



**JOHN WAYNE
AIRPORT**

AIRPORT RULES AND REGULATIONS
Effective
April 1, 2001

Approved by:

Alan L. Murphy
Airport Director

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Dated: Various dates

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SECTION ONE GENERAL PROVISIONS

1.1 PURPOSE

The purpose of this manual is to disseminate Rules and Regulations for Airport-approved operating procedures and safety and security requirements at the John Wayne Airport. Nothing in these Rules and Regulations shall limit or constrain the legitimate authority of the Airport Director or designee.

1.2 COMPLIANCE

The Federal Aviation Administration (FAA) approved Airport Security Plan (ASP) for John Wayne Airport requires control of access to each air operations area, to prevent the entry of unauthorized persons and ground vehicles and to control the movement of authorized persons and ground vehicles. The FAA approved Airport Certification Manual (ACM) for John Wayne Airport outlines provisions for safety standards at the Airport. These Rules and Regulations contain portions of the Airport Security Plan and Airport Certification Manual that pertain to safety and security requirements and provide for additional operating procedures. Should conflict exist between these Rules & Regulations and provisions in the approved Airport Security Plan and Airport Certification Manual, the FAA approved ASP and ACM shall take precedence.

1.3 AUTHORITY

This manual complies with applicable portions of Federal Aviation Regulations (FARs) Parts 107 and 139, FAA Advisory Circulars, the State of California Uniform Fire Code and with the provisions of Title 2, Division 1, Section 2-1-1 et seq. of the Orange County Codified Ordinances (OCCOs).

1.4 ADMINISTRATION AND ENFORCEMENT

The Orange County Sheriff's Department Airport Police Services and Airport Operations Personnel shall administer and enforce the provisions of this manual.

1.5 RULES AND REGULATIONS

The Airport Director may adopt or amend any Rules and Regulations as may be necessary to carry out the provisions of this manual.

1.6 FORMS

All forms, cards, decals, hang tags, and identification badges are as prescribed by the Airport Director.

1.7 PEACE OFFICER AUTHORITY

Sheriff's Deputies have peace officer power as outlined in Section 830.1 of the California Penal Code. Special Officers assigned to the Airport Police Services have peace officer powers as outlined in Section 830.33(d) of the California Penal Code. Both are empowered to enforce the provisions of the California State laws, the Orange County Codified Ordinances (OCCOs), and John Wayne Airport Rules and Regulations. Officers also investigate violations of FAA Regulations for the purpose of reporting to the FAA.

1.8 AIRPORT POLICE SERVICES

The office of the Orange County Sheriff Airport Police Services is located in the main Terminal Building of the John Wayne Airport.

1.9 RECORDS

- a. The Operations I.D./Access Control Office shall maintain a record of all applications for driving permits and identification badges.
- b. Airport Police Services personnel will maintain records regarding ramp permits, and any correspondence and reports pertaining to the provisions of this manual.
- c. Records regarding tiedown/hangar spaces, based aircraft and transient aircraft will be maintained at the Operations Tiedown Office.

1.10 CONSTRUCTION OF GENDERS

The masculine gender as used in this manual includes feminine.

1.11 "SHALL" AND "MAY"

Wherever used "shall" is mandatory, and "may" is permissive.

1.12 DEFINITIONS

a. AIR OPERATIONS AREA (AOA)

The Air Operations Area includes any part of the Airport used or intended for use in landing, takeoffs, or surface maneuvering of aircraft. Additionally, all areas inside the Airport fence line shall be considered "AOA" for purposes of these Rules and Regulations. The Air Operations Area of the John Wayne Airport is divided into three areas:

1. **RUNWAYS AND TAXIWAYS** – This area includes both (01R-19L) and (01R-19L), and all connecting and parallel taxiways.
2. **COMMERCIAL/AIR CARRIER RAMP** – This area is adjacent to the main Terminal Building and the North and South Remain Over Night (RON) areas; and is restricted to air carriers/commuters operating under lease agreements with the Airport.
3. **GENERAL AVIATION AREAS** – All remaining areas on the airport used for maneuvering or parking of general aviation aircraft, of which some are under Fixed Based Operator control and some are under the jurisdiction of the Airport.

b. AIRCRAFT

Any machine, either fixed-wing, rotary-wing or lighter-than-air, capable of atmospheric flight.

c. AIRCRAFT TRANSIENT PARKING AREA

Ramp areas located in the AOA designated for the parking of non-based visiting aircraft.

d. AIRPORT

All land and improvements located within the geographical boundaries of the Orange County/John Wayne Airport, Santa Ana, California.

e. AIRPORT CERTIFICATION MANUAL (ACM)

Federal Aviation Administration (FAA) approved document outlining certification and operating requirements for the John Wayne Airport pursuant to Federal Aviation Regulations (FAR) Part 139.

f. AIRPORT SECURITY PLAN (ASP)

Federal Aviation Administration (FAA) approved document outlining security requirements for the John Wayne Airport pursuant to Federal Aviation Regulation (FAR) Part 107.

g. AIR TRAFFIC CONTROL TOWER (ATCT)

The FAA's control tower facility, including personnel, located on the west side of the Airport. ATCT personnel are responsible for controlling all aircraft, vehicle and pedestrian traffic on runways and taxiways and air traffic in local airspace around John Wayne Airport.

h. COMMERCIAL AIRCRAFT OPERATION

The operation of an aircraft for hire, lease, charter or flying lessons involving remuneration.

i. COUNTY T-HANGAR

County owned hangar storage facilities available for lease for small general aviation aircraft, located on the east side of the AOA.

j. COUNTY TIEDOWN

County owned aircraft parking ramp areas available under license for small general aviation aircraft, with accommodations for securing aircraft to the ground with chain or cable. County tiedown areas are located on the east, southeast, southwest, and west sides of the Airport.

k. F.O.D.

Foreign Object Debris that is potentially hazardous to aircraft operation.

l. GENERAL AVIATION (GA)

That segment of aviation that includes all aircraft except commercial air carriers and military aircraft.

m. ISOLATION AREA

An Airport-designated area located at the southwest corner of the AOA, accessed by aircraft off the departure end of Runway 19R via a taxiway. The Isolation Area has been established primarily for use by any aircraft that is suspected of carrying or has received a threat that it is carrying any bomb, explosive device or any hazardous material. The Isolation Area is also utilized for maintenance run-ups of jet aircraft with prior approval from Airport Operations.

n. SELF REFUELING

A tiedown tenant/aircraft owner or operator who wishes to refuel his own aircraft on his own tiedown with petroleum products supplied by an off-airport supplier.

o. SIDA

The Security Identification Display Area (SIDA) is the portion of the AOA that requires continuous display of Airport issued/approved personnel and vehicle identification media, unless under an Airport approved escort. This Area includes the Commercial Ramp, the north and south Remain Overnight (RON) ramps, the West Side fuel farm, and the sterile portion of the Terminal when closed at night.

1.13 TELEPHONE NUMBERS

Airport Emergencies	(949) 252-5000
Airport Airside Operations	(949) 252-5256
Airport Landside Operations	(949) 252-5244
Airport Operations I.D./Access Control Office	(949) 252-5076
Airport Operations Tiedown Office	(949) 252-5258
Sheriff / Airport Police Services	Emergency: (949) 252-5000
Sheriff / Airport Police Services	Business: (949) 252-5261
JWA Information Operator	(949) 852-4000
(Operator can contact Airport personnel for messages or incoming calls)	

1.14 ENFORCEMENT

Violations of these Rules and Regulations may constitute infractions or misdemeanors punishable as set forth in Title 2, Division 1, Section 2-1-12 of the Orange County Codified Ordinances.

SECTION TWELVE

COMMERCIAL GROUND TRANSPORTATION RULES AND REGULATIONS

12.1 PURPOSE

The purpose of this Section is to disseminate Ground Transportation Rules and Regulations and operating procedures for all commercial vehicles that provide ground transportation services at John Wayne Airport. Types of ground transportation services include charter party carriers, passenger stage corporation service providers, authorized off-airport rental car, parking operator, and hotel courtesy vehicles, scheduled bus services, and authorized taxicab operators. These Rules and Regulations govern the operation of ground transportation services upon the Airport premises including the airport roadways, parking facilities and all other surface areas of the Airport. All persons engaged in any phase of the provision of a ground transportation service at the Airport shall at all times comply with the provisions of these Rules and Regulations. The Airport reserves the right to add, delete, or modify any rule and regulation through written approval of the Airport Director. The Airport Director or designee reserves the right to immediately suspend any party who is disrupting Airport Operations.

12.2 COMPLIANCE

The Orange County Codified Ordinance (OCCO), Division 1 (AIRPORTS), Article 4 regulates commercial activities at John Wayne Airport. Section 2-1-40 (General Provisions), item (c) states that “No person shall engage in any business or commercial activity on the Airport without a lease, operating agreement, license, permit or contract approved by the County, or a sublease from a duly authorized master lessee.”

12.3 AIRPORT DIRECTOR POWERS AND DUTIES

The Orange County Board of Supervisors appoints the Airport Director at John Wayne Airport. OCCO Title 2, Division 1, Section 2-1-12 authorizes the Airport Director:

- “To issue such rules, regulations, orders, and instructions as are necessary in the administration of the Airport”...
- “To withhold permission to use the Airport from any person in violation of applicable rules, regulations, orders, directives, or from any person who is in default of any license, lease, or agreement permitting operations on the Airport.”

12.4 ADMINISTRATION AND ENFORCEMENT

The Orange County Sheriff's Department Airport Police Services and the Airport Operations Division shall administer and enforce the provisions of this Section.

12.5 DEFINITIONS

Note: With respect to this Section, all definitions pertaining to vehicle classification and operating authority as well as regulatory policies and procedures currently found in California Public Utilities Commission (CPUC) regulations and general orders, Orange County Taxi Administration Program (OCTAP) regulations, or as defined in California Vehicle Code (CVC) will be applied to this Section.

Airport: John Wayne Airport, including all its facilities, structures, roadways, parking facilities, and commercial vehicle holding lots.

Airport Director: The Director of John Wayne Airport, County of Orange, or Director's designee, or upon written notice to Operator, such other person or entity as shall be designated by the Board of Supervisors.

Board of Supervisors: The Board of Supervisors of the County of Orange, as governing body of the County and proprietor of the Airport through its Airport Director, or designees, as appropriate.

County: The County of Orange, a political subdivision of the State of California.

Commercial Vehicle Holding Lot: A commercial vehicle holding area designated by the Airport for use by authorized commercial vehicles.

Courtesy Vehicle: A commercial vehicle operated on behalf of a hotel, motel, rental car agency, or authorized off-airport parking lot operator normally provided at no direct cost to customers.

CPUC: The California Public Utilities Commission or its successor agency.

Customer Service Representative: An employee or agent of a commercial operator or consortium of operators authorized by the Airport to engage in Ground Transportation customer service, ticket sales, vehicle dispatch, curbside control and monitoring of vehicles, and passenger loading assistance.

Driver: An employee, agent, or independent contractor of a commercial ground transportation provider properly licensed and authorized to drive a commercial vehicle.

General Order: A General Order (“GO”) is a set of rules and regulations published by the California Public Utilities Commission.

Ground Transportation Center (GTC): The commercial vehicle loading area consisting of three traffic lanes on the east side of the Lower Level Roadway, between Parking Structures A-2 and B-2. The contract taxi, scheduled bus services (except OCTA), courtesy vehicles, parking lot shuttles, and door-to-door shuttles are all assigned to pick up passengers via this facility.

Operator: A company, independent contractor, or employee of a company who is authorized by the Airport to operate one or more commercial vehicles on Airport property for the purpose of providing commercial ground transportation services.

Permit: A written license or operating agreement signed by the Airport Director authorizing the permit holder to conduct a specified activity on the Airport.

Scheduled Service: Ground transportation services to be provided to specific places at specific time intervals as authorized by the Airport and as set forth in the CPUC Certificate of Public Convenience and Necessity issued to the ground transportation operator providing the scheduled service. Scheduled services do not pick up or drop off at private residences.

Solicitation: The uninvited initiation of a conversation by a driver or agent with any potential customer for the purpose of enticing or persuading the potential customer to use any ground transportation service provided by the operator or any other operator.

Taxicab: A commercial vehicle equipped with a fare-metering device and authorized by the Orange County Taxi Administration Program (OCTAP).

Transponder: An electronic device issued by the Airport for all commercial vehicles. This device is encoded with unique vehicle identification information and is used by the Airport to record operator activity and to generate monthly billing data.

Unattended Vehicle: A vehicle is considered unattended when the driver of that vehicle is outside of the vehicle and is not actively loading passengers and/or luggage.

Waybill: A waybill is defined by CPUC General Order 157-B and is a document which includes the following: 1) Name of carrier and TCP number, 2) Vehicle License Plate Number, 3) Driver’s name, 4) Name and address of persons requesting or arranging the transportation, 5) Number of persons in the group, and 6) points of origin and destination.

12.6 LAWFUL ORDERS

Operators and drivers shall obey the lawful orders and directions of all Airport Law Enforcement personnel, Airport Operations staff members and authorized Airport Administration officials.

12.7 RIGHT OF EXAMINATION

Operators and drivers shall allow all Law Enforcement Officers, Airport Operations staff members and authorized Airport Administration Officials to examine trip tickets, waybills, vehicle transponders, and any other written or electronic evidence of authorization to operate at the Airport. The Airport also reserves the right to conduct random, unannounced vehicle inspections to determine compliance with all federal, state, and local laws as well as Airport Rules and Regulations contained herein.

12.8 GENERAL POLICY STATEMENT

Violations of any Airport Rules and Regulations and/or Orange County Codified Ordinances may constitute any of the following penalties: 1) suspensions against individuals and/or commercial ground transportation operators, 2) infractions or misdemeanors as set forth in Orange Codified Ordinance Title 2, Division 1, Section 2-1-67 (enforcement as misdemeanor or infraction), or 3) revocation of Airport issued licenses, permits, or operating agreements as may become necessary. Repeated violations may lead to a lengthy suspension penalty and ultimately to permanent termination of a license, operating agreement, permit, or contract issued by the Airport. It is the intention of the Airport through its enforcement activities to encourage commercial ground transportation carriers to operate in an orderly and safe manner by complying with federal, state, and local laws and Airport Rules and Regulations contained herein. Suspensions will only be imposed when the Airport has previously warned the Ground Transportation Operator, Driver, or Customer Service Representative of a violation by issuance of a Notice of Violation (NOV). The Airport Director may, at his/her sole discretion, will determine whether or not a company, driver, or agent can be reinstated subsequent to termination of operating or access rights.

Some Airport Rules and Regulations are also in other ordinances and statutory form as county and state law. Those violations may be enforced through arrest and/or citation, with adjudication through the Criminal Justice System and the courts.

12.9 NOTICE OF VIOLATION (NOV) / OUTCOMES

Violations of these Rules and Regulations shall result in the issuance of a written Notice of Violation (NOV) by Airport Operations or Law

Enforcement Personnel. The violation may also result in the issuance of a separate criminal or traffic citation by the Orange County Sheriff's Department. The NOV will contain at a minimum: date/time of violation, name of violator, Section violation paragraph and item number, and the signature of the issuing party. NOV copies will be distributed to the violator, the employer (when applicable), and one copy kept in the operator's file at the Airport.

The following system will be applied toward the violator of any John Wayne Airport Rule or Regulation. Recorded violations (NOVs) are cumulative and kept on file indefinitely. All NOVs count toward outcomes as outlined below. A violator may be an individual (Owner, driver, Customer Service Representative, company agent) or a company, as applicable. The outcomes vary for each, as follows:

Individual Outcomes:

- 1st offense (any rule/reg)**NOV**, warning only
- 2nd offense (same rule/reg as 1st offense).....**NOV**, 5-day suspension
- 2nd offense (different rule/reg).....**NOV**, warning only
- 3rd overall offense (any three rules/regs).....**NOV**, 7-day suspension
- 3rd offense (same rule/reg as 1st and 2nd violations); or
- 4th offense (any four rules/regs with no time limit).....employee banned from John Wayne Airport Ground Transportation Program via written notification. Individual may petition Airport Director for reinstatement.

Company Outcomes:

- 1st offense.....**NOV**, warning only
- 2nd offense (same rule/reg).....**NOV**, 3-day suspension
- 2nd offense (different rule/reg).....**NOV**, warning only
- 3rd offense (different rule/reg).....**NOV**, warning only
- 3rd or more offense (same rule/reg).....**NOV**, 5-day suspension (each offense)
- Any six offenses in one calendar year.....license revocation (Licensee may petition Airport Director for reinstatement)

Note: Operators with more than five fleet vehicles are allowed one additional offense each calendar year for every 10 additional fleet vehicles (in excess of the first five vehicles) regularly used to serve JWA passengers (Example: 15 to 24 total fleet vehicles = seven offenses permissible in one calendar year. 25 to 34 vehicles = eight offenses permissible in one calendar year).

12.10 SUSPENSION OR TERMINATION OF OPERATING LICENSE AGREEMENT

The Airport reserves the right to suspend or terminate any Ground Transportation license agreement. Hearing rights are not guaranteed to an operator where the Airport seeks to terminate any operating agreement. The final decision on a termination matter will be made solely by the Airport Director.

12.11 NO OPERATIONS WHILE SUSPENDED

Any operator, driver, or agent that is issued a Notice of Violation (NOV) involving a suspension from the Airport, a suspension or revocation of a CPUC certificate, or does not possess authority to operate under the Orange County Taxi Administration Program (OCTAP), as applicable to taxi companies and drivers, shall not operate at the Airport. Continued operation during the period of suspension may lead to permanent termination of an operator's license or a Driver or Customer Service Representatives right to provide service to commercial ground transportation patrons.

12.12 CIRCUIT COUNTING DEVICE (TRANSPONDER)

All commercial ground transportation license holders shall allow the Airport to install an electronic circuit counting device (transponder) in or on all commercial vehicles. The licensee shall maintain the transponder in a fixed location on each vehicle used to transport passengers. Transponders issued by John Wayne Airport are the property of the Airport. The operator shall return the transponder to the Airport upon termination of the license agreement or when a vehicle is retired, sold, or replaced. A licensee may not transfer a transponder to another vehicle without prior approval from the John Wayne Airport Landside Operations Department.

12.13 COMMERCIAL DISPATCH AND CURB MANAGEMENT

Passenger Stage Corporation (PSC) operators, drivers, and Customer Service Representatives participating in the Curb Coordinator and Ground Transportation Program shall obey all the applicable rules, regulations and provisions of that program as specified in the applicable license agreement and as contained in these Rules and Regulations.

12.14 COMMERCIAL VEHICLE OPERATING REQUIREMENTS

All commercial ground transportation vehicles used to transport passengers at the Airport shall be operated in compliance with the requirements listed below:

- (A) A valid commercial vehicle registration and license plates (or a temporary permit) issued by the California Department of Motor Vehicles (DMV).
- (B) Safe mechanical condition as required by California Public Utilities Commission (CPUC) regulations and California Vehicle Code (CVC).
- (C) Valid insurance policies in the form and amount required by the County of Orange for the type of operation conducted.
- (D) A valid operating agreement, license, permit, or contract issued by the Airport for the type of operation conducted.
- (E) A valid and functioning Airport-issued transponder affixed to the vehicle. (Operators using transponders issued by another airport must provide all transponder I.D. numbers to the John Wayne Airport Landside Operations Department).
- (F) Vehicles operated under California Public Utilities Commission (CPUC) authority shall have current and valid CPUC status for the type of operation conducted and be in compliance with all CPUC regulations and General Orders.

12.15 COMMERCIAL VEHICLE LOADING ZONES

Drivers and operators of commercial vehicles shall not stop their vehicles at any loading zone other than those listed below, unless specifically authorized by the Airport Director or designee:

- (A) **Private Charter Busses:** Lower level roadway white curb zones.
- (B) **OCTA Public Busses:** Upper level roadway at designated OCTA stops.
- (C) **Scheduled Busses (except OCTA):** Designated curb loading zone in the Ground Transportation Center
- (D) **Door-to-Door Shuttles:** Designated curb-loading zone in the Ground Transportation Center.
- (E) **All Parking Lot Shuttles:** Designated curb-loading zone in the Ground Transportation Center.

(F) Charter Limousines: Lower level roadway white curb zones or parking lot facilities. **Note:** all commercial vehicles are required to pass through the lower level roadway for passenger pickup.

(G) Courtesy Vehicles: Designated curb-loading zone in the Ground Transportation Center.

(H) Taxicabs (Airport contracted service only): Designated curb-loading zone in the Ground Transportation Center.

Note: *Drivers of commercial vehicles are exempt from the requirements of these loading zones when:*

- *Picking up disabled, handicapped or elderly passengers who specifically request to be picked up at a terminal curb. Any lower level white curb may be used for loading these passengers. Operators must seek approval from the Orange County Sheriff-Airport Police Services or Airport Operations Staff prior to picking up passengers at a terminal white curb-loading zone.*
- *Picking up authorized air carrier personnel on designated crew transit carriers at designated locations as approved by the Airport Director.*

12.16 COMMERCIAL VEHICLE UNLOADING ZONES

Drivers shall only unload (drop off) passengers on the Airport's upper level roadway white curb zones, except as otherwise authorized by the Airport Director or designee.

12.17 COMMERCIAL VEHICLE DRIVER REQUIREMENTS

All drivers of commercial vehicles transporting passengers from the Airport shall be in compliance with the applicable Sections listed below:

- (A)** Have a valid State Driver License as required under the California Vehicle Code for the type of vehicle being operated.
- (B)** Be under the direct control and supervision of the permit holder (licensee).
- (C)** Have a working knowledge and understanding of all applicable John Wayne Airport Rules and Regulations.
- (D)** Have a working knowledge and understanding of all CPUC regulations for the type of service conducted.

12.18 USE OF COMMERCIAL VEHICLES

Operators and drivers of commercial vehicles shall use their vehicles in compliance with the sub-sections listed below:

- (A) No unattended vehicles are permitted at any Airport loading or unloading zone.
- (B) No vehicles shall be used to unreasonably block, cut off or restrict the movement of another vehicle.
- (C) No commercial vehicles shall stop in any Airport crosswalk.
- (D) Commercial drivers loading in the Ground Transportation Center shall, to the extent possible, stop their vehicles at a position as far forward of the appropriate curb-loading zone as possible. Customer Service Representatives (Curb Coordinators) may ask drivers to reposition vehicles as necessary within a loading zone to accommodate those vehicles that are in the immediate process of loading or unloading passengers.
- (E) Commercial drivers shall obey all posted speed limits, traffic signs and signals found on Airport property.
- (F) Drivers shall not load passengers away from any designated curbed section of the Ground Transportation Center.

12.19 GENERAL RULES FOR ALL COMMERCIAL OPERATORS AND THEIR EMPLOYEES

Ground Transportation operators, and their employees conducting business upon Airport premises shall abide by the following rules of operation and conduct, as listed below:

- (A) **CPUC/CVC Violations:** Operators and Drivers shall abide by all current and applicable CPUC regulations and general orders and California Vehicle Code (CVC). A violation of any CPUC regulation is a violation of this Section and the Airport Rules and Regulations.
- (B) **Vehicle Transponder Required:** A circuit counting electronic device (transponder) must be located on every commercial vehicle used to pickup passengers from the Airport.
- (C) **Operator Courtesy:** Drivers and agents of operators shall not use profane or vulgar language, and shall be courteous to all members of the general public, all Airport Law Enforcement Personnel, Airport Operations staff members and other Airport officials.

(D) Customer Service Representatives: Operators shall not post any Customer Service Representative at any loading zone or in any part of the passenger terminal unless pre-approved by the Airport Director or designee. Commercial drivers may not be simultaneously employed as Customer Service Representatives for the purposes of vehicle dispatch or loading. **Note:** Private charter tour bus operators may provide Customer Service Representatives in terminal baggage claim areas for the sole purpose of gathering private charter passengers.

(E) Deception of the Public: No operator, driver, or agent of a ground transportation provider shall deceive or attempt to deceive the public through false or misleading representations concerning its prices or services, or those of another provider.

(F) Unfair Competition: No driver or agent shall entice or attempt to entice any person possessing a ticket, voucher, coupon or reservation with a competing carrier to switch services, or seek a refund from their original carrier.

(G) Solicitation: No operator, driver, or agent of a ground transportation provider shall solicit any person for the purpose of seeking or trying to obtain passengers for ground transportation services.

***Note:** Authorized Curb Coordinators of the Ground Transportation Program are exempt from this rule when engaged in customer relations under the Rules for Passenger Loading, as listed in the Curb Coordinator Rules and Regulations.*

(H) Ten (10) Minute Stopping Rule: No driver shall stop a commercial vehicle in the Ground Transportation Center for a period longer than ten (10) minutes.

***Note:** Drivers of parking lot shuttles, airport contracted taxicab companies, and scheduled bus services are exempt from this rule except when they impede loading curb access of other operators who share the same designated loading zone.*

(I) Eating, Smoking, and Littering: Ground Transportation Operators, including drivers and Customer Service Representatives, are not permitted to eat, smoke, or litter in the Ground Transportation Center (GTC).

(J) Unauthorized Parking: Operators, drivers, and agents of ground transportation providers shall not park any vehicle in the Ground Transportation Center (GTC). Overnight parking in the commercial vehicle holding lot is prohibited. When demand for commercial vehicle holding lot space is high, vehicles anticipating the need to hold for

more than 30 minutes will be required to evacuate the lot (airport contracted taxi companies are exempt in the north half of the lot).

- (K) False Documents:** Operators, drivers and agents of ground transportation providers shall not distribute or display any waybill, tariff, or timetable that is misleading, false, or invalid.
- (L) Advertising:** Operators, drivers or agents of ground transportation providers shall not post or distribute any signs, business cards, flyers or any other advertisements anywhere on the Airport without prior written approval from the Airport Director or designee.
- (M) Roadway to use:** All ground transportation providers shall drive their vehicles through the Airport's lower level roadway for the purpose of loading passengers, unless otherwise authorized by the Airport Director or designee.
- (N) Prohibited Conduct:** Operators, drivers and agents of ground transportation providers shall not engage in gambling, game playing, horseplay, fighting or display of any physical threat to another individual.
- (O) Disorderly Conduct:** No operator, driver or agent of any ground transportation provider shall be disorderly, obnoxious, indecent, or commit any act of nuisance on the Airport.
- (P) Exiting of Vehicle:** Commercial drivers, when stopped at the Ground Transportation Center, shall only exit their vehicle to actively assist in the loading of passengers and luggage. Drivers must remain with their vehicle at all other times.
- (Q) Gratuities:** Ground transportation operators and their employees shall not purposely seek gratuities from passengers.
- (R) Sleeping or reclining:** Commercial drivers and Customer Service Agents are not authorized to sleep or sit in a reclined position in any commercial ground transportation vehicle on Airport property.
- (S) Vehicle maintenance prohibited:** No driver or employee of a commercial ground transportation operator may conduct vehicle maintenance on Airport property without prior approval of the Airport Director or designee. All disabled vehicles shall be removed by their operators in a timely manner. Disabled vehicles which block pedestrian or motor vehicle access anywhere on Airport property and/or are not removed in a timely manner, as determined by Orange County Sheriff or Airport Operations personnel, shall be towed as soon as possible. If an operator for any reason delays towing after receiving a verbal notice to remove a vehicle, the Airport may elect to

initiate a call for tow service. Towing and storage expenses will be passed on to the operator.

12.20 CHARTER PARTY CARRIER (TCP) RULES

Drivers and operators of Charter Party Carriers shall, in addition to the Rules and Regulations previously stated, operate under the following Rules and Regulations:

- (A) Prearranged Loading Only:** Drivers of Charter Party Carriers (TCP) shall not enter the terminal lower level roadway or any parking structure for the purpose of picking up passengers without a waybill as required by CPUC regulations and/or general orders.
- (B) Unauthorized Passenger Pick up:** Drivers shall not travel the terminal roadways, parking structures or any other Airport loading zone with the intent of securing non-reservation passengers.
- (C) Charter (TCP) Shuttle Operations:** TCP shuttles that load passengers in the Ground Transportation Center shall not enter the Airport prior to their reservation's expected flight arrival time and must depart immediately after loading. Drivers who are not immediately ready to load passengers may be asked by Curb Coordinators or any Airport Representative to reposition vehicles along the loading curb to accommodate other vehicles. The ten (10) minute rule will be enforced when curb space is no longer available to other operators.

12.21 PASSENGER STAGE CORPORATION (PSC) DOOR-TO-DOOR SHUTTLES

Drivers and operators with Passenger Stage Corporation (PSC) authority shall, in addition to the Rules and Regulations previously stated, operate under the following Rules and Regulations:

- (A) Authorized Destinations and Tariffs:** Drivers shall only transport passengers under PSC authority to areas and destinations specifically approved by the CPUC. Drivers shall not solicit a fee for transportation that is not authorized by their current tariff information on file with the CPUC.

Non-Reservation (free call or walkup) service: Non-reservation passenger transportation is only made available to authorized operators with PSC authority on a rotational list and who are members of the Curb Coordinator Program approved by the Airport. Non-members of the Curb Coordinator Program shall not load or transport non-reservation (walk-up) passengers.

- **Note:** *Those shuttle companies that have PSC authority but elect to conduct only reservation (TCP) business are not required to be a member of the Curb Coordinator Program. Scheduled bus services are exempt from this rule.*
- (B) Reservation Service:** Operators and drivers using only TCP authority shall enter the Airport for the purpose of passenger pickup only when a waybill as required by CPUC regulations and/or general orders is in possession of the driver. Drivers will not be allowed to enter the loading zone of the Ground Transportation Center prior to the expected flight arrival time. Drivers must depart the loading zone immediately after loading passengers.
- (C) Solicitation of Rates or Service on Vehicle:** Operators and drivers shall not post any rates or destination solicitations on the vehicle's exterior or window of any fleet vehicle unless specifically approved by the Airport Director or designee.
- (D) Unauthorized Access to GTC:** PSC operator's that are required participants of the Shuttle Curb Coordinator Program may not drive a van into the GTC without having first been dispatched to the GTC by an Airport authorized Customer Service Representative (Curb Coordinator). All PSC vans must report to the Commercial Vehicle Holding Lot prior to being called into the GTC for passenger pickup.
- **Note:** *PSC vans may be called into the GTC for passenger pickup by a Customer Service Representative (Curb Coordinator) without having first reported to the Commercial Vehicle Holding Lot only when they will be picking up strictly prearranged reservation passengers waiting in the GTC and immediately departing thereafter. Non-reservation (walkup) passengers are not included in this exemption.*

12.22 COURTESY OPERATORS

- (A) Vehicle Identification:** Courtesy vehicle operators shall have the name of the company offering courtesy transportation clearly visible on the exterior of the vehicle. Courtesy limousines or sedans are encouraged to use door placards or other means of company identification for customer recognition and convenience.
- (B) Rates and Advertising:** There shall be no advertising of rates or other business services on the exterior of any courtesy vehicle. Each vehicle is required to have appropriate commercial license plates.

12.23 TAXICABS

(A) OCTAP Authority: the Orange County Taxi Administration Program (OCTAP) regulates Taxicabs. Taxicabs are required to be in full compliance with all current OCTAP regulations.

(B) Only Airport-contracted taxicab companies are authorized to pick up passengers on airport property. All taxicabs drop off on the upper (departure) level roadway.

12.24 SPECIAL EVENT GROUND TRANSPORTATION SERVICES

Special event transportation services includes those ground transportation services provided in conjunction with tours, conventions, or other special events that occur from time to time in the greater Southern California region. Vehicles may include shuttle vans, chartered coaches, or even school buses. All special event transportation services that may significantly impact Airport Operations must be coordinated in advance through the Airport Operations Landside Office. Temporary loading/unloading zones or staging areas may be designated by the Airport Director or designee, as needed.

12.25 MONTHLY FEES

The Airport Director is authorized to assess and collect fees based upon the licensee's electronically recorded monthly vehicle circuits using the Airport's lower level roadway Automated Vehicle Identification (AVI) lane sensors. In the event of a failure of a vehicle mounted transponder, or an account discrepancy due to operation without one or more transponders, the Airport reserves the right to use the average monthly amount of the last six (6) months of valid recorded activity for billing purposes. For operators with less than six (6) months of recorded activity, all past monthly data will be used and averaged to determine a monthly invoice amount for the month(s) and number of vehicles in question.

Rates and Charges: A circuit is each time a licensee's vehicle enters the Airport's lower level roadway. All holders of a John Wayne Airport Commercial Ground Transportation License pay \$ 1.75 per circuit.



Airport Issued ID Badge Fees

Effective May 1, 2010

¹ Badge Fee:	\$10
² Security Threat Assessment (STA) (First time SNA badge applicants only):	\$11
³ Fingerprinting (CHRC):	\$27
** ^{1st} Lost Badge:	\$31
^{2nd} Lost Badge:	\$56
^{3rd} Lost Badge:	\$106
^{4th} Lost Badge:	(12 month waiting period)
Lost AOA Tenant Vehicle Hang Tag:	\$10

Type of Badge	Total Cost
SIDA or Sterile Area (New Applicant Fee) ^{1,2,3}	\$48.00
AOA Tenant (New Applicant Fee) ^{1,2}	\$21.00
AOA / SIDA / Sterile Area (Renewal Fee) ¹	\$10.00

*All lost badge fees cover re-badging costs when the loss ratio for a specific badge type hits 5%.

Waiting Periods for Lost ID Badges from one day to 12 months are in effect.

Refunds of up to \$40 for finding and returning lost badges are available.