



Dallas/Fort Worth International Airport

DFW Airport Code of Rules and Regulations Amendment
Chapter 4, Ground Transportation
Process and Implementation Plan

June 2015

Amended Rules and Regulations - Overview

On June 9, 2015, an amendment to the Airport's Code of Rules and Regulations was approved and finalized by the Fort Worth City Council. The amendment was previously approved by the Airport Board and the Dallas City Council.

- The amendment will provided a dynamic approach to regulation and incorporates key elements to providing quality transportation services, including customer protection and simplified regulation, while encouraging free market competition.
 - Requires all transportation-for-hire companies, vehicles, and drivers to obtain authorization and be permitted to operate from either owner city before receiving authorization to operate at DFW Airport.
 - Eliminates redundancy by discontinuing the driver permitting process by the Airport and accepting driver permits issued by our Owner Cities.
 - Three (3) service types which include taxicabs, limousines, *(new)* pre-arranged "other".
 - Enables emerging transportation network companies to be authorized and permitted at the Airport.



DFW Airport Operating Authority Required

All companies operating at Airport must have a DFW Airport issued Operating Authority along with Operating Authority issued from either the City of Dallas or the City of Fort Worth.

- **DFW Airport Operating Authority:**

- **Service Types:**

- **Taxicab Service**

- On-Demand or Pre-arranged service using a vehicle as approved by the Administrator
 - No minimum vehicle size requirements

- **Limousine Service***

- Pre-arranged service using full size luxury vehicles or other vehicle approved by the Administrator
 - Original MSRP of 35K when first purchased

- **Pre-Arranged Service (Other)***

- Pre-arranged service using other vehicles not meeting the limousine service requirements and approved by the Administrator

** Note: Limousine and Pre-Arranged services may be combined depending on vehicle types operated*

- **Annual Renewal Operating Authority renewal periods:**

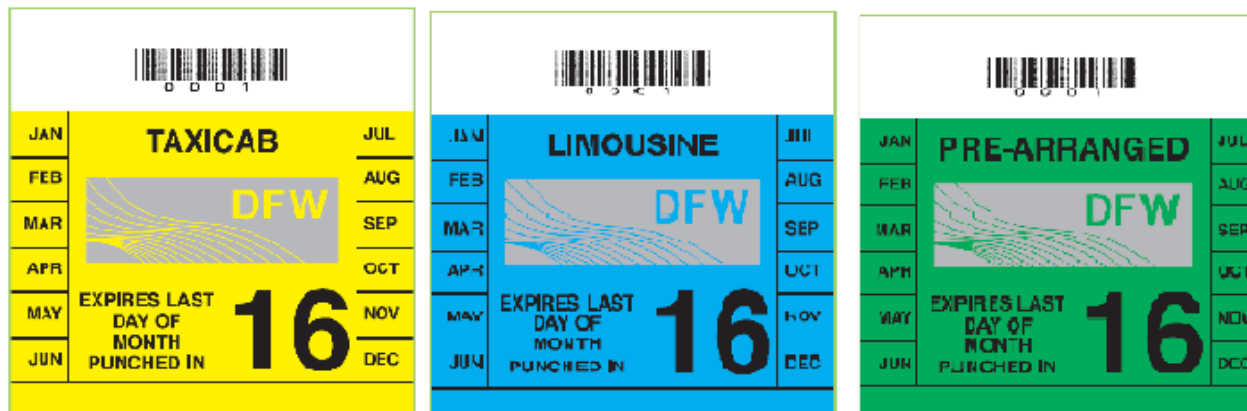
- Taxicab Renewals – January through December each year
 - Limousine and Pre-Arranged Renewals – October through September each year

DFW Airport Vehicle Authorization Decal Required

All vehicles operating at DFW Airport must have an authorized decal. A decal will only be issued to those vehicles that have been authorized and issued a decal from either the City of Dallas or the City of Fort Worth.

▪ DFW Airport Vehicle Authorization

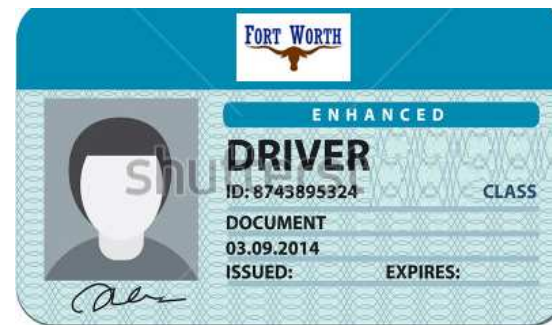
- **Vehicle Decal Application**– A vehicle decal application is required for each vehicle that is added or removed to the holders fleet. Information required includes general company and vehicle information, action required (*put-on, take-off, or renewal*), an authorized company representative signature, and proof of authorization in either Owner City if vehicle is being added or renewed
- Vehicle renewals will be aligned with Owner City expiration dates



Driver Permit Required

All drivers operating at DFW Airport must have either a driver permit issued by the City of Dallas or the City of Fort Worth in order to operate at DFW Airport.

- A person shall not operate at the Airport without a valid driver permit issued by the City of Dallas or the City of Fort Worth.
- A holder of operating authority shall not allow a person to operate a vehicle, with an Airport authorization decal, at the Airport, unless the person has a valid driver permit issued by the City of Dallas or the City of Fort Worth.
- DFW will be coordinating with our Owner Cities along with Airport staff to strengthen enforcement efforts. While companies and drivers may apply and receive authorization to operate at DFW Airport after meeting Owner City requirements, their authorization may be revoked or suspended if they fail to comply with DFW Airport Rules and Regulations or Administrative Policies and Procedures.



Fees and Charges

Operating Authority		
Taxicab	\$600	Annually
Per Vehicle - Janitorial Cost Recovery *	\$60	Annually
Limousine	\$600	Annually
Pre-Arranged (Other)	\$600	Annually
<i>* The per vehicle fee for the Janitorial Cost Recovery will be collected for each decal issued.</i>		
Decal Fees		
Taxicab	\$20	Annually
Limousine	\$20	Annually
Pre-Arranged (Other)	\$20	Annually
Access Fees		
Taxicab	\$4.00	Per Trip up to 2 hours *
Limousine	\$4.43	Per Trip up to 2 hours *
Pre-Arranged (Other)	\$4.00	Per Trip up to 2 hours *
<i>* Access fees are charged per trip for the first two (2) hours, public parker rates apply thereafter.</i>		
Driver Permits *		
Renewal Driver Permits	\$40.00	Valid until December 31, 2015
<i>* New drivers will be required to have either a City of Dallas or City of Fort Worth permit by August 1st.</i>		

A complete list of fees and charges can be found at www.dfwairport.com

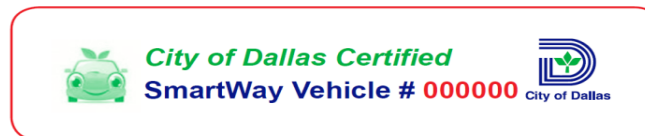
Operations - Revised Taxicab Front-of-the-Line Incentive Policy

The revised taxicab front-of-the-line policy will allow SmartWay certified taxicabs in addition to Compressed Natural Gas (CNG) taxicabs to advance to the front of the airport's taxicab dispatch at the Central Queue.

- A SmartWay vehicle means a passenger vehicle that is certified as a SmartWay vehicle under the Environmental Protection Agency's SmartWay program or a passenger vehicle with a seating capacity of 7 or more that is certified by the EPA as an ultra-low emission vehicle or an equivalent or better emission rating.

Eligibly Requirements:

- Vehicles that are SmartWay certified including vehicles considered Ultra Low Emission Vehicles (ULUV) as designated by the Environmental Protection Agency (EPA).
- Vehicles must be authorized by the City of Dallas or the City of Fort Worth and have been issued a City of Dallas SmartWay Certified authorization decal.



- In addition to SmartWay certified taxicabs, a dedicated compressed natural gas taxicab that is not SmartWay Certified but is in service and eligible for head-of-the-line privileges on April 30, 2015, will continue to be eligible for front-of-the-line privileges until the expiration of seven (7) calendar years from the model year of the vehicle provided.

Operations - Vehicle Staging Lots and Terminal Loading

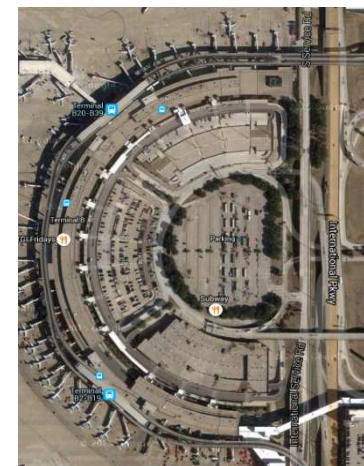
Staging Lots

- On-Demand Taxicabs will be staged at the Central Queue prior to being dispatched to their assigned pick-up location at each terminal.
- Pre-Arranged services including limousines, pre-arranged “other”, and pre-arranged taxicabs services will be staged in a “Hold Lot” located in the Terminal B, Infield.
 - When entering the terminal areas other than an approved staging lot, a driver operating on a pre-arranged basis shall possess and present to the administrator on request, written, electronic, or mobile application documentation with pre-arranged trip information.
 - Pre-Arranged taxicabs with manifest information can proceed directly to their pickup location without coming to the Central Queue.
 - The Hold Lot at Terminal B, Infield, is the only location on the airport where prearranged vehicle operators, utilizing mobile applications to receive a prearranged trip request, will be able to receive trip requests.
 - Important to note the location for the Hold Lot could change in the future based on airport capacity demands.

Central Queue



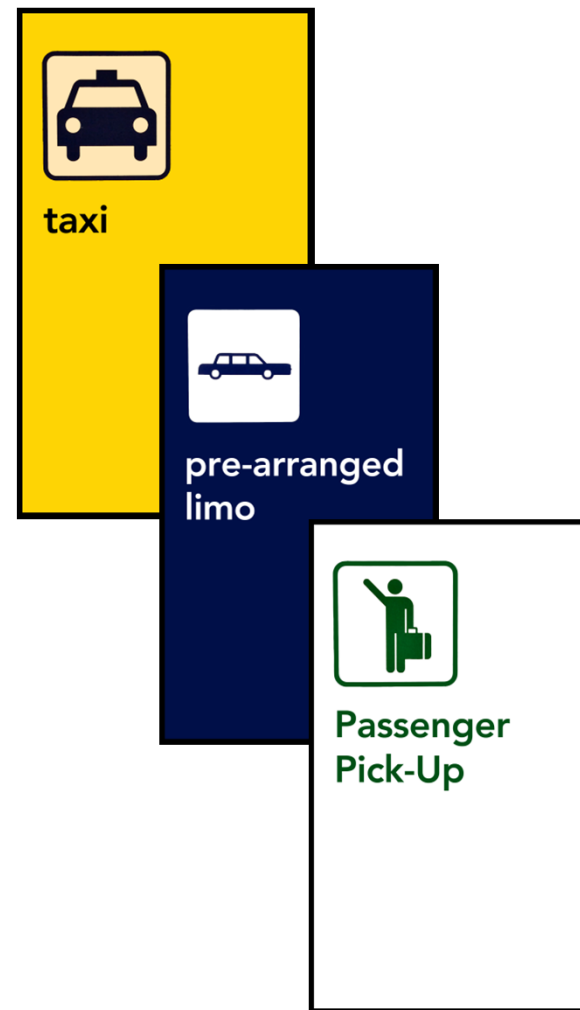
Terminal B, Infield Lot



Operations -Vehicle Staging Lots and Terminal Loading (continued)

Terminal Loading:

- **On-Demand Taxicabs** will load at the curbside in the “Yellow” designated Taxicab zones in each terminal.
- **Limousines** will load at the curbside in the “Blue” designed Limousine zones in each terminal or inside the parking garages.
- **Pre-Arranged** “Other” and **Pre-Arranged Taxicabs** services will load at the curbside in the “Green” passenger pick-up/drop-off zones in each terminal.







Implementation / Phased Timeline – Key Dates


Amended Rules and Regulations	<u>Effective Date</u> August 1, 2015
<u>Renewal Providers, Vehicles, Drivers</u>	
Renewal Operating Authority (With New Requirements)	
Limousine	October 1, 2015
Taxicab	January 1, 2016
Renewal Annual Operating Authority Cycle	
Taxicab	January 1st of Each Year
Pre-Arranged “Other”	August 1st of Each Year
Limousine	October 1st of Each Year
Renewal Vehicle Decals	
Note: Existing vehicle decals will be valid until <u>October 1, 2015</u> for Limousine holders and <u>December 31, 2015</u> for Taxicabs holders after which time a valid Owner City decal will be required for renewal.	
Renewal Driver Permits	
Note: Existing drivers that hold a valid DFW permit will be valid until <u>December 31, 2015</u> at which time they will need to obtain an Owner City permit.	
<u>New Providers, Vehicles, Drivers</u>	
New Operating Authority	August 1, 2015
New Vehicle Decal Authorizations	August 1, 2015
Permit Requirements (Owner City Permit Required)	August 1, 2015
<u>Policies/Fees and Charges</u>	
Revised, Taxicab Front-of-the-Line Incentive Policy	June 22, 2015
Rescinded Taxicab Vehicle Size Criteria Policy	August 1, 2015
Revised Schedule of Charges	August 1, 2015



Appendix A – Operating Authority Application

 DALLAS/FORT WORTH INTERNATIONAL AIRPORT	 DALLAS/FORT WORTH INTERNATIONAL AIRPORT										
Dallas Fort Worth International Airport Board Operating Authority Application AIRPORT STAFF USE ONLY	AUTHORIZED SIGNATURE FORM										
Company Name _____ Date Application Received: ____/____/____ Amount Paid: _____ Receipt Number: _____ <u>GTAS</u> : _____ Application Type: NEW <input type="checkbox"/> RENEWAL <input type="checkbox"/> Authorized Owner City: CITY OF DALLAS <input type="checkbox"/> CITY OF FORT WORTH <input type="checkbox"/> Operating Authority Type: TAXICAB <input type="checkbox"/> LIMOUSINE <input type="checkbox"/> PRE-ARRANGED <input type="checkbox"/> <small>* Note: Limousine and Pre-Arranged operating authority may be combined depending on vehicle types</small>	Company Name: _____ Date: _____ This form provides the means of identifying those persons you wish to have signatory authority for operating authority amendments, vehicle decal applications and NTTA toll-tag accounts amendments. Print the names of those authorized to sign and then have each individual sign their name. Signatures not matching will be denied. Please notify us on company letterhead of additions or deletions to this list.										
COMPANY INFORMATION (Please Print)	Authorized to sign for Operating Authority amendments:										
Company Name (including DBA's) _____ _____ Company Mailing Address: _____ _____ Office Phone _____ Dispatch Phone _____ Company Fax _____ Company Web Address _____ Email Address _____	<table><thead><tr><th>Name (Print or Type)</th><th>Signature</th></tr></thead><tbody><tr><td>1. _____</td><td>_____</td></tr><tr><td>2. _____</td><td>_____</td></tr><tr><td>3. _____</td><td>_____</td></tr><tr><td>4. _____</td><td>_____</td></tr></tbody></table>	Name (Print or Type)	Signature	1. _____	_____	2. _____	_____	3. _____	_____	4. _____	_____
Name (Print or Type)	Signature										
1. _____	_____										
2. _____	_____										
3. _____	_____										
4. _____	_____										
PRIMARY CONTACT INFORMATION	Authorized to sign decal applications:										
Last Name _____ First Name _____ Middle Initial _____ Contact Phone _____ Mobile Phone _____ Alt. Phone _____ Email Address _____	<table><thead><tr><th>Name (Print or Type)</th><th>Signature</th></tr></thead><tbody><tr><td>1. _____</td><td>_____</td></tr><tr><td>2. _____</td><td>_____</td></tr><tr><td>3. _____</td><td>_____</td></tr><tr><td>4. _____</td><td>_____</td></tr></tbody></table>	Name (Print or Type)	Signature	1. _____	_____	2. _____	_____	3. _____	_____	4. _____	_____
Name (Print or Type)	Signature										
1. _____	_____										
2. _____	_____										
3. _____	_____										
4. _____	_____										
APPLICATION CHECK LIST	Authorized to amend NTTA account information including adding and deleting vehicles:										
The following information must be submitted with the Operating Authority Application <input type="checkbox"/> Authorized Signature Form (enclosed) <input type="checkbox"/> Authorized Vehicle List <input type="checkbox"/> Vehicle Decal Application for each vehicle (New Companies Only) <input type="checkbox"/> Accord Certificate of Liability Insurance (must list Dallas/Fort International Airport as additional insured) <input type="checkbox"/> Proof of Authorization of service in either the City of Dallas or the City of Fort Worth	<table><thead><tr><th>Name (Print or Type)</th><th>Signature</th></tr></thead><tbody><tr><td>1. _____</td><td>_____</td></tr><tr><td>2. _____</td><td>_____</td></tr><tr><td>3. _____</td><td>_____</td></tr><tr><td>4. _____</td><td>_____</td></tr></tbody></table>	Name (Print or Type)	Signature	1. _____	_____	2. _____	_____	3. _____	_____	4. _____	_____
Name (Print or Type)	Signature										
1. _____	_____										
2. _____	_____										
3. _____	_____										
4. _____	_____										
Operating Authority Application 201506	Operating Authority Application 201506										

Appendix B – Vehicle Decal Application


DALLAS/FORT WORTH
INTERNATIONAL AIRPORT

Vehicle Decal Application
A completed application is required for each vehicle that is being added, renewed, or removed from your DFW Airport fleet. Inspection verification must accompany this application for vehicles being added or renewed.

AIRPORT STAFF USE ONLY

	DECAL #	DECAL EXP. DATE
DALLAS	_____	_____
FORT WORTH	_____	_____
DFW	_____	_____

DFW DECAL TYPE: TAXICAB ☐ LIMOUSINE ☐ PRE-ARRANGED ☐

TOLL-TAG _____

GTAS _____ DATE _____ AMOUNT \$ _____

TO BE COMPLETED BY COMPANY

COMPANY NAME _____

OPERATING AUTHORITY TYPE: TAXICAB ☐ LIMOUSINE ☐ PRE-ARRANGED ☐

UNIT NO. _____ LICENSE PLATE _____ VIN # _____

MODEL YEAR _____ VEHICLE MAKE _____ MODEL _____

STATE REGISTRATION EXPIRATION DATE: MONTH _____ YEAR _____

ACTION REQUIRED:

PUT ON ☐

Please PUT ON the above mentioned vehicle to my DFW Airport authorized fleet.
Note: Vehicle must have passed a City of Dallas or City of Fort Worth Inspection

TAKE OFF ☐

Please TAKE OFF the following vehicle as a vehicle registered to the company listed below. By signing below, I certify that the above mentioned vehicle has been removed off all markings distinguishing it as a for-hire vehicle. I also certify that the owner of the vehicle has been notified.
Note: The original scraped decal and assigned toll-tag must be removed and submitted with the form.

DECAL RENEWAL ☐

Please RENEW the above mentioned vehicle to my DFW Airport authorized fleet.
Note: Vehicle must have passed a City of Dallas or City of Fort Worth Inspection

By signing this application I understand and agree to the statement below:
All regulated vehicles permitted at Dallas Fort Worth International Airport must utilize the NTTA toll-tag system in order to operate at the airport. Once you have been assigned a toll-tag issued by DFW Airport it will be affixed to your windshield, removal of the tag on any authorized vehicle is strictly prohibited and is considered a violation which may result in your operating authority being suspended or revoked. Failure to utilize the toll tag system including accessing non-toll tag lanes will result in a penalty fee being assessed for each occurrence. All fees including access fees and assessed penalties are the responsibility of the company.

Authorized Company Representative _____

Date _____

Vehicle Application 201506

Amended Rules and Regulations

Questions?



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