

APPENDIX A – GROUND TRANSPORTATION

GROUND TRANSPORTATION OPERATING RULES & REGULATIONS

Section 1 Introduction

The Sarasota Manatee Airport Authority has established Ground Transportation Operating Rules and Regulations (hereafter Rules and Regulations) for all commercial vehicle companies operating at the Sarasota Bradenton International Airport. These Rules and Regulations are to ensure the most fair and consistent ground transportation service. It will provide the public with the safest and most convenient passenger movement.

It is imperative that all commercial vehicle operators abide by these Rules and Regulations. Commercial vehicle operators are subject to on site supervision and direction by any personnel designated by the Authority or its authorized representative. Any person who violates these Rules and Regulations will, at the discretion of the Authority or its authorized representative, be denied use of the Airport and its facilities.

The Authority reserves the right to change these Rules and Regulations at any time, for any reason and any respect. Commercial vehicle operators will be notified of any changes in these Rules and Regulations by the issuance of either revised pages for this document or separate directives.

The Rules and Regulations contained herein supersede and cancel all other previous commercial vehicle operating rules and regulations set forth by the Authority and its facilities.

Section 2 Definitions

Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms used in these Rules and Regulations shall have the following definitions:

Airport - shall mean Sarasota Bradenton International Airport, **located in Sarasota and Manatee Counties, Florida.**

Airport Circle - shall mean the roadway circling the public parking lots and passing in front of the terminal building.

Authority - shall mean the Sarasota Manatee Airport Authority, **a special district created by the Legislature of the State of Florida, pursuant to Chapter 91-358, Laws of Florida as amended, which owns and operates the Airport .**

Arrival Flight Time - The actual time the flight lands at the Airport.

Arriving Passenger - shall mean any person who arrives at the Airport by way of a flight.

Commercial Vehicle - shall mean any vehicle for compensation or hire (includes taxicabs, limousines, vans/shuttles, baggage delivery service, and charter or tour buses), or courtesy vehicles provided by hotels, motels, etc. for the convenience of their patrons. (Separate definitions for taxicabs, limousines, courtesy vehicles, baggage delivery service vehicles and buses have been deleted)

Commercial Vehicle Queuing Area - shall mean the three lanes on the West end of the terminal building which are specifically designated for passenger pick up by commercial vehicles.

Cruising - shall mean the repetitive circling of the airport access roads for advertisement or to attract potential unauthorized pickups.

Departing Passenger - shall mean any person who is leaving the Airport by way of a flight.

Driver - shall mean any person who drives or is in actual physical control of a vehicle on a roadway, parking lot or any other location on Airport property; or one who is exercising control of a vehicle or steering a vehicle being towed by another motor vehicle.

Flight – shall mean a trip made by or in an airplane

Ground Transportation Permit - shall mean an authorization by the Authority or its representative to conduct commercial ground transportation activities at the Airport.

Ground Transportation Operating Rules and Regulations - shall mean all procedures, rules, and regulations established from time to time by the Authority or its representative, relating to commercial ground transportation activities.

Non-Tenant Car Rental - shall mean any individual or company engaged in the business of renting or leasing passenger vehicles to passengers using the Airport that does not have a tenant concession agreement in effect with the Authority. The operation of shuttle vehicles shall be governed by these Rules and Regulations; however, non-tenant car rental organizations must also comply with all provisions of the Non Tenant Rental Car Business Permit.

Operator - shall mean any company or person engaged in any type of commercial ground transportation service.

Park - shall mean to put or leave or let a motor vehicle stand or stop in any location, whether the driver thereof leaves or remains in the vehicle.

Permit Sticker - shall mean an Authority approved sticker to be affixed to a vehicle. This sticker shall have a number and permit year printed on it.

Solicitation or "to solicit" - shall mean to directly or indirectly, actively or passively, openly or subtly, ask, request, seek, or try to obtain the purchase, sale, lease or exchange of goods or services, professional or otherwise, or to induce the public to enter into any obligation relating to such property or services, or any form of paid advertising.

Section 3

Operating Rules And Regulations

3.1 Conditions Of Commercial Vehicles And Drivers

- 3.1.1 All commercial vehicles serving the Airport shall be of high quality, properly maintained in an excellent state of repair and operated in a clean, safe, and businesslike manner **as determined by the Authority or its authorized representative.**
- 3.1.2 All commercial vehicles shall be properly identifiable with company name and logo on the outside of the vehicle to enable passengers to identify the company name.
- 3.1.3 All commercial vehicles shall be validly registered with the Florida Department of Motor Vehicles.
- 3.1.4 All drivers operating commercial vehicles at the Airport shall be clean and neat in their personal appearance and shall be courteous to passengers loading or unloading at the Airport.
- 3.1.5 All drivers operating commercial vehicles must **have visible identification (badge, uniform, or logo/emblem on shirt/blouse/hat) which identifies the Operator's company name.** Driver's Airport operating privileges may be revoked at the discretion of **the Authority or its authorized representative.**
- 3.1.6 All personnel of the Operator shall be properly licensed and adequately trained.
- 3.1.7 The Operator shall provide the Authority with adequate evidence of the fact that it carries **Automobile Liability Insurance** with a reputable insurance company or companies in such amounts as are required for valid operation under all state or local laws or under permit with Authority, with specific coverage or endorsement making such insurance applicable to its operations at the Airport.
- 3.1.8 Vehicle insurance shall cover all automobiles owned, leased, hired, rented, borrowed or otherwise used by or on behalf of the Operator and an endorsement shall require that the Authority be named as additional insured and the Authority shall be notified thirty (30) days prior to cancellation or non-renewal of said endorsement.
- 3.1.9 The Operator shall post current rates inside each vehicle in such a manner as to allow the traveling passenger to view it. **In addition, a certificate of insurance or other verification of vehicle insurance must be carried within the vehicle and produced upon request**

3.2 Regulations And Licenses

- 3.2.1 The Operator shall comply with all applicable local, state and federal **laws and** regulations and to abide by the rules and regulations of the Authority now in effect, or that may be promulgated from time to time, including but not limited to the utilization of commercial vehicle queuing areas, and other such traffic control arrangements as designated by the Authority. The

Operator will provide the Authority with current copies of all applicable licenses from state or local authorities for areas the Operator proposes to serve.

- 3.2.2 The Operator shall secure and pay the costs of all required licenses, supplementary equipment, permits, and franchises, both of its employees and vehicles. The Operator will pay all taxes, fees, licenses, and moneys required by the Federal, state, or local governments for its operations at the Airport.
- 3.2.3 The Operator shall maintain and operate its service in compliance with all requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, and Part 21 Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title 6 of the Civil Rights Act of 1964, as said regulations may be amended.

3.3 Access And Parking

3.3.1. Commercial vehicles **may** use those lanes of Airport Circle that are closest to the main terminal building for departing passengers only. Commercial vehicles stopping at the curbside of the Airport's terminal building shall be restricted specifically to active unloading of passengers and their baggage. No pick up or parking shall be allowed in this area. Baggage delivery service vehicles must use the commercial vehicle queuing area for both loading and unloading baggage. **Commercial vehicles in violation of this rule** may be cited and towed away in accordance with Florida State Statute 316-1945. Commercial vehicles not having a Ground Transportation Permit with the Authority are authorized to enter Airport property **only** to discharge passengers in accordance with this paragraph.

3.3.2 **All commercial vehicles desiring to pick up passengers must obtain a Ground Transportation Permit and display the Authority approved permit sticker in the lower left corner of the front windshield for access to the commercial queuing area.** Authorized commercial vehicles entering the Airport without passengers shall access the commercial vehicle queuing area via the outside lane of Airport Circle **or from US Highway 41/General Spatz.**

3.3.3 Passenger pick up by commercial vehicles is permitted only in the commercial vehicle queuing area. **Pickups by Operators other than Taxicab Concession Operator may be made on a prearranged basis only. VIP pick ups may be arranged by contacting the Airport Police Department in advance of the date of the pick up.**

3.3.4 Parking in the commercial vehicle queuing area is designated as follows:

Lane 1 - **Taxicab Concession Operator Only**

Lane 2 - **Commercial vehicles other than buses**

Lane 3 - **Buses only (vehicles over 25 feet, carrying more than 15 passengers)**

3.3.5 **Authorized** commercial vehicles shall enter the commercial vehicle queuing area only for the purpose of loading customers or passengers.

- 3.3.6 Parking in lanes 2 and 3 of the commercial vehicle queuing area shall be limited to 30 minutes.
- 3.3.7 Vehicles may not be left unattended in the commercial vehicle queuing area **unless the driver contacts the Airport Police Department to inspect their vehicle. Upon clearance by the police officer, the driver may enter the airport terminal to meet arriving passengers near the down escalator.**

3.4 Miscellaneous Provisions

- 3.4.1 The Operator shall repair promptly, and at no cost to the Authority, any damages to property of the Authority which have been caused by the Operator or its representatives.
- 3.4.2 No signs, posters or similar devices shall be erected, displayed, or maintained by the Operator on Airport premises without prior written approval of the Authority or its authorized representative.
- 3.4.3 Solicitation of business in any manner whatsoever upon Airport property is strictly prohibited. Cruising is specifically prohibited.
- 3.4.4** The Authority or its representatives shall have the right to restrict drivers from operating at the Airport who do not comply with these Rules and Regulations or orders from **authorized Authority representatives.**
- 3.4.5 **Unauthorized commercial vehicles operating on airport property may be ticketed by the Airport Police.**