



GROUND TRANSPORTATION RULES & REGULATIONS

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To maintain an active Business Permit, all ground transportation companies operating at PortMiami must remain in compliance with PortMiami Tariff No. 010 and the following regulations:

(1) Maintaining Active Business Permit

- Permit shall remain in effect through the effective expiration date, contingent on compliance with all applicable provisions of the Port Tariff. Companies operating without a valid permit will be subject to Section 10, Item 714 of PortMiami Tariff No. 010
- Permit renewals not received by the expiration date shall be cancelled, and the initial processing fee and annual permit fee will be required for reinstatement.

(2) Providing Valid & Verifiable Proof of Insurance

- Permit holders shall furnish PortMiami a Certificate of Liability Insurance indicating that insurance coverage has been obtained and meets the Port's guidelines and requirements.
- Miami-Dade County shall be named as Certificate Holder & Additional Insured. Both Comprehensive General Liability Insurance, Auto Liability Insurance required. Commercial General Liability Insurance in an amount not less than \$500,000 per occurrence, and \$1,000,000 in the aggregate. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage. Certificates must include a list of insured vehicles. Additionally, Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute, Chapter 440
- Insurance renewals (certificates) shall be submitted to the Port's Permit Section at least five (5) days prior to the policy's expiration date.
- Any changes to the insurance policies must be submitted to the PortMiami Permit Section immediately.
- Failure to provide updated insurance information will result in the suspension of the permit until the information is received. Administrative fees may apply as per Section 10, Item 714 of PortMiami Tariff No. 010.
- In the event of discrepancies or if the Port finds that a permit holder, agent or sub-contractor has acted deceptively and/or fraudulently in attempting to prove the required insurance coverage, the company's permit will be automatically suspended and/or revoked.

(3) Registering Vehicles & Installing Transponders in all vehicles working at the Port

- Permit holders are required to register and install transponders in all vehicles working at the Port. Any changes made to the company's fleet must be reported immediately as they occur.
- To receive new transponders or update registered vehicles, companies must present the following documentation:
 - a. Vehicle Registration Form - Signed by company's authorized representative
 - b. Vehicle's registration
 - c. Vehicle's Proof of Insurance (Certificate)
 - d. Driver's credentials (i.e. Hack License)
- The Port reserves the right, at any time, to inspect, and validate the issued transponders to assure proper usage and compliance with all rules and regulations.
- Transponders are not transferrable.
- For lost or damaged transponders, a Transponder Replacement Form must be submitted to request a replacement. Replacement fee (\$25.00) applies for damaged/lost transponders.



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- (4) Complying with requirements stipulated by Municipal, State or Federal oversight and regulatory agencies
- Business permit does not grant permission to violate any existing municipal, state or federal rules and regulations, nor does it exempt the holder from any licenses or permits required by law.
 - Permit holder is responsible for providing Permits Section with copies current municipal operational licenses.
- (5) Remaining current on all financial obligations with the Port
- All ground transportation companies are required to pay for monthly trip fees using the online services, by means of either the account replenishment method or making a payment on a one time basis. In the event that a replenishment account is not set up or does not have sufficient funds, an invoice will be generated and mailed to the customer with the monthly charges.
 - All charges assessed under this tariff are due and payable upon presentation. Any invoice remaining unpaid the last day of the month following the month billed will be considered delinquent and the company will be placed on a delinquent list.
 - Delinquent accounts will be subject to default proceedings and collection actions.
- (6) Following Parking & Staging Rules
- Ground transportation vehicles are to stage in the allocated Ground Transportation Lot. Vehicles are to remain inside the lots until called upon by the greeters for immediate pick up of their passengers with reservations.
 - Ground transportation vehicles are not to circle the Port as they wait for passengers to exit the terminal.
- (7) Prohibition on Ground Transportation Greeters and Solicitation at Cruise Terminals
- “Greeters” and other non-driver employees or agents of pre-arranged ground transportation companies are forbidden to loiter within 1,000 feet of any cruise terminal.
 - Solicitation by employees or agents of pre-arranged ground transportation companies is forbidden within 1,000 feet of any cruise terminal.
 - Violators are subject to all applicable penalties and fees, including the confiscation of Port Identification, administrative fees, and progressive disciplinary actions as set forth in this Tariff and the County Code.

Ground transportation companies that do not adhere to these operational requirements shall be subject to administrative fees as stipulated by Section 10, Item 714 of PortMiami Tariff No. 010. Undersigned acknowledges that he/she has read and agrees to comply with PortMiami Tariff No. 010, Business Permit Agreement & all statements listed above.

Name: _____

Signature: _____

Date: _____



FLEET REGISTRATION & MANAGEMENT GUIDELINES

As stipulated in PortMiami Tariff No. 010 (Section 10, Item 714), pre-arranged ground transportation companies are required to register and install transponders in all vehicles. Any and all changes made to their respective fleets are to be reported immediately as they occur. Failure to report, register, or install a transponder any vehicle operating at the Port will result in the cancellation of the permit and the initial processing fee and annual permit fee shall be required for reinstatement. Transponders are not transferrable. Companies are fully responsible for any entry fees associated with vehicles/transponders registered under their account.

ADDING NEW VEHICLES & REQUESTING NEW TRANSPONDERS

All new registered vehicles will be issued an electronic transponder that must be affixed to the vehicle. Failure to affix transponder to the vehicle or in any way purposely damaging it will result in the cancellation of the company's permit. Please submit the following documentation to add new vehicles to the company's fleet:

1. Vehicle Registration Form - Signed by authorized company representative
2. Vehicle Registration(s)
3. Certificate of Liability Insurance (In accordance with Port requirements)
4. PMC License (If Applicable)
5. Driver's Credentials — Driver's License and Chauffeur's Registration

EDITING VEHICLE INFORMATION

Any fleet changes must be reported immediately as they occur. Please submit the following documentation when requesting changes to your company's fleet:

1. Vehicle Registration Form - Signed by authorized company representative
2. Vehicle Registration(s)
3. Certificate of Liability Insurance (In accordance with Port requirements)

DELETING VEHICLES

Please follow the instructions below to delete vehicles from the company's fleet:

1. Complete Vehicle Registration Form - Signed by authorized company representative
2. Return original transponders to PortMiami

ALL REQUESTS SHOULD BE DIRECTED TO:

PortMiami, Business Permits Section
1001 North America Way, Suite 115, Miami, FL 33132
Permits Section: (305) 347-4927
Cruise Operations: (305) 960 — 5463, 5464, 5465
E-Mail: SP-PERMIT@miamidade.gov and Seaport-GTS@miamidade.gov



Authorized Signature: _____ a _____

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PORTMIAMI

TRANSPONDER AFFIDAVIT

I hereby certify that my company is receiving _____ transponders. My company is responsible for installing the transponders on all registered vehicles as well as reporting any and all changes in the vehicle fleet.

Any changes and updates shall be immediately reported to the PortMiami Permits Section and shall be subject to all rules and regulations set forth in PortMiami Tariff No. 010 or Ground Transportation Rules & Regulations.

The Port reserves the right, at any time, to inspect and validate transponders to assure proper usage and compliance with all the rules and regulations governing ground transportation companies doing business at the Port.

Undersigned acknowledges that he/she has read and agrees to follow these instructions. Undersigned is responsible for properly installing the assigned transponder(s) and comply with PortMiami Tariff No. 010 and all directives stipulated in the Ground Transportation Rules & Regulations.

Company Name: _____

Authorized Representative: _____

Signature: _____

OFFICIAL USE ONLY

Process Date: _____

Processed By: _____



PAYMENT & AUTOMATIC REPLENISHMENT

All ground transportation companies are required to pay for monthly trip fees using the online services, by means of either the account replenishment method or making a payment on a one time basis. In the event that a replenishment account is not set up or does not have sufficient funds, an invoice will be generated and mailed to the customer with the monthly charges.

All charges assessed under this tariff are due as they accrue, and invoices issued by the Port are due and payable upon presentation. Any invoice remaining unpaid the last day of the month following the month billed is delinquent, and the Port user will be billed and placed on a delinquent list. A delinquent invoice is subject to a penalty charge of one and one half percent (1-1/2%) for each month that said invoice remains delinquent at end of the month.

It is the company's responsibility to make sure all financial responsibilities have been met. Failure to pay outstanding invoices as stipulated in PortMiami Tariff No. 010 shall result in the suspension or revocation of the company's business permit. The Port reserves also reserves the right to request that the entire account balance be paid immediately if customer fails to meet financial obligations, including adhering to and complying with payment agreements established by the Credit & Collections Section.

Undersigned hereby acknowledges that he/she has read and agrees to comply with the statements above. He/she understands that the issuance or renewal of a business permit will be contingent upon verification of enrollment in the replenishment payment system or successful payment of outstanding invoices.

Name

Signature

Date
