

BILLY BISHOP AIRPORT



Airside Vehicle Identification Permit Manual

**AIRPORT RESTRICTED AREA VEHICLE IDENTIFICATION
PASS (AVIP) SYSTEM**

AVIP Instruction Sheet

(A) Please ensure you have:

1. Your copy of the Application Form for each vehicle.
2. A validated Registration and Identification Certificate for each vehicle.
3. Two identically numbered markers, either RED (*MANEUVERING AREA*) or GREEN (*MOVEMENT AREAS*) for each vehicle.
4. Two coloured validation stickers, one for each of the markers for each vehicle.

(B) In order to minimize problems, we request your cooperation in ensuring that:

1. The markers are affixed to the vehicle in the prescribed manner (see attached); the vehicle surface must be clean and dry so that the marker can adhere properly.
2. The markers so affixed are those issued for that particular vehicle (check marker number against that listed on your copy of the Application Form).
3. The coloured validation stickers are affixed to each marker (see attached).
4. That the Registration and Identification Certificate is kept in the vehicle at all times in a place known to the driver (number listed on the Certificate should be the same as that on the marker).
5. All drivers of the vehicle(s) are both familiar with and comply with the Terms of Issue as outlined on the back of your copy of the Application Form.

TP 5286

NATIONAL IDENTIFICATION SYSTEM
FOR USE IN RADIOTELEPHONE
COMMUNICATIONS FROM VEHICLES
OPERATED ON AIRPORT MANOEUVRING
AREAS

AK-14-03-014

SYSTÈME NATIONAL D'IDENTIFICATION
RELATIF AUX COMMUNICATIONS
RADIOTÉLÉPHONIQUES EN PROVENANCE
DES VÉHICULES CIRCULANT SUR LES
AIRES DE MANOEUVRE DES AÉROPORTS

Airports Authority Group
Airport Services and Security Branch
Airport Systems and Services Division

Groupe de gestion des aéroports
Direction des services et de la sûreté aéroportuaires
Division des systèmes et des services aéroportuaires

OPR/BPR: EDA/DKS/KSS/A

NOVEMBER/NOVEMBRE 1985

**NATIONAL IDENTIFICATION SYSTEM FOR USE IN
RADIOTELEPHONE COMMUNICATIONS FROM VEHICLES OPERATED
ON AIRPORT MANOEUVRING AREAS**

1.00 POLICY

The following policy will be included in AK-01-00-003, CATA Objectives, Organization and Policies Manual – Volume II, upon promulgation of this manual.

All radio-equipped vehicles operated on the manoeuvring areas of a Transport Canada-operated airport will be identified, in accordance with established standards, for purposes of radiotelephone communications with a control tower or Flight Service Station. The identification system will also apply to radiotelephone communications between a vehicle and an apron management unit, where this service is provided.

2.00 OBJECTIVE

The objective of this policy is twofold:

- (a) to ensure that vehicles are identified in a consistent manner, in order to provide the ground controller, Flight Service Specialist, and apron management unit with a clear indication of the vehicle traffic under their guidance by radiotelephone communications;
- (b) to provide for a uniform identification system at all Transport Canada-operated airports, for the benefit of pilots operating between airports and for consistency in ground controller, Flight Service Specialist, apron management, and vehicle operator training and assignment, regardless of the location of the airport in Canada.

3.00 DEFINITIONS

The following terms are used in this manual according to the definitions given here.

Airport Manager – the Transport Canada official in charge of an airport, or this official's duly authorized representative.

Vehicle – (in accordance with the Airport Traffic Regulations) an automobile, bicycle, over-snow vehicle, truck, bus, or any self-propelled vehicle or device in, on, or by which a person or thing is or may be transported, carried, or conveyed on land. This includes equipment, whether self-

propelled or not, and machines designed to derive support in the atmosphere from reactions against the earth's surface of air expelled from them, but does not include aircraft.

4.00 STANDARDS

4.01 Authority

The need and right to operate a vehicle on the manoeuvring area of a Transport Canada airport must be established to the satisfaction of the Airport Manager before a vehicle identification for use in radiotelephone communication with ground control or a Flight Service Station may be issued.

The Airport Manager is responsible for the assignment and control of vehicle identification, consistent with his or her responsibilities and authority under the Airport Traffic Regulations and the General Radio Regulations, Part II, and in accordance with this document.

4.02 Assignment of Vehicle Identification

A vehicle identification assigned under this policy shall be applicable only at the airport where it is issued, and not be transferable between airports.

Two vehicles shall not be assigned the same number, regardless of generic identifier.

A vehicle shall not be assigned a number that corresponds to a runway number at the airport where the assignment is made.

Crash Firefighting and Rescue Services vehicles shall be identified as "Red" and numbered from 1 to 19, regardless of what department or authority provides the service.

Civilian police and security vehicles shall be identified as "Police" and numbered between 205 and 219. Military police and security vehicles shall be identified as "Police", but numbered between 500 and 599.

Where the number of vehicles at an airport exceeds the capacity of the group of numbers allocated to a given generic identifier, the additional vehicles shall be numbered by combining the prefix number 6 with one of the numbers available for the corresponding generic identifier, e.g., Staff 620, 621, 622, etc., or Police 6205, 6206, etc.

The identification assigned to a vehicle shall be used in full in every radiotelephone transmission from that vehicle. (Consult TP 2633 for the correct transmission procedures.)

Only those vehicles equipped with approved safety markings/lights and two-way radios operated on the frequency assigned for purposes of communication with a control tower, flight service station, or apron management unit at a particular airport shall be assigned identification in accordance with the following schedule.

<u>Vehicle Type/Function</u>	<u>Generic Identifier</u>	<u>Number Allocation</u>
Crash Firefighting and Rescue Services vehicles	Red	1-19
Staff vehicles (cars, station-wagons, pick-up trucks, panel trucks, etc.)	Staff	20-79
Trucks (dump, snowplow, stake, etc.)	Truck	80-119
Snowblowers	Blower	120-149
Tractors, graders	Tractor/Grader	150-179
Passenger transfer vehicles	PTV	180-204
Police and security vehicles	Police	205-219
Other vehicles and equipment not covered above	(Specify type of vehicle)	220-239
Commercial vehicles, and maintenance and construction vehicles and mobile equipment rented or contracted to Transport Canada	(Specify type of vehicle, consistent with the above)	240-299
Air carrier and service agency vehicles and equipment	(Specify type of vehicle, consistent with the above*)	300-499
National Defence (DND) vehicles except Crash Firefighting and Rescue Services vehicles	(Specify type of vehicle, consistent with the above*)	500-599

- * Note: Although there is no other restriction on air carrier, service agency, or DND number allocations within the 300-499 and 500-599 series respectively, the generic identifiers used shall be consistent with those for other airport vehicles, within reasonable bounds of function and vehicle type, i.e., "Staff" for all cars, station-wagons, pick-up trucks, panel trucks, etc.; "Truck" for all snowplow, dump, and stake trucks, and similar vehicles, normally with ratings greater than 909 kg (one ton); "Blower" for snowblowers; and "Type of vehicle" as

appropriate and as describes size, manoeuvrability, and visual identification.

Where appropriate in recognition of airfield safety and emergency operational requirements, vehicle identifications such as "Weapons" for aircraft armament vehicles and "OSCAR" for the On-Scene Controller's mobile field office, are appropriate. All generic identifiers apply to the vehicle and must be used at all times, regardless of the position or title of the vehicle operator or occupants or the function/activity of the vehicle at any particular time.

4.03 Administrative Procedures

(a) Notification and Control

The Airport Manager is responsible for maintaining an up-to-date written record of vehicle identification assigned at his or her airport and for making a copy of this record available to the chief controller and/or telecommunications station manager and apron management unit at all times. Arrangements should be made with these offices to accommodate the assignment of temporary identifiers on a day-to-day basis, consistent with the operating requirements of the airport.

The departments, agencies, airlines, or individuals, as appropriate, shall be advised in writing of the identifiers assigned to their vehicles and of the vehicles to which the identifiers apply, in order to minimize the incidence of misapplication of the assigned vehicle identifications.

The advisory shall include notice of the requirement that the assignee advise the Airport Manager in writing whenever an assigned vehicle identifier is no longer required, and of the fact that the identifier is not transferable by the assignee.

The identification should be cancelled for any vehicle withdrawn from use at the airport for extended periods (i.e., for thirty days or more), at the discretion of the Airport Manager. Any such restrictions shall be made known to the assignee at the time the vehicle identification is issued.

"Temporary" vehicle identification assignments should specify the duration of applicability, i.e., one to three days, or as otherwise appropriate to the operating conditions and vehicle control requirements of the airport.

(b) Application for Vehicle Identification

The vehicle owner, controlling authority or authorized representative, in the case of government or company vehicles, or lessee, in the case of

leased vehicles, shall make application in writing to the Airport Manager for the assignment of a vehicle identification.

A vehicle identification may be cancelled by the Airport Manager or the assignee by notification in writing.

(c) Forms

The form "Vehicle Identification Record", which is given in Appendix A, may be used to facilitate the vehicle identification process and management control, and may be copied at the site as required.

For instructions on completing the form, refer to Appendix A.

5.00 RELATED REFERENCES

A.I.P. Canada (TP 2300)

Air Regulations

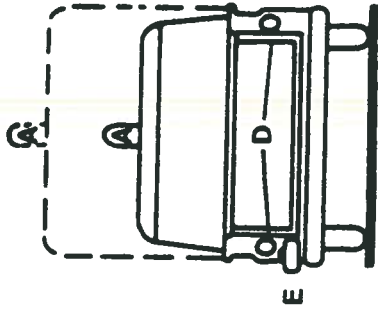
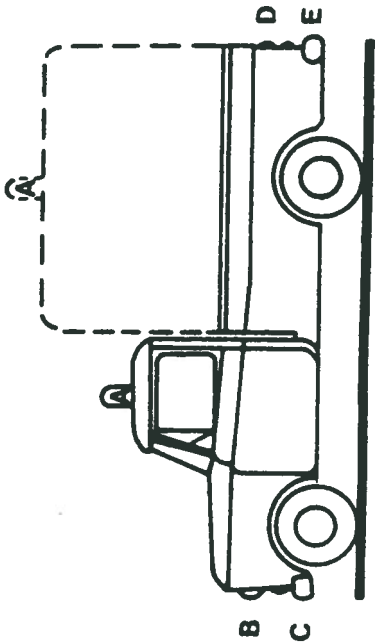
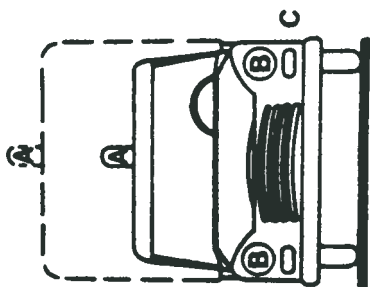
Airport Traffic Regulations (ATRs)

General Radio Regulations, Part II

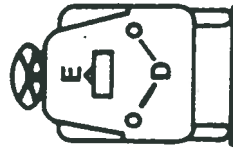
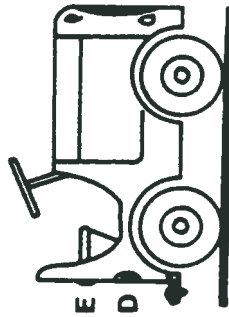
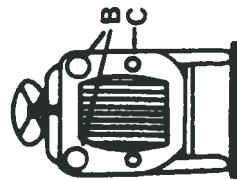
TP 2633, Manual of Airport Traffic Directives for the Operation of Vehicles on Airport Movement Areas

**SAFETY MARKING REQUIREMENTS
FOR APRON SERVICE VEHICLES**

I. Self-propelled Vehicles with Cab



II. Self-propelled Vehicles without Cab



QUALIFICATIONS FOR RED
A - Beacon Lamp

B - Head Lamps

C - Parking/Signal Lamps

D - Tall/Signal Lamps

E - License Plate Lamp

F - Reflectorized Strip

G - Reflectorized Panel

H - Radio

**I - D License and
Radio License
individual**

III. Non-self-propelled Vehicles and Equipment

