



PORT OF OAKLAND

November 25, 2015

**RE: Oakland International Airport - 2016 Ground Transportation General Application Package
For Off-Airport Parking Lot Operators and Hotel Courtesy Shuttles**

To Whom It May Concern:

Thank you for your interest in providing ground transportation services at 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 **Wednesday, December 23, 2015.***

New and Renewal Applicants

All companies must submit an application package with the required documents and the non-refundable application fee. For companies that are currently operating, please complete the Renewal Application in the attached package and submit the required documents or any updated information with your application package. Renewal applicants are not required to complete a New Application package. Applications will be emailed or hand-delivered to this group. Applications are also available online and can be completed and printed out by going to www.portofoakland.com. The applications 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 Thursday. Please schedule an appointment by calling (510) 563-2897 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 Administration Building, 1 Airport Drive 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.**

Automated Vehicle Identification (AVI) Transponder Requirements

AVI transponders shall be installed on all vehicles that operate at Oakland International Airport. Per Airport Rules and Regulations, Port Ordinance 4255 Section 8.1 GT Permitting:

e) **Transponder Fee.** The Qualified Operator shall pay a non-refundable \$50 fee, or such other amount as may be established by the Board from time to time by duly adopted ordinance, for each Vehicle to be permitted under the Airport Permit for the issuance and use of a Transponder for each permitted Vehicle. This fee shall only be returned if the Airport Permit applied for is not issued.

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 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). The currently Monthly Vehicle Fee as of July 1, 2015 is \$325.

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 OAK.

If there are any questions or concerns, please contact the Landside Ground Transportation Staff at (510) 563-2897.

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

GENERAL 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 Tenant #

DBA PSC/TCP Permit #

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

Contact Name

Contact Title

Contact Phone Contact Cell Phone

Contact Email

List Ground Transportation Company on Oakland Airport Website

Authorized Signature _____ Date _____



OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION

RENEWAL APPLICATION

Company Name

Company Address

TCP Number

Tenant Number

(Physical Address – No PO Boxes accepted)

City State Zip

Phone Number Fax

Contact Name

Contact Title

Email

(Must provide email)

ALL DOCUMENTS MUST BE SUBMITTED TOGETHER

1. You must be "Active" with the California Public Utilities Commission (CPUC) and all vehicles must be registered with the CPUC. Submit a copy of the TCP/PSC Certification
2. Submit payment for renewal – Submittal Fees (There will be no waivers)
Acceptable payments: business check, money order or cashier check, made payable to the Port of Oakland.
3. Provide a copy of all DMV registrations (You must write the seating capacity on each registration)
All insurance documents must be included in the renewal package
4. Provide insurance information on ACORD Certificate listing Port of Oakland as the certificate holder for:
 - Automobile Liability Insurance
 - General Liability Insurance, and
 - Workers' Compensation Insurance Certificate (if applicable)
5. Provide the required Insurance Endorsement for both Automobile and General Liability
6. Provide a California Highway Patrol (CHP) Terminal Inspection Report (applicable for vehicles with 11+ seats including driver).
7. Provide a Driver Roster **only if there has been any changes**
8. Provide an updated Vehicle Equipment Statement **only if there has been any changes**
9. All outstanding fees and fines must be paid.

Authorized Signature

Date



OAKLAND INTERNATIONAL AIRPORT GROUND TRANSPORTATION



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|---|--|
| <p>PRODUCER</p> <p style="text-align: center; background-color: yellow;">Broker / Agent Information</p> | <p>CONTACT NAME:</p> <p>PHONE (A/C No. Ext.) FAX (A/C No.)</p> <p>ADDRESS:</p> <p style="text-align: center; background-color: yellow;">INSURER(S) AFFORDING COVERAGE</p> <p style="text-align: right;">NAIC #</p> <p>INSURER A :</p> <p>INSURER B :</p> <p>INSURER C :</p> <p>INSURER D :</p> <p>INSURER E :</p> <p>INSURER F :</p> |
| <p>INSURED</p> <p style="text-align: center; background-color: yellow;">Client / Company Information</p> | |

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|---|
| | <p>GENERAL LIABILITY</p> <p><input type="checkbox"/> COMMERCIAL GENERAL LIABILITY</p> <p><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR</p> <p>GENL AGGREGATE LIMIT APPLIES PER:</p> <p><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC</p> | | | | | | <p>EACH OCCURRENCE \$</p> <p>DAMAGE TO RENTED PREMISES (Per occurrence) \$</p> <p>MED EXP (Any one person) \$</p> <p>PERSONAL & ADV INJURY \$</p> <p>GENERAL AGGREGATE \$</p> <p>PRODUCTS - COMPROP AGG \$</p> <p>COMBINED SINGLE LIMIT see requirements</p> |
| | <p>AUTOMOBILE LIABILITY</p> <p><input type="checkbox"/> ANY OWNED AUTOS</p> <p><input type="checkbox"/> ALL OWNED AUTOS</p> <p><input type="checkbox"/> HIRE AUTOS</p> <p><input type="checkbox"/> SCHEDULED AUTOS</p> <p><input type="checkbox"/> NON-OWNED AUTOS</p> | | | | | | <p>BODILY INJURY (Per person) \$</p> <p>BODILY INJURY (Per accident) \$</p> <p>PROPERTY DAMAGE (Per accident) \$</p> |
| | <p>UMBRELLA LIAB <input type="checkbox"/> OCCUR</p> <p>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE</p> <p>DED RETENTION \$</p> | | | | | | <p>EACH OCCURRENCE \$</p> <p>AGGREGATE \$</p> |
| | <p>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</p> <p>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N</p> <p>If yes, describe under DESCRIPTION OF OPERATIONS below</p> | | | N/A | | | <p>WC STATUTORY LIMITS OTH-ER</p> <p>E.L. EACH ACCIDENT \$</p> <p>E.L. DISEASE - EA EMPLOYEE \$</p> <p>E.L. DISEASE - POLICY LIMIT \$</p> |

EXAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

List Vehicles in Fleet or Attach Vehicle Schedule

| | |
|--|--|
| <p>CERTIFICATE HOLDER</p> <p style="background-color: yellow;">Port of Oakland Oakland International Airport ATTN: Risk Transfer Office One Airport Drive, Box 45 Oakland, CA 94621</p> | <p>CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> |
|--|--|

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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.

General

(Hotels, RAC Shuttles, Off-Airport Parking, Scheduled Services, Large Charters, Door-to-Door (On-Demand and Reservations))

- Application
- Business License (City doing business in)
- Driver Roster
- Insurance - General/Auto/Workers Comp. (if required)
- Vehicle Equipment Statement
- Vehicle Registration (copy)
- CHP Vehicle Inspection Certificate
- Fare Schedule / Approved CPUC Tariff List (On Demand Only)
- **Subcarrier Company Information**
 - TCP or PSC Certificate (Hotels Exempt and other courtesy vehicles)
 - Insurance - General/Auto/Workers Comp. (if required)
 - Vehicle Registration



OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION

SUB-CARRIER APPLICATION

Each Qualified Operator shall file and maintain at the Landside Operations Office, a current roster of Drivers who will operate the vehicles permitted under the Airport Permit applied for.

Sub-Carrier Information

Company Name

PSC/TCP Permit #

Contact Name

Contact Phone Contact Cell Phone

Contact Email

Driver's License State Expiration Date

Employer Information

Company Name

PSC/TCP Permit # Vehicle #

I certify to the best of my knowledge the above information is correct and true.

Authorized Signature

Date



**OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION**

INSURANCE REQUIREMENTS

**LIMOUSINES and CLASS C VEHICLES
(Seating Capacity 7 or Less)**

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 limousines and Class C vehicles with seating capacity of 7 or fewer passengers:
- Business Automobile Liability -----\$750,000 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

**SHUTTLES and BUSES
(Seating Capacity 8 to 15)**

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 vehicles with seating capacity of eight (8) to fifteen (15) passengers:
- Commercial General Liability -----\$1,000,000 per occurrence and general aggregate
- Business Automobile Liability-----\$1,500,000 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

**BUSES
(Seating Capacity 16 or More)**

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 vehicles with seating capacity of 16 or more:
- Commercial General Liability -----\$1,000,000 per occurrence and general aggregate
- Business Automobile Liability-----\$5,000,000 per accident (or as required by the Public Utilities Commission, whichever limit is higher), owned, non-owned and hired vehicles. If vehicles are on a "scheduled" basis, please provide schedule.
- Worker's Compensation-----Statutory Limits
- Employer's Liability-----\$1,000,000 per accident/policy limit for disease



OAKLAND INTERNATIONAL AIRPORT GROUND TRANSPORTATION

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 Commercial General Liability policy (if required above) and 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 Commercial General Liability (if required above) and Automobile Liability Insurance policies contain cross liability or separation of insured provisions;
- 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 (as 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.

Please complete the table below, or you may submit the requested information in an excel spreadsheet.

**Oakland International Airport Ground
Transportation Driver Roster**

Company Name _____

| | Last Name | First Name | Driver License No. | License Class | Telephone Number |
|---|-----------|------------|--------------------|---------------|------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |



**OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION**

EQUIPMENT STATEMENT

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

General

Vehicle Registration (copy), CHP Vehicle Inspection

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

Please complete the table below, or you may submit the requested information in an excel spreadsheet.

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

Company Name _____

| | License Plate No. | Vehicle Fleet No. | Make & Model | Vehicle Year Manuf. | Fuel Type* | No. of Seats | TCP No. | PSC No. | AVI Transp. Tag No. | Airport Permit No. |
|---|-------------------|-------------------|--------------|---------------------|------------|--------------|---------|---------|---------------------|--------------------|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |

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



OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION

FEES

General

| | |
|--------------------------------------|--|
| Security Deposit..... | \$500 (One-time deposit / refundable) |
| Non Refundable Application Fee | \$500 per year |
| Flat-Fee Program* | \$360 (Door-to-Door On-Demand is Exempt) |

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

As of January 1, 2016 Monthly Vehicle Fees will apply to Companies that have 2008 Vehicles operating at the Oakland International Airport.

Monthly Vehicle Fees** (Do Not apply to Limousines, Scheduled Charter and Educational Services)

| | |
|-----------|-----------------|
| Fee | \$325 per month |
|-----------|-----------------|

*NOTE: No more than three (3) vehicles in fleet to qualify for the \$360 Flat Fee Program (120 trips per calendar year). The vehicle should not be more than 30 feet long. No Security deposit is required

**Monthly Vehicle Fee is \$325 per month



**OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION**

IF YOU DO NOT HAVE EMPLOYEES

Complete information below if your company is exempt from providing Workers Compensation and does not have any Employees at this time, and if you should hire any in the future you will immediately notify the Ground Transportation Unit and submit the required copy of your Worker's Compensation Certificate with any required Endorsement(s) to the Ground Transportation Department and the Port of Oakland's Risk Management Insurance Section.

Please have an authorized Company Representative complete the information below.

Company Name: _____

Print Name: _____

Signature: _____

Date Signed: _____

Telephone No.: _____



**OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION**

AIRPORT APPLICATION FEES AND SECURITY DEPOSIT CALCULATIONS

- 1. Qualified Operator Application Fee = \$500.00 = \$ _____
- 2. Exempt Qualified Operator Application Fee = \$360.00 = \$ _____
 No Security Deposit is required. Qualified Operator cannot operate a courtesy vehicle, bus or any vehicle over 30 feet long.
- 3. Refundable Security Deposit
 (If a Security Deposit has not been previously paid) = \$ 500.00 _____
- 4. A monthly fee of \$325 applies to all vehicles. However, Port Ordinance 4255 allows certain vehicles to be exempt from the monthly fees. Vehicles that are manufactured in 2008 or earlier are not exempt from monthly fees.

Non-exempt vehicles operating as of January 1, 2016 and continue to operate during the remaining year are subject to a \$325 monthly fee payment each month during operation.

Please complete the chart below. **GT staff will determine the exemption status of vehicles** in your fleet.

| No. Of Vehicles In Fleet | No. Alt. Fuel | No. Vehicles Manufactured 2008 or Earlier | No. Vehicles Manufactured 2010 or Later | No. of Vehicles Exempt From Fees |
|--------------------------|---------------|---|---|----------------------------------|
| | | | | |
| | | | | |

Total Vehicles _____ (minus) Number of Exempt Vehicles _____ \$ _____
 (multiplied by \$325]

Fees shall be paid by the 10th of each month for all non-exempt vehicles. On the 11th day of the month, companies that have not paid the monthly fee will not be allowed to operate the non-exempt vehicle(s). GT Staff will calculate the fees. \$ _____

TOTAL Application / Deposit Fees \$ _____

By completing this application and accepting the Airport issued permits, permittee acknowledges their responsibility for paying all applicable fees. Your Company agrees to follow the Airport Rules and Regulations and acknowledges that their drivers are responsible for following Airport Rules and Regulations.

Signature _____ Print Name _____ Date _____



OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION

CONTACT INFORMATION FORM

Date

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)

Print Name

Authorized Signature

Date