

AIRPORT TRAFFIC DIRECTIVES



WINNIPEG
AIRPORTS AUTHORITY

FOR THE OPERATION OF VEHICLES AIRSIDE





Table of Contents

1.0	AVOP Administration	5
1.1	Introduction	5
1.2	AVOP Types.....	5
1.3	AVOP Application Process.....	6
1.4	Preparing for the Online Exam and Practical Driving Test(s)	8
1.5	AVOP Issuance	8
1.6	AVOP Expiry	8
1.7	Renewing an AVOP	8
1.8	Lapse in AVOP Use	9
1.9	License Suspension	9
2.0	Airside Safety	9
2.1	Safety Rules	9
2.2	Foreign Object Debris	11
2.3	Disposing of Garbage and Debris and International waste	11
2.4	Report Incidents and Accidents	12
2.5	Airport Safety Management	13
3.0	Vehicle Requirements	13
3.1	Vehicle Safety Inspection.....	13
3.2	Lights and Reflectors.....	13
3.3	Vehicle Visibility	16
3.4	Other Requirements	16
4.0	Airfield Locations and Markings	16
4.1	Airfield Locations	16
4.2	Other Airfield Locations	17
5.0	Airside Lights, Markings, and Signs	19
5.1	Airfield Lights	19
5.2	Pavement Markings	21
5.3	Signs	24
6.0	Operating a Vehicle Airside	27
6.1	Driving Rules	27
6.1	Where to Drive	28



6.2	Airside Security	29
6.3	Escorting Visitors	31
6.4	Proximity to Aircraft	33
6.5	Yielding/Right of Way	33
6.6	Parking Airside	34
6.7	Driving in Grassed Areas	36
6.8	Closed Areas	36
6.9	Driving During Low-Visibility Operations	36
7.0	Driving on Manoeuvring Areas	37
7.1	Restricted Operator Certificate with Aeronautical Qualification (ROC-A)	37
7.2	Radio Equipment	37
7.3	Radio Frequencies	37
7.4	Radio Communication Procedures	37
7.5	Phonetic Alphabet	40
7.6	Standard Phrases	41
7.7	Radio Test	42
7.8	Equipment or Radio Failure	42
8.0	Penalties for Infractions	43
8.1	Rules and Infractions	43
8.2	Demerit Points	43
8.3	Suspensions	45
8.4	Appeals	45
8.5	Point Removal from Record	46
8.6	Regulation Enforcement	46
9.0	Definitions and Acronyms	47
9.1	Definitions	47
9.2	Acronyms	50
10.0	Appendix 1: Airfield Maps	51
10.1	Airfield Map: Apron 1	51
10.2	Airfield Map: Aircraft Gate Positions	52
10.3	Airfield Map: Intersite and Perimeter Roads	53
11.0	Appendix 2: Employer Responsibilities	54
11.1	AVOP Administration	54



11.2	AVOP Applications	55
11.3	AVOP Testing Process	56
11.4	Vehicle Requirements.....	57
11.5	Other Rules and Regulations	58

1.0 AVOP Administration

1.1 Introduction

Driving airside is a privilege, not a right. AVOP privileges are issued, monitored, and enforced by Winnipeg Airports Authority Inc. 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. This manual, issued under the authority of Winnipeg Airports Authority Inc. (WAA), forms the basis for applying for and maintaining an Airside Vehicle Operator's Permit (AVOP).

The *Airport Traffic Directives for the Operation of Vehicles Airside* provides instruction on the standards, directives, and procedures in place for vehicle operation at the Airport. It is the responsibility of all airside vehicle operators to be familiar with, practise, and follow the requirements of this manual.

This manual details the requirements to obtain an AVOP, vehicle requirements, operating rules, AVOP enforcement, airside markings and lights, safety requirements, and radio procedures. WAA reserves the right to amend this manual as required.

Where a discrepancy may exist between the standards described herein and federal, provincial, or municipal acts, laws or regulations, the appropriate legislation shall supersede these standards.

1.2 AVOP Types

The WAA issues two types of AVOPs:

- **D/A AVOP** – A permit that allows the holder to operate a vehicle on uncontrolled surfaces including aprons, service roads, and Taxiway Golf, which is an uncontrolled taxiway, in the performance of their duties. A D/A AVOP holder must not drive on manoeuvring areas (controlled taxiways and runways), unless under direct escort by a D AVOP holder.
- **D AVOP** – A permit that allows the holder to operate a vehicle on all airside surfaces (aprons, service roads, taxiways, and runways) in the performance of their duties. With this permit, the D AVOP may drive on controlled surfaces as long as Winnipeg Ground gives authorization to enter these areas.

1.3 AVOP Application Process

Introduction

Before an individual can apply for an AVOP, an official representing the company where the applicant is employed must demonstrate to the WAA a need for the applicant to work at or through the Airport and to define the areas for which access is required.

Prerequisites

- A valid RAIC
- A valid provincial driver's licence of appropriate level for the vehicles/equipment intended to be operated, in accordance with Manitoba Provincial Driving Regulations (a Manitoba Graduated Driver Licence is not permitted).

Note: WAA reserves the right to ask any person to provide a copy of a Manitoba Driver's Abstract when requested, at the applicant/pass holder's cost.

- **D AVOP applications only:**
A Radiotelephone Operator's Restricted Certificate (Aeronautical)

The WAA reserves the right to request a copy of a current Manitoba Driver's abstract from any person driving airside, at the driver's cost.

Application Process

The applicant must apply in person and in writing, providing all required documentation.

The process to be followed for an applicant applying for the first time, as well as an individual applying for renewal, is:

1. Applicants complete a "WAA Application for Airside Vehicle Operator's Permit" signed by the applicant and signed by the designated company signing authority for the applicant.

Applicants submit the AVOP application in person at the Winnipeg Airports Authority (WAA) Airport Pass Control Office (the Pass Office), usually while applying for a RAIC. A photocopy of the applicant's valid driver's licence, RAIC, and Radiotelephone Operator's Restricted Certificate (Aeronautical) (if applicable) will be taken.

The WAA reviews all applications and reserves the right to refuse any person access and training for access to Airport Restricted Areas and surfaces, at its discretion.

2. Review AVOP Training Materials:
 - **Online AVOP Modules:** After the application is approved, an online training account at waa.protraining.com is set up for the applicant to complete the D/A or D AVOP online training program.
 - **AVOP Manual:** Review this manual in its entirety.

3. **Online Exam:** The final exam consists of 35 questions for D/A AVOP and 65 questions for D AVOP (Multiple-Choice and True/False). To pass the exam and receive a Certificate of Completion, the applicant must answer 90 percent of these questions correctly. The applicant writing the AVOP test will get two (2) attempts to write the AVOP test at no cost. If the applicant fails both attempts, then the applicant must meet with the AVOP Coordinator or designate to determine whether or not the applicant will be given the opportunity to take the written exam for the third and final time. There will be an administrative fee charged by WAA of \$75.00 plus taxes. AVOP privileges will be withheld or suspended until all applicable fees have been paid. Failure to show up for a scheduled test time; will be considered an automatic failure. Appointments may be cancelled up to 24 hours in advance of scheduled time without penalty.

Passing the final written exam is a prerequisite to scheduling the practical driving test. Same rules apply to driving tests; with one change. I.e. if an applicant fails his written test twice, and fail's his driving test once. There will be no further attempts given for that applicant to acquire an AVOP.

If an applicant changes employers after taking the AVOP test for the second time. The applicant only gets to take the avop test one more time and has to pay the administrative fee charged by WAA before that person is allowed to take the test for the third time.

If the applicate tries to take the test through a new employer for the fourth time (after failing 3 times with other(s) employers) That employee will be denied the written test.

4. After the applicant completes the online training and passes the online final exam, and a Certificate of Completion is issued into the training account, the applicant must set up a time to practise driving with a trainer.
5. After completing driving practice with the company-appointed trainer, the applicant must set up a time to complete the practical driving test. The driving test must be completed within two months of passing the written test. If the driving test is not completed within the allowed two-month period, then the applicant must retake the written test.

The driving test will be conducted using a vehicle that is equipped appropriately to operate in the airside environment. During this test, the applicant will be asked to demonstrate:

- Safety steps to take before driving on the airfield
- Knowledge of and ability to follow the rules for driving on the airfield
- Ability to identify areas of the airfield while driving
- Ability to drive along a prescribed route
- Caution while driving, and environmental awareness
- **D AVOP applications only:** D AVOP holders must have a Restricted Radio Operators License in their possession to be able to take the driving tests

D/A AVOP applicants are required to pass a driving test in the daytime in the areas where they will be operating a vehicle.

D AVOP applicants are required to pass a driving test both during the daytime and at night in both uncontrolled and controlled areas.

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

1.4 Preparing for the Online Exam and Practical Driving Test(s)

To prepare for the final exam and practical driving test(s), you must complete the following:

Online Training Modules

In order to successfully complete the AVOP program, the applicant must review and complete all self-assessments in the online modules. This is an important first step towards learning how to drive safely on the airfield. The module self-assessments provide the opportunity to practise answering the types of questions that will be found on the final written exam.

At any time, the applicant may refer to this manual to review driving rules at the Airport.

- **D/A AVOP Applicants:** Review all sections **except** 7 and 11 and complete the online modules.
- **D AVOP Applicants:** Review all sections **except** 11 and complete the online modules.

1.5 AVOP Issuance

After being issued an AVOP, you may operate a vehicle only in the areas your pass allows, and only while performing your work duties.

AVOP permits are the property of the Winnipeg Airports Authority Inc. AVOP holders shall pay an administrative fee for the loss, theft, damage, alteration, or tampering of the AVOP as determined by WAA.

The WAA reserves the right to require any person to provide a copy of a Manitoba Driver's abstract print-out when requested, at their cost. If a person does not comply with the request, that person's AVOP privileges will be suspended until that person complies.

1.6 AVOP Expiry

AVOP permits are issued for a limited time period. The AVOP expiry date identified on the AVOP cards.

- D/A passes are issued for five (5) years.
- D passes are issued for three (3) years.

An AVOP issued at any other airport is not valid or transferable to YWG.

1.7 Renewing an AVOP

AVOP holders are required to renew their AVOP prior to its expiry, and an AVOP may be renewed up to three months prior to its expiry date. Applicants renewing their AVOP must successfully complete the written and practical driving tests for the AVOP type they hold.

- D/A AVOP holders: passes must be renewed every 5 years
- D AVOP holders: passes must be renewed every 3 years

1.8 Lapse in AVOP Use

Any AVOP holder who has not driven airside in a period of 3 three months or more is required to notify the Pass Office, surrender their AVOP card, and recomplete the AVOP test program for their permit to be valid. If you are a D Permit holder and you have not operated a vehicle airside for a period of 2 months or more; you must review the AVOP training video to re-familiarize yourself with operating on controlled surfaces, prior to going onto the controlled surfaces.

Expired AVOP cards must be returned to the Pass Office.

1.9 License Suspension

If the AVOP holder's provincial driver's licence is suspended, the AVOP holder must immediately inform the Pass Office in writing and surrender the AVOP card. Persons found operating a vehicle without a valid driver's licence may be subject to a ticket and fine from the RCMP Airport Unit and the immediate removal of their AVOP by the Airport Duty Manager or other enforcement personnel.

2.0 Airside Safety

2.1 Safety Rules

Vehicle operators must follow all airside safety rules.

High Visibility Safety Vests/Apparel

While on airside movement areas, all personnel are to wear reflective safety vests. This applies to all persons on foot, and all drivers or passengers in vehicles open to the elements, such as tractors and belt loaders. WAA shall exempt this requirement when it is proven that the safety vests may specifically interfere with the performance of duties.

Seat Belts

Every person in a vehicle must be seated in their own seat. Drivers and passengers shall wear seat belts, where provided, while vehicles are in operation on airside.

Personal Mobile Phones and Portable Media Devices

The use of any personal mobile phone and/or any personal portable media device is prohibited while operating a vehicle airside. Earphones may not be worn for the purpose of listening to music/audio.

Company-sanctioned mobile phones and multi-frequency radio equipment is permitted when used for work-related purposes. It is recommended that vehicle operators safely position and park outside of the manoeuvring area before utilizing a cellular phone.

Ground Support Equipment (GSE) Anti Idling Policy in ATB Baggage Rooms



To reduce the emissions in the baggage room areas, Ground Handlers are required to turn off equipment immediately upon arrival at their work station (NO IDLING). Vehicles must be driven with minimum throttle use in baggage rooms at all times and must adhere to speed limits. Vehicles are to be driven at 'Walking Speed Only'. WAA shall issue an AVOP infraction to the driver of the vehicle found idling.

Smoking and Drugs

Smoking on Airside is strictly prohibited; this includes all WAA Buildings, vehicles and equipment interiors, all baggage rooms, all aprons, roads and airside areas. Charges for non-compliance shall be issued under the *Canadian Aviation Regulations, WAA Rules and Regulations, Airport Traffic Directives* and/or *The City of Winnipeg, By-law No. 88/2003, The Smoking Regulation Bylaw*.

Operation of equipment on the Airport while consuming or under the influence of drugs or alcohol, including prescription and/or over-the-counter drugs that may cause drowsiness or reduce decision making skills, is prohibited. Operating a vehicle while under the influence of illegal drugs or alcohol is an offence under the *Criminal Code of Canada* and the *Highway Traffic Act*.

2.2 Foreign Object Debris

Foreign Object Debris (FOD) is any debris that may be ingested into an aircraft engine or that may damage other vehicles and equipment on the airfield. This debris, such as mud or gravel, bolts, screws, luggage, paper, etc., could be natural or man-made.

Vehicle operators shall ensure that the surfaces of airside areas are kept clean by being aware of hazards, keeping any vehicles entering airside clean and free of any foreign material, and using designated receptacles for trash.

All vehicle operators must do their best to remove any 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 encountered in the controlled manoeuvring area, drivers shall advise Winnipeg Ground as to the type and location of the FOD. Drivers will be instructed to continue driving or stop and pick up the FOD. Drivers shall not stop on the manoeuvring area without contacting Ground Control.

2.3 Disposing of Garbage and Debris and International waste

No person shall throw, deposit, or knowingly leave any form of trash or garbage on the airfield except in a container provided for that purpose.

International Waste

Care and control of international waste is the responsibility of the Air Carrier and the Air Carrier's approved international waste subcontractor.

- All international waste removed from the aircraft is to be placed in orange disposal bags
- International waste removed from the aircraft is not permitted into domestic waste receptacles
- The Air Carrier's subcontractor is responsible for immediate removal of the orange bags from the Airport property for incineration
- The Air Carrier is responsible for coordinating the aircraft arrival time with the subcontractor

Enforcement and monitoring of the care and control of international waste at the ATB is the responsibility of the Canada Border Services Agency (“CBSA”). The movement and monitoring of the international waste may be conducted under the direct supervision of a CBSA inspector.

Additional information is available in the WAA Common Use Plan of Operations, through the WAA Director of Operations or Designate. Questions concerning the disposal of international waste can be directed to CBSA, and/or the Canadian Food Inspection Agency.

2.4 Report Incidents and Accidents

The WAA has a non-punitive policy in place, protecting employees who report incidents and accidents at the Airport. The WAA seeks to track issues to determine ways to mitigate them occurring in the future.

Report all incidents and accidents directly to the Airport Emergency Line at (204) 987-9797. This includes:

- Accidents you are involved in or witness to that resulted in:
 - Injury to a person
 - Damage to aircraft, vehicles, equipment, or property
 - Chemical or fuel spills/leaks
- Near-miss incidents you are involved in or witness
- Any other emergency situation that could cause an airside incident or accident

Be prepared to provide clear and exact information about the nature of the issue and the location, and a contact name and phone number.

If the issue is a chemical or fuel spill, the operator of the vehicle that caused a spill or leak shall remain with the equipment until WAA is assured the product is cleaned up in accordance with the WAA Emergency Procedures Manual.

It may also be necessary to complete an incident report and/or report the situation to the vehicle operator's supervisor.

Note: The wording in the Airport Traffic Directives Manual concerning ‘reporting an accident’ will take precedence over the wording in the Fire Hall Standard Operating Guidelines; another words the accident will be reported to ‘One Call’ and to the DM and then Fire Captain. This will give the Airport Duty Manager an opportunity to come to the incident scene and gain first-hand knowledge of the incident.

2.5 Airport Safety Management

The airport under operation certificate 5151-C146 is required to provide a Safety Management System that includes the Safety Management Manual (SMM). The application of this SMM is not limited to operational personnel, but is relevant to all who work at or with the Winnipeg Richardson International Airport.

All Tenants and Clients are required to report any incidents, accidents, hazards, operational failure or near miss that impact the safe and efficient operation of the Airport. This also includes any clients and customers that would impact the safe operation of aircraft, the public or the Airport's operating certificate.

The investigation of these occurrences are required to be carried out by designated WAA Staff and shall be required to have access to Tenant and Client documentation, i.e. personnel for interviews, training records, maintenance files, equipment, and any other pertinent information related to the occurrence under investigation. This is also identified in the WAA Rules and Regulations.

3.0 Vehicle Requirements

3.1 Vehicle Safety Inspection

All vehicles need to be kept clean and in good working condition and have the required safety lights and reflectors.

Before operation of any vehicle, it must be inspected. The vehicle operator must determine that their vehicle is operating satisfactorily and has the required safety equipment and markings before driving the vehicle airside.

All operators shall notify their immediate supervisor of any equipment malfunction. It may need to be cleaned or repaired before it can be operated safely on the airfield.

3.2 Lights and Reflectors

All vehicles and equipment to be driven on the airside unescorted must be equipped with safety lights and/or reflectors.

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

Occasional use of vehicles not equipped with the above safety and equipment display markings or lights may be permitted on the apron while under the escort of a properly equipped vehicle.

Cabbed (Self-Propelled) Vehicles

A cabbed (self-propelled) vehicle is driven and has a roof over the driver.

Cabbed (self-propelled) vehicles must have operable front and rear lights. The front running lights must be on whenever driving airside, and both front and rear lights must be capable of flashing on and off in unison.

A yellow rotating, flashing, or strobe-type warning beacon mounted on top of the vehicle and visible from 360 degrees must be operational and functioning at all times while moving about in airside areas.

Reflective material, if on the vehicle, must be clean and visible. If a cabbed (self-propelled) vehicle's beacon is not visible for 360 degrees, then that vehicle will require a secondary rotating beacon to ensure there is 360-degree coverage.

Notes:

Airport emergency vehicles may be equipped with red and/or blue warning beacons, as required.

Aircraft fuelling vehicles with an overall height in excess of 3.5 metres are permitted to mount the warning beacon on the vehicle cab provided that tail signal lamps are operated in conjunction with the 360-degree rotating warning beacon to provide adequate indication to the rear of the vehicle.



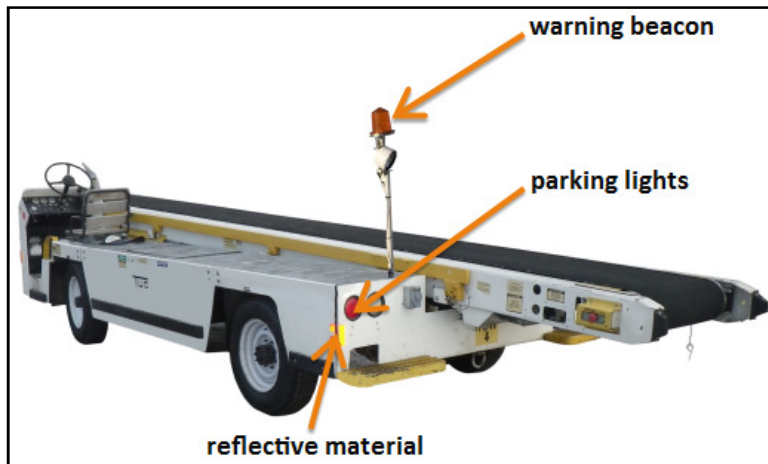
Non-Cabbed (Self-Propelled)

A non-cabbed (self-propelled) vehicle is driven but does not have a roof over the driver.

Non-cabbed (self-propelled) vehicles must have operable front and rear lights. The front running lights must be on whenever they are driven airside, and both front and rear lights must be capable of flashing on and off in unison.

Note: In addition to operational front and rear lights, a yellow rotating, flashing, or strobe-type warning beacon mounted on the vehicle or on a pole inside the vehicle and visible 360 degrees, and operating at all times when driving airside areas is preferred, but not mandatory.

Reflective material, if on the vehicle, must be spaced evenly on the sides and back of the vehicle, and be clean and visible.



Non-Self-Propelled Equipment

Non-self-propelled equipment is pushed, towed, or dragged. Examples include baggage carts, cargo dollies, cargo containers, and air stairs.

Non-self-propelled equipment must have reflective material spaced evenly on all sides and be clean and visible.

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



Exemptions

Police and other emergency service vehicles equipped with their own company-standard safety markings are considered equal to or exceeding these standards described earlier.

Emergency vehicles, such as fire trucks, must have their red warning beacon on when responding to an emergency.

Exemptions may be authorized by the WAA on an individual basis regarding mounting locations for warning beacons, warning lights, and types of warning lights based on the nature and purpose of the vehicle or equipment in question.



3.3 Vehicle Visibility

Whenever a self-propelled vehicle is moving from one place to another on an apron, the vehicle’s headlights and warning beacons must be on. This indicates to taxiing aircraft that the vehicle is being operated on the apron area.

Turn off the warning beacon when the vehicle is stationary, providing service to an aircraft. Improper use of flashing lamps can be distracting to taxiing aircraft and limits their value as a warning indicator that the vehicles are in motion.

All vehicle lamps should be turned off when the vehicle is parked in a designated parking area.

3.4 Other Requirements

Studded tires and tire chains are not permitted on any vehicle being operated on the airside of the Airport. During abnormal slippery conditions, the Airport Duty Manager may grant short-term permission to use tire chains on aircraft tug vehicles to move aircraft. Such permission will be granted on a case-by-case basis to specific operators for a specific period of time only.

It is recommended that all vehicles operating on the manoeuvring area carry some type of fire extinguisher for emergency situations, such as the dry-chemical extinguishers carried by WAA vehicles.

4.0 Airfield Locations and Markings

4.1 Airfield Locations

Aprons

An apron is that part of an aerodrome, other than the manoeuvring area, that accommodates the loading and unloading of passengers and cargo, the refuelling, servicing, maintenance, and parking of aircraft, and movement of aircraft and pedestrians necessary for such purposes.

Aprons are numbered using Roman numerals. All vehicle operators must be able to read Roman numerals. *(Refer to the chart below.)*

1	2	3	4	5	6
I	II	III	IV	V	VI
7	8	9	10	11	12
VII	VIII	IX	X	XI	XII

Restricted Area

A Restricted Area is any area of an aerodrome that is identified as an area to which access is restricted to authorized persons. It can be an area where commercial air-carrier operations take place. Anyone who enters must have security clearance or be screened.

All personnel working in Restricted Areas at the Airport shall wear their RAIC on outer clothing, ensuring its visibility, when in the Restricted Areas.

A person who is not in possession of valid identification shall not enter or remain in any area of an apron that is designated as a Restricted Area unless authorized to do so by the WAA or under escort by someone with a valid RAIC.

Persons not displaying a valid RAIC should be considered unauthorized and should be reported to One Call at (204) 987-9798.

Runways

A runway is the portion of the manoeuvring area used for aircraft takeoff and landing. Runway 18-36 and Runway 13-31 are the two runways used at YWG.

Taxiways

A taxiway is the part of an aerodrome used for manoeuvring aircraft and Airport equipment transiting between the apron and the runway. A taxiway is considered to be the actual paved surface plus an additional protected area of a specified distance on either side of the surface edge, intended for aircraft wing-tip clearance.

4.2 **Other Airfield Locations**

Central De-icing Facility (CDF)

The CDF is an area designated for the de-icing/anti-icing of aircraft and glycol recovery. The CDF is located on the west side of Apron I between Taxiway Hotel Taxiway Victor, Taxiway Whiskey, and Apron I.

The CDF and associated taxi lanes from entrance to exit points are operated and controlled by Pad Control, who provides apron control for all aircraft and vehicles on the facility. Vehicles and equipment is restricted to those necessary for provision and support of aircraft de-icing services and airfield maintenance.

You must receive permission to enter the CDF by contacting Pad Control at on frequency 122.925 MHz. Once receiving permission to proceed, you must enter via the CDF vehicle corridor.

Equipment Staging Area

A designated area where it is safe to place equipment prior to the arrival or departure of an aircraft. On apron this area delineated by the use of safety lines. Apron Safety lines are used to indicate the boundary that aircraft must not cross (red lines identify aircraft movement boundary) and the boundary beyond which equipment must not cross (white lines identify equipment boundary) during the aircraft arrival and departure from the gates. Aircraft Ground service equipment must remain behind the white lines and in designated parking areas when not in operation.



Holding Bay

A defined area where aircraft can be held, bypassed, or positioned for run-ups to facilitate efficient surface movement.

Security Checkpoints

Defined reporting points through which access is gained to the Airport Restricted Area from other airside surfaces, from groundside, or from public areas.

All access gates must be kept closed and locked to prevent unauthorized personnel or vehicles from accessing airside.

Service Roads

An uncontrolled roadway intended for the use of vehicles entering or transiting between aircraft movement areas.

5.0 Airside Lights, Markings, and Signs





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

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

5.1 Airfield Lights

While driving on the airfield, the vehicle operator will encounter various lights.

All vehicle operators must know the meaning of and comply with these lights; compliance is enforceable under the Airport Traffic Regulations.

Light Type and Purpose	Image
<p>Blue Lights</p> <p>Blue lights are used along the edges of aprons and taxiways. You will find two blue edge lights at the intersection of a taxiway with a runway.</p>	
<p>White Lights</p> <p>White lights are used along the edges of runways.</p>	
Light Type and Purpose	Image
<p>Amber Lights</p> <p>Amber lights are used at the intersection of aprons and taxiways.</p>	
<p>Two-Sided Lights</p> <p>Two-sided lights, which have one red light and one green light, are used at the end of runways. The red side faces the runway and the green side faces the approach to the runway.</p>	

Guard Lights

Guard lights, also known as wig wags, are two alternating amber lights that signal to vehicle operators and pilots that they are about to enter an active runway.



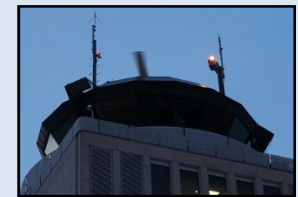
Stop Bar Lights

You may not cross an illuminated stop bar until it has been deactivated and you have authorization to proceed from Winnipeg Ground. Even if you receive permission to proceed, if the stop bar has not been deactivated, do not cross this line without contacting Winnipeg Ground first to request that they deactivate the stop bar.

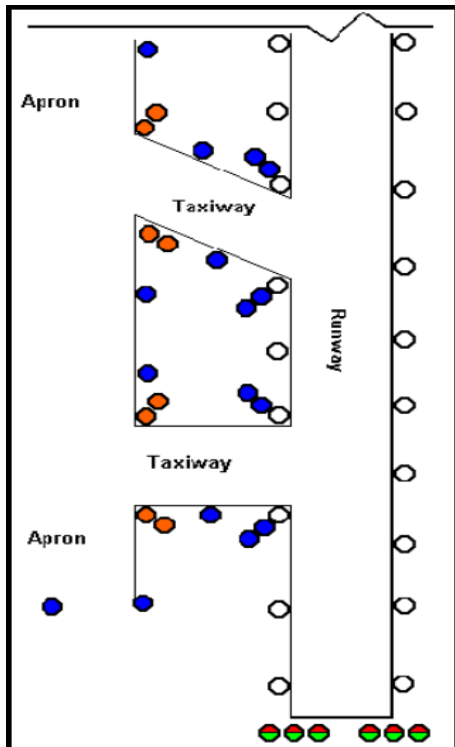


Aerodrome Beacon

The aerodrome beacon is a large rotating white light mounted on top of the 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.



Light Locations



Be aware that the hold line on Runway 13/31 before Runway 18/36 is very close to Taxiway Victor. As always, you must stop at the Hold Short line unless cleared by Winnipeg Ground to cross.



5.2 Pavement Markings






While driving on the airfield, the vehicle operator will encounter various pavement markings. These markings serve to control both aircraft and vehicles. White lines on the apron pertain to vehicle movement and control, and yellow lines pertain to aircraft movement and control.

Where paint has faded, vehicle operators shall conform as near as possible to the location of the markings.

All vehicle operators must know the meaning of and comply with these markings; compliance is enforceable under the Airport Traffic Regulations.

Apron Markings

The following markings can be found on aprons.

Marking Type and Purpose	Image
<p>Vehicle Corridors</p> <p>Areas on an apron marked by parallel, solid white lines with dashed white line down the centre, to provide guidance to vehicle and equipment operators.</p> <p>The vehicle corridor is not a guaranteed safe zone; stay alert at all times when driving airside.</p>	
<p>Aircraft Lead-in Lines</p> <p>Lines providing guidance for the flight crew to the gate stop position. The lines also provide a means for the servicing crews to monitor the arriving and departing aircraft's path to and from the stop position.</p>	
<p>Apron Safety Lines</p> <p>Lines used to indicate the boundary that aircraft must not cross (red lines) and the boundary beyond which equipment must not cross (white lines) during aircraft arrival and departure from the gates.</p>	
<p>Operational Stand</p> <p>An area on an airport apron designated for parking aircraft for the purpose of loading and unloading passengers and cargo, the provision of ground services, or servicing.</p>	
<p>Crosswalk</p> <p>Any portion of an apron or any other area designated by a sign or surface marking as a pedestrian crossing.</p> <p>You must always yield to pedestrians, and never drive between enplaning and deplaning pedestrians and the Air Terminal Building.</p>	

Controlled Surface Markings

The following markings can be found on controlled taxiways and runways.

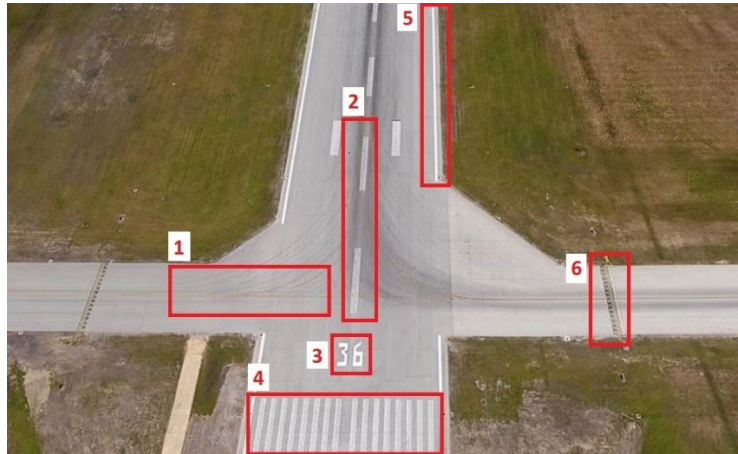


Image #	Marking Type and Purpose
1	<p>Aircraft Movement Guideline</p> <p>A single yellow line extending from the runway along a taxiway and to the apron. These lines are continuations of taxiway centre lines. Pilots centre the nose wheel of the aircraft on this line to ensure that the main wheels are on pavement and that the wings will not contact known obstructions such as buildings and light standards.</p>
2	<p>Runway Centre Line</p> <p>The centre of a runway is marked with a broken white line made up of several lines close together; each group is 30.5 metres (100 feet) in length, with 30.5 metres (100 feet) distance between.</p>
3	<p>Runway Designation Markings</p> <p>White numbers that face towards the end of the runway indicating the runway name. The number corresponds to the direction of the runway in relation to a magnetic compass. For example, the compass of an aircraft will read 130 degrees when approaching the end of a runway marked with the number 13.</p>
4	<p>Runway Threshold Markings</p> <p>Markings that indicate the runway threshold, the beginning of the portion of the runway that is usable for landing.</p>
5	<p>Runway Side Stripes</p> <p>These markings indicate the sides of the runway. These are used on narrowed runways where there is a lack of contrast between the runway edges and the runway shoulder.</p>
6	<p>Hold Lines</p> <p>Two solid and two broken yellow lines across the width of a taxiway, with the broken lines closest to the runway, behind which a vehicle or an aircraft must hold while awaiting permission from Winnipeg Ground to cross.</p>

5.3 Signs

While driving on the airfield, the vehicle operator will encounter various signs.

Every vehicle operator must know the meaning of and comply with these signs; compliance is enforceable under the Airport Traffic Regulations.

Taxiway Designator Signs

Taxiway designator signs provide the following information:

- The taxiway you are currently on is indicated with a yellow letter on a black background.
- The taxiway intersection you are approaching is indicated with a black letter on a yellow background.
- If the taxiway intersection you are approaching is on your left, the black letter will be on the left side of the sign, and if it is on your right, the black letter will be on the right side of the sign.



This sign indicates that the driver is on Taxiway Foxtrot, approaching Taxiway Hotel, which is coming up on the right.

Runway Designator Signs

Runway designator signs provide the following information:

- The taxiway you are currently on.
- The runway you are approaching (in the day: white numbers on a red background / at night: red numbers on no background colour)
- You are approaching a runway and must hold short and request permission from Winnipeg Ground to proceed.
- The runway on your left is listed first, on the left side (Runway 31), and the runway on your right is listed second, on the right (Runway 13).



This sign indicates that the driver is on Taxiway Kilo, approaching Runway 31-13.

Cat II Hold Short Sign

A Cat II Hold Short sign used by Ground Control during poor weather conditions to keep vehicles and aircraft out of the ILS sensitive areas when more precision is required during landings. When

instructed to “Hold short at the CAT I OR II”, this sign indicates where the hold short position is located.

Drivers must be aware of the CAT I and II hold lines in place on Taxiway Charlie. Vehicles are to remain behind the CAT I and II hold lines as directed by Ground Control during CAT I and II operations. These lines are used to protect the instrument landing system from interference that may be caused by vehicles or objects in the protected approach path.

During Cat II landing operations, the illuminated stop bars will be in operation at the CAT II hold lines. No aircraft or vehicles may cross an illuminated stop bar until the bar is deactivated. Winnipeg Ground must provide verbal authorization and deactivate the stop bar lights in these locations before any vehicle may cross or enter the runway. Drivers must not cross an illuminated stop bar even if authorized by Winnipeg Ground to proceed; the driver must confirm the authorization with Winnipeg Ground and advise that they are prohibited from crossing an illuminated stop bar. Winnipeg Ground is to provide alternative routing if technical issues prevent the deactivation of the illuminated stop bar.

This hold sign has:

- White Text on Red Background during daytime operations
- Red Text and No Background color during night time operations



Gate Designator Signs

Gates are identified by black on yellow reflective panels located on the terminal building at gates or on the bridge head for passenger boarding bridges. Apron I pavement markings for aircraft positions including lead in lines and aircraft stand markings of yellow on black.



Directional Signs

Directional signs normally have an arrow indicating the direction of travel to exits, aprons, terminal buildings, or other facilities named on the sign.



This sign, located at the NPS-V South Entrance, indicates whether the driver may proceed or must proceed to the right to NPS-V for screening.

Information Signs

Information signs provide information of interest primarily to aircraft but which may also be helpful to vehicle operators as reference points.



This sign indicates that this is a Restricted Area and only authorized persons (with a valid RAIC) may enter.



6.0 Operating a Vehicle Airside

6.1 Driving Rules

Vehicles and pedestrians are permitted on the apron surface with authorization from the WAA. All vehicles and equipment on the apron must be operated by persons holding a valid AVOP issued by the WAA. In addition to meeting all requirements stated in this manual, every operator of a vehicle on an apron shall acknowledge and obey all instructions received from the WAA. The instructions may be made in person or in writing as a circular in the *WAA Notice of Operations* or the *WAA Rules and Regulations*.

Safety

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

Speed Limits

Speed limits on taxiways and runways are set for routine operations. Specific speed limits have been put in place to enhance airside safety. Speed limits are to be followed at all times. The chart below lists the speed limits for different locations of the airport.

Location	Speed Limit
Vehicle corridors (Head of Stand and Tail of Stand roads)	25 km/hr
Baggage make-up areas inside the Air Terminal Building (Walking Speed)	10 km/hr
Within 7.62 metres (25 feet) of a parked aircraft at an operational stand	10 km/hr
Intersite Road between Apron I and the ASIG Canada Ltd. fuel storage facility	15 km/hr
Intersite Road between Apron II and Apron IV	50 km/hr
Perimeter Road	50 km/hr
Central De-icing Facility	25 km/hr

Exemptions

Duty Managers, emergency rescue vehicles, maintenance vehicles, and other vehicles under the request of Nav Canada may be exempt from these speed limits during the course of their duties.

Note

During reduced visibility, vehicle traffic on taxiways and runways will be restricted to essential operations requirements only. Airside vehicle operators must use the airfield roadways as much as possible and remain off the taxiways and reduce their requirement to cross runways. All drivers shall operate at reduced speeds during poor weather and visibility, and/or poor road conditions.



6.1 Where to Drive

Vehicle Corridors

All vehicle operations shall follow the designated routing as defined by the WAA.

Vehicle corridors are intended for all vehicles and should be used for transiting Apron I whenever available and possible.

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

Vehicle operators should drive in vehicle corridors at all times except when operating a vehicle or equipment in the performance of the following duties:

- Servicing an aircraft
- Performing maintenance using maintenance equipment
- Responding to an emergency with vehicle emergency flashing lights activated

Vehicle operators must drive in the right-hand lane, and may not pass slower-moving vehicles in the vehicle corridor.

If a vehicle lane is obscured for any reason, such as faded paint or snow cover, operators should conform to the designated roadway as nearly possible, and exercise caution.

Vehicle corridors are not "guaranteed safe routes." Taxiing or parked aircraft may at times encroach on vehicle corridors; such aircraft must be avoided.

Service Roads

Extra care must be exercised on aprons where vehicle corridors have not been designated.

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

6.2 Airside Security

Vehicle access is controlled by a system of perimeter fences, manned and electronic security gates, traffic signs, roadway markings, vehicle identification and operator permit checks.

Access to other areas of the airfield is provided at various airside access locations, including manned security checkpoints and unmanned, remote-monitored gates.

Access to Apron I

Access to Apron I is controlled by the Apron I Security Checkpoint (Guardhouse) and Non-Passenger Screening for Vehicles (NPS-V).

Apron I Security Checkpoint (Guardhouse)

All vehicles accessing Apron I via Intersite Road, or taxiways that feed onto Apron I, must report to the Apron I Security Checkpoint located on the Intersite Road at the connection to the Southwest corner of Apron I. All persons in the vehicle are subject to identity verification. Persons must present a valid Restricted Area Identity Card (RAIC) or other approved documentation.

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

Non-Passenger Screening for Vehicles (NPS-V)

After passing through the security checkpoint, all vehicle operators will be directed through a traffic management system to the Non-Passenger Screening – Vehicle checkpoint. All vehicles, occupants and their belongings will be subject to screening by screeners. If selected, all occupants must exit the vehicle with their personal belongings to be screened. The vehicles will also be screened at that time. You must surrender your RAIC or documents of entitlement to the screener until the screening process has been completed.

Any attempt to by-pass or circumvent the Apron I Security Checkpoint or NPSV checkpoint will be considered a breach of the terms and conditions of your RAIC and the Canadian Aviation Security Regulations and may result in a revocation of your RAIC and access privileges.

Security Identification

All persons accessing airside must have a valid RAIC (Local, Aircrew or Canada) or other airport approved document of entitlement. Other documents include a temporary pass (yellow escort pass with your picture on it), visitor or block 'escort required' passes. When using these passes you must be escorted by a RAIC holder and be in possession of government issued photo identification. Passengers in the critical restricted area must have an airline boarding pass and be under escort of airline personnel.

In general aviation areas, a Pilot's Licence along with a medical certificate is valid. Passengers boarding or deplaning in these areas do not require boarding passes but must be escorted to and from the aircraft.

Persons accessing the airfield with a vehicle must also have an AVOP, or a visitor pass if under escort by another AVOP holder.

Accessing Automated Gates

Anyone using an automated gate (with a card reader on it) must, after going through, stop and wait for the gate to fully close before leaving. Driving away before the gate is fully closed is a security violation.

A second vehicle entering through the gate (unless under escort of the first vehicle) must wait until the gate is fully closed and the first vehicle has departed before reopening the gate.

Going through the gate at the same time as another vehicle or while it is closing is considered to be tailgating and is not permitted.

Airside Access Through Approved Tenant Facilities

In all tenant-occupied areas outside the Air Terminal Building, the tenant is responsible to control pedestrian and vehicular access through their facilities and ensure unauthorized persons do not access Restricted Areas. Always check with the tenant before attempting to gain access through their facility.

Other Security Rules

In certain circumstances, an AVOP may limit the holder to operation of their vehicle or equipment to just a designated Apron(s). Driving in other areas is, therefore, not permitted.

All vehicles are subject to checks by Airport Security personnel anywhere on the airfield and must fully comply with their requests. Security may deny access or remove anyone not following security rules or may issue an AVOP infraction notice when warranted.

If required to drive through a gate that is secured by a padlock or other manual locking device, the person opening it is fully responsible for controlling access through that point. Unauthorized access must be prevented and the gate must be re-secured before leaving it.

6.3 Escorting Visitors

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

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

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

The RAIC holder providing an escort is held 100% responsible for the actions of the escorted visitor.

Escort Requirements

When escorting a visitor, the escort must:

- Posses a valid RAIC, AVOP for the area they will be providing an escort, and provincial drivers licence
- Assume responsibility for the vehicles and the actions of the drivers under escort; including removal of any FOD generated and full responsibility for any violations committed by an escorted driver.
- Ensure the escorted vehicle has:
 - A valid WAA registration plate or are issued with a temporary vehicle plate.
 - The vehicle headlights, 4-way flashers and/or beacon on
 - No Foreign Object Debris (FOD) that could fall off or out of the vehicle while driving
- Ensure that the driver of the vehicle:
 - Has a valid provincial driver's license
 - Has been formally briefed regarding the rules, procedures and standards for operating on airside (*see the Airside Vehicle Escort Instructions on the next page*)
 - Understands and agrees to the Airside Vehicle Escort instructions
- Remain in a position to control all escorted vehicles at all a times.
- Escort a maximum of three vehicles on Apron 1 or 6 vehicles on all other Airside Aprons, at all times.



Airside Vehicle Escort Instructions

The following message must be read every person being escorted and the person(s) being escorted must agree to 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, 4-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; if 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 escorts directions and instructions at all times. Never stop following the escort vehicle until you are signaled 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.

6.4 Proximity to Aircraft

Areas within operational stands provide free movement for vehicles performing their duties.

Before entering airside, the vehicle operator must always visually check and ensure that aircraft are not approaching, departing, or pushing back. Aircraft always have the right of way. A vehicle operator, therefore, must yield to any aircraft.

Vehicle operators must remain a safe distance from areas affected by jet blast or prop wash of aircraft, and operators must not pass in front of or close behind aircraft with engines running unless the wheels of the aircraft are chocked or the marshaller waves permission. Even if an aircraft is parked, if its anti-collision lights are on, it may indicate its engines are running or about to start. Even with a marshaller's permission, the onus is on the vehicle operator to ensure that it is safe to proceed.

No person may operate a vehicle within 15 metres (50 feet) of an aircraft being fuelled or defuelled except for the purpose of servicing that aircraft or when operating within a designated vehicle corridor.

6.5 Yielding/Right of Way

Every operator of a vehicle on the airside, other than an emergency vehicle responding to an emergency with warning devices operating, must yield the right of way to:

- Aircraft in pushback mode from an operational stand and taxiing aircraft
- Emergency vehicles responding to an emergency with the warning devices flashing
- Vehicles and equipment engaged in snow removal and ice-control and other maintenance activities
- Aircraft refuelling vehicles
- Vehicles towing aircraft
- Pedestrians

Vehicles already in a designated vehicle corridor have right of way over all other vehicles attempting to enter. Where thoroughfares intersect, the vehicle on the right has the right of way. The right-hand lane of a designated vehicle corridor must be used, and the passing of moving vehicles is not permitted.

6.6 Parking Airside

Vehicle and GSE Equipment left Idling

Any vehicles and ground support equipment that is left idling and unattended shall be chocked/blocked. Failure to chock/block idling and unattended vehicles could lead to an AVOP violation. This is also identified in section 4.5.1 for the WAA Rules and Regulations.

Vehicle Parking

Vehicles, baggage carts/dollies and other equipment shall only be parked in designated parking areas. Vehicles shall be backed into parking stalls with parking brake set. Beacons and lights shall be turned off. The ignition shall also be turned off; this condition may be excused for operational requirements, such as periods of extreme cold temperatures.

Once parked, turn off all vehicle lights unless you are servicing an aircraft.

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

Make sure your vehicle is not an obstacle to aircraft, emergency or maintenance vehicles, or vehicles servicing aircraft. Unimpeded access to fire hydrants, wheeled extinguishers, spill kits, and emergency shut-down devices for the in-ground refueling system, must also be maintained at all times.

The shut-down buttons are located on each light standard poles on Apron 1 only (*see below*).



No-park Areas

You may not park:

- Within 3 metres of a security fence on the groundside or within 1 metre on the airside
- In any area designated by a sign as an area in which parking is prohibited
- In any area of the Airport not intended for the use of vehicles
- On vehicular routes or aircraft movement areas without the permission of the WAA
- An aircraft fuel-servicing vehicle within 15 metres (50 feet) of any Airport Terminal Building, aircraft cargo building, aircraft hangar, or any other Airport structure designed to house the public that has windows or doors in any exposed walls
- An emergency vehicle staging position designated for WAA Emergency Response Services (ERS) vehicles only.



Vehicles found to be improperly parked will be towed and the registered owner notified. Multiple parking violations can result in the removal of the vehicle's WAA registration plate.

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

6.7 Driving in Grassed Areas

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

Vehicles in the grassed areas must not be left unattended if closer than 61 metres (200 feet) from the a runway edge or 36 metres from a taxiway edge. Authorization from Winnipeg Ground is required to operate within these zones. When holding short of either a runway or a taxiway while waiting for authorization from Winnipeg Ground to enter or cross a taxiway or runway, the driver must hold short no closer than the minimum distances specified above.

Drivers must ensure their equipment is clean prior to exiting a grassed infield area. Any FOD generated must be removed or reported to Winnipeg Ground prior to exiting the area.

Vehicles must stay clear of Nav Canada equipment sites including, but not limited to, the Instrument Landing System (ILS) Localizer and Glide Path transmitters and buildings, VOR/TAC, and RAMP radar. Vehicles can cause significant interference with the electronic equipment. Additionally, the microwave radiation emitted by the transmitters may pose a risk to drivers when operating in the protected zones around the equipment. Prior authorization is required from Winnipeg Ground to access any of the ILS sites.

6.8 Closed Areas

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

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

Drivers must not enter a closed area without the prior authorization of WAA.

6.9 Driving During Low-Visibility Operations

Is a plan that calls for specific procedures by the Airport Operator and/or Winnipeg Ground when fog, snow, rain or other weather conditions or restriction to visibility reduce the runway visual range (RVR) below 1200 feet down to and including 600 feet RVR. Low visibility for arrivals and departures, the aerodrome visibility is in accordance with the RVR for the runway of intended use.

Refer to the *WAA Low-Visibility Operations Plan (LVOP)* for additional information.

7.0 Driving on Manoeuvring Areas

Access on the airfield to the controlled movement areas is restricted to drivers with a specific operational need and requirement. Each vehicle required to operate in controlled movement areas and communicate with Winnipeg Ground must have a call sign to identify the vehicle. Only vehicle call signs assigned by WAA are to be used. The radio call sign must be used in full, in every transmission. Vehicles driving on the airside under escort do not require call signs.

When operating a vehicle on a controlled taxiway or runway, proper radiotelephone procedures for communication with Winnipeg Ground must be followed.

7.1 Restricted Operator Certificate with Aeronautical Qualification (ROC-A)

D AVOP holders must use licensed radiotelephone equipment and hold a valid Restricted Operator Certificate with Aeronautical Qualification (ROC-A). A ROC-A is issued by Industry Canada and is required by operators of radiotelephone equipment on board aircraft and at aeronautical land (fixed and mobile) radio stations using aeronautical mobile frequencies. Additional information is available through the Industry Canada website at: www.ic.gc.ca.

This certificate is required before a D AVOP holder may enter a manoeuvring area.

7.2 Radio Equipment

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

7.3 Radio Frequencies

The standard frequency for Winnipeg Ground is 121.9 MHz. The alternative frequency is 122.6 MHz. A radio used for accessing any controlled area must be capable of these frequencies. While in the controlled area, the vehicle must continuously monitor the working Winnipeg Ground frequency.

Air Traffic Control may deny access to any of the controlled movement areas for any operator unable to communicate on a required frequency.

7.4 Radio Communication Procedures

Restrict transmissions to authorized messages. No unnecessary signals are permitted. Profane and offensive language is strictly prohibited and any person who transmits such language will be turned over to federal enforcement agencies. Any person who knowingly transmits a false distress signal will be reported to federal enforcement agencies. Any person who violates these rules may also have their AVOP suspended or permanently revoked at the discretion of WAA.



Speaking over a Radio

When using a radio:

- Listen first to ensure that you do not interrupt another transmission.
- Speak with a normal tone of voice.
- Speak clearly and distinctly to prevent words from running together.
- Press the “Press to Talk” button before speaking, and wait until you are finished speaking before releasing the button.
- Use standard procedure words and phrases and standard Airport terminology.

Call-up Procedure

A “call-up” is a procedure used to establish two-way communication between an Airport vehicle and Winnipeg Ground. You must contact Winnipeg Ground for permission to proceed every time you want to enter the manoeuvring area. You must also contact Winnipeg Ground immediately after you have left the manoeuvring area.

Requests for permission to proceed into the manoeuvring area must include:

- a. The station being contacted.

When initiating radio contact, the standard practice is to first say the full station identifier: “Winnipeg Ground,” and after that say “Ground.”

- b. The vehicle identification.

Use the correct radio call sign for the vehicle you are operating in every radio transmission.

- c. The vehicle location.

- d. 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).

Example:

- (Driver) “WINNIPEG GROUND – STAFF FOUR FIVE IS ON APRON I AT WHISKEY – REQUESTING PERMISSION TO THE CSB”
- (Ground) “STAFF FOUR FIVE – WINNIPEG GROUND – PROCEED WHISKEY, FOXTROT, KILO, CROSS RUNWAY 36 AND 31, AND BRAVO TO THE CSB”

Acknowledgement

The vehicle operator must acknowledge and repeat back all instructions from Winnipeg Ground before proceeding.

Example

- (Driver) "GROUND – STAFF FOUR FIVE – ROGER – PROCEED WHISKEY, FOXTROT, KILO, CROSS RUNWAY 36 AND 31, AND BRAVO TO THE CSB"

Important

Never acknowledge a transmission until you are certain you understand the direction. If you are unsure of the direction, you may ask Winnipeg Ground to:

- "Say Again," which means, "Repeat all, or the following part, of your last transmission."
- "Confirm," which means, "Is what I said correct?"

Do not use the word "Repeat."

Entering the Manoeuvring Area

The vehicle operator must proceed only along the specified route to the specified location unless receiving alternative instructions.

Any driver who becomes lost or confused while driving on the controlled manoeuvring area must immediately notify Winnipeg Ground and stop their vehicle.

In addition to receiving the Winnipeg Ground authorization via radio to proceed into or within the controlled manoeuvring area, drivers must visually check to ensure that proceeding as permitted will not cause interference with any aircraft.

While on the manoeuvring areas, vehicle operators must always monitor frequency 121.9 and acknowledge and comply with any instructions from Winnipeg Ground. No vehicle operator may leave a vehicle radio unattended while in the manoeuvring area except with specific permission from Winnipeg Ground.

Exiting the Runway

When instructed to leave the runway, vehicle operators must acknowledge instructions and proceed to a taxiway holding position or to a safe position off to the side of the runway at least 61 metres (200 feet) from the edge of a runway.

Once in a holding position, the vehicle operator must inform Winnipeg Ground that they are "off the airfield at" and give the exact position.

Advise Winnipeg Ground when your vehicle has exited the manoeuvring area. Report completion of an activity only after it has been completed. For example, report having cleared a runway only after the vehicle is at least 61 metres (200 feet) from the edge of a runway.



Vehicle operators must immediately leave the runway when:

- An aircraft makes a low pass, or
- The runway lights are blinking on and off.

7.5 Phonetic Alphabet

The ICAO Phonetic Alphabet is used in radio communications on the airside. Syllables that are capitalized are the stressed syllables in your speech.

Letters

Letter	Word	Pronounced	Letter	Word	Pronounced
A	Alpha	AL fah	N	November	No VEM ber
B	Bravo	BRAH voh	O	Oscar	OSS cah
C	Charlie	CHAR lee	P	Papa	pah PAH
D	Delta	DELL ta	Q	Quebec	keh BECK
E	Echo	ECK oh	R	Romeo	ROW me oh
F	Foxtrot	FOKS trot	S	Sierra	see AIR rah
G	Golf	GOLF	T	Tango	TANG go
H	Hotel	hoh TELL	U	Uniform	YOU nee form
I	India	IN deeah	V	Victor	VIK tah
J	Juliet	JEW lee ETT	W	Whiskey	WISS key
K	Kilo	KEY loh	X	X-Ray	ECKS ray
L	Lima	LEE mah	Y	Yankee	YANG kee
M	Mike	MIKE	Z	Zulu	ZOO loo

Numbers

Numbers are pronounced as follows:

Number	Pronounced	Number	Pronounced
0	ZER oh	5	FIFE
1	WUN	6	SIKS
2	TOO	7	SEV en
3	TREE	8	AIT
4	FOW er	9	NIN er

Speak all numbers, except the thousands, by pronouncing each digit separately. Add the word “thousand” after the digit to indicate a thousand. Add the word “decimal” in between digits to indicate a decimal.

Number	Spoken As
10	ONE ZERO
50	FIVE ZERO
100	ONE ZERO ZERO
427	FOUR TWO SEVEN
15000	ONE FIVE THOUSAND
121.9	ONE TWO ONE DECIMAL NINE



7.6 Standard Phrases

While it is not practical to lay down a precise phraseology for all radiotelephone procedures, the following words and phrases should be used where applicable. Do not use words and phrases such as "OK," "REPEAT," "HOW IS THAT," or slang expressions.

Word or Phrase	Meaning
ACKNOWLEDGE	Let me know that you have received and understood this message.
AFFIRMATIVE	Yes or permission granted.
CONFIRM	Please verify that what I said is correct.
CORRECTION	An error was made in this transmission. The correction will follow.
HOW DO YOU READ?	Can you hear and understand me?
I SAY AGAIN	I will now repeat my last word/sentence for clarification.
MANDATORY READ BACK	A hold/hold short or a change in the requested routing requires that the vehicle operator immediately provide a mandatory read back of all the information relayed to ensure the instruction was understood.
NEGATIVE	No, or permission not granted, or that is not correct, or I do not agree.
OFF THE RUNWAY	Vehicle is at least 67.5 metres (225 feet) to the side of the nearest edge of the runway in use.
OVER	My transmission is ended and I expect a response from you. (Normally used only under poor communication conditions.)
OUT	This conversation is ended and no response is expected. (Normally used only under poor communication conditions.)
READ BACK	Repeat all, or the specified part, of this message back to me exactly as received.
REPORTED	No aircraft have made their intentions known to the Flight Service Specialist.
ROGER	I have received all of your last transmission.
ROUTE WHISKEY	Used by Winnipeg Ground to indicate a route that runs from Taxi G, across Runway 13/31, on Taxi K, across Runway 18/36, on Taxi K, Taxi F and Taxi W to Apron 1. Route Whiskey is also known by its exact reverse route.
ROUTE VICTOR	Used by Winnipeg Ground to indicate a route that runs from Taxi G, on Runway 13-31, across Runway 18-36, on Runway 13-31, and Taxi V to Apron I. Route Victor is also known by its exact reverse route.
SAY AGAIN	Repeat all, or the following part, of your last transmission. (Do not use the word "Repeat.")
SPEAK SLOWER	(Self-explanatory.)
STANDBY	Wait and listen. I will call you again.
THAT IS CORRECT	(Self-explanatory.)
VERIFY	Check text with originator and send correct version.
WHAT IS YOUR REQUEST/MESSAGE?	(Self-explanatory.)
WILCO	I understand and will comply with your instructions.



7.7 Radio Test

A radio test should be done at the beginning of each shift, if you are unsure of your radio’s performance, or if requested by Winnipeg Ground. Tests must be short and not interfere with other transmissions. Readability of transmissions will be reported by Winnipeg Ground using the following scale:

1	2	3	4	5
Unreadable	Readable now and then	Readable, but with difficulty	Readable	Perfectly Readable

Example:

- (Driver) “WINNIPEG GROUND – STAFF FOUR FIVE – RADIO CHECK”
- (Ground) “STAFF FOUR FIVE – GROUND – COMMENCE TEST COUNT”
- (Driver) “STAFF FOUR FIVE – TEST COUNT, ONE, TWO, THREE, TWO, ONE”
OR “ONE, TWO, THREE, FOUR, FIVE”
- (Ground) “GROUND – READ YOU FIVE BY FIVE”

Note: This means “loud and clear” (volume = level 5, clarity – level 5)

7.8 Equipment or Radio Failure

Radio Failure

If the radio fails while the vehicle is in the area, turn the vehicle to face the control tower and flash the headlights off and on. Winnipeg Ground will respond using the following light signals:

- Flashing GREEN light – Cleared to cross, proceed or go.
- Steady RED light – Stop, hold your position.
- Flashing RED light – Clear the runway/taxiway.
- Flashing WHITE light – Return to the airport starting point, which is the location on an uncontrolled surface where you were when you made your original radio call.
- Blinking Runway lights – Clear Runway Immediately

While leaving the controlled area, continue to monitor the tower for additional/changing light signals. You must comply with the light signals given to you by Winnipeg Ground.

Examples

If the light signal is a flashing GREEN light, proceed *without* holding short of the runways, unless the light signal changes. If a flashing GREEN light changes to a steady RED, you must immediately stop your vehicle where you are and wait for further light signals from tower.



Equipment Failure

If your vehicle or other equipment breaks down, immediately notify Winnipeg Ground of your location and the difficulty and ask for assistance. Stay with your vehicle.

If both your radio and vehicle fails, stay with your vehicle until help arrives. If you have a cell phone, contact the AOC operator by calling (204) 987-9797 or (204) 987-9798 to acquire assistance and wait for help to arrive.

8.0 Penalties for Infractions

8.1 Rules and Infractions

AVOP holders must obey the WAA Airport traffic directives, regulations, signs, control devices, and all directions provided by WAA personnel, Air Traffic Control, and emergency response personnel.

It is an offence to operate a vehicle at the WAA in a manner that, having regard to all the circumstances, including the amount of traffic, is dangerous to aircraft, equipment, people, or other vehicles. Endangering the safety of an aircraft is an offence and criminal charges may be laid under the *Aeronautics Act* or the *Criminal Code of Canada*.

If an AVOP holder does not follow the rules, they may receive demerit points and the AVOP may be suspended or revoked.

WAA shall immediately suspend and remove the AVOP card of any person operating a vehicle within or on the controlled manoeuvring areas without authorization from Ground Control. This suspension shall remain in effect until an investigation is completed and corrective action taken. Following the investigation, if applicable, AVOP penalties shall be issued by AVOP Enforcement staff and additional charges may be applied by the RCMP Airport Unit.

8.2 Demerit Points

Traffic violations are assigned demerit points depending on the severity of the violation. The examples of violations in the chart below are not exhaustive. All airside traffic rules must be followed at all times.

Following are some examples of infractions that fall under three categories: minor, major, and gross. This list is not exhaustive. **The number of demerit points assigned after an infraction may vary from what is listed below, depending on the severity of the incident.**

WAA has the authority to determine the number of demerit points assigned for an infraction, depending on the severity of the infraction.



Minor Infraction	Demerits
Failure to comply with WAA Airport Traffic Directives	2
Parking in an area designated as a No Parking area	2
Parking on the airside within 1 metre of the security fence	2
Operating a vehicle without the headlights on	2
Wearing prohibited earphones/utilizing a multimedia device	2
Towing more than the maximum number of units	2
Driving outside of a vehicle corridor without an operational requirement to do so	2
Operating a vehicle on the airside without WAA registration	2
Operating a vehicle on the airside without correct markings and safety equipment	2
Operating a vehicle outside of the AVOP Restricted Area	2
Driving behind aircraft with engines running without permission from a marshaller	3
Failure to wear a safety vest on the movement area	3
Unsafe movement of a vehicle or equipment	3
Driving outside the vehicle corridor while aircraft is on pushback	3
Operating a vehicle without the appropriate lights and safety equipment	3
Knowingly depositing or failure to remove Foreign Object Debris (FOD) from the airfield	3
Improper radio procedure or misuse of radio	3
Failure to obey signs, signals, and barriers	3
Passing a taxiing aircraft	6
Failure to yield to vehicle traffic at intersections	6
Failure to follow speed limits	6
Driving over aircraft power cables or service hoses	6

Major Violations	Demerits
Not having an AVOP on one's person	9
Driving a vehicle between enplaning or deplaning passengers and the Terminal Building	9
Interfering with the movement of an aircraft	9
Failure to follow instructions from the marshalling crew	9
Failure to report an incident or accident	9
Smoking anywhere on airside	9
Failure to give right of way to a pedestrian	9
Driving under the movable portion of a passenger boarding bridge	9
Unsafe movement of Vehicles or equipment	9
Failure to give right of way to give vehicles and equipment engaged in snow removal and ice control and other maintenance activities	9
Leaving the scene of an incident/accident prior to the DM investigation	9

Gross Misconduct Violations	Demerits
Interfering with emergency vehicles or an emergency in progress (e.g., fuel spills)	12
Intentional damage to safety or marking devices	12
Reckless and/or impaired driving (driving in a manner dangerous to others)	12
Threatening, abusing, or failing to follow the direction of enforcement personnel	12
Driving airside without a valid AVOP	12
Driving airside without a valid provincial driver's licence and/or driver's abstract	12
Runway or taxiway incursion	12



Towing aircraft at night without the aircraft anti-collision and/or interior lights on	12
Failure to follow proper vehicle escorting procedures	12
Failure to give right of way to an aircraft	12
Failure to follow instruction given by Winnipeg Ground	12
Failure to give right of way to taxiing aircraft	12
Failure to comply with an enforcement officer	12
Unsafe movements of vehicles or equipment	12

8.3 Suspensions

The length of an AVOP suspension depends on incident investigation findings:

- 6 points: Up to a 2-day suspension
- 9 points: Immediate suspension of up to a 4-days
- 12 points: Immediate 1-week suspension to indefinite suspension (re-testing required)

Note: A driver with a suspended AVOP may need to re-take the AVOP training and be retested before airside driving privileges are reinstated.

8.4 Appeals

Permit holders may appeal an AVOP violation or suspension. Note that operational considerations, such as schedule and time pressures, are not sufficient justification to override the rules and directives as described in this manual.

First-Level Appeal

A first-level appeal of a violation or suspension may be appealed within 7 days of the issuance of a violation. A written letter describing the circumstances and justification must be submitted to the WAA AVOP Coordinator.

The submission must include all pertinent details of the appealed violation and justification as to why the appeal should be considered. The WAA AVOP Coordinator will review the appeal submission, all relevant information, enforcement personnel records for the violation, and video and audio recordings, and may require an interview with the permit holder. The WAA AVOP Coordinator shall issue a written decision to the permit holder’s employer. The employer shall notify the employee (permit holder). The AVOP Coordinator may, in issuing their decision, confirm, reject, or revise the decision and penalties imposed by the enforcement personnel.

Second-Level Appeal

A second-level appeal of a violation or suspension may be made in writing within 25 business days of the issuance of the first-level appeal decision to the WAA Vice President, Operations or designate. The VP Operations shall consider the report of the AVOP Coordinator, the enforcement personnel records of the violation, and/or conduct other investigations if necessary.

The permit holder is entitled to meet with the VP Operations or designate to address the violation. They may also present evidence to challenge the conclusions of the first-level appeal.

The VP Operations may confirm, reject, or revise the decision and penalties imposed by the first-level appeal decision. The VP Operations shall issue a written decision to the permit holder's employer within 15 business days of receipt of second-level appeal. The employer shall notify their employee (permit holder).

The decisions of the VP Operations shall be final.

8.5 Point Removal from Record

Points are cumulative and will be deleted from the AVOP record only after a period of time:

- Minor violations: 12 months
- Major violations: 24 months
- Gross Misconduct violations: 36 months

8.6 Regulation Enforcement

The Airport Duty Managers, Operations Specialist, RCMP Airport Unit, and Baggage Operations Coordinators (BOC) are designated to enforce the elements of this program. Drivers on Airside must obey any instruction to stop and follow directions provided by Enforcement staff.

If you commit infractions, these people are obliged to stop you and investigate the circumstances. Enforcement staff may conduct spot checks and periodic inspections. In addition, enforcement action may be undertaken by designated WAA Management and/or the RCMP Airport Unit.

Enforcement Staff have the right to:

- Stop, question or test drivers and inspect their equipment without any prior notice.
- Suspend or revoke AVOP passes and privileges for the violation of rules, directives and standards as described in this manual.
- Require an AVOP holder to complete additional training or testing to maintain their AVOP.

Only Enforcement Staff, WAA Emergency Response Services, and WAA Maintenance Staff in the performance of their duties may deviate from the Airport Traffic Directives in the performance of their duties.

9.0 Definitions and Acronyms

9.1 Definitions

Term	Definition
Aircraft Lead-in Lines	Lines providing guidance for the flight crew to the gate stop position. The lines also provide a means for the servicing crews to monitor the arriving and departing aircraft's path to and from the stop position.
Aircraft Operations	WAA personnel assigned the responsibility of overall management of airfield, aircraft, and vehicle operational surfaces, security, and other matters pertaining to airport operations and safety.
Airport	An aerodrome for which an airport certificate has been issued. The airport as referred to herein is Winnipeg James Armstrong Richardson International Airport, Airport Code CYWG.
Airport Operations Centre	A single contact point for all airport operations emergency and non-emergency work orders. These concerns can be communicated to the AOC 24 hours/day via telephone. For emergency issues, call (204) 987-9797. For non-emergency issues, call (204) 987-9798.
Airport Traffic Directives	Site-specific WAA rules and procedures used to govern vehicle and pedestrian movement on the airport.
Airside	The movement area of an aerodrome, and adjacent terrain and buildings or portions thereof, access to which is controlled.
Airside Vehicle Operator's Permit (AVOP)	A designation issued by the Winnipeg Airports Authority AVOP Coordinator certifying that the person named therein is authorized to operate vehicles in the airside area.
Anti-Collision Light	A warning light on an aircraft indicating that it is about to start or the engine is running and the aircraft is about to move or is moving.
Apron	The part of an aerodrome, other than the manoeuvring area, that accommodates the loading and unloading of passengers and cargo, the refuelling, servicing, maintenance, and parking of aircraft, and movement of aircraft and pedestrians necessary for such purposes.
Apron Safety Lines	Lines used to indicate the boundary that aircraft must not cross (red lines) and the boundary beyond which equipment must not cross (white lines) during aircraft arrival and departure from the gates.
Apron Taxi Line	Reserved to provide for the taxiing of aircraft on continuous marked routes through and around the apron.
Central De-icing Facility (CDF)	An area designed to facilitate de-icing of aircraft.
Controlled Airport	An airport at which an air traffic control unit is located.
Crosswalk	Any portion of an apron or any other area designated by a sign or surface marking as a pedestrian crossing.
D AVOP	A permit issued by the Winnipeg Airports Authority that gives the holder permission to operate a vehicle on all airside surfaces (aprons, service roads, taxiways, and runways) in the performance of their duties.
D/A AVOP	A permit issued by the Winnipeg Airports Authority that allows the holder to operate a vehicle as per the restrictions listed on their AVOP permit on aprons, service roads, and the uncontrolled portion of Taxiway Golf in the performance of their duties.
Emergency Response Services (ERS)	The title applied to the services provided by professional firefighters at an airport known as Emergency Response Services to respond to events such as, but not limited to, aircraft accidents/incidents.



Term	Definition
Equipment	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.
Equipment Staging Area	Designated areas on Apron I where it is safe to place equipment prior to the arrival or departure of an aircraft.
Escort	A person holding both an AVOP and RAIC who may accompany another person or people (who are without an AVOP and/or RAIC and/or an appropriately equipped vehicle) who have been given an "Escort Required" pass to access certain restricted area(s) airside.
Expedite	An instruction issued by Winnipeg Ground to proceed without delay.
Foreign Object Debris (FOD)	Any foreign material in the manoeuvring areas, such as mud, gravel, glass, nails, tacks, scraps of metal, garbage, chemical substances, paper, plastic, baggage, or other materials that may cause serious damage to an aircraft or vehicle.
Ground Loading Position	Area where passengers and/or crew enplane or deplane an aircraft and have to walk on (a portion of) the apron between the aircraft and the Terminal Building or vice versa.
Groundside	That area of an airport not intended to be used for activities related to aircraft operations and to which the public normally has unrestricted access.
Guard Lights	A light system intended to caution pilots or vehicle drivers that they are about to enter an active runway. These are sometimes referred to as "wig wags."
Head of Stand Road	A service road that runs underneath the fixed portion of the passenger loading bridges on Apron 1. The maximum vehicle height on Head of Stand road is 4.1 meters (13.5 feet).
Hold Line	Two solid and two broken yellow lines across the width of a taxiway with the broken lines closest to the runway, behind which a vehicle or an aircraft must hold while awaiting permission to cross or proceed.
Hold Short	An instruction issued by Winnipeg Ground to stop behind the hold line while awaiting permission to cross or proceed onto a runway. The driver must hold short 61 metres (200 feet) from the edge of a runway.
Holding Bay	A defined area where aircraft can be held, bypassed, or positioned for run-ups to facilitate efficient surface movement.
Incursion	See Runway/Taxiway Incursion.
Instrument Landing System (ILS)	A radio beam transmitter used to provide guidance to approaching aircraft that tune their receivers to the ILS frequency. Vehicles driving airside should proceed no closer than 300 metres to an Instrument Landing System.
Intersite Road	A service road that provides a safe access to and from the aprons without having to cross manoeuvring surfaces.
Light Signal	A light used by ATC to control airport traffic when there is no radio communication.
Low Visibility Operations Plan (LVOP)	A plan that calls for specific procedures by the Airport Operator and/or Air Traffic Control when fog, snow, rain, or other weather conditions or restrictions to visibility reduce the runway visual range (RVR) below 1200 feet (365.76 metres) down to and including 600 feet (182.88 metres) RVR. Low visibility arrivals and departures, the aerodrome visibility is in accordance with the RVR for the runway of intended use.
Mandatory Read Back	A requirement that vehicle operators repeat, also known as "reading back," the directions given by Winnipeg Ground when the instruction is to hold or hold short of any surface, of if there is a change in the direction previously given.
Manoeuvring Area	The part of an aerodrome intended to be used for the takeoff, landing, and taxiing of aircraft, excluding aprons.
Marshaller	The person directing the control of an aircraft.

Term	Definition
Movement Area	The part of an aerodrome to be used for the takeoff, landing, and taxiing of aircraft, consisting of the manoeuvring area and aprons.
Nav Canada	The owner and operator of Canada's civil air navigation service (ANS), as well as the sole controller of all movements on operational airside manoeuvring areas (runways and taxiways) at YWG.
No Delays	See Expedite.
Non-Passenger Screening for Vehicles (NPS-V)	The random screening of vehicles, drivers, and occupants travelling airside for threat items.
Off the Runway	Indicates the vehicles and/or aircraft are at least 60 metres (18.3 feet) to the side of the nearest edge of the runway.
One Call	The number to call to report non-emergency airside issues. This number is (204) 987-9798.
Operational Stand Pass Office	An area of an apron designated for aircraft to park, load, unload, or be serviced. The office responsible for issuing Restricted Area Identification Cards (RAICs) and Documents for Entitlement (Temporary Passes); processing AVOP applications; and issuing keys, combination codes, access privileges, and employee parking passes on behalf of Winnipeg Airports Authority.
Perimeter Road	A service road restricted to people who have a need and right to be in that part of the airport.
Push Back	Moving an aircraft backward with a tug.
Restricted Area	An area of an aerodrome identified by a sign as an area restricted to authorized personnel only.
Restricted Area Identification Card (RAIC)	A security clearance identification that is required to work airside at YWG and is issued by WAA under airport security regulations. The RAIC must be displayed at all times on airside.
Restricted Area Sign	A sign that marks the security barrier of the airport restricting an area to authorized personnel only.
Restricted Operator Certificate with Aeronautical Qualification (ROC-A)	A document issued by Industry Canada certifying that the holder may act as an operator on any aeronautical-land radio station fitted with radiotelephone equipment only, transmitting on fixed frequencies and not open to the public.
Runway	The portion of the manoeuvring area used for aircraft takeoff and landing.
Runway/Taxiway Incursion	Any occurrence at an airport involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for aircraft takeoff or landing.
Runway Threshold	The beginning of that portion of the runway usable for landing.
Security Checkpoint	Defined reporting point through which access is gained to the airport Restricted Area from other airside surfaces, from groundside, or from public areas.
Service Road	An uncontrolled roadway intended for the use of vehicles entering or transiting between aircraft movement areas.
Stop Bar	A single row of inset red lights installed laterally along a runway holding position.
Tail of Stand Road	A service road that runs behind the tail of the aircraft staged on aircraft gates.
Taxi Route	A specific sequence of taxiways or taxiway segments used by aircraft when taxiing between the runways and the apron.
Taxiway	The part of an aerodrome used for manoeuvring aircraft and airport equipment between the apron area and the runway.
Uncontrolled Area	That part of an aerodrome that is not in radio contact with Winnipeg Ground (any airside area other than controlled taxiways and runways).



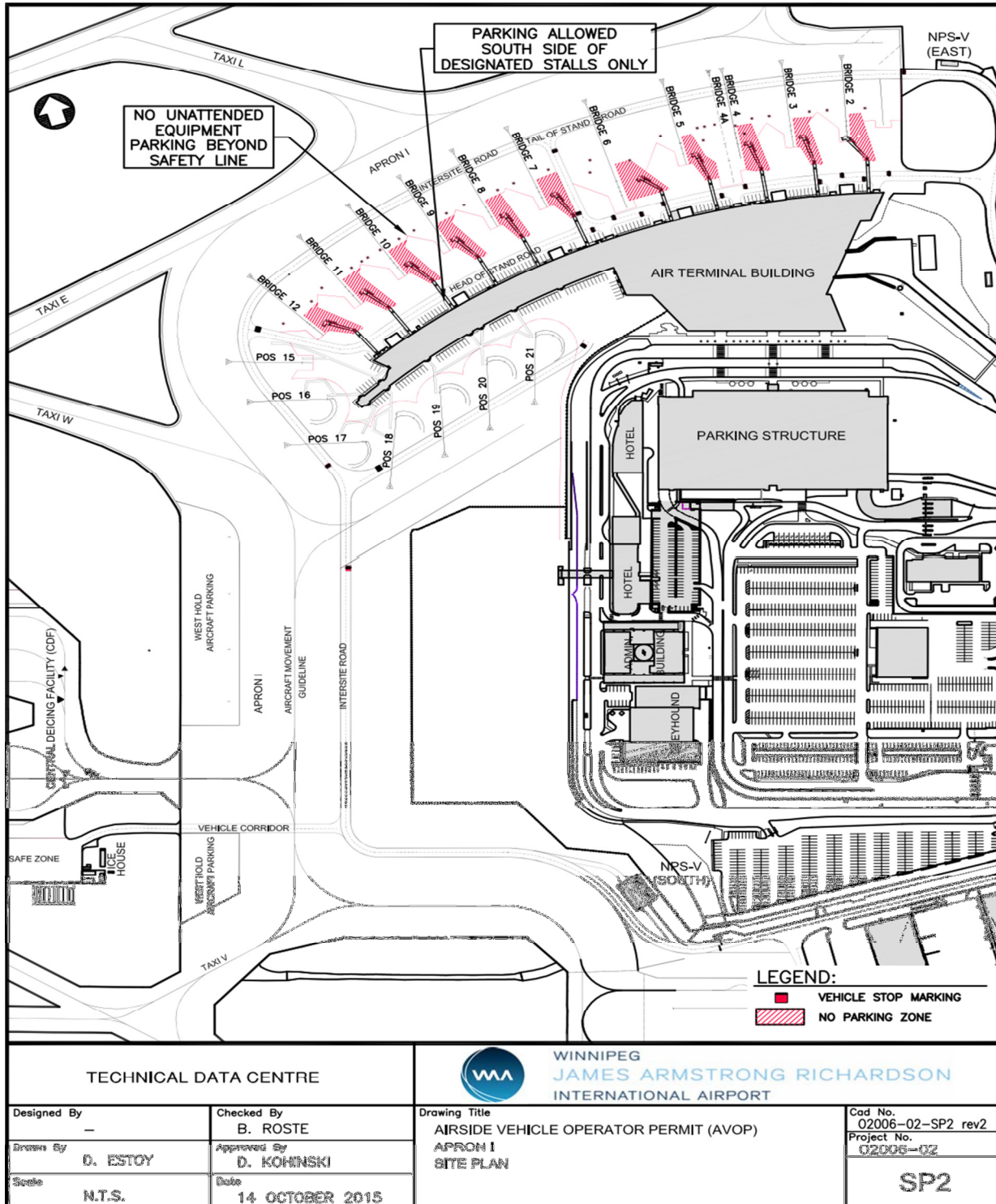
Term	Definition
Uncontrolled Taxiway	That part of an aerodrome that is not in radio contact with Winnipeg Ground that is used for manoeuvring aircraft and airport equipment between the aprons and runways.
Vehicle	Any self-propelled vehicle or device in, on, or by which a person or object may be transported, carried, or conveyed on land, but not including an aircraft.
Vehicle Corridor	An airside roadway on the aprons, marked by two solid white lines 3 metres (10 feet) apart, centred by a single white broken line, to provide guidance to vehicles and equipment operators.
Vehicle Operator	A person responsible for the operation and safety of a vehicle and equipment.
Visitor Pass	A pass issued by WAA that allows a person to be on the airside of the airport, always with an escort holding a valid RAIC, and only if they have a clear need to be there.
Warning Device	A red or yellow rotating warning beacon, flashing light, or siren indicating a vehicle's location.
Wig Wag	See Guard Lights.
Winnipeg Airports Authority Inc. (WAA)	Winnipeg Airports Authority Inc. (WAA) is a community-based, non-share capital corporation that operates, manages, maintains, and invests in your community airport, Winnipeg James Armstrong Richardson International Airport.
Winnipeg Ground	The operating position in the Air Traffic Control tower that provides clearances and instructions for the ground movement of airport traffic. The radio frequency is 121.9.

9.2 Acronyms

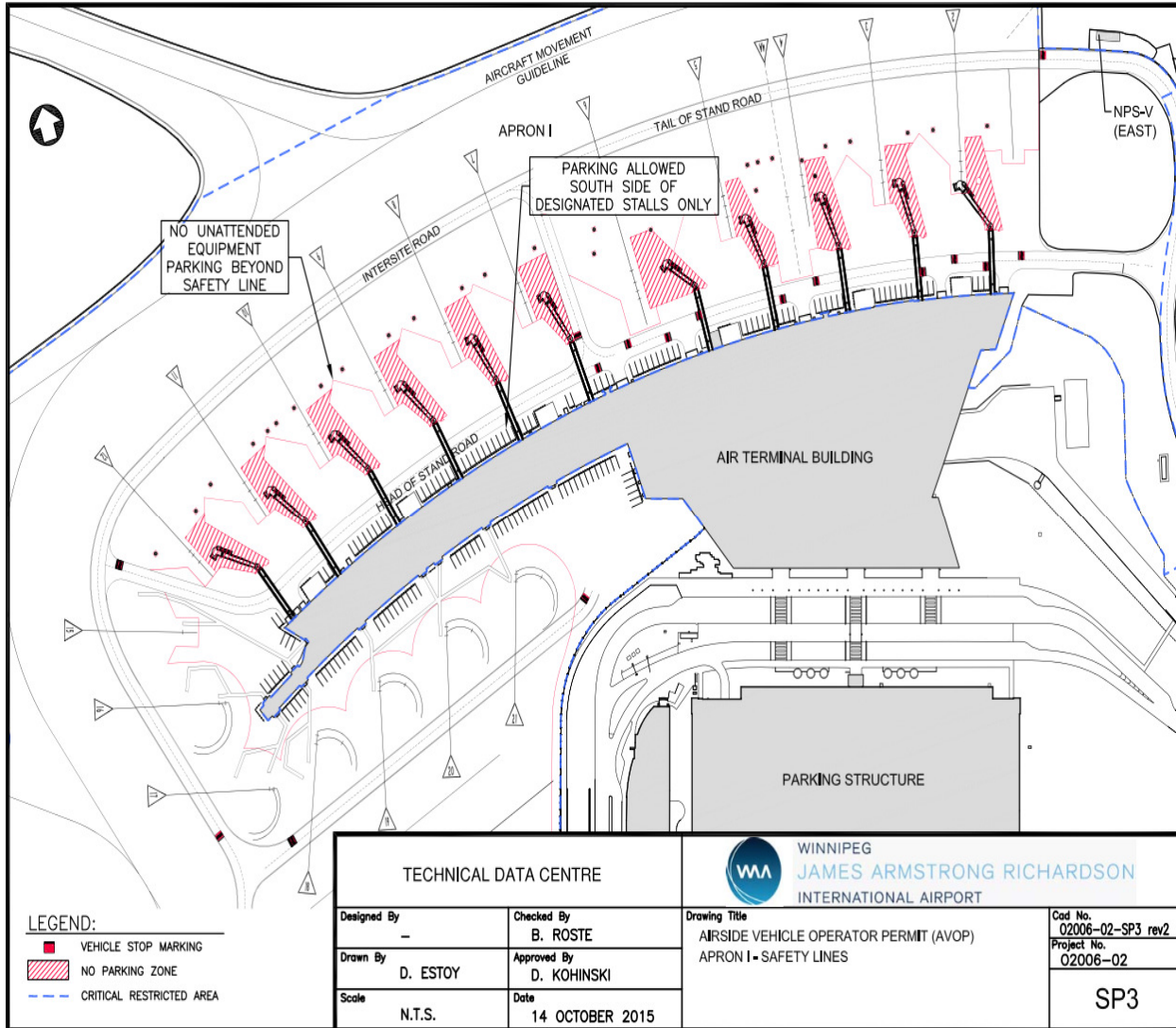
Acronym	Term
ADM	Airport Duty Manager
AME	Aircraft Mechanical Engineer
AVOP	Airside Vehicle Operator's Permit
CBSA	Canadian Border Services Agency
CDF	Central De-icing Facility
DM	Duty Manager
EMS	Emergency Response Services
FOD	Foreign Object Debris
GSE	Ground Service Equipment
IATA	International Air Transportation Association
ILS	Instrument Landing System
LVOP	Low Visibility Operations Plan
MHz	Megahertz
RAIC	Restricted Area Identification Certificate
RCMP	Royal Canadian Mounted Police
RVOP	Reduced Visibility Operations Plan
RVR	Runway Visual Range
WAA	Winnipeg Airports Authority
YWG	Winnipeg James Armstrong Richardson International Airport

10.0 Appendix 1: Airfield Maps

10.1 Airfield Map: Apron 1

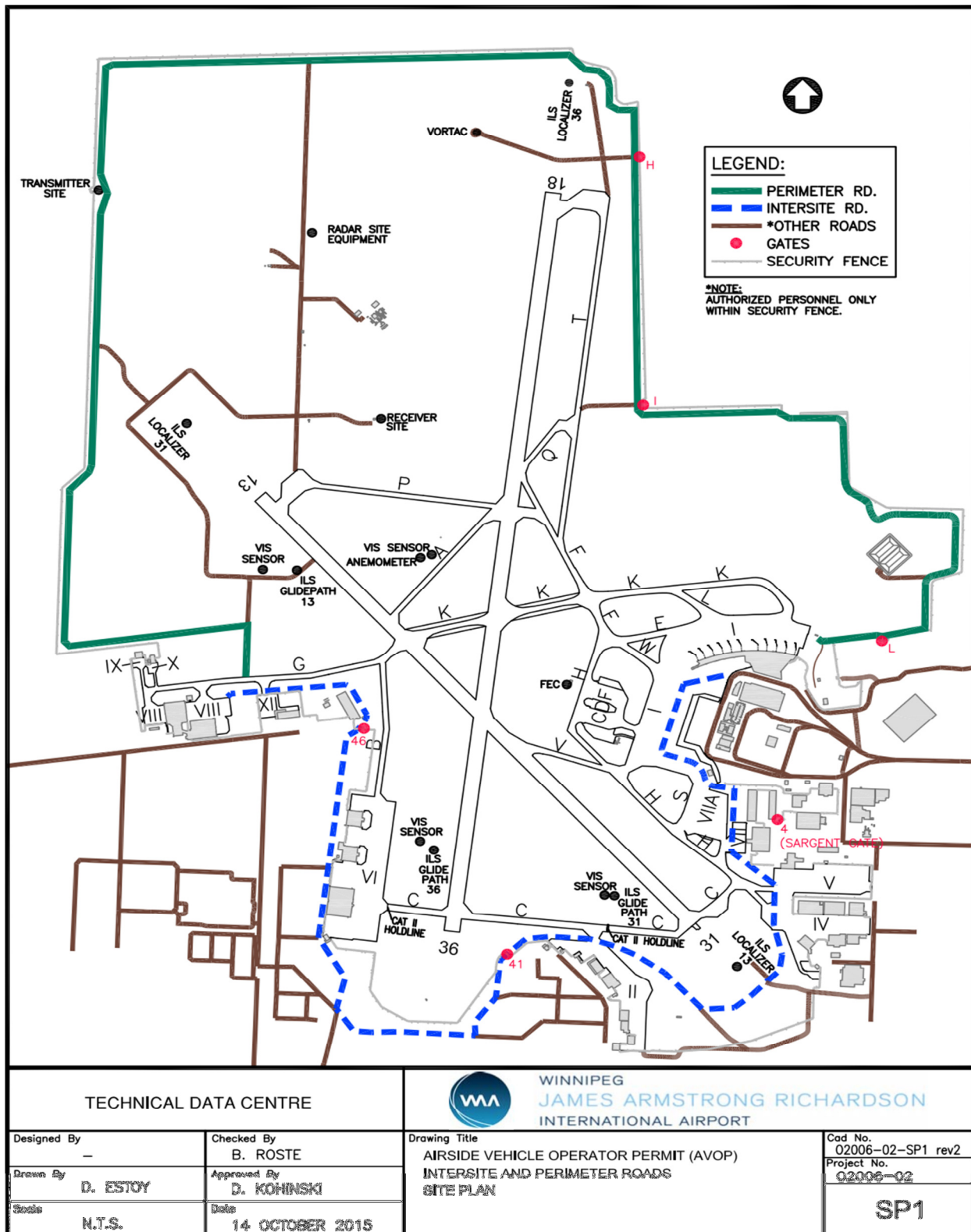


10.2 Airfield Map: Aircraft Gate Positions





10.3 Airfield Map: Intersite and Perimeter Roads





11.0 Appendix 2: Employer Responsibilities

11.1 AVOP Administration

The AVOP Program is administered by WAA through the Pass Office. The Pass Office is located in Room 1163 at 1970 Wellington Avenue (on the first floor of the Air Terminal Building).

Related to the AVOP program, the Pass Office:

- Provides AVOP application forms and processes all AVOP applications and renewals
- Provides access to online AVOP modules and Trainer resources to applicants and Trainers
- Provides application forms for vehicle registration plates
- Issues all vehicle registration plates and annual validation stickers for vehicles operating airside

Inquiries or requests for information may be submitted directly to:

**Airport Pass Control Office
Winnipeg Airports Authority Inc.
1163 - 1970 Wellington Avenue
Winnipeg Manitoba R3H 0E3**

**Telephone (204) 987-9410
Fax (204) 987-9434**

Or to WAA AVOP Coordinator/Operations Specialist:

**Winnipeg Airports Authority Inc
249-2000 Wellington Avenue
Winnipeg Manitoba R3H 1C2**

Telephone (204) 987-3839

Phone numbers for groups who support the AVOP program for Winnipeg Airports Authority;

Pass Office	(204) 987-9410
Airport Operations Center	(204) 987-9408
Airport Work Request Line	(204) 987-9798
Airport Emergency Line	(204) 987-9797
Airport Duty Manager	(204) 987-7834
AVOP Coordinator/Operations Specialist	(204) 987-3839

11.2 AVOP Applications

For the purposes of this manual, employers include airport tenants, airlines, contractors, support service companies, and government agencies that employ personnel for the delivery of services at Winnipeg James Armstrong Richardson International Airport.

Where personnel are required to drive airside for job-related duties, it is the employer's responsibility to provide justification, including a demonstrated operational requirement, for the employee's application for an AVOP.

The issuing of an AVOP is contingent on employer privileges as determined by Winnipeg Airports Authority Inc. The employer must demonstrate in writing that the applicant:

1. Has the need and right to obtain an AVOP
2. Has been properly trained. Does the trainer need to sign-off before they take the exam?

Employer Responsibilities

The employer is also responsible for ensuring that all personnel required to drive airside:

- Are provided with, and regularly review, current copies of the *Airport Traffic Directives for the Operation of Vehicles Airside* and the *Rules and Regulations*, and any amendments.
- Are provided access to the AVOP online training program and access to a company trainer to ensure they are trained to operate equipment safely and to meet all applicable airside rules, regulations, and standards as issued and amended by the WAA.
- Confirm that their vehicle is operating properly and has the required safety equipment and markings before driving airside, and notify their supervisor of any vehicle malfunctions.
- While on airside movement areas, wear reflective vests/jackets that meet the CSA Z96-09 High Visibility safety apparel standard and ensure that they are maintained to the Z90.1 08 Guideline on selection, use, and care of High Visibility safety apparel standard.
- Carry their AVOP and valid driver's licence at all times, and present these to the Pass Office or WAA enforcement personnel upon request.
- Wear a Restricted Area Identification Card (RAIC) visibly on outer clothing when in a Restricted Area.
- Report the suspension of a driver's licence immediately to the Pass Office.
- Challenge and/or report any person(s) not displaying a valid RAIC when in a Restricted Area.
- Ensure that all gates are kept closed and locked to prevent unauthorized personnel or vehicles with access to the airside.
- Report the nature and location of any obstruction or potentially hazardous condition on any aircraft movement area to (204) 987-9798. In an emergency situation, contact (204) 987-9797.

Revoked AVOP

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

Multi-Employment Situations

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

11.3 AVOP Testing Process

Company Trainers

Company AVOP trainers are responsible to ensure that applicants for their company are properly trained for airside driving. Trainers are to follow the guidelines in the *Trainer Guide – Working with D/A and D AVOP Applicants*, provided by the Pass Office.

Applicant training by their employers, is required to prepare them to complete a written examination and a practical driving test.

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

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

AVOP Testing

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

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

Online Exam

All applicants must pass a supervised online exam in the Pass Office. Applicants are not permitted any aids or documents to assist while completing the written test. Any applicants caught cheating on the AVOP written test will have their test terminated. The WAA AVOP Coordinator will interview the applicant and determine if they will still be eligible to apply for an AVOP or rewrite the test.

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

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

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

An applicant writing the AVOP test will get two attempts to write the AVOP test at no cost. The third time that a person writes the AVOP test, there will be a fee of \$75.00 to write the test. This fee must be paid before the test is administered.

Practical Driving Test

A re-test as a result of a failure of the driving test may be booked for no less than fourteen (14) days after the test failure. Applicants are permitted two attempts to pass the driving test(s). If an applicant fails the driving test on both attempts they will be required to meet with the WAA AVOP Coordinator to determine if a third attempt at the driving test will be permitted.

At the request of the AVOP Coordinator the applicant shall submit written employer verification of the training. WAA may deny an applicant the opportunity to take the driving test a third time.

'No Show' for a Written or Driving Exam

If a person cannot make a scheduled written or driving test time, please ensure that the Pass Office is notified at a minimum of 24 hours in advance of any cancelation or the missed appointment will be considered the same as a failed attempt. Remember that on the third time that that person writes the AVOP test, there will be a fee of \$75.00 to write the test. This fee must be paid before the test is administered.

11.4 **Vehicle Requirements**

Licensing

Vehicles provided by employers for employees to drive airside must have WAA registration plates or an appropriate temporary vehicle plate issued by WAA.

Vehicles must be identified by a vehicle permit decal issued by WAA and renewed annually.

Unlicensed vehicles and construction equipment are to be under the supervision of a qualified escort in marked vehicles at all times.

To obtain a vehicle call sign or obtain additional information on radio requirements, please contact the Airport Duty Manager at (204) 987-7834.



Lights and Markings

Each company must ensure that vehicle lighting and /or reflective markings are installed, maintained, and/or replaced in a timely manner. A timely manner is 24 hours from the time the markings became defective. WAA has the right to remove any vehicle from the airfield until the vehicle is deemed to be safe by a WAA representative or designate.

The company can choose the color of the reflector, its size (minimum 5 cm), its shape (round, rectangle, or square), as well as the maximum spacing. The material used must be reflective enough to be seen from a distance and to detect the vehicle as an obstruction.

Large trucks (i.e. fuel trucks) which have an overall height in excess of 3.4 meters are permitted to have an additional 360-degree beacon to the rear of the vehicle to provide adequate visibility of the moving vehicle.

Radio Equipment

Vehicles operating in the controlled movement areas must be equipped with authorized multi frequency radio equipment capable of operating on all published radio frequencies used at Winnipeg James Armstrong Richardson International Airport.

Frequencies:

121.9 – Winnipeg Ground

122.925 – Central De-Icing Facility

11.5 Other Rules and Regulations

The employer is responsible for ensuring that this document, and the *WAA Rules and Regulations* and all NOTAMS (Notice to Airmen) have been read and understood.