators shall remain a safe distance from aircraft, and not pass in front of or closely behind aircraft with engines running or taxiing.
- 4.13 No person shall operate a vehicle Airside in a reckless or unsafe manner.
- 4.14 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.
- 4.15 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.

5. OPERATION ON MANEUVERING AREAS: AVOP D REQUIRED

- 5.1 No vehicle shall enter the maneuvering area without the operator possessing a valid AVOP D issued by Airport Management or being escorted by an AVOP D holder.
- 5.2 Any authorized vehicles or equipment operating on the maneuvering areas shall have a functioning two-way radio operated by a person with a valid AVOP D and Restricted Operator's Certificate, or be escorted by a vehicle so equipped and manned. Each operator shall ensure that the two-way radio is in working order before the vehicle enters the runway portion of the airport maneuvering area.
- 5.3 When operating on the maneuvering areas, vehicle(s) must have a rotating/flashing yellow beacon. 4-way hazards are not approved.
- 5.4 Except for trained airport staff doing Runway Surface Condition Inspections, no person shall operate a vehicle at a rate of speed that exceeds the speed limit posted or where no speed limit is posted 50 km/h (30 mph). Maximum speed on any apron is 25 Km/h (15 mph).
- 5.5 When non-radio equipped vehicles and equipment are operating in groups or fleets with a radio-equipped vehicle, they shall be under the control of an AVOP D holder responsible for requesting and acknowledging all communications and instructions.
- 5.6 Before proceeding onto the runway portion of the maneuvering area the vehicle operator must:
- Obtain approval from the Airport Control Tower Ground Controller (Request for approval shall contain the intentions, duration, and route to be followed)

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- Acknowledge all communications from the Ground Controller, or aircraft if appropriate
 - Request a repeat of instructions if they are not fully understood. The operator shall not proceed until instructions are made clear and only proceed along the specified route to the specified location
- 5.7 Broadcast intentions prior to proceeding onto the maneuvering area shall include:
- a) Vehicle identification
 - b) Its current location
 - c) The intended activity/work to be performed on the maneuvering area and the intended route
 - d) The time the vehicle and/or person will be on the maneuvering area
- 5.8 Runway and Taxiway lighting are depicted as follows:
- | | |
|-------------------|---------------------------------|
| White Lights: | Runway Edge Lighting |
| Blue Lights: | Taxiway and Apron Edge Lighting |
| Amber Lights: | Taxiway Entrance Lighting |
| Red/Green Lights: | Threshold Lighting |
- 5.9 When an operator is holding short of the maneuvering area, the operator shall hold the vehicle 60 meters from the nearest edge of the runway, **or** behind the hold lines.
- Note:** Runway hold lines are marked with two solid and two broken/dashed yellow lines, with broken lines closest to the runway.
- 5.10 When exiting the runway, the vehicle operator shall proceed to a taxi holding position in a safe position at least 60 meters from the nearest edge of the runway. Once clear of the runway portion of the maneuvering area, the vehicle operator shall inform the Ground Controller he/she is off the runway and give their exact position.
- 5.11 While on the maneuvering area, the vehicle operator shall monitor ground control frequency 123.8 MHz. and comply with any communications from the Ground Controller/Control Tower.
- 5.12 When operating on the maneuvering area during the hours the Control Tower is closed (2300-0700 local), the vehicle operator must state their intentions

on the Pitt Meadows Tower Frequency (126.3 MHz) before proceeding. The vehicle operator must continuously monitor the frequency, listen for aircraft in the vicinity of the airport and yield to all aircraft.

- 5.13 If the radio fails while the vehicle is on the runway portion of the maneuvering area, the vehicle must vacate the runway immediately. The vehicle operator shall then turn the vehicle to the control tower and flash the headlights off and on. The ground controller will respond using the following light signals:
 - a. flashing green light – proceed
 - b. steady red light – stop and hold your position
 - c. flashing red light – vacate runway immediately
 - d. flashing white light – return to starting point on the airport
- 5.14 If your radio and vehicle both fail in the runway portion of the maneuvering area, raise the hood of your vehicle and do whatever is necessary to attract the attention of the Tower. It is recommended carry a cell phone to contact the tower or airport management for assistance.
- 5.15 The blinking on and off of runway lights is a warning signal for all vehicles to leave the runway immediately.

6. AIRFIELD LAYOUT DOCUMENT

