



**2023 - 2024
Lee County Port Authority
Prearranged Vehicle Operator Permit Application**

A Lee County Port Authority (herein called "Authority") Prearranged Vehicle Operator Permit (herein called "Operator Permit") is required for each prearranged vehicle picking up passengers at the Airport. It must be prominently displayed in the vehicle. Operator Permits coincide with the Lee County Port Authority fiscal year of October 1st through September 30th.

Please include the following along with your signed Application:

Each vehicle shall be covered by constant, valid, in full force and effect comprehensive general liability and automobile liability insurance policies covering all owned, non-owned, and hired vehicles, in an amount equal to or greater than \$125,000.00 for bodily injury to any one person, \$300,000.00 for injuries to more than one person which are sustained in the same accident, and \$100,000.00 for property damage sustained in one accident. All insurance must meet these coverage levels at all times. Coverage levels may not be reduced when vehicles are in transit, between dispatched pickups, or waiting for a dispatched pickup. Said insurance shall name Lee County Port Authority as a certificate holder and provide for thirty (30) days advance written notice to the Authority of any material change or cancellation. Certificates evidencing the same must be attached to this form.

The fee for an Operator Permit is \$100 per year per vehicle. Make checks or money orders payable to the Lee County Port Authority or LCPA.

The total number of Operator Permits requested (insert number) _____.

Attach a Vehicle Fleet List to include each vehicle's year, make, model, and license plate.

Attach an Approved Driver List.

The Application will not be processed until completed in its entirety.

Submit your Application and payment to Airport Operations either by fax (239)590-4739, email groundtransportation@flylcpa.com, or mail to:

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

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

All applications must be completed and received before 5:00 p.m. on October 31st for the Operator to be included in the Airport's Ground Transportation Brochure and listed on the www.flylcpa.com website. To be included on the website, please email your URL to groundtransportation@flylcpa.com after the completion of the permitting process.

Check the box if you do NOT want to be listed in the Ground Transportation Brochure and the www.flylcpa.com website.

Print Company Name (Also list any DBAs)

Company Address

Telephone Number (to be available to the public)

Fax number

Telephone Number (for internal use only)

Tax Identification Numbers

Telephone Number (for internal use only)

Tax Identification Number

Email Address (communications will be sent via email)

Print Owner or Authorized Representative's Name

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

Check the box if your company provides the following service:

- ADA-accessible vehicle,
- Child safety seat,
- Multi-lingual, list language(s): _____,
- Hybrid/alternative fuel/fuel-efficient option

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

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

Any violation of Lee County Ordinance No. 94-09, as amended, or the approved Authority Ground Transportation Policy may result in termination without renewal of all permits. Lee County Ordinance No. 94-09, as amended, Section 9 prohibits "cruising" for solicitation. I acknowledge that I understand and will inform all drivers that any activity on airport property without a prior reservation may be determined to be "cruising" and, therefore, may result in a violation of said Ordinance.

Insurance must continuously cover at or above the stated minimum all activities on airport property and any resulting trip regardless of the vehicle operator or purpose of said trip. Failure to maintain insurance will result in the termination of all permits. The permit holder/vehicle owner shall be responsible for any activities the permitted vehicle performs.

I understand that Operator Permits remain the property of the Authority, are not transferable to other vehicles, or another company or a subsidiary company, and that all privileges granted thereunder may be revoked at any time with due cause and that Operator Permits expire annually on September 30th. I agree to pay a \$10.00 processing fee for any Operator Permits lost, stolen, or damaged or if an Operator Permit is returned to the Authority postage due via the United States Postal Service. Any attempt to elude enforcement of Lee County Ordinances, Authority Policy, or procedures may result in termination of permit.

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

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Signature of Company Owner or Authorized Representative

Printed Name

Date

For Lee County Port Authority Use Only:

Payment date: _____

Check/Money Order Number: _____

Received by: _____

Date Application received: _____

Delivered in person/by mail/by fax/by email (circle one)

Number of Permits requested: _____

Permit number(s) issued: _____

Date of issuance: _____

Issued by: _____