

OPERATING DIRECTIVE

Hillsborough County  
Aviation Authority

Number: D310.04.01

Effective: 12/05/02

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

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Subject: Courtesy Vehicles

**PURPOSE:** To establish specific operating procedures for courtesy vehicles at Tampa International Airport.

**GENERAL:** All courtesy vehicles must display a valid courtesy vehicle permit issued by Ground Transportation to pick up passengers at the airport. Airport limousine operators not having a contract for such an operation must display a courtesy vehicle permit on every vehicle used to pick up passengers. The maximum allowable length for a courtesy vehicle or non-contract limo is 25 feet. All passengers served by courtesy vehicles or non-contract limos will be pre-reserved. The Authority may limit the number of permits issued to any company or in total.

Markings and/or signage displayed on a courtesy vehicle or non-contract limo are subject to Authority approval. No solicitation in such markings or signs is allowed.

A. Use of Facilities:

Courtesy vehicles may unload passengers along the curbside on departure level.

Passenger pick-ups are allowed only in the courtesy vehicle loading lanes in the ground transportation quadrants. Vehicles can stop only long enough to load passengers and luggage. No parking, waiting or circling is allowed in the quadrants. Courtesy vehicles and non-contract limos are prohibited from utilizing the bag claim roadways in any manner.

B. Traffic Circulation:

All circulation into and between the quadrants is routed away from bag claim curbside roadways as shown on exhibits 7, 8 and 9. These routes are the only authorized access and exit for quadrant operations.

C. Company Personnel:

All drivers and company personnel must remain with their courtesy vehicle or non-contract limo at all times. Solicitation of business in any manner whatsoever is strictly prohibited. Violations of any nature may constitute grounds for suspension of the

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offending individual from operating at the airport. Company violations may result in the cancellation of the company's courtesy vehicle permit.

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
- Exhibit 4 – Ground Transportation Facilities, Level 1
- Exhibit 7 – Quadrant Entrances from Level 2
- Exhibit 8 – Quadrant Entrances from Terminal Parkway
- Exhibit 9 – Quadrant Exits

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

DATE: 12/05/02