

Kamloops Airport



Manual of Airport Access And Vehicle Operations

Updated October 20, 2011

Kamloops Airport Ltd.
3035 Airport Road
Kamloops, BC V2B 7X1
(250) 376-3613

Table of Contents

Part 1 – General

- 1.0 Airside Access and Vehicle Operations
 - 1.1 Definitions
 - 1.2 Contact Phone Numbers
 - 1.3 People In Restricted Areas
 - 1.3.1 Airport Passes
 - 1.3.2 People Walking on Airside
 - 1.3.3 Escorting on Airside
 - 1.3.4 Smoking or Open Flame
 - 1.3.5 Security Barrier
 - 1.3.6 Reporting
 - 1.3.7 Airport Pass Application
 - 1.3.8 Hazardous Conditions
 - 1.3.8.1 Accidents
 - 1.3.8.2 Spill or Leak of Hazardous Substance
 - 1.3.8.3 Debris
 - 1.3.8.4 Aircraft Engines
 - 1.4 Driving on Airside – General
 - 1.4.1 Applications For An AVOP
 - 1.4.2 Testing to Obtain an AVOP
 - 1.4.3 Refresher Testing
 - 1.4.4 Vehicle Parking
 - 1.4.5 Vehicle Escorts
 - 1.4.6 Vehicle Requirements
 - 1.4.6.1 Studded Tires or Tire Chains
 - 1.4.6.2 Registration and Insurance
 - 1.4.6.3 Vehicle Markings and Identification
 - 1.5 The Rules
 - 1.5.1 AVOP Suspension
 - 1.5.2 Permanent Revocation
 - 1.5.3 Appeal
 - 1.5.4 Of fences

Part 2 – Driving In Uncontrolled Areas

- 2.0 General
 - 2.1 Rules
 - 2.1.1 Right Of Way
 - 2.1.2 Obey Instructions
 - 2.1.3 Unsafe Operation
 - 2.1.4 Controlled Area
 - 2.1.5 Speed Limits
 - 2.1.6 Towing
 - 2.1.7 Operational Stands
 - 2.2 Airport Surface Marking
 - 2.2.1 Apron Safety Lines

- 2.2.2 Aircraft Movement Guidelines
- 2.2.3 Apron Passenger Path Lines
- 2.2.4 Common Signs and Lights
- 2.2.5 Helicopter Areas

Part 3 – Driving In Controlled Areas

- 3.0 General
 - 3.1 Rules
 - 3.1.1 Safety Equipment
 - 3.1.2 Working Radio
 - 3.1.3 Electronic Interference
 - 3.1.4 Hold Short Instructions
 - 3.2 Controlled Area Operations
 - 3.2.1 Radio Frequencies
 - 3.2.2 Kamloops Radio Instructions - Vehicles
 - 3.2.3 Kamloops Radio Instructions – Pedestrians
 - 3.2.4 Equipment Failure
 - 3.2.5 Runway Markings
 - 3.2.6 Taxiway Markings
 - 3.2.7 Controlled Area Lighting
 - 3.2.8 Controlled Area Signs
 - 3.3 Radio Procedures
 - 3.3.1 General
 - 3.3.2 Phonetic Alphabet
 - 3.3.3 Standard Words & Phrases
 - 3.3.4 Conversing on the Radio
- 4.0 Maps
 - 4.1 Airfield
 - 4.2 Apron
- 5.0 Sample Questions
 - 5.1 Airport Pass Sample Questions
 - 5.2 AVOP - D/A Sample Questions
 - 5.3 AVOP - D Sample Questions
 - 5.4 Answer Key

1 AIRSIDE ACCESS AND VEHICLE OPERATIONS

1.1 Definitions

Airport Pass	a permanent pass issued by KAL and required for unescorted entry to the airside and Restricted Area. Kamloops Airport also accepts the National Restricted Area Identification Card as issued by Canadian Air Transport Security Authority.
Airside	all areas inside the airport perimeter fence or air terminal building security barrier which is marked with “Restricted Area” signs; as defined in the Aerodrome Security Regulations
Apron	an area that is not part of the maneuvering area and designed for the movement of aircraft, vehicles and pedestrians
AVOP	Airside Vehicle Operator Permit issued by KAL. The AVOP is required by anyone who operates vehicles on the airside of Kamloops Airport
Controlled Area	an area on the airside which cannot be entered without permission of Kamloops Radio. The controlled area is the runways to a distance 75 meters either side of center extending into the approach area to a distance of 75 meters and taxiways to a distance of 26 meters either side of center. Although not specifically a controlled area, the infield areas shall not be entered without advising Kamloops Radio. Entry to the infield areas shall be treated as a controlled area by persons entering.
D/A AVOP	An AVOP which only permits a driver to operate a vehicle in uncontrolled airside areas in performance of their duties
D AVOP	an AVOP that allows a driver to operate a vehicle anywhere on the airport in the performance of their duties
Radio	Kamloops Radio – a Nav Canada agency responsible for vehicle movement in controlled areas.
Groundside	the portion of the airport that is publicly accessible
KAL	Kamloops Airport Ltd. – the operator of Kamloops Airport
Marshaller	the person directing the control of an aircraft
Operational Stand	an area of an apron designated for aircraft to park, load, unload, or be serviced
Push back	A procedure where an aircraft is moved backward with a tug
Restricted Area	at Kamloops Airport, comprises the passenger hold room, the baggage make-up areas and the ATB apron.
Restricted Area Sign	where placed, marks the security barrier of the airport as defined in airport security regulations
Runway Incursion	A runway incursion is defined as entering the space bounded by 45 meters on either side of the runway, without the permission of Radio.

Uncontrolled Area	An area on the airside which does not require Kamloops Radio permission to enter. The uncontrolled area consists mainly of the main apron.
Vehicle	Is any type of automobile, bicycle, skateboard, over snow vehicle or any other type of self-propelled vehicle, which is classified as a vehicle under the British Columbia Highway Traffic Act.
Visitor Pass	a type of KAL-issued pass that allows a person to enter the airside of the airport if they have a clear need, but must escorted at all times by an Airport pass holder

1.2 Contact Phone Numbers

Monday – Friday 08:00 – 16:00	376-3613
Alternate & All Other Hours	376-3233
Airport Administration Office	376-3613
Airport Security Unit	214-0117

1.3 People in Restricted Areas

1.3.1 Airport passes

Any person on airside at Kamloops Airport must be in possession of either an Airport pass as issued by KAL, a Restricted Area Identification Card as issued by Canadian Air Transport Security Authority or some other approved document such as:

- Visitor Pass – escorted by an Airport pass holder
- Boarding pass for a passenger boarding an aircraft
- Pilot's license (applies only in the general aviation area of the airport)
- Other documents as allowed under Transport Canada security regulations

The most important thing for you to remember is that while you are inside any restricted area at Kamloops Airport, it is mandatory for your pass to be worn prominently displayed with the picture side facing out.

If you are found to violate any of the restrictions for pass use, Airport security personnel will record the violation, advise you of the correct procedure and advise airport management.

Violations deemed serious by the Airport Manager will result in the immediate removal of your pass. Access to the restricted area will be denied until your pass is returned to you. Subsequent minor pass issue violations will also result in the removal of your pass – temporarily or permanently.

1.3.2 People Walking on Airside

In many areas of the airside of the airport, there are restrictions on where you can walk. In general and for your own safety, unless you have had special training, do not walk beyond the area of your work zone.

People may walk on the apron area and uncontrolled areas of the airport without special permission as part of their work requirement. You may not enter or cross over a taxiway, runway or infield area without permission from both airport administration and Kamloops Radio. Please look in Parts 2 and 3 to understand where these areas are.

If you are walking in a controlled area or the infield area, you are required to maintain a radio watch on the control frequency. When contacted and requested to leave the controlled area, you must depart via the shortest route to an uncontrolled area or according to the instructions received.

1.3.3 Escorting on Airside

People without an airport pass may, at times, require access to the airside. To accommodate a legitimate need for non-passholders to access airside, a "Visitor" pass is available from Airport Security. The holder of the Airport pass must sign for "Visitor" passes. A single airport pass holder may escort no more than ten persons into the restricted area. These persons shall at all times be within the direct view and control of the airport pass holder. For groups larger than 10 people, multiple airport pass holders are required for escorting the "Visitors."

1.3.4 Smoking or Open Flame

Smoking is expressly forbidden on the airside of the airport. This includes drivers or passengers in vehicles.

Any device that has an unguarded open flame is prohibited on the airside unless specific arrangements for use have been approved by KAL.

Cutting and welding on the airside is allowed, but only with the express approval of KAL. Cutting and welding may occur as long as the approval has been granted and the appropriate safety procedures and precautions are adhered to.

1.3.5 Security Barrier

No person shall park a vehicle or place any other object within 3 meters of a security fence on groundside or within 1 meter on airside. The security fence is marked with signs that have "Restricted Area" on them.

Any person who opens a gate on a security fence or a door on a building that leads to airside/restricted areas is responsible for any person or vehicle passing through the gate. No person without an airport pass or an escorted visitor pass shall be allowed on airside/restricted area.

1.3.6 Reporting

Any condition that presents a safety hazard or security risk to people, vehicles, aircraft or other airport operations shall be reported immediately to Airport Security. If you observe a gate or door to the airside of the airport open and unattended, you must secure the door or gate and report it to the Airport Security Unit.

1.3.7 Airport Pass Application

Employers are responsible to verify and control airport passes issued to their employees. Employers must establish a person or persons who will approve all airport pass application applications. This person shall submit an approval document which is available from the airport administration office.

Airport pass application form are available from the airport administration office and from the website at www.kamloopsairport.com . Airport passes are issued for up to 5 years.

You must complete an application form and have it approved by your employer. Unless specific arrangements have been made for alternate measures, applicants shall also produce a criminal records check which has been completed within the previous 6 months. This check will be reviewed by the airport administration office and shall be returned to you.

Persons applying for an airport pass shall successfully complete a short test to ensure they understand the basic safety requirements of the access to the airside of the airport. Prior to renewal or your airport pass, you will be re-tested to ensure that any rule changes are understood.

1.3.8 Hazardous Conditions

1.3.8.1 Accidents

All accidents involving aircraft on the ground, vehicles or pedestrians must be reported immediately to the Airport Security Unit or the Airport Managing Director by each driver, pedestrian and/or company involved.

1.3.8.2 Spill or Leak of Hazardous Substance

All spills or leaks must be reported immediately to KAL using the emergency phone number. The operator of the vehicle or company representative that caused the spill or leak shall remain with the equipment until KAL is assured the product is cleaned up and the area is safe.

1.3.8.3 Foreign Object Debris

Any foreign object debris (FOD) on airside can seriously damage aircraft engines. All vehicle operators shall ensure their vehicles do not deposit any FOD on the airside (such as mud or gravel). If you observe FOD on airside, you must do your best to remove it. If you cannot remove it, advise the Airport Security Unit, directly or through your supervisor.

1.3.8.4 Aircraft Engines

Regardless if you are in a vehicle or walking, do not pass in front or behind an aircraft with its engines operating/collision lights flashing. If the wheels are chocked or the marshaller waves permission you may proceed. Give an extra margin of distance to aircraft with engines running to avoid jet blast or propwash.

1.4 Driving on Airside - General

The operator of vehicle operating on the airside of Kamloops is ultimately responsible for the safe operation and parking of the vehicle at all times. If the operator has any doubt about whether they are operating in a safe fashion, the airport office must be contacted for guidance.

Any person operating a vehicle on the airside of the airport must possess a valid AVOP issued by KAL. No other airport's AVOP is valid at Kamloops. The prerequisites for an AVOP are:

- A valid driver's license to operate a vehicle in the province of British Columbia
- Airport Pass

There are many laws and regulations that apply to driving on an airport. This manual does not replace those laws and regulations, but rather outlines the airside driving program as KAL seeks to manage it.

A person holding an AVOP may escort the driver of a vehicle either as a passenger in the vehicle or as a lead vehicle. The escorted vehicle must remain within 30 meters of the lead vehicle.

During training to obtain an AVOP, a trainee shall be escorted by an AVOP holder who will sit in the passenger seat.

An AVOP is issued for a specific area of operation. The AVOP holder shall not operate a vehicle beyond that area.

1.4.1 Applications For An AVOP

Your employer must provide justification on your application for you to obtain an AVOP. The application must be signed by both you and your employer. Your employer is responsible to ensure that you are properly trained for driving on airside.

An AVOP is considered to be revoked when your employment terminates at Kamloops Airport. If you change employers or work for more than one employer, each employer must complete an AVOP application for you. For persons with multiple employers, only one AVOP will be issued, but any other application will be kept on file to provide justification for your need to operate a vehicle on airside.

1.4.2 Testing to Obtain An AVOP

Before you are issued your AVOP, you must pass a written and practical test. The passing mark on this test will be 100% correct. A re-write of a written exam may be booked for no less than 7 days after the test failure.

When the written test is complete the applicant may book a reservation for a driving test. A driving test will be conducted:

- For the D/A AVOP, a driving test will be conducted during the daytime hours. You will be expected to demonstrate the extent of the area you are allowed to operate a vehicle in.
- For the D AVOP, two driving tests will be conducted – one during daytime operations and one during nighttime operations. The D AVOP driving test will also include radio procedures.

A re-test as a result of a failure of the driving test may be booked for no less than 14 days after the test failure.

1.4.3 Refresher Testing

1.0.1

AVOP's expire every 5 years. Refresher testing will be performed before a renewal of the AVOP. Any vehicle operator who has not been driving on airside for 1 year in the case of a D/A AVOP and 6 months in the case of a D AVOP is required to notify KAL and will be required to complete refresher testing.

For D AVOP's, refresher testing will consist of a written test with 100% pass mark and the appropriate driving test.

For D/A AVOP's, refresher testing will consist of only a written test with 100% pass mark.

1.4.4 Vehicle Parking

It is safer and recommended for vehicles that are parked in congested areas to be backed into the parking spot. This allows an operator to drive away without backing into traffic. When vehicles are parked, the rotating beacon will be turned off.

Vehicles may only be parked in designated areas and may not be parked in areas assigned to other vehicles. Vehicles found to be improperly parked may be towed and the registered owner notified. Multiple parking violations could result in removal of the vehicle from the airside.

1.4.5 Vehicle Escorts

Vehicles that require occasional airside access may be escorted on to the airside. The vehicle conducting the escort shall be a permanently registered vehicle. Any vehicle that requires on-going airport access shall be permanently registered. Each person in the vehicle must also display an airport pass or a "Visitor" pass with an escort in the lead vehicle. See the restrictions for escorting people with "Visitor" passes in part 1.3.

1.4.6 Vehicle Requirements

You must be qualified and trained to operate the vehicle you are driving. You are responsible to ensure that the vehicle you are driving is in a safe condition and is operated in a safe manner.

1.4.6.1 Studded Tires or Tire Chains

Studded tires are not allowed on any vehicle being operated on the airside of the airport. During abnormal slippery conditions, the KAL may grant permission to use tire chains on aircraft tug vehicles to move aircraft. Such permission will be limited both to time and to specific operators. Without such special permission, tire chains shall not be used on the airside of the airport.

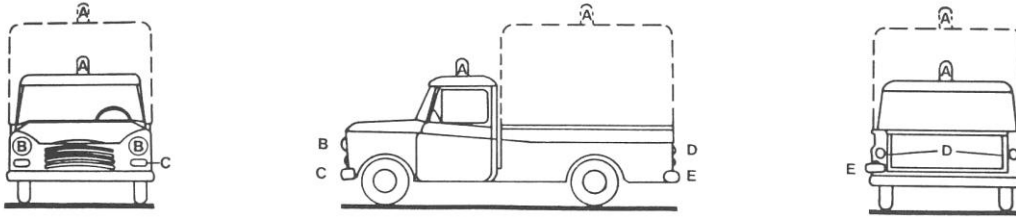
1.4.6.2 Vehicle Insurance

All vehicles used on airside must be insured in accordance with current KAL vehicle insurance requirements. These requirements are provided when you obtain your AVOP and further through notices distributed throughout the airport.

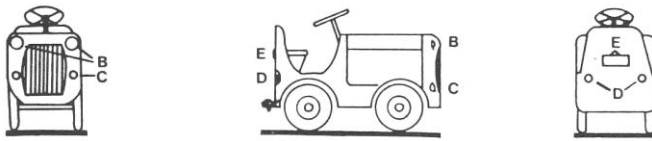
1.4.6.3 Vehicle Markings and Identification

Your vehicle's headlights must be turned on while operating on airside. In addition your vehicle must be marked according to the following figure.

I. Self-propelled Vehicles with Cab

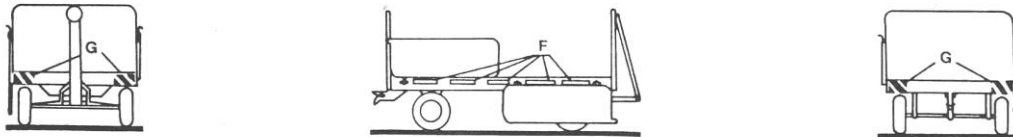


II. Self-propelled Vehicles without Cab



- A - Beacon Lamp
- B - Head Lamps
- C - Parking/Signal Lamps
- D - Tail/Signal Lamps
- E - License Plate Lamp
- F - Reflectorized Strip
- G - Reflectorized Panel

III. Non-self-propelled Vehicles and Equipment



1.5 The Rules

The Airport Security Unit is designated to enforce the elements of this program. Their mandate is to ensure that the rules and regulations of the program are adhered to daily, and that safety and security are maintained, as per the airport security regulations.

In the event that an infraction is committed, the Security Unit has the authority to stop you, investigate the circumstances and direct you accordingly. You must obey all directions from the Security Unit. Points for infractions may be issued by Security Unit personnel.

Safety is paramount and is the first responsibility of all drivers at Kamloops Airport. Operational considerations such as time pressures shall not be sufficient to override the rules.

There are many detailed rules for drivers to follow, but the following can summarize these rules:

- Obey all signs and markings- drive only where you are authorized to drive.
- Never drive into a controlled area unless you have specific permission.
- Always obey speed limits.
- Drive defensively and in a safe manner.
- All people in a vehicle must be seated in their own seats.
- Always yield to aircraft, pedestrians, emergency vehicles with warning devices operating and snow removal equipment.

1.5.1 AVOP Suspension

Points are assessed for offences as listed in the table in section 1.5.4. Points are recorded on the person's record at the Airport Office and your employer will be notified of any assessment of points to you for violations. Points are cumulative but are deleted after 6 months have elapsed following the date of the violation or suspension, whichever is the latest.

When you accumulate:	You will receive:
6 Points	suspension of AVOP until re-tested
9 Points	minimum 24 hour suspension of AVOP with re-test
12 Points	minimum 48 hour suspension of AVOP with re-test
Immediate Suspension	minimum 7-day suspension of AVOP with re-test

Examples:

1. You are cited for speeding on January 2nd and receive 3 points. These points disappear on June 2nd.
2. You are cited for speeding on January 2nd and receive 3 points. On April 1st, you are cited for parking in a prohibited area and receive 2 points. One May 15th, you are cited for an insecure load and receive 2 points. You now have 7 points and also receive a 1 working day suspension. On June 2nd you drop to 4 points and remain there until October 1st. Further points will be added to this and more suspensions are possible.

1.5.2 Permanent Revocation

An AVOP can be permanently revoked by KAL if a second Gross Violation or an Immediate Suspension is levied within 2 years of another Gross Violation or Immediate Suspension; as specified in the Offences Table (in this section of the document)

1.5.3 Appeal

Violations or revocations may be appealed within 30 days of the offence date. A written letter outlining your description of the circumstances and justification can be sent to the Airport Managing Director. Your appeal will be investigated and you will be notified of the outcome.

1.5.4 Offences

<p>Simple Violations Accumulate at 1 point each</p>	<p>Parking in a designated No-Parking Area Parking on airside within 1 meter of the security fence Wearing prohibited earphones Operating a vehicle without headlights on Exceeding towing of maximum number of units Operating a vehicle outside of the AVOP restricted area Parking a vehicle in a pedestrian corridor</p>
<p>Serious Violations Accumulate at 3 points each</p>	<p>Exceeding the speed limit by less than twice the speed limit Operating a vehicle without appropriate safety equipment and markings Driving over aircraft power cables or service hoses Driving a vehicle between enplaning or deplaning passengers and the terminal building. Overtaking a taxiing aircraft Failure to give right-of-way other equipment Failure to follow directions of an aircraft marshaller or wing-walker Depositing any foreign material (including mud, gravel or vehicle parts) of any sort on airside Improper radio procedure or misuse of radio</p>
<p>Gross Violations Accumulate at 9 points each</p>	<p>Speeding at twice the speed limit or more Entering a taxiway/runway without permission Dangerous operation of vehicle Driving in an area when directed not to by markers, lights or some other instruction Failure to report an accident Interfering with the movement of an aircraft Failing to give right-of-way to a pedestrian Failure to follow instruction given by Kamloops Radio</p>
<p>Immediate Suspension Accumulate at 12 points each</p>	<p>Runway incursion - The driver will be required to re-test to reinstate the AVOP. Intentional damage to safety or marking devices Reckless driving Impaired driving Threatening, abusing or failing to follow the direction of KAL enforcement people. Driving without an AVOP will result in suspension of your airport pass for 7 days.</p>
<p>Miscellaneous</p>	<p>More than three parking offences for any one vehicle – vehicle registration will be canceled for one month.</p>

- ❖ Dangerous, reckless or impaired operation of a vehicle will carry the same definitions as in the British Columbia Highway Traffic Act.
- ❖ Note: the aforementioned offences are intended for use as a guide and any other infraction that is considered to be a risk of airport operations will also be classified as an offence, which will result in the appropriate points administered. The airport reserves all rights to the AVOP and the associated program to ensure that the airport is operated in a safe and secure manner.

2 DRIVING IN UNCONTROLLED AREAS

2.0 General

Except for runways and taxiways, all airside areas are uncontrolled.

2.1 Rules

The following are the general rules to be observed by all drivers operating in uncontrolled areas of the airside.

2.1.1 Right Of Way

All vehicle operators shall give right of way to the following; in order of priority:

1. aircraft;
2. pedestrians;
3. emergency vehicles with warning devices operating;
4. snow removal or maintenance equipment in the performance of their duties;
5. vehicles towing aircraft; and
6. aircraft fueling vehicles.

2.1.2 Obey Instructions

Instructions given to you by the Airport Security Unit must be adhered to. When a vehicle with red flashing lights approaches your vehicle from the front or rear, you shall pull to the right at the nearest safe location and come to a complete stop.

2.1.3 Unsafe Operation

If you operate your vehicle in an unsafe manner and present a danger to aircraft, people or other vehicles, your AVOP will be revoked immediately.

Some examples are as follows:

- Runway Incursion
- Reckless driving
- Intentional damage to safety or marking devices
- Impaired driving

Included in this class of offence are threatening or abusing KAL enforcement people.

Driving without an AVOP will result in suspension of your airport pass immediately for 7 working days.

2.1.4 Controlled Areas

D/A AVOP holders shall not enter any controlled area. Entrances to these areas are marked with amber lights.

2.1.5 Speed Limits

Unless otherwise posted, the speed limit on roads, aprons and service areas is **25 km/h**. Emergency vehicles may exceed speed limits if warning flashers are operating.

2.1.6 Towing

The maximum number of units that can be safely towed on airside is 6 carts.

Operators are responsible to ensure their loads are fastened or covered to prevent the load from coming loose or falling on to the surface.

2.1.7 Operational Stands

Areas within operational stands are provided for the free movement of vehicles performing their duties related to servicing an aircraft at the operational stand.

2.2 Airport Surface Marking

Drivers of vehicles must be aware of the various markings on the airside surface. These markings serve to control both aircraft and vehicles. Where paint has faded, vehicle operators shall conform as near as possible to the location of the markings.

2.2.1 Apron Safety Lines

Apron Safety Lines are white lines that denote the parking area for ground service vehicles and equipment.

2.2.2 Aircraft Movement Guidelines

Aircraft movement guidelines are solid yellow lines that serve as a center-of-aircraft guideline to aid aircraft traversing the apron and taxiways. Vehicles and equipment must not be left in the vicinity of the aircraft movement guideline.

2.2.3 Apron Passenger Path Lines

Two solid white lines delineate apron Passenger Path Lines with diagonal hatching between them. Drivers may cross apron passenger path lines, but must yield to any pedestrians using the path. Drivers may not stop or park vehicles or equipment inside an apron passenger path line.

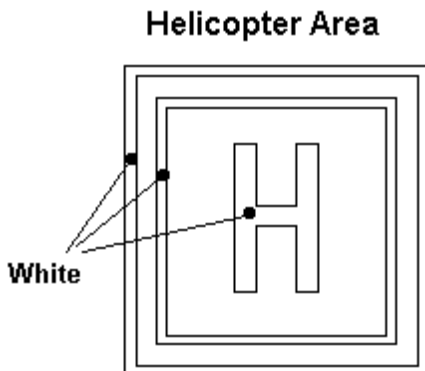
2.2.4 Common Signs and Lights

The entrance to a taxiway from an apron is marked with a sign bearing an alphabetical character. The sign has a black character on a yellow background.

The entrance to a taxiway from an apron is also marked on either side of the entrance with double amber lights. **DIA** AVOP holders must never drive on to a taxiway beyond these signs or lights.

2.2.5 Helicopter Areas

Drivers shall not enter areas designated for helicopter use. These areas are marked with a large white "H" within a white square.



3 PART 3 – DRIVING IN CONTROLLED AREAS

3.0 General

In addition to the standard requirements, a radiotelephone operator restricted certificate is required before one may acquire a D AVOP. The federal government through the Department of Industry issues the certificate.

3.1 Rules

The rules for driving in controlled areas are in addition to the rules for operating a vehicle in uncontrolled areas.

No vehicle or person may enter any controlled area without the permission of Kamloops Radio. While in a controlled area, vehicles and pedestrians shall maintain a listening watch on the ground frequency and shall comply with direction given by Kamloops Radio. Any vehicle leaving a controlled area shall advise Kamloops Radio. All instructions provided by Kamloops Radio must be adhered to.

3.1.1 Safety Equipment

All vehicles operating in a controlled area must have a working amber rotating beacon or strobe light visible to Kamloops Radio in the tower. Vehicles with unobservable beacons will not be allowed access to the controlled area.

Vehicles used in a controlled area must not be painted fully white in color. A white vehicle may “disappear” against the white environment during the winter season.

3.1.2 Working Radio

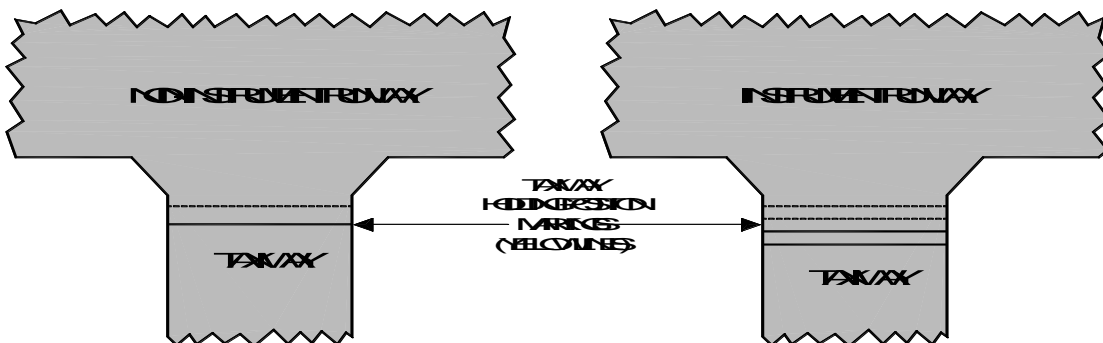
Any vehicle operating in a controlled area must have a working radio capable of contacting Kamloops Radio on the ground frequency and the alternate frequency.

3.1.3 Electronic Interference

No person may operate any vehicle or device that causes electronic interference to any radio or navigation aid at the airport. Permission from Kamloops Radio must be obtained prior to operating a vehicle within 150 meters of an aviation navigation facility.

3.1.4 Runway Hold Short Instructions

Whenever Kamloops Radio issues an instruction to “hold short” of a runway, the driver shall read back the instruction to Kamloops Radio to confirm that the instruction was received and understood. Until given permission to enter the runway, the vehicle shall remain behind the yellow taxiway holding line for that runway. See 3.3.4 Conversing on the Radio for “hold short” examples.



3.2 Controlled Area Operations

Vehicle traffic within controlled areas is restricted to necessary operational use only. All other traffic shall use the roadways whenever possible.

3.2.1 Radio Frequencies

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

3.2.2 Kamloops Radio Instructions - Vehicles

Before proceeding into a controlled area, the vehicle operator shall contact Kamloops Radio for permission to proceed to a specific location by a specified route. Vehicle operators shall only use call signs assigned by KAL. Vehicles operating in groups shall be under the control of one vehicle operator who is responsible for requesting and acknowledging Kamloops Radio instructions.

Vehicle operators shall not request permission to proceed on to more than 1 taxiway and 1 runway at one time. Operators shall request permission onto 1 taxiway and 1 runway first. Once on these controlled surfaces, the vehicle operator can request permission to proceed on to other taxiways and runways. Refer to the section titled Conversing on the Radio for examples.

The vehicle operator shall acknowledge all instructions as understood or request that the instructions be repeated if not understood. The vehicle operator shall only proceed to the requested location along the route specified by Kamloops Radio.

When instructed to leave the runway, the vehicle operator shall acknowledge the instruction, immediately leave the runway and report to Kamloops Radio when off the runway and beyond the taxi holding line or the appropriate distance if not marked.

3.2.3 Kamloops Radio Instructions – Pedestrians

Pedestrians can enter and remain in the Controlled Area during aircraft operations. Before proceeding into a controlled area, the pedestrian shall contact Kamloops Radio for permission to proceed. The pedestrian should request that Kamloops Radio notify them of aircraft operating. The pedestrian shall monitor the vehicle control frequency either with a portable radio or a vehicle mounted speaker.

If the pedestrian travels to the area by vehicle, the vehicle must be parked outside of the Controlled Area.

The pedestrian shall acknowledge all instructions as understood or request that the instructions be repeated if not understood.

When instructed to leave the Controlled Area, the pedestrian shall acknowledge the instruction, immediately leave the area and report to Kamloops Radio when outside the area.

3.2.4 Entering or Crossing Runways

Permission to use a runway does not include the ability to proceed across an intersecting runway unless permission is specifically granted. This is normally obtained by adding the phrase “cross” to any request to enter the runway. If not granted, the operator must stop and request permission prior to crossing an intersecting runway. Refer to the section titled Conversing on the Radio for examples.

3.2.5 Equipment Failure

Whenever you observe runway lights to blink or flash on and off, it is a signal that Kamloops Radio cannot contact you and that you must leave the runway via the nearest safe exit.

If your vehicle or equipment fails, immediately inform Kamloops Radio and request assistance.

If your radio fails while in a controlled area, turn the vehicle to face the control tower and flash the headlights on and off, or switch between high and low beams. Kamloops Radio will respond by flashing the runway lights on and off when it is safe to proceed off the controlled area.

If both the radio and the vehicle fail while in the controlled area, activate any flashing lights available to you and **stay with the vehicle**.

In the course of leaving the controlled area under runway light signals, the vehicle operator must **hold short of each runway** encountered and wait for permission to cross the runway with a flash of the runway lights.

3.2.6 Runway Markings

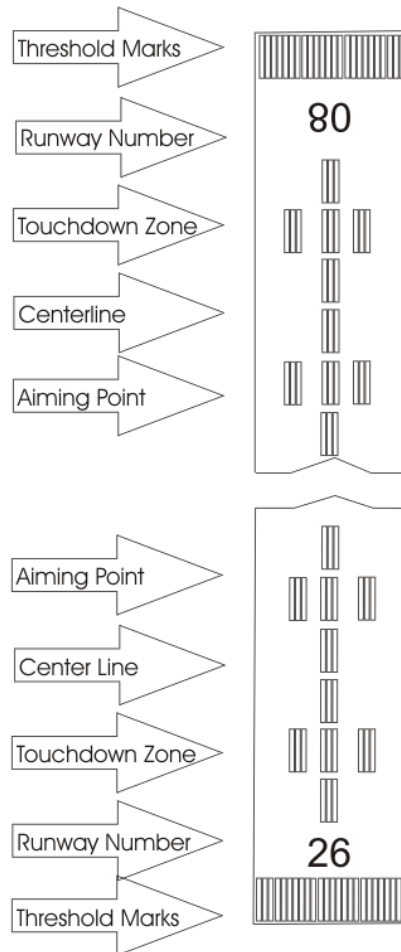
Runway marks are painted with white paint. Lead-in lines,

The threshold is the beginning of the useable portion of the runway for landing aircraft. It is marked with a series of white lines running parallel with the length of the runway.

Runways are numbered in tens of degrees on a magnetic compass heading. The heading of the runway is next to the threshold.

The centerline of the runway is marked with a broken white line.

The marks at either side of the centerline are the touchdown zone and the aiming point. The touchdown zone is 150 meters from the threshold. The aiming point is 300 meters from the threshold.

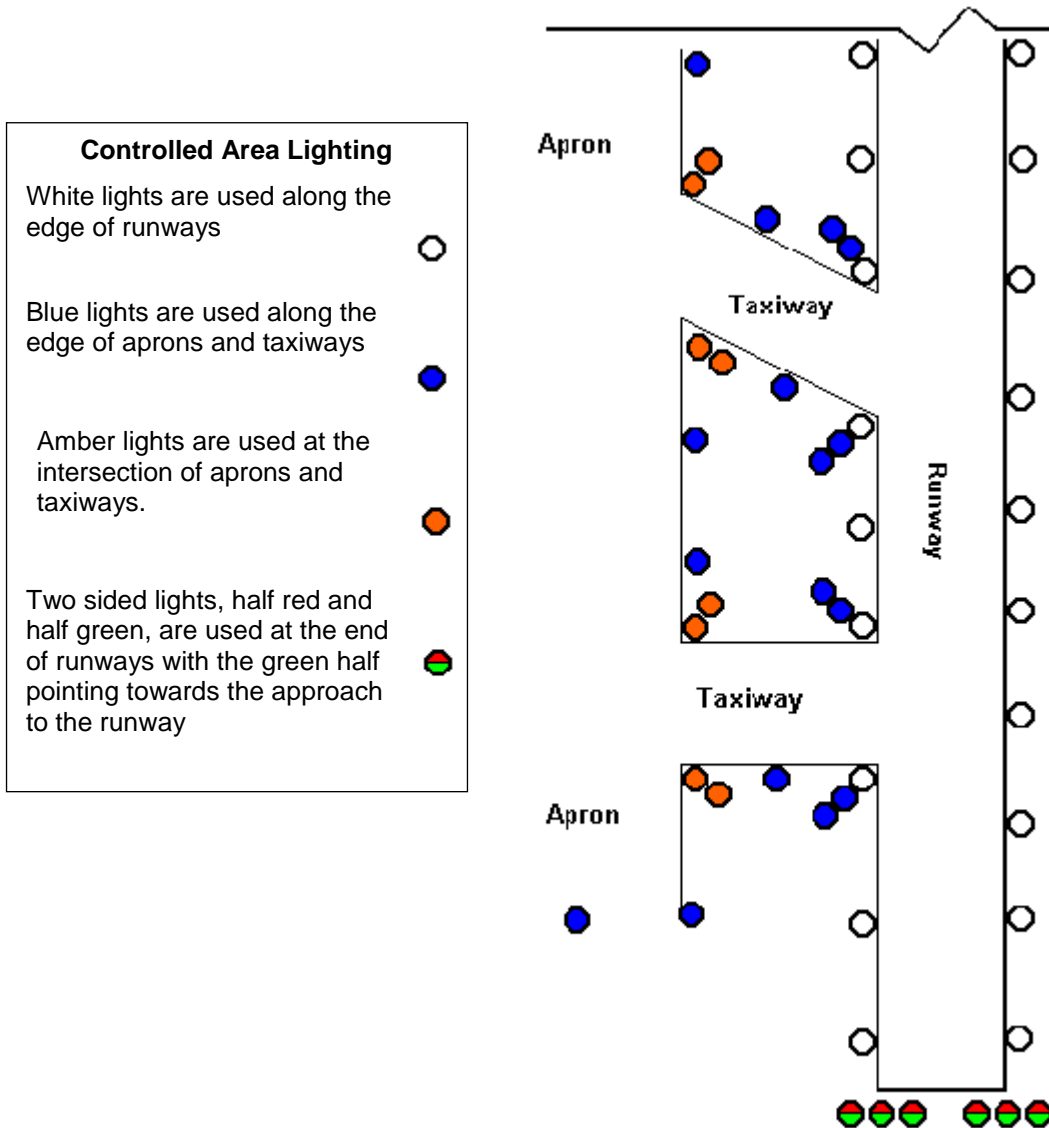


3.2.7 Taxiway Markings

Taxiways are identified with a letter. The center of the taxiway is marked with a solid yellow line.

3.2.8 Controlled Area Lighting

Airfield lighting within controlled areas allows for control of aircraft vehicles. The following diagram gives an example the color and siting of lights vehicle operators can expect to find in controlled areas.



3.2.9 Controlled Area Signs



White Text on Red Background

Runway Designator Signs are used to identify the entrance to runways. When these signs are red, they also carry the message to "HOLD SHORT" (no example is provided). You shall not proceed beyond a Runway Designator Sign without the permission of Kamloops Radio.



Yellow Text on Black Background

Location Signs provide information primarily to aircraft but vehicle operators should use them to confirm their position on the airfield.



Black Text on Yellow Background

Direction Signs indicate the direction to follow to reach certain positions or locations on the airfield

3.3 Radio Procedures

3.3.1 General

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

The only vehicle call signs to be used are those that have been assigned by KAL. The radio call sign must be used in full, in every transmission.

Listen first to ensure that you will not interrupt or talk-over another transmission. Press the “press to talk” switch before speaking and wait until you are finished before letting it go. Speak plainly and distinctly in your natural conversation voice. Use standard words and phrases and standard airport terminology.

3.3.2 Phonetic Alphabet

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

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

Numbers are pronounced as follows:

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

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

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

3.3.3 **Standard Words & Phrases**

Word or Phrase	Meaning
ACKNOWLEDGE	Let me know that you have received and understood this message.
AFFIRMATIVE	Yes, or permission granted.
CONFIRM	My version is - is that correct?
CORRECTION	An error has been made in this transmission (or message indicated). My correct version is ...
HOLD SHORT (runway identifier)	Do not cross the runway identified. This instruction must be read back to Kamloops Radio to confirm vehicle operator understanding.
HOW DO YOU READ?	Can you hear and understand me?
I SAY AGAIN	I will now repeat my last word (or sentence) for clarification.
NEGATIVE	No, or permission not granted, or THAT is not correct, or I do not agree.
OVER	My transmission is ended and I expect a response from you. (Normally used only under poor communication conditions)
OUT	This conversation is ended and no response is expected. (Normally used only under poor communication conditions)
READ BACK	Repeat all, or the specified part, of this message back to me exactly as received.
ROGER	I have received all or your last transmission.
SAY AGAIN	Repeat all, or the following part, of your last transmission. (Do not use the word "Repeat".)
SPEAK SLOWER	(self explanatory)
STANDBY	Wait and listen. I will call you again.
THAT IS CORRECT	(self explanatory)
VERIFY	Check text with originator and send correct version.
WHAT IS YOUR REQUEST/MESSAGE	(self explanatory)

3.3.4 *Conversing on the Radio*

Before calling on a radio, listen out to make sure the frequency is not in use.

To establish communication with Kamloops Radio the vehicle operator will use the “call-up” procedure. This is:

- (a) call sign of the station called
- (b) call sign of the station calling

For Example:

Kamloops Radio, Staff 35

If you do not receive a response, wait a few moments to re-try.

An acknowledgement means a transmission has been received and **fully** understood. If the instructions are not fully understood, the vehicle operator must request a repeat of the message. Example:

Kamloops Radio, Staff 35, Roger or
Kamloops Radio, Staff 35, Say Again

To end any communication, say the call sign of the calling station. Example:

Staff 35

A radio test should be done when you are unsure of your radio’s performance. Tests must be short and not interfere with other transmissions. Readability of transmissions will be reported on the following scale:

- 1. unreadable
- 2. readable now and then
- 3. readable but with difficulty
- 4. readable
- 5. perfectly readable

Example:

Vehicle: Kamloops Radio, Staff 35, Radio Check

Radio: Staff 35, Kamloops Radio, Radio Checks
OR
Staff 35, Kamloops Radio, Commence Test Count.

Vehicle: Test Count, One, Two, Three, Two, One

Radio: Read you Five.

During communications with Kamloops Radio, standard phraseologies will be used to make transmissions more efficient and to avoid misunderstandings. The following are some examples of standard radio transmissions.

Authorization request and response:

Vehicle: Kamloops Radio, Staff 35

Radio: Staff 35, Kamloops Radio

Vehicle: Staff 35 on Apron, Request permission to proceed on Runway 08/26 for runway inspection.

Radio: Staff 35, proceed on Runway 08/26 for runway inspection via Taxiway Charlie.
OR
Staff 35, Negative: Hold your position

Vehicle Staff 35, Roger

Authorization request and response when accompanying a non-radio equipped vehicle:

Vehicle: Kamloops Radio, Staff 35 Plus One
Radio: Staff 35 Plus One, Kamloops Radio
Vehicle: Staff 35 Plus One on Apron, Request permission to proceed on Runway 08/26 for runway inspection.
Radio: Staff 35 Plus One, proceed on Runway 08/26 for runway inspection via Taxiway Alpha.
OR
Staff 35 Plus One, Negative: Hold your position
Vehicle: Staff 35 Plus One, Roger, Holding position

Kamloops Radio instructions to hold short of a runway must be read back:

Vehicle: Kamloops Radio, Staff 35
Radio: Staff 35, Kamloops Radio
Vehicle: Staff 35 on Apron, Request permission to proceed on Runway 08/26 for runway inspection.
Radio: Staff 35, proceed on taxiway Alpha. Hold short of Runway 08/26.
Vehicle: Staff 35, Roger, Hold short of Runway 08/26

Kamloops Radio instructions to cross an intersecting runway:

Vehicle: Kamloops Radio, Staff 35
Radio: Staff 35, Kamloops Radio
Vehicle: Staff 35 on Apron, Request permission to proceed on Runway 08/26 via taxiway Charlie cross Runway 04/22.
Radio: Staff 35, proceed on Runway 08/26 via taxiway Charlie cross 04/22.
OR
Staff 35, Negative: Hold your position
OR
Staff 35, proceed taxiway Charlie. Hold short of Runway 04/22.
Vehicle: Staff 35, Roger.

Vehicle operators shall not request permission to proceed onto all desired surfaces at one time. One transmission shall be separated into a few for safety:

Transmission #1:

Vehicle: Kamloops Radio, Staff 35
Radio: Staff 35, Kamloops Radio
Vehicle: Staff 35 on Apron, Request permission to proceed onto Runway 08/26 via taxiway Alpha.
Radio: Staff 35, proceed onto Runway 08/26 via taxiway Alpha
Vehicle: Staff 35, Roger. Proceeding on the runway.

Transmission #2:

Vehicle: Kamloops Radio, Staff 35
Radio: Staff 35, Kamloops Radio
Vehicle: Staff 35 off Runway 08/26, on taxiway Foxtrot. Request permission to proceed taxiway Foxtrot and taxiway Golf.
Radio: Staff 35, proceed taxiway Foxtrot and taxiway Golf.
Vehicle: Staff 35, Roger.

Transmission #3:

Vehicle: Kamloops Radio, Staff 35
Radio: Staff 35, Kamloops Radio
Vehicle: Staff 35 on taxiway Golf. Request permission to proceed onto Runway 08/26.
Radio: Staff 35, proceed onto Runway 08/26.
Vehicle: Staff 35, Roger. Proceeding on the runway.

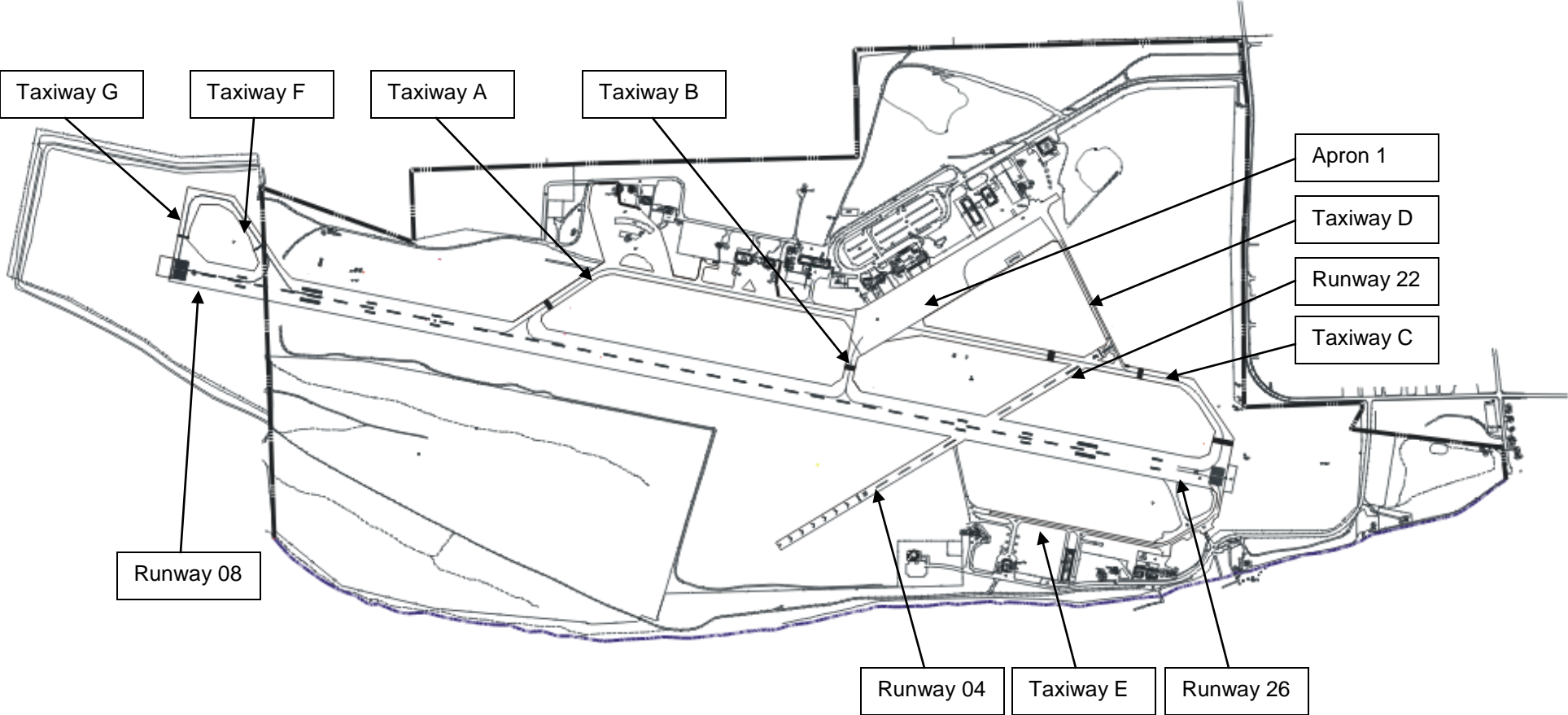
Transmission #4:

Vehicle: Kamloops Radio, Staff 35
Radio: Staff 35, Kamloops Radio
Vehicle: Staff 35 off Runway 08/26, on taxiway Alpha. Request permission to proceed taxiway Alpha to Apron.
Radio: Staff 35, proceed taxiway Alpha to Apron.
Vehicle: Staff 35, Roger.

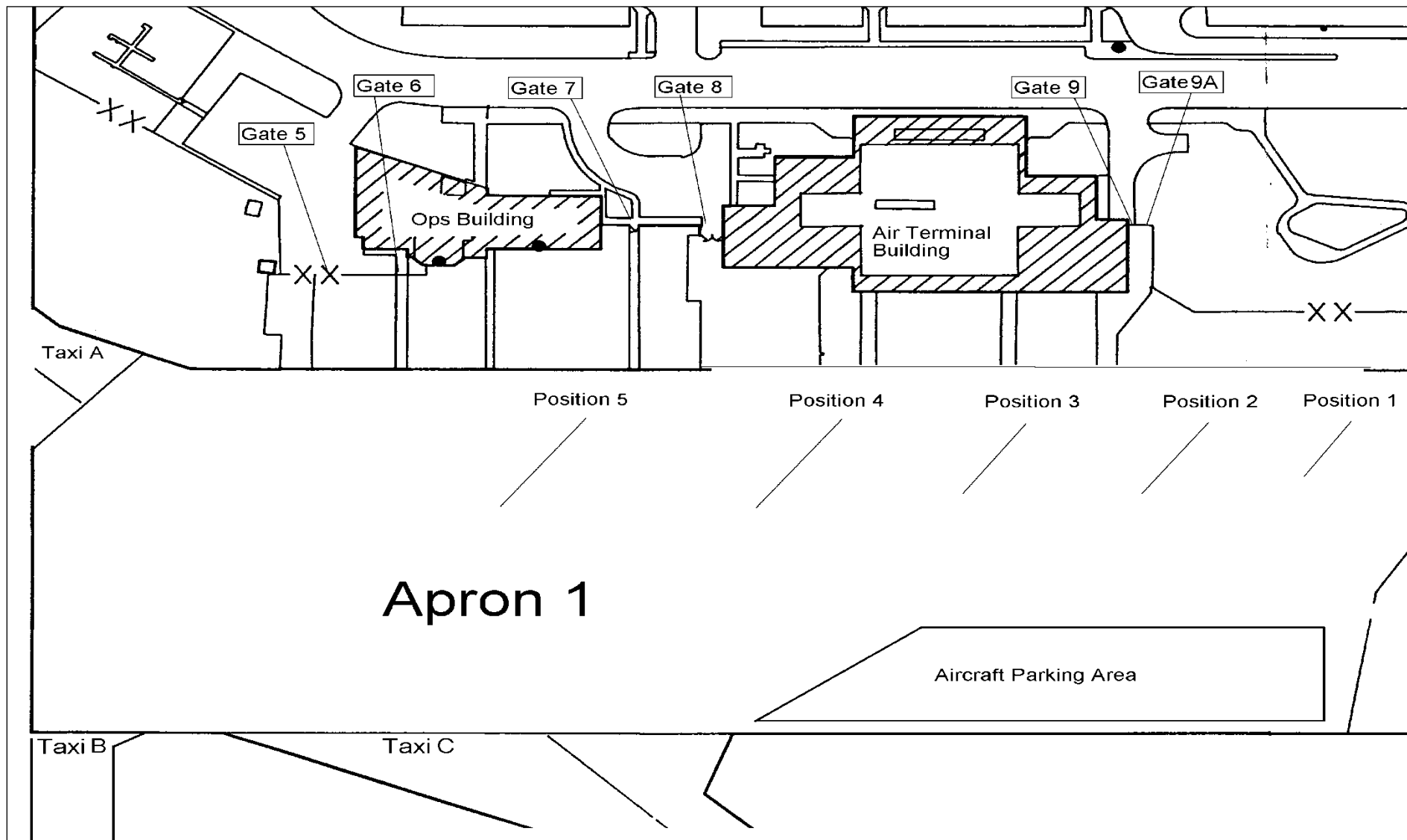
4 MAPS

The following maps are to be used for vehicle operators only.

4.1 Airfield



4.2 Apron



5 SAMPLE QUESTIONS

Your written test for an AVOP will be based on a number of multiple-choice questions taken from the following questions. Please use these questions to prepare for the test.

The D Permit preparation test includes all of the questions from the D/A Permit section.

5.1 Airport Pass Sample Questions

	Ref	Question
1	1.3.1	<p>Can visitors from another airport use their pass from that airport at Kamloops?</p> <ol style="list-style-type: none">1. No2. Yes, if it is a Restricted Area Identification Card from CATSA
2	1.3.1	<p>While in the restricted area a pass shall be worn:</p> <ol style="list-style-type: none">1. Under your jacket to protect it.2. On your back3. Prominently displayed, with picture side out4. No need to wear a pass.
3	1.3.2	<p>Can you go for a stroll on the apron of the airport?</p> <ol style="list-style-type: none">1. Yes2. No
4	1.3.2	<p>What precautions must you take before you walk into the infield area of the airport (area between runway and taxiway).</p> <ol style="list-style-type: none">1. Check that no aircraft are in the air or moving on the ground.2. Contact both airport administration and Kamloops radio for permission.3. Check with your supervisor.4. You are never allowed to enter the infield area.
5	1.3.2	<p>What precaution must you take after you walk into the controlled area or infield area of the airport.</p> <ol style="list-style-type: none">1. You are on your own to decide where to go and leave.2. Your supervisor will tell what to do.3. Watch for airplanes.4. You must maintain radio watch and leave when directed.
6	1.3.3	<p>What is the maximum number of people that a single airport passholder can escort in the restricted area?</p> <ol style="list-style-type: none">1. Two2. Five3. Seven4. Ten
7	1.3.4	<p>Can you smoke on the airside of the airport?</p> <ol style="list-style-type: none">1. Yes2. No
8	1.3.5	<p>Who is responsible for an open gate that leads to the airside of the airport?</p> <ol style="list-style-type: none">1. Airport Security2. Air carrier3. The person who opened the gate4. The Police

Airport Pass Sample Questions - cont'd

	Ref	Question
		Who do you tell if you observe an unsafe or insecure condition on the airside of the airport?
9	1.3.6	<ol style="list-style-type: none">1. Airport Managing Director2. Airport Security3. Air carrier4. The Police
		How long are airport passes issued for?
10	1.3.7	<ol style="list-style-type: none">1. One year2. Three years3. Four years4. Five years
		Are you required to report an accident between an aircraft and a vehicle?
11	1.3.8.1	<ol style="list-style-type: none">1. Yes2. No
		If a vehicle that you are responsible for develops a leak, what is your responsibility?
12	1.3.8.2	<ol style="list-style-type: none">1. Stay with the vehicle until airport staff are assured that the spill is controlled and cleaned up.2. Call Environment Canada.3. Don't worry about, the airport staff will find it and clean it up.4. Clean it up then carry on.
		What do you do with FOD that you encounter?
13	1.3.8.3	<ol style="list-style-type: none">1. Take a picture of it.2. Carry on with your duties.3. Call Transport Canada4. Remove it or call Airport Security Unit.
		What are the signals you will watch for when passing in front or behind an aircraft with its engines running.
14	1.3.8.4	<ol style="list-style-type: none">1. A green light is flashing.2. A red light is flashing.3. Wheels chocked or marshaller waves you to proceed.4. You can decide on your own.

5.2 AVOP - D/A Sample Questions

	<i>Ref</i>	<i>Question</i>
1	1.1	Which of the following most accurately describes the baggage make-up area? <ol style="list-style-type: none">1. Airside area.2. Parking area.3. Airport area.4. Restricted area.
2	1.1	Which of the following most accurately describes the airside area which does not require Kamloops Radio permission to enter? <ol style="list-style-type: none">1. Taxiway.2. Controlled area.3. Uncontrolled area.4. Runway.
3	1.4 1.4.6	The person responsible for determining that his or her vehicle is operating satisfactorily and has the required safety equipment and markings is: <ol style="list-style-type: none">1. The owner of the vehicle.2. The operator of the vehicle.3. The police.4. The Airport Duty Manager.
4	1.3.8.1	Who is responsible for reporting any vehicle accident to the Airport Security Unit? <ol style="list-style-type: none">1. Any other driver.2. The base supervisor.3. The mechanic.4. The vehicle operator.
5	1.3.1	Who is required to wear an airport pass (or equivalent) while on the airside of the airport? <ol style="list-style-type: none">1. All persons on the airside of the airport.2. Every person who is not a ticketed passenger.3. Aircrew and passengers.4. Security staff only.
6	1.3.1	How is an airport pass carried? <ol style="list-style-type: none">1. On the outside of the clothing with picture facing out.2. In your wallet.3. In the vehicle glove compartment.4. Not required to be carried.
7	1.3.5	Who is responsible for ensuring that all designated gates to the airside of the airport are closed and locked? <ol style="list-style-type: none">1. Every person who opens a gate giving airside access.2. Airport Security staff.3. Airport Management staff.4. Airline employees only.
8	1.4.6.3	All vehicles with a cab, while operating without escort on the airport aprons, must be equipped with which of the following lights or markings? <ol style="list-style-type: none">1. An amber flashing or rotating beacon, headlamps, parking and tail lamps.2. Headlamps, tail lamps and reflective tape on both sides.3. A two-way radio on the citizens band or company frequency.4. None of the above.
9	1.4.6.3	All non self-propelled equipment used on the airport aprons must be equipped with safety marking. Which of the following most accurately describes that marking? <ol style="list-style-type: none">1. Reflectorized strips and panels.2. Headlamps, tail lamps and a horn.3. Both 1 and 2 above.4. Yellow reflective stripe along the sides, and black and yellow patches at the front and rear lower-corners.

AVOP - D/A Sample Questions cont'd

	<i>Ref</i>	<i>Question</i>
10	2.1.1	Which of the following traffic has first priority, (right of way) over all other traffic? <ol style="list-style-type: none">1. Maintenance vehicles in the performance of their duties.2. Emergency vehicles.3. Aircraft.4. The vehicle approaching from the right.
11	1.3.4	Smoking on apron areas is: <ol style="list-style-type: none">1. Permitted.2. Permitted in vehicles only.3. Prohibited both inside and outside vehicles.4. Prohibited if no aircraft are within 100 m of the smoker.
12	1.3.8.4	It is permissible to operate a vehicle in front of or directly behind an aircraft with engines running when: <ol style="list-style-type: none">1. Not at any time.2. The red, anti-collision beacon of the aircraft is turned off.3. The marshaller waves permission or the aircraft wheels are blocked (chocked).4. You have waited three minutes and the pilot has not indicated any intention to move the aircraft.
13	1.4.4	When vehicles are parked in an approved parking space in the vicinity of the Air Terminal Building or adjacent to heavy traffic areas, they should be: <ol style="list-style-type: none">1. Left with beacon or flashing signal lamps in operation.2. Backed into the parking area.3. Driven in front first.4. Left with engine running.
14	1.3.8.3	Vehicle operators must ensure that mud and gravel are not deposited on aircraft movement surfaces because: <ol style="list-style-type: none">1. This material can cause damage to taxiing aircraft and engines.2. Erosion could occur if too much dirt is removed from the runway edge.3. The material can cause damage to aircraft in the air.4. Dirty vehicles are not permitted on airport property.
15	1.3.8.3	If a vehicle operator notices foreign materials (mud - gravel - solid objects) on an aircraft movement surface, the vehicle operator is required to: <ol style="list-style-type: none">1. Report the nature and location of the material to the police.2. Stop and remove the material.3. Report the nature and location of the material to the Airport Security Unit.4. No special requirements exist for vehicle operators.
16	2.2.1	The colour of pavement markings which outline apron safety lines is: <ol style="list-style-type: none">1. Green except in grassed areas.2. Yellow.3. White.4. Red at intersections, white in other areas.
17	2.2.2	The colour of pavement markings related to aircraft movement guidelines is: <ol style="list-style-type: none">1. Green except in grassed areas.2. Yellow.3. White.4. Different for each class and type of aircraft.
18	2.2.2	The purpose of an aircraft movement guideline is: <ol style="list-style-type: none">1. To indicate where aircraft movement is permitted.2. To show where aircraft movement is not permitted.3. To delineate lanes on a taxiway for vehicle movement.4. To serve as a center-of-aircraft guideline to aid aircraft travelling on taxiways and aprons.

AVOP - D/A Sample Questions cont'd

	<i>Ref</i>	<i>Question</i>
19	2.1.7	Areas within Operational Stands: <ol style="list-style-type: none">1. Are provided for the servicing and maintenance of vehicles.2. Are provided for free movement of vehicles performing their duties related to aircraft.3. Are defined as areas where vehicle flashing lamps or beacon lamps must always be turned on.4. Are provided for the refuelling of aircraft only.
20	1.4.4	When not in use, Apron Service Vehicles may be parked: <ol style="list-style-type: none">1. On the apron where space is available.2. In any apron area not used for the movement of aircraft.3. In designated parking areas only.4. As in one and two above if overflow parking is only provided on the groundside of the airport and assigned space on the apron is full.

Complete Question 53 in Part 5.3.

5.3 AVOP - D Sample Questions

	<i>Ref</i>	<i>Question</i>
1	3.1.1	All vehicles operated in the controlled area, except those under escort, must be equipped with: <ol style="list-style-type: none">1. Headlamps and tail lamps and reflective tape on both sides.2. A flashing beacon and radio on company frequency.3. An approved rotating beacon lamp and radiotelephone on the appropriate radio frequency.4. A reflective yellow material on the sides and striped black and yellow patches on the lower left and right corners of the vehicle.
2	3.1	Kamloops Radio is responsible for directing which of the following traffic? <ol style="list-style-type: none">1. Vehicles and pedestrians on aprons.2. Vehicles and pedestrians on controlled areas.3. All vehicles, aircraft and pedestrians on the airport.4. Aircraft on controlled areas but not vehicles.
3	3.2.2	When required to operate a vehicle in the controlled area, the vehicle operator must first: <ol style="list-style-type: none">1. Notify the Airport Manager.2. Consult his/her supervisor.3. Contact Kamloops Radio by radio for permission.4. Contact the Airport Security Unit by radio for permission.
4	3.1	The instructions of Kamloops Radio: <ol style="list-style-type: none">1. Apply to vehicles on runways but not taxiways.2. Must be obeyed at all times.3. Are a guide only for vehicle operator information.4. Apply to aircraft only.
5	3.2.2	Standard procedures for a vehicle operator who has received instructions from Kamloops Radio is to: <ol style="list-style-type: none">1. Acknowledge all instructions as understood or request that the instructions be repeated.2. Proceed immediately according to instructions heard.3. Always ask for a repeat of the instructions to ensure they are fully understood.4. Do nothing if all instructions are not fully understood.
6	3.2.2	When instructed by Kamloops Radio to proceed into the controlled area only along a specified route, the vehicle operator has the following options if he/she chooses to proceed: <ol style="list-style-type: none">1. Proceed as originally planned regardless of instructions from Kamloops Radio.2. Proceed as directed or do not enter the controlled area.3. Request the reason why you may not use an alternate route.4. Drive on the unpaved edge of the runway to reach your destination.
7	3.3.4	Which of the following should be included in a request to operate a vehicle in the controlled area? <ol style="list-style-type: none">1. Vehicle identification and location.2. Requested destination and route within the controlled area.3. Duration of time and purposes for being in the controlled area.4. All of the above.
8	3.1.4	When told to “Hold Short” or when awaiting permission to cross a runway, what must the vehicle operator do? <ol style="list-style-type: none">1. Stop behind the solid yellow lines painted on the taxiway and wait for permission from Kamloops Radio to proceed.2. Stop behind the solid yellow line on the taxiway. Look both to the right and left and proceed only if aircraft are not landing or taking off.3. Remain out of the controlled area and do not proceed until Kamloops Radio gives permission.4. Keep all future transmissions as brief as possible.
9	3.1.4 3.2.8	Which of the following is used to indicate the “HOLD” position on a taxiway: <ol style="list-style-type: none">1. A red sign to the side of the taxiway bearing the runway identification.2. A solid and broken yellow line across the width of the taxiway with the broken line closest to the runway.3. Two solid and two broken yellow lines across the width of the taxiway with the broken lines closest to the runway.4. All of the above.

AVOP - D Sample Questions cont'd

	<i>Ref</i>	<i>Question</i>
10	3.1.4	The colour of "HOLD" lines is: <ol style="list-style-type: none">1. White.2. Green.3. Yellow.4. Red.
11	3.2.2	As soon as a vehicle has left the runway, the vehicle operator must: <ol style="list-style-type: none">1. Turn off the rotating beacon light.2. Reduce speed and use a lower gear.3. Stop and hold short of the apron until given permission to proceed.4. Advise Kamloops Radio that you are off the runway and give your location.
12	3.2.2	When instructed by Kamloops Radio to "Leave (or) Get Off the Runway", the vehicle operator must: <ol style="list-style-type: none">1. Acknowledge the instruction.2. Proceed to a holding position or to a safe position off to the side of the runway at least 45 m from the nearest runway edge.3. Inform Kamloops Radio when off the runway and give your exact location.4. All of the above.
13	3.2.4	You are working in the controlled area and your vehicle breaks down. You are unable to move the vehicle under its own power. What should you do? <ol style="list-style-type: none">1. Leave your vehicle with the lights on and walk to where you can get assistance.2. Wait until your shift ends and go home.3. Try to repair the vehicle on your own.4. Notify Kamloops Radio of your location and difficulty and ask for assistance and stay with the vehicle until help arrives.
14	3.2.1	Vehicle Operators must monitor Kamloops Radio frequency: <ol style="list-style-type: none">1. When in the controlled area.2. At all times and in all locations of the airport.,3. Only when on the apron.4. When operating on aprons and service roads.
15	3.2.3	You are operating a radio-equipped vehicle in the controlled area and your radio breaks down. What should you do? <ol style="list-style-type: none">1. Return to a non-controlled area by the shortest route for repairs.2. Try to repair the radio and if this fails, sound the horn until someone comes to your assistance.3. Wait until the next aircraft lands and follow it back to the apron.4. Turn your vehicle to face the tower and flash your headlights on and off. Wait for the operator to respond by flashing the runway lights.
16	3.2.4	You cannot contact Kamloops on the radio so you turn your vehicle toward the tower and flash your vehicle lights. You observe the runway lights to flash. You can: <ol style="list-style-type: none">1. Stop, hold your position.2. Ignore the runway lights.3. Leave/vacate the runway via the closest taxiway.4. Drive faster to destination.
17	3.2.4	After observing the runway lights to flash, you proceed to leave the runway. You approach an intersecting runway. You must: <ol style="list-style-type: none">1. Proceed without stopping until off the controlled area.2. Sound the horn twice before crossing the runway.3. Hold short of the runway and check for arriving or departing aircraft before proceeding across the runway.4. Hold short of the runway and wait for a signal to cross by observing runway lights to flash.
18	3.2.4	The blinking on and off of runway lights means: <ol style="list-style-type: none">1. Identify yourself to the tower by turning your beacon light off.2. Leave the runway immediately.3. The operator wants you to drive faster.4. The runway lights are being tested.

AVOP - D Sample Questions cont'd

	<i>Ref</i>	<i>Question</i>
19	3.2.8	The colour of a “Hold” sign is: <ol style="list-style-type: none">1. Green with white letters.2. White with black letters.3. Red with white numbers.4. Yellow with black letters.
20	3.2.6	Controlled surfaces at an airport that are designated by a letter are: <ol style="list-style-type: none">1. Aprons.2. Runway.3. Service Roads.4. Taxiways.
21	3.2.7	Runway edge lights are what colour: <ol style="list-style-type: none">1. Red.2. White.3. Blue.4. Amber (Yellow)
22	3.2.7	Apron and taxiway edge lights are what colour: <ol style="list-style-type: none">1. Red.2. White.3. Amber (Yellow)4. Blue.
23	3.2.7	Lights used to indicate the intersection of a taxiway and an apron are what colour: <ol style="list-style-type: none">1. Amber (Yellow)2. White.3. Red.4. Green.
24	3.2.8	Signs used to identify the location of various surfaces are which of the following colours. <ol style="list-style-type: none">1. White with black numbers/letters.2. Black with yellow letters/numbers.3. Red with white letters/numbers.4. Blue with white letters/numbers.
25	3.2.7	Two coloured (double faced) threshold marker lights are what colours: <ol style="list-style-type: none">1. Blue and white.2. Red and white.3. Red and green.4. Green and amber.
26	3.2.7	The colour of threshold marker lights which face towards the runway is which of the following colours: <ol style="list-style-type: none">1. White.2. Green.3. Amber.4. Red.
27	3.3.1	The “press to talk” switch on a microphone should be: <ol style="list-style-type: none">1. Clicked on and off between words or phrases while you think about what you want to say.2. Left open after you complete your transmission to show you are waiting for a reply.3. Depressed before beginning to speak and kept depressed for the full transmission.4. Clicked on and off rapidly to get the attention of Kamloops Radio.

AVOP - D Sample Questions cont'd

	<i>Ref</i>	<i>Question</i>
28	3.3.1	When speaking into a microphone, you should always: <ol style="list-style-type: none">1. Speak plainly and distinctly in your natural conversational voice.2. Speak rapidly and loudly to ensure that the message received is loud enough and does not take up too much time.3. Accentuate every syllable of every word in a loud clear voice and slowly so that nothing is missed by Kamloops Radio or ground advisory.4. Make sure that aircraft are listening so that everyone gets the message the first time.
29	3.3.2	When phonetics are required for clarity in radiotelephone communications, what alphabet must be used? <ol style="list-style-type: none">1. The Standard English (French) Alphabet.2. The Radio Technician's Alphabet.3. The ICAO Phonetic Alphabet.4. Kamloops Radio's Alphabet for Vehicle Communication in Canada.
30	3.3.2	Which of the following is the correct way to speak the follow number: <u>2330</u> <ol style="list-style-type: none">1. Twenty-three, thirty.2. Two thousand, three hundred and thirty.3. Two-three-three-zero.4. Two-thirty-three-zero.
31	3.3.2	Which of the following is the correct way to speak the follow number: <u>583</u> <ol style="list-style-type: none">1. Five hundred and eighty-three.2. Five-eighty-three.3. Fifty-eight-three.4. Five-eight-three
32	3.3.2	Which of the following is the correct way to speak the follow number: <u>12000</u> <ol style="list-style-type: none">1. One two thousand.2. Twelve thousand.3. One-two-zero-zero-zero.4. Twelve-zero-zero-zero.
33	03/03/ 01	Before making a radio "call-up", the vehicle operator must: <ol style="list-style-type: none">1. Ask for a radio check.2. Click the switch to let others know your intention.3. Turn up the volume of the transmitter to maximum.4. Listen out to make sure the frequency is not in use.
34	3.3.4	A "call-up" consist of: <ol style="list-style-type: none">1. The call sign of the station called and the call sign of the station from which the call is made.2. The name - number (call sign) of your vehicle and your request.3. The station called and your request.4. No special procedures have been developed for radio "call-up".
35	3.3.4	If a vehicle operator does not receive a response to a call up, he/she should: <ol style="list-style-type: none">1. Repeat the call until he gets an answer.2. Wait a reasonable time and call again.3. Try a different frequency.4. Proceed without approval.
36	3.3.4	An "acknowledgement" means a message or instruction transmitted by radio has been received and fully understood. Vehicle operators entering or operating within the controlled area should always: <ol style="list-style-type: none">1. Avoid requesting a repeat of the message because it requires too much radio transmission time.2. Be careful if the message refers to runway crossing but do not be concerned if only taxiways are involved.3. Never acknowledge a message or instruction unless it is received and full understood.4. Respond according to past procedures if the message is not clear or fully understood.

AVOP - D Sample Questions cont'd

	<i>Ref</i>	<i>Question</i>
37	3.3.4	When Kamloops Radio transmits directions or instructions that are not fully understood or not clearly transmitted, the vehicle operator must: <ol style="list-style-type: none">1. Assume that the portion of the message heard is adequate and proceed.2. Guess at what is meant on the basis of past experience.3. Request a repeat of the message and fully understand it before proceeding.4. Consult the manual for possible meanings for what was heard.
38	3.3.4	When Kamloops Radio transmits directions or instructions which are heard clearly and fully understood the vehicle operator must: <ol style="list-style-type: none">1. Acknowledge the directions or instructions and then proceed.2. Proceed immediately according to directions/instructions.3. Ignore the direction/instruction if not suited to your needs.4. Call back to ensure that the instructions given were what was wanted/intended.
39	3.3.4	When a vehicle operator wishes to end a radio transmission, the proper procedure is: <ol style="list-style-type: none">1. Say the name of the station called and the vehicle call sign.2. Stop transmitting.3. Say the vehicle call sign.4. There is no standard procedure.
40	3.3.4	Standard phraseology is used in radio communication with Kamloops Radio. What is the purpose of using these standard ways of saying things <ol style="list-style-type: none">1. It is a habit of the old timers that is hard to change.2. Because this method of communication has always been used.3. A better system of spoken communication has not been developed.4. To transmit clear instruction and messages efficiently (in the shortest time) with the fewest words and without misunderstanding.
41	3.3.4	Staff 27 is providing escort for two other vehicles which are not radio equipped. Staff 27 is required to identify himself/herself to Kamloops Radio as: <ol style="list-style-type: none">1. Staff 27 with grader and truck.2. Staff 27 escorting two other vehicles.3. Staff 27 plus 2.4. Staff 27.
42	3.3.4	What is the correct meaning for the following Kamloops Radio instruction to a vehicle? "Proceed to Runway 08/26 inspection, advise when off the runway." <ol style="list-style-type: none">1. You are authorized to go to runway 08/26 but not enter on to it. You are to advise Kamloops Radio when you are off the runway.2. You are directed to inspect runway 08/26 and must advise Kamloops Radio if you drive off the edge of the runway.3. You may not inspect runway 08/26 and must confirm to Kamloops Radio that you are off the runway at this time.4. You are authorized to drive on runway 08/26 for the purpose of inspecting that runway and are required to advise Kamloops Radio by radio when you have left the runway, giving your location at that time.
43	3.3.3	What is the correct meaning of the following Kamloops Radio instructions: "Hold short Runway 08." <ol style="list-style-type: none">1. Stop and hold your vehicle short of runway 08 behind the solid yellow line on a taxiway so marked until given permission to cross.2. Stop and hold your vehicle at the edge of runway 08 and await permission to cross.3. Stop and hold your vehicle at the taxiway leading to runway 08 and await further instructions.4. The term "hold short" applies only to aircraft and need not be obeyed by vehicle operators.
44	3.3.4	Which of the following call up to Kamloops Radio is correct? <ol style="list-style-type: none">1. Kamloops Radio, this is truck eighty-eight.2. Kamloops Radio, staff twenty-nine.3. Kamloops Radio, truck eight three.4. Kamloops Radio, this is staff six eight

AVOP - D Sample Questions cont'd

	<i>Ref</i>	<i>Question</i>
45	3.3.4	On-the-air radio tests, when necessary, should be: <ol style="list-style-type: none">1. Conducted only by a supervisor.2. At least three (3) minutes long to ensure they need not be repeated.3. Should be short (not more than 10 seconds).4. Conducted using the ICAO phonetic alphabet only.
46	3.3.4	The readability of a radio signal may be reported numerically. A reported readability of three (3) means: <ol style="list-style-type: none">1. Perfectly readable.2. Readable but with difficulty.3. Unreadable.4. Readable.
47	3.3.4	The readability of a radio signal may be reported numerically. A reported readability of four (4) means: <ol style="list-style-type: none">1. Readable.2. Unreadable.3. Readable but with difficulty.4. Perfectly readable.
48	3.3.4	The readability of a radio signal may be reported numerically. A reported readability of five (5) means: <ol style="list-style-type: none">1. Readable now and then.2. Perfectly readable.3. Unreadable.4. Readable but with difficulty.
49	3.3.4	The readability of a radio signal may be reported numerically. A reported readability of one (1) means: <ol style="list-style-type: none">1. Perfectly readable.2. Readable now and then.3. Readable but with difficulty.4. Unreadable.

AVOP - D Sample Questions cont'd

50 3.3.2 Circle the correct phonetic word for each of the following letters of the alphabet:

	1.	2.	3.	4.
A	Apple	Australia	Alpha	Able
B	Boston	Bravo	Baker	Baron
C	Canada	Charlie	Cocoa	China
D	Delta	Doughnut	Datsun	Dog
E	Equator	Easy	Echo	Empty
F	Fox	Frigid	Foxtrot	Fan
G	Golf	Golden	Gantry	Girl
H	Handle	How	Hostel	Hotel
I	Income	India	Item	Ink
J	Juliet	John	Jig	January
K	King	Kangaroo	Kilometer	Kilo
L	Love	Litter	Lima	Lost
M	Mary	Mexico	Matron	Mike
N	Neilson	November	Nugget	Nancy
O	Oslo	Oboe	October	Oscar
P	Papa	Police	Peter	Poland
Q	quart	Québec	Quick	Queen
R	Romeo	Rose	Roger	Rat
S	Sugar	Sam	Sierra	Spitfire
T	Tang	Taxi	Tear	Tango
U	Uncle	Uniform	Unit	Under
V	Victor	Vision	Vapour	Vent
W	Walter	Whiskey	Wing	West
X	Xebec	Xanadu	X-Ray	Xerox
Y	Yak	Young	Yoke	Yankee
Z	Zebra	Zipper	Zip	Zulu

AVOP - D Sample Questions cont'd

51 3.3.3 In the space opposite to the following words and phrases, enter the number which corresponds to the correct meaning listed below:

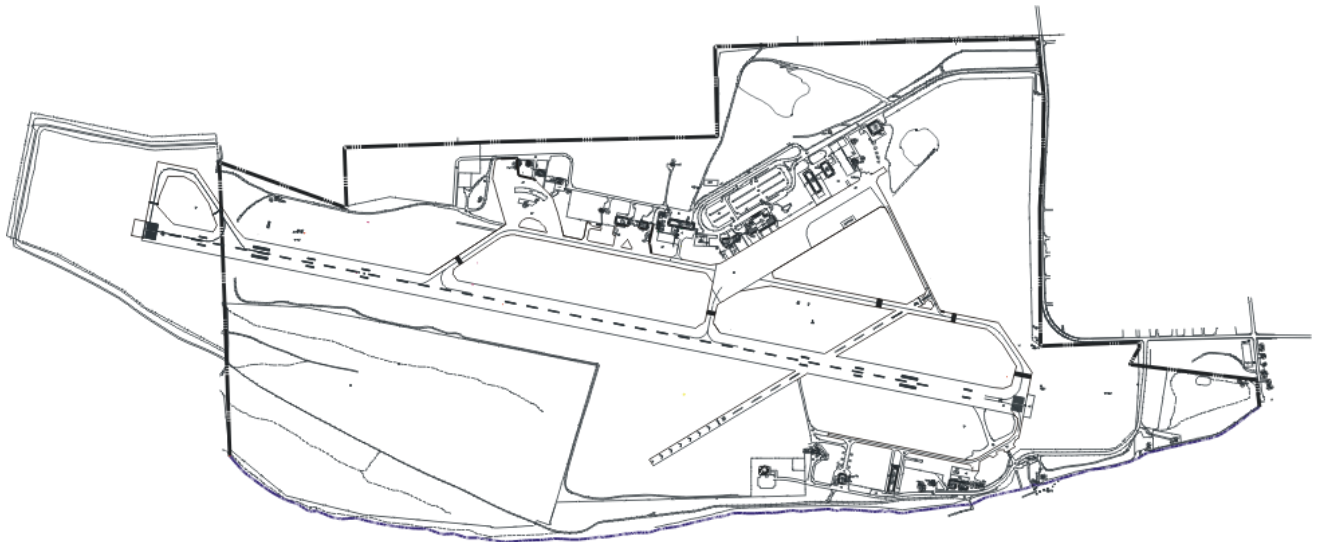
1. Repeat all, or the following part, of your last transmission.
2. Wait and listen. I will call you again.
3. Let me know that you have received and understood the message.
4. My transmission is ended and I expect a response from you.
5. Yes, or permission granted.
6. Check text with originator and send correct version.
7. I will now repeat my last word (sentence) for clarification.
8. Repeat all, or the specified part, of this message back exactly as received.
9. My version is....is that correct.
10. I have received all of your last transmission.
11. An error has been made in this transmission. My correct version is....
12. This conversation is ended and no response is expected .
13. No, or permission not granted, or that is not correct, or I do not agree.
14. Can you hear and understand me?

Acknowledge	<input type="text"/>	Affirmative	<input type="text"/>
Confirm	<input type="text"/>	Correction	<input type="text"/>
Verify	<input type="text"/>	How do you read?	<input type="text"/>
I say again	<input type="text"/>	Negative	<input type="text"/>
Over	<input type="text"/>	Out	<input type="text"/>
Read back	<input type="text"/>	Roger	<input type="text"/>
Say again	<input type="text"/>	Standby	<input type="text"/>

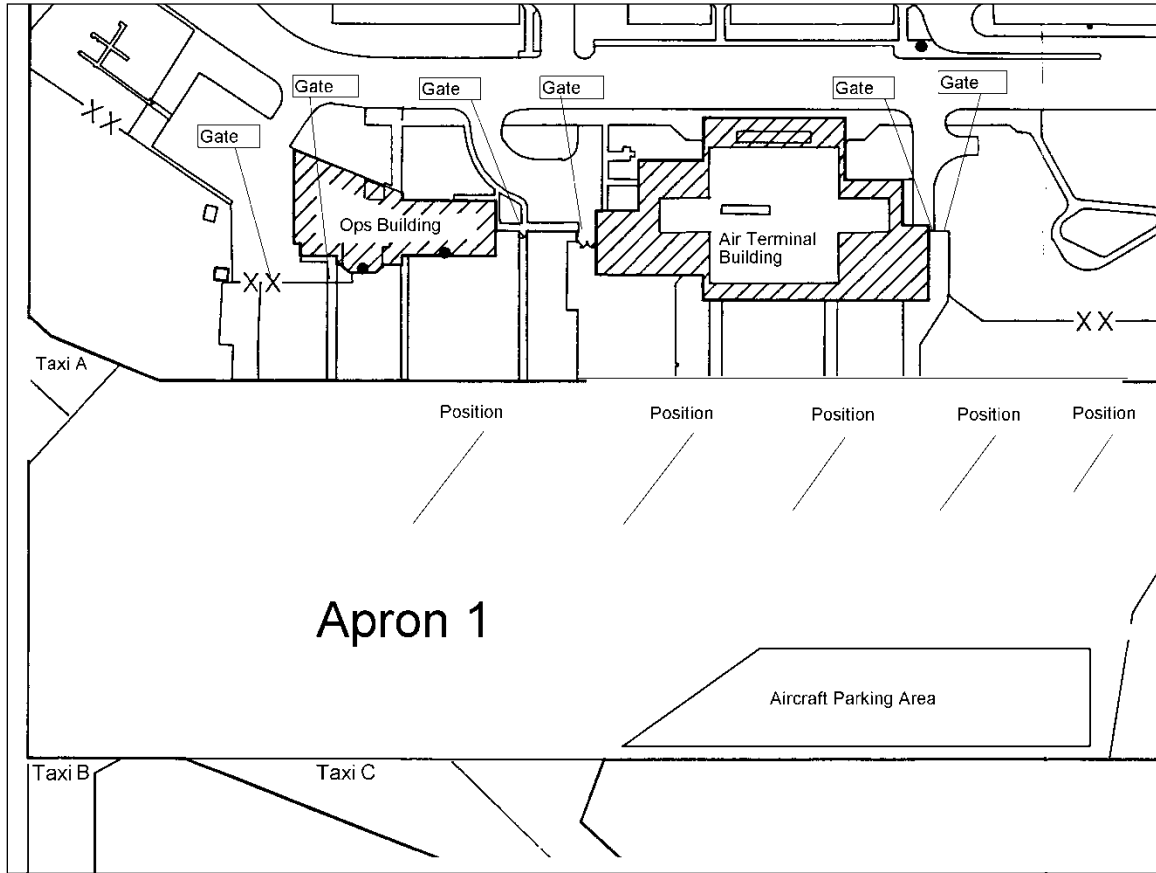
AVOP - D Sample Questions cont'd

52 4.1 Refer to the Airfield plan below. Correctly identify these items:

1. Apron 1
2. Taxiways A, B, C, D, E, F, G
3. Runway 08/26 and Runway 04/22



53 4.2 On the drawing below, correctly number the operational stands and number the vehicle gates. (refer to Part 4 for answer key):



6 ANSWER KEYS

Airport Pass

Answer Key – Airport Pass Sample Questions

No.	Ans.	No.	Ans.	No.	Ans.	No.	Ans.
1	2	2	3	3	2	4	2
5	4	6	4	7	2	8	3
9	2	10	4	11	1	12	1
13	4	14	3				

Answer Key – D/A Vehicle Operator Sample Questions

1	4	2	3	3	2	4	4
5	2	6	1	7	1	8	1
9	1	10	3	11	3	12	3
13	2	14	1	15	2	16	3
17	2	18	4	19	2	20	3

Answer Key – D Vehicle Operator Sample Questions

1	3	2	2	3	3	4	2
5	1	6	2	7	4	8	1
9	4	10	3	11	4	12	4
13	4	14	1	15	4	16	3
17	4	18	2	19	3	20	4
21	2	22	4	23	1	24	2
25	3	26	4	27	3	28	1
29	3	30	3	31	4	32	1
33	4	34	1	35	2	36	3
37	3	38	1	39	3	40	4
41	3	42	4	43	1	44	3
45	3	46	2	47	1	48	2
49	4						

50 Bold = correct answer				
A	Apple	Australia	Alpha	Able
B	Boston	Bravo	Baker	Baron
C	Canada	Charlie	Cocoa	China
D	Delta	Doughnut	Datsun	Dog
E	Equator	Easy	Echo	Empty
F	Fox	Frigid	Foxtrot	Fan
G	Golf	Golden	Gantry	Girl
H	Handle	How	Hostel	Hotel
I	Income	India	Item	Ink
J	Juliet	John	Jig	January
K	King	Kangaroo	Kilometer	Kilo
L	Love	Litter	Lima	Lost
M	Mary	Mexico	Matron	Mike
N	Neilson	November	Nugget	Nancy
O	Oslo	Oboe	October	Oscar
P	Papa	Police	Peter	Poland
Q	quart	Quebec	Quick	Queen
R	Romeo	Rose	Roger	Rat
S	Sugar	Sam	Sierra	Spitfire
T	Tang	Taxi	Tear	Tango
U	Uncle	Uniform	Unit	Under
V	Victor	Vision	Vapour	Vent
W	Walter	Whiskey	Wing	West
X	Xebec	Xanadu	X-Ray	Xerox
Y	Yak	Young	Yoke	Yankee
Z	Zebra	Zipper	Zip	Zulu

51	Acknowledge	3	Affirmative	5
	Confirm	9	Correction	11
	Verify	6	How do you read?	14
	I say again	7	Negative	13
	Over	4	Out	12
	Read Back	8	Roger	10
	Say again	1	Standby	2