



Commercial Use Authorization Requirements for Commercial Transportation Operators

The Code of Federal Regulations [36 CFR 5.4(a)] prohibits commercial transportation in certain areas of the National Park System, including Grand Canyon National Park, without specific authorization. The Code of Federal Regulations defines transportation as commercial *"if it is operated primarily as a business activity or for profit of the operator, or if any person or organization may receive a profit, commission, fee, brokerage, or other compensation for promoting, soliciting, or selling the trip or tour of which such transportation is a part"* [36 CFR 5.4(a)(1)].

By definition, almost all transportation of passengers to Grand Canyon National Park is commercial except for private automobiles transporting private family groups and certain types of bona fide school or similar institutional travel under limited conditions. All commercial operations (nonprofit or otherwise) are considered **business operations**.

Commercial transportation/tour operators and those who own, lease, charter their vehicles to other tour operators, or rent their vehicles from such places as a rental company for commercial tour purposes must obtain a Commercial Use Authorization (permit) authorizing their presence in the park. Commercial transportation/tour **operators** are defined as *"the person, organization, or group that arranges for the transportation, assumes responsibility for financial risk and management, and determines who shall be transported upon what terms, conditions, or charges"* [36 CFR 5.4(a)(6)].

Tour organizers who book tours using charter services, and who do not actually own, lease, or rent the vehicles from rental companies, are not required to obtain a permit.

Tour groups who are part of a school (and can meet the educational fee waiver requirements), church, family, or non-commercial organization are not required to obtain a permit. A non-commercial organization that is recognized under the Internal Revenue Service Code of Federal Regulations as Tax-Exempt and who can show proof that their activity is not taxable for commercial purposes does not need to obtain a Commercial Use Authorization. The organization must submit their request in writing stating why their proposed activity is not taxable and non-commercial to the Division of Concessions at Grand Canyon National Park along with a copy of their IRS determination letter.

The entrance fee for private, non-commercial groups is \$8 per person, not to exceed \$300.

Effective June 1, 1998, and until further notice, Grand Canyon National Park will have three categories of transportation/tour services:

I. Commercial Tour Service

The permit authorizes the provision of *"commercial motor vehicle transportation to and from Grand Canyon National Park."* The permit does not authorize park-touring services, but identifies specific authorized roads and stops for use within the park (see approved locations listed below).

Entrance fees for tour operators are based on vehicle's seating capacity as follows:

26+ seats -- \$300; this fee is a flat rate per vehicle and not pro-rated for passengers who may be exempt from fees. **No** Golden Eagle, Golden Age, Golden Access and Grand Canyon Park Passes will be accepted and **No** exemptions for age.

1-25 seats -- \$8 per person. All Golden Eagle, Golden Age, Golden Access and Grand Canyon Park Passes will be accepted and those age 16 and under will be exempt from payment of fees.

II. Regional Shuttle Service

Operators must maintain an operational office (a post office box does not qualify) and originate their shuttle service within a 100-mile radius of the entrance stations of Grand Canyon. Shuttle service is defined as no regularly scheduled service.

Entrance fee is a flat rate of \$8 per person; no passenger or vehicle size limit. All Golden Eagle, Golden Age, Golden Access and Grand Canyon Park Passes will be accepted and those age 16 and under will be exempt from payment of fees.

III. Local Transit Service

Transit service is defined as non-tour, point-to-point, regularly scheduled service, originating within a 100-mile radius of Grand Canyon entrance stations.

Entrance fee is \$6 per person. Golden Eagle, Golden Age, Golden Access and Grand Canyon Park Passes will be accepted and those age 16 and under will be exempt from payment of fees.

NOTE: All the above categories of service provide for a seven-day entrance to the park for that group of passengers only. All commercial operators, regardless of category or prepay status, will be required to use the far right lane of all entrance stations; this is to provide for better service and safety to all who are entering the park. All commercial operators will be required to present a **Passenger Certification Form** at the entrance station that indicates the type of service provided and the number of paying and non-paying passengers aboard. Any attempt to willfully misrepresent the type of activity being conducted or the number of visitors on board, in an effort to pay a lesser fee, will result in immediate revocation of the permit. The Passenger Certification Form is not the permit, but is required upon entering the park.

All permits issued for tour or transportation services are valid for the same one-year period.

Permits are mandatory for conducting commercial transportation and/or tour services at Grand Canyon National Park; however, their issuance is a courtesy, not an entitlement. Requests for permits are handled in the order received and can take four or more weeks to issue. Commercial services are not authorized until the permit is finalized. Prospective permittees should not schedule any commercial trips to the park prior to obtaining a fully executed copy of a permit.

Approved Locations for Commercial Transportation/Tours

VEHICLES UNDER 22 FEET IN LENGTH: ALL LOCATIONS IN THE PARK IN WHICH THE GENERAL PUBLIC IS PERMITTED TO PARK ARE AUTHORIZED FOR USE WITH THE EXCEPTIONS OF HERMIT'S REST ROAD, NORTH RIM LODGE ACCESS ROAD AND ALL RESIDENTIAL OR SCHOOL AREAS.

VEHICLES 22 FEET OR MORE IN LENGTH: ALL LOCATIONS IN THE PARK NOT SPECIFICALLY IDENTIFIED HEREIN AS AUTHORIZED FOR USE ARE, BY THEIR OMISSION, UNAUTHORIZED FOR USE PURSUANT TO THIS PERMIT.

The permittee is authorized to use the following described lands or facilities within Grand Canyon National Park.

Vehicle Access to Park

The permittee may access the **Village Area** via South Entrance Road, Village Loop Road, Center Road, Market Plaza Road, and Zuni Way. The permittee may access **Desert View** by Highway 64 (Desert View Drive) and the **North Rim** via Highway 67.

COMMERCIAL LOADING/UNLOADING AREAS:

ALL COMMERCIAL OPERATORS MUST TURN OFF VEHICLE ENGINES AT ALL TIMES WHEN NOT ACTIVELY LOADING OR UNLOADING PASSENGERS. Drivers must remain with their vehicles at all times when stopping in area designated as loading/unloading only. All vehicles must proceed to an authorized parking area once unloading has been completed. The following areas are approved for loading/unloading of passengers and/or luggage only:

VILLAGE AREA

<p>Bright Angel Lodge</p>	<p>Vehicles may load/unload on both sides of the commercial vehicle lane adjacent to the lodge sidewalk. Loading/unloading or waiting for passengers in this lane is limited to 15 minutes maximum. <u>Parking in this area is now prohibited.</u> Drivers must move vehicles forward (west) as vehicles leave so additional vehicles can enter the lane behind them. <u>No vehicle may be unattended at any time in this area.</u> Obstructing traffic on Village Loop Drive is strictly prohibited. Loading/unloading passengers directly in front of the lodge is limited to passenger vans and automobiles only.</p>
----------------------------------	--

Maswik Lodge	West side of building where the bus loading/unloading signs are posted.
Yavapai Lodge	Loading/unloading is restricted to commercial vehicle parking spaces located in the front/eastside of the building. Stopping on the Market Plaza side of the building is prohibited.
El Tovar Hotel	Loading and unloading restricted to vehicles less than 22 feet in length. Vehicles loading/unloading may not obstruct traffic around the circle. No vehicles may be unattended in this area at any time.
Kachina Lodge	Loading/unloading of vehicles in this area is authorized <u>for overnight guests only</u> . It is restricted to the curbside immediately east of the Thunderbird Lodge (See lodge staff for assistance first)
Thunderbird Lodge	Loading/unloading of vehicles in this area is authorized <u>for overnight guests only</u> . It is restricted to the curbside immediately east of the Thunderbird Lodge (See lodge staff for assistance first)
Lot A (Park Headquarters)	Vehicles may stop in front of park headquarters to load or unload passengers, but after doing so must leave the parking lot immediately.
Grand Canyon Visitor Center (Canyon View Information Plaza)	Vehicles may load or unload passengers in the designated zone, but after doing so must proceed to the parking area immediately. <u>Accessing the GCVC via the Yavapai Lodge Road (formerly Canyon View Bypass Road) from South Entrance Road to Yavapai Lodges is prohibited.</u>

DESERT VIEW DRIVE

Desert View	Vehicles may utilize the shuttle bus stop to load or unload passengers. Vehicles must proceed to an authorized parking area once unloading has been completed.
--------------------	--

NORTH RIM

North Rim Lodge Historic Loop	Vehicles may only load and unload passengers and/or luggage between 6:00 a.m. and 9:00 p.m. daily. Loading/unloading will only occur in front of the North Rim Visitor Center or in the Upper Parking Lot.
--------------------------------------	--

COMMERCIAL PARKING AREAS:

The following areas are approved commercial vehicle parking areas. Vehicles may park in any of the designated areas as long as the requirements noted below are met.

VILLAGE AREA

Bright Angel Lodge	<u>Due to traffic obstructions from vehicles backing up onto the Village Loop Road, stopping/parking of commercial vehicles in the commercial vehicle lane, in front of the lodge, or in the parking lot is now prohibited.</u>
Yavapai Lodge	Additional commercial vehicle parking spaces <u>for overnight guests</u> are available near the Yavapai East and Yavapai West buildings by special parking permit only. All requirements outlined on the permit must be followed and the permit must be visible in the vehicle at all times. See lodge staff for details.
Maswik Lodge	Three (3) designated bus parking spots which are limited to vehicles over 22 feet in length and located on the eastern side of the building near the railroad tracks directly across from the backcountry office. Additional commercial vehicle parking spaces <u>for overnight guests</u> are available near the lodge buildings by special parking permit only. All requirements outlined on the permit must be followed and the permit must be visible in the vehicle at all times. See lodge staff for details.

Backcountry Office	Designated oversized vehicle parking area located in the southwest side of the backcountry office. The 14 parking spots in the middle of the lot are limited to vehicles over 22 feet in length. The parking spots on the outer edges of the parking lot are limited to vehicles under 22 feet in length. Vehicles may not take up more than two spaces and must be parked between the stripped lines. Commercial vehicles are prohibited on the northwest side of the building.
Market Plaza	Due to traffic congestion, vehicles over 22 feet in length are discouraged from entering the Market Plaza Parking Lot. Vehicles may not take up more than two spaces within the parking lot and must be parked in between the white stripped lines. Vehicles may not stop in the traffic lane that leads to the shuttle bus stop and Yavapai Lodge to load and unload passengers. Vehicles may not stop in the traffic lane in front of the general store, post office, or bank to load and unload passengers.
Yavapai Observation Station	Entry/Parking is restricted to vehicles less than 22 feet in length.
Lot C (Magistrate Court)	Entry/Parking is restricted to vehicles less than 22 feet in length.
Lot D (Gravel lot near Railroad Tracks)	Entry/Parking is restricted to vehicles less than 22 feet in length.
Village by-pass road	Commercial vehicles may park along the Village By-Pass road near the APS power station provided they are not obstructing traffic or in an area where signs indicate parking is prohibited.
Grand Canyon Visitor Center (Canyon View Information Plaza)	All commercial vehicles may use the commercial parking lot at Grand Canyon Visitor Center. <u>Use of the Yavapai Lodge Road (formerly Canyon View Bypass Road) from South Entrance Road to Yavapai Lodges is prohibited.</u> Vehicles less than 22 feet in length should park to allow two vehicles per space.

DESERT VIEW DRIVE

S. Kaibab Trailhead	Commercial vehicles under 22 feet may park at the trailhead provided that they possess a valid Backpacking or Day Hiking CUA and are accessing the S. Kaibab Trailhead for an organized hike.
Desert View/Watchtower	Vehicles may only park in the authorized commercial/oversized vehicle parking area only. Park within lines.

NORTH RIM

North Rim Lodge Access Road	Vehicles may only park after the "Do Not Enter" signs in front of the North Rim Visitor Center. A maximum of three buses can park in this area at one time. Commercial vehicles less than 22 ft in length must park in the Lodge parking lot.
North Rim Upper Lot	Vehicles entering the park after 9:00 p.m. and before 7:00 a.m. must park in the upper lot. Vehicles that cannot find parking in front of the visitor center must park in the upper lot.
North Kaibab Trailhead	Parking is restricted to vehicles less than 22 feet in length. Coach buses are not allowed to stop or park in this area.
Widforss Trailhead	Parking is restricted to vehicles less than 22 feet in length. Coach buses are not allowed to stop or park in this area.

ALLOWABLE STOPS:

DESERT VIEW DRIVE

Tusayan Ruin/Museum	Allowable stop only for commercial vehicles less than 22 ft in length. Guided tours inside the museum by commercial tour operators are prohibited. Guided tours outside in the ruin area by commercial tour operators are allowed as long as no NPS guided tour is taking place or is scheduled to begin within 15 minutes of the commercial company's arrival to the ruin area.
----------------------------	--

Grandview Point	Commercial Vehicles may access the upper parking lot only.
------------------------	--

NORTH RIM

Point Imperial	A maximum of three coach buses may park in this area at one time Road access to this point is narrow and winding with blind curves. It is HIGHLY RECOMMENDED that vehicles longer than 30 feet NOT travel this road.
Cape Royal	A maximum of three coach buses may park in this area at one time Road access to this point is narrow and winding with blind curves. It is HIGHLY RECOMMENDED that vehicles longer than 30 feet NOT travel this road.
North Kaibab Trailhead	Allowable stop only for commercial vehicles less than 22 ft in length. Coach buses are not allowed to stop or park in this area.
Widforss Trailhead	Allowable stop only for commercial vehicles less than 22 ft in length. Coach buses are not allowed to stop or park in this area.

THE FOLLOWING AREAS ARE NOT AUTHORIZED FOR USE, PARKING, LOADING, UNLOADING, OR STOPPING AT ANY TIME OF THE YEAR FOR VEHICLES LESS THAN 22 FEET IN LENGTH.

- Hermit's Rest Road
- Any of the picnic areas along Desert View Drive on the South Rim and along Hwy 67 on the North Rim.
- Any National Park Service shuttle bus stop**

THE FOLLOWING AREAS ARE NOT AUTHORIZED FOR USE, PARKING, LOADING, UNLOADING, OR STOPPING AT ANY TIME OF THE YEAR FOR VEHICLES OVER 22 FEET IN LENGTH.

- Hermit's Rest Road
- Bright Angel Trailhead
- Any of the **overlooks** or **viewpoints** along **Desert View Road**, except where noted under loading/unloading, parking, or allowable stops.
- Any of the **overlooks, trailheads** or **viewpoints** on the **North Rim**, except where noted under loading/unloading, parking, or allowable stops.
- Any of the picnic areas along Desert View Drive on the South Rim and along Hwy 67 on the North Rim.
- Any National Park Service shuttle bus stop**

Shuttle Bus Stops and Services:

The use of any shuttle bus stop for loading/unloading of passengers, parking, and/or stopping is not authorized.

The Grand Canyon Visitor Center (formerly Canyon View Information Plaza) and Mather Point accessible shuttle is for visitors who are physically disabled. The accessible shuttle runs on a regular schedule that will not be altered for tour operators.

The permittee may be authorized to use the above indicated paved roads and stops which are open at the time of visit, and under the direction of the Superintendent, who may revoke or modify this authorization at any time in writing or verbally to the permittee in the interest of visitor service, convenience, and safety, or to meet administrative or management needs in the park. Parking at authorized stops is permissible to the extent space is available.

Idling

Commercial vehicles are **only allowed** to idle while actively loading and unloading passengers (passengers are physically getting on or off the bus). All operators must turn off vehicle engines at all times when parked or when not actively loading or unloading passengers.

Archeological Sites

Permittees must abide by the Grand Canyon National Park Cultural Site Information SOP (8213-0001). Under this SOP, permittees may disclose the location and lead clients to Class I archeological sites. Permittees may visit Class II Commercial Transportation Requirements 2010/2011

archeological sites as long as they do not promote them to their trip participants and only visit them when specifically requested to do so by a trip participant.

Insurance Requirements

General Liability Insurance is required covering both bodily injury and property damage in the minimum amount of \$1,000,000 per occurrence.

Automobile Liability Insurance is required by the owner of any commercial motor vehicle operating in Grand Canyon National Park pursuant to a permit, whether or not the vehicle owner is actually the "commercial transportation or tour operator" as previously defined. It is the responsibility of the commercial transportation or tour operator to assure that this requirement is met.

A Certificate of Insurance (minimum per occurrence limit of \$300,000), naming the United States Government as an additional insured is required and proof of insurance must be furnished to the park prior to issuance of a permit. All liability insurance must be written by a United States Company.

The permittee must obtain automobile liability insurance for commercial transportation of passengers in at least the limits specified by the State of Arizona. Currently, minimum statutory commercial automobile liability insurance limits are as follows:

Vehicle Capacity	Minimum Limits
Vehicles with seating capacity of 16 or more persons	\$5 million plus \$300,000 uninsured motorist coverage
Vehicles with seating capacity of 7 – 15 persons, inclusive	\$750,000 plus \$300,000 uninsured motorist coverage
Vehicles with seating capacity of 6 or fewer persons	\$300,000 plus \$300,000 uninsured motorist coverage

Commercial Tour Passenger Certification Form

The Commercial Tour Passenger Certification Form is a form utilized by the National Park Service's Fee Management Branch for statistical purposes. **This is NOT the permit, however, it is required upon entering the park**, and at the time the entrance fee is paid. This form is signed by the driver or guide, who verifies that the entrance fee being paid is the correct fee for the vehicle size and number of seats or passengers on board. Failure to have this form completely filled out upon arrival at the Entrance Station could delay your access into the park.

Please print out the form, fill in all the blanks that will remain static, and reproduce the form as many times as necessary for your planned trips to the park. Do not return this form with your application.

Preauthorized Debit Program

(For businesses coming to the park on a frequent basis)

If you enter the park on a frequent basis, defined as four or more times per month averaged over twelve months, you are required to sign up with the National Park Service (NPS) for the Preauthorized Debit (PAD) Program and use exclusively the PAD program for the payment of entrance fees. The PAD payment system is a secure and efficient method of payment. Users will realize a faster transaction at the entrance station and drivers will be free from carrying cash, checks, or credit cards.

The driver or guide completes a PAD version of the Commercial Tour Passenger Certification Form prior to arrival and presents it to the entrance station personnel upon entering the park. These special, carbonless forms are provided by the park at no cost to the operator. The driver or guide will receive a duplicate of the form along with the standard entrance fee receipt. The Fee Management staff will send a daily record of entrance receipts to the park's budget office, which will

then send an electronic file to the Department of Treasury Automated Clearing House (ACH) in Kansas City, Missouri. The debit will be applied to the customer's account the following business day.

Once a transaction has occurred, changes cannot be made to the total number of paying passengers. The driver must provide accurate numbers at the entrance station. The duplicate of the form will ensure that the entrance station and the customer have the same records. Because of weekends and holidays, many of the debits will include multiple days' fees. The park's budget office will enter a note for the debit transaction that states the date of entry. If your bank does not print this note on your bank statement, you should ask your bank to do so. If you have questions about this program, please call the park's budget office at 928-638-7727.

If you meet the criteria outlined above, please return the Authorization Agreement for Preauthorized Payments form with your permit application. This form provides the NPS with your bank information. Once your bank information has been confirmed, and the electronic transfer system established, a supply of carbonless PAD forms will be sent to you free of charge. **Additional forms can be obtained by contacting the Grand Canyon Fee Management Office at 928/638-7951.** Forms are not available at the Entrance Stations. Please monitor your inventory **closely, allowing plenty of time for forms to be mailed to you.**

Please ensure that sufficient funds are in your account to cover your Grand Canyon National Park entrance fees. The ACH will only initiate a debit from your account when Grand Canyon National Park's Budget Office forwards a message to do so, based on the receipt of a PAD payment form.

Permit Compliance

To ensure compliance with the permit program and consistency in the management of the program, the following procedures will be used when permit violations occur. Though these procedures will routinely be adhered to, the Superintendent may, at his discretion, issue citations and/or revoke permits at any time, without prior notice, as situations may warrant.

Failure to obtain a permit to provide commercial services, and have a copy of the document available for inspection at any time while in the park, are violations of the permit terms for which a citation may be issued, and may subject the commercial operator to penalties as prescribed by law or regulation, including exclusion from doing business in the park. National Park Service field personnel will be provided with a current list of permit holders by the Concessions Office. The Concessions Office will be provided with a copy of any written warnings or citations issued to permit holders and these documents will become part of the permittee's park record.

1. A first violation will normally result in a warning letter to the permit holder sent by the Concessions Office. A violation may be documented by a verbal or written warning, or a citation from a park ranger.
2. A second violation will normally result in a second warning letter, with a possible 30-day suspension of the permit. The appropriate course of action will be based on the violation and the company's cumulative history.
3. A third violation will normally result in either a 90-day suspension or revocation of the permit, depending on the seriousness of the violation and the company's cumulative history. Upon revocation of the privileges granted by an IBP, a new application will not be considered for a period of 12 months.

Each violation will be evaluated according to the particular events of the incident. The Superintendent reserves the right to suspend or revoke an IBP for cause at any time.

Notification Requirements

An accident resulting in personal injury, death or property damage shall be reported to the Superintendent, as soon as possible. [36 CFR 2.33, 3.4, 4.4] All motor vehicle accidents resulting in injury, personal/government property damage, or injury to park wildlife or resources must be report to park law enforcement immediately at 928-638-7805 or by dialing 911. Commercial operators must remain on scene until the arrival of law enforcement officers.

All commercial operators are responsible for providing their clients with the necessary information to locate or contact their group if they become delayed or separated. Commercial operators may not abandon their clients in the park and are solely responsible for making arrangements for their clients to rejoin their group after being separated. Lost or missing clients must be reported to park dispatch as soon as possible and without unnecessary delay, at 928-638-7805. While self-rescue is encouraged in cases where no additional resources are needed, the National Park Service retains the

authority to make the determination to employ additional resources when the situation warrants.

While self-rescue is encouraged in cases where no additional resources are needed, the National Park Service retains the authority to make the determination to employ additional resources when the situation warrants.

The trip leader/guide will promptly report information about any human illness, whether employees or guests, to the Public Health Consultant at 928-226-0168. This information, along with other information received, will be evaluated by the Public Health Consultant to help identify outbreaks of illness associated with contaminated water or food sources or caused by other adverse environmental conditions.

Application for Commercial Use Authorization

To apply for a Commercial Use Authorization, complete the application and mail to Grand Canyon National Park/Attn: Concessions Office, PO Box 129 (1 Village Loop Road), Grand Canyon, AZ 86023. Applications **will not be** accepted by fax. Telephone inquiries should be directed to the Concessions Office at 928-638-7707 between 8:00 a.m. and 4:00 p.m., Mountain Standard Time, Monday through Friday, excluding Federal holidays. Processing time can take **four or more weeks** depending on the time of year so please plan accordingly.