



February 25, 2019

**RE: Oakland International Airport – 2019 Ground Transportation
General Application Package for All Operators**

To Whom It May Concern:

Thank you for your interest in providing ground transportation services at Oakland International Airport (OAK). The 2019 Ground Transportation (“GT”) Permit application is attached for your convenience. When submitting your application package, **please ensure that copies of all requested documents are attached to the application.** Please allow fourteen (14) business days for your application to be processed. **Incomplete applications, including applications lacking any required attachments, will not be processed and will be returned.** Excluding TNC’s, all GT Operators must provide current copies of vehicle registrations, driver rosters, and insurance information for their fleet.

Per the implementation of the Airport Rules and Regulations established on January 1, 2018, we will continue to follow the flexible Permit Renewal Periods and stagger renewal time for each Ground Transportation mode. As shown in the following table, Operators must complete and submit their renewal paperwork during the specified Permit Renewal Periods.

Deadlines:

Ground Transportation Mode	Submit Application By	New Permit Required By
1. TNC Operators	March 8, 2019	April 1, 2019
2. Hotel/Motel Operators	March 15, 2019	April 1, 2019
3. Off-Airport Parking Operators	March 22, 2019	April 1, 2019
4. Door to Door Shuttle Operators (all)	March 29, 2019	May 1, 2018
5. Taxicab Operators	April 30, 2019	June 1, 2018
6. Limousine Operators	May 31, 2019	July 1, 2018
7. Charter & Scheduled Buses	May 31, 2019	July 1, 2018

If Operators do not turn in their renewal paperwork during the applicable Permit Renewal Submittal Period, differential renewal fees will be assessed and there is no guarantee that Operators will receive their permits before the New Permit Required date. Once new permits for 2019 are issued, Operators must display the new stickers by the date(s) shown above. A failure to display a new permit by these dates will be a violation of the Airport Rules and Regulations. ***Please note that CY 2018 permits will remain valid until the New Permit Required date for each GT mode.***

New and Renewal Applicants:

All applicants must submit a ***typed*** 2019 OAK General Permit Application package with the required documents and the non-refundable application fee. Companies that are currently operating at OAK will complete the same application and specify themselves as a renewal applicant in the attached package and submit the required documents, along with any updated information required in the application package. Applications are available online at www.oaklandairport.com/permits/. Applications must be approved by the Airport or your company will not be authorized to operate at OAK. Companies with outstanding fees cannot obtain permits.

Application Submittal:

All permit applications are required to be ***typed*** and must be submitted online. If you need assistance with the completion of your application package, please email oakGTpermits@portoakland.com.

For payment, you may mail-in or drop off your payment in person at the Ground Transportation office with a copy of your auto-generated receipt confirmation upon submitting your application. Our mailing address is:

**Oakland International Airport
One Airport Drive, Box 45
Oakland, CA 94621
Attn: Ground Transportation Department**

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 by credit card or with a bank-cashier's check, business check, or money order, payable to the Port of Oakland. Personal checks will not be accepted.**

Automated Vehicle Identification (AVI) Transponder Requirements:

AVI transponders shall be installed on all vehicles that operate at Oakland International Airport. Airport Rules and Regulations (Port Ordinance 4445) Section 8.1(e) requires that each Qualified Operator, Partially Exempt Qualified Operator, and Exempt Qualified Operator shall pay a non-refundable \$50 Operator Transponder Fee per vehicle. This fee shall be returned only if the applied-for permit is not issued.

Insurance Requirements:

Insurance requirements are specified in the application package and proof of same shall be submitted in the application and mailed to the:

**Risk Transfer Office
Port of Oakland
530 Water Street
Oakland, CA 94607
Attn: Audrey-Forte Green**

The appropriate level of insurance must be provided with the proper endorsements as specified. OAK Ground Transportation Permits will not be issued if these amounts are incorrect.

We value our partnership with your business in providing ground transportation services at OAK.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jon Cimperman', with a stylized flourish extending to the right.

Jon Cimperman
Airport Operations Manager, Landside
Ground Transportation and Parking Services



OAKLAND INTERNATIONAL AIRPORT GROUND TRANSPORTATION

GENERAL PERMIT APPLICATION FOR TRANSPORTATION NETWORK COMPANIES

Any Transportation Network Company (TNC) Driver operating at the Oakland International Airport (OAK or the Airport) must be affiliated with a TNC that is duly permitted by the Airport pursuant to the Airport Rules and Regulations, as amended and implemented on January 1, 2018, and as may be amended from time to time. All TNCs operating at OAK must have a current permit from the California Public Utilities Commission (Commission).

Regardless of the contractual relationship between the individual driver and the TNC (Permit Holder), the TNC shall be responsible for all fees and charges incurred by driver operating under the TNC Permit and shall remit all such fees to the Port for each TNC Driver operating under this TNC Permit pursuant to the Airport Rules and Regulations and as described below.

A non-refundable Application Fee must be submitted with the Application materials. A \$300 fee is required for new applicants, while a \$200 fee is required for renewal applicants (additional fees will be required if payments are not made on time). All current Application Fee amounts can be found in the Airport Rules and Regulations, Appendix A. Applications received without payment of the Application Fee and other required fees, and/or all required documents shall be deemed incomplete. Permits will not be issued for incomplete applications.

By accepting an Oakland International Airport Operating Permit, the Permit Holder acknowledges and agrees to comply (and ensure that all of its TNC Drivers comply) with all applicable federal, state, and local laws, ordinances, rules, regulations, and directives, as they may be amended from time to time (collectively, "Laws"), including (without limitation): the Airport Rules and Regulations; Airport Operating Directives from the Director, Assistant Director, or Landside Operations Manager; all oral and/or written instructions applicable to TNC Services given by the Landside Operations Manager or a designated Port representative; Laws relating to public safety, safe driving practices, seat belts, child seats, and drug testing; the Americans with Disabilities Act (42 USC § 12101, et seq.) and Title 24 of the California Code of Regulations, to the fullest extent applicable; Laws relating to hazardous materials; Laws relating to transportation; and any applicable CPUC decisions, as they may be amended or superseded from time to time, or court decision relating to TNC requirements. The TNC Permit Holder shall also Indemnify the Port, as set forth in the Airport Rules and Regulations.

TNC Permit Holders must notify the Port immediately in writing of any changes to the materials or information submitted with this TNC Permit Application Form, including (without limitation) names and contact information of the qualified representative to represent and expeditiously act on behalf of the TNC Permit Holder, and any suspension or cancellation of required certificates or permits issued by the Commission and any changes to the TNC Permit Holder's insurance coverage.

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



**OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION**

Contact Phone Contact Cell Phone

Contact Email

List Ground Transportation Company on Oakland Airport Website

Signature _____ Date _____

APPLICANT STATEMENT I certify that the above information provided is accurate and that I am legally authorized to sign on behalf of my TNC and that any omissions and/or misstatements on this application may result in the immediate termination of my TNC Permit as issued by the Airport Director.

Signed: _____

Printed Name: _____

Title: _____

Date: _____

TCP #: _____



OAKLAND INTERNATIONAL AIRPORT GROUND TRANSPORTATION

Transportation Network Company Driver and Vehicle Certification

Legal or DBA Name: _____ TCP / PSC #: _____

Declaration Regarding Transportation Network Company Safety Criteria

_____ **(Initial)** A TNC Driver is any individual who has been approved by this Transportation Network Company (TNC) to use his/her privately-owned vehicle to transport passengers whose rides are arranged through the TNC's online-enabled application.

_____ **(Initial)** Every TNC Driver who will drive on Airport roadways under this TNC permit has a valid California driver's license and valid personal automobile insurance meeting the minimum requirements for the State of California.

_____ **(Initial)** This TNC has completed a DMV record check and criminal history check of each TNC Driver, consistent with the requirements of the California Public Utilities Commission "Decision Adopting Rules and Regulations to Protect Public Safety While Allowing New Entrants to the Transportation Industry," dated September 23, 2013 (September 23, 2013 CPUC Decision).

_____ **(Initial)** This TNC has completed a 19-point inspection for each vehicle operated by a TNC Driver, consistent with the requirements in the September 23, 2013 CPUC Decision.

CERTIFICATION

I (We) certify (or declare) under penalty of perjury that the forgoing is true and correct and that this document was executed in _____, California.

Date _____

Signature of Applicant

Print name of Applicant

Signature of Owner, Officer, Director or Partnership



OAKLAND INTERNATIONAL AIRPORT GROUND TRANSPORTATION

Transportation Network Company (TNC) Insurance and Financial Requirements

Insurance

TNC Permit Holders shall maintain or cause to be maintained insurance policies and coverage limits as described in Appendix E of the Airport Rules and Regulations for Oakland International Airport, adopted by the Board of Port Commissioners by Port Ordinance No. 4445, as may be amended, and as consistent with any additional insurance requirements established by the California Public Utilities Commission (CPUC) and/or state law requirements. TNC Permit Holders should consult the Airport Rules & Regulations, Appendix E for more detailed information regarding specific insurance requirements for TNCs. To the extent that there is any conflict between the language below and the language in the Airport Rules and Regulations regarding TNC operation, insurance, and financial requirements, the Airport Rules and Regulations control.

TNC Security Deposit and Trip Fees

As described in Airport Rules and Regulations, Section 8.7(e), the TNC Permit Holder shall pay:

1. A Monthly Permit Fee equal to the total number of customer pick-up and customer drop-off trips made on Airport property, multiplied by the applicable per trip fee. The “per trip” fees are stated in Appendix A of the Airport Rules and Regulations and are currently \$3.35 for “Alternative Fuel” vehicles (as that term is defined in the Airport Rules and Regulations) and \$3.70 for all other vehicles. The TNC Permit Holder is responsible for designating “Alternative Fuel” vehicles and corresponding trip fees in its report of Monthly Permit Fees, in a form and manner approved by the Port. (Section 8.7(e)(1) & (2)).
2. A Security Deposit equal to three months of the Monthly Permit Fee, as determined by the Port (Section 8.7(e)(3)).