

# Chapter 5

## Courtesy Vehicle Rules and Regulations

### Section 1

#### General Provisions

##### Section 1-1. Statement of Policy

It is the policy of the Dallas/Fort Worth International Airport Board and the Cities of Dallas and Fort Worth to promote and provide adequate and efficient courtesy vehicle operations at Dallas/Fort Worth International Airport. To this end, rules and regulations for courtesy vehicle operations at the Airport are developed to protect the public health and safety, to promote the public convenience and necessity, and to facilitate efficient utilization of the roadway system and terminal curbside space while respecting the concept of free enterprise.

##### Section 1-2. General Authority For Enforcement

The Administrator shall implement and enforce this chapter and may by written order establish procedures, not inconsistent with this chapter, determined as necessary to discharge the Administrator's duties under, or to effect the policy of, this chapter.

##### Section 1-3. Exemptions

- I. Except when the vehicle has been issued a decal pursuant to this chapter, these Rules and Regulations do not apply to a vehicle or to a person operating a vehicle that is:
  - A. owned by a nonprofit organization and carrying only passengers associated with that organization, if no compensation is received from any other person for carrying the passengers;
  - B. provided by an employer or employee association for use in transporting employees between the employees' homes and the employer's place of business or between work stations, with the employees reimbursing the employer or employee association in the amount calculated only to offset the reasonable expenses of operating the vehicle;
  - C. entering the Airport for the sole purpose of terminating a trip that lawfully originated outside of the Airport;
  - D. originating a trip that has been pre-arranged by a passenger and authorized by the Administrator, or
  - E. owned by the federal or state government or by a political subdivision of the state.
- II. A person or vehicle exempted under this subsection is subject to a fee, in an amount to be designated by the Dallas/Fort Worth International Airport Board Schedule of Charges, as amended, for operating at the Airport, using the holding stands, or obtaining an authorization decal.

## Section 1-4. Definitions

The definition of a term in the Rules and Regulations applies to each grammatical variation of the term. Unless the context requires a different definition:

- I. **Administrator** means the Director of Operations of the Dallas/Fort Worth International Airport Board, and includes representatives, agents or Airport employees designated by the Administrator.
- II. **Airport** means all of the land, improvements, facilities, and developments within the boundaries of the Dallas/Fort Worth International Airport.
- III. **Airport Board or Board** means the Dallas/Fort Worth International Airport Board.
- IV. **Consolidated Rental Car Facility** means the single facility at the Airport from which vehicles are rented by those persons having a concession and lease agreement with the Board for that purpose.
- V. **Conviction** means a conviction in a federal court or a court of any state or foreign nation or political subdivision of a state or foreign nation that has not been reversed, vacated, or pardoned.
- VI. **Contract Courtesy Vehicle** means a vehicle hired or contracted by a hotel, motel, or auto rental company used for the transportation of passengers and property owned by those passengers to, on, or from the Airport.
- VII. **Courtesy Vehicle** means a vehicle operated by a hotel, motel, or auto rental company used for transportation of passengers and property owned by those passengers to, on, or from the Airport, not for hire or direct compensation by a passenger, including contract courtesy vehicles.
- VIII. **Cruising** means driving a courtesy vehicle within 1000 feet of a terminal, hotel, or terminal area on the Airport without a dispatch authorization or other form of permission from the Administrator.
- IX. **Department of Public Safety** means the Department of Public Safety of the Dallas/Fort Worth International Airport Board.
- X. **Department of Operations** means the Department of Operations of the Dallas/Fort Worth International Airport Board.
- XI. **Driver** means an individual who drives or operates a courtesy vehicle.
- XII. **Employee** means any person, partnership, corporation, association, stockholder, joint venturer, or independent contractor in the service of another, under any contract of hire whether express or implied, oral or written.
- XIII. **Executive Director** means the Chief Executive Officer of the Dallas/Fort Worth International Airport Board, or his designee.
- XIV. **Headway** means the time interval between vehicles of the same operator arriving at or driving through any area of a given terminal.

- XV. **Holder** means an individual, partnership, corporation, joint venture or other legal entity granted operating authority to provide courtesy vehicle service at the Airport, or the holder's designated agent.
- XVI. **Holding Stand** means all authorized queuing, loading and holding areas as designated by the Administrator.
- XVII. **Lawful Order** means a verbal or written directive issued by the Administrator or the Administrator's duly authorized representative in the performance of the Administrator's duties in the enforcement of the Rules and Regulations authorized by this chapter.
- XVIII. **Legal Resident** means a citizen of the United States or a person residing in the United States in accordance with federal immigration laws.
- XIX. **Off-Airport Rental Car Company** means a person who accesses the Airport for the purpose of supplying rental car services to persons using the Airport but who does not have a lease agreement with the Airport Board covering the use and occupancy of facilities at the Airport from which vehicles may be rented.
- XX. **Operate** means to drive or to be in control of a courtesy vehicle.
- XXI. **Operating Authority** means permission granted by the Administrator to operate a courtesy vehicle service at the Airport.
- XXII. **Operator** means the driver or owner of a courtesy vehicle or the holder of an operating authority under which the vehicle is operated.
- XXIII. **Owner** means, when used in connection with a vehicle, the person to whom state license plates for a vehicle have been issued or the person who leased the vehicle.
- XXIV. **Person** means an individual, firm, partnership, corporation, sole proprietorship, government, association, company, or an agency, trust, partnership of two or more persons having a joint or common economic interest.
- XXV. **Rules and Regulations** means the courtesy vehicle services rules and regulations established under Chapter 5, Courtesy Vehicle Rules and Regulations, of the Code of Rules and Regulations of the Dallas/Fort Worth International Airport Board, as amended.
- XXVI. **Schedule of Charges** means the Dallas/Fort Worth International Airport Board Schedule of Charges, as amended.
- XXVII. **Terminal Areas** means the roadways, parking lots, curbside zones, and sidewalks servicing the arrival and departure areas of all Airport terminals and the Airport hotels.

#### **Section 1-5. Establishment of Rules and Regulations**

- I. Before submitting a proposal to the Airport Board to adopt, amend or repeal a rule or regulation, the Administrator shall hold a public hearing on the proposal. The Administrator shall fix the time and place of the hearing and shall notify each holder and such other persons as the Administrator determines may be interested in the subject matter of the hearing.

- II. After the Airport Board acts upon the proposal, the Administrator shall notify the holders and such other interested persons of the action and shall post a notice in the Airport Board Ground Transportation Regulation Office for a minimum of ten days. The action shall become effective immediately upon approval by the Airport Board.

**Section 1-6. Establishment of Procedures**

The Administrator may by written order establish procedures not inconsistent with the Rules and Regulations which the Administrator determines are necessary to discharge the Administrator's duty to implement the Rules and Regulations.

**Section 2**  
**Operating Authority**

**Section 2-1. Operating Authority Required**

- I. A person or owner shall not operate a courtesy vehicle service at the Airport without an approved operating authority issued by the Administrator. The Administrator may place conditions and/or limitations on the operating authority as determined necessary to effect the policy of this chapter.
- II. A person shall not engage or hire a courtesy vehicle which the person knows does not have an operating authority or another form of permission from the Administrator.
- III. A holder's operating authority is not transferable.
- IV. An operating authority may be issued for a period not to exceed one year and shall expire annually on the date designated in the operating authority.

**Section 2-2. Insurance**

- I. During the authorized period of operating authority, a holder shall procure and keep in full force automobile liability insurance that meets or exceeds the insurance requirements and standards established by this section and that does not violate the ownership/operational control prohibition described in this section.
  - A. Insurance required under this section shall:
    1. be carried with an insurance company licensed, approved, or authorized to do business in the State of Texas and which, if the holder is authorized by the City of Dallas, has a rating acceptable to the City of Dallas and which, if the holder is authorized by the City of Fort Worth, has a rating acceptable to the City of Fort Worth, or if the holder is authorized by a city other than Dallas or Fort Worth, which has a rating acceptable to the City of Dallas or the City of Fort Worth, whichever is less, and is acceptable to the Administrator;
    2. include a cancellation rider under which the insurance company providing coverage is required to notify the Administrator in writing not fewer than thirty days before canceling, failing to renew or making a material change to the insurance policy;
    3. include a provision to cover all vehicles, whether owned or not owned by the holder, operated under the holder's operating authority;
    4. name as additional insured the Airport Board and the Cities of Dallas and Fort Worth and their officers and employees;
    5. provide combined single limits of liability for bodily injury and property damage of not less than \$500,000 for each occurrence or the equivalent, for each motor vehicle used by the holder;
    6. have a provision requiring the insurance company to pay every claim on a first-dollar basis; and
    7. not contain bodily injury exclusions.

- B. Aggregate limits of liability are prohibited.
  - C. A holder may self-insure if the Administrator determines that the holder can furnish protection of the same character and amount as if the insurance were carried by an insurance company. In considering authorization of self-insurance, the Administrator shall consider the financial fitness and the past record of management responsibility of the holder and may establish maximum coverage limits for which the holder may self-insure. If at any time the Administrator determines that a self-insured holder is unable to provide adequate self-insurance, the Administrator by written notice shall order the holder to acquire insurance from an insurance company and the holder shall comply with the order not more than thirty days after the notice is served.
  - D. Insurance required by this section shall not be obtained from an assigned risk pool.
  - E. No person with any direct or indirect ownership interest in the holder's courtesy vehicle service may have any operational control, direct or indirect, in any insurance company that provides insurance required by this section to the courtesy vehicle service. For purposes of this subsection, "operational control" means holding any management position with the insurance company (including, but not limited to, the chief executive officer, the president, any vice-president, or any person in a decision-making position with respect to insurance claims) or having the right to control the actions or decisions of any person in such a management position in the insurance company.
- II. If a courtesy vehicle is removed from service, the holder shall maintain the insurance coverage required by this section for the vehicle until the Administrator receives satisfactory proof that all evidence of operation as a courtesy vehicle has been removed from the vehicle, and that the vehicle has in fact been removed from service.
  - III. Operating authority shall not be granted or renewed unless the applicant or holder furnishes the Administrator with such proof of insurance as the Administrator considers necessary to determine whether the applicant or holder is adequately insured under this section.
  - IV. A copy of documents establishing compliance with insurance requirements shall be on file with the Administrator at all times, in a manner established by the Administrator.
  - V. Failure to maintain minimum insurance standards, or failure to keep proof of insurance on file with the Administrator, shall result in the immediate suspension of the holder's operating authority. If an operating authority is suspended for failure to maintain insurance or to keep on file proof of insurance, the permit shall not be reinstated until satisfactory proof of insurance meeting minimum requirements is submitted to and confirmed by the Administrator.
    - A. A person commits an offense if the person operates a courtesy vehicle service while the person's operating authority is suspended under this subsection, whether or not the action is appealed.
    - B. A fee for reinstatement of an operating authority after a suspension under this subsection shall be in accordance with the Schedule of Charges.
  - VI. If a holder does not obtain new insurance within forty-five days after the holder's insurance is canceled, the Administrator may revoke the holder's operating authority.

### **Section 2-3. Application for Issuance, Renewal, or Amendment of Operating Authority**

To request issuance, renewal, or amendment of an operating authority, a person or holder shall submit a written application with any fees required in a manner established by the Administrator. The Administrator may request a person or holder to provide such information as the Administrator considers necessary for the implementation and enforcement of this chapter, for the protection of the public safety, or to meet any other local, state, or federal laws, rules, regulations, or guidelines. The applicant must be the person who will own, control, or operate the proposed service.

- I. The Administrator shall establish:
  - A. qualifications and/or criteria for issuing courtesy vehicle service operating authority;
  - B. procedures for renewal of operating authority; and
  - C. procedures for amending operating authority.
- II. Within forty-five days from the date of receipt of a request for issuance, renewal or amendment of an operating authority, the Administrator shall approve or deny the request.
- III. The Administrator shall deny issuance of a courtesy vehicle service operating authority if:
  - A. the public convenience and necessity do not require or are not otherwise served by the proposed service;
  - B. the applicant failed to comply with all requirements;
  - C. the applicant or any person holding an ownership interest in the application has been convicted twice, suspended twice, or convicted once and suspended once, of a violation of these Rules and Regulations within the preceding two years;
  - D. the applicant made a false statement as to a material matter in the application for permit;
  - E. the applicant or any person holding an ownership interest in the application has been convicted of a city, state, or federal law that would reasonably tend to indicate that the applicant is not fit to perform a courtesy vehicle service; or
  - F. the applicant has had a courtesy vehicle service operating authority revoked within a two-year period prior to the date of application.

### **Section 2-4. Suspension and Revocation of Operating Authority**

- I. The Administrator may suspend or revoke a courtesy vehicle service operating authority if the Administrator determines that the holder has:
  - A. made a false statement as to a material matter in the application for issuance or renewal of the applicant's operating authority;
  - B. failed to comply with provisions of the Rules and Regulations, a lawful order, or a procedure established by the Administrator;
  - C. failed to comply with the terms and conditions set forth in the operating authority;

- D. been convicted of a violation of another city, state or federal law or regulation which would reasonably tend to indicate lack of fitness of the holder to perform a courtesy vehicle service; or
  - E. failed to pay all fees required by this chapter in a manner approved by the Administrator.
- II. The Administrator may suspend a holder's operating authority for a period not to exceed sixty days. At the end of the suspension period, the holder may resume operating at the Airport after providing verification to the Administrator that the deficiency causing the suspension has been corrected by the holder. Failure to correct a deficiency within the time period established by the Administrator may result in revocation of a holder's operating authority.
- III. A holder whose operating authority has been revoked shall not reapply for an operating authority before the expiration of twenty-four months from the date of revocation or, in the case of an appeal, the date the appeal hearing officer affirms the revocation.

#### **Section 2-5. Appeal of Denial, Suspension or Revocation**

If the Administrator denies issuance, renewal, amendment, suspends, or revokes a courtesy vehicle service operating authority, the action is final unless, within ten days from the date of receiving written notice of the action, the affected applicant or holder files an appeal in accordance with this chapter.

#### **Section 2-6. Fees**

- I. All courtesy vehicle service fees shall be established in accordance with the Schedule of Charges.
- II. Should a holder allow the payment of any fee required under this chapter to become delinquent, a late payment charge shall be collected in accordance with the Schedule of Charges and/or the holder's operating authority may be suspended or revoked.
- III. All fees will be paid in a manner established by the Administrator.
- IV. No refund of fees shall be made.

#### **Section 2-7. Advertisement of Courtesy Vehicle Service**

- I. A person commits an offense if the person advertises or causes to be advertised the operation of a courtesy vehicle service at the Airport that does not have operating authority granted under this chapter, when the advertisement is reasonably calculated to be seen by persons seeking such service at the Airport.
- II. It is a defense to prosecution under subsection (I) that the person was the publisher of the advertising material and had no knowledge that the service was not permitted under this chapter.

#### **Section 2-8. Holder's Records and Reports**

- I. Each holder shall maintain at a single location such categories of its business records of its service as the Administrator may prescribe.



- II. The method used in maintaining the records must be approved by the Administrator, and the Administrator may require maintenance of certain records which the Administrator determines necessary for monitoring the activities, operations, service or records of a holder.
- III. A holder shall maintain a record of the driver of each courtesy vehicle operated under the holder's operating authority. The records shall include the name of each driver who has operated the courtesy vehicle and the dates and times of each driver's operation of the vehicle.
- IV. A holder shall make such records available for inspection by the Administrator or provide the Administrator with information contained in those records upon request.

**Section 3**  
**Reserved**

## Section 4

### Miscellaneous Holder and Driver Regulations

#### Section 4-1. Holder's and Driver's Duty to Comply

- I. A holder shall comply with the terms and conditions of the holder's operating authority, lawful orders of the Administrator, the Rules and Regulations, and other laws applicable to the operation of a courtesy vehicle service. It is not a defense to prosecution that the courtesy trip originated in another city.
- II. A driver shall comply with the Rules and Regulations, other laws applicable to the operation of a motor vehicle in this State, lawful orders of the Administrator, and orders issued by the holder employing or contracting with the driver in connection with the holder's discharge of the holder's duty under the holder's operating authority and the Rules and Regulations. It is not a defense to prosecution that the trip originated in another city.

#### Section 4-2. Holder's Duty to Enforce Compliance by Drivers

- I. A holder shall establish policy and take action to discourage, prevent, or correct violations of the Rules and Regulations, procedures, and lawful orders by drivers who are operating a vehicle under the holder's operating authority.
- II. A holder shall not allow a driver to operate a vehicle under the holder's operating authority if the holder knows or has reasonable cause to suspect that the driver has failed to comply with the Rules and Regulations or other applicable law, or the lawful orders of the Administrator.

#### Section 4-3. Reserved

#### Section 4-4. Holder's Service Responsibilities

- I. A holder shall provide courtesy vehicle service for passengers at the Airport in accordance with service levels and standards approved by the Administrator.
- II. A holder shall cooperate with the Administrator in all phases of ground transportation operations to provide prompt, efficient, and economical service and shall respond promptly to specific requests by the Administrator for courtesy vehicle service during periods of shortage.
- III. A holder shall respond to all customer complaints regarding Airport service within ten days from receipt of the complaint and advise the Administrator of any and all action taken in response to the complaint.
- IV. The Administrator may establish procedures to monitor the service levels of courtesy vehicles at the Airport including, but not limited to the following:
  - A. condition of courtesy vehicle service vehicles;
  - B. constancy of service at the Airport;
  - C. adherence to all Rules and Regulations;
  - D. driver conduct; and
  - E. passenger complaints.

#### **Section 4-5. Information to be Supplied Upon Request of the Administrator**

In addition to any other information required by this chapter, a holder shall submit to the Administrator, upon request, the following:

- I. a current list of vehicles operating under the holder's operating authority;
- II. a current financial statement which includes a balance sheet/income statement;
- III. the names of the current officers, owners, and/or managers of the courtesy vehicle service; and
- IV. any other information determined necessary for the effective control of courtesy vehicle service at the Airport.

#### **Section 4-6. Falsification and Nontransferability of Authorization**

- I. A badge, decal, entry ticket or any other item assigned to one person or vehicle is not transferable to another person, vehicle, or holder.
- II. A person, holder or driver commits an offense if the person, holder or driver:
  - A. forges, alters, or counterfeits a badge, decal, entry ticket, emblem or any other item required by the Rules and Regulations or other applicable law;
  - B. possesses a forged, altered, or counterfeited badge, decal, entry ticket, emblem or any other item required by the Rules and Regulations or other applicable law; or
  - C. possesses more than one badge, decal, entry ticket, emblem or any other item required by the Rules and Regulations or other applicable law, unless authorized by the Administrator.

## Section 5

### General Service Rules and Regulations

#### Section 5-1. Regulations for Use of Holding Stands

- I. A vehicle is unauthorized on a holding stand if the vehicle is not equipped with a decal issued by the Administrator.
- II. A vehicle on a holding stand without authorization from the Administrator may be removed from the holding stand and impounded with all towing and storage fees to be paid by the vehicle owner.
- III. While on duty at the Airport, a driver shall queue only on designated holding stands as authorized by the Administrator.
- IV. While using a designated holding stand, a driver shall not:
  - A. leave the vehicle except to provide such assistance to a passenger as is reasonably necessary after being engaged, provided the driver remains within the designated holding stand, unless otherwise authorized by the Administrator;
  - B. perform or allow to be performed repairs or maintenance on the vehicle; or
  - C. utilize the holding stand while off duty.
- V. A driver shall:
  - A. remain at a designated holding stand only long enough to load or discharge passengers and then expeditiously progress to the next holding stand, as authorized by the Administrator, or exit the Airport; and
  - B. enter a holding stand only at those times authorized by the Administrator.

#### Section 5-2. Loading and Discharging of Passengers

- I. A driver may not transport at the same time a number of passengers exceeding the designated seating capacity of a courtesy vehicle.
- II. A driver shall load passengers and baggage into a courtesy vehicle only at designated holding stands.
- III. A driver shall discharge passengers in a manner authorized by the Administrator.

#### Section 5-3 Rental Car Companies

- I. No Rental Car Company shall provide a courtesy vehicle service between the terminal areas and the Consolidated Rental Car Facility. No Rental Car Company shall deliver rental vehicles to the terminal areas or accept return of rental vehicles at the terminal areas, except as expressly permitted in writing by the Administrator.

- II. The operator of a Courtesy Vehicle or Contract Courtesy Vehicle picking up and dropping off persons at the Airport on behalf of an Off-Airport Rental Car Company shall pick up and drop off those persons only at the Consolidated Rental Car Facility and at such point or points at or within the Consolidated Rental Car Facility as are designated by the Administrator, except as otherwise expressly permitted in writing by the Administrator.

#### **Section 5-4. Cruising**

A person commits an offense if the person engages in cruising at the Airport. It is a defense to prosecution if a driver:

- I. has a passenger to be discharged at the terminal or hotel;
- II. has trip authorization by the Administrator; or
- III. is in the process of leaving the Airport by the most direct route.

#### **Section 5-5. Solicitation of Passengers**

- I. A person commits an offense if the person:
  - A. solicits or attempts to solicit passengers; or
  - B. accepts payment from a driver, holder, or person in return for giving preferential treatment in directing passengers to the driver's or holder's courtesy vehicle service.
- II. It is a defense to prosecution for a violation of this subsection if the owner of the courtesy vehicle service has made a contractual agreement or other prior arrangement with the management of the other business and has been approved by the Administrator.

#### **Section 5-6. Conduct of Driver**

A driver shall:

- I. act in a reasonable, prudent and courteous manner;
- II. maintain a sanitary and well-groomed appearance;
- III. not respond to a dispatched call assigned to another driver or company;
- IV. not consume, possess or be under the influence of:
  - A. any alcoholic beverage;
  - B. any controlled substance; or
  - C. any substance that could adversely affect the driver's ability to operate a motor vehicle;
- V. not monitor or possess equipment to monitor transmissions of a courtesy vehicle service company other than the holder under whose operating authority the driver is operating;
- VI. not interfere with the Administrator in the performance of the Administrator's duties;

- VII. not gather, congregate, or otherwise obstruct entrances or passageways of any terminal, hotel, Airport building, holding stand, or Airport roadway in a manner that impedes the movement of a person or vehicle;
- VIII. comply with lawful orders of the Administrator issued in the performance of the Administrator's duties;
- IX. not deposit any bottle, can, trash, debris, junk, food, or other object around any holding stand, building or Airport roadway except in an authorized trash receptacle; and
- X. not file a false report or make a false statement to the Administrator.

**Section 5-7. Return of Passenger's Property**

Upon finding property in a courtesy vehicle left by a passenger, the driver shall comply with the procedures established for lost property by the holder under whose operating authority the driver operates.

**Section 5-8. Not-in-Service Vehicles**

- I. Each courtesy vehicle operated on the Airport is presumed to be on duty and ready to serve the general public.
- II. The Administrator shall establish a procedure whereby a driver will indicate that the driver and the driver's vehicle are not in service. If a driver is operating a vehicle that is not in service and does not intend to provide courtesy vehicle service at the Airport, the driver shall comply with the procedure established by the Administrator.
- III. A driver who is operating a vehicle that is not in service shall not queue the vehicle on or within five hundred feet of a holding stand or along or in the one-hour parking zones of the Airport roadways and parking lots unless authorized by the Administrator.

**Section 6  
Reserved**



## Section 7

### Vehicle Standards and Inspection

#### Section 7-1. Standards

The Administrator may establish standards concerning safety, condition, age, emissions, appearance, equipment, signs, and markings for vehicles operated in a courtesy vehicle service.

#### Section 7-2. Inspection

- I. The holder of a courtesy vehicle service operating authority shall maintain all courtesy vehicles used in the service in a safe mechanical condition and shall maintain the interior and exterior of the vehicles in good repair.
- II. The holder shall have each vehicle to be used in a courtesy vehicle service inspected in a manner approved by the Administrator before operating authority is issued and at such other times as may be ordered by the Administrator. Inspection shall determine safety, condition, age, appearance, equipment, signs and markings, and compliance with all state and federal laws including those regulating emission of air contaminants.
  - A. A holder, owner, or driver shall make a courtesy vehicle available for inspection when ordered by the Administrator.
  - B. If a holder, owner or driver fails to make a courtesy vehicle available for inspection or if the Administrator determines that a courtesy vehicle is not in compliance with the Rules and Regulations, the Administrator may order the courtesy vehicle removed from service until it is made available for inspection and/or brought into compliance.
  - C. If the Administrator determines that inspection of the mechanical condition or safety equipment of a vehicle by a certified mechanic or technician is necessary, the holder, owner, or driver shall pay the cost of the inspection.
- III. The fee for each inspection by the Administrator of each vehicle operated under a holder's operating authority shall be established in accordance with the Schedule of Charges.
- IV. The Administrator shall designate the time and place for annual inspection of courtesy vehicles operated under the holder's operating authority. If the Administrator determines that a courtesy vehicle should be inspected by a third party, the applicant or holder shall bear the reasonable cost of inspection.
- V. A holder may contract for maintenance but shall be responsible for assuring that all courtesy vehicles operated under the holder's operating authority are maintained in safe operating condition.
- VI. The Administrator may order a courtesy vehicle be removed from service any time the courtesy vehicle falls below standards established by the Administrator.
- VII. The owner of a courtesy vehicle authorized to operate in a courtesy vehicle service shall notify the Administrator of any change in ownership of the vehicle within ten business days of the change.

- VIII. The holder or owner shall notify the Administrator of any courtesy vehicle removed from service under the holder's operating authority, and shall be responsible for removing from the vehicle any decals that would distinguish the vehicle as a courtesy vehicle.

### **Section 7-3. False Representation**

A person commits an offense if the person:

- I. represents that a vehicle is a courtesy vehicle if the vehicle is not in fact a courtesy vehicle authorized to operate at the Airport; or
- II. operates a vehicle at the Airport that is not a courtesy vehicle in a courtesy vehicle service if the vehicle is marked, painted, advertised, or equipped in a way that is likely to result in mistaking the vehicle for a courtesy vehicle.

### **Section 7-4. Decals**

- I. The holder, owner, or driver of each courtesy vehicle shall obtain from the Administrator, after passing inspection, an authorization decal indicating the vehicle's authority to operate at the Airport. The decal must be attached to each vehicle in a manner and location approved by the Administrator. The decal is the property of the Airport. The fee for a decal shall be charged in accordance with the Schedule of Charges.
- II. The Administrator may cause a decal to be removed from a vehicle which at any time fails to meet the standards for appearance, condition, age, safety or equipment. The fee for reissuance of a decal which has been removed, lost, or stolen shall be established in accordance with the Schedule of Charges.
- III. A person commits an offense if the person:
  - A. operates a courtesy vehicle at the Airport with an expired decal or with no decal affixed to it, except for the sole purpose of terminating a trip that lawfully originated outside the Airport;
  - B. attaches a decal to a vehicle not authorized to operate as a courtesy vehicle at the Airport;
  - C. queues a vehicle on a designated holding stand as authorized by the Administrator with an expired decal or with no decal affixed to it;
  - D. interferes with the Administrator in the removal of the decal;
  - E. covers, conceals or attempts to cover or conceal the decal;
  - F. forges, alters, or counterfeits a decal required by this chapter; or
  - G. possesses a forged, altered, or counterfeited decal required by this chapter.

## Section 7-5. Equipment

- I. It is the responsibility of the holder, owner, and/or driver of a courtesy vehicle to ascertain the following equipment is in, on, and/or operable for each courtesy vehicle operated:
  - A. an air conditioner;
  - B. a heater;
  - C. a fire extinguisher (minimum one quart capacity) located within the driver's reach;
  - D. evidence of insurance;
  - E. decal(s) required by this chapter;
  - F. any other equipment required to comply with all federal and state motor vehicle laws;  
and
  - G. any other special equipment that the Administrator determines to be necessary.
- II. All courtesy vehicles and all equipment in the courtesy vehicles must comply with all applicable federal and state motor vehicle safety standards.
- III. All temporary courtesy vehicles must comply with the requirements of this section and any other standards established by the Administrator.

## Section 8 Enforcement

### Section 8-1. Authority to Inspect

The Administrator may inspect a courtesy vehicle service operating at the Airport to determine whether the service complies with the Rules and Regulations or other applicable laws.

### Section 8-2. Removal of Evidence of Authorization

When a holder's operating authority is suspended, revoked, or denied or whenever a vehicle fails to pass inspection, the Administrator may remove or require the surrender of all evidence of authorization as a holder or courtesy vehicle including, but not limited to, removal or surrender of operating authority and/or decals.

### Section 8-3. Assistance by Department of Public Safety

- I. Upon specific request of the Administrator, officers of the Department of Public Safety may assist the Administrator in the enforcement of the Rules and Regulations.
- II. A Department of Public Safety officer, upon observing a violation of this chapter or the procedures established by the Administrator, may take necessary enforcement action.

### Section 8-4. Correction Order

- I. If the Administrator determines that a holder is in violation of the terms of the holder's operating authority, the Rules and Regulations, a procedure established by the Administrator, a lawful order of the Administrator, or other law, the Administrator shall notify the holder in writing of the violation and by written order direct the holder to correct the violation within a reasonable period of time. In setting the time for correction, the Administrator shall consider the degree of danger to the public health or safety and the nature of the violation. If the violation involves equipment that is unsafe or functioning improperly, the Administrator may order the holder to immediately cease use of the equipment.
- II. If the Administrator determines that a violation is an imminent and serious threat to the public health or safety, the Administrator may order the holder to correct the violation immediately. If the holder fails to comply, the Administrator shall promptly take or cause to be taken such action the Administrator considers necessary to enforce the order immediately.
- III. The Administrator shall include in a correction order issued under this section:
  - A. identification of the violation;
  - B. the date of issuance of the correction order;
  - C. the time period within which the violation must be corrected;
  - D. a warning that failure to comply with the correction order may result in suspension or revocation of operating authority, imposition of a fine, or both; and
  - E. a statement indicating that the correction order may be appealed to the Executive Director.

### **Section 8-5. Service of Notice**

- I. A holder shall designate and maintain a representative to:
  - A. receive service of notice required under the Rules and Regulations to be given a holder; and
  - B. serve notice required under the Rules and Regulations to be given a driver employed by or contracting with a holder.
- II. Notice required under the Rules and Regulations shall be given in the following manner:
  - A. a holder must be personally served with the notice in a manner established by the Administrator, including but not limited to, serving holder's designated representative or by certified United States mail, five-day return receipt requested, to the holder's designated representative; or
  - B. a driver operating under a holder's operating authority must be personally served by the Administrator, including but not limited to, serving holder's designated representative for the driver by certified United States mail, five-day return receipt requested.
- III. A person operating in violation of these Rules and Regulations, other than a driver or holder permitted under this chapter, may be personally served by the Administrator or by certified United States mail, five-day return receipt requested.
- IV. Service executed in accordance with this section constitutes notice to the person to whom the notice is addressed. The date of service for a notice that is mailed is the date of receipt.

### **Section 8-6. Appeals**

- I. If the Administrator denies issuance or renewal of operating authority, suspends or revokes operating authority, or issues a correction order, the action is final unless, within ten days from the date of receiving the written notice of the action, the affected applicant or holder files an appeal, in writing, with the Executive Director specifying the reasons for the appeal.
- II. The Executive Director shall establish an appeal hearing procedure that will give the appealing party an opportunity to present evidence and make argument. The formal rules of evidence do not apply to an appeal hearing under this section, and the ruling shall be based on a preponderance of evidence presented at the hearing.
- III. The decision rendered through the appeal hearing procedure is final.

### **Section 8-7. Criminal Offenses**

- I. A person commits an offense if the person violates or attempts to violate a provision of this chapter applicable to the person. A culpable mental state is not required for the commission of an offense under this chapter unless the provision defining the conduct expressly requires a culpable mental state. A separate offense is committed each time an offense occurs. An offense committed under this chapter is punishable by imposition of a fine not to exceed the maximum allowable by law.

- II. Prosecution for an offense under subsection (I) does not prevent the use of other enforcement remedies or procedures applicable to the person charged with or the conduct involved in the offense.

**Section 8-8. Administrative Fines**

- I. The Administrator or Executive Director shall have the authority to levy an administrative fine against a holder, owner or driver who violates any provision of the Rules and Regulations.
- II. The fines shall be established in accordance with the Schedule of Charges, as amended.
- III. Delinquent or past due fines shall be cause for the Administrator or Executive Director to immediately suspend any permit, operating authority, or written authorization of any holder, owner, or driver until such fines are paid in full, or take any other legal action deemed necessary to recover delinquent or past due fines.