



Clark County Department of Aviation

SIDA Vehicle Decal Procedures

December 2017

MCCARRAN INTERNATIONAL AIRPORT
AIRSIDE OPERATIONS VEHICLE DECAL PROCEDURES

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I. How to Become a Signatory

The authorized signatory is the individual(s) or designated representatives(s) to sponsor and request airport vehicle decals. The signatory **must be badged**.

To become a signatory for a company, an individual must present on company letterhead a document stating that they have been designated the vehicle decal signatory for said company at McCarran International Airport, the Vehicle Signatory Authorization Form, and the Tenant Contact Information Form. (The forms can be found on the McCarran business page under Airside Operations)

Signatory Decal Responsibilities:

- ➔ Only an authorized signatory will be issued a vehicle decal(s).
- ➔ A minimum of two (2) signatories are required per company with a maximum of three (3) signatories.
- ➔ Must present valid proof of insurance and registration prior to receiving the vehicle decal.
- ➔ Must provide insurance and registration updates as necessary **prior** to the expiration date.
- ➔ Must notify Airside Operations administrative office or the Airport Control Center immediately if insurance binder should become cancelled for any reason or to report all lost or stolen decals.
- ➔ Must return vehicle decals if the vehicle has been taken out of service, damaged, etc.
- ➔ Must notify the decal office in writing on company letterhead of any signatory changes (i.e., add/delete).

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Signatory Audit Responsibilities:

- ➔ Must comply with all the vehicle decal operating directives set forth by the Airside Operations administrative office.

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II. How to get a Vehicle Decal

- Only authorized decal signatories are able to request a decal(s).
- A minimum of two (2) signatories are required per company with a maximum of three (3) signatories.
- The following documents are needed to secure a decal:
 - Application for a vehicle decal for each vehicle (Forms are located on the McCarran website business page under Airside Operations).
 - The signatory must present valid proof of insurance and registration prior to receiving the vehicle decal. The registration, insurance, and vehicle signage ***must*** all match the company name and ***cannot*** be in an individual's name.
 - For non-plated vehicles, only proof of valid insurance is needed.
- The signatory must provide insurance and registration updates as necessary ***prior*** to the expiration date.
- A new company requesting a new decal must obtain proof of an operating permit from the business office.
- A receipt will be provided by a DOA employee for your records.
- The fee for each decal is \$10.00 and will be billed to your company monthly.

Current registration and insurance must be in vehicle at all times.

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Plated Vehicles

The signage/logos on the vehicles must be large enough to be visible from a reasonable distance, with all lettering a minimum of three (3) inches in height on both sides of the vehicle.

If your vehicle is street legal, it must have a decal.

For vehicle plate changes, please provide us with an updated registration.

NOTE:

Rental vehicles must be rented in the company name and it must have the company's logos displayed on both sides of the vehicle and have current registration and insurance.

Non-Plated Vehicles

The signage/logos on the vehicles must be large enough to be visible from a reasonable distance, with all lettering a minimum of three (3) inches in height on both sides of the vehicle.

Each vehicle must have a number assigned to it and it must be placed on the non-plated vehicle decal application.

If you have GSE equipment, such as bag loaders, tugs, tow trucks, luggage carts including golf carts, you are not required to get a decal as this equipment does not leave the airfield.

If at anytime, the above equipment leaves the airfield, you must get a decal.

Insurance must be maintained for all vehicles and GSE equipment

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III. How to Return a Decal

- ➔ Only authorized decal signatories are able to return a decal(s).
- ➔ The number portion of the decal must be returned to the Airside Operations Administrative Office or your company will incur administrative assessments in accordance with the Airport Operating Directives.
- ➔ A receipt will be provided by a DOA employee for your records.
- ➔ Reasons why a decal should be returned:
 - Vehicle is out of service for more than 3 days
 - Vehicle is unable to pass smog or be registered
 - Vehicle is being transferred out of state
 - Vehicle is being sold
 - Vehicle windshield is broken

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IV. How to get a Replacement Decal

- Only authorized decal signatories are able to request a replacement decal(s).
- The number portion of the decal must be returned to the Airside Operations Administrative Office or your company will face escalating replacement decal cost.
- The cost of securing a replacement decal per vehicle:
 - **New decal with old decal returned = \$10.00**
 - **1st replacement decal with no decal returned = \$50.00**
 - **2nd replacement decal with no decal returned = \$100.00**
 - **3rd and future replacement decals with no decal returned = \$200.00**
- The following documents are needed to secure a decal:
 - Application for a vehicle decal for each vehicle (Forms are located on the McCarran website business page under Airside Operations).
 - The signatory must present valid proof of insurance and registration prior to receiving the vehicle decal. The registration, insurance, and vehicle signage ***must*** all match the company name and ***cannot*** be in an individual's name.
 - For non-plated vehicles, only proof of valid insurance is needed.
- A receipt will be provided by a DOA employee for your records.

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V. Decal Guidelines

Failure to follow the following rules can result in Administrative Assessments from \$100.00 to \$1000.00 per incident and/or being denied access to the Air Operations Area.

- The signatory must notify the Airside Operations administrative office immediately if insurance binder should become cancelled for any reason.
- The signatory must immediately report all lost or stolen decals to the Airside Operations administrative office or to the Airport Control Center.
- Decal must be returned if a vehicle is taken out of service, damaged, etc.
- Must notify in writing on company letterhead of any signatory changes (i.e., add/delete).
- Must provide updates of vehicle insurance documentation and proof of insurance as necessary prior to the expiration date.
- Must comply with all requests during a yearly decal audit.
- If your vehicle has been revoked 3 times, your company is no longer able to receive a decal for that vehicle.
- Revoked decals need to be returned within 3 days of revocation.
- Company will also incur the appropriate cost of decal replacement no less than \$50.00
- Current registration and insurance **must** be in vehicle at all times

DOA and some Governmental Agencies are exempt from some rules/guidelines/directives