

Sea-Tac Airport On-Demand Taxi/Flat-Rate For-Hire  
New System Outreach Session  
September 13, 2019

# Presentation Outline

- Welcome and Overview
- Purpose
- Contact Information
- Agreement Signing & Permit Process
- Operating Agreement & Instructions
- Payment Portal
- Curbside Management Update
- Next Steps and Schedule
- Room Set-up/Table Topics
- Questions

# Purpose

New On-Demand system starting October 1, 2019

- Educate owners/drivers about new system
- Provide new information regarding signing process, agreement documents, and transition information

# Contact Information

- **Port of Seattle needs all contact information for current owners and drivers**
  - **Send to: [taxipilot@portseattle.org](mailto:taxipilot@portseattle.org)**
  - **Sign up today at this meeting**
- If you did not receive an email Friday or Wednesday, we don't have your correct contact information

We still need your contact information!

# Agreement Signing & Permit Process

- Appointments have been developed for you to:
  - Sign Agreement
  - Provide required documents
    - Documents will be reviewed and verified at appointment
  - Receive Vehicle Permit
    - affixed to vehicle during appointment
- Appointments begin Tuesday, September 17, assigned by vehicle number

Operating Agreement Signing and Permit Process

# Agreement Signing & Permit Process

- Documents required :
  - Current DOL Certificate & Vehicle Registration
  - Certificate of Insurance
  - Current Driver's License & For Hire License/Permit
  - Dispatch Affiliation, Medallion, and Company Information form
- Stop by the Signing and Permit Process station for more information!

Operating Agreement Signing and Permit Process

# Operating Agreement & Instructions

- Agreement and Instructions have been revised
- Operating Agreement changes include:
  - Operator definition (clarified)
  - Dispatch company or association affiliation change notification (added)
  - Single/Dual License requirements (clarified)
  - Driver Voice acknowledgement (added)

Changes to the Operating Agreement

# Operating Agreement & Instructions

- Operating Instructions changes include:
  - Hours operating for Drivers to County/City (revised)
  - Appeals process identified (clarified)
    - May have a representative present at hearing (clarified)
  - Vehicle replacement notification (revised to 1 day)
  - Other notifications at 2 days (clarified)
  - Vehicle markings/displays subject to County/City requirements (revised)

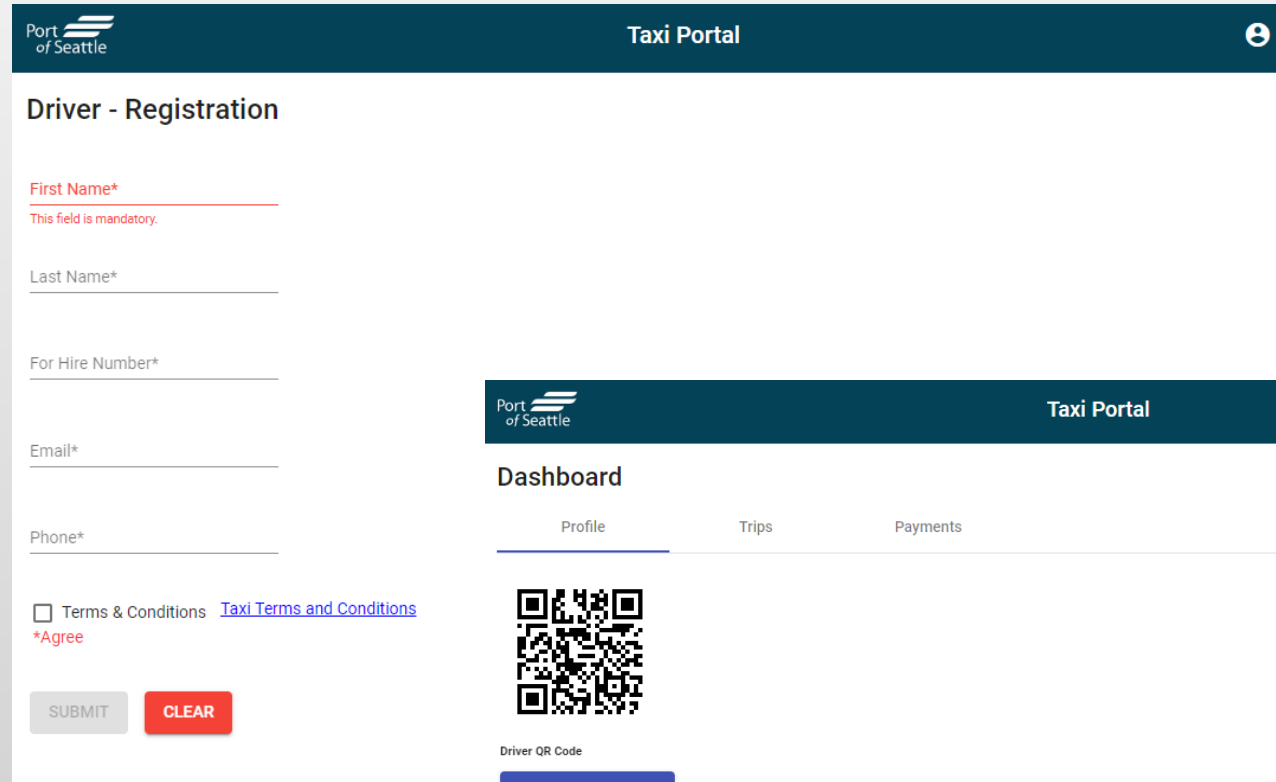
Changes to the Operating Instructions



# Driver Portal

Important!

1. Create your account and fill in the required fields.
  - a. First Name
  - b. Last Name
  - c. For Hire #
  - d. Email
  - e. Phone
  - f. Agree to Terms and Conditions
2. Once the Driver Profile registration is complete, you'll be presented with a QR code.



Port of Seattle Taxi Portal

### Driver - Registration

First Name\*  
This field is mandatory.

Last Name\*

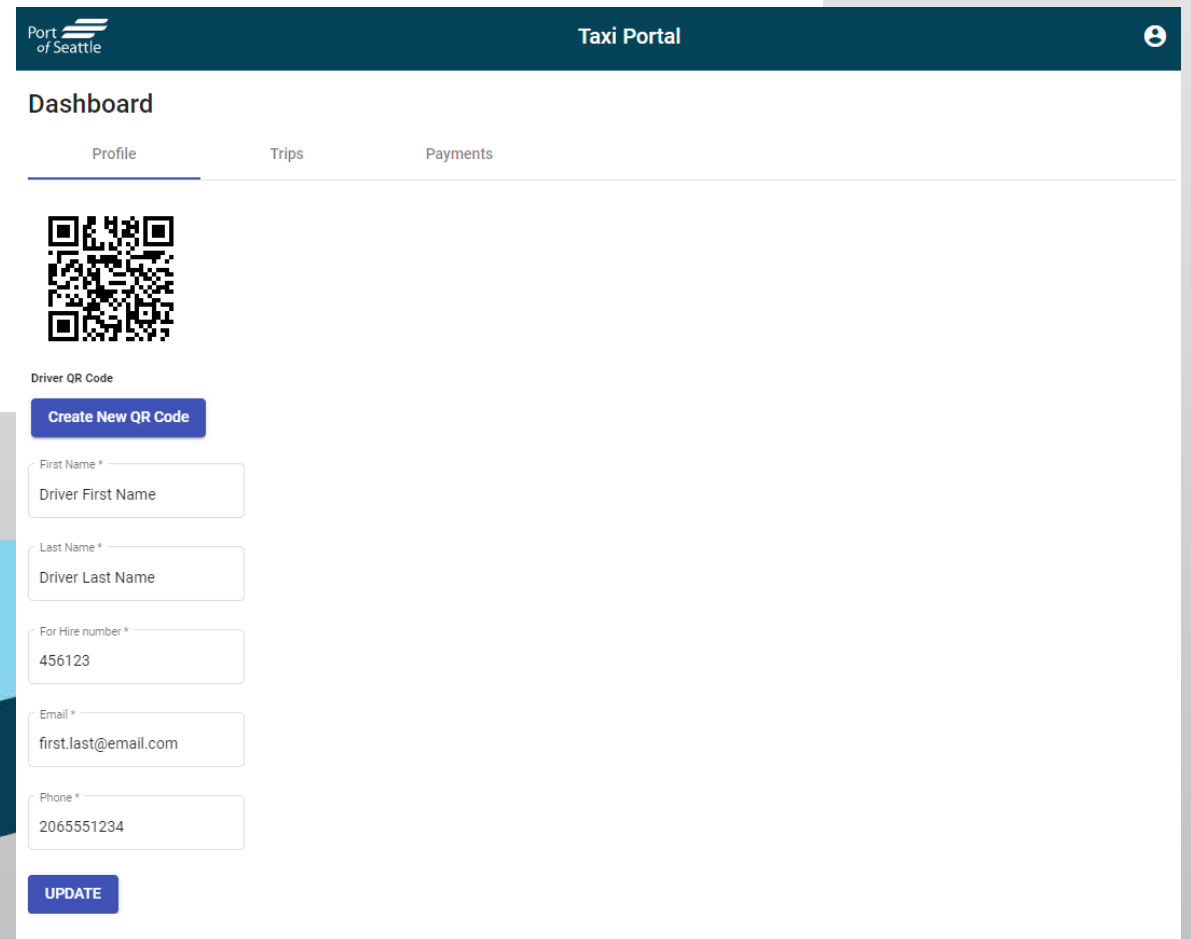
For Hire Number\*

Email\*

Phone\*

Terms & Conditions [Taxi Terms and Conditions](#)  
\*Agree


SUBMIT CLEAR



Port of Seattle Taxi Portal

### Dashboard

Profile Trips Payments



Driver QR Code

Create New QR Code

First Name \*  
Driver First Name

Last Name \*  
Driver Last Name

For Hire number \*  
456123

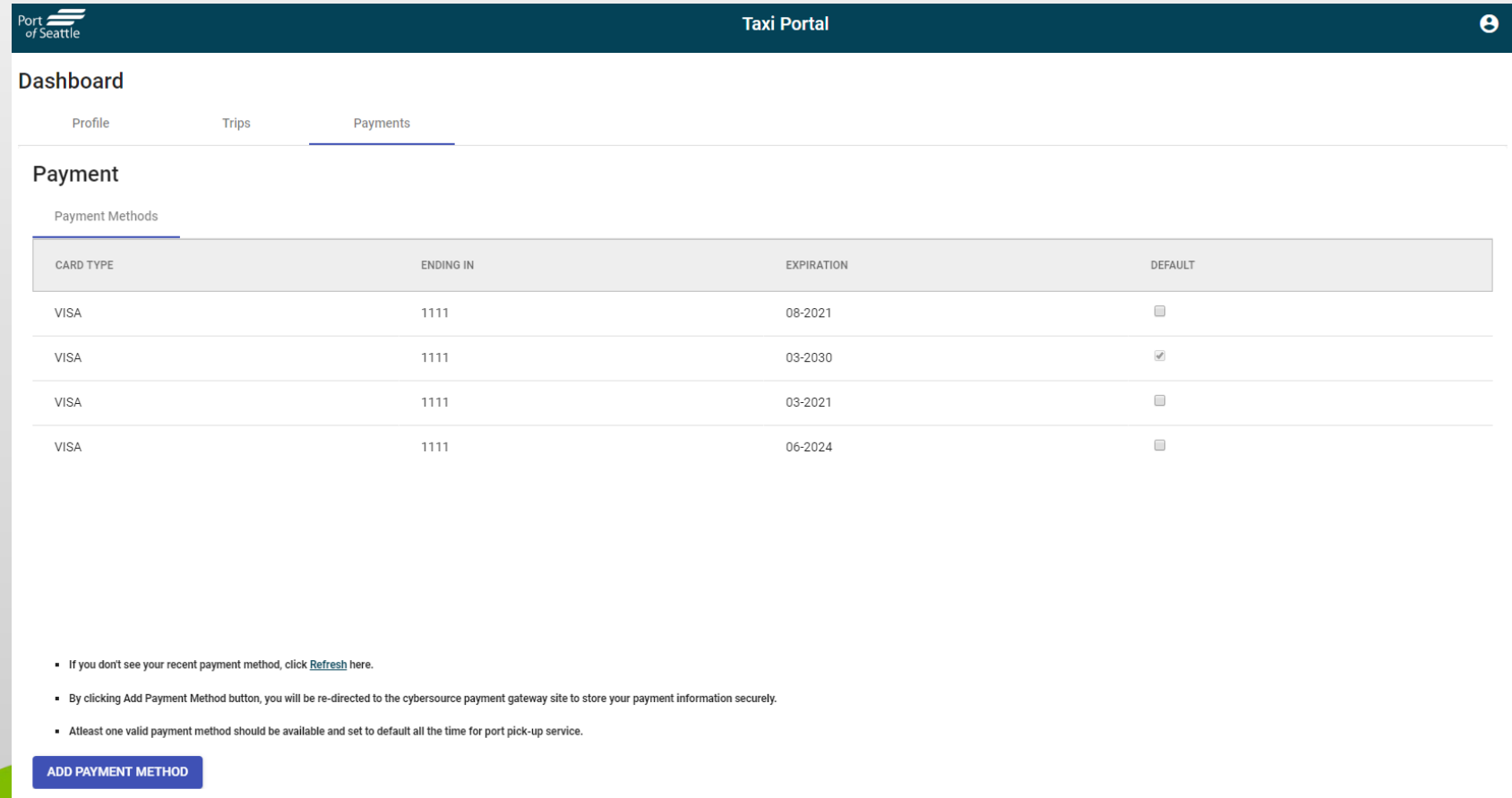
Email \*  
first.last@email.com

Phone \*  
2065551234

UPDATE

# Payment Method

1. Make sure to add a payment method  
(Visa, Mastercard, American Express)
2. You may add more than 1 payment method and set a default method.
3. Don't have a payment method setup? Click **Add Payment Method**



The screenshot shows the 'Taxi Portal' dashboard for the Port of Seattle. The 'Payments' tab is selected, and the 'Payment Methods' section is active. A table lists four VISA payment methods with their ending digits, expiration dates, and default status. The second method is set as the default.

CARD TYPE	ENDING IN	EXPIRATION	DEFAULT
VISA	1111	08-2021	<input type="checkbox"/>
VISA	1111	03-2030	<input checked="" type="checkbox"/>
VISA	1111	03-2021	<input type="checkbox"/>
VISA	1111	06-2024	<input type="checkbox"/>

[ADD PAYMENT METHOD](#)

- If you don't see your recent payment method, click [Refresh](#) here.
- By clicking Add Payment Method button, you will be re-directed to the cybersource payment gateway site to store your payment information securely.
- Atleast one valid payment method should be available and set to default all the time for port pick-up service.

<https://hosting.portseattle.org/taxi/#/Driver>

# Curbside Management

- Curbside Management procurement is still in process
- Curbside Management functions will continue during transition of Pilot Program
- More information on Curbside Management will be available once procurement process has been completed

# Next Steps & Schedule

## September 2019:

- Get all contact information (owners and drivers) to the Port
  - Send to: [taxipilot@portseattle.org](mailto:taxipilot@portseattle.org)
- Operating Agreement signing
- Operating Agreement signing (appointments from 9/17-9/21)
- Setup online account with valid payment
  - Visa, MasterCard, American Express
- Ensure valid affiliation with dispatch company
- Ensure insurance coverage starting 10/1/19

## October 1, 2019: Transition to new on-demand system

## 4th Quarter 2019: Initial Driver Voice meeting with Port representatives

Steps to transition in late 2019

# Room Set-up/Table Topics

- Stop by tables around room for more information or if you have questions:
  - Payment Portal
  - Review & update your contact information
  - Operating Agreement and Instructions (printed versions available)
  - Agreement signing & permit appointment information

More Information Available!

# Reminder!

- ✓ Provide email info to Port

[taxipilot@portseattle.org](mailto:taxipilot@portseattle.org)

- ✓ Continue to check website for info:

<https://www.portseattle.org/page/flat-rate-taxi-pilot-program#>

- ✓ Register and complete setup for the Driver Portal

<https://hosting.portseattle.org/taxi/#/Driver>

Takeaways

Questions?