

SECTION 6

COMMERCIAL VEHICLES

6.4 SHUTTLES *(rev. 4/2023)*

General

The following policy addresses the key items regarding the use of shuttles and courtesy vehicles at Fairbanks International Airport (FAI).

Definitions:

- **Courtesy Vehicles:** do not charge a fee for transportation to/from a hotel, motel, or lodge.
- **Shuttles:** charge a fixed fee for transportation.

Shuttles and Courtesy Vehicles will park in spaces in Parking Lot A (Bus Plaza) designated "Shuttles". Shuttles and Courtesy Vehicles may **actively** load and unload passengers in Parking Lot A at the designated spaces directly outside of the terminal doors. (See Map 6-2 Commercial Loading and Unloading Area). If waiting for passengers, the Shuttles and Courtesy Vehicles must parallel park in the "Shuttle" spaces along the fence. If a passenger is handicapped the Shuttle or Courtesy Vehicle may use the ADA spots on the concourse to load and unload that passenger only.

Shuttles and Courtesy Vehicles must obtain an Automatic Vehicle Identification (AVI) tag prior to operating at FAI. Courtesy Vehicles must have appropriate signage for their hotel, motel or lodge on their vehicles.

Each shuttle and courtesy vehicle driver shall abide by all the regulations pertaining to FAI in 17 AAC 42 (Alaska Administrative Code Title 17, Chapter 42).

Requirements

An AVI tag is required for each vehicle and is not transferable. Obtain and complete a Shuttle Permit application or Courtesy Vehicle application from Reef Parking System (Parking Lot Exit Booth, Lane 1) or the airport website (<https://dot.alaska.gov/faiiap/permitting.shtml>). Required information below:

- address
- manager and owner contact information
- 24-hour phone contact number
- description of each vehicle per 17 AAC 42.095
- vehicle insurance information

Businesses are required to notify Reef Parking System 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.

Inspections will be completed by Airport Police & Fire Officers. Inspection appointments can be made by calling Airport Dispatch at (907) 474-2530.

Permit Fee

Annual fee for Shuttle permits is established under 17 AAC 42.125 commercial passenger fare carriers. <http://dot.alaska.gov/aias/assets/AIAS-Other-Rates-Fees.pdf>

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. Smoking is only allowed in the designated smoking area across the concourse.

Courtesy and Shuttle vehicle operators 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.
- Have an AVI tag on the driver's side inside windshield.
- 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 AVI tagged shuttles and vehicles may be required to undergo background checks and be issued special airport badges.
- Shuttles and Courtesy Vehicles may be required to undergo inspections and could be subject to additional inspections by FAI personnel.

Map 6-2 Shuttle Service Area (below)

Violations of Rules and Regulations:

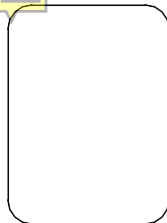
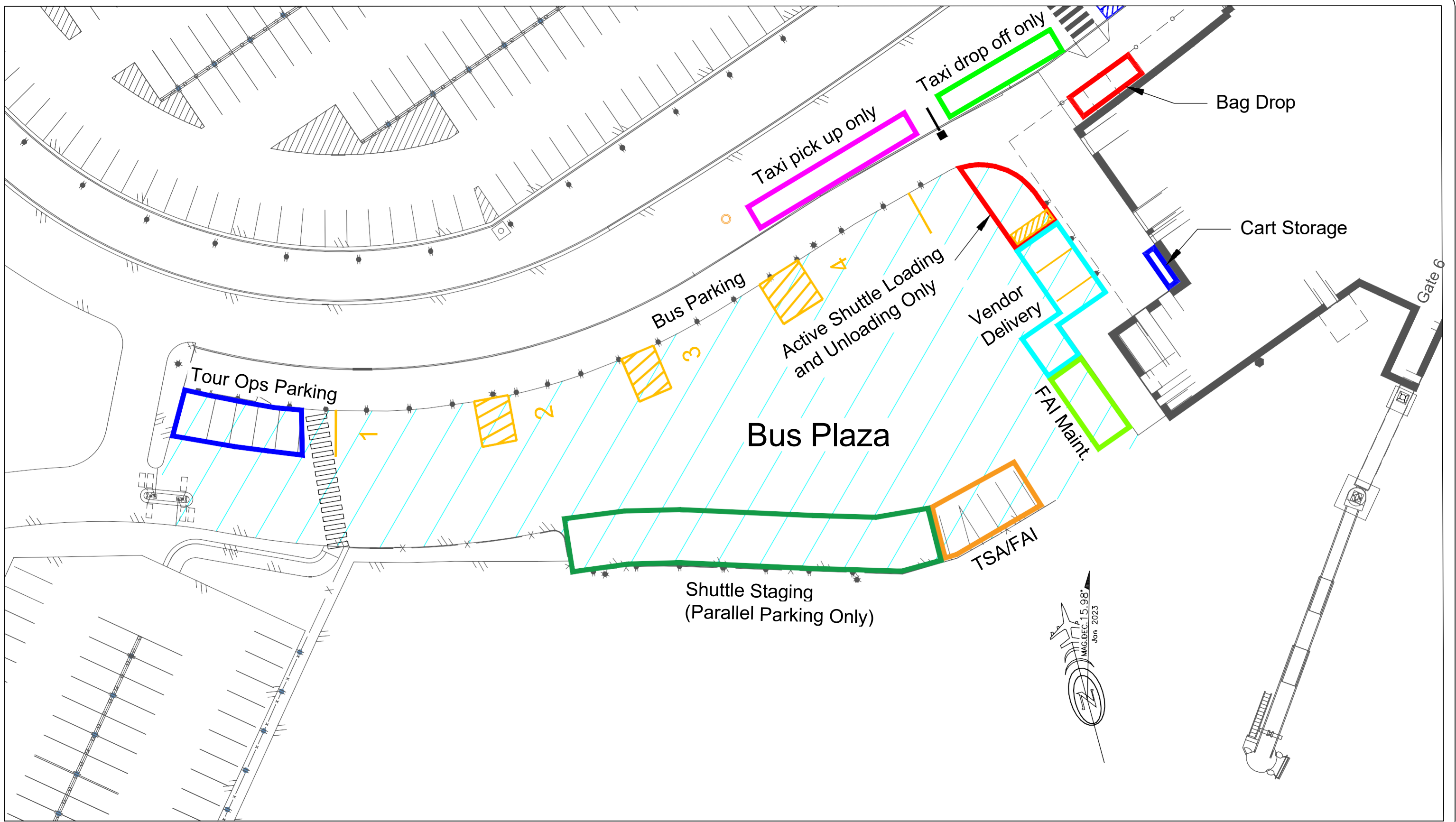
Operators and/or operations who fail to comply with city, airport, and/or state rules and regulations may forfeit their right to operate at the State of Alaska, Fairbanks International Airport per 17 AAC 42.095, paragraph (l).

Upon notification of failure to meet any State of Alaska rules and regulations for shuttle and courtesy vehicle drivers, operators will have ten (10) business days in which to provide proof to Reef Parking staff that the issue has been corrected.

If proof of correction is not provided to the Reef Parking Staff within ten (10) business days, the Shuttle Permit or Courtesy Vehicle 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.

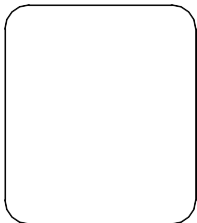
Drivers wishing to file a complaint or report of noncompliance may do so by calling Reef Parking at (907) 455-4571 or Fairbanks Airport Dispatch at (907) 474-2530.

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BY	DATE	REVISIONS

STATE OF ALASKA
 DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
 FAIRBANKS INTERNATIONAL AIRPORT



Terminal Parking Lot
 South Lot A
 March 2023



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