

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

Courtesy Hotel and Offsite Parking Shuttle Permits

Information for Prospective Hotel/Offsite Parking Shuttle Operators

Cleveland Hopkins International Airport has developed rules, regulations, and procedures for Courtesy Hotel and Offsite Parking Shuttle operators intending to utilize the Ground Transportation Center at Cleveland Hopkins International Airport.

Hotel and Offsite Parking Shuttles are defined as any vehicle that provides courtesy transportation service for arriving and departing passengers at the Airport. Any other public vehicle owner, operator, or driver who secures or accepts passengers for hire at the Airport must apply and be approved by the Cleveland Hopkins International Airport Ground Transportation Office.

Any Operator, who intends to use the Ground Transportation Center 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 1st through July 31st, subject to compliance with the rules, regulations, and procedures issued by the Department of Port Control for the City of Cleveland and the State of Ohio.

Upon approval from application to the Airport, Operators will receive appropriate Airport credentials. In the event an application is denied, a refund of the payment shall be made. A denial of an Airport Ground Transportation Center permit may be appealed to the Chief of Business Development and Management, Cleveland Hopkins International Airport.

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

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.

Hotel and Offsite Parking Shuttle Rules, Regulations and Policies

A. Permits – Rules and Regulations

- A.1. A Permit is required to operate all Courtesy Shuttle vehicles in the Ground Transportation Center 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. Airport issued hang tags are not transferable between companies.
- A.3. Proof of Insurance Requirement
 - i. Current proof of insurance is required on an authorized 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 31st. Fees must be submitted with applications. Access will be denied as of August 1st unless a new hang tag is displayed showing payment for the current year has been made.

B. Display of Permits

All Hotel and Offsite Parking Shuttle Vehicles must have Airport issued hang tags displayed from the rear view mirror all the time.

All Hotel and Offsite Parking Shuttle 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. Every Person operating a Courtesy Shuttle must:
 - i. Be eighteen years of age or older
 - ii. Must be able to read and write the English language

- iii. Submit the form provided by the Department of Port Control (full name, address, driver's license number with the expiration date) for each driver employed by the Shuttle owner-operator that intends to provide service to Cleveland Hopkins International Airport.
- iv. Must have a CDL license

Security rules may change without prior notice.

D. Operational Requirements

Curb allocation plan/signage

- i. All Shuttle Vehicles shall be designated an area of operation by the Department of Port Control.
- ii. There shall be no more than one (1) vehicle per company in the Ground Transportation Center at any given time.