

PC Dock Operating Plan (2015)

For the use of Commercial Vehicle Parking and Staging Areas of the Port Chilkoot Dock

The Port Chilkoot (PC) Dock is a Haines Borough operated facility. Please do not yell, intimidate or harass other operators. Violations should be reported to the Harbormaster or Tourism Director. Violators first will receive a verbal warning, then a written warning, and on the third violation, offending individuals will not be permitted on the PC Dock or parking area for the rest of the year.

I. Commercial Vehicle Usage and Parking

- ★ **No parking is allowed on Beach Road**
- ★ **Vehicles will enter on the south side of the lot and exit on the north side of the lot**
- ★ **No overnight parking will be allowed at any time**
- ★ **All tour vehicles require a parking permit**
 - Parking permits must be in plain sight in the windshield
 - If permits are not in plain sight in the windshield, the observed vehicle may be ticketed. The sticker should be at the very least upright and clearly visible from the outside.
 - Non-permitted vehicles will be ticketed and may be towed at owner's expense effective 6:00am any morning a cruise ship is scheduled in port
 - Special use permits shall be issued by the manager as required for short-term parking under special circumstances. (This includes "support" vehicles.)
- ★ **The small lot below Fort Seward Lodge on Haines Highway and Mud Bay Road is available for overflow parking**
- ★ **Cruise Ship Days**
 - The PC Dock parking area is only for permitted vehicles on cruise ship days
 - Placement of Vehicles
 - Buses and short vehicles pulling trailers will utilize the bus parking spaces on the water side, pulling in nose first.
 - ◇ The first eight (8) spaces are reserved for pre-sold tour vehicles during busy ship tour departure / arrival times
 - ◇ The two (2) final bus spaces are reserved for independent tour vehicles picking guests up on the pier
 - ♦ Independent tour vehicles may utilize closer spaces if outside the busy time of ship tour departures / arrivals
 - Airporters, small buses and vans utilize the spaces on the street side of the lot pulling in nose first
 - ◇ The first two (2) spaces on this side are designated handicap parking
 - ◇ The first nine (9) regular spaces are reserved for pre-sold tour vehicles during busy ship tour departure / arrival times
 - ◇ The final three (3) spaces are reserved for independent tour vehicles picking guests up on the pier **or other officially permitted vehicles**
 - ♦ Independent tour vehicles may utilize closer spaces if outside the busy time of ship tour departures / arrivals
 - **If available and necessary, airporters and wide small buses may use last spaces on the water side. If vehicles are from the same company two small buses should utilize one spot**
 - ◇ The cruise shuttle has a designated place parallel to the water near the restrooms; only the cruise shuttle is allowed in this location
 - **When available**, a security person will be stationed on the PC Dock in the parking area on cruise ship days. **If this individual is not available, tour operators are asked to assist in traffic control**
 - **Assistance may include:**
 - ◇ Assist with traffic flow through the lot
 - ◇ Aid vehicles backing out of spaces
 - ◇ Warn cruise passengers to stay within designated pedestrian areas and crosswalks and out of the main traffic flow of the dock area
 - ◇ Keep non-permitted vehicles from parking within the lot

★ **Non-Cruise Ship Days**

- The water side will be utilized for permitted vehicles only (**first 8 spaces**) **from 6am to 7:30pm**
 - All permitted vehicles will utilize the water side of the dock
 - ◇ Vehicles will pull in nose first into these spaces
 - ◇ Two vans from the same company should utilize one space pulling in end to end to help conserve spaces
 - ◇ The designated cruise shuttle space on ship days may be utilized by two vans (2 spaces) if there are no other spaces in the permitted zone
 - ◇ Overflow vehicles may utilize the street side of the lot
 - ♦ Vehicles that utilize the street side will pull in nose first

★ **Staging should take place no more than 45 minutes prior to tour departure or ship arrival**

- Vehicles should not be parked for more than 60 minutes at any given time for active loading and unloading

★ **Drivers needing to leave a vehicle to go to Skagway:**

- If returning on the next ferry, vehicles may be parked in the last spot on either the bus or short vehicle side of the lot (depending on vehicle size)
- If returning more than one ferry later, vehicles should not be left on the PC Dock but rather the **overflow dirt lot just past the PC Dock borough lot on Haines Highway and Mud Bay Road (below Fort Seward Lodge)**

★ **During passenger loading and unloading, it is strongly recommended that drivers or guides do their best to be with their vehicle to assist passengers**

★ **Any driver not adhering to the rules outlined above will**

- First, be given a verbal warning
- Second, be given a written warning
- Third, will not be allowed to drive vehicles into the PC Dock area for the remainder of the season

★ **Each driver should read and sign a copy of this Plan and return it to the borough prior to operating a vehicle at the PC Dock**

- Any driver operating in the PC Dock area without having signed the Plan will:
 - First, be given a verbal warning
 - Second, be given a written warning
 - Third, not be allowed to drive vehicles in the PC Dock area for the remainder of the season
- It is the tour companies' responsibility to present all drivers with these procedures and make sure they return a signed copy to the borough prior to their drivers operating vehicles on the PC Dock

II. Public Parking

★ **Public parking will be available ~~on the street side of the lot~~ on non-cruise ship days**

- Public may park **on the street side of the lot** from 5:00am to 11:59pm
 - There will be no parking from the hours of 12:00am to 4:59am at the PC Dock
 - There is no overnight parking allowed at any time
 - ◇ Vehicles left in the lot overnight will be ticketed and may be towed at the owners expense
 - This area is for the public to utilize during the day and evening hours on non-cruise ship days
- **The public may park on the water side of the lot after 7:30pm**

★ **There is a 4-hour limit for public parking at the PC Dock**

- Vehicles parked longer than 4 hours may be ticketed
- This parking area is not meant for vehicles to be left all day
- Parking for public taking the fast ferry to Skagway is **located in the borough lot on Haines Highway and Mud Bay Road (below Fort Seward Lodge)**

★ **There is no public parking allowed on the first 8 spots of the water side of the lot from 6am to 7:30pm. There is absolutely no overnight parking allowed.**

I have read and understand the rules and procedures outlined in this PC Dock Operating Plan

Signature /Company Representative

Date

Printed Name

Company