

**John Glenn Columbus International Airport  
4600 INTERNATIONAL GATEWAY  
COLUMBUS, OHIO 43219**

**2017 LOADING DOCK  
PERMIT APPLICATION**

The Columbus Regional Airport Authority requires certain users of the loading dock to obtain a permit. The 2017 loading dock permit fee is \$1,100.00 which includes all approved vehicles and drivers for the company. This permit allows approved vehicles access to the loading docks and north pad of arrivals. Vehicle inspections are mandatory for all vehicles for each and every trip to the airport. Loading dock rules and regulations are subject to change at the Columbus Regional Airport Authority's discretion. Regulation changes will be posted on the north loading dock bulletin board. Included in this application, are two (2) forms and instructions for each form are listed below.

- The first form titled "LD Company and Supervisor Form" must be submitted by each company. One form per company is required.
- The second form titled "Courier Permit Form" must be submitted by each driver of each courier company. The supervisor's signature is required, in addition to two (2) color passport photos in order to obtain their individual permit.
- Any company filing for a permit after January 31, 2017, will be charged a prorated fee of \$91.50 per month for the remainder of the year. This prorated fee will be applicable only if the company has not utilized the loading dock previous to filing the application. The prorated fee will include all months remaining in the year; no permits will be accepted for select months of the year.
- A \$5.00 reissue fee will be assessed for any lost permits up to one reissued permit.
- Upon notification of the 2017 permit approval, drivers for each courier company may apply in person for their individual permit.

**TO ENSURE TIMELY PROCESSING OF YOUR 2017 LOADING DOCK PERMIT, APPLICATIONS INCLUDING THE PERMIT FEE OF \$1,100.00, MUST BE RECEIVED BY DECEMBER 12, 2016. NO APPLICATIONS OR PERMITS WILL BE PROCESSED AFTER NOON ON DECEMBER 30, 2016. PLEASE MAIL APPLICATIONS TO:**

**COLUMBUS REGIONAL AIRPORT AUTHORITY  
GROUND TRANSPORTATION DIVISION  
4600 INTERNATIONAL GATEWAY  
COLUMBUS, OH 43219**

**PLEASE CONTACT THE PARKING AND GROUND TRANSPORTATION OFFICE WITH ANY QUESTIONS.**

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**JOHN GLENN  
INTERNATIONAL**

**COLUMBUS REGIONAL AIRPORT AUTHORITY  
PARKING AND TRANSPORTATION DIVISION  
614-239-3024 / 614-239-2214 Fax**

**2017  
Loading Dock Company and Supervisor Form**

1. General Information

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Below is a list of the supervisors permitted to sign on the Courier Permit Form.

1. (Please print) \_\_\_\_\_ Signature \_\_\_\_\_

2. (Please print) \_\_\_\_\_ Signature \_\_\_\_\_

**All drivers must submit in person two (2) passport size pictures to the Ground Transportation Office. Driver must also bring their valid Driver's License and the Courier Permit Form signed by one of the Supervisors listed above.**

**I hereby certify that the application information is true and correct. In addition, I understand that permits may not be transferred from the driver they are assigned and the Ground Transportation Office must be notified if the company no longer employs the employee. All vehicles that do not display a valid permit and/or expired permit will be impounded immediately.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**



**COLUMBUS REGIONAL AIRPORT AUTHORITY  
PARKING AND TRANSPORTATION DIVISION**

**2017  
Courier Permit Form**

**Name of Company:** \_\_\_\_\_

**Name of Driver:(print)** \_\_\_\_\_

**Driver License No./State of Issue** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Vehicle #1 Make / Model:** \_\_\_\_\_ **License Plate No:** \_\_\_\_\_

**Vehicle #2 Make / Model:** \_\_\_\_\_ **License Plate No:** \_\_\_\_\_

**Name of Supervisor: (print)** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

*I certify that the above named is an employee of the above company and have verified this information.*

**I fully understand that this permit is only for the driver and vehicles listed above. I also understand that failure to display the permit at all times may result in parking citations and the immediate impound and removal of my vehicle at my own expense. I agree to notify the Parking and Transportation office if any of the information above changes. In addition, I agree to maintain compliance with all Federal, State, and Local Laws, Rules, and Regulations, including, but not limited to, the Columbus Regional Airport Authority Traffic and Parking Rules.**

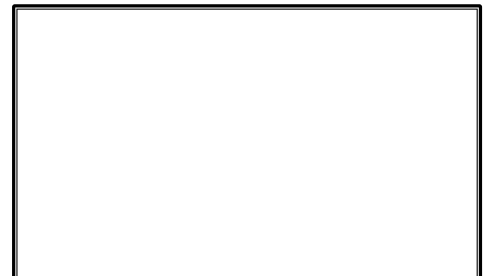
**Driver's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\***

Permit No. Issued: \_\_\_\_\_

Issued By: \_\_\_\_\_

Issue Date: \_\_\_\_\_



## **Ground Transportation Loading Dock PROCEDURES AND GUIDELINES**

Pursuant to the Columbus Regional Airport Authority Traffic and Parking Rules, Section 06.15 "the Ground Transportation section may develop and publish procedures and guidelines for the effective and efficient use of designated commercial vehicle areas throughout the Airport and within the commercial vehicle areas." The Authority hopes to form a working partnership with couriers, vendors, and contractor companies in adhering to the procedures and guidelines to be followed when using the Loading Dock. It is imperative to maintain these procedures and guidelines to ensure an orderly and expeditious flow of vehicle and pedestrian traffic.

### **Rules for the use of the John Glenn Columbus International Airport Loading Dock:**

#### **Vehicles over 12' 6" are prohibited**

- Vehicle **must** be inspected before it is left unattended.
- Vehicles must be marked with the company name, and or logo. Unmarked vehicles must display a placard in the windshield at all times.
- Drivers should use the courtesy phone to contact Airport Tenants upon arrival so deliveries may be retrieved in an expeditious manner.
- Deliveries, baggage and small freight items **must not be left unattended** on the dock and may be confiscated by the Public Safety or Ground Transportation Division.
- Drivers are not permitted in restricted areas without a proper ID and/or escort.
- All contractors and couriers must pay the appropriate fees, obtain and display a permit at all times.
- Use of the Loading Dock or other designated areas by Contractors is restricted to loading and unloading of tools and supplies only.
- Loading Dock permits are issued to each individual driver or by the Ground Transportation Office and cannot be used by any person other than to whom the permit was issued.
- Smaller delivery vehicles must utilize the parking provided along the south wall of the loading dock area, and leave the spaces against the dock for the larger delivery trucks.

**Lost or stolen Courier/Contractor permits must be reported to the Ground Transportation Office immediately and can only be re-issued with a notarized statement from the individual stating the circumstances of the lost or stolen permit. A \$5.00 re-issue fee must be paid to the Columbus Regional Airport Authority Administration office located on the south end of the Baggage Claim office, Monday through Friday, 8:00 a.m. - 5:00 p.m. Closed 12pm-1pm for lunch. Permits will not be re-issued without a receipt from the receptionist.**

#### **PENALTIES**

- Non-permitted courier companies and their drivers are subject to citation issuance and or motor vehicle impound at the operator's expense.
- Vehicles blocking the trash dumpsters are subject to citations and/or vehicle removal at the operator's expense.
- Courier and Contractor Loading Dock Permits are to be utilized for **Official Company Business Only**. Failure to do so will result in the immediate revocation of said permit indefinitely.
- **Permits must be displayed at all times**. Failure to do so will result in Notice of Violation issuance and motor vehicle impound.

These penalties apply only for Ground Transportation Guidelines as authorized by the Traffic and Parking Rules, which provide appeal procedures for all infractions.

However, other enforcement actions can be pursued thru the use of Federal, State and local laws and regulations, which may have additional penalties and separate and distinct appeal procedures.

Revised 10/27/16

