

Philadelphia International Airport AVI Infrequent User Policy and Procedures

All Ground Transportation providers serving Philadelphia International Airport are required to pre-register their vehicles and personnel in the AVI program. The AVI program is designed to allow automated access to the commercial lot and roadway for everyone as well as discourage illegal access for unauthorized transportation providers, personnel or vehicles.

Additionally, we understand there will be a small percentage of providers who operate on an infrequent basis at the airport or choose not to sign up for the new AVI program. These providers will be subject to the Infrequent Users Policy.

Procedures

The following procedures are prescribed for a first time user or an “Infrequent User” who may be attempting to enter the South Commercial Roadway to pick up a passenger, baggage or package:

1. The driver will approach the West Lot, stop at the 1st entry point and use the intercom to speak to the West Lot Entry Point Associate on duty in the booth.
2. The West Lot Entry Point Associate will contact the AVI supervisor on duty to identify which provider is attempting to access the Commercial roadway.
 - The AVI supervisor is responsible for notifying the appropriate personnel of your entry into the lot.
3. The West Lot Entry Point Associate will then direct the infrequent provider to the appropriate entry lane.
 - Limos, sedans, mini buses, reserved taxis and courier services will access the lot on the left. The West Lot Entry Point Associate will be responsible for directing the provider to the Customer Care office which is located in Terminal A Baggage Claim.
 - Buses will access the lot by entering the lot on the right. The West Lot Taxi Dispatcher will be responsible for directing the provider to the Customer Care office which is located in Terminal A Baggage Claim.
4. Your company representative will be required to complete an Infrequent User Form which will include the necessary documentation and/or credentials (Vehicle Registration and Insurance information) to register for the one time use of the lot and commercial roadway. Payment of applicable fees is also required at the same time. This process as described will also apply to first time applicants of the AVI Program with the exception that those applicants will be completing the required application paperwork and submitting associated fees.

Infrequent User Fees

Reserved Taxicab	Sedan Limousine/ Courier	Stretch Limousine/ Van/ Mini Bus	Bus
\$20	\$20	\$30	\$50