



Airport Traffic Directives

Red Deer Regional Airport
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2.0 GENERAL

2.1 Introduction

The Airside Vehicle Operator's Permit (AVOP) Program establishes the standards by which vehicles operating airside at Red Deer Regional Airport must be operated, equipped, and marked.

The *Airport Traffic Directives (ATD)* outlines the airside rules and policies governing the use of the AVOP permit. Use this manual as a guide to study for the written and practical exams to obtain or upgrade an AVOP permit. Keep it available as a reference tool during the life of your AVOP certification.

This document contains information on policies and procedures related to application, training, testing, renewal procedures etc. It also outlines infraction types and penalties for failing to operate according to established airside rules.

2.2 Amendment Procedures

The Director, Airport Operations (DAO) is responsible for the development, issuance, and control of amendments to this Directive. The Director, Airport Operations (DAO) shall develop and direct the apron traffic procedures, designation of aircraft lead-in lines, operational stand positions, pedestrian walkways, vehicle corridors, vehicle parking and aircraft parking as traffic movements require.

- Each page will show the amendment date at the bottom.
- The most recent version of this document will be made available electronically on the website ([Red Deer Airport, AB | Official Website \(flyreddeer.com\)](https://www.flyreddeer.com)) for study and reference purposes.

3.0 AVOP PROGRAM

3.1 Administration

The Red Deer Regional Airport Authority (RDRAA), as the airport operator, reserves the right to develop, amend, and enforce the AVOP Program at Red Deer Regional Airport. Enforcement authority is delegated to specific personnel and officials and may be further delegated at the discretion of RDRAA. RDRAA may amend these directives annually and will amend them as required.

3.1.1 AVOP Office

AVOP Office personnel, under the direction of the Director, Airport Operations, administer the AVOP Program.

3.1.2 Pass Control Office

The RDRAA Director, Safety & Security:

- provides AVOP application forms.
- processes all AVOP applications and renewals.

3.1.3 Driver Responsibilities

3.1.3.1 Need and Right

Red Deer Regional Airport is a busy, often congested environment. To support safe, secure, and efficient operations, drivers must have a clear need and right to attain and retain the necessary permit to operate a vehicle airside. To qualify, a driver's job function should include an imminent, ongoing, and regular need to drive airside in direct support of aircraft or aviation operations. Those with an infrequent need to drive airside (less than several times a quarter) should not seek to hold or retain an AVOP permit. Infrequent exposure to this environment increases safety risk.

3.1.3.2 Terms and Conditions of Issue

AVOP holders must comply with the "Terms and Conditions of Issue—Airside Vehicle Operator's Permit" as follows.

- Vehicle operators shall ensure that they are qualified and trained to operate the equipment they are using airside.
- Vehicle operators are responsible for the safety, maintenance and cleanliness condition, and regulatory compliance of the vehicle/equipment they operate on airside. Vehicle Operators shall immediately report any malfunction or safety concern to their Supervisor, remove the vehicle from the airfield and take it out of service until it is repaired.
- When requested to do so by Enforcement Officers, AVOP holders must present the following documents.
 - A valid Restricted Area Pass (RAP) or Identification Pass (IP), indicating AVOP designation.
 - A valid provincial or territorial driver's license (DL).
 - Valid registration and insurance for the vehicle being operated, where applicable.
- AVOP holders must obey RDRAA Airport Traffic Directives, regulations, signs, control devices and all directions provided by RDRAA personnel, ATC, and Emergency Response Personnel.
- Vehicle operators shall not operate a vehicle beyond authorized areas.

Any suspensions, limitations or special requirements applied by the issuer of a provincial driver's license shall be deemed to also apply to a driver's AVOP permit. It is the driver's responsibility to make such conditions known to their employer and the AVOP office.

3.1.4 Employer Responsibilities

For the purposes of the AVOP Program, employers are defined as any airport tenants, RDRAA contractors, support service companies, and government agencies employing personnel for the delivery of services at Red Deer Regional Airport, including the RDRAA.

Where the delivery of these services requires personnel to drive airside for the performance of job-related duties, it is the employer's responsibility to:

- provide information about the AVOP Program to employees, including where to find the Airport Traffic Directives, which supports obtaining and maintaining an AVOP permit.
- ensure that employees:
 - comply with all DL requirements and restrictions.
 - receive adequate airside driver training, including any company-specific training required to operate vehicles and equipment competently and safely.

3.1.5 New Hires with Existing AVOP Permits

When applicants are hired already in possession of a valid AVOP, the new employee must have their Restricted Area or Identification pass and AVOP transferred to the new company. A competency assessment to ensure AVOP knowledge and driving standards have been maintained, conducted by the Airport, may be required.

3.1.6 Signing Authority

The employer's designated Signing Authority must sign an AVOP application for each employee. The Signing Authority must clearly state a justification for the employee's application for an AVOP, specifically citing a demonstrated operational requirement. The Signing Authority's request may be denied if the employee's need and right are not demonstrated.

3.2 Driver's License Requirements

All AVOP holders must hold a valid provincial or territorial driver's licence.

3.2.1 Alberta Residents

AVOP applicants and permit holders who are Alberta residents must possess a valid Alberta Provincial Driver's License.

RDRAA prohibits holders of Class 7 licences from driving airside. The Class 7 requirement that the driver be accompanied by a qualified licensed driver conflicts with the privileges conferred by an AVOP.

3.2.2 Out-of-Province Residents

Permanent residents of other provinces or territories must possess a valid driver's licence issued by their home province or territory.

3.2.3 Driver's Licence Suspensions

Temporary suspension, permanent revocation, or expiration of a provincial or territorial driver's licence (DL) invalidates an AVOP and must be immediately reported in writing to the Director, Safety & Security. Failure to report a suspension or expiration may result in an AVOP suspension of up to 30 days effective from the day the DL suspension is lifted.

3.3 Vehicle Requirements

For the purposes of the AVOP Program, vehicle owners are either individuals or companies.

3.3.1 Vehicle Insurance

There are specific insurance requirements for all vehicles on airside at Red Deer Regional Airport, including those vehicles escorted onto the airfield by Operations staff, tenants, or other organizations. All vehicles must present proof of valid liability insurance if requested by RDRAA personnel or Emergency Response Personnel.

Vehicles accessing maneuvering areas must have \$2 million coverage in Automobile Liability insurance with no airport or aviation exclusions. In most cases these are additional endorsements on a standard policy.

3.3.2 Vehicles with Obstructed Rear Views

When backing up in the vicinity of aircraft, vehicle or pedestrian traffic, vehicles with an obstructed rear view shall be:

- Equipped with a camera-supported system which provides a full view of any obstacles, or
- Assisted by a guide person.

3.3.3 Markings on Self-Propelled Vehicles

All self-propelled vehicles shall be equipped with the following markings.

- All vehicles shall display signage which includes the company name. Signage must be visible on both sides of the vehicle. Signage may be either permanent paint, applied decal, or securely adhered magnetic placards.
- The number assigned to the vehicle by the AVOP Office or owner for identification purposes will be on both sides of the vehicle in 30cm high characters.

3.3.4 Markings on Towed Vehicles and Equipment

All towed vehicles and equipment (for example, ground power units (GPUs) and baggage carts) shall be marked with a strip of yellow reflective material along the full length of the equipment.

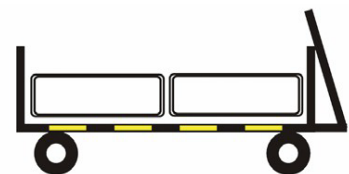
The presence of inadequately marked equipment on airport aprons can be a significant hazard to taxiing aircraft. The reflective material on all equipment must be kept clean and in good condition at all times.

3.3.5 Lighting

All vehicle lights shall be in good working order including:

- Headlights.
- Taillights.
- Hazard lights.
- Rotating or flashing yellow beacons.

Affixing decorative vehicle lighting to a vehicle interior or exterior is strictly prohibited on airside surfaces.



3.3.5.1 Beacons

All vehicles operated or driven in the movement area must be equipped with a rotating or flashing yellow warning light. Beacons must be turned on at all times while vehicles are in motion on airside surfaces. An operating beacon indicates that the operator is in the vehicle and prepared to move. The following simple test shall be applied to ensure the minimum adequacy of a beacon: If the light emitted from the beacon is clearly visible in full sunlight at a distance of 15 metres, then it meets the intent of the ATD. For greater certainty, beacons should be rated to SAE Class 1 or Class 2.

Note: Vehicles that are not equipped with beacons may only operate in the movement area with four-way flashers activated.

3.3.5.2 Beacon Installation

Rotating or flashing beacons shall be mounted on the roof of a vehicle, or in any other location that enables the beam or pulse to be seen by aircraft and surface traffic from any position within 360° of the vehicle. Beacons must rotate or flash at a constant speed of 75 (±15) rotations per minute (RPMs) as per the *Aerodrome Standards and Recommended Practices*.

When beacon installation precludes 360° visibility, four-way flashers shall be activated while driving airside.

Vehicles with an overall height in excess of 3.5m may mount a beacon on the vehicle cab, provided that hazard lights are used with the beacon at all times while the vehicle operates airside to provide adequate indication to the rear of the vehicle.

3.3.5.3 Headlights and Taillights

Vehicle headlights or daytime running lights shall be turned on at all times while a vehicle is in motion in the movement area. Drivers shall operate headlights and non-flashing tail and parking lights after dusk and during periods of reduced visibility. As required, lights may be left on while servicing parked aircraft.

3.3.5.4 Four-Way Flashers

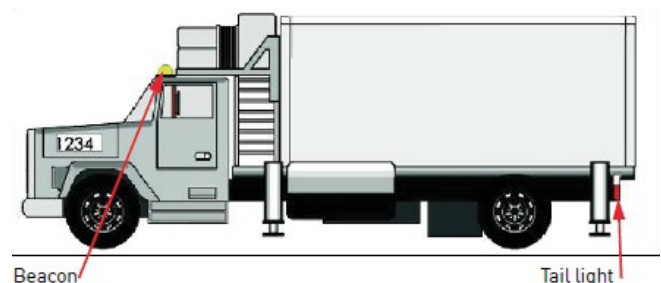
Drivers must activate four-way flashers if, while driving airside, the vehicle's beacon stops working. Drivers may continue their immediate task using four-way flashers but upon completion, the vehicle shall be removed from service until the beacon is repaired.

If four-way flashers are not installed on the vehicle, it shall be removed from service immediately until the beacon is repaired and operating according to the standards indicated in this book.

NOTE: Vehicles that are not equipped with beacons may only operate in the maneuvering area under escort with four-way flashers activated.

3.3.6 Seat Belts

Seat belts that have been installed in vehicles or equipment by the original manufacturer shall not be removed, tampered with, or modified in any way that may render them totally or partially ineffective or that may deviate from the manufacturer's standard installation or intended operation. Red Deer Regional Airport encourages the use of seat belts in all vehicles.



3.3.7 Disabling Safety Equipment

No person shall disable, disconnect, modify, or otherwise bypass any safety device or feature on any vehicle or equipment operated at the airport, including but not limited to deadman switches, speed governors, etc.

All vehicles must comply with the applicable Canada Motor Vehicle Safety Standard.

NOTE: The exception is airport vehicles performing runway inspections.

3.3.8 Radio Frequencies

Vehicles operating in the maneuvering area must be equipped with authorized multi-frequency radio transceivers capable of operating on all published radio frequencies used at Red Deer Regional Airport and monitor the appropriate frequency at all times. Air Traffic Control (ATC) may deny maneuvering area access to a vehicle operator who is unable to communicate on a required frequency.

3.3.9 Call Signs

Each vehicle operating in the maneuvering area that is required to communicate with ATC must have a call sign which uniquely identifies each vehicle.

Call signs will be assigned, in accordance with Transport Canada's Guidelines, by the Director, Airport Operations.

Call signs shall be clearly displayed inside and outside the vehicle or equipment (vehicle identifier and number).

Vehicles driving airside under escort do not require call signs.

3.3.10 Exemptions

Personal vehicles operating on aprons only are exempt from the requirements to install markings, beacons, and radio transceivers. Four-way flashers must be activated to use this exemption.

Emergency vehicles equipped in accordance with provincial or federal requirements are exempt from all requirements. Four-way flashers or emergency lighting must be activated to use this exemption.

Requests for additional exemptions or variances from vehicle requirements must be submitted in writing to the Director, Safety & Security and authorized, with written consent, by the Director, Airport Operations.

4.0 AVOP APPLICATION AND RENEWAL

4.1 Introduction

AVOP driver privileges are contingent upon employer privileges as determined by the Red Deer Regional Airport Authority's (RDRAA) assessment of an employer's need and right to access airside for its delivery of services to the airport community.

4.2 Applying for an AVOP

AVOP applicants must demonstrate both a need and a right to drive airside. The RDRAA determines an applicant's need to drive airside by assessing the applicant's job-related duties and the frequency of required airside access.

4.2.1 AVOP Types

RDRAA issues three types of AVOPs. Each permit authorizes driving in the following specific areas of the airport.

- "A": Aprons and other uncontrolled airside surfaces. "A" permit holders are prohibited from entering the maneuvering area unless under escort by a "D" or "D/A" permit holder.
- "D/A": The movement area and all controlled and uncontrolled airside surfaces except runways (aprons and taxiways).
- "D": The movement area including all controlled and uncontrolled airside surfaces (aprons, runways, and taxiways).

4.2.1.1 Application Requirements

To obtain an "A" AVOP, permit applicants must:

- Possess a valid Restricted Area (RAP) or Identification Pass (IP).
- Possess a valid provincial or territorial driver's licence (DL).
- Complete an AVOP application (Consolidated Security Application) signed by the authorized Signing Authority.
- Acknowledge having read and understood the content of the Airport Traffic Directives and successfully complete a short multiple-choice questionnaire.

In addition to the requirements listed above, "D" or "D/A" permit applicants must hold a Restricted Operator's Certificate – Aeronautical and complete a written and practical test.

4.2.2 Training

Any person with a valid RAP/IP and DL may drive airside for the purposes of training only while accompanied by an individual with a valid DL, RAP/IP, and AVOP appropriate to the training area. The accompanying individual shall be seated beside the trainee in the same vehicle and assume all responsibility for the vehicle's operation.

4.3 Testing

4.3.1 Written Test

The "D" and "D/A" permit tests consist of multiple questions. Question content is selected from the *Airport Traffic Directives*. Red Deer Regional Airport AVOP Examiners administer the written test on an individual appointment basis.

To pass the written test, applicants must achieve a passing grade of 90 per cent on Section 1 and correctly answer the mandatory site identification map questions.

Test administrators will review the exam with the applicant and correct all errors immediately following completion of the test.

Applicants suspected of, or caught, cheating on the AVOP written exam shall be immediately escorted from the exam room and their exam terminated. The applicant will be requested to schedule an interview with the Director, Safety & Security, who shall determine whether the applicant remains eligible to apply for an AVOP and may rewrite the AVOP exam.

4.3.1.1 Rewriting the Test

Applicants who fail to pass the written test may rewrite the test after a one week waiting period to allow for further review and study.

RDRAA permits a third attempt at passing the written test after a one month waiting period. The applicant's supervisor or manager must provide written verification detailing the applicant's training and forward this information to the Director, Safety & Security before the applicant may rewrite the test.

RDRAA reserves the right to deny AVOP privileges to an applicant who fails the written test three times.

Applicants with language interpretation difficulties or who require language assistance may contact the AVOP office to schedule an oral test. Oral tests are provided subject to examiner availability.

4.3.2 Practical Test

The practical test must be completed within three weeks of successful completion of the written test. If the practical test is not administered within the three-week period, the applicant must rewrite the test.

While the practical test for a "D" or "D/A" permit is being administered and provided the vehicle is stationary, applicants are permitted to have and use an AVOP site map and note pad.

All testing is administered by the RDRAA AVOP office.

4.3.2.1 Scheduling

To schedule practical tests, applicants must contact the AVOP office for an appointment. Applicants shall be on time. If an applicant attends the AVOP office past the scheduled time, the test may have to be rescheduled.

The AVOP office may cancel practical tests if runway operations or adverse weather conditions at the time of the test require it. If a test is cancelled, the applicant is responsible for rescheduling another appointment time.

4.3.2.2 Late Cancellation Fee

If an applicant cancels a scheduled practical test less than 24 hour prior to the test date, or fails to appear for a scheduled practical test, RDRAA may charge the applicant a late cancellation administrative fee. The AVOP applicant is responsible for paying the fee (\$75.00 plus GST). RDRAA shall not grant AVOP driving privileges to an applicant with unpaid late cancellation administrative fees.

4.3.2.3 Testing Vehicle Requirements

For practical tests, applicants shall drive a vehicle equipped in accordance with this document. The front passenger seat must be equipped with a functional seat belt for the use of the AVOP Examiner. The vehicle must have 360-degree field of view.

Applicants shall ensure that the test vehicle is equipped with an authorized serviceable radio transceiver able to operate on all listed frequencies.

4.3.2.4 Retaking the Practical Test

Individuals who do not successfully complete the practical test may retake it. The applicant's supervisor or manager must provide written verification detailing the applicant's training and forward this information to the AVOP office before the applicant may retake the practical test.

RDRAA reserves the right to deny an applicant the option of taking the practical test a third time.

4.4 Renewing a Permit

An AVOP is valid for 5 years with the expiry date identified on the RAP.

AVOP holders are responsible for:

- Renewing their AVOP prior to the expiry date identified on the RAP/IP (AVOPs may be renewed up to 3 months prior to the date they expire).
- Ensuring that their AVOP is valid.
- Returning the expired RAP/IP to the Pass Control Office.

4.4.1 AVOP Records

AVOP office staff review the records of all renewal applicants to ensure that the applicant's record is clear of AVOP Notices of Infraction.

Applicants who incur an AVOP suspension may be required, at the discretion of the RDRAA AVOP Examiner, to retake both the written and practical tests before a renewal will be permitted.

4.4.2 "A" Permits

Applicants renewing an "A" permit must review the Airport Traffic Directives and acknowledge having understood the content of the directives prior to the expiration date of the AVOP.

4.4.3 "D/A" Permits

Applicants renewing a "D/A" permit must successfully rewrite the written test prior to the expiration date of the AVOP; otherwise, applicants shall be required to:

- Rewrite the written exam, and
- Retake the practical test.

4.4.4 "D" Permits

To renew a "D" permit, AVOP holders must successfully complete the "D" permit written and practical tests prior to the expiration date of the "D" AVOP.

4.4.5 Lapsed AVOP Use

AVOP holders shall renew their permits if they have not driven airside for a period of 12 consecutive months. To renew their permits, they must successfully complete both the written and practical tests (if applicable).

4.4.6 Change of employment

If an AVOP holder changes employers at Red Deer Regional Airport, the new employer must submit a new justification on behalf of the employee for a new permit to be issued. A competency assessment to ensure AVOP knowledge and driving standards have been maintained, conducted by the Airport, may be required.

5.0 ENFORCEMENT, INFRACTIONS AND APPEALS

5.1 Introduction

RDRAA reserves the right to:

- Test drivers at any time, without notice to the driver.
- Suspend AVOP privileges for the violation of any directives in this book.
- Require an AVOP holder to complete additional training and testing.

5.2 Enforcement Officers

The following personnel are authorized to enforce the AVOP Program.

- Director, Airport Operations
- Director, Safety & Security
- Airport Operations Staff

As part of the enforcement and safety audit of the AVOP program, Enforcement Officers are authorized to undertake airside spot checks and tests of competency both randomly and for cause.

5.3 Infraction and Violations

Enforcement Officers may issue an AVOP Notice of Infraction for the violation of *Airport Traffic Directives*. Once an infraction has been issued, the AVOP office shall send a letter outlining the violation to the AVOP holder's employer.

Violations remain on a driver's AVOP record for either 12, 24, or 36 months, depending on the type of violation. AVOP infractions are not applied to a provincial or territorial driver's licence.

Violations fall into three categories.

- Minor (12 months)
- Major (24 months)
- Gross Misconduct (36 months)

5.3.1 Surrendering a Permit

AVOP holders operating vehicles airside shall present their RAP/IP/AVOP to an authorized Enforcement Officer when requested. Failure to comply with this requirement is a major AVOP infraction for "failure to comply with Enforcement Officers" and may result in revocation of AVOP privileges.

Enforcement Officers shall return surrendered documents to their owner in a timely manner. Depending on the circumstances of surrender, the AVOP holder may be subject to penalties and sanctions.

5.4 Driving without an AVOP

Driving without an AVOP or AVOP escort is a violation of the *Airport Traffic Directives* and grounds for issuance of a trespass notice.

Any driver found operating a vehicle airside without an AVOP or AVOP escort may be charged by a police officer. Additional AVOP infractions may also be issued, as appropriate.

Any RAP/IP holder operating a vehicle airside without an AVOP is also violating RAP/IP terms and conditions of issue.

Depending on the circumstances, an Enforcement Officer may confiscate the offending driver's RAP/IP/AVOP. The Director, Safety & Security may interview the offending driver and either impose further sanctions or return the driver's RAP/IP.

5.5 Driving with an Expired, Suspended, or Revoked AVOP

Any driver found operating a vehicle airside with an expired, suspended, or revoked AVOP may face the following consequences.

- Immediate RAP/IP/AVOP confiscation.
- Escorted removal from airside.
- Employer notification.

Furthermore, the driver shall be required to contact the Director, Safety & Security to schedule an appointment to review the incident.

RDRAA may also impose the following sanctions.

- Retraining and/or retesting (both written and practical tests).
- Suspension of permit privileges.
- Revocation of permit privileges.

5.6 Appeals

Permit holders may appeal:

- a Notice of Infraction.
- an AVOP suspension.
- an AVOP revocation.

Appeals are made to Airport Authority management through the Director, Airport Operations.

5.6.1 AVOP Notice of Infraction, Suspension, or Revocation

To appeal an AVOP Notice of Infraction, a permit holder (*appellant*) must submit a written appeal within 7 days of receiving the Notice. The written submission must include all pertinent details of the appellant's case *including justification* (i.e., mitigating or special circumstances, etc.) as to why the appeal should be considered. Appeals submitted without both detail and justification for hearing the appeal will not be considered. Some appeals require the appellant to be present when the appeal is reviewed.

The Airport Authority shall review the written appeal and all relevant information and may choose to interview the appellant. The appellant's supervisor or manager may also be asked to attend.

Within fifteen business days of receiving the appeal, or within such time as is reasonably necessary to complete a full investigation, the Airport Authority shall issue a decision in writing to the appellant's employer. Upon receipt of the written decision, the employer shall notify the employee (the appellant).

The decision of the Airport Authority shall be considered final.

5.6.2 Driver's Licence Suspensions and Limitations

If an AVOP holder's provincial or territorial driver's licence (DL) is suspended or becomes subject to other limitations or conditions of use, the prohibition from operating a motor vehicle applies at this airport and is not subject to appeal.

5.6.3 Safety Performance and Program Quality Assurance

The Red Deer Regional Airport AVOP Program subscribes to the concept of continual improvement and so monitors the safety performance of individual permit holders as well as that of their employers. Negative trends in safety performance are reviewed with the expectation that permit holders and organizational representatives identify root causes and apply effective corrective actions.

5.7 Smoking

Smoking airside is strictly prohibited and includes the following locations and areas.

- Vehicles and equipment interiors.
- All airside roads.
- All airport buildings.
- Apron areas.

Charges for non-compliance shall be applied under the Canadian Aviation Regulations.

Any person(s) who observe anyone smoking airside shall inform them that smoking is strictly prohibited airside.

5.8 Drugs and Alcohol

No person working airside shall be under the influence of either drugs or alcohol that impair the judgement or higher functioning of the operator. Operating a vehicle, whether in motion or not, while consuming or under the influence of drugs or alcohol is an offence under the *Criminal Code of Canada* and the *Traffic Safety Act*.

6.0 VIOLATIONS SYSTEM

The AVOP program violations system has four stages based on the frequency and severity of the violations on the driver's AVOP record.

- Stage 1: Accumulation of violations.
- Stage 2: 2 Minor violations or any 1 Major violation – 2-day AVOP suspension.
- Stage 3: 3 Minor violations or 1 Minor and 1 Major Violation – 5-Day AVOP Suspension.
- Stage 4: 4 Minor violations or 2 Major Violations or any 1 Gross misconduct – Up to a 20-day AVOP suspension. In addition, the AVOP is suspended pending an investigation that may result in subsequent charge(s) and/or recommendation(s). Wherever possible RDRAA will attempt to recommend corrective training and education. Stage 2 suspensions may be waived in favour of additional training at the sole discretion of the Director, Airport Operations.

6.1 Minor Violations

On record 12 months from the date of issue.

- Driving with an unsecured load **2 points**
- Towing an excessive number of carts/dollies (more than 4) **2 points**
- Failure to use vehicle corridor **2 points**
- Failure to comply with vehicle safety equipment and markers
 - Headlights/taillights **2 points**
 - Beacon **2 points**
 - Markings on towed vehicles/equipment **2 points**
 - Failure to wear seat belt **3 points**
- Failure to carry AVOP documentation while driving airside **3 points**
- Driving behind aircraft with engines running **3 points**
- Driving 1-9 km/h above the speed limit **3 points**
- Failure to obey signs and barriers **3 points**
- Driving outside the vehicle corridor while aircraft is on pushback **3 points**
- Failure to obey a stop sign/signal **3 points**
- Failure to enter/exit the vehicle corridor at a 90-degree angle **3 points**
- Failure to yield to vehicular traffic **3 points**
- Unsafe reversing of vehicle **3 points**
- Unsafe movement of vehicle **3 points**
- Improper parking of vehicle/equipment **3 points**
- Improper Passing **3 points**
- Failure to remove tire chains **3 points**
- Failure to wear safety vest **3 points**
- Knowingly depositing/creating or failure to retrieve FOD **3 points**

6.2 Major Violations

On record 24 months from the date of issue.

- Interfering with an emergency in progress (e.g., fuel spill) **6 points**
- Failure to maintain proper escort **6 points**
- Failure to remain at, or altering, an accident/incident scene **6 points**
- Failure to report an accident/incident **6 points**
- Improper driving for conditions **6 points**
- Unsafe operation of a vehicle¹ **6 points**
- Driving 10-19 Km/h above the speed limit **6 points**
- Improper parking of vehicle/equipment causing damage **6 points**

- Failure to yield right-of-way to responding emergency vehicle **6 points**
- Failure to yield right of way to an aircraft **9 points**
- Failure to yield right of way to aircraft/marshalling crew **9 points**
- Driving between an aircraft and marshaller **9 points**
- Failure to yield right-of-way to airport maintenance vehicle **9 points**
- Failure to comply with enforcement officer **9 points**

6.3 Gross Misconduct

On record 36 months from the date of issue

- Driving over 20 km/h above the speed limit **10 points**
- Smoking on airside **10 points**
- Driving with an expired provincial/territorial driver's license **10 points**
- Driving with a suspended provincial/territorial driver's license **10 points**
- Driving without proof of insurance **10 points**
- Driving without proof of registration **10 points**
- Distracted/careless driving² **10 points**
- Dangerous driving³ **10 points**
- Driving airside under the influence of drugs/alcohol **10 points**
- Driving on the movement area without proper permit (no AVOP) **10 points**
- Failure to comply with NPS-V regulations and directives **10 points**
- Failure to comply with Air Traffic Control authorization (incursion) **10 points**

¹ Driving without due care and attention

² Driving without due care, attention, and regard for the safety of aircraft, passengers, and others.

³ Driving in a manner dangerous to others

7.0 DRIVING AIRSIDE

7.1 Introduction

There are many rules and policies governing the use of the AVOP permit. Permits are issued to those with a need and right to access airside facilities in the ongoing and regular performance of their duties. Those duties are carried out on the movement area which includes apron area and the maneuvering area. It is the AVOP holder's responsibility to be familiar with the material appropriate to their permit.

All persons airside are responsible for security and shall question anyone that appears unfamiliar with airside operations as to their NEED to be there. This information should also be passed on to their supervisor.

7.2 Airside Surfaces

Movement Area: The portion of the airside used for the movement of aircraft. This portion is further divided into the apron and maneuvering areas.

Apron Area: Accommodates the loading and unloading of passengers and cargo, the refuelling, servicing, maintenance, and parking of aircraft, and any movement of aircraft, vehicles, and pedestrians necessary for such purposes. At Red Deer Regional Airport, aprons are the areas adjacent to airside buildings, including but not limited to terminal buildings.

Maneuvering Area: The part of an aerodrome to be used for the **take-off, landing and taxiing** of aircraft, excluding aprons.

8.0 MARKINGS, SIGNS, AND LIGHTS

8.1 Introduction

Both vehicle and aircraft movements on the ground are guided by pavement markings, lights, and signs on the airside that differ from those used on roads and highways.

This section identifies the different areas of the airside surfaces at Red Deer Regional Airport, and the pavement markings, signs, and lights used to control vehicular and aircraft movement on each when provided.

8.2 Airport Pavement Markings

Vehicle operators must be familiar with the airport layout, including the locations and appearance of all airport pavement markings applicable to their permitted area of operations.

8.3 Aircraft, Vehicles, Equipment and Pedestrians

All white or red apron pavement markings pertain to vehicles, equipment, and pedestrians.

Apron Safety Lines: White markings indicating an adequate area for safe staging (short-term parking) locations for equipment and vehicles only. Equipment staging areas are located to the right of the aircraft or gate.

Red Hatched Markings: Indicating areas that may be driven upon but not parked on. Exercise caution when driving on these markings.

White Boxes: Markers defining designated parking spaces for vehicles and equipment in the gate area. Only designated vehicles or equipment may park in these locations. The area outside these boxes but within the Apron Safety Lines is reserved for staging (short-term parking) vehicles and equipment exclusively.

Ground Service Equipment (GSE) Parking Boxes: White dashed markings within Apron Safety Lines identifying designated, tenant-specific parking areas for that tenant's vehicles and GSE.

8.3.1 Aircraft

All apron and taxiway pavement markings pertaining to aircraft are yellow. Runway pavement markings pertaining to aircraft may be yellow or white.

8.3.1.1 Apron Markings

Aircraft Stand Markings: Identifying designated parking positions for aircraft. (Aircraft stands are usually located at aircraft gates but can be located anywhere on the apron that aircraft park and, in some instances, for enplaning and deplaning passengers.)

Aircraft Lead-In Lines: Solid or broken yellow lines guiding aircraft to aircraft gates.

Aircraft Stand Taxilane: A portion of the apron designated as a taxilane that provides access to aircraft stands.

8.3.1.2 Taxiway Markings

Taxiway Centre Line Markings: Single yellow lines used throughout the taxiway system to guide aircraft to and from runways. Aircraft nose wheels are centred on the line to ensure that the main wheels remain on the pavement and the wings will not contact any known fixed obstacles.

Enhanced Taxiway Centreline Marking: The enhanced taxiway centerline marking consists of a parallel line of yellow dashes on either side of the normal taxiway centerline. The taxiway centerlines are enhanced for a maximum of 150 feet (47 m) prior to a runway holding position marking. The purpose of this enhancement is to warn the pilot that he/she is approaching a runway holding position marking and should prepare to stop unless he/she has been cleared onto or across the runway by ATC.

Mandatory Hold Lines: A set of two solid and two broken yellow parallel lines spanning the width of a taxiway. Hold lines are located at least 90m from the runway centre line (usually 60m from the runway edge). Vehicles and aircraft must stop behind the solid lines and proceed only when authorized by ATC.

Taxi Side Stripe Markings: Two solid yellow lines 15 cm wide and spaced 15 cm apart, indicating the edge of aircraft load-bearing surfaces.

8.3.1.3 Runway Markings

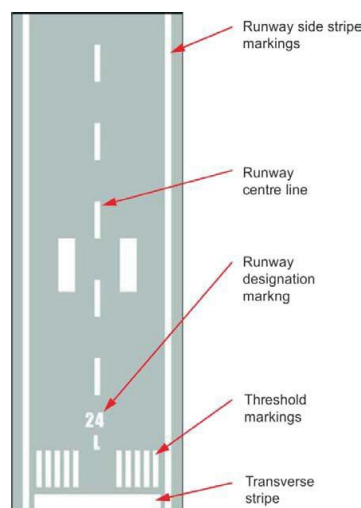
Runway Designation Markings: White numbers at each end of a runway that face approaching (landing) aircraft. Runways are identified by their location corresponding to the magnetic compass numbered in tens of degrees (350 degrees location is read as 35).

Runway Centre Line Markings: The centre of a runway is marked with a broken white line. (The lines are 30m in length and 30m apart.)

Threshold Markings: A series of parallel white lines placed at a 90-degree angle to the end of the runway. Threshold markings identify the beginning of that portion of a runway usable for aircraft landings.

Transverse Stripe: A solid white line not less than 1.8 m wide and spanning each end of a runway. Transverse stripes identify the beginning of the usable portion of a runway and are also used to indicate the displacement of the threshold. In cases where the threshold does not correspond to the start of the runway surface, white lines painted close together to form arrows will point to the displaced threshold.

Runway Side Stripe Markings: A white stripe between the thresholds of a paved runway where there is a lack of contrast between the runway edges and the shoulders or surrounding terrain.



8.3.2 Vehicles

Vehicle corridors are marked in two ways.

- By parallel solid white lines.
- By parallel checkered white and black lines (where the corridor crosses an apron entrance or aircraft stand taxiway).

In both cases above, these lines are:

- spaced 7.5m apart.
- divided by a broken line.

Taxiway Intersection Markings: Single broken yellow lines indicating the intersection of two taxiways where designating a specific holding limit is desired. These markings are also used to identify apron entrances.

8.4 Airside Lighting

8.4.1 Aprons

Apron Edge Lights: Blue lights identifying the edge of the apron.

Taxiway and an Apron: Double amber lights.

8.4.2 Taxiways

Taxiway Edge Lights: Blue lights spaced at a maximum of 60m apart along the edge of taxiways. Blue reflectors may be used instead of edge lights when centre line lighting is in place.

8.4.3 Runway

Runway Edge Lights: White lights along the edge of the runway, spaced not more than 60m apart except in some areas where more spacing is required.

Runway Threshold/End Lights: Green lights identifying the beginning of the usable portion of the runway for landing aircraft. Red lights facing the runway and identifying the runway's end.

Note: Runway edge lights that begin to dim and brighten or flash on and off continuously are a warning signal for all vehicles to immediately vacate the runway and the area extending from each end of the runway (that is, the clearway/stopway 60m). A cleared runway ensures aircraft an unobstructed approach for landing and gaining altitude after takeoff.

8.4.4 Other Lights

Obstruction Light: A red light showing an area of construction or marking an obstruction.

Unserviceability Lights: Red lights and/or a large illuminated X displayed wherever any portion of a taxiway, apron, or holding bay used at night is unfit for the movement of aircraft but where it is still possible for aircraft to bypass safely. For example, such lights act as a warning to pilots of a hole in the pavement or outline a portion of pavement that is under repair.

8.5 Signs

Traffic and No Smoking Signs: Below are examples of signs used at Red Deer Regional Airport.



8.5.1 Maneuvering Area Signs

8.5.1.1 Mandatory Hold

On taxiways or runways prior to runway intersections.

Identifies the position to hold prior to entering or crossing a runway.



8.5.1.2 Location

On taxiways.

Indicates the taxiway on which your vehicle is currently positioned.



8.5.1.3 Direction Sign

On taxiways.

Indicates the taxiway on which your vehicle is currently positioned.



8.5.2 Holding Positions

Mandatory holding position: Illuminated signage, pavement markings, and runway guard lights (wig-wags) identify mandatory hold positions prior to a runway.

Taxiway holding position: Illuminated signage, pavement markings, and taxiway intersection lights identify taxiway hold positions.

Road holding position: A stop sign and/or pavement markings, and a designator sign with location.

All hold positions are signed; however, pavement markings (hold lines) may be absent when a hold position is on a runway.

8.5.3 Sign Placement

Traffic signs are not necessarily posted to the right of vehicle corridors. For example, stop signs may be posted on the left-hand side to accommodate aircraft clearance requirements. Approach all intersections with caution. "No smoking" signs are posted at airside locations.

9.0 AIRSIDE RULES OF THE ROAD

9.1 Introduction

Driving on airside surfaces requires constant vigilance. Drivers must be alert at all times for airside vehicles, pedestrians, and aircraft that may approach from any direction. By adhering to the rules of the road described in this section, drivers contribute to the safety of personnel and all airside vehicle operations.

9.2 Accessing Airside

Drivers access airside at airside access points. To access airside, you must be in possession of a valid Restricted Area Pass (RAP)/Identification Pass (IP), Airside Vehicle Operator's Permit (AVOP), and need and right of entry.

9.3 Airside Service Roads

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

Road Holding Position: A stop sign and/or pavement markings, and a sign giving location and contact information.

9.4 Speed Limits

Unless otherwise posted, observe the following speed limits.

Location	Speed Limit
Airside Service Road	25 km/h
Within Vehicle Corridors	25 km/h
Outside Vehicle Corridors (open apron)	25 km/h
Within 6m of a parked aircraft	10 km/h
In congested areas	10 km/h

(Drive at reduced speed during adverse weather conditions)

9.5 Apron Areas

Note: "A" permit holders driving on aprons and other uncontrolled areas are not required to operate VHF radios while driving airside. However, if a vehicle is equipped with a VHF radio, drivers shall listen continuously to the appropriate radio frequency while on the movement area.

9.5.1 Vehicle Corridors

Vehicle operators shall drive within vehicle corridors when operating on the apron.

If a vehicle corridor is obscured for any reason, conform to the designated roadway as closely as possible, and exercise caution.

On aprons where vehicle corridors are non-existent, be aware of equipment, pedestrians, aircraft, and all other vehicles and proceed when it is clearly safe to do so.

9.5.1.1 Entry/Exit

Vehicle operators shall enter and exit vehicle corridors at right angles (90°) and signal their intent using the vehicle's turn signal lights. If the vehicle is not equipped with turn signal lights, the operator shall signal directional intent with approved hand signals.

9.5.1.2 Passing

Passing other vehicles within the vehicle corridor is permitted under the following conditions.

- The vehicle being passed is travelling at a speed of 15 km/h or slower.
- Only one vehicle at a time is passed (multiple-vehicle passing is prohibited).
- The section of vehicle corridor immediately in front of the vehicle being passed is clear (watch for vehicles approaching from connecting corridors).
- The applicable speed limit is not exceeded during the pass.
- The passing driver exercises caution; vehicles may turn unexpectedly.

9.5.2 Right of Way

Aircraft always have the right-of-way. Failing to yield right-of-way to an aircraft or aircraft tow crew may result in an aircraft cut-off.

Before entering any movement area, vehicle operators shall visually check for aircraft.

9.5.2.1 Aircraft Cut-Off

An aircraft cut-off occurs when either an aircraft pilot or an aircraft tow crew must:

- deviate from their planned course or adjust the aircraft or tow speed to:
 - maintain a safe distance from a vehicle.
 - avoid a collision with a vehicle.
 - avoid the possibility of a collision with a vehicle
- apply the brakes as a result of any of the above or similar reasons.

Vehicle operators involved in an aircraft cut-off shall advise the Director, Airport Operations.

The failure to yield to aircraft or an aircraft's marshalling crew is an AVOP major infraction and, depending on the circumstances, a violation of the *Aeronautics Act*.

9.5.2.2 Right of Way Priority

Yield right-of-way to airside traffic in the following priority.

1. Aircraft (under power, on pushback, or under tow) moving alone or accompanied by a marshalling crew.
2. Emergency vehicles with activated emergency lights and/or audible sirens that are responding to an emergency.
3. Maintenance vehicles—such as snowplows—engaged in operations.
4. All other vehicular traffic.

For all other cases, see the following section.

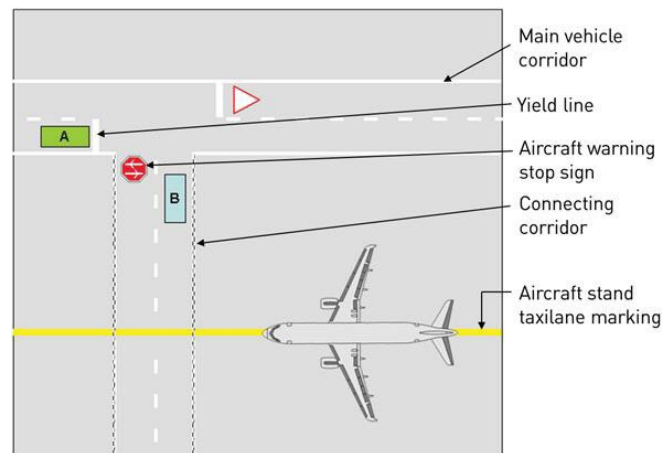
9.5.2.3 Vehicle Corridor Right of Way

Vehicles travelling in a connecting corridor that crosses an aircraft stand taxilane have right-of-way over vehicles that are established in the main corridor. The aircraft stand taxilane must be kept clear for the movement of aircraft.

Vehicles in the main corridor must stop at yield lines when yielding to vehicles in the connecting corridor. If there is no yield line, drivers in the main corridor shall stop at the point where the main and connecting corridors intersect. When in doubt, yield to drivers in the connecting corridor.

At the intersection of any two connecting corridors or two main corridors, **the vehicle on the right has the right-of-way**.

Vehicles approaching a main vehicle corridor from a terminal must yield right-of-way to vehicles already established in the main vehicle corridor.



As vehicles A and B approach the intersection, vehicle B has the right-of-way. If A is turning right, A gives way to aircraft as reminded by Aircraft Warning sign.

9.5.3 Responding Emergency Vehicles

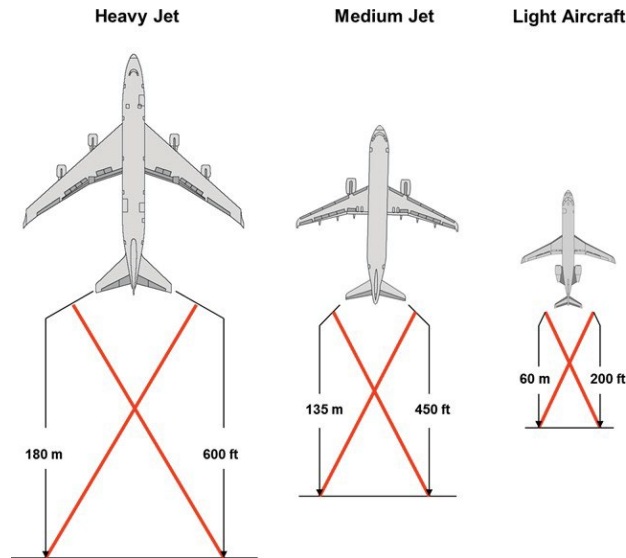
While driving airside, vehicle operators shall come to a **safe stop** when a responding emergency vehicle approaches from any direction with activated sirens. Drivers shall not attempt to pull over unless required or directed to do so. A responding emergency vehicle may use the aircraft stand taxilane centerline or may make unexpected turns.

Drivers operating vehicles on narrow roads and corridors shall pull off to the side if required to give room for oversized emergency response vehicles.

Note: After coming to a stop or pulling over, drivers shall exercise caution before resuming operation of their vehicle and be aware of the potential for multiple emergency response vehicles.

9.5.4 Operating Vehicles in the Vicinity of Aircraft

When an aircraft's engine is running either at low thrust or idle, drivers must maintain safe distances from the aircraft as measured from the aircraft tail. Maintain a distance of at least one-and-a-half to two plane lengths from the tail of an aircraft with engines at idle or low thrust. Increase the distance as engine thrust is increased and during cross bleed starts.



Danger idle zones vary according to aircraft size.

Once an aircraft has arrived at the gate, vehicle operators must ensure the aircraft anti-collision beacons and engines are OFF before driving behind the aircraft.

9.5.4.1 Departing Aircraft

The following are some indications that an aircraft is preparing to push back (depart) from a gate or aircraft stand.

- The chocks are removed.
- A tug or towbarless tractor is attached to the aircraft.
- Servicing equipment and aircraft utilities are moved away from the aircraft.
- Aircraft doors and hatches are secured.
- A marshaller may be in position.
- Wingwalker(s) may be in position.
- The aircraft engines may be running or being started.
- The aircraft anti-collision beacon(s) may be illuminated.

Note: Aircraft may move without activating anti-collision beacon(s) or wingtip navigation lights when they are being towed by a towbarless tractor during daylight hours only. In such instances, a wingman is required to use a double-sided stop sign in the vehicle corridor to signal drivers to stop. *For more information, see Aircraft Tows.*

When drivers see any push back indicators, they shall comply with the following directives that govern vehicular movement in the vicinity of departing aircraft.

- Yield right-of-way to the marshalling crew when the crew is marshalling the aircraft and when they are returning to the gate after the aircraft is released.
- Neither drive between a marshaller or wingwalker(s) and the aircraft nor proceed around, in front of, or behind the aircraft unless authorized by the marshaller or wingwalker(s).
- Prior to pushback, proceed behind the aircraft only when the marshaller or wingwalker(s) signals permission to continue.
- Do not deviate from vehicle corridors to drive around an aircraft on pushback. Remain within the corridor until the ground crew and tug have cleared the apron side of the corridor.

9.5.4.2 Marshalling Crews

When an aircraft pushes back across two aircraft stand taxilanes, the marshalling crew shall either return to the closest vehicle corridor to be picked up by a vehicle or walk along the building to the next duty site. Marshalling crews are prohibited from walking across two taxilanes to return to the gate from which the aircraft pushed off.

9.5.4.3 Arriving Aircraft

The presence of the following at a gate indicates that an aircraft arrival is likely.

- A marshaller is in position.
- A wingwalker is in position.
- Servicing equipment is staged.

9.5.4.4 Aircraft Tows

Tow crews shall ensure that an aircraft's anti-collision lights are illuminated prior to towing. Anti-collision lights assist vehicle operators in determining the position and movement of an aircraft. Permission to tow an aircraft without anti-collision lights must be obtained in advance from the airport Director, Airport Operations. In such circumstances, appropriate restrictions or requirements shall be issued.

Some tenants are pre-approved to tow aircraft without an activated beacon or wingtip navigation lights during daylight hours only, provided they are using towbarless tractors. Approval is authorized only during clear, non-inclement weather conditions and is not authorized during low visibility operations.

9.5.5 Towing Equipment and Loads

The maximum number of items that shall be towed at any one time are:

- 6 baggage carts or containers/dollies
- 4 cargo pallet dollies
- A combination of any of the above, not exceeding a total of 4 items; for example:
 - 1 cargo pallet and 3 baggage carts/containers
 - 2 cargo pallets and 2 baggage carts/containers.

Operators are responsible for:

- monitoring their trains and avoiding excessive whiplash, swaying, or loss of cargo.
- ensuring that all carrier locks are:
 - compatible with the train.
 - functional.
 - properly positioned for loading.
- ensuring loaded baggage/cargo carts equipped with sides are operated with sides up.
- securing all loads and preventing hazardous debris from being left on the movement area.
- leaving baggage and cargo carts in authorized parking areas with their brakes on.

In the event that a vehicle becomes inoperative for any reason, vehicle operators shall arrange for the vehicle to be towed by a tow truck in accordance with standard towing methods. Using improvised equipment or other motorized vehicles to push or pull an inoperative vehicle with ropes, chains or other alternative methods is prohibited.

9.5.6 Closed Areas

Red Deer Regional Airport personnel may erect barriers, safety cones, or caution tape to restrict pedestrian and vehicular access to the site of any incident including but not limited to:

- fuel spills.
- apron pavement painting.
- emergencies, accidents, or incident scenes.

When vehicle operators approach barriers they shall:

- reduce speed.
- observe the barrier (driving through or bypassing a barrier is prohibited).
- drive around the marked area or follow directions provided by attending Enforcement Officers or flag personnel.

9.5.7 Prohibited Entry Areas

Signs clearly mark all areas to which entry is prohibited or permitted only to authorized personnel. Drivers shall comply with all signs indicating restricted access.

9.5.8 Escorting Vehicles

Drivers without an AVOP may drive airside if they have an operational requirement to do so and are under escort.

There are two types of escorts.

- An AVOP escort—applicable to drivers operating internal vehicles without an AVOP
- A vehicle escort—applicable to drivers operating external vehicles without an AVOP and without required markings. For example, tenants may require external vehicles to temporarily access an airside restricted area for the purpose of delivering products and services essential to their operations.

In either instance, the driver who is providing the escort shall:

- possess a valid AVOP and provincial or territorial driver's license (DL).
- escort a maximum of 3 vehicles; if there are more than 3 vehicles, there must be an escort vehicle at the front of the group and another at the back.
- ensure that the driver of the escorted vehicle is formally briefed regarding the procedures and requirements outlined in this document.
- assume responsibility for the escort vehicle(s) and the actions of the driver(s)—violations committed by the driver under escort shall be reflected against the AVOP of the escorting driver.
- ensure that they are able to control all escorted vehicles at all times.
- ensure that in all circumstances the maximum length of an escort party—the escorting vehicle and vehicles under escort—does not exceed 50m.
- verify that the escorted driver holds a valid DL.

Drivers providing a vehicle escort may also provide the escorted driver with a temporary pass if accessing the maneuvering area.

All vehicle operators driving airside under escort are responsible for:

- ensuring that their escorted vehicle has either a yellow beacon or four-way flashers and headlights activated while airside.
- driving at the same speed and following the exact route of the escorting vehicle.

Further to these requirements, vehicles providing escort shall tow no more than 1 piece of equipment. Escorted vehicles must be free of debris that may create Foreign Object Debris (FOD) or Foreign Object Damage and comply with all relevant vehicle requirements.

Note: Escorting protocols are intended for short-term or temporary airside operations only. RAP/IP holders accommodating daily tenant operations on a continuous basis are required to obtain an AVOP.

9.6 Maneuvering Areas

9.6.1 Surface Movement Control

Red Deer Ground directs the movement of all vehicle traffic on the maneuvering area. No vehicle operator shall enter the maneuvering area unless authorized by ATC. Only those vehicles with legitimate operational requirements will be allowed to proceed into this area.

9.6.2 Maneuvering Area Incursion

Vehicle operators involved in an incursion shall advise the airport Director, Safety & Security once they have safely exited the maneuvering area.

- RDRAA may suspend and confiscate the RAP/IP/AVOP of any driver who proceeds onto or within the maneuvering area without authorization from ATC. This suspension shall remain in effect until an investigation is completed and corrective action is taken.
- As applicable, an AVOP infraction may be issued, and charges may apply as determined by RCMP.
- Endangering the safety of aircraft is an offence and criminal charges may be laid under either the *Aeronautics Act* or the *Criminal Code of Canada*.

9.6.3 Closed Surfaces

When taxiways or runways are closed—as indicated by obstruction lights, a large X, or physical barricades—vehicle operators must receive permission from the Airport Authority or attending personnel before entering these areas and advise ATC.

9.6.4 Holding Short

Drivers shall hold short of taxiways and runways as directed by ATC at the designated hold point.

Note: In cases where hold lines are not marked, drivers must stop before the hold signs located at least 60 m from the runway edge when directed to hold short of a runway by ATC.

9.6.5 Holding Short of a Taxiway

When holding short of taxiways, drivers shall stop at the intersection markings or signage, or in their absence, at least 60m from the intersection.

9.6.6 Approaching a Hold Line

Approach a hold line or sign slowly, thereby indicating to ATC the intention to stop. Stop approximately one car length from the hold lines. This distance ensures visual contact with the signs and provides enough space to turn away from the hold line if required.

9.6.7 Driving on Taxiways

Drivers should travel on or near the edge of a taxiway to avoid dropping FOD on the centre line. If a vehicle approaches in the opposite direction, drivers shall position themselves to the right of the centre line for passing.

Signs identifying runways and taxiways are usually posted to the driver's left to provide drivers with adequate warning for safe turning.

9.6.8 Driving on Runways

When given permission to cross or drive on a runway, drivers shall:

- drive as quickly as safely possible to minimize the time spent on the runway.
- drive to the right of the runway centre line markings to enhance vehicle visibility by ATC.

Vehicles driving directly on the runway centre line are not clearly visible from the air and, at night, may blend in with the runway lighting.

9.6.9 Grassed Areas

Vehicles should avoid driving on grassed areas unless it is an operational necessity. Grassed areas may be soft and the vehicle may become stuck.

Vehicles stopping on grassed areas shall not be left unattended within a runway strip and/or obstacle limitation surface.

Vehicles travelling along the sides of taxiways shall not be closer than 36m from the taxiway edge.

When holding short of either a runway or a taxiway while waiting for permission from ATC to cross from one grassed area to another, a vehicle must hold no closer than 60m from the runway or taxiway edge.

9.6.10 Electronic Navigation Equipment

Vehicles can seriously interfere with electronic equipment. Vehicles must stay clear of all communication and instrumentation system buildings unless authorized by ATC.

9.7 Parking and Securing Vehicles and Equipment

When parking a vehicle, operators shall:

- shift the gear to park or neutral.
- turn off the ignition.
- apply the parking brake.

All beacons, headlights, and taillights shall be turned off when vehicles are parked in approved parking locations on any airside surface.

When leaving a vehicle parked or unattended in a location not designated for parking, (as may be required for runway, taxiway, or apron construction purposes), leave the vehicle's parking lights and beacon on at all times in conditions of poor visibility or darkness.

Unless an operation requires otherwise, the engines of parked vehicles shall be turned off.

Wherever practical, drivers shall back into parking spaces. A front view when leaving the parking space ensures safer re-entry into apron traffic near terminal buildings, loading bridge areas, and other heavy traffic areas.

Parking vehicles and/or equipment in a way that obstructs or partially obstructs a nearby roadway or vehicle corridor is prohibited.

If in strong winds pilots choose to park in such a manner that it will not weather cock the aircraft, then extra safety precautions must be taken to ensure the extended safety of passengers and/or aircraft operating on the same apron.

9.7.1 Securing Running Vehicles

Equipment that must be left running due to extreme weather conditions and is left unoccupied must be in neutral or park, secured by a functional parking brake AND be chocked (or be attached to an aircraft which is chocked).

This practice will be allowed when an actual temperature of -15°C and a wind chill of -20°C is achieved. Once this period passes, the prohibition against leaving vehicles unattended with engines running will be considered reinstated.

Vehicles which must be left running for operational reasons regardless of weather, shall be secured in the manner outlined above.

9.7.2 Designated Parking

Operators shall park vehicles and equipment on aprons and terminal service roads within apron safety lines or designated parking spaces. When no designated parking spaces are available apron areas not used for the movement of aircraft may be used for short-term parking.

9.7.3 Vehicles Subject to Towing

Vehicles that are not parked within apron safety lines or designated areas or that are parked in prohibited areas or impeding airport operations are subject to towing. The owner of the towed vehicle or equipment shall pay for all towing and retrieval costs and drivers may be issued a Notice of Infraction.

When practical, Enforcement Officers may warn operators before equipment is towed; however, where the improperly parked vehicle or equipment represents a safety hazard, it may be towed without notice.

9.7.4 Prohibited Parking Areas

Do not park a vehicle in an area designated as a loading zone or a bus bay.

Do not park a vehicle within 3m of a fire hydrant.

Do not park vehicles or equipment in any area that may block or interfere with an emergency exit.

Do not park within or against the Primary Security Line (PSL) fence. A PSL "clear zone" of 1m airside and 3m groundside is required to be free of any obstructions (vehicles, equipment, materials, snow).

Do not park an aircraft fuel servicing vehicle within 15m of any buildings containing personnel or members of the public including:

- airport terminal buildings.
- aircraft cargo buildings.
- aircraft hangars.
- any other airport structure designed to house the public that has windows or doors facing airside.

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

9.7.5 Electrical Cables and Hoses

Vehicle operators shall not drive over electrical power cables (unless the electrical power cable is protected by a hard cover cable ramp), fuel hoses, or any other such item under any circumstances.

Around gate areas, vehicle operators must not drive over clear plastic hoses carrying potable water.

9.7.6 Lightning

When lightning is detected in the vicinity of the airport, drivers shall exercise extreme caution while performing duties on the movement area and follow their company's established lightning protocol.

Each employer is responsible for relaying their company policy and procedures regarding thunderstorms and associated weather phenomena to their employees.

9.7.7 Snow Removal Operations

Snowblowers, plows, and sweepers frequently operate under conditions of severely reduced visibility (created by their operation).

When driving near snow removal operations, all vehicle operators shall:

- reduce their speed and proceed with extreme caution.
- yield right-of-way to snow removal equipment during snow removal operations (emergency response vehicles excluded).

Snow removal equipment can be seriously damaged by FOD items such as electrical cables, chocks, chains, baggage, or parcels. The removal and storage of such items is the responsibility of all AVOP drivers.

9.7.8 Construction and Flagging Operations

At airside construction sites, flagging personnel and escorts ensure safe and efficient interaction between airside construction activities and aviation operations.

Flagging personnel may be identified by any combination of the following.

- Safety vests
- Reflective wands and flashlights as required
- Reflective vehicle traffic control signs (stop/go)
- Vehicle identification flags and/or magnets

All drivers transiting to and from a construction site shall:

- obey all speed limits posted in construction zones.
- obey the direction of flagging personnel at all times — drivers shall stop and question flagging personnel for permissions, restrictions, and procedures or any information if direction is unclear or required in order for the driver to proceed.
- report any observed FOD to flagging personnel for immediate cleanup.
- report any vehicle malfunctions to flagging personnel so that safety markings may be put in place to alert other vehicles.

Construction vehicles may use service roads and vehicle corridors to access their construction sites.

9.7.7.1 Crossing Movement Area Surfaces under Flagging Operations

The Director, Airport Operations may designate flagging procedures across active taxiways to ensure the safe and expeditious crossing of taxiways to and from a construction site, with minimum radio control from ATC.

All drivers requiring access to such sites must comply with the direction of flagging personnel. While it is the flagging personnel's responsibility to ensure that the taxiway is clear prior to signalling vehicles to cross, each driver crossing the surface shall check that it is clear and safe to cross before proceeding.

10.0 SAFETY REQUIREMENTS AND PRACTICES

10.1 Introduction

Aviation safety is our collective responsibility and remains our highest priority in all airside activities.

No person shall operate a vehicle in an airside area in a manner dangerous to aircraft, equipment, pedestrians, or vehicles. At no time do operational considerations, such as time pressures, allow drivers to disobey any of the directives described in this manual.

10.2 Red Deer Regional Airport Safety Management System

The Safety Management System is designed to prevent the spread of hazardous conditions at the airport. As an employee/tenant/user at Red Deer Regional Airport, your job takes you to areas where you see things that many can't; because of this privilege, the program needs you to be the eyes and ears of the airport to bring unsafe conditions forward so that the Airport Authority can take action. Any safety or security concern can and should be reported to the Director, Airport Operations and/or Director, Safety & Security. As a RAP/IP holder you are obligated to report security concerns as soon as you see them. Concerns will be investigated, and any action taken reported back to those who raised it.

Reporting can be done via the following:

- Emergencies: 403-318-7842
- Non-emergencies: 403-886-4388
- Proactive safety and security concerns:
 - by email: info@flyreddeer.com
 - by website: [Red Deer Airport, AB | Official Website \(flyreddeer.com\)](https://www.flyreddeer.com)

10.3 Distractions, Task Saturation, and Fatigue

Working safely at an airport requires one to be alert, healthy, well-rested, and focussed on the task at hand. The airside environment is considerably different than provincial roads and highways and often requires drivers to do other tasks at the same time – be it communicating on a radio, inspecting airfield surfaces, towing long or heavy loads in tight quarters and more – all while being exposed to temperature extremes and poor weather at all hours of the day and night.

There are many factors which can increase the risk of an accident. Transport Canada publishes a workbook on fatigue management that can be accessed at the following link for those interested in learning more: [Fatigue Risk Management System for the Canadian Aviation Industry - Developing and Implementing a Fatigue Risk Management System - TP 14575 \(canada.ca\)](https://www.canada.ca/en/transport-canada/services/publications/aviation/fatigue-risk-management-system-for-the-canadian-aviation-industry-developing-and-implementing-a-fatigue-risk-management-system-tp-14575.html)

10.3.1 Handheld Devices

Vehicle operators shall exercise caution and focus on the task of driving. The use of hands-free communication equipment is recommended where practical.

Stopping the vehicle in a safe area, as appropriate, is recommended practice when taking a call or communicating on two-way radios.

No person shall drive a motor vehicle airside while holding or using a handheld wireless communication device, with the exception of company radios in the performance of one's duties.

Dialing or texting is prohibited while the vehicle is in motion and the use of personal electronic equipment or entertainment devices while operating a vehicle airside is also strictly prohibited.

Handheld devices may be used by airport personnel when required to respond to an emergency.

10.4 Accidents and Incidents

Drivers and witnesses to an accident or incident shall immediately report any of the following to the Director, Airport Operations:

- all accidents and incidents resulting in, or with the likely potential to result in:
 - personal injury
 - damage to aircraft, vehicles, equipment, or property
- fuel and hazardous material spills.

This directive supersedes any tenant or company policy and forms part of the Terms and Conditions of AVOP issuance. Failure to report an accident or incident, or failure to remain at the scene, may result in AVOP enforcement penalties.

10.4.1 Commanding Authority at Accident/Incident Scenes

All personnel involved in, or witness to, an accident or incident must remain at the scene and refrain from moving vehicles or equipment or altering the scene in any way until authorized to do so by the commanding authority at the accident or incident scene.

The commanding authority may be:

- Emergency Services (Fire)
- Director, Airport Operations
- Director, Safety & Security
- Royal Canadian Mounted Police (RCMP)

Involved parties shall comply with the direction of the commanding authority. In cases involving personal injury or death, police officers are the commanding authority. In all other cases, RDRAA officials are the commanding authority at any accident or incident scene until emergency services arrives.

10.4.2 Accident and Incident Scene Compliance

Accident or incident scene compliance is mandatory and all AVOP and RAP/IP holders are required to cooperate with investigating personnel for the purpose of providing witness accounts, interviews, and statements as an immediate priority if determined by the investigating Enforcement Officer or commanding authority.

This directive supersedes any company or tenant policy. RDRAA personnel, emergency services, or police officers, as appropriate, shall be considered first priority. Company unions or health and safety representatives do not have authority or jurisdiction at an accident or incident scene.

If requested, AVOP holders shall surrender their RAP/IP/AVOP to Enforcement Officers or the commanding authority as part of the Terms and Conditions of Issue. Failure to comply shall be considered a Major AVOP Infraction for “interfering with an emergency in progress” and “failure to comply with Enforcement Officers” and may result in revocation of AVOP privileges.

Further penalties and sanctions may apply at the discretion of the Director, Safety & Security.

10.5 Emergency Scenes

All vehicle operators shall ensure that they and their vehicles remain clear of emergency scenes and responding personnel.

Vehicle operators are not permitted to drive in front of staged emergency vehicles with activated warning lights. Emergency Services or RDRAA personnel shall direct drivers to positions behind the scene or attending emergency vehicles.

10.6 Pedestrians

Pedestrians with an operational requirement to be on the maneuvering area require authorization from Air Traffic Control (ATC).

All pedestrians working in the maneuvering area shall:

- wear a high visibility safety vest.
- carry a light when necessary.
- be escorted by a vehicle in contact with ATC.

Pedestrians airside shall not impede, interfere with, or obstruct in any way the free movement of traffic (except those employed to control traffic). Cross walks and passenger path lines shall be used where designated.

10.7 Tire Chains

The use of steel-cabled tire chains with spring traction coils or standard, metal-linked tire chains is strictly prohibited on airside.

Enforcement Officers shall issue a Notice of Infraction to any driver who fails to remove tire chains.

10.8 Wearing High Visibility Safety Vests

All persons working or accessing airside, who are outside the protection offered by a vehicle with an enclosed cab (such as a tractor or belt loader) shall wear high visibility garments (safety vest or other clothing) that conforms, at minimum, to **the latest Class 2 version** of one of the following standards: CSA Z96 or ANSI/ISEA 107 or EN 471.

For the purposes of this rule, the term “airside” includes all baggage lateral, make-up, and baggage road areas, all terminal, hangar, cargo, maintenance, de-icing, and general aviation aprons, and all vehicle corridors, as well as taxiways, runways, and areas adjacent thereto.

10.9 Vehicle Inspection Prior to Use

All drivers shall conduct an exterior check of the vehicle prior to operation to ensure it is safe and fit for use and is not at risk of depositing FOD on the airfield.

10.10 Wearing Seat Belts

Drivers and passengers are encouraged to wear seat belts while vehicles and equipment are in motion on airside, provided seat belts were installed for use by the original manufacturer. During activities where the wearing of seatbelts would pose a greater risk to occupants, their use should be avoided.

10.11 Stabilizers

If vehicles or equipment are outfitted with stabilizers, vehicle operators shall use them in the performance of duties. For example, catering truck personnel shall use the truck's stabilizers when loading an aircraft, as required.

10.12 Hazards

10.12.1 Spills

The party responsible for causing a hazardous materials spill—hydraulic, or other foreign fluid spills (e.g., lavatory, gas, diesel, or jet fuel)—is responsible for reporting its nature and location to the Director, Airport Operations.

All spills must be cleaned up in a timely manner in accordance with the RDRAA Environmental Policy. An acceptable clean-up time will depend on an assessment of:

- operational requirements.
- the spill's threat to the environment or safety.

Appropriate actions must be taken to ensure the safety of all apron users until the apron is returned to a safe operating condition. If, in the opinion of the DAO, or designate, the operator or agent is not addressing the situation promptly and/or correctly, the DAO will cause the spill (including de-icing fluids) to be cleaned up and the cost will be the responsibility of the party creating/causing the spill.

10.12.2 Foreign Object Debris

FOD is any metal, plastic, earth, or paper litter that could potentially cause damage to jet engines and injury to personnel. Some examples of FOD include but are not limited to:

- metal—bolts, screws, tools, luggage locks, buckles
- plastic—cups, water bottles, shrink wrap, garbage bags
- paper—magazines, newspapers, cups, baggage tags
- earth—mud, wood, stones, gravel.

Loose concrete and asphalt as well as items that fall onto the apron during transport shall also be considered FOD (e.g., mail, cargo boxes, and luggage).

All airside personnel shall assist in keeping the movement area clear of FOD by checking that wheels and tires are clean before they enter these areas. No person shall deposit or leave any substance or material that may damage aircraft or vehicles.

If unable to retrieve FOD, the operator shall report its nature and location to the Director, Airport Operations or Director, Safety & Security.

Vehicle operators who generate FOD or fail to remove it may be:

- served with a Notice of Infraction.
- required to meet with the Director, Safety & Security for further administrative action.

10.12.3 Loose Baggage and Articles

Vehicle operators shall remove loose baggage and articles from the apron area or vehicle corridors to one of the following locations.

- A less hazardous position beside the gate, vehicle corridor, and/or terminal building.
- Airside entrance or exit points.
- The originator of the item, in accordance with tenant company procedures.

11.0 RADIOTELEPHONE PROCEDURES

11.1 Introduction

To apply for a “D” or “D/A” permit, applicants must have a Restricted Operators Certificate (Aeronautical). The *Study Guide for the Radiotelephone Operator's Restricted Certificate (Aeronautical)* may be obtained at Industry Canada offices or downloaded from the Industry Canada web site. This section describes radiotelephone procedures pertaining to operations at Red Deer Regional Airport.

11.2 Radio Operation

Before attempting to speak over a frequency, listen to its activity and avoid interrupting any current transmission.

When the frequency is clear, press and hold the press to talk (PTT) button to speak, and release to listen. Avoid clicking on and off and release the PTT button immediately when your transmission is complete.

Ensure that the radio is never positioned in such a way that the PTT button can be accidentally depressed. This is referred to as a “stuck mic (mike)” and renders a radio frequency unusable, which can create significant disruption in the movement of airport traffic. If the frequency to which the radio is tuned seems quiet for an inordinate length of time, double-check the position of the microphone.

11.2.1 Using Call Signs

When operating in the movement area, vehicle operators shall use the assigned vehicle call sign for all radio communications with the Air Traffic Control (ATC). Abbreviated call signs may create confusion with other vehicles or aircraft and must not be used.

11.2.2 Radio Volume

Radio operators shall ensure that:

- radios are clearly readable from any location on the field. ATC will deny any driver with an unsatisfactory radio access to the maneuvering area.
- all instruction is clearly heard by maintaining sufficient radio volume level, using a headset, or closing vehicle windows. When holding short of a runway, the extreme noise of landing and departing aircraft can easily drown out radio transmissions.

11.3 Contact Air Traffic Control

Before entering any part of the maneuvering area, operators shall establish contact with ATC and obtain the necessary authorization. Furthermore, they shall ensure that they clearly understand all ATC instructions before entering the maneuvering area or crossing a runway.

Monitor the radio at all times while in the maneuvering area. No vehicle operator shall leave a vehicle radio unattended except with the specific permission of the Air Traffic Controller (Controller).

Vehicle operators should be familiar with aircraft types as the Controller may refer to aircraft types when specifying directions. For example, drivers may be instructed to follow a Dash-8.

Controllers may also use cardinal compass points (north, south, east, west) in their instructions.

11.3.1 Cross Coupling

During periods of low activity ATC will enable cross-coupling of radio frequencies. This will allow the specialist to transmit on two frequencies at once. When cross-coupling is occurring, you may hear information or instructions for aircraft on the vehicle control frequency. Ensure that you are not interfering with these instructions when transmitting and be prepared for short delays when requesting authorizations. You will not be able to speak directly with the aircraft but should use the ATC transmissions to build situational awareness of your surroundings. On occasion, a vehicle operator may be asked to speak directly with an aircraft. In this case ATC will specify the frequency to be used and identify the aircraft to be contacted.

11.4 Crossing a Runway

Explicit authorization is required for an aircraft or vehicle to cross a runway, regardless of whether the runway is active. If runway authorization is not included in a transmission, the vehicle operator shall request and verify ATC authorization for crossing the runway before proceeding.

In addition to receiving ATC permission via radio to proceed into or within the maneuvering area, drivers shall visually check that proceeding as permitted will not cause interference with any aircraft.

11.4.1 Calling "Off the Runway"

Vehicle operators use the term "off" when leaving the runway to avoid any confusion with aircraft pilots who use the term "clear".

After receiving instructions to cross, or when exiting a runway, drivers shall advise ATC they are "off" the runway when the vehicle is past the hold line or, if no line is marked, at least 60m from the edge of the runway. Drivers shall not report "off" while still in the process of leaving the runway. A sample radio communication follows.

ATC: "Tractor 131 plus two, cross 35, Delta, Hold short of 12."

Vehicle: "Cross 35, Delta, Hold short of 12, Tractor 131 plus two."

Vehicle: "Tractor 131 plus two, off 35."

11.4.2 Calling "Established"

Drivers shall advise that they are off, or at location within, the maneuvering area by calling "established" **only** when requested to do so by ATC. This reduces radio congestion. An example follows.

Vehicle: "Red Deer Ground, Staff 22 on B, request proceed to C via A."

ATC: "Staff 22 Proceed to C via A and call established."

Vehicle: "Staff 22, proceed to C via A, call established."

Vehicle: "Staff 22, established A."

11.5 Radio Failure

If a driver's radio fails while the vehicle is in the maneuvering area, the driver shall turn the vehicle to face Air Traffic Control and flash the headlights off and on then attempt communications using a cellular telephone or company radio then exit the runway as soon as practical.

If a driver's radio and vehicle both fail, the driver shall stay with the vehicle and attempt to establish contact with ATC through other means of communication (for example, a cellular telephone or company radio). In adverse weather conditions normally associated with combined vehicle and radio failure, the vehicle provides protection until help arrives.

If communication with ATC cannot be established, call the Director, Airport Operations.

11.6 Runway Safety

While operating a vehicle on the maneuvering area means much of the other vehicle traffic “clutter” that is encountered on the aprons is not an issue, the severity of consequence can be much higher when an accident or incident does occur.

The following practices must be observed by drivers operating in or near the runway/taxiway environment.

Ensure Need and Right

- Use service roads whenever possible to minimize time spent on taxiways and runways.

Vehicle Serviceability

- Ensure appropriate vehicle lights (high beams, flashers, beacons, and auxiliary lighting) are operational prior to departure.

Be Prepared -- Know Your Route and Risks

- Review the airport map prior to moving the vehicle and have it out and available for immediate reference while driving.
- Review current airfield information for any taxiway closures, runway closures, construction activity, or other surface risks and brief these with other vehicle occupants if available.

Professional Phraseology

- During radio transmissions, use correct terminology and proper voice cadence. Don't be casual.
- Copy your instruction and review the assigned route. Read back all instructions. If in doubt always ask again.

Listen for Call Sign Conflicts

- Be aware of aircraft with similar call signs to each other and yours – especially duplicate numerals. Listen for company prefixes.

Visually Confirm Instruction

- When authorized to cross any runway or taxiway, first visually check to ensure there is no conflicting traffic. If there is any doubt that the runway is clear, reconfirm crossing instruction with ATC.

Don't Assume You Are Visible

- Sightlines for pilots while aircraft are on the ground can be extremely limited when it comes to spotting vehicles and equipment due to height differential between aircraft and vehicles, aircraft windshield size and configuration and the position of other aircraft structures such as wings and engines.

Avoid Task Saturation

- Eliminate distractions while driving.
- Focus attention and have your "eyes out" of the vehicle. Assign secondary tasks to other occupants of the vehicle whenever feasible.

11.6.1 Driver Disorientation

If vehicle operators become lost or confused while driving on the maneuvering area, they shall:

- stop the vehicle.
- immediately notify ATC.

11.7 Equipment Failure

If equipment breaks down while in the maneuvering area, operators shall immediately notify Air Traffic Control of their location and difficulty and request assistance.

If equipment breaks down on the apron, drivers shall:

- remain with the equipment if possible.
- contact their employer.
- advise the Director, Airport Operations if equipment cannot be removed without assistance.

11.7.1 Reporting Foreign Object Debris

Vehicle operators who encounter or cause any obstruction or potentially hazardous condition on the movement area—including FOD—shall report its nature and location to the Director, Airport Operations or Director, Safety & Security.

Vehicle operators shall **not** stop driving on the maneuvering area without contacting ATC.

Therefore, when encountering FOD in the maneuvering area vehicle operators shall:

- advise ATC of the type and exact location of the FOD.
- retrieve the FOD if authorized by ATC and able to do so.
- continue driving as instructed by ATC.

12.0 APPENDIX A: AIRPORT CONTACT INFORMATION AND FREQUENCIES

Red Deer Tower	118.500
Red Deer Ground	121.900
Red Deer ATIS	124.000
RCAL (radio-controlled lighting)	118.500
Aviation Emergency (Aircraft Use)	121.500
Red Deer ATC (Comm Failure)	403-886-4547 or 403-886-4549
Director, Airport Operations	403-318-7842
Director, Safety & Security	403-350-6766
After Hours	403-318-7842

13.0 APPENDIX B: AIRPORT DIAGRAM

