

## PHX GT Authorized Signer Training

Authorized Signer Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

I am aware and agree to comply and inform employees (drivers) of the following:

\_\_\_\_\_ All company drivers and authorized signers requiring a security credential card must complete and pass a Criminal History Record Check (CHRC) and Security Threat Assessment (STA) before the issuance of the security credential.

\_\_\_\_\_ Adding a new Authorized Signers, DLPC's, an application will need to be updated in the GT office. Next you will enter your employees' information into the SAFE portal, then you will need to make an appointment with the Security Office to start the CHRC, STA process.

\_\_\_\_\_ If a driver or vehicle is discontinuing service with your company, the mentioned items listed below, you will need to return the items to the GT office as they are City of Phoenix property. Authorized Signers are responsible for the monitoring and returning of issued credentials, placards, decals, AVI stickers, or bumper tags.

\_\_\_\_\_ All company changes (name, address, phone, email, etc.), must be performed/relayed with the GT office. In addition, you will need to make the same changes with the Security and Badging office.

\_\_\_\_\_ Authorized Signers filling out the GT (placard) application must make sure the form is filled out entirely by the driver and the Signer. If the application is incomplete (or signed over 30 days before submittal), the GT application will be confiscated and shredded. The Authorized Signer will have to reissue the GT application.

\_\_\_\_\_ Authorized Signers must present their Security Credential card, drivers will need to present their drivers placard (ID) when conducting business in the Ground Transportation Office.

\_\_\_\_\_ Authorized Signers and their employees (drivers) are responsible for bringing the vehicle to Ground Transportation immediately when the car has a windshield replacement so that Ground Transportation may replace the AVI transponder and Decal. (The AVI becomes defective upon removal. This is a violation you will be subject to a 50-point Notice of Violation-NOV which can be a 30-day suspension).

\_\_\_\_\_ Authorized Signers and their drivers are responsible for renewing and/or replacing expired or worn decals and AVI transponders (windshield replacement, weather worn, etc.).

\_\_\_\_\_ When a driver loses their placard (ID), Authorized Signers will need to provide a letter indicating the driver has lost their driver's ID, and a new GT driver application is required.

\_\_\_\_\_ Authorized Signers must immediately notify Ground Transportation when a driver, authorized signer/DLPC, no longer works for the company. The Security Portal must also be updated.

\_\_\_\_\_ All company employees understand and will comply with the Americans with Disability Act (ADA) requirements as outlined in the PCC Chapter 4, and Rules & Regulations 08-01.

\_\_\_\_\_ Drivers are not to stage at the curbs; it is a "Load and Go" zone only. Customers should be at the curb ready for pick-up. Hold lots are on East and West end of the airport.

\_\_\_\_\_ Non-TNC operators that have an AVI transponder may not stage in any of the GEO fencing areas such as 44<sup>th</sup> street; if you do, you will accrue a trip fee. Protesting this fee will not be allowed.

\_\_\_\_\_ Accounts with a past due balance will need to bring the account current immediately, or agree to a 90-day payment plan, or GT will not provide the following services, and your company will be suspended:

- ✓ Completing, Renewing a new 2-year Permit Application
- ✓ Transferring a vehicle to/from another company, or adding a new vehicle to the fleet
- ✓ Renewing, or replacing a lost, damaged decal
- ✓ Requesting a temporary permit
- ✓ Other company/vehicle services as determined

\_\_\_\_\_ Valid Commercial Insurance is required. We do not accept rideshare or personal policies; all vehicles must have "Commercial Livery" coverage.

\_\_\_\_\_ Authorized Signers must ensure each vehicle registered with Ground Transportation carries a 19-point inspection performed by an ASE Certified mechanic. Failure to have this inspection sheet can result in suspension of your operation privileges.

\_\_\_\_\_ Authorized Signer understands that failure to abide by the above rules can result in the issuance of a Notice of Violation (NOV), and your company may be subject to suspension/revocation from operating at Sky Harbor Airport.

\_\_\_\_\_ Authorized Signer understands that all statements, information, and documentation provided by applicant are true and complete and that any falsification or material omission will void the permit.

\_\_\_\_\_ Authorized Signer understands that Arizona Revised Statute § 13-2311 makes it a class 5 felony to make or use any false document knowing that the document contains any false or fraudulent statement in any matter related to business conducted by the City of Phoenix Aviation Department.

Please visit our website for further useful Ground Transportation Information such as Rules and Regulations, downloadable forms, maps, annual renewal dates, contact information, hours of operation, etc.

<https://www.skyharbor.com/Business/TenantsAndContractors/GroundTransportation>

Authorized Signer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ground Transportation Trainer: \_\_\_\_\_ Date: \_\_\_\_\_

*This document shows that the Authorized Signer listed above has completed the required training and understands and complies with PCC Chapter 4 Article IV, and Rules & Regulations 08-01. The signature of Ground Transportation serves as certification that the Authorized Signer has completed the course. This training course is valid for two years from the date of the signature.*