



PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

**SUPERBOWL SPECIAL EVENT
PERMIT APPLICATION 2023**

**PHOENIX SKY HARBOR INTERNATIONAL AIRPORT
APPLICATION FOR REVOCABLE COMMERCIAL GROUND TRANSPORTATION PERMIT**

Commercial ground transportation permits are issued pursuant to Phoenix City Code (PCC), Chapter 4, Article IV. Applicant must complete this application and submit all requested information and documentation prior to review by the Aviation Department. If applicant has any questions about this application or commercial ground transportation at Phoenix Sky Harbor International Airport, please contact the Airport Ground Transportation Office at (602) 273-3383 or via e-mail at groundtransportation@phoenix.gov.

PLEASE PRINT:

APPLICANT NAME (Owner/Officer of Company): _____

APPLICANT LEGAL NAME (Business name):

ACCOUNT NAME - DOING BUSINESS AS (DBA), IF APPLICABLE:

APPLICANT ADDRESS (Physical):

BILLING ADDRESS (IF DIFFERENT FROM APPLICANT ADDRESS):

E-MAIL ADDRESS:

BILLING E-MAIL ADDRESS (IF DIFFERENT FROM E-MAIL ADDRESS):

BUSINESS PHONE: _____

CELL PHONE: _____

TYPE OF BUSINESS ENTITY (Initial):

Corporation. On a separate sheet, list the name, title, and address of each officer, and the names of all shareholders holding more than 20% of any class of shares issued by the corporation or having more than a 20% beneficial interest in the corporation. (AZ Corporate Commission Documents required)

Limited Liability Company. On a separate sheet, list the name and address of each member and manager. (AZ Corporate Commission Documents required)

Partnership. On a separate sheet, list the name and address of each partner.
(Partnership Agreement Required)

Sole Proprietorship

Other (specify): _____

TYPE OF SERVICE (Initial):

Prearranged: A ground transportation motor vehicle used to pick-up or drop-off a passenger at the airport, where the permittee or driver operating under that permittee's permit has scheduled the pick-up prior to entering the airport, or while parked in a designated waiting area.

Prearranged

Charter Bus

Inter-city

SECURITY BACKGROUND CHECKS (Initial):

All drivers operating under a permittee's permit must comply with the requirements of the background check option initialed by applicant.

Option 3: Name-based security background check conducted by a third-party agency, at the sole expense of applicant. PCC Section 4-68(C)(1)(c).

Option 3 applicants are subject to audit by a third-party background screener selected by the Aviation Department. The audit sample may be up to 10% of applicant's driver pool who have conducted airport pick-ups or drop-offs.

DRIVER IDENTIFICATION (Initial):

A driver may not engage in commercial passenger pick-up or drop-off activity on the airport without possessing valid identification media issued pursuant to PCC Section 4-69. Applicant must initial and comply with the following driver identification format:

Airport-Issued Placard - Drivers approved to operate under background check options 3 must, at all times while at the airport, display the driver identification placard vertically on the dashboard in a manner easily readable by passenger(s) and displayed upon request by any airport representative.

VEHICLE IDENTIFICATION (Initial):

A permittee, or driver operating under that permittee’s permit, may not stop, stand, or park a ground transportation motor vehicle on the airport to load a passenger without proper vehicle identification. Applicant must select and comply with the following vehicle identification method:

 Airport Issued Special Event Decal

AUTHORIZED SIGNERS OR DESIGNATED LOCAL POINTS of CONTACT

Applicant must at all times have one representative on file with the Ground Transportation Office identified as applicant’s primary authorized signer. A primary authorized signer may add additional authorized signers or designated local points of contact for all purposes except signing the permit and removing from the permit the primary authorized signer. Applicant must list all authorized signers and designated local points of contact. Authorized signers and designated local points of contact must undergo background checks as prescribed in Airport Rule and Regulation 08-01, attend Authorized Signer Training and, by signing below, certify they will successfully meet these requirements.

Primary Authorized Signer Name	Signature Date	Title
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(Authorized Signers must complete Security & Badging process within 30 days from the date of this application)

Additional Authorized Signers (AS) and Designated Local Points of Contact (DLPC):

AS	DLPC	Printed Name	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>			

Title	Email Address	Phone#

INSURANCE

The City of Phoenix Aviation Department requires minimum vehicle insurance coverage equal to the requirements of the State of Arizona for commercial motor carriers. The City of Phoenix must be named as an additional insured on the liability policy and listed as such on the certificate of insurance. In some cases, the City of Phoenix requires coverage in excess of the State minimum. Contact the Ground Transportation office for clarification. All insurance companies must be licensed in the State of Arizona and maintain an A.M. Best rating of B+ VI or higher.

In all instances where a driver operates under a permittee’s permit, the permittee’s certificate of insurance shall clearly state that coverage is primary and non-contributory when the driver is operating on the airport.

A driver’s personal vehicle insurance coverages will not be considered primary insurance while operating on the airport.

Applicant must submit with this application an acceptable certificate of automobile liability insurance with at least the minimum amounts of coverage required by Arizona law, PCC 4-68, and Airport Rule and Regulation 08-01.

APPLICANT HEREBY AGREES, REPRESENTS, AND CERTIFIES AS FOLLOWS

(you must initial items in left column for letters C, E, H, and I)

- A. That applicant will comply with all applicable federal, state, and local laws.
- B. That applicant has been informed of, and will comply with, all applicable provisions of the Phoenix City Code, including PCC Chapter 4, Article IV. The Phoenix City Code can be found here:

<http://www.codepublishing.com/AZ/Phoenix/>

- C. That applicant has been informed of, and will comply with, all applicable Airport Rules and Regulations, including Airport Rule and Regulation 08-01. Applicant further represents and certifies that all authorized signers, designated local points of contact, and drivers operating under applicant's permit, will be informed of, and comply with, all applicable Airport Rules and Regulations, including Airport Rule and Regulation 08-01. Airport Rules and Regulations can be found here:

<https://skyharbor.com/Business/RulesAndRegulations>

- D. That applicant will comply with all Arizona Department of Transportation requirements as provided under Arizona Revised Statutes, as applicable.
- E. That applicant will comply with the Federal Motor Carriers Safety Regulations as adopted by the State of Arizona per the Arizona Official Compilation of Rules and Regulations.

- F. That applicant will comply with the Americans with Disabilities Act, 42 U.S.C. Secs. 12101 et seq., and Section 504 of the Rehabilitation Act, and that applicant will provide accessible ground transportation to customers protected by these laws, or, if unable to do so, make alternative arrangement for accessible transportation *within thirty minutes* after learning of the customer's needs.

Applicant may seek assistance from authorized providers that have wheelchair accessible vehicles. A list of authorized providers may be found at:

<https://skyharbor.com/ParkingTransportation/TaxisAndShuttles>

- G. That applicant warrants that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap, be excluded from participating in any service provided by applicant or otherwise be excluded from the benefits offered by applicant to the general public. Applicant warrants that it will comply with all pertinent statutes, Executive Orders, and rules promulgated thereunder, to assure that no person is excluded on the grounds of race, creed, color, national origin, sex, age, or handicap. Applicant warrants that it shall operate in compliance with all requirements imposed pursuant to Title VI of the Civil Rights Act of 1964, 49 U.S.C. 47123, and Code of Federal Regulations, Title 49, DOT, Subtitle A, Office of the Secretary of Transportation, Part 21-Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, as said regulations exist and may be amended from time to time.

- H. That each vehicle operating on the airport on applicant's behalf has a valid inspection performed

by a GT staff member pitot to commencing operations on the airport.

- I. That applicant will maintain and make available to the Aviation Department during regular business hours accurate books and accounting records relating to its operations under PCC Chapter 4, Article IV. The Aviation Director reserves the right to request any, and all reports deemed necessary from the permittee in its performance under PCC Chapter 4, Article IV, or for auditing purposes, and shall be provided at no cost to the Aviation Department.

Article IV, Section 4-68 (E) of the Phoenix City Code states, "The Aviation Director will not issue a permit to, or renew a permit for, an applicant that is not in good financial standing with the City". If provider fails to comply, company operating permit will be suspended immediately until account is paid in full".

- J. That applicant acknowledges that applicant is responsible, and liable, for violations of federal, state, and local law, rules and regulations by any person, including drivers, operating under a permittee's permit. That any ground transportation motor vehicle operated on the airport by applicant, or a driver operating under applicant's permit, shall be at all times in compliance with all federal, state and local laws, rules and regulations pertaining to its operation as a commercial motor vehicle, including the safety regulations as they apply to a vehicle type.
- K. That any notice that may otherwise be required to be served on applicant shall be deemed complete and effective upon mailing or hand delivery thereof in applicant's name and to the address first hereinabove provided, unless the City is otherwise notified by applicant, in writing, of another address.
- L. That the City reserves the right to exercise its authority under Chapter 4, Section 2 (29) of the Phoenix City Charter.
- M. That applicant, and all drivers operating under applicant's permit, shall at all times comply with federal, state, and local laws, rules and regulations applicable to permittee's commercial activities at the airport.
- N. That applicant will require all authorized signers and designated local points of contact to undergo background checks as prescribed in PCC Chapter 4, Article IV, and Rule and Regulation 08-01.
- O. That applicant acknowledges that the City of Phoenix may suspend, revoke or terminate any permit and/or driver identification media in accordance with PCC Chapter 4, Article IV.
- P. That all statements, information, and documentation provided by applicant are true and complete, and that any falsification or material omission will void the permit.
- Q. Applicant (Indemnitor) must indemnify, defend, save and hold harmless the City of Phoenix and its officers, officials, agents, and employees (Indemnitee) from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (Claims) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Indemnitor or any of its owners, officers, directors,

agents, employees, drivers, franchisees, or subcontractors arising out of or related to the permit. This indemnity includes any Claims arising out of or recovered under the Workers' Compensation Law or arising out of the failure of applicant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that Indemnitee will, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of

