



PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

America's Friendliest Airport

GROUND TRANSPORTATION PERMIT APPLICATION CHECKLIST

(Updated 11/5/2024)

Permit Application Requirements

A permit application to operate on the airport can be approved when all these conditions are met. The following required documents must be submitted in order to complete the application process and obtain airport credentials:

- 2-yr. Revocable Commercial Ground Transportation Permit Application
- Current List of Drivers
- Current List of Vehicles on fleet
- Current Vehicle Registration (Commercial registration only required for 8+ seats)
- Certificate of Commercial Liability Insurance Acord (Commercial Insurance is required of all vehicles)

Insurance Acord

Acord must be on file or brought in at time of vehicle permitting. If there are any questions or you wish to verify if the insurance Acord is already on file at the Airport, please call (602) 273-3383 prior to sending the driver and vehicle to the Airport.

- Insurance company must be licensed in the State of Arizona and meet an A.M. BEST rating of B+ VI or higher
- Must state that "this coverage is primary and non-contributory"
- Must reflect state mandated automobile liability limits
- See SAMPLE INSURANCE ACORD for Liability limits at: <https://skyharbor.com/Business/TenantsAndContractors/GroundTransportation/downloadable-forms-and-information-for-gt-section>

Acord must indicate the vehicle is covered by the policy through one of the following:

1. **If vehicle is owned by the insured**, the Acord must indicate "**owned**" vehicle, or it must be on the **list of "scheduled"** vehicles provided by the insurance company. *Acceptable proof:*
 - a. Insured must be named on vehicle registration and on Insurance Acord.
 - b. Insured's name or DBA name must be indicated on the Two-Year Revocable Commercial Ground Transportation Permit Application on file, and must be named on vehicle registration and on the Insurance Acord.
2. **If vehicle is rented or leased**, the Acord must indicate "**non-owned**" or "**hired**" vehicle, **and** vehicle must be included in **list of "scheduled"** vehicles provided by the insurance company. Copy of rental or lease agreement must be provided.

ADDITIONAL INFORMATION & REQUIREMENTS

19-point Vehicle Inspection (Rules & Regs, Section 7)

Prior to operating on the airport, all ground transportation motor vehicles used by an authorized provider must meet state vehicle safety and emissions standards for private vehicles and have at a minimum an annual brake and tire inspection that is performed by a qualified third party, **except** that if the vehicle is ten (10) years or less from the year of manufacture, the transportation driver may submit an attestation that the transportation vehicle meets the state vehicle safety and emissions standards for private vehicles instead of having the minimum annual brake and tire inspection.

Vehicles older than ten (10) years must have undergone, and successfully passed, within the previous twelve calendar months, an industry standard inspection. The Aviation Department deems a 19-point inspection by a certified mechanic or dealership as industry standard and best practice. An equivalent vehicle inspection process may be submitted for review and approval by the Aviation Director. An approved inspection for can be found at:

<https://www.skyharbor.com/airport-business/ground-transportation-support/ground-transportation-forms-information>

Vehicle Trip Tracking (Rules & Regs, Section 13)

All vehicles must use **one** of the following vehicle tracking methods:

1. Vehicle Identification (AVI) Tag

AVI Tags are obtained at the Ground Transportation Office and must be replaced each time the vehicle's windshield is replaced, or if it becomes damaged or appears to have been tampered/altered. It is at the discretion of Ground Transportation staff if an AVI tag needs to be replaced. There is no charge for an AVI tag.

2. Global Positioning Satellite (GPS) Technology

Authorized Providers utilizing GPS tracking must provide an electronic data feed using standard web service protocol in a format specified by the Aviation Department.

Self-Reporting of Trip Fees (For approved providers only):

All permitted companies are required to pay trip fees for airport pick-ups and drop-offs, as shown in the chart below, and self-report those trips monthly. An invoice will be mailed to the authorized provider and payment must be received on or before the 20th day of the month next succeeding the month in which the fee accrues. Reports and payment received after the 20th day will be assessed delinquent fees of 1.5% per month. Providers may use the Aviation Department standardized Trip Fee Report form, which can be obtained at the Ground Transportation Office or, found online at:

<https://www.skyharbor.com/airport-business/ground-transportation-support/ground-transportation-forms-information>

Trip Fees – For all permitted providers (Rules & Regs, Section 14):

VEHICLE SIZE	2024 TRIP FEE PER PICK-UP & DROP-OFF
1 – 8 SEATS	\$ 2.09 *
9 – 23 SEATS	\$ 2.69 *
24+ SEATS	\$ 5.99 *
TNC	\$ 5.00

****Alternative Fuel Vehicles*** (Rules & Regs, Section 10):

Upon presentation of satisfactory evidence to the Ground Transportation Office, a permittee will receive a 10% discount on trip fees assessed for all trips conducted by it utilizing the following approved alternative fuel vehicles: **Propane, compressed natural gas (CNG), and liquefied natural gas (LNG), or 40 percent for each trip made by zero-emissions vehicles.**

For questions, please contact the Ground Transportation Office at: 602-273-3383.