



PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT
AVIATION DEPARTMENT
SECURITY BADGING OFFICE

INSURANCE INFORMATION SHEET

Obtaining access to the Air Operations Area (AOA) of Phoenix Sky Harbor International Airport requires that your company be set up and registered with the Airport Security Badging Office. This will require completion of a Company Application for Air Operations Area Access. Employees will be required to undergo fingerprint-based criminal history records checks, submit a security threat assessment check, and attend necessary training as part of the process when obtaining airport badges.

To obtain vehicle driving privileges in the restricted areas, each company must submit the required proof of insurance to the Badging Office. In addition, each employee designated by the company's Authorized Signer to drive in the restricted areas will be required to view the airport's airfield driver training program and pass an interactive test. An Airfield Driving Permit endorsement will be added to the airport badge when these requirements are met. Additional fees may apply.

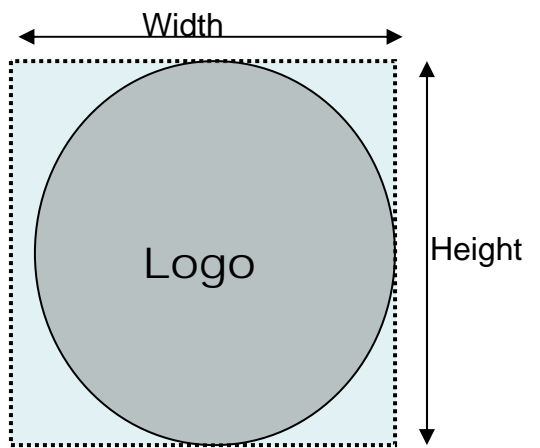
All company vehicles are required to have logos on both sides of the vehicle. Logos must be a minimum of 12 inches in diameter with 4- inch high lettering against a contrasting background for easy identification.

The Certificate of Insurance must include the following:

- The Certificate Holder section must state: City of Phoenix Aviation Department, Attn: Security Badging Office, 3300 East Sky Harbor Blvd, Phoenix, AZ 85034
- The City of Phoenix Aviation Department shall be named as Additional Insured.
- Vehicles covered by the policy shall be identified: i.e., owned, non-owned, hired, etc.
- Appropriate amount of coverage shall be listed. Each company must carry a combined limit of at least \$5,000,000 in Automobile Liability and/or Excess or Umbrella Liability. At least \$1,000,000 of this combined limit must be listed in Automobile Liability.
- Automobile Liability
Bodily injury and property damage for any owned, hired, and non-owned vehicles used in the performance of this Contract. Combined Single Limit (CSL) \$5,000,000
 - a. The policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor".
 - b. Policy shall not contain any restrictions of coverage with regard to operations on or near airport premises.
- Each policy must include a policy number and expiration date. Binders are not accepted.

Questions can be directed to 602-273-2036

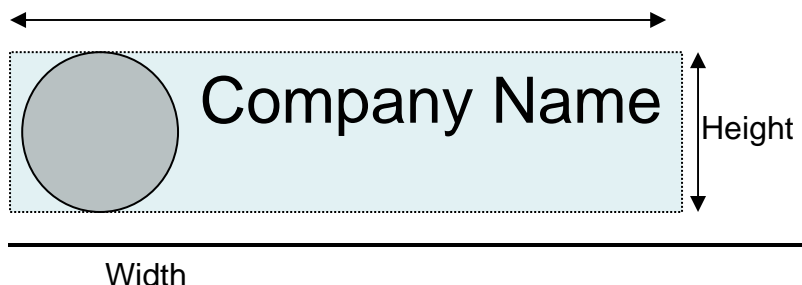
Company Identification for Vehicles in the Restricted Area



Logo Only

If using a logo only on each side of the vehicle it must be greater than 12 inches in diameter or the 'width' multiplied by the 'height' must be greater than 144 square inches.

or



Logo and Letters

The width of the logo plus the letters

(measured from one side of the logo to the opposite end of the letters)

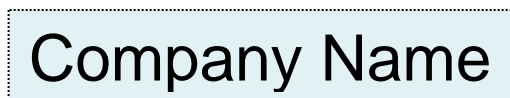
multiplied by

the height of the highest point

(measured from the bottom of the lowest point of the logo plus company name to the highest point of the logo and company name)

must be greater than 144 square inches

or



Lettering Only

The letters must be 4" or greater

Airside Vehicle Permit

Any airport approved company authorized to use vehicles unescorted in the restricted area of the airport MUST have an company identifier on the vehicle in the form of a company logo, letters, or combination of the two permanently affixed to the vehicle.

In the case that temporary company signage/logos are used (e.g., magnetically affixed), then each vehicle having temporary company signage/logo will be required to have an AIRSIDE VEHICLE PERMIT. The Airside Vehicle Permit is specific to the vehicle and cannot be used interchangeably with other vehicles having temporary company signage/logos. This permit will be used to visually identify and verify that a vehicle is approved by the company and properly insured to operate in the restricted area.

*This permit is **NOT** required for vehicles that have **permanent logos** and are owned and operated by companies or government agencies approved for unescorted access.*

The attached permit application signed by the authorized signer of the company stipulates that the vehicle listed is included under the insurance policy filed with the Aviation Department. The Certificate of Insurance must meet the same criteria as mentioned earlier.

One application is required for each vehicle. If you require additional permits, you may copy the application. The vehicle information required on the application includes:

- Make, model, and color of the vehicle.
- License number, State of issue and the vehicle identification number (VIN).
- Insurance company name, policy number and expiration date.
- The Insurance Certificate and the information submitted with the application must match or the application will be denied.

The vehicle can not enter the restricted area of the airport unless the approved permit is available to the security guard at the vehicle gate. Upon entry to the restricted area, airport security will request and verify the driver's valid and current State issued drivers license, SIDA security badge with an airfield drivers permit and vehicle registration. The airside vehicle permit will be checked to verify that the vehicle is properly insured and the permit is specific to the vehicle being driven. Please note that all documents can be inspected at any time when operating within the restricted area.

The permit application along with the current insurance certificate can be submitted via mail, fax, e-mail or in person to the Badging Office. The permit application will then be reviewed against the supporting documents and if approved, can be picked up at the Badging Office. Permits may be renewed up to thirty (30) days prior to expiration. **Please note that there is no grace period for expired permits.**

Completion of the Airside Vehicle Permit Application

These identified areas are completed by the Badging Office at the time the permit is submitted for certification.

The **Vehicle Information** can be taken from the vehicle registration. Make sure it is accurate as a vehicle can be refused entry to the Restricted Area if the permit does not agree with the vehicle.

The image shows a PHX Vehicle Airside Permit form. A box labeled 'Expires: 2359 hrs on' is at the top left. An arrow points from this box to the 'Expires' field in the top right section of the form. Another arrow points from the 'Expires' field to the 'Authorized Signer' section, which includes fields for 'Authorized Signer (print)', 'Company Name', 'Address', 'Phone No.', and 'Aviation Dept Signature'.

The image shows a PHX Vehicle Airside Permit form. The 'Expires: 2359 hrs on' field is at the top left. The 'Insurance Information' section, which includes 'Insurance Company Name', 'Policy Number', and 'Expiry Date', is shaded grey. The 'Authorized Signer' section is also visible.

The **Insurance information** can be found on your insurance certificate or the "Accord" (a certificate of Liability Insurance). Be sure to submit this proof of insurance with your permit applications.

The **Company Information** will show the name of the authorized signer as well as the company name and address. Please complete this in full as this is the address we use to return the permit to you upon certification.

The image shows a PHX Vehicle Airside Permit form. The 'Expires: 2359 hrs on' field is at the top left. The 'Company Information' section, which includes 'Authorized Signer (print)', 'Company Name', 'Address', 'Phone No.', and 'Aviation Dept Signature', is shaded grey.

The image shows a PHX Vehicle Airside Permit form. The 'Expires: 2359 hrs on' field is at the top left. The 'Authorized Signer' section, which includes 'Authorized Signer (print)', 'Company Name', 'Address', 'Phone No.', and 'Aviation Dept Signature', is shaded grey.

The **Authorization** is the signature and phone number of the Authorized Signer for the company. The signer is stipulating that the vehicle listed is covered under the stated insurance policy. Upon signing, please place the date signed in the appropriate box. Verification of the name and signature of the authorized signer will be done prior to certification by the Aviation Department.

The **Expiration Date** shown on the permit is the last day that permit is valid. **There is no grace period.** It is the obligation of the company to re-apply thirty (30) days prior to the expiration of the current permit.

Once completed the permits and proof of insurance can be:

- E- mailed to – security.badging@phoenix.gov
- Faxed to 602-273-2799, or
- Delivered to the Badging Office in the Operations Center next to Terminal 2
- Mailed to: Phoenix Sky Harbor Int'l Airport
Attn: Security Badging Office
3300 Sky Harbor Blvd.
Phoenix, AZ 85034

PHX Vehicle Airside Permit

Permit Must Be In A Visible And Readable Location While In The Restricted Area

Expires: 2359 hrs on	To be completed by Aviation Department / /				
Vehicle Information					
Make/Model	Color	License #	State of Issue	VIN#	
Insurance Information					
Insurance Company Name		Policy Number:		Expiration Date:	
Company information			Authorization		
Authorized Signer (print) Company Name: Address:			Authorized Signer Signature	Date	
			Phone No:		
			Aviation Dept Signature		

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Expires: 2359 hrs on	To be completed by Aviation Department / /				
Vehicle Information					
Make/Model	Color	License #	State of Issue	VIN#	
Insurance Information					
Insurance Company Name		Policy Number:		Expiration Date:	
Company information			Authorization		
Authorized Signer (print) Company Name: Address:			Authorized Signer Signature	Date	
			Phone No:		
			Aviation Dept Signature		