

REDMOND MUNICIPAL AIRPORT



2022 Transportation Services for Hire

Airport Use Only

Airport ID Application

Initial / Replacement

AIRPORT ID#	_____	PIC	_____
ID CREATED	_____		
TRAINING DATE	_____		
ID ISSUED	_____		
RECEIPT #	_____		

PRINT CLEARLY OR TYPE YOUR INFORMATION

DATE _____

NAME _____
(LAST NAME) (LEGAL FIRST NAME) (MIDDLE INITIAL)

“NICKNAME” / COMMON USE FIRST NAME FOR ID _____

LAST FOUR SSN XXX-XX-_____

ADDRESS: _____
(MAILING ADDRESS)

(CITY, STATE, ZIP)

GENDER: MALE _____ FEMALE _____ DATE OF BIRTH: _____

MY PHONE NUMBER: _____ My Email: _____

I UNDERSTAND I MUST READ AND SIGN THE ATTACHED DRIVER’S CONDUCT FORM TO BE ELIGIBLE TO DO BUSINESS AT RDM. I ALSO UNDERSTAND THAT THERE IS A ONE-TIME NON-REFUNDABLE \$12.50 CHARGE REQUIRED FOR MY AIRPORT ID AND IF MY AIRPORT ID IS LOST OR STOLEN, THERE WILL BE A \$25.00 NON-REFUNDABLE REPLACEMENT FEE. IF LOST OR STOLEN, I MUST REPORT IT TO MY SUPERVISOR IMMEDIATELY AS THEY ARE REQUIRED TO REPORT IT TO THE AIRPORT IMMEDIATELY. **INITIAL HERE** _____

IF I AM NO LONGER EMPLOYED WITH THE COMPANY LISTED BELOW, I WILL RETURN MY AIRPORT ISSUED ID TO MY EMPLOYER, AIRPORT ADMIN OFFICE OR THE AIRPORT SECURITY OFFICE WITHIN 3 BUSINESS DAYS OF MY LAST DAY WORKED.

X _____ / _____
EMPLOYEES SIGNATURE DATE

AS THE AUTHORIZED SIGNATORY FOR THE COMPANY LISTED BELOW, I CONFIRM THE ABOVE PERSON IS AN EMPLOYEE OF OUR COMPANY AND I AGREE TO NOTIFY AIRPORT ADMIN OR AIRPORT SECURITY OFFICE IMMEDIATELY BUT NOT LATER THAN THE NEXT BUSINESS DAY AFTER THE LAST DAY WORKED IF HE/SHE IS NO LONGER EMPLOYED WITH US.

COMPANY NAME _____ REDMOND BUSINESS LICENSE # _____

CONTACT PHONE _____ EMPLOYEE START DATE: _____

SIGNATORY NAME AND SIGNATURE _____ X _____

PLEASE PRINT NAME CLEARLY

SIGNATURE

REDMOND MUNICIPAL AIRPORT (RDM)



2022 Drivers Conduct Agreement

TAXI/SHUTTLES/COURTESY VEHICLES/LIMOUSINES

POLICY: Commercial Vehicle Drivers shall comply with the following while on RDM property:

DRIVERS CONDUCT:

- A. **Drivers will NOT pick up passengers at the terminal curb, vendor lot, rental car lot or long term parking lot. Passengers may only be picked up in the designated taxi lane Drivers are only allowed to DROP OFF passengers at the terminal curb**
- B. Drivers will remain with their vehicles and enter the building only for the following reasons:
 - o upon arrival of a flight if they have reserved passenger pick up
 - o restroom use
 - o purchase of food or beverages
- C. The left side of the taxi lane is used for reserved passenger pickups (time calls). The right side of the taxi lane is used for non reservation pick ups.
- D. Drivers will not loiter in the terminal or on Airport Property.
- E. **Vehicles must be locked (windows up) and fully secure when the driver is not in the vehicle (no exceptions)**
- F. Drivers will not play music loudly, it should not be heard from outside of the vehicle.
- G. Drivers will obey all posted speed limit signs (15 mph)
- H. Drivers will treat other drivers and the public with courtesy and respect. Threatening or bullying behavior by drivers towards other drivers or other members of the public is cause for the driver and company privileges to operate at the Airport to be suspended or revoked.
- I. Profanity is not to be used in the terminal, around passengers, other drivers and/or Airport guests.
- J. **Drivers are not to solicit or approach passengers and/or try to lead them to their company vehicles.** Passengers may approach taxis and inquire about fares and availability.
- K. Drivers must not refuse any fare based on race, color, national origin, age, or sex.
- L. Drivers shall not refuse any fare based on length of travel within the local area. Local area is defined as Deschutes, Jefferson, and Crook Counties.

- M. All trash and cigarette butts will be disposed of in the proper receptacles provided by the Airport. **Smoking is only permitted in a designated smoking area.**
- N. All drivers will maintain a neat and professional appearance. Clothing may display the taxi company logo and/or company name. No offensive pictures or slogans are to be visible to the public.
- O. Drivers understand that their vehicles may be randomly inspected by Airport Staff at any time.
- P. Drivers will comply with all state and federal laws and city codes and all Airport policies to include the Airport Operating agreement.
- Q. Drivers may file written complaints with the Airport Admin office at any time (through their manager) Included in the complaint will be the driver's name, company they work for, date and time of the incident and a signature.
- R. **Drivers will not allow any other person(s) to utilize their ID badge or code for any reason. Unauthorized use will be subject to deactivation and/or fines or loss of driver privileges.**
- S. Drivers requesting to conduct business at the Airport will need to return this completed Airport ID Application to the Airport Admin office to have their picture taken and to set up their security awareness training. **At no time prior to the driver receiving their Airport Issued ID, will they be allowed to enter the taxi lane for pickups at the Airport unless accompanied by a driver that has a current Airport Issued ID and only while training for the same company.**

I, the undersigned, acknowledge receipt of the above Driver's Conduct and understand failure to follow these rules may be grounds for termination of privileges at the Airport. **Driver must sign and return this form and receive his/her Airport Issued ID badge before Airport privileges are approved.**
Policy subject to change at any time.

Driver's Name and phone number (please print) Company Name

Driver's signature

Date
