



TO: TAXICAB COMPANIES AND DRIVERS  
FROM: KATHY HAUSLER, AIRPORT OPERATIONS  
SUBJECT: ESTABLISHMENT OF WAITING LIST BY LENGTH OF SERVICE  
DATE: APRIL 2, 2013  
DEADLINE FOR CONSIDERATION: TUESDAY, APRIL 30, 2013

It is time to re-establish the waiting list for Individual Airport Access Permits for the Airport On-Demand Taxicab Program. Rather than establish this list randomly, the new San José Municipal Code requires that a new list based on length of service will be created. The waiting list will be used to fill vacant Individual Airport Access Permits as they become available.

Length of Service will be based on the Business Start Date on each driver's City of San Jose Business License. **Drivers apply for a position on the waiting list by providing a copy of their Business License certificate and the attached Waiting List Request Form.** The form is also available on the Airport website, [www.flysanjose.com](http://www.flysanjose.com). Once on the website, click on Business, Ground Transportation, On Demand Program, Establishment of Waiting List. After reviewing the applications, Ground Transportation staff will establish placement on the waiting list.

PLEASE BE ADVISED that this is a NEW waiting list, and, as in the past drivers on the expired waiting list must apply for placement on this list. All drivers must be affiliated with a City of San Jose licensed taxicab company to be included and remain on the list. A taxicab company representative must complete the bottom portion of the Waiting List Request Form.

**THIS LIST WILL BE ESTABLISHED ON APRIL 30, 2013. Drivers MUST submit all relevant documents prior to that date to be considered.** The Request may be emailed to [AirportGT@sjc.org](mailto:AirportGT@sjc.org) with "Taxi Driver Waiting List Request" typed in the subject line. Incomplete or illegible forms will not be accepted. Submissions received after the due date and time will not be included in the original length of service order on the waiting list but will be added to the bottom of the list on a first-come/first-served basis.

**Taxi companies: Please post this notice and the "Waiting List Request Form" for your drivers' review and advise any drivers who may be interested in including their name on the waiting list. The Airport does not have the ability to contact all non-Airport drivers and is not responsible for drivers that did not receive notice or take action regarding the establishment of the waiting list.**

If you have any questions, please contact Ground Transportation at [airportgt@sjc.org](mailto:airportgt@sjc.org). Thank you for your attention to this matter.

Sincerely,



Kathy Hausler  
Airport Operations Superintendent

Attachment: Waiting List Request Form

## WAITING LIST REQUEST FORM

### **Required Driver Information:**

Name (print): \_\_\_\_\_

SJPD taxicab driver permit #: \_\_\_\_\_

San Jose Business License #: \_\_\_\_\_ (ATTACH COPY)

Taxi Company Affiliation: \_\_\_\_\_

Driver Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Driver email: \_\_\_\_\_

I request my name be placed on the waiting list for Individual Airport Access Permits. All of the information provided is accurate and I understand that I must maintain all necessary permits and licenses and be affiliated with a City of San Jose licensed taxicab company to be placed on and to remain on the waiting list.

Driver Signature: \_\_\_\_\_ (Date) \_\_\_\_\_

### **Taxi Company Verification:**

Taxi Driver, \_\_\_\_\_, is affiliated with \_\_\_\_\_.  
(Taxi Driver's Name) (Company Name)

\_\_\_\_\_  
(Company Representative Signature) (Date)

Return to [AirportGT@sjc.org](mailto:AirportGT@sjc.org) with a copy of your City of San Jose Business License

Office Use Only:  
Date Received: \_\_\_\_\_ License Verified: \_\_\_\_\_ Verified by: \_\_\_\_\_