



February 15, 2024

RE: All Pre-arranged Ground Transportation Operations at the Punta Gorda Airport (PGD)

To whom it may concern,

All Ground Transportation Operators conducting pre-arranged ground transportation services must have a CCAA Permit Sticker to operate at PGD. Operating requirements listed below:

- The annual permit fee is \$100, and \$20 for each vehicle sticker.
- Per trip operating fees are as follows:
- \$3 per pick-up – vehicle (less than 10 passengers)
- \$5 per pick-up – shuttle (10-24 passengers)
- \$20 per pick-up – bus (over 25 passengers)
- All annual permit Ground Transportation Operators will be billed monthly for their “pick-up” fees by CCAA finance department.
- All pre-arranged taxis, limousines, shuttle van/buses will stage in the commercial taxi lane and may enter 30 minutes or less prior to the arrival of their customer’s scheduled flight unless otherwise approved by CCAA. In addition, it is expected that drivers adhere to strict guidelines that prohibit sleeping, smoking, or engaging in any unprofessional behavior while on duty, ensuring a consistent level of professionalism and respect for all passengers, airport staff, and fellow drivers. Providing efficient and safe transportation to customers is paramount.
- Pre-arranged taxis, limousines, shuttle van/buses are prohibited to stage/wait in the short-term lot, or at the terminal curb area unless otherwise approved by CCAA. This will be monitored and enforced by CCAA staff.
- Your company name and contact information will be added to our website as a pre-arranged operator.
- **Solicitation of customers is prohibited.**

Annually, you will need to complete a new application and provide it to CCAA administrative staff, along with the following:

- Application signed and notarized.
- Payment
- Copy of current Liability Insurance Certificate naming CCAA as additional insured.
- Copy of Charlotte County business license <http://taxcollector.charlottecountyfl.gov/business-tax>
- Copy of Charlotte County Licensing Professional Vehicle for Hire/Taxi permit.
- Copy of Charlotte County Licensing Professional Vehicle for Hire/Taxi Driver’s permit.
- Copy of Driver’s license.
- The annual payment of \$100 for permit, and \$20 for each vehicle sticker can be made by check payable to Charlotte County Airport Authority.
- Must renew on or before September 30th every year.

Thank you for your interest in serving Punta Gorda Airport

**CHARLOTTE COUNTY AIRPORT AUTHORITY
PRE-ARRANGED GROUND TRANSPORTATION APPLICATION**

For The Operation of Taxi/Limousine/Shuttle at the Punta Gorda Airport

Name of Applicant:

- Individual
- Partnership (name State of formation: _____)
- Corporation (name State of Incorporation: _____)

Trade Name: _____

Business Address: _____

Telephone: _____ Fax: _____ Email: _____

The undersigned ("Applicant"), as the owner or lessee of the following vehicle(s), requests a Taxi-cab/Limousine Lane Access Card and Permit Sticker from the Charlotte County Airport Authority ("Authority") to operate said vehicle(s) as taxi/limousine/shuttle at the Punta Gorda Airport ("Airport"):

Year/Make	Model & # of Seats	State License Plate #	Decal #

ATTACH SEPARATE SHEET FOR ADDITIONAL VEHICLES)

As a condition of the issuance of each permit sticker, the undersigned Applicant agrees to comply with the following conditions. Violation of any condition is grounds for immediate revocation of their permit. This permit will allow Applicant the privilege of utilizing the above- listed vehicles at the Airport to pick-up passengers via "pre-arranged service".

1. Requested additions or deletions to the vehicle list must be made to the Authority in advance and in writing. Operation on Airport property of a vehicle not listed above or approved in writing by the Authority for addition to permit, may result in immediate revocation of this permit.
2. Each vehicle must be covered by valid comprehensive general liability and automobile liability insurance policies covering all owned, non-owned and hired vehicles, in an amount equal to or greater than \$100,000.00 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. Said insurance shall name the Charlotte County Airport Authority as a certificate holder and provide thirty (30) days advance written notice to Authority of any material change or cancellation. Said insurance shall name CCAA as additional insured on the Insurance Certificate. Certificates evidencing same shall be attached to this form.
3. Applicant will pay the Authority per Ground Transportation company a \$100.00 annual permit fee, along with a \$20.00 fee for each permit sticker. There will be a permit sticker assigned to each vehicle.
 - Per trip operating fees are as follows:
 - o \$3 per pick-up – vehicle (less than 10 passengers)
 - o \$5 per pick-up – shuttle (10-24 passengers)
 - o \$20 per pick-up – bus (over 25 passengers)

4. Applicant certifies that each driver has gone through a background check (copy attached) and the company owner/manager applying for this access will sign and turn in to the Charlotte County Airport Authority the attached affidavit of background check. The applicant shall verify at least every twelve months thereafter that each driver has not been found guilty or convicted of any crime listed.
5. Each company is responsible for insuring that its drivers and other representatives are aware of and comply with all the Airport rules.
6. Each vehicle will be operated in accordance with the laws of the State of Florida, Charlotte County Ordinances, and all rules, regulations, ordinances, resolutions, and directives of the Authority or its authorized representatives. Each vehicle and each driver shall have a current Charlotte County vehicle and driver access.
7. Each company shall have a current Charlotte County Business License.
8. No person on the grounds of race, color, age, religion, sex, national origin, or handicap will be excluded from participation in or denied the use or benefits of Access operations or otherwise be subjected to discrimination.
9. The Airport will be used in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, as may be amended.
10. If the airport receives 3 or more complaints against the driver, their permit and/or sticker will be revoked at the discretion of the airport.
11. This Application will be valid only if signed by the Authority's Chief Executive Officer (CEO) or his/her designee. The term of this access card is one (1) year from the effective date set forth below, unless a different expiration date is listed, or unless terminated sooner by revocation or by voluntary surrender.

APPLICANT

By: _____(Name)

_____ (Title)

_____ (Date)

Approved by

CHARLOTTE COUNTY AIRPORT AUTHORITY

BY: _____ (Name)

_____ (Title)

_____ (Date)

Effective Date: _____

Expiration Date: _____

Please send applications back to: Charlotte County Airport Authority, Landside Operations, 28000 Airport Road A-1, Punta Gorda, FL 33982, or fax to 941-639-4792.

COMPANY AFFIDAVIT OF DRIVER'S BACKGROUND CHECK

BEFORE ME, appeared the undersigned affiant who being duly sworn upon his or her oath deposes and states that:

- 1) The Affiant, _____, manages drivers of a vehicle that works as a shuttle service to/from the Airport with _____, who will be the access holder.

- 2) The Affiant is submitting this affidavit as a condition precedent for the access holder to verify that the Affiant's drivers have not been found guilty or convicted, regardless of adjudication, of any of the following crimes within the then past three years:
 - a) Murder, manslaughter, armed robbery, assault with a deadly weapon, or aggravated assault.
 - b) Any crime involving the sale or possession of any controlled substance as defined by §893.03, Florida Statutes.
 - c) The Florida RICO Act §§895.01 through 895.06, Florida Statutes.
 - d) Driving while intoxicated or under the influence of drugs or any other alcohol or drug related offense.
 - e) Vehicular manslaughter.
 - f) Reckless driving.
 - g) Exposure of the sexual organs or any crime defined under Ch. 796, Florida Statutes, pertaining to prostitution.

- 3) Affiant agrees that if he or she or any of the company drivers are convicted of any of the aforesaid crimes within the next twelve months of the date of this affidavit, he or she will notify the access holder and will not allow the operation of any vehicle under his authority on Charlotte County Airport Authority property.

- 4) The affiant shall comply with and abide by all terms, provisions and conditions of the Charlotte County Airport Authority Ground Transportation Policy and amendments thereto.

FURTHER AFFIANT SAYETH NAUGHT.

BY: _____

STATE OF _____ FLORIDA _____)

COUNTY OF _____ CHARLOTTE _____)

BEFORE ME, the undersigned authority, personally appeared _____ who is known to me personally (or provided proof of identification) in the form of a driver's license # _____ and upon being first sworn acknowledged that he/she executed the foregoing document freely and voluntarily and for the purpose therein expressed.

WITNESS my hand and official seal in the County and State last aforesaid this ___ day of ___, 20 ___.

PREARRANGED GROUND TRANSPORTATION PERMIT CHECKLIST REQUIREMENTS

1. Florida Driver License
2. Charlotte County Business License <http://taxcollector.charlottecountyfl.gov/business-tax>
941-743-1350
3. Charlotte County Licensing Professional Vehicle for Hire/Taxi Drivers Permit (see link below).
4. Charlotte County Licensing Professional Vehicle for Hire/Taxi Permit (see link below)
<https://www.charlottecountyfl.gov/services/buildingconstruction/Documents/TaxiDriverVehicleForHirePacketRev07.02.2014.pdf>
941-743-1201
5. Certificate of liability insurance with Charlotte County Airport Authority listed as Additionally Insured.
6. Application signed and notarized (can be notarized at CCAA office)
7. Payment of \$100 annual permit fee and \$20 for each permit sticker by check made payable to Charlotte County Airport Authority (CCAA)

Please Note:

- **Must renew on or before September 30 every year.**
- **Pick-ups must be pre-arranged.**
- **No Solicitation Allowed.**

CHARLOTTE COUNTY AIRPORT AUTHORITY
PRE-ARRANGED
GROUND TRANSPORTATION MANUAL





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Welcome

There are three major components to Punta Gorda Airport's "Ground Transportation Team," the customer, the ground transportation company and their drivers and the Airport Authority.

For the majority of the traveling public, tourists and business visitors, their first and last impression of Punta Gorda Airport may be formed based on their experience with the airport's ground transportation services. As a professional driver, you play a critical public relations role each day representing yourself, your company, and the airport to your customers.

One individual can make a difference, and if each of us works daily to present ourselves and our services in a courteous and professional manner, we will continue to function as one of the best airport ground transportation teams in the country.

Objective

The purpose of these rules and regulations governing commercial ground transportation at the Punta Gorda Airport is to promote high quality, safe and convenient ground transportation services and for operators to have a better understanding of the airports, Ground Transportation Services.

The rules and regulations were developed as a reference to be used by Ground Transportation Operators. This section was created by the staff of the Airport Authority.



Commercial Ground Transportation Definitions

Airport: means those portions of Punta Gorda Airport within 1000 feet of the airport passenger terminals and the Air Center and other areas of the Airport as designated by the Chief Executive Officer (CEO).

Airport Service Area: means a thirty-five (35) mile area radius of the Punta Gorda area from Punta Gorda Airport.

Airport Staff: means the Chief Executive Officer (CEO), Chief Operating Officer, Chief Administrative Officer, Director of Operations & Maintenance, and his/her designees, such as Terminal Manager & Supervisor, Operations Agents.

Applicant: means the person, partnership, association, firm or corporation operating or conducting business on the Airport under a commercial ground transportation Access Card as provided in this Article. An Applicant shall be liable for repeated violations by any person acting under the company name of the Applicant.

Chief Executive Officer (CEO): means the Chief Executive Officer (CEO) of the Charlotte County Airport Authority or his/her designee.

Bus: means any motor vehicle with a seating capacity of twenty-five (25) or more passengers.

Category: means the designation of the type of Ground Transportation service being provided by the contractor. This designation is determined by the Airport Management.

Commercial Greeter: means an individual who is not a driver and whose sole function is to meet and greet prearranged passengers and who is compensated for their service.

Contractor: means a business entity that has entered into an agreement with Punta Gorda Airport to supply ground transportation service at Punta Gorda Airport.

Courtesy Vehicle-Hotel-Motel/Off-Airport Parking: means any motor vehicle that is regularly operated for transporting customers and baggage between the airport and any hotel/motel or commercial parking facility located off the airport without a direct fee being paid by the customer for service.

Courtesy Vehicle-Off-Airport Car Rental Company: means any motor vehicle that is regularly operated by or on behalf of a vehicle rental company (that has a current contract with the Charlotte County Airport Authority), for transporting customers and baggage between the airport and any vehicle rental facility located off the airport. No direct fee is paid by the person or baggage transporter for the service rendered.

Dispatcher: means personnel assigned to dispatch ground transportation vehicles as specified from the hold lot to requesting terminals (when applicable).

Driver: means a person with a valid driver identification card who drives a ground transportation motor vehicle.



Driver Identification Card: means a Charlotte County issued document displaying a color photo of the driver, the driver's name, company name and phone number, expiration date and identification number. This includes all ground transportation categories with the exception of bus drivers.

F.M.C.S.R.: means the Federal Motor Carrier Safety Regulations.

Ground Transportation Supervisor: means an Airport Authority Employee assigned to oversee and coordinate ground transportation operations and acts as a liaison to the ground transportation contractors and Applicants.

Ground Transportation Motor Vehicle: means an authorized bus, courtesy vehicle, handicapped service vehicle, time scheduled van, limousine, taxicab, or V.I.P. vehicle.

Handicapped Services Vehicle: means a van or any other motor vehicle not otherwise defined herein that may be designated by the Chief Executive Officer (CEO) as a handicapped services vehicle authorized to operate on the airport in accordance with this division.

Hawking: means the solicitation of potential passengers by the repeated loud utterance of words or phrases, excessively expressive hand and arm gestures, or persistent canvassing at the terminals, doors or ground transportation areas.

Intercity Ground Transporter: means an operator who utilizes a multi-occupant motor vehicle of a type authorized by regulations promulgated by the Chief Executive Officer (CEO) to transport passengers with their attendant baggage from Punta Gorda Airport to cities or towns located farther than a thirty-five (35) mile radius from Punta Gorda Airport and are otherwise outside of the service areas of other contract ground transportation service providers operating at Punta Gorda Airport .

Limousine: means an automobile designated by its manufacturer and vehicle registration as a limousine with a seating capacity for less than ten (10) passengers.

Manifest: means a list of prearranged passengers with specific information as required by the meet & greet policy.

Meet and Greet: means an authorization form allowing an Applicant or authorized greeting organization to meet passengers in a specified area.

Meeter and Greeter: means the authorized Applicant/representative to meet and greet prearranged passenger(s) in a specified area.

Notice of Parking Violation: means a citation issued by airport operations personnel for violation of ground transportation rules and regulations and/or parking violation pursuant to Airport Rules and Regulations. Subject to a fine.

Notice of Violation means an administrative document issued by the Director of Operations, Chief Operating Officer (COO) and Chief Executive Officer (CEO) for a ground transportation infraction. Subject to disciplinary action.



Operations Assistant/Agent means an Airport Authority employee responsible for monitoring the compliance of the ground transportation rules and regulations in addition to other aviation duties.

Owner: means the person, partnership, association, firm or corporation having beneficial ownership of a ground transportation vehicle and holding the right to use the vehicle for his/her or its own interest or advantage.

Prearranged/Scheduled: means a fare scheduled in advance for pickup.

Safety Regulation: means the Federal Motor Carrier Safety Regulations as adopted by the State of Florida.

Sector: means the geographical service areas used to determine van service fares.

Scoping: SEE SOLICITING

Shared Ride: means non-exclusive use of a ground transportation vehicle, by two or more unrelated passengers, to predetermined destinations or destinations agreed upon by the passengers and driver.

Shuttle: means any motor vehicle with a seating capacity for 10 to 24 passengers

Soliciting: means the act of contacting passengers at the Punta Gorda Airport with the intent of negotiating a commercial transportation transaction in a manner that is prohibited by the Punta Gorda Airport regulations.

Taxi: means a motor vehicle with a designated seating capacity of less than ten (10) passengers, excluding the driver, having four (4) doors, furnished for hire on an exclusive basis, and at a charge or fare based upon and recorded on a Taxi- Meter.

Taxi Meter: means a meter instrument or device, approved by Charlotte County Access Card Department, which measures the distance driven and/or time upon which the fare or charge is based upon.

Unscheduled: means a ground transportation vehicle picking up a passenger or passengers on the Airport other than on a prearranged basis.

Vehicle: means any motor vehicle with seating capacity of less than ten (10) passengers.

Ground Transportation Vehicle: means a limousine, van, sedan or any other motor vehicle not otherwise defined herein that may be designated by the Chief Executive Officer (CEO) as a ground transportation vehicle authorized to operate on the Airport in accordance with this division on a shared ride for hire basis, or such other basis as may be designated by the Chief Executive Officer (CEO).

Zone: means service areas used to determine limousine service fares.



Ground Transportation Operating Requirements

The Airport's goal is to provide the public with quality Ground Transportation Service at Punta Gorda Airport.

Purpose

The purpose of this document is to set forth the Punta Gorda Airport Rules and Regulations for Commercial Ground Transportation Activities conducted by Ground Transportation companies at Punta Gorda Airport.

Scope

These procedures, guidelines, and requirements apply to organizations and individuals who provide a Ground Transportation service for commercial purposes at Punta Gorda Airport.

Pickup and delivery of parcels or baggage is not considered Ground Transportation and is not covered under these rules. Vehicles that use commercial loading zones must have Florida commercial plates on the vehicle and abide by all County Ordinances that apply to their use.

Driver Requirements

Minimum Qualifications

Each Contractor/operator operating Ground Transportation vehicles under a Ground Transportation Service Agreement shall insure that Ground Transportation drivers meet or exceed all Federal, State, City and Airport Ground Transportation driver requirements. Drivers should be appropriately licensed, knowledgeable of the local area and streets, able to speak, read and understand the English language, and fully comply with the provisions set forth in the Ground Transportation Service Contract.

For a driver to be certified to operate a Ground Transportation at Punta Gorda Airport, the following items must be presented to the Ground Transportation Office:

- a. A completed Ground Transportation application signed by an authorized Ground Transportation contractor representative (must be an original signature) and dated within the previous week.
- b. Valid Florida driver's license.

Contractors/operators shall make available a document that certifies that the driver applying for a Driver's Identification Placard is a qualified driver under the Federal Motor Carrier Safety Regulations. Specifically, Applicants shall certify that drivers are in fact qualified and maintain driver qualification files as required by Part 391, Subpart F of the Federal Motor Carrier Safety regulations. Such files will be available for inspection upon request by the Airport. A driver may be required to take and successfully pass a written exam given by the Airport staff prior to being issued a Driver Identification Placard.



Driver's Conduct

Drivers shall at all times be courteous, professional and informative when interacting with passengers, airport staff and other drivers. Drivers should have a desire as well as an ability to provide a positive travel experience for visitors to the airport as well as to residents. In addition, it is expected that drivers adhere to strict guidelines that prohibit sleeping, smoking, or engaging in any unprofessional behavior while on duty, ensuring a consistent level of professionalism and respect for all passengers, airport staff, and fellow drivers. Providing efficient and safe transportation to customers is paramount.

Attire

All clothing shall be clean and in good condition, free from tears, holes or excessive wear.

- a. Shirts worn by Ground Transportation drivers shall have collars. Shirts should be tucked in if so designed.
- b. Full length pants/dress jeans or uniform/walking shorts worn by Ground Transportation shall be of a solid color. Torn or faded jeans are not allowed.
- c. Shirts or blouses worn by Ground Transportation drivers shall have collars
- d. Slacks/dress jeans or uniform/walking shorts worn by Ground Transportation drivers shall be of a solid color. Torn or faded jeans are not allowed.
- e. Closed toe shoes will be always worn, by all drivers. **NO SANDALS OF ANY KIND WILL BE WORN.** Appropriate athletic shoes may be worn if they are kept clean and in good condition.

Driver Complaint

If a driver wishes to file a complaint or report an incident, he may do so by completing a Ground Transportation Incident Complaint Form. Forms may be obtained from the Director of Operations.

Drivers Fighting

Drivers shall not engage in any physical fighting or loud, boisterous verbal disputes while on the airport. Engaging in arguments is strictly prohibited. If a dispute develops between a driver and a passenger or another driver, the driver should immediately contact airport staff to resolve the dispute.

Proper Personal Hygiene

- a. Facial hair (beards, mustaches, sideburns, etc.) shall be kept in a clean and trimmed manner.
- b. Hair shall be kept clean and always trimmed.
- c. Body odor shall be controlled so as not to be offensive.
- d. Proper oral hygiene shall be used.
- e. Face and body shall be kept clean.



Soliciting

The solicitation of passengers by a Ground Transportation driver shall only be conducted by the first taxi/limousine/shuttle driver in line in the designated area. Drivers and passenger communication shall be conducted in a courteous, professional manner. Drivers shall not make any misrepresentation of their service. Drivers shall not be loud and boisterous with/or in the presence of potential customers. Drivers soliciting passengers or in any manner offering to transport passengers in non-designated areas may be subject to a NOTICE OF VIOLATION/CITATION Letter.

General Operating Requirements

Charging Excessive Rates

Rates exceeding those displayed or metered is unauthorized and prohibited.

Direct Routes

A driver shall take the most direct route to the passenger's destination unless otherwise directed by the passenger.

Double Loading

The solicitation of a double load fare by a Ground Transportation driver is prohibited. Exception: Ground Transportation provider may double load due to mitigating circumstances and with airport staff approval and passenger consent.

Vehicle Permit Sticker Airport issued vehicle permit sticker must be displayed on the front driver-side windshield of the Ground Transportation, in a manner visible to passengers and CCAA staff

Drivers Off Duty

Ground Transportation drivers shall not be allowed to loiter on Airport property when they are off duty. Drivers who are relief for other drivers or are being relieved shall not loiter before or after this exchange has taken place. Off duty drivers shall not solicit at any time. Any off-duty driver using their taxi/limousine/shuttle for personal use at the airport shall utilize the public parking facilities or follow other instructions from the airport staff.



Fare Refusal

Drivers may not refuse service to any passenger with a destination within the airport service area. Drivers shall provide prompt service to passengers requesting Ground Transportation. At no time shall a driver delay or send a passenger to another Ground Transportation driver for any reason. Drivers may inform passengers of availability of other courtesy shuttle one time only. If passengers still request Ground Transportation, a driver is obligated to transport the passenger without further delay.

Flat Rating

Flat rating is defined as charging a flat rate to a destination as opposed to charging a rate based upon the meter mileage distance. The practice of “flat rating” resulting in fare charges in excess of the posted metered rate is prohibited and a violation of Airport Rules and Regulations.

Ground Transportation drivers must accept the quoted flat rate fare even if the meter rate displayed is higher. When the quoted flat rate fare is higher than the meter rate displayed, the driver must charge the displayed rate.

Non-Fare Paying Passengers

Drivers shall not allow a non-fare paying passenger to ride in the Ground Transportation. However, airport staff and the company management may, on occasion, ride at no charge in said vehicle for the purpose of inspection and/or training. Drivers training newly hired drivers may do so upon approval of the Airport Authority.

Parking/Staging

Ground Transportation vehicles may only be parked at the designated ground transportation areas assigned at the terminal. Drivers may, however, park in the loading/ unloading zones to drop off passengers only long enough to unload passengers and luggage at the curbside. Vehicles left unattended will be subject to citation and/or towing enforcement. All pre-arranged taxis, limousines, shuttle van/buses will stage in the commercial taxi lane and may enter 30 minutes or less prior to the arrival of their customer’s scheduled flight unless otherwise approved by CCAA.

Prearranged Passengers

The driver must stay with the Ground Transportation vehicle. The driver shall, upon demand, disclose to any airport staff, the name, flight number and/or the approximate arrival time of the prearranged passenger.

The driver shall not solicit, or in any manner offer to transport, any passenger other than the passenger that is pre-arranged with a reservation

Taxi Receipt

The driver of any Ground Transportation vehicle shall upon demand by any passenger furnish to such passenger a fare receipt. The receipt shall state the name of driver, the Ground Transportation company name, for the amount of the meter reading, the amount paid by the passenger (excluding tips) and the date and time of the transaction.



Terminal Facility Use

Drivers will not be permitted to loiter or solicit passengers in the terminal buildings.

Company Operating Requirement

Compliance

The Applicant authorized to operate on the Airport shall at all times be in compliance with all applicable Federal, State or City laws, statutes and ordinances or any rules and regulations including, but not limited to, the safety regulations as adopted by said governmental agencies.

Criminal History Record Information

Upon request of the Chief Executive Officer (CEO) or designee, the Sheriff's Department is hereby authorized to release such criminal history record information as may be necessary to assist the Chief Executive Officer (CEO) in determining the qualifications of any applicant, driver or Applicant as provided for in this Article. Said information shall be used only for the purposes herein enumerated.

Exemptions

These provisions shall not apply to a ground transportation vehicle owned and operated by the United States, the State of Florida or any political subdivision thereof or to any vehicle operated on the Airport pursuant to a separate lease with the Airport.

Expiration

Unless otherwise terminated, suspended or revoked, all commercial ground transportation Vehicle Permit Sticker shall expire at the end of each anniversary year. There is no grace period when the permit expires. Vehicles are subject to a citation and/or towing enforcement.

Out of service ground transportation vehicle violations, return to service:

a. The Chief Executive Officer (CEO) or designee shall confiscate the Vehicle Permit Sticker from a ground transportation vehicle that is in violation of the safety regulations with respect to the following equipment: tires, steering, brakes, or windshield.

Upon correction of the deficiency by repair or replacement, the Chief Executive Officer (CEO) or designee shall immediately return the confiscated Vehicle Permit Sticker.



Penalties for non-compliance may result in the following:

- a. Except as otherwise provided in (b) of this section, a violation shall be deemed a Class 1 misdemeanor.
- b. No driver shall stop, stand or park an unscheduled ground transportation vehicle on an airport for the purpose of loading a passenger(s):
 1. Without displaying in a manner prescribed in rules promulgated by the Chief Executive Officer (CEO) information informing prospective and committed passengers of:
 - a. the fares to be charged the passenger(s).
 - b. the name and business address of the driver, and of the Applicant, if different.
 - c. how and where to lodge a complaint; and
 - d. such other information as may be specified by the Director of Operations.
 - c. Provisions (a) and (b) of this section shall be in addition to the suspension or revocation sections otherwise provided in this article.

Repair Notices

Vehicles with major deficiencies, which include safety items, shall be issued a notice of violation. Said vehicle must be repaired as soon as possible and will require a re-inspection by airport maintenance staff before operating on the airport.

Specific Conditions

Vehicles shall also comply with the following standards:

- a. Air conditioners will be operable at all times when temperatures reach eighty (80) degrees or upon passenger request.
 - b. Heaters will be operable upon passenger request and sufficiently heat the interior of the vehicle.
 - c. Exterior paint of vehicle shall be maintained free of oxidation or rust.
 - d. Vehicle shall be free of any extensive body damage.
 - e. Operator and driver shall inspect the cleanliness of each vehicle at the beginning of each day of service and assure such vehicle is free from dirt, trash and debris.
 - f. The exterior of each vehicle in service shall be kept clean from road dust, mud and grime and shall be washed at least once each day (24 hours) of service.
 - g. Vehicles shall be free of extensive damage to the interior. The interior of each vehicle in service shall be swept/vacuumed prior to beginning daily service.
 - h. Every vehicle shall be structurally sound and maintained so as to provide for the safety of the public.
 - i. Wheel covers shall be mounted on all four wheels at all times.
 - j. All vehicle trunks, hoods, and doors shall be properly secured at all times to insure passenger and driver safety.
 - k. Windshields shall be free of any damage. (Cracks, chips, stars)
- I. Permanently installed illuminated sign mounted on the roof of the vehicle displaying the word "Taxi," or such other equivalent expression generally accepted by the public as indicating that the vehicle is for hire, in accordance with specifications promulgated by the County.



Vehicle Condition

All Ground Transportation vehicles shall be maintained in a clean, neat, proper operating condition, which will include good general appearance, such as windshield wipers, horn, window, lights, signals, no body damage deficiencies, and upholstery shall be clean and intact.

All Ground Transportation companies providing service at Punta Gorda Airport shall display a current and valid Ground Transportation Vehicle Permit Sticker on the driver-side windshield. Vehicles not displaying an appropriate Vehicle Permit Sticker will not be authorized to operate on the airport. Vehicle Permit Stickers are registered to each specific vehicle and are not interchangeable or transferable. Stolen or lost Vehicle Permit Sticker must have a police report number before getting a replacement.

Vehicle Requirements

Vehicles must bear a Florida License Plate and be commercially registered in the state of Florida.

Lost and Found Procedures

In the interest of customer service, the Airport Authority highly recommends all property found on the airport and/or any airport transportation vehicle should be turned into the Airport Lost and Found Department.

Located at:
Punta Gorda Airport
28000 Airport Rd, Punta Gorda, FL 33982
941-639-1101 ext.100

Found property can also be turned in to the Airport Staff.

Notice of Violation Procedures

Notice of Violation

The Administrative notice of violation (NOV) is an administrative document issued by Airport Staff. These documents are for infractions related to ground transportation incidents and are subject to disciplinary action. Non-compliance with these rules and regulations may result in termination of your Vehicle Permit Sticker.

Notice of Parking Violation

The parking notice of violation (citation) is a citation issued by Airport Staff for violations of Ground Transportation rules and regulations and/or parking violation that are subject to a fine.

Taxicab Ordinance

Charlotte County • Florida

June 1997

ORDINANCE

NO.97

AN ORDINANCE OF CHARLOTTE COUNTY, FLORIDA, PROVIDING THAT THE CODE OF LAWS AND ORDINANCES OF CHARLOTTE COUNTY, FLORIDA, BE AMENDED BY ADDING A SECTION REGULATING THE OPERATION OF TAXICABS AND THE DRIVERS THEREOF; PROVIDING DEFINITIONS; PROVIDING FOR VIOLATIONS; PROVIDING FOR COMPLIANCE PRIOR TO OPERATION OF TAXICAB; PROVIDING FOR VEHICLE PERMITS FOR TAXICABS AND THE APPLICATION AND REQUIREMENTS THEREFORE, AND THE ISSUANCE THEREOF; PROVIDING FOR EXPIRATION AND RENEWAL OF VEHICLE PERMITS; PROVIDING FOR REVOCATION OF VEHICLE PERMITS AND THE APPEAL THEREOF; PROVIDING FOR DISPLAY OF NAME AND VEHICLE PERMIT NUMBER; PROVIDING FOR NON-TRANSFERABILITY OF VEHICLE PERMITS, PROVIDING FOR PERMITS FOR DRIVERS OF TAXICABS AND THE APPLICATION AND REQUIREMENTS THEREFORE, AND THE ISSUANCE THEREOF; PROVIDING FOR EXPIRATION AND RENEWAL OF DRIVER PERMITS; PROVIDING FOR DISPLAY OF DRIVER PERMITS; PROVIDING FOR REVOCATION OF DRIVER PERMITS AND THE APPEAL THEREOF; PROVIDING FOR PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING AN EFFECTIVE DATE.

Recitals

WHEREAS Section 125.01(1)(n), Florida Statutes, provides that counties have the power to license and regulate taxicabs and other vehicles for hire that operate in the unincorporated area of the counties; and

WHEREAS, the Board of County Commissioners of Charlotte County, Florida ("the Board") has found that there is a need in Charlotte County to license and regulate the operation of taxicabs and vehicles for hire in order to protect the safety and welfare of the public.

NOW, THEREFORE, BE IT ORDAINED, by the Board of County Commissioners of Charlotte County, Florida, that:

ARTICLE I. GENERAL

Section 1. Definitions. The following words, terms and phrases, when used in this ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(a) *Taxicab* means a chauffeur-driven, metered or non-metered, passenger vehicle by whatever name called, which is held out to the general public for and is used, operated or engaged for the purpose of transporting passengers for any fee, hire, or compensation in the County, which is not operated on a fixed

route, and where the vehicle's route or destination is determined and directed by the passengers therein. This definition shall apply only to vehicles which pick up or deliver passengers within the unincorporated areas of the County. This definition shall not include limousine service which is rented by a passenger for a specific period of time, and which operates only on a pre-arranged trip basis, or vehicles operating solely as wheelchair coaches, stretcher transport vehicles, ambulances, or to transport dead bodies.

(b) *Operator* means any individual, firm, partnership, corporation, company or other entity which owns, leases, operates, or controls any taxicab. An individual who is an owner may be, but is not required to be, a driver of the taxicab.

Section 2. Violations. It shall be unlawful for any person, or any operator or driver of any taxicab to violate any of the terms, provisions, or directions of this ordinance.

Section 3. Compliance Prerequisite to Operation. It shall be unlawful for any operator to allow, suffer or permit to be operated in the County any taxicab until the operator shall first have performed all of the requirements of this ordinance. It shall be unlawful for any driver of a taxicab to drive a taxicab until such driver shall have performed all of the requirements of that driver contained in this ordinance.

Section 4. Promulgation of Rules and Regulations. The County Administrator shall have the power and authority to make such rules and regulations and adopt such procedures as may be necessary to carry into effect the provisions of this ordinance as reasonably may be deemed proper by the County Administrator for the regulation of taxicabs, which shall not be inconsistent with the terms and provisions of this ordinance.

ARTICLE II. VEHICLE PERMITS.

Section 1. Vehicle Permits Required. It shall be unlawful for any person to own, operate, lease, control or drive a taxicab on the public streets and roads in the County or dispatched for hire on the public streets in the County, without first obtaining a vehicle permit therefor as prescribed in this article, and in the case of a driver who is not the operator, without such vehicle permit having first been obtained by the operator.

Section 2. Application for vehicle Permits. Any person desiring a vehicle permit required by this article shall make application therefor to the County, or his/her designee, upon application forms to be provided by the County Administrator, which application form shall contain all information and documentation required under any rules, regulations or procedures made or adopted in accordance with Article I, Section 4 hereof.

Section 3. Prerequisites to Issuance of Permit for Public Conveyances. Before a vehicle permit required by this article shall be issued by the County Administrator, or his/her designee, the operator of a taxicab shall conform to the following requirements:

(a) Pay to the County the occupational license tax required by Chapter 1-10, Article II, of the County Code:

(b) For each taxicab for which a permit is sought, file with the County Administrator, or his/her designee, a current certificate of liability and property insurance from an insurance company with a best rating of B or better and authorized to do business in the State of Florida. The policy of insurance evidenced by such certificate shall secure against loss sustained by reason of death or injury to persons and loss or damage to property in the following amounts:

- (1) For claims because of any one person injured in an accident, an amount not less than \$100,000.
- (2) For claims because of any one accident, an amount not less than \$300,000; and
- (3) For all property damage in any one accident in an amount not less than \$50,000.

The policy of insurance evidenced by such certificate also shall provide that, in the event of cancellation thereof, written notice shall be provided to the County Administrator, or his/her designee, at least ten (10) days prior to the effective date of any such cancellation, In the instances where one applicant submits applications for vehicle permits for more than one taxicab, the certificate of insurance may be in the form of a fleet policy covering all taxicabs owned or operated by the applicant, which shall provide the same coverages as specified in this section for each such taxicab; and

- (c) For each taxicab for which a permit is sought, provide an inspection certificate in a form to be provided by the County, completed and signed by a mechanic approved by the County Administrator, or his/her designee, which shows that such taxicab has passed inspection.
- (d) Pay to the County Administrator a permit fee in the amount established by the Board by resolution, which amount reflects the administrative costs involved,

Section 4. Issuance, Upon the satisfactory fulfillment of the requirements of this article and with the approval of the County Administrator, the County Administrator may issue a vehicle permit and a corresponding permit number to the applicant.

Section 5. Expiration of Vehicle Permit. Vehicle permits issued in accordance with this ordinance shall expire on September 30 of each year, unless earlier canceled or revoked as provided herein. Every person seeking to renew a vehicle permit shall request such renewal to from the County Administrator, or his/her designee, within thirty (30) days prior to the expiration of the existing vehicle permit Prior to issuance of a renewal vehicle permit, the operator of a taxicab shall provide a current certificate of insurance in the amounts outlined in Section 3(b) hereof, a current inspection certificate as described in Section 3(c) hereof, and shall provide any additional information which is necessary to update the original application for vehicle permit and any additional information which the County Administrator, or his/her designee, may reasonably require, In the event there is a change or addition to information provided by an applicant on any application or permit renewal prior to the applicable renewal period, applicant shall provide such change or addition to the County Administrator, or his/her designee, within ten (10) days of such change or addition.

Section 6, Revocation of vehicle Permit.

- (a) The County Administrator shall have full power and authority to revoke a vehicle permit issued pursuant to this ordinance if it shall be shown that the applicant obtained the permit by fraud or deceit, or that the operator has been guilty of, or permitted, suffered, or allowed the violation of any of the provisions of this ordinance or any County ordinance of State statute.
- (b) Upon the cancellation or lapse of any policy of insurance on any taxicab required by this ordinance, the vehicle permit issued for such taxicab shall immediately be revoked unless the operator of the taxicab shall have obtained another policy of insurance containing all of the requirements of the original policy prior to the effective date of cancellation or lapse.
- (c) Any operator of a taxicab desiring to appeal the revocation of a vehicle permit may petition for appeal to the Board of County Commissioners within ten (10) days from the date of revocation, The Board of

County Commissioners shall hear such petition for appeal within sixty (60) days of submission of the petition; and the decision of the Board of County Commissioners thereon shall be final.

Section 7. Transferability. Any vehicle permit issued in accordance with this ordinance shall not be transferable.

Section 8. Display of Company Name and Vehicle Permit Number. Once a vehicle permit has been issued pursuant to this ordinance, an operator of a taxicab shall display the operator's company name and phone number and the permit number on the taxicab for which the permit was issued. Such name, phone number and permit number shall be prominently displayed and painted or permanently affixed on the taxicab in numbers and letters not less than two inches in height.

ARTICLE III, DRIVER PERMITS.

Section 1. Driver Permit Required. No person shall physically operate or drive any taxicab and pick up or drop off passengers over and upon the streets or roads in the County without having first obtained from the County Administrator, or his/her designee, a permit to drive a taxicab. No operator shall permit his/her taxicab to be so operated or driven by any person without such person having first obtained from the County Administrator, or his/her designee, a permit to drive a taxicab.

Section 2. Application. Each applicant for a permit required by this article shall make application to the County, or his/her designee, on forms supplied by the County Administrator, which application shall contain all the information and documentation under any rules, regulations or procedures made or adopted by the County Administrator in accordance with Article, Section 4 hereof.

Section 3. Investigation.

(a) Upon the filing of the application required by this article, the County Administrator, or his/her designee, shall cause the applicant to be investigated. If the results of the investigation reveal any one or more of the following, the applicant shall be denied a permit.

(1) Conviction in the past five years of any felony.

(2) Conviction within the past three years of any crime involving the sale or possession of controlled substances as defined by Section 893.03, Florida Statutes, or the RJCO Act, Chapter 895, Florida Statutes.

(3) Conviction in the past three years of driving a motor vehicle while under the influence of drugs, alcohol, or with an unlawful blood alcohol level.

(4) A finding of guilt or a plea of guilty or a plea of nolo contendere to a felony, misdemeanor or ordinance, any of which involve moral turpitude, or to any of offenses listed in subsections (1), (2), or (3) of this section, within the past three years, or five years if a felony. Moral turpitude shall be as defined in statutes, case law, or ordinance. This subsection applies notwithstanding suspension of sentence or withholding of adjudication or sentencing.

(5) Submission of false or materially misleading statements on such application; or

(6) On parole at the time of application; or

(b) If the County has actual notification prior to issuance of an original license or renewal license that an

applicant has been arrested prior to or subsequent to the submission of the initial application or application for renewal, such application shall be held in abeyance until a prosecutorial decision or judicial decision has been rendered.

Section 4. Issuance. Upon the satisfactory fulfillment of the requirements of this article and with the approval of the County Administrator, or his/her designee, the County Administrator, or his/her designee, may issue a driver permit to the applicant.

Section 5. Permit Period; Renewal. All driver permits issued pursuant to this article shall expire on the September 30 following their issuance; however, driver permits issued or renewed during the months of August and September shall expire on the September 30 of the year next following their issuance or renewal. Any holder of a driver's permit seeking to renew his/her permit shall request such renewal from the County Administrator, or his/her designee, within thirty (30) days prior to the expiration of such permit. Prior to issuance of a renewal driver permit, the applicant shall provide a completed application therefor, and any additional information which is necessary to update the original application for a driver permit and any additional information which the County Administrator, or his/her designee, may reasonably require. In the event there is a change or addition to information provided by an applicant on any application or permit renewal prior to the applicable renewal period, applicant shall provide such change or addition to the County Administrator, or his/her designee, within ten (10) days of such change or addition.

Section 6. Display of Permit. Every holder of a driver permit shall have his/her permit conspicuously displayed so that it may easily be seen by occupants of the taxicab being driven by the holder of the driver permit. Such a permit shall include a photograph of the holder of the permit of a size designated by the County Administrator, which photograph shall be a good likeness of the holder of the driver permit. Any driver of a taxicab who fails to display his/her driver permit in accordance with this section shall be deemed in violation of this ordinance and any permit issued pursuant to this article may be revoked by the County Administrator.

Section 7. Revocation or Suspension of Driver Permit.

(a) Any driver permit issued pursuant to this article may be revoked by the County Administrator upon satisfactory proof that the driver has been guilty of any violation of this ordinance or meets any of the criteria for denial of a permit contained in Section 3(a) hereof.

(b) Upon conviction of a driver of a taxicab for the violation of this ordinance or any traffic offense, the court may, in addition to the other penalties imposed for such violation, revoke or suspend the driver permit issued pursuant to this ordinance. The revocation or suspension shall be reported by the court to the County Administrator.

(c) Whenever a permit issued pursuant to this article shall be revoked, either by the County Administrator or a court, or where the permit shall be suspended, the County Administrator shall immediately require the driver to surrender the driver permit and driver photograph. It shall be unlawful for any driver to fail or refuse to surrender to the County Administrator, or his/her designee, such driver permits and driver photograph upon notice that such driver permit has been revoked or suspended.

(d) On application denials or permit revocations, the applicant or permittee shall have a right to appeal the decision of the County Administrator to the Board of County Commissioners. On permit suspensions by a court, the permittee shall have any right to appeal afforded the permittee under general law.

ARTICLE IV. MISCELLANEOUS.

Section 1. Penalties. Any penalties for violation contained within this ordinance shall be in addition to any other penalties allowed by law. Nothing contained herein shall prohibit the County from enforcing the provisions of this ordinance by any other means.

Section 2. Severability. If any subsection, sentence, clause, phrase, or portion of these sections is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remainder of the chapter.

Section 3. Inclusion in the code. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Laws and Ordinances of Charlotte County, Florida, and the sections of this ordinance may be renumbered to accomplish such intention.

Section 4. Effective Date. This ordinance shall take effect upon its filing in the Office of the Secretary of State, State of Florida.

PASSED AND DULY ADOPTED this ____ day of _____, 1997

BOARD OF COUNTY COMMISSIONERS OF CHARLOTTE COUNTY, FLORIDA

By: _____

Matthew D. DeBoer, Chairman

ATTEST:

Barbara T. Scott, Clerk of the

Circuit Court and Ex-Officio

Clerk to the Board of County

Commissioners

By: _____

Deputy Clerk

APPROVED AS TO FORM AND LEGAL

SUFFICIENCY:

By: _____

Renee Francis Lee, County Attorney

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