

**City of Cleveland  
Department of Port Control  
Cleveland Hopkins International Airport**

**Shuttle or Limousine Permits**

**Information for Prospective Limousine/Shuttle Operators**

Cleveland Hopkins International Airport has developed rules, regulations, and procedures for the Limousine or Shuttle vehicle operators intending to utilize the roadways and reserved Ground Transportation Center lot at Cleveland Hopkins International Airport.

Limousine and Shuttle service is defined as any vehicle that provides transportation service for arriving and departing passengers on a fee-paying, regularly scheduled, or pre-approved basis.

No person shall advertise or hold self out as doing business as a limousine service, livery service, or other similar designation unless each vehicle used by the person to provide service is registered in accordance with section 4503.24 of the Revised Code of the State of Ohio and in compliance with section 4509.80 of the Revised Code.

Any operator, who intends to use the roadways or reserved parking lot at Cleveland Hopkins International Airport to pick-up or discharge passengers must submit the necessary documentation and be approved for the issuance of a permit prior to commencing operations. The permit shall be valid for the period of August 1<sup>st</sup> through July 31<sup>st</sup>, subject to compliance with the rules, regulations, and procedures issued by the Department of Port Control for the City of Cleveland, Ohio and the State of Ohio, and compliant with PUCO regulations for transportation.

Upon approval from the Airport, operators will receive appropriate airport credentials. In the event an application is denied, a refund of the payment shall be made.

Please be advised that access to the Ground Transportation Center Lot is monitored by closed circuit television and Cleveland Police.

Should a driver attempt to modify any Airport property, charges will be assessed. Said charges must be paid in full before permit is reinstated.

A denial of an Airport Limousine or Shuttle permit may be appealed to the Chief of Business Development and Management, Cleveland Hopkins International Airport.

Notwithstanding any information including herein, the Department of Port Control may modify, amend or delete any or all of these rules, regulations and procedures at any time. Violations of Airport policy may result in revocation of an Airport-issued permit without refund.

## **Limousine and Shuttle Transportation Rules, Regulations and Policies**

### **A. Permits – Rules and Regulations**

- A.1. A Permit is required to operate all Shuttle and Limousine vehicles at Cleveland Hopkins International Airport. Violations of this requirement may subject the offender to criminal prosecution under section 571.13 of the Municipal Code.
- A.2. All vehicles intended for transportation use may be inspected prior to issuance of permit.
- A.3. Proof of Insurance Requirement
  - i. Current proof of insurance is required on an authorized insurance Acord form.
  - ii. Any changes in the insurance coverage must be immediately reported to the Ground Transportation Office of the Department of Port Control
- A.4. All Vehicles are subject to regular or unannounced inspection and search by Cleveland Police Officers and/or the Department of Port Control personnel.
- A.5. The cost of an annual permit is \$550.00. This permit will be valid through July 31<sup>st</sup>. Access will be denied on August 1<sup>st</sup> unless a new tag is displayed showing that payment for the current year has been made.

### **B. Display of Permits**

All Shuttles and Limousines must have Airport issued hang tags displayed from the rear view mirror all the time.

All Shuttles and Limousines permits are the property of the Department of Port Control. Any lost or stolen permit shall be immediately reported to the Ground Transportation Office of the Department of Port Control. A replacement fee of \$550.00 shall be paid prior to the re-issuance of any permit.

## **C. Security**

### **C.1. Records Inspection**

Each Shuttle or Limousine operator must have in his/her possession, an Airport-issued Pickup Authorization Form when conducting business at the Airport. Anyone without this required form will be asked to leave the premises.

## **D. Operational Requirements – Airport Parking Allocation Plan**

- D.1. All Shuttles and Limousines shall be designated a place of operation by the Department of Port Control.
- D.2. The reserved limousine lot shall be used for staging and awaiting the arrival of scheduled and pre-arranged fares. Shuttle and Limousine drivers shall use no other waiting area.
- D.3. No Shuttle or Limousine shall be left unattended or remain parked on the roadways of Cleveland Hopkins International Airport. Overnight parking in the Ground Transportation Center lot is prohibited.

## **E. Solicitation Prohibition**

Shuttle and Limousine owners, operators, and drivers are prohibited from soliciting business from any passenger or visitor at Cleveland Hopkins International Airport. If a driver is caught attempting to solicit; their credentials will be revoked without refund.

## **F. Loitering**

- F.1. Limousine owners, operators, and drivers are prohibited from loitering in the Airport terminal.  
Every driver must have **completed Pickup Authorization Form** when on Airport property.
- F.2. The Ground Transportation Center lot is reserved for Shuttles, Limousines and other vehicles authorized by the Department of Port Control. Drivers shall not loiter in the lot or access the lot for any purpose for which the lot was not intended.
- F.3. **Shuttle or Limousine companies may not use the Cell Phone lot.** This lot is intended for the general public.