



January 2021

Welcome to the Port of Seattle!

Attached is the Charter Bus Operating Agreement packet for the Port of Seattle. Please submit the following documents in order for your company to be in compliance to operate at Seattle-Tacoma International Airport in Seattle, Washington:

- Charter Bus Operating Agreement
- Current Certificate of Insurance (see agreement for specific requirements).
- Vehicle Registration for each vehicle showing the Vehicle Identification Number (VIN) and vehicle license plate number.
- The dimension of each vehicle including weight, height and overall dimension, including a unique vehicle number (if so designated in your operation) for each vehicle.
- Completed Information Form
- Authorized with the U.S. Department of Transportation Federal Motor Coach Carrier Safety Administration

Below are methods in which you may submit your agreement/documents:

Mail: Port of Seattle
Attn: GT - Krista
PO Box 68727
Seattle, WA 98168

Email: crosby.k@portseattle.org

Each time your company picks up passengers we charge a fee. An invoice will be mailed to the company for payment the month after the trip(s) is completed. Please note, we do not charge a fee to submit the agreement paperwork nor for dropping off passengers.

We appreciate the opportunity to work with you and are thankful for your cooperation in this effort.

Thank you,
Krista

Krista Crosby
Port of Seattle
Landside Billing Specialist
P: 206 787-7112 / F: 206 787-7499



Ground Transportation Office: 206 787-5906
<https://www.portseattle.org/sea-tac/ground-transportation>
<https://www.portseattle.org/page/charter-bus-operators>