

# SOUTH FIELD RAMP PERMIT CHECKLIST

**ALL Applicants MUST complete the following:**

1. Review and complete the APPLICATION AND AGREEMENT for a South Field ramp permit.
2. Mail, email or hand deliver the completed APPLICATION AND AGREEMENT for a South Field ramp permit, along with your Certificate of Insurance to:

Risk Transfer Office  
Attn: Audrey Forte-Green  
Address: 530 Water Street  
Oakland, CA 94607  
Email: AForte@portoakland.com  
Office: (510) 627-1142

For questions regarding status/issuance of South Field Ramp Permits contact:

ID Badging Office  
Email: OAKIDBadging@portoakland.com  
Office: (510) 563-2867

3. You will be contacted by the ID Badging Office when your permit is ready for pickup. (Permits are usually available within 24 hours after submission of application and certificate of insurance)
4. Ramp Permit Fee: \$5.00

ID Badge Fee Payment Method:

- Check
- Credit / Debt Card
- Invoice (If your company has an invoice account with OAK)

**IMPORTANT NOTE:** This checklist is intended to applicants of often overlooked steps in the ramp permit process. In most cases, adherence to these steps will ensure efficient delivery of services provided by the ID Badging Office.

## **SOUTH FIELD RAMP PERMIT APPLICATION AND INSURANCE SUBMISSION INSTRUCTIONS**

The following conditions must be met before AOA Vehicle Ramp Permits can be issued. Please be sure your Certificate of Insurance reflects evidence of including all of the insurance items/coverage listed below:

1. Automobile Liability: \$5,000,000 each accident (or as required by the Public Utilities Commission, whichever limit is higher), owned, non-owned and hired vehicles. If vehicles are covered on a "scheduled" basis, a copy of the schedule from the insurance policy must be attached to the certificate.
2. "The City of Oakland, a municipal corporation, acting by and through its Board of Commissioners, Port of Oakland, its Officers, Agents and Employees" are additional insureds by endorsement. (Be sure to attach a copy of the endorsement to certificate).
3. That the insurance is primary and non-contributory with insurance carried by the Port of Oakland;
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 the Automobile Liability Insurance policies contain cross liability or separation of insureds provisions;
6. That the insurance provides a waiver of subrogation in favor of the City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners, Port of Oakland, its Officers, Agents and Employees.

Important: To avoid any inconvenience to you or delay in the approval of your permit to operate a vehicle on the South Field of the Oakland International Airport, please be sure the **Application/Agreement and your Certificate of Insurance** reflects coverage of all of the above requirements before sending your Certificate of Insurance to the following address:

**Port of Oakland  
Attn: Risk Transfer Office  
530 Water Street  
Oakland, CA. 94607**

7. Should you or your insurance company representative have any questions pertaining to the insurance requirements as listed above, please contact the Risk Transfer Office at the above address at (510) 627-1142.

**Note: Please forward this instruction sheet to your insurance company representative (ACORD Certificate forms will be accepted)**

IMPORTANT NOTE: This checklist is intended to applicants of often overlooked steps in the ramp permit process. In most cases, adherence to these steps will ensure efficient delivery of services provided by the ID Badging Office.



**APPLICATION AND AGREEMENT  
FOR PERMIT TO OPERATE A VEHICLE ON THE SOUTH FIELD  
OF THE OAKLAND INTERNATIONAL AIRPORT (OAK)**

I request permission to operate or sponsor the vehicle(s) described below:

(Please Print)

					Expiration Mo. / Yr.	Office Use Only
Year: _____	Make: _____	Model: _____	License No.: _____	_____	-	
Year: _____	Make: _____	Model: _____	License No.: _____	_____	-	
Year: _____	Make: _____	Model: _____	License No.: _____	_____	-	
Year: _____	Make: _____	Model: _____	License No.: _____	_____	-	
Year: _____	Make: _____	Model: _____	License No.: _____	_____	-	
Year: _____	Make: _____	Model: _____	License No.: _____	_____	-	
Year: _____	Make: _____	Model: _____	License No.: _____	_____	-	
Year: _____	Make: _____	Model: _____	License No.: _____	_____	-	
Year: _____	Make: _____	Model: _____	License No.: _____	_____	-	
Year: _____	Make: _____	Model: _____	License No.: _____	_____	-	

In consideration of the Port of Oakland (Port) granting permission to operate, maintain, and control the above described vehicle(s) on the MOIA, I \_\_\_\_\_ agree to the following:  
Airport Tenant/Lessee/Contractor

- (1) That the City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners, "Port of Oakland" (Port), its commissioners, officers, agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or death or deaths of any person or persons, or damages to property of any kind whatsoever, whether the person or property of the undersigned or third persons, from any cause or causes whatsoever while in or upon the Airport, in any way occasioned by, arising out of or resulting from the operation or maintenance of said vehicle(s) on the Airport, including the going to coming to there from, and the undersigned hereby covenants and agrees to indemnify and save harmless the Port, its officers, agents and employees from all liabilities, charges, expenses (including counsel fees) and costs on account of or by reason of any such injury or injuries, death or deaths, liabilities, claims, suits or losses however occurring, or damages growing out of the same.
- (2) To comply with all applicable Airport rules and regulations now in force or hereafter established including but not limited to the "Exclusive Area Security Agreement" or Airport Security Program
- (3) To display on the vehicle while operation on the Airport, a valid ramp operating permit affixed to the left rear bumper.
- (4) That the vehicle shall be operated only in the designated Airport operational zone(s), on paved surfaces only, over the safest and most direct route between the above described (aircraft) (business) and the airport security gates(s) designated for said zone.
- (5) That the vehicle shall not be operated in excess of the posted speed limits on airport roadways, nor at speeds in excess of 10 miles per hour in any airport parking lot, nor in excess of 25 miles per hour on any other airport area on which this vehicle is authorized.
- (6) That this permit is revocable at any time by the Director of Aviation or designee upon mailing to the undersigned, at the address hereinafter indicated, notice of revocation of such permit.
- (7) No vehicle, except airline service vehicles authorized by the Director of Aviation or designee, shall be driven on the public areas unless said vehicle possesses an effective ramp permit issued by the Director of Aviation or designee, provided that such permit shall be issued only upon appropriate application to the Director of Aviation or designee together with evidence of maintenance of automobile liability insurance upon such vehicle in the sum of five million dollars (\$5,000,000.00) each accident or as required by the Public Utilities Commission, whichever limit is higher, for bodily injury, and property damage. Said permit when issued will specify the area or areas of the Airport in which said permit shall be effective.



(8) A certificate or certificates evidencing such automobile liability insurance coverage shall be filed with the Secretary of the Board of Port Commissioners prior to the issuance of a permit, and in addition to the monetary liability limits described in item (7) above, said certificate shall also provide the evidence of the following:

- a. "The City of Oakland, a municipal corporation, acting by and through its Board of Commissioners, Port of Oakland, its Officers, Agents and Employees" shall be additional insureds by endorsement.
- b. That the Automobile Liability Insurance policies contain cross liability or separation of insureds provisions.
- c. That the insurance is primary and non-contributory with insurance carried by the Port of Oakland.
- d. That the insurance provides a waiver of subrogation in favor of the City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners, Port of Oakland, its Officers, Agents and Employees.
- e. At least thirty (30) days prior to the expiration of any such policy, a certificate showing that such insurance coverage has been renewed or extended shall be filed with the Secretary of said Board. If such coverage is cancelled or reduced, Licensee shall, within fifteen (15) days after receipt of written notice from the Port of such cancellation or reduction in coverage, file with the Secretary of said Board a certificate showing that the required insurance has been reinstated or provided through another insurance company or companies.

(9) In any legal action brought by either party to enforce the terms of this agreement, the prevailing party shall be entitled to all costs incurred in connection with such an action, including reasonable attorneys' fees.

(10) The tenant/contractor is responsible for the actions of their subcontractor(s). Sub-tenants shall name Port tenant as an additional insured by endorsement as described in section (8) above, to their insurance policy, while operating a motor vehicle on the Oakland International Airport.

(11) This agreement may be terminated by either party by giving thirty (30) days written notice to the other party. Further, if applicant defaults in the performance of any of the terms and/or conditions of this agreement, he shall five (5) days after service upon him of written notice of such default within which to cure such default by rendering a satisfactory performance. In the event that applicant fails to cure the default within the period. The Port shall have the right without further notice to terminate this agreement.

(Please Print)

\_\_\_\_\_  
Name of Station Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
City / Zip Code

\_\_\_\_\_  
FAX

\_\_\_\_\_  
Authorized Signature of Tenant / Contractor

ID Badging Office Verification

\_\_\_\_\_  
Signature of Administration Officer

Approved:

This \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
Risk Management