

SECTION 6

COMMERCIAL VEHICLES

6.4 SHUTTLES *(rev. 07/15/2020)*

General

The following policy addresses the key items regarding the use of shuttles and courtesy vans/cars at Fairbanks International Airport (FAI). A complete listing of all rules and regulations may be obtained from the Airport Leasing Office at 474-2520 or 907-474-2525.

Definitions:

Courtesy Van/Cars: do not charge a fee for transportation to/from a hotel, motel, lodge, or military base.

Shuttles: charge a fixed fee for transportation.

Shuttles and Courtesy Vans/Cars will park in spaces in Parking Lot A (Bus Plaza) designated "Shuttles". Shuttles/Courtesy Vans/Cars may actively load and unload passengers in either of the two designated spaces directly outside of the terminal doors. (See Map 6-2 Shuttle Service Area). Those vehicles must park in the "Shuttle" spaces along the fence while waiting for passengers to arrive.

Shuttles must obtain the appropriate permit prior to operating at FAI. Courtesy Vans/Cars must have appropriate signage for their hotel/motel or military designation on their vehicles.

Each permittee shall abide by all the regulations pertaining to FAI in 17 AAC 42 (Alaska Administrative Code Title 17, Chapter 42).

Permit Requirements

Obtain and complete a Shuttle Permit application form at Airport Leasing Office. Required info below:

- address
- manager and owner contact information
- 24-hour phone contact number
- number of vehicles in fleet
- number of vehicles permitted at FAI
- description of each vehicle per 17 AAC 42.095
- a list of all current drivers with driver's licenses and date of birth

Businesses are required to notify the Airport Leasing Office of any changes to the above information within two (2) business days.

In addition, proof of a current Commercial Motor Vehicle inspection will be required for vehicles:

- Weighing over 10,001 pounds **OR**
- Originally or currently designed to seat 8 or more occupants, including the driver **OR**
- May transport persons whose permanent address is outside of Alaska **OR**
- May transport hazardous materials as defined in 49 U.S.C. 5103.

A permit is required for each vehicle and is not transferable. FAI Shuttle Permit duration is January 1 to December 31 of the calendar year. <http://dot.alaska.gov/aias/assets/AIAS-Other-Rates-Fees.pdf>

Permit Fee

Annual fee for permit is established under 17 AAC 42.125 commercial passenger fare carriers.

Additional Requirements and Rules

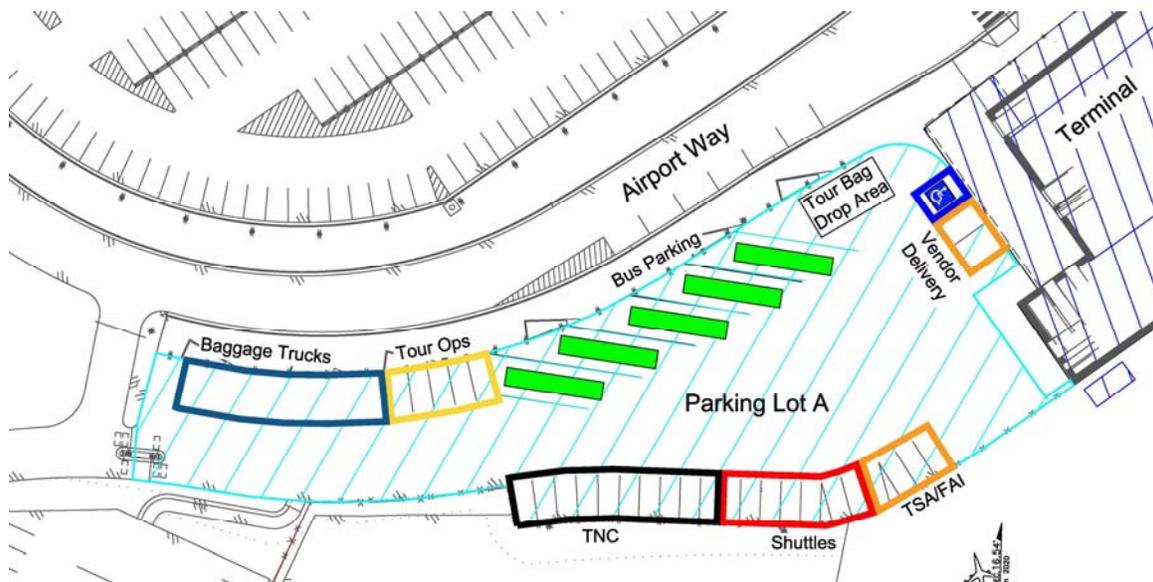
The shuttle driver will not solicit business in any manner nor remove baggage from inside the terminal. The operator is required to remain within the immediate proximity of the vehicle (less than 10 feet from vehicle). Drivers may leave vehicles to use the restroom in the terminal.

Shuttle vehicle operator and/or operations must:

- Have company name and vehicle number permanently affixed outside of vehicle and clearly visible to passengers entering the vehicle.
- Post record of insurance clearly visible to passengers.
- Display permit sticker on the driver's side of the windshield, lower corner.
- Post complaint procedure and operator contact information in a manner clearly visible to passengers.
- Keep a copy of these Airport rules and regulations in each vehicle.

Heightened National Security Alert situations

- Drivers of permitted shuttles may be required to undergo background checks and be issued special airport badges.
- Shuttles may be required to undergo inspections, and are subject to additional inspections by FAI personnel.



Map 6-2 Shuttle Service Area

Violations of Rules and Regulations:

Operators and/or operations who fail to comply with city, airport, and/or state rules and regulations may forfeit their right to operate at the State of Alaska, Fairbanks International Airport for the duration of the operating permit per 17 AAC 42.095, paragraph (I).

Upon notification of failure to meet any State of Alaska rules and regulations for fare carriers and drivers, shuttle operators will have ten (10) business days in which to provide proof to Fairbanks International Airport Leasing Staff that issue has been corrected.

If proof of correction is not provided to the Fairbanks International Airport Leasing Staff within ten (10) business days, the Shuttle Permit will be revoked. In order to receive a new shuttle permit the driver will need to submit a new application, fee payment, and pass a vehicle inspection.

Drivers wishing to file a complaint or report of noncompliance may do so by calling the Fairbanks International Airport Leasing Office at 907-474-2520 or 907-474-2525.