

## **PASSENGER BOARDING BRIDGE POLICIES AND PROCEDURES**

### **Purpose**

To establish standard procedures and guidelines for the use of the passenger boarding bridges at the St. Petersburg-Clearwater International Airport.

### **General**

The passenger boarding bridges are the property of the St. Petersburg-Clearwater International Airport. The passenger boarding bridges are available to all air carriers with aircraft that are serviceable and have entered into a waiver of liability with the sole purpose of providing passenger convenience during the enplaning and deplaning of passengers.

### **A. Gate Assignments**

1. All gates, including gates equipped with passenger boarding bridges, are assigned by the Airport Operations Division. All gate changes must be approved by the Airport Operations Division.
2. The passenger boarding bridges are the property of the Airport and are not assigned to specific airlines.
3. Should gate conflicts arise during a delay, an air carrier may be required to relocate their aircraft to allow for other arrivals and departures assigned to the gate.

## **B. Training and Usage**

1. All airlines utilizing the passenger boarding bridges must have their personnel trained to operate the equipment prior to any flight operations at gates equipped with passenger boarding bridges.
2. Initial training shall be given by the Airport to the airline and/or ground handler's supervisory staff.
3. It is the responsibility of the airline or ground handler service to provide training to their respective personnel. All airlines and ground handler services must maintain an updated record of those employees who have been trained and authorized to operate the passenger boarding bridges. A copy of the training records shall be provided to the Airport Operations Manager.
4. Only trained personnel are authorized to operate the passenger boarding bridges.
5. Airport Operations shall maintain a record of trained and authorized airlines and employees.
6. All personnel authorized to use the passenger boarding bridges are required to follow the procedures outlined in the attached operating manual in addition to these standard operating procedures.
7. Authorized ground handling companies may not use the passenger boarding bridges if their respective airline does not have a waiver of liability on file with the Airport.

## **C. Passenger Enplaning and Deplaning**

1. The entrance to the passenger boarding bridge must be secured at all times, except when attended during passenger enplaning and deplaning.
2. Elderly and disabled passengers with mobility impairments must be assisted while enplaning and deplaning.
3. Passengers and employees are prohibited from running in the passenger boarding bridges.
4. The use of skate boards, roller skates, roller shoes, etc. is prohibited in the passenger boarding bridges.

#### **D. Airline and Ground Handler Responsibilities**

1. No vehicles or equipment shall be parked or driven under the passenger boarding bridges.
2. No personnel shall walk or stand under the passenger boarding bridges while they are being moved /repositioned.
3. No personnel, other than the operator, or passengers shall be in the tunnel of the passenger boarding bridges while they are being moved /repositioned.
4. The passenger boarding bridges must be left in a clean and orderly manner. All trash must be removed and the FOD bucket emptied after each use.
5. No advertising signage, wheel chairs, or other items are to be left in the passenger boarding bridges after the completion of the flight.
6. No wheel chairs or any other items shall be stored in the passenger boarding bridge tunnels at anytime. Items stored in the passenger boarding bridge tunnels can cause extensive damage when the bridge is be moved/ repositioned.
7. All damage and outages are to be reported to the Airport Operations Division immediately.

#### **E. Maintenance**

1. The Airport Facilities Division will provide all preventive and corrective maintenance on the bridges and associated equipment.
2. Calls for repair of malfunctioning equipment should be directed to the Airport Operations Division.
3. Airport Facilities will make every effort to minimize disruption to tenant operations. In the event of a prolonged outage, Airport Operations will make appropriate gate changes.
4. Tenants are responsible for the proper operation of the passenger boarding bridges. Any equipment damaged by accident or through improper operation will be subject to reimbursement by the tenant for all costs associated with the repair.

