

OPERATING DIRECTIVE

Hillsborough County  
Aviation Authority

Number: D310.03.01

Effective: 12/05/02

Revised: \_\_\_\_\_

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Subject: Charter Buses

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

**GENERAL:** Charter bus companies will obtain a permit from the Authority to pick up passengers. The company will call Ground Transportation at least 24 hours in advance to reserve loading space. Reservations are not necessary for unloading passengers.

A. Use of Facilities:

All buses may unload along the curb on the departure level drive. Buses cannot park side by side on departure level. The speed limit on this level is 10 miles per hour.

Loading space in the four ground transportation quadrants will be assigned by Ground Transportation based on flight arrival information. Priority will be given to the first reservations received. Ground Transportation will control the use of bus loading spaces to ensure the most efficient use and to maximize service to passengers. Buses will occupy loading spaces or curbside space no longer than necessary to complete loading or unloading and will be attended by the drivers at all times. Buses will use the remote staging area until the time of their loading space reservations.

B. Traffic Circulation:

Charter buses will enter the quadrants from the parkway as shown on exhibit 7. Buses exiting departure level will not use the quadrant access ramp from the departure level exit ramp. All such buses must use the main roadway system only.

Buses in the quadrants will not be driven in or past the courtesy vehicle loading lane. Buses will proceed directly to the exit from their loading space when departing.

The following exhibits depicting the facilities are attached for information purposes:

- Exhibit 1 – General Layout of Ground Transportation Facilities
- Exhibit 2 – Ground Transportation Facilities, Level 1
- Exhibit 3 – Ground Transportation Facilities, Level 2

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- Exhibit 4 – Ground Transportation Facilities, Level 1
- Exhibit 7 – Quadrant Entrances from Level 2
- Exhibit 10 – Quadrant Traffic Routes for Buses

APPROVED: \_\_\_\_\_ /s/ John Wheat

DATE: 12/05/02