

**RDU AIRPORT AUTHORITY TENANT RENTAL CAR
COMMERCIAL VEHICLE PERMIT APPLICATION 2024-2025**

The Tenant Commercial Vehicle Permit authorizes the holder to conduct business at The Raleigh Durham Airport Authority. To receive or renew a Tenant Commercial Vehicle Permit, please complete the steps below:

- Complete the Application
- Electronically Submit your Signed Application to:
ground.transportation@rdu.com

The Tenant Commercial Vehicle Permit (the color-coded permit) is effective May 1st, 2024, for the term of one (1) year thru April 30th, 2025 between RDU Airport Authority and:

Local Company/Property Name _____

Local Manager Name _____ Email _____

Address _____

Business Phone _____ Contact Cell Phone _____

Contact Person (Shuttle Fleet) _____ Email _____ Phone _____

Number of Vehicles in your Ground Transportation Fleet _____

FEES: Monthly Invoices will be billed through the AdComp Program once the application is received and approved by Ground Transportation. Account Registration is required, along with a valid credit card within the encrypted platform for approval.

DECALS: Decals will be placed on your fleet by the GT Department once your application is submitted and approved.

PERMIT HOLDERS ARE REQUIRED TO:

- MAINTAIN ACCOUNTABILITY FOR THE FLEET. ALL FLEET VEHICLES MUST HAVE A VALID TRANSPONDER AND DECAL TO OPERATE ON RDU CAMPUS.
- WHEN REPLACING YOUR WINDSHIELD, A NEW WINDOW TRANSPONDER NEEDS TO BE AFFIXED. WINDOW TRANSPONDERS ARE NOT TRANSFERABLE FROM WINDSHIELD TO WINDSHIELD OR FROM VEHICLE TO VEHICLE.
 - **THE ORIGINAL TRANSPONDER WILL NEED TO BE RETURNED TO THE GT ADMINISTRATOR.**
- TRANSPONDER MUST NOT BE REMOVED OR TAMPERED WITH AT ANY TIME. IF THE TRANSPONDER REQUIRES REPLACEMENT CONTACT GROUND TRANSPORTATION
- PRESENT VEHICLES FOR INSPECTION WHEN REQUESTED
- PROVIDE COPY OF BUSINESS LICENSE WHEN REQUESTED
- NOTIFY THE GT ADMINISTRATORS BY EMAIL OF ANY CHANGES TO YOUR CONTACT INFORMATION
- NOTIFY THE GT ADMINISTRATORS BY EMAIL OF ANY CHANGES TO YOUR FLEET
 - UPDATE YOUR GATEKEEPER ACCOUNT WITHIN 24HRS OF ANY CHANGES
- RETURN TRANSPONDERS & PERMIT STICKERS OF ALL VEHICLES NO LONGER IN YOUR FLEET TO THE GT OFFICE
- ALL PERMITTED VEHICLES MUST HAVE THEIR COMPANY'S NAME/LOGO DISPLAYED ON THE VEHICLE
- APPOINTMENTS WITH THE GT ADMINISTRATORS MUST BE SCHEDULED BY CALLING (919-840-7530)

INITIAL HERE: _____

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Driver Permit/ID Badge:

Each person operating a Commercial Vehicle, except persons operating non-tenant Commercial Vehicles, shall openly display the identification badge issued to such individual on his or her person at all times while conducting business on the Airport. Badged drivers will be verified during the bi-annual fleet audit.

Insurance Coverage:

As per your Rental Car Operating Agreement with RDU, Lessee shall always procure and maintain in full force and effect during the term of this Agreement, at its sole cost and expense, insurance coverages with the minimum limits set forth by the lease agreement. You will supply the policy endorsements and other documentation as required, including without limitation certificate(s) of insurance evidencing insurance coverage of the types and within the minimum limits specified for the Authority's review and acceptance when required. Reference Schedule D of contract: *Insurance Requirements*

AGREEMENT

In making this application, the applicant certifies that the above stated and submitted information is correct. The applicant agrees to observe, obey, and follow all ordinances; policies and procedures, rules and regulations promulgated by the Authority, to ensure all operators and vehicles operated on airport property will be clearly identified to the public as applicant's employees and vehicles. Permitted vehicles will display trade dress; by signs on the vehicle, front license plates with the company name or company logo in a window sleeve. All operators will ensure that company vehicles park only in designated parking areas, or stage only in staging areas designated by the President and CEO for ground transportation and agree to indemnify and hold the Authority harmless from any and all claims and actions whatsoever which arise out of the business operations conducted by applicant on, at or from airport premises. In making this application the applicant agrees to adopt and adhere to the RDU Service Standards. The Permit Holder agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from ground transportation services provided by the Permit Holder. The Permit Holder will not: (i) refuse to provide service to individuals with disabilities who can use the ground transportation vehicle, (ii) refuse to assist with the stowing of mobility devices, or (iii) refuse to permit service animals to accompany individuals with disabilities in the ground transportation vehicle.

AUTHORIZED REPRESENTATIVE SIGNATURE _____ TITLE _____ DATE _____

PRINT NAME _____

Vehicle # Make _____ License Plate # _____
Model _____ VIN # _____
Year _____ Registered Owner _____
Color _____ Address, if different _____
Seating Capacity _____ Circle one: (Bus, Sedan, Stretch, SUV, Truck, Van)
other _____

Vehicle # Make _____ License Plate # _____
Model _____ VIN # _____
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