

Vehicles for Hire Application Review Checklist

§ 56-23. Application for certificate/business license.

Applicants for a certificate/business license shall file with the Supervisor of Licenses a verified application setting forth the following which shall be presented to the Traffic Commission in a public hearing for consideration of granting a license:

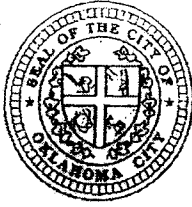
- Name, business address, business name, and any established place(s) of business of the applicant;
- address and location of dispatcher (if applicable);
- Names of all owners; officers, and managers of the applicant;
- Number of motor vehicles for hire for which a certificate of public convenience and necessity/business license is desired
- manufacturer's rated seating capacity of each vehicle;
- Proof of insurance coverage as required by this article;
- Description of the proposed color scheme, insignia or any other distinguishing characteristics of the motor vehicle for hire;
- Schedule showing the passenger fares to be charged; and the meter rate (for taxis) per mile or fraction thereof;
- Description of type and extent of service to be rendered (e.g., airport shuttle, medical service van, taxicab, limousine, party bus, etc.);
- With the application, applicant shall attach a copy of applicant's drug and alcohol testing policies. The policies shall include, but not be limited to, the following information:
 1. A statement of the licensee's policy respecting drug and alcohol use by employees and independent contractors;
 2. Which employees and independent contractors are subject to testing;

3. The circumstances under which testing may be requested or required;
4. Substances which may be tested;
5. Testing methods and collection procedures to be used;
6. Consequences of refusing to undergo testing;
7. Potential adverse personnel action which may be taken as a result of a positive test result;
8. The rights of the employee and/or independent contractor to explain, in confidence, the test results;
9. The rights of the employee and/or independent contractor to obtain all information and records related to that person's testing;
10. Confidentiality requirements; and
11. The available appeal procedures, remedies and sanctions.

§ 56-24. Criteria for granting a certificate of convenience and necessity/business license.

The Traffic Commission shall investigate and consider whether the applicant has the ability to comply with the requirements of this article, including:

- Whether the applicant has complied with the application requirements;
- Whether applicant has available for operation at least five motor vehicles for hire (for taxi services only); and
- Whether applicant has a unique color scheme and/or trademark and/or name different from any other motor vehicle for hire licensee so that a reasonable person would not confuse the different licensees.



The City of
OKLAHOMA CITY

Development Services
Development Center

**APPLICATION FOR CERTIFICATE OF PUBLIC CONVENIENCE AND
NECESSITY/BUSINESS LICENSE
MOTOR VEHICLE FOR HIRE**

Notice

Any false answer or statement made by the applicant herein constitutes a violation of the ordinances of The City of Oklahoma City. Detection of such false answer or statement will result in refusal of license, and if granted, revocation of same. Application must be completed in full.

Submit your completed Application and a current copy of your business Drug Policy to:

The City of Oklahoma City
Development Center, Permits/License Section
420 W. Main Street, 8th Floor
Oklahoma City, OK 73102

Application Date: _____

Applicant's Name: _____

Business Name: _____

Business Address: _____

Established place of business within state (if applicable): _____

Dispatcher Address (if applicable): _____

Names of all owners; officers, and managers of the applicant: _____

Phone Number and Email for Business (Optional): _____

Number of Motor Vehicles for hire for business: _____

Manufacturer's rated seating capacity of each vehicle: _____

Description of Type and Extent of Service to be offered: _____

Description of color scheme, insignia, or any other distinguishing characteristics:

***Attach Image or Picture of the proposed vehicle description.**

Schedule for fares to be charged, and the meter rate (for taxis) per mile or fraction thereof: _____

Attach a Copy of Applicant's Proposed Drug and Alcohol Testing Policies (Said policies must meet the requirements of §56-23(h) of the Oklahoma City Municipal Code.)

Attach Proof of Insurance. (Coverage must abide by 56-50 Insurance Requirements.)

FOR OFFICE USE ONLY

App Received (license)	App Sent to Traffic
Traffic Commission Date	Traffic Commission Approval or Denial
Received from Traffic Commission	License Issue Date

The undersigned hereby certifies that the contents of the application are true and correct; and in consideration of the issuance of said license(s), agrees to fully comply with all applicable ordinances of The City of Oklahoma City and statutes of the State of Oklahoma.

Applicant

Printed Authorized Name

Authorized Signature

Date

STATE OF OKLAHOMA)
) SS
COUNTY OF OKLAHOMA)

Subscribed and sworn to before me this ____ day of _____,
_____.

My Commission Expires: _____
Notary Public

(Seal)

NOTE TO APPLICANTS: THIS APPLICATION MUST BE SUBMITTED TO THE SUPERVISOR OF LICENCES FOR THE CITY OF OKLAHOMA CITY. ALL APPLICANTS SHOULD READ CHAPTER 56 OF THE OKLAHOMA CITY MUNICIPAL CODE BEFORE APPLYING SO THAT EACH APPLICANT WILL UNDERSTAND THE CRITERIA IT MUST MEET IN ORDER TO OBTAIN AN OPERATING LICENSE AND WILL UNDERSTAND ALL OPERATING RULES. ALL PERSONS GRANTED A BUSINESS LICENSE WILL BE RESPONSIBLE FOR KNOWING AND FOLLOWING THE RULES AS SET FORTH IN CHAPTER 56. SHOULD AN APPLICANT BE GRANTED A BUSINESS LICENSE TO OPERATE WITHIN OKLAHOMA CITY, IT HAS NO AUTHORITY TO PROVIDE ANY SERVICES THEREUNDER UNTIL THE VEHICLES TO BE PROVIDING SERVICE HAVE PASSED AN INSPECTION BY THE OKLAHOMA CITY POLICE DEPARTMENT. ALL BUSINESS LICENSES SHALL BE RENEWED ANNUALLY BEFORE JUNE 30TH. ANY FALSE STATEMENT MADE HEREIN IS GROUNDS FOR REVOCATION OR SUSPENSION OF THE BUSINESS LICENSE.