

Access Procedure to “Gare Routière - Parking P6” - Bus Station Car Park P6 of Genève Aéroport

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Genève Aéroport reserves the right to amend this procedure at any time, being stated that users agree, by accessing the services, to comply without reservation, especially with Chapter “Regulatory Provisions” (§ 6). The current procedure is freely available on the www.gva.ch website

1. General information

1.1. Presentation of Genève Aéroport

Since 1994, the Aéroport International de Genève (hereinafter referred to as “Genève Aéroport” or “GA”) is an autonomous public institution. It benefits from a federal concession issued by the Federal Department of the Environment, Transport, Energy and Communications. Its responsible supervisory authority at the federal level is the Federal Office of Civil Aviation (FOCA).

With an area of 340 hectares (owned by the State of Geneva), the airport platform borders with France, but is located exclusively in Switzerland. It hosts around 200 different companies that employ almost 9,500 people.

The dynamism of Genève Aéroport participates in the influence and development of the economic, financial, tourist, cultural, political and diplomatic reach of Geneva. It also drives the development of a broad cross-border basin and irrigates a catchment area that extends beyond the French speaking cantons, to the neighbouring Germanic cantons, the French departments of the Rhône-Alpes region and the North of the Italy.

Located seven minutes from downtown Geneva by train and directly connected to the motorway, Genève Aéroport boasts an efficient offer for different modes of transport and pays the greatest importance to improve its service by public transport.

2. Location & Description

2.1. Location

The “Gare Routière - Parking P6” Car Park [*Bus Station Car Park P6*] is located on the Arrivals level (cf. the location plan at § 7.2).

Dedicated to passengers arriving at Genève Aéroport, this space is an essential tool to ensure the attractiveness and smooth running of public transport serving the site. Its immediate proximity to the Terminal guarantees a clear and fast journey for passengers.

The “Gare Routière - Parking P6” car park is the **parking place for various professional transport services**: regular public transport lines with concession or licence from the Federal Office of Transport or the Local Cross-Border Cooperation Grouping for regular lines, tourist lines, hotel shuttles, crew shuttles, airport shuttles with GA concession, shuttles with licence from GA, etc. These different services, with the exception of TPG/Unireso urban buses which are located at the Check-in level, have high parking demand, which can lead to a saturation of the space, especially during the weekends of the winter charters season where fuel dumping areas must be set-up. **In order to regulate access to the “Gare Routière - Parking P6” Car Park, Genève Aéroport implemented various measures that came into effect on 1 January 2018** (in particular the installation of a control barrier linked to a payment system, or the publication of this procedure), **in order to better manage all transport services, to optimise their parking time and to guarantee quality pick-up and drop-off services.**

2.2. Description of the space

The “Gare Routière - Parking P6” Car Park consists of:

- 12 pick-up and drop-off locations:
 - Places no. 1 to no. 9 allow the parking of vehicles with a maximum length of 12.5 metres and a maximum height of 4 metres;
 - Places no. 10 to no. 12 allow the parking of vehicles with a maximum length of 10 metres and a maximum height of 3.5 metres;
- 5 additional longitudinal slots for the parking of buses.
- A 25-metre long pick-up area enabling parking of 4 to 5 shuttles/minibus.

An automatic pay machine for the payment of access rights, parking fee and recharging of subscriptions (cf. §5.1) is also available.

3. Operation

3.1. Paid access

Access to the “Gare Routière - Parking P6” Car Park space, as well as the parking are payable. The terms vary according to the types of vehicles (Buses/Shuttles) and various categories of professional users, according to the document: **“Gare Routière - Parking P6” Car Park Access Rates** (the last version published on the website www.gva.ch/transporteurs prevails).

3.2. Passenger drop-off and pick-up

Only pick-up/drop-off of travellers in direct relation with the airport activities is allowed in the “Gare Routière - Parking P6” Car Park.

In order to offer passengers the best possible experience, the general concept of operation of the multimodal platform provides clear paths with minimised distances and avoiding cross-flows.

Preferably, **passengers drop-off** could be made at the top level of the Check-in area, (cf. location plan in § 7.1) which is equipped with professional drop-off lane for shuttles, minibus, taxis and vehicles for hire (VFH) and also with three bus slots for the quick drop-off in front of the Terminal. Stopping for drop-off is authorised and free throughout this level. However, parking is strictly forbidden. “Gare Routière - Parking P6” Car Park can also be used for passengers drop-off.

Passengers are exclusively received at the Arrivals Level (cf. location plan at § 7.2) for all professional transport operators described in document: Genève Aéroport **“Gare Routière - Parking P6” Car Park Access Rates** (the last version published on the website www.gva.ch/transporteurs prevails).

Taxis and VFH have their own pick-up areas.

Any stop or parking outside the above areas is subject to sanctions, in particular the withdrawal of the access cards for categories A, B, D, E and/or the prohibition to access the “Gare Routière - Parking P6” Car Park (cf. § 6).

3.3. Type of vehicles

- **Buses (categories A, B, C):** any vehicle with a height exceeding 2.5 m and/or equipped with more than 17 seats, including the driver;
- **Shuttles (categories D, E and F):** Any vehicle of + 2m, up to 2.49m and/or more than 9 seats including the driver;
- **Other:** the other vehicles under 2 m and less than 9 seats, including the driver, **do not have access, except special permission issued by Genève Aéroport**, to “Gare Routière - Parking P6” Car Park.

3.4. Assessment/selection of categories

The transport operator **own assesses the number of accesses of the year, based on its needs** in terms of payment (facility of the access card) and financial impact, and determines whether it is an “occasional” or a “frequent” user. It can choose between categories B or C (for buses) and E or F (for shuttles).

3.5. “Regular” and “frequent” categories: A, B, D, E

“Regular” categories A (buses) and D (shuttles): regular lines with concession or licence from the Federal Office of Transport, regular regional lines with concession from the Local Cross-Border Cooperation Grouping, valet car service with concession from GA, “shuttle + distant car parks” service authorised by GA, “pooled hotels” authorised by GA.

“Frequent” categories B (buses) and E (shuttles): the estimation of a “frequent activity”, based on the needs in terms of payment facility (access card) and on the financial needs (comparison with the occasional categories C, F), is the transport operator’s responsibility. *For example: local bus companies, hotels of the airport site, crews, international company.*

The “regular” and “frequent” users must procure paid access card by vehicle, according to the document:

Genève Aéroport “Gare Routière - Parking P6” Car Park Access Rates
(the last version published on the website www.gva.ch/transporteurs prevails).

The purpose of the access card is to facilitate the modes of access and payment of the parking fees (additional time slots) for transport operators and drivers. Payment of the annual card (year N) is made based on invoices.

For reasons of ease of renewal, the annual rate is valid from 1 December of the previous year (N-1), until 31 January of the following year (N+1).

The card allows a **number of unlimited access to “Gare Routière - Parking P6” Car Park, as well as free parking for the first 20 or 30 minutes depending on the type of vehicle and the category.**

As soon as the implementation of the loading system, it is recommended to charge the credit card to pay the parking costs exceeding 20 or 30 minutes.

Each access card is **strictly related to the vehicle and its licence plate and is not transferable.** Its use is limited to the services reported at Genève Aéroport.

Upon arrival at the site, the driver shows his/her access card to the entry kiosk, being specified that most of the time the automatic number plate reading may be sufficient to open the barrier.

Once in the “Gare Routière - Parking P6” Car Park, the driver has 20 or 30 minutes, depending on the category, to pick-up the passengers. After this time, the access card is charged depending on the number of additional time slots begun (20 or 30 minutes depending on the category).

When the driver has collected the passengers, he/she can exit the “Gare Routière - Parking P6” Car Park by showing his/her card at the exit kiosk. Here again, the automatic number plate reading is, most of the time, sufficient to open the barrier.

If the driver parks in the “Gare Routière - Parking P6” Car Park longer than the time available on his/her access card, the card balance becomes negative. The driver may then exit the car park, but needs to recharge his/her card, including the negative balance, before being able to access it again.

After a period of parking, once the exit kiosk past, it is no longer possible to return to the entry kiosk (for a new parking lot) **for 15 minutes**. Automatic reading of the licence plate and/or the access badge limits the entry.

3.6. Occasional categories: C, F

Occasional categories C (buses): professional transport operators only in direct connection with the airport activities whose vehicle type corresponds to § 3.3.

Occasional categories F (shuttles): professional transport operators only in direct connection with the airport activities whose vehicle type corresponds to § 3.3.

During the weekends of the winter period (December to April), access to “Gare Routière - Parking P6” Car Park is not allowed to users of category F. They may use car parks P33 or P4 (access cards issued under the terms and rates in force).

Users of the occasional categories do not require an access card.

Drivers must collect a parking ticket from the entry kiosk of “Gare Routière - Parking P6” Car Park.

Once entered, the driver has 20 or 30 minutes, depending on the type of vehicle and category, to pick-up the passengers according to the rate announced in the document “Gare Routière - Parking P6” Car Park (the last version published on the website www.gva.ch/transporteurs prevails).

Once the period of 20 or 30 minutes past, each additional time slot begun (20 or 30 minutes depending on the category), will be charged according to the category.

Payment (entry rate + any additional time slots) is made at one of the automatic machines of the car parks before leaving the parking spot.

3.7. Date of implementation of the paid access

Regardless of technical and operational issues related to the management of control barriers, implementation of **paid access to “Gare Routière - Parking P6” Car Park comes into force on 5 January 2018.**

3.8. Management of control barriers & access control

Genève Aéroport takes the necessary steps to ensure the regulation and access control to the concerned area.

In this regard, Genève Aéroport reserves the right to implement effectively access control barriers starting 5 January 2018.

For operational needs, the barriers may be lifted; and access control may be carried out by a security guard or any other means chosen by Genève Aéroport at any time and without notice.

4. Procedure for obtaining the access card

“Regular” or “frequent” transport operators (cf. § 3.5) that wish to access “Gare Routière - Parking P6” Car Park must first register with Genève Aéroport in order to:

- receive, against payment, an access card whose annual amount varies depending on the activity, the selected category and the type of engine, see document: **“Gare Routière - Parking P6” Car Park Rates** (the last version published on the website www.gva.ch/transporteurs prevails).
- **optionally** submit the necessary data (schedules, dates, itineraries, etc.) which can then be shown in the information documents and signage implemented by Genève Aéroport.

Each access card is strictly related to a licence plate and, therefore, to a vehicle, and must not be used for other services.

The procedure for obtaining the access card is:

1. Fill out the form on Genève Aéroport website: www.gva.ch/transporteurs
2. Attach to this form the requested supporting documents, including a copy of the car registration document for each vehicle.
3. Return all these documents in paper form, filled in and signed, to the following address:

Genève Aéroport
Département passagers
Service de gestion de la Gare routière – P6
CP 100
1215 Genève 15

Email: gare.routiere@gva.ch

5. Rates

Current rates are indicated in the document **Genève Aéroport “Gare Routière - Parking P6” Car Park Access Rates**, whose latest version is published on the website www.gva.ch/transporteurs. This document prevails. It can be changed at any time.

5.1. Recharging in automatic kiosk

- Show the access card on any automatic kiosk from Genève Aéroport with the logo shown on the right.
- The remaining balance is displayed; and a menu appears to propose recharging.
- The driver can then choose the amount he/she wants to credit on the card by pressing the keys “Next” or “Previous” then “Validate”.
- The amount to be paid is displayed and the driver can pay using the payment method of his/her choice (cash or credit card).
- Before paying, do not forget to ask for a RECEIPT if you want to print one.



5.2. Online recharge

A solution to perform these steps online (balance check, recharge, declaration of lost card etc.) is under development. Its implementation is expected in the second half of 2019. More information shall be provided later.

5.3. Modification of the vehicle fleet during the year

In case of replacement of a vehicle during the year, the transfer of the access card and the credited amount is possible on simple request accompanied by the car registration document of the new vehicle at the address mentioned in § 4. Switching from one engine class to another does not give rise to any refund.

In case of removal of a vehicle during the year, the amount credited on the card can be refunded, but not the annual fee for issuing this card.

6. Regulatory provisions

6.1. General provisions

1. The operator or transport operator who accesses the “Gare Routière - Parking P6” Car Park and/or uses the related services undertakes to comply, at all times, with this “Access Procedure” (subject to change), with the entire regulations in force at the airport site (in particular Genève Aéroport Car Park Regulations), as well as with any other applicable cantonal or federal legislation (in particular the Federal Act on Road Traffic or the Swiss Criminal Code).
2. At the airport site, and in particular at the “Gare Routière - Parking P6” Car Park and its surroundings, the operator or the transport operator shall, without delay, submit to the applicable standards or instructions given by GA, or its representatives, for the purpose of maintaining order, security or safety at the airport site.

3. Genève Aéroport, for safety, security or operational reasons, may, at any time, without any limit in time and without prejudice, in particular:
 - a. determine the exact parking location of all vehicles accessing the “Gare Routière - Parking P6” Car Park and within the car park;
 - b. restrict access to the “Gare Routière - Parking P6” Car Park;
 - c. change the location of spots dedicated to passenger pick-up/drop-off;
 - d. impose parking on a waiting area of its choice;
 - e. modify the timetable (in particular by making the access time dependent on the actual time of landing of a flight plus the estimated time required for customs procedures and the baggage claim) or any other means of access to the “Gare Routière - Parking P6” Car Park;
 - f. authorise the parking of buses for passenger pick-up on other parking areas of the airport perimeter according to specific terms.
4. Should an operator or a transport operator fail to comply with this “Access Procedure” (Chapters § 2 to 6), with another regulation in force at the airport site or with any other applicable cantonal or federal legislation, GA may deny their access, temporary or permanently, to the “Gare Routière - Parking P6” Car Park and/or withdraw or suspend all or part of the access cards issued.
5. In the event of a criminal offense (in particular in the event of fraudulent performance of a service or violation of the Federal Road Traffic Act), Genève Aéroport denounces the offenses and attempted offenses to the competent judicial or administrative authorities.
6. In case of loss of access card, its holder may request replacement against payment of a CHF 100.00 fee.

6.2. Transport operator’s duties

1. In addition to the duties set out in Article 6.1 of this Procedure, the transport operator shall, in particular, be required to:
 - a. access to the “Gare Routière - Parking P6” Car Park either by paying in advance the amounts due according to the document: **Genève Aéroport “Gare Routière - Parking P6” Car Park Access Rates** using the access card, or by first taking a parking ticket at the dedicated entry kiosk;
 - b. refrain from using the “Gare Routière - Parking P6” Car Park if the passenger pick-up or drop-off is not directly related to airport activities;
 - c. park or stop his/her vehicle exclusively in the dedicated areas or in the areas indicated by Genève Aéroport or its representatives;
 - d. be courteous to users of the airport site and Genève Aéroport representatives;
 - e. refrain from using the access card or the parking ticket linked to another licence plate than the vehicle used;
 - f. stop the engines of the vehicle when parking or stopping exceeds 3 minutes;

- g. refrain from selling any services whatsoever, or from distributing objects or documentation, unless an exemption is expressly granted by Genève Aéroport, on the airport site;
- h. refrain from any maintenance or servicing (washing, dusting, refuelling, draining, etc.);
- i. refrain from polluting the airport site or from smoking outside dedicated areas;
- j. refrain from disturbing or threatening public order at the airport site.

6.3. Sale of transport tickets on the airport site

1. Except for the transport tickets sold by the Visitors Center of Genève Aéroport (mainly regular lines with concession/licence from the Federal Office of Transport and/of the Local Cross-Border Cooperation Grouping), the sale of transport tickets is strictly prohibited on the airport site, including included in the “Gare Routière - Parking P6” Car Park and/or directly with the driver.
2. Transport operators can nevertheless contact the Manager of the Visitors Center (info@visitorscenter.ch) and negotiate a commercial agreement for the resale of the tickets exclusively at the Visitors Center ticket counter.

6.4. Mobile counters in the Arrivals area

1. Transport operators that benefit from a counter at the Arrivals level do not benefit from special pricing conditions related to access to the “Gare Routière - Parking P6” Car Park, it being specified that their activities are dissociated from those regulated by this procedure.
2. The sale of transport tickets at mobile counters is prohibited. As stated in Article 6.3.2, a commercial agreement is reserved with the Visitors Center of Genève Aéroport.

6.5. Respect of timetables

1. For lines with concession or licence from the Federal Office of Transport of the Local Cross-Border Cooperation Grouping, the times announced in the licensing request issued by the competent authorities must be respected. A time difference of plus or minus 15 minutes is tolerated.
2. In the event of repeated cancellations and/or delays in announced and published timetables, Genève Aéroport reserves the right, after notification, to report the transport operation to the authorities who issued the licences and/or to withdraw, temporarily or permanently, the access badge to the “Gare Routière - Parking P6” Car Park.

6.6. Prohibition to use Genève Aéroport name or logo

1. Unless otherwise authorised by Genève Aéroport, the operator and the transport operator are not authorised to use the Genève Aéroport name or logo or to claim any exclusivity.

6.7. Checks and sanctions

1. Genève Aéroport reserves the right to carry out checks and to ensure that the transport operators' activities, whatever the categories (A, B, C, D, E, F), are in direct connection with the airport activities.

In the event of an abuse found concerning the activities or non-compliant passenger drop-off or pick-up locations (Chapter § 7), Genève Aéroport reserves the right to withdraw, without reimbursement, the access cards for categories (A, B, D, E), or to pronounce an access ban to the airport site and/or to report the transport operator to the police authorities.

6.8. Responsibility

1. Genève Aéroport declines all responsibility in connection with the use of the services offered in connection with the “Gare Routière - Parking P6” Car Park and its access roads, being specifically stated that Genève Aéroport does not provide any security services.
2. The operator and/or the transport operator alone shall be liable for the risks and any damage caused to their vehicles and/or the material transported, or any other material and immaterial damage caused to or by third parties.

