



2016 - 2017

# Lee County Port Authority

## Prearranged Vehicle Operator Permit Application

A Lee County Port Authority Prearranged Vehicle Operator Permit (called an “Operator Permit” in this Application) is required for each prearranged vehicle picking up passengers at the airport. The driver of each vehicle shall display a valid Operator Permit while picking up prearranged passengers at the airport. Operator Permits are color coded to coincide with the County permit year and Lee County Port Authority fiscal year of October 1 through September 30.

Please include the following along with your signed application:

1. Provide copies of all your Lee County issued Taxicab and Vehicle for Hire Certificates.
2. Each vehicle shall be covered by constant, valid, in full force and effect comprehensive general liability and automobile liability insurance policies covering all owned, non-owned and hired vehicles, in an amount equal to or greater than \$125,000.00 for bodily injury to any one person, \$300,000.00 for injuries to more than one person which are sustained in the same accident, and \$100,000.00 for property damage sustained in one accident. All insurance must meet these coverage levels at all times. Coverage levels may not be reduced when vehicles are in transit, between dispatched pickups or waiting for a dispatched pickup. Said insurance shall name Lee County Port Authority as a certificate holder, and provide for thirty (30) days advance written notice to Authority of any material change or cancellation. Certificates evidencing the same must be attached to this form.
3. The fee for an Operator Permit is \$30 per year per company. Make checks payable to the Lee County Port Authority.
4. Total number of Operator Permits requested (insert number) \_\_\_\_\_.
5. Attach a Vehicle Fleet List to include year, make, model, and plate number for each vehicle.
6. Attach an Approved Driver List and copy of Driver Identification Card as provided by Lee County under the Lee County Taxicab and Vehicle for Hire Ordinance 15-05, as may be amended or updated.
7. Application will not be processed until completed in its entirety.

All applications must be completed in their entirety and received prior to 5:00 p.m. on October 15<sup>th</sup> for the Operator to be included in the Airport’s Ground Transportation Brochure and [www.flylcpa.com](http://www.flylcpa.com) website.

Check box if you do NOT want to be listed in the Ground Transportation Brochure, and the [www.flylcpa.com](http://www.flylcpa.com) website.

Submit your application and payment to Airport Operations by fax 239-590-4739, email [groundtransportation@flylcpa.com](mailto:groundtransportation@flylcpa.com), or mail it to:

Lee County Port Authority  
Landside Operations  
11000 Terminal Access Road, Suite 8671  
Fort Myers, FL 33913-8899

If you would like to hand deliver the application, bring it to the Ground Transportation Information Booth or contact a Ground Transportation Agent at 239-590-4738 to make arrangements.

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Print Company Name (Also list any DBA’s)

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Company Address

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<hr/> Telephone Number (To be available to the public)	<hr/> Fax number
<hr/> Telephone Number (For internal use only)	<hr/> Tax Identification Number
<hr/> Email Address (all communication will be sent via email)	<hr/> Print Owner or Authorized Representative’s Name

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Insurance expiration date: \_\_\_\_\_ Insurance verification can be sent via fax to: 239-590-4547 or email to: certificates@flylcpa.com

Check box if your company provides the following services:

ADA accessible veh.  Child safety seat  Multi-lingual, list language(s): \_\_\_\_\_  hybrid/alt. fuel/fuel efficient option

By my signature below I certify that the information provided in this application is true, correct, and accurate to the best of my knowledge. I further certify that I will comply with Port Authority and Lee County Ground Transportation operating procedures as may be amended from time to time and report to the Port Authority any changes to my vehicle fleet, insurance, or any other changes that may result in modifications to this application, for example if my ground transportation business is dissolved, sold, transferred or changed in any way.

The Airport Rules and Regulations Ordinance, Lee County Ordinance No. 94-09, as amended, must be adhered to and as per Sections 2.01 and 3.01 any fees or charges will be paid by my company and my company will comply with all current or revised future regulations. If access control is required to access the Commercial Ground Transportation Staging Area the vehicle access control device will be obtained at my company's expense. I also certify that all company representatives operating at the Airport will be registered and approved to operate a commercial vehicle within Lee County, as per Lee County Ordinance No. 15-05, as amended or replaced.

Any violation of Lee County Ordinance No. 94-09, as amended, or the approved Lee County Port Authority Ground Transportation Policy may result in termination without renewal of any and all permits. Lee County Ordinance No. 94-09, as amended, Section 9 prohibits "cruising" for the purpose of solicitation. I acknowledge that I understand and will inform all drivers that any activity on airport property without prior reservation may be determined to be "cruising" and therefore may result in a violation of said Ordinance. Insurance must continuously cover at or above stated minimums any and all activities on airport property and/or any resulting trip regardless of vehicle operator or purpose of said trip. Failure to maintain insurance will result in termination of any and all permits. The permit holder/vehicle owner shall be responsible for any and all activities performed by the permitted vehicle.

I understand that Operator Permits remain the property of the Port Authority, are not transferable to other vehicles in my fleet or to another company or to a subsidiary of my company and that all privileges granted thereunder may be revoked at any time with due cause, and that Operator Permits are issued and expire at the same time as the Lee County issued Taxicab and Vehicle for Hire Certificate. I agree to pay a \$10.00 processing fee for any Operator Permits that are lost, stolen, damaged or if an Operator Permit is returned to the Port Authority postage due via the United States Postal Service.

Any attempt to elude enforcement of Lee County Ordinances, Lee County Port Authority Policy or procedures may result in termination of permit.

Notwithstanding the insurance requirements recited above, by applying for this permit Operator agrees to release, indemnify, defend and hold harmless Lee County, the Lee County Port Authority, and their respective commissioners, officers, agents and employees from any and all injury, loss, damage, claim, demand, liability or cause of action of every kind or character, whether in law or in equity, by reason of any death, injury or damage to any person or persons or damage or destruction to property or loss of use thereof, whether it be the person or property of Operator, its agents, or employees, or any third persons, from any cause or causes whatsoever arising from operations under this permit. Coverage shall be primary and non contributory to any insurance held by Lee County Port Authority, and minimum insurance limit requirements stated in the Operator Permit listed should in no way reduce the benefits should the policy afford higher coverage.

\_\_\_\_\_  
Signature of Company Owner or Authorized Representative

\_\_\_\_\_  
Date

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**For Lee County Port Authority Use Only:**

Payment date: \_\_\_\_\_ Check number: \_\_\_\_\_ Received by: \_\_\_\_\_  
Application received date: \_\_\_\_\_ Delivered: in person / mailed / faxed / emailed Number of Tags Requested: \_\_\_\_\_  
Tag number(s) issued: \_\_\_\_\_ Date of issuance: \_\_\_\_\_ By: \_\_\_\_\_