



Charles M. Schulz – Sonoma County Airport (STS)
 2290 Airport Boulevard
 Santa Rosa, CA 95403
 Ph: 707.565.7243
 www.sonomacountyairport.org

Jon G. Stout, AAE, CAE, Airport Manager
County of Sonoma - Transportation & Public Works

Taxicab Registration Packet

Company Name: _____

Operator's Name: _____ Phone #: _____

Complete the following and return required documents to the address above:

- Read County Code Chapter 3, Article IV – Commercial Vehicle Operations and the contents of this packet:** https://library.municode.com/ca/sonoma_county/codes/code_of_ordinances?nodeId=CH3AI_ARTIVCOVEOP
- Complete and sign the Taxicab Registration Form found in this packet**
- Include cash or check payable to Sonoma County Airport for the following:**

Annual Operator Application/Registration fee:	\$ <u>30.00</u>
Prepurchase staging permits at \$2.00 each:	\$2.00 x _____ number of permits = \$ _____
Past Due Amounts, if any: (including 10% late penalty if applicable)	\$ _____
Total Due:	\$ _____

Return copies of all of the following:

- Insurance Documents:** Specific minimum coverage requirements are outlined on page two of this checklist. Follow the details carefully to better ensure approval.
 - Certificate of Insurance for your workers' compensation coverage, if you have employees
 - Copy of the Automobile Liability Insurance policy declarations showing the following information: Named insured, Name of insurer, Policy dates, List of insured vehicles, Limits of liability
- For each vehicle**
 - Copy of all of the following:
 - **Color Photos** (8 x 10 or 8 ½" by 11"), showing:
 - **Front** of vehicle, clearly showing the **license plate number**
 - **Both sides** of vehicle, clearly showing both **company name and rates**
 - Sonoma County Sheriff's Department **Vehicle Permit**
 - DMV Vehicle Registration
- For each driver**
 - Copy of each of the following:
 - Sonoma County Sheriff's Department Taxicab **Driver Permit**
 - Valid California Driver's License

Note: Once approved, a copy of your Taxicab Registration Form signed by the Airport Manager will be returned for your records along with confirmation that you can begin operations.

- Before operations on Airport Premises begin, **provide a copy of the following to all drivers:** Taxicab Rules of Conduct, Airport Parking Map, and Passenger Bill of Rights. **The Passenger Bill of Rights must be posted in each vehicle.** Also ensure each driver fully understands the staging permit requirements in the Rules of Conduct to avoid fines and potential suspension of authorization.

Taxicab Insurance Requirements

Every Taxicab Operator shall maintain the following minimum limits of insurance:

County reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Permit or failure to identify any insurance deficiency shall not relieve Taxicab Operator from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the term of this Agreement or any extensions of the term.

- **Workers Compensation Insurance & Employers Liability Insurance**
 - Required if **Taxicab Operator has employees.**
 - Workers Compensation Insurance & Employers Liability Insurance with statutory limits as required by the Labor Code of the State of California.
 - Employers Liability with limits of **\$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.**
 - **The policy shall be endorsed to include a written waiver of the insurer's right to subrogate against the County of Sonoma, its officers, agents and employees.**
 - **Required Evidence of Insurance: Certificate of Insurance.**

If Taxicab Operator currently has no employees, Taxicab Operator agrees to obtain the above-specified Workers Compensation and Employers Liability insurance should any employees be engaged during the term of this Permit or any extensions of the term.

- **Automobile Liability Insurance**
 - **Minimum Limits:** \$500,000 combined single limit per accident or \$250,000 Bodily Injury to any one person, \$500,000 Bodily Injury per accident and \$100,000 Property Damage per accident.
 - The Taxicab Operator shall disclose any deductible or self-insured retention. Such deductible or self-insured retention must be approved in advance by County.
 - **Required Evidence of Insurance: Copy of the Automobile Liability Insurance policy declarations showing the following information:**
 - i. Named insured;
 - ii. Name of insurer;
 - iii. Policy dates;
 - iv. List of insured automobiles;
 - v. Limits of liability
- **Standards for Insurance Companies**

Insurers with an A.M. Best's rating of less than A:VII, other than the California State Compensation Insurance Fund, require County's prior approval.

- **Documentation**
 - **The name and address for Certificates of Insurance is: County of Sonoma, its officers, agents and employees: 2290 Airport Blvd., Santa Rosa, CA 95403.**
 - Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, **at least ten (10) days before expiration** or other termination of the existing policy.
 - The Taxicab Operator shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.

Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

Taxicab Registration Form

Applicant/Company Name:

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Applicant/Company Address:

Physical Address (No P.O. Boxes accepted)		
City	State	Zip
Mailing Address (If different than above)		
City	State	Zip
Contact Name		
Contact Title		
Contact Office Phone	Contact Cell Phone	
Contact Email		

Vehicle Roster Information

Every application submitted by an Operator must include a vehicle roster along with a copy of the documentation required under section 3-59-3 of the Sonoma County Code for each vehicle. Roster information must be kept up do date with the Airport at all times. Required forms include: Certificate of Safety Inspection (unless exempt); Certificate of Visual Inspection (unless exempt), title or registration information sufficient to establish ownership (if owned) or copy of vehicle lease (if leased), any applicable County Taxicab Vehicle Permit, color photographs demonstrating compliance with appearing and posting requirements and trade dress requirements (as applicable).

Vehicle Roster						
	Make/Model/Year	Body Type/ Seat Count	Associated Driver	License Plate Number	Vehicle Identification Number	Taxi Meter Number (Taxis Only)
1						
2						
3						
4						
5						
6						
7						

Driver Roster Information

Every application submitted by an Operator must include a driver roster along with a copy of the documentation required by Sonoma County Code Section 3-59-2 and 3-59-3 with respect to each driver. Required documentation includes: a color copy of the California Driver's License for all drivers, and all applicable operating permits including CPUC permits and County Taxicab Driver Permits. Operator is responsible for Company drivers' compliance with the County Code, Rules of Conduct, and all directives issued by the Airport Manager, and any rules or orders that may be imposed by the FAA or the Transportation Security Administration (TSA).

Driver Roster						
	Last Name	First Name	CDL	License Class	Telephone Number	Email Address
1						
2						
3						
4						
5						
6						

Required Documents	Airport Approval or Not
Insurance Certificate(s)	
Title or Registration (if owned) or Vehicle Lease (if leased)	
County Taxicab Operator Permit or Certificate of Exemption (Taxicabs Only)	
Proof of All Required Local, State, and Federal Permits and Licenses	
Certificate(s) of Safety and/or Visual Inspection (Unless exempt)	
Submission of Required Documentation for All Vehicles (Complete Vehicle Roster included)	
Submission of Required Documentation for All Drivers (Complete Driver Roster included)	
Operator's Disabled Passenger Policy	
Operator Registration Fee Submitted (\$30.00)	

By submission of this Taxicab Registration Form, I certify the following:

- 1) I have received and read the applicable requirements of Commercial Vehicle Operations at the Charles M. Schulz-Sonoma County Airport (“Airport”) as set forth in Article IV of Chapter 3 of the Sonoma County Code (“CVO Requirements”), and agree to abide by such requirements.
- 2) I agree to keep all information required by this application and the Commercial Vehicle Operator Requirements current and inform the Airport of any changes thereto.
- 3) I understand I am responsible for all Company drivers’ compliance with applicable County Code requirements, Rules of Conduct, directives issued by the Airport Manager, and any rules or orders that may be imposed by the FAA or the Transportation Security Administration (TSA).
- 4) I have met all CPUC safety requirements, including but not limited to completing all required vehicle safety inspections for each Commercial Vehicle in compliance with State Law and/or CPUC Regulations as applicable.
- 5) I certify that to the best of my knowledge the representations made in this Registration Form and the supporting documentation are true and accurate, and that I am authorized by the Applicant/Company to make such representations on its behalf.

OPERATOR:


COUNTY OF SONOMA:

Date

Date

By: Operator’s Authorized Agent (Printed)

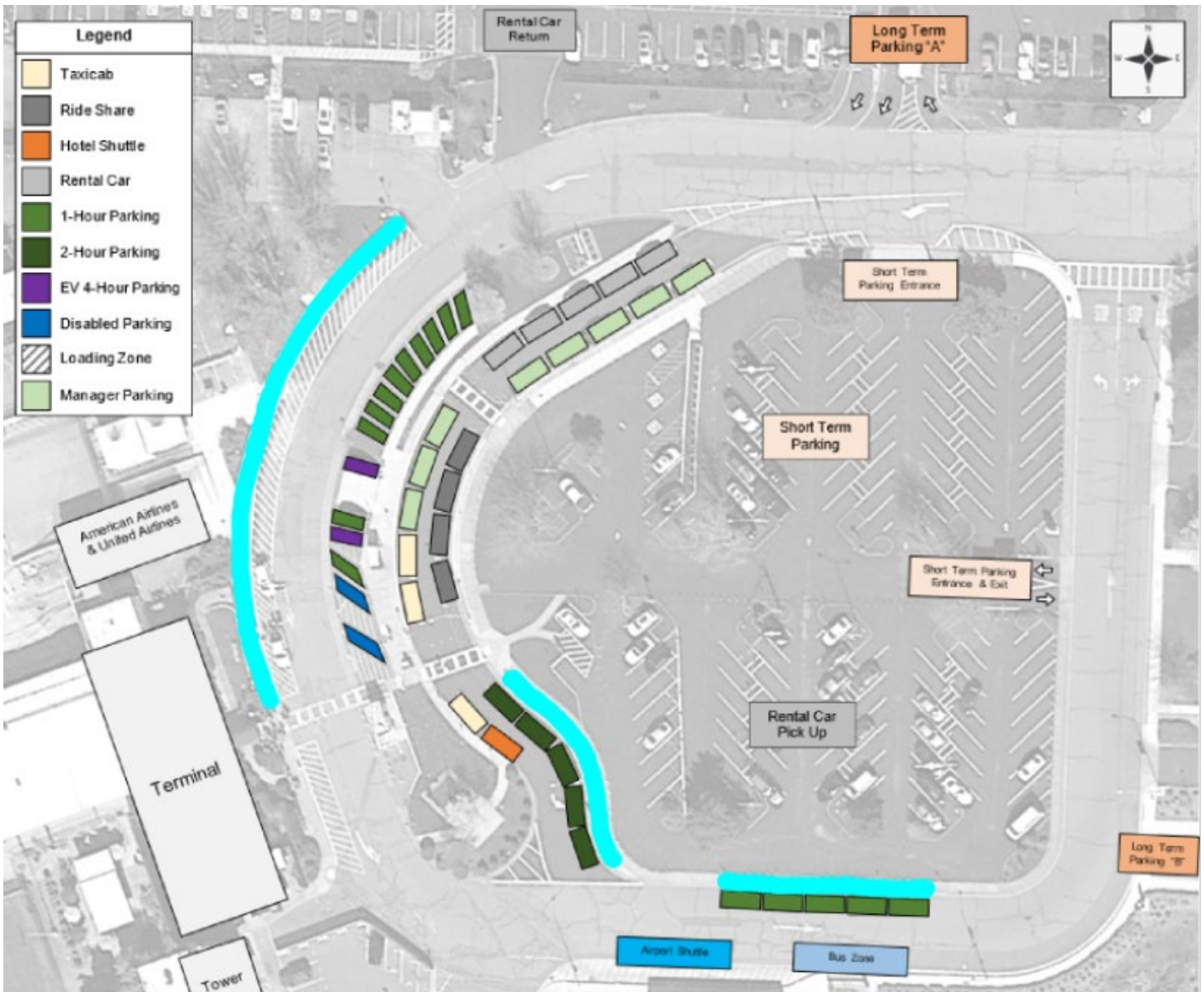
By: Jon G. Stout, AAE, CAE
Title: Airport Manager

 _____
Signature

Title

Airport Use Only PERMIT Airport Manager’s Authorization to Taxicab Operations (Section 3-50-2(a))	
Conditions imposed, if any: 	
Signature 	Effective Date of Authorization:
Title Airport Manager or designee	Expiration Date: December 31, 20 ____

Parking Diagram



Note: “Airport Premises” means the entire Airport property including all public roadways, commercial vehicle hold areas, parking lots, terminal building curbside areas and any other areas within Airport control. This generally begins on Airport Blvd. at Laughlin Rd.



STS

Commercial Vehicle Passenger Bill of Rights

2290 Airport Blvd.
Santa Rosa, CA 95403
707.565.7243

airport@sonoma-county.org

follow STS on



www.sonomacountyairport.org

Less stress, Fly STS!

As a passenger, you have the right to:

- Outstanding service.
- Pay with a credit or debit card with no added fee.
- Request any destination via the most direct route or the route of your choice.
- A courteous and safe driver who obeys all traffic laws, including the “hands free” cell phone laws.
- A receipt offered for the fare charged.
- Taxicab: an unobstructed view of the taximeter and operator permit.
- A driver who speaks English and has knowledge of city geography in Sonoma County.
- Be accompanied by a domestic pet or service animal.
- Air conditioning or heat upon request.
- Working seat belts for all passengers.
- A clean, orderly, and odor-free (smoke free) vehicle.
- A “noise free” trip, to the best extent possible.
- Be transported in compliance with the standards set forth in the Americans with Disabilities Act.
- Decline to tip for poor service.

Please contact STS with comments or complaints in regards to service that originated or ended at STS.

Ordinance #6090



A list of current operators may be found at
www.sonomacountyairport.org

Federal Provisions

1. **General Civil Rights Provisions:** The Operator 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 participating in any activity conducted with or benefiting from Federal assistance. This provision binds the Operator and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.
2. **Compliance with Nondiscrimination Requirements:** During the performance of this contract, the Operator, for itself, its assignees, and successors in interest (hereinafter referred to as the “Operator”), agrees as follows:
 - a) **Compliance with Regulations:** The Operator (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
 - b) **Nondiscrimination:** The Operator, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Operator will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
 - c) **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Operator for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Operator of the Operator’s obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
 - d) **Information and Reports:** The Operator will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of an Operator is in the exclusive possession of another who fails or refuses to furnish the information, the Operator will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
 - e) **Sanctions for Noncompliance:** In the event of an Operator’s noncompliance with the non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - Withholding payments to the Operator under the contract until the Operator complies; and/or
 - Cancelling, terminating, or suspending a contract, in whole or in part.
 - f) **Incorporation of Provisions:** The Operator will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Operator will take action

with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Operator becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Operator may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the Operator may request the United States to enter into the litigation to protect the interests of the United States.

3. **Title VI List of Pertinent Nondiscrimination Acts and Authorities:** During the performance of this contract, the Operator, for itself, its assignees, and successors in interest (hereinafter referred to as the “Operator”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- a) Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- b) 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- c) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- d) Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- e) The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age);
- f) Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- g) The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- h) Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- i) The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- j) Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- k) Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable

steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- 1) Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 et seq).

Occupational Safety and Health Act Of 1970: All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

Indemnification

By signing this document, I understand and agree to comply with all of the requirements of Article IV of Chapter 3 of the Sonoma County Code (Commercial Vehicle Operations) and the Taxicab Rules of Conduct, Exhibit C of this document.

I understand that I am subject to fines, suspension, termination, and the possibility of my vehicle being towed (California Vehicle Code 22652) if I do not comply with the County Code and the Taxicab Rules of Conduct.

I also understand that I will abide by all Airport Rules, as well as any rules or orders that may be imposed by the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), or the County of Sonoma.

If I do not comply with all applicable rules, I understand that the Airport Manager may terminate my authorization to operate on the Airport Premises.

I understand and agree that, as the operator and/or owner of a Taxicab I am responsible for the actions of any Taxicab driver who drives one of my Taxicabs or drives any Taxicab while doing business under my company name.

I further agree to give a copy of the Taxicab Rules of Conduct, Airport Map, and Passenger Bill of Rights to every Taxicab driver who drives one of my Taxicabs or drives any Taxicab while doing business under my company name.

I agree to accept all responsibility for loss or damage to any person or entity, including County, and to indemnify, hold harmless, and release County, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including myself or any person or entity affiliated with me, that arise out of, pertain to, or relate to my activities or performance and/or the activities or performance of my employees, drivers, independent contractors or agents while operating a Taxicab at the Airport. I agree to provide a complete defense for any claim or action brought against the County based upon a claim relating to the above-specified activities or performance. My obligations apply whether or not there is concurrent negligence on County's part, but to the extent required by law, excluding liability due to County's conduct. County shall have the right to select its legal counsel at my expense, subject to my approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for me, my employees, drivers or agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

County and Taxicab Operator/driver have carefully read and reviewed this document and Article IV of Chapter 3 of the Sonoma County Code (Commercial Vehicle Operations), and each term and provision contained therein and, by signing this registration form, show their informed and voluntary consent thereto.

Taxicab Rules of Conduct

Every taxicab driver providing service at the Airport shall comply with the following Taxicab Rules of Conduct (established by the Airport Manager) and with all applicable requirements of the County Code. (Sonoma County Code, Chapter 3, Article IV).

- 1) **Obligation to Provide Transportation.** Taxicab drivers may not refuse to serve a passenger for any reason except as provided in the County Code Section 3-54-3-2). By entering the designated staging area, a taxicab driver agrees to serve any passenger seeking transportation.
- 2) **Passengers' Bill of Rights.** Taxicab drivers shall post the Airport's Commercial Vehicle Passenger Bill of Rights for riders to see and shall comply with all provisions as described and the following:
 - a) **Passenger's Right to Choose Taxicab.** Taxicab passengers have the right to choose which taxicab they prefer to use, regardless of where the taxicab is positioned in line in the designated Taxicab Parking Area (Commercial Lane), so long as the taxicab and taxicab driver meet all applicable requirements.
 - b) **Passenger's Right to Know Amount of Fare in Advance.** Every taxicab driver shall provide fare information before beginning a trip in a taxicab.
 - c) **Passenger's Right to Requested Transportation.** Taxicabs may not refuse to accept a passenger based upon the passenger's destination or the distance to be travelled.
 - d) **Passenger's Right to Refuse Taxicab Sharing.** Passengers who have hired a taxicab are entitled to exclusive use of the taxicab for the course of their trip and shall not be asked or required to share the taxicab with other passengers who are not in their party. If a passenger offers to share a taxicab ride with another person, the first passenger and any additional passenger who is sharing the taxicab must be travelling in the same general direction and the fare for each passenger shall be no more than 75 percent of the metered fare for the passenger's portion of the journey.
 - i) **Charging for Taxicab Sharing.** The maximum fare that can be charged to each separate passenger is 75% of the standard authorized fare for the passenger's portion of the journey. For example a passenger hires a taxicab at the Airport to go to a location in Healdsburg. The passenger agrees to share the taxicab with another passenger who is going to a location in Windsor. On arrival at Windsor, the taxicab driver stops the taximeter. If the total fare is \$20, the driver charges the departing passenger \$15, which is 75% of \$20. The taxicab driver then re-starts the taximeter and takes the second passenger to Healdsburg where the total taximeter fare is \$35 and the second passenger is charged \$26.25, which is 75% of \$35. (*Note – The fares used are for this example only and do not represent actual Taximeter fares.)
 - e) **Passengers' Right to Obtain the Correct Identity of Driver.** Taxicab passengers have the right to request and receive the driver's correct name, the name of the operator, and to obtain vehicle and/or driver permit numbers.
- 3) **Taxicab Parking Is Permitted Only In Designated Areas.** Taxicabs shall park in the designated Taxicab Parking Area (Commercial Lane) or other areas that may be designated by the Airport Manager for taxicab parking. Taxicabs may not park in the designated taxicab parking area (Commercial Lane) for longer than thirty (30) minutes at any time.
- 4) **No Taxicab Parking In Front Of Terminal or in Loading Zone.** Taxicabs may not park in front of the Airport Terminal building to wait for arriving passengers. Taxicabs may drop off passengers and/or their

luggage in the designated Loading Zone in front of the Airport Terminal building, but must then move to the designated Taxicab Parking Area (Commercial Lane) to wait for new passengers. Taxicabs must not be in the loading zone for more than five (5) minutes at any time. Any taxicab left unattended in the Loading Zone in front of the Airport Terminal building for any reason will be ticketed and may be towed at the taxicab owner's expense.

- 5) **No Double Parking.** Taxicabs must not double-park anywhere on Airport property, including the Commercial Lane, under any circumstances.
- 6) **No Parking in Designated Public Parking Spaces or in Short or Long Term Parking Lot.** Taxicabs shall not park or stage in designated public parking spaces including disabled parking spaces and the Short and Long Term Parking Lots while operating at the Airport.
- 7) **Drivers Shall Remain In Or Near Taxicabs. Taxicabs Shall Not Be Left Unattended.** Taxicab drivers shall remain in their vehicles or in the immediate vicinity (immediately adjacent to the vehicle) at all times while at the Airport except as permitted by Rule Number 13, Entering Terminal for Personal Needs. Taxicab drivers are not permitted to sleep in their taxicabs while at the Airport.
- 8) **No Loitering In or Near Terminal.** Taxicab drivers are prohibited from loitering or standing inside the Airport Terminal building at any time while their vehicle is in position in the designated Taxicab Parking Area (Commercial Lane), unless actively assisting a disabled passenger.
- 9) **No Soliciting of Passengers or Posting of Business Cards or Advertisements.** Taxicab drivers shall not make verbal or written communication with potential customers for the purpose of soliciting a passenger while inside or outside of the Airport Terminal building. Taxicab drivers shall not hand out or place business cards, flyers, or any other materials in the passenger terminal, in kiosks, or any other places on the Airport without prior written approval. Airport administration handles the placement of advertisements of any kind.
- 10) **No Overnight Parking at Airport.** Taxicabs shall not be parked overnight in the designated Taxicab Parking Area (Commercial Lane). If a Taxicab vehicle is left overnight in the designated Taxicab Parking Area or in any other unauthorized area on the Airport, it will be ticketed and may be towed at the taxicab owner's expense.
- 11) **No Taxicab Staging More Than 15 Minutes before Flight Arrival.** Taxicab drivers must follow the current airline schedule for flight times and cannot enter Airport property to pick up passengers prior to fifteen (15) minutes before the scheduled airline arrival and may not stage for longer than thirty (30) minutes. Taxicab drivers shall contact the airline or their company dispatcher to determine if airline flight arrival or departure schedules have changed.
- 12) **Drivers May Not Enter Terminal To Pick Up Passengers.** Taxicab drivers may not enter the Airport Terminal building to meet passengers. Taxicab drivers shall wait for passengers in approved taxicab parking areas. Taxicab drivers shall remain with their vehicle at all times and must wait for potential passengers to cross the street to the designated Taxicab Parking Area (Commercial Lane) before drivers can offer their taxicab services.
- 13) **Entering Terminal for Personal Needs.** Taxicab drivers may enter the Airport Terminal building while parked in the Commercial Lane for no more than five (5) minutes to attend to personal needs such as restroom use, vending machine purchases, or similar.
- 14) **Pre-Arranged Passenger Pick-Up.** Passengers may make prior arrangements with a taxicab driver for transportation from the Airport. A taxicab driver may pick up a pre-arranged passenger in the designated Commercial Lane Pre-Arranged Taxi Passenger Loading Zone if the passenger's name is clearly posted in the taxicab's passenger door window before the taxicab makes a stop. Taxicabs may only stop for five (5) minutes while using the Loading Zone. The Commercial Lane Loading Zone shall only be used while in the process

of picking-up a pre-arranged passenger. Refer to the Airport Parking Map for designated parking spaces, otherwise use staging area.

- 15) **Posting Fares on Taxicabs.** Taxicab vehicles shall prominently display fares both inside and outside of the vehicle in a permanent manner that is readily visible to both prospective and actual passengers. The fares for the first mile and the fare for each additional mile thereafter shall be clearly readable on the outside from a distance of 20 feet as well as visible to passengers from the inside of all taxicab vehicles. Any additional fees such as bridge tolls, shall also be posted inside the vehicle. Fees charged to passengers must not exceed the posted rates. The Board of Supervisors may, by resolution, establish a schedule of maximum rates that may be charged by taxicab drivers. In such case, taxicab drivers may not charge rates that exceed the schedule adopted.
- 16) **Forms of Payment.** Drivers shall accept cash, credit cards, and debit cards as payment for their services. The types of credit cards accepted shall be clearly posted, in a permanent manner, and readable on the outside and inside of the taxicab.
- 17) **No smoking.** Smoking, including igniting, inhaling, exhaling, burning, vaping, operating, or carrying any lighted cigar, cigarette, pipe, hookah, electronic smoking device or tobacco or cannabis product while conducting operation from or to Airport shall not be permitted in any commercial vehicle, including taxicabs, at any time either by drivers or passengers.
- 18) **No Alcohol or Drug Use.** The use or possession of any alcoholic beverage or dangerous drug or narcotic while operating a vehicle on or enroute to or from the Airport Premises is strictly prohibited.
- 19) **Safe Driving.** Drivers shall operate vehicles in a safe manner as required by the California Vehicle Code and shall comply with all posted speed limits, parking, and traffic control signs.
- 20) **Texting While Driving.** Operator shall take all reasonable steps to ensure that operator's agents, employees, contractors, and invitees do not text and drive upon the Airport Premises. Pursuant to the adopted policies of the Federal Aviation Administration (FAA), as applicable to County, operator is encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of the Federal Government, including work operating on Airport Premises.
- 21) **No Littering.** Littering anywhere on Airport Premises is prohibited.
- 22) **Professional Appearance.** While operating at the Airport, taxicab drivers shall maintain a professional look and appearance (e.g. clean shirt with collar and long pants, shoes, and socks).
- 23) **Refrain from profanity.** Drivers shall refrain from the use of profane or vulgar language.
- 24) **Confrontational, Threatening or Intimidating Behavior toward Passengers, Airport Staff, Airport Security Officers, Airport Parking Operators, or Other Drivers.** Taxicab drivers or operators who exhibit confrontational, threatening or intimidating behavior toward potential passengers, passengers, Airport staff, Airport security officers, Airport parking agents, or other commercial vehicle drivers may have their permission to operate at the Airport terminated, and may be reported to the appropriate authorities.
- 25) **Identification.** Taxicab drivers shall display their Taxicab Driver Permit provided by the County Sheriff's Department that includes driver's name, photograph, and description (height, weight, age, gender, etc.). The Taxicab Driver Permit shall be clearly visible to passengers in the taxicab. Drivers shall immediately comply with requests of agents of the County or Law Enforcement to see proof of permit, identification, insurance, and/or registration when applicable while on Airport Premises.
- 26) **Taxicab vehicle equipment and condition.** All taxicabs shall be kept in good physical and operating condition with no broken windows, no dents on vehicle body, and no torn or soiled seats. The exterior of each

vehicle shall be clean with a clear and visible taxi company designation. The vehicle interior and trunk area shall be neat and clean. All taxicabs shall be professionally painted, lettered, and numbered. All taxicab operators shall make a good faith effort to display a unique color scheme, logo, and insignia that are not used by other taxicab operators and are not easily confused with any other taxicab operator operating at the Airport.

- 27) **Car Maintenance at Airport Prohibited.** Taxicabs shall not be cleaned, repaired, or maintained while on Airport Premises, except as may be required to remove the taxicab from the Airport Premises for repair.
- 28) **Solicitation.** Solicitation for or on behalf of any hotel, motel, club, or nightclub, or solicitation of any activity prohibited by the Penal Code of the State of California is prohibited.
- 29) **Airport Operations Area (AOA) and Security Identification Display Area (SIDA).** Taxicabs shall only enter the AOA through a full service Fixed Base Operator's (FBO) vehicle gate while under escort by a member of the FBO's staff who possesses a valid AOA or SIDA badge, and shall only enter the AOA to deliver or pick up passengers and/or baggage on the FBO's ramp. The AOA shall not be entered through any other vehicle gate. Taxicabs shall not enter or operate within the (SIDA) under any circumstances.
- 30) **Staging Permits-Required Use**
- a) An Airport Staging Permit is required for staging and/or passenger pick-up, including pre-arranged passenger pick-ups, at the Airport whether or not a passenger is picked up.
 - b) Staging Permits may be purchased from the Airport's Parking Operator or administration office during regular operating hours. Failure to have sufficient permits on hand may result in the inability to stage/pick up during off hours when permit purchase is unavailable.
 - c) To utilize a staging permit once purchased and before staging begins, obtain a date stamp from the Airport Parking Operator (machine available 24/7) or Airport Administration office.
 - d) After the permit is date stamped, Part A of the Permit shall either be retained by the Airport Parking Operator or must be deposited in the deposit box provided in the parking operator booth.
 - e) Each date/time stamped Staging Permit authorizes the taxicab driver to stage and/or make one passenger pickup at the Airport only on the date and for the permitted duration beginning at the time stamped on the permit by the Airport.
 - f) Part B of each time stamped Airport Staging Permit must be clearly displayed inside an authorized taxicab clearly visible from the front of the taxicab during staging and before a pick up is made and shall remain there until the vehicle leaves Airport Premises.
 - g) Each date/time stamped Airport Staging Permit is sold at a cost and valid for a duration established by the Airport Manager and subject to change. The Airport accepts cash or checks payable to Sonoma County Airport for payment of fees. Credit or debit cards are also accepted by the Airport Parking Operator.
 - h) Once the permitted time expires or has been used for a passenger pick up, a new permit is required in order to continue staging regardless of whether or not a passenger was picked up. Expired permits may not be reused and are good for only one pick up.
 - i) Drivers found staging without a valid Staging Permit are subject to fines ranging from \$100-\$1000, or as amended by approval of the Board of Supervisors. Refer to the Airport's Master Fee Schedule for details.
 - j) Airport Staging Permits shall only be used by drivers whose registration with the Airport is in good standing.
 - k) All Staging Permits are the property of the Airport, are not replaceable and non-refundable.

31) Staging Permits required for pick up at a Fixed Base Operator (FBO)

- a) An Airport Staging Permit is also required before making a pre-arranged passenger pick-up at an FBO such as Kaiser Air, Vine Jet, or Sonoma Jet Center.
- b) An Airport Staging Permit must be presented to the FBO before a pick-up is made.
- c) The FBO will indicate the date and time then sign the permit and retain part A. Part B shall be clearly displayed on the taxicab's dashboard until the taxicab leaves the Airport Premises.

32) Staging Permits required for pick up from Airport Express or similar bus service

- a) An Airport Staging Permit is required before making a pre-arranged passenger pick-up from any Airport Express or similar vehicle on the Airport Premises.
- b) The Staging Permit must be presented to Airport Express' driver before a pick-up is made.
- c) The Airport Express driver will indicate the date and time then sign the Permit. Taxicab driver must return part A to the designated box near the Airport Parking booth. Part B shall be clearly displayed on the taxicab's dashboard until the taxicab leaves the Airport Premises.

Note: "Airport Premises" means the entire Airport property including all public roadways, commercial vehicle hold areas, parking lots, terminal building curbside areas and any other areas within Airport control. This generally begins on Airport Blvd. at Laughlin Rd.