

OPERATING DIRECTIVE	Number: <u>D310.04.02</u>
Aviation Authority	Effective: <u>08/13/09</u>
	Revised: _____
	Page: <u>1</u> of <u>8</u>
Subject: Hotel/Motel Courtesy Vehicle Operations	

PURPOSE: To establish specific operating procedures for hotel/motel courtesy vehicles at Tampa International Airport.

GENERAL: Hotel/motel courtesy vehicles include transportation services provided by hotel and motel enterprises. The aforementioned vehicle types are not regulated by the Hillsborough County Public Transportation Commission.

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

PROCEDURE:

A. Dropping off Passengers:

1. Hotel/motel courtesy vehicles dropping off passengers at Tampa International must use the terminal flight departures drives (see Attachment A). Use of the drives will be consistent with regulations for private vehicles using the flight departure drives.
2. There is no requirement for hotel/motel courtesy vehicle operators to obtain a permit from the Authority to drop off passengers at Tampa International Airport.

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B. Picking up Passengers:

1. Authority Permit Requirements

- a. Before picking up passengers at Tampa International Airport, all hotel/motel courtesy vehicle operators must first obtain a permit from the Authority.
- b. Application for permits can be obtained from Operations/Parking and Ground Transportation or via the Authority's web site at www.tampaairport.com.
- c. The cost for obtaining hotel/motel courtesy vehicle ground transportation service permits is \$550 per vehicle, per year. The permit year runs from October 1 to September 30. The permit fee for permits issued after October 1 will be prorated for the remainder of the year on a monthly basis. There is also an administrative cost associated with decal replacements. If the old/torn decal is returned to our office, the administrative replacement cost will be \$25. If the old/torn decal is not returned, the administrative replacement cost will be \$50. These fees are non-refundable. In addition, an appointment will be required to conduct any ground transportation related business in our office.
- d. The Authority may limit the number of permits issued to any company or in total.
- e. Markings and/or signage on a courtesy vehicles and shared ride vehicles are subject to Authority approval. No solicitation on such markings is allowed.
- f. All airport permitted hotel/motel courtesy vehicle operators must meet all of the airport's insurance requirements and must name the Authority as additionally insured on their insurance policy.

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- g. The airport permit decal must be prominently displayed on the vehicle's front bumper, on the passenger side.
 - h. The permit is only transferable to a permanent replacement vehicle by returning the permit decal and receiving a replacement decal from the Authority.
 - i. Seven-day temporary permits for a permitted courtesy vehicle that is temporarily out of service may be obtained by contacting Operations-Ground Transportation at 813/870-8718. There is no cost for a courtesy vehicle temporary permit.
 - j. The maximum allowable length for a courtesy vehicle is 25 feet.
2. Pre-reserved
- a. Courtesy vehicle and shared ride vehicle operators may only pick up pre-reserved passengers at the airport. There will be no solicitation of passengers or service of any kind at the airport.
 - b. Permitted operators may have personnel within the terminal to meet pre-reserved passengers. Personnel may not display any type of sign or banner except for a hand held sign no larger than 7" x 12", displaying the name of the pre-reserved passenger or group being picked up. The hand held sign may also display the name of the courtesy vehicle operator with lettering no larger than 1.5".
3. Ground Transportation Centers/Loading Areas
- a. Permitted operators may only pick up pre-reserved passengers within the ground transportation center loading lane (see Attachment B).
 - b. Vehicles can stop only long enough to load passengers and luggage.

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- c. Vehicle operators will not park, wait or circle within the ground transportation center.
 4. Waiting areas
 - a. Permitted courtesy vehicle operators may wait in the taxi/bus holding area (see Attachment C).
 - b. Permitted operators may also wait or park in the public parking facilities; however, standard parking fees will apply.
- C. Vehicle Movement:

Traffic Circulation - All circulation into and between the ground transportation centers is routed away from bag claim curbside roadways as shown on Attachments A and B. These routes are the only authorized access and exit for all permitted ground transportation center operations.
- D. Company Personnel:
 1. Rule Conformance
 - a. All drivers and company personnel must remain with their vehicles at all times.
 - b. Violations of these rules may constitute grounds for suspension of the offending individual from operating at the airport.
 - c. Repeated rule violation by a company may result in the cancellation of the company's courtesy or non-contracted shared ride vehicle permit.

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

- Attachment A - Level 2, Ground Transportation Facilities
Hotel/Motel Vehicle Operations
- Attachment B - Level 1, Detail View, Ground Transportation Facilities
Hotel/Motel Vehicle Operations
- Attachment C - General Layout of Ground Transportation Facilities

APPROVED: _____ /s/ John Wheat

DATE: 08/13/09

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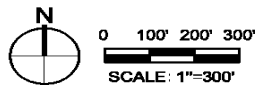
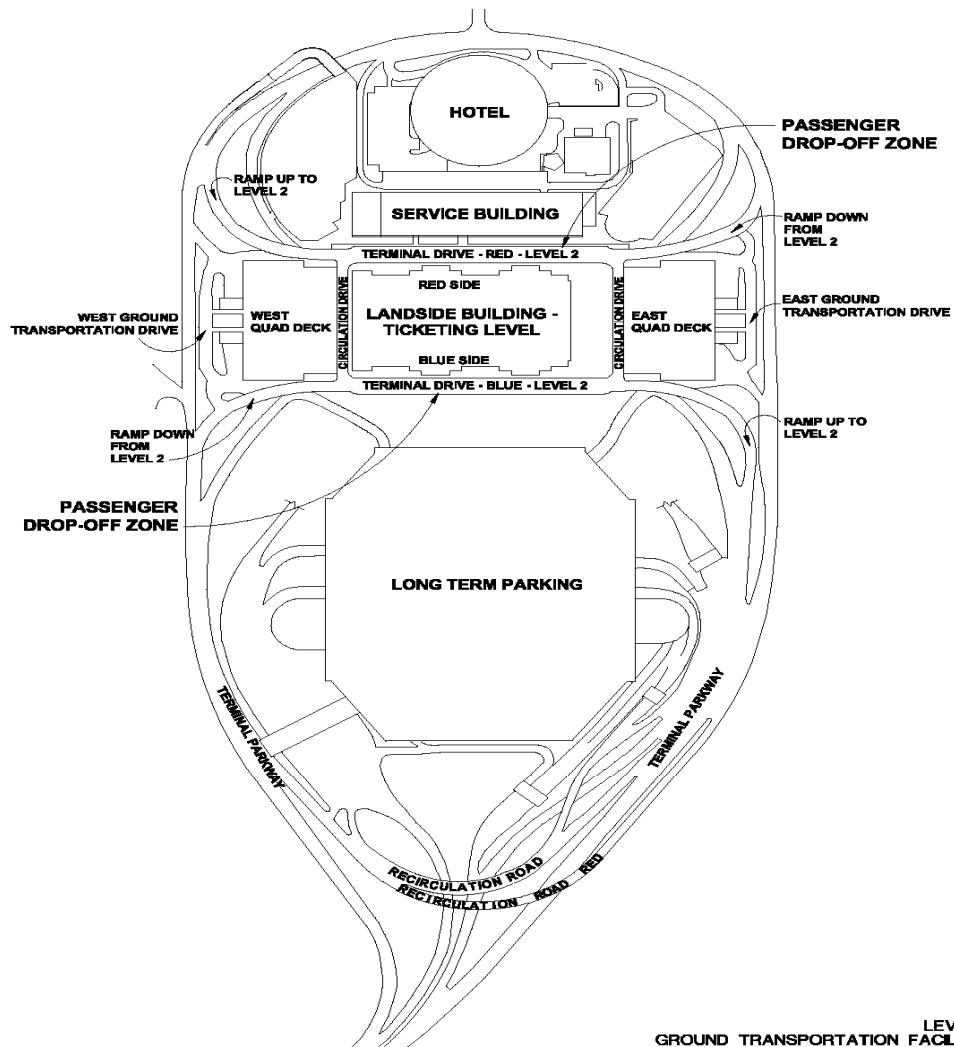
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LEVEL 2
GROUND TRANSPORTATION FACILITIES
HOTEL/MOTEL VEHICLE OPERATIONS
TAMPA INTERNATIONAL AIRPORT
HILLSBOROUGH COUNTY AVIATION AUTHORITY
TAMPA - FLORIDA
Ground Transportation Operating Procedures
November 2008

Attachment A

OPERATING DIRECTIVE

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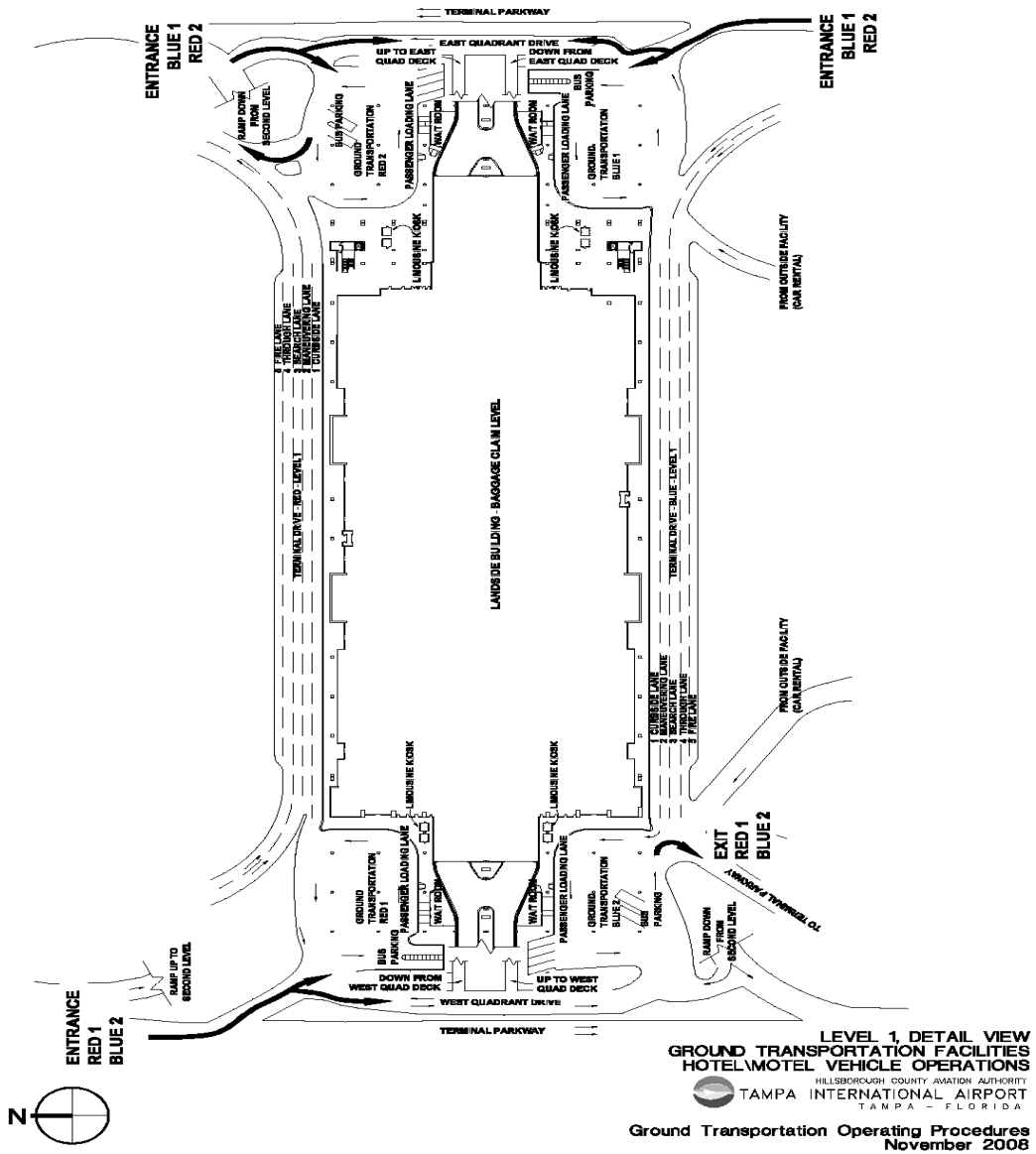
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Attachment B

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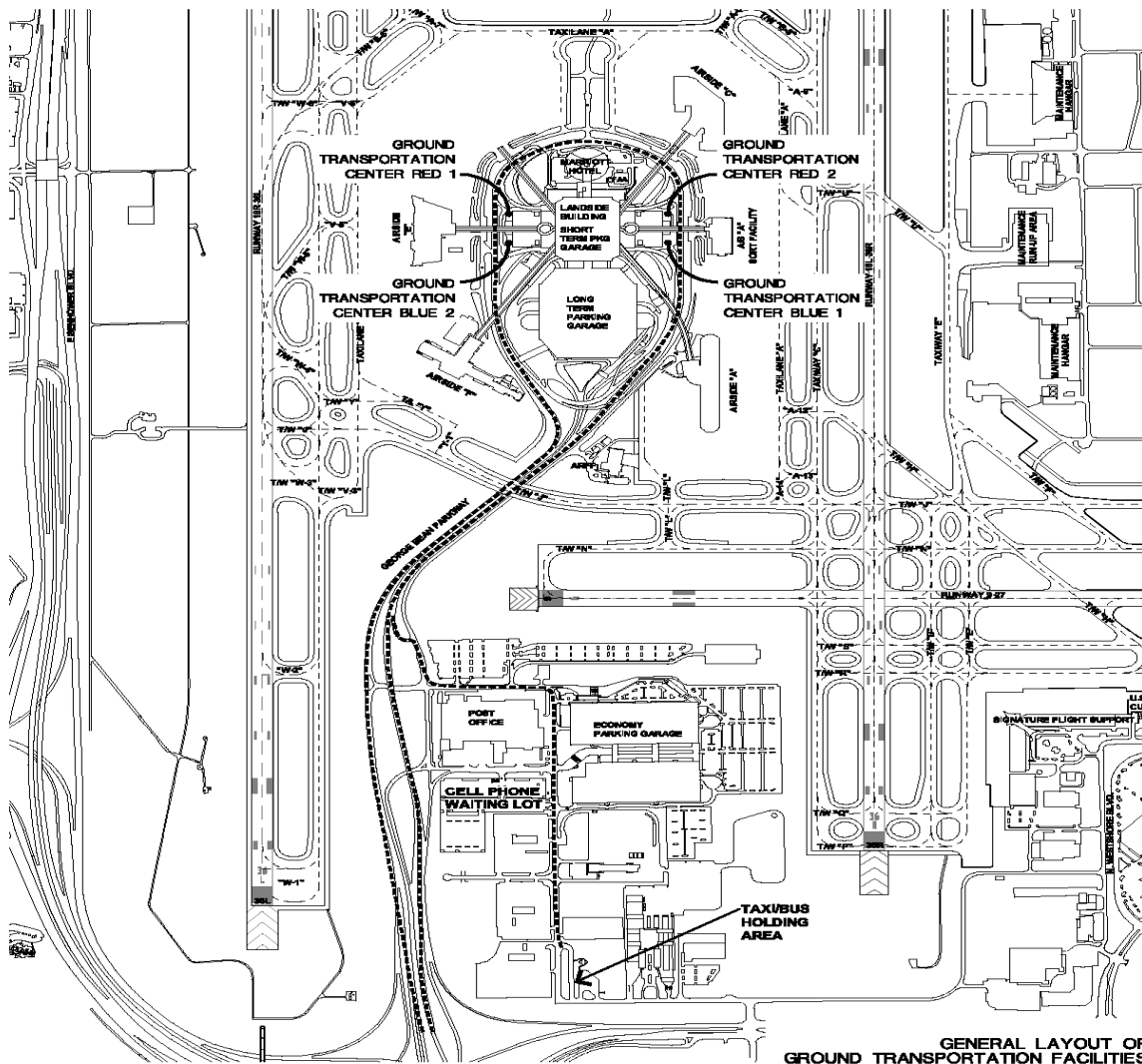
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GENERAL LAYOUT OF GROUND TRANSPORTATION FACILITIES

HILLSBOROUGH COUNTY AVIATION AUTHORITY
TAMPA INTERNATIONAL AIRPORT
TAMPA - FLORIDA

Ground Transportation Operating Procedures
November 2008