

# AVOP TRAINER RESOURCES



WINNIPEG  
AIRPORTS AUTHORITY

FOR ON-THE-JOB TRAINING OF D/A AND D AVOP APPLICANTS







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## 1.0 Introduction to AVOP Training

### 1.1 AVOP Introduction

Driving airside is a privilege, not a right. AVOP privileges are issued, monitored, and enforced by Winnipeg Airports Authority Inc. (WAA) as the operator of Winnipeg James Armstrong Richardson International Airport (YWG). Transport Canada mandates that all drivers who operate a vehicle airside be trained and tested to operate safely and reduce the risks involved.

### 1.2 AVOP Training at YWG

YWG has a comprehensive training program that all employees and tenants who are required to drive airside in the course of their work duties must complete successfully.

This training program includes the following components:

- Complete online training modules (D/A AVOP: 4 online modules / D AVOP: 5 online modules)
- Attend classroom and on-the-job training sessions with the company-assigned Trainer
- Pass the supervised online exam (D/A AVOP: 35 questions / D AVOP: 60 questions)
- Pass the driving test (D/A AVOP: daytime driving / D AVOP: daytime and nighttime driving)

### 1.3 The AVOP Trainer Guide

This guide is intended to provide a training plan to follow with all D/A and D AVOP Trainees. It outlines when to meet with the Trainee, the topics to cover, and a suggested training model.

The intent is to ensure that everyone who drives airside has received AVOP training that is comprehensive, consistent, and meets WAA's standards.



## 2.0 Training Methodology

### 2.1 The Trainer Role

The role of a Trainer is to work with an employee who has applied for an AVOP (the Trainee) to ensure that what is being learned from the online modules and manual is reinforced with practical, on-the-job exercises and classroom sessions.

### 2.2 Training Model

The suggested training model to follow during all sessions with the Trainee is the What, Why, How, Try model, which is part of three stages: Motivation, Guidance, and Practice.

Following are details about what each stage of this model entails.

<b>Motivation</b>	Explain <b>WHAT</b> topic being covered in the current session and <b>WHY</b> it is important to understand the information and rules covered in this topic.
<b>Guidance</b>	Demonstrate <b>HOW</b> to operate a vehicle, following WAA rules, in different situations. <b>The Trainer shows and tells the Trainee</b> what is expected so they are able to understand the thought process and what to look out for when driving.
<b>Practice</b>	Allow the Trainee to <b>TRY</b> what they learned and demonstrate their ability to operate a vehicle, following the rules and expectations demonstrated by the Trainer. <b>The Trainee shows and tells the Trainer</b> what they are doing, as they are doing it, to demonstrate understanding of and compliance with the rules.



## 2.3 Preparing for Training Sessions

To prepare for the following AVOP training sessions, review and familiarize yourself with the training content included in the following training resources.

### Documentation

- Trainer Guide – Working with D/A and D AVOP Trainees (this document)
- Airport Traffic Directives for the Operation of Vehicles Airside (AVOP manual)

### Online Modules

Online Modules for Training D/A AVOP Trainees	Online Modules for Training D AVOP Trainees
<input type="checkbox"/> AVOP Module 1: Introduction to AVOP	<input type="checkbox"/> AVOP Module 1: Introduction to AVOP
<input type="checkbox"/> AVOP Module 2: Airside Safety	<input type="checkbox"/> AVOP Module 2: Airside Safety
<input type="checkbox"/> AVOP Module 3: Driving Airside – Aprons	<input type="checkbox"/> AVOP Module 3: Driving Airside – Aprons (Module 3–Part 1)
	<input type="checkbox"/> AVOP Module 3: Driving Airside – Taxiways and Runways (Module 3–Part 2)
<input type="checkbox"/> AVOP Module 4: Final Review (for D/A)	<input type="checkbox"/> AVOP Module 4: Final Review (for D)

### Online AVOP Exam

- The online D/A and/or D AVOP exam, depending on the type of AVOP the employee has applied for



## 3.0 Training Sessions

The activities in this section can be completed in a different order than listed to accommodate Trainer and Trainee schedules.

- **D/A AVOP Applicants:** Complete all sessions **except E**
- **D AVOP Applicants:** Complete all sessions

### 3.1 Training Session Details

#### A. AVOP Administration

##### **Session Objectives:**

By the end of this session, the Trainee will have:

- Explained what an AVOP is, who needs an AVOP, and the differences between the two types of AVOPs at YWG
- Outlined the process for achieving an AVOP

**SESSION TYPE:** Classroom

**TIMING:** After the Trainee has begun working through the online modules

**STEPS:** Check in with the Trainee and ask/discuss the following questions:

1. What does AVOP stand for?

**Answer:**

*AVOP stands for Airside Vehicle Operator's Permit.*

2. Who needs an AVOP?

**Answer:**

*Everyone who operates a vehicle airside.*

3. What are the two types of AVOPs?

**Answers:**

**D/A AVOP** – *To drive on aprons, uncontrolled taxiways, and service roads*

**D AVOP** – *To drive on controlled surfaces (taxiways and runways) as well as on aprons, uncontrolled taxiways, and service roads*



4. What is the process for achieving an AVOP?

**Answer:**

*Review the online modules.*

*Review the Airport Traffic Directives for the Operation of Vehicles Airside.*

*Work with your company-assigned Trainer (theory and practice driving airside).*

*Pass the supervised online exam.*

*Pass the practical driving test (D/A – day test, D – day and night test).*

5. Does the Trainee have any questions about the material reviewed so far?

6. Discuss how the two of you will work together and when you will next be meeting with the Trainee.

**Answers:**

*Discuss when you will meet, the types of activities you will work on together, and how the Trainee can contact you with questions in between training sessions.*

## TRAINER NOTES:

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## B. Airside Safety

### Session Objectives:

By the end of this session, the Trainee will have:

- Listed the safety requirements for the vehicle operator, vehicle, and airfield
- Identified the lights and markings required on cabbed and non-cabbed (self-propelled), and non-self-propelled vehicles
- Listed various types of FOD and explained the process for removing/reporting FOD
- Explained how to report emergency and non-emergency issues

**SESSION TYPE:** On-the-Job

**TIMING:** After the Trainee has completed online Modules 1 and 2

### STEPS:

1. While preparing to go airside, ask the Trainee what the safety requirements are for the vehicle operator. Ensure that these are followed.

**Answers:**

*Wearing a safety vest, displaying RAIC on outer clothing.*

2. Once airside, ask the employee to identify the lights and markings required on cabbed (self-propelled), non-cabbed (self-propelled) and non-self-propelled vehicles.

**Answers:**

**Cabbed (self-propelled) and non-cabbed (self-propelled):** *An operational, strobe-type warning beacon; front and rear lights capable of flashing on and off in unison; and reflective markings need to be clean and visible.*

**Non-self-propelled:** *Strip of reflective material along the length of the equipment on both sides, as well as front and rear reflectors that are clean and visible.*

3. Ask the Trainee to perform a circle check on a vehicle.

**Vehicle safety check steps:**

1. Check that your vehicle is clean and free of debris.
2. Check that your vehicle's lights and reflectors are clean and operational.
3. Check that your vehicle is operating properly.

Ask the Trainee to explain what they are looking for and what they find that needs to be removed or cleaned, and then ask them to do that (remove FOD, clean the vehicle so it is ready to go airside).



4. Ask the Trainee what they should do if the vehicle:

- Has FOD on it

**Answer:** *Remove the FOD/clean the vehicle.*

- Is not functioning correctly

**Answer:** *Immediately report any safety concern or maintenance issue to the Supervisor. The vehicle may need to be repaired before it can be operated safely on the airfield.*

5. Talk about FOD and ask the Trainee to explain:

- The process for removing/reporting FOD

**Answer:**

- *Do your best to remove FOD they encounter*
- *If they cannot remove the FOD they must report it to One Call at (204) 987-9798; in an emergency situation, contact (204) 987-9797*
- *For FOD in the controlled manoeuvring area, advise Winnipeg Ground*

- How to report emergency and non-emergency issues

**Answer:**

- *For emergency incidents and accidents, call the Airport Emergency Line at (204) 987-9797*
- *For non-emergency issues, call One-Call at (204) 987-9798*

6. Ask if the Trainee has any questions about the material reviewed so far.

7. Discuss how the two of you will work together and when you will next be meeting with the Trainee.

**Answers:**

Discuss when you will meet, the types of activities you will work on together, and how the Trainee can contact you with questions in between training sessions.

## TRAINER NOTES:

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## C. Lights, Signs, and Locations

### Session Objectives:

By the end of this session, the Trainee will have:

#### D/A and D:

- Identified all of the aprons
- Identified key locations, buildings, and other landmarks on aprons
- Explained the meaning of lights, markings, and signs found on aprons

#### D only:

- Identified all of the taxiways and runways
- Identified key locations, buildings, and other landmarks on controlled areas of the airfield
- Explained the meaning of lights, markings, and signs found on controlled surfaces

### PART 1 – SESSION TYPE: Classroom

**TIMING:** After the Trainee has completed online Module 3 (Module 3 – Part 1 for D)

### STEPS:

1. Using a large map of YWG's airfield, ask the Trainee to identify various locations including:

- *All aprons and apron locations, including:*
  - *Aprons I through XII*
  - *Aircraft gate positions and operational stands*
  - *Equipment staging areas*
  - *Approved parking location(s) for the Trainee's company*
  - *Security gates, NPS-V*
- *Roads: Head-of-Stand, Tail-of-Stand, Perimeter Road, Intersite Road*
- *Buildings: ATB, CDF, Firehall, NPS-V, company-specific buildings*
- *Company site-specific locations, as required*
- **D only:** *All taxiways/runways*
- **D only:** *Controlled surface buildings, locations, and landmarks including:*
  - *ILS locations*

#### Answers:

*Review labelled locations found in Appendices 1, 2, and 3 (part A for each map is a test sheet and part B for each map is an answer key).*

2. Write a series of Roman numerals on a sheet of paper and ask the Trainee to



read them.

**For example:**

X, IV, II, IX, XII, V

## **PART 2 – SESSION TYPE:** On-the-Job

**TIMING:** After the Trainee has completed Part 1 – Classroom session

**STEPS:** Trainer drives, Trainee observes / Trainee drives, Trainer observes

1. On the airfield, drive around the aprons (D/A AVOP applicants) or the entire airfield (D AVOP applicants) with the Trainee in the passenger seat observing. Explain what you see and are doing as you drive, and at various points, ask the Trainee what you should do.

**Example:**

*I am driving on Tail-of-Stand Road and I see an aircraft parked, but there are no wheel chocks. What should I do?*

**Answer:** *Stop and wait for the Marshaller to wave you past.*

*OK, the Marshaller just waved me past. What do I need to do first?*

**Answer:** *Look around to confirm that it is safe to proceed.*

2. Ask the Trainee to identify the locations, roads, and buildings that were tested on in the classroom using a map (see Session C, Part 1, Step 1).

3. Ask the Trainee the meaning and location of airfield lights as you drive up to or past them, including:

**D/A and D:** *Blue (single and double), dual amber, white.*

**D only:** *Two-sided lights (red and green), dual amber (wig wags), stop bar lights.*

4. Ask the Trainee the meaning of the signs as you drive up to or past them, including:

**D/A and D:** *Gate designator, directional, and information signs.*

**D only:** *Taxiway designator, runway designator, and Cat II hold short signs.*

5. Ask the Trainee the meaning of the markings as you drive up to or past them, including:

**D/A and D:** *Vehicle corridors, aircraft lead-in lines, apron safety lines, operational stand, pedestrian crosswalk.*

**D only:** *Aircraft movement guideline, runway centre line, runway designation markings, runway threshold markings, runway side stripes, hold lines.*

6. Switch places and ask the Trainee to drive a set route, explaining what they see and must do, as they drive. Guide the Trainee through the questions asked,



unless there is a critical situation where you need to tell the Trainee what to do.

**Example:**

*I am driving on Tail-of-Stand Road and I see an aircraft parked, but there are no wheel chocks. I need to stop and wait for the Marshaller to wave me past. OK, the Marshaller just waved me past, but I still need to look around to see there is no traffic and that it is safe to proceed. It is, so I begin moving and continue along Tail-of-Stand Road...*

7. After the driving test is complete, ask the Trainee to park in an approved parking location.

Review the results of the driving test. For any area a mistake was made:

- First, ask questions to find out if the Trainee knows the associated rule/procedure
- Then, discuss what you observed and explain the correct action that should have been taken

**Example:**

*If the Trainee did not yield to a pedestrian (for example):*

**Ask:** *Who does the vehicle operator need to yield to and when?*

**Explain:** *I noticed that at one point in the drive you needed to yield and did not.*

*Do you recall when that was?*

*It was when we were on Apron 1 and a pedestrian was walking in front of your vehicle. You drove by in front of him, but you must stop and allow the pedestrian to pass.*

5. Ask if the Trainee has any questions about the material reviewed so far.

**TRAINER NOTES:**

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## D. Driving Airside – Aprons

### Session Objectives:

By the end of this session, the Trainee will have:

- Demonstrated a vehicle safety inspection (“circle check”)
- Demonstrated proper driving procedures along a prescribed route
- Explained the procedure to pass through security at different locations of the airfield
- Demonstrated proper parking procedures

**SESSION TYPE:** On-the-Job

**TIMING:** After the Trainee has completed Module 4

**STEPS:** Before going airside, ask the Trainee the following questions:

1. Create a pre-set route around Apron I to Apron XII (any apron the Trainee will have access to once they have an AVOP) and service roads that will allow you to test on all of the points listed in *Appendix 6: AVOP Practical Driving Test Evaluation Form (sections A through E)*.

**Notes:**

***Be sure that the planned route covers all of the components of the evaluation in sections A through E. (For example, the Trainee will need to drive through security, demonstrate yielding/right of way, cross aircraft guidelines, etc.)***

***Write the planned route in this document to use with all Trainees. Make note in each Trainee’s evaluation form if there are any changes to this route during the drive.***

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2. Take the Trainee airside and ask them to prepare the vehicle to drive airside.

***Make sure the Trainee checks that the:***

- Vehicle is clean and free of debris
- Vehicle’s lights and reflectors are clean and operational
- Vehicle is operating properly



3. **Drive:** Tell the Trainee the route they are to drive, and evaluate the drive as if it were the final practical driving test.

If you notice an error, make note of this on the evaluation form, unless the error is critical and could cause an incident or accident. In that case, provide direction immediately to the Trainee to ensure the incident/accident is avoided.

4. **Park:** After the driving test is complete, ask the Trainee to park in an approved parking location.

5. **Debrief:** Review the results of the driving test. For any issues that came up: First, ask questions to find out if the Trainee knows the associated rule/procedure. Then, discuss what you observed and explain the correct action that should have been taken.

6. **Retest:** If required, retest the Trainee on driving procedures that were not performed correctly.

This can be done immediately after the debrief conversation or you can schedule another session to complete the retest. In this case, you may suggest that the Trainee review the online modules or the *Airport Traffic Directives for the Operation of Vehicles Airside*.

**Note: A retest is suggested if the Trainee performed a critical error that could have caused an incident or accident, or if during the debrief it became apparent that the Trainee was not certain about the procedure that should have been followed in that situation. The key is to ensure that the Trainee, at the end of the test or retest, is able to safely operate a vehicle airside without a Trainer, and is ready to schedule the practical driving test.**

7. **Drive:** Tell the Trainee the route they are to drive, and evaluate the drive as if it were the final practical driving test.

If you notice an error, make note of this on the evaluation form, unless the error is critical and could cause an incident or accident. In that case, provide direction immediately to the Trainee to ensure the incident/accident is avoided.

## TRAINER NOTES:

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## E. Driving Airside – Taxiways and Runways (*D AVOP only*)

### Session Objectives:

By the end of this session, the Trainee will have:

- Demonstrated the ability to safely follow a prescribed route on controlled surfaces
- Demonstrated proper radio procedures
- Demonstrated a radio test
- Demonstrated the ability to maintain situational awareness while driving (both day and night)

**PART 1 – SESSION TYPE:** Classroom

**TIMING:** After the Trainee has completed Module 3 – Part 2 and Module 4 for D

**STEPS:** Get two radios and a private frequency to practice radio calls

1. Ask the Trainee the following questions in preparation for the radio review.

- When do you need to communicate with Winnipeg Ground?

**Answer:**

- *Any time you want to enter or leave a controlled surface*

- What is the radio frequency to use to communicate with Winnipeg Ground?

**Answer:**

- *121.9 MHz*

- What needs to be included in a call-up to Winnipeg Ground?

**Answer:**

- *Station being contacted (“Winnipeg Ground,” and then “Ground”)*
- *Vehicle identification (Staff 45)*
- *Vehicle location (on Apron I)*
- *The intended activity/work to be performed while in the area and/or specific destination and intended route (otherwise Winnipeg Ground will normally specify the route to be followed)*

2. Give the Trainee a radio, and take your own radio to a separate room to practice



radio calls. (Refer to *Appendix 4: Radio Communication Review Scenarios*.)

Provide the Trainee with a map and paper and pen to write instructions, if required.

**Notes:**

***If possible, record the radio communication review (for example, on a mobile phone) to use during the debrief.***

***During the exercise, make notes about what was done correctly and incorrectly.***

3. Ask if the Trainee has any questions about the material reviewed so far.

**TRAINER NOTES:**

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## PART 2 – SESSION TYPE: On-the-Job (daytime)

**TIMING:** After the Trainee has completed Module 3 – Part 2 and Module 4 for D

**STEPS:** Before going airside, ask the Trainee the following questions:

1. Create a pre-set route around Apron I to Apron XII (any apron the Trainee will have access to once they have an AVOP), service roads, taxiways, and runways that will allow you to test on all of the points listed in *Appendix 6: AVOP Practical Driving Test Evaluation Form (sections A through K)*.

**Note:**

**Be sure that the planned route covers all of the components of the evaluation in sections A through E. (For example, the Trainee will need to drive through security, demonstrate yielding/right of way, cross aircraft guidelines, etc.)**

**Write the planned route in this document to use with all Trainees. Make note in each Trainee's evaluation form if there are any changes to this route during the drive.**

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2. Take the Trainee airside and ask them to prepare the vehicle to drive airside.

**Make sure the Trainee checks that the:**

- Vehicle is clean and free of debris
- Vehicle's lights and reflectors are clean and operational
- Vehicle is operating properly

3. **Drive:** Tell the Trainee the route they are to drive, and evaluate the drive as if it were the final practical driving test.

If you notice an error, make note of this on the evaluation form, unless the error is critical and could cause an incident or accident. In that case, provide direction immediately to the Trainee to ensure the incident/accident is avoided.

4. **Park:** After the driving test is complete, ask the Trainee to park in an approved parking location.

5. **Debrief:** Review the results of the driving test. For any issues that came up: First, ask questions to find out if the Trainee knows the associated rule/procedure.

Then, discuss what you observed and explain the correct action that should have been taken.





6. **Retest:** If required, retest the Trainee on driving procedures that were not performed correctly.

This can be done immediately after the debrief conversation or you can schedule another session to complete the retest. In this case, you may suggest that the Trainee review the online modules or the *Airport Traffic Directives for the Operation of Vehicles Airside*.

**Note: A retest is suggested if the Trainee performed a critical error that could have caused an incident or accident, or if during the debrief it became apparent that the Trainee was not certain about the procedure that should have been followed in that situation. The key is to ensure that the Trainee, at the end of the test or retest, is able to safely operate a vehicle airside without a Trainer, and is ready to schedule the practical driving test.**

### PART 3 – SESSION TYPE: On-the-Job (nighttime)

**TIMING:** During a night shift after the Trainee has completed session E, Parts 1 and 2

#### STEPS:

1. Create a new pre-set route or use the route developed for session E, Part 2.
2. Follow steps 1 through 6 in Part 2.

#### TRAINER NOTES:

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## F. Escorting

### Session Objectives:

By the end of this session, the Trainee will have:

- Described escorting requirements and the escort's responsibilities
- Explained the "Airside Vehicle Escort Instructions" to a person being escorted
- Demonstrated proper escorting procedures

**PART 1 – SESSION TYPE:** Classroom

**TIMING:** After the Trainee has completed online Module 3

**STEPS:** Before going airside, ask the Trainee the following questions:

1. What do they need to do to be qualified to provide an escort?

**Answers:**

- *Escort must be a RAIC holder*
- *Escort must possess a valid AVOP for the area where they will be providing escort*
- *Escort must possess a valid provincial driver's licence*

2. Under what conditions may a visitor be escorted?

**Answers:**

- *Visitor must have a temporary pass*
- *Visiting vehicles must have an operational requirement to be airside*
- *If a visiting vehicle does not have an AVOP and/or WAA registered registration plate, it must be under direct escort at all times*
- *Escort must take 100 percent responsibility for the actions of the escorted visitor*
- *Escort must remain in a position to control the escorted vehicle at all times*
- *Escort may be given to a maximum of three vehicles on Apron 1 or six vehicles on all other airside aprons*

3. What are the vehicle requirements for the vehicle being escorted airside?

**Answers:**

*The visitor vehicle must:*

- *Have a valid WAA registration plate or be issued a temporary vehicle plate*
- *Be checked for foreign object debris (FOD)*
- *Have headlights, four-way flashers, and/or beacon on*



## PART 2 – SESSION TYPE: On-the-Job

**TIMING:** After the Trainee has completed Part 1 – Classroom session

**STEPS:** Arrange for a visitor to be escorted by the Trainee in a practice exercise

1. As a quick review, ask the Trainee what they need to do before driving airside with the escorted vehicle.

**Answers:**

- *Ensure the driver has the proper licence and the vehicle meets all requirements*
- *Perform a “circle check” (check for FOD and proper vehicle operation) on both vehicles*
- *Read the “Airside Vehicle Escort Instructions” (see Appendix 5) to the person being escorted and ensure that the rules are understood*

2. Meet with the person being escorted and ask the Trainee to complete the three tasks listed in Step 1.

3. Once the escorted vehicle has been checked and the escorted person has been briefed, ask the Trainee to drive a route, either on aprons (for D/A AVOP applicants), or aprons, taxiways, and runways (for D AVOP applicants).

Ensure that the following is covered:

- Escorting from point A to point B following a prescribed route
- Passing through an automated security gate and NPS-V
- Yielding wherever appropriate
- **D only:** Stopping at a hold line and waiting for approval from Winnipeg Ground to proceed

4. After the escort drive has been completed, debrief with the person being escorted and the Trainee to find out:

- What was clear/done well?
- What could be improved upon?
- What questions does the Trainee have about the escort process?

## TRAINER NOTES:

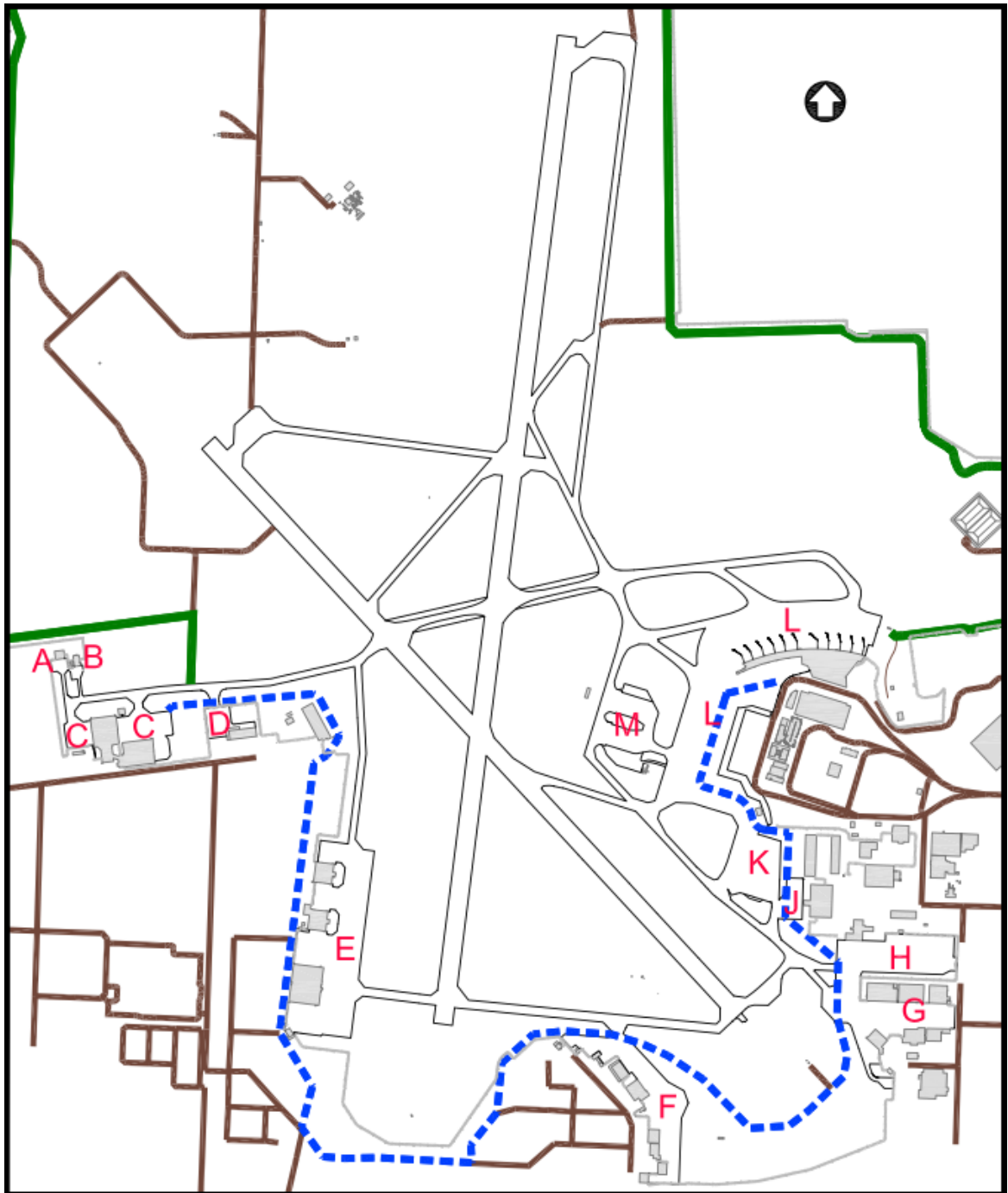
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## 4.0 Appendices 1 – 3 Maps

### 4.1 Appendix 1a: Map – Apron I (test map)



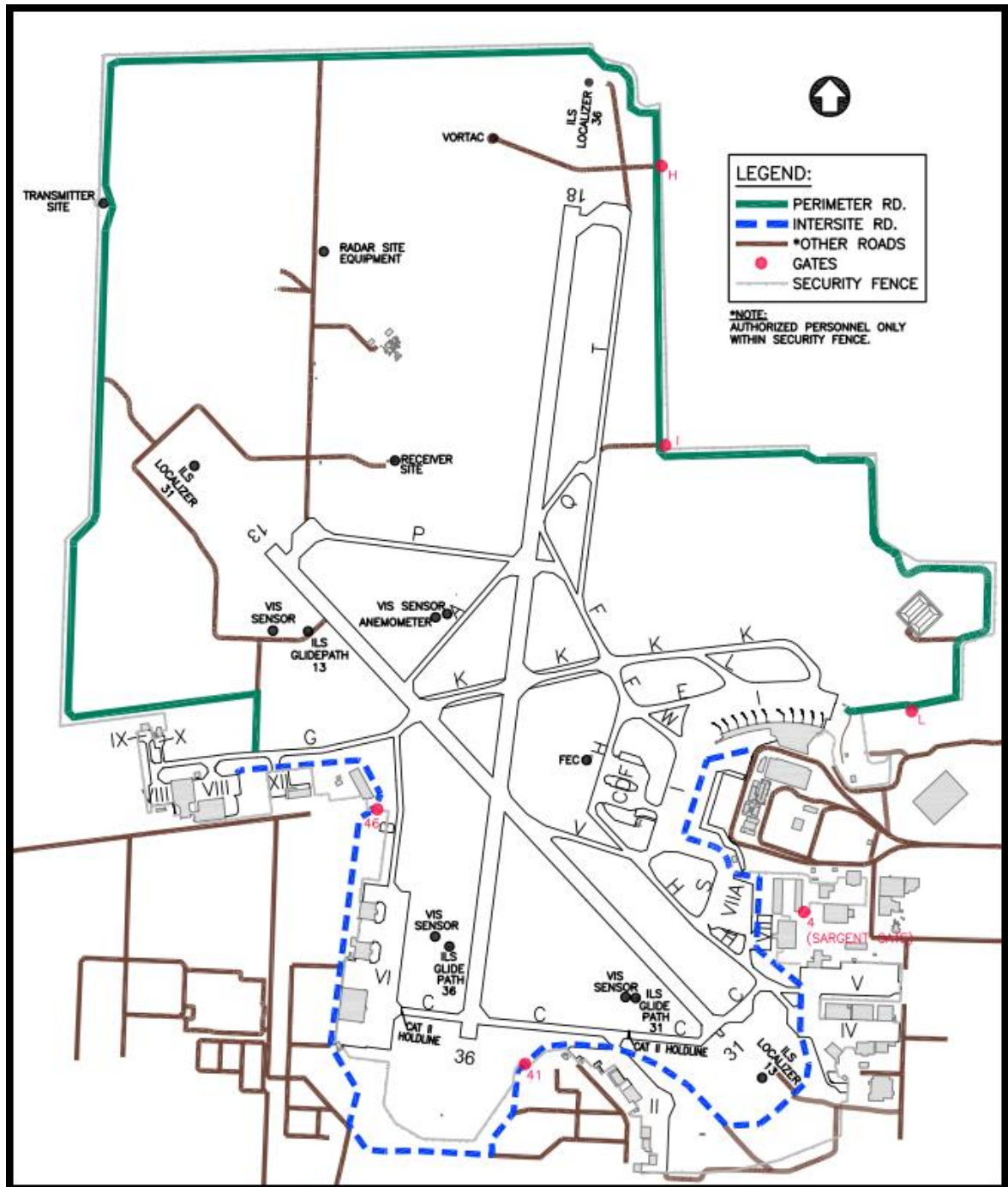
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## 4.2 Appendix 1b: Map – Apron I (answer key)





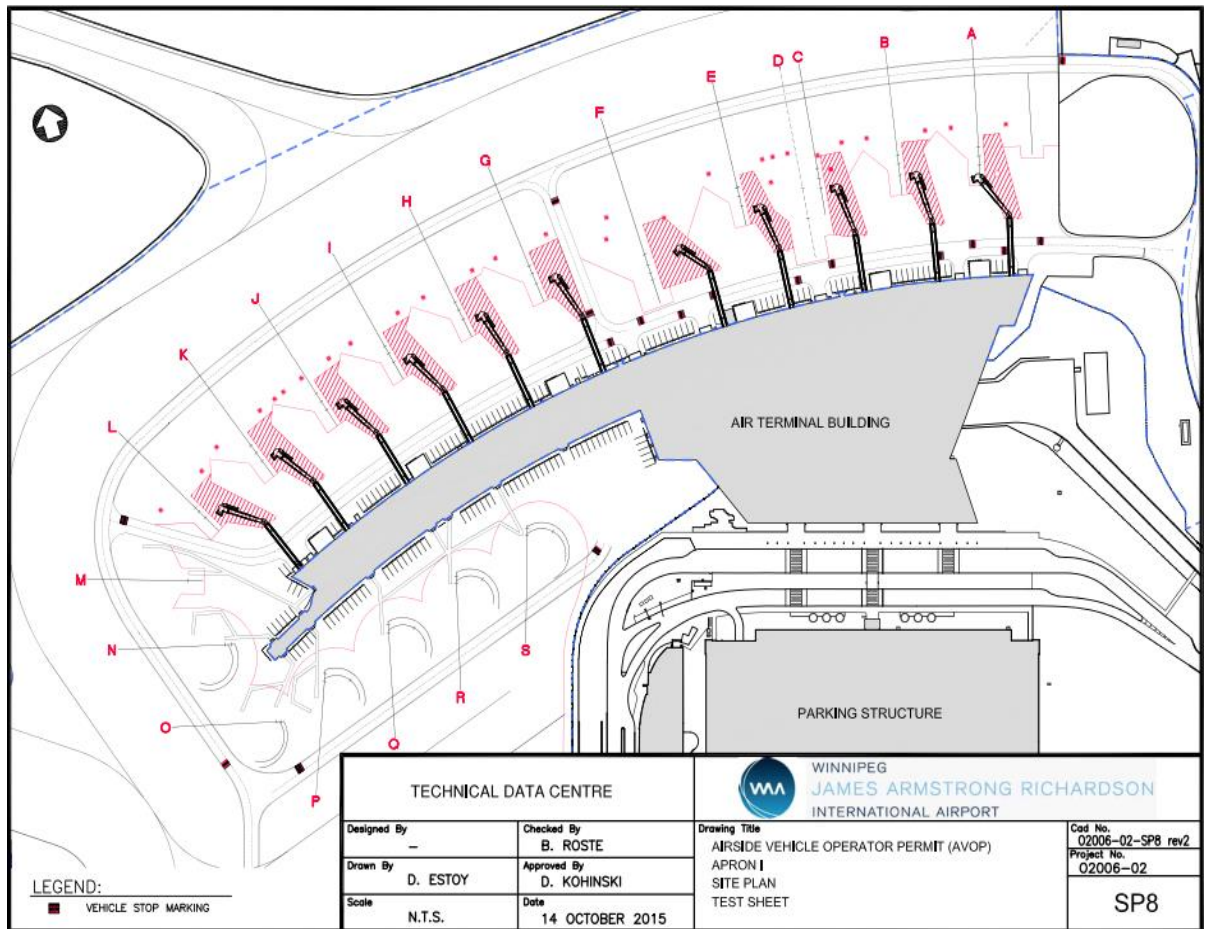
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## 4.3 Appendix 2a: Map – Aircraft Gate Positions (test map)



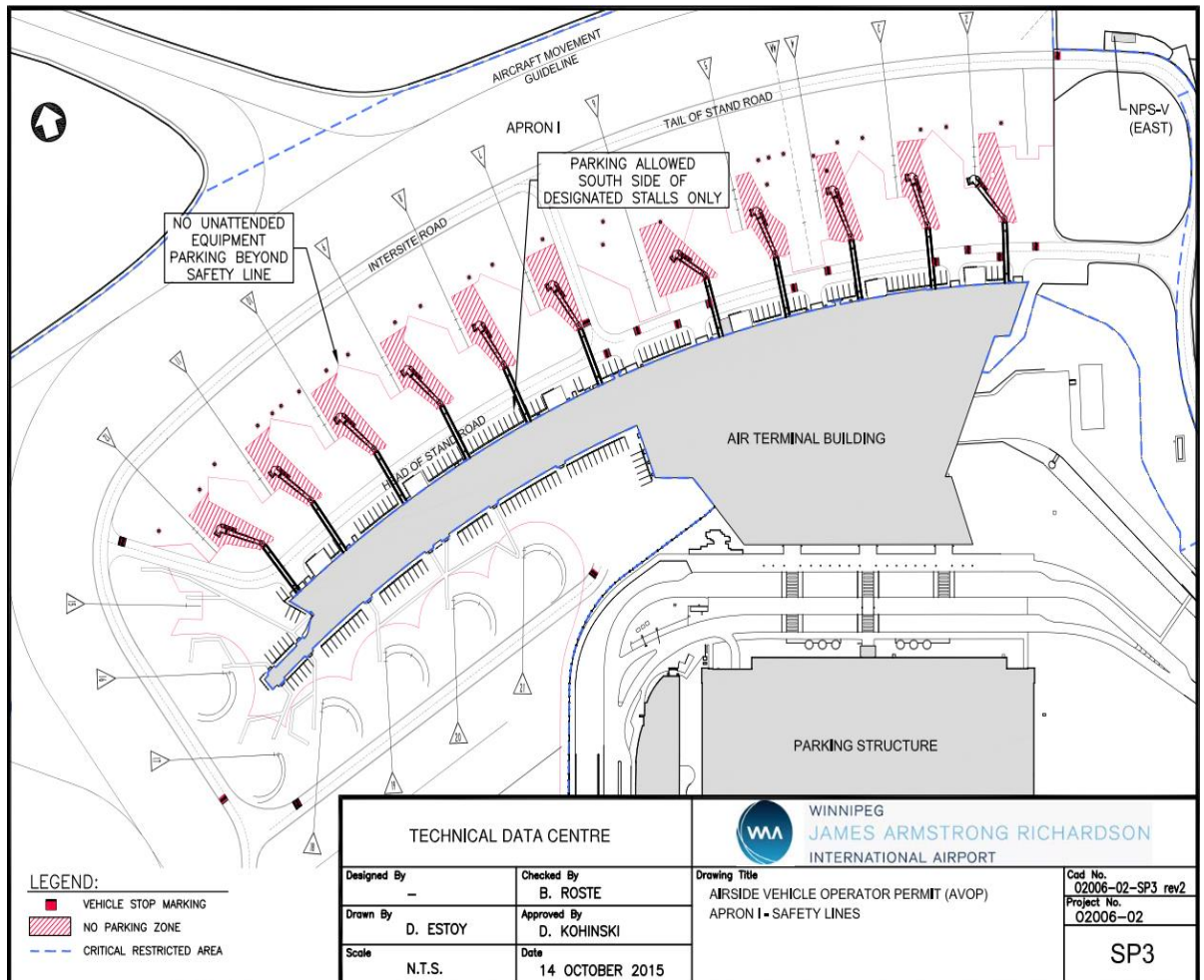
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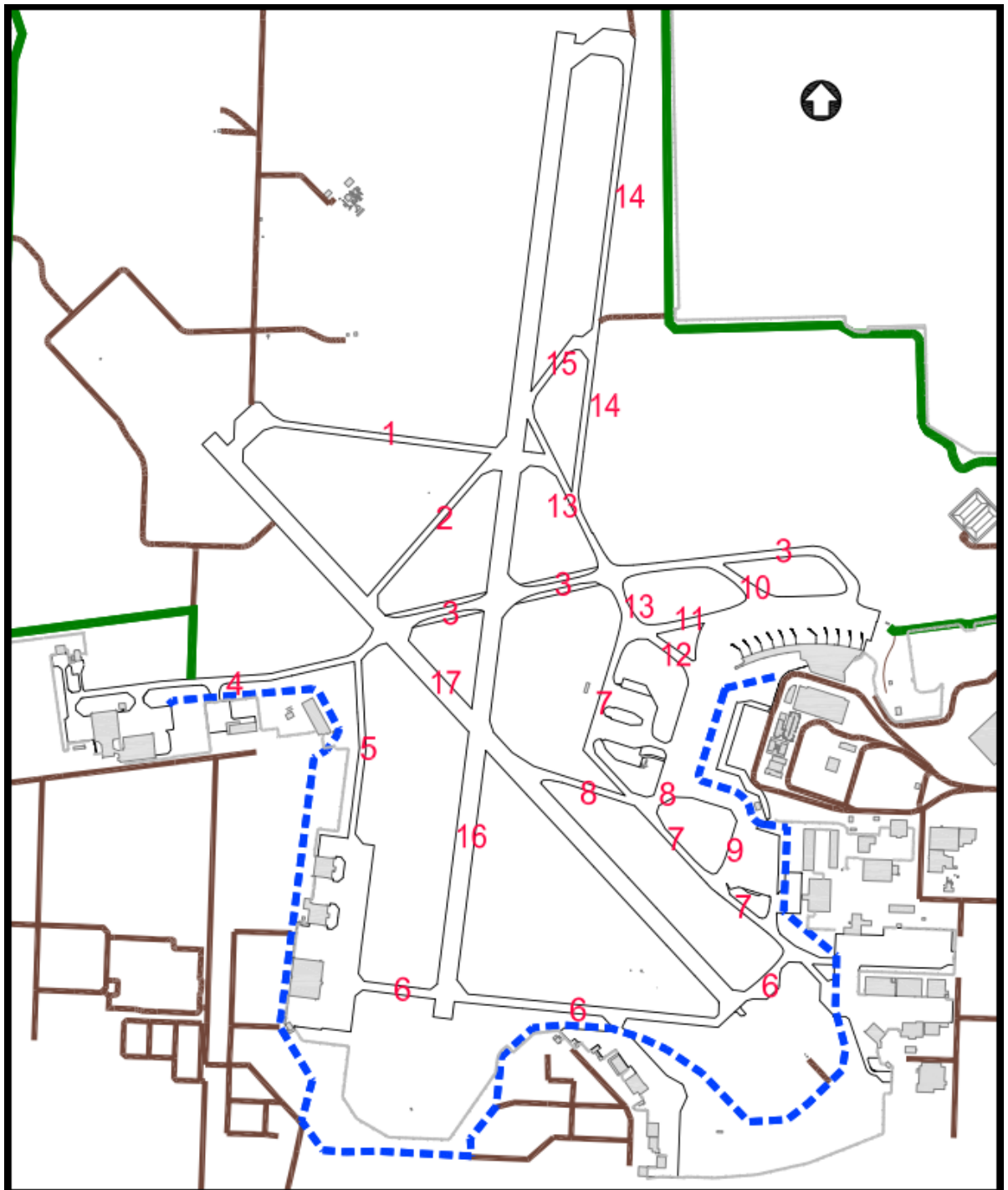
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## 4.4 Appendix 1b: Map – Aircraft Gate Positions (answer key)





4.5 Appendix 3a: Map – Taxiways, Runways, and Roads (test map)



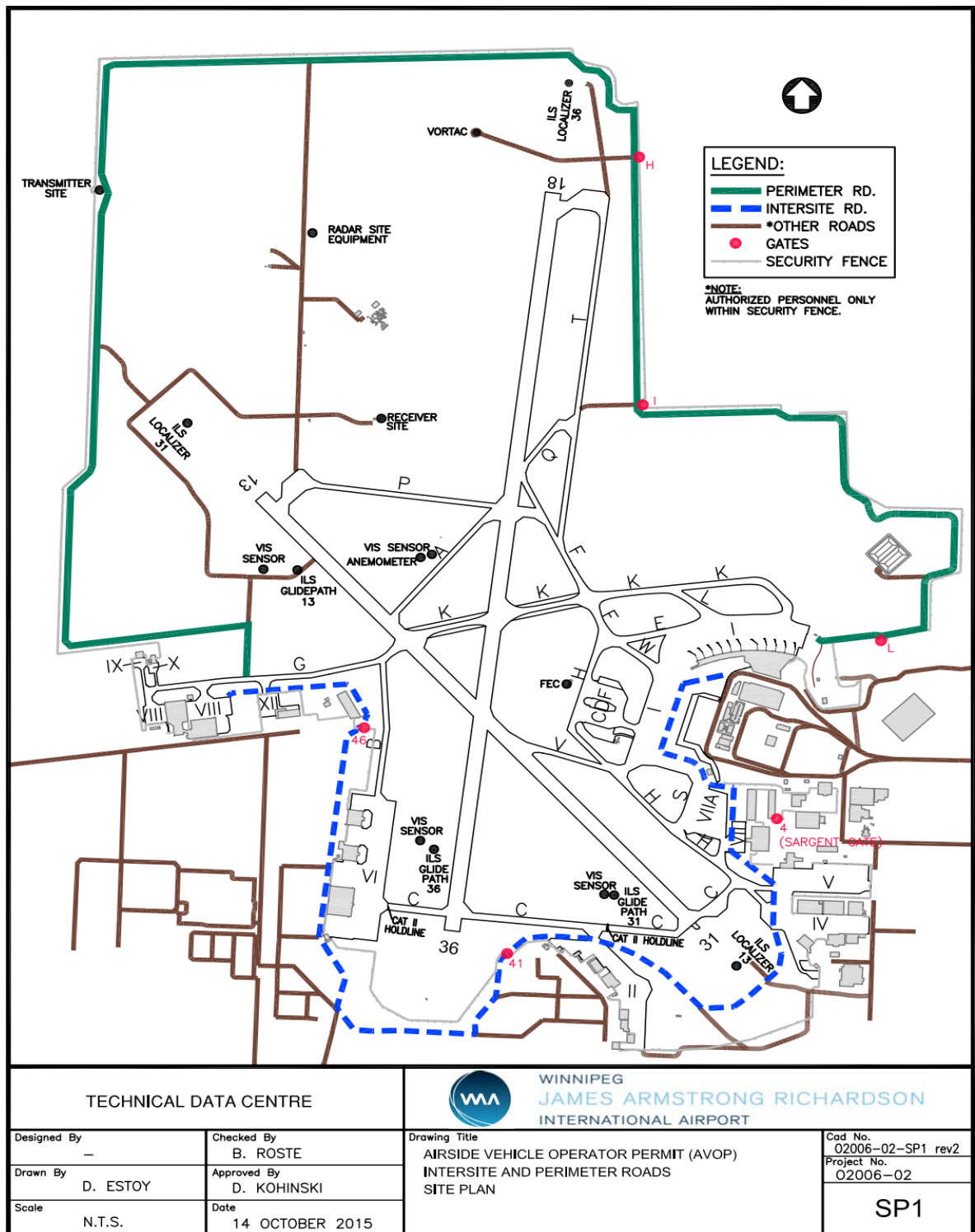
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Winnipeg James Armstrong Richardson International Airport



WINNIPEG AIRPORTS AUTHORITY

## 4.6 Appendix 3b: Map – Taxiways, Runways, and Roads (answer key)





## 5.0 Appendix 4: Radio Communication Review Scenarios

### 5.1 Scenario 1

Ask the Trainee to initiate a radio call with Winnipeg Ground requesting permission to drive from **Apron I at Victor to the garage.**

<b>Vehicle Operator</b>	Winnipeg Ground, Staff 45 on Apron I and Victor, request permission to the garage.
<b>Winnipeg Ground</b>	Staff 45, Ground, proceed Victor onto Runway 31, cross Runway 36, Bravo, Golf to the garage. Report off.
<b>Vehicle Operator</b>	Staff 45, proceed Victor onto Runway 31, cross Runway 36, Bravo, Golf to the garage. Report off.

**Notes:**

*The tricky part of this request is that when you are driving out onto Runway 31, you are almost immediately on the hold line for Runway 36. Sometimes new operators forget about this.*

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### 5.2 Scenario 2

Ask the Trainee to initiate a radio call with Winnipeg Ground requesting permission to drive from **Apron I at Whiskey to Bay 13.**

<b>Vehicle Operator</b>	Winnipeg Ground, Staff 45 on Apron I and Victor, request permission to Bay 13.
<b>Winnipeg Ground</b>	Staff 45, Ground, proceed Whiskey, Foxtrot, Papa, to cross Runway 18, to Bay 13. Report off.
<b>Vehicle Operator</b>	Staff 45, proceed Whiskey, Foxtrot, Papa, to cross Runway 18, to Bay 13. Report off.

**Notes:**

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## 5.3 Scenario 3

Ask the Trainee to initiate a radio call with Winnipeg Ground requesting permission to drive from **Bay 13 to Apron I**.

<b>Vehicle Operator</b>	Winnipeg Ground, Staff 45 at the Bay 13, request permission to Apron I.
<b>Winnipeg Ground</b>	Staff 45, Ground, proceed Papa, cross Runway 18, Fox, Whiskey, to Apron I. Report off.
<b>Vehicle Operator</b>	Staff 45, proceed Papa, cross Runway 18, Fox, Whiskey, to Apron I. Report off.

**Notes:**

*At this point, Winnipeg Ground will ask you to report off because you have ended travel on an Apron. Winnipeg Ground will also ask you to report off if you're travelling to the Firehall or the garage.*

*Also, when travelling in this direction the operator will find that Runway 18-36 has a crest. A new vehicle operator may not know exactly where continuation of Papa is (especially at night) until they get to the centre of the runway. Look for blue lights.*

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## 5.4 Scenario 4

Ask the Trainee to initiate a radio call with Winnipeg Ground requesting permission to drive from **Taxiway Golf to Bay 18**.

<b>Vehicle Operator</b>	Winnipeg Ground, Staff 45 on Golf, request permission to Bay 18.
<b>Winnipeg Ground</b>	Staff 45, Ground, proceed onto Bravo, cross Runway 31, Alpha, cross Runway 36 to Quebec, Tango, to Bay 18.
<b>Vehicle Operator</b>	Staff 45, proceed onto Bravo, cross Runway 31, Alpha, cross Runway 36 to Quebec, Tango, to Bay 18.

**Notes:**

*This is a different route because you cross the runways at angles and go down a runway with other intersections.*

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## 5.5 Scenario 5

Ask the Trainee to initiate a radio call with Winnipeg Ground requesting permission to **escort two vehicles (an aircraft in tow) on Apron V to Apron VIII.**

<b>Vehicle Operator</b>	Winnipeg Ground, Staff 45 plus two – aircraft in tow on Apron V, request permission to Apron VIII.
<b>Winnipeg Ground</b>	Staff 45 plus two, proceed Apron V, proceed Hotel, Fox, Kilo, cross Runway 36, Runway 31, Bravo, Golf, to Apron VIII. Report off.
<b>Vehicle Operator</b>	Staff 45 plus two, proceed Apron V, proceed Hotel, Fox, Kilo, cross Runway 36, Runway 31, Bravo, Golf, to Apron VIII. Report off.

**Notes:**

***If you are escorting an aircraft or slow-moving vehicle, let Winnipeg Ground know so that they can plan accordingly.***

***If Staff 45 was travelling with no escorted vehicles, Winnipeg Ground would probably advise Staff 45 to report off once Staff 45 reached Taxiway Golf (an uncontrolled taxiway).***

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## 5.6 Scenario 6

Ask the Trainee to initiate a radio call with Winnipeg Ground requesting permission to drive from **Apron II to Tango and Notre Dame Gate.**

<b>Vehicle Operator</b>	Winnipeg Ground, Staff 45 on Apron II, request permission to Tango and Notre Dame Gate.
<b>Winnipeg Ground</b>	Staff 45, Ground, proceed left on Charlie, right on Runway 36 to Quebec, Tango. Report off at Tango and Notre Dame Gate.
<b>Vehicle Operator</b>	Staff 45, Ground, proceed left on Charlie, right on Runway 36 to Quebec, Tango. Report off at Tango and Notre Dame Gate.

**Notes:**

***Winnipeg Ground does not know where Gate India is. Therefore, it is better to use Tango and Notre Dame Gate.***

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## 5.7 Scenario 7

Ask the Trainee to initiate a radio call with Winnipeg Ground requesting permission to drive from **Bravo and the garage onto the field for a field check.**

<b>Vehicle Operator</b>	Winnipeg Ground, Staff 45 at Bravo and the garage, request onto the field for a field check.
<b>Winnipeg Ground</b>	Staff 45, Ground, proceed onto Bravo to the field, hold short all runways.
<b>Vehicle Operator</b>	Staff 45, Ground, proceed onto Bravo to the field, hold short all runways.

**Notes:**

***Staff 45 is cleared on all taxiways. Therefore, Staff 45 can travel down Tango, inspect Golf while holding short of all runways, but cannot go onto any runway until given clearance by Winnipeg Ground.***

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## 5.8 Scenario 8

Ask the Trainee to initiate a radio call with Winnipeg Ground requesting permission to drive from **Apron II to CDF.**

<b>Vehicle Operator</b>	Winnipeg Ground, Staff 45 on Apron II, request permission to CDF.
<b>Winnipeg Ground</b>	Staff 45, Ground, turn right onto Charlie, cross Runway 31, Charlie, Hotel to CDF.
<b>Vehicle Operator</b>	Staff 45, turn right onto Charlie, cross Runway 31, Charlie, Hotel to CDF.

**Notes:**

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## 5.9 Scenario 9

Ask the Trainee to initiate a radio call with Winnipeg Ground requesting permission to drive from **Bay 13 to Apron 7A**.

<b>Vehicle Operator</b>	Winnipeg Ground, Staff 45 at Bay 13, request permission to Apron 7A.
<b>Winnipeg Ground</b>	Staff 40, Ground, proceed Papa, cross Runway 18, Foxtrot, Hotel, Sierra to Apron 7A. Report off.
<b>Vehicle Operator</b>	Staff 40, proceed Papa, cross Runway 18, Foxtrot, Hotel, Sierra to Apron 7A. Report off.

**Notes:**

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## 5.10 Scenario 10

Ask the Trainee to initiate a radio call with Winnipeg Ground requesting permission to drive from **Apron 7A to Apron VI**.

<b>Vehicle Operator</b>	Winnipeg Ground, Staff 40 on Apron 7A request permission to Apron VI.
<b>Winnipeg Ground</b>	Staff 40, Ground, proceed Hotel, Charlie, cross Runway 31, cross Runway 36 to Apron VI. Report off.
<b>Vehicle Operator</b>	Staff 40, proceed Hotel, Charlie, cross Runway 31, cross Runway 36 to Apron VI. Report off.

**Notes:**

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### 6.0 Appendix 5: Airside Vehicle Escort Instructions

The following message must be read by every person being escorted, and the person(s) being escorted must agree to the rules explained in the message.

- Warning: you will be driving on an active airfield and not all traffic is visible to you.
- Ensure your vehicle headlights, four-way flashers and/or beacon light (if applicable) are on.
- Perform a circle check and Foreign Object Debris (FOD) check of your vehicle.
- You must wait for an escort at all times to and from the work site.
- Your escort driver is in radio contact with and receiving directions from Winnipeg Ground at all times when you are operating on the manoeuvring areas.
- You are prohibited from using radios, cell phones, or other devices that cause distracted driving.
- You must remain directly behind the escort vehicle at all times. Pay constant attention, keep up with, and directly follow your escort vehicle while maintaining a safe following distance, driving at the same speed as the escort vehicle.
- Be aware that the escort vehicle may have to quickly stop, speed up, and/or change directions without warning.
- You must follow the escort's directions and instructions at all times. Never stop following the escort vehicle until you are signalled or told to do so.
- Failure to follow instructions will result in being removed from the airfield.
- Do you understand these instructions and agree to follow these rules while under escort?
- Do you have any questions?
- Please follow me.