

TRANSPORTATION NETWORK COMPANY
NON-EXCLUSIVE LICENSE AGREEMENT**Application Instructions & Checklist**

A copy of this Checklist and the following items must be properly completed and submitted to apply for a Non-Exclusive License Agreement for Transportation Network Company Services to and from LAX.

STEP 1:

- 1. Ground Transportation License Agreement Information Form**
Complete form stating type of operator, State/Federal authority, legal company name, DBA (doing business as) if applicable, and contact information.
(Fillable form available at www.LAWA.org/GTPermits)
 - A valid email address**
- 2. Copy of Corporate Documentation, if applicable***
A Corporation, Limited Liability Company or Limited Partnership must be registered and have an approved status with the California Secretary of State. A Statement of Information must accompany all who are either a Corporation or an LLC.
 - Articles of Incorporation/Organization**
 - Copy of Statement of Information**
 - Copy of Certificate of Registration** (Companies Incorporated outside of California)
- 3. Copy of Fictitious Business Name Statement, if applicable***
For entities operating under a name other than the legal name, (i.e. "doing business as (DBA)," provide a copy of the Fictitious Business Name Statement filed with the County Clerk. The Statement is valid for 5 years from the date of filing.
- 4. Copy of California Public Utilities Commission (PUC) Certificate***
Provide a copy of current CPUC certificate for Charter Party operations.
 - Active Status**
- 5. Copy of City of Los Angeles Business Tax Registration Certificate (BTRC)***
Provide a copy of the company's current BTRC issued by the City of Los Angeles Office of Finance, Tax and Permit Division. For questions regarding the BTRC, including how to obtain one, contact the Tax and Permit Division at: (213) 473-5901 or www.lacity.org/finance.
 - Active Status**

*NOTE: The legal business name and operating name must be consistent on ALL documents submitted.

- 6. Trade Dress**
Provide a copy of the PUC approved Trade Dress and indicate proposed vehicle placement.
- 7. Bidder Contribution CEC Form 55** [Article 2, Section 18]
Provide a completed copy of [Bidder Contributions CEC Form 55](#).
- 8. Equal Benefits Ordinance Compliance Affidavit**
Submit a completed [LAWA EBO Compliance Affidavit](#) attesting to compliance with the City's Equal Benefits Ordinance.
- 9. Application Fee – Non-refundable** [12.3]
Remit Application Fee of \$1000.00 by company check or money order payable to *Los Angeles World Airports (LAWA)*.

Any application with missing or incomplete documents will be returned to the applicant.

STEP 2:

After receipt and approval of items 1-8 above, a Non-Exclusive License Agreement specific to the applicant will be prepared and sent with further instructions. The applicant must demonstrate to LAWA its capacity and processes to ensure compliance with the terms and conditions of the License Agreement, including but not limited to the following: *[The License Agreement section references are shown in brackets.]*

- 10. Executed Non-Exclusive License Agreement (2)**
Submit two (2) original executed Agreements with required Exhibits.
- 11. Insurance Requirements** [Art. 2, Sec. 2]
Insurance must be approved by LAWA's Insurance Compliance Office. Each organization is required to procure at its expense, and keep in effect at all times during the term of the Permit, the types and amounts of insurance specified in Exhibit A of the Non-Exclusive License Agreement. Requirements are generally consistent with the requirements of the CPUC.

Instructions on how to submit insurance will be emailed to the applicant. All insurance documentation will be stored in the LAWA internet based tracking system. Hardcopy documentation will not be accepted.
- 12. Faithful Performance Guarantee** [2.c, 15.1]
A Faithful Performance Guarantee of \$100,000 must be submitted as a letter of credit in the form and format prescribed by LAWA.
- 13. Airport Vehicle Permit placard** [5.5]
Provide evidence that each placard is assigned a unique ID number. Describe the distribution process.
- 14. DMV License Plate** [2.e]
Provide the DMV License Plate for each approved TNC Vehicle and associated unique Driver Digital ID.
- 15. Driver Background Checks** [2.g]
Provide evidence and demonstrate the administration of continuous driver background checks.
- 16. Vehicle Safety checks** [2.h]
Provide evidence and demonstrate the administration of regularly performed vehicle safety checks.
- 17. Business Tax Registration** [Art. 2, Sec 13]
 - Provide evidence of notification to drivers of requirement to obtain and hold a City of Los Angeles BTRC.
 - Provide evidence and demonstrate maintenance of all certificates as required.
- 18. Driver Training Plan** [2.i]
 - Provide copy of Training Plan to drivers of License terms and LAX Rules and Regulations. A copy of the LAX Rules and Regulations are available at <http://www.lawa.org/GTPermits>.
 - Provide evidence and demonstrate the administration of updates, which may occur from time to time.
- 19. Driver Disability Training Plan** [2.l]
Provide copy of Disability Training course for drivers and driver proficiency.
 - Provide Disability Training material to LAWA ADA Office
 - Provide evidence and demonstrate TNC driver proficiency with Disability Training

- 20. Mobile App incorporation of Geo-Fence Areas [2.f]**
Demonstrate the TNC Mobile App incorporation of the LAX Geo-Fence Area, Designated TNC Airport Assignment Area, and Designated TNC Staging Area(s).
- 21. Designated Airport Assignment Area [2.k]**
Demonstrate passenger assignments are only received by Drivers within the Designated TNC Airport Assignment Area and Designated TNC Staging Area(s).
- 22. TNC Vehicle Tracking [2.j]**
Demonstrate capability to track, monitor and record TNC Vehicle movement to, within and from Geo-Fence, Designated TNC Airport Assignment Area, and Designated TNC Staging Area(s).
 - Demonstrate ability to track and record Trips.
- 23. Data Collection Protocol [2.m]**
Confirm vehicle activity data collection protocol with LAWA.
- 24. Customer Service Plan**
Detail customer complaint handling-response and resolution process and timelines.
- 25. Orientation Training [8.1]**
Attend orientation training as determined by the LAX Airport Permit Services Office.

Other requirements and/or clarifications, as determined by LAWA and/or the LAX Ground Transportation Permits Office staff, may be needed to complete the license and permit process.

STEP 3:

Once all conditions in Step 1 and Step 2 are met to the satisfaction of the LAWA Executive Director, in her sole discretion, the License Agreement will then be forwarded to the City Attorney’s Office and LAWA Executive Director for review and execution.

- 26. Fully Executed License Agreement**
The applicant will be notified and provided a copy of the fully executed Agreement.

Only upon full execution of the License Agreement may the applicant’s TNC services at LAX commence.

DOCUMENTS AND QUESTIONS:

Documents, and any permit questions, should be directed to:

By mail:
Los Angeles World Airports
LAX Ground Transportation Permits Office
P.O. Box 92216
Los Angeles, CA 90009-2216
Attn: Division Manager

OR In person:
LAX Ground Transportation Permits Office
7301 World Way West, 1st Floor
Los Angeles, CA 90045

Phone: (424) 646-6460

Fax: (424) 646-9253

Email: infolandside@lawa.org

Office Hours: Monday-Friday, 7:30am-3:30pm, excluding City holidays

Office Use:			
Date Received: _____	Staff Initials: _____	Date Reviewed: _____	Staff Initials: _____