



## TRAFFIC REGULATIONS OF THE BUS STATION PRAHA FLORENC

### PREAMBLE

ČSAD Praha holding a.s. (hereinafter referred to as the "Company") as the operator of the Prague Florenc Bus Station (hereinafter referred to as "AN Florenc"), issues these Traffic and Operating Rules of the Prague Florenc Bus Station (hereinafter referred to as "TOR"), which regulates in a binding manner the rules for the entry, operation and parking of vehicles, the rules for the use of bus stands and for the movement of pedestrians and the implementation of other activities on the premises of AN Florenc. All traffic in the area of AN Florenc is governed by the TOR and Act No.111/1994 Coll., on Road Transport, as amended (hereinafter referred to as the "Road Transport Act") and Act No. 361/2000 Coll., on Road Traffic, as amended (hereinafter referred to as the "Road Traffic Act").

### I. DEFINITION OF TERMS

#### 1. bus stand

- departure or arrival stand in the AN Florenc area,

#### 2. carrier

- an entity operating on a contractual basis on the premises of AN Florenc bus connections in public regular passenger transport or departures and arrivals of occasional passenger road transport or international shuttle transport operated in accordance with the Road Transport Act,

#### 3. irregular traffic

- departures or arrivals of occasional road passenger transport or international shuttle transport negotiated with the Company on a contractual basis in accordance with the Road Traffic Act,

#### 4. departure stand

- space of the stop reserved for passengers boarding the Carrier's vehicles, defined by a station marker with a number, with an area for publishing the departures of the Carrier's bus lines or for displaying information about the Carrier's irregular transport,

#### 5. arrival stand

- the area of the stop reserved for the exit of passengers from the Carrier's vehicles; this area is defined by the marking ARRIVALS and the traffic sign beginning and end of the no standing prohibition by the pavement adjacent to departure stand No. 10,

#### 6. contract

- contract for the use of bus stands in the AN Florenc area concluded between the Carrier and the Company (hereinafter referred to as the "Contract"); without a validly concluded Contract, the Carrier is not entitled to enter the AN Florenc area;

#### 7. pricelist

- pricelist setting out prices for the use of bus stands, prices for regular or extraordinary entrances to the AN Florenc area, fines for violation of the TOR or General Conditions, prices for chip cards (issuance of a larger number or replacement cards, deactivation, misuse, damage or non-return of cards) (hereinafter referred to as the "Pricelist"), the Company informs the Carrier or user of the obligation to pay the prices or fines according to the Pricelist and the TOR and issues a tax document

#### 8. general conditions

- conditions and rules for the use of bus stands by Carriers (hereinafter referred to as "General Conditions")

#### 9. entry permit

- bus card
- replacement entry permit

- service card
- single entry permit

#### **10. lower station**

- the space to the left behind the entrance to the AN Florenc premises, intended for parking vehicles in accordance with the provisions of these TOR,

#### **11. user**

- a natural or legal person who has been issued a service chip card or a single entry permit on the basis of an application or contract.

## **II. BUS CARD**

### **II.1 ACCEPTANCE, ACTIVATION AND CHARGING OF THE BUS CARD**

1. A bus card is a chip card entitling a Carrier with a concluded Contract to enter the premises of the AN Florenc bus stands, to one-time use of a bus stand in the AN Florenc premises and, if applicable, to use other services provided by the Company.
2. The bus card is issued to an authorised person of the Carrier (statutory body, authorised representative) at the Company's headquarters on the basis of a written order of the Carrier. The carrier will receive a number of bus cards free of charge corresponding to the number of its lines/connections according to the approved timetables. There is a fee for issuing multiple bus cards.
3. The bus card provides the driver of the Carrier's vehicle with electronic access to all lines/connections operated by the Carrier on the basis of valid timetables from/to AN Florenc, or to other services that can be used via the card.
4. The bus card must be activated/charged before use by depositing a cash deposit into the Company's bank account in accordance with the General Conditions.

### **II.2 USE OF THE BUS CARD - ENTRY**

1. The Carrier, or the driver of the vehicle, is responsible for entry and exit to/from the AN Florenc area using the bus card. The method of using the bus card is specified in the instructions for the chip cards, which are published on the Company's website. Only an active bus card can be used properly.
2. The use of the bus card at the entrance to AN Florenc is carried out by the driver of the Carrier's vehicle:
  - a) by touching the card to the reader at the entry control station
  - b) more detailed specifications of the line
  - c) by assigning the arrival/departure time of a given connection
  - d) determining other conditions of the vehicle's stay at AN Florenc, e.g. vehicle parking, etc.
3. When leaving the AN Florenc area, the driver of the vehicle is obliged to touch the bus card to the exit reader.
4. The company determines the time span for entering and staying in the AN Florenc bus stand area, as well as determining the place for stopping or standing.
5. Entry according to Article II.2 paragraph 2. entitles the driver of the Carrier's vehicle to use the space of one bus stand with one vehicle one time in accordance with the Contract and the Pricelist.
6. In exceptional cases, the Carrier may charge the bus card by making a cashless minimum deposit of CZK 5,000 at the entrance control centre.
7. Entry of the Carrier with a concluded Contract into the premises of the AN Florenc bus stands and check-in without using a bus card for reasons on the Carrier's side is possible only in emergency situations on the basis of an alternative entry permit.
8. In case of the insufficient amount of the deposit and the Carrier's inability to pay the replacement entry permit, the Company is not obliged to allow the Carrier's vehicle to enter AN Florenc. The Company shall not be liable for any damages incurred by the Carrier as a result of this situation.

## **III. SERVICE CARD**

- 1 A service chip card is a chip card issued by the Company to a user for a purpose other than to provide bus transport, namely:
  - a) for the purpose of regular servicing of equipment, servicing, etc. It entitles the user to use the designated space under precisely defined conditions for a pre-agreed purpose.
  - b) for the purpose of passing through the shortest possible route without stopping on the land of adjacent buildings to which no other access routes can be used. A service card issued for this purpose allows one vehicle to use the AN Florenc premises to drive to its own facility. The Company shall, at its discretion, issue such a service card upon request of the owner/occupier of adjacent properties.

- c) for the purpose of cleaning, maintenance, repair, reconstruction or other activities for the needs of the Company or its contractor, it is issued on the basis of a valid contract or order.
- 2 The company determines the validity period of the service card. In the case of a limited validity, the user must apply for an extension at least 10 working days before the end of its validity. The company is entitled to limit the validity of the service card during individual working days in connection with the traffic peak at AN Florenc.
  - 3 The method of using the service card for entry and exit from AN Florenc is similar to the bus card.

#### **IV. LOSS, DAMAGE, MISUSE AND RETURN OF CARD**

1. In the event of loss or damage of the bus or service card, the Carrier or the user (by e-mail or via the web application) shall request the blocking - deactivation of the card and the issue of a new card. Damaged or later found cards must be returned to the Company's headquarters.
2. If it is clear from all the circumstances that the damage was not caused by the Carrier or the user, the user is not obliged to pay the fee for deactivation and issuance of a new card.
3. The card is non-transferable and can only be used by the Carrier or the user to whom it was issued and for the purpose for which it was issued. Allowing a third party to use the card is a misuse of the card and a violation of the TOR. In case of misuse of the card, the Company is entitled to fine the Carrier or the user and block the card.
4. Upon termination of the contractual relationship, the Carrier or the user is obliged to return the cards to the Company, including unused, blocked or otherwise invalid cards, within 5 working days.

#### **V. SINGLE ENTRY PERMIT**

- 1 The Company decides on the permission to enter the premises of AN Florenc for purposes other than those provided for in Articles II and III of the TOR above (e.g. supplying, servicing, handing over or taking over bus consignments, organising own passengers), on the basis of a request submitted in advance.
- 2 The company sets the conditions for a one-time entry to the AN Florenc premises in advance, including any fees. A one-off permission to enter, or to allow passage through the AN Florenc control centre is implemented by the dispatcher on the basis of an instruction from the manager.

#### **VI. RULES OF OPERATION OF AN FLORENC**

- 1 The operating hours of AN Florenc are set daily as from 3:00 to 00:30. At the request of the Carrier or on the basis of the Contract, the Company shall allow individual check-in of the Carrier's bus during extended operating hours from 00:30 to 3:00. In case of need, the Company is entitled to temporarily change the operating hours of AN Florenc without changing the TOR. All visitors to the AN Florenc area, including drivers of vehicles, are obliged to comply with the AN Florenc Visitor Regulations, which are posted in publicly accessible places in the AN Florenc area and are available at [www.florenc.cz](http://www.florenc.cz).
- 2 Pedestrian movement in the area of AN Florenc is allowed only on routes designated for them. Pedestrians are obliged to use only pavements and marked crossings to reach platforms and individual bus stops. The movement of pedestrians in the carriageway, as well as the passage through the viaduct in places marked with a traffic sign "No pedestrians" is prohibited.
- 3 In the entire area of AN Florenc, all vehicle operators are obliged to respect all traffic signs and when driving, stopping, standing and reversing to comply with the provisions of the Road Traffic Act, in particular to respect the direction of travel, the maximum permitted speed, the prohibition of reversing, the prohibition of stopping in the left lanes and at crosswalks and the prohibition of parking vehicles in the area of the arrival stand and along the apron 1.
- 4 All vehicle operators are obliged to exercise increased caution throughout the entire AN Florenc area, to be considerate to passengers and visitors and not to leave the engine running unnecessarily, especially in the area of the arrival and departure stands and in the vicinity of the Florenc Hostel.
- 5 It is forbidden to wash, clean, repair or maintain vehicles in the entire area of AN Florenc, except for the areas designated for this purpose:
  - a) washing of vehicles is possible in the premises of the Technical Services Centre AN Florenc for a fee according to the valid Pricelist;
  - b) repairs may only be carried out in unavoidable cases with the prior consent of the Company, and must be of a nature that does not result in pollution of the AN Florenc site or leakage of hazardous substances;
  - c) cleaning of vehicles is only possible if it does not cause pollution of the AN Florenc area; it is forbidden to throw away rubbish, sweep rubbish and garbage from vehicles, pour out waste water used to clean the interiors of vehicles, pollute the area with oil or chemicals;

- d) discharge of waste from the vehicle's chemical toilets including water filling is possible at the AN Florenc Technical Services Centre for a fee according to the valid Pricelist.

## **VII. RULES FOR USE OF BUS STANDS**

- 1 The Carrier, or the driver of the vehicle, is obliged to use the parking spaces allocated to him exclusively for the purpose of boarding of passengers and loading of their luggage. The Carrier, or the driver of the vehicle, is obliged to bring the vehicle to the departure stand in sufficient time before the departure of the service according to the timetable, however, a maximum of 15 minutes for domestic lines and 30 minutes for international lines, so that the departure is on time after the proper check-in of passengers.
- 2 The Carrier or the driver of the vehicle is obliged to ensure that there is no restriction on the clearance of the preceding or subsequent service departing from the same or adjacent departure stand.
- 3 The driver of the vehicle is entitled to use the space of the arrival stand exclusively for the purpose of disembarking passengers and unloading their luggage from the vehicle of the public transport service for which the arrival stand is intended or from the vehicle of irregular transport for whose arrival the arrival stand is intended. The driver of the vehicle is obliged to leave the arrival area immediately after the passengers have disembarked and the luggage has been unloaded.
- 4 The Carrier is obliged to comply with the approved timetable of the respective line, to drive vehicles to departure stands in a proper and timely manner, to drive to the arrival stand. If the Carrier repeatedly fails to fulfil this obligation, the Company is entitled to move the Carrier's line to another departure stand. The Carrier is obliged to accept this change of stand and is also responsible for all consequences of such a transfer.

## **VIII. NOTIFICATION OF EMERGENCIES**

1. The Carrier or the driver of the vehicle is obliged to notify the Company of all emergencies that occur on the premises of AN Florenc or that affect the departures or arrivals of bus connections with a stop on the premises of AN Florenc.
- 2 The Carrier or the driver of the vehicle shall report the emergency in person to the dispatcher present in the area of the bus stands AN Florenc, by phone to the entrance control centre (tel. no. 221 895 447), or via the web application at [www.florenc.cz](http://www.florenc.cz). The Carrier or the driver of the vehicle is obliged to choose an appropriate method of notification and to make it without undue delay so that the passengers can be informed in a proper and timely manner.
- 3 The Carrier or the driver of the vehicle is obliged to report in particular:
  - a) occupation of the departure stand for check-in 15 minutes before the departure of the connection for domestic lines and 30 minutes before the departure of the connection for international lines;
  - (b) a breakdown of the connection vehicle or a delay in the connection;
  - (c) the existence of an event that can reasonably be expected to cause a delay or cancellation of the bus service;
  - d) traffic accidents, damage to property or objects, spillage of oil products
  - e) a non-mobile vehicle in the area of AN Florenc
- 4 The Carrier, or the driver of the vehicle, is obliged to provide the AN Florenc dispatcher with sufficient information and maximum cooperation and to follow his instructions.
- 5 The Carrier is obliged to ensure the removal of an immobile vehicle from AN Florenc without undue delay by repairing or towing it. If the Carrier fails to ensure the removal of the immobile vehicle within two hours from the moment it became immobile, the Company is entitled to arrange for the towing of the vehicle. The Carrier undertakes to pay the costs associated with the towing of the vehicle, including any costs of parking it outside the premises of AN Florenc. The Company shall be entitled to set off the amount of such costs against the deposit paid by the Carrier to the Company's account in accordance with the General Conditions.

## **IX. ENTRY, HALTING AND PARKING VEHICLES**

- 1 The public is entitled to drive onto the AN Florenc premises exclusively for the purpose of halting or parking a vehicle in the car park situated to the right behind the entrance to the AN Florenc premises. The car park is open non-stop, during the closure of the AN Florenc area, access is ensured by an employee of the Company. Standing or parking of public vehicles in the area of AN Florenc outside the parking lot is prohibited.
- 2 The Carrier or the user is entitled to drive onto the AN Florenc premises on the basis of a permit issued by the Company pursuant to Article I. paragraph 9 of the TOR. With the exceptions listed below, halting a vehicle is prohibited in the entire area of AN Florenc.
- 3 The Carrier is entitled to park their vehicles in designated parking spaces of the parking area located at the lower station section. The price of parking is set out in the Price List and is based on the parking duration and on the

conditions set out below in this paragraph. The specific parking conditions for an Carrier's vehicles that affect the price of parking are as follows:

- a) The parking time between the arrival and departure of a service according to the applicable timetable is no more than 180 minutes for national service and 360 minutes for international service and the Carrier handles both the arrival and departure of the service at the time of its arrival;
  - b) The parking time between the arrival and departure of a service according to the applicable timetable is no more than 180 minutes for national service and 360 minutes for international service and the Carrier handles only the arrival of the service at the time of its arrival;
  - c) Outbound service only – parking before departure for a maximum of 45 minutes for national service and 90 minutes for international service;
  - d) Incoming service only – parking after arrival for a maximum of 15 minutes for national service and 30 minutes for international service.
- 4 If the parking area is occupied or if the Carrier needs to park its vehicle for an extended period of time, the Operator may use the paid parking area at Rohanské nábřeží 627/13, Prague 8 – Karlín.
  - 5 Drivers of the Carriers' vehicles properly parked in the AN Florenc area are entitled to use the room intended for short-term stay for rest. For the drivers of vehicles of the Carriers in cases when the conditions for parking in the premises of AN Florenc are not met, there is a room in the building No 627/13, ul. Rohanské nábřeží, Prague 8.
  - 6 The Company is entitled to adjust the areas and time for parking of the Carrier's vehicles based on the operational possibilities of AN Florenc. The stopping of vehicles other than buses of the Carrier in the area of AN Florenc is possible only on the basis of the Company's permission.
  - 7 The driver is obliged to park the vehicle in the reserved parking areas so that the parking area is used to the maximum extent, while ensuring that the unrestricted passage of other vehicles through the parking area is ensured and the exit of vehicles from the parking area is not restricted.
  - 8 The Company shall be entitled to deal with the stopping or parking of a vehicle in violation of the TOR through the police or in any other manner in accordance with the law. The company is entitled to arrange towing and alternative parking of the vehicle at the expense of the Carrier or the user or owner of the vehicle.

#### **X. CHECKING COMPLIANCE WITH TOR, PENALTIES, DAMAGES**

- 1 Carriers, users and other vehicle operators are obliged to respect the provisions of the TOR and to ensure that the content of the TOR is communicated in due time to the persons authorised to use AN Florenc.
- 2 The control of compliance with the rules contained in the TDS is carried out and is the responsibility of the AN Florenc dispatcher, the security officer on duty and all his supervisors.
- 3 The Company is entitled to impose a monetary penalty on the Carrier, user or other operator of the vehicle in accordance with the Pricelist for the following breaches. The application of the penalty is without prejudice to the Company's right to full compensation.
  - a) failure to comply with the approved timetables by failing to arrive at the designated arrival stand or by failing to move the vehicle to the designated departure stand without good reason,
  - b) misuse of the chip card - allowing the use of the chip card by a third party in violation of the Agreement or the TOR
  - c) parking of the Carrier's vehicle in the parking area beyond the time limit according to Article IX. paragraph 3 and 4 of the TOR
  - d) unauthorized entry to the AN Florenc premises - entry in violation of Article VIII of the TOR, i.e. without a valid permit and in violation of the traffic signs, the driver of the vehicle is obliged to pay the fine issued by the Company immediately at the entrance control centre,
  - e) parking of the Carrier's vehicle beyond the time limit - this is considered to be: unauthorised parking of the vehicle at the departure stand before the time limit set in accordance with Article VII. paragraph 1 of the TOR, parking of the vehicle at the departure stand or at the arrival stand for purposes other than passenger check-in without the Company's prior written consent, failure to leave the arrival stand immediately after the passengers have alighted and the luggage has been unloaded
  - f) parking a vehicle in violation of the traffic signs and the wording of the TOR in the area of AN Florenc
  - g) carrying out business activities on the premises of AN Florenc without the prior written consent of the Company
  - h) restriction of the check-in of the preceding or following service departing from the same or an adjacent departure stand
  - i) violation of the obligations and prohibitions set out in Article VI, paragraphs 3 - 5 of the TOR
  - j) check-in of passengers in parking areas.
- 4 The carrier, user or driver of the vehicle is obliged to treat the Company's property properly. In the event of damage to the Company's property, the Company is entitled to demand payment from the Carrier for the damage

incurred and the Carrier is obliged to pay the damage within 30 days of receipt of the Company's written demand for payment. Partial payment of the loss by the Carrier's insurance company is not payment of the entire loss and the Carrier is obliged to pay the remaining part of the loss within 30 days of receipt of the Company's written demand for payment. If the Carrier fails to pay the damage within the stipulated period, the Company is entitled to set off the amount due corresponding to the amount of the damage against the deposit paid by the Carrier to the Company's account in accordance with the General Conditions of Use of Bus Stands. Deliberate damage to the Company's property by the Carrier is considered a breach of the contract for the use of bus stands and the TOR.

#### **XI. VALIDITY AND EFFECTIVENESS**

These Traffic Rules of AN Florenc come into force on the day of their issue, they come into effect on **1 May 2023**

In Prague on 17.4.2024

Ing. Pavel Vráblík  
CEO of the company  
ČSAD Praha holding a.s.