



Rental Car Lot Security Operations

By my signature below, I understand that I will be issued an identification badge that is the property of the City of Des Moines', Department of Aviation, to perform the duties for which I am employed by a rental car company authorized to operate at the Des Moines International Airport and that I must adhere to all security procedures applicable to rental car operators and/or operations at the Des Moines International Airport; I understand failure to adhere to the security procedures listed below, and those that may later be imposed, may result in imprisonment, monetary fines or penalties, suspension or revocation of my Airport issued identification badge, and/or loss of privileges to access areas of the airport that are controlled for reasons of security.

Operating Rules & Requirements

1. Each person entering the rental car lot shall swipe his or her own airport issued identification badge to enter the lot.
2. Employees shall control their airport issued identification badge at all times to prevent loss or theft their badge.
3. Employees shall not allow use of their airport issued identification badge by any other person for any reason.
4. An Airport issued identification is the property of the City of Des Moines and shall be returned immediately to Airport Operations when access is no longer needed to perform the work under which the ID badge was issued, when you are no longer employed by the company through whom the badge was issued, and upon request by the Aviation Director or his/her representatives (i.e. employee resigns, retires, is terminated, etc.).
5. Lost or stolen Airport issued identification badges must be reported immediately to Airport Operations. If a lost or stolen badge is found, it must be returned to Airport Operations immediately. No person may have 2 airport issued identification badges at the same time.
6. All vehicles entering Rental Lot #1 shall be inspected for dangerous items, explosives, and weapons. An approved vehicle inspection placard shall be visibly displayed on the dashboard of each vehicle. Each inspection placard shall signed and dated by the employee who performed the inspection. Only employees who have been issued an Airport identification badge shall be authorized to perform vehicle inspections. All vehicles must be locked after inspection and when parked in Rental Lot #1.
6. Employees shall obey all posted speed limits, traffic signs, and markings.
7. Excessive speed, or reckless driving is not permitted anywhere on airport property.

Employee Signature

Date

Employee Name (Print)