

MONTEREY POLICE DEPARTMENT TAXI DRIVER PERMIT APPLICATION CHECK LIST

Due to the coronavirus pandemic, all taxi driver permit applications will be submitted electronically. The following documents are required to process your application.

1. **DRIVER APPLICATION:** Download an application from www.monterey.org/police. Your taxi company owner or supervisor needs to sign your application prior to submission. Applications are available in English and Spanish.

2. **PERMIT PAYMENT:** Call the Monterey Police Department at (831) 646-3841 to make payment. Only Credit or Debit Cards are accepted.

Fees: Driver & Vehicle	\$250.00
Driver Only	\$194.00
Vehicle Only	\$ 56.00
Transfer Fee	\$ 58.00

3. **OWNER OPERATORS:** A current business license is required for operation within Monterey City limits. Please submit a copy of your Business License with your application if you operate within Monterey City limits.

4. **DEPARTMENT OF MOTOR VEHICLES:** Current (within 30 days) Driver's History from DMV required.

Local DMV locations:

DMV Seaside
1180 Canyon Del Rey
Seaside, CA
(800) 777-0133

DMV Salinas
260 E. Laurel Drive
Salinas, CA
(800) 777-0133

5. **DEPARTMENT OF TRANSPORTATION (DOT) DRUG & ALCOHOL TEST:** Current (within 30 days) DOT Drug & Alcohol Test required.

DOT Testing Locations:

Doctors on Duty
1513 Fremont Boulevard
Seaside, CA
(831) 899-1910

Doctors on Duty
1212 Main Street
Salinas, CA
(831) 422-7777

6. **LIVESCAN FINGERPRINTING:** email your request for fingerprinting to taxi@monterey.org to receive the required forms

Kysmet Services
21 West Laurel Drive, Suite #49
Salinas CA 93906
(831) 998-7963
Hours: 10:00 am to 6:00 pm M-F. No appointment necessary.

The Post Box
820 Park Row
Salinas CA 93901
(831) 757-7678
Hours: 8:30 am to 5:30 pm M-F, 9:00 am to 1:00 pm Sat. No appointment necessary.

The Mail Box
177 Webster Street
Monterey, CA
(831) 641-0931
Hours: 9:00 am to 4:00 pm M-F. No appointment necessary.

Please submit a copy of the completed Live Scan Form, with the fingerprinting agency's signature, to the Monterey Police Department as an email attachment with your application.

7. **DRIVER'S LICENSE:** Submit a copy of your current California Driver's License as an email attachment.
8. **WORK AUTHORIZATION:** Submit a copy of your Social Security card, passport or employment authorization card.
9. **PHOTO:** Submit your photo as an email attachment in .jpg format with your application. Example shown below.



10. **ELECTRONICALLY SUBMIT ALL PAPERWORK:** Submit all required paperwork by email to taxi@monterey.org

Monterey County Regional Taxi Authority

Taxicab Driver Permit



**Monterey Police Department
351 Madison Street
Monterey, CA 93940
phone: 831-646-3841
email: taxi@monterey.org**

**RTA, MST AND THE MONTEREY POLICE DEPARTMENT TAXI PERMITTING OFFICES
ARE CLOSED ON HOLIDAYS**

Introduction

Steps to Obtaining a Taxicab Driver Permit

California Government Code Section 53075.5 requires local jurisdictions to regulate taxicabs. The **Monterey County Regional Taxi Authority (MCRTA)** has delegated this regulatory function to **The Monterey Police Department**.

The MCRTA Regulations page 5, Section 2.3, defines a **Driver** as every person operating any taxicab either as owner, agent, employee, or otherwise, or under the direction of an owner.

The MCRTA Regulations page 14, Section 23.4.1, identifies Taxicab driver's permit requirements and prohibitions. No taxicab driver's permit shall be issued to any person who:

- Is under age 21 at the time of application.
- Fails to provide documentation of either citizenship or employment authorization as required by the Immigration and Reform Control Act of 1986 (8 USC § 1234a).
- Has been convicted of a felony in the last 7 years.
- Has been convicted of three or more violations of the offenses set forth in Sections 22349 through 22352 of the California Vehicle Code, and amendments thereto, or any combination of either or any of such offenses within one year immediately preceding submittal of an application for or renewal of a driver's permit and;
- Fails to possess a valid driver's license suitable for operation of a taxicab.
- Provides false or materially incomplete information required for issuance of the permit.
- Has been convicted of an offense which requires registration pursuant to CA Penal Code § 290.
- Has been convicted within seven years of an offense involving the sale of a controlled substance.
- Has been convicted within seven years of any offense involving the use of force or violence upon another person.
- Has been convicted of one or more violations of reckless driving, or driving while under the influence of any drug or alcohol within the past seven years prior to application.
- Is on parole or probation for a crime and the crime is substantially related to the qualifications, functions, or duties of a taxicab driver in a potentially negative manner.
- Has had a taxicab driver's permit issued by any jurisdiction revoked within the past three years.

Please note: This information serves as a guide; for complete documentation, please refer to the MCRTA Regulations.

Step #1 The MCRTA Regulations page 14, Section 23.2 - Complete a Taxicab driver's permit application

All persons or businesses applying for a driver's permit under this Section shall file with the MCRTA an application, under penalty of perjury, which shall include the following information:

- The name, age, and address of the applicant.
- Past experience operating motor vehicles generally and taxicabs specifically.
- The names and addresses of former employers during the preceding three-year period.
- The places of residence during the preceding three-year period.
- Whether or not a driver's license issued to the applicant has ever been revoked or suspended.
- A copy of the applicant's current driver's license and a DMV H-6 Driving Record and Vehicle Registration Report.
- An endorsement of the owner of the taxicab business for whom the applicant seeks to drive a taxicab.
- Proof of the applicant's negative test results for controlled substances and alcohol.

Step #2 Proof of Controlled Substances and Alcohol Testing

The MCRTA Regulations page 18, Section 26 - Mandatory Controlled Substance and Alcohol Testing Program identifies the following requirements:

- **Driver testing** - Pursuant to California Government Code Section 53075.5, each taxicab driver shall test negative for each of the controlled substances specified in Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations, before employment.
- **Testing procedures** - Testing procedures shall be substantially as set forth in Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations, except that each driver shall show a valid California driver's license at the time and place of testing, and except as provided otherwise in this section. Requirements for rehabilitation and return-to-duty and follow-up testing and other requirements, except as provided otherwise in this section, shall be substantially as set forth in Part 382 (commencing with Section 382.101) of Title 49 of the Code of Federal Regulations.
- **Jurisdiction equality** - A test in one jurisdiction shall be accepted as meeting the same requirement in the Regional Taxi Authority Area or in any other jurisdiction.
- **Self-employed independent driver** - In the case of a self-employed independent driver, the test results shall be reported directly to the RTA, and the Authority shall notify the taxicab leasing company of record, if any, of positive results. In all other cases, the results shall be reported directly to the driver's employer, who shall immediately notify the RTA of the results.
- **Confidentiality** - All tests are confidential and shall not be released without the consent of the driver, except as authorized or required by law.

- **Self-employed costs** - Self-employed independent drivers shall be responsible for compliance with, and shall pay all costs of, this program with regard to themselves. In all other cases, taxicab company owners and employers of drivers shall be responsible for compliance with, and shall pay all costs of, this program with respect to their employees and potential employees, except that an employer may require employees who test positive to pay the costs of rehabilitation and of return-to-duty and follow-up testing.
- **Service charges, fees and assessments** - Taxicab company owners, employers of drivers, and self-employed independent drivers shall pay all service charges, fees, or assessments established by the RTA with respect to the owner's employees and potential employees in an amount sufficient to pay for the RTA's costs of carrying out the mandates of this section.
- **Test results not admissible in criminal prosecution** - No evidence derived from a positive test result pursuant to the program shall be admissible in a criminal prosecution concerning unlawful possession, sale or distribution of controlled substances.
- **Employment defined** - For purposes of this Section, "employment" includes self-employment as an independent driver or owner/operator of a taxicab.

Step #3 Proof of Insurance

The MCRTA Regulations Page 6, Section 6, identifies the following insurance requirements and hold harmless provisions:

- **Certificate of insurance**

It shall be unlawful to drive or operate any Taxicab within the Regional Taxi Authority Area unless the vehicle owner possesses current, valid vehicle liability in amounts and with conditions acceptable to the RTA and evidenced through certificates of insurance filed with the RTA.

- **Minimum requirements**

The owner's insurance shall remain in full force, at a level at least equal to the minimum requirements of the Regional Taxi Authority, or the owner's permit shall automatically be suspended until such time as full compliance with the requirements of this section are demonstrated to the MCRTA's satisfaction.

- **Indemnification and hold harmless**

All taxicab owners and drivers authorized to operate within the Regional Taxi Authority Area shall, and by acceptance of the RTA taxicab permit, do agree to hereby indemnify, defend and hold harmless RTA and Monterey Salinas Transit, their member jurisdictions, their officers, employees and agents from any and all damages, claims, liabilities, costs, suits, or other expense resulting from, or arising out of, taxicab operations.

Step #4 Fingerprinting and DOJ (all first-time applicants and renewal applicants with expired permits)

The Live Scan Fingerprinting is completed at a Monterey Police Department approved site. All applicants must submit to Live Scan fingerprinting.

Step #5 Photographs

Applicant will submit a photo with their application packet.

Important: Incomplete applications will not be accepted.

Completed application packets shall be emailed to the Monterey Police Department at taxi@monterey.org. Fees will be paid with a credit or debit card by calling the Monterey Police Department when the application is submitted. A receipt for fees paid will be emailed to the applicant. This receipt is NOT A DRIVER PERMIT. The MCRTA requires the Monterey Police Department to complete a local and state background investigation before issuing a permit. **The typical turnaround time is ten (10) business days; however this process may take longer due to delays by Department of Justice that are beyond the control of MCRTA.**

Upon clearing the local and state background investigation, the applicant's approved MCRTA Driver Permit is sent directly to the taxicab company via regular mail. Pursuant to the **MCRTA Regulations Page 15, 23.6**, the driver is required to display the permit in a conspicuous place in the passenger compartment of the taxicab whenever the taxicab is being used to transport passengers. Drivers must present the permit to any police officer, code enforcement officer, RTA or Monterey Police Department Taxi Permitting Agent representative upon request. Drivers must notify RTA/ Monterey Police Department Taxi Permitting Agent immediately if their permit is lost or stolen and acquire a replacement before operating a taxicab.

Please Print in Ink, or Type

MCRTA Taxicab Driver Permit Application

STOP! IMPORTANT – Your Company Representative MUST complete this section			
Taxicab Business or Owner:		Print Rep Name:	
Authorized Representative's Signature:		Date Signed:	
Do not write or mark in shaded areas. Please write neatly and legibly. It is the applicant's responsibility to read the RTA Regulations to determine eligibility prior to applying.			
<input type="checkbox"/> First time applicant <input type="checkbox"/> Renewing <input type="checkbox"/> Transfer or Re-instate Other			
Date:		Previously Issued MCRTA Driver Permit #:	
Last Name:		First Name:	Middle Name:
Other Names You Have Used:			
Place of Birth – City, State, Country:			
City:		State:	Zip:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:		<input type="checkbox"/> I am at least 21 year old
Height:	Weight:	Eye Color:	Hair Color:
SSN:	CA DL:	CA DL Expiration: / /	
Residence Address:			
City:	State:	Zip:	Email:
Primary Phone #	Primary Fax #	Dispatch Phone #	Other Phone #
()	()	()	()
Current Mailing Address (if different from residence address):			
City:	State:	Zip:	
Previous Residence Address (for past three (3) years)			
Address:			
Address:			
Address:			
Previous Employers (for past three (3) years)			
Address:			
Address:			
Address:			
Do not write below this line. RTA/MPD use only.			
<input type="checkbox"/> Application complete, accepted, date stamped <input type="checkbox"/> Valid DL presented & photocopied. Compare to application. <input type="checkbox"/> Current digital color photo <input type="checkbox"/> Live Scan form <input type="checkbox"/> Drug screen receipt dated within 30 days / / Copy & return <input type="checkbox"/> Alcohol screen receipt dates within 30 days / / Copy & return <input type="checkbox"/> Permit App fee <input type="checkbox"/> Receipt for fees paid issued. <input type="checkbox"/> Verified all listed convictions and traffic violations with the RTA regulations.			Received Date Stamp
Received by (initial): <input type="text"/>		Employee #: <input type="text"/>	

MCRTA Driver Permit page 2

Last Name:	SSN:	Date:
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Failure to list all information will result in permit denial or revocation. All information requested below **MUST be complete, true, and accurate and will be verified with the Department of Justice** (attach additional sheets if necessary).

Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had your driver's license revoked or suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No List all misdemeanor and felony convictions you have ever received including those dismissed/expunged.			
<u>Check Conviction Type</u>	<u>Date of Conviction</u>	<u>Description of Crime</u>	<u>City/County/State</u>
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony			
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony			
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony			
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony			

I hereby declare under penalty of perjury that the information given is true and correct and that any false, or withholding of information is grounds to deny or revoke my permit. I also understand that any fees paid will not be refunded in the event that my permit is denied or revoked.

I further understand that I cannot operate a taxicab until I have been issued a MCRTA Driver Permit.

Applicant Signature:	Date:
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