

OPERATING DIRECTIVE

Aviation Authority

Number: D310.03.01

Effective: 12/05/02

Revised: 08/13/09

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Subject: Charter Buses

**PURPOSE:** To establish specific operating procedures for charter buses at Tampa International Airport.

**GENERAL:** Consistent with Authority Policy P310, Commercial Ground Transportation, the Authority establishes operating procedures for commercial ground transportation services at Tampa International Airport for the use of airport facilities and collects fees and charges from the operator. In establishing the fees and charges, the Authority includes the recovery of the costs of constructing the facilities used by each ground transportation service and the Authority's maintenance, operational, administrative and enforcement costs associated with such facilities. The Authority may also charge a privilege fee representative of the special benefit a particular class of business derives from the airport and use thereof. All employees, subcontractors or agents of a charter bus company must adhere to these procedures, airport rules and regulations or any subsequent directives issued by the Authority.

**PROCEDURE:**

A. Dropping off Passengers:

1. During busy peak periods or special events, buses must use the remote taxi/bus staging area (see Attachment A) until called to the terminal or until the time of the loading space reservation(s).
2. Charter buses dropping off passengers at Tampa International must use the circulation drives located on the east and west ends of the terminal's flight departures level (see Attachment B). Use of the drives will be consistent with regulations for private vehicles using the flight departure level.
3. There is no requirement for charter bus operators to obtain a permit from the Authority to drop off passengers at Tampa International Airport. Reservations are not necessary for unloading passengers, but due to traffic and demand conditions, the scheduling of buses for dropping off passengers may be coordinated with the Authority's Police-Traffic Division or Operations.
4. Buses must occupy passenger unloading spaces no longer than necessary to complete the unloading.

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5. Buses must be attended by the drivers at all times.
6. Buses must not park side by side on the circulation drives.
7. The speed limit on this level is 10 miles per hour.

B. Picking up Passengers:

Authority Permit Requirements

1. Charter bus permit applications can be obtained from Operations/Parking and Ground Transportation Department or via the Authority's web site at [www.Tampaairport.com](http://www.Tampaairport.com).
2. All charter bus company operators seeking a permit from the Authority must first meet all of the airport's insurance requirements and must name the Authority as additionally insured on their insurance policy.
3. The company will call Ground Transportation at least 24 hours in advance to reserve loading space(s).
4. The privilege fee for permitted operators is \$25 per bus, per departure.
5. Passenger bus parking and loading spaces in the four ground transportation centers (see Attachment C) will be assigned by Ground Transportation based on flight arrival information. Priority will be given to the first reservations received.
6. Ground Transportation will control the use of bus parking spaces to ensure the most efficient use and to maximize service to passengers.
7. Buses will be permitted to occupy parking spaces no more than 15 minutes prior to flight arrival and no longer than necessary to complete passenger loading.
8. Buses must be attended by the driver(s) at all times.



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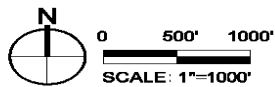
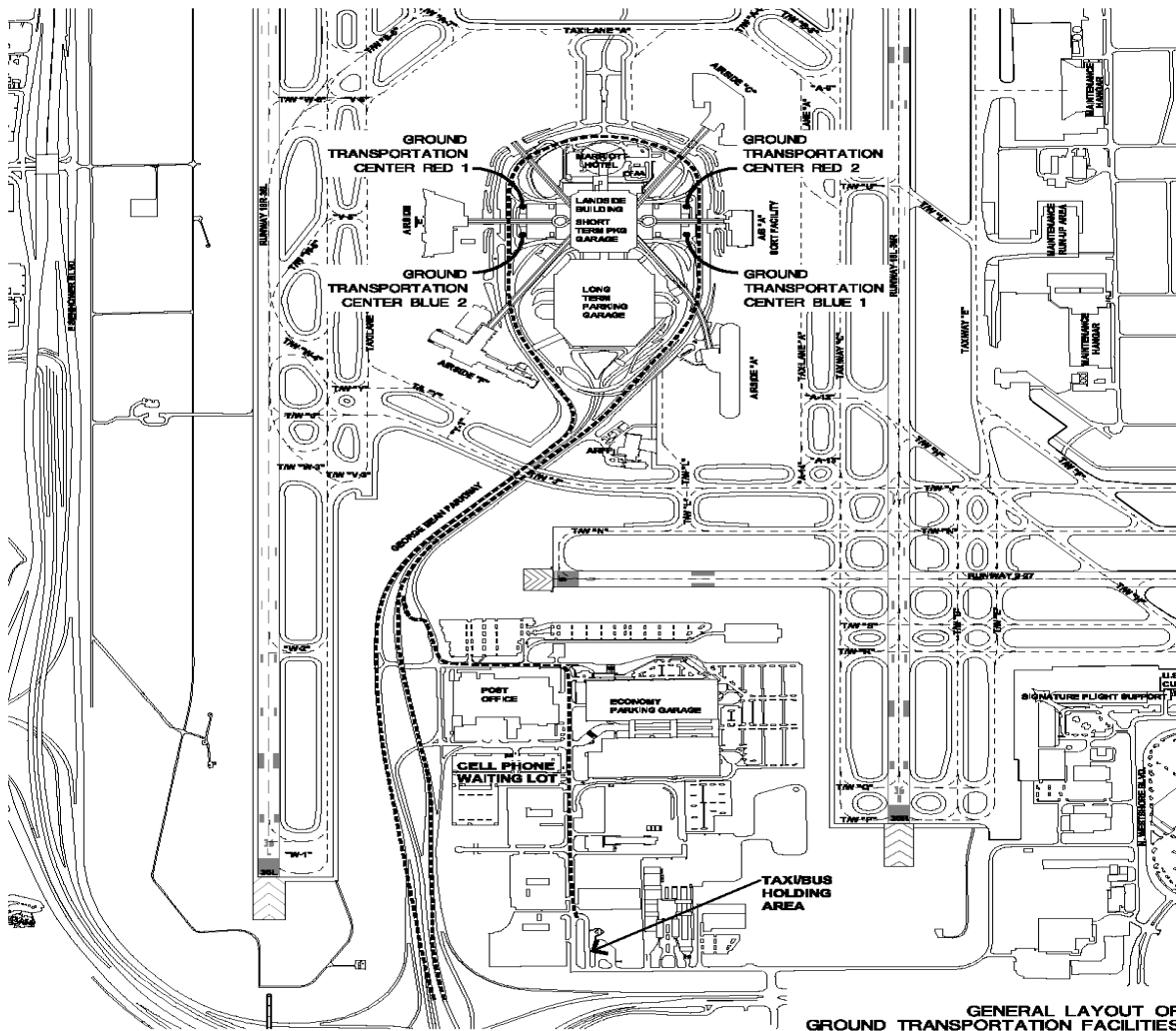
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HILLCOROUGH COUNTY AVIATION AUTHORITY  
TAMPA INTERNATIONAL AIRPORT  
TAMPA - FLORIDA  
Ground Transportation Operating Procedures  
November 2008

Attachment A

OPERATING DIRECTIVE

Aviation Authority

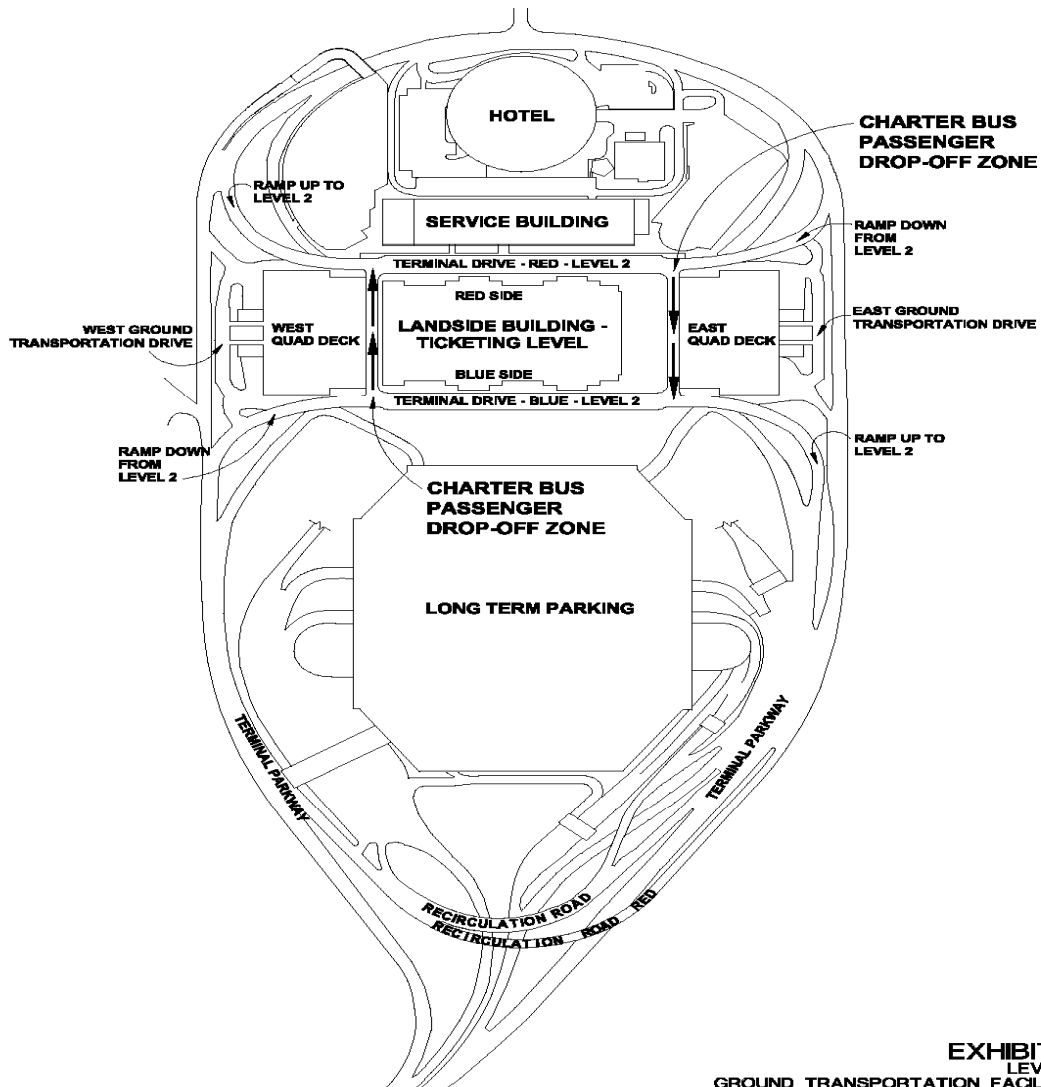
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**EXHIBIT 3**  
**LEVEL 2**  
**GROUND TRANSPORTATION FACILITIES**

HILLSBOROUGH COUNTY AVIATION AUTHORITY  
TAMPA INTERNATIONAL AIRPORT  
TAMPA - FLORIDA

Ground Transportation Operating Procedures  
November 2008

Attachment B

OPERATING DIRECTIVE

Number: D310.03.01

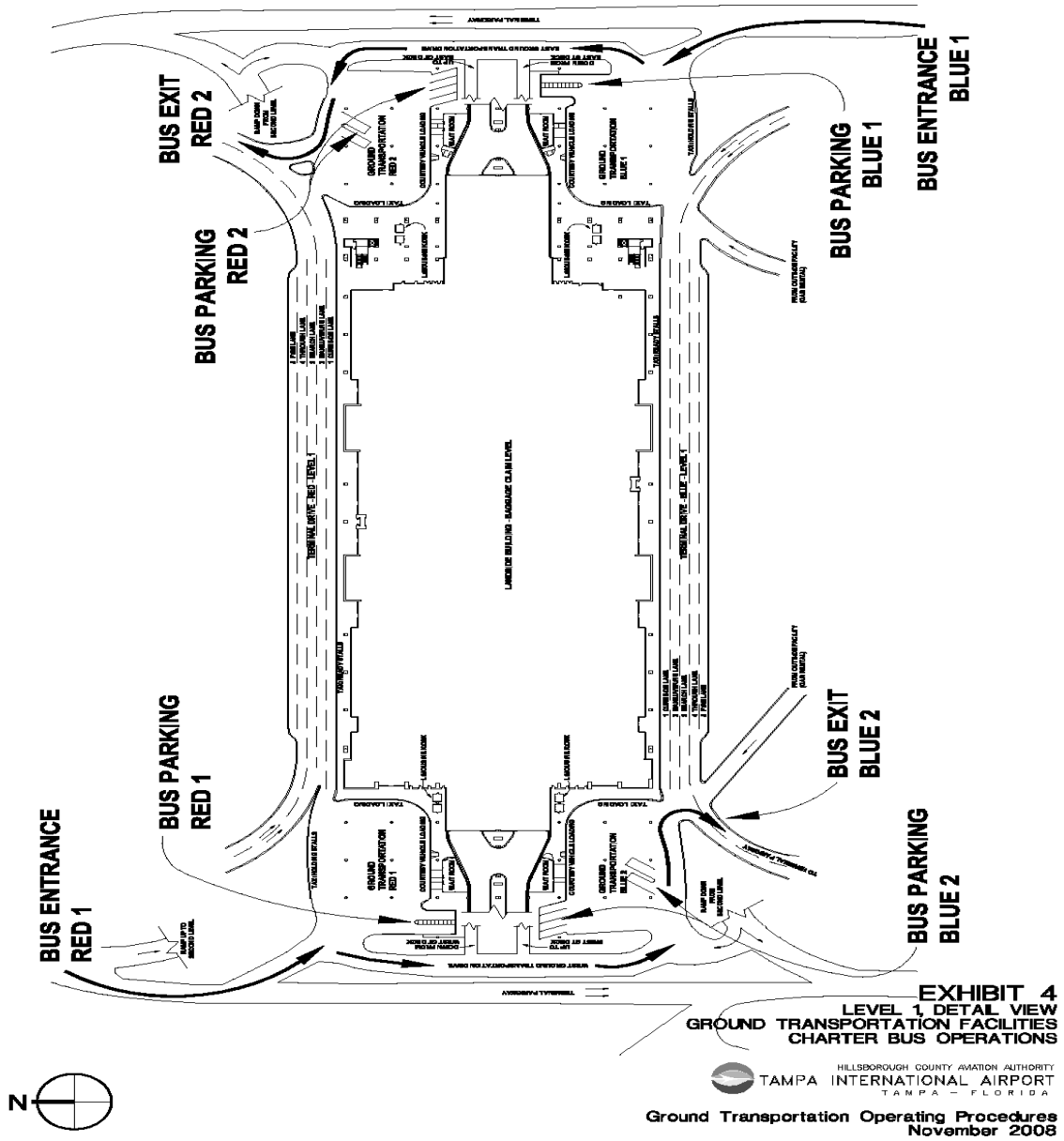
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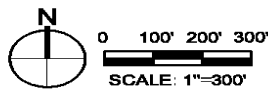
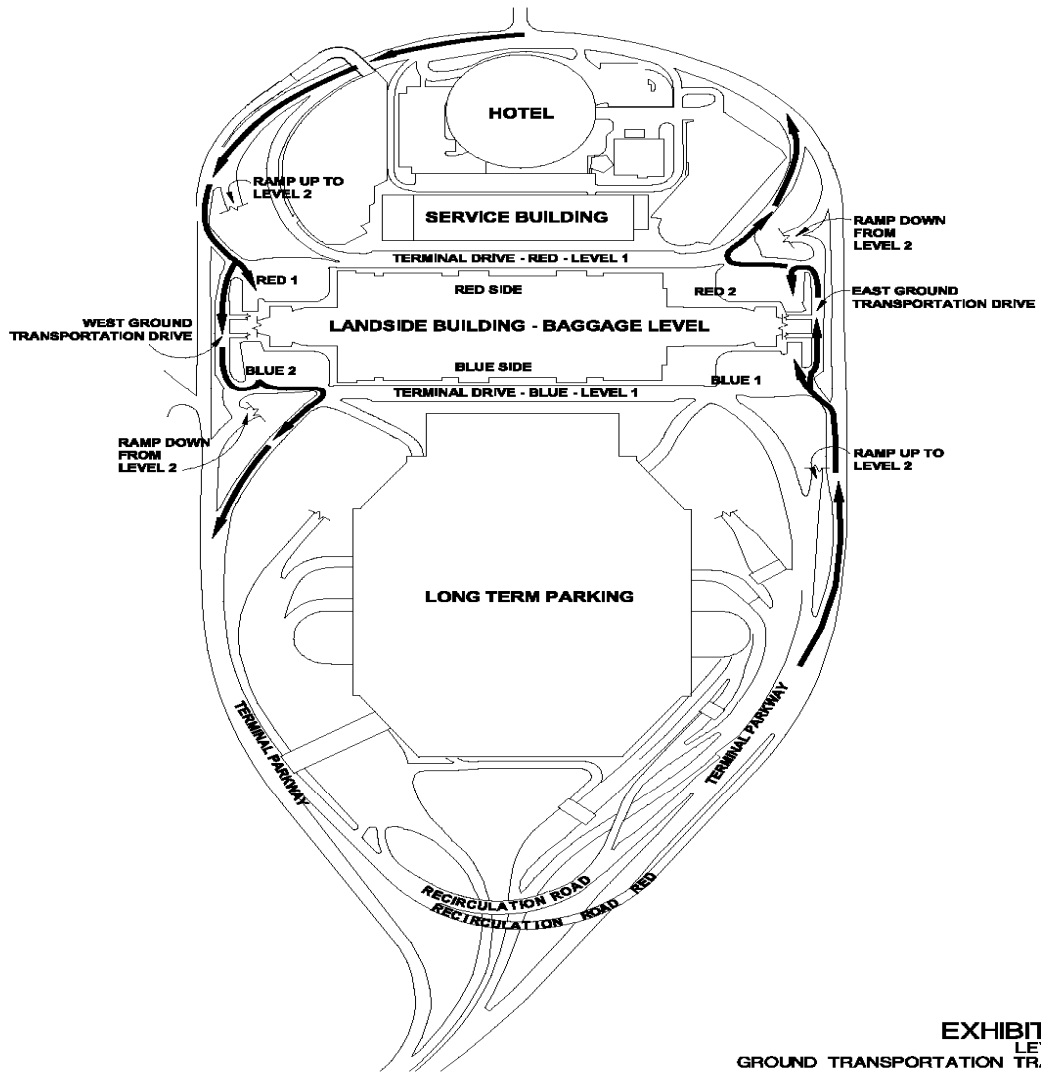
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**EXHIBIT 10**  
LEVEL 1  
GROUND TRANSPORTATION TRAFFIC  
ROUTES FOR BUSES  
HILLSBOROUGH COUNTY AVIATION AUTHORITY  
TAMPA INTERNATIONAL AIRPORT  
TAMPA - FLORIDA

Ground Transportation Operating Procedures  
November 2008