



PORT OF OAKLAND

**OAKLAND INTERNATIONAL AIRPORT
2021 GROUND TRANSPORTATION TAXI APPLICATION**

GENERAL REQUIREMENTS

The documents listed below must be included and submitted together in each 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. 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 (City doing business in)			
3	City of Oakland Driver Permit			
4	Driver Roster			
5	Insurance – General/Auto/Workers Comp (if required)			
6	Vehicle Equipment Statement			
7	Vehicle Registration (copy)			
8	Weights and Measures Certificate			
9	Public Works Inspection Sheet			
10	Photo of Vehicle (new taxis only)			
REVIEWER SIGNATURE:				

Company Name: _____



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

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 Dispatch Number

BILLING CONTACT INFORMATION

Contact Name

Contact Title

Contact Phone # Contact Cell Phone #

Contact Email Address

Authorized 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.

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 No.	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: Taxi Vehicle Registration (copy), Vehicle Inspection, Taximeter Inspection Certificate, Vehicle Permit – Issued by Oakland Police Department.

Please complete 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



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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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AIRPORT TAXI APPLICATION FEES AND SECURITY DEPOSIT CALCULATIONS

Company Name: _____

TAXI QUALIFIED OPERATOR

- 2021 Application Fee = \$300.00 (per vehicle) \$ _____

TRANSPONDER FEE

Transponder Fee = \$50 per vehicle, only required if a transponder is issued

- (all vehicles must have a non-damaged OAK transponder) \$ _____

TOTAL APPLICATION FEES \$ _____

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.

Signature

Print Name

Date



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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



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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).

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