

GREATER ORLANDO AVIATION AUTHORITY  
ORLANDO INTERNATIONAL AIRPORT  
OUT OF TOWN SHUTTLE  
PERMIT APPLICATION  
OCTOBER 1, 2011 – SEPTEMBER 30, 2012

**RENEWAL APPLICATION DUE BY: August 1<sup>st</sup>, 2011**

Please read all of the items listed below.  
Follow all instructions and provide all documents or information requested.

New Permit Application       Renewal Permit Application

**1. COMPANY DATA:**

Name of Company: \_\_\_\_\_

d.b.a. Name (If applicable): \_\_\_\_\_

Service Zone: \_\_\_\_\_

Occupational License Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Out of Town Shuttle Service Center Address: \_\_\_\_\_  
(Must be "Physical"  
Business Address,  
NO P.O. BOX) \_\_\_\_\_

Mailing/Billing Address same as above: Yes       No

If No, Please Indicate Mailing/Billing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Owner's/Registered Agent (President/Vice President: \_\_\_\_\_

List Other Owners, Officers, Partners: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Dispatch Service Telephone: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

FAX#: \_\_\_\_\_

Email-Address: \_\_\_\_\_

**Note: The Permit Holder shall be responsible for providing written notice to the Authority for any and all vehicle changes (Section 3 of the GTR&R). The written notice shall be delivered by certified mail or hand delivered to the Ground Transportation Services Office with a receipt tendered.**

2. **APPLICATION FEE:** For a new or renewal Permit, or for any ownership change of an existing Permit, there will be a non-refundable application fee of \$50.00. Make checks payable to the "Greater Orlando Aviation Authority".
3. **SCHEDULE OF SERVICE:** Complete the attached Out of Town Schedule of Service form. Changes to operating schedule must be submitted at least seven days in advance and are subject to approval by the Authority. (Brochures/Printed Schedules are not accepted).
4. **SCHEDULE OF FARES:** Provide a Schedule of Fares. Rates must be consistent with rates on file with the City of Orlando Vehicle for Hire Office. Changes of Schedule of Fares must be provided in writing to the Authority (Section 3 of the GTR&R).
5. **VEHICLE INFORMATION:**
  - A. Provide the information requested on the attached "Vehicle Schedule" form for each vehicle for which you desire a permit and barcode. See the Ground Transportation Rules and Regulations (GTR&R) for definition of "Class 1, 2, 3" (Section 2 of the GTR&R). Complete additional forms, as required. This information must also be provided in writing each time a vehicle is added or deleted from the fleet;
  - B. Provide (deliver, fax or mail) a copy of the current vehicle registration for EACH VEHICLE listed on your attached schedule;
  - C. Vehicle **MUST** be registered under the company name listed above as a commercial vehicle; or
  - D. If vehicle is leased, attach a copy of the notarized leasing agreement for each leased vehicle including the term of the lease;
  - E. The Permit Holder must provide evidence the vehicle is registered with the City of Orlando Vehicle for Hire Office, if applicable.
6. **INSURANCE:** Provide a copy of the Certificate of Insurance covering every vehicle described in your vehicle schedule that meets the following requirements:
  - A. Unless 'Any Auto' is specified, a schedule (year, make, entire VIN) of each vehicle covered by the policy must accompany the certificate of insurance;
  - B. The minimum coverage for each vehicle equipped to carry six (6) or fewer Passengers, including the Driver, shall be \$125,000/\$250,000/\$50,000;
  - C. The minimum coverage for each Commercial Vehicle equipped to carry seven (7) or more Passengers, including the Driver, shall be the sum of One Million Dollars (\$1,000,000.00) combined single limit;

- 6A. INSURANCE (Continue): Provide a copy of the Certificate of Insurance covering every vehicle described in your vehicle schedule that meets the following requirements:**
- D. The Company name, as listed above, must be stated on the certificate of insurance, as well as, the policy number;
  - E. The Greater Orlando Aviation Authority and City of Orlando **MUST** be listed as Additionally Insured on the certificate of insurance.
  - F. Each insurance policy shall provide that it may not be canceled until the expiration of thirty (30) days after notice of its intended cancellation has been given in writing to the Authority by registered mail or personal delivery.
- 7. GOOD STANDING:** If the Permit Holder is a corporation or limited partnership, the Authority will verify a certificate evidencing that the Permit Holder is either a Florida corporation or limited partnership in good standing in the State of Florida or is a foreign corporation or limited partnership authorized to transact business in the State of Florida (Section 3 of the GTR&R). The Authority will also review the Permit Holder's history concerning Notices of Violation issued to determine a status of good standing.
- 8. FICTITIOUS NAME:** If the Permit Holder operates under a fictitious name, the Authority will verify the Operator's fictitious name registration with the State of Florida (Section 3 of the GTR&R).
- 9. SECURITY DEPOSIT:** The Permit Holder must be in full compliance with the security deposit required by the Ground Transportation Rules and Regulations (Section 4 of the GTR&R). The Permit Holder must be in full compliance with the security deposit required by the Ground Transportation Rules and Regulations. In the event of the sale or transfer of a company who is a Permit Holder, the exact security deposit amount on file with the Greater Orlando Aviation Authority must be listed in the contract for such sale or ownership transfer and will include legal verbiage that specifies the person(s) or company that will retain ownership of the security deposit. Further, the new Permit Holder or company owner(s) must provide the security deposit specified in the Authority's Ground Transportation Rules and Regulations to the Greater Orlando Aviation Authority prior to being authorized to operate as a valid Permit Holder.
- 10. Out of Town Shuttle Service Center.** Except as provided for existing Permit Holders pursuant to Section 7.7 of the GTR&R, an Operator requesting to become an Out of Town Shuttle Permit Holder shall be required to provide and maintain an Out of Town Shuttle Service Center located in the authorized Service Zone of the Operator, to be used as a GT Operations service point between the Airport and the Service Zone. The address of the Out of Town Shuttle Service Center listed on the Permit Application must be the same as the occupational license issued by a governmental entity located in the authorized Service Zone of the Operator. The Out of Town Shuttle Service Center must be verifiably registered in the name of the company, or Operator, as listed on the occupational license and county tax records. If the Out of Town Shuttle Service Center is not listed on county tax records, a legal and binding contract that specifies the verifiable address for the company or Operator is required. The Out of Town Shuttle Service Center must be an actual location and address, not a P.O. Box. An Operator requesting to become an Out-of-Town Shuttle Permit Holder shall be required to provide and maintain an Out-of-town Shuttle Dispatch Service with continuous twenty-four hour per day telephone service for Passenger contact.

- 11. ACCESS CONTROL MEDIA:** Any Access Control Media (permit decals, barcodes, etc.) issued by the Authority remains the property of the Authority, and is subject to confiscation in accordance with established procedures. If a Permit Holder reduces a vehicle in its fleet, or forfeits its Permit with the Authority, all Permit Decals and Electronic Control Devices shall be returned to the Authority. There will be a non-refundable administrative fee of \$10.00 for each Barcode issued. **If a Permit Holder loses or fails to return the Permit Decal and Electronic Control Device of a Vehicle as directed by the Authority, the Permit Holder shall pay a non-refundable fine of \$50.00 for each Permit Decal and \$50.00 for each Electronic Control Device which was not returned.**
- 12. AFFIXING PERMIT DECALS:** Permit decals issued pursuant to this application are to be affixed to out of town shuttle vehicles on the inside lower corner of the windshield on the driver's side. Barcodes should be applied on the passenger side front fender of the permitted vehicle. **Permit decals and barcodes are assigned to a specific vehicle and are non-transferable; contact the Permit Office for additional or replacement permit decals or barcodes.**
- 13. IDENTIFICATION OF PERMIT HOLDER ON VEHICLE:** All vehicles must display identification of the name or the fictitious name registered with the State of Florida of the Permit Holder on the exterior side of the vehicle or on the front license plate of the commercial vehicle (Section 6 of the GTR&R).
- 14. PAYMENT OF FEES:** No Permit Holder may operate at the Airport unless the Permit Holder has timely paid all applicable fees. A \$40.00 service fee will be charged for non sufficient fund checks. Failure to fulfill financial obligations will result in the immediate suspension of the Permit Holder's operating privileges, and the Permit Holder will be required to pay a non-refundable reinstatement fee of \$100.00 in addition to any and all other late fees and penalties due by the Permit Holder (Section 8 and 9 of the GTR&R).
- 15. ADDITIONAL REQUIREMENTS FOR OUT OF TOWN SHUTTLE PERMIT HOLDERS (Sections 7 and 3 of the Ground Transportation Rules & Regulations):**
- A. Out of Town Shuttle Permit Holders may only utilize mini-vans, vans, mini-buses or buses to transport passengers between the Airport and points in their service zone area (Section 7 of the GTR&R);
  - B. Out of Town Shuttle Permit Holders are prohibited from servicing any location within the tri-county area of Orange, Seminole and Osceola counties (Section 7 and Exhibit E and F of the GTR&R);
  - C. Out of Town Shuttle Permit Holders may service only one authorized service zone;
  - D. Out of Town Shuttle Permit Operator using a vehicle with an "S" permit decal is required to load passengers in the space on the commercial lane designated for Out of Town Shuttles. Out of Town Shuttle drivers may not leave their vehicle unattended on the Commercial Lane;
  - E. An Out of Town Shuttle may be used only to provide Out of Town Shuttle service; it shall not be used to provide either demand or pre-arranged service to any location within the tri-county area;
  - F. An Out of Town Shuttle Permit Holder may be linked from, or listed on, the Authority's Internet website provided it does not hold permit decals to operate as a Vehicle for Hire (V permit) or as a Non Concessionaire (N permit) (Section 7 of the GTR&R). The Executive Director reserves the right to immediately remove any company from the Authority's web site, with or without cause;

**ADDITIONAL REQUIREMENTS FOR OUT OF TOWN SHUTTLE PERMIT HOLDERS (Sections 7 and 3 of the Ground Transportation Rules & Regulations) Continued:**

- G. A "Schedule on File" that lists daily operations (Section 7 of the GTR&R) shall be submitted to the Director of Airport Operations which meets the following:
- Trip schedule must be completed and submitted on the form provided by the Authority.
  - Must have a minimum of four daily round trips between the Service Area and the Airport; with at least one (1) departure from the Airport prior to 1:00 p.m. and one (1) departure from the Airport after 6:00 p.m. each day.
  - Each vehicle round trip must service both A Commercial Lane and B Commercial Lane.
  - Permit Holder shall be obligated to operate each trip listed on the schedule on file. The Permit Holder shall maintain 80% on-time compliance.
  - Random schedule compliance checks are conducted by the Aviation Authority. Failure to achieve at least 80% compliance shall be cause to issue a Notice of Violation to the Out-of-Town Shuttle Operator. Failure to achieve at least 30% schedule compliance in two consecutive schedule compliance checks will result in the revocation of the Operator's Out-of-Town Shuttle Permit. Operators whose permit is revoked may not reapply for an Out-of-Town Shuttle Permit for a period of one year.
  - Any operating schedule change must be submitted for approval at least seven days in advance and is subject to approval by the Authority. The Permit Holder may change its operating schedule not more than once every three (3) months.
- H. A Vehicle shall be considered on time if it arrives in the Commercial Lane within thirty (30) minutes of its scheduled time on file with the Authority (Section 7 of the GTR&R); an Out of Town Shuttle vehicle shall depart the commercial lane on the departure time listed on the Schedule of File, and failure to depart the Commercial Lane at the time listed on the Schedule on File will constitute a violation of "Unauthorized Parking" and the Out of Town Shuttle Operator will be required to depart the commercial lane as directed by the Ground Transportation Agent.
- I. An Out of Town Shuttle Permit Holder may operate trips in excess of its Schedule on File, but must restrict Passengers to those who have pre-arranged transportation to their service zone prior to the Vehicle's entry onto Airport property (Section 7 of the GTR&R); and the driver must comply with all Meet and Greet requirements (Section 6 of the GTR&R).
- J. An Out-of-Town Permit Holder may elect to voluntarily suspend service at the Airport on a temporary basis no more than three (3) times within any twelve (12) month period, provided such request is submitted in writing to the Director of Airport Operations in accordance with Section 3.4.10 (Section 7 of the GTR&R).
- K. An Out of Town Shuttle Permit Holder shall charge its Passenger(s) only those fares on file with the Authority.
- L. An Out of Town Shuttle Permit Holder shall be required to provide a copy of a current and valid occupational license issued by a governmental entity located in the Service Zone of the Operator. Pursuant to Sections 3 and 7.7 of the GTR&R, the address on the occupational license must be the same as the Out of Town Shuttle Service Center address listed on the Out of Town Shuttle Permit Application on file with the Authority.

**ADDITIONAL REQUIREMENTS FOR OUT OF TOWN SHUTTLE PERMIT HOLDERS (Sections 7 and 3 of the Ground Transportation Rules & Regulations) Continued:**

- M. Out of Town Shuttle Operators must, at a minimum, accept VISA, MasterCard and American Express credit cards from Passengers for payment of fares, at no additional cost to the Passenger. Each Out of Town Shuttle Vehicle must display notice of each credit card accepted for payment in a legal manner on the exterior of the Vehicle, and in the interior of the Vehicle. Failure to comply with this requirement will be deemed a violation of "Misleading Information" as specified in Section 9.
- N. No Out of Town Shuttle Operator may refuse transportation service to a Passenger requesting demand service in accordance with these rules and regulations.
- O. At the request of the Director of Airport Operations, each Out of Town Shuttle Operator shall provide within five (5) business days, any records required to be maintained by such Out of Town Shuttle Operator pursuant to Chapter 55 of the City Code.

**16. The mailing address for the Permit Office is:**

Greater Orlando Aviation Authority  
Ground Transportation Services/Permit Office  
5855 Cargo Road  
Orlando, FL., 32827-4399

**NOTE: Failure to complete the renewal permit process prior to the due date of August 1<sup>st</sup>, 2011 will result in a non-refundable late renewal fee of \$50.00.**



**MUST BE TYPED OR PRINTED**

Attachment – Non-Concessionaire Commercial Vehicle Schedule

\* Please note any wheelchair accessible (ADA) vehicles with an asterisk (\*) adjacent to Vehicle #.

COMPANY CAR#: \_\_\_\_\_

Vehicle Length: \_\_\_\_\_ Height: \_\_\_\_\_ (only for N, V and C permits)

#Seats (include Driver): \_\_\_\_\_ Vehicle Color: \_\_\_\_\_ Year: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type\*\*: \_\_\_\_\_

State & Tag#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Entire VIN#: \_\_\_\_\_

City VFH: # \_\_\_\_\_ Exp. Date \_\_\_\_\_

DOT or ARC#: \_\_\_\_\_ Seller of Travel Registration #: \_\_\_\_\_

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**OFFICE USE ONLY:**

SQL Permit #: \_\_\_\_\_ L/H Class: \_\_\_\_\_ Date Issued/Initials: \_\_\_\_\_  
Input Date: \_\_\_\_\_ Date Cancelled: \_\_\_\_\_

SQL Permit #: \_\_\_\_\_ L/H Class: \_\_\_\_\_ Date Issued/Initials: \_\_\_\_\_  
Input Date: \_\_\_\_\_ Date Cancelled: \_\_\_\_\_

Omega Barcode #: \_\_\_\_\_ Class: \_\_\_\_\_ Date Issued/Initials: \_\_\_\_\_  
Input Date: \_\_\_\_\_ Date Cancelled: \_\_\_\_\_ Last Used: \_\_\_\_\_

Omega Barcode #: \_\_\_\_\_ Class: \_\_\_\_\_ Date Issued/Initials: \_\_\_\_\_  
Input Date: \_\_\_\_\_ Date Cancelled: \_\_\_\_\_ Last Used: \_\_\_\_\_

**COMPANY CAR#:** \_\_\_\_\_

Vehicle Length: \_\_\_\_\_ Height: \_\_\_\_\_ (only for N, V and C permits)

#Seats (include Driver): \_\_\_\_\_ Vehicle Color: \_\_\_\_\_ Year: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type\*\*: \_\_\_\_\_

State & Tag#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Entire VIN#: \_\_\_\_\_

City VFH: # \_\_\_\_\_ Exp. Date \_\_\_\_\_

DOT or ARC#: \_\_\_\_\_ Seller of Travel Registration #: \_\_\_\_\_

-----  
**OFFICE USE ONLY:**

SQL Permit #: \_\_\_\_\_ L/H Class: \_\_\_\_\_ Date Issued/Initials: \_\_\_\_\_  
Input Date: \_\_\_\_\_ Date Cancelled: \_\_\_\_\_

SQL Permit #: \_\_\_\_\_ L/H Class: \_\_\_\_\_ Date Issued/Initials: \_\_\_\_\_  
Input Date: \_\_\_\_\_ Date Cancelled: \_\_\_\_\_

Omega Barcode #: \_\_\_\_\_ Class: \_\_\_\_\_ Date Issued/Initials: \_\_\_\_\_  
Input Date: \_\_\_\_\_ Date Cancelled: \_\_\_\_\_ Last Used: \_\_\_\_\_

Omega Barcode #: \_\_\_\_\_ Class: \_\_\_\_\_ Date Issued/Initials: \_\_\_\_\_  
Input Date: \_\_\_\_\_ Date Cancelled: \_\_\_\_\_ Last Used: \_\_\_\_\_



