

**ST. PETERSBURG-CLEARWATER INTERNATIONAL AIRPORT
GROUND TRANSPORTATION POLICIES AND PROCEDURES**

PURPOSE

To establish policies and procedures for the operation of ground transportation at the St. Petersburg-Clearwater International Airport.

GENERAL

The St. Petersburg-Clearwater International Airport will make every effort to assure safe, secure, efficient, and professional ground transportation is available to its patrons.

POLICIES AND PROCEDURES

- 1). All ground transportation providers are permitted to drop their passengers off at the airport terminal. Drivers dropping off passengers must remain with their vehicle.
- 2). Authorized Limited Permit Ground Transportation Vehicles will use the airport's short term parking area to pick up passengers.
- 3). Authorized Unlimited Permit Ground Transportation Vehicles will use their designated parking area located on the ground transportation median (limo/taxi stand).
- 4). Drivers of ground transportation vehicles must remain with their vehicle at all times when airlines have landed. When airlines are not on the ground, drivers who are not in the "Ready Position" (First up) may leave their vehicle to use the baggage claim restroom. In all other cases, drivers must obtain permission of the Airport Traffic Assistant or an Airport Sheriff's Deputy.
- 5). When a passenger approaches a driver, no other driver shall interrupt, motion, or solicit that passenger in any way while they are talking to the driver.

- 6). When passengers have engaged a ground transportation service and are seated in the vehicle, no other driver shall approach the vehicle for the purpose of soliciting business.
- 7). Taxis and Shuttles operating with an unlimited permit on the ground transportation median (Taxi Stand) are only permitted to engage and load customers from the "Ready Position" (First Up).
- 8). The waving or holding of placards, signs, or banners is prohibited. Operators with a contract or pre-reserved reservation may display the name of the charter tour or passenger to assist passengers in locating their vehicle.
- 9). All for hire vehicles with an unlimited permit operating at the St. Petersburg-Clearwater International Airport will be properly indentified by having their company name permanently lettered on both sides of their vehicles. Vans operating as an Airport Shuttle must also have permanent lettering identifying them as a "Shuttle" service.
- 10). All for hire vehicles with an unlimited permit must have a copy of their fares and rates prominently displayed in each vehicle and be clearly visible to the passengers. If the rate has a minimum number of passengers required, this must also be displayed in the vehicle and clearly visible to the passengers.
- 11). Operators having contracts with the airlines for baggage delivery may pick up and drop off luggage provided they use the short term parking area.
- 12). Passengers from cancelled or re-routed flights shall be permitted to be picked up and load luggage at the terminal curb provided that it has been pre-approved and coordinated with the Airport Traffic Assistant or an Airport Sheriff's Deputy.
- 13). Taxi's operating at the St. Petersburg-Clearwater International Airport must use their meter, flat rates are not permitted.

- 14).** Off airport car rental and hotel shuttles must use their designated parking area on the ground transportation median (limo/taxi stand) to pick up their passengers.
- 15).** Occasional, for-hire operators without a permit to operate at the St. Petersburg-Clearwater International Airport, shall be permitted to pick-up their passengers provided they use the short term parking area.
- 16).** Pre-reserved Voucher Passengers from a tour operator or airline company shall be permitted to load their passengers at the terminal curb in front of baggage claim with pre-approval and coordination with the Airport Traffic Assistant or an Airport Sheriff's Deputy.
- 17).** Pre-reserved large charter buses shall be permitted to load their passengers at the terminal curb in front of baggage claim with pre-approval and coordination with the Airport Traffic Assistant or an Airport Sheriff's Deputy. The staging of large charter buses will be completed no more than 15 minutes prior to the arrival of the flight they are reserved for. A fee of \$7.00 for each bus will be billed to the operator for a Charter Bus Permit.
- 18).** All ground transportation vehicles shall be kept clean and orderly while operating at the St. Petersburg-Clearwater International Airport.
- 19).** Drivers shall not litter or feed the wildlife (Birds). Wildlife can pose a significant risk to aircraft operating at the airport.
- 20).** Drivers shall not use abusive language, nor be discourteous to airport patrons or employees.
- 21).** Drivers of ground transportation vehicles are not permitted to sleep while operating at the St. Petersburg-Clearwater International airport.

22). Every Driver in charge of a permitted vehicle shall be hygienically clean, well groomed and suitably dressed. Male drivers shall be clean shaven and hair neatly trimmed. If a beard or moustache is worn, it shall be well groomed and neatly trimmed. The term “suitably dressed” shall be interpreted to mean:

A. Drivers shall wear trousers, shoes, socks, and a shirt with a collar. In warm weather, hemmed Bermuda shorts may be worn.

B. The following items of clothing are not permitted to worn by a permitted driver: T-shirts, tank-tops, body shirts, jogging suits, pajamas, swim wear, cut-off shorts, gym shirts, sandals, or any type open-toed footwear.

23). Violations: Any driver violating these rules shall be ejected for the remainder of the day. A general report shall be filed with Airport Operations. Suspensions of drivers shall be in accordance with the following:

First Offense	- 3 day suspension
Second Offense	- 7 day suspension
Third Offense	- 30 day suspension
Fourth Offense	- 90 day suspension
Fifth Offense	- One (1) year suspension

