

**SECTION 8  
COMMERCIAL GROUND TRANSPORTATION**

**Section 8.1 GENERAL**

A. The Rules for Commercial Ground Transportation govern the actions of vehicles and drivers and companies who conduct courtesy, scheduled, prearranged, contracted, and other livery services at Port Columbus International Airport as those terms are defined in **Appendix A, DEFINITIONS**. The conduct of taxicabs, taxicab drivers and taxicab companies is governed by the provisions of **Section 7** of these Rules.

**Section 8.2 SOLICITING**

A. Commercial ground transportation companies and their representatives are prohibited from soliciting business at the airport either in person or through third parties. Companies may, however, contract for advertising in designated areas of the terminal.

B. Signage, other than advertising as authorized in Section 8.2, above, may not be posted or displayed on airport property without the consent of the Authority's Ground Transportation and Properties sections.

**Section 8.3 UNAUTHORIZED PARKING**

A. No commercial vehicle may be left unattended while running.

B. Unless authorized, representatives may not leave vehicles unattended.

C. Commercial Vehicles shall be parked in designated areas only.

**Section 8.4 BEHAVIOR OF REPRESENTATIVE**

A. Pre-Arranged Shuttles (Pre-Arranged Livery Licensed Vehicles)

1. Each Company operating a pre-arranged shuttle (pre-arranged livery licensed vehicle) may assign one representative to display the name of a passenger on a hand-held sign, not to exceed 11"x17" in size, or as otherwise approved by the Authority.

2. The representative must have on his or her person a list of the passenger(s) being picked-up and their flight information, including but not limited to, flight number, arrival date and time and airline. Such list shall be available for inspection by Authority personnel at all times.

3. The representative may be stationed in the baggage claim level of the terminal building at the foot of the escalators or in such other area as may be designated by the Authority from time to time. At no time shall representatives solicit passengers on airport property including, but not limited to, through use of the information booth paging or telephone system. Representatives may only display a sign to communicate with passengers.

4. Representatives may not restrict, or cause others to restrict, access to or exit from any portion of the terminal, including, but not limited to, the baggage belts, escalators, elevators or information booth, by their actions.

5. A list of the passenger(s) to be picked-up and their flight arrangements must also be kept with the vehicle and be available for inspection by Authority personnel at all times.

#### B. Contract Shuttles

1. Each company operating a contract shuttle may assign one representative to display the name of the company by which the shuttle has been hired on a hand-held sign, not to exceed 11"x17" in size, or as otherwise approved by the Authority. Additional representatives must be authorized by the Ground Transportation Division prior to the start of any third party event.

2. The representative may be stationed in the baggage claim level of the terminal building at the foot of the escalators or in such other area as may be designated by the Authority from time to time. At no time shall representatives solicit passengers on airport property including, but not limited to, through use of the information booth paging or telephone system. Representatives may only display a sign to communicate with passengers.

3. Representatives may not restrict, or cause others to restrict, access to or exit from any portion of the terminal, including, but not limited to, the baggage belts, escalators, elevators or information booth, by their actions.

4. Any company wishing to operate a contract shuttle shall provide the Ground Transportation Office with a copy of the executed exclusive contract no later than five (5) business days before the contract goes into effect. The Authority reserves the right to request any additional information needed to allow it to properly monitor compliance with these and all other Authority rules. The Authority also reserves the right to contact any party to the contract to ascertain its terms and authenticity. Failure to comply may result in denial of access to commercial vehicle areas.

#### C. Scheduled Shuttles

1. Operators of scheduled shuttles must remain within arm's reach of their vehicles.

2. All scheduled shuttle companies shall participate in a lottery, held from time to time by the Authority, to establish times of scheduled operation.

(1) Scheduled shuttle operations shall commence with the arrival of the first scheduled aircraft and continue until one hour after the arrival of the last scheduled aircraft, seven days a week, unless a different schedule is allowed by the Authority.

(2) Each company shall operate on an hourly basis for a time period equal to the number of companies participating in the lottery divided into sixty (60) minutes.

(3) Only one company at a time shall be in the scheduled shuttle pick-up area, unless otherwise directed by the Authority.

(4) Companies may put as many shuttles through the pick-up area as they see fit during the company's scheduled time period.

(5) Unless in the process of loading passengers, drivers will depart the pick-up area promptly at the end of the time period allotted to their company.

(6) If, for any reason, a company participating in the lottery finds itself unable to meet its schedule, it shall immediately inform the Authority and attempt, with assistance from Authority personnel and other shuttle company representatives, to work out a schedule that will best accommodate the needs of the public and the capabilities of the shuttle Company. The Authority shall have the sole discretion and authority to authorize any schedule changes.

(7) Section 8.4C2(6) above, shall not excuse a company from meeting its normal schedule obligations. Failure to meet schedule responsibilities will result in financial penalties. Repeated failure of a company to meet its responsibilities may result in the company being discontinued as a scheduled shuttle provider.

3. The Authority, in its sole discretion but, without unfair discrimination, shall regulate the issuance of permits for the operation of scheduled shuttle

#### D. Corporate Shuttle

1. Each company operating a corporate shuttle may assign one representative to display the name of the passenger on a hand-held sign, not to exceed 11"x17" in size, or as otherwise approved by the Authority.

2. The representative may be stationed in the baggage claim level of the terminal building at the foot of the escalators or in such other area as may be designated by the Authority from time to time. At no time shall representatives solicit passengers on airport property including, but not limited to, through use of the information booth paging or telephone system. Representatives may only display a sign to communicate with passengers.

3. Representatives may not restrict, or cause others to restrict, access to or exit from any portion of the terminal, including, but not limited to, the baggage belts, escalators, elevators or information booth, by their actions.

#### E. Courtesy Shuttles

1. Operators of courtesy shuttles must remain within arm's reach of their vehicles.

2. Courtesy shuttles may only transport customers of their organization.

3. Courtesy shuttles must adhere to the route listed in their permit application.

#### F. Charter Bus (Commercial Vehicles larger than 24 passenger)

1. Charter bus vehicles operating at the airport must be licensed by PUCO or ICC.

2. Each company operating a charter bus may assign one representative to display the name of the company by which the shuttle has been hired on a hand-held sign, not to exceed 11"x17" in size, or as otherwise approved by the Authority. Additional representatives must be authorized by the Ground Transportation section prior to the start of any event.

3. The representative may be stationed in the baggage claim level of the terminal building at the foot of the escalators or in such other area as may be designated by the Authority from time to time. At no

time shall representatives solicit passengers on airport property including, but not limited to, through use of the information booth paging or telephone system. Representatives may only display a sign to communicate with passengers.

4. Representatives may not restrict, or cause others to restrict, access to or exit from any portion of the terminal, including, but not limited to, the baggage belts, escalators, elevators or information booth, by their actions.

## **Section 8.5 ALL COMMERCIAL GROUND TRANSPORTATION COMPANIES**

A. Operators are prohibited from any of the following acts and may be issued a Notice of Violation for:

1. Failure to operate vehicles in a safe and lawful manner at all times.
2. Failure to yield to any and all pedestrians.
3. Parking in non-designated areas (see Section 8.3C).

B. Representatives are prohibited from any of the following acts and may be issued a Notice of Violation for:

1. Engaging in the use of profanity including its likeness or as a gesture, rudeness or discourtesy to anyone;
2. Sleeping or reclining in any vehicle;
3. Loitering or congregating on Airport premises;
4. Fighting or engaging in roughhousing or horseplay;
5. Gambling;
6. Behaving in an unprofessional or discourteous manner;
7. Coercing, deceiving or intimidating anyone;
8. Soliciting for passengers or passenger fares;
9. Interfering in any manner whatsoever with a passenger's selection of a commercial ground transportation company or other form of transportation;
10. Performing vehicle maintenance on airport premises.
11. Stopping or parking in a designated crosswalk
12. Stopping or parking in a roadway.
13. Parking facing the wrong direction.
14. Stopping, parking or driving on walkways.

15. Failure to turn off engine and/or failure to set brake while stopped or parked.
16. Parking or stopping in a designated "No Loading" or "Bus Loading" zone.
17. Allowing a person the use of other person's permit.
18. Stopping or parking in non-designated areas.
19. Piggy-backing through access control gates.

C. Commercial ground transportation companies are prohibited from any of the following acts and may be issued a Notice of Violation and/or refused access to the commercial ground transportation areas for:

1. Failure to obtain a ground transportation permit.
2. Display or use of permit issued to another operator or previously revoked or suspended.
3. Failure to display or failure to properly display an issued ground transportation permit.
4. Display or use of permit not issued to vehicle.
5. Display or use of permit previously revoked.
6. Late or non-payment of fees under Section 8.8.
7. Use of unregistered driver

D. Issuance of a Notice of Violation to an operator or other representative will not prevent the operator or other representative from being charged, cited, summoned, or arrested for violations of federal, state or local laws, ordinances or regulations stemming from the same incident or conduct.

E. Behavior and activities of all representatives must conform to all Federal, State, and local regulations and laws including all Authority rules.

F. Companies are responsible for the actions of their representatives while on Authority property.

#### **Section 8.6 VEHICLES ON COMMERCIAL DRIVE**

Commercial ground transportation companies are limited to one vehicle of each type (i.e. contract, pre-arranged and scheduled) in the respective pick-up areas at any time without prior approval of the Authority.

#### **Section 8.7 GROUND TRANSPORTATION PERMITS**

A. All commercial ground transportation companies providing carriage of persons or their property from the airport are required to possess a valid airport ground transportation permit in order to operate. The Authority issues permits specific to each type of operation.

B. Issuance of a ground transportation permit is premised on the possession by a ground transportation company of a valid underlying permit from the City of Columbus License Bureau, PUCO, ICC, or an explanation of why such an underlying permit is not necessary. Such permit or explanation must be presented to the Ground

Transportation office as part of a company's application.

C. The revocation or expiration of an underlying permit will result in the immediate revocation of the commercial ground transportation permit. If the underlying permit is reinstated or renewed, a ground transportation representative may apply for a new ground transportation permit.

D. Ground transportation permits may be revoked for non-payment of fees as outlined in Section 8.8, below.

E. No fees will be refunded if a ground transportation permit is revoked. If a new ground transportation permit is applied for, a new permit fee must be paid. Such new permit will be pro-rated for the remainder of the calendar year.

F. Issuance of ground transportation permits is determined strictly at the discretion of the Authority. The Authority will not unfairly discriminate in its issuance or withholding of such permits.

G. The Authority may refuse to issue, reissue or renew a permit at its sole discretion but may not unfairly discriminate in such refusal.

H. In addition to a copy of the underlying permit or explanation for its absence as required in Section 8.7.B, above, a Company applying for a ground transportation permit must present an accurately completed ground transportation permit application packet to the Ground Transportation office.

I. Permits and decals are the property of the Authority and must be returned when a company ceases to do business at the Authority or any time upon demand. Failure to return decals and permits at the time of revocation may result in criminal prosecution.

J. Operators must be listed on a company's driver list and be registered with the Ground Transportation section before they can begin operations on Authority premises. Unregistered operators will not be allowed to transport passengers from the airport.

K. Commercial operators may gain permission to make a "first time only" pick up at CRAA facilities under the following conditions:

1. A fifty dollar (\$50.00) pick up fee must be paid prior to picking up customer.
2. Company information and driver identification must be provided to the on duty Ground Transportation Coordinator and/or the Ground Transportation office before loading customer.
3. Customer information must be provided (i.e., name, flight, arrival time and destination of the customer) to airport representative upon request.
4. Transportation company representative must contact the ground transportation office on the first business day after the pick up to arrange for a permit to operate at Authority facilities.
5. Failure to comply with any of these requirements will result in denial of future ground transportation services to customers of non-compliant commercial company.

## **Section 8.8 FEES**

- A. Payment of monthly ground transportation fees is due, in full, upon receipt of invoice.
- B. Late payment of fees may cause a suspension and/or revocation of a company's ground transportation permit.
- C. Late payment is any payment post-marked or hand-delivered more than 30 days past the payment due date.
- D. Revoked ground transportation permits may, at the discretion of the Authority, and upon receipt of a new application and payment of new ground transportation permit fee, be reissued.
- E. A commercial ground transportation company that fails to pay its ground transportation fee invoice in a timely manner will be required to pre-pay all subsequent fees.
- F. Failure of a commercial ground transportation company to pay its fees in a timely manner may result in legal action to recover the fees for which the Company is responsible together with all costs, including legal fees and costs, incurred by the Authority in attempting to collect those fees.

## **Section 8.9 ENFORCEMENT AND PENALTIES - see Section 12**