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**PHOENIX SKY HARBOR INTERNATIONAL AIRPORT**  
**APPLICATION FOR TWO-YEAR REVOCABLE COMMERCIAL GROUND TRANSPORTATION PERMIT**

Commercial ground transportation permits are issued pursuant to Phoenix City Code (PCC), Chapter 4, Article IV. Applicant must complete this application and submit all requested information and documentation prior to review by the Aviation Department. If applicant has any questions about this application or commercial ground transportation at Phoenix Sky Harbor International Airport, please contact the Airport Ground Transportation Office at (602) 273-3383 or via e-mail at [groundtransportation@phoenix.gov](mailto:groundtransportation@phoenix.gov).

**PLEASE PRINT:**

APPLICANT NAME (Owner/Officer of Company): \_\_\_\_\_

APPLICANT LEGAL NAME (Business name): \_\_\_\_\_

ACCOUNT NAME - DOING BUSINESS AS (DBA), IF APPLICABLE:

Airport Shuttle of Phoenix

APPLICANT ADDRESS (Physical):  
\_\_\_\_\_  
\_\_\_\_\_

BILLING ADDRESS (IF DIFFERENT FROM APPLICANT ADDRESS):  
\_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS:  
\_\_\_\_\_

BILLING E-MAIL ADDRESS (IF DIFFERENT FROM E-MAIL ADDRESS):  
\_\_\_\_\_

BUSINESS PHONE:  
\_\_\_\_\_

CELL PHONE:  
\_\_\_\_\_

### **TYPE OF BUSINESS ENTITY (Initial):**

**Corporation.** On a separate sheet, list the name, title, and address of each officer, and the names of all shareholders holding more than 20% of any class of shares issued by the corporation or having more than a 20% beneficial interest in the corporation. (AZ Corporate Commission Documents required)

**Limited Liability Company.** On a separate sheet, list the name and address of each member and manager. (AZ Corporate Commission Documents required)

**Partnership.** On a separate sheet, list the name and address of each partner. (Partnership Agreement Required)

**Sole Proprietorship**

**Other (specify):** \_\_\_\_\_

### **TYPE OF SERVICE (Initial):**

**Courtesy:** A ground transportation motor vehicle used to pick-up or drop-off a passenger at the airport and transport the passenger to an off-airport location, where the permittee or driver operating under that permittee's permit does not directly charge or receive a fee from the passenger for the transportation service.

**Hotel**

**Off Airport Parking**

**Other (specify):** \_\_\_\_\_

**Prearranged:** A ground transportation motor vehicle used to pick-up or drop-off a passenger at the airport, where the permittee or driver operating under that permittee's permit has scheduled the pick-up prior to entering the airport, or while parked in a designated waiting area.

**Prearranged**

**Charter Bus**

**Inter-city**

**Transportation Network Company**

**Other (specify):** \_\_\_\_\_

### **SECURITY BACKGROUND CHECKS (Initial):**

Applicant must select and comply with **one** of the following three security background check options. All drivers operating under a permittee's permit must comply with the requirements of the background check option initialed by applicant.

**Option 1:** Finger-print based Criminal History Records Check and Security Threat Assessment (STA) provided by the Aviation Department at no cost to applicant. PCC Section 4-68(C)(1)(a).

**Option 2:** Enhanced name-based security background check, conducted by a third-party agency that is accredited by the National Association of Professional Background Screeners (NAPBS), at the sole expense of applicant, along with an STA processed by the Aviation Department. PCC Section 4-68(C)(1)(b).

**Option 3:** Name-based security background check conducted by a third-party agency, at the sole expense of applicant. PCC Section 4-68(C)(1)(c).

If applicant selects security background check options 2 and 3, applicant is subject to audit by a third-party background screener selected by the Aviation Department. The audit sample may be up to 10% per month of applicant's driver pool who have conducted airport pick-ups or drop-offs in the month preceding the audit request date.

## **DRIVER IDENTIFICATION (Initial):**

**A driver must possess a valid Arizona driver's license** and may not engage in commercial passenger pick-up or drop-off activity on the airport without possessing valid identification media issued pursuant to PCC Section 4-69. Applicant must initial and comply with one of the following driver identification formats:

— **Airport-Issued Placard** - Drivers approved to operate under background check options 1 and 2 must, at all times while at the airport, display the driver identification placard vertically on the dashboard in a manner easily readable by passenger(s) and displayed upon request by any airport representative.

— **Permittee-Issued Placard** - Drivers approved to operate under background check option 3 with a permittee-issued driver identification placard must, at all times while at the airport, display the driver identification placard vertically on the dashboard in a manner easily readable by passenger(s).

— **Permittee-Issued Digital Identification** - Drivers approved to operate under background check option 3 with a permittee-issued digital identification media must, at all times while at the airport, be able to display the digital identification media on a mobile device upon request by the passenger(s) or any airport representative.

## **VEHICLE IDENTIFICATION (Initial):**

A permittee, or driver operating under that permittee's permit, may not stop, stand, or park a ground transportation motor vehicle on the airport to load a passenger without proper vehicle identification. Applicant must select and comply with one of the following vehicle identification methods:

— **Trade Dress** – Sample must be submitted for approval with this permit application.

— **Airport Issued Decal** – Decals shall be issued according to service type.

## **VEHICLE TRIP TRACKING (Initial):**

A permittee, or driver operating under that permittee's permit, may not engage in the activity of passenger pick-ups or drop-offs on the airport without using AVI or GPS technology-based trip tracking. Applicant must select and comply with one of the following vehicle trip tracking methods:

— **Automated Vehicle Identification (AVI) System**

— **Global Positioning Satellite (GPS) Technology**

## **FEES**

Permittees must pay fees in accordance with PCC Section 4-78, including the trip fees. All fees assessed pursuant to PCC Section 4-78 are due and payable no later than 30 days from the invoice date.

## **AUTHORIZED SIGNERS OR DESIGNATED LOCAL POINTS of CONTACT**

Applicant must at all times have one representative on file with the Ground Transportation Office identified as applicant's primary authorized signer. A primary authorized signer may add additional authorized signers or designated local points of contact for all purposes except signing the permit and removing from the permit the primary authorized signer. Applicant must list all authorized signers and designated local points of contact. Authorized signers and designated local points of contact must undergo background checks as prescribed in Airport Rule and Regulation 08-01, attend Authorized Signer Training and, by signing below, certify they will successfully meet these requirements.

**Primary Authorized Signer Name****Signature****Title****Date**

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*(Authorized Signers must complete Security & Badging process within 30 days from the date of this application)***Additional Authorized Signers (AS) and Designated Local Points of Contact (DLPC):**AS    DLPC    Printed Name  
    

Signature

Date

Title

Email Address

Phone#

AS    DLPC    Printed Name  
    

Signature

Date

Title

Email Address

Phone#

AS    DLPC    Printed Name  
    

Signature

Date

Title

Email Address

Phone#

WITHIN FIVE DAYS OF ANY CHANGE, APPLICANT MUST SUBMIT TO THE GROUND TRANSPORTATION OFFICE, IN WRITING AND DURING NORMAL BUSINESS HOURS, ANY CHANGE TO ITS LIST OF AUTHORIZED SIGNERS OR DESIGNATED LOCAL POINTS OF CONTACT. IF THE AUTHORIZED SIGNER IS NOT PRESENT TO SIGN SUCH CHANGE REQUEST, THE AUTHORIZED SIGNER'S SIGNATURE MUST BE NOTARIZED.

**WAYBILL**

If applicable, applicant must submit a sample waybill (physical or virtual) with this application.

**INSURANCE**

The City of Phoenix Aviation Department requires minimum vehicle insurance coverage equal to the requirements of the State of Arizona for commercial motor carriers. The City of Phoenix must be named as an additional insured on the liability policy and listed as such on the certificate of insurance. In some cases, the City of Phoenix requires coverage in excess of the State minimum. Contact the Ground Transportation office for clarification. All insurance companies must be licensed in the State of Arizona and maintain an A.M. Best rating of B+ VI or higher.

In all instances where a driver operates under a permittee's permit, the permittee's certificate of insurance shall clearly state that coverage is primary and non-contributory when the driver is operating on the airport.

A driver's personal vehicle insurance coverages will not be considered primary insurance while operating on the airport.

**Applicant must submit with this application an acceptable certificate of automobile liability insurance with at least the minimum amounts of coverage required by Arizona law, PCC 4-68, and Airport Rule and Regulation 08-01.**

**APPLICANT HEREBY AGREES, REPRESENTS, AND CERTIFIES AS FOLLOWS**  
**\*(you must initial items in left column for letters C, F, H, and I)\***

- A. That applicant will comply with all applicable federal, state, and local laws.
- B. That applicant has been informed of, and will comply with, all applicable provisions of the Phoenix City Code, including PCC Chapter 4, Article IV. The Phoenix City Code can be found here:

<http://www.codepublishing.com/AZ/Phoenix/>

- C. That applicant has been informed of, and will comply with, all applicable Airport Rules and Regulations, including Airport Rule and Regulation 08-01. Applicant further represents and certifies that all authorized signers, designated local points of contact, and drivers operating under applicant's permit, will be informed of, and comply with, all applicable Airport Rules and Regulations, including Airport Rule and Regulation 08-01. Airport Rules and Regulations can be found here:

<https://skyharbor.com/Business/RulesAndRegulations>

- D. That applicant will comply with all Arizona Department of Transportation requirements as provided under Arizona Revised Statutes, as applicable.
- E. That applicant will comply with the Federal Motor Carriers Safety Regulations as adopted by the State of Arizona per the Arizona Official Compilation of Rules and Regulations.
- F. That applicant will comply with the Americans with Disabilities Act, 42 U.S.C. Secs. 12101 et seq., and Section 504 of the Rehabilitation Act, and that applicant will provide accessible ground transportation to customers protected by these laws, or, if unable to do so, make alternative arrangement for accessible transportation *within thirty minutes* after learning of the customer's needs.

Applicant may seek assistance from authorized providers that have wheelchair accessible vehicles. A list of authorized providers may be found at:

<https://skyharbor.com/ParkingTransportation/TaxisAndShuttles>

- G. That applicant warrants that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap, be excluded from participating in any service provided by applicant or otherwise be excluded from the benefits offered by applicant to the general public. Applicant warrants that it will comply with all pertinent statutes, Executive Orders, and rules promulgated thereunder, to assure that no person is excluded on the grounds of race, creed, color, national origin, sex, age, or handicap. Applicant warrants that it shall operate in compliance with all requirements imposed pursuant to Title VI of the Civil Rights Act of 1964, 49 U.S.C. 47123, and Code of Federal Regulations, Title 49, DOT, Subtitle A, Office of the Secretary of Transportation, Part 21-Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, as said regulations exist and may be amended from time to time.

— H. All ground transportation motor vehicles used by an authorized provider must meet state vehicle safety and emissions standards for private vehicles and have at a minimum an annual brake and tire inspection that is performed by a qualified third party, **except** that if the vehicle is ten (10) years or less from the year of manufacture, the transportation driver may submit an attestation that the transportation vehicle meets the state vehicle safety and emissions standards for private vehicles instead of having the minimum annual brake and tire inspection.

Vehicles older than ten (10) years must have undergone, and successfully passed, within the previous twelve calendar months, an industry standard inspection. The Aviation Department deems a 19-point inspection by a certified mechanic or dealership as industry standard and best practice. An equivalent vehicle inspection process may be submitted for review and approval by the Aviation Director. An approved inspection form can be found at:

<https://www.skyharbor.com/airport-business/ground-transportation-support/ground-transportation-forms-information>

— I. That applicant will maintain and make available to the Aviation Department during regular business hours accurate books and accounting records relating to its operations under PCC Chapter 4, Article IV. The Aviation Director reserves the right to request any and all reports deemed necessary from the permittee in its performance under PCC Chapter 4, Article IV, or for auditing purposes, and shall be provided at no cost to the Aviation Department.

Article IV, Section 4-68 (E) of the Phoenix City Code states, "The Aviation Director will not issue a permit to, or renew a permit for, an applicant that is not in good financial standing with the City". If provider fails to comply, company operating permit will be suspended immediately until account is paid in full".

- J. That applicant acknowledges that applicant is responsible, and liable, for violations of federal, state, and local law, rules and regulations by any person, including drivers, operating under a permittee's permit. That any ground transportation motor vehicle operated on the airport by applicant, or a driver operating under applicant's permit, shall be at all times in compliance with all federal, state and local laws, rules and regulations pertaining to its operation as a commercial motor vehicle, including the safety regulations as they apply to a vehicle type.
- K. That any notice that may otherwise be required to be served on applicant shall be deemed complete and effective upon mailing or hand delivery thereof in applicant's name and to the address first hereinabove provided, unless the City is otherwise notified by applicant, in writing, of another address.
- L. That the City reserves the right to exercise its authority under Chapter 4, Section 2 (29) of the Phoenix City Charter.
- M. That applicant, and all drivers operating under applicant's permit, shall at all times comply with federal, state, and local laws, rules and regulations applicable to permittee's commercial activities at the airport.
- N. That applicant will require all authorized signers and designated local points of contact to undergo background checks as prescribed in PCC Chapter 4, Article IV, and Rule and Regulation 08-01.
- O. That applicant acknowledges that the City of Phoenix may suspend, revoke or terminate any permit and/or driver identification media in accordance with PCC Chapter 4, Article IV.
- P. That all statements, information, and documentation provided by applicant are true and complete, and that any falsification or material omission will void the permit.

Applicant (Indemnitor) must indemnify, defend, save and hold harmless the City of Phoenix and its officers, officials, agents, and employees (Indemnitee) from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (Claims) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Indemnitor or any of its owners, officers, directors, agents, employees, drivers, franchisees, or subcontractors arising out of or related to the permit. This indemnity includes any Claims arising out of or recovered under the Workers' Compensation Law or arising out of the failure of applicant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that Indemnitee will, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of Indemnitee, be indemnified by Indemnitor from and against any and all Claims. Indemnitor will be responsible for primary loss investigation, defense and judgment costs where this indemnification applies. Upon approval of this permit, Indemnitor waives all rights of subrogation against Indemnitee for losses arising out of or related to the permit. The obligations of Indemnitor under this provision survive the revocation, termination or expiration of the permit.

**APPLICANT, BY AND THROUGH THE UNDERSIGNED, CERTIFIES THAT APPLICANT HAS FULLY READ AND UNDERSTANDS THIS PERMIT APPLICATION, AND ITS TERMS AND CONDITIONS. APPLICANT CERTIFIES THAT THE UNDERSIGNED IS AUTHORIZED TO SIGN THIS APPLICATION ON APPLICANT'S BEHALF. APPLICANT ACKNOWLEDGES AND UNDERSTANDS THAT THE CITY'S ISSUANCE OF THIS COMMERCIAL GROUND TRANSPORTATION PERMIT IS EXPRESSLY CONDITIONED ON APPLICANT'S REPRESENTATIONS, WARRANTIES, AND CERTIFICATIONS SET FORTH ABOVE. APPLICANT FURTHER ACKNOWLEDGES THAT THIS PERMIT SHALL NOT BE CONSTRUED TO BE A CONTRACT, AGREEMENT OR GRANT OF A FRANCHISE OR ANY PROPERTY RIGHT TO ENGAGE IN COMMERCIAL ACTIVITY AT THE AIRPORT AND IS REVOCABLE.**

THE UNDERSIGNED REPRESENTS THAT SHE OR HE IS AUTHORIZED TO EXECUTE THIS APPLICATION ON BEHALF OF APPLICANT.

PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT NAME (Owner/Officer of Company): \_\_\_\_\_

**FOR OFFICIAL USE ONLY. DO NOT WRITE BELOW THIS LINE.**

**APPROVAL:**

Based on a review of the information provided in this application, including supporting documentation, the permit is approved and effective as of: \_\_\_\_\_ (Effective Date).

Unless sooner revoked or terminated, the permit will expire at midnight, two years from the Effective Date.

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PRINTED NAME

SIGNATURE

TITLE

DATE

