

CITY OF LOS ANGELES
CALIFORNIA

Laura Rubio-Cornejo
GENERAL MANAGER



KAREN BASS
MAYOR

DEPARTMENT OF TRANSPORTATION
100 South Main Street, 10th Floor
Los Angeles, California 90012
(213) 972-8470
FAX (213) 972-8410

P7XG

**REQUEST FOR VEHICLE PERMIT APPLICATION PACKAGE FOR
PUBLIC TRANSPORTATION VEHICLE PERMITS**

The following information regarding procedures to apply for vehicle permits is enclosed:

FOR REFERENCE	TO BE SUBMITTED	TITLE OF DOCUMENT
X		Application Procedure for Vehicle Permits
	X	Application for Vehicle Permit
	X	Balance Sheet
X		Los Angeles Municipal Code, Chapter 7
X		Regulations for Inspecting and Copying Public Records
X		Board Order 257: Requirement for Annual Vehicle Inspection
X		Board Order 258: Regulations for Public Transportation Vehicles
X		Board Order 600: Criminal History Check
X		Board Order 580: Monetary Penalties Schedule

Should you have any questions, please email dot.franchise-group@lacity.org.

Sincerely,


Jarvis Murray (Oct 25, 2023 10:09 PDT)

Jarvis Murray
For-Hire Administrator

LR23_070.isk
Enclosures

CITY OF LOS ANGELES
CALIFORNIA

<p>Seleta J. Reynolds GENERAL MANAGER</p>	 <p>ERIC GARCETTI MAYOR</p>	<p>DEPARTMENT OF TRANSPORTATION 100 South Main Street, 10th Floor Los Angeles, California 90012 (213) 972-8470 FAX (213) 972-8410</p> <p>FOR-HIRE POLICY AND ENFORCEMENT DIVISION (213) 928-9600 FAX (866) 316-8169</p>
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SUBJECT: APPLICATION PROCEDURE FOR VEHICLE PERMITS

A vehicle permit granted by the Los Angeles Board of Transportation Commissioners is required whenever transportation service is offered to the public for any trip which originates within Los Angeles, regardless of whether a fare is collected from the passenger. A separate permit is required for each vehicle, and the driver may need a permit depending on the type of vehicle and the number of passengers it is configured to carry. The primary reason for these vehicle and driver permits is public safety.

A vehicle permit authorizes the grantee to provide a transportation service in Los Angeles. A permit is not an exclusive license, and the City does not guarantee profitability or freedom from competition. Since the rates and charges for transportation services are set by ordinance, the only variable that the public will see is the quality of service. The Board of Transportation Commissioners has also established various Board Orders which regulate the operation of permitted vehicles. Copies of the Board Orders related to your application request are enclosed for your information. Rules and regulations pertaining to vehicles for hire in the City of Los Angeles can be found in the [Los Angeles Municipal Code](#) (LAMC), Chapter 7, Sections 71.00 – 71.27.

Applications for vehicle permits are submitted to the Department of Transportation for review. All fees are non-refundable and may not be prorated. The summary of the new fees and effective dates, as established by [Ordinance No. 187449](#), are as follows:

Time of Assessment	Type of Fee	Effective date	Fee amount
Due at application	New Company Application Fee	June 1, 2022	\$ 4,463
Due at application	New Company Permit Fee	July 1, 2022	\$ 1,081
Annually in July	Existing Company Permit Renewal Fee	July 1, 2022	\$ 1,081
Annually in July	Annual Technology Fee (per vehicle)	July 1, 2022	\$ 100

The vehicle permit fees, as established by Ordinance No. 181625, are as follows:

Type of Vehicle Permit*	Fee for each vehicle inspected by the CHP	Fee for each vehicle with no outside inspection
Non-Ambulatory Passenger Vehicle	\$ 542	\$ 567

Private Ambulance	\$ 620	\$ 645
Public Transportation Vehicle	\$ 501	\$ 526
Non-Motorized Vehicle	\$ 171	\$ 196
Auto-for-Hire	\$ 225	\$ 250
Motor Bus	\$ 289	\$ 314

* See [Municipal Code Section 71.00](#) for descriptions.

Vehicle permits are discretionary, and the Board of Transportation Commissioners is at liberty to grant them in the manner that they determine will best serve the public.

The Department will evaluate the applicant's financial capability and experience in providing the proposed services, and will review if the applicant had any previous state, local or federal violations. The Department will recommend either approval or denial of the application, or may recommend that the Board grant a different number of vehicle permits. Although the Department may recommend that various conditions or restrictions be applied to a vehicle permit, the Board will make the final decision at a public hearing. The Commission agenda will be mailed and/or emailed to the applicant prior to the hearing. The applicant, or a representative, should attend the hearing.

For an applicant with no prior vehicle permits, the delay in reviewing an application for medical transportation permits may be three months. The delay can be reduced by submitting accurate and verifiable information with the original application. A meeting with the Department staff to discuss the application is recommended.

If a vehicle permit is granted to the applicant, the vehicle must be inspected and placed in service within 120 days. The Board may allow a longer period of time if circumstances warrant, and the Department may approve additional time based on a written request. Commercial registration is required for the vehicle, and the applicant must present proof that current registration fees have been paid to the Department of Motor Vehicle (DMV). The vehicle will be inspected by the Department, and a decal will be affixed to the vehicle when it passes inspection. The fee for the decal, as set by Ordinance No. 181,625, is as follows:

Vehicle Decal (for other than taxicabs) \$45.00 (subject to change)

Parking ticket fines must be paid before vehicle permits are issued. During the annual permit renewal process, a review for outstanding tickets is made of all permitted vehicles.

An odometer certificate issued within 30 days of the Department vehicle inspection must be provided for all vehicles that will charge for mileage.

Driver permits are not issued by the Department until a vehicle permit has been granted by the Board. Driver permits are required for all types of vehicles used for medical transportation. For Public Transportation Vehicles, a driver permit is not required for vehicles which seat ten or more persons, including the driver.

Proof of automobile liability insurance must be submitted to the Department after a vehicle permit has been granted. See [Municipal Code Section 71.14](#) for details on the required limits of liability.

All confirmed violations within the State of California will directly bear on the analysis and recommendation by the Department.

VEHICLE PERMIT APPLICATION - DETAILS

Your application for a vehicle permit must include the following items:

A. Cover Letter

Address: Board of Transportation Commissioners
Department of Transportation
100 S. Main Street, 1st Floor MS 725
Los Angeles, CA 90012

In this letter, identify the name of the company, the owners and operating managers and the type of legal organization. Also list the commercial business address and telephone number(s), company email address, contact person and email address for each person listed, the number and type of vehicle permits requested, and a summary of all of the other items included with the cover letter. A checklist is provided for your convenience.

B. “Application for Vehicle Permit” Form

Fill in one form for each vehicle and attached a valid California Department of Motor Vehicles (DMV) registration card with each form. If the vehicle has not been acquired, indicate that on the form. Proof of commercial registration will be required when the vehicle is inspected by the Department.

C. Application Fee

Submit one check payable to the “**City of Los Angeles Department of Transportation**” for the type of Vehicle Permit Fee your company will use, as well as a separate check for the New Company Application Fee; fees are non-refundable. Decal fees and driver permit fees should not be submitted until vehicle permits have been granted by the Board.

D. Financial Statement

Provide current financial information. A sample balance sheet form is enclosed. In addition, provide a most recent bank statement, and do not omit any pages.

E. Business Name and Business Information

Submit the following: Articles of Incorporation/Organization filed with the California Secretary of State, Statement of Information/Statement by Domestic Stock Corporation filed with the California

Secretary of State, and/or a Fictitious Business Name Statement filed with the Los Angeles County Clerk. Fictitious business names must be renewed every five years. Submit a copy of the stock certificates for corporations. Submit a copy of the Board meeting minutes stating current owners for limited liability companies (LLCs).

F. Business Tax Registration Certificate (BTRC)

Submit a photocopy of current BTRC with Fund/Class L194 from the City of Los Angeles Office of Finance. Contact the [Office of Finance](#) for information.

G. Manager Resume

Provide information relevant to the operation and management of a transportation service company.

Subsequent Applications

Application for additional vehicle permits after an initial permit has been granted are treated in the same manner and require the same documentation. Prior to submitting an application for additional vehicle permits, consider meeting with the Department staff to review your documentation. This step may significantly reduce the delay in processing your application.

Vehicle Permit Transfers

The following types of ownership changes have occurred with regard to vehicle permits:

A Partnership dissolves; the partners split the vehicle permits and each one starts a new business.

A company with vehicle permits is bought by another company.

A company with vehicle permits changes its name.

A company with vehicle permits goes out of business.

In each case, the Department must be notified so that a report can be submitted to the Board for approval of the change. Failure to notify the Department could result in a recommendation that the vehicle permits be revoked.

Public Records

Although information submitted to the Department is a public record, not all of it is subject to disclosure. For instance, financial information is not subject to disclosure in accordance with [Los Angeles Administrative Code Section 12.21\(n\)](#). For information regarding the procedures for inspecting or obtaining copies of public records in the For-Hire Policy & Enforcement Division, call (213) 972-8405 and ask to speak with the Custodian of Public Records for the For-Hire Policy & Enforcement Division.

City of Los Angeles
APPLICATION FOR VEHICLE PERMIT

For Dept. Use Only

Co. ID: _____
 No.: _____

Permit Type: New Renewal Replacement

Applicant: _____
 Doing Business As (if different from above): _____
 Business Address: _____
 Vehicle Garaging Address: _____
 Telephone No.: _____ FAX No.: _____
 Authorized Representative: _____ Title: _____
 Authorized Signature: _____ Date: _____

Vehicle Class (Check one only)

<input type="checkbox"/> Private Ambulance	<input type="checkbox"/> Auto-for-Hire
<input type="checkbox"/> Public Transportation Vehicle	<input type="checkbox"/> Bus (Motor - Sightseeing)
<input type="checkbox"/> Non-Ambulatory Passenger Vehicle <small>Circle one (Wheelchair or Litter)</small>	<input type="checkbox"/> Non-Motorized (Pedicab - Horse)
	<input type="checkbox"/> Other _____

Vehicle Information

Make: _____ Model: _____ Year: _____ Passenger Seating Capacity: _____
 Unit No.: _____ License Plate: _____ VIN: _____
 Fuel Type: _____ (Vehicle Identification Number)
 Registered Owner Legal Owner / Lienholder
 Name: _____
 Address: _____

Payment: Make Checks Payable to: Treasurer, City of Los Angeles
 Deliver to: City of Los Angeles, Department of Transportation
 100 South Main Street, 1st Floor, Los Angeles, CA 90012

New Applicants Acknowledge: I understand that, upon approval of this application by the Board of Transportation Commissioners, I shall have 120 days to complete the application process by putting the vehicle into service or the authority will expire and I shall forfeit all fees.

Initialed by Authorized Representative: _____ Date: _____

FOR DEPARTMENT USE ONLY

Application:	Received: ____/____/____	Check #: _____	Amount \$ _____	By _____
BOTC Action:	Date: ____/____/____	(Approved - Denied) + 120 Days	____/____/____	By _____
Restrictions:	_____			By _____
DOT Contract:	End Date: ____/____/____	Transit Monitor: _____		By _____
Insurance:	Cleared: ____/____/____	Expires: ____/____/____	Co.: _____	By _____
Decal:	Paid: ____/____/____	Sealed: ____/____/____	Restricted (Y - N)	By _____
Vehicle Permit:	Issued: ____/____/____	Expires: ____/____/____	To Off. Of Finance <input type="checkbox"/>	By _____

REGULATIONS FOR INSPECTING AND COPYING PUBLIC RECORDS
FRANCHISE REGULATION DIVISION
CITY OF LOS ANGELES DEPARTMENT OF TRANSPORTATION

Pursuant to Section 6253 of the California Public Records Act, the following regulations for inspecting and/or copying public records in the custody of the Franchise Regulation Division of the City of Los Angeles Department of Transportation are hereby promulgated. The purpose of these regulations is to protect the safety of the records against theft, mutilation or accidental damage and to prevent inspection and/or copying from interfering with the orderly function of the Division and its employees.

These rules are subject to change without prior notice.


ELIZABETH M. O'BRIEN, Custodian of Records

A. REQUESTS TO INSPECT PUBLIC RECORDS

1. Public records of the Division are open for inspection from 8:00 a.m. through 4:30 p.m. Monday through Thursday and from 8:00 a.m. through 3:30 p.m. on Fridays, except on designated City holidays. These hours shall be restricted without notice during periods related to emergencies caused by natural disasters or civil unrest or during such other emergencies as may be determined by the Custodian of Records.
2. Files shall be reviewed by staff prior to inspection for the purpose of removing records subject to statutory exemption from inspection. Such review may result in unavoidable delays before records may be inspected.
3. All inspection of records shall be monitored by a member of the staff of the Administration and Records Section.
4. Only one file shall be available for inspection at a time. Each file shall be returned before the next one may be inspected.
5. Inspection must not be done in a manner inconsistent with the operation of the office. If a staffing conflict arises, inspection shall be subject to interruption to allow performance of required duties which cannot be delayed.

B. REQUESTS FOR COPIES OF PUBLIC RECORDS

1. All documents submitted to the Division become the immediate property of the Department. Requests for personal copies of documents being submitted are subject to all rules and fees related to requests for copies of public records.
2. All copies of public records of the Division shall be made by staff of the Administration and Records Sections except by prior arrangement with the Custodian of Records.
3. Requests for copies of public records shall be submitted in writing on a form provided by the Division.
4. Requests for copies of public records shall be accompanied by payment of the fee prescribed in Section 12.40 of the Los Angeles Administrative Code. Current fee for photocopies is \$1.00 per request plus \$.10 per page for records to be picked up at the Division office. The cost of First Class postage via Certified Mail must be included if records are to be sent to the requestor's address.
5. Requests for copies of more than 5 public record documents OR requests for copies of more than 25 public record pages shall not be filled immediately. Such requests shall be accepted by staff, together with the required fee, and requestors will be notified when the material is ready for delivery.
6. Requests shall be restricted to specific requests for copies of specific documents. General requests for classes of documents, or any requests requiring staff inspection and analysis of public records to determine which documents fit the parameters of a request, shall not be honored.

WARNING: STEALING, WILLFULLY DESTROYING, MUTILATING, DEFACING, ALTERING OR FALSIFYING, REMOVING OR SECRETING THE WHOLE OR ANY PART OF A PUBLIC RECORD IS A CRIMINAL OFFENSE PUNISHABLE BY IMPRISONMENT IN THE STATE PRISON, OR IN A COUNTY JAIL NOT EXCEEDING ONE YEAR, OR BY A FINE NOT EXCEEDING ONE HUNDRED DOLLARS (\$100), OR BY BOTH SUCH FINE AND IMPRISONMENT. VIOLATORS WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

RULES AND REGULATIONS GOVERNING APPEARANCE AND SAFETY OF
FRANCHISED AND PERMITTED VEHICLES OPERATING IN THE CITY
OF LOS ANGELES

Tentative Resolution published January 22, 1974.

Board Order No. 257 published Feb. 15, 1974

TENTATIVE RESOLUTION
BOARD OF PUBLIC UTILITIES
AND TRANSPORTATION
CITY OF LOS ANGELES

BE IT RESOLVED, by the Board of Public Utilities and Transportation of the City of Los Angeles that all franchised or permitted vehicle owners, operators and drivers shall be subject to and comply with the following rules and regulations until modified, amended or repealed by said Board.

1. All franchised or permitted vehicles shall at all times be maintained by the company, in an acceptable appearance and state of repair and safe operating condition as is also required by the California Highway Patrol.

2. All franchised or permitted vehicles shall at all times be maintained in a clean and sanitary condition by the company and the driver.

3. All franchised or permitted vehicles shall be subject to inspection by the Department by and through its Chief Public Utilities Inspector. Any vehicle not maintained in the proper manner may be removed from service by and through the order of the Chief Public Utilities Inspector and any vehicle which has been so removed from service shall not be returned to service until such vehicle has been approved by and through the Chief Public Utilities Inspector.

4. The Department, by and through the Chief Public Utilities Inspector, shall inspect all franchised and permitted vehicles on a yearly basis and maintenance records quarterly.

Dated at Los Angeles, California, this 17th day of January, 1974.

BY ORDER OF THE BOARD

ATTEST

RUTH E. GINN,
Secretary

Board of Public Utilities and Transportation City of Los Angeles.

I HEREBY CERTIFY THAT the foregoing Resolution was tentatively adopted by the Board of Public Utilities and Transportation at its meeting held on the 17th day of January 1974.

Notice is hereby given to any and all persons to show cause, if any, within five (5) days from the date of publication of this Resolution why the proposed Rules and Regulations set forth in said Resolution should not be made effective.

Dated at Los Angeles, California, this 16th day of January, 1974.

ATTEST

RUTH E. GINN,
Secretary

Board of Public Utilities and Transportation City of Los Angeles
(J7250) Jan 22

BOARD ORDER NO. 257
BOARD OF PUBLIC UTILITIES
AND TRANSPORTATION
CITY OF LOS ANGELES

BE IT RESOLVED, by the Board of Public Utilities and Transportation of the City of Los Angeles that all franchised or permitted vehicle owners, operators and drivers shall be subject to and comply with the following rules and regulations until modified, amended or repealed by said Board.

1. All franchised or permitted vehicles shall at all times be maintained by the company, in an acceptable appearance and state of repair and safe operating condition as is also required by the California Highway Patrol.

2. All franchised or permitted vehicles shall at all times be maintained in a clean and sanitary condition by the company and the driver.

3. All franchised or permitted vehicles shall be subject to inspection by the Department by and through its Chief Public Utilities Inspector. Any vehicle not maintained in the proper manner may be removed from service by and through the order of the Chief Public Utilities Inspector and any vehicle which has been so removed from service shall

not be returned to service until such vehicle has been approved by and through the Chief Public Utilities Inspector.

4. The Department, by and through the Chief Public Utilities Inspector, shall inspect all franchised and permitted vehicles on a yearly basis and maintenance records quarterly.

Dated at Los Angeles, California, this 17th day of January, 1974.

BY ORDER OF THE BOARD

ATTEST

RUTH E. GINN,
Secretary

Board of Public Utilities and Transportation City of Los Angeles.

I HEREBY CERTIFY that the foregoing Resolution was tentatively adopted by the Board of Public Utilities and Transportation at its meeting held January 17, 1974, and, no objection having been received pursuant to notice given, said Resolution being designated as Board Order No. 257, was finally adopted by said Board at its meeting of February 7, 1974.

Dated at Los Angeles, California, this 7th day of February 1974.

ATTEST

RUTH E. GINN,
Secretary

Board of Public Utilities and Transportation City of Los Angeles
(J7260) Feb 15

PTV

BOARD ORDER NO. 258, BOARD OF PUBLIC UTILITIES AND TRANSPORTATION, CITY OF LOS ANGELES

WHEREAS, The Board of Public Utilities and Transportation has determined that it is in the public interest to grant "Public Transportation Vehicle" permits to improve public transportation by the operation of a variety of small vehicle services in the City of Los Angeles.

THEREFORE, BE IT RESOLVED, that grantees and their drivers and grantee drivers shall be governed by the following rules and regulations until modified, amended or repealed by the Board of Public Utilities and Transportation, City of Los Angeles.

A. General Rules and Regulations Applicable to vehicle condition and identification and Driver Conduct.

1. Every vehicle shall be maintained in a safe, clean and sanitary condition.

2. Drivers at all times shall drive or operate vehicles in a safe, prudent and careful manner with regard to traffic conditions on the street and in no event in such a manner as to endanger the safety of persons or property.

3. Drivers shall at all times observe applicable provisions of the California Vehicle Code, the Los Angeles Municipal Code, and these rules and regulations.

4. No passenger shall be carried unless he has a seat and no passenger shall be carried which would interfere with the driver's view.

5. The permittee shall file with the Department of Public Utilities and Transportation and keep current its hours of operation and its schedules of operation.

6. Each vehicle shall carry a sign or signs visible to all passengers stating that the service is provided pursuant to a permit issued by the Department of Public Utilities and Transportation and that complaints may be referred to the Department. The sign or signs shall contain the address and local telephone number of the Department and the name, address and telephone number of the company.

7. Each vehicle shall be identified and the fare shown in letters and numbers of a size and location approved by the Board.

8. Driver, while in charge of, or driving a Public Transportation vehicle, shall have in his immediate possession a valid identification card issued by the Board of Public Utilities and Transportation, and a valid driver's license issued by the State of California, Department of Motor Vehicles.

9. Driver shall not collect, demand, receive, or arrange for any compensation in an amount greater, or less than the rate applicable to the service provided.

10. Driver shall notify this Department at once, either in person or by mail, of any change in address, change of name, or planned discontinuance of service.

11. Drivers and permittees are individually and jointly responsible for complying with the above rules and regulations. Lack of compliance will be considered sufficient cause for either short or long term suspension, or revocation of driver's permit or of the vehicle permit or both.

B. Operator Rules and Regulations Applicable to Demand Response Service (Dial-A-Ride)

12. Records shall be made of each order taken for service and shall include (a) location of pick up and destination, (b) date and time of the order, (c) time of pick up, (d) identification of vehicle dispatched, (e) time of dispatch.

13. Order and dispatch records shall be available to the Department of Public Utilities and Transportation for a period of at least 3 months.

14. Each vehicle shall be equipped with a radio transmitter and receiver capable of two way communication with a dispatcher.

15. The driver of the vehicle shall keep the radio tuned to the correct frequency for the area in which the vehicle is operating so that it shall be audible at all times.

16. The Driver shall make an accurate legible record of all trips and all service calls directed to him by the company's dispatching personnel as they occur.

17. Driver shall not dismiss or discharge any passenger at a point other than the desired destination without adequate cause. If a passenger is discharged for cause, such shall be done at a reasonably safe, well-lighted place.

Dated at Los Angeles, California this 17th day of February 1974.

BY ORDER OF THE BOARD
ATTEST

RUTH E. GINN,
Secretary, Board of Public Utilities and Transportation, City of Los Angeles.

I HEREBY CERTIFY THAT the foregoing Resolution was tentatively adopted by the Board of Public Utilities and Transportation at its meeting held February 7, 1974, and no objection having been received pursuant to notice given, said Resolution being designated as Board Order No. 258, was finally adopted by said Board at its meeting of February 21, 1974.

Dated at Los Angeles, California, this 21st day of February 1974.

ATTEST

RUTH E. GINN,
Secretary, Board of Public Utilities and Transportation, City of Los Angeles.

(17534) Mar 1

BOARD ORDER 600
FINAL RESOLUTION OF THE
BOARD OF TRANSPORTATION COMMISSIONERS
CITY OF LOS ANGELES

WHEREAS, the Board adopted Board Order No. 530 effective March 28, 1996, to establish criteria as a guideline for applicants for a Drivers Permit; and

WHEREAS, the Board adopted Board Order No. 547 effective May 13, 1999, to establish criteria as a guideline for driver and attendant permit criminal record standards; and

WHEREAS, the Board has found that further modification to the criteria of Board Order No. 530 and 547 to establish consistent driving record requirements for all types of City-permitted drivers and to establish consistent criminal record requirements for all City-permitted drivers and attendants will greatly benefit the public, the driver, the attendants, the regulated transportation companies, and the Department's regulatory process;

NOW, THEREFORE, BE IT RESOLVED, that Board Order No. 530 and Board Order No. 547 are hereby rescinded and the following rules and regulations shall govern all drivers and attendant except taxicab drivers:

A. New driver and attendant applicants shall have the ability to communicate and comprehend English, written and spoken. Applicants shall demonstrate to the satisfaction of the Department their English comprehension proficiency. Questions and answers derived from the Driver/Attendant application shall be used to establish the standard for such testing.

B. NEW DRIVER PERMITS

1. Applicant shall be denied a Driver's Permit if he/she has ever been convicted of any of the following Vehicle Code Sections or equivalent out-of-state violations:

Violation	Description of Violation
20001	Hit and Run resulting in injury or death
20003	Hit and Run – failure to identify yourself to police or victim – injury or death involved
20004	Hit and Run death – failure to report to police or CHP
23104	Reckless driving – causing injury
23153	Driving while under the influence of alcohol or drugs – causing injury to others

2. Applicant shall be denied a Driver's Permit if his/her last three (3) years

Department of Motor Vehicles (DMV) printout indicates any of the following.

- a) A conviction within the last three years of any of the following Vehicle Code Sections or equivalent out-of-state violations:

Violation	Description of Violation
20002	Hit and Run – property damage, including vehicles
23103	Reckless driving – no injury
23152	Driving while under the influence of alcohol or drugs – no injury
23220	Driver drinking while operating a motor vehicle on highway

- b) More than three (3) moving violations within the last three (3) years with a maximum of two (2) violations within the last year.
- c) More than two (2) chargeable vehicle accidents within the last three (3) years with a maximum of one (1) within the last year.

C. RENEWAL AND REPLACEMENT DRIVER PERMITS

1. Applicant shall be denied a RENEWAL OR REPLACEMENT Driver's Permit if he/she has ever been convicted of any of the following Vehicle Code Sections or equivalent out-of-state violations:

Violation	Description of Violation
20001	Hit and Run resulting in injury of death
20003	Hit and Run – failure to identify yourself to police or victim – injury or death involved
20004	Hit and Run death – failure to report to police or CHP
23104	Reckless driving – causing injury
23153	Driving while under the influence of alcohol or drugs – causing injury to others

2. Applicant shall be denied a RENEWAL OR REPLACEMENT Driver's Permit if his /her last three (3) years Department of Motor Vehicles (DMV) printout indicates any of the following:

- a) A conviction within the last three years of any of the following Vehicle Code Sections or equivalent out-of-state violations:

Violation	Description of Violation
20002	Hit and Run – property damage, including vehicles
23103	Reckless driving – no injury
23152	Driving while under the influence of alcohol or drugs – no injury
23220	Driver drinking while operating a motor vehicle on highway

b) More than five (5) moving violations within the last three (3) years with a maximum of two (2) within the last year.

c) More than three (3) chargeable accidents within the last three (3) years with a maximum of one (1) within the last year.

D. CRIMINAL HISTORY

Applicant shall be denied a NEW, RENEWAL OR REPLACEMENT Driver or Attendant's Permit if he/she:

1. Is required to register as a sex offender under Section 290 of the Penal Code or if he/she has been convicted of a felony involving violence against persons. Equivalent out-of-state violations SHALL be considered.
2. Has been convicted, during the preceding seven years, of any offense relating to the use, sale, possession or transportation of narcotics or addictive or dangerous drugs, or of any act involving force, violence, threat or intimidation against persons, or of any sexual offense, or of any act involving moral turpitude, including fraud or intentional dishonesty for personal gain, contributing to the delinquency of minors, or of any offense which results in a felony conviction, or of any offense involving the possession of a firearm or dangerous weapon, or of any offense involving the solicitation or agreement to engage in or engagement in any act of prostitution, or of any act of resisting, delaying or obstructing a peace officer, public officer or emergency technician, or of theft in either degree. (NOTE: For the purposes of this rule, a subsequent change of plea or vacation of verdict and dismissal of charges pursuant to California Penal Code Section 1203.4 does not release the applicant from the penalties and disabilities resulting from the offense of which he or she has been convicted of); OR
3. Has a record of habitual or excessive use or addiction to intoxicating beverages, narcotics or dangerous drugs; OR

4. Has a record in violation of any state or federal statute that would mandate denial of required licensure or prohibit performance of the duties allowed by the Driver or Attendant's Permit. Equivalent out-of-state violations SHALL be considered.
5. Has a habitual or extensive record of violence against persons in either degree.

E. **GROUND\$ FOR REVOCATION OF DRIVER PERMIT**

At any time a Driver Permittee's record fails to meet the requirements of Sections B or C herein, his/her Driver's Permit shall be revoked by the Department, subject to appeal to the Board.

F. **GROUND\$ FOR REVOCATION OF ATTENDANT PERMIT**

At any time an Attendant Permittee's record fails to meet the requirements Section C herein, his/her Attendant Permit shall be revoked by the Department, subject to appeal to the Board.

G. **COMPANY OWNER(S) AND MANAGEMENT – CRIMINAL HISTORY REQUIREMENT**

Every transportation company owner, corporate shareholder, corporate officer, officer, operator and/or manager, and/or supervisor, including CEO's and CFO's or anyone involved in the daily operations of the company shall not be placed in charge of a permitted company if he/she:

1. Is required to register as a sex offender under Section 290 of the Penal Code or if he/she has been convicted of a felony involving violence against persons. Equivalent out-of-state violations SHALL be considered.
2. Has been convicted, during the preceding seven years, of any offense relating to the use, sale, possession or transportation of narcotics or addictive or dangerous drugs, or of any act involving force, violence, threat or intimidation against persons, or of any sexual offense, or of any act involving malfeasance or trafficking of any contraband substance, moral turpitude, including fraud or intentional dishonesty for personal gain, contributing to the delinquency of minors, bribery of any official, solicitation for murder, counterfeiting, or of any offense which results in a felony conviction, or of any offense involving the possession of a firearm or dangerous weapon, or of any offense involving the solicitation or agreement to engage in or engagement in any act of prostitution, or of any act of resisting, delaying or obstructing a peace officer, public officer or emergency technician, or of theft in either degree, or the harboring of any fugitive or illegal aliens for the purpose of assisting such fugitive in evading the law.

(NOTE: For the purposes of this rule, a subsequent change of plea or vacation of verdict and dismissal of charges pursuant to California Penal Code Section 1203.4 does not release the applicant from the penalties and disabilities resulting from the offense of which he or she has been convicted of); OR

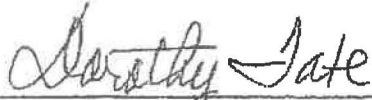
3. Has a record of habitual or excessive use or addiction to intoxicating beverages, narcotics or dangerous drugs; OR
 4. Has a record in violation of any state or federal statute that would mandate denial of required licensure or prohibit performance of the duties allowed by the Driver or Attendant's Permit. Equivalent out-of-state violations SHALL be considered.
 5. Has a habitual or extensive record of violence against persons in either degree.
- H. Any applicant who is denied a Driver or Attendant's Permit or any Permittee whose Driver or Attendant Permit is revoked, or any owner/operator or manager who's application has been denied or revoked based on the provisions herein shall be afforded an opportunity to appeal such action to the Board of Transportation Commissioners provided the applicant or permittee submits a written request for a Board hearing within ten (10) days of the denial or revocation, respectively.

BE IT FURTHER RESOLVED that the above guidelines supplement Los Angeles Municipal Code Sections 71.03, 71.04, 71.04.1, 71.06, 71.07 71.08, 71.09 and 71.09.1.

I HEREBY CERTIFY THAT the foregoing Final Resolution, Board Order No. 600, was adopted by the Board of Transportation Commissioners at its meeting held on the 10th day of March, 2011.

BY ORDER OF THE BOARD

ATTEST



Dorothy Tate, Commission Executive Assistant II
Board of Transportation Commissioners
City of Los Angeles

PAB
B10-054a

**BOARD ORDER NO. 580
FINAL RESOLUTION OF THE
BOARD OF TRANSPORTATION COMMISSIONERS
CITY OF LOS ANGELES**

WHEREAS, the Board of Transportation Commissioners provides for the regulation of vehicle-for-hire permittees including their compliance with City rules, regulations and ordinances; and,

WHEREAS, Los Angeles Municipal Code Section 71.09.2 (b) authorizes the Board of Transportation Commissioners to adopt a schedule of monetary penalties for specific violations of applicable City rules, regulations and ordinances by vehicle, driver and attendant permittees; and,

WHEREAS, Los Angeles Municipal Code Section 71.09.2 (a) provides that the monetary penalties may be levied on a per violation or a per day basis and may escalate on a first, second, or third violation basis, and that violations which endanger the public health, welfare, and/or safety shall receive the maximum penalties; and,

WHEREAS, Los Angeles Municipal Code Section 71.09.2 (c) provides that the monetary penalties established by the Board may be assessed and collected by the Department; and,

WHEREAS, the Board of Transportation Commissioners has determined that establishing a specific schedule of monetary penalties for specific violations of City rules, regulations and ordinances is necessary and in the best interest of the public; and,

WHEREAS, the Board of Transportation Commissioners approved Tentative Resolution, Board Order No. 580 on December 14, 2006, and such resolution was published on December 19, 2006 for a five day public comment period;

NOW, THEREFORE, BE IT RESOLVED, that the below-listed schedule of monetary penalties for violations of the provisions of Board Orders 243, 257, 258, 305, 320, 362 and successor regulations, as applicable, and of the provisions of LAMC Chapter VII, as applicable, and of other applicable City rules, regulations and ordinances by vehicle, driver, and attendant permittees is established and prescribed; and,

NOW, THEREFORE, BE IT ALSO RESOLVED, that Board Order 567 establishing and prescribing a schedule of monetary penalties for specific violations of applicable City rules, regulations and ordinances by vehicle, driver and attendant permittees is hereby repealed and replaced by new Board Order No. 580; and,

BE IT FURTHER RESOLVED, that every permitted operator, driver and attendant who fails to comply with the rules and regulations specified below has committed a violation and the Department may assess the applicable monetary or other penalty as follows:

MONETARY PENALTIES

1. VEHICLE PERMITTEES	Penalty per violation:		
	<u>First</u>	<u>Second</u>	<u>Third or more</u>
<u>Violation</u>			
a. Using an unpermitted vehicle to pick up or attempt to pick up passengers in the City:	\$500	\$750	\$1,000
b. Authorizing a person without a valid driver's permit issued by the Department to pick up or attempt to pick up passengers in the City:	\$500	\$750	\$1,000
c. Authorizing an individual to drive a company vehicle without a valid California Driver License:	\$500 Note 1	\$1,000 Note 1	Permit Revocation Note 1
d. Authorizing an individual to act as an attendant without a valid permit issued by the Department:	\$500	\$750	\$1,000
e. Authorizing an individual to act as an attendant in a private ambulance or litter van without an EMT Certificate issued by any county agency within the State of California or by the California State Fire Marshall:	\$1000	\$3,000	\$5,000 Note 1
f. Failure to notify the Department when making a vehicle substitution prior to placing the substitute vehicle in service:	\$100	\$200	\$300
g. Failure to pay annual vehicle permit renewal fees by due date:	\$100	\$200	\$300
h. Failure to submit requested financial and statistical/operational reports when required:	\$300	\$400	\$500
i. Failure to allow the Department reasonable access to company records:	\$500	\$500	\$500

		Penalty per violation:		
		<u>First</u>	<u>Second</u>	<u>Third or more</u>
j.	Submitting required or requested documentation that is inaccurate, misleading, or incomplete:	\$300	\$400	\$500
k.	Fraudulent reporting of any required or requested information, including tampering of any files, data or reports:	\$500	\$1,000	\$3,000
l.	Failure to maintain City required insurance on file with the Department, lapse of insurance coverage even if the coverage documentation and policy are later adjusted to full coverage duration, or late submission of insurance documentation to the Department:	\$300 Note 1	\$400 Note 1	\$500 Note 1
m.	Assignment of "Code 3" status to any request for ambulance service, without proper authorization from an authorized 911 provider:	\$2,000 Note 1	\$3,500 Note 1	\$5,000 Note 1
n.	Failure to surrender vehicle decals to the Department:	\$250	\$250	\$250
o.	Failure to comply with any other rule or regulation contained in any Board Order and successor regulations:	\$300	\$400	\$500
2.	DRIVER PERMITTEES	Penalty per violation:		
	<u>Violation</u>	<u>First</u>	<u>Second</u>	<u>Third or more</u>
a.	Picking up or attempting to pick up passengers in a non-taxi vehicle for hire in the City without a valid driver permit issued by the Department:	\$100	\$100	\$100

		Penalty per violation:		
		<u>First</u>	<u>Second</u>	<u>Third or more</u>
b.	Picking up or attempting to pick up passengers in a non-taxi vehicle for hire in the City without a current, valid California Driver License:	\$100 Note 2	\$300 Note 3	\$500 Note 5
c.	Failure to comply with any rule or regulation contained in Board Orders 243, 258, 362, and successor regulations:	\$25	\$50	\$100
d.	Acting in any manner that endangers the health and well being of a passenger or patient, unauthorized use of emergency lights or siren, or abandonment of a passenger or patient or non-taxi vehicle for hire, whether or not the act causes any harm:	\$500 Note 2	\$1,000 Note 3	\$2,000 Note 5
e.	Any time a driver's application is found to be willfully and intentionally falsified, or a Department issued driver permit has been altered to be misleading:	Permit Cancellation Note 2	Permit Cancellation Note 4	Permit Cancellation Note 5
3. ATTENDANT PERMITTEES		Penalty per violation:		
		<u>First</u>	<u>Second</u>	<u>Third or more</u>
<u>Violation</u>				
a.	Acting as an attendant without a valid permit issued by the Department:	\$100	\$100	\$100
b.	Acting as an attendant in a private ambulance or litter van without a valid EMT certificate issued by any county agency within the State of California or by the California State Fire Marshal:	\$500 Note 6	\$1,000 Note 6	\$2,000 Note 6

	Penalty per violation:		
	<u>First</u>	<u>Second</u>	<u>Third or more</u>
c. Acting in any manner that endangers the health and well being of a passenger or patient, unauthorized use of emergency lights or siren, or abandonment of a passenger or patient or non-taxi vehicle for hire; whether or not the act causes any harm:	\$500	\$1,000. Note 6	\$2,000 Note 7
d. Failure to comply with any rule or regulation contained in Board Orders 243, 362, and successor regulations:	\$25	\$50	\$100

Any occurrence/incident may have multiple violations and each violation will be reviewed and assessed independently. Any three occurrences/incidents of violations within a 12-month period may result in the Department's recommendation to the Board to revoke all existing permits and impose a probationary period, for no less than one year, during which time no new applications will be accepted. Furthermore, depending on the severity of the violation(s), the Board may revoke all existing permits after the first or second violation and impose a probationary period of no less than one year.

NOTES

- 1) The Department may recommend that the Board revoke all existing company permits and impose an one-year probationary period where no further requests for permits will be accepted.
- 2) The Department may recommend that the Board cancel the driver permit and impose an one-year probationary period where no further requests for a driver permit will be accepted.
- 3) The Department may recommend that the Board cancel the driver permit and impose a two-year probationary period where no further requests for a driver permit will be accepted.
- 4) The Department may recommend that the Board cancel the driver permit and impose a three-year probationary period where no further requests for a driver permit will be accepted.
- 5) The Department may recommend that the Board cancel the driver permit and no further requests for a driver permit will be accepted.
- 6) The Department may recommend that the Board cancel the attendant permit and impose an one-year probationary period where no further requests for an attendant permit will be accepted.
- 7) The Department may recommend that the Board cancel the attendant permit and impose a three-year probationary period where no further requests for an attendant permit will be accepted.

THEREFORE, BE IT ALSO RESOLVED, that the following hearing and appeal process shall apply to vehicle, driver, and attendant permittees:

For each violation, the permittee shall be provided with written notification and/or a hearing notice with the date, time and location of a scheduled Department of Transportation administrative hearing. If the permittee fails to appear for the hearing, or if after the hearing it is determined by the Department that cause for assessment exists, the Department shall assess the penalty for the violation, payable within 30 days of receipt by the permittee of written notification of the assessment or the first attempt by the postal service to deliver the notice via certified mail.

The permittee may appeal the decision of the Department to the Board by filing an Appeal Request form with the Department within three working days of the assessment. Payment of a monetary penalty shall constitute a waiver of the right to further appeal to the Board. If an appeal, either of the Department assessment, or of the Board action on an appeal, results in the assessment or Board action being upheld, the monetary penalty shall be due and payable within 30 days of such action. Board decisions may not be appealed to the City Council for penalty assessments less than \$500. Judicial review of the actions of the Board or City Council is available in accordance with the provisions of LAMC 71.02:2 (d).

THEREFORE, BE IT ALSO RESOLVED, that the following shall apply relative to the assessment, collection and payment of penalties:

As provided for in Los Angeles Municipal Code Sections 71.09.2 (g) and (h), the total monetary penalty assessed to vehicle, driver and attendant permittees is due 30 calendar days after assessment. Payments are delinquent if not paid on or before the due date. A penalty of 10% of the amount of the payment shall be assessed on any payment which has become delinquent. Failure to pay any delinquent payment on or before the last day of the fourth month following the date on which the payment first became delinquent will result in the assessment of a second penalty of 10% of the amount of the payment in addition to the amount of the payment and the 10% penalty first imposed.

Failure of a permittee to pay assessed monetary penalties is just cause for suspension, cancellation or revocation of its permits.

The Board retains its authority to suspend, cancel or revoke permits in conjunction with or independent of any assessed monetary penalties whenever appropriate cause is present.

Board Order No. 580

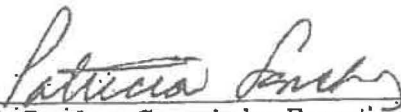
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I CERTIFY THAT the foregoing Resolution, designated as Board Order No. 580, was adopted by the Board of Transportation Commissioners at its meeting held on February 22, 2007.

Dated at Los Angeles, California, this 22nd day of February 2007.

BY ORDER OF THE BOARD.

ATTEST



Patricia Sanchez, Commission Executive Assistant
Board of Transportation Commissioners
City of Los Angeles

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