

VEHICLE RAMP PERMIT INSPECTIONS

PURPOSE

To establish guidelines and procedures for tracking vehicles authorized to operate on the terminal ramp/Security Identification Display Area (SIDA) and ensuring that they are in safe working order.

GENERAL

Application and inspection procedures have been established to ensure that all vehicles operating on the terminal ramp/SIDA are in safe working order and registered with the Airport Director's Office.

PROCEDURE

Applications for vehicle ramp permits may be obtained from the Airport Operations office during normal business hours. A separate application form is required for each vehicle requiring a vehicle ramp permit.

Upon receiving the completed application form (including tenant/owner, proof of insurance, vehicle identification number, description, and tag), signed by the manager/supervisor, appearing on the Master Key System, Airport Identification Media and Vehicle Ramp Permit - Letter of Agreement(s), Airport Operations will schedule a date and time to have the vehicle(s) inspected to ensure that it is in acceptable working order.

Only after the vehicle has passed the inspection will it receive a ramp permit. If the vehicle fails the inspection, the discrepancy(ies) shall be noted on the application form, dated and signed by the inspector. Once the discrepancy has been corrected, the vehicle will be re-inspected and the correction noted on the form. The vehicle shall not be used on the ramp until the vehicle has passed inspection, and a permit has been issued.

After the vehicle has passed inspection, select the next ramp permit sticker that follows in numerical order, see sample below. Using a hole-punch, indicate the expiration date including month and year, two years from month of inspection on the ramp permit. Then remove the backing and affix the sticker to the left rear bumper of the vehicle. Remember to record the permit number and expiration date on the application form.



The tenant/owner shall be responsible for making arrangements to have the vehicle re-inspected prior to the expiration date indicated on the vehicle ramp permit.

It shall also be the tenant/owner responsibility to ensure that all employees required to drive on the terminal ramp/SIDA have received airport drivers' authorization, by attending an Airport Driver Training class conducted by Airport Operations.