

OPERATING DIRECTIVE

Aviation Authority

Number: D310.03.02

Effective: 12/05/02

Revised: 08/13/09

Page: 1 of 8

Subject: Scheduled Bus Service Operations

PURPOSE: To establish specific operating procedures for scheduled buses at Tampa International Airport. This directive does not apply to buses operated by public entity as a public transit service.

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 company must adhere to these procedures, airport rules and regulations or any subsequent directives issued by the Authority.

PROCEDURE:

A. Dropping off Passengers:

1. Scheduled bus service vehicles dropping off passengers at Tampa International Airport must use the curbside on the circulation drives on level 2 (see Attachment A). After unloading passengers on the circulation drives, the bus will depart the airport or proceed to the remote taxi/bus staging area (see Attachment B) and return to the terminal passenger pickup areas only at the published/scheduled pickup times. While traveling through the departure level, bus drivers must follow traffic control signage and the directions provided by traffic control specialists.
2. Buses cannot park alongside another bus on the circulation drives.
3. The speed limit on this level is 10 miles per hour.

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B. Picking up Passengers:

1. Scheduled bus passenger loading must be in the ground transportation centers blue 1 and red 2 on the passenger loading lane as depicted in Attachment C.
2. The scheduled bus must not enter the ground transportation center more than five minutes before scheduled departure time.
3. Buses will occupy passenger loading spaces no longer than is necessary to complete passenger loading and to meet schedule departure times.
4. Buses must be attended by the driver(s) at all times.
5. No solicitation is allowed by drivers or company personnel.
6. While traveling through the ground transportation centers, bus drivers must follow traffic control signage and/or any directions provided by ground transportation staff.

C. Agreement/Contract Requirements:

1. There is no permit or contract requirement for any bus operators to drop off passengers at Tampa International Airport.
2. Any bus company desiring to provide scheduled passenger pickup service from Tampa International Airport must obtain a permit from the Authority. Scheduled bus service operators must first agree to the applicable terms and conditions and the policies set forth in this operating directive before such scheduled service permit is provided.
3. The fee is \$5.00 per each scheduled departure from the airport.
4. The company must provide up-to-date airport departure schedules and must operate on time no less than 90% of the time in any given month to retain scheduled service eligibility.

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D. Traffic Circulation:

1. Scheduled bus service vehicles may enter the ground transportation centers from the flight departure drive exit ramps as shown on Attachment D/Exhibit 7 or from the parkway as shown on Attachment E.
2. Once passenger loading is completed, scheduled bus service vehicles will proceed directly to the ground transportation center exit from the passenger loading lane (see Attachment E).

The following attachments depicting airport facilities are provided for information purposes:

- Attachment A – Level 2, Ground Transportation Facilities, Scheduled Bus Service Operations
- Attachment B – General Layout of Facilities
- Attachment C – Level 1, Detail View of Ground Transportation Facilities, Scheduled Bus Service Operations
- Attachment D – Exhibit 7 – Level 1, Ground Transportation Entrances from Level 2
- Attachment E – Level 1, Ground Transportation Traffic, Routes for Schedule Buses

APPROVED: _____ /s/ John Wheat _____ DATE: 08/13/09

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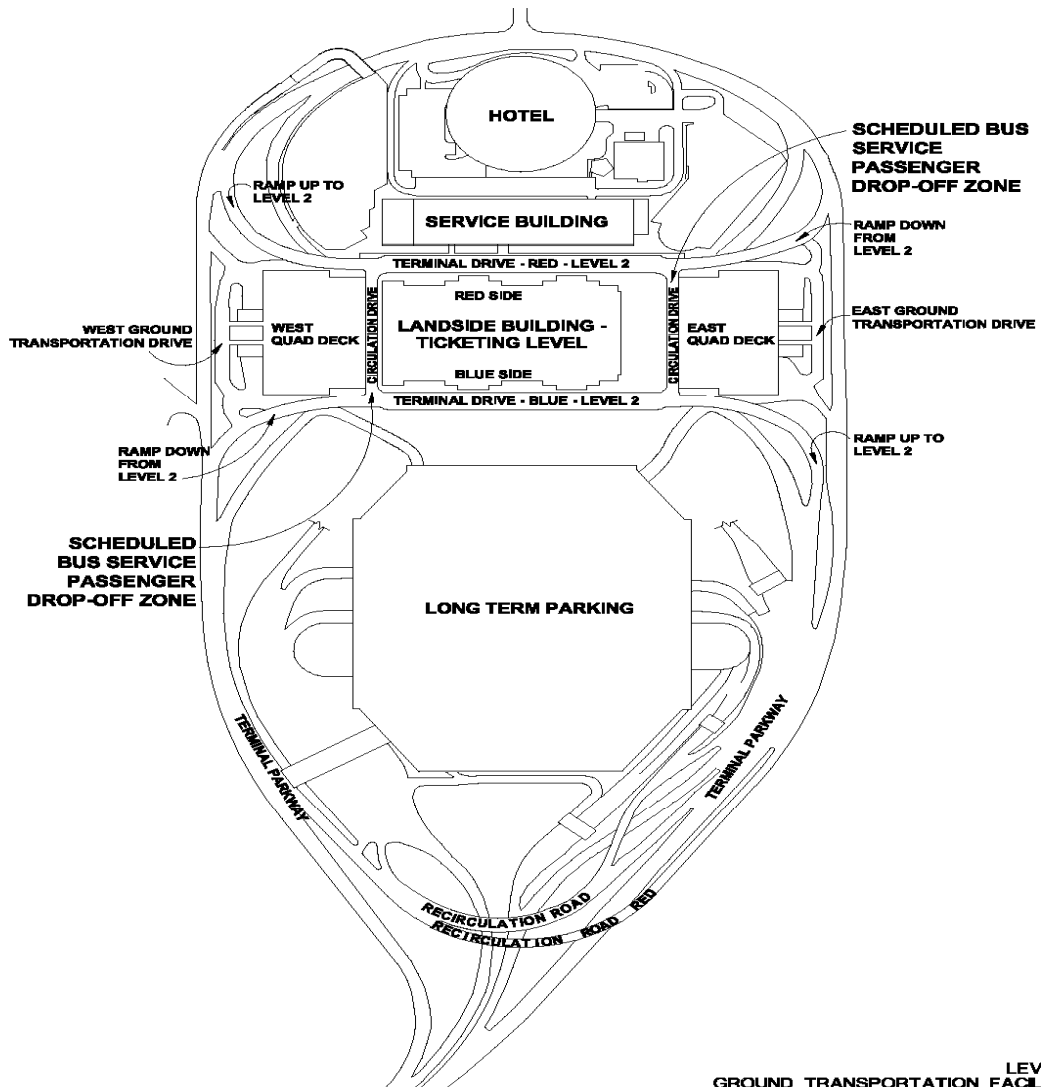
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LEVEL 2
GROUND TRANSPORTATION FACILITIES
SCHEDULED BUS SERVICE OPERATIONS
HILLSBOROUGH COUNTY AVIATION AUTHORITY
TAMPA INTERNATIONAL AIRPORT
TAMPA - FLORIDA
Ground Transportation Operating Procedures
November 2008

Attachment A

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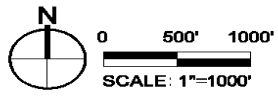
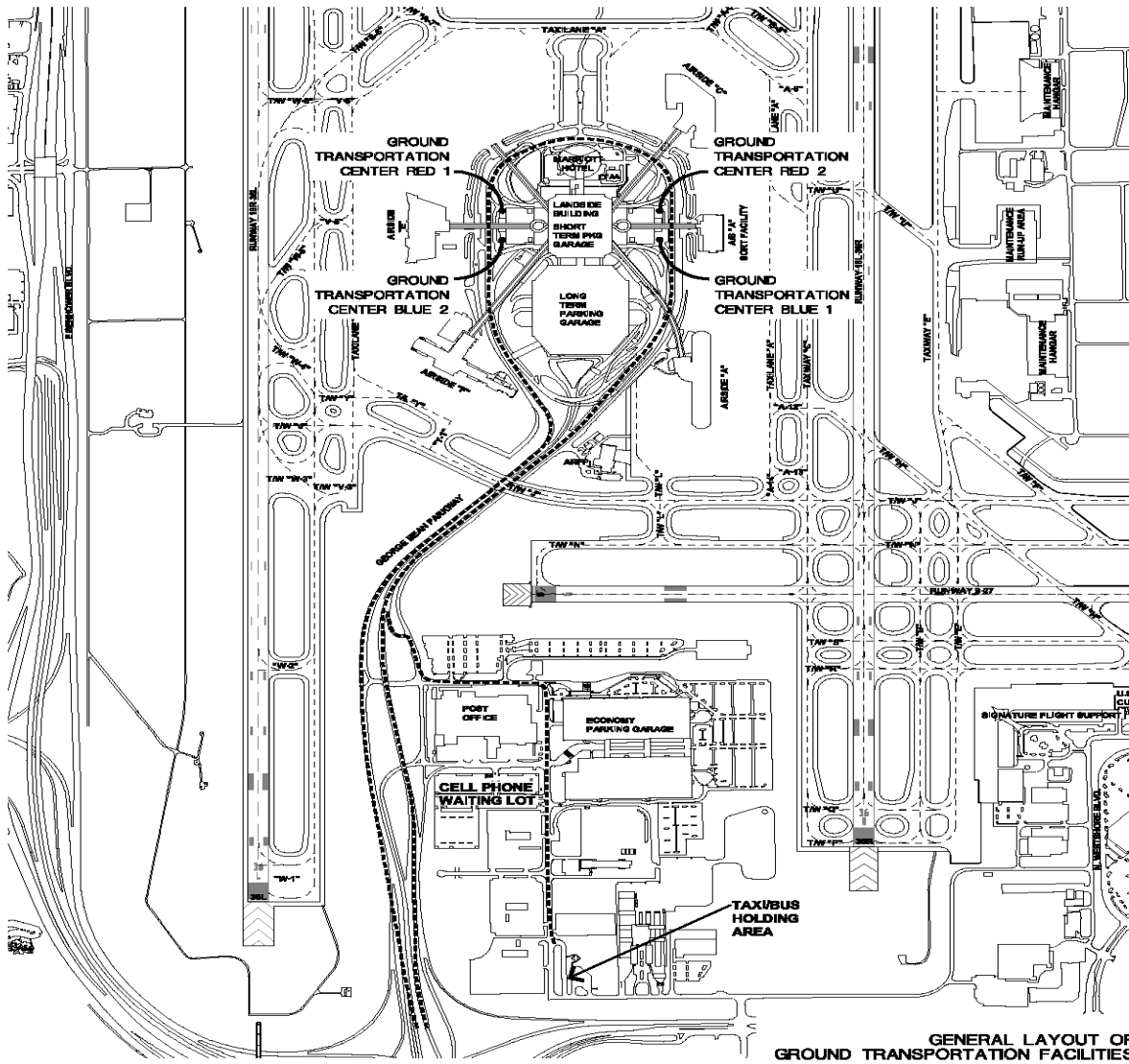
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**GENERAL LAYOUT OF
GROUND TRANSPORTATION FACILITIES**
HELLENBROUGH COUNTY AVIATION AUTHORITY
TAMPA INTERNATIONAL AIRPORT
TAMPA - FLORIDA
Ground Transportation Operating Procedures
November 2008

Attachment B

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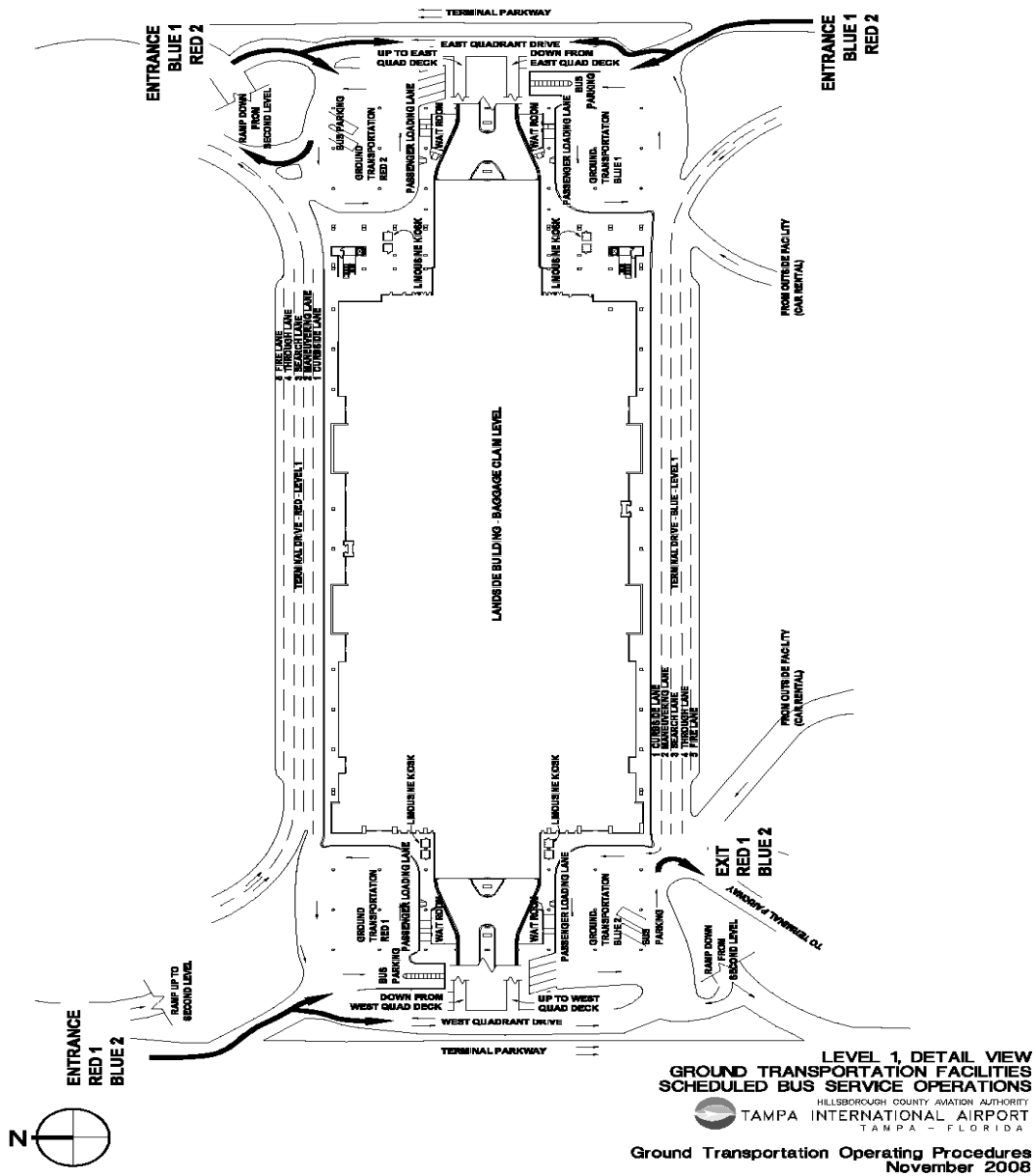
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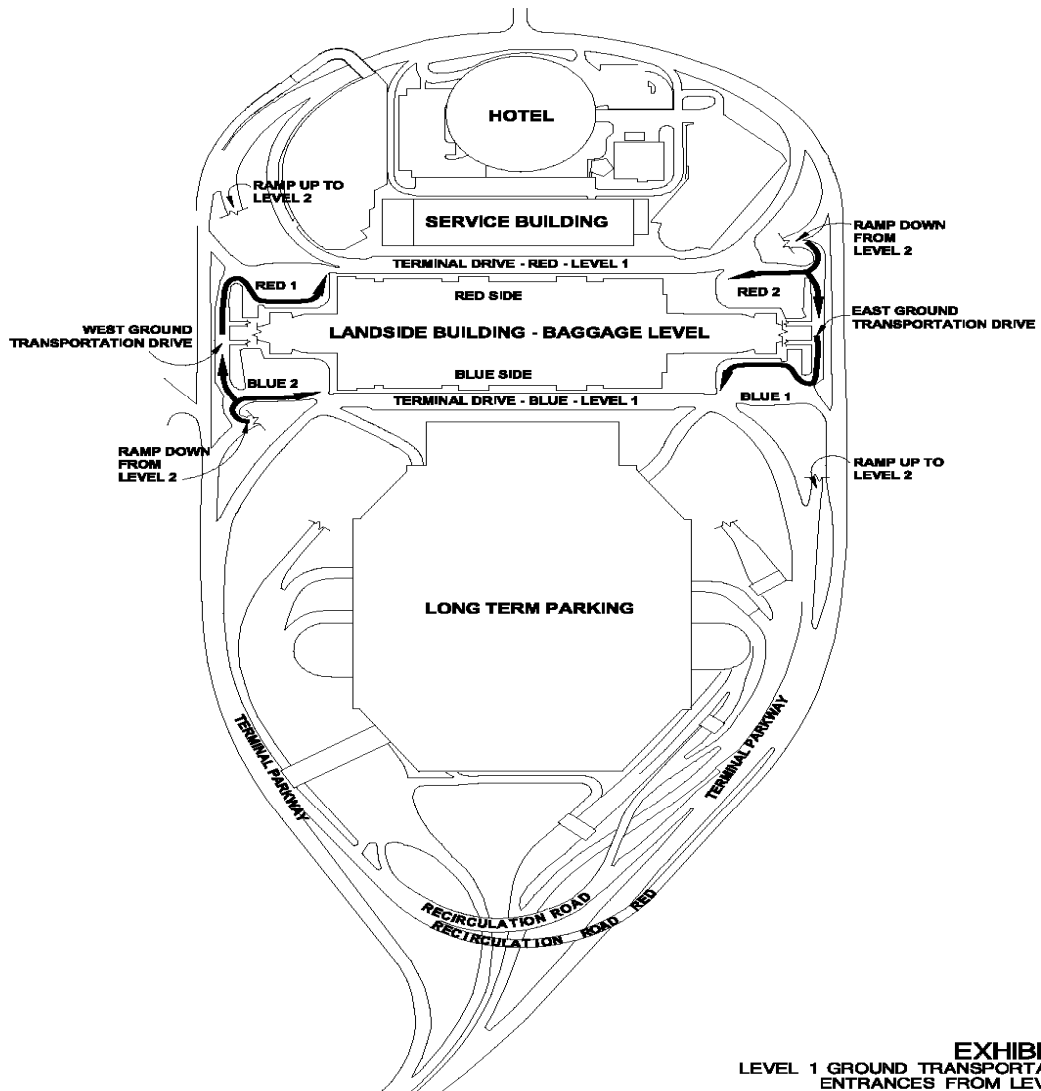


EXHIBIT 7
LEVEL 1 GROUND TRANSPORTATION
ENTRANCES FROM LEVEL 2

HILLBOROUGH COUNTY AVIATION AUTHORITY
TAMPA INTERNATIONAL AIRPORT
TAMPA - FLORIDA

Ground Transportation Operating Procedures
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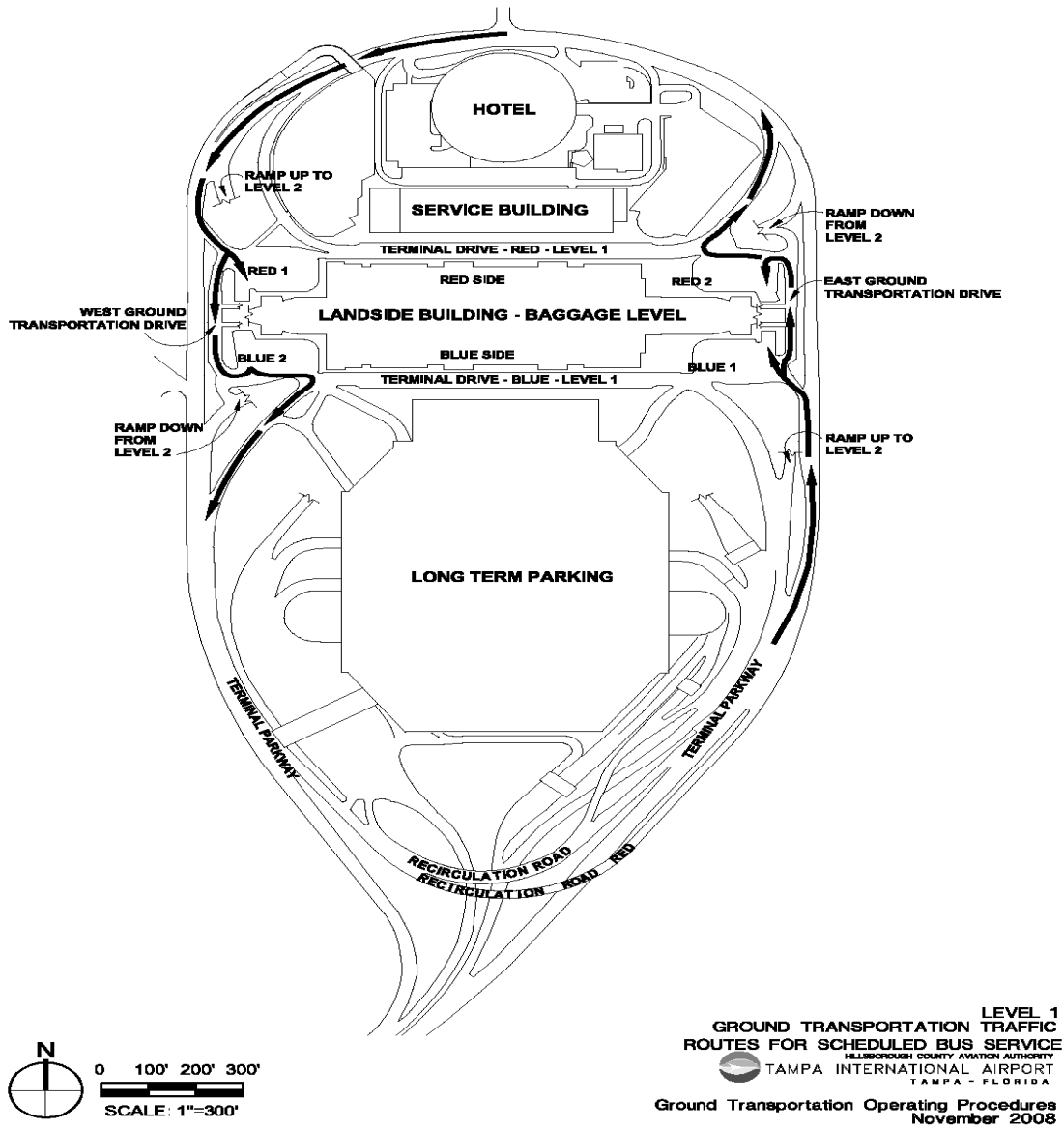
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Attachment E