



2017 John Glenn Columbus International Airport Ground Transportation Permit(s) Application

Please complete the Ground Transportation permit forms, and/or required certificates associated with the type of permit you are applying for. If you are applying for more than one type of Ground Transportation permit, documents required by multiple permits only need to be provided one time.

APPLICATIONS CAN BE SUBMITTED BEGINNING OCTOBER 1, 2016.

**VENDORS APPROVED IN 2016 MUST SUBMIT THEIR PAPERWORK ON OR BEFORE
NOVEMBER 30, 2016.**

Circle the type of permit(s) you are applying for

Commercial Provider Special Events Charter Ambulette

Applications and permit forms are available in Fillable PDF Format at
<http://columbusairports.com/doing-business/ground-transportation-services/>

**APPLICATIONS CAN BE SUBMITTED TO:
JOHN GLENN COLUMBUS INTERNATIONAL AIRPORT
ATTN: GROUND TRANSPORTATION SPECIALIST
4600 INTERNATIONAL GATEWAY
COLUMBUS, OH 43219**

2017

John Glenn Columbus International Airport
Ground Transportation Permit Checklist

**All permit applications MUST include items A-F. Ambulette or Charter, include G.
***Please check off each required item and submit this checklist with the application.**

- _____A: **Proof of Workers Compensation Insurance**. If you are not required to carry Workers Compensation Insurance, you must attach an explanation on company letterhead that is signed and dated.
- _____B: **Acord Certificate of Insurance** showing **both commercial general liability coverage** in the amount of no less than **\$500,000 and auto liability coverage** in the amount of no less than **\$300,000** (companies whose vehicles are licensed by the state of Ohio) or \$500,000 (all other companies). The Certificate must list the John Glenn Columbus International Airport as additional insured and provide 30-day notice in the event of cancellation or material change. **NOTE: All vehicles must be listed on certificate by Year, Make, Model and VIN#.**
- _____C: **Original notarized Affidavit**. **NOTE:** Signature dates must match the notary's signature date.
- _____D: **Americans with Disabilities (all vendors must submit a policy)**

As part of your ADA Policy, you must provide your policy description by including the following questions with answers on your company letterhead (Please sign and date your ADA Policy):

1. ADA specific training provided to your drivers/representatives;
2. How you meet your obligations to provide services to:
 - a. Persons in wheelchairs and mobility devices who are able to transfer from the wheelchair or mobility device;
 - b. Persons in wheelchairs and mobility devices who are NOT able to transfer from the wheelchair or mobility device;
 - c. Persons with comfort or service animals;
 - d. Persons with visual and/or hearing disabilities
3. Your ADA related complaint process

- _____E: **Commercial Operator Billing Form**. TWO (2) credit cards, with valid expiration dates, are required for this application to be processed.
- _____F: **Title VI**. All vendors must acknowledge policy
- _____G: **Operating Certification or Medical Transportation Board Certificate (Ambulette & Charter)**. Attach copy/copies of Operating Authority (State) Current Certificate/Ohio Medical Transportation Board/Current PUCO Operating Authority.
- _____H: **Vehicle Log Sheet**

2017

JOHN GLENN COLUMBUS INTERNATIONAL AIRPORT
APPLICATION FOR PERMIT TO PROVIDE
GROUND TRANSPORTATION SERVICES

By completing this application, Applicant agrees that if a permit is granted, Applicant will observe and comply with all of the terms and conditions of the John Glenn Columbus International Airport, ("Authority") as published and amended by the Authority.

Each application must be accompanied by true, correct, and current copies of certificates of public convenience or licenses issued by the Interstate Commerce Commission (ICC), the Ohio Public Utilities Commission (PUCO) or the City of Columbus, or any other federal or state government agency having jurisdiction over Applicant's transportation activities, authorizing Applicant to engage in the transportation service which Applicant proposes to provide at or from John Glenn Columbus International Airport facilities.

REMINDER: The issuance of a ground transportation permit is premised on the possession by applicant of a valid underlying permit from the City of Columbus License Section, PUCO, ICC or an explanation why such an underlying permit is not necessary.

Permits may be revoked if an underlying permit is revoked or expires or if subsequent investigation by the Authority finds that inaccurate or false information regarding possession or the reason for non-possession of an underlying permit was furnished at the time of application.

*****The Authority reserves the right to request any additional information deemed necessary to ensure the safety of our customers as it pertains to the commercial provider.**

Original application must be returned by mail or in person. Copies of applicable documents must be legible.

Damaged, Lost or Stolen Decals:

Please provide a notarized statement explaining how the decal was lost or stolen. For damaged decals, mail in or drop off the damaged decal and a new one will be processed. DO NOT remove a decal from one vehicle to add to another. If you sell a vehicle, the decal must be returned to the airport.

GENERAL INFORMATION

Legal Name of Business (include dba name):

Business Name _____ DBA Name _____

Mailing Address _____ City/State/Zip _____

Business Address _____ City/State/Zip _____

Telephone Number _____ Fax Number _____

Main Contact Person _____ Title _____

Email Address (required) _____

Please list all Owners/Managers responsible for transportation services:

Name _____

Title _____ Business Telephone Number _____

Business Garage Address _____ City/State/Zip _____

Email Address (required) _____

FAILURE TO PROVIDE ANY REQUESTED INFORMATION, OR PROVISION OF FALSE OR MISLEADING INFORMATION, MAY BE GROUNDS FOR DENIAL OR REVOCATION OF A GROUND TRANSPORTATION PERMIT.

Contact Name (print) _____

Contact Signature _____

Title _____

Date _____

A **Proof of Workers Compensation Insurance**

All Commercial providers must provide proof of Worker's Compensation Insurance. If you or your company do not carry Workers Compensation Insurance, you must submit a signed and dated explanation statement printed on your company's letterhead explaining why.

B

ACORD Certificate of Insurance

Your Acord Certificate MUST list the John Glenn Columbus International Airport as additional insured without any qualifications, and must have thirty (30) day notice of cancellation or material change listed on the Acord or on a secondary declaration page.

The Certificate must also include a list of insured vehicles by year, make, model, license plate and VIN #. This information can be listed on a secondary sheet or noted in the description of operation box.

C

2016-2017 AFFIDAVIT ONLY ORIGINAL DOCUMENT WILL BE ACCEPTED

STATE OF _____:

SS: _____:

COUNTY OF _____:

I, _____, being duly sworn to law, do hereby certify as follows:

1. I am the _____, of _____ (Legal name of “Permit Holder”) and authorized to make this Affidavit on behalf of said organization; and
2. All vehicles to be utilized in service at John Glenn Columbus International Airport (“Authority”) facilities by the above-named Permit Holder have been inspected pursuant to and are in compliance with, the applicable state motor vehicle code and those regulations promulgated pursuant thereto; and
3. All drivers to be utilized in Ground Transportation service by the above named Permit Holder are currently in possession of a valid Operator’s License for the type of vehicle operated and meet the requirements for operator of motor vehicles in the state in which they reside as established by the vehicle code applicable for the state and those regulations promulgated pursuant thereto; and
4. The above-named organization agrees to comply with the terms and conditions of the Rules of the Authority, as well as any subsequent changes or amendments thereto which are incorporated herein by reference and further agree to operate within the scope of the authority granted by the Public Utility Commission of Ohio, Interstate Commerce Commission, or the City of Columbus, as applicable.
5. To the fullest extent permitted by law, the above named Permit Holder shall indemnify, defend, and hold harmless the Authority, and its directors, officers, employees, agents, contractors, subcontractors, lessees, and sublessees from and against all liabilities, claims, costs, suits, demands, actions, damages, judgments, fines, losses, and expenses including, but not limited to, fees of attorneys or other professional consultants of the Authority’s own choosing, arising out of, caused by, incidental to, or resulting from the use or exercise of the rights authorized by this Ground Transportation Permit, provided that such liabilities, claims, costs, suits, demands, actions, damages, judgments, fines, losses, and expenses are (i) attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, and (ii) is caused in whole or in part by any negligent acts or omissions of the Permit Holder, anyone directly or indirectly employed by it, anyone it allows to act on its behalf including by driving vehicles operating under the name of the Permit Holder, or anyone for whose acts it may be liable, regardless of whether or not such liabilities, claims, costs, suits, demands, actions, damages, judgments, fines, losses, and expenses are caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described herein.

The Permit Holder shall promptly reimburse the Authority, and its successors and assigns, for any cost, expense, or fees of attorneys or other professional consultants of the Authority's own choosing incurred on account of any such liabilities, claims, costs, suits, demands, actions, damages, judgments, fines, losses, and expenses, or incurred in enforcing the terms of the Agreement. The indemnification obligations herein are not limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Permit Holder under workers' compensation acts, disability benefit acts, other employee benefit acts, or under any insurance coverage required or provided in the use or exercise of the rights authorized by this Ground Transportation Permit

6. Vehicle decals must be immediately and permanently attached to the rear window and may not be transferred from the vehicle to which they are assigned. Decals are the sole property of the Authority and cannot be sold or conveyed to another party. Any person who fails to return a decal upon the request of Authority personnel, or upon the sale or transfer of the vehicle and/or Permit Holder, may be charged with petty theft pursuant to Section 2913.02(A) (2), Ohio Revised Code.

7. The above-named Permit Holder agrees to pay within thirty (30) days of the invoice date, any fees assessed by the Authority. The above named Permit Holder also agrees that if at any time the account exceeds thirty (30) days past due, access to the Ground Transportation area will be restricted until the account is paid in full. The Authority may require the above named Permit Holder to pre-pay for future activity at Authority facilities.

8. The above-named individual on behalf of the Permit Holder avers under penalties of perjury that the information attached hereto is correct to the best of his/her knowledge and belief.

9. This permit expires on December 31, of each permit year. The Permit Holder is responsible to renew this permit on an annual basis by no later than December 31, of each permit year.

10. The John Glenn Columbus International Airport reserves the right to request any other information pertaining to a commercial provider by written or electronic notification. Provider will be given seventy-two (72) hours to gather and submit the appropriate documentation.

Signature

Title

Date

Sworn to and subscribed in my presence this _____ day of _____, 20_____

Notary

D

American with Disabilities **(Required for ALL Permits)**

Beginning in 2013, as part of its obligations to provide equal access to the services at John Glenn Columbus International Airport, the Authority began requiring all companies applying for Ground Transportation Permits to provide the following information:

With respect to your vehicles that service the passengers at **John Glenn Columbus International Airport**, please describe in detail how your company meets its obligations to provide full and equal enjoyment of your services as required by Sections 301 or 304 of the Americans with Disabilities Act and 49 C.F.R. Parts 36 or 37.

On Company Letterhead, please list each question below and how your company will address the ADA requirement. Please sign and date your ADA Policy

1. Describe your company's ADA specific training that will be provided to each driver/representatives;
2. Explain how your company will meet its ADA obligations to provide services to:
 - a. Persons in wheelchairs and mobility devices who are able to transfer from the wheelchair or mobility device;
 - b. Persons in wheelchairs and mobility devices who are NOT able to transfer from the wheelchair or mobility device;
 - c. Persons with comfort or service animals;
 - d. Persons with visual and/or hearing disabilities;
3. Explain how your company's process for addressing ADA related complaints. **Please notify us within seventy- two (72) hours of internal changes to those managing your airport permit. Include updated contact's name, title, email address, phone numbers and fax numbers.**

E

John Glenn Columbus International Airport 2016-2017 COMMERCIAL OPERATOR BILLING AUTHORIZATION:

Dear Ground Transportation Company,

To ensure prompt billing and accurate access charges, the above form will authorize the John Glenn Columbus International Airport Parking and Ground Transportation Division to charge the Primary Credit Card nightly, all access charges to the Ground Transportation area for the previous day. **Please be advised, the number of trips will correspond to the number of charges (4 trips = 4 charges). Two (2) Credit Cards are required;** however, the secondary credit card will only be used if the primary card is unable to accept the charges for any reason. In the event that both credit cards are unable to be charged, the commercial operator may be subject to deactivation of all AVI cards until payment is received. All AVI cards issued to the commercial operator will be included in this system regardless of the access fee associated with the card or the frequency of use. Your activity for the previous month will be emailed. Please contact the Parking and Ground Transportation Division office with any Credit Card changes as soon as possible. Be advised that your primary and secondary credit cards must be able to accept your daily charges, please ensure that both cards have enough credit availability each day. Frequent denied transactions will prohibit your access to the Parking and Ground Transportation Division Area.

Ground Transportation Company _____

Address _____ City/State/Zip _____

Telephone # (____) _____ Fax # (____) _____

Contact Name: _____ Title: _____

E-mail Address _____

Check Permit Type: Charter Special Events Commercial Provider Ambulette

Primary Credit Card Issued to: _____ # _____ - _____ - _____ - _____

Expiration Date ____/____

Circle One: Corporate Account or Personal Account

Circle type of Credit Card: MC, VS, AMX, DIS, DIN

2nd Credit Card (required) Issued to: _____ # _____ - _____ - _____ - _____

Expiration Date ____/____

Circle One: Corporate Account or Personal Account

Circle type of Credit Card: MC, VS, AMX, DIS, DIN

F

FEDERAL NONDISCRIMINATION (Required For All Permits)

Vendors understand and acknowledges that Airport Authority has given to the United States of America, action by and through the Federal Aviation Administration, certain assurances with respect to nondiscrimination, which have been required by the Title VI of the Civil Rights Act of 1964, as effectuated by Title 49 of the Code of Federal Regulations, Subtitle A-Office of the Secretary of Transportation, Part 21, as amended, as a condition precedent to the government making grants to Airport Authority for certain Airport programs and activities, and that Airport Authority is required under said Regulations to include in every agreement or concession pursuant to which any person or persons other than Airport Authority, operates or has the right to operate any facility on the Airport providing services to the public, the following covenant, to which Vendor agrees for itself, permittees, grantees, successors in interest, and as follows: "Vendor in its operation at and use of Airport Authority Airports, covenants that (1) no person on the grounds of race, color, national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities; (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, and (3) that the grantee, licensee, Vendor, etc., shall comply with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Subtitle A, Office of the Secretary of Transportation, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation Effectuations of Title VI of the Civil Rights Act of 1964, and as said regulations may be amended."

B. With respect to any license, permits or other authority granted to Vendor hereunder, in the event of breach of any of the above nondiscrimination covenants, then Airport Authority shall have the right to terminate said licenses, permits or other authority.

Vendor Name (Print): _____

Name Print: _____

Name (Signature): _____

Date: _____

G

Certification/Licensing

Vendor Company Name _____

A. Federal, State, City or Medical Board agency issuing operating Certificate/license

B. Date operating Certificate/license granted _____

C. Certificate/License number issued _____

D. Effective date of Certificate/License _____

E. Termination date of Certificate/License _____

F. Geographical areas which Certificate/License allows you to service (include specific reference from your Certificate/License in regard to the routes, location of intermediate stopping points and originating/destination points). _____

G. Has any agency (PUCO, ICC, CITY, and MEDICAL BOARD) regulating your business or operation ever revoked or suspended your operation/Permit? _____

H. Is your Certificate/License in good standing? _____

1. If so, for what, by whom, and on what date:

2. Final results of such revocation or suspension:

H Vehicle Log Sheet

**Please use this form to provide information on each vehicle you plan to use at John Glenn Columbus International Airport.
For multiple sheets label total number of pages.**

Page ____ of ____

Vendor Name: _____

Date: _____

Registered Owner or Company Name	Year	Make/Model	License Plate	VIN#	Seating Capacity	Adding New Vehicle Yes or No	Date Added
Ex: ABC Limo	2017	Lincoln/Towncar	OHIO111	1111111111111	5	Yes	10/1/16

For airport personnel use only.

Revisions Authorized by _____
Date _____

Permit Reminders & Revision Instructions

Application forms, maps and rules & regulations are available online at <http://columbusairports.com/doing-business/ground-transportation-services/>

Adding/Removing Permanent Vehicles

Vendors wanting to add new vehicles to the permit must provide: Email or fax the request along with an updated copy of their Acord Certificate of Insurance showing the vehicle is listed on the policy. Vehicles must have permanent plates to be approved (or apply for a temp permit until permanent plates are issued). A decal or certificate must be issued prior to sending the vehicle to the commercial lane. Vehicles on the commercial lane without a decal will be issued a Notice of Violation. **Vendors wanting to remove a vehicle** from their permit must: Email, mail or drop off the request and return any decal(s) issued to that vehicle.

Temporary Permit Requests

Vendors may submit a request via email, fax, mail or in person at least 48-hours in advance. If utilizing a rental car/truck/van, you must provide a clear copy of the rental agreement, proof of insurance and the date range for the temporary usage. **Requests exceeding (30) thirty days must be pre-approved by CRAA Ground Transportation Management.**

Updating Workers Compensation Certificate/Acord Certificate of Insurance

All vendors are required to provide updated copies of their Worker's Compensation and/or Acord Certificates of Insurance prior to their expiration date.

Damaged, Lost or Stolen Decals

Please provide a notarized statement explaining how the decal was lost or stolen. For damaged decals, mail in or drop off the damaged decal and a new one will be issued for your vehicle. **CRAA will charge a \$5.00 decal replacement fee. If you sell a vehicle, the decal must be removed and returned to the airport.**

Billing Updates

Please direct all billing related inquiries, charge disputes and credit card updates to the Revenue Management Access Coordinator at 614-239-3126.

Commercial Lane Audits/Notices of Violation

Ground Transportation Coordinators will conduct random commercial lane audits. Please remind your drivers they may be asked to produce a valid driver license for documentation purpose. **Commercial vendors are required to provide their drivers with maps of the commercial lane and departure areas, as well as the Section 8 Rules and Regulations.**

Updating Contact Information

Commercial Vendors are required to provided CRAA written notification of internal changes, new ownership or cancellation of their permit within (72) seventy-two hours of such changes. This includes updating contact persons, email addresses, phone/fax numbers, and changes of ownership. Please contact the Ground Transportation Specialist directly at 614-239-4071 if company ownership changes have occurred.