

OPERATING DIRECTIVE

Hillsborough County  
Aviation Authority

Number: D342.00.03

Effective: 02/01/99

Revised: 06/25/03

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Subject: Aircraft Passenger Disability  
Boarding Device

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**PURPOSE:** To establish procedures for airlines and airline service companies to request and utilize the Authority's passenger disability boarding device.

**GENERAL:** Pursuant to 14 CFR sections 382.40 and 382.40a, air carriers, in cooperation with the Authority must provide boarding assistance to individuals with disabilities by using lifts, ramps or other suitable devices that do not require employees to lift or carry passengers up stairs where entry level boarding by level entry loading bridges is not available. The Authority has acquired an aircraft disability boarding device and will make the device available to applicable air carriers in compliance with the regulations.

**PROCEDURES:**

A. Request and Assignment of Device:

1. The Authority will provide the device to air carriers that have been trained on its operation on a non-exclusive basis and will assign its use on the following priorities:
  - a. Required boarding of disabled passenger
  - b. Time of request
2. Air carriers must contact Operations prior to the use of the device.

B. Authority Responsibilities:

1. Provide the device on a non-exclusive basis.
2. Maintain the device.
3. Provide initial training and manuals on the operation of the device.

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C. Air Carrier Responsibilities:

1. Have the non-exclusive right to use the device for the purpose of loading and unloading individuals with disabilities from aircraft owned or operated by the air carrier.
2. Transport of device to their gate area and return device to the storage area as designated by the Authority.
3. Be solely responsible for the operation, loading and unloading of passengers to and from their aircraft.
4. After initial training, air carrier will be responsible for the training and supervision of all operators using or moving the device. User will assure that all personnel operating the device will have completed the training as specified by the device manufacturer for the safe, proper and efficient use of said device.
5. Document any damage of device and notify Operations of said damage. Air Carrier will be responsible for the cost of any repairs for the device made necessary by said damage.
6. Pay all associated fees for the use of the device.

APPROVED: /s/ John Wheat DATE: 06/25/03