

**OKALOOSA COUNTY AIRPORTS**

1701 State Road 85 N

Eglin AFB, FL 32542

(850) 651-7160



Title:

**GROUND TRANSPORTATION**

Functional Category:

**AIRPORT ADMINISTRATION**

Issuing Department:

**AIRPORTS**

Code Number:

**AA.005.01**

Effective Date:

**04/01/2018**

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THE DESTIN – FORT WALTON BEACH AIRPORT GROUND TRANSPORTATION POLICY (“POLICY”) PERTAINS TO AND COVERS INTRASTATE TRAVEL ONLY. DIFFERENT RULES, REGULATIONS, AND INSURANCE REQUIREMENTS APPLY TO INTERSTATE TRAVEL. PLEASE SEE FLORIDA STATUTES FOR MORE INFORMATION ON INTERSTATE TRAVEL.

## **OBJECTIVE**

The objective of this policy is to promote high quality and reasonably priced Ground Transportation Services consistent with public safety and convenience, to ensure the efficient movement of passengers to and from the Airport, to foster respectful competition among providers of Ground Transportation Services, and to develop revenues for support of the Airport.

## **GENERAL**

All commercial vehicles utilized to pick up passengers, pick up or drop off baggage, packages, or any item or object in general, shall be required to comply with this Policy. Commercial Vehicles shall have valid Airport Permits and shall observe all rules and regulations of Destin – Fort Walton Beach Airport (“Airport”) and the laws of the State of Florida. In addition, Transportation Network Company vehicles utilized to pick up passengers, pick up or drop off baggage, packages, or any item or object in general, shall be charged a reasonable pickup fee at the Airport and will be required to adhere to the Airport’s designated locations for staging and pick up.

This Policy is not applicable to the following unless specified herein:

1. Air Cargo transportation vehicles.
2. Government owned/operated vehicles.
3. Operators who discharge passengers and baggage only.
4. Charitable or Non-Profit Organization (per 26 U.S.C. § 501 (c) (3)) vehicles with proper signage and registration.
5. Private passenger vehicles (i.e., non-commercial vehicles).
6. United States Postal Service, UPS, FedEx, or Airborne Express.

## **ARTICLE 1 - DEFINITIONS**

The following words and phrases when used in this Policy have the meaning as set out herein:

**AIRPORT:** All land encompassed by the Destin – Fort Walton Beach Airport, including, but not limited to, streets, parking areas, and approaches.

**AIRPORT PERMIT:** A decal which has been lawfully obtained from the Airports Director or designee and is affixed to the Commercial Vehicle, which allows the Operator to conduct business at the Airport. A recipient of a permit may be referred to as “Permittee.”

**BACKGROUND CHECKS:** The Ground Transportation Company is responsible to provide Airport Administration a background check on all drivers.

**BUS:** A large motor vehicle designed to carry passengers by road, one serving the public for a fare or offered as a courtesy.

**CELL PHONE LOT:** The cell phone lot is for passenger pick up use only. It may be used as a staging area for Transportation Network Companies as approved and designated by the Airports Director.

**COMMERCIAL VEHICLE:** Any vehicle engaged in transporting passengers or baggage for a commercial entity, regardless of whether the charge for such service is paid directly, indirectly, or at all by the passengers/item being transported, excluding those operated by a governmental entity. Commercial vehicles shall include, but are not limited to, taxicabs, vans, shuttles, limousines, buses, courier/delivery vehicles.

**COURIER/DELIVERY SERVICE:** An operator who transports supplies, baggage, small packages, etc. for hire from Destin-Fort Walton Beach Airport to various places.

**COURTESY VEHICLE:** A vehicle which carries persons between the Airport and off Airport businesses (such as valet parking lots, hotels, motels, and attractions) for which the passenger pays no charge. It is not a “for hire” vehicle. The vehicles must be identified with permanent company logos of the off-Airport business. Vehicles shall be owned by the off-Airport business and operated by employees of the off-Airport business.

**CRUISING:** The driving of a Commercial Vehicle at the Airport in search of or soliciting prospective passengers for hire.

**DIGITAL NETWORK:** any online-enabled technology application service, website, or system offered or used by a transportation network company which enables the prearrangement of rides with transportation network company drivers.

**DRIVER:** The person who is in actual control of a motor vehicle.

**FARE:** Monetary compensation received from/for any person, baggage, package, or any item accepted for delivery or to be transported off the Airport Property. This term is also synonymous with the term “passenger.”

**IDENTIFICATION BADGE:** The Airport will issue each driver an identification badge upon receipt of a driver authorization form and successful completion of an operator provided background check and the required motor vehicle history.

**INSPECTION:** Commercial Vehicle inspection at the Airport. The Airports Director or designee may inspect a Commercial Vehicle at any time while it is at the Airport.

**LIMOUSINE:** A specialized vehicle not equipped with a taximeter and for hire only by pre-arrangement at a rate charged per hour, or fixed in advanced, and provided also that each such vehicle for hire is: (1) chauffeured (2) a luxury class passenger vehicle built or modified for the purpose of a limousine as defined and recognized by the limousine industry; and (3) operated on a reserved, hourly basis for a continuous period. A vehicle which is held out to be a limousine or which has an appearance deceptively similar to a limousine is a limousine for the purposes of these operating procedures. Limousines operating to and from the Airport must be in accordance with valid operating authority (permits, licenses, certificates, etc.) from the appropriate governmental agency or agencies.

**OPERATOR:** The owner or other person, firm or corporation operating or controlling the operations of one or more vehicles or any person who has rented such vehicle for the purpose of operations by its own agents.

**PASSENGER:** The individual, customer, client, guest or family member being transported to or from the Airport, or any individual at the Airport that inquires, seeks, or receives transportation at the Airport.

**PICKUP FEE:** A fee charged to the Operator in the amount established by the Airport for each pick up a vehicle makes from the Airport in conjunction with its services as specified in the rate resolution.

**PRE-ARRANGED TRANSPORTATION:** Transportation that has been arranged or prepaid for a passenger prior to the passenger's arrival to the Airport. Pre-arranged pick ups cannot be conducted from the Ready Line. A separate parking and pick up area shall be designated by the Airports Director for Transportation Network Company vehicles and for permitted for-hire vehicles.

**PRE-ARRANGED TRANSPORTATION PARKING:** The area designated by the Airports Director for use by permittees for the purpose of picking up pre-arranged deplaning passengers on the east side of the Terminal Building.

**QUEUE AREA:** A location designated by the Airports Director that is within reasonable proximity to the entrance of the Airport Terminal where authorized Commercial Vehicles may wait for eventual access to the Ready Line. This area is not for passenger pick up. Vehicles may not be on Airport Property while the Airport is closed.

**RATE SHEET:** The rate sheet shall include a complete schedule of all rates and charges for transportation in the Commercial Vehicle of persons, packages, and baggage.

**READY LINE:** The Ready Line is located on the front curb adjacent to the baggage claim exit or a location as determined by the Airports Director.

**REVOCAION:** The discontinuance of an Operator's, firm's, or driver's privilege to operate at the Airport. Reinstatement of operating privileges may be applied for after one year's time. Subsequent revocations or suspensions shall result in permanent loss of privileges to conduct business at the Airport.

**SILENT PAGING:** Holding or displaying a sign, which has been constructed of materials and design that have been approved by the Airports Director and upon which a customer's name is imprinted.

**SOLICITING:** Attempting to or seeking to entice or persuade a passenger(s) to use a particular Commercial Vehicle. Business promotional items such as business cards, pens, key chains, etc. cannot be left or posted in or near the terminal. Company name and telephone number on shirt or hat is not considered soliciting unless the driver is inside or outside the terminal walking around looking for business.

**SUSPENSION:** The temporary discontinuance of an Operator's or driver's right to conduct business at the Airport for a period to be determined by the Airports Director.

**TAXICAB/SHUTTLE:** A public passenger vehicle which carries passengers, baggage and parcels for hire at lawful rates of Fare and is licensed by the proper governmental authority.

**TRANSPORTATION NETWORK COMPANY (TNC):** Transportation Network Company (TNC) shall mean an entity operating in the state of Florida pursuant to Florida Statute Section 627.748, using a digital network to connect a rider to a TNC driver, who provides prearranged rides. A TNC is not deemed to own, control, operate, direct, or manage the TNC vehicles or the TNC drivers that connect to its digital network, except

where agreed to by written contract, and is not a taxicab association or for-hire vehicle owner. An individual, corporation, partnership, sole proprietorship, or other entity that arranges medical transportation for individuals qualifying for Medicaid or Medicare pursuant to a contract with the state or a managed care organization is not a TNC.

TRANSPORTATION NETWORK DRIVER (“TNC Driver”): means an individual who:

1. Receives connections to potential riders and related services from a transportation network company; and
2. In return for compensation, uses a TNC vehicle to offer or provide a prearranged ride to a rider upon connection through a digital network.

TRANSPORTATION NETWORK COMPANY VEHICLE (“TNC vehicle”): A vehicle that is not a taxicab, jitney, limousine, or for-hire vehicle as defined in s. 320.01(15), Florida Statute, and that is:

1. Used by a TNC driver to offer or provide a prearranged ride; and
2. Owned, leased, or otherwise authorized to be used by the TNC driver.

## **ARTICLE 2 - COMMERCIAL VEHICLES: PERMIT REQUIRED**

**2.1 GENERAL:** Commercial Vehicles operating at the Airport shall comply with all applicable local, state and federal law, codes, and regulations. Operators desiring to conduct business at the Airport shall obtain an Airport Permit, which includes a decal, before engaging in picking up passengers, baggage, parcels, or any other person or thing for which the Operator will receive a Fare or any other type of compensation. Permits will not be required to discharge passengers at the Airport. Each vehicle will be required to obtain an annual permit issued by the Airport. There shall be no limit to the number of vehicles permitted by an Operator.

**2.2 TYPES OF PERMITS:** Operators may apply for one or more of the following classes of permits:

**2.2.1 Vehicle-for-Hire Permit:** A permit issued to Vehicles-for-Hire Operators with either metered or unmetered rates that are predetermined on a point-to-point basis.

**2.2.2 Courtesy Vehicle Permit:** A permit issued to Hotel/Motel Operators of courtesy vehicles owned or operated by hotels or motels that transport patrons to or from the Airport.

**2.2.3 Non-Vehicle-for-Hire Permit:** A permit issued to Operators to operate Commercial Vehicles other than Vehicles-for-Hire

**2.3 COMMERCIAL ACTIVITY:** The issuance of a permit to the Operator is not to be construed as permission to perform any other commercial activity at the Airport. Operators are strictly prohibited from entering into contracts with Airport tenants for delivery of baggage and/or passengers without acquiring a permit from the County.

**2.4 TERM OF PERMITS:** The term of the first permit issued to an Operator shall be for the period from the date the Operator becomes a Permit Holder until midnight on September 30th. Each successive permit shall be a period from 12:00 a.m. on the first day of October, until midnight of the 30th day of September. From time to time, the Airport, at its sole option, may extend the term of a permit to facilitate Airport requirements.



**2.5 PERMIT APPLICATION:** Each Operator desiring to obtain a new Airport Permit or renew an existing permit shall submit a permit application to Airport Administration during the hours designated and published by the Airport Director. The permit application in Appendix B may be amended from time to time by the Airport. If an Operator fails to disclose complete and accurate information on the permit application, the Airport may revoke or suspend the permit. Permit applicants must submit executed applications that the Airport determines are complete. Submission of an executed application will serve as Operator acknowledgement and acceptance of the current Ground Transportation policy. In addition to any other requirement established by the Airport on such form, each permit application shall include at a minimum the following requirements:

2.5.1 Fee: Annually, for new or renewal permit, or for any ownership change of an existing permit, a non-refundable per vehicle Permit application fee as established by resolution will be due.

2.5.2 Insurance: One or more current insurance certificates for coverage within the State of Florida that satisfies all requirements as specified on Appendix A.

2.5.3 Good Standing Certificate: If the Operator is a corporation or a limited partnership, the Airport will verify a certificate evidencing that the Operator 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.

2.5.4 Fictitious Name: If the Operator (including a sole proprietorship) operates under a fictitious name, the Airport will verify the Operator's fictitious name registration with the State of Florida.

2.5.5 Registrations: A copy of the State of Florida registration for each vehicle for which a permit is requested. It must have a current registration listed as class code nine (9), a title listed as taxi or equivalent class code.

2.5.5.1. Vehicle Inspection: Upon Airport acceptance of an executed permit application, each vehicle shall be inspected by Okaloosa County Sheriff's Office-Airport Security Unit or a designated representative of the Airports Director. Vehicles shall be inspected for proper equipment as outlined in Article 7 and to ensure compliance with the vehicle inspection checklist in Appendix D. The vehicle inspection checklist may be amended from time to time by the Airport.

2.5.6 Driver Authorization List: A list of authorized drivers for each permit will be provided along with the date of last Airport accepted background check and Driver's License history. Airport Administration will reconcile internally and update the date that the Airport issued identification badge expires. Valid Okaloosa County Tax Collector Business Tax receipts must be supplied for each Driver and they must have a valid Airport issued identification card. New drivers or driver renewals will follow the application requirements as outlined in section 2.14.

2.5.7 Address and Telephone Contact: Each Permit holder is required to have a verifiable physical address for the Permit Holder business address; a P.O. Box will be allowable as a mailing address but not allowable as a business address, and a listed and working telephone number. Any change to the supplied contact information must be provided to the Airport in writing.

2.5.8 Passenger Rate Sheet: The rate sheet shall include a complete schedule of all rates and charges for transportation, additional personnel, and/or baggage. The rate sheet shall include all charges. There shall be no hidden costs. The rate sheets will be kept on file in Airport Administration. If the

vehicle is equipped with a meter, the rates shall be posted inside the vehicle in plain sight and a copy of the rates will be kept on file in Airport Administration. The rates shall not be changed until a copy of the new rates is filed with Airport Administration. Vehicles must display in plain view if the company only accepts cash or checks (i.e., no credit cards, vouchers, etc.) and the company shall also advise Airport Administration of same.

2.5.9 Business Tax Receipt: Must have a current and valid Business Tax Receipt from the Okaloosa County Tax Collector in the Operator name.

2.5.10 Hold Harmless Agreement: Each Operator must sign the Hold Harmless Agreement prior to permitting which shall be kept on file in Airport Administration. The Hold Harmless Agreement states that Permittee shall indemnify and hold harmless OKALOOSA COUNTY, FLORIDA its officers and employees from liabilities, damages, losses, and costs including but not limited to, reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Permittee and other persons employed or utilized by the Permittee in the performance of services in accordance with this Policy on Airport property.

2.6 ISSUANCE OF PERMIT: The Airport shall issue permits only to Operators that submit executed applications that the Airport determines are complete and accurate.

2.7 TIME FOR BECOMING PERMIT HOLDER: Permits shall be issued by Airport Administration upon acceptance of a complete and accurate application with all required supporting documentation. Permitting fees are set by rate resolution and available via the Airport Website or by request.

2.8 REFUSAL TO ISSUE OR RENEW PERMIT: The Airport will neither issue a permit to, nor renew a permit of, any Operator either owing money to the Airport or under a period of suspension until full payment of such money and expiration of all applicable suspension periods. In addition, the Airport will not issue a permit to any owner, officer, director, shareholder, partner or authorized representative for Airport purposes that is (i) A Permit Holder or, (ii) within the three (3) year period immediately prior to the Operator's application for a permit or Permit Holder's application for a renewal permit, was an officer, director, shareholder, partner or authorized representative of a Permit Holder's either owing money to the Airport or under a period of suspension, until full payment of such money and expiration of all applicable suspension periods. The decision to deny a permit or renewal will be made by the Airport Director in writing as a notice of denial. The notice of denial will set forth in detail the reason for the denial. A notice of denial determination may be appealed in writing to the County Administrator or his/her designee within ten (10) days of the written notice being issued. The County Administrator or his/her designee will review the appeal and make a determination in writing within twenty (20) days of receipt of the appeal. Any determination by the County Administrator will be considered final action by the County and may be appealed to a circuit court of competent jurisdiction.

2.9 PERMIT DECALS: Upon full payment of all permit fees and compliance with all permitting requirements, a permit decal shall be issued for each Commercial Vehicle. Only those Commercial Vehicles displaying valid permit decals shall be allowed to pick up passengers, baggage, parcels or conduct business at the Airport. Decals shall be permanently affixed on the left side of the rear bumper or in an upright position to the left side of the rear window and shall be clearly visible at all times. No decal shall be purposely defaced, changed, altered or obstructed. No decal shall be required to enter the Airport to discharge passengers. All letters and numerals on decals must be legible at all times. In the event a decal is lost or damaged beyond recognition, a replacement decal may be obtained upon receipt of a written statement from the Operator

setting forth the circumstances resulting in the loss or damage of the original decal. A replacement decal fee will be established by resolution.

**2.10 ADDITION OR REDUCTION OF VEHICLES:** An operator may add or reduce the number of vehicles in its fleet if it submits to the Airport for each vehicle it is adding or removing, written evidence via an application addendum accompanied by the requirements outlined in section 2.5.1, 2.5.2, and 2.5.5 for additions.

**2.11 RENEWAL OF PERMIT:** If a Permit Holder is not disqualified from renewal by Section 2.8, the Airport shall renew a permit upon receipt and satisfactory review of a new Permit Application completed pursuant to Section 2.5. The Airport will email a renewal notice to each Permit Holder. Each Permit Holder that desires to renew its permit shall obtain a Permit Application from Airport Administration and shall return the completed Permit Application on or before the date specified in the renewal notice which date shall be not less than thirty (30) days after the date of the renewal notice. Any Permit Holder that fails to properly complete and return the renewal Permit Application on or before the date specified shall pay a non-refundable late fee as established in the rate resolution before the Permit Holder is issued a renewal permit.

**2.12 PERMIT NON-TRANSFERABLE:** No Permit or Permit Decal may be transferred, assigned, or loaned, and no Permit or Permit Decal may be used by any person other than the Permit Holder to whom such Permit or Permit Decal was issued.

**2.13 PERMIT DECALS REMAIN PROPERTY OF THE AIRPORT:** All Permit Decals issued by the Airport to a Permit Holder shall at all times remain the property of the Airport. All Permit Decals issued to a Permit Holder shall be returned to the Airport on demand.

**2.14 DRIVER AUTHORIZATION:** The Permit Holder must submit a Driver Authorization Form to Airport Administration for all drivers that will operate on the Airport property. Each authorized driver will be issued an identification badge and it shall be worn by the driver and must be visible at all times while conducting business on Airport property. All Airport issued identification badges will be renewed annually. The driver authorization form (APPENDIX C) must be complete and accurate before an Airport Identification Badge is issued and before the driver operates a vehicle on the property. In addition to the completed form, the following must be submitted:

2.14.1 Driver Authorization Fee: Annually, for a new or renewal authorization form, a non-refundable fee as established by resolution will be due.

2.14.2 Florida Driver's License: Each driver must have a valid and current State of Florida Driver's License unless exempted under Chapter 322, Florida Statute. The license class must correspond with the type of vehicle being operated. The license must be presented before an Airport Identification Badge will be issue.

2.14.3 Insurance Certificate: Current permittee insurance certificate must list the applicant as an authorized driver.

2.14.4 Background Check: The background check shall include a criminal record for all fifty states (Department of Corrections Records, County Records, Court Records, and Sheriff Records) databases, convictions only, which shall include felonies, misdemeanors, parole, supervision and incarceration. The background check shall also include a sexual offender/predator search. Background checks shall be updated every three (3) years or whenever an individual has taken extended time off from driving and turned into Airport Administration. Operators and Drivers are

required to report to Airport Administration any arrests on any driver immediately. The Airports Director or designee reserves the right to request a background check on any driver at any time.

2.14.4.1. Disqualifications: An Airport Identification Badge will not be issued to any driver and the driver will not be permitted to operate on the property with one of the following convictions:

- a. A felony of the third degree in the United States within the preceding three (3) years or released from incarceration for a felony of the third degree in the United States within the preceding three (3) years;
- b. A felony of the second degree, a felony of the first degree, a capital felony, or a life felony;
- c. More than one (1) driving under the influence charge; or
- d. A sex crime or listed on a sexual offender or sexual predator registry;
- e. A misdemeanor three (3) times within a period of three (3) years previous to the date of application.

2.14.5 Driver's License History: A Driver's License history report (driving record) is required initially (a three year report) and annually.

2.14.5.1. Disqualifications: Any revocation of a license anywhere shall disqualify any Driver from operating a Commercial Vehicle at the Airport.

2.14.6 Business Tax Receipt: Each driver must have a current and valid Business Tax Receipt from the Okaloosa County Tax Collector.

**2.15 AIRPORT IDENTIFICATION BADGE REMAINS PROPERTY OF THE AIRPORT:** All identification badges issued by the Airport to a driver shall at all times remain the property of the Airport. If the identification badge is lost or stolen, the driver or operator must immediately notify the Airport. Any reissue request will be subject to a non-refundable fee established by a rate resolution. In the event a driver is no longer employed by the Operator, the ID badge will be turned in to Airport Administration immediately. Failure to turn in a badge will result in a fee as established in the rate resolution.

## **ARTICLE 3 - PER PICKUP FEE**

**3.1 PAYMENT OF FEES:** Each Permit Holder shall pay all applicable Pickup Fees.

3.1.1 Payment of Pickup Fees: All Permit Holders must pay Pickup Fees on a monthly basis based on Ready Line or Pre-Arranged activity monitored and reported by the Airports Operations Center. Pickup Fees will be established by a rate resolution.

**3.2 EVADING FEES:** Drivers are prohibited from committing or attempting to commit any act that causes the Airport Operations Center to fail to detect the presence of such driver's vehicle at the Ready Line, Secondary Curb or in the Pre-Arranged Parking Lot.

**3.3 MONTHLY BILLING AND TIME FOR PAYMENT:** Each Permit Holder must pay assessed Pickup Fees on a monthly basis and as follows:

3.3.1 Billing of Pickup Fees: Each Permit Holder will be billed monthly for fees incurred during the prior month. Payment will be due within 30 days of the invoice date.

3.4 HABITUAL DEFAULT: Notwithstanding the foregoing, in the event that the Permit Holder is defaulted for non-payment of fees, in any amount, more than three times, regardless of whether the Permit Holder has cured each individual condition of default, the Permit Holder may be determined by the Airport to be a "habitual violator". At the time that such determination is made, the Airport shall issue to the Permit Holder a written notice advising of such determination and shall require the Permit Holder to provide a cash deposit up to one (1) years' worth of Pickup Fees. Such notice shall also advise Permit Holder that there shall not be further notice or grace periods to correct any subsequent defaults and that any subsequent defaults, shall be considered cumulative, and collectively shall constitute a condition of noncurable default and grounds for immediate termination of the Permit. In the event of any such subsequent default, the Airport may terminate this Permit upon the giving of written notice of termination to the Permit Holder, such termination to be effective upon delivery of the notice to the Permit Holder.

3.5 PLACE OF PAYMENT: Remittance of any Pickup Fee shall be mailed to: Okaloosa County Airports, 1701 State Road 85 N, Eglin AFB, FL 32542.

3.6 FAILURE TO PAY FEES: No Permit Holder may operate at the Airport unless the Permit Holder has timely paid all applicable Pickup Fees. The Permit Holder shall pay the Airport, in addition to any and all other late fees and penalties, interest on any overdue sum which shall accrue at the rate of the lesser of eighteen percent (18%) per annum or the maximum rate of interest allowed by law from the last day on which the sum should have been paid.

## **ARTICLE 4 - INSURANCE**

4.1 MINIMUM INSURANCE REQUIREMENTS: Permit Holders shall maintain Minimum Insurance Requirements established in APPENDIX A of the Ground Transportation Policy; however, should agencies of the United States Federal Government, the State of Florida or other governmental agencies require or modify insurance requirement to amounts greater than those set by the Airport, it shall be the Permit Holder's responsibility to obtain such coverage as may be required without notification from the Airport.

## **ARTICLE 5 - OPERATIONAL PROCEDURES**

5.1 PASSENGER PICK UP: Passenger pick up shall be on a first-come, first-out basis, however, passengers are permitted to select a Commercial Vehicle of their choice from the call sheet in the lobby and will be picked up in pre-arranged. No Commercial Vehicle shall carry a passenger while in the process of carrying another paying passenger unless mutually agreed upon by both passengers. A scheduled pre-arranged passenger may request another passenger that is not currently pre-arranged to ride with them. No Commercial Vehicle shall take two voucher passengers at the same time, except if the same family has two vouchers. (Example: If the Mother and child have one voucher and the Father is on a separate voucher). A Commercial Vehicle cannot take a voucher if it is for an airline with a contracted Ground Transportation Company. No Operator shall permit more persons to be carried in a vehicle than the rated seating capacity of the vehicle. Children must be positioned in an approved child restraint device/seat. In accepting passengers, Operators shall not discriminate on the ground of race, color, national origin, gender, religion, creed, politics, or affiliation with any group. Operators shall not refuse a passenger desiring service because of short or long haul

destinations, if Operator refuses a Fare, Operator will be sent to the end of the Queue Line. Operators are prohibited from loitering or standing inside the Airport terminal. Operators are not allowed to solicit prospective customers. (Example: If a prospective passenger approaches an Operator while the Operator is in the terminal, the Operator is not allowed to take that passenger. The Operator must refer that passenger to the front curb, first vehicle in the Ready Line.)

5.1.1 Signage: All Commercial Vehicles shall have proper signage. Proper signage shall include the name of the company and be in contrasting colors to allow viewing from the Airport Operations Center. The signs shall be at a minimum of 12 inches by 18 inches or 216 square inches with the name of the company in letters no smaller than 2 inches in height. Any other wording may be in smaller letters. Each vehicle shall have at least two signs, one posted on each side of the vehicle. Signs must be permanent on the vehicle. Magnetic signs can be used on the vehicle for additional information but not in lieu of the required signs. Limousines must have the name of the company on the front license plate.

5.2 PASSENGER DROP OFF: Commercial Vehicles, which are dropping off passengers at the Airport, may proceed directly to the terminal entrance for drop off. If a Commercial Vehicle is dropping off a passenger at the Airport and is requested by the passenger to wait, the same Commercial Vehicle is not required to enter the Queue Area. They may proceed to the pre-arranged parking area. Passengers may be charged for waiting time. Commercial Vehicles waiting for passengers to continue on their original journey may not pick up passengers and shall leave the Airport only with their original passenger.

5.3 READY LINE: A maximum of two (2) Commercial Vehicles at any one time will be allowed in the Commercial Vehicle Ready Line. Operators must stay with their vehicles at all times. When necessary for use of restroom facilities or the terminal's restaurants, Operators may be absent from their taxicab for no longer than five (5) consecutive minutes. Commercial Vehicles are not committed unless they have baggage or an individual in their vehicle. Once the passenger(s) are loaded in the vehicle the Operator shall push the button for the next Commercial Vehicle in the Queuing Line to proceed to the front curb. The Airports Director may change the location of the Ready Line or the number of vehicles allowed to occupy the Ready Line. Notification to companies may be provided verbally or in writing. The Ready Line may be temporarily relocated by enforcing authorities, without written notice, during emergencies or when deemed appropriate. Vehicles that leave the Ready Line with a passenger, and the passenger informs the driver that he/she does not have money for the Fare, while still on Airport property may return to the Ready Line.

5.3.1 Monitoring and Reporting: Pickup Fees will be monitored and reported by the Airport Operations Center for all operations that originate from the Ready line. Pickup Fees will be assessed for each pick up. If an issue arises from the origination point and before the driver exits Airport property that causes the vehicle to return to the curb, the driver must contact the Airport Operations Center to initiate an entry detailing the issue (ex. Forgotten luggage) and to avoid a second fee.

5.4 QUEUE: Commercial Vehicles with valid Airport Permits wishing to pick up passengers must enter the Queue Line then proceed to the Ready Line. Commercial Vehicles may not pick up passengers without first entering the Queue Line unless a pre-arranged pick up is made under section 5.8. All passenger pick ups shall be made at the front curb in the Ready Line. Acceptance of any baggage, package, parcel, or any item for delivery or transport constitutes a Fare and the taxicab will leave immediately. Operators may be absent from their vehicles for not more than five (5) consecutive minutes.

**5.5 REFUSAL OF FARE:** Commercial Vehicles shall not refuse a passenger Fare while at the front curb. Commercial Vehicles refusing a Fare shall immediately leave the curb without picking up any other Fare and either leave the Airport or move to the rear of the Queuing Line (Holding Area). Commercial Vehicles shall not be required to accept a Fare that desires to have the bill placed on a charge basis, whether it is an individual, company, or other charge basis if that company does not accept credit cards and/or vouchers. Companies must notify Airport Administration in writing if they do not accept credit cards or vouchers. If companies accept credit cards, there shall not be a self-imposed limit. In the event the Operator refuses such a Fare, the passenger shall be referred to the next Commercial Vehicle in line. Operators may refuse a Fare (prospective passenger) who is disorderly, belligerent, vulgar, violent or intoxicated or has children that require child restraint devices and their vehicle is not equipped with these devices. In such cases, the Airport Operations Center will be notified immediately. Such refusal will not jeopardize a taxicab's place in the Ready Line.

**5.6 PARKING:** Limousines, buses, or trucks picking up parcels or passengers shall park in designated spaces only.

**5.7 SILENT PAGING:** Operators will be allowed to conduct Silent Paging as long as they are parked in the pre-arranged area outside the terminal baggage claim area. Operators may hold a sign with the pre-arranged customer's name imprinted upon it. The sign can have the Operator's or company's name listed for large parties along with the name of the event. Silent page can only be conducted in the baggage claim area.

**5.8 PRE-ARRANGED PICK UPS:** Commercial Vehicles with a valid permit issued under this Policy shall be allowed to pick up passengers, baggage, or parcels with a pre-arranged agreement and shall be allowed to park at areas designated for pre-arranged pick up parking areas. Pre-arranged, not from Terminal, pick ups must be scheduled prior to arrival at the Airport for the pick up with the name of the passenger(s). Pre-arranged pick ups can come from the Queuing Line.

5.8.1 Notification: All pre-arranged drivers must notify the Airport Operation Center via the Airport Courtesy phone in the baggage claim area or by cellular phone. They should provide operator name, driver name, identification badge number, and the expected time of departure with passengers.

**5.9 AIRPORT HOURS OF OPERATION:** The Airport Terminal opens one (1) hour prior to the first departure. Commercial Vehicles are not allowed on Airport property when the Airport is closed. Commercial Vehicles may enter the Queue Line starting thirty (30) minutes prior to the first flight and shall leave the Airport no later than thirty (30) minutes after the last flight.

**5.10 ENFORCEMENT:** The enforcement of this Policy shall be the duty and responsibility of the Okaloosa County Sheriff's Office-Airport Security Unit, and the County Airports Department, and their respective agents or representatives.

## **ARTICLE 6 - TRANSPORTATION NETWORK COMPANIES**

**6.1 INAPPLICABILITY OF OTHER PROVISIONS OF POLICY:** In accordance with section 627.748, Florida Statutes, Article 6 of this Policy are the only regulations applicable to TNCs operating at the Airports. In accordance with s. 627.748(15)(b), Florida Statutes, the Airport has the authority to charge TNCs a reasonable pickup fee consistent with any pickup fee charged to taxicab companies at the airport and to designate locations for staging, pick up, and other similar operations at the airport.

**6.2 GENERAL:** All TNCs operating at the Airport shall adhere to the designated locations for staging and pick up as designated by the Airports Director. TNC drivers will keep designated location neat, clean and orderly at all times and shall not leave anything on Airport property (trash bags, vehicle parts, tires, etc.). Smoking shall be allowed only in designated areas. Cigarette butts shall be placed in the appropriate containers.

**6.3 GEO-FENCE:** A TNC must have a method for the Airport to track its Vehicles' pickups on the Airport. Prior to engaging in operations at the Airport and at Company's sole Expense, Company shall work with assigned Airport personnel to develop a vehicle tracking protocol based on a Geo-Fence established by the Airport. The TNC will use the Geo-Fence and other tools, as appropriate, to manage its Airport business, to transmit live data regarding its operations at the Airport, to monitor the amount due for pickup fees. The TNC shall notify TNC Drivers about the Geo-Fence and use thereof. The TNC shall be required to submit all TNC Vehicle activities at the Airport and all TNC Vehicles shall be identified electronically for each trip by a unique number and the license plate number. The unique number shall be linked by TNC through its Digital Network to the TNC Driver in a manner that allows the Airport to audit the TNC's compliance with the Ground Transportation Policy. Airport will periodically audit the TNC's records with respect to its pickups at the Airport. TNC Vehicle Pre-arranged rides shall be tracked at various stages based on the transaction type (either pick ups, drop-offs, upon entry and upon exiting). For each transaction type, the TNC shall provide the unique trip number, transaction type, date, time, geographical location, TNC Driver unique identifier, and TNC Vehicle license plate number.

**6.4 DRIVER CONNECTION TO DIGITAL NETWORK:** The TNC Driver must remain connected to the TNC's Digital Network at all times while on Airport property.

**6.5 PER PICKUP FEE MONTHLY REPORTING:** TNCs operating at the Airport may be charged a reasonable pickup fee also charged to the taxicab companies at the Airport which will be set by resolution for the use of the Airport's facilities. To ensure the accuracy of the amount of pick ups that occurred at the Airport, within thirty (30) days after the close of any calendar month, the TNC shall also submit its operations report to the Airport for the previous month and the requirements identified in 6.3. The monthly report shall contain the total number of pick ups for the reporting period. The monthly fee will be due and received by the Airport within thirty (30) days after the close of any calendar month.

**6.6 MONTHLY RECONCILIATION:** Upon review by the Airport of the operations report submitted by a TNC, if an underpayment by the TNC of the Pickup fee is discovered, TNC shall properly pay the amount of such underpayment.

## **ARTICLE 7 - GENERAL RULES**

**7.1 CARE OF PREMISES:** Drivers shall keep the Queuing Area, break areas, restroom facilities and the Ready Line of the Airport neat, clean and orderly at all times. Driver/companies shall not leave anything on Airport property (trash bags, vehicle parts, tires, lawn furniture, electronics, etc.). Smoking shall be allowed only in designated areas. Cigarette butts shall be placed in the appropriate containers. No smoking will be permitted on the Ready Line.

**7.2 DRESS:** While on duty, each Driver shall practice good hygiene. Hair, including facial hair, shall be neat, trimmed and present a groomed appearance. Drivers shall be clean and neatly dressed at all times while conducting business at the Airport. Drivers shall wear business clothing, a button down, polo, or collared shirt with sleeves with the company name and/or logo listed (pin on name tags or embroidery). Slacks or jeans shall be clean and in good condition. Pants cannot have holes in them (knees or pockets). Shorts may



be worn. Shorts, dresses, or skirts must be no more than three (3) inches above the knee. Drivers must wear closed toe shoes. Flip flops (thong type) shoes are not authorized. Any attire which may be deemed offensive or improper by the Airports Director or designee is prohibited. Two (2) violations of this dress code may result in suspension and /or revocation of the Airport Permit(s).

**7.3 AIRPORT IDENTIFICATION BADGE:** Driver must have the Airport issued Identification Badge available and displayed/worn at chest high level and visible at all times while conducting business on the Airport property.

**7.4 VEHICLE EXTERIOR AND INTERIOR APPEARANCE:** Vehicles shall be maintained appropriately. The exterior and interior shall be fully operational, safe, neat, clean and presentable at all times. Windshields shall be free of cracks in excess of one (1) inch in length. All vehicles shall be free of damage, both interior and exterior, which may pose a threat to the public. All door locks shall be in working order. All equipment shall be operated in accordance with Florida State Law. Airport Administration shall have the right to require the Permittee to clean and repair any vehicle found in violation of this section.

7.4.1 Fire Extinguisher: Each Commercial Vehicle shall carry, within the passenger compartment of the vehicle, an up to date and fully charged, United Laboratories tested or National Fire Protection Association (NFPA) approved ABC fire extinguisher and each Operator shall be proficient in its operation and use.

7.4.2 Safety Equipment: Commercial Vehicles shall contain two (2) reflector type warning devices, all equipment necessary to change a tire, and an adequately inflated operational spare tire designed for the vehicle in which it is carried.

**7.5 VEHICLE INSPECTIONS:** The Airports Director, designee, or any Okaloosa County Sheriff's Officer may inspect a Commercial Vehicle at any time while on Airport Property. Permit inspections are conducted by the Okaloosa County Sherriff's Office-Airport Security Unit for air conditioning and heating, cellular phone, ABC fire extinguisher, first aid kit, flares or triangles, proper signage on the vehicle, proper proof of insurance, proof of vehicle registration, rate sheet, Airport issued Identification Badge, Business Tax Receipt, cleanliness, appearance, and vehicle safety equipment, i.e., head lights, turn signals, horn, brake lights, emergency flashers, seat belts, windshield wipers, tires, windshield, mirrors and proper attire. Further, Airport Administration shall require that any equipment that is not fully operational or that has sustained exterior or interior damage, which adversely affects the safety, appearance, comfort, or performance be removed from service immediately and repaired. Prior to such vehicle resuming its operations at the Airport, the vehicle shall be re-inspected. Okaloosa County, Destin – Fort Walton Beach Airport, and Okaloosa County Sheriff's Office-Airport Security Unit shall not be held liable for any vehicle's mechanical failures. The vehicle inspection is a safety inspection and not a mechanical inspection. Okaloosa County, Destin – Fort Walton Beach Airport, and Okaloosa County Sherriff's Office-Airport Security Unit do not warrant, guarantee, or make any representations regarding the mechanical condition of the vehicle.

**7.6 ALERTNESS ON THE QUEUE LINE:** Operators waiting in the Queue Line must remain alert (no sleeping).

**7.7 QUEUE LINE MAINTENANCE:** Operators waiting in the Queue Line are not permitted to conduct any maintenance on their vehicles.

**7.8 OBJECTIONABLE BEHAVIOR:** Operators are prohibited from engaging in loud, noisy, boisterous, offensive, or objectionable behavior while at the Airport.

**7.9 OFFENSIVE LANGUAGE:** Obscene, vulgar, abusive language or language which could be offensive to others is prohibited.

7.10 GAMBLING: No gambling of any kind is allowed.

7.11 USE OF INTOXICANTS: Operators are prohibited from using/ingesting any intoxicant or any substance that may impair the driver's judgment or ability to operate a motor vehicle for eight (8) hours before reporting for work and during any work period.

7.12 ILLEGAL/CONTROLLED SUBSTANCES: No Operator shall consume, possess, purchase, sell or knowingly allow any of his/her passengers to consume, possess, purchase or sell any illegal or controlled substance while in the Commercial Vehicle or on County property.

7.13 TOBACCO PRODUCT USE: No Operator shall use tobacco products of any kind while transporting passengers. Smoking on Airport property is allowed in designated areas only.

7.14 PROHIBITED ACTIVITIES: Solicitation, cruising, advertising or similar activities are prohibited.

7.15 WEAPONS: Operators are authorized to have a weapon in their vehicle if the driver has a valid concealed weapons permit and it is in compliance with their company's policies. Operators must comply with FL Statute Chapter 790 at all times.

7.16 VEHICLE OCCUPANTS: While on Airport (working), operators are not allowed to have family or friends in their vehicles.

## **ARTICLE 8 - ADVERTISEMENTS ON VEHICLES**

8.1 ADVERTISEMENTS: No advertisement shall be installed on any commercial vehicle that is performing services at the Airport, which is:

- a. False, misleading or deceptive;
- b. obscene, pornographic or sexually suggestive;
- c. defamatory or scornful of a particular individual or group or persons;
- d. inflammatory or supportive of lawlessness or violent action;
- e. promoting illegal or destructive behavior;
- f. profane language, libelous, slanderous, salacious;
- g. promotes unlawful goods, services, conduct; or
- h. promote violence, in any way, including, but not limited to, to persons or animals.

The Airport reserves the right within its sole discretion to deny any Commercial Vehicle access to the Airport, if the County in its sole discretion determines that the advertisement meets any of the prohibited qualifications as set forth in (a) through (h) of this section. All Airport decisions as to the acceptability shall be final. The County does not intent to nor shall this Policy be construed to censor speech, prohibit free expression, or regulate points of view.

8.2 DISPLAY: Display of advertisements must not interfere with the signage that is required under Article 5.1.1 of this Policy. Display must also adhere to County and State requirements/laws pertaining to covering of vehicle windows.

## ARTICLE 9 - SUSPENSION AND REVOCATION

9.1 CONDUCT: Operators and Drivers shall be governed by all rules, regulations, ordinances, and laws in effect at the Airport. Operators are responsible for the conduct and actions of their drivers, including compliance with all operating procedures. In considering any fine, suspension or revocation of operating privilege, the Airport may consider actions taken by the operator to act responsibly, take disciplinary measures, mitigate damage, or otherwise take appropriate corrective action. Nevertheless, Operators are ultimately accountable for the action of their employees and drivers as it related to this Ground Transportation Policy. The Airport Director or their designee(s) may impose suspension or revocation upon any Operator or of any Commercial Vehicle who, after due investigation, is found to have violated any of the procedures contained herein.

9.2 VIOLATIONS OF PERMIT: Any violation of the Ground Transportation Policy, and the Rules and Regulations contained herein, will be considered a violation of the terms of the permit issued by the Airport.

9.3 SUSPENSION: In addition to all remedies provided by law, suspension may be imposed for a period of between one (1) and one hundred eighty (180) days and may be imposed for any of the following violations:

- a. Non-compliance with laws, regulations, ordinances or rules.
- b. Failure to obtain/maintain required permits and licenses.
- c. Failure to obey instructions of the Airport's representatives or Okaloosa County Sheriff's Office-Airport Security Unit personnel.
- d. Loading/unloading in unauthorized locations.
- e. Solicitation or stationing unauthorized persons at the Airport.
- f. Failure to pay Pickup Fees or any other fee required.
- g. Failure to maintain any required insurance, security deposit, bond or letter of credit.
- h. Unauthorized parking.
- i. Refusal of fares, except under authorized conditions.
- j. Unprofessional or discourteous conduct and or use of profane language.
- k. Littering.
- l. Unsafe vehicle operation.
- m. Driving in an unsafe manner, including without limitation, speeding, and failure to yield to pedestrians.
- n. Continuing conduct when privileges have been suspended.
- o. Any other violation of the Policy, the Rules and Regulation, laws, statutes, or ordinances of any government agency.

9.4 REVOCATION: Revocation of operating privileges is for an indefinite period of time – specified at the time of revocation – and may be imposed for any of the following violations:

- a. Failure to pay required fees within 30 days of suspension.
- b. Conducting illegal activities at the Airport, which result in a misdemeanor or felony conviction.
- c. Any violations of the Rules and Regulations of these Operating Procedures after two (2) suspensions have been imposed within a twelve (12) month period.

**9.5 IMPOSITION AND REVIEW OF SUSPENSION AND REVOCATIONS:** Upon the imposition of an suspension or the revocation of an operating privilege, the Operator may dispute the imposition of the administrative action or revocation of the operating privilege in writing to the County Administrator or his/her designee, provided the notice of such dispute is provided within three (3) business days of the imposition of the suspension or revocation. The County Administrator or his/her designee, will advise the Operator or Driver of the time, date and place of the review, will review any matters submitted by the Operator or Driver and will thereafter provide notice to the Operator or Driver of any action taken after the review, which may include a decision not to impose any suspension, imposition of a lesser suspension or other action appropriate under the circumstances. This determination of the Administrator shall constitute the final decision of the County.

## **ARTICLE 10 - ADDITIONAL RULES, REGULATIONS, AND FINES**

The Board of County Commissioners may establish additional rules, regulations, and fines governing the operational procedure of vehicles conducting business at the Airport. Copies of rule changes shall be available in Airport Administration during normal business hours.

Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) rules and regulations shall take precedence over this Policy. All Ground Transportation Companies shall be notified of any changes in writing.

## **APPENDIX A - MINIMUM INSURANCE REQUIREMENTS FOR PERMIT HOLDERS**

**INSURANCE:** Permittee shall obtain and maintain continuously in effect at all times during the term of the permit, automobile liability insurance covering ground transportation operations at the Airport. All automobile liability insurance shall provide no less than THREE HUNDRED THOUSAND (\$300,000) dollars Combined Single Limit (CSL) bodily injury and property damage liability. Workers' Compensation insurance shall be included, unless expressly exempted by law. All insurance shall name Okaloosa County as an additional insured. All insurance policies shall include a clause to provide 30 days written notice to Okaloosa County for any changes, cancellations or non-renewal of the policy, with the exception of 10 day notice for cancellation due to non-payment of premium. Such notice shall be given directly to the County Representative. Permittees shall provide to County proof of insurance in the term of an original certificate of insurance including a schedule of covered vehicles evidencing all insurance and a current list of authorized drivers under their policy. The County reserves the right to increase the minimum liability and public liability insurance requirements as circumstances may warrant.

### **CERTIFICATE HOLDER INFORMATION:**

Okaloosa County, as Additional Insured:

Okaloosa County Airports  
1701 State Road 85 N  
Eglin AFB, FL 32542

### **CANCELLATION NOTICE:**

All insurance policies shall include a clause to provide 30 days written notice to Okaloosa County Airports, 1701 State Road 85 N, Eglin AFB, FL 32542, for any changes, cancellations or non-renewal of the policy, with the exception of 10 day notice for cancellation due to non-payment of premium. Such notice shall be given directly to the County Representative.

## APPENDIX B - PERMIT APPLICATION



### Destin-Fort Walton Beach Airport Ground Transportation Permit Application



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

Select the Application Type:

- New Permit Application
- Renewal Permit Application
- Addition or Deletion of Permitted Vehicle

Select Type of Permit:

- Vehicle-for-Hire
- Courtesy Vehicle
- Non-Vehicle-for-Hire

Section 1- Company/Operator/Permittee Information:

Company (Operator) Name:

D.B.A. Name (If Applicable):

Business Address (physical-no P.O. Box):

Mailing/Billing Address same as above:

If No, provide mailing/billing address:

Owner or Registered Agent:

List Other Owners, Officers, Partners:

Manager's Name:

Business Telephone:

Cell Phone:

Email Address (multiple can be listed):

**Note: The Permit Holder shall be responsible for providing immediate written notice to the Airports Department for any and all company and vehicle changes. The written notice shall be delivered by email, mail, or hand delivered to the Airports Department.**

**Destin-Fort Walton Beach Airport  
Ground Transportation Permit Application**

**Section 2-Items Required to be submitted with Permit Application:**

1. **Application Fee:** Annually, for new or renewal permit, or for any ownership change of an existing permit, a non-refundable per vehicle Permit application fee as established by resolution will be due. Make checks payable to the "Okaloosa County Airports".
2. **Vehicle Information:** Provide the following information for each vehicle for which you desire a permit. The vehicle must be listed on the attached "Vehicle Schedule" form. Information must also be provided in writing each time a vehicle is added or deleted from the Company/Operator/Permittee Fleet:
  - A. Provide a copy of the State of Florida registration for each vehicle for which a permit is requested. It must have a current registration listed as class code nine (9), a title listed as taxi or equivalent class code. Vehicle must be registered under the company name listed above or if vehicle is leased, attach a copy of the leasing agreement (contract or notarized document required).
  - B. Insurance certificate covering each vehicle listed on the "Vehicle Schedule" that meets the requirements of the Ground Transportation Policy (Appendix A). The company name, as listed above, must be stated on the Certificate of Insurance, as well as, the policy number. Each authorized driver must be listed. Okaloosa County must be listed as an additional insured. Reference Ground Transportation Policy for additional requirements.
3. **Good Standing Certificate:** If the Operator is a corporation or a limited partnership, the Airport will verify a certificate evidencing that the Operator 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.
4. **Fictitious Name:** If the Operator (including a sole proprietorship) operates under a fictitious name, the Airport will verify the Operator's fictitious name registration with the State of Florida.
5. **Business Tax Receipt** in the Operator/Company name issued by the Okaloosa County Tax Collector.
6. **Affixing Permit Decal:** Decals shall be permanently affixed on the left side of the rear bumper or in an upright position to the left side of the rear window and shall be clearly visible at all times.
7. **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 of the vehicle or on the front licence plate as required in the Ground Transportation Policy.
8. **Payment of Fees:** No Permit Holder may operate at the Airport unless Permit Holder has timely paid all applicable fees.
9. **Nondiscrimination Requirements:** Permit Holders shall not on the grounds of race, color, gender, age, sexual orientation, marital status or national origin discriminate or permit discrimination against any person or group of persons in any manner prohibited by federal, state or local laws or regulations.

**Destin-Fort Walton Beach Airport  
Ground Transportation Permit Application**

**Complete the "Statement of Receipt, Acknowledgment and Understanding of the Ground  
Transportation Policy and Hold Harmless Agreement."**

The above named company (permittee), its representatives and the employees agree to operate within the Ground Transportation Policy established for the Destin-Fort Walton Beach Airport and adopted by Okaloosa County, Florida. As the authorized representative of the permitted ground transportation company listed below, I acknowledge that I have a responsibility to obtain the latest version of the Ground Transportation Policy for the Destin-Fort Walton Beach Airport. I certify that I have received a copy of the above referenced policy and I understand it is the Permit Holder's responsibility to inform all current and future employees of the referenced policy. Furthermore, as the authorized representative, I acknowledge that the below listed ground transportation company (Permit Holder) is responsible for the actions of its drivers, employees, affiliates or any other person provided or attempting to provide ground transportation service.

I understand any violations of the Ground Transportation Policy, may result in suspension and/or revocation of my company's operating privileges at the Destin-Fort Walton Beach Airport.

Further, I understand it is my obligation to pay all fees, late fess, interest and security deposit requirements as required in the Ground Transportation Policy. I acknowledge failure to fulfill financial obligations will result in suspension of operating privileges for my company.

Permittee shall indemnify and hold harmless OKALOOSA COUNTY, FLORIDA its officers and employees from liabilities, damages, losses, and costs including but not limited to, reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Permittee and other persons employed or utilized by the Permittee in the performance of services in accordance with this Policy on Airport property.

*I certify that all information provided on this application is true and correct and acknowledgment of the above statements.*

Company/Operator Name (Permittee):

Owner/Authorized Agent Name:

Owner/Authorized Agent Signature:

Date:

Authorized Representative Name (Manager):

Authorized Representative Signature:

Date:



**Destin-Fort Walton Beach Airport  
Ground Transportation Permit Application**

**VEHICLE SCHEDULE**

Must be typed or printed. The Airport will complete the decal number column. Please provide the following information for each vehicle to be used to provide Ground Transportation Services. Inspections will be scheduled upon acceptance of application and all required documentation. Use additional pages if necessary.

Year	Make	Model	Color-Style	License Plate Number	Capacity (Seats)	Decal Number

**Destin-Fort Walton Beach Airport  
Ground Transportation Permit Application**

**AUTHORIZED DRIVER SCHEDULE**

**Must be Typed or Printed. Provide the following information for each badged driver. New drivers must be added using the Driver Authorization Form. Use additional pages if necessary.**

Driver's Name	Driver License Number	Airport Badge Number	Expiration Date

## APPENDIX C - DRIVER AUTHORIZATION



### Destin-Fort Walton Beach Airport Driver Authorization Form



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

**Select the Application Type:**

New Driver Authorization

Annual Renewal

**Section 1- Company/Operator/Permittee Information:**

Company (Operator/Permittee) Name:

D.B.A. Name (If Applicable):

**Section 2- Driver Information**

Driver Name (must match Driver's License):

Birth Date (MM/DD/YYYY):

Driver's License Number:

Expiration Date:

Last 4 - SSN (####):

Address (physical-no P.O. Box):

Mailing/Billing Address same as above:

If No, provide mailing address:

Telephone Number:

Email Address (multiple can be listed):

**Note: The Permittee and Driver shall be responsible for providing immediate written notice to the Airports Department for any and all changes to the information provided above. The written notice shall be delivered by email, mail, or hand delivered to the Airports Department.**

**Destin-Fort Walton Beach Airport  
Driver Authorization Form**

**Section 3-Items Required to be submitted with the Driver Authorization Application:**

1. **Application Fee:** Annually, for new or renewal driver authorization, a non-refundable application fee as established by resolution will be due. Make checks payable to the "Okaloosa County Airports".
2. **Florida Driver's License:** Each driver must have a valid and current State of Florida Driver's License unless exempted under Chapter 322, Florida Statute. The license class must correspond with the type of vehicle being operated. The license must be presented before an Airport Identification card will be issue.
3. **Insurance Certificate:** Current permittee insurance certificate must list the applicant as an authorized driver.
4. **Background Check:** The background check shall include a criminal record for all fifty states (Department of Corrections Records, County Records, Court Records, and Sheriff Records) databases, convictions only, which shall include felonies, misdemeanors, parole, supervision and incarceration. The background check shall also include a sexual offender/predator search. Background checks shall be updated every three (3) years or whenever an individual has taken extended time off from driving and turned into Airport Administration. Operators and Drivers are required to report to Airport Administration any arrests on any driver immediately. The Airports Director or designee reserves the right to request a background check on any driver at any time.

**Disqualifications:** An Airport Identification Badge will not be issued to any driver and the driver will not be permitted to operate on the property with one of the following convictions:

- a. A felony of the third degree in the United States within the preceding three (3) years or released from incarceration for a felony of the third degree in the United States within the preceding three (3) years;
- b. A felony of the second degree, a felony of the first degree, a capital felony, or a life felony;
- c. More than one (1) driving under the influence charge; or
- d. A sex crime or listed on a sexual offender or sexual predator registry;
- e. A misdemeanor three (3) times within a period of three (3) years previous to the date of application.

5. **Driver's License History:** A Driver's License history is required initially (a three year report) and annually.

**Disqualifications:** Any revocation of a license anywhere shall disqualify any Operator from operating a Commercial Vehicle at the Airport.

6. **Business Tax Receipt:** Each driver must have a current and valid Business Tax Receipt from the Okaloosa County Tax Collector.

**Destin-Fort Walton Beach Airport  
Driver Authorization Form**

**Complete the "Statement of Receipt, Acknowledgement and Understanding of the Ground Transportation Policy and Hold Harmless Agreement."**

Company/Operator/Permittee and Driver acknowledge understanding of the driver requirements and disqualifications in the Destin-Fort Walton Beach Ground Transportation Policy.

Company/Operator/Permittee and Driver are obligated to immediately report to Airport Administration any arrest or event that would result in the disqualification of the driver. The Airport Identification Badge remains the property of the Airport and must be surrendered upon termination, expiration, or upon request.

Permittee/Driver shall indemnify and hold harmless OKALOOSA COUNTY, FLORIDA its officers and employees from liabilities, damages, losses, and costs including but not limited to, reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Permittee and other persons employed or utilized by the Permittee in the performance of services in accordance with this Policy on Airport property.

*I certify that all information provided on this application is true and correct and acknowledgment of the above statements.*

Company/Operator Name (Permittee):

Owner/Authorized Agent/Manager Name:

Owner/Authorized Agent/Manager Signature:

Date:

Authorized Driver Name:

Authorized Driver Signature:

Date:

## APPENDIX D - VEHICLE INSPECTION CHECKLIST



### Destin-Fort Walton Beach Airport Ground Transportation Vehicle Inspection Checklist



**Select the Inspection Type:**

- New Vehicle (Permit)
- Renewal Permit
- Re-Inspection

**Section 1- Company/Operator/Permittee Information:**

Company (Operator) Name:

D.B.A. Name (If Applicable):

Vehicle Identification Number:

License Plate:

Vehicle

Vehicle

Model:

Color-

Year:

Make:

Style:

Proper Signage on Vehicle:

Rate Sheet:

Airport Identification Badge:

Vehicle Operations Inspection Items	Operative (Pass)	In- Operative (Fail)	Vehicle Operations Inspection Items	Operative (Pass)	In- Operative (Fail)
Tires including spare (Tread must be at least 4/32")			Windshield Condition		
Headlights - Bright/Dim			Windshield Wipers		
Tail Lights			Air Conditioner/Heater		
Brake Lights			Door Locks		
Turn Signals			Flares or Triangles		
Emergency Flashers			First Aid Kit		
Horn			ABC Fire Extinguisher		
Mirrors					

**Vehicle Inspection Decision:**    **PASS**                          **FAIL**

**I certify that I have inspected the above-described vehicle and it appears to comply with the Destin-Fort Walton Beach Airport Ground Transportation Policy.**

By Okaloosa County Sheriff's Office-Airport Security Unit (Digital or Signature is acceptable)  
AA Form 009.01