



## Commercial Passenger Vehicle Permit Application: Per Trip Permit

Are you a current permit holder?  Yes  No

<b>Company Name (Official):</b>
<b>Recognized Company Name (If different than Official Name):</b>
<b>Type of business:</b> <input type="checkbox"/> Limo/Private Car <input type="checkbox"/> Hotel Courtesy <input type="checkbox"/> Taxi (metered) <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other
<b>Complete Mailing Address:</b>
<b>Complete Physical Address (if different than mailing):</b>
<b>Contact Person and Title:</b>
<b>Phone Number:</b>
<b>Contact's Email Address (<u>required</u>):</b>
<b>Company Website:</b>
<b>Type of Business (Select One):</b> <input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Partnership, LLC., Joint Venture, or Corporation
Our vendor website will allow you to run reports, view trip data and submit certain types of account requests. If you would like access to our vendor website, please provide a user name. The user name will be associated with the contact email address, above and a confirmation email will be sent once the user name is activated. <b>USER NAME:</b>

By signing below, I certify that I am an authorized representative of the Company listed above and have the legal authority to enter into Agreements on behalf of the Company listed above. I certify that the information contained in this application packet is accurate and complete, and that I have obtained all applicable licenses, permits and other authorizations necessary to operate at the Cincinnati/Northern Kentucky International Airport.

I also agree to operate and do business at the Airport consistent with all applicable federal, state and local laws, regulations and ordinances and according to the rules and regulations of the Kenton County Airport Board.

**Should there be any changes in the information or documents provided, I will notify the Kenton County Airport Board immediately by emailing [permits@cvgairport.com](mailto:permits@cvgairport.com) or calling 859-767-7500.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## COMMERCIAL PASSENGER VEHICLE – Per-Trip Permits

### CHECK LIST

*Note: If you are a hotel courtesy shuttle operator, use the Hotel Courtesy Shuttle checklist*

- Application Form for Per-Trip
- Vehicle Information Sheet – available online
- Certificate of Operating Authority issued by the Kentucky Transportation Cabinet OR governing body of Company's jurisdiction.
- Certificate of authorization from Kentucky Secretary of State or, if sole proprietor, Boone County General Business License
- Legible copy of registration for each applicable vehicle
- Copies of any mechanical inspections or bus inspection permits completed, as required by law.

Note: Commercial passenger vehicles registered in Kentucky must have a current Bus Inspection Permit if the vehicle is capable of transporting 9-14 persons, including driver. Vehicles registered in Ohio and Indiana do not require a Ky. Bus Permit.) Permit can be obtained from the Ky. Dept. Of Transportation. Call the Boone County scales office at 859-485-6778, or the Kenton County office at 859-356-1111.

- Certificate of Liability

1. Auto Liability: Must show proper auto liability amounts as required by K.R.S. 281.655

Up to 7 regular seats \$300,000

8 or more regular seats \$600,000

2. CGL Coverage: Must show proper commercial general liability coverage of not less than One Million Dollars (\$1,000,000.00) per occurrence.

Please note: Lowering your coverage level at any time during the permit year, even if coverage still meets requirements of K.R.S. 281.655, is prohibited and may result in revocation of your permit. In exceptional circumstances, you may make a written request to the Board for permission to lower your coverage amount, which the Board may grant or deny in its sole discretion.

3. Must name the Kenton County Airport Board as an additional insured. The Certificate Holder should read: Kenton County Airport Board, Risk Manager, and P.O. Box 752000, Cincinnati, OH 45275.

- Legible copy of driver's license for individual signing the Application
- Fee Receipt Copy for applicable vehicle (domestic taxi companies only)

**COMMERCIAL PASSENGER VEHICLE – Hotel Courtesy Shuttles  
CHECK LIST**

- Application Form for Per-Trip
- Vehicle Information Sheet
- Legible copy of registration for each applicable vehicle
- Certificate of Liability
  1. Auto Liability: Must show proper auto liability amounts as required by K.R.S. 281.655
    - Up to 7 regular seats \$300,000
    - 8 or more regular seats \$600,000
  2. Must name the Kenton County Airport Board as an additional insured. The Certificate Holder should read: Kenton County Airport Board, Risk Manager, and P.O. Box 752000, Cincinnati, OH 45275.
- Legible copy of driver's license for individual signing the Application
- Certificate of authorization from Kentucky Secretary of State