



## Taxicab Operator License Application and Guidelines

Section 6.13, St. Francis City Code

6-13-2. Operator License Required.. No person shall engage in the business of operating on (1) or more taxicabs on the streets in the City of St. Francis without first obtaining a taxicab operator license.

6-13-5. Taxicab Operator Application. An application of a new or renewal taxicab operator license shall be submitted to the City Clerk on forms provided by the City.

1. APPLICANT INFORMATION			
List all partners, owners and corporate members. Use additional sheets if necessary.			
Name of Applicant (Last, First, Middle)		Date of Birth	
Home Address (Street Address, City, State, Zip Code)		Telephone Number	
Name of Applicant (Last, First, Middle)		Date of Birth	
Home Address (Street Address, City, State, Zip Code)		Telephone Number	
Type of Owner: <input type="checkbox"/> individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Association			
If individual – Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Corporation or Association – Are you properly chartered or authorized to do business as such under state law? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2. TAXICAB COMPANY OPERATIONS			
The following questions shall be answered in order for staff to determine compliance with City Code			
Company Name			
Company Address: (Street Address, City, State, Zip Code)		Company Telephone Number	
The following questions shall be answered in order for staff to determine compliance with the City Code			
1. Proposed hours of operation:			
2. Number of taxicabs to be licensed:			
3. List each taxicab number, make and model of vehicle, Vehicle Identification Number (VIN), and license plate number:			
Taxicab Number	Make and Model	VIN	License Plate Number
4. Method to be used to distinguish the vehicles as taxicabs operating pursuant to the applicant’s business:			
5. Number of persons, other than the applicant, to be employed, full-time or part-time, as taxicab drivers:			
6. Has each driver obtained a Taxicab Driver’s License, as required by St. Francis City Code?			
7. Have you provided evidence to the satisfaction of the City that each of the vehicles to be used in the taxicab operation meets the requirements of Section 6.13 of the City Code? Please explain:			

### 3. OPERATOR REQUIREMENTS

A new or renewal taxicab operator license shall not be issued to an applicant if any of the following conditions exist.

- a. The applicant is not the owner or lessee of the vehicles to be used in the taxicab operations
- b. The applicant is less than 18 years of age, or, if a corporation, partnership, or association, is not properly chartered or otherwise authorized to conduct business as a taxicab operator under the laws of the State of Minnesota

### 4. VEHICLE REQUIREMENT CHECKLIST

Each vehicle used to transport passengers for hire as part of a taxicab operation must meet the following requirements.

a. Clearly marked to identify the vehicle as a taxicab for hire and include at least the name and telephone number of the taxicab business or company.	<input type="checkbox"/>
b. Equipped with an accurate, operating meter, and with an operating radio, telephone, or similar device.	<input type="checkbox"/>
c. Passed a safety and functional inspection conducted by a service station or motor vehicle repair garage acceptable to the City. The City reserves the right to make its own independent examination and inspection of taxicabs as it deems necessary.	<input type="checkbox"/>
d. Clean, painted and free of rust or substantial bodily damage. There shall be no loose or hanging metal, body molding, or chrome stripping. The taxicab must be equipped with all required fenders, bumpers, doors, door handles, lights, and turn signals, all of which must be in good working order.	<input type="checkbox"/>
e. The taxicab must properly display current State of Minnesota motor vehicle registration plates.	<input type="checkbox"/>
f. Each taxicab operated shall have a rate card setting forth the authorized rates of fare displayed in such a place as to be in view of all passengers.	<input type="checkbox"/>

### 5. LICENSE REQUIREMENTS

- a. Any license issued under Section 6.13 of the City Code shall be suspended or revoked by the City Council if the license has:
  - 1. Violated any of the provisions of Section 6.13 of the City Code.
  - 2. Discontinued operations for more than 60 consecutive days.
- b. Any Licensed issued under Section 6.13 of the City Code is not transferable.
- c. All licenses issued expire on December 31 of the year issued.
- d. The renewal of any license under this section shall be handled in the same manner as the original application. The request for renewal shall be made 30 days, but no more than 60 days, before the expiration of the current license.
- e. Applicant is responsible for the license fee established by the annual fee schedule, and any other costs incurred by the City associated with confirming the information requested in this application.

### 6. VERIFICATION

The data you furnish on this application will be used by the City of St. Francis to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data; however, if you fail to do so, the City of St. Francis may be unable to process this application.

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS APPLICATION.

I, (print name of applicant/operator) \_\_\_\_\_, certify or declare under penalty of perjury under the laws of the State of Minnesota that the foregoing is true and correct. All information given is subject to verification by the State of Minnesota. I understand that false information may result in denial, suspension, or revocation of my business license.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

## SECTION 13

### TAXICABS

(Ord 142, SS, 11-16-2009)

#### SECTION:

- 6-13-1: Definitions
- 6-13-2: Operator License Required
- 6-13-3: Taxicab Driver License
- 6-13-4: Exceptions
- 6-13-5: Taxicab Operator Application
- 6-13-6: Taxicab Driver Application
- 6-13-7: Conditions for Taxicab Operator License
- 6-13-8: Conditions for Taxicab Drive License
- 6-13-9: Vehicle Requirement
- 6-13-10: Insurance Required
- 6-13-11: Business Records
- 6-13-12: Rates
- 6-13-13: Suspension or Revocation
- 6-13-14: Transfers
- 6-13-15: Term
- 6-13-16: Renewal
- 6-13-17: Fees

**6-13-1: DEFINITIONS.** The following terms, as used in this Section, shall have the meanings stated:

- A. "Taxicab" shall mean and include any motor vehicle engaged in the carrying of persons for hire, whether over a fixed route or not, and whether the same be operated from a street stand or subject to calls from a garage, or otherwise operated for hire except buses or limousines as herein defined, but the term shall not include vehicles regularly used by undertakers in carrying on their business. Taxi cabs shall not include any vehicle owned and operated by any non-profit agencies, school buses or political subdivision.
- B. "Street" shall mean and include any street, alley, avenue, court, bridge, lane, or public place in the City.
- C. "Taxicab driver" shall mean and include any person who drives a taxicab, whether such person be the owner of such taxicab or be employed by a taxicab owner or operator.

- D. "Operator" shall mean and include any person owning or having control of the use of one (1) or more taxicabs used for hire upon the streets or engaged in the business of operating a taxicab within the City.
- E. "Limousine" shall mean a plain painted, unmarked motor vehicle which carries passengers for hire, driven by a uniformed chauffeur, subject to call only from its own garage or central place of business, and which charges its customers a flat rate by the trip or by the hour, day or longer period of time.

**6-13-2: OPERATOR LICENSE REQUIRED.** No person shall engage in the business of operating one (1) or more taxicabs on the streets in the City of St. Francis without first obtaining a taxicab operator license.

**6-13-3: TAXICAB DRIVER LICENSE.** No person shall drive a taxicab for hire on the streets in the City of St. Francis without first obtaining a taxicab driver license.

**6-13-4: EXCEPTIONS.** Any taxicab currently licensed to operate in any other municipality in this state may carry passengers for hire from a community where it is licensed to any location in the City of St. Francis, but no such taxicab operator/driver may pick up passengers within the City unless there is a valid driver and/or operators license pursuant to this Section.

**6-13-5: TAXICAB OPERATOR APPLICATION.** An application of a new or renewal taxicab operator license shall be submitted to the City Clerk on forms provided by the City. In addition to such information as required by the Clerk, the application shall include the following:

- A. Name, address, date of birth, and telephone number of the applicant.
- B. The number of vehicles to be used as part of the taxicab operation.
- C. The description of the method to be used to distinguish the vehicles as taxicabs operating pursuant to the applicant's business.
- D. Number of persons, other than the applicant, to be employed, full time or part time, as taxicab drivers.
- E. Personal history and background information regarding the applicant sufficient to address the requirements of this Section.
- F. Evidence to the satisfaction of the City that each of the vehicles to be used in the taxicab operation meet the requirements of this Section.

- G. Proof of insurance as required by this Section.

**6-13-6: TAXICAB DRIVER APPLICATION.** An application for a taxicab driver license shall be submitted to the City Clerk on forms provided by the City. In addition to such information as the Clerk may require pursuant to this Section, the application shall include the following:

- A. Name, address, date of birth, and telephone number of the applicant.
- B. Personal history and background information regarding the applicant sufficient to address the requirements this Section.

**6-13-7: CONDITIONS FOR TAXICAB OPERATOR LICENSE.** A new or renewal taxicab operator license shall not be issued to an applicant if any one of the following conditions exists:

- A. The applicant is not the owner or lessee of the vehicles to be used in the taxicab operation.
- B. The applicant is less than eighteen (18) years of age, or, if a corporation, partnership, or association, is not properly chartered or otherwise authorized to conduct business as a taxicab operator under the laws of the State of Minnesota.

**6-13-8: CONDITIONS FOR TAXICAB DRIVER LICENSE.** A new or renewal taxicab driver license shall not be issued to an applicant if any one of the following conditions exists:

- A. The applicant is less than eighteen (18) years of age.
- B. The applicant has been convicted of any one of the following crimes or offenses: murder, criminal vehicular homicide or injury, felony assault, criminal sexual conduct, indecent exposure, felony controlled substance violation, driving under the influence of alcohol or controlled substance, leaving the scene of an accident, or reckless or careless driving, unless the applicant has demonstrated rehabilitation in accordance with Minnesota Statutes §364.03.
- C. The applicant has been convicted of or pled guilty to three motor vehicle moving violations within the immediately preceding twelve (12) months.
- D. The applicant fails to provide any information on the application or provides false or misleading information.

**6-13-9: VEHICLE REQUIREMENT.** Each vehicle used to transport passengers for hire as part of a taxicab operation must meet the following requirements:

- A. Be clearly marked to identify the vehicle as a taxicab for hire and include at least the name and telephone number of the taxicab business or company.
- B. Be equipped with an accurate, operating meter, and with an operating radio, telephone, or similar device.
- C. Have passed a safety and functional inspection conducted by a service station or motor vehicle repair garage acceptable to the City. The City reserves the right to make its own independent examination and inspection of taxicabs as it deems necessary.
- D. Be clean, painted and free of rust or substantial bodily damage. There shall be no loose or hanging metal, body molding, or chrome stripping. The taxicab must be equipped with all required fenders, bumpers, doors, door handles, lights, and turn signals, all of which must be in good working order.
- E. The taxicab must properly display current State of Minnesota motor vehicle registration plates.

**6-13-10: INSURANCE REQUIRED.**

- A. A taxicab operator must maintain a commercial general liability insurance policy issued by an insurance company authorized to do business in the State of Minnesota, and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 for each occurrence. If such insurance contains a general aggregate limit, the general aggregate limit must not be less than \$2,000,000 and the aggregate limit will apply on a per license year basis. The insurance must cover liability arising from operations of the taxicab business including, but not limited to, personal injuries and advertising injuries. The City must be named as an additional insured under the policy.
- B. A taxicab operator must also maintain automobile liability insurance issued by a company authorized to do business in the State of Minnesota and, if necessary, umbrella liability insurance with a limit of not less than \$1,000,000 for each accident. If such insurance contains a general aggregate limit, the general aggregate limit must not be less than \$2,000,000. Insurance shall cover liability arising out of any incident involving a motor vehicle used as part of the taxicab operation.

- C. A certificate of insurance acceptable to the City shall be filed with the City prior to commencement of operations. The certificate and the required insurance policies shall contain a provision that the coverage afforded under the contract will not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to the City.

**6-13-11: BUSINESS RECORDS.** A taxicab operator shall maintain, at a minimum, the following records:

- A. Order slips upon which are recorded all trips requested showing the time and place of origin and the destination of each trip. Order slips must be maintained and preserved, in chronological order, in a safe place for at least twelve (12) consecutive months. All order slips shall be available to the City upon demand.
- B. Current business records, including, but not limited to information on all drivers and vehicles, at the operator's designated place of business. Such business records shall be made available for inspection by the City during reasonable business hours.

**6-13-12: RATES.** Each taxicab operated under this Section shall have a rate card setting forth the authorized rates of fare displayed in such a place as to be in view of all passengers.

**6-13-13: SUSPENSION OR REVOCATION.** Any license issued under the provisions of this Section shall be suspended or revoked by the City Council if the licensee has:

- A. Violated any of the provisions of this Section.
- B. Discontinued operations for more than sixty (60) consecutive days.

**6-13-14: TRANSFERS.** Any license issued under this Section is not transferable.

**6-13-15: TERM.** All licenses issued under this ordinance expire on December 31<sup>st</sup> of the year issued.

**6-13-16: RENEWAL.** The renewal of any license under this section shall be handled in the same manner as the original application. The request for renewal shall be made thirty (30) days but no more than sixty (60) days before the expiration of the current license.

**6-13-17: FEES.** The applicant is responsible for the license fee as established by ordinance and any other costs incurred by the City associated with confirming the information requested above.