



PORT OF OAKLAND

**OAKLAND INTERNATIONAL AIRPORT
2021 GROUND TRANSPORTATION GENERAL 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 which 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. 4579, effective January 1, 2021. This is the controlling document for all operational, legal and financial matters related to Airport Ground Transportation.

ITEMS NEEDED TO PROCESS APPLICATIONS		INCLUDED	OFFICE USE ONLY	
			NOT INCLUDED	NOTES
1	Completed Application			
2	Application Fee – Also payable via web portal			
3	Business License (City doing business in)			
4	Complete Driver Roster (with CA driver license copies)			
5	Insurance – General/Auto/Workers Comp (if required) See Additional insured, and other insurance requirements			
6	Vehicle Equipment Statement			
7	Vehicle Registration (copy)			
8	CHP Vehicle Inspection Certificate (if required)			
9	Fare Schedule / Approved CPUC Tariff List (On-Demand Operators only)			

SUBCARRIER INFORMATION (if Applicable)

1	Notarized copy of contract between subcarrier and main carrier			
2	Completed Subcarrier Form			
3	TCP or PSC Certificate (Hotels Exempt)			
4	Insurance - General/Auto/Workers Comp. (if required)			
5	Vehicle Registration			

REVIEWER SIGNATURE:

Company Name: _____



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AIRPORT GENERAL APPLICATION FEES AND SECURITY DEPOSIT CALCULATIONS

Company Name: _____

CHOOSE BELOW:

Qualified Operator: Application

- 2021 Application received 12/30/2020-10/01/2021 Operator Application Fee = \$300.00 \$ \$300

TRANSPONDER FEE

- Transponder Fee = Number of Vehicles without an OAK transponder _____ X \$50 per OAK Transponder \$
- (All vehicles must have an OAK Transponder)

\$

TOTAL APPLICATION (Payable by Check or Online) _____

Please note accounts will be reviewed for the status of Security deposits on file.

SECURITY DEPOSIT is calculated by (1 to 5 vehicles) = \$500 and for each additional vehicle \$50

By completing this application and accepting the Airport issued permits, the applicant acknowledges their responsibility for paying all applicable fees. The applicant hereby certifies that the information in this application is accurate and that the signatory below is fully legally authorized to sign on behalf of the applicant. The applicant further agrees that its company and its drivers will comply with all applicable federal, state, and local laws, ordinances, rules, regulations, and directives, as they may be amended from time to time, including, without limitation the Airport Rules and Regulations, Airport Operating Directives from the Director or his/her designee, all oral and/or written instructions applicable to Ground Transportation Services given by the Landside Operations Manager or his/her designee, and all laws pertaining to public safety, safe driving practices, seat belts, child seats, drug testing, and accommodation of individuals with disabilities. The applicant agrees to notify the Airport immediately in writing of any changes to the materials or information submitted with this application, and to the prompt return of Permits and Transponders in the case of replacement windshields, vehicle removal from fleet or as required by Airport regulations.

A valid OAK AVI tag is required to be installed on each commercial vehicle operating in the Ground Transportation Program. There is a non-refundable fee of \$50.00 for each new or replacement tag installed. In the event a transponder is applied at the time of vehicle inspection the transponder fee will be billed.

In the event of a windshield replacement or other action which results in transponder removal or damage the original transponder must be returned and a new transponder must be purchased and installed prior to the permitted vehicle operating at OAK.

As part of the Permit holders' responsibilities a valid credit/debit card must remain on file within the OAK Payment Portal to facilitate permit, access fee, transponder, and replenishment charges.

Signature

Print Name

Date



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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. Permits will not be issued for incomplete applications. Incomplete applications will not be processed.

By accepting an Oakland International Airport Ground Transportation Permit, the Permit Holder acknowledges and agrees to abide by the terms of the application and Airport Rules and Regulations outlined in Port Ordinance 4445 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 from above)

City State Zip

Email Address

Phone Number Ext Fax Number

Cell Phone Website

BILLING CONTACT INFORMATION

Contact Name

Contact Title

Contact Phone # Cell Phone #

Contact Email Address

Authorized Signature

Date



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SUB-CARRIER APPLICATION

(Each Sub-Carrier Must Fill Out This Form)

SUB-CARRIER CONTACT INFORMATION

Company Name PSC/TCP Permit #

Contact Name

Contact Title

Company Address

(Physical Address – No PO Boxes accepted)

City State Zip

Email Address

Contact Phone # Contact Cell Phone #

Contact Email Address

Driver's License State Expiration Date

EMPLOYER INFORMATION

Company Name

PSC/TCP Permit # Vehicle #

Note: Must include a notarized copy of contract between subcarrier and main carrier.

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

Sub-Carrier Signature _____

Date _____



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DRIVER ROSTER INFORMATION

Every application must include a driver roster along with a photocopy of the California Driver License for all drivers listed. The driver roster shall, at a minimum include the following information listed on the sample below. Permit holders are also required to maintain accurate driver information in the GateKeeper Vendor Portal as part of the terms of the permit.

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

Company Name: _____

	Last Name	First Name	Driver License Number	License Class	Address	State	Zip Code	Telephone Number
1.								
2.								
3.								
4.								
5.								
6.								

Use additional pages if needed.



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EQUIPMENT STATEMENT

Please attach copies of the following documents for each vehicle to this form: Valid Vehicle Registration (copy), CHP Vehicle Inspection. Failure to submit current documents, per vehicle listed below, will result in an incomplete application and permits will not be issued. Permit holders are also required to maintain accurate vehicle information in the GateKeeper Vendor Portal as part of the terms of the permit.

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

Company Name: _____

	Vehicle License Plate Number	VIN Number	Make & Model	Vehicle Year Manuf. Date	Fuel Type*	Number of Seats	OAK AVI Transponder 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



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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: _____



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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:

1. **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,
2. **Worker’s Compensation:** Statutory,
3. **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:

1. **Commercial General Liability:** \$1,000,000 per occurrence and general aggregate,
2. **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,
3. **Worker’s Compensation:** Statutory,
4. **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:

1. **Commercial General Liability:** \$1,000,000 per occurrence and general aggregate,
2. **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,
3. **Worker’s Compensation:** Statutory Limits,
4. **Employer’s Liability:** \$1,000,000 per accident/policy limit for disease.



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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 , aforte@portoakland.com