



**Attachment 3**  
**Sacramento International Airport**  
**Ground Transportation Rules and Regulations**

August 30, 2019

# **Sacramento International Airport Ground Transportation Rules and Regulations**

PURPOSE .....	3
AUTHORITY .....	3
VIOLATIONS AND INTERPRETATION .....	4
SECTION 1 - DEFINITIONS .....	4
SECTION 2 - GROUND TRANSPORTATION VEHICLES .....	6
SECTION 3 - GROUND TRANSPORTATION DRIVERS .....	8
SECTION 4 - USE OF AIRPORT PREMISES .....	11
SECTION 5 - INDEMNIFICATION .....	12
SECTION 6 - GENERAL INSURANCE REQUIREMENTS .....	13
SECTION 7 - TAXICAB SERVICES .....	15
SECTION 8 - SPECIAL EVENT TRANSPORTATION .....	17
SECTION 9 - SCHEDULED OR ON-CALL VAN SERVICES PASSENGER STAGE CORPORATIONS (PSC) .....	18
SECTION 10 - COURTESY VEHICLES .....	19
SECTION 11 - OFF-AIRPORT PARKING .....	20
SECTION 12 - FLIGHT CREW TRANSPORT SERVICES .....	21
SECTION 13 - MISCELLANEOUS SERVICE INCLUDING TRANSPORTATION NETWORK COMPANIES .....	21
SECTION 14 - TRANSPORTATION CHARTER PARTY SERVICES .....	22
SECTION 15 - PRE-ARRANGED INTERSTATE GROUND TRANSPORTATION SERVICES .....	23
SECTION 16 - DESIGNATED TWO-HOUR FREE PARKING CURB .....	25
SECTION 17 - ENFORCEMENT .....	25
SECTION 18 - GROUND TRANSPORTATION PERMITS, TRANSPONDERS AND DECALS .....	27
SECTION 19 - AVI TRANSPONDER AND DECAL REQUIREMENT .....	28
SECTION 20 - FEE COLLECTION AND SCHEDULE .....	30
SECTION 21 - TABLE OF GROUND TRANSPORTATION FEES .....	31

MAP OF TERMINAL A GROUND TRANSPORTATION

MAP OF CENTRAL TERMINAL B GROUND TRANSPORTATION

MAP OF SACRAMENTO INTERNATIONAL AIRPORT TERMINALS AND ROADWAYS

# **Sacramento International Airport Ground Transportation Rules and Regulations**

All commercial vehicles and the owners, operators, and drivers thereof, transporting or offering to transport passengers or goods, shall operate at Sacramento International Airport (Airport) in compliance with all applicable Rules and Regulations contained herein.

## **PURPOSE**

The purpose of these ground transportation Rules and Regulations is to encourage safe, effective and efficient use of the Airport roadway and transportation infrastructure and to maintain a high level of Airport customer service. The following categories of ground transportation service (also referred to as "Provider") are impacted by these Rules and Regulations:

- Category 1 Taxicab services
- Category 2 Transportation Charter Party (TCP) carriers including limousines, SUVs, vans, and buses
- Category 3 Scheduled or on-call Van Services/Passenger Stage Corporation (PSC) services
- Category 4 Courtesy vehicles
- Category 5 Nonprofit services including publicly owned transit
- Category 6 Flight crew transport services
- Category 7 Off-Airport parking
- Category 8 Miscellaneous services including Transportation Network Companies
- Category 9 Pre-arranged Interstate Ground Transportation Services

Except as noted in these Rules and Regulations, in order to operate on the Airport the above categories of ground transportation services are required to obtain all necessary transponders, decals, permits and pay required fees.

## **AUTHORITY**

The provisions set forth herein are promulgated under the authority of Chapter 11.09 of the Sacramento County Code. These Rules and Regulations are intended to supplement Chapter 11.09 of the Code. Nothing in these Rules and Regulations is intended to replace or revise the Code. In any instance where there may be a conflict between these Rules and Regulations and the Code, the Code shall govern.

Words and phrases in these Rules and Regulations have the meanings and definitions as stated in Chapter 11.09 of the Code unless the context in these Rules and Regulations indicates that a different meaning is intended.

The Director of Airports may modify these Rules, Regulations and Fee Schedules as authorized by County Ordinance and may delegate his or her authority with respect to the

enforcement of these Rules and Regulations.

Reference to all applicable federal, state and local laws or regulations also refers to any amendment to such laws or regulations.

As necessary to comply with direction from the United States Department of Transportation or Transportation Security Administration, or as warranted by unforeseen exigent circumstances, the Director may temporarily suspend or modify any of the rights and privileges set forth herein.

## **VIOLATIONS AND INTERPRETATION**

### **Violation**

Any person who violates, disobeys, omits, neglects, or refuses to comply with any of the provisions of these Rules and Regulations or any lawful order issued pursuant thereto may be denied use of the Airport premises for commercial purposes by the Director. Such denial of use is in addition to any fines or other penalties imposed pursuant to federal, state or local law.

### **Interpretation**

In the event that an interpretation of any provisions of these Rules and Regulations is required, the Director shall render such an interpretation, and his or her determination shall be considered as final authority on the matter. All applicable federal, state and local laws and regulations and the laws and regulations of any other legal authority having jurisdiction, as now in effect or as may be promulgated in the future, as they may be from time to time amended, are hereby incorporated as part of these Rules and Regulations as though fully set forth herein. Any reference in these Rules and Regulations to a federal, state, or local law or regulation also refers to any amendment to such law or regulation.

## **SECTION 1 – DEFINITIONS.**

**There will be no exceptions to these definitions.**

- 1.1 BOARD.** Board means the Sacramento County Board of Supervisors.
- 1.2 BOARD RESOLUTION.** Board resolution means a resolution passed by the Sacramento County Board of Supervisors.
- 1.3 CAR SHARE.** Car Share means the commercial practice of sharing a car with an authorized permit.
- 1.4 CRUISING.** Cruising means the unnecessary circling of the terminal area or proceeding along indirect paths by a ground transportation vehicle or driver.
- 1.5 CURBSIDE AREA.** Curbside area or terminal curbside area means that queuing area adjacent to a terminal building where ground transportation vehicles are authorized by the Director to stop to load and unload customers and baggage.

**1.6 CUSTOMER.** A customer means any person who arrives at or departs from the Airport by means of any category of ground transportation service.

**1.7 DIRECTOR.** Director means the Director of the Department of Airports and his/her designee.

**1.8 DRIVER/GROUND TRANSPORTATION DRIVER** means any person driving a ground transportation vehicle, whether independently or for a ground transportation service provider.

**1.9 DWELL TIME.** The period of time, as determined by the Director, that a Commercial Ground Transportation Service vehicle may remain in designated areas staged, waiting for customers.

**1.10 PROVIDER.** As defined within Ground Transportation Service Providers Categories 1-9.

**1.11 ROADWAY ACCESS TRIP FEE.** Roadway Access fee (trip fee) means the fee charged to a ground transportation Provider each time a ground transportation service vehicle drives onto the Airport and/or exits off the Airport while conducting business.

**1.12 SOLICITATION.** Solicitation means the uninvited initiation of a conversation by a driver, representative, employee or agent of a ground transportation service with any potential customer for the purpose of enticing or persuading said customer to use any service or facilities provided by a ground transportation service.

**1.13 SPECIAL EVENT TRANSPORTATION.** Special event transportation means a service provided by any ground transportation service which is not regularly scheduled and requires the prior approval of the Director for the transport of travelers to or for a specific event.

**1.14 TRANSPORTATION NETWORK COMPANY (TNC).** A company or organization operating in California that provides transportation services using an online enabled platform to connect passengers with TNC drivers using their personal vehicles.

**1.15 TRIP.** Trip means an entrance to and exit from the Airport by an Airport ground transportation vehicle, as registered by the Automatic Vehicle Identification (AVI) system, or as otherwise recorded by the Airport or the Director.

**1.16 VEHICLE AVI TRANSPONDER (“Transponder; AVI Transponder”).** An automatic vehicle identification transponder issued by the Director for the purpose of automatically identifying and tracking ground transportation vehicles upon Airport property.

**1.17 VEHICLE IDENTIFICATION DECAL.** A vehicle identification decal is a decal, issued by the Airport Director to be placed as directed, on or in each ground transportation vehicle registered and permitted to operate on Airport premises, for the purpose of identifying vehicles.

**1.18 VEHICLE INSPECTION.** Vehicle inspection shall, without limitation, mean at least a visual and physical inspection of a vehicle to verify that tires, headlights, taillights, glass, windshield wipers, heating and/air conditioning systems, interior conditions, exterior conditions, brakes, AVI transponders (if applicable) and other items as determined by the Director are properly functioning. The emission control device shall be certified as working properly in accordance with the standards of the State of California, as well as any applicable federal standards.

**1.19 WAYBILL.** Waybill means a document prepared in advance of a ground transportation vehicle’s arrival at the Airport passenger pick-up zone stating the name of the Provider and their transportation charter party certificate (TCP) number, the ground transportation vehicle license plate number, the name and address of the person requesting the charter and the name of the customer(s) if different, the date and time the charter was arranged, the number of persons in the party, the location of the customer pickup, the time of the scheduled customer pickup and the airline and flight number on which the customer is scheduled to arrive and the points of origin and destination of the charter.

## **SECTION 2 – GROUND TRANSPORTATION VEHICLES**

**2.1 GENERAL OPERATION OF GROUND TRANSPORTATION VEHICLE.**

- A. Every ground transportation provider shall limit its vehicles and drivers in their commercial activities to stopping at locations, using those designated roads, and using those portions of the Airport premises as specified in these Rules and Regulations, and as otherwise designated by the Director, for the loading and unloading of passengers and baggage, or picking up or delivering parcels.
- B. Every ground transportation provider shall acquire and maintain such certificates, licenses and other authorizations required by federal, state and local authorities for each of its vehicles and its drivers in order to conduct ground transportation services on the Airport premises.
- C. Every ground transportation provider shall ensure that its vehicles and drivers comply with all federal, state and local laws and regulations while providing ground transportation services, including, but not limited to, those laws and regulations requiring accommodation for persons with disabilities.

## **2.2 GROUND TRANSPORTATION VEHICLE REQUIREMENTS.**

Each ground transportation vehicle operated on the Airport premises must:

- A. Have the commercial vehicle registration, where applicable, from the DMV within the vehicle pursuant to California Vehicle Code (CVC) Section 4454;
- B. Display an unexpired license plate of the appropriate type;
- C. Display, where applicable, the appropriate California Public Utilities Commission (CPUC), ICC, transponder and/or permit to operate, including the applicable certificate or authority number required. CPUC 1031, 5371; CVC 34507.
- D. Maintain valid insurance coverage as required per title 11.09 and CVC 16500.
- E. Display a vehicle fleet number where applicable in accordance with 4.03 General Order 157 CPUC; 4.03 General Order158.

**2.3 VEHICLE INSPECTIONS.** All ground transportation vehicles shall be subject to inspection under the California Vehicle Code, the Department of Homeland Security, all other local, state and federal laws and any guidelines established by the Director. Any Airport law enforcement personnel, any federal, state or local law enforcement officer, any Airport official, and all agents appointed by the Director who display proper identification shall have the authority to inspect vehicles. Vehicles which fail inspections shall not be used to provide ground transportation services on the Airport until all noted deficiencies are corrected.

**2.4 VEHICLE APPEARANCE.** All signage of ground transportation vehicles is subject to the Director's approval. Each ground transportation vehicle, except limousines and TNCs, shall have the name of the ground transportation service and telephone number displayed on the exterior of the vehicle and in sharp contrast to the vehicle body color. A vehicle is considered easily identifiable if the company name, phone number, vehicle number or livery plate and CPUC, TCP and ICC numbers, if applicable, can be read from a distance of 50 feet from the vehicle. All ground transportation vehicles shall have professionally lettered identification signs on both sides of the vehicle and a uniform color scheme on all vehicle exteriors.

## **2.5 VEHICLE STANDARDS.**

- A. All vehicles must be maintained in good and safe mechanical condition and otherwise in compliance with the California Vehicle Code and the California Public Utilities Code.
- B. All vehicle interiors, trunk space and exteriors shall be kept clean and free of any damage. All vehicles shall have hubcaps and door handles and all equipment required by the California Vehicle Code and the California Public Utilities Code. Trunks shall be kept adequately clean and empty to accommodate passenger baggage.
- C. All vehicles shall be in compliance with all local, state and federal safety and emission requirements.
- D. All vehicles shall be subject to vehicle inspections. "Inspection" shall, without

limitation, mean at least a visual and physical inspection of a vehicle to verify that tires, headlights, taillights, glass, windshield wipers, heating and air conditioning systems, interior conditions, exterior conditions, brakes, AVI transponders (if applicable,) and other items as determined by the Director are properly functioning. The emission control device shall be certified as working properly in accordance with the standards of the State of California, as well as any applicable federal standards. All ground transportation vehicles shall be subject to search for security purposes. Any ground transportation vehicle must be immediately pulled out of service if the vehicle, in the opinion of the Director, is not in a safe operating condition or constitutes a security risk. Passage of an Airport vehicle inspection shall not warrant a vehicle's safety or suitability for any purpose whatsoever.

- E. Ground transportation Providers are required to maintain the exterior of their vehicles in good condition. Exterior body damage must be repaired in order to continue operating at the Airport.
- F. All ground transportation service Providers may be required to verify completion of any required repairs by re-inspection of a vehicle by the Airport. Operators shall have thirty (30) days to repair "minor" damage. Vehicles with "moderate" or "major" damage shall not be allowed to operate on the Airport until such damage is repaired.
- G. "Minor" damage shall mean slight damage such as small dents, cracked glass, and torn seats, etc.
- H. "Moderate" damage shall mean more than slight damage to one-fourth or less of the vehicle; for example an entire fender, grill, quarter panel, door, hood, rear deck, etc.
- I. "Major" damage shall mean damage to more than one-fourth of the vehicle; such as, entire side rear end, etc.
- J. Operators using clean air vehicles shall maintain their vehicles including the fueling system, engine and drive train in good working order at all times. Altering a clean air vehicle to allow it to be operated as a conventional diesel fuel or gasoline-powered vehicle, or substituting conventional diesel fuel or gasoline for an alternative fuel approved by the Director is prohibited.

## **SECTION 3 – GROUND TRANSPORTATION DRIVERS**

- 3.1 COMPLIANCE WITH LAW.** Drivers of ground transportation vehicles shall strictly comply with these Rules and Regulations and those applicable Rules and Regulations and laws found in the CPUC and Vehicle Codes, Title 11.09, and any other applicable codes or laws. Airport Rules and Regulations, when legally permissible, shall augment any other applicable existing code, rule or regulation.
- 3.2 LAWFUL ORDERS.** Drivers of ground transportation vehicles shall obey the lawful orders and directions of all Airport law enforcement personnel, any state or local law enforcement officer, all Airport officials, and all agents appointed by the Director who display proper identification.

**3.3 DRIVER APPEARANCE.** Drivers of ground transportation vehicles shall be clean and neat in appearance.

**3.4 DRIVER REQUIREMENTS.** Every driver of a ground transportation vehicle shall be:

- A. In possession of a valid state driver's license as required under the California Vehicle Code;
- B. Either a ground transportation Provider registered with and permitted by the Sacramento County Department of Airports (Airports), or a driver under the direct supervision of a ground transportation Provider and listed on a roster of drivers, where applicable, provided to Airports;
- C. Required to have knowledge and understanding of the Airport Rules and Regulations;
- D. Knowledgeable of local geography and/or able to use maps, GPS or other similar resources necessary to efficiently transport passengers to desired locations within Sacramento County and other local communities served by the airport.
- E. Able to communicate with passengers.
- F. Courteous to the public at all times. A ground transportation driver shall not use profane language, make a threat of violence or physical harm, or act in a loud and boisterous or otherwise improper manner. Obscene gestures, or language, threats of physical harm, fighting, gambling, public intoxication, lewd or otherwise improper public behavior, or the use of illegal substances on Airport premises are expressly prohibited.
- G. Cooperative and communicative with Airport personnel. A driver shall not be verbally abusive toward any Airport representative or another ground transportation representative.
- H. No driver shall be under the influence of alcohol or illegal substances while operating ground transportation at Sacramento International Airport.

**3.5 BUSINESS CONDUCTED.**

- A. No driver, representative, employee, or agent of a Provider shall conduct any business on the Airport other than that expressly described in Chapter 11.09 of the Code, these Rules and Regulations, and in any applicable ground transportation permit or application unless approved by the Director in advance.
- B. No driver, employee, representative, or agent shall engage in the solicitation of passengers unless specifically permitted by the Director, in writing, to do so.
- C. No driver shall transport passengers in an unsafe manner.
- D. No driver, representative, employee, agent or Provider shall sell, promote or otherwise provide any items or services other than ground transportation to its passengers or any other persons upon the Airport premises.

**3.6 NO UNATTENDED VEHICLES.** Drivers of ground transportation vehicles shall remain in (or with) their vehicles and shall not park or leave a vehicle unattended at any curb, unless otherwise authorized by the Director. Unattended vehicles may

be cited and removed. If drivers must park or leave their vehicles unattended, they shall park in the public parking lot or garage subject to the posted rates.

- 3.7 FALSE DOCUMENTS AND TRANSPONDERS.** Ground transportation drivers, representatives, employees, agents or Providers shall not use, display, show, exhibit or transfer any transponder, permit, waybill, decal, receipt, or any other document which is false, invalid, altered, revoked, terminated or expired.
- 3.8 DECEPTION OF PUBLIC.** A ground transportation driver, representative, employee, agent or Provider shall not deceive or attempt to deceive the public through false or misleading representations concerning its prices or services or those of other ground transportation service Providers.
- 3.9 PASSENGER RECEIPTS.** All drivers of ground transportation vehicles with the exception of courtesy vehicles and TNC's shall have passenger receipts in all their vehicles which are imprinted with the company's name, address, telephone number and CPUC or PSC number, if applicable. The receipt shall provide space for the driver's name, date and time of service and the fare charged. Electronic receipts are acceptable. Each customer shall be offered a receipt following payment by that customer.
- 3.10 RATE SCHEDULE AND TIMETABLE INFORMATION.** All ground transportation services shall display timetable and tariff information in accordance with applicable local, state and federal law. Taxicabs shall have rate schedules posted externally, and all other ground transportation vehicles shall have tariff and timetable information (if applicable) available on or in the vehicle or online for TNC's for passenger review.
- 3.11 CPUC COMPLAINT ADDRESS.** All ground transportation service vehicles subject to CPUC oversight (except TNCs) must post, in plain view by all passengers, the following information:

**CPUC Complaint Intake Unit-Transportation Enforcement Section Consumer Protection and Safety Division  
505 Van Ness Avenue, 2<sup>nd</sup> Floor  
San Francisco, CA 94102-3298  
1-800-894-9444**

The CPUC website for complaints follows:

[http://www.cpuc.ca.gov/PUC/CEC/e\\_complaint/d\\_carrierscomplaint.htm](http://www.cpuc.ca.gov/PUC/CEC/e_complaint/d_carrierscomplaint.htm) There is a complaint form that is used to file complaints. It can be found and downloaded from the above link or a complaint can call and ask to be mailed a form by calling 1-800-894-9444 or by emailing [ciu\\_intake@cpuc.ca.gov](mailto:ciu_intake@cpuc.ca.gov). The Intake Unit will be happy to answer any questions complainants have about the complaint process.

- 3.12 CREDIT CARDS ACCEPTED.** All ground transportation service Providers (except

TNCs) shall post the types of credit cards accepted as payment for their services.

**3.13 LUGGAGE ASSISTANCE.** No ground transportation driver or driver's agent shall provide luggage assistance to anyone other than their ground transportation customers.

**3.14 GRATUITIES.** While taking passengers to and from the Airport, ground transportation drivers, representatives, employees and agents shall not solicit gratuities or tips, directly or indirectly, from their passengers.

## **SECTION 4 – USE OF AIRPORT PREMISES**

**The following Rules and Regulations are applicable to all ground transportation services:**

**4.1 PARKING AND STOPPING OF VEHICLES.** All ground transportation vehicles operated on Airport premises must comply, at all times, with traffic signs, signals, pavement markings and other physical, electrical and mechanical traffic control devices placed and maintained by the Director unless directed otherwise by authorized personnel. Designated loading and unloading areas are subject to change from time to time, as necessary in the judgment of the Director to advance the safety, security and/or convenience of Airport operations. All pick-ups and drop-offs must be made in a designated loading/unloading zone. Traffic control restrictions imposed by the Director may include, without limitation:

- A. Designating a parking time limit on any portion of the Airport;
- B. Designating any portion of the Airport for specific uses (e.g., for the general public, designated commercial passenger vehicles, a passenger loading/unloading zones, a freight loading zone, or for Airport vehicles only);
- C. Designating any portion of the Airport as a NO STOPPING, NO WAITING, or NO PARKING area;
- D. Designating where and how vehicles shall be parked by means of parking space markers; and
- E. Designating direction of travel.

**4.2 USE OF AUTHORITY.** The Director may use his or her full authority under federal, state, and Local law, as well as TSA security directives, to direct, remove, or cause to be removed at the owner's expense from any restricted or reserved area, any roadway or right-of-way or other area on the Airport premises, any vehicle which is: disabled, abandoned, illegally or improperly parked, or creating an Airport operational issue. Any such vehicle may be removed or caused to be removed to an official vehicle impound area designated by the Director. Neither the Airport nor the County shall be liable for damage to any vehicle or loss of personal property which might result from the act of removal.

**4.3 DESIGNATED ROUTE.** Drivers of ground transportation vehicles must, upon

entering the Airport, proceed along the most direct route to the designated drop-off or pick-up location, hold lot, or other authorized destination unless otherwise instructed by the Director.

**4.4 CRUISING.** Cruising is prohibited. Ground transportation vehicles will be considered to be cruising unless the driver:

- A. Has a customer to be discharged at a terminal and is proceeding to this destination by the most direct route;
- B. Is in the process of leaving the Airport proceeding to the hold lot, or exiting from the hold lot and proceeding to the terminal by the most direct route.

**4.5 PROPER TRAFFIC FLOW.** All ground transportation vehicles shall only be operated on roads and parking areas designated by the Director for use by that particular type of vehicle and ground transportation service. Vehicles are not to be positioned so as to block the flow of traffic or prevent other vehicles from gaining access to, or departing from, ground transportation areas or other areas at the Airport, including, but not limited to, the curb in front of the exterior door to the ground transportation lot of Terminal A or any designated curbside area of Terminal B. Additional restrictions may be set forth by the Director through other means, including in a ground transportation permit. No ground transportation service shall use the roads, walkways, sidewalks, or other Airport facilities in such a manner as to hinder or obstruct their proper use, public access, the conduct of proper and approved business activities, or to interfere with the flow of traffic.

## **SECTION 5 – INDEMNIFICATION**

To the fullest extent permitted by law, Provider shall indemnify, defend, and hold harmless County, its governing Board, officers, directors, officials, employees, and authorized volunteers and agents, (collectively “Indemnified Parties”) from and against any and all claims, demands, actions, losses, liabilities, damages, and all expenses and costs incidental thereto (collectively “Claims”) including cost of defense, settlement, arbitration, and reasonable attorneys’ fees, resulting from injuries to or death of persons, including but not limited to employees of either County or Provider hereto, and damage to or destruction of property or loss of use thereof, including but not limited to the property of either County or Provider hereto, arising out of, pertaining to, or resulting from the acts or omissions of the Provider, its officers, employees, or agents, or the acts or omissions of anyone else directly or indirectly acting on behalf of the Provider, or for which the Provider is legally liable under law regardless of whether caused in part by an Indemnified Party. Provider shall not be liable for any Claims arising from the sole negligence or willful misconduct of an Indemnified Party where such indemnification would be invalid under Section 2782 of the Civil Code.

This indemnity shall not be limited by the types and amounts of insurance or self-insurance maintained by the Provider or the Providers Subcontractors.

Nothing in this Indemnity shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party. The provisions of this Indemnity shall survive the expiration or termination of the Agreement.

## **SECTION 6 – GENERAL INSURANCE REQUIREMENTS**

Without limiting Providers' indemnification, Provider shall procure and maintain for the duration of the Permit, insurance against claims for injuries to persons or damages to property which may arise in connection with performance of permitted activities by the Provider, its agents, representatives or employees. The Director shall retain the right at any time to review the coverage, form and amount of insurance required hereby. If in the opinion of the Director, insurance provisions in these requirements do not provide adequate protection for the County and for members of the public, the Director may require Provider to obtain insurance sufficient in coverage and amount to provide adequate protection. These requirements shall be reasonable but shall be imposed to assure protection from and against the kind and extent of risks that exist at the time a change in insurance is required.

**6.1 VERIFICATION OF COVERAGE.** Provider shall furnish the County with certificates evidencing coverage required below when requested. The County Risk Manager may approve self-insurance programs in lieu of required policies of insurance if, in the opinion of the Risk Manager, the interest of The County and the general public are adequately protected. When requested by County, all certificates and evidences of self-insurance are to be received and approved by the County before performance commences.

**6.2 MINIMUM SCOPE OF INSURANCE.** Coverage shall be at least as broad as:

- A. **AUTOMOBILE LIABILITY:** Insurance Services Office's Commercial Automobile Liability coverage form CA 0001, with auto coverage symbol "1" (Any Auto) for corporate/business use vehicles. If vehicles are individually scheduled or coverage limited (symbols "8" and "9" for non-owned and hired autos shall apply).
- B. **WORKER'S COMPENSATION:** Statutory requirements of the State of California and Employer's Liability Insurance.
- C. **UMBRELLA** or Excess Liability policies are acceptable where the need for higher liability limits is noted in the Minimum Limits of Insurance and shall provide liability coverage that at least follow over the underlying insurance requirements where necessary for Commercial General Liability, Commercial Automobile Liability, Employers' Liability, and other liability coverage (other than Professional Liability) designated under the Minimum Scope of Insurance.

**6.3 MINIMUM LIMITS OF INSURANCE.** Provider (other than TNCs) shall maintain limits no less than:

Commercial Automobile Liability for Corporate/business use vehicles including

non-owned and hired coverage:

1. Private Passenger type vehicles (taxis only): \$350,000.
2. Vehicles with a seating capacity of 7 passengers or less: \$750,000.
3. Vehicles with a seating capacity of 8 to 15 passengers: inclusive, \$1,500,000.
4. Vehicles with a seating capacity of 16 passengers or more: \$5,000,000.
5. Worker's Compensation: Statutory.
6. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

**6.4 MINIMUM LIMITS OF INSURANCE FOR TRANSPORTATION NETWORK COMPANIES (TNCs)**

**COMPANIES (TNCs)** shall comply as outlined in Section 1. Article 7 (commencing with Section 5430) added to Chapter 8 of Division 2 of the Public Utilities Code and per Assembly Bill 2293.

**6.5 DEDUCTIBLES AND SELF-INSURED RETENTION.** Any deductible or self-insured retention that applies to any insurance required by these Rules and Regulations is subject to approval by the County.

**6.6 OTHER INSURANCE PROVISIONS.** The insurance policies required in these Rules and Regulations are to contain, or be endorsed to contain, as applicable, the following provisions:

**All Policies:**

- A. **ACCEPTABILITY OF INSURER:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII. The County Risk Manager may waive or alter this requirement, or accept self-insurance in lieu of any required policy of insurance if, in the opinion of the Risk Manager, the interests of the County and the general public are adequately protected.
- B. **MAINTENANCE OF INSURANCE COVERAGE:** The Provider shall maintain all insurance coverage in place at all times and provide the County with evidence of each policy's renewal **ten (10) days** in advance of its anniversary date. Provider is required by this Agreement to immediately notify the County if they receive a communication from their insurance carrier or broker/agent that any required insurance is to be canceled, non-renewed or otherwise materially changed. Provider shall provide evidence that such cancelled or non-renewed or otherwise materially changed insurance has been replaced or its cancellation notice withdrawn without any interruption in coverage, scope or limits. Failure to maintain required insurance in force shall be considered a material breach of the Agreement. The Provider shall furnish the Department of Airports with a Certificate of Insurance evidencing coverage required above.
- C. **ADDITIONAL INSURED STATUS:** The County, its officers, directors, officials, employees, and volunteers are to be endorsed as additional insured as respects to automobiles owned, leased, hired or borrowed by the Provider. The coverage shall contain no endorsed limitations on the scope of protection

afforded to the County, its officers, directors, officials, employees, or volunteers. Provider is required to provide a copy of required additional insured endorsement to the Department of Airports.

D. **PRIMARY INSURANCE:** For any claims related to ground transportation services at the Airport, the Provider's insurance coverage shall be primary insurance with respect to the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, Directors, officials, employees, or volunteers shall be excess of the Provider's insurance and shall not contribute with it.

E. **SUBCONTRACTORS:** Provider shall be responsible for the acts and omissions of all its subcontractors and shall require all its subcontractors to maintain adequate insurance as required in this Agreement. Provider shall also require its subcontractors to name the County, its officers, directors, officials, agents, employees and authorized volunteers as additional insured on applicable policies.

**6.7 NOTIFICATION OF CLAIM.** If any claim for damages is filed with Provider or if any lawsuit is instituted against Provider, that arise out of or are in any way connected with Provider's performance of ground transportation services as described in these Rules and Regulations, and that in any way, directly or indirectly, contingently or otherwise, affect or might reasonably affect County, Provider shall give prompt and timely notice thereof to County. Notice shall be deemed prompt and timely if given within thirty (30) days following the date of receipt of a claim or ten (10) days following the date of service of process of a lawsuit.

## **SECTION 7 – TAXICAB SERVICES**

**7.1 REQUIREMENTS FOR TAXICAB SERVICE.** Prior to providing any ground transportation service to or from the Airport, a taxicab service provider and driver is required to obtain an AVI Transponder and Vehicle Identification Decal. Taxicab providers and drivers must show proof of appropriate local, state and federal permits and licenses, including a Sacramento County taxicab permit (or acceptable substitute), if picking up customers at Sacramento International Airport. If the taxicab service provider is terminating service from over 100 miles in distance and dropping the customer off then no transponder or decal is required; in this instance a Special Activity Notice (SAN) will be required. In his/her sole discretion, the Director may identify taxicab permits issued by jurisdictions other than Sacramento County that, based on comparable eligibility requirements, are acceptable substitutes for the Sacramento County taxicab permit. A list of jurisdictions whose taxicab permits are currently considered to be acceptable substitutes for the Sacramento County taxicab permit shall be maintained on file with the Sacramento County Department of Airports Ground Transportation Office and made available upon request.

**7.2 EXCLUSIVE AIRPORT TAXI AGREEMENT.** The County maintains an exclusive agreement for walk-up customer taxicab services originating from the Airport.

Taxicabs which are not parties to that Agreement shall be limited to drop-off fares and prearranged pick-up fares and are limited to waiting in designated areas only, unless they have been specially permitted pursuant to special clean air vehicle status as described in this section. Taxicabs operating under the exclusive agreement will use the designated areas at Terminal A and Terminal B for walk-up customers originating from the Airport.

**7.3 TERMINAL A CURB USAGE FOR DEPARTING CUSTOMERS.** Prearranged taxicab services shall use the two inside lanes for unloading customers and baggage at the designated departure areas. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended while in this lane.

**7.4 TERMINAL A CURB USAGE FOR ARRIVING CUSTOMERS.** Prearranged taxicab services shall use the ground transportation lot outside of the baggage claim area for pickup of arriving customers and baggage. These providers shall use the curbs signed, "Shuttles and Taxis with Reservations." Prearranged taxicab service drivers shall not stop in the drive lane in front of the door at the west end of Terminal A ground transportation lot. Drivers shall be fined for violation of this rule. An Attachment to these Rules and Regulations presents a map of the Terminal A curbs.

**7.5 TERMINAL B CURB USAGE FOR DEPARTING CUSOMERS.** Prearranged taxicab services shall only use the two inside lanes on the upper level roadway for active unloading of customers and baggage. The driver shall not leave the vehicle unattended.

**7.6 TERMINAL B CURB USAGE FOR ARRIVING CUSTOMERS.** Prearranged taxicab services shall use the area on the ground level of the South end of the lower level West Commercial Curb designated "Pre-arranged Transportation" for loading of customers and baggage. Providers are allowed a maximum dwell time of five minutes to stage waiting for customers with reservations. Providers are urged to stage in the Airport's Free Waiting Area prior to their customers' arrival. Once contacted by their waiting customer, the provider may proceed to the designated area for immediate loading.

**7.7 TAXICAB PICK-UP.** Unless a taxicab is party to an exclusive Airport taxicab agreement, or has been granted special access privileges, taxicab pick-up services shall be prearranged.

Prearranged taxicab services are required to have a waybill (electronic waybill acceptable) for each passenger for whom they are providing ground transportation services and shall present this waybill on demand to any Sacramento County sheriff, State of California or federal law enforcement officer, or any person authorized by the Director to demand presentation of a waybill.

## **SECTION 8 – SPECIAL EVENT TRANSPORTATION.**

### **8.1 REQUIREMENTS FOR SPECIAL EVENT TRANSPORTATION SERVICES.**

Prior to providing any ground transportation service at the Airport, all special event service providers and drivers are required to obtain an Airport ground transportation Special Activity Notice (SAN). Special event Providers and drivers must evidence proof of appropriate local, state and federal permits and licenses and must obtain a transponder and a decal from the Airport.

- A. With the prior permission of the Director, drivers and operators of transportation charter party services involving large group movements and the use of multiple vehicles (e.g., tour groups) may use the curbside areas designated "Special Events" available at Terminal A and Terminal B.
- B. Use of these areas is available on a first come, first served basis and is subject to all local, state and federal security mandates. Ground transportation services seeking to use these areas must obtain the prior approval of the Director or his designee. Requests may be submitted via telephone (916) 874-0561 or (916) 806-5351 or facsimile (916) 874-0565.
- C. A "Notice of Special Event" form, distributed by the Director upon approval of the service, is to be placed on the dash of each special event vehicle. The notice allows the ground transportation Provider to board or unload passengers at the designated special event curbs
- D. Upon receipt of permission of the Director to use these special events parking areas:
  - 1. At Terminal A the designated special event curb is located on the center islands. Authorized special event vehicles are to use the dedicated lanes to access and egress these curbside areas. The east side of the center island at Terminal A, which will accommodate up to three buses, is to be used for customer drop-off. Special event vehicles are not allowed to use the baggage claim side of the center island. The inside Terminal A curb on the East side of Terminal A may be used for pick up or drop-off of passengers. Two buses may occupy this space at the same time. See the map for Special Event Parking at space 11.
  - 2. At Terminal B, the designated special events curb is located on the North end of the East Commercial Curb. Up to two buses may park at this curb. If multiple special event vehicles are required, these vehicles may park on the two hour curb on Lindbergh Drive or on Aviation Drive.
- E. Special event vehicles may stage waiting access to the curbside customer drop-off or pick-up area along Aviation Drive in the area signed for "No Parking, Restricted Air Operations Staging Areas, Tow Away Zone". This area will accommodate 4-6 buses. When customers are ready to be picked up, vehicles may move on to the primary assigned Special Event Curb.

F. Special event vehicles may stage in the two-hour free parking zones available at the Airport for ground transportation service Providers. In the event of flight delays; all vehicles may wait, on a first come first serve basis, in the two-hour free parking areas located on Lindbergh Drive. Attachments to these Rules and Regulations include maps depicting the location of Lindbergh Drive.

## **SECTION 9 – SCHEDULED OR ON-CALL VAN SERVICES PASSENGER STAGE CORPORATIONS (PSC)**

**9.1 REQUIREMENTS FOR PSC SERVICE.** Prior to providing any ground transportation service at the Airport, all PSC service providers and drivers are required to obtain an AVI transponder and Vehicle Identification Decal. PSC service Providers and drivers must evidence proof of appropriate local, state and federal permits and licenses.

**9.2 EXCLUSIVE AIRPORT VAN SERVICE AGREEMENT.** The County maintains an exclusive Agreement for walk-up customer van services originating from the Airport. Vans which are not parties to that Agreement shall be limited to prearranged pickups and drop-off fares and are limited to waiting in designated areas only.

Van operating under the exclusive agreement will use the designated areas at Terminal A and Terminal B for walk-up customers originating from the Airport.

**9.3 WAYBILL REQUIRED.** Scheduled or on-call van services shall be prearranged as defined in Title 11.09 of the Sacramento County Code. Scheduled or on-call ground transportation service Providers are required to have a waybill for each customer for whom they are providing ground transportation and shall present this waybill on demand to any Sacramento County sheriff, traffic enforcement officer, or any Director designee.

**9.4 TERMINAL A CURB USAGE FOR DEPARTING CUSTOMERS.** Scheduled or on-call van service Providers shall use the two inside lanes for unloading customers and baggage. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended while in this area.

**9.5 TERMINAL A CURB USAGE FOR ARRIVING CUSTOMERS.** Scheduled or on-call van service Providers shall use the ground transportation lot outside the baggage claim area for arriving customers and baggage. These Providers shall use the curbs designated "Shuttles/Taxis with Reservations." A map contained in an Attachment to these Rules and Regulations depicts this area. The driver shall not leave the vehicle unattended while the vehicle is at this curb.

**9.6 TERMINAL B CURB USAGE FOR DEPARTING CUSTOMERS.** Scheduled or on-call van service Providers shall use the two inside lanes on the upper level roadway for unloading customers and baggage. Use of these lanes shall be for

active unloading only. The driver shall not leave the vehicle unattended at this curb.

- 9.7 **TERMINAL B CURB USAGE FOR ARRIVING CUSTOMERS.** Scheduled or on-call van service Providers shall use the South end of the lower level West Commercial Curb which is designated “Pre-arranged Transportation” for loading of customers and baggage. Providers are allowed a maximum dwell time of five minutes to stage waiting for customers with reservations. Providers are urged to stage in the Airport’s Free Waiting Area prior to their customers’ arrival. Once contacted by their waiting customer, the provider may proceed to the designated area for immediate loading.
- 9.8 **DISPATCH SERVICE COMMUNICATION.** All scheduled or on-call van service Providers shall have a dispatch service 24 hours a day, and two-way radios or cellular telephones in the vehicles providing transportation services to and from the Airport in order to maintain communications with its dispatch, customers and its drivers and employees.

## **SECTION 10 – COURTESY VEHICLES**

- 10.1 **REQUIREMENTS FOR COURTESY VEHICLE SERVICE.** Prior to providing any ground transportation service at the Airport, all courtesy vehicle providers and drivers are required to obtain an AVI Transponder and Vehicle Identification Decal. Courtesy vehicle Providers and drivers must evidence proof of appropriate local, state and federal permits and licenses.
- 10.2 **TERMINAL A CURB USAGE FOR DEPARTING CUSTOMERS.** Unless otherwise specified, courtesy vehicles shall use the two inside lanes for unloading of customers and baggage. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended.
- 10.3 **TERMINAL A CURB USAGE FOR ARRIVING CUSTOMERS.** Unless otherwise specified, courtesy vehicles shall use the ground transportation lot outside of the baggage claim area for pick-up of arriving customers and their baggage. These Providers shall use the curb adjacent to the cement wall and behind the limousine spaces. The driver shall not leave the vehicle unattended. Drivers shall not stop in the drive lane in front of the door at the west end of baggage claim. An Attachment to these Rules and Regulations presents a map of the designated unloading and loading areas for Terminal A.
- 10.4 **TERMINAL B CURB USAGE FOR DEPARTING CUSTOMERS.** Unless otherwise specified, courtesy vehicles shall use the two inside lanes of the upper level roadway for unloading customers and baggage. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended while at this curb.

**10.5 TERMINAL B CURB USAGE FOR ARRIVING CUSTOMERS.** Unless otherwise specified, courtesy vehicles shall use the South end of the West Commercial Curb on the lower level designated as “Pre-arranged Transportation” to load customers and baggage. Use of this curb shall be for loading only. The driver shall not leave the vehicle unattended. Vehicles are allowed a maximum dwell time of five minutes to stage waiting for customers with reservations. Courtesy vehicles are urged to stage in the Airport’s Free Waiting Area prior to their customers’ arrival. Once contacted by their waiting customer, the provider may proceed to the designated area for immediate loading.

**10.6 GENERAL AVIATION AND RENTAL CAR TERMINALS.** Unless otherwise specified, courtesy vehicles may pick up and drop off customers at the General Aviation Facility located at 6229 Lear Drive and the Rental Car Terminal located at 6327 Aviation Drive. Attachments to these Rules and Regulations present maps depicting the General Aviation facility and Rental Car Terminal.

## **SECTION 11 – OFF-AIRPORT PARKING**

**11.1 REQUIREMENTS FOR OFF-AIRPORT PARKING SERVICE.** Prior to providing any ground transportation service at the Airport, all off-Airport parking service providers and drivers are required to obtain an AVI Transponder and Vehicle Identification Decal. Off-Airport parking service Providers and drivers must evidence proof of appropriate local, state and federal permits and licenses.

**11.2 TERMINAL A CURB USAGE FOR DEPARTING CUSTOMERS.** Off-Airport parking courtesy vehicle services shall use the curbside areas designated for “Special Events” as defined by Section 7 of these regulations for unloading customers and baggage. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended while at this curb.

**11.3 TERMINAL A CURB USAGE FOR ARRIVING CUSTOMERS.** Off-Airport parking courtesy vehicle services shall use the curbside areas designated for “Special Events” as defined by Section 7 of these regulations for arriving customers. They shall use the curb adjacent to the cement wall and behind the limousine spaces. The drivers shall not leave the vehicle unattended. Drivers shall not stop in the drive lane in front of the door at the west end of baggage claim. An Attachment to these Rules and Regulations presents a map of the designated unloading and loading area for Terminal A.

**11.4 TERMINAL B CURB USAGE FOR DEPARTING CUSTOMERS.** Off-Airport parking courtesy vehicle services shall use the curbside areas designated for “Special Events” as defined by Section 7 of these regulations for unloading customers and baggage. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended.

**11.5 TERMINAL B USAGE FOR ARRIVING CUSTOMERS.** Off-Airport parking

courtesy vehicle services shall use the curbside areas designated for “Special Events” as defined by Section 7 of these regulations for loading of customers and baggage. Use of this curb shall be for loading only. The driver shall not leave the vehicle unattended. An attachment to these Rules and Regulations presents a map of the designated unloading and loading area for Terminal B.

## **SECTION 12 – FLIGHT CREW TRANSPORT SERVICES**

**12.1 REQUIREMENTS FOR FLIGHT CREW TRANSPORT SERVICES.** Prior to providing any ground transportation service at the Airport, all flight crew transport service providers and drivers are required to obtain an AVI Transponder and Vehicle Identification Decal. Flight crew transport service Providers and drivers must evidence proof of appropriate local, state and federal permits and licenses.

**12.2 TERMINAL A CURB USAGE FOR DEPARTING FLIGHT CREW.** Providers transporting flight crew members shall use the two inside lanes for unloading of flight crew. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended while in this lane.

**12.3 TERMINAL A CURB USAGE FOR ARRIVING FLIGHT CREW.** Providers transporting flight crew members shall use the ground transportation lot outside of the baggage claim area for arriving customers. They shall use the inside curb adjacent to the cement wall. The driver shall not leave the vehicle unattended. Drivers shall not stop in the drive lane in front of the door at the west end of baggage claim. An Attachment to these Rules and Regulations presents a map of the designated unloading and loading area for Terminal A.

**12.4 TERMINAL B CURB USAGE FOR DEPARTING FLIGHT CREW.** Providers transporting flight crew members shall use the inside two lanes on the upper level roadway for unloading flight crew. Use of these lanes is for active unloading only. The driver shall not leave the vehicle unattended.

**12.5 TERMINAL B CURB USAGE FOR ARRIVING FLIGHT CREW.** Providers transporting flight crew shall use the South end of the lower level West Commercial Curb designated as “Pre-arranged Transportation” and are allowed a maximum dwell time of five minutes to stage and wait. The driver shall not leave the vehicle unattended. Providers are urged to stage in the Airport’s Free Waiting Area prior to their customers’ arrival. Once contacted by their waiting customer, the provider may proceed to the designated area for immediate loading. An attachment to these Rules and Regulations presents a map of the designated unloading and loading area for Terminal B.

## **SECTION 13– MISCELLANEOUS SERVICE including Transportation Network Companies (unless specifically excluded)**

**13.1 PERMITS AND DOCUMENTS REQUIRED.** All miscellaneous ground

transportation service Providers (except TNCs and car share vehicles) are required to obtain AVI Transponders and Vehicle Identification Decals prior to providing any ground transportation service at the Airport, with the Director's review and approval. Ground Transportation service drivers in this category shall exhibit evidence of all applicable local, state and federal permits or licenses, and any other items determined by Director.

**13.2 TERMINAL A CURB USAGE FOR DEPARTING CUSTOMERS.** Unless otherwise indicated by Director, miscellaneous services shall use the two inside lanes for unloading passengers and baggage. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended while in this lane.

**13.3 TERMINAL A CURB USAGE FOR ARRIVING CUSTOMERS.** Unless otherwise indicated by the Director, miscellaneous services shall use the ground transportation lot outside of the baggage claim area for arriving customers. These Providers shall use the curbs designated "Shuttles and Taxis with Reservations." An Attachment to these Rules and Regulations presents a map of the designated unloading and loading areas.

**13.4 TERMINAL B CURB USAGE FOR DEPARTING CUSTOMERS.** Unless otherwise specified, miscellaneous services shall use the two inside lanes of the upper level roadway for unloading customers and baggage. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended.

**13.5 TERMINAL B CURB USAGE FOR ARRIVING CUSTOMERS.** Unless otherwise specified, miscellaneous services shall use the South end of the West Commercial Curb on the lower level designated as "Pre-arranged Transportation" to load customers and baggage. Use of this curb shall be for loading only. The driver shall not leave the vehicle unattended. Vehicles are allowed a maximum dwell time of five minutes to stage waiting for customers with reservations. Providers are urged to stage in the Airport's Free Waiting Area prior to their customers' arrival. Once contacted by their waiting customer, the provider may proceed to the designated area for immediate loading. An attachment to these Rules and Regulations presents a map of the designated unloading and loading areas.

## **SECTION 14 – TRANSPORTATION CHARTER PARTY SERVICES**

**14.1 REQUIREMENTS FOR TRANSPORTATION CHARTER PARTY SERVICES.** Prior to providing any ground transportation service at the Airport, all transportation charter party service providers and drivers are required to obtain an AVI Transponder and Vehicle Identification Decal. Transportation charter party service Providers and drivers must evidence proof of appropriate local, state and federal permits and licenses.

**14.2 WAYBILL REQUIRED.** Transportation charter party carrier drivers are required to have a waybill for each passenger for whom they are providing ground

transportation services and shall present this waybill on demand to any Sacramento County sheriff, traffic enforcement officer, State of California or federal law enforcement officer, or any person authorized by the Director to demand presentation of a waybill. An electronic waybill is acceptable. A fine will be issued for Providers who do not possess a waybill. The fine schedule is located in Section 17 of these rules and regulations.

**14.3 TERMINAL A CURB FOR DEPARTING CUSTOMERS.** Drivers and operators of transportation charter party services shall use the two inside lanes for unloading customers in front of Terminal A. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended.

**14.4 TERMINAL A CURB USAGE FOR ARRIVING CUSTOMERS.** Transportation charter party services shall use the ground transportation lot outside the baggage claim area for arriving customers. Limousines with TCP licenses shall use the curb adjacent to the cement wall. Vans and buses with TCP licenses shall use the curbs designated "Shuttle/Taxis with Reservations." Maps of these areas are presented in Attachments to these Rules and Regulations. Drivers of transportation charter party services shall not leave their vehicles unattended. Drivers shall not stop in the drive lane in front of the door at the west end of baggage claim.

**14.5 TERMINAL B CURB USAGE FOR DEPARTING CUSTOMERS.** Limousines, buses, and vans with TCP licenses shall use the two inside lanes on the upper level roadway for unloading customers and baggage. Use of these lanes shall be for active unloading only. Drivers of buses and vans shall not leave the vehicles unattended.

**14.6 TERMINAL B CURB USAGE FOR ARRIVING CUSTOMERS.** Drivers of limousines with TCP licenses shall use the North end of the lower level West Commercial Curb at Terminal B designated "Limousines." Limousines are allowed a maximum dwell time of five minutes to stage waiting for customers with reservations. Limousines are urged to stage in the Airport's Free Waiting Area prior to their customers' arrival. Once contacted by their waiting customer, the provider may proceed to the designated area for immediate loading.

## **SECTION 15 – PREARRANGED INTERSTATE GROUND TRANSPORTATION SERVICES**

"Prearranged ground transportation service" means transportation for one or more passengers that is arranged in advance or operated on a regular route between specified points and is provided in a motor vehicle with a seating capacity that does not exceed 15 passengers (including the driver).

In compliance with the Real Interstate Drivers Equity Act of 2002 (49 U.S.C. section 14501(d)), the Sacramento Department of Airports m shall exempt from the transponder, decal and fee requirements set forth herein any provider of pre-arranged ground

transportation services which demonstrates that it:

1. Meets all applicable registration requirements for the interstate transportation of passengers; and
2. Meets all applicable vehicle and intrastate passenger licensing requirements of the State or States in which the motor carrier is domiciled or registered to do business; and
3. Is providing such service pursuant to a contract for:
  - a. Transportation by the motor carrier from one State, including intermediate stops, to a destination in another State; or
  - b. Transportation by the motor carrier from one State, including intermediate stops in another State, to a destination in the original State.

An intermediate stop means a pause in the transportation in order for one or more passengers to engage in personal or business activity, but only if the driver providing the transportation to such passenger or passengers does not, before resuming the transportation of such passenger (or at least one of such passengers), provide transportation to any other person not included among the passengers being transported when the pause began.

The following documents should be readily available in the glove compartment of any vehicle providing pre-arranged interstate ground transportation services:

1. Letter of federal authority to conduct interstate transportation;
2. Proof of insurance in the amount required by federal law for type of vehicle used;
3. Official copy of driver's criminal background check, or certification that no such background check is required in the state in which the provider is domiciled;
4. For an 8-15 passenger vehicle, the vehicle's USDOT number.

For the convenience of prearranged interstate service providers, a prearranged ground transportation service provider who meets the above requirements may obtain an optional, complimentary special event permit so that proof of exemption may be displayed while on Airport premises. The purpose of the special event permit is to allow visual identification of prearranged interstate ground transportation providers and avoid inadvertent stops or citations by Airport enforcement officials. To obtain a special event permit for this purpose, please fax your request along with copies of the documentation listed above to Airport Operations at (916) 874-0565.

In the alternative, any prearranged interstate ground transportation service provider who is assessed a fee or receives a citation for failure to obtain or display ground transportation permits or transponders may have the fee or citation withdrawn upon presenting proof of exemption within 10 days after the date of fee assessment or citation. Presentation of the following shall constitute proof of eligibility for rescission of fee or citation: a trip invoice demonstrating prearranged ground transportation service (including pick-up and drop-off location) corresponding to date and time of the particular violation alleged; written

documentation demonstrating the seating capacity of the vehicle used, and written documentation of the compliance with registration and licensing requirements identified in this section.

The exception for prearranged ground transportation services provided for in this section applies only to individual prearranged interstate trips; to the extent a provider of interstate ground transportation provides in-state transportation all permits and fees required by these regulations shall apply. Misrepresentation of eligibility for exemption by any means, including fraudulent application for or display of a prearranged interstate service provider permit shall be result in an administrative fine of \$100 pursuant to Section 17.2 of these Regulations.

## **SECTION 16 – DESIGNATED TWO HOUR FREE PARKING CURB**

Two hour free parking is available at the Airport for ground transportation service Providers and the public in the event of flight delays. All vehicles may wait, first come first serve, in the two hour free parking areas located on Lindbergh Drive. An Attachment to these Rules and Regulations presents a map of the two hour free parking curb. Any other parking requests, such as overnight parking accommodation, shall be specifically addressed by the Airport's contracted management parking company.

## **SECTION 17 – ENFORCEMENT**

- 17.1 VIOLATIONS.** Violations of these Rules and Regulations may lead to the temporary suspension or permanent revocation of the ground transportation service and the driver's permit to operate on the Airport, as well as fines and criminal prosecution. Title 11.09 of the Sacramento County Code sets forth the appeal rights of any entity whose operating rights at the Airport as a ground transportation service has been denied or revoked.
- 17.2 ADMINISTRATIVE FINES AND PENALTIES.** Pursuant to SCC 11.09.175, the Director may assess fines and/or suspensions for all violations of Chapter 11 of the Ordinance and its supporting Rules and Regulations. Behavior prohibited by these Rules and Regulations includes behavior which is destructive to Airport property, disrespectful of the Airport or its patrons, may be disruptive to Airport operations or affects the safety or security of the Airport or its passengers. The fine schedule below lists some, but not all, violations and their resulting fines. The Director may fine or suspend for behavior not specifically listed in these Regulations, but prohibited under the general categories as stated in this paragraph.

The holder of the ground transport vehicle AVI Transponder shall be notified verbally or in writing of any failure to comply with the vehicle standards set forth in Section 2.5 of these Regulations if damage is moderate or major the vehicle shall not be allowed to operate due to immediate threat to the public health, safety or welfare caused by the exercise of privileges under the permit.

The Director reserves the right to increase or decrease suspensions or institute revocation of privileges depending upon the gravity, number or the severity of violations and the ground transportation service response.

This Schedule may be updated at any time by the Director. The Director may, in his or her sole discretion, reduce administrative fines where appropriate. Fines and or suspensions for specific violations are as follows:

- A. Violations resulting in a **\$50 fine** to Provider and Driver, if different person than Provider:
  - 1. Intentionally feeding, approaching, disturbing, frightening, trapping or otherwise interfering with wildlife.
- B. The following conduct shall be punishable by a fine of \$100 for first violation, a fine of \$200 for a second violation of the same provision within one year, and a fine of \$500 for each additional violation of the same provision within one year.
  - 1. Leaving a ground transportation vehicle unattended without prior authorization.
  - 2. Loading or unloading of passengers or baggage at locations other than locations designated in these rules and regulations.
  - 3. Littering, including cigarette butts.
  - 4. Performing repair or maintenance on ground transportation vehicle on Airport property.
  - 5. Air quality violations, including excessive idling of engine as determined by Airport and in accordance with local, state and federal law.
  - 6. Urinating in any area of the Airport other than a portable or permanent restroom.
  - 7. Charging any passenger a fare in excess of the fares permitted by the rate schedule or rates set by CPUC or by Sacramento County Board Resolution.
  - 8. Soliciting as defined in these rules and regulations.
  - 9. Failure to post required vehicle identification decals or install the required transponders.
  - 10. Failure to observe any and all orders, directives or conditions issued, given or imposed by the Director or his designee, with respect to the use of roadways, driveways, curbs, sidewalks, and parking areas at the Airport or to obey all traffic directions given by Airport personnel.
  - 11. Loading or transporting passengers in a Ground Transportation Vehicle permitted under a TCP or Limousine Permit or pursuant to the regulations regarding prearranged services without a waybill.
  - 12. Refusal to transport a passenger.
  - 13. Failure to carry and present, upon request, all applicable permits including but not limited to CPUC permits and those required under these regulations.

C. In addition to administrative fines, the following committed by any driver may result in suspension and/or revocation of a Provider's Ground Transportation permit, as pertains to all drivers on that Provider's driver roster:

1. Providing false/misleading information to the Airport shall result in a suspension for ten (10) calendar days and a fine to the Provider of \$100 upon first violation. The second violation shall result in revocation of permit.
2. Failure to pay AVI trip fees when due shall result in suspension or revocation of permit.
3. Unauthorized transfer or removal of an Airport issued transponder, intentionally causing damage or destruction to the transponder or intentionally interfering with the proper operation of the transponder shall result in revocation of Ground Transportation privileges upon first violation.
4. Any driver receiving three citations for any violations under these regulations within one calendar year shall be subject to having his/her individual ground transportation privileges revoked.

**17.3 CITATIONS.** Administrative citations will be given for any infraction of these Rules and Regulations. Any Director's designee, including any Airport Sheriff's Officer or Traffic Enforcement Officer, is authorized to issue administrative citations for violations of these rules. These citations may be given in addition to any citations for violation of local, state, or federal laws.

**17.4 RESPONSIBILITY.** Each Ground Transportation Provider shall be held responsible for the failure of its drivers, agents, employees or other representatives to comply with these Rules and Regulations, including payment of trip fees assessed for each transponder registered to the Provider.

## **SECTION 18 – GROUND TRANSPORTATION PERMITS, TRANSPONDERS AND DECALS**

**18.1 GROUND TRANSPORTATION DECALS AND TRANSPONDERS.** Every ground transportation vehicle on the Airport premises must display a current and valid ground transportation decal and properly installed, working vehicle AVI transponder unless otherwise exempted pursuant to Chapter 11.09 of the Sacramento County Code, or these Rules and Regulations.

**18.2 APPLICATION FOR GROUND TRANSPORTATION PRIVILEGES, DECAL AND TRANSPONDER**

- A. The Director has determined that it is warranted to charge each ground transportation provider an Administration fee for each vehicle in the amount of \$30 each. The fee will be collected by Airport staff upon the successful passing of the initial vehicle inspection.
- B. Application for ground transportation permits, transponders and decals shall be made upon forms supplied by the Airport Ground Transportation office. Installation of an AVI transponder shall constitute evidence of permit on record with the Airport

Ground Transportation office. Applications shall require such terms and conditions as the Director determines to be necessary for the protection of the safety, convenience, and welfare of the County and the general public. All applicants must provide all information required by the Director, including, but not limited to, the following information:

1. Provider's name, street and mailing address, telephone and fax numbers, e-mail address (if available), and a copy of the applicant's driver's license.
2. Business/operating name, if different than Provider's name.
3. Type of ground transportation business as described in Chapter 11.09, of the Sacramento County Code.
4. For each vehicle to be permitted, a copy of the current vehicle DMV registration, the vehicle description, license number, year, make, body type, and number of passenger seats
5. Detailed and complete description of the ground transportation service(s) to be provided, including primary service area.
6. Copy of applicable approvals (e.g. TCP/PSC certificate or County taxicab permit) for each vehicle to be permitted.
7. If applicant is a Provider seeking permission for multiple drivers under his/her supervision to provide ground transportation service applicant must provide a current roster of Drivers under applicant's direct supervision together with a copy of each driver's license.
8. No ground transportation driver other than those individually granted ground transportation privileges or those identified on a Provider's roster may use an AVI Transponder and Vehicle Identification Decal at Sacramento International Airport.
9. Insurance declaration sheet evidencing current and valid insurance in the amounts and types set forth in these Rules and Regulations.

## **SECTION 19 – AVI TRANSPONDER AND DECAL REQUIREMENT 18.1 LOST, STOLEN, OR DAMAGED AVI TRANSPONDERS.**

The Airport continues to own all AVI transponders after issuance. Providers must report lost, stolen, or damaged (i.e., non-functioning) AVI transponders to the Director immediately. The Director will issue a replacement AVI transponder.

- A. The Provider will be required to pay thirty dollars \$30.00 for any replacement transponder which is not found to be defective, but where damage is due to reckless or intentional acts.

### **19.1 REMOVAL OF AVI TRANSPONDER AND DECALS.**

- A. No Provider or Driver may remove a transponder or decal from a vehicle and transfer or affix the transponder or decal to another vehicle without prior approval of the Director. All transponders and decals removed from a vehicle must be returned to the Director.

B. The Provider will have committed an offense, in accordance with these Rules and Regulations, if the Provider:

1. Operates or causes to be operated a ground transportation vehicle at the Airport without a properly installed, working transponder or decal affixed to it;
2. Attaches a transponder or decal to a vehicle not authorized to operate at the Airport;
3. Interferes with the Director or a designated representative seeking to remove the decal and /or transponder (e.g., if the vehicle has been determined to be unsafe to operate at the Airport);
4. Covers, conceals, or attempts to cover or conceal the decal;
5. Attempts to interfere with the proper operation of a transponder;
6. Forges, alters, or counterfeits or possesses a forged, altered or counterfeited vehicle identification decal or transponder required under these operating instructions;
7. Allows any Driver other than those identified on the Provider's roster of supervised drivers on record with the Director to operate at Sacramento International Airport.

**19.2 GROUND TRANSPORTATION VEHICLE RECORDS.** Provider is responsible for maintaining current information on file with the Airport on each permitted vehicle, or anytime upon the Director's demand. This information shall, include, but is not limited to the following:

- A. Copy of certificate of title, current vehicle registration, or other evidence of vehicle ownership or, for a leased vehicle, a copy of the vehicle lease indicating the name of the owner of the vehicle, the vehicle license plate number and vehicle identification number.
- B. Record of distribution of Vehicle Identification Number;
- C. Decal and transponder identification issued by the Airport Director to the vehicle;
- D. License plate number;
- E. Provider(s) associated with vehicle, and
- F. Copy of certificates of insurance as required by these Rules and Regulations
- G. All applicable operating permits including CPUC and taxicab permits for each driver on approved roster of drivers.
- H. Copy of applicable regulatory approvals
- I. Roster of drivers authorized to operate on behalf of Provider

**19.3 ADDITION OR DELETION OF AUTHORIZED VEHICLES AND/OR DRIVERS.** Any addition or deletion to a list of authorized vehicles or roster of drivers provided by a Provider shall be immediately communicated to the Director or his designee. The Director's approval must be obtained prior to the use of any ground transportation vehicle and/or authorization of a Driver, whether temporary or permanent. Denial of the addition or deletion of a vehicle or authorization of Driver may occur, under the following circumstances, without limitation:

- A. If that change results in an increase in the number of vehicles that a Provider is authorized to operate at the Airport,
- B. If that change results in a larger vehicle replacing a vehicle previously authorized to operate at the Airport, or
- C. If that change results in the increased frequency of operation of such vehicles.
- D. The request to change service or vehicles must be submitted to the Director no less than thirty (30) days in advance of the proposed implementation date.
- E. All permitted vehicles are assumed to remain in service and are subject to all fees required by the Code and these Rules and Regulations, including renewal fees, if any, until a Provider notifies the Director that the vehicle has been removed from service.
- F. The Driver whom Provider proposes to add to its roster is deemed unacceptable for provision of ground transportation service based on these Rules and Regulations.

**19.4 TEMPORARY SUBSTITUTE/SUPPLEMENTAL VEHICLES.** A Provider may apply for a temporary substitute/supplemental ground transportation vehicle permit to (a) replace a vehicle that is taken out of service for maintenance or other reasons, or (b) provide a supplemental vehicle to accommodate a temporary increase in the number of customers to be served at the Airport. The Director's prior approval must be received for all vehicles to be operated using a temporary substitute/supplemental vehicle permit. A transponder and decal must be present in the temporary vehicle prior to operation on the Airport.

- A. Unless authorized by the Director, such vehicles must (a) be used for no more than thirty (30) consecutive days as a temporary substitute or supplement for a vehicle for which there was and continues to be a valid ground transportation permit, and (b) comply with the same safety, appearance, and maintenance standards as established for the authorized vehicle to be temporarily replaced.

**19.5 VEHICLE WITH DAMAGE.** If a permitted vehicle sustains moderate or major damage, the Director may remove its transponder and decal, and prohibit Airport ground transportation service by that vehicle.

## **SECTION 20 – FEE COLLECTION AND SCHEDULE**

**20.1 TRANSPONDER AND RELATED FEES.** Except as explicitly provided by these regulations, all ground transportation providers shall pay all required permit and related fees, in accordance with local, state and federal law, and as are established by the Director in accordance with the current applicable resolution adopted by the Board.

- A. A transponder fee will be implemented after appropriate notice.
- B. Roadway Access Fees – Roadway access fees ("trip fees") shall be assessed to recover reasonable costs of Airport roadway maintenance, administration of ground transportation services, and enforcement of these Rules and Regulations.

Trip fees, verified via transponder, shall be charged to each permitted vehicle. Collection of trip fees shall be from the Provider associated with the permitted vehicle. The suspension or revocation of a Provider's Ground Transportation permit for failure to pay trip fees shall result in suspension or revocation of the ground transportation permits applicable to all vehicles operated by the suspended or revoked provider at the Airport.

- C. Transponders which have been lost, stolen or damaged must be replaced immediately. Any transponder with a mechanical malfunction will be replaced. Any transponder which has been damaged or has been intentionally tampered with must be replaced at a charge of \$30. Decals which have been lost or damaged must be replaced.
- D. No permit or request for approval or appeal shall be deemed valid or complete until all prescribed fees have been paid. However, pre-arranged interstate ground transportation service providers shall not be required to pay any fee in advance of demonstrating eligibility for the fee exemptions provided by these regulations.

## **SECTION 21 – TABLE OF GROUND TRANSPORTATION FEES (Trip Fees)**

<b>Number of Passenger Seats</b>	<b>PER TRIP FEE</b>
Less than 6 passengers	\$2.50
6-11 passengers	\$3.00
12-24 passengers	\$3.75
Greater than 24 passengers	\$7.25

Vehicle inspection fee \$30.00 (if applicable)

Fees apply to all Ground Transportation categories not conducting operations under a specified contractual agreement with the County Department of Airports.

The following companies are exempt from paying trip fees:

- Public Transit
- Government Own/Operated ground transportation vehicles
- Nonprofit Services
- Pre-arranged interstate ground transportation service providers

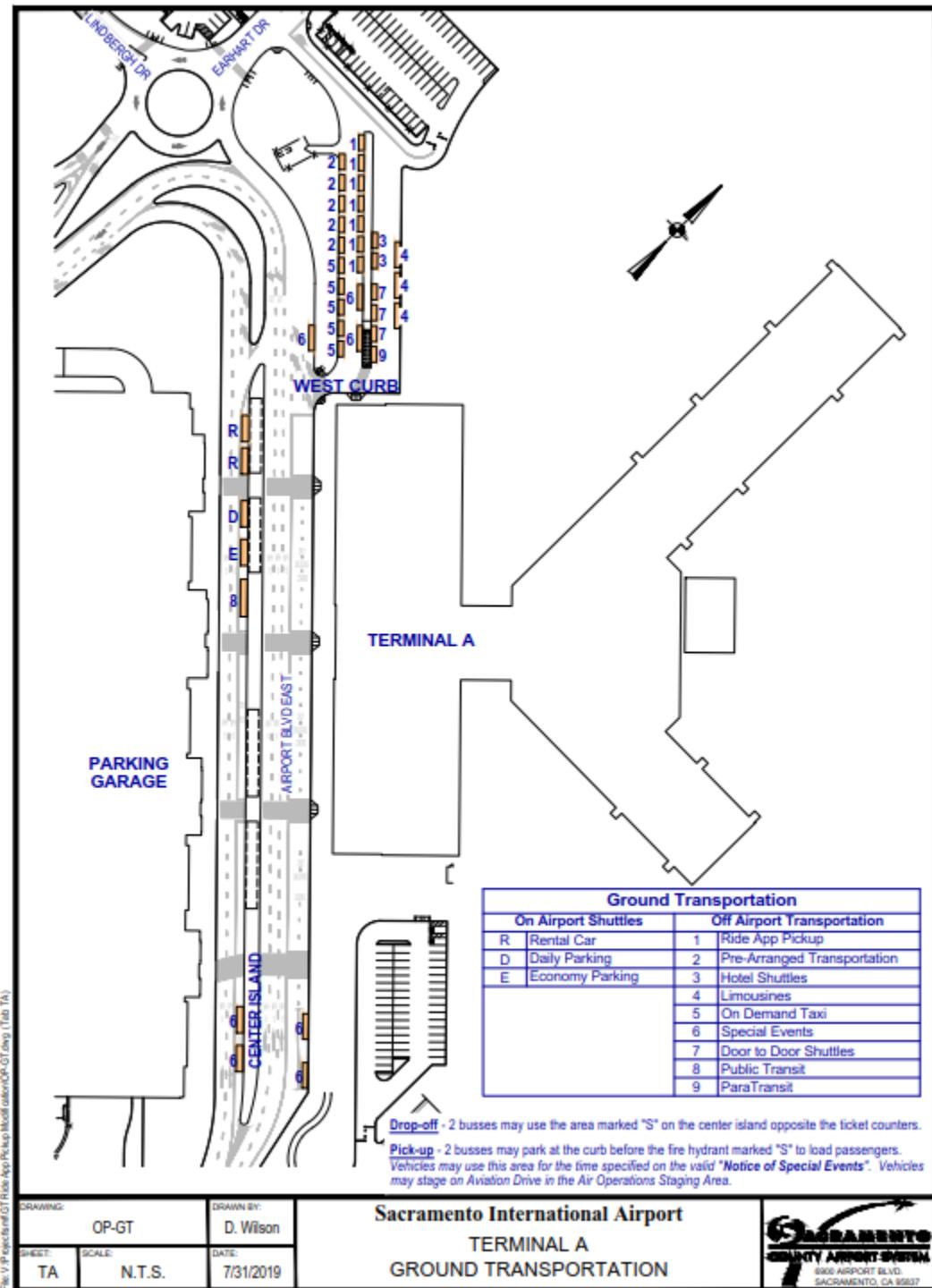
### **21.2 PAYMENT OF TRIP FEES.** Payment of Airport use fees required by Chapter 11.09 shall be made in accordance with the following procedures:

- A. The trip fee will be assessed and collected on a monthly basis based upon the Provider's electronically recorded monthly vehicle trips.
- B. Each Provider shall pay trip fees and other fees for every vehicle registered to its account as established by the County Code set forth in the monthly billing statement within thirty (30) days of the statement date. Any Driver operating independent of a Provider shall be responsible for his or her own account and trip

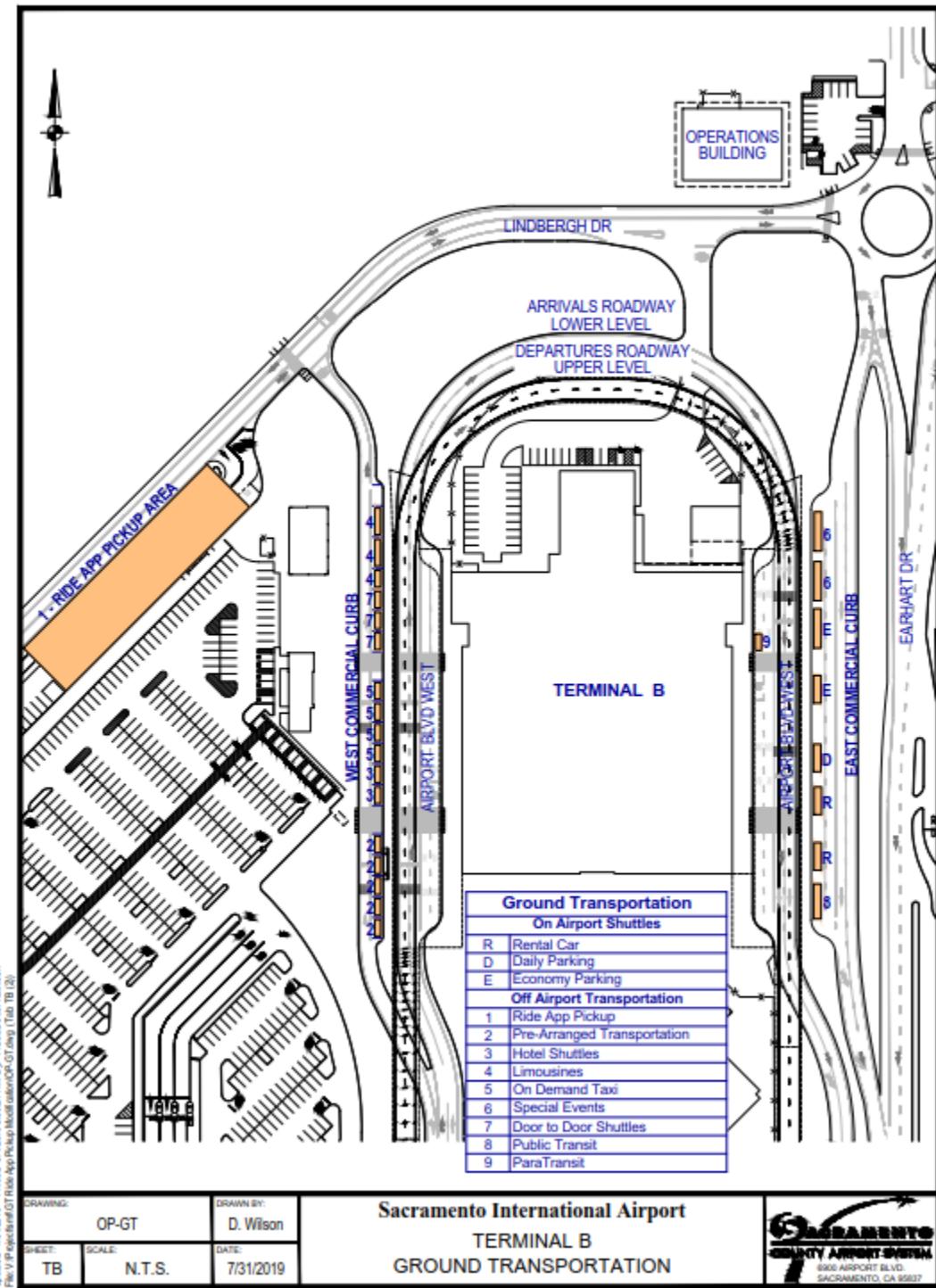
fees. It would ultimately be the registered vehicle owner's responsibility to pay all Trip Fees associated with any vehicle operation. Each Provider must furnish the association fleet vehicle inventory along with the Transponder # assigned, and/or DMV vehicle registration (copies) information to the Director upon demand. If a billing address goes invalid, an Association can be held responsible to hand out the SMF AVI billing directly to its independent drivers.

- C. A late fee as set forth by the Sacramento County Board of Supervisors shall be charged on any past due balances.
- D. In the event of a hardware or software failure in the transponder system that prevents production of a timely monthly billing report the Airport may bill the Provider and the Provider shall pay the per-trip fee as calculated by averaging the previous three months or three weeks usage, whichever is appropriate, in the sole estimation of the director.

## MAP OF TERMINAL A - GROUND TRANSPORTATION



## MAP OF TERMINAL B - GROUND TRANSPORTATION



## MAP OF AIRPORT ROADS AND PARKING LOTS

