



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 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 (“GT”) mode. Staggering the renewal process should improve customer service considerably.

If Operators do not turn in their renewal paperwork during the applicable Permit Renewal 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.

**Deadlines:**

<b>Ground Transportation Mode</b>	<b>Submit Application By</b>	<b>New Permit Required By</b>
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 22, 2019	May 1, 2019
5. Taxicab Operators	April 30, 2019	June 1, 2019
6. Limousine Operators	May 31, 2019	July 1, 2019
7. Charter & Scheduled Buses	May 31, 2019	July 1, 2019

### **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/](http://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](mailto:oakGTpermits@portoakland.com). A separate application shall be submitted for each individual tenant type. Please note per the 2018 Airport Rules and Regulation luxury vehicles classed as Limousine is considered a separate permit from charter vans and larger vehicles.

*“Limousine” shall mean a luxury sedan, of either standard or extended length, with a seating capacity or not more than ten (10) passengers, including the driver, used in the transportation of passengers for hire on a prearranged basis at or to and from the Airport, as further described in CPUC General Order 157-D, Section 2.05 (as that section may be amended or superseded from time to time).”*

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:

**Port of Oakland  
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.

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

Sincerely,



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



**PORT OF OAKLAND**

**OAKLAND INTERNATIONAL AIRPORT  
GROUND TRANSPORTATION TAXI APPLICATION**

**GENERAL REQUIREMENTS**

The documents listed below must be included and submitted together in each *typed* application submittal. **FAILURE TO SUBMIT ALL REQUIRED DOCUMENTS WILL RESULT IN AN INCOMPLETE APPLICATION AND WILL BE RETURNED TO THE APPLICANT.** Permits will not be issued for incomplete applications. All forms reflect requirements detailed in the Rules and Regulations for Oakland International Airport, adopted by the Board of Port Commissioners of the City of Oakland by Port Ordinance No. 4445, effective January 1, 2018. This is the controlling document for all operational, legal and financial matters related to Airport Ground Transportation.

Items Needed to Process Application		Office Use Only		
		Included	Not Included	Notes
1	Completed Application			
2	Business License ( <b>City doing business in</b> )			
3	City of Oakland Driver Permit			
4	Driver Roster			
5	Insurance – General/Auto/Workers Comp <b>(if required)</b>			
6	Vehicle Equipment Statement			
7	Vehicle Registration ( <b>copy</b> )			
8	Weights and Measures Certificate			
9	Public Works Inspection Sheet			
10	Photo of Vehicle ( <b>new taxis only</b> )			
<b>Reviewer Signature:</b>				

**Company Name:** \_\_\_\_\_



**PORT OF OAKLAND**

**OAKLAND INTERNATIONAL AIRPORT  
GROUND TRANSPORTATION TAXI APPLICATION**

**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 drivers and the company will be billed accordingly.

**A NON-REFUNDABLE Application Fee must be submitted with the Application materials.** 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. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND PERMITS WILL NOT BE ISSUED UNTIL COMPLETE APPLICATION IS RECEIVED.**

By accepting an Oakland International Airport Ground Transportation Permit, the Permit Holder acknowledges and agrees to abide by the Airport Rules and Regulations outlined in Port Ordinance 4445 and subsequent amendments and revisions.

**Business Information**

Company Name

DBA  Tenant #

Company Address   
(Physical Address – No PO Boxes accepted)

City  State  Zip

Mailing Address   
(If different from above)

City  State  Zip

Email Address

Phone Number  Ext  Fax Number

**Contact Information**

Contact Name

Contact Title

Contact Phone #  Contact Cell Phone #

Contact Email Address

(Check this box if you would like to be listed on the Oakland Airport Website.)

**Authorized Signature**

**Date**



**PORT OF OAKLAND**

**OAKLAND INTERNATIONAL AIRPORT  
GROUND TRANSPORTATION TAXI APPLICATION**

**DRIVER ROSTER INFORMATION**

**Every application must include a driver roster along with a VALID photocopy of the California Driver License for all drivers listed. Expired driver's license(s) will NOT be accepted.** The driver roster shall, at a minimum include the following information listed on the sample below.

Please type in the table below, or you may submit the requested information in an excel spreadsheet (preferred).

**Company Name:** \_\_\_\_\_

	Last Name	First Name	Driver License No.	License Class	Address	State	Zip Code	Telephone Number
1.								
2.								
3.								
4.								
5.								
6.								

Use additional pages if needed.



**PORT OF OAKLAND**

**OAKLAND INTERNATIONAL AIRPORT  
GROUND TRANSPORTATION TAXI APPLICATION**

**EQUIPMENT STATEMENT**

Please attach copies of the following documents for each vehicle to this form: (1) Taxi Vehicle Registration (copy), (2) Vehicle Inspection, (3) Taximeter Inspection Certificate, and (4) Vehicle Permit – Issued by Oakland Police Department.

Failure to submit current documents, per vehicle listed below, will result in an incomplete application and permits will not be issued. Please type in the table below, or you may submit the requested information in an excel spreadsheet (preferred).

**Company Name:** \_\_\_\_\_

	Medallion Number	Vehicle License Plate Number	VIN Number	Make & Model	Vehicle Year Manuf. Date	Fuel Type*	Number of Seats	OAK AVI Tag Number	Airport Permit Number
1.									
2.									
3.									
4.									
5.									
6.									

\*Indicate the following fuel type vehicle

D – Diesel    C-CNG    H-Hybrid    G- Gas    F –Fuel Cell    P-Propane    E – Electricity    ET- Ethanol    ME- Methanol    HY – Hydrogen



**PORT OF OAKLAND**

**OAKLAND INTERNATIONAL AIRPORT  
GROUND TRANSPORTATION TAXI APPLICATION**

---

**IF YOU DO NOT HAVE EMPLOYEES**

**Provide a statement that 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:

---

DBA:

---

Print Name:

---

Signature:

---

Date Signed:

---

Telephone Number:

---

Email Address:

---





**PORT OF OAKLAND**

**OAKLAND INTERNATIONAL AIRPORT  
GROUND TRANSPORTATION TAXI APPLICATION**

**GROUND TRANSPORTATION FEES**

*\*The following is only a summary of fees provided for convenience. All required fees are set forth in the Airport Rules and Regulations, Appendix A, which shall control.\**

<b>Airport Rules &amp; Regulations Section</b>	<b>Description</b>	<b>Fee</b>
8.1(d)	Permit Application Fee: Qualified Operator Permit Application Fee: Partially Exempt Operator Permit Application Fee: Exempt Operator	\$300 \$222 \$444
8.1(e)	Operator Transponder Fee per Vehicle	\$50
8.1(m)(3)	Permit Renewal Fee: Before end of Annual Permit Period Permit Renewal Fee: Up to 30 Days Past End of Permit Period	\$200 \$250
8.2(b)	Taxi Permit Application Fee	\$300
8.2(c)(1)	Taxi Permit Renewal Fee Before end of Annual Permit Period Taxi Permit Renewal Fee: Up to 30 Days Past End of Permit Period	\$200 \$250
8.2(h)	Taxi Permit Transfer Fee	\$50
8.5(b)(6)	Taxi Transponder Fee	\$50
8.7(a)(1)	Limousine Per Trip Fee: Non-Alternative Fuel Vehicle Limousine Per Trip Fee: Alternative Fuel Vehicle	\$3.70 \$3.35
8.7(a)(2)	Door-to-Door On-Demand Shuttle Per Trip Fee: Non-Alternative Fuel Vehicle Door-to-Door On-Demand Shuttle Per Trip Fee: Alternative Fuel Vehicle	\$3.70 \$3.35
8.7(a)(3)	Door-to-Door Reservation Shuttle and Scheduled / Charter Operator Per Trip Fee: Non-Alternative Fuel Vehicle Door-to-Door Reservation Shuttle and Scheduled / Charter Operator Per Trip Fee: Alternative Fuel Vehicle	\$3.70 \$3.35
8.7(a)(4)(i)	Hotel Courtesy Vehicle Per Trip Fee	\$3.35
8.7(a)(4)(ii)	Parking Courtesy Vehicle Per Trip Fee	\$3.35
8.7(a)(5)	Airport Permit Dwell Time Fee per minute (or portion thereof) in excess of 30 minutes	\$0.50; up to \$50/trip
8.7(a)(6)	Partially Exempt Qualified Operator: Annual Fee Exempt Qualified Operator Annual Fee: Annual Fee	\$222 \$444
8.7(b)(2)	Airport Permit Security Deposit – per vehicle fee for first 5 vehicles Airport Permit Security Deposit – per vehicle fee after 5 <sup>th</sup> vehicle	\$500 \$50
8.7(c)	Taxi Per Trip Fee: Non-Alternative Fuel Vehicle Taxi Per Trip Fee: Alternative Fuel Vehicle	\$3.70 \$3.35
8.7(d)	Taxi Lost/Damaged Transponder Fee	\$50
8.7(e)(1)	TNC Per Trip Fee: Non-Alternative Fuel Vehicle TNC Per Trip Fee: Alternative Fuel Vehicle	\$3.70 \$3.35
8.7(e)(3)	TNC Security Deposit Amount: 3 Months of Monthly Permit Fee Revenue, as determined by the Port	Company-specific





**PORT OF OAKLAND**

**OAKLAND INTERNATIONAL AIRPORT  
GROUND TRANSPORTATION TAXI APPLICATION**

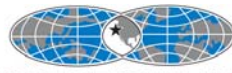
---

**INSURANCE REQUIREMENTS**

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:

1. **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,
2. **Worker’s Compensation:** Statutory
3. **Employer’s Liability:** \$1,000,000 per accident/policy limit by disease



**PORT OF OAKLAND**

**OAKLAND INTERNATIONAL AIRPORT  
GROUND TRANSPORTATION TAXI APPLICATION**

---

**CERTIFICATES OF INSURANCE MUST SHOW THE FOLLOWING:**

1. That the City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners, “the Port”, its commissioners, agents, contractors, employees, and officers 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 and must include the above additional insureds or provide blanket coverage);
2. That all insurance is primary and non-contributory with insurance carried by the Port of Oakland;
3. That the Commercial General Liability (if required above) and Automobile Liability Insurance policies contain cross liability or separation of insured provisions;
4. That the Port of Oakland Risk Transfer Office shall receive 30-days advance written notice of cancellation, non-renewal, or material reduction in coverage;
5. 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, “the Port”, its commissioners, agents, employees, and officers (a copy of the waiver of subrogation endorsements must be attached to the certificate).
6. All autos scheduled under the policy should be listed on the certificate or attached thereto.

**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:

**Audrey Forte-Green**

**Port Insurance Analyst**

**Airport Risk Transfer Office**

Phone: 510-563-3631

Email: [risktransfer@portoakland.com](mailto:risktransfer@portoakland.com) , [aforte@portoakland.com](mailto:aforte@portoakland.com)