

OPERATING DIRECTIVE	Number: <u>D342.00.03</u>
Aviation Authority	Effective: <u>02/01/99</u>
	Revised: <u>03/30/23</u>
	Page: <u>1</u> of <u>2</u>
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Subject: Aircraft Passenger Disability Boarding Device	
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PURPOSE: To establish procedures for airlines and airline service companies to request and utilize the Authority’s passenger disability boarding device.

GENERAL: Pursuant to 49 CFR Section 27.72 (Boarding Assistance for aircraft), the Authority, in cooperation with air carriers serving the airport, must provide boarding assistance to individuals with disabilities using mechanical lifts, ramps, or other devices that do not require employees to lift or carry passengers where level-entry loading bridges are not available.

The Authority has acquired an aircraft passenger disability boarding device and will make it available to applicable air carriers in compliance with the regulation. Passenger loading bridges are also available for all aircraft that are capable of level boarding.

Air carriers have the non-exclusive right to use the passenger disability boarding device for the purpose of loading and unloading individuals with disabilities from aircraft owned or operated by the air carrier.

PROCEDURES:

A. Request and Assignment of Passenger Disability Boarding Device:

1. The Authority will provide the passenger disability boarding device to air carriers that have been trained on its operation, on a non-exclusive basis, and will assign its use based on the following priorities:
 - a. Required boarding of individuals with disabilities
 - b. Time of request
2. Air carriers are required to contact Airport Operations prior to using the device.

B. Authority Responsibilities:

1. Provide passenger disability boarding device to air carriers on a non-exclusive basis.
2. Repair and maintain the passenger disability boarding device.

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Page: 2 of 2

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3. Provide manuals for and initial training on the operation of the passenger disability boarding device.

C. Air Carrier Responsibilities:

1. Notify Airport Operations and request the use of the passenger disability boarding device for individuals with disabilities.
2. Prior to transporting the passenger disability boarding device, inspect the unit for any damage that may affect the use of the device.
3. Transport the passenger disability boarding device to the location where it will be used. Return the passenger disability boarding device to the storage area as designated by the Authority.
4. The air carrier is solely responsible for the proper operation, loading, and unloading of passengers to and from their aircraft.
5. After initial training, air carriers are responsible for the training and supervision of all operators using or moving the passenger disability boarding device.

Users will assure that all personnel operating the device will have completed the training as specified by the device manufacturer for the safe, proper, and efficient use of the passenger disability boarding device.

6. Notify Airport Operations regarding any damage to the passenger disability boarding device while using the device. The air carrier involved is responsible for the cost of repairs.

APPROVED: Michael Stephens

DATE: 3/30/23