

EDINBURGH AIRPORT LTD

COACHPARK

- Terms & Conditions of Use -

October 2013

CONTENTS

SECTION

1.0 Introduction

- 1. Purpose
- 2. Authorised Users

2.0 Responsibilities

- 2.1 Edinburgh Airport Ltd
 - 2.2 Bus and Coach Drivers
- 2.3 Passenger's Agents

3.0 Use of Coach Park

- 3.1 Access and Use
- 3.2 Manoeuvring Within the Coach Park
- 3.3 Passcards Cards and ANPR

4.0 Public and Pedestrian Safety

5.0 The Environment

- 5.1 Fuel/Oil Spillages
- 5.2 Vehicle Washing
- 5.3 Air Quality
- 5.4 Waste Management

1.0 INTRODUCTION

The Edinburgh Airport Ltd Coach Park facility is located at the rear of the Multi Storey Car Park (see Appendix A). This off road facility has been designed to accept pre-arranged and Authorised Coaches and other vehicle operators for the safe setting down and picking up of passengers. A short term waiting / overflow parking area for vehicles and coaches are provided at the Edinburgh Airport Ltd (EAL) Engineering complex. (See Appendix B)

1.1 Purpose of this Operating Protocol

The purpose of this protocol document is to ensure the safe use of the area by detailing the operating guidelines for all users of the Coach Park facilities, including vehicle manoeuvring, staffing responsibilities, pedestrian and public safety and environmental issues. The Coach Park facility has been risk assessed by Edinburgh Airport Limited and is available on request.

1.2 Authorised Users

Use of the Coach park facility is open to occasional users by taking a ticket for entry, making payment for the prevailing tariff as displayed at entry and then representing ticket to exit.

Additionally, users may seek to establish a licence agreement from Edinburgh Airport and benefit from the additional services they offer including monthly payment, card or number plate recognition access and nominated stance with authorised signage.

Vehicles transporting VIPs & CIPs may also be permitted access; however advance agreement for this must be sought from the Edinburgh Airport Limited, Airport Duty Manager.

2.0 RESPONSIBILITIES - STAFF

All users and staff have a responsibility for safety within of the Coach Park Facility. Prompt reporting of faults using the 0131 348 5555 telephone fault line will mitigate any aid the mitigation of any safety issues.

Accidents, incidents and chemical spillages must be reported in line with the current Chief Executive Directives.

2.1 EDINBURGH AIRPORT LIMITED

Edinburgh Airport Limited (EAL) owns the Coach Park facility and all of the fixtures contained within and as such are responsible for the maintenance and overall management of the area. EAL are responsible for carrying out a risk assessment of the provided facilities and a copy of this may be obtained from the Edinburgh Airport Limited, Airport Duty Manager.

2.2 VEHICLE DRIVERS

Companies operating from the Coach Park facility must undertake a risk assessment of their individual operations within the area and a copy of the risk assessment must be available if requested by Edinburgh Airport Limited.

Drivers of vehicles using the park must park in a marked bay.

It is the responsibility of the driver to ensure that both passengers and their baggage are safely off loaded and when passengers are boarded that their trolleys are returned to a nearby trolley bay.

Passengers must not be allowed to encroach on to the vehicle manoeuvring area and the driver must instruct the passengers to wait on the pavement whilst their baggage is off loaded, this is particularly relevant to rear loaded vehicles. **The driver is responsible for directing passengers who leave their coach onto the correct pedestrian route to and from the terminal as defined by signage and Chief Executive Notices.**

Where damage is caused to Edinburgh Airport Limited property by another user, vehicle collision or other incident, then the incident must be reported immediately. In the event of the incident happening notification must be made to the Control Room on 0131 348 4203.

To meet the requirements of Edinburgh Airport Limited environmental policy drivers of all vehicles must - whenever practical - switch off engines.

2.3 Passenger's Agents

Where buses or coaches have been contracted by an Airline, Handling Agent or a Tour Operator, it is their responsibility to ensure that passengers are directed to and from the terminal building/Coach Park by way of the designated pedestrian route.

3.0 USE OF COACH PARK

3.1 Access and Use

Access to the Coachpark is via a barrier controlled system adjacent to the Short Stay Car Park entrance. The dedicated entry barrier is sign posted as Coaches only and displays the tariff panel for use. A one way traffic management system operates on the access road to the Coachpark and also within the Coachpark.

Access will only be available to the coach park where capacity allows.

All vehicles must park nose to the kerb, with exception of stance 12. Bay 12 cannot be used by full size coaches.

Length of stay and tariff are controlled via licence agreement or entry ticket and prevailing tariffs.

Where a substantial flight delay is expected, which may result in the delay of passengers arriving at the Coach Park drivers will be responsible for monitoring their time spent within the coach park and it may be necessary for a Coach to exit the Coach Park to an alternative site / parking / holding area.

3.2 Manoeuvring Within the Coach Park

All traffic management signage, speed limits and road markings must be adhered to all times.

All users must supply a banksman for reversing purposes unless vehicles are fitted with a reversing warning device.

3.3 Passcards Cards and ANPR

Licences users will be issued with passcards for access and egress. Replacement lost or damaged cards will be charged at £10.00 inc vat.

Where ANPR is used for access, it is the users responsibility to ensure Edinburgh Airport has accurate details of their fleet recorded on the database.

4.0 PUBLIC AND PEDESTRIAN SAFETY

Information for potential users of the Coach Park is provided within the Terminal building on the onward travel information boards and this details the location of the coach park and stances used. Signage is in place to direct public to and from the facility and pavements; covered walkways and covered waiting area is provided. Although there are limited physical barriers to prevent public from walking on to the vehicle manoeuvring area, adequate pavements and walkways exist for their use and warning signage is in place. **The driver is responsible for directing passengers who leave their coach onto the correct pedestrian route to and from the terminal as defined by signage and Chief Executive Notices.**

Waiting passengers on the loading and offloading pavement piers are protected from being struck by vehicles by means of protection bollards.

1. ENVIRONMENTAL RESPONSIBILITIES

5.1 Fuel and Oil Spillages

All fuel and oil spillages must be dealt with promptly and correctly, as per current CEN. Operators must have procedures in place to deal with spillages and must be aware of Edinburgh Airport Limited, policy relating to chemical spillages.

5.2 Vehicle Washing

Vehicle washing is not permitted within the coach park facility provided by Edinburgh Airport Limited.

5.3 Air Quality

We all have a responsibility to try and improve our environment. To help reduce pollution in the coach park, operators must turn off their engines when it is safe to do so.

4. Waste Management

Operators must ensure that all waste that is generated as a result of their operations is stored, handled and disposed of correctly. Waste disposal bins are provided and any refuse must be placed in the appropriate receptacles. Newspapers and magazines should be recycled.