

**\*\*\*PLEASE NOTE\*\*\***

**The following ground transportation packet is in the process of being updated. When returning documents, use the addresses listed below, not the address in the packet. Thank you.**

**Mail the completed packet to:**

**Broward County Aviation Department  
Landside Operations GTP  
2200 SW 45<sup>th</sup> Street, Suite 101  
Dania Beach, FL 33312**

**Do NOT mail the packet to:**

**Landside Operations/Finance for BCAD  
100 Aviation Boulevard  
Fort Lauderdale, FL 33315**

**OPERATIONAL REQUIREMENTS & FEES**

1. An applicant for Prearranged Ground Transportation permit for a vehicle or vehicles that provides seating for (20) passengers or more, not including the driver, shall make application to Broward County Aviation Department, Landside Operations - GTP, 100 Aviation Boulevard, Ft. Lauderdale, FL 33315. **ALL APPLICATIONS REQUIRE BCAD APPROVAL PRIOR TO ISSUANCE OF PERMIT AND DECALS.**
2. Each of the permittee's vehicles operating at the Airport shall display a current decal in the lower right corner of the vehicle's windshield.
3. Decals are effective from the date of issuance and expire on September 30th of each year.
4. Each of the permittee's drivers shall have in their possession, available for inspection, a valid Driver's License applicable to the vehicle operated.
5. Permittee's vehicle(s) shall have appropriate vehicle license(s) and operators of permittee's vehicles shall have the appropriate license issued by the Broward County Permitting, Licensing and Consumer Protection Division and/or the Florida Department of Motor Vehicles and Drivers' Licenses.
6. All vehicles used by each permittee in the conduct of its business at the Airport shall be maintained in a safe, clean and well maintained condition.
7. All vehicles shall use a location designated by the Aviation Department as a holding area for the storage area of vehicles awaiting the arrival of specified flights and passengers. The vehicles shall remain in the designated holding area until the passengers and baggage are assembled for the purpose of expeditiously loading the passengers and baggage and departing the area.
8. Each permittee shall, at a minimum, provide, pay for, and maintain in force at all times during the term of the permit the insurance coverages as required by the Broward County Risk Management Division. Such required coverages may be modified from time to time by the Broward County Risk Management Division. Phone number 954-357-7200. Permittees shall furnish to the Aviation Department Certificates of Insurance or endorsements evidencing the insurance coverages acquired by the Broward County Risk Management Division.

**PREARRANGED GROUND TRANSPORTATION PERMIT SUMMARY**

SEATING CAPACITY (NUMBER OF PASSENGER SEATS)	PER TRIP FEE	ANNUAL APPLICATION FEE	ANNUAL DECAL FEE	AVIATION DEPARTMENT PERMIT REQUIRED?	PERMITTING, LICENSING AND CONSUMER PROTECTION PERMIT REQUIRED?
19 OR LESS	N/A	\$50 PER VEHICLE	Included in the Annual Application Fee	NO	YES
20 -27	\$6.00 PER TRIP	\$50	\$10 PER VEHICLE	YES	NO
28 OR MORE	\$10.00 PER TRIP			YES	NO

**EXCEPTION: PERMITTEES TRANSPORTING PASSENGERS TO PORT EVERGLADES SHALL NOT BE REQUIRED TO PAY THE AFORESAID TRIP FEE.**

**DEFINITIONS**

**PREARRANGED GROUND TRANSPORTATION SERVICES:** The transportation for compensation of any passenger who prearranges for transportation services prior to arrival at the Airport's Terminal Complex. The term "prearranged Ground Transportation services" shall not include rental car operations, whether located on the Airport or off the Airport, or any taxi, limousine or shuttle services operating at the Airport under a current lease, license, permit or concession agreement and shall not include any hotel or motel that operates any motor vehicle provided as a "courtesy" vehicle with driver to customer who pay for the primary service with transportation included as an ancillary benefit.



Broward County  
**AVIATION DEPARTMENT**  
 Fort Lauderdale-Hollywood International Airport

**PERMIT  
 PREARRANGED GROUND  
 TRANSPORTATION SERVICES AT THE  
 FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT**

The Board of County Commissioners, Broward County, Florida, hereinafter referred to as the "County," by and through its Director of Aviation, hereby grants a permit to the party or parties named herein for the privilege of providing Prearranged Ground Transportation Services at the Fort Lauderdale-Hollywood International Airport ("Airport") in accordance with Chapter 2, Article III, Division 2, *Broward County Code of Ordinances*, as amended, and any rules and regulations promulgated thereunder relating to Prearranged Ground Transportation Services.

Any person who desires to provide Prearranged Ground Transportation Services at the Airport as defined by this Ordinance shall obtain a permit authorizing such Prearranged Ground Transportation Services. No person shall enter the Airport for the purpose of providing Prearranged Ground Transportation Services without first obtaining a permit from either the Aviation Department or from Permitting, Licensing and Consumer Protection Division specifically authorizing such service. Applicants for permits for vehicles that provide seating for nineteen (19) passengers or less shall make application to the Broward County Permitting, Licensing and Consumer Protection Division. **Applicants for permits for vehicles that provide seating for twenty (20) passengers or more shall make application to the Aviation Department.**

<b>PERMIT NUMBER:</b>	<b>DECAL NUMBER(S):</b>
NAME OF PERMIT HOLDER:	
ADDRESS:	
TELEPHONE NUMBER:	CELL PHONE NUMBER/PROVIDER:
FAX NUMBER:	E-MAIL:
AUTHORIZED REPRESENTATIVE: (PRINT)	
NUMBER OF DECALS ISSUED:	
EXPIRATION DATE: SEPTEMBER 30, _____	
<b>Original Certificate of Insurance required at time of application for permit</b>	

I have read and understand the operational requirements and fees for obtaining a Prearranged Ground Transportation Permit (see reverse side).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Broward County Aviation Department Approval: \_\_\_\_\_

Date: \_\_\_\_\_





**DESCRIPTION OF FEES**

**(RETURN WITH PERMIT APPLICATION)**

**20 – 27 passenger vehicles:** \$50.00 application fee, \$10.00 annual decal fee and \$6.00 per trip.

**28 passengers or more:** \$50.00 application fee, \$10.00 annual decal fee and \$10.00 per trip.

**PAYMENT OF PER TRIP CHARGES**

All per trip charges for the previous months prearranged ground transportation services shall be due and payable to the Aviation Department by the 15<sup>th</sup> day of each month (beginning with the 2<sup>nd</sup> month of operation at the airport). Each permittee shall provide a statement certified by one of its officers setting forth the number of permittees trips at the airport during the prior month. Payment for the proceeding month for the per trip charges shall be remitted to the aviation departments finance division with each monthly statement.

**NOTE: Permit holder must submit a trip report EACH MONTH and (if applicable) report no activity and/or exempted activity.**

Pursuant to Chapter 39.2.n of the Basic General Rate Schedule for Fees and Other Charges. Aviation:

Interest at the rate of eighteen percent (18%) per annum shall be charged on all payments that are not made when due under any permit, lease agreement, license agreement, field usage agreement, or other agreement with the County.

**NOTE: Permit holder must submit a trip report EACH MONTH or (if applicable) report no activity and/or exempted activity**

**PRINT NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**BROWARD COUNTY AVIATION DEPARTMENT  
GROUND TRANSPORTATION-MONTHLY REPORT ON TRIP FEES**

COMPANY NAME: \_\_\_\_\_

MONTH OF: \_\_\_\_\_

DAY	NUMBER OF TRIPS		DAY	NUMBER OF TRIPS	
	20-27 passenger seats	28 or more passenger seats		20-27 passenger seats	28 or more passenger seats
			17		
1			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16			<b>TOTAL NUMBER OF TRIPS</b> >>>		

VEHICLE CONFIGURATION (20 - 27 PASSENGER SEATS) @ \$6.00 PER TRIP	<b>TOTAL ENCLOSED:</b>
VEHICLE CONFIGURATION (28 OR MORE PASSENGER SEATS) @ \$10.00 PER TRIP	<b>TOTAL ENCLOSED:</b>

**NOTE: PERMITTEES TRANSPORTING PASSENGERS TO PORT EVERGLADES ARE NOT REQUIRED TO PAY THE PER TRIP CHARGE.**

PREPARED BY (PRINT) \_\_\_\_\_

DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**PAYMENT OF PER TRIP CHARGES**

ALL PER TRIP CHARGES FOR THE PREVIOUS MONTH'S PREARRANGED GROUND TRANSPORTATION SERVICES SHALL BE DUE AND PAYABLE TO THE AVIATION DEPARTMENT BY THE 15th DAY OF EACH MONTH (BEGINNING WITH THE 2<sup>ND</sup> MONTH OF OPERATION AT THE AIRPORT). EACH PERMITTEE SHALL PROVIDE A STATEMENT CERTIFIED BY ONE OF ITS OFFICERS SETTING FORTH THE NUMBER OF PERMITTEE'S TRIPS AT THE AIRPORT DURING THE PRIOR MONTH. PAYMENT FOR THE PRECEDING MONTH FOR THE PER TRIP CHARGES SHALL BE REMITTED TO THE AVIATION DEPARTMENT'S FINANCE DIVISION WITH EACH MONTHLY PAYMENT. **PERMIT HOLDER MUST REPORT NO ACTIVITY AND/OR EXEMPTED ACTIVITY.**

MAIL TO : BROWARD COUNTY AVIATION DEPARTMENT - FINANCE DIVISION  
100 AVIATION BLVD., FORT LAUDERDALE, FL 33315

## **INSTRUCTIONS FOR WORKER'S COMPENSATION INSURANCE**

If your company carries Worker's Compensation Insurance for your drivers, then we need to receive a Certificate of Insurance that shows that coverage along with your Certificate of Insurance that shows Auto & General Liability.

If you have less than four (4) employees, you are not required to carry Worker's Compensation, but we need to receive a copy of the statement that is shown below along with your Certificate of Insurance.

If your company does not carry Worker's Compensation because your drivers are all independent drivers, we must also receive a copy of the statement shown below.

The statement must be on Company Letterhead, signed and dated and position of the person signing the statement. If you have any questions, please feel free to contact the Aviation Department at 954-359-6100.

### **VENDOR STATEMENT**

**Vendor Name** has less than four (4) employees and therefore, under Florida Law, we are not required to carry Worker's Compensation coverage.