

November 25, 2014

RE: Oakland International Airport - 2015 Ground Transportation Taxi Application Package

To Whom It May Concern:

Thank you for your interest in providing ground transportation services at the Oakland International Airport (OAK). When submitting your application package, please ensure that copies of all requested documents are attached to the application. **Ground Transportation can not make copies of documents.** Please allow ten (10) business days for your application to be processed. **Incomplete applications will not be processed.**

Deadline

The deadline for submitting application packages to the Ground Transportation office is Tuesday, December 16, 2014.

New and Renewal Applicants

All companies must submit an application package with the required documents and the non-refundable application fee. Applications are available online and can be completed and printed out by going to www.portofoakland.com. The application must be approved by Landside Ground Transportation staff or your company will not be authorized to operate at OAK. Companies with outstanding fees will not be permitted.

Application Submittal

Appointments are required to meet with Landside Ground Transportation Staff. Office hours are 9:00 a.m. to 4:30 p.m. Monday through Friday. Please schedule an appointment by calling (510) 466-7840 if you need assistance with the completion of your application package.

No Appointment is necessary to drop off completed application packages. Application packages can be dropped off 24/7 in the drop box located at the Oakland Maintenance Center, 1100 Airport Drive, 1st Floor or applications can be mailed to One Airport Drive, Box 45, Oakland, CA 94621. **Please include the non-refundable application fee with the application package. Incomplete applications will not be processed and will be returned.** Once the application review process is complete, you will be contacted to have your vehicle(s) inspected by Ground Transportation staff. **All payments must be made with a cashiers check, business check, or money order payable to the Port of Oakland.**

Insurance Requirements

Insurance requirements are specified in the application package and shall be submitted in the application and mailed to the Risk Transfer Office, Oakland International Airport, One Airport Drive, Box 45, Oakland, CA 94621. The appropriate level of insurance must be provided with the proper endorsements as specified. OAK GT permits will not be issued if these amounts are incorrect.

Incentive for Cleaner and Newer Vehicles

The Port of Board of Commissioners adopted Port Ordinance 4193 on June 7, 2012, to revise alternative fuel and maximum vehicle age requirements for taxicabs and all other ground transportation operators to promote, incentivize and reward GT operators who invest in cleaner and newer vehicles serving OAK.

The Monthly Vehicle Fee below does **not** apply to GT Vehicles that are **both** (a) Alternative Fuel Vehicles and (b) seven (7) years old or less (measured from the date of first manufacture) (“**Exempt Vehicles**”).

In addition, vehicle fleets are exempt from the Monthly Vehicle Fee where at least 50% of the fleet is composed of Exempt Vehicles (See Footnote 1 below). A “**fleet**” is defined as a group of more than one GT Vehicle(s), all of which are seven (7) years old or less from December 31, 2015, operated by the same Permit Holder. In calculating the 50% exemption for fleets with an odd number of vehicles, the Airport will round up (see Footnote 2 below). If your entire fleet is non-alternative fuel, a monthly vehicle fee will apply to 50% of your fleet.

Below is a table showing examples of the monthly fee for **Vehicle Age** and **Non-Alternative Fuel Vehicles**:

Vehicle Age	Monthly Vehicle Fee as of January 1, 2015
2005, 2006, 2007	\$325

Total Fleet	Alternative Fuel Vehicles	Non-Alternative Fuel Vehicles	No. of Vehicles Charged Fee	Monthly Vehicle Fee	Total Monthly Fee due
11	3	8	2	\$325	\$650
7	0	7	3	\$325	\$975

Landside Ground Transportation Staff will calculate these fees prior to the issuance of the Airport Ground Transportation permits.

We value our partnership with your business in providing ground transportation services at the Oakland International Airport.

If there are any questions or concerns, please contact the Landside Ground Transportation Staff at (510) 466-7840.

Sincerely,



Lester Patilla
 Acting Landside Operations Manager

¹ For example: If a Permit Holder operates two (2) Exempt Vehicles and two (2) qualifying non-Exempt Vehicles at the Airport, the fleet would be exempt. However, if a Permit Holder operates one (1) Exempt Vehicle and three (3) qualifying non-Exempt Vehicles at the Airport, the fleet would not be exempt and the Monthly Vehicle Fee should be paid for the three (3) non-Exempt Vehicles.

² For example: If a Permit Holder operates three (3) Exempt Vehicles and four (4) qualifying non-Exempt Vehicles at the Airport, the entire fleet would be exempt.



OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION
Taxicab Application

Please note that every ground transportation driver shall be affiliated with a company that is duly permitted by the Airport under the Airport Rules and Regulations. Regardless of the contractual relationship between the individual driver and the company, the company will be responsible for all fees and charges incurred by the drivers, and the company will be billed accordingly.

A non-refundable application fee is required. This fee must be submitted with the application materials and will be retained regardless of whether an application is deemed complete or a permit is issued. Applications received without payment of this fee and/or any required documents shall be deemed incomplete. Permits will not be issued for incomplete applications.

By accepting an Oakland International Airport Permit, the Permit Holder acknowledges and agrees to abide by the Airport Rules and Regulations outlined in Port Ordinance 4255 and subsequent amendments and revisions.

Business Information

Company Name

Company Address

(Physical Address – No PO Boxes accepted)

City State Zip

Mailing Address

(If different than above)

City State Zip

Email

Phone Number Ext Fax Number

Dispatch Number

Contact Name

Contact Title

Contact Phone Contact Cell Phone

Contact Email

I testify that the information provided in this application is true and correct, and that I am legally authorized to sign this application on behalf of the applicant. I also acknowledge that any omissions or misstatement on this application may result in the immediate termination of my Taxicab Ground Transportation Operating Permit as issued by the Oakland International Airport.

Authorized Signature

Date



**OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION
Operator Requirements**

The documents listed below must be included in each application submittal.

All documents must be submitted together. Failure to submit all required documents will result in an incomplete application which will be returned to the applicant. Permits will not be issued for incomplete applications.

Taxicabs

- Application
- Business License
- City of Oakland Driver Permit
- Driver Roster
- Insurance - General/Auto/Workers Comp. (if required)
- Vehicle Equipment Statement
- Vehicle Registration (copy)
- Weights and Measures Certificate
- Public Works Inspection Sheet
- Photo of vehicle (for new taxis **ONLY**)



**OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION**

Insurance Requirements

TAXICAB

Before beginning operations at the Port, Certificates of Insurance, as required below, must be approved by the Airport Risk Transfer Office.

- Minimum Required Insurance and Limits are shown below for taxicabs:
- Business Automobile Liability-----\$1,000,000 per accident (or as required by the Public Utilities Commission, whichever limit is higher), owned, non- owned and hired vehicles. If vehicles are on "scheduled" basis; please provide schedule.
- Worker's Compensation-----Statutory
- Employer's Liability-----\$1,000,000 per accident/policy limit by disease

CERTIFICATES OF INSURANCE MUST SHOW THE FOLLOWING:

- That "the City of Oakland", a municipal corporation, acting by and through its Board of Commissioners, "Port of Oakland", its commissioners, officers, agents and employees are additional insureds on the Business Automobile Liability policy (a copy of the additional insured endorsement must be attached to the certificate);
- That all insurance is primary and non-contributory with insurance carried by the Port of Oakland;
- That the Business Automobile Liability policy contain a cross liability or separation of insureds clause;
- That the Port of Oakland Risk Transfer Office shall receive 30-days advance written notice of cancellation, non-renewal, or material reduction in coverage;
- That all insurance policies required above provide a waiver of subrogation in favor of the City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners, "Port of Oakland", its commissioners, officers, agents and employees (a copy of the waiver of subrogation endorsements must be attached to the certificate).

Operations or occupancy may be interrupted without proper evidence of insurance.

Should you or your insurance company representative have any questions pertaining to the insurance requirements as listed above, please contact: **Port Insurance Analyst - Airport Risk Transfer Office** at 510-563-3631 / Fax: 510- 636-0626
email: risktransfer@portoakland.com



**OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION**

Driver Roster Information

Every application must include a driver roster along with a copy of the California Drivers License for all drivers listed. The driver roster shall at a minimum include the following information listed on the sample below.

In addition Taxis shall submit a copy of the City of Oakland driver permit for each driver.

**Oakland International Airport
Ground Transportation Driver Roster**

Company Name _____

	Last Name	First Name	CDL	License Class	Telephone Number	Email
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						



**OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION
Equipment Statement**

Please attach copies of the following documents for each vehicle to this form:

Taxis

Vehicle Registration (copy), Vehicle Inspection, Taximeter Inspection Certificate,
Vehicle Permit – Issued by Oakland Police Department

NOTE: Failure to submit CURRENT documents, per vehicle, will result in an incomplete application and permits will not be issued.

Below is a sample Equipment Statement:

**Oakland International Airport
Airport Ground Transportation Equipment Statement**

Company Name _____

	License Plate #	Vehicle Fleet #	Make & Model	Vehicle Yr. Manuf. Date	*Fuel Type	Passenger Capacity	TCP #	PSC #	Transponder#	Airport Permit #
1										
2										
3										
4										
5										
6										
7										
8										
9										

*NOTE: Indicate the following fuel type vehicle
C-CNG H-Hybrid O-Other Fuel Type



**OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION**

Fees

Taxis

Non-refundable Application Fee \$300 per vehicle

Monthly Green Fees (Subject to change pending Port Ordinance Revisions)

As of January 1, 2015 Monthly Green Fees will apply to Companies that have 2007 Vehicles operating at the Oakland International Airport.

The Monthly Green Fee is \$325 per vehicle per month.



OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION

BUSINESS CLOSURE FORM

Date

Please close my permit/contract with Oakland International Airport.

Owner -
Fleet Manager

Company Name

Company Address
(Physical Address – No PO Boxes accepted)

City

State

Zip

Email

Phone Number

Ext

Fax Number

I certify the above information is correct and current.
(Owner/Company Authorized Representative Only)

Authorized Signature

Date



OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION

CONTACT INFORMATION FORM

Please update my contact information with Oakland International Airport as indicated below.

Owner -
Fleet Manager

Company Name

Company Address
(Physical Address – No PO Boxes accepted)

City

State

Zip

Email

Phone Number

Ext

Fax Number

I certify the above information is correct and current.
(Owner/Company Authorized Representative Only)

Authorized Signature

Date