



North Bay Jack Garland Airport

# Airport Traffic Directives

## DA AVOP Study Guide and Practice Tests



Published: May 30, 2023

## Table of Contents

<b>TABLE OF CONTENTS .....</b>	<b>2</b>
<b>COPYRIGHT INFORMATION .....</b>	<b>4</b>
<b>AIRPORT AND AVOP INTRODUCTION .....</b>	<b>5</b>
<b>1.0 ABOUT THIS DOCUMENT .....</b>	<b>5</b>
<b>2.0 CURRENT ENVIRONMENT DESCRIPTION .....</b>	<b>6</b>
<b>3.0 DEFINITIONS .....</b>	<b>7</b>
<b>4.0 OPERATIONS OF VEHICLES ON AN AIRPORT .....</b>	<b>10</b>
4.1 Applicable Traffic Directives .....	10
4.2 Authorization to Operate a Vehicle Airside .....	10
4.3 Minimum Requirements to Operate a Vehicle Airside .....	11
4.4 Process for AVOP Permits .....	12
4.4.1 DX Pass Requirements .....	12
4.4.2 D Pass Requirements .....	12
4.4.3 DA Pass Requirements .....	12
4.4.4 Training for Airside Vehicle Operators .....	13
4.4.5 Arrangements for AVOP Test .....	13
4.4.6 Evaluation of Airside Vehicle Operators .....	14
4.4.7 AVOP Knowledge Confirmation .....	14
4.4.8 Arrange for a Five Year Recertification AVOP Test .....	16
4.4.9 Issuing of Airside Vehicle Operator Permits .....	16
<b>5.0 DUTIES AND RESPONSIBILITIES .....</b>	<b>17</b>
<b>6.0 VEHICLE OPERATION PROCEDURES .....</b>	<b>18</b>
6.1 Right of Way Hierarchy .....	18
6.2 Vehicle Corridors .....	18
6.3 Operating Speed Limitations .....	19
6.4 Vehicle Registration .....	19
6.5 Personal Prohibitions .....	19
6.6 Apron II Access at Gate 1, Gate 2, and Gate 2A .....	19
6.6.1 Gate 1 - between Terminal and Administration Building .....	19
6.6.2 Gate 2 - to Garage Compound .....	20
6.6.3 Gate 2A - Garage Airside Access .....	20
6.6.4 Garage Road Access to Apron II .....	20

Airport Traffic Directives – DA AVOP

---

6.7	Functional Vehicle Requirements .....	21
6.7.1	Rotating / Flashing Beacon.....	21
6.7.2	Safety Marking and Equipment Requirements for Aprons .....	22
6.8	Parking a Vehicle Airside .....	24
6.9	General Safety of Others .....	25
6.10	Additional Recommended Safety Equipment.....	25
6.11	Reporting of Hazards and Accidents .....	25
6.12	Prohibited Actions.....	26
6.13	Foreign Object Debris (FOD) .....	28
6.14	Jet Blast / Prop Wash .....	28
6.15	Other Handheld or Mounted Devices.....	29
<b>7.0</b>	<b>PAVEMENT MARKINGS.....</b>	<b>30</b>
7.1	Vehicle Corridors .....	30
7.2	Aircraft Guide Lines, T-Lines, Lead-in Lines, and Stands .....	31
7.3	Hold Lines.....	32
<b>8.0</b>	<b>AIRFIELD LIGHTING.....</b>	<b>35</b>
8.1	Aerodrome Beacon .....	35
8.2	Edge Lighting on Movement and Maneuvering Areas .....	35
8.3	Runway Guard Lights (aka Wig-Wags).....	36
<b>9.0</b>	<b>AIRFIELD SIGNS .....</b>	<b>37</b>
9.1	Mandatory Signs = STOP .....	38
9.2	Location Signs = Current Location.....	39
9.3	Information Signs = What is Ahead.....	40
9.4	Overview of Signs and Markings Used Together .....	41
9.4.1	Wildlife .....	42
9.4.2	Foreign Object Debris (FOD).....	42
9.5	Aircraft Rescue and Fire Fighting .....	43
<b>10.0</b>	<b>ANNEX A – NORTH BAY AIRPORT APRON II SITE PLAN .....</b>	<b>44</b>
<b>11.0</b>	<b>ANNEX B – NORTH BAY AIRPORT VEHICLE OPERATOR PERMIT PLAN .....</b>	<b>45</b>
<b>12.0</b>	<b>ANNEX C – EXAMPLE WRITTEN TEST QUESTIONS .....</b>	<b>47</b>
	Example Written Test Answers .....	57
<b>13.0</b>	<b>ANNEX D – EXAMPLE PRACTICAL TEST EVALUATION FORM.....</b>	<b>58</b>
	<b>ANNEX E – LIST OF APPROVED VEHICLES TO OPERATE ON AIRSIDE MANEUVERING SURFACES .....</b>	<b>59</b>

## **Copyright Information**

© 2023 by North Bay Jack Garland Airport Corporation. All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means (photocopying, electronic, mechanical, recording, or otherwise) without the prior written permission of the copyright holder.

North Bay Jack Garland Airport  
Corporation  
50 Terminal St., Suite 1  
North Bay, ON P1B 8G2  
(705) 474-3026  
[www.YYB.ca](http://www.YYB.ca)

## **AIRPORT and AVOP INTRODUCTION**

### **1.0 ABOUT THIS DOCUMENT**

This Airport Traffic Directive for DA permits details airside rules and policies that govern all airside operators which utilize only apron areas of the airport. DA permits are issued to individuals who require regular access to general purpose airport aprons in the course of their day-to-day work. As such DA permit holders must be trained to these standards by their employer and have the skills necessary to comply with all directives outlined within this document.

Content in this document complies with the standards and practices published in Transport Canada's Aerodrome Standards and Recommended Practices, Canadian Aviation Regulations, and the Airport Traffic Regulations. Furthermore this document also includes guidance and best practices from national and international associations, ensuring uniform standards are applied at the airport.

It is important to note however that the North Bay Jack Garland Airport Corporation has the authority to amend, update, or otherwise change these directives at its sole discretion to meet the safety needs of all users or to comply with changes to regulations from time to time. It is the operator's sole responsibility to ensure that they are current on all procedures before operating a vehicle airside.

This Airport Traffic Directive is intended to be used as a self-study guide for the written and practical exams. As such this document forms an excellent reference resource throughout your career, and the duration of your AVOP.

## 2.0 CURRENT ENVIRONMENT DESCRIPTION

The North Bay Jack Garland Airport (“Airport”) is a critical component to the region’s infrastructure that supports numerous aeronautical businesses and hundreds of their employees in addition to providing essential daily air services to North Bay and many communities within Northern Ontario. The Airport welcomed nearly 85,000 passengers and saw tens of thousands of aircraft visits annually, not to mention the numerous visitors for special events, medical transfers, and other aviation related activities. Due to runway lengths and other infrastructure considerations the Airport can be used by airlines as a diversionary airport, when weather or other considerations prevent them from reaching their originally intended destination.

The Airport is operated 24/7 year round (with limited Terminal hours), and includes services provided by business partners such as aircraft maintenance, fuel services, Flight Service Station, CBSA clearances, ground handling, flight training, and more.

To provide all these various functions the Airport maintains a wide variety of ‘Airside Surfaces’, including in no particular order:

Runways (6):	Taxiways (6):	Aprons (5):	Service Roads (16):
Rwy 08/26 Rwy 18/36 Rwy 13/31(turf)	Hotel Lima Juliet Echo Golf Foxtrot	I II III IV V	Garage Rd. Garage Rd. West South Perimeter Rd. West Perimeter Rd. 08 Approach Rd. Glide Path Rd. VOR Rd. Pad One Rd. 13 Approach Rd. 18 Approach Rd. Receiver Site Rd. AWOS Rd. Compound Rd. Localizer Rd. North Perimeter Rd. East Perimeter Rd.
Maneuvering Areas		Movement Areas	

Additionally NAV Canada, as a wholly independent operator, provides and maintains the following air navigation sites, accessible only using the above maneuvering and movement areas.

### Air Navigation Sites:

Glide Path  
Localizer Transmitter  
VOR

Receiver Site

Radar Compound (also known as the NAV Ball)

Weather Site (Automated Weather Observation Site - AWOS)

Together these systems comprise the Instrument Landing System (known as the ILS)

Understanding how to access and operate in these areas alongside aircraft, personnel, visitors, tenant employees, etc. is a critical component to these directives.

### 3.0 DEFINITIONS

The Airport operates on a 24 hour per day, 7 day per week, year round basis; however, the Terminal Building has limited hours. Airport services, through on field business partners, include:

Term	Definition
<b>Aerodrome</b>	Any area of land, water (including the frozen surface thereof), or other supporting surface used or designated, prepared, equipped, or set apart for use either in whole or in part for the arrival and departure, movement, or servicing of aircraft, and including any buildings, installations, and equipment in connection therewith.
<b>Aircraft</b>	Any machine capable of deriving support in the atmosphere from the reactions of the air.
<b>Aircraft Movements</b>	Aircraft landings and take offs.
<b>Airport</b>	An aerodrome in respect of which a Canadian aviation document is in force.
<b>Airport Manager</b>	The duly authorized representative in charge of the airport.
<b>Airport Traffic</b>	All traffic on the maneuvering area of an airport and all aircraft flying in the vicinity of an airport.
<b>Airside</b>	That area of an airport intended to be used for activities related to aircraft operations and to which public access is normally restricted.
<b>Airside Vehicle Operator's Permit (AVOP)</b>	Means a document issued by the Airport Manager certifying that the person named therein is authorized to operate vehicles in an airside area.
<b>Apron</b>	That part of an aerodrome, other than the maneuvering area, intended to accommodate the loading and unloading of passengers and cargo, the refueling, servicing, maintenance, and parking of aircraft, and any movement of aircraft, vehicles, and pedestrians to allow execution of those functions.
<b>Airport Traffic</b>	All aircraft, vehicles, equipment and pedestrians using the apron of an airport.
<b>AVOP DA</b> (Apron Only)	Airport Vehicle Operators Permit with restrictions to specific movement (Apron) areas.
<b>AVOP D</b> (Taxiway crossing 18/36 and Aprons ONLY)	Airport Vehicle Operators Permit with restrictions to limited maneuvering areas (taxiways, crossing runway 18/36 Only).
<b>AVOP DX</b> (All Areas)	Unrestricted Airport Vehicle operators permit to all airside areas of the airport.
<b>Controlled Airport</b>	An airport at which an air traffic control unit is provided.
<b>Cross-Walk</b>	Any portion of a road, an apron or any other area designated by a sign



Airport Traffic Directives – DA AVOP

	or surface marking as a pedestrian crossing.
<b>Designated Vehicle Corridor</b>	A road delineated by surface markings on an apron.
<b>Designated Vehicle Crossing Point</b>	A location on an apron, delineated by surface markings, where vehicles are to cross an aircraft taxi-line.
<b>ERAP</b>	Electronic Restricted Area Pass – a durable plastic card to replace temporary laminated ID cards. Identifies the holder; shows that the required police background check has been obtained; that the holder has been authorized by the Airport Manager for access to an employment-required restricted area; and, shows the holder has completed and understands the required Security Awareness Program. It also functions as access control card for airport facilities where applicable. Includes Airside Vehicle Operator Permit information (DX, D, and DA) when applicable.
<b>Equipment</b>	Any motor vehicle or mobile device, either self-propelled or towed or of a specialized nature, used for runway and airfield maintenance or in the maintenance, repair and servicing of aircraft including test equipment and cargo and passenger handling equipment.
<b>Flight Service Specialist</b>	A NAV Canada employee who provides advisory information to aircraft and vehicles using, or about to use, the maneuvering areas of an airport where control service is not available.
<b>Flight Service Station</b>	A NAV Canada operated facility from which aeronautical information and related aviation support services are provided to aircraft including airport and vehicle advisory services for designated uncontrolled airports.
<b>Glide Path</b>	That part of an instrument landing system that helps the pilot approach the runway on the correct descent angle to the designated touchdown zone.
<b>Groundside</b>	<p>The area that is on airport property that is not intended to be used for activities related to aircraft operations and to which the non-travelling public has access. (As defined in: Traffic on the Land Side of Airports Regulations, 1992, SOR/2006-102)</p> <p>(i.e.) Groundside includes the Airport Terminal and Administration Buildings, general public roads, parking facility areas and approach light areas for runway 08/26 and 18/36.</p>
<b>Hold Short</b>	Instructions to hold at least 60 m (200 ft.) from the edge of a runway while awaiting permission to cross or proceed onto a runway.
<b>Intersection</b>	The point at which a road, runway or taxiway meets or crosses another road, runway or taxiway.
<b>Localizer</b>	That part of the instrument landing system (ILS) that helps the pilot remain lined up with the runway during his approach.
<b>Maneuvering Area</b>	That part of an aerodrome intended to be used for the taking off and landing of aircraft and the movement of aircraft associated with taking off and landing, <u>excluding aprons</u> .



Airport Traffic Directives – DA AVOP

<b>Mobile Phone/Digital Handhelds</b>	Mobile phone (Cell & Satellite) and digital handheld devices that combines computing, telephone, internet and networking features. i.e. smart phones, tablets, etc.
<b>NOTAM</b>	Abbreviated form of "Notice to Airmen". It informs pilots of conditions hazardous to aircraft operations by means of message or radio.
<b>Movement Area</b>	That part of an aerodrome to be used for the surface movement of aircraft and includes the maneuvering areas and aprons.
<b>Operational Stand</b>	An area on an airport apron designated for the parking of aircraft for the purpose of loading and unloading passengers, and the provision of ground services.
<b>Operator</b>	The person responsible for the operation and safety of the vehicle and equipment; usually referred to as the driver.
<b>(PVAS) Positive Vehicle Advisor Service</b>	Instructions issued by Flight Service Specialists at designated uncontrolled airports to: <ul style="list-style-type: none"> <li>• Regulate vehicles entering, leaving or moving along runways; and,</li> <li>• Coordinate the movement of vehicle traffic on the airport maneuvering area other than runways.</li> </ul>
<b>(ROC-A) Restricted Radiotelephone Operator's Certificate</b>	A document issued by the Department of Communications 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.
<b>Restricted Area</b>	An area of an airport designated by a sign as an area to which access by persons or vehicles requires the production of valid identification.
<b>Taxiway</b>	That part of an aerodrome used for maneuvering aircraft and airport equipment between the apron area and runway.
<b>Threshold</b>	The beginning of that portion of the runway usable for landing.
<b>Uncontrolled Airport</b>	An airport that is "non-controlled" to the extent that the airport does not have an operating air traffic control tower.
<b>Vehicle</b>	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 includes a machine designed to derive support in the atmosphere from reactions against the earth's surface of air expelled from the machine, but does not include an aircraft.
<b>Vehicle Corridors</b>	Parallel 150 mm (6 in.) wide, solid white lines spaced 7.5 m apart to provide guidance to vehicle and equipment operators.
<b>Warning Devices</b>	A siren and flashing red light.

## **4.0 OPERATIONS OF VEHICLES ON AN AIRPORT**

### **4.1 Applicable Traffic Directives**

The standards within this document are formed as a cumulative manual of both the:

#### **a) National Airport Traffic Directives**

- based on Acts, Regulations and procedures applied nationally for the safe and orderly operation of vehicles on airport movement areas.

#### **b) Local Airport Traffic Directives**

- based on the considerable differences in the operating conditions at each airport because of the size and complexity of operation, climatic conditions, geographical location and other factors, detailing the specifics of the North Bay Airport.

### **4.2 Authorization to Operate a Vehicle Airside**

To obtain authorization to operate a vehicle on airport airside, an applicant will: Apply to the Airport Manager or designate for airside vehicle operation training material (available on the YYB.ca website); and subsequent issuance of an Airside Vehicle Operator's Permit (AVOP), or Airport Manager written authorization to operate a vehicle airside;

- a) Arrange with the Airport Manager or designate for AVOP testing and/or assessment.
- b) Be issued by the Airport Manager or designate an Airside Vehicle Operator's Permit (AVOP), or written authorization to operate a vehicle airside;
- c) In the case of aprons and service roads only; operators, airlines or service provider companies are responsible to train, test and certify their operators and staff.

Once training is completed a letter certifying the employee is trained and qualified will be provided to the Airport Manager, or designate.

A vehicle is only to be operated on a maneuvering surface (runway or taxiway) as authorized by the FSS, Airport Manager or designate.

A vehicle is only to be operated on a movement area (apron) only as authorized by the Airport Manager or designate.

#### **4.3 Minimum Requirements to Operate a Vehicle Airside**

No person shall operate a vehicle in the airside area of an airport unless:

- (a) that person is in **possession of an Airside Vehicle Operator's Permit (AVOP)**,  
Note: This certificate is not required if vehicle operation is restricted to the tenant portions of aprons (pink areas on the map) and/or service roads only; or that person is escorted or accompanied by a person who is in possession of an Airside Vehicle Operator's Permit;
- (b) that person is in **possession of a Restricted Radio Operator Certificate – Aeronautical (ROC-A)** issued by Industry Canada, or the appropriate Government of Canada Agency (**exempt if remaining on Aprons for DA AVOPs only**); and,
- (c) that person is in **possession of a valid driver's licence of proper class** for the vehicle that is to be operated; and,
- (d) that person is **authorized by the Airport Manager** or designate to operate a vehicle in that area, having provided:
  - i. Proof of valid insurance in the amount of \$5,000,000 General liability and comprehensive with no aviation exclusion.
  - ii. Proof of valid insurance in the amount of \$2,000,000 General liability and comprehensive with no aviation exclusion for general aviation tenants restricted areas as noted in red on the AVOP diagram in appendix B.
  - iii. Successful completion Security Awareness training.

An Airside Vehicle Operator's Permit is issued by the Airport Manager on the basis of applicant's knowledge of both the national and local airport traffic directives for the airport named on the AVOP.

Application for an AVOP must be made to the local Airport Manager by the applicant in writing and must include the address of the applicant and reasons for the application.

To avoid delays in an application, you should check with the Airport Manager's office to ensure that all clearances and other certificates or licenses that you may be required to hold are available at the time of application for an Airside Vehicle Operator's Permit.

**Expiry Note: Subject to being revoked or suspended, an Airside Vehicle Operator's Permit issued under the Airport Traffic Regulations is valid for the period stated on the permit, and coincides with the expiry of the individuals Restricted Area Pass (RAP).**

On the expiry of an Airside Vehicle Operator's Permit, the permit holder shall forthwith return the permit to the Airport Manager, and apply for a recertification test as per the standards that are in force by the Airport at that time.

#### **4.4 Process for AVOP Permits**

##### **4.4.1 DX Pass Requirements**

**(Unrestricted access to all areas)**

- a. All applicants must complete and submit an application for Restricted Area Access Pass to the Security Supervisor.
- b. Submit and supply consent to disclosure of personal information from the North Bay Police or the Ontario Provincial Police.
- c. Photos will be taken at North Bay Airport Security Office.
- d. Applicants must study and pass an aeronautics radio operator's (ROC-A) test to acquire a radio operator's license.
- e. Complete Security Awareness training.
- f. Bring the completed AVOP application, driver's license and radio operator certificate to evaluation, in order to create a copy for your record.
- g. Must hold a valid driver's license for the class of vehicle being operated.
- h. Study manuals on Traffic Directives are supplied to the applicant (please see website for AVOP manual at YYB.ca).
- i. All applicants must pass a theory and two stage practical (afterhours procedures and ride along) airside vehicle operator's permit test evaluation.

##### **4.4.2 D Pass Requirements**

**(18-36 Taxiway Crossing and Aprons Only) – must study DX AVOP manual**

- a. Restricted to TAXIWAYS CROSSING 18/36 and APRONS ONLY
- b. All applicants must complete and submit an application for Restricted Area Access Pass to the Security Supervisor.
- c. Submit and supply consent to disclosure of personal information from the North Bay Police or the Ontario Provincial Police.
- d. Photos will be taken at North Bay Airport Security Office.
- e. Applicants must study and pass an aeronautics radio operator's (ROC-A) test to acquire a radio operator's license.
- f. Complete Security Awareness training.
- g. Bring the completed AVOP application, driver's license and radio operator certificate to evaluation, in order to create a copy for your record.
- h. Must hold a valid driver's license for the class of vehicle being operated.
- i. Study manuals on air field procedures are supplied to the applicant.
- j. All applicants must pass a theory and two stage practical (afterhours procedures and ride along) airside vehicle operator's permit test evaluation.

##### **4.4.3 DA Pass Requirements**

**(Aprons Only) – may study DA AVOP manual instead of DX AVOP manual**

- a. All applicants must complete and submit an application for Restricted Area Access Pass to the Security Supervisor.
- b. Submit and supply consent to disclosure of personal information from the North Bay Police or the Ontario Provincial Police.
- c. Photos will be taken at North Bay Airport Security Office.
- d. Complete Security Awareness training.

Airport Traffic Directives – DA AVOP

---

- e. Bring the completed AVOP application and driver's license to evaluation in order to create a copy for your record.
- f. Must hold a valid driver's license for the class of vehicle being operated.
- g. Study manuals on air field procedures are supplied to the applicant.
- h. All applicants must pass a theory and practical (ride along) airside vehicle operator's permit test evaluation.

**4.4.4 Training for Airside Vehicle Operators**

The operator of a vehicle on the movement area will be appropriately trained for the tasks to be performed and will comply with the instructions issued by:

- (a) The appropriate designated authority, when on the apron.

All testing of vehicle operators will be conducted by the Airport Manager or designate, prior to allowing an individual to operate any vehicle and/or mobile equipment on the Airport maneuvering areas.

A copy of individual training and vehicle operation authorization records, i.e., for both airside vehicle operator's permit (AVOP) and/or Airport Manager written authorization, will be retained on the employee's and/or contractors' file at the Airport.

Training for drivers that are restricted to tenant portion of aprons (pink areas on the map) and service roads will be designated to the respective airline, service provider or tenant operator and then tested by the Airport Manager or tenant designate where required.

Airside vehicle operator training (AVOP) is based on the reference North Bay Airport Traffic Directives for the Operation of Vehicles on Airport Movement Areas (AVOP Manual).

**4.4.5 Arrangements for AVOP Test**

AVOP and Restricted Area Pass applications can be obtained from Airport Security in the Airport Terminal. When the applicant is prepared to attempt the written and practical AVOP tests, arrangements can be made by contacting:

Regulatory Compliance Manager  
Ph. 705-474-3026 ext. 5305.

**NOTE:** Any AVOP tests scheduled between November 1 and April 1 may be cancelled and rescheduled with minimal notice, as weather and operational requirements permit during the winter.

#### **4.4.6 Evaluation of Airside Vehicle Operators**

Once the operator has successfully completed the necessary training, the operator will be required to schedule an evaluation with the Airport Manager or designate.

The certification evaluation will comprise of the following.

##### **DX AVOP**

Written Test  
After Hours Verbal Test  
DA AVOP Practical Test  
DX AVOP Practical Test

##### **D AVOP**

Written Test  
After Hours Verbal Test  
DA AVOP Practical Test  
DX AVOP Practical Test

##### **DA AVOP**

Written Test  
DA AVOP Practical Test

Alternatively, tenants authorized to issue DA AVOPs, as per Section 1.2 Vehicle Operator Authorization, may evaluate and issue AVOPs as required for their specific operations and within their designated areas as outlined within their approved lease.

Once training is completed a letter certifying the employee is trained and qualified will be provided to the Airport Manager.

#### **4.4.7 AVOP Knowledge Confirmation**

In order to maintain a high degree of airside safety when operating vehicles, and to ensure that all AVOP holders remain current with both the theoretical and the practical components of the entire Airside Traffic Directives, every AVOP holder is required to confirm their knowledge using the methods below.

- a) Provide semi-annually, in writing, a statement confirming they have used their AVOP a minimum of six times within the six month period from Jan 1, or July 2 whichever is closer, until expiry.  
*(1<sup>st</sup> reporting period is 1 Jan – 1 July. | 2<sup>nd</sup> reporting period is 2 July – 31 Dec)*

All completed knowledge confirmation forms can be submitted to:

Mail: **Attention: Management - AVOP Confirmation**  
50 Terminal St., Suite #1, North Bay, ON, P1B 8G2

Email: [operations@yyb.ca](mailto:operations@yyb.ca)

- b) Should the AVOP holder not be able to provide written proof that they have used their AVOP a minimum of six times during the specific reporting periods listed above, a check ride must be scheduled within 90 days with an Airport Evaluator, as listed below, to validate their knowledge of all current traffic directives.

Regulatory Compliance Manager  
Phone: 705-474-3026 ext. 5305

- c) Should an AVOP holder be unable to confirm their knowledge by one of the above methods their AVOP will be revoked immediately. Once an AVOP is revoked the individual will need to reapply for an AVOP, and if approved by the Airport Manager or designate will be required to fully certify again.



# AVOP Knowledge Confirmation Form

For All Airport Staff, Tenants, Clients, and Other Users.

## 1. AVOP Holder Details

Please indicate the individuals who have used their AVOP within the past 6 months.

First Name:	Last Name:	AVOP Issue Date:	AVOP Expiry Date:	Date of Last AVOP Use:	AVOP #
					NBA -
					NBA -
					NBA -
					NBA -
					NBA -
					NBA -
					NBA -
					NBA -
					NBA -
					NBA -

## 2. Authorizing Information

**Confirmation Statement:** I confirm that the above individuals have used their AVOP at the North Bay Jack Garland Airport at least six (6) times within the past 6 month reporting period, most recently on the date listed above. An update will be provided again within the subsequent six (6) month reporting period.  
(1st reporting period is 1 Jan – 1 July. | 2nd reporting period is 2 July – 31 Dec)

Supervisor / Manager / Designate Full Name and Signature:

Date:

Please forward the completed form via e-mail or fax to: [operations@yyb.ca](mailto:operations@yyb.ca) or (705) 474-3020.

Excerpt from Airport Traffic Directives:

### 4.4.7 AVOP Knowledge Confirmation

In order to maintain a high degree of airside safety when operating vehicles, and to ensure that all AVOP holders remain current with both the theoretical and the practical components of the entire Airside Traffic Directives, every AVOP holder is required to confirm their knowledge using the methods below.

1. Provide semi-annually, in writing, a statement confirming they have used their AVOP a minimum of 6 times within the 6 month period from Jan 1, or July 2 whichever is closer, until expiry. (1st reporting period is 1 Jan – 1 July. | 2nd reporting period is 2 July – 31 Dec)

All completed knowledge confirmation forms can be submitted to:

**Mail:** 50 Terminal St., Suite #1  
North Bay, ON, P1B8G2

**Email:** [operations@yyb.ca](mailto:operations@yyb.ca)

**Fax:** 705-474-3020

2. Should the AVOP holder not be able to provide written proof that they have used their AVOP a minimum of 6 times during the specific reporting periods listed above, a check ride must be scheduled within 90 days with an airport evaluator, as listed below, to validate their knowledge of all current traffic directives.

Regulatory Compliance Manager  
Ph. 705-474-3026 ext. 5305

3. Should an AVOP holder be unable to confirm their knowledge by one of the above methods their AVOP will be revoked immediately. Once an AVOP is revoked the individual will need to reapply for an AVOP, and if approved by the Airport Manager or designate will be required to fully certify again.



**4.4.8 Arrange for a Five Year Recertification AVOP Test**

All AVOP holders must recertify their AVOP every 5 years, in addition to the intermediary requirements listed previously. When the applicant is prepared to attempt the AVOP recertification arrangements can be made by contacting:

Regulatory Compliance Manager  
Phone: 705-474-3026 ext. 5305

AVOP recertification is to be scheduled between April 1<sup>st</sup> and November 1<sup>st</sup> of the calendar year the AVOP is set to expire. This is done to ensure that the AVOP recertification is not cancelled and rescheduled due to weather and operational requirements, as is experienced during the winter.

The re-certification evaluation of a valid AVOP will comprise of a practical test, as appropriate by the operators AVOP classification. If an AVOP is not recertified within the five years it is issued for the AVOP will be revoked immediately and the individual will need to reapply.

**4.4.9 Issuing of Airside Vehicle Operator Permits**

After successfully completing an evaluation, the operator will be issued an AVOP from the Airport Manager or designate.

## **5.0 DUTIES AND RESPONSIBILITIES**

Each employer must ensure that their employees have received adequate training and are qualified to operate vehicles and equipment which they are required to use in the course of performing their duties on the airside. This includes ensuring that employees are in compliance with all Provincial/Territorial Driver's License requirements and restrictions.

Before operating a motor vehicle on the airside of the Airport the vehicle operator must become familiar with the regulations and procedures in this manual and obtain authorization from the Airport Manager.

The vehicle operator must determine that their vehicle is operating satisfactorily (Do a walk around and check wipers, mirrors, lights, beacon, tires, leaking fluids, rocks in tires, mud, loose parts, etc.) and has the required safety equipment and markings by doing a walk around the vehicle (See Section 6.90, Recommended Safety Equipment for Vehicles). All operators shall notify their immediate supervisor of any equipment malfunction.

If you encounter any obstruction or potentially hazardous condition on any aircraft movement surface, report its nature and location to your supervisor and to Airport Security in order that corrective action may be taken.

All personnel with a Transport Canada RAIC or a North Bay Airport Restricted Area Pass shall wear these on outer clothing, above the waist, on the front of the body, ensuring they are always visible when in the restricted areas.

A person who is not in possession of a valid identification shall not enter or remain in any area of the Airport that is designated by a sign as a restricted area unless authorized to do so by the Airport Manager.

Persons not displaying a RAIC from Transport Canada or a valid Restricted Area Pass from the North Bay Jack Garland Airport should have a valid pilot's licence and matching medical certificate or they should be considered unauthorized and should be reported immediately to the Airport Manager or representative. All designated gates must be kept closed and locked to prevent unauthorized personnel or vehicles access to the airside.

## 6.0 VEHICLE OPERATION PROCEDURES

This section outlines the 'How' an individual will safely operate a vehicle airside.

### 6.1 Right of Way Hierarchy

**Aircraft always have the right-of-way.** A vehicle operator, therefore, shall yield to any aircraft. Before entering an airport movement area, the vehicle operator shall always visually check and ensure that aircraft are not approaching or departing.

Following aircraft, vehicle operators shall yield right of way in the following order:

1. Emergency Vehicles responding to an emergency with lights/sirens;
2. Pedestrians, including passengers, crew, tenants, airport staff, etc.;
3. Vehicles and equipment engaged in snow removal, pavement ice control activities or other airfield activities;
4. Vehicles towing aircraft; and,
5. Other vehicles, such as tenant vehicles, air carrier vehicles (such as cargo vans and aircraft service equipment) and all vehicles being used during training or evaluation.

### 6.2 Vehicle Corridors

When operators within the same classification arrive at the same location the operator entering from the right will always be given the right away (i.e. if a baggage tractor and a fuel truck are evaluating who should be given the right of way it will be provided to the vehicle on the right, and other will hold their position until it is safe to proceed).

- a) Vehicles already in a designated vehicle corridor have right-of-way over all other vehicles attempting to enter.
- b) Vehicle corridors are not "guaranteed safe routes".
- c) Taxiing or parked aircraft may at times encroach on vehicle corridors, and you must avoid such aircraft.
- d) Every person operating a vehicle on an apron shall yield the right-of-way to pedestrians being escorted between an aircraft and the Terminal building.
- e) Every operator of a vehicle shall yield the right-of-way to a pedestrian who is within a pedestrian cross-walk.

### **6.3 Operating Speed Limitations**

Vehicle operators shall use service and perimeter roads to reach field locations when these roads are available and time permits.

<u>Location:</u>	<u>Maximum Speed Limit</u>
------------------	----------------------------

<b>Movement Areas (Aprons)</b>	<b>25km/h</b>
--------------------------------	---------------

Service Roads	50km/h
---------------	--------

Maneuvering Area	50 km/h (with limited operational/emergency exceptions)
------------------	---

Ensure a safe and efficient operation of the vehicle, in the thorough completion of the tasks of the operator, taking into consideration factors such as vehicle and attachments operational limits, weather, other operations on the maneuvering area, etc.

It is the sole responsibility of the vehicle operator to ensure that the vehicle is operated in a safe manner at all times. Failure to operate the vehicle safely at any time will result in the individuals AVOP to be revoked immediately by the Airport Manager, or designate.

### **6.4 Vehicle Registration**

No person shall operate a vehicle in an airside area unless the vehicle displays a provincial registration plate or a registration plate or other means of identification issued or authorized by the Airport Manager.

### **6.5 Personal Prohibitions**

No person shall operate a vehicle in an airside area while under a prohibition from operating the vehicle imposed by a court or judge.

### **6.6 Apron II Access at Gate 1, Gate 2, and Gate 2A**

Gates are also Emergency Access points therefore they are not to be blocked for any length of time. Vehicles waiting for aircraft to arrive will be parked so they are not blocking the gate. Proceed to gate for airside access only after the aircraft has parked and engines are shut down.

When the vehicle is ready for airside access, proceed to gate and either press the Call Button or phone Airport Security at 705-840-9965, if the vehicle is not equipped with an authorized gate opener.

At no time are unescorted vehicles permitted to follow any other vehicle through the gates. After your vehicle has proceeded through the gate, wait until the gate fully closes behind you before continuing to worksite.

#### **6.6.1 Gate 1 - between Terminal and Administration Building**

Gate 1 will remain locked and secured at all times. Airport Security will be responsible for granting airside access through Gate 1 at all times.

Airport Traffic Directives – DA AVOP

---

Select organizations, i.e. North Bay Ambulances, have permission and procedures to access Apron II through Gate 1 if Airport Security is not present overnight; however, they must still be screened by Security during regular Terminal hours.

Without preauthorized arrangements all vehicles must be granted access by Airport Security.

**6.6.2 Gate 2 - to Garage Compound**

During normal business hours Gate 2 will remain open to allow courier access to the Maintenance Garage. On weekends, stat holidays, and off hours the same procedure for Gate 1 will apply for Gate 2. These times are approximate and can change for a number of reasons from time to time and without notice.

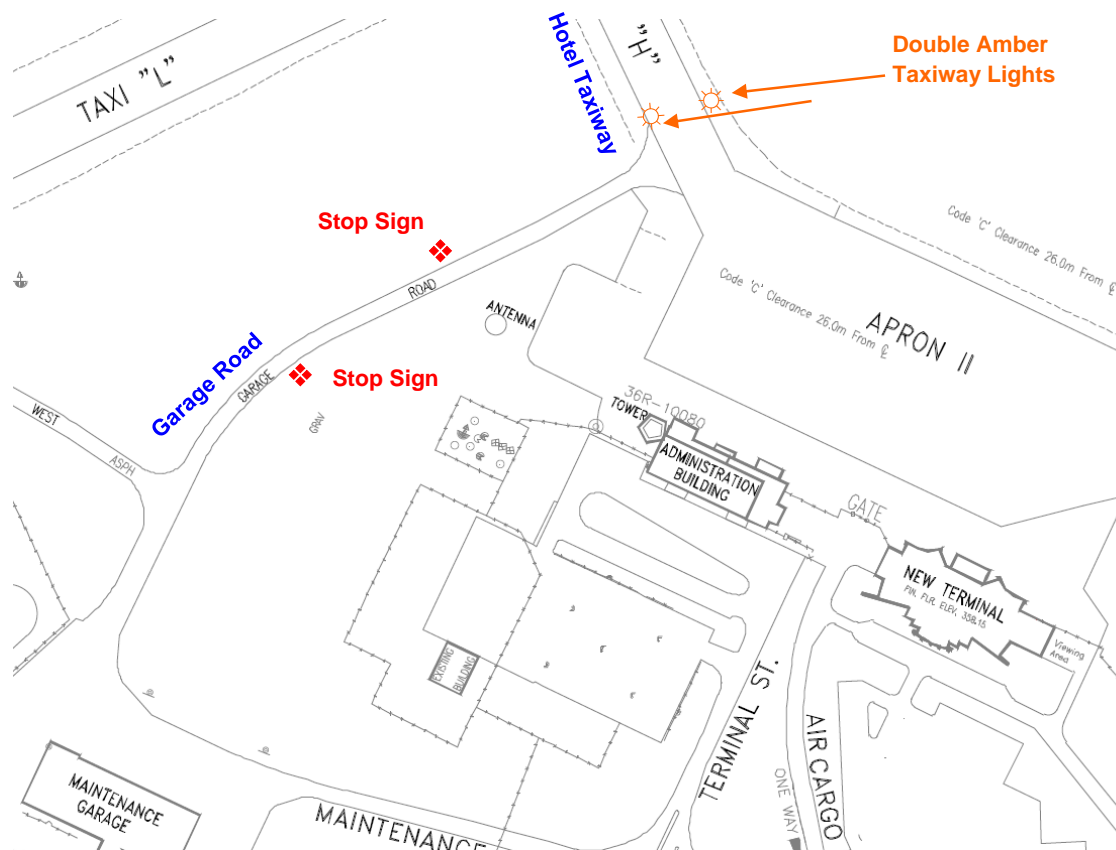
**6.6.3 Gate 2A - Garage Airside Access**

Other than authorized personnel and vehicles, airside access through Gate 2A must first be authorized by Airport Management.

**6.6.4 Garage Road Access to Apron II**

If Apron II access is only available through Gate 2 and or 2A, vehicles will proceed past the Maintenance Garage then along Garage Road to the Apron. Because Garage Road crosses a Helicopter Flight Path, vehicles will stop at the stop signs and look for any helicopter traffic and the helicopter's suspended load – which could be hanging quite low. Only when no helicopter traffic is present along this Flight Path will it be safe to proceed.

When entering the Apron from Garage Road, stop and check for traffic and be extremely cautious not to encroach traffic on Hotel Taxiway and Apron II, see the diagram below. Always give aircraft the right of way.



## 6.7 Functional Vehicle Requirements

All vehicles operating on airside shall have safety equipment and display markings as described below:

### 6.7.1 Rotating / Flashing Beacon

All vehicles that will be operated or driven on designated movement and maneuvering areas **must** be equipped with a rotating (bulb equipped) or flashing (LED cycling to simulate rotating) warning/beacon light that must be turned on while a vehicle is on these areas. **If equipped with headlights, these must also be turned on while in the maneuvering area.**

The rotating warning lights shall be mounted on the vehicle in a location that will permit the beam to be seen by aircraft, FSS or ground traffic from any position within 360°.



The enclosing globe of the warning light shall be amber for all vehicles except airport emergency service vehicles, which are to be equipped with a red warning light.

Failure to have a 360° beacon will require the vehicle to be escorted by a fully equipped vehicle (i.e. Airport Security will escort a single courier or rented vehicle if it arrives without a beacon, however a single courier can be escorted by another courier from the same company [assuming escort responsibility and liability] if the vehicle is equipped with an appropriate beacon).

**Note:** Also see TP312 5<sup>th</sup> Edition Section 6, Subsection 6.3.2 Mobile Objects for specific information relating to the marking of mobile equipment.

**Exceptions:**

Aircraft fueling vehicles, and other Airport Manager pre-approved vehicles, which have an overall height in excess of 3.5 m are permitted to mount 360° beacon lamps on the vehicle cab provided that tail signal lamps are operated in conjunction with the 360° beacon lamp to provide adequate indication to the rear of the vehicle.

Additionally emergency response vehicles which have operational flashing lights on all sides of the vehicle are permitted to be used in the course of their duties (emergency response, staging, training, etc.) as rooftop equipment may impede the visibility of a roof mounted beacon.

**6.7.2 Safety Marking and Equipment Requirements for Aprons**

All self-propelled vehicles (e.g. motorized tractors, trucks, etc.) must be equipped with head lamps, tail lamps, parking lamps and, if licensed for off airport use, a license plate lamp.

Vehicles with a cab must also be equipped with a rotating or flashing beacon lamp mounted on top of the vehicle. Vehicles without a cab must be capable of operating the parking and tail lamps so that they flash on and off in unison.

Whenever a self-propelled vehicle is moving from one place to another on the airport apron, those equipped with a flasher (beacon lamp only for vehicles with a cab) must be in operation. The purpose of this procedure is to indicate to taxiing aircraft that the vehicle is being operated in the active apron area.



## Airport Traffic Directives – DA AVOP

---

These lamps should not, therefore, be left flashing when the vehicle is parked and left unattended. Improper use of flashing lamps is potentially distracting to taxiing aircraft and down-grades their value as a warning indicator that the vehicle is in motion.

Headlamps and non-flashing tail and parking lamps must be operated during hours of darkness and reduced visibility and may be left on as required while engaged in service to parked aircraft. All vehicle lamps should be turned off when the vehicle is parked in approved parking locations.

All non-self-propelled equipment (e.g. baggage cart, air-stairs), is required to have a strip of yellow reflective material along the full length of the equipment and diagonal yellow and black panels on the front and rear lower corners.

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

All vehicles and equipment operating on aprons shall be equipped with standard safety markings prescribed for apron service vehicles.

### **Exceptions:**

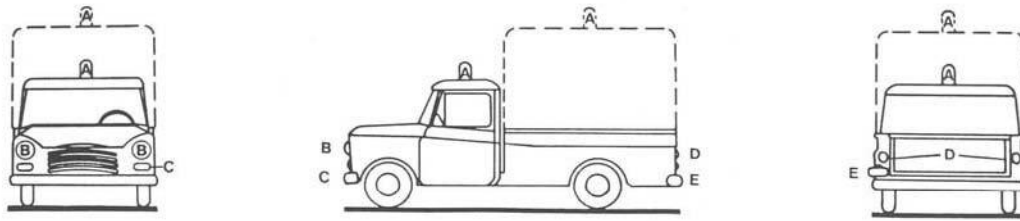
Occasional use on the apron area of vehicles or equipment not equipped with standard safety markings may be permitted while under escort of a vehicle so equipped (i.e. Airport Security will escort a single rented vehicle if it arrives without markings, or a contractor can be escorted by a tenant vehicle that is equipped).

Police, emergency services and other vehicles equipped with safety marking prescribed for operation on airport maneuvering areas are considered to equal or exceed these standards.

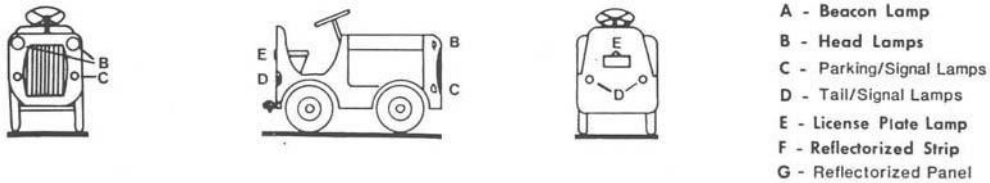
Airport Traffic Directives – DA AVOP

---

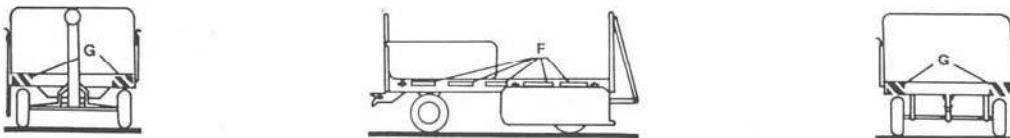
I. Self-propelled Vehicles with Cab



II. Self-propelled Vehicles without Cab



III. Non-self-propelled Vehicles and Equipment



## 6.8 Parking a Vehicle Airside

Wherever possible and practical, vehicles and equipment should be backed into parking areas. This is particularly important around air terminal buildings, loading bridge areas, and other heavy traffic areas. Should backing into a parking area be impossible, the vehicle will be parked in a manner to allow the vehicle to drive forward when departing. Both are intended to provide maximum visibility for the vehicle operator when departing from a parking area.

No person shall park a vehicle in any area designated by a sign as an area in which parking is prohibited.

No person shall, without the permission of the Airport Manager, park a vehicle in any area of the Airport not intended for the use of vehicles.

No person shall park a vehicle in any area of the Airport designated by a sign as a loading area.

Equipment and vehicles shall not be parked or left unattended on vehicular routes or aircraft movement areas without the permission of the Airport Manager. Vehicles must be parked only in approved areas when not in immediate use.

## **6.9 General Safety of Others**

No person shall operate a vehicle in an airside area in a manner that, having regard to all the circumstances, including the amount of traffic, is dangerous to aircraft, equipment, persons or vehicles.

## **6.10 Additional Recommended Safety Equipment**

Vehicles operated alone (not in company of another vehicle or vehicles) in the maneuvering area or other remote locations of the airfield for an extended period of time are to carry a supply of red, road safety flares sufficient to provide a continuous signal for a minimum of one hour. Although not required to be in the vehicle at all times, the carriage of these flares is strongly recommended in winter when both motor and battery/radio failure are most likely to occur. The vehicle owner is responsible to ensure provision of an adequate supply of flares based on operating requirements.

The vehicle operator and his/her supervisor are responsible to ensure that flares are in the vehicle when required based on prevailing operating conditions and work assignment.

## **6.11 Reporting of Hazards and Accidents**

The operator shall report all accidents, incidents, and occurrences of hazardous debris, to their direct supervisor as well as Airport Security. Incidents also include near misses.

### 6.12 Prohibited Actions

- 1) **Open Flame:** Smoking or open flame, of any material, using any method, is not permitted airside. This prohibition applies to persons both inside and outside vehicles and equipment.
- 2) **Restricted Areas:** Operators shall not walk or drive a vehicle within **150 m (500 ft.)** from an Instrument Landing System (ILS) transmitter building except with permission of the Control Tower or Flight Service Station as can seriously interfere with electronic equipment. This includes both the Localizer, and the Glide Path.



- 3) **Accident:** Operators shall not convene on the scene of an accident
- 4) **Distinguished Visitors:** Operators shall not travel to or near aircraft carrying distinguished visitors unless authorized by the Airport Manager, or where a tenant has a commitment to fulfil a business function (baggage handling, fueling, etc.)

Airport Traffic Directives – DA AVOP

---

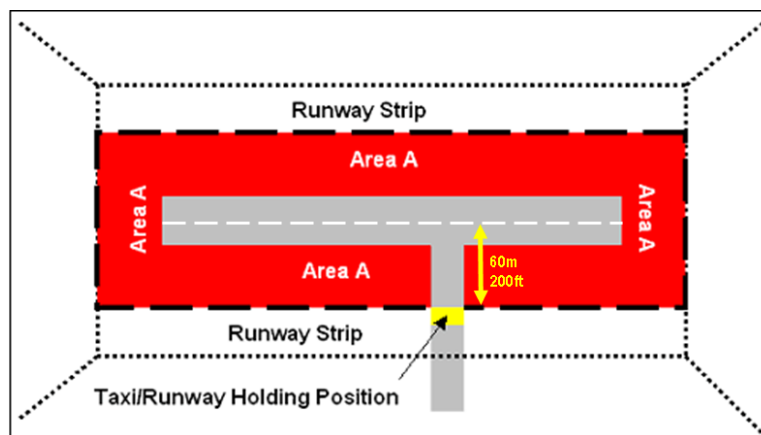
- 5) **Aircraft Fueling:** Operators shall not operate a vehicle within 15 m (50 ft.) of an aircraft being fueled or defueled except for the purpose of servicing that aircraft or as required when operating within a designated vehicle corridor.
- 6) **Cords:** Operators shall not drive over any cords/plugs of equipment or aircraft. Cords and plugs on the ground should be marked with heavy pylons to prevent them from becoming FOD.
- 7) **Hands Free:** Operators shall not use mobile phones, tablets, or other mobile communication or computing devices while operating vehicles or equipment.

The use of hands-free mobile phones should be kept to a minimum when driving. To make or receive calls:

- Pull over and stop; (clear of the maneuvering areas when airside)
- Allow a passenger to operate the phone;
- Make use of voice mail and respond to the call at a safer time; or
- Let someone else drive, freeing you up to make or receive calls.

AVOP holders who choose to violate this directive shall will have their permit suspended and face legal responsibility if they are involved in an accident and there is evidence that they were using a cell phone while driving.

- 8) **Studded Tires:** Operators shall not use studded tires airside, due to the potential damage they can cause to infrastructure or aircraft as FOD.
- 9) **Runway Strip:** An Operator must exercise caution while operating a vehicle on the grass infield area or on a service road as they must not come within 60m (200') of a runway edge [indicated as 'Area A' in the image below] without authorization from Flight Service Station (during operational hours) or without first announcing your intentions and confirming there is no conflicting air traffic (when Flight Service Station is not operational).



### **6.13 Foreign Object Debris (FOD)**

No person shall:

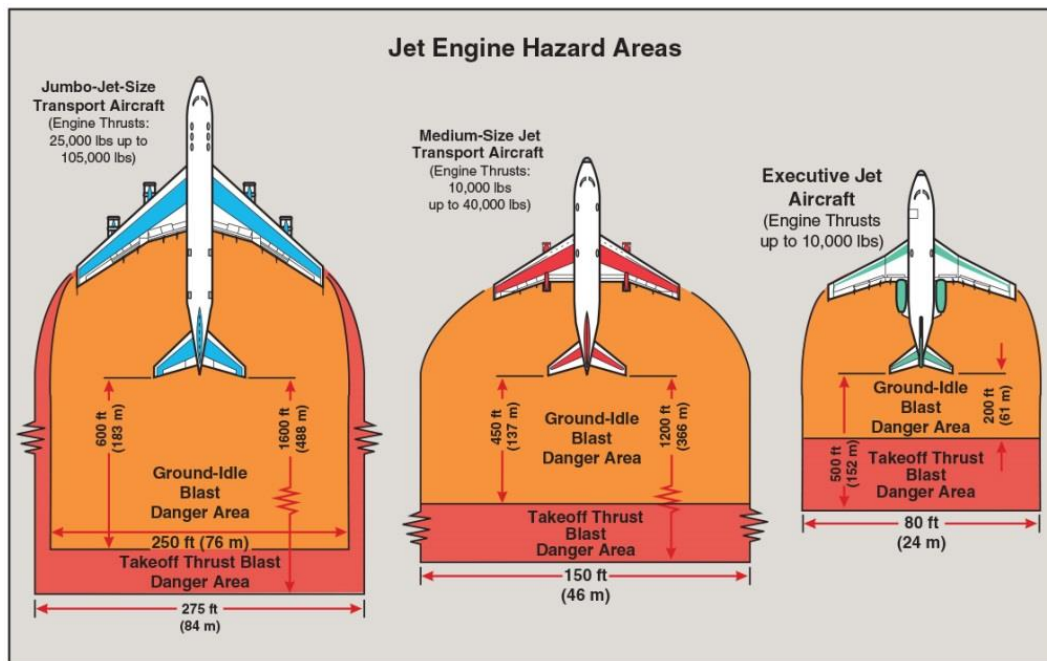
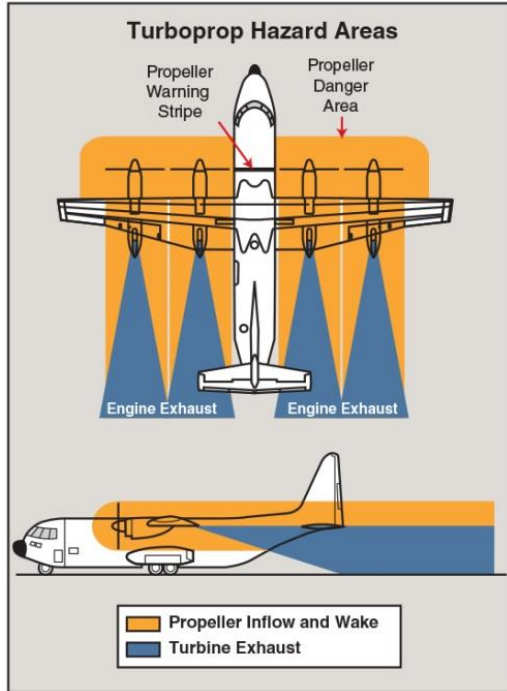
- (a) throw, deposit or knowingly leave on a road, apron or maneuvering area at the Airport any wood, tools, glass, nails, tacks, scraps of metal, chemical substance or other material that may damage any aircraft or vehicle; or
- (b) throw, deposit or knowingly leave any form of trash or garbage at the Airport except in a container provided for that purpose as it attracts wildlife/birds which endangers air traffic.
- (c) Use salt anywhere at an aerodrome.

Foreign material such as mud and gravel can seriously damage aircraft engines. Vehicle operators, therefore, should ensure that the surfaces of movement areas are kept clean by **checking that wheels and tires are clean before they enter these areas** (such as stones, mud, ice, salt, etc.). If foreign material is deposited on these surfaces, operators shall remove the FOD if he/she is able and it is safe to do so. You must also notify your immediate supervisor as well as Airport Security and arrange for its immediate removal if you are not able to remove it. Any FOD removal by Airport staff shall be at a cost recovery basis as per established fee rates at the time. Any foreign material that poses a threat to an aircraft and its safe operations is referred to as Foreign Object Debris (FOD).

### **6.14 Jet Blast / Prop Wash**

Vehicle operators shall remain a safe distance from areas affected by jet blast or prop wash of maneuvering aircraft, and not pass in front of or closely behind aircraft with engines running.

You may pass behind at a maximum distance if the wheels of the aircraft are chocked or the marshal waves permission.



### 6.15 Other Handheld or Mounted Devices

The same rules exercised on Ontario roads apply on airside. Communication via cell phone may be done so if a vehicle has been stopped and parked in a safe location. The use of company and aeronautical radios is permitted during the performance of work related duties. Texting during the operation of vehicles or while walking on airside is NOT permitted, you must always pay full attention to your surroundings.



## 7.0 PAVEMENT MARKINGS

Vehicle operators must understand the pavement marking system.

(a) White lines pertain to vehicle movement and control.

**VEHICLE = WHITE**

- i. Vehicle corridors used on busy aprons are marked by two solid white lines 7.5m (25 ft.) apart centered by a single broken line.
- ii. Security lines are solid white lines 150 mm (6 in.) wide, used to denote the parking area for ground service vehicles and equipment.

(b) Yellow lines pertain to aircraft movement and control.

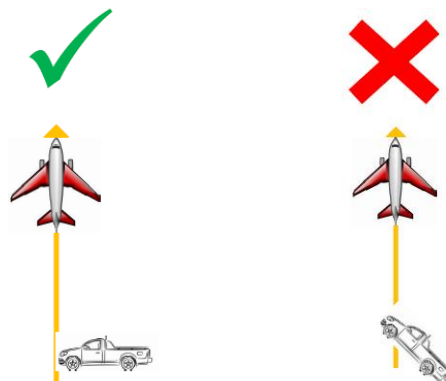
**AIRCRAFT = YELLOW**

- i. Aircraft movement guidelines, a solid yellow line 150 mm (6 in.) wide, are continuations of taxiway centerlines that serve as a center-of-aircraft guideline to aid aircraft traversing the apron. (These lines may not be required on some small aprons.)
- ii. Aircraft lead-in lines are marked by 150 mm (6 in.) solid yellow lines. The spacing and angle vary, depending on the "design aircraft" and local operating procedures.

### 7.1 Vehicle Corridors

On aprons where vehicle corridors have not been designated, like at North Bay Jack Garland Airport, you should use extra care to:

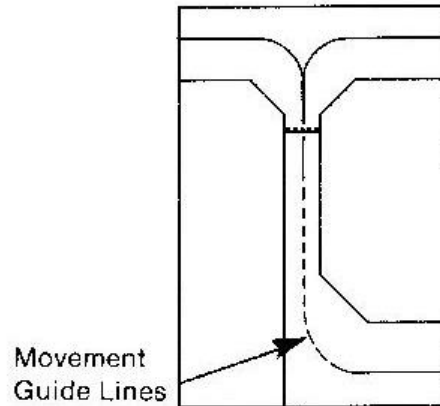
- Avoid driving near cords/plugs that cross in front of aircraft or operating in aircraft taxi lanes.
- Give aircraft the right-of-way at all times, corridors are not guaranteed safe routes.
- Stop well clear of aircraft and wait until it has been backed out or chalked and the marshal clears you to pass.
- Keep a maximum distance from parked aircraft (min. 15 meters).
- Be sure to cross aircraft taxi lanes and t-lines only at right angles to allow for maximum visibility.



## 7.2 Aircraft Guide Lines, T-Lines, Lead-in Lines, and Stands

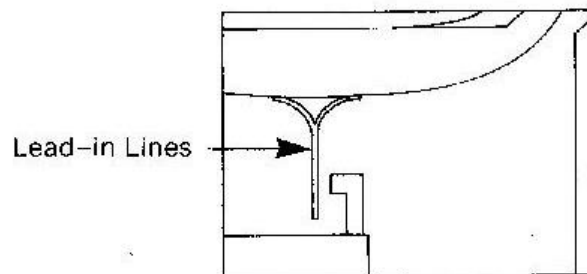
### Aircraft Movement Guide Lines

A single yellow line extending from the runway along a taxiway to, and in some cases, along the apron. The nose wheel of the aircraft is centered on this line to ensure that the main wheels are on pavement and that the wings will not contact known obstructions (buildings, light standards etc.). On aprons, vehicles may only cross aircraft movement guide-lines at right angles.



### Aircraft Lead-in / Stands/ T- Lines

A yellow line between an aircraft guide line and a gate or parking position. The aircraft nose wheel is centered on this line to guide the aircraft into the parking position without hitting other parked aircraft or obstructions. Also referred to as “**T-Lines** or **Stands**”.



Example of T-Lines/Stands:



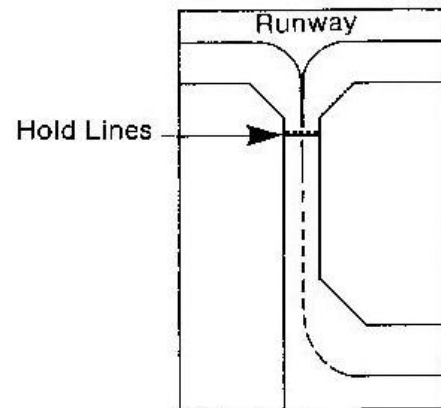
**T-lines are located on Apron II only at this time. There are two located in the Restricted Area of the Apron, and four in the Controlled Area of the Apron. Remember that the Restricted Area is used to park aircraft for embarking and disembarking passengers; which includes additional security considerations.**

**Refer to the Airport Security Awareness Program for additional information.**

### 7.3 Hold Lines

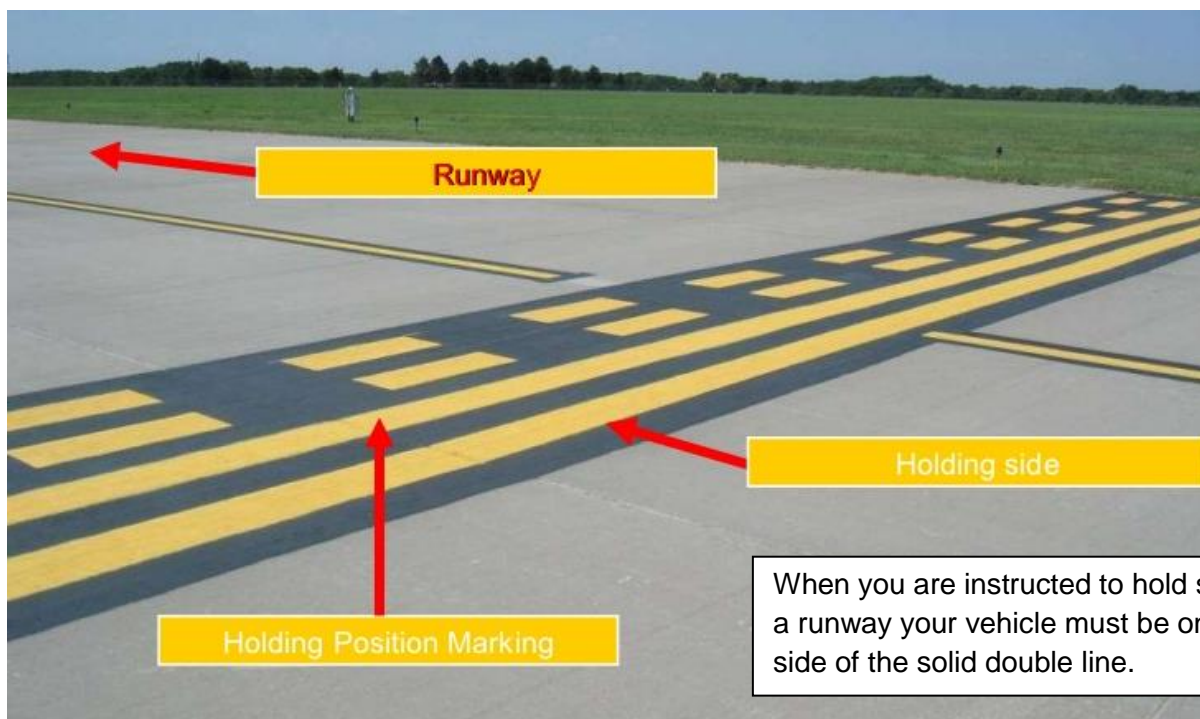
#### Hold Lines

A solid and a broken yellow line or two solid and two broken yellow lines across the width of a taxiway with the broken line(s) closest to the runway. Vehicles and aircraft must stop behind the solid line(s) and not proceed unless and until permitted to do so by the Air Traffic Controller or Flight Service Specialist.



**\*\*\* Further notes regarding holding short are found in section 10: Radio Procedures**

Hold Short Line Example:





## **Incursion Awareness**

### **What is an Incursion?**

It is any occurrence at an airport which involves the unapproved presence of an aircraft, vehicle or person on a taxiway or runway or within 60 m (200') of the runway strip on the grass infield or service road.

### **Examples Include;**

**FSS Operational:** Driving on any maneuvering surface (runway or taxiway) without prior approval of FSS

**FSS Unattended:** Being on any maneuvering surface that you have not announced your intent to be on and previously confirmed that there is not a conflict with air traffic in the area.

The FSS must be able to tell that you are not past the double ambers, stop sign or hold line or it will immediately be reported as an incursion to Transport Canada and your AVOP will be suspended; pending further investigation, training, or competency evaluation.

If the FSS feels you are over the hold short line they'll report it as such; therefore leave space so that there is no question.

Please note the following section on "Incursion Prevention".

### **Failure to Follow Route**

A "Failure to Follow Route" is;

- Asking for a specific route but changing the order of the surfaces you proceed onto
- Backtracking after leaving a surface

It is not an incursion as you have permission to be on each surface; however, you do not have permission in a different order from what you requested.

For example, if you request;

"Currently on Apron 2 and would like to proceed via Hotel, Lima West onto Runway 08-26, cross Runway 18-36"

If you drive straight on Hotel onto Runway 08-26, passing the 08-26 hold-short line then this is a Failure to Follow Route as you did not drive onto Lima West and approach the Runway from the previously requested entrance.

If you request and proceeded via Hotel, Lima West onto Runway 08-26 then FSS then removes you from the Lima surface and you cannot enter back onto Lima again unless you request it.



## Incursion Prevention

### How can you prevent incursions?

- Only request the surfaces that you are using rather than long distances and multiple surfaces over extended periods of time.
- If you must leave the vehicle for any amount of time, announce your intention to FSS/Air Traffic.
- Once you are back in the vehicle; reconfirm your route in case you missed a radio call or your route had been changed for any reason.
- Use external speakers (where equipped) if working outside so you can hear FSS they need to change your permission.
- Be aware of your surroundings and have situational awareness; if you are on an apron and cross the double ambers without permission it is an incursion.
- If you see another vehicle proceeding onto a maneuvering surface without hearing the call/permission – stop the other vehicle – safety is everyone's business!
- Communication is key. If you aren't sure if you have permission or if the instructions were not clear – clarify before proceeding!
- Do not call or state that you are "off" until you are no longer on any maneuvering areas – **crossing a hold line does not mean you are off all maneuvering areas** – it just means you are out of the runway strip.
- FSS has asked that drivers do not "rush" or "creep" the hold line as it distracts the Tower from other parts of their job if they have to continue monitoring your vehicle while in a hold position.
- Attempting to stop too fast or too close will not give you the space required to completely stop if the surface is slippery (i.e. ice) or if you were routed in a different direction and need to turn the vehicle around.
- To allow for other traffic to pass and allow you space to turn if redirected you should stop completely to one side (where practical) and must be far enough back to give yourself space to turn around without going near the line.


## 8.0 AIRFIELD LIGHTING


A variety of lights are used airside to provide information and direction to pilots and vehicle operators. Every vehicle operator must know the meaning of these lights to avoid entering areas where they are not permitted to be and as a guide to vehicle movement when within the maneuvering areas (runways and taxiways) of the airport.


### 8.1 Aerodrome Beacon


The aerodrome beacon is a large rotating white light mounted at a location such as on top of the Flight Service Station Control Tower. It is provided for visual identification of the airport by aircraft but is also a good reference point for vehicles on the airfield.


### 8.2 Edge Lighting on Movement and Maneuvering Areas

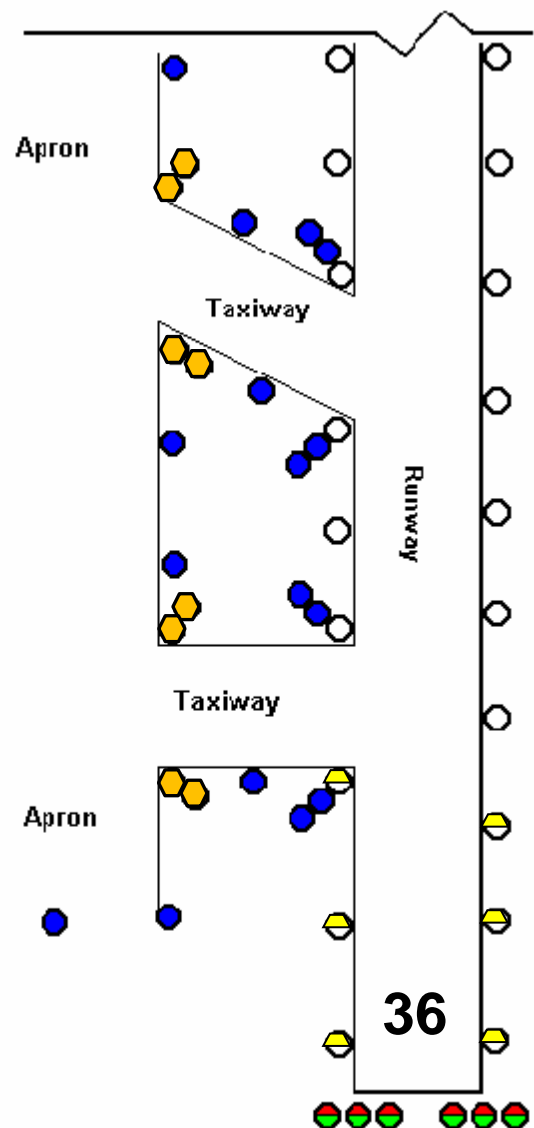
 **White** lights are used along the edge of runways.

 **Blue** lights are used along the edge of aprons and taxiways. Alternatively a blue 'pylon/marker' can also be

 **Amber** lights are used at the intersection of aprons and taxiways. Also known as 'double ambers', these lights identify the maximum allowable distance a vehicle operator can proceed up to before they must have authorization from FSS to proceed from an apron to a taxiway.

 **Two Sided Red and Green** lights are located at the runway threshold and are used to identify the end of a runway, for aircraft landing, with the green half pointing toward the approach of the runway.

 **Two Sided White and Yellow** lights are used at the runway end to indicate the approaching end of the runway, for aircraft taking off, with the white half pointing toward the approach of a runway.





### 8.3 Runway Guard Lights (aka Wig-Wags)

The Runway Guard Lights are a pair of amber light fixtures, one on either side of hold lines for the main Runway 08-26 (south entrances only) with two flashing amber lights in each fixture, which provide a distinctive warning to pilots and vehicle operators that they are approaching a runway holding position and are about to enter an active runway, essentially enhancing the hold-short line/position.

These lights are visible in all weather conditions however in inclement weather (rain, snow, etc.), in low visibility, or at night these lights provide an especially bright/vibrant notification to the operator.

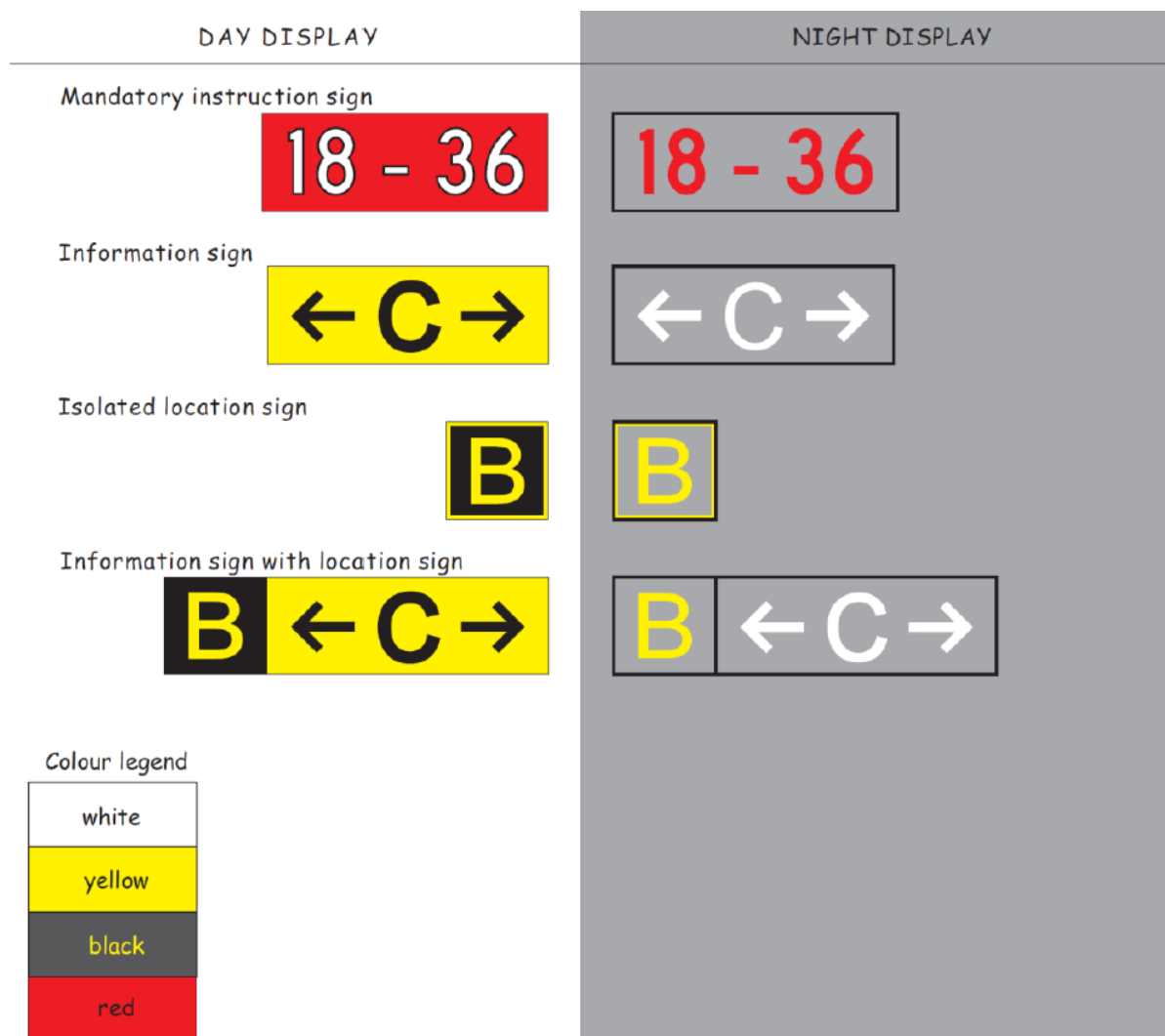


In order to prevent runway incursions and to provide greater visibility of hold-short lines these guard lights (wig wags) are found on taxiways that intersect with Runway 08-26 (south side only) and Runway 36 (south of Runway 08-26). (Taxiways Lima, Juliet, Echo, and Hotel)



## 9.0 AIRFIELD SIGNS

Throughout airside there are three different types of signs which are used to provide information and direction to pilots and vehicle operators. Each of these signs are unique in appearance, and provide different information.



Above Sign Display Diagram from TP312 5<sup>th</sup> Edition.

### Important Note:

At the North Bay Jack Garland Airport a “Location” sign and a “Mandatory” sign are often collocated together on the same sign face. In this case this sign face is providing an operator with two ‘parts’ of information – Where the operator is currently located, and the mandatory hold short position for the upcoming runway.



Above: An example of a ‘Location’ Sign in conjunction with a ‘Mandatory’ Sign.

### 9.1 Mandatory Signs = STOP

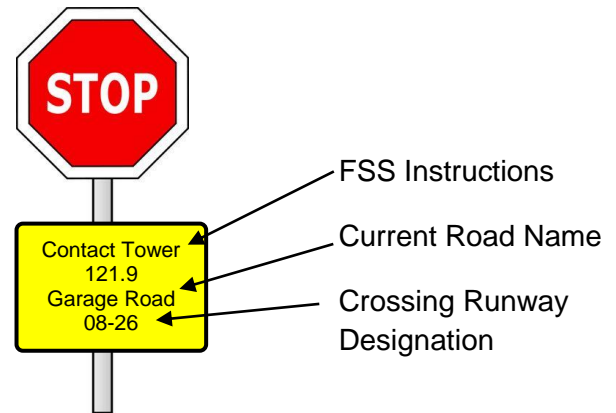
These signs are red with white lettering, and provide mandatory instructions, such as 'Hold Short' or a Stop Sign.

**“Runway Designator”** These signs are red, indicating the mandatory instruction to "Hold Short". The sign also indicates the runway designation of the upcoming runway.



Above: An example of a standalone 'Mandatory' Sign.

**“Road Holding Position”** These signs are red, indicating the mandatory instruction to "hold short". The sign also indicates the contact information to obtain clearance to proceed onto the runway designation of the upcoming runway.



**IMPORTANT NOTE:**

While 'Road Holding Position Signs' are used at the intersection of service road and a runway, these signs are also placed at specific traffic flow locations.

In this case the FSS instructions will be replaced with local traffic information, such as, but not limited to, "Watch for Helicopter Traffic". These should be treated as any other "STOP Sign" on a road.

***“White on red – stop ahead”***

## 9.2 Location Signs = Current Location

These signs are black with yellow lettering, and identify the name of the maneuvering surface you are currently on.

**Location Signs**, like street signs, identify the names of the maneuvering area/surface you are currently on. These signs can either be mounted independently, as a standalone sign, however they are commonly found with Mandatory Signs at the intersection of a Taxiway and a Runway.



Above: An example of a standalone 'Location' Sign.



Above: An example of a 'Location' Sign in conjunction with a 'Mandatory' Sign. This type of sign is often found at the North Bay Jack Garland Airport.

***“Yellow on black –  
tells where you’re at”***

### 9.3 Information Signs = What is Ahead

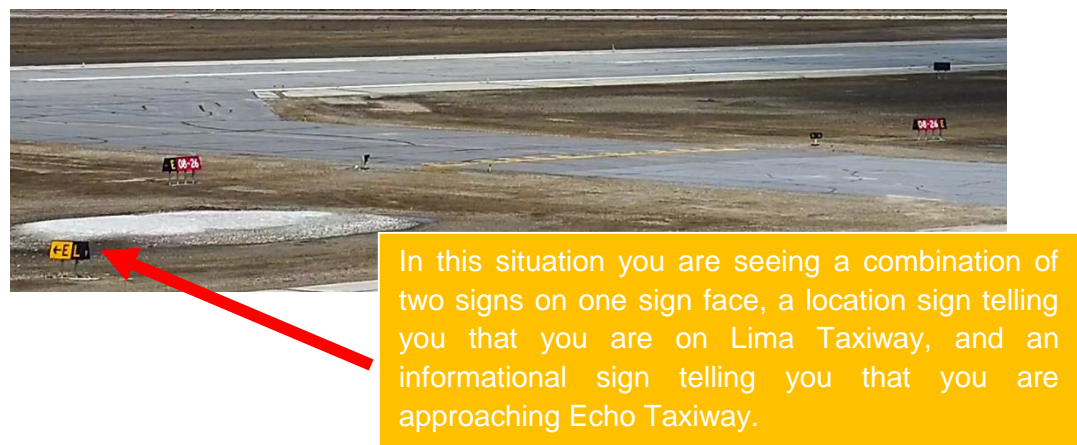
These signs are yellow with black lettering, and typically have an arrow to provide you with information about what areas are nearby.

**Information Signs** normally have an arrow indicating the direction of travel to exits, aprons, terminal buildings, or other facilities named on the sign. These signs can either be standalone, or grouped with other signs, including Location Signs and Mandatory Signs.



***“Black on yellow – tell a fellow”***

#### 9.4 Overview of Signs and Markings Used Together



Remember that taxiways are referred to by using the phonetic alphabet so that taxiway "A" is spoken of as "Taxiway Alpha"; Taxiway "B" is "Taxiway Bravo", etc.



**Your speed should change according to weather conditions, as it could be slippery at hold short lines.**

#### 9.4.1 Wildlife

It is common for ground vehicle operators to spot wildlife on the airfield. It is important to report these sightings as soon as possible to FSS or to airside operations. Birds or animals can be a hazard to aircraft, causing major damage or potential accidents. Please make note of the Tower and Operations contact numbers so they are handy at all times for such observations.

#### 9.4.2 Foreign Object Debris (FOD)

FOD is a substance, debris, or article alien to a vehicle or system which could potentially cause damage. Ingesting FOD into a jet engine or a propeller hit can cause significant damage and pose a major safety risk.



**Foreign object debris (FOD) at airports can cause damage that costs airlines, airports, and airport tenants millions of dollars every year.**



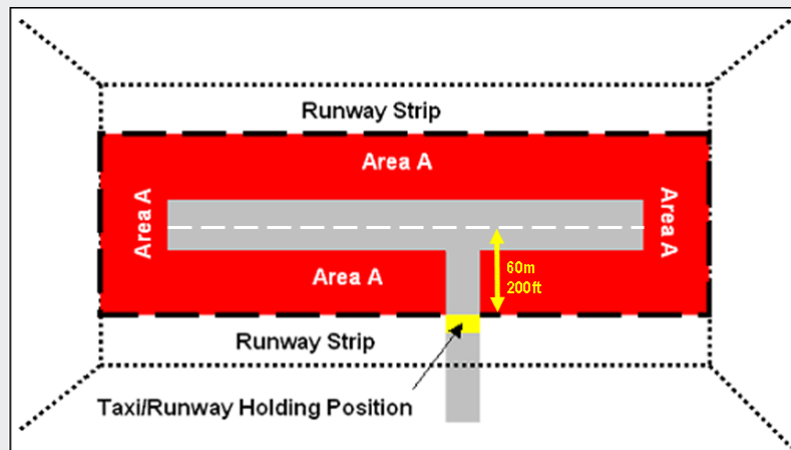
**If you see it, pick it up.**



### **WORKING IN THE RUNWAY PROTECTED AREA ON FOOT**

People and their hand tools can be within the 60m (200ft) runway safety area when the runway is in operation as long as:

- 1) All their vehicles, trailers, etc. are outside of the protected area; and,
- 2) FSS is advised that people will be working in the runway safety area (not on the operational runway).



**Advisory Circular 302-003: Authorized persons with light equipment (such as hand tools) are permitted in Area A for the purpose of in-flight inspection of navigational aids or airport operational maintenance.**

***(This must be coordinated and approved before work is to begin.)***

## **9.5 Aircraft Rescue and Fire Fighting**

When an emergency situation takes place on the airfield, FSS will give emergency crews specific instructions and routing in order to address it in the safest manner possible.

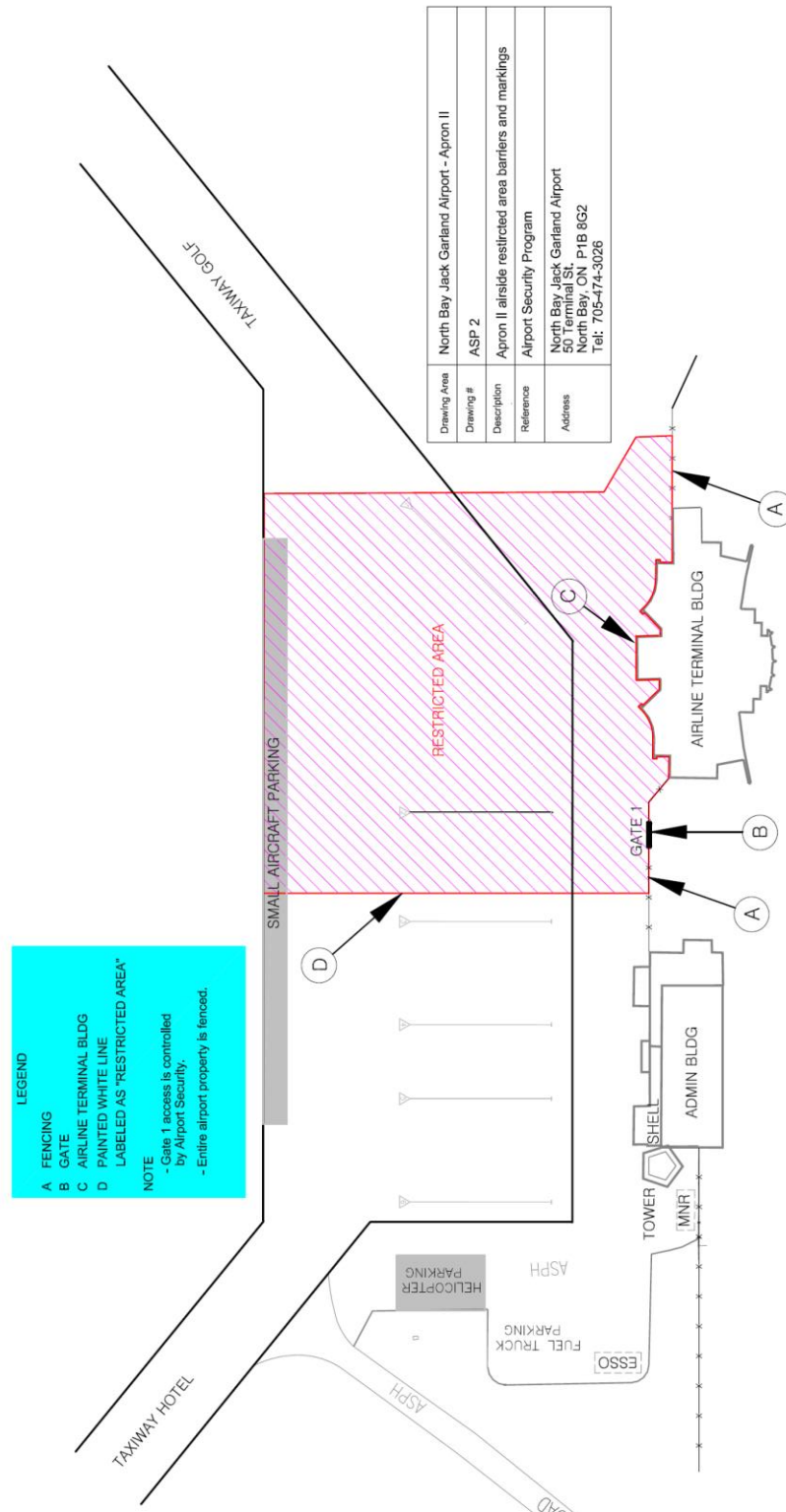
During emergency situations, ground vehicles responding must always ensure communication with FSS. FSS will provide emergency crews with specific instructions and follow emergency procedures established by both parties.



As a rule, Aircraft Rescue and Fire Fighting (ARFF) responding to an emergency situation have priority over other vehicles.



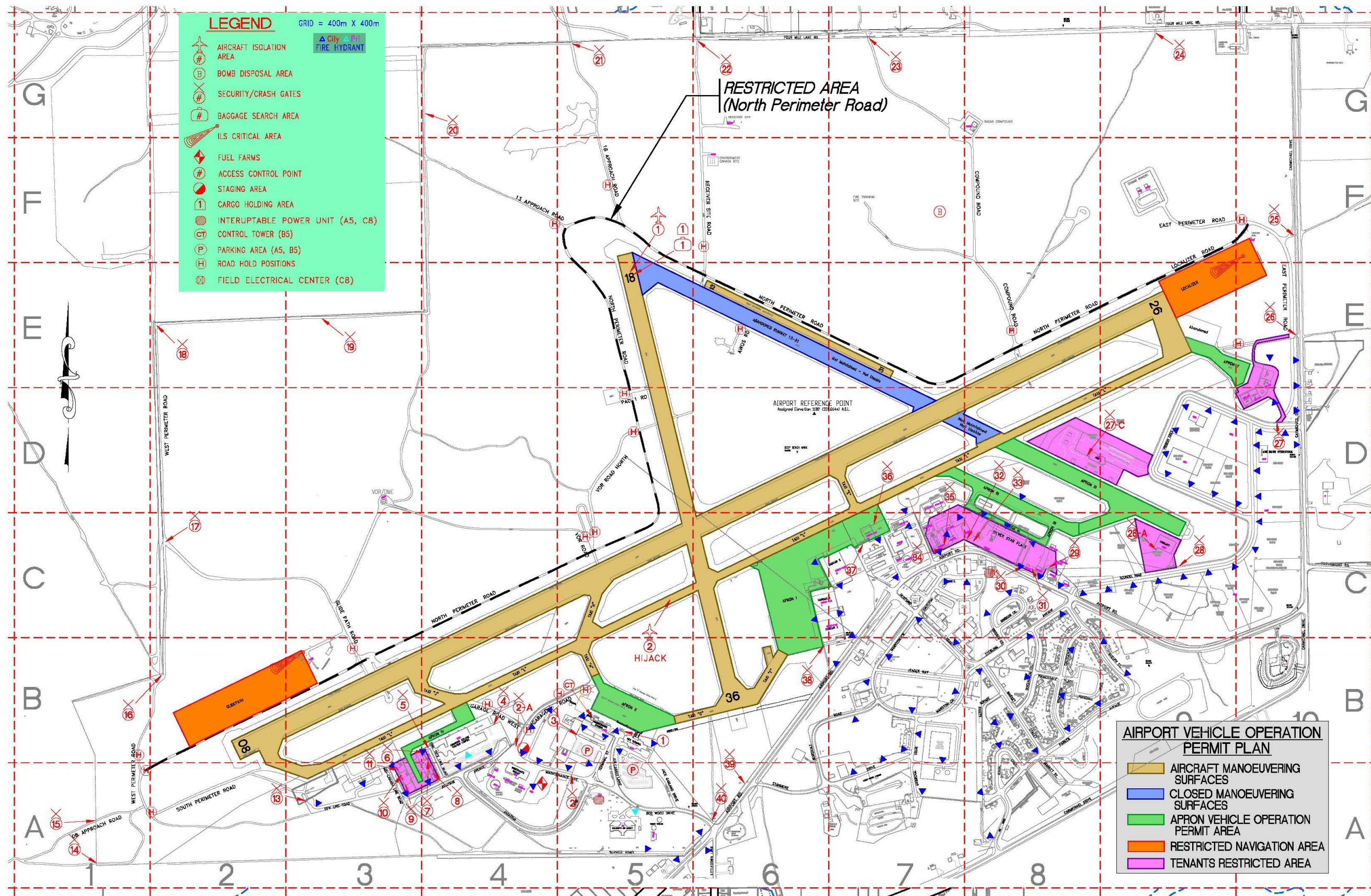
## 10.0 ANNEX A – NORTH BAY AIRPORT APRON II SITE PLAN





**11.0 ANNEX B – NORTH BAY AIRPORT VEHICLE OPERATOR PERMIT PLAN**

This page was intentionally left blank. Refer to the follow page.





## **12.0 ANNEX C – EXAMPLE WRITTEN TEST QUESTIONS**

- 1) Which of the following most accurately describes that part of an aerodrome intended to be used for the taking off and landing of aircraft and the movement of aircraft associated with taking off and landings, excluding aprons:
  - (a) Restricted area
  - (b) Movement area
  - (c) Airport area
  - (d) Maneuvering area
  
- 2) Which of the following most accurately describes the beginning of that portion of the runway usable for landing?
  - (a) Taxiway
  - (b) Apron
  - (c) Threshold
  - (d) Button
  
- 3) An airport at which an air traffic control unit is provided is called a:
  - (a) Aerodrome
  - (b) Controlled airport.
  - (c) Flight Service Station
  - (d) Uncontrolled airport
  
- 4) Local Airport Traffic Directives:
  - (a) Apply at all Transport Canada airports.
  - (b) Apply only to commercial vehicles.
  - (c) Apply only at the airport where issued.
  - (d) Apply only to government vehicles.
  
- 5) Who has authority for the issuing, suspension or cancellation of permission to operate a vehicle on the airside of North Bay Airport?
  - (a) The Minister of Transport.
  - (b) The Airport Manager.
  - (c) The Officer in Charge of Security.
  - (d) A Police Constable
  
- 6) Who is to ensure that employees are qualified to operate vehicles and equipment on the airside?
  - (a) Airport Security
  - (b) The Employer
  - (c) The Airport Manager
  - (d) Transport Canada

Airport Traffic Directives – DA AVOP

---

- 7) The person responsible for determining that his or her vehicle is operating satisfactorily and has the required safety equipment and markings is:
- (a) The owner of the vehicle.
  - (b) The operator of the vehicle.
  - (c) The police
  - (d) The Airport Manager
- 8) If you encounter a condition on an aircraft movement surface that is likely to cause damage to an aircraft, you should immediately report it to:
- (a) The Airport Mechanic or Foreman.
  - (b) Your immediate supervisor and the local Security Office.
  - (c) All aircraft operators
  - (d) The local security office
- 9) Who is responsible for reporting any vehicle malfunction or dangerous condition to the supervisor?
- (a) Any other driver.
  - (b) The base supervisor.
  - (c) The mechanic.
  - (d) The vehicle operator.
- 10) Who is required to wear a Transport Canada or North Bay Airport Restricted Area Pass while in the restricted section of the airport?
- (a) All persons on the airside of an airport.
  - (b) Every person who does not carry a valid boarding pass or a private pilot licence with a valid medical certificate.
  - (c) Aircrew and passengers.
  - (d) Security staff only.
- 11) How is a restricted area pass (or ERAP) carried while in the restricted area?
- (a) On the outside of the clothing, above the waist on the front of the body.
  - (b) In your wallet.
  - (c) In the vehicle glove compartment.
  - (d) Not required to be carried.
- 12) Who is responsible for reporting a person found on the airside of an airport who is not wearing a restricted area pass?
- (a) The Security Officer.
  - (b) The company chief representative.
  - (c) Everyone who has a restricted area pass.
  - (d) Any passenger.
- 13) Who is responsible for ensuring that all designated gates to the airside of the airport are closed and locked when not in immediate use?
- (a) Everyone.
  - (b) Airport Security staff.
  - (c) Airport Management staff.
  - (d) Airline employees only.

Airport Traffic Directives – DA AVOP

---

- 14) There are many types of vehicles and equipment used on the airside of an airport. Who is responsible for ensuring that a vehicle operator knows how to operate the equipment he or she uses?
- (a) The licensing authority.
  - (b) The vehicle operator.
  - (c) The vehicle operator's employer.
  - (d) The security office.
- 15) All vehicles operated on the airport maneuvering areas, except those under escort, must be equipped with:
- (a) Headlamps and tail lamps and reflective tape on both sides.
  - (b) A flashing beacon and radio on your own company frequency.
  - (c) An approved rotating beacon lamp and radiotelephone on the appropriate radio frequency.
  - (d) A reflective yellow material on the sides and striped black and yellow patches on the lower left and right corners of the vehicle.
- 16) All vehicles with a cab while operating without escort on the airport aprons must be equipped with which of the following lights or markings?
- (a) An approved amber flashing or rotating beacon, headlamps, parking and tail lamps.
  - (b) Headlamps, tail lamps and reflective tape on both sides.
  - (c) A two-way radio on the citizens band or company frequency.
  - (d) None of the above.
- 17) All non-self-propelled equipment, such as air-stairs, trailers, baggage cart, etc. used on the airport aprons must be equipped with safety marking. Which of the following most accurately describes that marking?
- (a) Yellow reflective stripe along the sides, and black and yellow patches at the front and rear lower corners.
  - (b) Headlamps, tail lamps and a horn.
  - (c) Both A and B above.
  - (d) Any reflective material that can be seen from 300 m at night.
- 18) Which of the following traffic has first priority, (right of way) over all other traffic?
- (a) Maintenance vehicles in the performance of their duties.
  - (b) Emergency vehicles
  - (c) Aircraft
  - (d) The vehicle approaching from the right.
- 19) Which of the following examples most accurately describes the precaution which must be taken before operating a vehicle near radio navigational facilities?
- (a) Get permission from the Airport Manager first.
  - (b) Drive a small vehicle so that the signal will be affected as little as possible.
  - (c) Get approval from Flight Services.
  - (d) Stay away from this equipment at all times.

Airport Traffic Directives – DA AVOP

---

20) Smoking of any kind or open flame airside is:

- (a) Permitted.
- (b) Permitted in vehicles only.
- (c) Prohibited both inside and outside vehicles.
- (d) Permitted if no aircraft are within 100 m of the smoker.

21) It is permissible to operate a vehicle in front of or over 50' or 15 meters behind an aircraft with engines running when:

- (a) Not at any time.
- (b) The red, anti-collision beacon of the aircraft is turned off.
- (c) The marshal waves permission and the aircraft wheels are blocked (chocked).
- (d) You have waited three minutes and the pilot has not indicated any intention to move the aircraft.

22) When vehicles are parked in an airside approved parking space in the vicinity of the Terminal or Administration buildings or adjacent to heavy traffic areas, they should be:

- (a) Left with beacon or flashing signal lamps in operation.
- (b) Backed into the parking area.
- (c) Driven in front first.
- (d) Left with engine running.

23) Whenever an aircraft carrying distinguished visitors is at an airport, unauthorized personnel and vehicles are required to:

- (a) Remain clear of the aircraft unless otherwise authorized by the Airport Manager.
- (b) Drive slowly past the area but do not take pictures.
- (c) Conduct normal vehicle movements but do not stare.
- (d) There is no restriction on vehicle movement.

24) Vehicle operators must ensure that mud and gravel are not deposited on aircraft movement surfaces because:

- (a) This material can cause damage to taxiing aircraft and engines.
- (b) Erosion could occur if too much dirt is removed from the runway edge.
- (c) The material can cause damage to aircraft in the air.
- (d) Dirty vehicles are not permitted on airport property.

25) If a vehicle operator notices foreign materials (tools, garbage, mud, gravel, solid objects) on an aircraft movement surface, the vehicle operator is required to:

- (a) Report the nature and location of the material to the police.
- (b) Stop and remove the material immediately if it is safe and you are able to.
- (c) Report the nature and location of the material to your supervisor and Airport Security.
- (d) No special requirements exist for vehicle operators.
- (e) Both B and C

Airport Traffic Directives – DA AVOP

---

- 26) If an aircraft were to crash on the airport, unauthorized vehicle operators are required to:
- (a) Wait until Crash Firefighting and Rescue is over before entering the area.
  - (b) Proceed immediately to the scene and render assistance.
  - (c) Stay away from the area unless authorized by your supervisor.
  - (d) Remain clear of the area unless otherwise authorized by the Airport Manager or designate.
- 27) The colour of pavement markings which outline vehicle corridors and security lines is:
- (a) Green except in grassed areas.
  - (b) Yellow
  - (c) White
  - (d) Red at intersections, white in other areas.
- 28) The colour of pavement markings related to aircraft movement guidelines and aircraft lead-in lines is:
- (a) Green except in grassed areas.
  - (b) Yellow
  - (c) White
  - (d) Different for each class and type of aircraft.
- 29) The purpose of an aircraft movement guideline is:
- (a) To indicate where aircraft movement is permitted.
  - (b) To show where aircraft movement is not permitted.
  - (c) To delineate lanes on a taxiway for vehicle movement.
  - (d) To serve as a center-of-aircraft guideline to aid aircraft travelling on aprons.
- 30) Aircraft lead-in lines/t-lines are provided to:
- (a) Lead the aircraft onto the runway when landing.
  - (b) Assist in the docking of an aircraft at a gate or into a parking position that is free of obstacles.
  - (c) Indicate where aircraft are restricted on an apron.
  - (d) Indicate the limits of vehicle corridors.
- 31) You are operating a vehicle and you need to pass behind an aircraft with engines running, what are some safety considerations:
- (a) Stop well clear of the aircraft and wait until the aircraft has been backed out or the marshal clears you to pass.
  - (b) Pass behind the aircraft at the maximum distance possible, but not within 15 meters/50'.
  - (c) Both A and B.
  - (d) Turn your vehicle around and return to your starting point on the apron.
- 32) Vehicle Corridors are:
- (a) Required to be used at all times regardless of circumstances.
  - (b) Not guaranteed safe routes and caution must always be exercised to avoid parked and moving aircraft.
  - (c) Guaranteed safe routes for vehicles under all circumstances.
  - (d) Suggested routes that you don't need to follow most of the time.

Airport Traffic Directives – DA AVOP

---

33) Vehicle operators must always exercise caution:

- (a) When runway, taxiway and apron markings are obscured due to faded paint, snow cover or any other reason.
- (b) When entering and leaving the active apron area.
- (c) When operating in front of or behind aircraft with engines running.
- (d) When any of the conditions indicated above are encountered.

34) When not in use, Apron Service Vehicles may be parked:

- (a) Anywhere on the apron where you see space is available.
- (b) In any apron area not used for the movement of aircraft.
- (c) Only in parking areas pre-approved by the Airport Manager.

35) Three documents must be carried at all times when operating a vehicle without escort on the maneuvering area of the Airport. Which of the following most accurately describes these documents?

- (a) Provincial Driver's License, AVOP, Airport Security Pass.
- (b) Restricted Area Pass (RAP), AVOP and a Restricted Operator Certificate-Aeronautical (ROC-A) or an ERAP which replaces the other three documents.
- (c) Security pass, parking permit, radio operators hand book.

36) At the Airport, the control tower is responsible for directing which of the following traffic?

- (a) Vehicles and pedestrians on aprons.
- (b) Aircraft, vehicles and pedestrians performing operational duties on maneuvering areas.
- (c) All vehicles, aircraft and pedestrians at the airport.
- (d) Aircraft on maneuvering areas but not vehicles.

37) When required to operate a vehicle in the maneuvering area of a controlled airport, the vehicle operator must first:

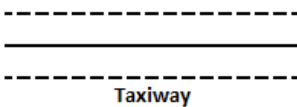
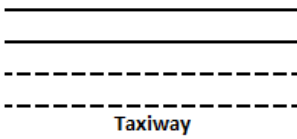
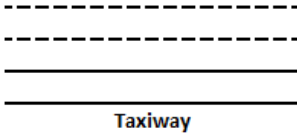
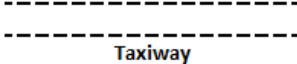
- (a) Notify the Airport Manager.
- (b) Consult his/her supervisor.
- (c) Contact FSS for permission if they are operational or clear it with local air traffic.
- (d) Contact Security for permission.



Airport Traffic Directives – DA AVOP

---

38) Which of the following illustrations most accurately illustrates how yellow hold lines are painted on a taxiway?

- A. 
- B. 
- C. 
- D. 

39) Which of the following is used to indicate the "HOLD" position on a taxiway:

- (a) Where the concrete and asphalt meet and create a colour different in the surface.
- (b) Two solid and two broken yellow lines across the width of the taxiway with the broken lines closest to the runway.
- (c) Where there are red mandatory hold-short signs.
- (d) All of the above.
- (e) Both B and C

40) The colour of a "HOLD" line is:

- (a) White
- (b) Green
- (c) Yellow
- (d) Red

41) When is it permissible to operate closer than 60 m from the edge of a runway?

- (a) When the work to be performed is closer than 60 m from the edge of the runway.
- (b) During grass cutting only.
- (c) Only on non-instrument runways.
- (d) When the FSS has given permission.

Airport Traffic Directives – DA AVOP

---

- 42) A vehicle which is not equipped with a radio on the FSS frequency may be operated in the maneuvering area when:
- (a) The vehicle weight exceeds (14,000 lb) - 6,500 kg.
  - (b) A radio-equipped vehicle is not available.
  - (c) It is under escort of a radio-equipped vehicle operated by a qualified employee responsible for requesting and acknowledging all FSS instructions.
  - (d) No aircraft are scheduled to land or take off from the airport for at least thirty minutes.
- 43) Hold lines painted on a taxiway always have the broken line:
- (a) Closest to the runway.
  - (b) Furthest from the runway.
  - (c) Between solid yellow lines.
  - (d) In pairs.
- 44) When vehicles are operating in a group or fleet in the maneuvering area under guidance of one radio-equipped vehicle, the operator of the radio-equipped vehicle is responsible to:
- (a) Display a red flag on the right front fender to indicate that the vehicle is radio equipped.
  - (b) Display red flags on all vehicles in the group which are not radio equipped.
  - (c) Request and acknowledge all Flight Service Station advisories for all vehicles in the group.
  - (d) Ensure that all the operators of vehicles without a radio know the meaning of light signals used to direct vehicles during radio failure at controlled airports.
- 45) The vehicle operator must not:
- (a) Interfere with wild animals on the runway unless they have approval to do so from Airport Management.
  - (b) Perform snow removal or other maintenance unless they have approval to do so from Airport Management.
  - (c) Drive in excess of the posted speed limit.
  - (d) Leave the vehicle unattended in the maneuvering area.
  - (e) All of the above.
- 46) Maneuvering surfaces at an airport that are designated by a letter are:
- (a) Aprons
  - (b) Runways
  - (c) Service Roads
  - (d) Taxiways
- 47) Runway edge lights are what colour:
- (a) Red
  - (b) White
  - (c) Blue
  - (d) Amber (Yellow)
- 48) Apron and taxiway edge lights are what colour:
- (a) Red
  - (b) White
  - (c) Amber (Yellow)
  - (d) Blue

49) How can you tell where the edge of the apron is?

- a) Where the concrete meets the pavement and forms a line.
- b) Where there are double amber lights on either side of the intersection.
- c) At the yellow line.
- d) Both B and C.

50) Lights used to indicate the intersection of a taxiway and an apron are what colour:

- (a) Amber (Yellow)
- (b) White
- (c) Red
- (d) Green

51) Signs used to identify the surface you are currently on ("location sign") may be which of the following colours:

- (a) White with black numbers/letters.
- (b) Black with yellow letters/numbers.
- (c) Red with white letters/numbers.
- (d) Blue with white letters/numbers.

52) Two coloured (double faced) threshold marker lights are what colours:

- (a) Blue and white.
- (b) Red and white.
- (c) Red and green.
- (d) Green and amber.

53) How many stands / t-lines are on Apron 2?

- (a) Four, one is on the restricted side
- (b) Six, two are on the restricted side
- (c) North Bay Airport does not currently have stands
- (d) Five, one for helicopters, one on the restricted side

54) If you see your cousin getting on a plane to Mexico it's okay to run across the apron to greet him;

- (a) As long as you are wearing your ERAP or temporary RAP.
- (b) As long as Security sees you and gives you the "thumbs up".
- (c) As long as there are no other planes on the apron and it is safe.
- (d) False, it is never acceptable if the passengers are screened.

55) An incursion is;

- a) Not counted if you just went slightly over a hold line when you turn with a vehicle.
- b) Not counted if FSS is not open to see it and report it.
- c) Only counted if it includes a runway.
- d) Being on any maneuvering surface that you don't have permission to be on.
- e) Not counted if there is no air traffic.

Airport Traffic Directives – DA AVOP

---

56) Failure to follow route is;

- a) Always viewed as an incursion.
- b) Driving on a surface you didn't ask for or have permission for.
- c) Driving a route out of sequential order or deviating from the route of maneuvering surfaces authorized to you by FSS.
- d) You failed to follow the aircraft after it landed and was leading you in.

57) When approaching a Hold-short line you should always;

- a) Creep slowly to the line so FSS knows you won't cross it.
- b) Approach quickly and stop quickly.
- c) Drive normal speed, stop a good distance prior to the line and remain stopped.
- d) Pull up close to the line so FSS can see that you are waiting to cross.

58) Gate safety is important because;

- a) Transport Canada has deemed it as a risk to air traffic.
- b) Animals could get in and put passengers at risk.
- c) To protect the airport and country from any threatening events.
- d) To prevent unauthorized traffic on maneuvering surfaces.
- e) To limit FOD coming in on vehicles.
- f) All of the above.

**Example Written Test Answers**

Listed below are the correct answers to questions in **section 13.0.**

<b>1</b>	D	<b>36</b>	B
<b>2</b>	C	<b>37</b>	C
<b>3</b>	B	<b>38</b>	C
<b>4</b>	C	<b>39</b>	E
<b>5</b>	B	<b>40</b>	C
<b>6</b>	B	<b>41</b>	D
<b>7</b>	B	<b>42</b>	C
<b>8</b>	B	<b>43</b>	A
<b>9</b>	D	<b>44</b>	C
<b>10</b>	B	<b>45</b>	E
<b>11</b>	A	<b>46</b>	D
<b>12</b>	C	<b>47</b>	B
<b>13</b>	A	<b>48</b>	D
<b>14</b>	B	<b>49</b>	B
<b>15</b>	C	<b>50</b>	A
<b>16</b>	A	<b>51</b>	B
<b>17</b>	A	<b>52</b>	C
<b>18</b>	C	<b>53</b>	B
<b>19</b>	C	<b>54</b>	D
<b>20</b>	C	<b>55</b>	D
<b>21</b>	C	<b>56</b>	C
<b>22</b>	B	<b>57</b>	C
<b>23</b>	A	<b>58</b>	F
<b>24</b>	A		
<b>25</b>	E		
<b>26</b>	D		
<b>27</b>	C		
<b>28</b>	B		
<b>29</b>	D		
<b>30</b>	B		
<b>31</b>	C		
<b>32</b>	B		
<b>33</b>	D		
<b>34</b>	C		
<b>35</b>	B		

**13.0 ANNEX D – EXAMPLE PRACTICAL TEST EVALUATION FORM**

<b>"D/A" Permit</b>		
<b>A. Airside Entry/Exit</b>	<b>Yes</b>	<b>No</b>
Stops for Security Personnel / Security Gate		
Closes Gate After Entry and Secures Gate Completely		
Wears Security Pass Visibly Displayed		
<b>B. Equipment</b>		
Turns Lights On/Off (Beacon/Flashing Lights-Other)		
Lights On-Before Entering Active Apron Area		
Lights Off-After Parking/Within Aircraft Perimeter		
Completes Circle Check of Vehicle Prior to Operating		
<b>C. Parking</b>		
Backs Into Defined Parking Spot		
Turns Head/Uses Mirrors for Backing Up		
Parks Only in Spaces Authorized for Vehicle in Use		
<b>D. Driving Along</b>		
Follows Prescribed Routes (Vehicle Corridors/Other)		
Maintains Speed but does not Exceed 25km/h		
Proper 15m/50' Clearance Around Parked Aircraft		
Right of Way Observance; A/C, Pedestrians, Vehicles		
Obeys Signs, Signals, Pavement Markings		
Crosses Aircraft T-Lines at Right Angles		
Exercises Caution Around Corners, Buildings, Intersections, Exits, Other Vehicles, Aircraft		
<b>E. Orientation</b>		
Is Able To Locate (From the Vehicle):		
Aircraft Gates & Operational Stands By Number - Explains		
Primary Security Gates - Explains for Apron		
Taxiway Entrances from Apron - Explains operational limits of apron		
Service Roads - Explains which have entrances to apron		
Hangars, Assigned Parking (Cargo Facilities, Maintenance Facilities, Other) - Able to identify on apron		
Restricted Areas on Apron II - Explains where and why		

## **ANNEX E – LIST OF APPROVED VEHICLES TO OPERATE ON AIRSIDE MANUVERING SURFACES**

**(Runways, Taxiways Service Roads requiring FSS Clearance)**

**As Revised November 7, 2022**

### **North Bay Jack Garland Airport Approved Vehicles**

<b>Airport Vehicle Call Sign</b>	<b>Make</b>	<b>Model</b>	<b>Colour</b>	<b>Reason for Access to Taxiways or Runways</b>
Staff # 42	Chev	Pick-up	Red	Field Inspections, maintenance and emergency
Staff # 45	Ford	Pick-up	Dark Brown	Field Inspections, maintenance and emergency
Staff # 47	Ford	Pick-up	Red	Field Inspections, maintenance and emergency
Staff # 48	GMC	Pick-up	Black	Field Inspections, maintenance and emergency
Staff # 40	Ford	Pick-up	Dark Brown	Field Inspections, maintenance and emergency
Truck # 80	Ford	Multi use truck	Red	Field Maintenance
Truck # 84	International	Plow Truck	Orange	Field Maintenance
Truck # 90	Kenworth	Plow Truck	Orange	Field Maintenance
Truck # 92	International	Plow Truck	Orange	Field Maintenance
Sander #85	White	Sander	Orange	Field Maintenance
Sander # 97	International	Sander	Orange	Field Maintenance
Blower # 124	JA Larue	Snow Blower	Orange	Field Maintenance
Tractor # 150	John Deere	Tractor	Orange	Field Maintenance
Tractor # 151	AGCO	Tractor	Orange	Field Maintenance
Tractor # 152	Holder	Tractor	Orange	Field Maintenance
Grader # 153	Caterpillar	Grader	Yellow	Field Maintenance
Loader # 220	John Deere	Loader	Yellow	Field Maintenance
Loader # 223	CASE	Loader	Yellow	Field Maintenance

Airport Traffic Directives – DA AVOP

Loader # 227	John Deere	Loader	Yellow	Field Maintenance
Backhoe # 222	John Deere	Backhoe	Orange	Field Maintenance

**Northern Heights Aviation Approved Vehicles – Revised November 7, 2022**

<b>Airport Vehicle Call Sign</b>	<b>Make</b>	<b>Model</b>	<b>Colour</b>	<b>Reason for Access to Taxiways or Runways</b>
Northern Heights 315	Chev	1/4 Colorado Truck	Black	Movement and Recovery of Aircraft
Northern Heights 316	Northwestern Motors Aircraft	Tug	White	Movement and Recovery of Aircraft

**NAV Canada Approved Vehicles**

<b>Airport Vehicle Call Sign</b>	<b>Make</b>	<b>Model</b>	<b>Colour</b>	<b>Reason for Access to Taxiways or Runways</b>
Tech 65	GMC	Sierra Pickup	Yellow	NAV Canada Technical Operations
Tech 66	GMC	Sierra Pickup	Yellow	NAV Canada Technical Operations
Tech 68	GMC	Sierra Pickup	Yellow	NAV Canada Technical Operations
Tech 69	GMC	Sierra Pickup	Yellow	NAV Canada Technical Operations

**North Bay Fire & Emergency Services Approved Vehicles**

<b>Airport Vehicle Call Sign</b>	<b>Make</b>	<b>Unit # I</b>	<b>Colour</b>	<b>Reason for Access to Taxiways or Runways</b>
Pump 1	Spartan	# 61	Red	Fire Department - Emergency
Pump 2	Spartan	# 62	Red	Fire Department - Emergency
Pump 3	Spartan	# 30	Red	Fire Department - Emergency
Car 3	Mercedes-Benz Van	# 50	Red	Fire Department - Emergency
Red 10	Rosenbauer	# 99	Red	Fire Department - Emergency
Red 11	Oshkosh	# 98	Red	Fire Department - Emergency
Tanker 1	GM Tanker	#37	Red	Fire Department - Emergency



## **Vehicles Restricted to Taxiways Only and Crossing 18-36**

### **Shell Approved Vehicles**

<b>Vehicle Call Sign</b>	<b>Make</b>	<b>Model</b>	<b>Colour</b>	<b>Reason for Access to Taxiways or Runways</b>
Fueller 305	Ford	700	Yellow & White	To Refuel Aircraft on Aprons Other Than Apron 2
Fueller 306	International	S1900 F1954 6x4	Yellow & White	To Refuel Aircraft on Aprons other than Apron 2
Shell 307	Dodge Half Ton	Ram 2500	Dark Red	Tow Aircraft to and from Hangar on Apron 3

### **Helicopters Canada Approved Vehicles**

<b>Airport Vehicle Call Sign</b>	<b>Make</b>	<b>Model</b>	<b>Colour</b>	<b>Reason for Access to Taxiways or Runways</b>
Helicopters Canada 'Helican' 310	Dodge	1/2 Truck	Green and Black	Movement of Aircraft Between Aprons
Helicopters Canada 'Helican' 311	GMC	Truck 2500	Black	Movement of Aircraft Between Aprons
Helicopters Canada 'Helican' 312	Dodge	Truck	Black	Movement of Aircraft Between Aprons

**Voyageur Approved Vehicles – Revised November 7, 2022**

<b>Vehicle Call Sign</b>	<b>Make</b>	<b>Model</b>	<b>Colour</b>	<b>Reason for Access to Taxiways or Runways</b>
Voyageur Tug 241	S & S	Tug	Red	Aircraft Maintenance
Voyageur Tug 242	Eagle	Tug	Red	Aircraft Maintenance
Voyageur Loader 245	Case	Loader	Yellow	Apron I Maintenance
Voyageur Loader 246	Komatsu	Loader	Yellow	Snow Removal
Voyageur Tractor 250	Kubota	Tractor	Orange	Aircraft Maintenance
Voyageur Tractor 251	Kubota	Tractor	Orange	Aircraft Maintenance
Voyageur Tractor 252	Kubota	Tractor	Orange	Aircraft Maintenance
Voyageur Tractor 253	Bobcat	Utility Vehicle	White	Apron I Maintenance
Voyageur Tractor 254	Kubota	Tractor	Orange	Aircraft Maintenance
Voyageur Service 255	International	Truck	White	Aircraft Maintenance
Voyageur Service 256	Dodge RAM	Pick-up Truck	Grey	Aircraft Maintenance
Voyageur 257	International Dura Star	Truck	White	Aircraft Maintenance
Voyageur Tractor 258	Kubota	Tractor	Orange	Aircraft Maintenance
Voyageur Forklift 260	Komatsu	Forklift	Yellow	Aircraft Maintenance
Voyageur Forklift 262	Hyster H100XL	Forklift	Yellow	Aircraft Maintenance
Fueller 300	Freightliner	FL 80	Red & White	Fuel Delivery
Fueller 301	Freightliner	FL 80	Red & White	Fuel Delivery
Deicer 334	GSS	Deicer	White	Aircraft Deicing Operations on Apron II Only <b>*See Note Below</b>

\* Please note that the Voyageur Deicer #334 is stored on Apron I; however must conduct all deicing operations for all aircraft operators on Apron II only, as per the North Bay Jack Garland Airport Glycol Management Plan. Deicing anywhere else is strictly prohibited.