



PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

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City of Phoenix Aviation Department Rules & Regulations

Number: R&R 03-12

Authority: This Rule and Regulation is promulgated pursuant to Phoenix City Code Chapter IV, Article I, 4-2

**References
and**

Definitions: Electric Cart Driver Program Study Guide, issued May 2008.

Responsibilities: The Aviation Department tests applicants and issues cart driver permits for those who operate or want to operate any cart designed to transport passengers within the terminal buildings, concourses, and structures at Sky Harbor airport. Any person operating a cart within the terminal areas at Sky Harbor must be in possession of a current and valid state driver's license before applying for a Cart Driver Permit.

Each company, firm, group, or organization that operates carts within the passenger areas at Sky Harbor must train their employees or representatives in the operation of passenger carts prior to taking the cart driver permit test as administered by the Aviation Department. Each applicant must pass the Interactive Employee computer-based training program in order to be issued a Cart Driver Permit.

**Rule and
Regulations:**

INSURANCE: Each cart operated in the terminal buildings, structures, and concourses shall be covered by liability insurance in amounts deemed sufficient to protect the public and the City of Phoenix. Insurance policies purchased by cart operators shall include provisions to list the City of Phoenix as an additional insured by endorsement and a hold harmless clause in favor of the City of Phoenix.



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Such insurance must be obtained prior to the issuance of an Airport Cart Permit by the Aviation Department. The minimum amount of such liability insurance that each cart operator shall carry will be one (1) million dollars.

CART IDENTIFICATION: All carts shall display the Airport Cart Permit, the appropriate company logo, and other signage as required by the Aviation Department.

FEES: No charge shall be made for the carriage of persons on carts.

EQUIPMENT:

(A) Each cart shall be equipped with a permanently attached, corrosive-proof battery drip pan so as to prevent acid drips on floor surfaces and shall have oil and grease fittings equipped with caps so as to prevent leakage of such fluids onto floor surfaces. All tires on the carts shall be of a non-raised tread design that shall not cause marks, burns, or excessive wear on floor surfaces. Each cart shall be equipped with an acid-proof mat large enough to extend three (3) inches beyond the outermost edges of the cart when parked. No cart shall be operated unless all safety equipment is in proper working condition. Inoperative carts shall be promptly repaired or removed from the terminal areas within five (5) days if repairs cannot be made.

(B) All carts shall be of a singly self-powered vehicle type (no trains or multi-part carts are allowed). A single self-powered cart is defined as a cart that has its own motor for propulsion and does not have additional carts, platforms, or wheeled additions that are articulated or fixed in front of or in back of the motorized section of the cart. No cart shall exceed the dimensions of nine (9) feet in length and five (5) feet in width.



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(C) All carts to be operated within terminal buildings, structures, and concourses shall be electrically powered. Any cart powered by other means is prohibited from operation within the terminal buildings, structures, and concourses.

(D) Each cart shall have a warning beeper, horn, or other audible warning device, in addition to a reverse direction warning device to be used when the cart is reversing or backing up. The use of such audible warning devices shall be limited to warn pedestrians and other traffic and not to be used to clear pedestrians out of the path of the cart(s).

(E) Each cart shall be clean, of good appearance, and free of sharp corners and other items that can snag clothing and injure passengers and passers-by.

(F) Each cart shall be equipped with brakes and steering system in good working order.

(G) Each cart shall be in a thoroughly safe condition for the transportation of passengers.

(H) Prior to entry into service, each cart shall be subject to inspection by Aviation Department personnel to insure that the cart meets the requirements as stated above. Each cart must pass the inspection in order to be issued an Airport Cart permit by the Aviation Department. All electric carts are subject to inspection by Aviation Department personnel while on the grounds of Sky Harbor.

OPERATION:

(A) All operators of carts shall yield the right-of-way to pedestrians. Operators are not allowed to request pedestrians to yield to or move over for carts. If this is done, a Notice of Violation may be issued.



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(B) No cart shall be operated in a terminal building, structure, or concourse area at a speed in excess of the surrounding pedestrian traffic or in excess of three (3) miles per hour at other times.

(C) Carts shall not be operated on moving walkways, through automatic terminal doors, or in passenger seating areas. Carts are prohibited from using passenger elevators, but may use freight elevators to access storage locations.

(D) All carts shall be equipped with a lock or key to prevent operation by unauthorized persons.

(E) Cart operators will not push, pull, or tow another cart, wheelchair, baggage cart, or other device under any circumstances.

(F) The operator of a cart shall not pass or overtake another cart proceeding in the same direction unless the front cart has come to a complete stop. When carts approach each other from opposite directions, each cart shall be driven to the right side of an imaginary centerline between the two carts.

(G) No cart shall be operated unless all riders are in the seated position.

(H) No cart driver shall operate, stop, or park a cart so as to needlessly or unnecessarily block, obstruct, or interfere with the orderly flow of pedestrian traffic. Unattended carts will be parked in designated areas only. No cart shall be parked at any time in a manner that blocks or can block access to an emergency exit, an Air Operations Area (AOA) door, a crew door, a gate or Jetway door, or a freight elevator.



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(I) Cart operators should avoid areas of pedestrian congestion. If the cart driver has to operate in a congested area, the cart driver shall make every effort to drive with the flow of pedestrian traffic, and to adhere to all cart operating rules while exercising caution.

(J) All cleaning and maintenance of carts must be done outside of the passenger areas.

ACCIDENTS, SPILLS, AND EMERGENCIES:

(A) Any cart driver involved in an accident or incident involving personal injury or property damage must advise Sky Harbor Communications (273-3311) and his/her employer IMMEDIATELY. Such notification shall include circumstances involving the spillage or leakage of battery acid and oils/greases from the carts, especially when such leakage and spills cause injury to persons and damage to property.

(B) In the event of an accident, spill, or other emergency, the driver of the cart shall remain at the scene of the event until released by City of Phoenix Police, Fire, or Operations personnel. The cart involved in the incident shall remain in its place at the time of the event until advised to do otherwise by Police, Fire, or Operations personnel.

(C) All damage to terminal structures (including walls, floors, carpeting, check-in counters, window panes, and other fixtures) MUST be reported to Sky Harbor Communications immediately. Failure to report such damage, and upon investigation and determination of responsibility, may result in the cart operator being held responsible for repairs to the damage. An issuance of a Notice of Violation may also occur.



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(D) Each operator of a cart operating within the terminal areas of Sky Harbor shall have a spill kit available for use, with each cart having its own spill kit. Each spill kit shall have materials available for (1), the neutralization of spilled battery acid, (2), the absorption and/or removal of oil and grease, and (3), the means of disposal of residue from each usage.

(E) If a spill or leakage occurs from a cart, it is the responsibility of the cart operator to immediately take steps to mitigate the effects of the spill or leak. The cart operator must inform Sky Harbor Communications of the spill or leak as soon as possible. The residue from the spill or leak must be disposed of in a manner approved by the Aviation Department.

(F) Any driver involved in such an accident or incident may be subject to retesting of his/her CDP. The determination of whether such retesting shall occur will be made by the Airside Operations Manager of the Aviation Department upon review of the event and the details of the incident. The Airside Operations Manager may impose, as his/her discretion, other sanctions if deemed necessary, including the loss of cart driving and operating privileges.

Attachments and Appendices:

EXCEPTIONS:

(A) Electric carts that are single-rider and are used by persons for their personal mobility as covered under the Americans with Disabilities Act of 1990 are exempt from this program.



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(B) Carts that are used for the expressed purpose of towing of single-person baggage carts are exempt from the prohibition on towing such carts as expressed in Chapter (E) of the Operations section of this document. The number of such carts that can be towed shall not exceed twenty (20) carts at any one time. The operators and drivers of such carts are still subject to all other applicable rules, regulations, procedures, and policies of the City of Phoenix regarding cart operations within the terminal areas at Sky Harbor, including the requirements that each cart must obtain and display a valid Airport Cart Permit and that all cart drivers possess valid and current Cart Operator Permits. Such cart operators and drivers are specifically prohibited from carrying any passengers while in operation at Sky Harbor.

The foregoing Rule and regulation is hereby adopted and promulgated this
__ day of __ 2008.

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