

# **Cleveland Hopkins International Airport**

## **Commercial Vehicle Rules and Regulations**

### **Agreement and Permit**

The following are rules and regulations for operating a commercial vehicle at Cleveland Hopkins International Airport (CLE)

#### **Introduction**

- Section 1
- 1.0 The following rules and regulations have been promulgated to provide Ground Transportation Providers (GTP) with the requirements for operating a commercial vehicle at CLE
  - 1.1 Commercial vehicles are: any vehicle that uses CLE roadways to conduct business and/or that generates revenue for an individual or a company; this includes hotels and non-profits
  - 1.2 Commercial vehicles are required to register with the Ground Transportation Office (GTO) located inside the Terminal at CLE on the baggage claim level across from carousel #3
  - 1.3 Commercial vehicle operators will be required to show a valid vehicle registration, proof of Insurance and PUCO authority, along with providing a valid email address and phone number
  - 1.4 All commercial vehicles will be issued a window decal and an entry access card

#### **Fees and Fares**

- Section 2
- 2.0 Commercial vehicles will be assessed a \$4.00 Per Trip User Fee for the first 100,000 trips in a calendar year for each company using its own vehicles
  - 2.1 A trip is any transport of people or a person using a commercial vehicle
  - 2.2 Pickups and drop offs are each considered as separate trips

#### **Billing/Payments**

##### Section 3

- 3.0 Fees will be invoiced by the 20<sup>th</sup> of the month following activity
- 3.1 In the event that contact information such as billing address, e-mail address, or phone number changes, you must notify the Ground Transportation office of the change immediately
- 3.2 Payments are due within thirty days of the invoice date. Payments in the form of check or money order can be mailed to the following address:  
Treasurer, City of Cleveland  
Bank of New York Mellon Trust  
P.O. Box 70275  
Cleveland, OH 44190-0275
- 3.3 To pay via credit card or to set up a credit card on file for recurring payments, please contact Accounts Receivable at (216)265-6039. Please note that American Express is not accepted. Electronic Funds Transfer (EFT) is also available by request
- 3.4 In the event a payment is dishonored due to insufficient funds or otherwise, a \$25.00 return fee will be assessed against your account
- 3.5 Failure to make timely payments is subject to the following penalties:
  - Suspension/Revocation of access card
  - Finance charge computed at the prime rate as established by Keybank, Cleveland, Ohio, or such other national commercial bank as the City may reasonably designate from time to time, and in effect on the first day of the month preceding such delinquency, compounded monthly, from the date such amount is due and outstanding until payment has been made in full

## **Commercial Vehicle Owner/Driver Responsibilities**

- Section 4
- 4.0 Insure all vehicles are registered with CLE's Ground Transportation Department
  - 4.1 Drivers should receive customer service training from their company and should have a good general knowledge of how to navigate the city of Cleveland and its surrounding areas
  - 4.2 Drivers must be well groomed and dressed in business casual clothing
  - 4.3 Drivers cannot be inebriated or under the influence of drugs
  - 4.4 Companies shall have proof that all its drivers have a current (once per year) criminal record and driver's license background check

## **Equipment**

- Section 5
- 5.0 Any vehicle used to transport customers must be clean, in good mechanical condition and appearance
  - 5.1 Commercial vehicles must be numbered and have the company's name clearly identified on the rear or passenger side of the vehicle
  - 5.2 Vehicles cannot have any dents larger than a golf ball nor show any signs of rust

## **Operating Locations**

- Section 6
- SHUTTLES**
- 6.0 Dropping off and picking up of customers will be conducted in the Yellow 1 Lot, which is accessed with a proximity card.
  - 6.1 Each company that operates a shuttle service is assigned a designated stall and will not be permitted to occupy different or additional stalls without prior approval from the Ground Transportation Office
  - 6.2 Shuttles will have a dwell time limit of 12 minutes
- LIMOS, TAXIS, RIDESHARES**
- 6.3 Dropping off customers will be at curbside on the upper roadway (Departures)
  - 6.4 Picking up of customers will be at curbside on the lower roadway (Arrivals) or the upper roadway

## **Violations/Penalties**

- Section 7
- 7.0 Any company or its employees/independent contractors who violate the terms of this agreement will be subject to being charged with a first degree misdemeanor per section 571.99 of the City's codified ordinance.  
  
Three (3) violations by the driver of any commercial vehicle will result in immediate revocation of permits(s)/authorization to operate at CLE
  - 7.1 GTP who fail to register with the Airport comply with its rules and regulations, or pay the Per Trip User Fee will be prohibited from operating at CLE and may be subject to being charged with a first degree misdemeanor per section 571.99 of the City's codified ordinance.
  - 7.2 NO solicitation of any kind is permitted. Violation will result in immediate expulsion from this program.
  - 7.3 Lot access card replacement fee is \$50.00.

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

**January 1, 2019 – December 31, 2019. Permit for Operation of a Commercial Ground Transportation Vehicle (as defined in Codified Ordinance Section 571.91)**

# OF PERMITS	
Hotel/Motel Courtesy Shuttles	
Vehicles for Hire (Limos, Taxis, etc.)	

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

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

Billing Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

Contact Office Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Company website: \_\_\_\_\_

Certificate of Insurance expiration date: (ACORD form attached) \_\_\_\_\_

PUCO receipt expiration date: (receipt attached) \_\_\_\_\_ (not required for courtesy shuttles)

TO BE COMPLETED BY APPLICANT		
MAKE	MODEL	LICENSE PLATE #

GROUND TRANSPORTION OFFICE USE		
SWIPE CARD #	STICKER #	ISSUE DATE

I hereby acknowledge that I understand the rules, regulations, and policies contained within this application, including but not limited to payment of a \$4.00 per trip user fee for Commercial Ground Transportation Vehicle services to, from or on Airport property as required by Codified Ordinance 571.91, and that all Commercial Ground Transportation Vehicle drop off and pick up activity shall be conducted in a location designated by the Department of Port Control, and furthermore, I understand that the Department of Port Control may modify or amend any or all of these rules, regulations, and policies and that violation may result in a fine, revocation of an Airport issued permit and/or criminal Penalties.

I confirm that I am an authorized signatory for: \_\_\_\_\_  
(Company Name)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_