



January 30, 2018

RE: Oakland International Airport – 2018 Transportation Network Company (TNC) Application Package

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.** Please allow ten (10) business days for your application to be processed. **Incomplete applications lacking required attachments will not be processed and will be returned.**

Deadline:

*The deadline for submitting Transportation Network Company (TNC) Application Packages to the Ground Transportation office is **February 14, 2018.***

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 under the TNC Pilot Program, please complete the New Application Form in the attached package and submit the required documents and any updated information with your application package. Application Forms are enclosed and also 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:

Appointments are required to meet with 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.

Permit applications can be submitted one of two ways:

1. Drop-off: No appointment is necessary to drop off completed application packages, which can be dropped during business hours at the Ground Transportation office counter; or during off hours by depositing your completed application into the drop box located on the left side of the ID Badging office, which is next to the Ground Transportation office. Look for the white drop box built into the left-side wall.
2. Mail: Applications can be mailed to Ground Transportation Office, Oakland International Airport, One Airport Drive, Box 45, Oakland, CA 94621.

Submitted Applications must include:

1. Completed Application Form, including an executed Transportation Network Company Driver and Vehicle Certification Form;
2. Non-refundable Application fee;
3. Security Deposit as described in the Application Form¹;
4. Evidence of all required permits from applicable agencies, in particular, the Charter Party Certificate for operation as a TNC from the California Public Utilities Commission; and
5. Evidence of insurance as required in the Airport Rules and Regulations, Appendix E.

Incomplete applications will not be processed and will be returned. Once the Port has received a complete application and the application review process is complete, you will be contacted 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.**

Insurance Requirements:

TNC insurance requirements are specified in Appendix E of the Airport Rules and Regulations and must be submitted with the application. Please also send a duplicate copy of the insurance documents 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 TNC permits will not be issued if the insurance 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,



Stephen Gordon
Airport Business Manager

¹ Please contact the Landside Ground Transportation Staff at (510) 563-2897 prior to filing the application to determine the applicable Security Deposit for your TNC based on three months of estimated per trip fees.

**OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION PERMIT APPLICATION**

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. 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: _____

Company Address: _____

(Physical Address – No PO Boxes accepted)

City: _____ State: _____ Zip: _____

Mailing Address _____

(If different from above)

City: _____ State: _____ Zip: _____

Email Address: _____

(Email Address Required)

Phone Number: _____ Ext: _____ Fax Number: _____

**OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION PERMIT APPLICATION**

CONTACT INFORMATION

Contact Name: _____

Contact Title: _____

Contact Phone # _____ Contact Cell Phone # _____

Contact Email Address: _____

(Email Address Required)

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

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.

Signature of Applicant: _____

Print Name of Applicant: _____

Print Title of Applicant: _____

Date Signed: _____

Telephone Number: _____

Email Address: _____



OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION PERMIT APPLICATION

TRANSPORTATION NETWORK COMPANY DRIVER AND VEHICLE CERTIFICATION

Company Name: _____ Tenant # _____
DBA: _____

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.

Signature of Applicant

Date

Print Name of Applicant

Signature of Owner, Officer, Director or Partnership

Date

OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION PERMIT APPLICATION

INSURANCE AND FINANCIAL REQUIREMENTS

A. 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.

B. 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)).