

GROUND TRANSPORTATION ORIENTATION VEHICLE FOR HIRE OPERATORS



OBJECTIVES

❖ GT OPERATIONS AT MCO

- Before Arriving at The Airport
- Loading Areas
- GT Concourse
- Commercial parking area
- Meet and Greet
- Bus & Taxi Holding Areas
- Unloading Areas



BEFORE ARRIVING AT THE AIRPORT

Make sure you have the following:

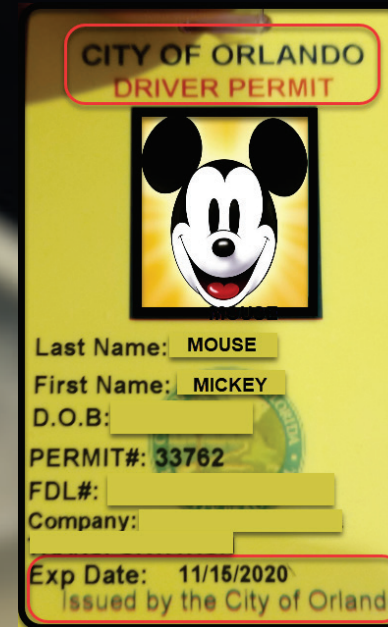
1. CURRENT AND VALID MCO PERMIT

- a) Permanently affixed on the bottom left corner of the front windshield on the driver's side with original adhesive.

2. CURRENT AND VALID CITY OF ORLANDO VEHICLE PERMIT

- a) Permanently affixed to the Vehicle Windshield with original adhesive.

3. CURRENT /NON-EXPIRED CITY DRIVER'S PERMIT



LOADING AREAS

VEHICLE FOR HIRE OPERATORS : V-PERMIT HOLDERS

- ❖ A V-Permit operator/driver should be familiar with the vehicle class he or she is operating while at the Airport.
- ❖ Vehicle Class determines where the vehicle can park, load and unload at the Terminal.
- ❖ Classification can be determined by reviewing the permitted vehicle's MCO decal by a Punched hole in either 1 or 2.



LOADING AREAS

- ❖ While operating a Class 1 or Class 2 vehicle , the Vehicle for Hire (VFH) driver shall only conduct passenger or luggage pick-up in the GT Concourse area. GT Concourse is open from 8:00am to 12:00am.
- ❖ GT Concourse is CLOSED for use between 12:00 AM AND 8:00 AM. Passenger and/or luggage pick-up will be allowed in the CVPA or the Commercial Lanes. COMMERCIAL LANES ARE TO BE USED FOR ACTIVE LOADING ONLY. NO WAITING
- ❖ Class 3 vehicles (EXCEEDING 30 FEET IN LENGTH) shall only conduct passenger and/or luggage pick-up at any time in the CVPA or Commercial Lanes. COMMERCIAL LANES ARE TO BE USED FOR ACTIVE LOADING ONLY. NO WAITING
- ❖ NO loading of passenger and/or luggage is allowed on Terminal Level 2, Terminal Level 3, Bus Hold Area, Hyatt Hotel or any of the Public Parking areas (Garage and Economy Satellite lots) in the Airport.

- ❖ A Driver is allowed to Pick-Up a passenger at the HYATT HOTEL Only if the Driver is in the company of a passenger in possession of a Hyatt Hotel room reservation under his or her name.



8:00 AM – 12:00 MIDNIGHT



12:00 MIDNIGHT – 8:00 AM



GT CONCOURSE (A SIDE)

- ❖ GT CONCOURSES: FOLLOW SIGNS FOR “EXPRESS PICK-UP”.
- ❖ V-Permits Class 1 & Class 2 – Driver shall ONLY conduct passenger(s) pick-up in the Express-Pick Up.



GT CONCOURSE (B SIDE)



GT CONCOURSE (A & B SIDE)

❖ VEHICLES WILL BE INSPECTED BEFORE ENTERING THE GT CONCOURSE LOADING AREAS.



❖ DO NOT PARK ON THE CENTER CROSSWALK OR HANDICAP PARKING SPACE. SUBJECT TO NOV FOR 'UNAUTHORIZED PARKING'.

COMMERCIAL LANE LOADING AREAS

- ❖ Only to be used when the **GT Concourse is CLOSED FROM 12:00AM TO 08:00AM**
- ❖ **ONLY CLASS 3 VEHICLES** (over 30ft in length or 7ft in height) will be allowed to pick-up passengers on the Commercial Lanes **AT ANY TIME**.
- ❖ **CLASS 1 & 2 VEHICLES** (Measuring less than 30ft in length or 7ft in height are allowed to pick-up on the Commercial Lane only from **12:00AM TO 8:00AM**).

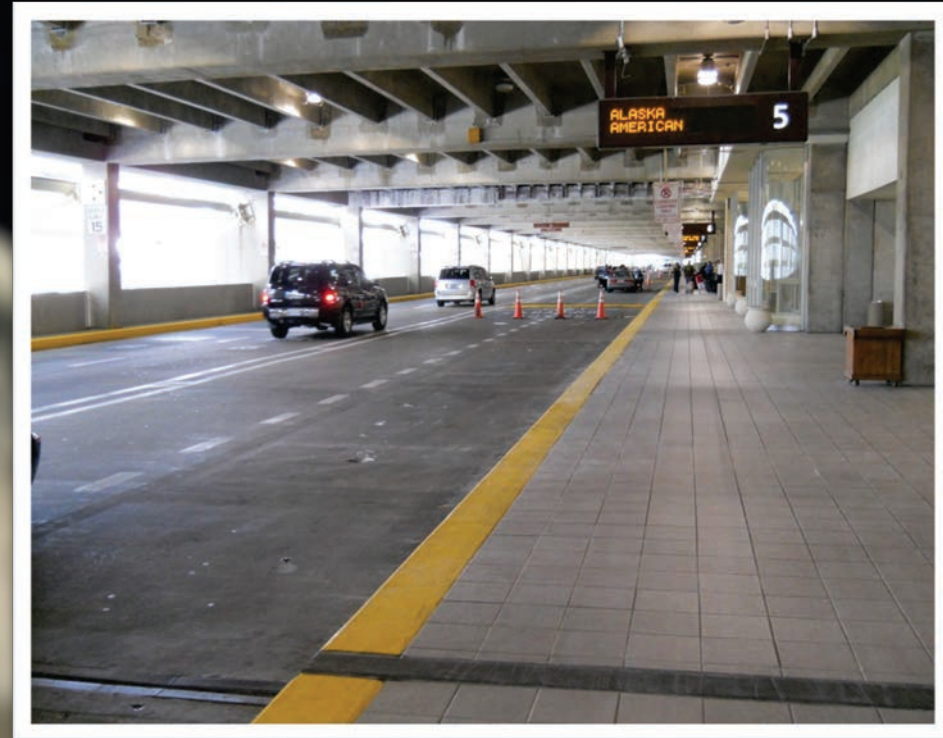


COMMERCIAL VEHICLE PARKING AREA (CVPA)



PROHIBITED AREA

TERMINAL LEVEL 2 – ARRIVAL AREA



- NO LOADING – NO UNLOADING
- NOV FOR UNAUTHORIZED LOADING - \$250 PENALTY FINE PLUS 10 DAY DRIVER SUSPENSION FROM OPERATING AT THE AIRPORT.

PROHIBITED PARKING AREA

B – 52 Park

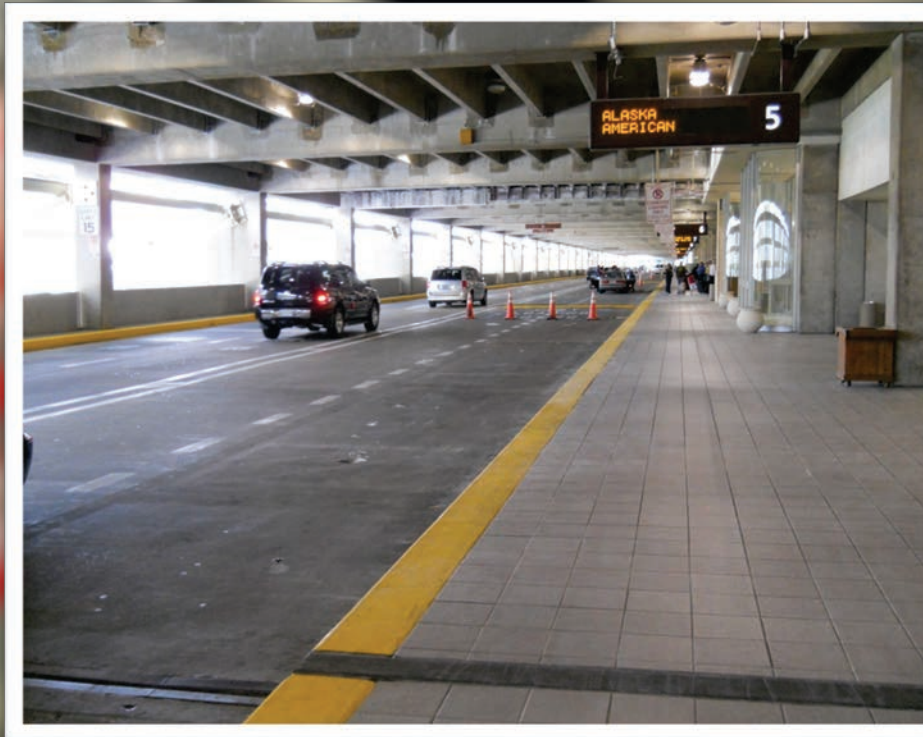
- ❖ Permit Holders NOT allowed to Park in the B – 52 Park.
- ❖ Open to members of the public only.
- ❖ Subject to NOV for 'Unauthorized Parking'
- ❖ Permit Holders NOT allowed to Park in the Cell Phone Lot.
- ❖ Open to members of the public only.
- ❖ Subject to NOV for 'Unauthorized Parking'



EXEMPTION

TERMINAL LEVEL 2 – ARRIVAL AREA

- ONLY IF VFH DRIVER IS PICKING UP A TNC CUSTOMER.
- DRIVER MUST BE PREPARED TO PRESENT HIS/HER TNC CUSTOMER INFORMATION ON HIS/HER MOBILE DEVICE TO GOAA ENFORCEMENT STAFF.
- PICK-UP AUTHORIZED ONLY IN THE MARKED TNC PICK-UP AREAS ONLY





Meet & Greet

MEET AND GREET GUIDELINES

❖ PRIOR to entering into the Commercial Lane or GT Concourse to pick-up a passenger, a V-Permit driver MUST be in possession of a complete and valid “Meet and Greet” sign with information for the arriving passengers being met. Sign should contain:

- Passenger Name, Group Name or Group Logo
- Arriving Airline Name
- Arriving Flight Number

❖ Driver may enter the baggage claim area ONLY for the purpose of conducting a Passenger “Meet & Greet”.

❖ When two Drivers are conducting the same Meet and Greet, both Drivers MUST be in possession of a Meet and Greet sign .

❖ When using a PERMITTED VEHICLE to pick-up or meet RELATIVES, FRIENDS OR CONDUCTING ANY OTHER PERSONAL BUSINESS AT THE AIRPORT same rules SHALL apply.

- A “Meet and Greet” sign is required.
- Such passengers are to be met ONLY in the baggage claim area.



EXAMPLE OF A MEET AND GREET SIGN

TYPICAL M&G SIGNS

PAPER M&G SIGN

(Permit Holder/Operator)
WELCOMES

PASSENGER NAME

Airline _____ Flight Number _____

IPAD M&G SIGN

HAPPY LIMOUSINE

MELANIE (Jet-blue 523)

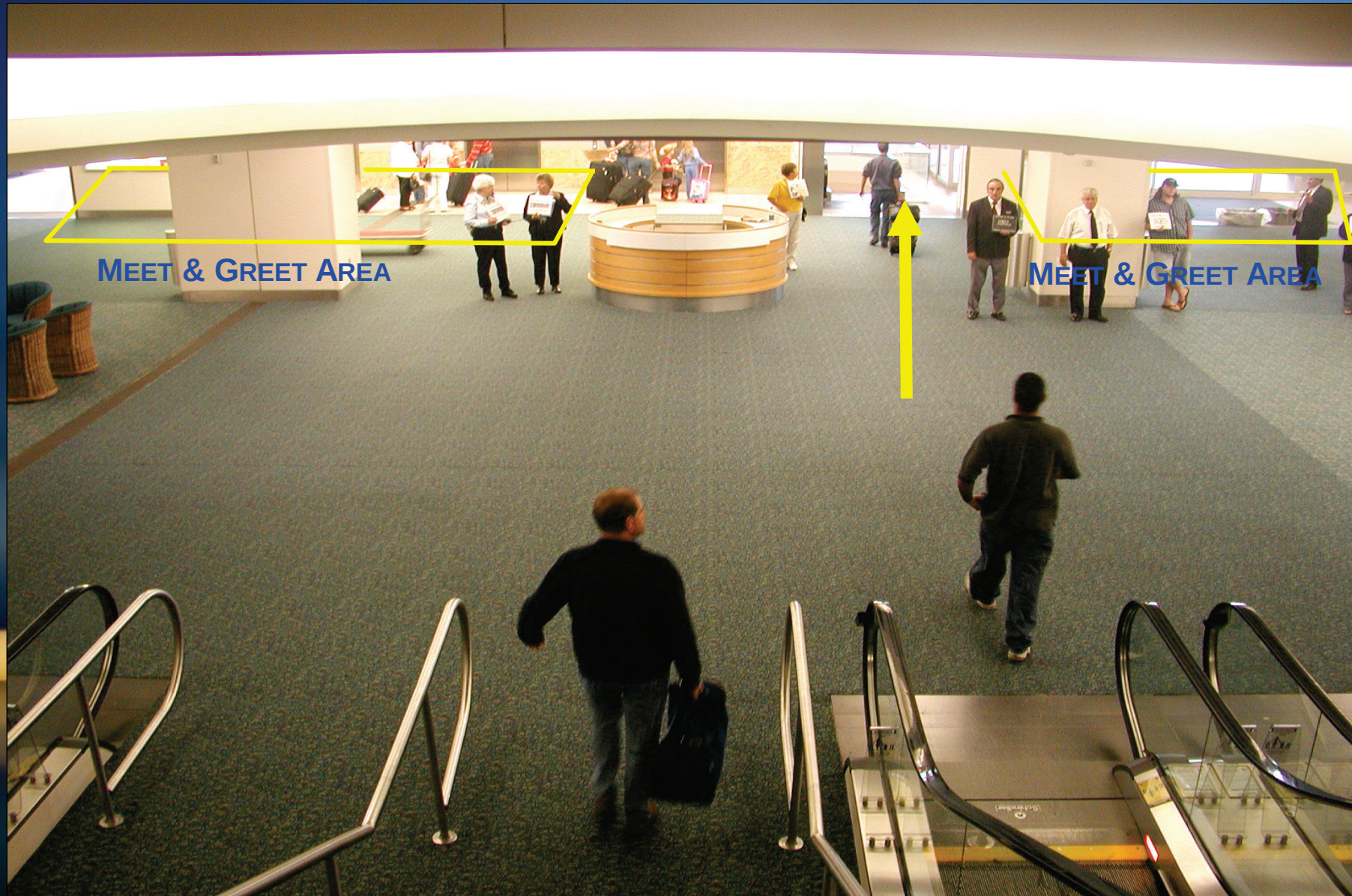
MARTONE

GUIDELINE FOR M&G TIME LIMITS

	DOMESTIC FLIGHT	INTERNATIONAL FLIGHT
L2 BAGGAGE CLAIM M&G AREA		
ENTER	15 Mins PRIOR to arrival	5 Mins PRIOR to arrival
REMAIN	30 Mins AFTER arrival	One (1) AFTER arrival

- ❖ It is NOT PERMISSIBLE to enter the Level 2 Baggage Claim M&G area for the purpose of checking flight information.
- ❖ Operators to call GTE incase of delayed flights – 407-408-6825

MEET AND GREET AREA



TAXI & BUS HOLDING AREA

❖ LOCATED ON AIRPORT'S SOUTH ACCESS ROAD

❖ TURN LEFT AT THE TRAFFIC INTERSECTION

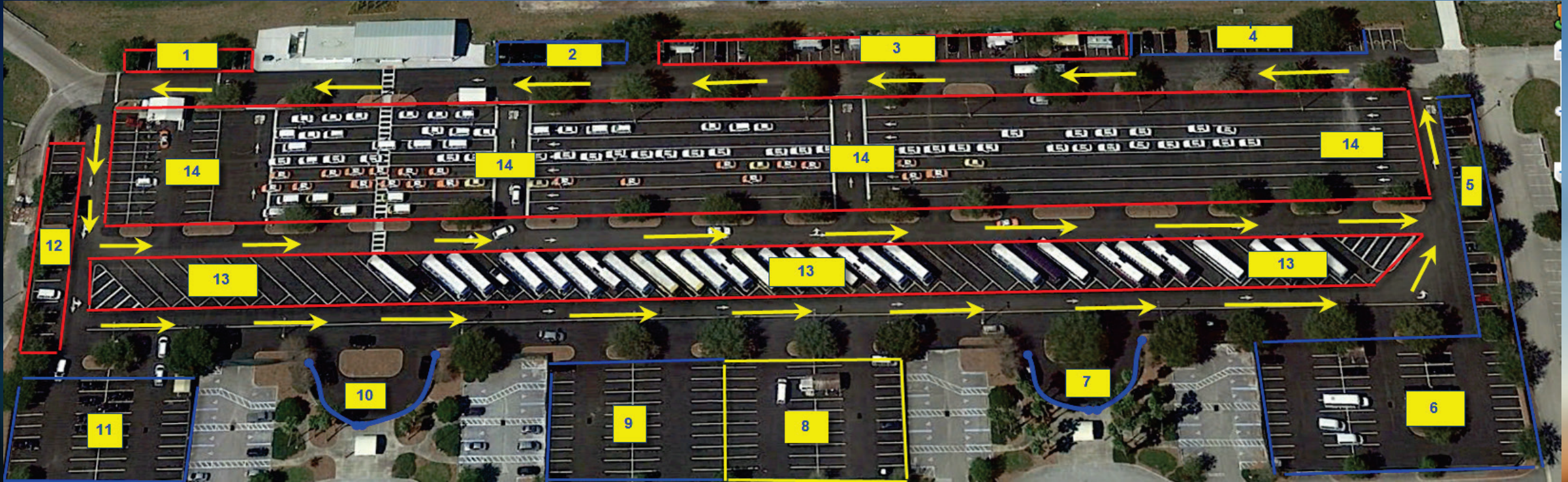
TAXI & BUS HOLDING AREA

ENTRY



TAXI & BUS HOLDING AREA

AUTHORIZED PARKING LOCATIONS



- ❖ DO NOT PARK IN THE AREAS MARKED IN RED OR YELLOW
- ❖ PARK IN AREAS MARKED IN BLUE ONLY.
- ❖ PARKING IN AREAS MARKED IN RED SUBJECT TO NOV FOR 'UNAUTHORIZED PARKING'.

TAXI & BUS HOLDING AREA

COMMERCIAL GROUND TRANSPORTATION HOLDING AREA AUTHORIZED PARKING LOCATIONS

PARKING LOCATION	AUTHORIZED PERMIT HOLDER
1	TAXI STARTERS/MANAGEMENT ONLY
2	VFH, OTS AND NON-CONCESSIONAIRE VEHICLES
3	MOBILE FOOD UNITS (TRUCKS) ONLY
4	VFH, OTS AND NON-CONCESSIONAIRE VEHICLES
5	VFH, OTS AND NON-CONCESSIONAIRE VEHICLES
6	VFH, OTS AND NON-CONCESSIONAIRE VEHICLES
7	VFH, OTS AND NON-CONCESSIONAIRE VEHICLES
8	MEARS SHUTTLES
9	VFH, OTS AND NON-CONCESSIONAIRE VEHICLES
10	VFH, OTS AND NON-CONCESSIONAIRE VEHICLES
11	VFH, OTS AND NON-CONCESSIONAIRE VEHICLES
12	TAXIS ONLY
13	CLASS 2 (with Trailers) and CLASS 3 VEHICLES ONLY
14	TAXIS ONLY

NO Parking in Unauthorized Parking Locations. Subject to NOV for 'Unauthorized Parking'

NO Parking in any section of active roadway, or in section marked 'NO Parking'.. Subject to NOV for 'Unauthorized Parking.'

VFH (V) PERMIT HOLDERS & DRIVERS HANDBOOK

- ❖ Simplified version of Rules and Regulations covering V-Permit Holders and Drivers.
- ❖ V-Permit Holders and Drivers should familiarize themselves with the handbook.
- ❖ The Handbook remains secondary to the original GTRs.
- ❖ Handbook available [online](#).

VEHICLE-FOR-HIRE (VFH)

V- PERMIT HOLDERS AND DRIVERS HANDBOOK



ORLANDO INTERNATIONAL AIRPORT (MCO)

REVISED NOVEMBER 2020