AVOP

Airport Traffic Directives | DA 2024

Version: June 2024

Toronto Pearson

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Greater Toronto Airports Authority
P.O. Box 6031
3111 Convair Drive
Toronto AMF, Ontario L5P 1B2
(416) 776-3000
www.TorontoPearson.com

Front Matter

Document Control

Document changes will be shown by providing a vertical line in the margin where changes in paragraphs or wording are made. Completely rewritten documents will not display vertical black lines.

Version	Date	Changes	Prepared by	Approved by
July 2015	2015-07-27	Revised per Paul Woods.	Jill Smith, Manufact Technical Writing Inc.	Paul Woods
December 2018	2018-12-21	Revised per Paul Woods and Brian Oldham	Craig Gross, Manufact Technical Writing Inc.	Paul Woods
March 2023	2023-02-28	Updated various sections	Christopher Stubbs	Robyn Rau
April 2023	2023-04-11	Removal of fueling equipment having right-of-way. Minor formatting changes.	Robyn Rau	Robyn Rau
June 2024	2024-04-14	Document changes will be shown by providing a vertical line in the margin where changes in paragraphs or wording are made. Completely rewritten documents will not display vertical black lines. Reformatted document, added list of figures, added list of changes, and added index.	Dariusz Jawornicki Craig Gross, Manufact Technical Writing Inc.	Robyn Rau
February 2025	2025-02-06	Typographical error 3.7.4.1	Robert De Mesa	Robyn Rau

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1. Introduction

1.1 About This Document

This volume of Airport Traffic Directives outlines the airside rules and policies governing the use of the AVOP GA/DA, DA permit. DA permits are issued to those with a need and right to access airside aprons and vehicle corridors in the ongoing and regular performance of their duties.

Use this manual as a guide to study for the written and practical exams to attain an AVOP DA permit and keep it available as a reference tool during the life of your DA certification. This document should be used in conjunction with the Airport Traffic Directives – AVOP Requirements and Administration document, which contains information on policies and procedures related to application, training, testing, renewal procedures, etc. That document also outlines infraction types and penalties for failing to operate according to established airside rules.

Those acquiring a D AVOP permit, which allows drivers to access runways and taxiways will, after learning all the information in this book, move on to the Airport Traffic Directives – AVOP D manual, posted on webpage Toronto Pearson Airport (torontopearson.com/AVOP

Content in these books complies with the standards and practices published in Transport Canada's Aerodrome Standards and Recommended Practices, Canadian Aviation Regulations, and the Airport Traffic Regulations.

1.2 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 refueling, servicing, maintenance, and parking of aircraft, and any movement of aircraft, vehicles, and pedestrians necessary for such purposes. At Toronto Pearson, aprons are the areas adjacent to airside buildings, including but not limited to terminal buildings.

Maneuvering Area: Used for the takeoff, landing, and taxiing of aircraft. It includes runways, taxiways, high speed exits (taxiways enabling aircraft at high speeds to safely exit from runways), and apron entrances/exits (apron and taxiway intersections).

Additional airside areas at Toronto Pearson include:

- Infield Tunnel.
- General Aviation North Area.
- Central Deicing Facility. (CDF)
- Infield Concourse. (IFC)
- FedEx Apron.
- Bombardier Facility
- 3-Bay/Skyservice Hangar.
- Cargo West (Cargo 1, 2, 3).
- Cargo East (Vista Cargo)

2. Markings, Signs, and Lights

2.1 Introduction

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

This chapter identifies the different areas of the airside surfaces at Toronto Pearson, and the pavement markings, signs, and lights used to control vehicular and aircraft movement on each.

2.2 Apron Pavement Markings

Vehicle operators must be familiar with the apron layout, including the locations and appearance of the following apron pavement markings:

- aircraft gates.
- vehicle corridors.
- aircraft stand taxilanes.

2.3 Aircraft, Vehicles, Equipment and Pedestrians

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

Passenger Path Lines: White or Green markings identifying a safe path for passengers walking between the terminal and an aircraft parked on the apron (typically a commuter aircraft). Driving over these lines when aircraft are on the associated gate and passengers and/or crew are present is prohibited. Parking on these lines at any time is strictly prohibited.

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 (R1/R2 doors) or right side of the gate when entering from the tail of stand corridor.

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.

Rolling Stock Staging Lanes: White in color. Inside safety lines. No parking. For the purpose of baggage staging/operations.

Equipment Restraint Lines: Red single lines identifying aircraft gating areas. Drivers may not drive through these areas when aircraft are entering or exiting the gate or being pushed back from the gate. Equipment restraint lines are painted at the head and sides of aircraft stands only. Equipment is not to be left unattended in these areas.

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.

2.3.1 Aircraft

All apron pavement markings pertaining to aircraft are yellow.

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.

Aircraft Stand Taxilane Markings: A single yellow line identifying the center of an aircraft stand taxilane. Low visibility routes are outlined in black. These markings guide aircraft to the aircraft stand markings.

2.3.1.1 *Vehicle Corridors*

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 taxilane).

Note: Checkered corridor markings are a visual reminder to be extra vigilant for aircraft traffic crossing your path.

In both cases above, these lines are:

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

Non-standard vehicle corridors are single-lane corridors that connect to a main corridor and are marked by two solid white lines; however, these lines:

- are spaced 4m apart.
- have no dividing broken lines.

Vehicle corridors at Toronto Pearson are identified as:

1. **Tail of stand corridor** – a corridor that runs parallel to a terminal or cargo facility, at the outer boundary of the aircraft stands where the tail of aircraft ends.
2. **Outer perimeter corridor** – the corridor that runs between apron entrances AD and DV along the outer edge of the apron.
3. **Connecting corridors** — any corridor that crosses an aircraft stand taxilane marking and connects to a main corridor (i.e., Tail of Stand or Outer Perimeter Corridor). Connecting corridors are marked by parallel checkered black and white lines.
4. **Terminal Access Corridors** — connecting Tail of Stand corridors to terminal building head of stand roads.

5. **Aircraft Tail Overhang Markings** - are indicated by three broken orange lines, bordered by solid white. They indicate a vehicle corridor that may be affected by the tail of an aircraft while gated. Although the speed limit in these areas remains 40 km/h, drivers encountering such vehicle corridors are to proceed with caution.

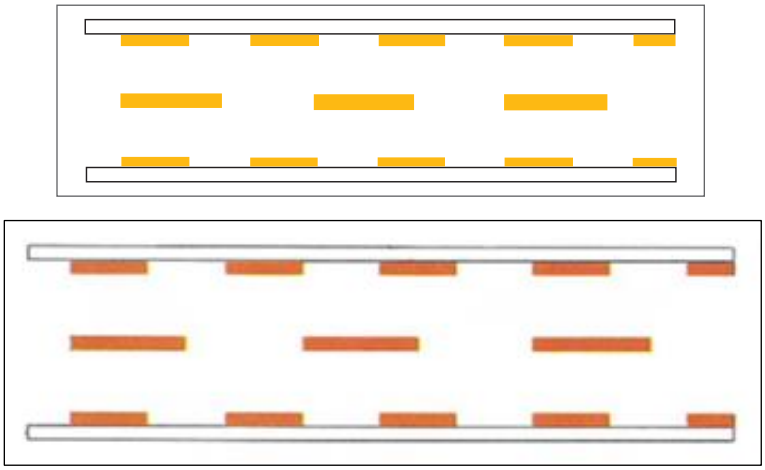


Figure 2-1: Aircraft Tail Overhang Markings

Note: On the AVOP website, see the Vehicle Corridors at T1 and T3 Apron map.

6. **Head of Stand Roads**: Roads following the front of the terminal buildings along heads of stands. With the exception of airside busses, some Emergency Service and maintenance vehicles, large vehicles and trucks are prohibited from using head of stand roads. Use of Head of Stand roads is strictly limited to vehicles with an operational requirement.

These roads have a height restriction of 4 metres due to overhead structures.

7. **Terminal Service Road:** A roadway located within a terminal building used for accessing inbound and outbound baggage belts. Use of a Terminal Service Road is strictly limited to vehicles with an operational requirement.
8. **Yield Lines**: A single white line, 45cm wide, spanning one lane of a vehicle corridor identifying where drivers must yield to oncoming traffic.
9. **Stop Lines**: A Yield Line that has a standing stop sign to signal drivers to stop.
10. **Closed Corridors:** Either a single white line spanning an entire vehicle corridor, or the word CLOSED painted in large white letters may be used to indicate that a corridor section is closed. Safety cones and/or barriers or signage may be used to indicate a temporary corridor section closure.

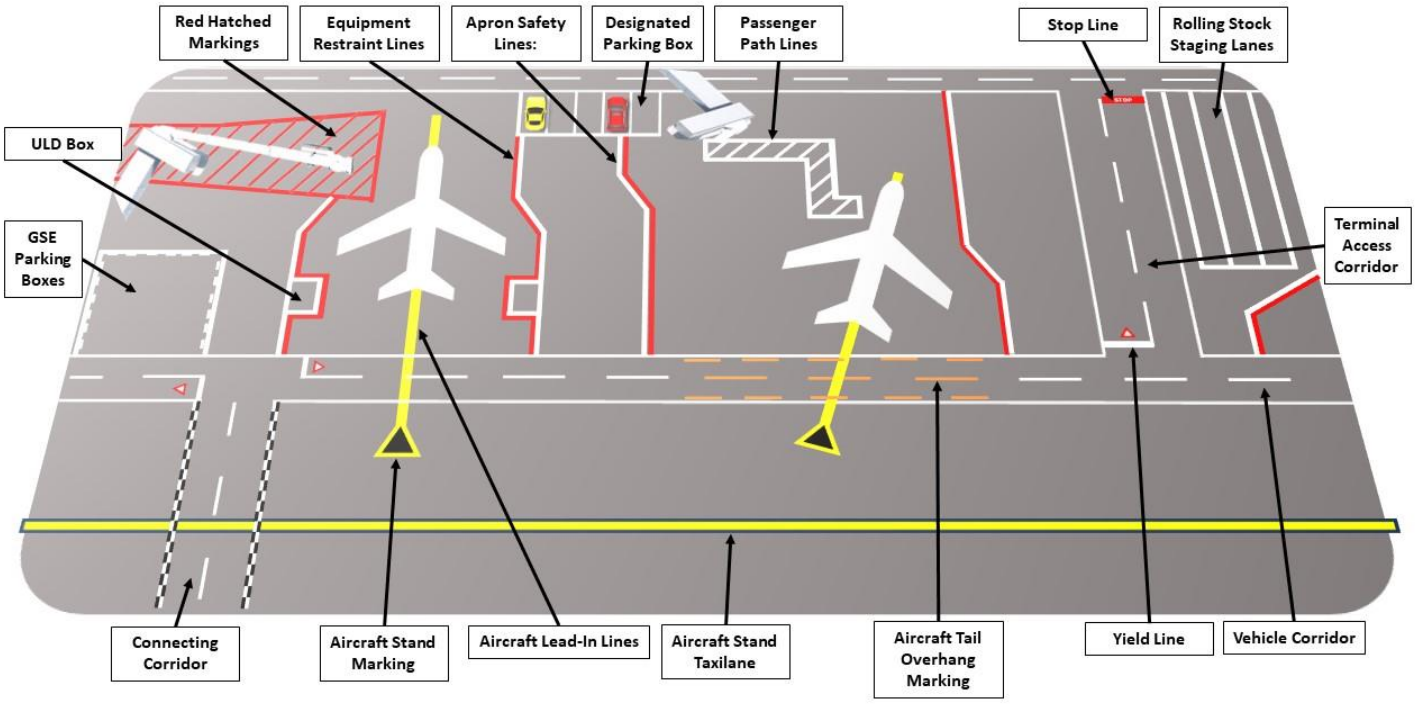


Figure 2-2: Apron markings appear as shown. Universal Load Devices (ULD) parked in lower deck ULD boxes must comply with the 7 ft. clearance requirement.

11. **Intermediate Holding Position Marking**: 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.
12. **Taxi Side Stripe Markings:** Two solid yellow lines 15 cm wide and spaced 15 cm apart, indicating the edge of aircraft load- bearing surfaces.
13. **Taxiway Centreline Marking:** The taxiway centreline is a single continuous yellow line. This provides a visual cue to permit taxiing along a designated path.

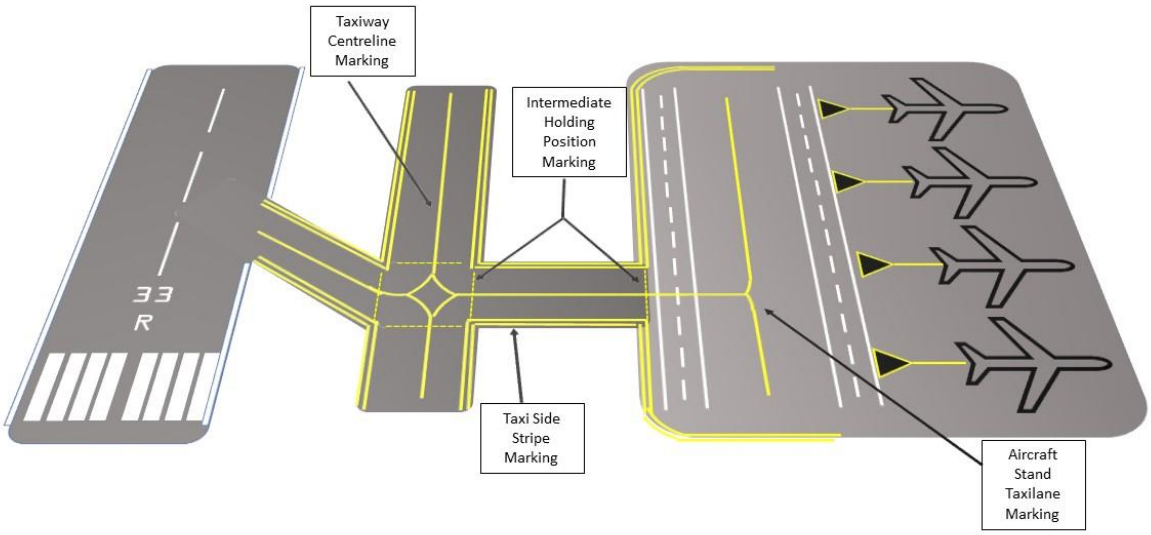


Figure 2-3: Taxiway markings appear as shown.

2.3.2 Airside Lighting

2.3.2.1 *Aprons*

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

Aircraft Stand Taxilane Centreline Lights: Green lights on the aircraft stand taxilane centreline extending from the apron entrances to the point where the aircraft manoeuver for parking on the aircraft stand.

Taxiway and an Apron Intersection: Double amber lights.

Service Road and a Taxiway, Apron or Runway intersection: Identified by a pair of single red lights on each side of the road.

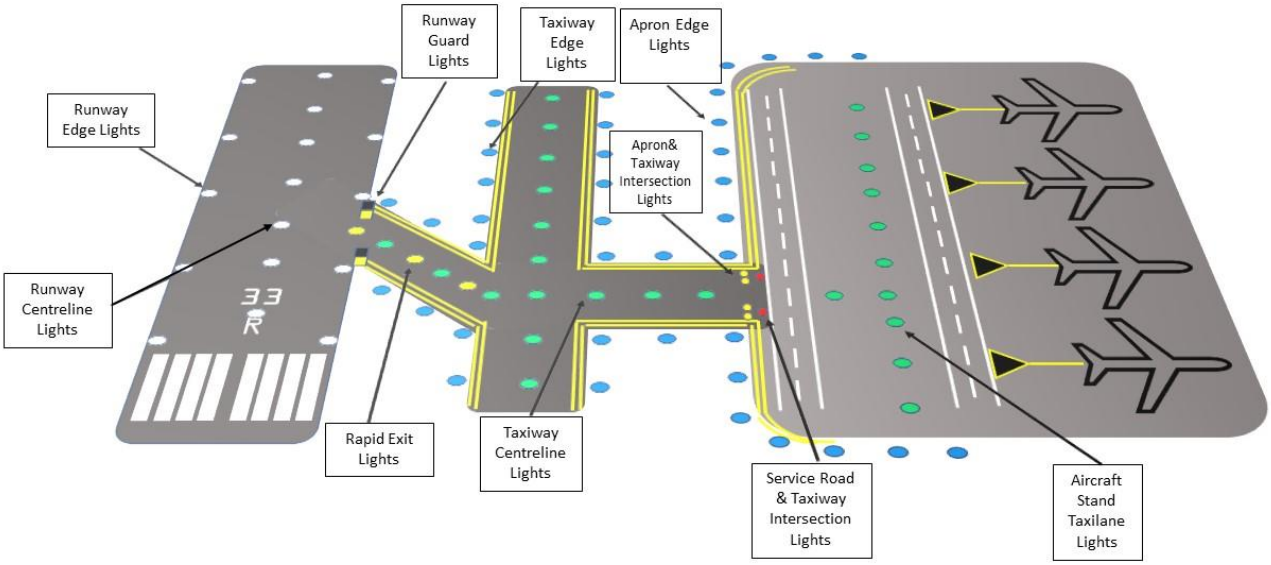


Figure 2-4: Movement Area lights.

2.3.2.2 *Other Lights*

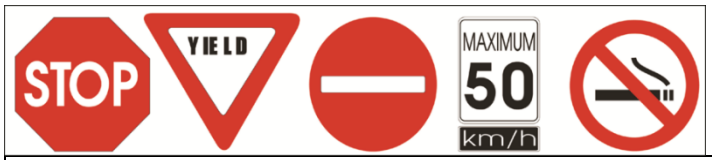
Obstruction Light(s): A red light(s) showing an area of construction or marking an obstruction.

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.

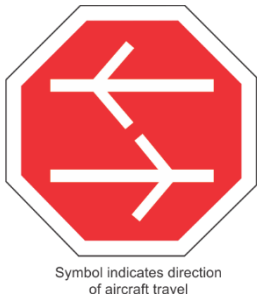
2.3.3 Signs

2.3.3.1 *Traffic and No Smoking Signs*

Below are examples of signs used at Toronto Pearson.



Vehicle Stop Markings at the intersection of horseshoe corridors.



Aircraft Warning Signs are placed in vehicle corridors to alert drivers that they are about to cross a live aircraft stand taxilane and to be extra vigilant. All vehicles must give way, stopping well clear if aircraft are approaching, otherwise drivers may continue to cross. Symbol indicates direction of aircraft travel.

Figure 2-5: Typical Traffic and No Smoking Signs

Note: Although this document pertains to DA training for driving on aprons and vehicle corridors, drivers should familiarize themselves with the lights and markings that indicate the entrances to a taxiway to recognize when they may be straying into this environment by mistake.

2.3.3.2 *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.

2.3.3.3 *Manoeuvring Area Signs*

These signs are presented to show you where you can not go as a DA AVOP holder.

Drivers who become disoriented or lost and suspect they have strayed onto a taxiway or runway should:

- Stop immediately.
- Call the Airport Emergency Line at 416-776-3033.

Sign	Location	Indicated Action
AK **Apron Entrance**	At taxiway and aprons intersections.	Indicates an apron entrance/exit. **As a DA holder, you must NOT proceed past one of these signs off the apron onto any taxiway.**
C **Location**	On taxiways.	Indicates the taxiway on which your vehicle is currently positioned. **A prohibited area for DA holders.**
D 33R-15L **Location / Mandatory Hold**	On taxiways at runway intersections.	Identifies the position to hold prior to entering or crossing a runway. **As a DA holder, you should NEVER be in this area.**

Figure 2-6: Manoeuvring Area Signs

2.3.4 Infield Tunnel

The Infield Tunnel links the main terminal aprons on the east side of the airport and infield areas on the west side. Only vehicles carrying cargo and passengers, personnel in support of airline and airport operations, and emergency response vehicles shall use it.

The Tunnel is divided into two sections:

- the North Cell containing two westbound lanes.
- the South Cell containing two eastbound lanes.

The West and East portals identify, respectively, the West and East entrances to the Tunnel. The Tunnel has a maximum height clearance of 4.65 m.

Vehicles strictly prohibited from using the Tunnel are those carrying:

- Dangerous or volatile cargo that is not properly packaged for delivery to an aircraft.
- More than 480 litres of fuel.

The left lane of each Tunnel cell is a passing lane reserved for the use of emergency vehicles and for general vehicle passing.

Except in emergencies and for the purpose of removing Foreign Object Debris (FOD), stopping in the Tunnel **is prohibited.**

Figure 2-7: Entering the Infield Tunnel at the West portal.

Figure 2-8: Infield Tunnel entrance to south cell.

2.3.5 Features and Safety Components

Embedded Vehicle Sensors: These control automatic traffic signals at the entry to each portal.

Variable Message Signs: Mounted overhead at each portal entrance, these display information about Tunnel conditions.

Lane Usage Signs: Located above each of the four travel lanes, these signs indicate lane availability. A green arrow indicates an open lane. A red X indicates a lane closure. If both lanes in a cell are closed, the open cell shall accommodate two-way traffic.

Tunnel Cell Crossover: Seven alarmed red emergency crossover doors are available for pedestrian use between the North and South Cells. Each emergency crossover door is identified by a blue light. These doors shall be used during emergencies only.

Fire Telephone Cabinets: Located at each crossover door, fire telephone cabinets contain an intercom and a pull station.

Note: Normal two-way radio and cell phones may not function within the Tunnel. In the event of a vehicle failure, contact Airport Operations Control (AOC) via the intercom at the nearest emergency crossover door.

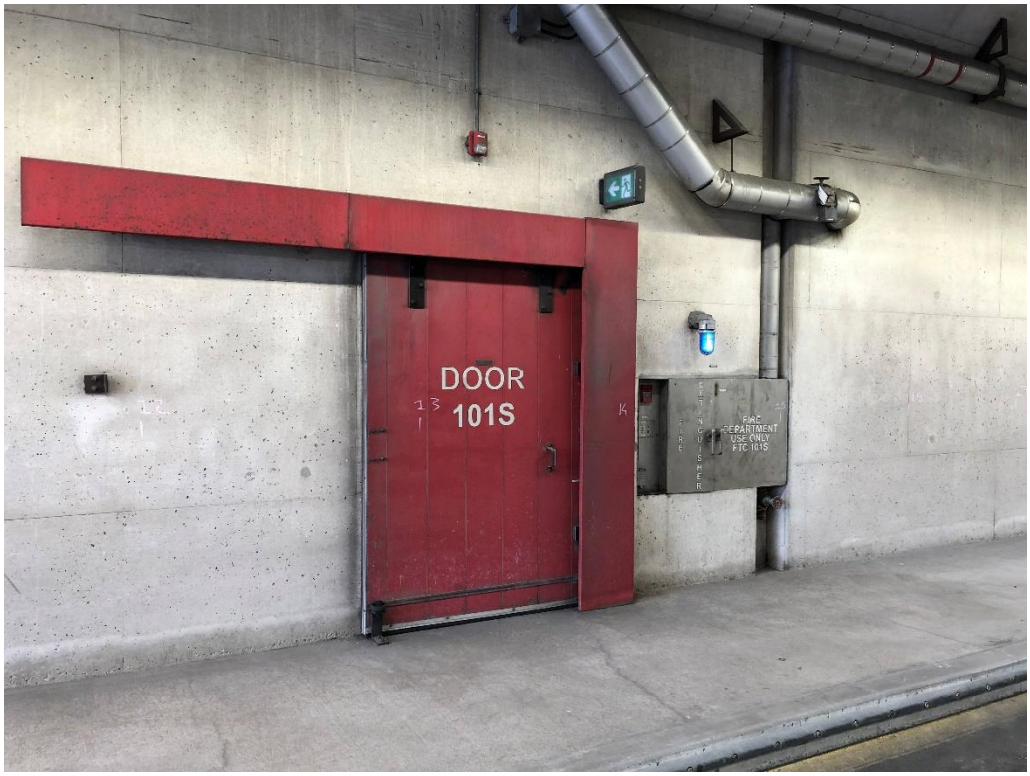


Figure 2-9: Infield Tunnel Crossover door

2.4 Deicing Facilities

Toronto Pearson has a dedicated aircraft deicing facility: Central Deicing Facility (CDF).

2.4.1 Central Deicing Facility

Vehicles operating on the Central Deicing Facility (CDF) apron may access Pads 2, 3, and 4 via the vehicle corridors. Access to all other areas must be coordinated through Pad Control—especially vehicles entering the CDF from the Manoeuvring Area.

Pads: Surfaces upon which aircraft are deiced.

Safety Zones: 10m to 15m wide strips of pavement separating pads and providing clearance for deicing vehicles, light posts, and glycol refilling stations.

On the AVOP website, see map of the Central Deicing Facility.

3. Airside Rules of the Road

3.1 Introduction

Driving on airside surfaces requires constant vigilance. Drivers must always be alert for airside vehicles, pedestrians, and aircraft that may approach from any direction.

By adhering to the rules of the road described in this chapter, drivers contribute to the safety of personnel and all airside vehicle operations.

3.2 Accessing the Airside

Drivers access the airside at airside access points. Contracted security guards are stationed in guard booths at these access points and verify each driver's Restricted Area Identity Card (RAIC), Airside Vehicle Operator's Permit (AVOP), and need and right of entry.

3.3 Non-Passenger Screening for Vehicles

Non-Passenger Screening for Vehicles (NPS-V) is a security regulatory requirement introduced by Transport Canada. It provides a means to screen airport employees and vehicles that access the critical areas around commercial aircraft from locations outside of passenger terminals (i.e., cargo facilities, catering, aircraft grooming).

The critical area is the apron area that is adjacent to the terminal buildings, including the H-gates and Infield Concourse (IFC) (when in operation).

Screening is conducted by the Canadian Aviation Transportation Security Agency (CATSA) and may include inspection of the vehicle, its contents, as well as driver screening for restricted items. Time of day and traffic volume time can affect processing times and should be considered by those requiring terminal apron access via airside roadways.

Drivers will first approach the verification booth and come to a full stop at the stop sign. A driver's RAIC will then be verified as well as all occupants in the vehicle by security personnel before being given directions via the electronic display located below each stop sign at the booth.

The signage consists of a stop sign with an electronic display below it that will show either a green arrow or a red X. When the red X is visible, drivers are to pull off into the CATSA inspection area for screening and fully cooperate with CATSA staff. When the green arrow is visible, no screening is required, and drivers are free to proceed on their way.

Note: Even if the green arrow is illuminated, drivers must stop first before proceeding. When driving in these areas, be aware of increased pedestrian activity as well as merging traffic.

Failing to stop for screening when directed to do so is a violation of the Canadian Aviation Security Regulations and may result in enforcement action against the driver.

Figure 3-1: Stop Sign at Non-Passenger Vehicle (NPS-V) Screening Point.

3.4 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 pair of single red intersection lights on each side of the road identify road holding positions.

3.5 Speed Limits

Unless otherwise posted, observe the following speed limits.

Location	Speed Limit	Speed Limit During Low Visibility Operations
Airside service roads	50 km/h	25 km/h
Infield Tunnel	50 km/h	25 km/h
Within vehicle corridors	40 km/h	20 km/h
Head of Stand Road	20 km/h	10 km/h
General Aviation North Area Apron/ Outside vehicle corridors (open apron)	25 km/h	12 km/h
Within 6m of a parked aircraft/congested area	10 km/h	5 km/h
Terminal service roads	10 km/h	10 km/h
Drive at reduced speeds during poor/adverse weather conditions.		

3.6 Apron Areas

Note: DA 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.

3.6.1 Vehicle Corridors

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

Vehicle corridors are not guaranteed safe areas, and in some locations, they infringe on aircraft clearance requirements. Taxiing aircraft may at times encroach on vehicle corridors.

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 within the solid white line located at the tail of an aircraft when it is clearly safe to do so.

3.6.1.1 *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.

3.6.1.2 *Transiting*

Vehicle operators shall use the vehicle corridor when transiting more than one gate.

Vehicle operators transiting between terminal areas shall use the outer perimeter corridor. Using the outer perimeter corridor minimizes traffic around the terminals, thereby providing safer transit for airside busses and baggage operations.

3.6.1.3 *One-way corridors*

Various vehicle corridors around the airport have been designated as one-way. These one-way areas also extend into certain baggage areas. Vehicle operators should be aware of these areas as well as be alert for signage indicating the directionality of vehicle corridors/baggage areas.

3.6.1.4 *Passing*

Passing other vehicles within all vehicle corridors 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 vehicles 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.
- Passing moving airside busses is always prohibited.
- Passing any moving vehicles on the Head of Stand Roads is prohibited at any time.

3.6.1.5 *Driving Outside Vehicle Corridors*

Authorized vehicles may operate outside the vehicle corridors in the performance of their duties.

These vehicles include but are not limited to:

- snow removal equipment
- Greater Toronto Airports Authority (GTAA) vehicles
- emergency response vehicles.

Before beginning operations that require driving outside vehicle corridors, vehicle operators shall contact the Apron Management Unit (AMU) for authorization.

3.6.2 Terminal Service Roads

Vehicle operators shall use terminal service roads (Terminal 1 Baggage Road and Terminal 3 Rainbow Road) for operational requirements only. These roads shall not be used as throughways or shortcuts.

Vehicle operators shall comply with all posted signage when using the terminal service roads. When stopped in the terminal service roads, vehicle operators shall turn off their engines.

3.6.2.1 *U-Turns*

U-turns are only permitted in designated areas of the Terminal 1 Baggage roadway. Such areas are indicated by painted areas as shown in the photo below.

Figure 3-2: T1 Baggage Road U-turn area

- U-turns are only permitted within the designated areas marked by white-painted boxes on the roadway (see photo attached).
- AVOP holder vehicle operators will be restricted to a combination of four (4) of the following: cargo pallet dollies, baggage carts, or baggage dollies, when performing the U-turn action.
- Any additional towed items beyond four (4) must be left in designated staging or parking areas only; and
- Use of appropriate maneuvering speed to avoid fishtailing or roll-over of towed items.

3.7 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. Abrupt aircraft braking may seriously injure passengers and air crew. Before entering any Movement Area, vehicle operators shall visually check for aircraft.

3.7.1 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 or

- Avoid the possibility of a collision with a vehicle.

- Apply the brakes because of any of the above or similar reasons.

Vehicle operators involved in an aircraft cut-off shall advise the Airport Operations Centre (AOC) at (416) 776-3055.

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.

3.7.2 Right-of-Way Priority

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

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

Note: Where doubt exists as to who has the priority of movement, the operator should use extreme caution and yield right-of-way.

Note: Fueling vehicles, when servicing aircraft, should have a clear egress for fuelers operating under wings, etc. to allow access in the event of an emergency.

For all other cases, see further information below.

3.7.2.1 *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.

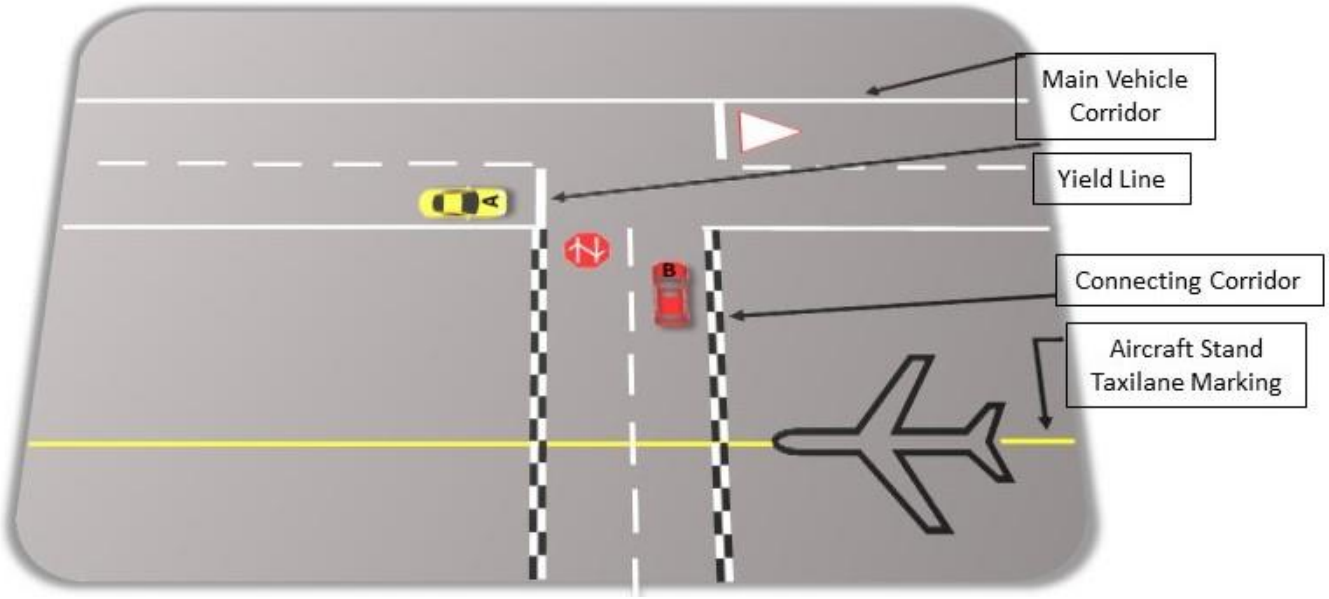


Figure 3-3: Vehicle corridor Right of Way

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

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.

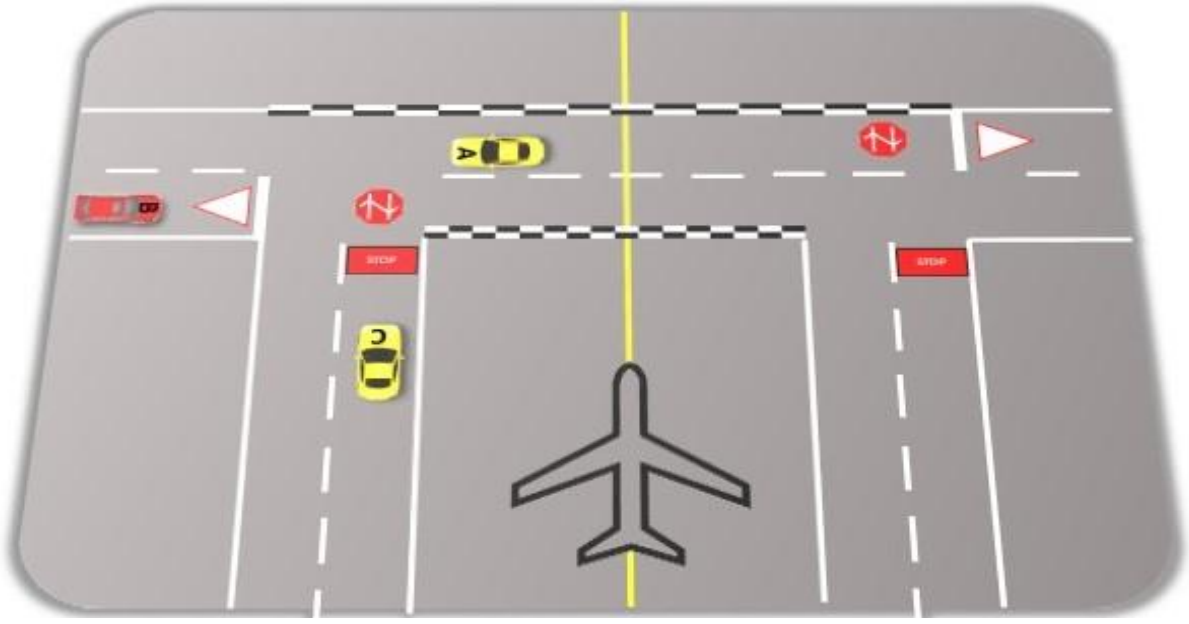


Figure 3-4: Connecting Corridor Right of Way

As vehicles A, B and C approach intersection, Vehicle A" has right-of-way as Vehicle A is in the connecting corridor. Vehicle B has the next priority and the last one is Vehicle C. Vehicles B & C are at the intersection of two main corridors, but vehicle C has a Stop sign painted on the corridor which gives this vehicle last priority.

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

3.7.3 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 lights and 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.

3.7.4 Operating Vehicles in the Vicinity of Aircraft

Some jet engines have thrust ratings that can knock over vehicles and smaller 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.

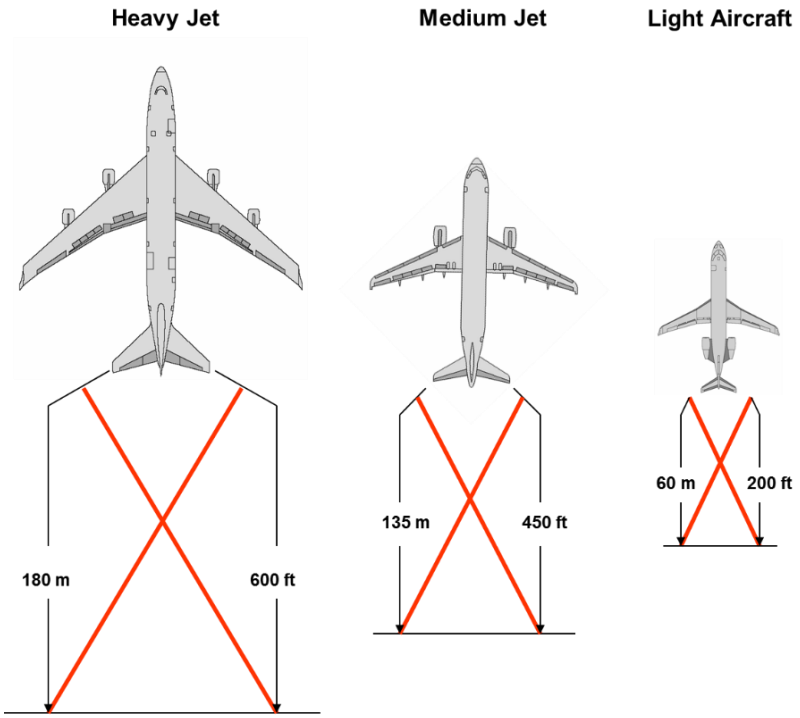


Figure 3-5: Danger idle zones vary according to aircraft size.

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.

Note: Aircraft under tow may have anti-collision beacons ON but engines will be OFF.

3.7.4.1 *Departing Aircraft*

The following are some indications that an aircraft is preparing to push back (depart) from a gate. Regardless of any lack of pushback indications (no wing walkers for example) drivers are responsible to double check and ensure it is safe to proceed.

- the bridge is retracted.
- aircraft doors and hatches are secured.
- a tug or towbar-less tractor is attached to the aircraft.
- a marshaller may be in position.
- a wingwalker(s) may be in position.
- the chocks are removed.
- servicing equipment and aircraft utilities are moved away from the aircraft.
- the aircraft anti-collision beacon(s) may be illuminated.
- the aircraft engines may be running or are being started.

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

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.
- Prior to pushback, proceed behind the aircraft only when the marshaller 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.

3.7.4.2 *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 aircraft stand taxilanes to return to the gate from which the aircraft pushed off.

3.7.4.3 *Arriving Aircraft*

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

- a marshaller is in position.
- a wingwalker(s) is in position.
- servicing equipment is staged.
- equipment is cleared to enable a safe aircraft docking.

Note: Advanced Visual Docking Guidance System (AVDGS) may be activated.

Exercise caution while driving in the vicinity of any towed aircraft: a marshalling crew does not always accompany towed aircraft; a tow crew may turn the aircraft toward a gate without advance warning.

3.7.4.4 *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 Manager, Operations. In such circumstances, a secondary vehicle will be required behind the aircraft with a working beacon, in the case of an unserviceable auxiliary power unit (APU) or in night operations.

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

Note: Daylight hours are defined as a half hour prior to local sunrise and a half hour after local sunset.

3.7.4.5 *Maintenance Runs*

During an aircraft maintenance idle run, when engines are started on the gate, vehicles are required to stop in the vehicle corridor to avoid jet blast. If a connecting corridor or approved alternate route is not available, drivers shall remain in the corridor and wait for the completion of the engine start or run. Drivers shall not deviate from the vehicle corridor or attempt to by-pass any vehicle or personnel blocking the corridor.

3.7.4.6 *Aircraft Cross Bleed Start*

During a Cross bleed start, Jet engines are normally started by air pressure from the APU. If the APU is inoperative, one engine is started at the gate utilizing GPU with an Airstart unit to pressurize airflow rotation to the second engine. This procedure will cause higher than idle speed causing more jetblast.

Note: Ramp personnel will be required to stop traffic in the vehicle corridor from driving behind the aircraft.

3.7.4.7 *Option to Leave Vehicle Corridor*

If a driver's vehicle encroaches upon an aircraft's safety zone or is in the way of an aircraft, the driver may**, provided it is clearly safe to do so**, leave the vehicle corridor and turn away from the aircraft (ideally toward the terminal building).

The direction of the turn from the vehicle corridor depends solely on safety considerations determined by the circumstances. Vehicles shall remain outside the vehicle corridor for the absolute minimum time and distance required.

3.8 Towing Equipment and Loads

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

- Six baggage carts or containers/dollies
- Four cargo pallet dollies.
- A combination of any of the above, not exceeding a total of four 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 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.

If 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.

3.9 Closed Areas

GTAA 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.

3.9.1 Construction Closures

Construction Closures may also be indicated by barriers, signage, cones, or lights. Vehicle operators are prohibited from entering or transiting through these closed areas at all times.

Only those with a valid requirement/need and right to be inside of the closure or construction site shall enter these areas. When there is a need to work inside of a closed area the driver must report to the on-site contact (Security Personnel, Site Superintendent, Supervisor, etc.) to advise they are in the work area and confirm the requirements of the task(s) necessary.

Enforcement Officers shall issue a Notice of Infraction to any vehicle operator driving through a closed area.

3.9.2 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.

3.9.3 Bridges

Passenger bridges have both fixed and moveable portions.

Drivers may operate under fixed portions of bridges that provide sufficient clearance. Driving under moveable portions of a bridge is prohibited.

Note: GTAA Maintenance vehicles are exempt from this restriction where it can be accomplished safely and in support of gate and bridge servicing activities.

3.10 Escorting Vehicles

Drivers without GTAA marked vehicle plates and/or 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 with GTAA marked vehicle plates without an AVOP.

- **a vehicle escort**—applicable to drivers operating external vehicles without an AVOP and without GTAA marked vehicle plates. 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 driver's license (PDL)
- escort **a maximum of three** vehicles.
- 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 PDL.

Drivers providing a vehicle escort shall also ensure that the escorted driver is provided with a temporary pass.

All vehicle operators driving airside under escort are responsible for:

- ensuring that their escorted vehicle has either an amber beacon or four-way flashers and head lights 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 one 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. The use of escorts for the purpose of daily operations, or the moving of Ground Support Equipment is not authorized and may be subject to the issuance of an AVOP infraction.

When encountering escorted vehicles, let the group or line of vehicles pass. Do not drive within the group.

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

3.11 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.

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.

3.11.1 Designated Parking

Operators shall park vehicles and equipment on aprons and terminal service roads within apron safety lines or designated parking spaces.

When so designated, areas beneath a fixed portion of a bridge may be used for parking vehicles and equipment.

Note: Equipment for loading and unloading sky check bags may be temporarily parked in the red hatched area near a moveable portion of a bridge, provided the bridge is not moved and all equipment is immediately and safely removed once loading operations are complete.

3.11.2 Vehicles Subject to Towing

Vehicles that are not parked within apron safety lines or designated areas or that are parked in prohibited areas 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.

Note: Unsecured ULDs are a safety hazard and may be towed. ULDs must be secured on a storage rack or dolly. For more information, see Towing Protocol.

3.11.3 Prohibited Parking Areas

Do not park a vehicle:

- in an area designated as a loading zone
- in a bus bay.
- within 1m of the Primary Security Line (PSL) fence.
- Rolling stock staging lanes
- within 3m of a fire hydrant.

- any area that may block or interfere with an emergency exit.

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.

GSE and other non-aircraft fueling shall not take place within 15m of an occupied aircraft, other than Terminal emergency generators.

3.11.4 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.

3.12 General Aviation North Area

3.12.1 Taxiway Kilo

Taxiway Kilo is an uncontrolled taxiway; therefore, authorization is not required to proceed onto it or to move within it.

Drivers shall cross Taxiway Kilo at a right angle (90° angle). When driving on Taxiway Kilo, drivers shall stay as close to the edge of the taxiway as possible.

When faced with oncoming vehicular traffic, drivers shall give way to the right. When faced with aircraft traffic, drivers shall yield right-of-way.

Pedestrians shall cross Taxiway Kilo at a 90° angle after ensuring that it is safe to proceed.

3.12.2 Parking

Equipment and vehicles must be parked in designated parking spaces or appropriate locations on the apron side of the taxiway intersection marking. Equipment and vehicles parked beyond this line may impede the clearance for aircraft taxiing along Taxiway Kilo.

3.13 Central Deicing Facility

During non-deicing operations, Pad 1 and Pad 5 are designated Taxiways Victor and Tango, respectively.

To cross these taxiways, drivers must:

- Possess a valid D permit and a valid Radiotelephone Operator's Restricted Certificate (Aeronautical).
- Coordinate the crossing of Taxiways Tango and Victor through ATC Ground Control.

If drivers must proceed onto the deicing pads, they shall contact Pad Control for further instructions. Vehicles without the listed frequencies require an escort and must obtain prior clearance from the Pad Control.

3.14 Special Operations

3.14.1 Low Visibility Operations

Low Visibility Operations, when declared by the GTAA, allow for continued operation during periods of extremely poor visibility. During these conditions, blue beacons are activated at security booths around the airport.

When blue beacons are activated, only the minimum number of vehicles required for servicing aircraft and executing duties are allowed airside.

During low visibility operations:

- all vehicles and personnel shall discontinue non-essential operations in the Movement Area until low visibility operations are terminated.
- vehicle operators shall observe reduced speed limits.
- blue beacons on all vehicles so equipped shall be activated. (Essential vehicles without blue beacons shall be permitted airside.)

For more information, see **3.5 Speed Limits** in this chapter.

3.14.2 Lightning

When lightning is detected in the vicinity of the airport, white strobe lights on the terminal buildings may be activated. Drivers shall exercise caution while performing duties on the Movement Area and follow their company's established lightning protocol.

3.14.3 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.

3.14.4 Construction and Flagging Operations

At airside construction sites, flagging personnel and escorts ensure safe and efficient interaction between airside construction activities and aviation operations. At no time shall a driver enter a construction site unless they have an operational requirement and authorization from the site manager.

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.

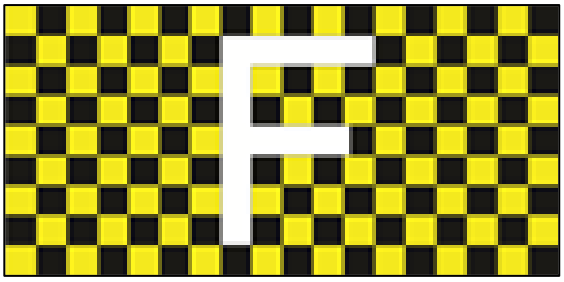


Figure 3-6: Flagging operation vehicle identification

All drivers transiting to and from a construction site shall:

- not exceed a maximum speed of 40 km/h.
- not enter unless there is a requirement and authorization granted from the site manager.
- 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.

3.14.4.1 *Crossing Movement Area Surfaces under Flagging Operations*

An airport Manager, 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 signaling vehicles to cross, each driver crossing the surface shall check that it is clear and safe to cross before proceeding.

4. Safety Requirements and Practices

4.1 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 these directives.

4.2 Toronto Pearson Safety Program and Safety Management Systems

The vision of the Toronto Pearson Safety Program is zero injuries and is supported by the concept that all injuries and accidents can be prevented. Safety Management Systems (SMS) are a process-driven method that involves all airport employees in support of a proactive approach to safety management on the airside area.

The approximately 40,000 employees of the airport are all responsible for the safety of each person who works at, uses, or visits Toronto Pearson. All employees have a duty to ensure that the airport is free of hazards and operated in a safe and secure manner to support this vision.

As an employee at Toronto Pearson, your job takes you to areas where you see things that many cannot. With 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.

Reporting can be done via the following:

- Emergencies: **416-776-3033**
- Non-emergencies: **416-776-3055**
- Proactive safety and security concerns by email: **safety@gtaa.com**

4.3 Distractions, Task Saturation, and Fatigue

Working safely at an airport requires one to be alert, healthy, well-rested, and focused 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 - Fatigue Management Strategies for Employees - TP 14573 (canada.ca)

Note: Permit holders may not drive more than sixteen (16) hours in any one shift without having an 8-hour break from vehicle operation.

4.3.1 Handheld Devices

Vehicle operators shall exercise caution and focus on the task of driving. The use of hands-free communication equipment is recommended were 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, except for 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.

NOTE: Enforcement Officers and Emergency Services may deviate from airport traffic directives in order to carry out their duties and responsibilities.

4.4 Accidents and Incidents

Drivers and witnesses to an accident or incident shall immediately report any of the following to the Airport Operations Centre (AOC) using the Airport Emergency Line at (416) 776–3033:

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

4.4.1 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
- Manager, Operations
- Aviation Safety Officers (ASOs)
- Peel Regional Police (PRP), Airport Division Officers.

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, GTAA officials are the commanding authority at any accident or incident scene.

4.4.2 Accident and Incident Scene Compliance

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

This directive supersedes any company or tenant policy. GTAA Enforcement Officers 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 AVOP card and/or RAIC 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 Manager, Airside Vehicle Operator Program.

4.5 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 Aviation Safety Officers (ASOs) shall direct drivers to positions behind the scene or attending emergency vehicles.

Note: Enforcement Officers shall issue a Notice of Infraction to any driver who interferes with an emergency in progress or fails to yield right-of-way to responding emergency vehicles.

4.6 Pedestrians

Pedestrians with an operational requirement to be on a taxilane within the Movement Area require authorization from Air Traffic Control (ATC) or the Apron Management Unit (AMU).

All pedestrians working in the taxilane area shall:

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

Pedestrians on airside shall not impede, interfere with, or obstruct in any way the free movement of traffic (except those employed to control traffic). Pedestrians are not permitted to transit between terminals via Tail of Stand roads/Connecting corridors. Shortcuts between piers or multiple aircraft gates are not allowed. Cross walks and passenger path lines shall be used where designated.

Note: Pedestrians shall not use the open apron as a shortcut. Ramp employees should walk along terminal buildings.

4.7 Bicycles on Airside

No person shall bring a privately owned bicycle airside.

This prohibition applies to terminal service roads and employee crew rooms located within the Restricted Area. Individuals using bicycles for transportation to and from Toronto Pearson shall secure them on groundside.

The only bicycles exempted from this directive are Air Canada bicycles used in the Maintenance Hangar Apron area.

4.8 Animals on Airside

No person shall bring personal animals airside. Any requests for service animals required while performing associated duties must have prior approval with substantiated documentation provided by the employer for all companies that the employee holds an AVOP for and be submitted to the Manager, Airside Vehicle Operator Program at avop@gtaa.com

4.9 Tire Chains

Vehicles may be equipped with standard, metal-linked tire chains immediately prior to and during winter storm conditions. The use of steel-cabled tire chains with spring traction coils is strictly prohibited on airside.

Chains must be removed within 24 hours of the clearing of ice and snow from:

- the gate areas
- apron taxiways and entrances.

The use of tire chains in regular apron conditions may:

- damage the apron.
- introduce Foreign Object Debris (FOD) or Foreign Object Damage.
- cause sparks on dry pavement in the area of fuel spills.

To prevent damage to the taxiway centreline lights, vehicle operators shall not drive over the inset lights when their vehicles are equipped with tire chains.

Note: Enforcement Officers shall issue a Notice of Infraction to any driver who fails to remove tire chains within the defined time period.

4.10 Wearing Safety Vests

All persons working or accessing the airside, who are outside the protection offered by a vehicle with an enclosed cab (such as a tractor or belt loader) **must** 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.

Regardless of the standard selected above, the background colour of these garments shall be fluorescent (either red, orange/red, or yellow/green) and the garment must cover the full torso of the wearer.

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

4.11 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.

4.12 Wearing Seat Belts

Drivers and all passengers **shall** wear seat belts while vehicles and equipment are in motion on airside, provided that seat belts were installed for use by the original manufacturer.

This requirement is enforceable under the AVOP Program, and an infraction will be issued for non-compliance. The infraction may be issued to any vehicle occupant found not wearing a seat belt.

If a seat belt is found to be non-operational (does not retract, stay fastened or the belt is knotted) the vehicle shall be removed from operation until such time as the seatbelt mechanisms is repaired.

4.13 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.

4.14 Hazards

4.14.1 Spills

The party responsible for causing a hazardous materials spill—hydraulic, or other foreign fluid spills (for example, lavatory, gas, diesel, or jet fuel)–is responsible for reporting its nature and location to the AOC, using the Airport Emergency Line (416) 776-3033.

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

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

4.14.2 Foreign Object Debris, Foreign Object Damage

FOD is any metal, plastic, 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 (for example, 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, operator shall report its nature and location to the Airport Operations Centre (AOC) at (416) 776-3055

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

- served with a Notice of Infraction
- required to meet with the Manager, Airside Vehicle Operator Program for further administrative action.

4.14.3 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.

Appendix A: List of Changes

A.1. Changes in Front Matter

Added:

- Table of Figures.

A.2. Changes in Section 1

1.2 Airside Surfaces

- Added - Bombardier Facility
- Revised – Infield Apron to Infield Concourse (IFC)

A.3. Changes in Section 2

2.3 Aircrafts, Vehicles, Equipment and Pedestrians

- Added - Color of Passenger Path lines are identified with white markings as well as green.

2.3.1.1 Vehicles Corridors

- Revised - Terminology changes; Taxiway Intersection Marking is now referred to Intermediate Holding Position Marking.

2.3.2 Airside Lighting

- Removed – Definition for Taxiway Intersection Lights

A.4. Changes in Section 3

3.6.1.4 Passing

- Removed – Passing while in a connecting vehicle corridor is prohibited.
- Added – Passing other vehicles within all vehicle corridors is permitted.

3.7.1 Aircraft Cut-Off

- Revised – Department name changed for Airport Operations Communications Centre to Airport Operations Centre (AOC)

3.7.4 Operating Vehicles in the Vicinity of Aircraft

- Added – Note: Aircraft under tow may have anti-collision beacons ON but engines will be OFF.

3.7.4.1 Departing Aircraft

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

3.7.4.6 Aircraft Cross Bleed Start

- Added - During a Cross bleed start, Jet engines are normally started by air pressure from the APU. If the APU is inoperative, one engine is started at the gate utilizing GPU with an Airstart unit to pressurize airflow rotation to the second engine. This procedure will cause higher than idle speed causing more jet blast.

Note: Ramp personnel will be required to stop traffic in the vehicle corridor from driving behind the aircraft.

3.11.3 Prohibited Parking Areas

- Revised – Parking distance from PSL changed from 1.5m to 1m.

A.5. Changes in Appendix A: List of Changes

Added:

- Appendix A: List of Changes

Index