

**2012**  
**Columbus Regional Airport Authority**  
**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.

**Items A through G are required for every Port Columbus International Airport Ground Transportation permit.** Items H through K are required by specific permits.

Please circle the type of permit(s) you are applying for

Contract: Corporate: Charter: Courtesy: Pre-Arranged: Scheduled Shuttle:

Please refer to the **Additional Documentation section**, to insure required documentation is submitted to support your application.

**2012**  
**Attachments Required for Columbus Regional  
Airport Authority Ground Transportation Permits**  
**All permit applications MUST include items A-G**

- \_\_\_\_A      Proof of Workers Compensation Insurance. If you are not required to carry Workers Compensation Insurance, you must attach an explanation.
- \_\_\_\_B      Certificate of Insurance showing 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 Columbus Regional Airport Authority as additional insured and provide 30 days notice in the event of cancellation or material change. NOTE: All scheduled vehicles MUST be listed on certificate.
- \_\_\_\_C      Original notarized Affidavit (s). **NOTE:** If you are applying for a **Contract** permit a second Affidavit, **SINGLE ROUND TRIP** is also required.
- \_\_\_\_D      State of Ohio “Secretary of State Certificate  
(Showing legal business name)
- \_\_\_\_E      Commercial Operator Billing Form. TWO credit cards are required for this application to be processed.
- \_\_\_\_F      Completed Vehicle Information Log.  
**Contract, Pre-Arranged, Charter and Scheduled Shuttle** permit applicants MUST provide a copy of each vehicle registration listed. Correct license plate and VIN numbers MUST be listed.
- \_\_\_\_G      Completed Driver Information Log.  
Clear & legible copy of each driver license MUST accompany the driver log.
- \_\_\_\_H      **Pre-Arranged, Scheduled Shuttle only.** Copy of the City of Columbus Livery Chauffeur’s License and valid driver’s license for each driver listed.

- \_\_\_\_\_I      **Charter, Pre-Arranged, Scheduled Shuttle**  
Copy/copies of current Operating Authority (City Livery Owners License, PUCO, MC Certificate)
- \_\_\_\_\_ J      **Contract, Pre-Arranged, Scheduled Shuttle**  
Vehicle Mechanical Inspection forms **MUST** be submitted if you have not obtained mandatory City/PUCO inspections. Airport Ground Transportation Permit is required regardless of Columbus Licensing requirements. **NOTE:** State Highway Patrol vehicle inspections are not acceptable unless they have accompanying documentation.
- \_\_\_\_\_K      **Courtesy, Scheduled Shuttle**  
Complete route sheet, including days and hours of service. The Columbus Regional Airport Authority Ground Transportation office **MUST** approve any route- change.  
**(Scheduled Shuttle)** Required to submit passenger rates, daily operating schedule including start & end times for walk-up service. All **scheduled shuttle** schedules must be approved by The Columbus Regional Airport Authority.  
Note: City of Columbus Schedule Shuttle approval does not guarantee CRAA approval.

# 2012

## COLUMBUS REGIONAL AIRPORT AUTHORITY

### 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 Columbus Regional Airport Authority, (“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 Columbus Regional Airport Authority 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.

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

### GENERAL INFORMATION

Legal name of Applicant

\_\_\_\_\_

Mailing Address \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Email Address (required) \_\_\_\_\_

Please list all Owners/Managers responsible for transportation services:

Name \_\_\_\_\_

Title \_\_\_\_\_ Business Telephone Number \_\_\_\_\_

Business Garage Address \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_ Business Telephone Number \_\_\_\_\_

Business Address \_\_\_\_\_

**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.**

Name (print) \_\_\_\_\_

Name (signature) \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Application and any correspondence should be forwarded to the address listed below.

Columbus Regional Airport Authority  
Parking & Ground Transportation  
Charlie Evranian, Ground Transportation Supervisor  
4600 International Gateway  
Columbus, Ohio 43219  
Phone: (614) 239-4071  
Or (614) 239-3024  
Fax: (614) 239-2214  
[cevrastian@columbusairports.com](mailto:cevrastian@columbusairports.com)

# **A**

## **Proof of Workers Compensation Insurance**

**If you are not required to carry Workers Compensation Insurance, you must attach an explanation.**

# **B**

## **ACORD Certificate of Insurance**

**MUST name the Columbus Regional Airport Authority as additional insured, without any qualifications.**

**If ACORD Certificate is marked scheduled, a list of insured vehicles including VIN numbers, must be attached, or noted in the description of operation box.**



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 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 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.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Notary

ORD. No 1631-9731 to amend Chapter 593 of Columbus City Codes, 1959, to exempt from licensing livery operators from other cities who return to the corporate limits of Columbus to pick up same passengers they brought to the City.  
(Condensed)

Section 593.01 (e)

The owner of a livery vehicle for hire may pick up passengers within the City of Columbus without obtaining a Columbus vehicle for hire owner license provided the following requirements are met:

1. The business address of the livery owner is located outside the corporate limits of the City of Columbus; and
2. The origination of the passenger's trip occurred outside the corporate limits of the City of Columbus; and
3. The operator picks up only the same passengers who was brought into the corporate limits of the City of Columbus; and
4. The livery driver possesses within the livery vehicle a written agreement signed by the passenger indicating the livery is engaged in a single round-trip.

**SINGLE, ROUND TRIP  
AFFIDAVIT**

STATE OF \_\_\_\_\_ }

COUNTY OF \_\_\_\_\_ }

I, \_\_\_\_\_, being duly sworn according 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. I am in compliance with the Rules of the Columbus Regional Airport Authority
3. I am applying for exemption from the City of Columbus License Requirements due to my compliance with Section 593.01 of the City of Columbus Code.
4. I hereby agree that I will comply with Section of 593.01 and state that my trips are in accordance with the following:
  - a. The owner of a livery vehicle for hire may pick up passengers within the city without obtaining a Columbus vehicle for hire owner license provided the following requirements are met:
    - i. The business address\* of the livery owner is located outside the corporate limits of the city (Columbus), and
    - ii. The ORIGINATION of the passenger’s trip occurred outside the corporate limits of the city, and
    - iii. The operator picks up **ONLY THE SAME PASSENGER** who was brought into corporate limits of the city, and
    - iv. The **LIVERY DRIVER** possesses within the livery vehicle a written agreement signed by the passenger indicating the livery is engaged in a **SINGLE, ROUND TRIP**.

5. I understand that I may not conduct any other form of business on Airport grounds without a City of Columbus vehicle for hire owner license.
6. I understand that if my business address is located in the Corporate City limits that I am not eligible for this exemption.
7. I understand that I may not pick up passengers at the Airport who did not originate their trip outside of the corporate limits of the City WITH MY COMPANY. My company must have been their transportation provider to the Airport initially.
8. I understand that I can only pick up the same passenger at the Airport that I originally brought into the corporate limits of the City.
9. I agree that I am responsible to notify my drivers and insure my company's compliance with Section 593.01(e)(4) regarding written contracts. At all times, the livery drivers shall possess within the livery vehicle a written agreement SIGNED BY THE PASSENGER indicating the livery is engaged in a single, round trip.
10. I agree to maintain this contract(s) and will present them immediately when requested by Authority personnel. If the driver fails to present the written agreement, the driver will immediately remove the vehicle from Airport grounds.
11. I agree that if it is determined by the City or the Columbus Regional Airport Authority personnel that I am attempting to or acting outside of the guidelines in Section 593.01 of the City of Columbus Code, that my permit to operate at the Airport will be revoked immediately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Notary

\*the physical or garage location from which the business operates

# **D**

## **State of Ohio “Secretary of State Certificate”**

**(Showing legal business name)**

**2012**  
**E**  
**Columbus Regional Airport Authority**  
**COMMERCIAL OPERATOR BILLING AUTHORIZATION:**

Ground Transportation Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

Primary Credit Card Issued to: \_\_\_\_\_ # \_\_\_\_\_  
Expiration Date \_\_\_\_/\_\_\_\_

*Please Check One:*  Corporate Account  Personal Account  
Circle type of Credit Card: MC, VS, AMX, DIS, DIN

2<sup>nd</sup> Credit Card (required) Issued to: \_\_\_\_\_ # \_\_\_\_\_  
Expiration Date \_\_\_\_/\_\_\_\_

*Please Check One:*  Corporate Account  Personal Account  
Circle type of Credit Card: MC, VS, AMX, DIS, DIN

E-mail Address \_\_\_\_\_

Dear Ground Transportation Company,

To ensure prompt billing and accurate access charges, the above form will authorize the Columbus Regional Airport Authority Ground Transportation & Parking Services 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 & Ground Transportation 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 Ground Transportation Area.



# G

Columbus Regional Airport Authority  
Driver Information  
**(Copy of each Drivers license required)**  
**Charter Bus Companies are exempt**

Applicant: \_\_\_\_\_

Driver's Name (as it appears on driver's license)	Driver's License Number & Class	State of Issue	Expiration Date

# H

## City of Columbus Livery Chauffeur's License

(Clear legible copy required for each driver listed for a Pre-Arranged & Scheduled Shuttle permit application)

# I

## CERTIFICATION/LICENSING

- A. Federal, State or City 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) 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\_\_\_\_\_
- \_\_\_\_\_

# **J**

## **Mechanical Inspection**

**Must have occurred and signed after September 1, 2011, by a certified mechanic.**

# K

## Route Sheet

Please list hours of service for each day. If schedule is “as needed” please indicate.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Please list your route schedule for each day.

Sunday	From:  To:
Monday	From:  To:
Tuesday	From:  To:
Wednesday	From:  To:
Thursday	From:  To:
Friday	From:  To:
Saturday	From:  To:

# 2012

## Additional Permit Attachments

### For: Charter, Contract, Courtesy, Pre-Arranged & Scheduled Shuttle

Besides the seven (7) required documents A-G, a number of permits will require additional documentation before a Columbus Regional Airport Authority Ground Transportation permit is approved.

#### Charter

##### Form I

- Applicant MUST attach copy/copies of Operating Authority. (City License, PUCO, ICC, certificate).

#### Contract

##### Form J

- Vehicle Mechanical Inspection forms MUST be submitted if you have not obtained mandatory City/PUCO inspections. Airport Ground Transportation Permit is required regardless of City of Columbus Licensing requirements.  
\*\*Note: Ohio State Highway Patrol motor vehicle inspections are not acceptable unless they have accompanying documentation. NO Highway Patrol decal required.

#### Courtesy

##### Form K

- Complete route sheet, including days and hours of service. Ground Transportation must be notified if route is changed.

#### Pre-Arranged

##### Forms I & J

- Applicant MUST attach copy/copies of Operating Authority. (City License, PUCO, ICC, certificate).
- Vehicle Mechanical Inspection forms MUST be submitted if you have not obtained mandatory City/PUCO inspections. Airport Ground Transportation Permit is required regardless of City of Columbus Licensing requirements.  
\*\*Note: Ohio State Highway Patrol motor vehicle inspections are not acceptable unless they have accompanying documentation. NO Highway Patrol decal required.

#### Scheduled Shuttle

##### Forms I, J & K

- Applicant MUST attach copy/copies of Operating Authority. (City Livery Owners License, PUCO, ICC, certificate).
- Vehicle Mechanical Inspection forms MUST be submitted if you have not obtained mandatory City/PUCO inspections. Airport Ground Transportation Permit is required regardless of City of Columbus Licensing requirements.  
\*\*Note: Ohio State Highway Patrol motor vehicle inspections are not acceptable unless they have accompanying documentation. NO Highway Patrol decal required.

**Scheduled Shuttle applicants MUST submit daily operating schedule including start/end times for walk-up service and passenger rates. All schedules must be approved by the Columbus Regional Airport Authority. Note: City of Columbus Schedule approval does not guarantee CRAA approval**

This document is only used during the course of the year when adding or deleting a vehicle

REQUEST FOR CHANGE OF VEHICLE(S)

**ANY CHANGE OF VEHICLE INFORMATION MUST BE SUBMITTED ON THIS FORM.**

Company: \_\_\_\_\_ Date: \_\_\_\_\_

VEHICLE #1  
circle one: **ADD** **DELETE** **LOST\***

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Plate No: \_\_\_\_\_

Airport G.T. Decal No.: \_\_\_\_\_

VEHICLE #2  
circle one: **ADD** **DELETE** **LOST\***

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Plate No: \_\_\_\_\_

Airport G.T. Decal No.: \_\_\_\_\_

VEHICLE #3  
circle one: **ADD** **DELETE** **LOST\***

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Plate No: \_\_\_\_\_

Airport G.T. Decal No.: \_\_\_\_\_

VEHICLE #4  
circle one: **ADD** **DELETE** **LOST\***

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Plate No: \_\_\_\_\_

Airport G.T. Decal No.: \_\_\_\_\_

I hereby certify that the above referenced information is true and correct and all vehicles meet insurance requirements. Also, I understand decals may not be transferred from the vehicle they are assigned and must be returned if the vehicle is sold or removed from service.

(SIGNATURE MUST APPEAR BELOW.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

\*LOST DECALS MUST HAVE A NOTARIZED LETTER STATING CIRCUMSTANCES