

REDMOND MUNICIPAL AIRPORT



2017 Transportation Services for Hire

Airport Use Only

Airport ID Application

Initial / Replacement

AIRPORT ID# _____	Pic # _____
EXPIRATION DATE: _____	
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-\_\_\_\_\_ MY REDMOND TAXI LICENSE EXPIRATION DATE: \_\_\_\_\_

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)



## 2017 Drivers Conduct Agreement

### TAXICABS/SHUTTLES/COURTESY VEHICLES/LIMOUSINES

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

#### **DRIVERS CONDUCT:**

- A. 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 (time calls);
  - o restroom use; or
  - o purchase of food or beverages.
- B. When available, the left lane is to be used for parking of vehicles used for reserved passenger pickups (time calls).
- C. Drivers will not loiter in the terminal or on Airport Property.
- D. Vehicles must be locked and fully secure when the driver is in the terminal (no exceptions).
- E. Drivers will not play music loudly, it should not be heard from outside of the vehicle.
- F. Drivers will obey all posted speed limit signs.
- G. 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.
- H. Profanity is not to be used in the terminal, around passengers, other drivers and/or Airport guests.
- I. Drivers are not to approach passengers and/or try to lead them to their company vehicles. Passengers may approach taxis and inquire about fares and availability.
- J. Drivers must not refuse any fare based on race, color, national origin, age, or sex.
- K. 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.
- L. 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.

- M. 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.
- N. Drivers understand that their vehicles may be randomly inspected by Airport Staff at any time.
- O. Drivers will comply with all state and federal laws and city codes and all Airport policies to include the Airport Operating agreement.
- P. Drivers may file written complaints with the Airport Admin office at any time but need to ensure that their main office is also informed. Included in the complaint will be the driver's name, company they work for, date and time of the incident and a signature.
- Q. Drivers requesting to conduct business at the Airport will need to return this completed Airport ID Application to the Airport Admin office (all three pages) 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 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 before Airport privileges are approved. (This policy may be changed at any time)

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Drivers Name and phone number (please print) Company Name

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Driver's signature Date