



# Limousine/Common Carrier Operating Procedures

## KANSAS CITY INTERNATIONAL AIRPORT

### INTRODUCTION:

The Kansas City, Missouri Aviation Department requires all Limousine and Common Carriers as defined in the Kansas City Code of General Ordinances Chapter 6-47 to:

- Conform to a set of Operating Procedures established for the Operation and Control of vehicles parked in the terminals.
- Pay a three (3) dollar per trip user fee when picking up passengers at Kansas City International Airport (KCI)

### PURPOSE:

- Badge to verify identity and work authorization of all limo drivers authorized to operate at the Kansas City International Airport.
- To comply with policy guidance of the Kansas City, Missouri City Council and existing City Code provisions established by Council Resolution No. 961250 and Ordinance No. 691556 (amending Chapters 6 and 50 of the Code Ordinances Section 6-46, Fees and Commercial Uses at the Airport).
- To establish equity among the ground transportation entities.
- To increase compliance with the Federal Aviation Security Regulations that require airport to limit parking at terminal curbside and to be prepared to initiate higher security levels when mandated by the FAA.

### OPERATING PROCEDURES:

- Limousine/Common Carriers dropping off passenger(s) at the KCI may proceed directly to the terminal areas and discharge passengers on the commercial side of the traffic island.
- Limousine/Common Carriers must then leave the airport promptly when not picking up passengers or proceed directly to the Limousine/Common Carrier check-in area located in the G Lot prior to pick up passengers or to dwell at KCI.
- Limousine/Common Carriers arriving at KCI to pick up passenger(s) without dropping off must proceed directly to the check-in area prior to entering the terminals.
- Limousine/Common Carriers will be allowed to park at the curb on the commercial side of the traffic island for maximum of twenty (20) minutes in accordance with Chapter 647(2) of the Kansas City, Missouri Code of General Ordinances.
- **Operators should plan for their arrival at KCI accordingly to assure that adequate time is allowed to conform to these operating procedures.**
- All drivers may leave their vehicles to go inside to look for their passengers. The vehicles must remain locked and secured (windows rolled up, doors locked, vehicle turned off) at all times. A valid pass must be present in the window and all information must be visible for any officer to see. Any vehicle that does not comply will be subject to ticket and tow.
- All drivers **MUST** wear their Aviation issued identification badge on the outer most garment, placed above the waist, every time that they enter the terminal building to pick up a passenger.
- Between the hours of 6:00 am and 12:00 midnight all Limousine/Common Carriers must enter the check-in area through either of the west entrances. Drivers may then either dwell in the lot prior to flight arrival or proceed directly to the exit booth. Once at the exit booth the driver must provide the Kansas City Aviation Department Attendant with the vehicle's license plate number, the airport sticker number, the airline name, flight information and pay their trip fee. The attendant will take the information and enter it into the computer and print out a Terminal Authorization Pass.
- The hours of the limo check-in area are 6:00 am until 12:00 midnight. If on the occasion there are flights that arrive after midnight, the drivers will need to obtain their passes before midnight or respond to the Airport Police Building and contact the on-duty Sergeant for a pass.
- Common Carriers picking up passenger(s) in all terminals will display a Parking Authorization Pass indicating all flight(s) times and will pay one coupon for each trip leaving the airport regardless of the number of passenger(s).
- These procedures must be repeated for each trip that the Limousine/Common Carrier transports passengers from the airport.

### VEHICLE INSPECTION PROCEDURES:

- All vehicles that operate with trips originating from Kansas City International Airport must be registered with the Taxi/Livery Office located at the Airport Police Building, One International Square, 3<sup>rd</sup> floor. Inspection will be conducted during normal

business hours Tuesday through Thursday. Appointments must be made 24 hours in advance and bring the following information to your appointment:

1. Vehicle Registration
2. Proof of Insurance
3. For Companies whose business is located within Kansas City, MO:
  - City Inspection paperwork from Regulated Industries.
4. For companies whose business is NOT within Kansas City, MO:
  - City Inspection paperwork from Regulated Industries or a Letter from Department of Transportation stating DOT number.
5. Companies that have vehicles that can carry more than five (5) passengers will be required to bring their letter from Department of Transportation showing their DOT number.
6. All vehicles will be inspected by the Taxi/Livery Liaison Officer and the sticker affixed to the windshield.

#### **TRIP FEES:**

- Trip Fee purchases will be made at the Airport Police Building, One International Square, 3<sup>rd</sup> Floor Monday through Friday from 7:30-11:30 am and 12:30-4:00 pm and at the limo booth during normal operating hours seven days a week. Credit/Debit or Checks made payable to "City Treasurer" will be accepted. There will be no credit refunds or check exchanges made at the limo booth.

#### **SPECIAL CONSIDERATIONS:**

- In the event of delayed flights, Limousine and Common Carriers that have already paid a per trip fee are required to respond to the check-in areas until the new arrival time and must have the vehicle pass displayed on the dashboard at all times. A second trip fee coupon will not be required in the event of an unforeseen flight delay, but a new pass will be printed by the booth attendant.

#### **SUSPENSION OR REVOCATION:**

Any driver failing to adhere to the Limo Rules and Regulations will be subject to the following disciplinary actions:

- Solicitation:
  1. First Offense: 90 days Suspension and a Citation Issued
  2. Second Offense: 180 days Suspension and a Citation Issued
  3. Third Offense: Permanent Suspension
- Fight: Physical Altercation
  1. First Offense: 180 Days Suspension
  2. Second Offense: Automatic Suspension of Identification Card for One (1) year up to permanent revocation.
- Badge: Not wearing your airport issued ID Badge
  1. First Offense: 3 Days Suspension
  2. Second Offense: 1-week Suspension
  3. Third Offense: 30 days Suspension
  4. Fourth Offense: Permanent Suspension
- Pass: Vehicle without a Pass:
  1. First Offense: 1-week Suspension
  2. Second Offense: 30 days Suspension
  3. Third Offense: Permanent Suspension

***ANYONE FOUND OPERATING AT THE AIRPORT WILL BE ISSUED A GENERAL ORDINANCES SUMMONS AND THE VEHICLE WILL BE TOWED.***

**Refund vouchers will not be issued to any Limo/Common Carrier Driver when in violation of these Rules and Regulations.**

# Procedures for Obtaining a KCI Airport Identification Card

## NEW Identification Cards

All Limo and taxi drivers operating at KCI must have a valid KCI Airport Identification Card. To obtain an Identification Card :

1. Drivers are required to bring the following documentation with them when applying for a Limo/or Taxi Identification Card:
  - Valid Driver's License
  - Social Security Card
  - Valid Driver's Certificate (issued by Kansas City, MO Regulated Industries)
  - DOT Letter
  - Driver's born outside the United States must bring one of the following:
    - o Unexpired Passport
    - o Permanent Resident Card (Alien Registration Card)
    - o Certificate of Naturalization
    - o Certification of Birth Abroad

**(All documentation must be originals and must be unexpired.)**
2. Driver will be required to fill out Application for Limo/or Taxi Driver Identification Badge (Attachment 10A). The driver will then be required to fill out and sign the Criminal History Records Check Fingerprint Application (Attachment 7). Driver will be issued a temporary ID for two weeks until the fingerprints come back.
3. Once all paperwork has been filled out and verified, the driver will need to respond to the I.D. Office located on the 1<sup>st</sup> Floor of the Airport Police Station for fingerprinting. A \$31.00 fingerprinting fee is due at the time of fingerprinting. Payment can be made in the form of CC or check. Checks should be made out to City Treasurer.
4. They will be required to bring a form of identification. One form of identification must be a valid government issued I.D card. The driver will respond to the 3<sup>rd</sup> Floor of the Airport Police Station. The driver will be photographed and his/her badge will be created.

Hours of operations are from 7:30am – 11:00am and 12:00pm – 3:00 pm Monday - Friday

## Renewing Identification Cards

1. Respond to the 3<sup>rd</sup> Floor of the Airport Police Building to fill out an Application for Taxi/Livery Driver Identification Badge (Attachment 10A). Instructions for filling out the application are available on the 3<sup>rd</sup> Floor of the Airport Police Building.
2. Drivers must bring their Limo/or taxi Identification Card and all required documentation with them for renewals.
3. Once all the paperwork has been filled out and the documents verified, the driver will be photographed and a new Limo/or taxi Driver Identification Badge will be issued.

## Important Notes

1. If a limo / or taxi Driver Identification Badge is lost a \$50 replacement fee will be charged.
2. If a limo /or taxi Driver Identification Badge is not renewed by the expiration date, a \$50 replacement fee will be charged.
3. If an expired Limo /or taxi Driver Identification Badge is not renewed within 30 days of the expiration date, the driver will be required to start the fingerprinting process all over again.
4. Drivers will only be fingerprinted during the initial application process. They will NOT be fingerprinted at renewals (unless the Identification Badge is expired by more than 30 days).
5. Any time a driver changes companies, he/she will need to respond to the Taxi and livery Office to complete a new Application for Taxi/Livery Driver Identification Badge (Attachment 10A). The original identification forms must be provided.
6. Each time a new replacement or renewal badge is requested, a new Application Taxi/Livery Driver Identification Badge (Attachment 10A) must be completed. The original identification forms must be provided.
7. Any balance left on expired or replaced I.D. cards will be transferred to the new I.D. card.