



## **INSURANCE INFORMATION SHEET**

Obtaining access to the Air Operations Area (AOA) of Phoenix Sky Harbor International Airport requires that your company be set up and registered with the Airport Security Badging Office. This will require completion of a Company Application for Air Operations Area Access. Employees will be required to undergo fingerprint-based criminal history records checks, submit a security threat assessment check, and attend necessary training as part of the process when obtaining airport badges.

To obtain vehicle driving privileges in the restricted areas, each company must submit the required proof of insurance to the Badging Office. In addition, each employee designated by the company's Authorized Signer to drive in the restricted areas will be required to view the airport's airfield driver training program and pass an interactive test. An Airfield Driving Permit endorsement will be added to the airport badge when these requirements are met. Additional fees may apply.

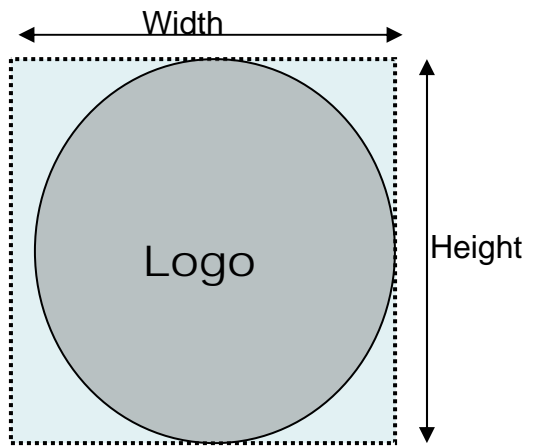
All company vehicles are required to have logos on both sides of the vehicle. Logos must be a minimum of 12 inches in diameter with 4- inch high lettering against a contrasting background for easy identification.

The Certificate of Insurance must include the following:

- The Certificate Holder section must state: City of Phoenix Aviation Department, Attn: Security Badging Office, 3300 East Sky Harbor Blvd, Phoenix, AZ 85034
- The City of Phoenix Aviation Department shall be named as Additional Insured.
- Vehicles covered by the policy shall be identified: i.e., owned, non-owned, hired, etc.
- Appropriate amount of coverage shall be listed. Each company must carry a combined limit of at least \$5,000,000 in Automobile Liability and/or Excess or Umbrella Liability. At least \$1,000,000 of this combined limit must be listed in Automobile Liability.
- Automobile Liability  
Bodily injury and property damage for any owned, hired, and non-owned vehicles used in the performance of this Contract. Combined Single Limit (CSL) \$5,000,000
  - a. The policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor".
  - b. Policy shall not contain any restrictions of coverage with regard to operations on or near airport premises.
- Each policy must include a policy number and expiration date. Binders are not accepted.

Questions can be directed to 602-273-2036

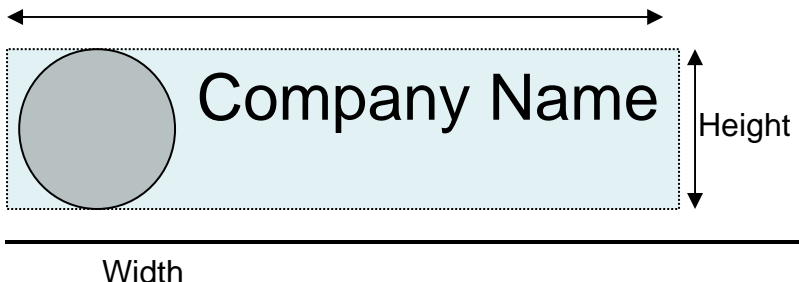
*Company Identification for Vehicles in the Restricted Area*



*Logo Only*

If using a logo only on each side of the vehicle it must be greater than 12 inches in diameter or the 'width' multiplied by the 'height' must be greater than 144 square inches.

**or**



*Logo and Letters*

**The width of the logo plus the letters**

(measured from one side of the logo to the opposite end of the letters)

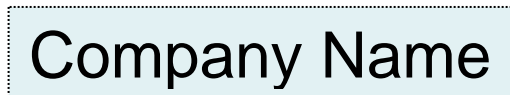
multiplied by

**the height of the highest point**

(measured from the bottom of the lowest point of the logo plus company name to the highest point of the logo and company name)

**must be greater than 144 square inches**

**or**



*Lettering Only*

The letters must be 4" or greater

## **Airside Vehicle Permit**

Any airport approved company authorized to use vehicles unescorted in the restricted area of the airport MUST have an company identifier on the vehicle in the form of a company logo, letters, or combination of the two permanently affixed to the vehicle.

In the case that temporary company signage/logos are used (e.g., magnetically affixed), then each vehicle having temporary company signage/logo will be required to have an AIRSIDE VEHICLE PERMIT. The Airside Vehicle Permit is specific to the vehicle and cannot be used interchangeably with other vehicles having temporary company signage/logos. This permit will be used to visually identify and verify that a vehicle is approved by the company and properly insured to operate in the restricted area.

*This permit is **NOT** required for vehicles that have **permanent logos** and are owned and operated by companies or government agencies approved for unescorted access.*

The attached permit application signed by the authorized signer of the company stipulates that the vehicle listed is included under the insurance policy filed with the Aviation Department. The Certificate of Insurance must meet the same criteria as mentioned earlier.

One application is required for each vehicle. If you require additional permits, you may copy the application. The vehicle information required on the application includes:

- Make, model, and color of the vehicle.
- License number, State of issue and the vehicle identification number (VIN).
- Insurance company name, policy number and expiration date.
- The Insurance Certificate and the information submitted with the application must match or the application will be denied.

The vehicle can not enter the restricted area of the airport unless the approved permit is available to the security guard at the vehicle gate. Upon entry to the restricted area, airport security will request and verify the driver's valid and current State issued drivers license, SIDA security badge with an airfield drivers permit and vehicle registration. The airside vehicle permit will be checked to verify that the vehicle is properly insured and the permit is specific to the vehicle being driven. Please note that all documents can be inspected at any time when operating within the restricted area.

The permit application along with the current insurance certificate can be submitted via mail, fax, e-mail or in person to the Badging Office. The permit application will then be reviewed against the supporting documents and if approved, can be picked up at the Badging Office. Permits may be renewed up to thirty (30) days prior to expiration. **Please note that there is no grace period for expired permits.**

## Completion of the Airside Vehicle Permit Application

These identified areas are completed by the Badging Office at the time the permit is submitted for certification.

The **Vehicle Information** can be taken from the vehicle registration. Make sure it is accurate as a vehicle can be refused entry to the Restricted Area if the permit does not agree with the vehicle.

The image shows a yellow PHX Vehicle Airside Permit form. At the top, it says 'PHX Vehicle Airside Permit to be placed on the Dash of the vehicle while in the Restricted Area To be completed by Aviation Department'. Below this, there is an 'Expires:' field with '2359 hrs on' and two slashes for the date. An arrow points from the text above to this field. Below the expiration date is a large greyed-out redacted area. The form is divided into sections: 'Vehicle Information' (Make, Color, License #, State of Issue, VIN#), 'Insurance Information' (Insurance Company Name, Policy Number, Expiry Date), 'Company Information' (Authorized Signer (print), Company Name, Address), and 'Authorization' (Authorized Signer signature, Phone No., Aviation Dept Signature, Date). Arrows also point from the text above to the 'Authorized Signer' section.

This image shows the same PHX Vehicle Airside Permit form as above, but with the 'Expires:' field and the 'Authorized Signer' section highlighted in a darker yellow to indicate they are the focus of the text.

The **Insurance information** can be found on your insurance certificate or the "Accord" (a certificate of Liability Insurance). Be sure to submit this proof of insurance with your permit applications.

The **Company Information** will show the name of the authorized signer as well as the company name and address. Please complete this in full as this is the address we use to return the permit to you upon certification.

This image shows the PHX Vehicle Airside Permit form with the 'Insurance Information' section highlighted in a darker yellow.

This image shows the PHX Vehicle Airside Permit form with the 'Company Information' section highlighted in a darker yellow.

The **Authorization** is the signature and phone number of the Authorized Signer for the company. The signer is stipulating that the vehicle listed is covered under the stated insurance policy. Upon signing, please place the date signed in the appropriate box. Verification of the name and signature of the authorized signer will be done prior to certification by the Aviation Department.

The **Expiration Date** shown on the permit is the last day that permit is valid. **There is no grace period.** It is the obligation of the company to re-apply thirty (30) days prior to the expiration of the current permit.

Once completed the permits and proof of insurance can be:

- E- mailed to – [security.badging@phoenix.gov](mailto:security.badging@phoenix.gov)
- Faxed to 602-273-2799, or
- Delivered to the Badging Office in the Operations Center next to Terminal 2
- Mailed to: Phoenix Sky Harbor Int'l Airport  
Attn: Security Badging Office  
3300 Sky Harbor Blvd.  
Phoenix, AZ 85034

## PHX Vehicle Airside Permit

Permit Must Be In A Visible And Readable Location While In The Restricted Area

<b>Expires:</b> 2359 hrs on	To be completed by Aviation Department  <b>/ /</b>			
<b>Vehicle Information</b>				
Make/Model	Color	License #	State of Issue	VIN#
<b>Insurance Information</b>				
Insurance Company Name		Policy Number:		Expiration Date:
<b>Company information</b>			<b>Authorization</b>	
Authorized Signer (print)  Company Name: Address:			Authorized Signer Signature	Date
			Phone No:	
			Aviation Dept Signature	Date

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## PHX Vehicle Airside Permit

Permit Must Be In A Visible And Readable Location While In The Restricted Area

<b>Expires:</b> 2359 hrs on	To be completed by Aviation Department  <b>/ /</b>			
<b>Vehicle Information</b>				
Make/Model	Color	License #	State of Issue	VIN#
<b>Insurance Information</b>				
Insurance Company Name		Policy Number:		Expiration Date:
<b>Company information</b>			<b>Authorization</b>	
Authorized Signer (print)  Company Name: Address:			Authorized Signer Signature	Date
			Phone No:	
			Aviation Dept Signature	Date