

# LAX AIRFIELD PERMITS UNIT

## INFORMATION AND PROCEDURES FOR OBTAINING A MOTOR VEHICLE OPERATING PERMIT

The operation of any motorized vehicle (street-licensed and non-street-licensed) on the Air Operations Area (AOA) requires a Motor Vehicle Operating Permit (MVOP) issued by Los Angeles World Airports (LAWA). A motorized vehicle is defined as any vehicle originally designed to be operated on a public roadway. This permit is in accordance with Board of Airport Commissioner's Order No. AO-5078.

To obtain a MVOP, your company must have a current contractual relationship with LAWA, such as an Air Carrier Operating Permit, Concession Agreement, Non-Exclusive License Agreement, Fuel Delivery Permit, or other LAWA permit or agreement. For information on permit/agreement requirements, please contact Airfield Permits staff at (424) 646-5880.

All vehicles authorized to operate on the AOA must display proper identification. An approved logo and/or company name must be permanently affixed to the exterior of both front door panels. The name of the company shall be spelled out in letters not less than three inches (3") in height. When not accompanied by approved lettering, company logos or symbols must be a minimum of 18 inches (18") in diameter. To enhance visibility, company name and/or logo shall be on a background of sharply contrasting color to vehicle. Placards, magnetic or temporary identification panels are not permitted. No motorized vehicle shall be operated on the service roads, passenger aprons, cargo aprons, ramps, or other non-public areas without the owner or operator of the vehicle having first obtained a Motor Vehicle Operating Permit.

### REQUIREMENTS

- ➔ **Company Contact Information Form** – This form must be completed in its entirety. The highest-ranking badged local official must sign this form certifying that the designated badged contact person will be responsible for all motor vehicle permit activities pertaining to your company. **Both the contact person and the highest-ranking local official must possess a valid LAX Security Identification Badge.**
- ➔ **Vehicle List Form** – This form must be completed in its entirety. Enter BOTH the license plate (if available) and vehicle identification number (VIN).
- ➔ **Valid Vehicle Registration** – Attach a copy of current registration for each vehicle.
- ➔ **Alternative Fuel Vehicle Reporting Form** – Both pages of this form must be completed and submitted with your application.
- ➔ **Fees** – A yearly fee of \$120 per vehicle will apply. Checks or money orders should be made out to LAWA. **NO CASH OR CREDIT CARD.**
- ➔ **Insurance** – Required insurance must be approved by LAWA's Insurance Compliance Unit. Insurance inquiries should be directed to the Insurance Compliance Unit at (424) 646-5480.
- ➔ **Accounts Receivable with LAWA** – All company accounts must be in good standing with LAWA prior to the release of any vehicle decals. Questions concerning account balances may be directed to the Airfield Permits Unit at (424) 646-5880.

Return Company Contact Information Form, and Vehicle List Form, vehicle registration, and payment, either in person or by mail, to:

**By mail:** Airfield Permits Unit  
Los Angeles World Airports  
P.O. Box 92216  
Los Angeles, CA 90009-2216

**In person:** Airfield Permits Unit  
7301 World Way West  
Room 100, 1<sup>st</sup> Floor  
Los Angeles, CA 90045

### **WINDOW DECALS**

Once the primary Permit/Agreement and Motor Vehicle Operating Permit have been granted and your company is fully enrolled in the LAX Security Badge Program, window decals will be assigned and issued to each individual vehicle listed on the Vehicle List form submitted by your company. These decals are non-transferable and must be permanently affixed to the lower-left area of the windshield on the driver's side of the vehicle to which it is assigned. Motor vehicle decals are issued for a period of one year, commencing July 1 and expiring June 30.

**Note:** No decals will be issued until the following requirements have been met:

- A Motor Vehicle Operating Permit has been granted
- LAWA insurance requirements have been met
- Requested information has been received and required fees have been paid
- Company has no outstanding accounts with LAWA
- The badging process has been completed

**Note:** For security badge requirements, please contact the Security Badge Office at (424) 646-5500.

### **AMENDMENT TO ORIGINAL VEHICLE LIST INSTRUCTIONS**

Any deviations to original vehicle list must be submitted on the form titled "**Additional/Deletion/Replacement of MVP Decal**" only. Please follow the instructions below for the specific action requested.

**Note:** Requests for additional decals will take 2-3 business days to process. Submit the proper paperwork and you will be notified when the decals are ready for pickup. No same day processing. Only the designated contact person on file with this office is allowed to pick up decals.

#### **Additional Vehicle Decal**

If adding a new vehicle, a new decal must be requested on the Request for **Additional/Deletion/Replacement of MVP Decal Form**, and signed by the designated contact person on file with this office. A complete description of each requested vehicle must be provided. **Do not accept if vehicle(s) added to copy of original vehicle list.**

#### **Replacing Vehicle and/or Decal**

If replacing a vehicle and/or decal, the assigned decal must be removed and returned to this office and a new decal will be issued at no charge. The replacement vehicle/decal must be requested on the **Additional/Deletion/Replacement of MVP Decal Form**, and signed by the designated contact person on file with this office. A complete description of each requested vehicle must be provided. **Do not accept if vehicle(s) added to copy of original vehicle list.**

### **Deleting Vehicle**

If deleting a vehicle, the assigned decal must be removed and returned to this office and the vehicle information entered on the **Additional/Deletion/Replacement of MVP Decal Form**.

### **Lost or Stolen Decal**

If a decal is lost or stolen, immediately notify Airport Police at (310) 646-7911 and this office at (424) 646-5880. File an incident report with Airport Police and provide a copy to this office.

**All decals issued to your company must be accounted for or future requests for decals will be denied.**

If you have any questions, contact the Airfield Permits Unit at (424) 646-5880, or by fax, at (424) 646-9269.

**LOS ANGELES WORLD AIRPORTS**  
**MOTOR VEHICLE OPERATING PERMIT DECALS**  
**7/1/13 – 6/30/14**

VEHICLE LIST FOR: \_\_\_\_\_

COMPANY NAME AND DIVISION \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

	YEAR	MAKE	MODEL	COLOR	LICENSE NO.	VIN NO.	DECAL NO. (OFFICE USE ONLY)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

(USE OTHER SIDE FOR ADDITIONAL VEHICLES)

DO NOT WRITE BELOW THIS LINE

PICKED UP BY \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

BADGE NO./EXP. DATE \_\_\_\_\_

TOTAL # VEHICLES \_\_\_\_\_

AMOUNT PAID \$ \_\_\_\_\_

CHECK NO. \_\_\_\_\_

INS. CHECKED \_\_\_\_\_

ISSUED BY \_\_\_\_\_

DATE \_\_\_\_\_

**MOTOR VEHICLE OPERATING PERMIT DECALS 7/1/13 - 6/30/14**

	YEAR	MAKE	MODEL	COLOR	LICENSE NO.	VIN NO.	DECAL NO. (OFFICE USE ONLY)
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							

## **ALTERNATIVE FUEL VEHICLE REQUIREMENT PROGRAM (LAX ONLY)**

### **I. Definitions.**

The following capitalized terms shall have the following meanings. All definitions include both the singular and plural form.

"Airport Contract" shall mean a contract awarded by LAWA and pertaining to LAX, and subcontracts of any level under such a contract.

"Airport Contractor" shall mean (i) any entity awarded an Airport Contract, and subcontractors of any level working under an Airport Contract; (ii) any contractors that have entered into a contract with an Airport Lessee to perform work on property owned by LAWA and pertaining to LAX, and any subcontractors working in furtherance of such a contract; and (iii) any contractor that have entered into a contract with an Airport Licensee to perform work pertaining to LAX, and any subcontractors working under such a contract.

"Airport Lessee" shall mean any entity that leases or subleases any property owned by LAWA and pertaining to LAX.

"Airport Licensee" shall mean any entity issued a license or permit by LAWA for operations that pertain to LAX.

"Alternative-Fuel Vehicle" shall mean a vehicle that is not powered by petroleum-derived gasoline or diesel fuel. Alternative-Fuel Vehicles include, but are not limited to, vehicles powered by compressed or liquefied natural gas, liquefied petroleum gas, methanol, ethanol, electricity, fuel cells, or other advanced technologies. Vehicles that are powered with a fuel that includes petroleum-derived gasoline or diesel are Alternative-Fuel Vehicles only if the petroleum-derived energy content of the fuel is no more than twenty percent (20%) of the total energy content of the fuel. Vehicles powered by dual fuel technologies are Alternative-Fuel Vehicles only if no more than twenty-percent (20%) of the fuel used by the engine comes from a petroleum-derived fuel. Vehicles powered by fuels that are derived from sources other than petroleum, but that can be used in conventional spark or combustion-ignition engines, are Alternative-Fuel Vehicles.

"CARB" shall mean the California Air Resources Board.

"Comparable Emissions Vehicle" shall mean a vehicle powered by an engine certified by CARB operating on petroleum-derived gasoline or diesel fuel that has criteria pollutant emissions less than or equal to a comparable alternative fuel engine.

"Covered Vehicles" is defined in Section II below.

"EPA" shall mean the United States Environmental Protection Agency.

**"Independent Third Party Monitor"** shall mean a person or entity empowered by LAWA to monitor compliance with and/or implementation of particular requirements in this policy.

**"LAWA"** shall mean Los Angeles World Airports.

**"LAX"** shall mean Los Angeles International Airport.

**"Least-Polluting Available Vehicle"** shall mean a vehicle that (i) is determined by an Independent Third Party Monitor to be (x) commercially available, (y) suitable for performance of a particular task, and (z) certified by CARB or EPA to meet the applicable engines emission standard in effect at the time of purchase; and (ii) is equipped with a retrofit device that reduces NOx emissions by at least twenty-five percent (25%) and reduces particulate matter by at least eighty-five percent (85%). Where more than one vehicle meets these requirements for a particular task, LAWA, working with the Independent Third Party Monitor, will designate as the Least-Polluting Available Vehicle the vehicle that emits the least amount of criteria air pollutants.

**"Operator"** shall mean any Airport Contractor, Airport Lessee, or Airport Licensee.

**II. Covered Vehicles.** The requirements under this Attachment shall apply to all on-road vehicles, including trucks, shuttles, passenger vans, and buses that are 8,500 lbs gross vehicle weight rating or more and are used in operations related to LAX ("**Covered Vehicles**").

**III. Conversion Schedule.**

- A. By January 31, 2010, fifty percent (50%) of the Covered Vehicles operated by an Operator shall be Alternative-Fuel Vehicles or Comparable Emissions Vehicles.
- B. By January 31, 2015, one hundred percent (100%) of the Covered Vehicles operated by an Operator shall be Alternative-Fuel Vehicles or Comparable Emissions Vehicles.

**IV. Least-Polluting Available Vehicles.** In cases where an Operator can not comply with the requirements established pursuant to Section III above because neither Alternative-Fuel Vehicles nor Comparable Emissions Vehicles are commercially available for performance of particular tasks, LAWA will instead require Operators to use Least-Polluting Available Vehicles for such tasks. An Independent Third Party Monitor will determine on an annual basis whether Alternative-Fuel Vehicles or Comparable Emissions Vehicles are commercially available to perform particular tasks, and, in cases where Alternative-Fuel Vehicles are not commercially available for performance of a particular task, will identify the Least-Polluting Available Vehicle for performance of that task.

**V. Written Reports.** Operator shall provide a semi-annual report to LAWA in the form attached as Attachment 1, which may be amended from time to time by LAWA.

**LAX Alternative Fuel Vehicle Requirement Reporting Form**  
Applies to on-road (licensed) vehicles 8,500 lbs or greater

**Diesel & Gasoline Vehicle Fleet**  
**(List Alt-fuel vehicles on reverse side)**

☐ Check box, if you do not have any on-road vehicles 8,500 lbs or greater

[illegible]

1 of 2

**(Please turn over for alternative fuel vehicle reporting form)**





## Los Angeles World Airports

MOTOR VEHICLE OPERATING PERMIT  
INFORMATION FORM  
2013/2014

## BUSINESS INFORMATION

Corporate (or Legal) Name of Company: \_\_\_\_\_

Business Name (dba): \_\_\_\_\_

Corporate Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Billing Contact: \_\_\_\_\_

Billing Address: \_\_\_\_\_

## OPERATIONAL INFORMATION

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Description of service(s) to be provided: \_\_\_\_\_

Leasing/Subleasing Space? ☐ YES ☐ NO From: \_\_\_\_\_

List all companies, air carriers, and/or military for whom contract services will be provided:  
\_\_\_\_\_  
\_\_\_\_\_

List facilities/areas on LAWA property, including leased premises, where access is required to conduct business:  
\_\_\_\_\_  
\_\_\_\_\_

## LOCAL CONTACT INFORMATION

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

LAX Badge #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

## HIGHEST-RANKING LOCAL BADGED OFFICIAL INFORMATION

This section must be completed by the highest-ranking local *badged* official, certifying that the above information is correct and that the rules and regulations enumerated on the reverse side will be adhered to. The person signing below must possess a valid lax security photo identification badge.

Highest-Ranking Local *Badged* Official: \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Title: \_\_\_\_\_ LAX Badge #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Today's Date: \_\_\_\_\_

(Please attach any other relevant information related to your company or its operations. Thank you.)

## **RULES AND REGULATIONS**

### **AUTHORIZED VEHICLES ON THE AIR OPERATIONS AREA (AOA)**

THE OPERATION OF ANY MOTORIZED VEHICLE (STREET-LICENSED AND NON-STREET-LICENSED) ON THE AIR OPERATIONS AREA (AOA) REQUIRES A MOTOR VEHICLE OPERATING PERMIT ISSUED BY LOS ANGELES WORLD AIRPORTS (LAWA). A MOTORIZED VEHICLE IS DEFINED AS ANY VEHICLE ORIGINALLY DESIGNED TO BE OPERATED ON A PUBLIC STREET OR HIGHWAY. THIS PERMIT IS IN ACCORDANCE WITH THE BOARD OF AIRPORT COMMISSIONERS' RESOLUTION NO. AO-5078.

ONCE A MOTOR VEHICLE PERMIT HAS BEEN GRANTED, WINDOW DECALS WILL BE ASSIGNED AND ISSUED TO EACH INDIVIDUAL VEHICLE LISTED ON THE VEHICLE LIST SUBMITTED BY YOUR COMPANY. THESE DECALS ARE NON-TRANSFERRABLE AND MUST BE PERMANENTLY AFFIXED TO THE LOWER-LEFT AREA OF THE WINDSHIELD ON THE DRIVER'S SIDE OF THE VEHICLE TO WHICH IT IS ASSIGNED.

NO VEHICLE SHALL BE OPERATED ON THE AOA UNLESS THE DRIVER HAS, IN THEIR PERSONAL POSSESSION, A VALID CALIFORNIA, OTHER STATE, OR INTERNATIONAL DRIVER'S LICENSE AND A VALID LAX SECURITY PHOTO IDENTIFICATION BADGE WITH "RESTRICTED AREA DRIVER" ACCESS.

### **VEHICLE IDENTIFICATION**

AN APPROVED LOGO AND/OR COMPANY NAME MUST BE PERMANENTLY AFFIXED TO THE EXTERIOR OF BOTH FRONT DOOR PANELS. THE NAME OF THE COMPANY SHALL BE SPELLED OUT IN LETTERS NOT LESS THAN THREE INCHES (3") IN HEIGHT. WHEN NOT ACCOMPANIED BY APPROVED LETTERING, COMPANY LOGOS OR SYMBOLS MUST BE A MINIMUM OF 18 INCHES (18") IN DIAMETER. TO ENHANCE VISIBILITY, COMPANY NAME AND/OR LOGO SHALL BE ON A BACKGROUND OF SHARPLY CONTRASTING COLOR TO VEHICLE. PLACARDS, MAGNETIC OR TEMPORARY IDENTIFICATION PANELS ARE NOT PERMITTED.

### **INSURANCE REQUIREMENTS**

COMPANIES UTILIZING THE AOA MUST REMAIN IN COMPLIANCE WITH LAWA-REQUIRED INSURANCE AT ALL TIMES. ALL INSURANCE INQUIRIES SHOULD BE DIRECTED TO THE INSURANCE COMPLIANCE UNIT AT (424) 646-5480.