



PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT



America's Friendliest Airport®

GROUND TRANSPORTATION PERMIT APPLICATION CHECKLIST

(Updated 12/1/2020)

Permit Application Requirements

A permit application to operate on the airport can be approved when all these conditions are met. The following required documents must be submitted at the time of application and must include:

- 2-yr. Revocable Commercial Ground Transportation Permit Application
 - Current List of Drivers
 - Current List of Vehicles on fleet
 - Current Vehicle Registration (Commercial registration only required for 8+ seats)
 - * Certificate of Commercial Liability Insurance Acord (Commercial Insurance is required of all vehicles)
 - * Valid 19-point inspection for each vehicle on the account
- *Please have these items submitted before requesting airport vehicular decals*

Insurance Acord

Acord must be on file or brought in at time of vehicle permitting. If there are any questions or you wish to verify if the insurance Acord is already on file at the Airport, please call (602) 273-3383 prior to sending the driver and vehicle to the Airport.

- Insurance company must be licensed in the State of Arizona and meet an A.M. BEST rating of B+ VI or higher
- Must reflect state mandated automobile liability limits
- See SAMPLE INSURANCE ACORD for Liability limits at: https://www.skyharbor.com/docs/default-source/pdfs/for-tenants-contractors/sample-insurance-accord.pdf?sfvrsn=10529a88_6

Acord must indicate the vehicle is covered by the policy through one of the following:

1. **If vehicle is owned by the insured**, the Acord must indicate **“owned”** vehicle, or it must be on the **list of “scheduled”** vehicles provided by the insurance company. *Acceptable proof:*
 - a. Insured must be named on vehicle registration and on Insurance Acord.
 - b. Insured’s name or DBA name must be indicated on the Two-Year Revocable Commercial Ground Transportation Permit Application on file, and must be named on vehicle registration and on the Insurance Acord.
2. **If vehicle is rented or leased**, the Acord must indicate **“non-owned” or “hired”** vehicle, **and** vehicle must be included in **list of “scheduled”** vehicles provided by the insurance company. Copy of rental or lease agreement must be provided.

ADDITIONAL INFORMATION & REQUIREMENTS

19-point Vehicle Inspection by an ASE certified mechanic (Rules & Regs, Section 7)

Prior to operating on the airport, all vehicles must have undergone, and successfully passed, within the previous twelve months, a **19-point inspection by an ASE certified mechanic**. A list of Certified Providers and the Aviation Department's standardized 19-point inspection form can be obtained at the Ground Transportation Office or, found online at:

https://www.skyharbor.com/docs/default-source/pdfs/for-tenants-contractors/19-point-inspection-form.pdf?sfvrsn=74ea9988_6

Vehicle Trip Tracking (Rules & Regs, Section 13)

All vehicles must use **one** of the following vehicle tracking methods:

1. Vehicle Identification (AVI) Tag

AVI Tags are obtained at the Ground Transportation Office and must be replaced each time the vehicle's windshield is replaced, or if it becomes damaged or appears to have been tampered/altered. It is at the discretion of Ground Transportation staff if an AVI tag needs to be replaced. There is no charge for an AVI tag.

2. Global Positioning Satellite (GPS) Technology

Authorized Providers utilizing GPS tracking must provide an electronic data feed using standard web service protocol in a format specified by the Aviation Department.

Self-Reporting of Trip Fees (For approved providers only):

All permitted companies are required to pay trip fees for airport pick-ups only, as shown in the chart below, and self-report those trips monthly. An invoice will be mailed to the authorized provider and payment must be received on or before the 20th day of the month next succeeding the month in which the fee accrues. Reports and payment received after the 20th day will be assessed delinquent fees of 1.5% per month. Providers may use the Aviation Department Standardized Trip Fee Report form, which can be obtained at the Ground Transportation Office or, found online at: https://www.skyharbor.com/docs/default-source/pdfs/for-tenants-contractors/trip-fee-self-report-form.pdf?sfvrsn=f7856889_4

Trip Fees – For all permitted providers (Rules & Regs, Section 14):

| GT Mode | May 1, 2020 (pick-up & drop-off) | Jan. 1, 2021 (pick-up & drop-off) |
|------------|----------------------------------|-----------------------------------|
| 1-8 seats | \$1.75 | \$1.80 ¹ |
| 9-23 seats | \$2.25 | \$2.32 ¹ |
| 24+ seats | \$5.00 | \$5.15 ¹ |
| TNC | \$4.00 | \$4.25 ² |

1 Rates increase at the greater of CPI or 3% annually

2 Rates increase to \$4.25 in 2021, \$4.50 in 2022, \$4.75 in 2023, \$5.00 in 2024, and beginning in 2025 by the greater of CPI or 3% annually

Discount for Alternative Fuels, Zero Emissions, and utilization of Sky Train Stations (Rules & Regs, Section 10):

Upon presentation of satisfactory evidence to the Ground Transportation Office, a permittee will receive a 10% discount on trip fees assessed for all trips conducted by it utilizing the following approved alternative fuel vehicles: **Propane, compressed natural gas (CNG), and liquefied natural gas (LNG), or 40% for each trip by zero-emissions vehicles.**

The Aviation Director will also discount the invoice 30% for each trip that initiates or terminates at the 44th Street or 24th Street PHX Sky Train stations, as those areas are formally identified by the Aviation Director.

For questions, please contact the Ground Transportation Office at: 602-273-3383.