



Coeur d'Alene Airport
 10375 N Sensor Ave
 Hayden, ID 83835
 Phone (208)446-1860
 Fax (208)446-1867

Coeur d'Alene Airport: Company Access

The Vehicle Operations Coordinator assumes responsibility on behalf of the company that all employees driving on Coeur d'Alene Airport will report for ground vehicle training and follow all rules and regulations associated with the training.

Identification badges must be worn **at all times** when in the secure area of Coeur d'Alene Airport. Failure of an employee to have ID present when on the field will result in a strike against the company. An accrual of three (3) strikes for a company may result in loss of driving privileges for the company for a maximum of one year. Airport Operations reserves the right to request drivers to show ID's when requested.

Upon loss of an ID badge/prox card/gate card, airport operations must be notified **as soon as possible** at (208)446-1860. A replacement badge/prox card/gate card will be issued at the cost of \$60.00. You must notify airport operations of any termination of employment for any badge holding employee as well and ensure that their badge/prox card/gate card is returned to airport operations as soon as possible.

Additional Responsibilities:

- Maintain an active airport ID badge
 - Your signature is invalid without a current badge
- **Never** sign a blank badge application
- Notify airport operations as soon as possible of any change to your signatory status.

All expired badges/prox cards/gate cards will be deactivated immediately after expiration if not renewed

	Company:			
Authorized Signatory	Title	Signature	Email	Date