



# Coaches & groups

how to fly through  
manchester airport





## Drivers collecting a group from the terminals

- Drivers must register their coach at The Station with the Bus Station Supervisor. The Station is located between Terminals 1 and 2, and easily accessed from the Terminal 2 exit of the M56 Airport Spur.
- For Sat Nav users, The Station can be found by using postcode M90 3RR.
- The Supervisor's office is adjacent to L/M stand, and is open from 06.00 until 22.00 every day except Christmas Day, Boxing Day and New Year's Day. You can contact the Supervisor on 0161 437 6412 or 07884 263470.
- You will need to provide the following details for the forecourt coach permit:
  - **Coach operator name**
  - **Vehicle registration**
  - **Flight number**
  - **Expected arrival time**
  - **Terminal**
- The permit costs £5 and must be clearly displayed in the front window of the coach.
- Refreshments and toilets are available at The Station.
- Coaches should only move to the terminal when the passengers are ready for collection. In practice this is unlikely to be before the flight information screens show the flight as "reclaiming baggage." The Bus Station Supervisor will inform you when it is time to move the coach to the terminal pick up point.
- If possible, contact a member of the party by mobile phone after the flight has arrived to confirm the collection time.
- Collect passengers from the tour coach pick up point outside the appropriate terminal.
- The coach permit does not confer a right to park outside the terminal, only to access the forecourt to collect passengers from the designated pick up point. 'No Waiting' restrictions apply on all Airport roads.
- Whilst parked on the forecourt you must remain with the vehicle at all times.
- Manchester Airport Forecourt Attendant and Greater Manchester Police Officers patrol the forecourts, and may ask you to move the coach back to The Station if the flight is delayed.

## Tour guides and unescorted groups meeting a coach

- Contact your driver after leaving baggage reclaim to confirm pick up. If you do not know the contact details, you can phone the Bus Station Office on 15011 from any Airport courtesy phone, or mobile 07884 263470.
- Make your way with your party to the coach pick up point outside the terminal.
- If you cannot locate the coach, contact the Bus Station Supervisor.
- For Airport maps, please see our maps section within the 'To/From The Airport' section on our website [here](#).



This leaflet has been produced with the assistance of the Confederation of Passenger Transport. When hiring a coach, look out for the CPT logo. For information on the CPT call 020 7240 3431 or visit [www.cpt-uk.org](http://www.cpt-uk.org)