

Ground Transportation Background Check Requirements Option 3

Quick and Easy

- In most cases, you may be eligible to receive your driver's credential within the same day
- No more appointments with the Security & Badging Office (appointments can take 3 – 4 weeks to schedule, and another 2 – 8 weeks for clearance)
- No chance of losing potential candidates due to waiting for background clearances
- No waiting several hours for 'walk-in' appointments or cancellations

What's the Catch?

- Cost to the provider – prices may vary by screening company and volume
- You must provide the Airport's background screening requirements to your chosen screening company (see page 2)
- Monthly Audits – GT will randomly audit 10% of drivers' records each month
 - If you are selected for an audit, you will be required to provide documentation of a successfully completed/cleared background check from a Professional Background Screening Association (PBSA) accredited background screening company
 - Failure to provide the required documentation will result in your airport operating privileges being suspended within 24 hours, and a NOV will be issued

Background Screeners

All Background Screening agencies must be accredited by the PBSA formerly the National Association of Professional Background Screeners (NAPBS) <https://www.thepbsa.org/>

- **Essential Screens** – www.essentialscreens.com 308-381-2664
 - If you choose to utilize Essential Screening, advise the representative you would like to conduct a background screening for "GT Sky Harbor". They will then give you the process to follow to have that background check completed.
- **Infomart** – www.infomart-usa.com 770-984-2727
- **HireRight** – www.hireright.com 866-521-6995
- **First Advantage** - <https://fadv.com/> 800-845-6004

If you choose to utilize a background screening company that is NOT listed above or PBSA accredited, verify with them that all the requirements per the Phoenix City Code (PCC) 4-68 are included in the screening (see page 2), or you may experience further delays.

Ground Transportation Background Check Requirements Cont'd Option 3

After completion of the Background Screening

Return to the Ground Transportation (GT) office with, or to complete, the following documents:

Authorized signer

- Authorized Signer Training Agreement

Driver Documents

- GT Driver Application & valid Arizona Driver License(s)

Vehicle Documents

- **Commercial Insurance Policy**

A permittee that uses the name-based background check (Option 3) for all drivers, Authorized Signers, and Designated Local Points of Contact operating under permittee's permit shall do so as follows:

The background check shall include a local and national criminal background check that includes:

- A search of a multijurisdictional criminal records locator or equivalent
- A validated commercial nationwide database
- A national sex offender registry database
- A motor vehicle record search
- An adjudication process to evaluate all returned records
- Collection and verification of required data point identifiers, including at least:
 - name
 - address
 - age
 - driver's license number

Permittee shall:

- Permit the Aviation Director to conduct a random monthly background check audit, at any time throughout the term of the permit of up to ten percent (10%) of the pool who have made a pick-up on the airport in the month preceding the request.

The audit will be conducted as follows:

The Aviation Director will provide permittee with a list of driver names or unique driver identification numbers. *Any driver declining to consent to a background check will be ineligible to conduct pick-ups or drop-offs at an airport until the consent is granted.*

- Provide identifying information (name, address, age, and driver's license number)
- Permittee shall certify to the Aviation Director, in a manner approved by the Aviation Director, the results of the audit.
- *If a driver fails the background check, or the background check fails to comply with the requirements of this section, permittee shall remove the driver's authority to operate on the airport within 24 hours.*

Permittee shall not allow anyone to operate under its permit who:

- Has more than three moving violations, **or** one major violation, pursuant to Title 28, Arizona Revised Statutes, in the preceding three years (Major violations include attempting to evade the police, reckless driving or driving on a suspended or revoked license)
- Was convicted within the preceding seven years of a criminal violation.
- Is listed in a national sex offender registry database.

