REQUEST FOR VEHICLE PERMIT APPLICATION PACKAGE FOR PUBLIC TRANSPORTATION VEHICLE PERMITS

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

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

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

Sincerely,

Jarvis Murray
For-Hire Administrator
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:

<table>
<thead>
<tr>
<th>Time of Assessment</th>
<th>Type of Fee</th>
<th>Effective date</th>
<th>Fee amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due at application</td>
<td>New Company Application Fee</td>
<td>June 1, 2022</td>
<td>$ 4,463</td>
</tr>
<tr>
<td>Due at application</td>
<td>New Company Permit Fee</td>
<td>July 1, 2022</td>
<td>$ 1,081</td>
</tr>
<tr>
<td>Annually in July</td>
<td>Existing Company Permit Renewal Fee</td>
<td>July 1, 2022</td>
<td>$ 1,081</td>
</tr>
<tr>
<td>Annually in July</td>
<td>Annual Technology Fee (per vehicle)</td>
<td>July 1, 2022</td>
<td>$ 100</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type of Vehicle Permit*</th>
<th>Fee for each vehicle inspected by the CHP</th>
<th>Fee for each vehicle with no outside inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Ambulatory Passenger Vehicle</td>
<td>$ 542</td>
<td>$ 567</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Fee</th>
<th>Original Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Ambulance</td>
<td>$620</td>
<td>$645</td>
</tr>
<tr>
<td>Public Transportation Vehicle</td>
<td>$501</td>
<td>$526</td>
</tr>
<tr>
<td>Non-Motorized Vehicle</td>
<td>$171</td>
<td>$196</td>
</tr>
<tr>
<td>Auto-for-Hire</td>
<td>$225</td>
<td>$250</td>
</tr>
<tr>
<td>Motor Bus</td>
<td>$289</td>
<td>$314</td>
</tr>
</tbody>
</table>

*See *Municipal Code Section 71.00* for descriptions.*
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.

LR22-054.isk  Rev. 9/20/2022
APPLICATION FOR VEHICLE PERMIT

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: ____________ Date: ____________

Vehicle Class (Check one only)

□ Auto-for-Hire

□ Private Ambulance

□ Bus (Motor - Sightseeing)

□ Public Transportation Vehicle

□ Non-Motorized (Pedicab - Horse)

□ Non-Ambulatory Passenger Vehicle

□ Other ____________

Circle one (Wheelchair or Litter)

Vehicle Information

Make: ____________ Model: ____________ Year: ________ Passenger Seating Capacity: ________

Unit No.: ____________ License Plate: ____________ VIN: ____________ (Vehicle Identification Number)

Fuel Type: ____________

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: ____________

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 □ By ____________
# BALANCE SHEET

## COMPANY ________________________________

## BALANCE SHEET AS OF _______________________

## ASSETS

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$ _ _ _ _ _</td>
</tr>
<tr>
<td>Investments</td>
<td></td>
</tr>
<tr>
<td>Notes Receivable</td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td></td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td></td>
</tr>
<tr>
<td>Other Current Assets</td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Accumulated Depreciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automobile(s) (list on another sheet)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Furniture and Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Property and Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepayments and Deposits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Assets** $ _ _ _ _ _

## LIABILITIES

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes Payable</td>
<td></td>
</tr>
<tr>
<td>Wages Payable</td>
<td></td>
</tr>
<tr>
<td>Taxes Payable</td>
<td></td>
</tr>
<tr>
<td>Other Accounts Payable</td>
<td></td>
</tr>
<tr>
<td>Equipment Obligations</td>
<td></td>
</tr>
<tr>
<td>Long Term Obligations</td>
<td></td>
</tr>
<tr>
<td>Reserves</td>
<td></td>
</tr>
<tr>
<td>Proprietor's Account</td>
<td></td>
</tr>
</tbody>
</table>

**Total Liabilities** $ _ _ _ _ _

I, _________________________________, hereby certify that to the best of my knowledge and belief the above is a true and correct statement.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

Rev. 02/2020
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.

CPRABEGS October 23, 1993
RULES AND REGULATIONS GOVERNING APPEARANCE AND SAFETY OF FRANCHISED AND PERMITTED VEHICLES OPERATING IN THE CITY OF LOS ANGELES


Board Order No. 257 published Feb. 15, 1974

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

BE IT RESOLVED, that the Board of
Public Utilities and Transportation of the
City of Los Angeles hereby adopts the
following resolution and regulations:

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

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

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

ATTEST
RUTH E. GINN, Secretary

Board of Public Utilities and Trans-
portation 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 who may be interested, that ten
(10) days from the date of publication of
this Resolution why the proposed Rules
and Regulations set forth herein and the
Resolution should not be made effective.

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

ATTEST
RUTH E. GINN, Secretary

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

BE IT RESOLVED, that the Board of
Public Utilities and Transportation of the
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1. All franchised or permitted vehicles
shall at all times be maintained in a


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company and the driver.

2. The Department, by and through the
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inspect all franchised and permitted
vehicles on a yearly basis and main-
tenance records quarterly.

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

ATTEST
RUTH E. GINN, Secretary

Board of Public Utilities and Trans-
portation 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 22, 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 15, 1974.

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

ATTEST
RUTH E. GINN, Secretary

Board of Public Utilities and Trans-
portation City of Los Angeles.
BOARD ORDER NO. 238, BOARD OF PUBLIC UTILITIES AND TRANSPORTATION, CITY OF LOS ANGELES.

HEREAFTER, the Board of Public Utilities and Transportation has department that it is in the public interest to grant Public Transportation 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, granted and, for the drivers and grantees drivers shall be governed by the following rules and regulations until amended or repealed by the Board of Public Utilities and Transportation of the City of Los Angeles,

A. General Rules and Regulations Applicable to Vehicle Operation 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 and 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 plans of operation and its schedules of operation.
6. Each vehicle shall carry a sign or other certificate 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 sight 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 same shown in letters and numbers of a size and location approved by the Board.
8. A 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, 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.

IT DRIVERS AND PERMITTEES ARE INDIVIDUALLY AND INDIVISIBLY LIABLE FOR COMPLIANCE WITH THE ABOVE RULES AND REGULATIONS. LACK OF COMPLIANCE WILL CONSTITUTE A SUFICIENT 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:
1. Orders shall be made of each order taken for service and shall include the location of pick-up and destination, the date and time of the order, (i) time of pick-up, (ii) identification of vehicle dispatched, (iii) time of dispatch.
2. Orders and dispatch records shall be available to the Department of Public Utilities and Transportation for a period of at least 2 months.
3. Each vehicle shall be equipped with a radio transmitter and receiver capable of two-way communication with a dispatcher.
4. The driver at the vehicle shall keep himself oriented to the correct frequency for the area in which the vehicle is operating so that he shall be available at all times.
5. The driver shall make an accurate record of all trips and all service data of each trip as it may be issued by the company.
6. The driver shall discharge his passenger at a point other than the pre-determined destination, without adequate cause, if a passenger is discharged for cause, such shall be done at a reasonably close, well-parked place.

Dated at Los Angeles, California this 1st day of February 1972.

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

I HEREBY CERTIFY THAT THE FOREGOING RESOLUTION WAS RESPECTFULLY ADOPTED BY THE BOARD OF PUBLIC UTILITIES AND TRANSPORTATION AT ITS MEETING HELD AT 11:00 A.M. ON THE 7th day of February, 1972, and no objection having been received pursuant to notice given, said Resolution being designated as Board Order No. 238, was finally adopted by said Board at its meeting of February 1st, 1972.

Dated at Los Angeles, California, this 1st day of February 1972.

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

(2/1/72) 1st day of February 1972.
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 Driver’s 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:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Description of Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>20001</td>
<td>Hit and Run resulting in injury or death</td>
</tr>
<tr>
<td>20003</td>
<td>Hit and Run — failure to identify yourself to police or victim — injury or death involved</td>
</tr>
<tr>
<td>20004</td>
<td>Hit and Run death — failure to report to police or CHP</td>
</tr>
<tr>
<td>23104</td>
<td>Reckless driving — causing injury</td>
</tr>
<tr>
<td>23153</td>
<td>Driving while under the influence of alcohol or drugs — causing injury to others</td>
</tr>
</tbody>
</table>

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:

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

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:

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

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:
<table>
<thead>
<tr>
<th>Violation</th>
<th>Description of Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>20002</td>
<td>Hit and Run – property damage, including vehicles</td>
</tr>
<tr>
<td>23103</td>
<td>Reckless driving -- no injury</td>
</tr>
<tr>
<td>23152</td>
<td>Driving while under the influence of alcohol or drugs -- no injury</td>
</tr>
<tr>
<td>23220</td>
<td>Driver drinking while operating a motor vehicle on highway</td>
</tr>
</tbody>
</table>

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. GROUNDS 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. GROUNDS 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; 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

[Signature]

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

PAB
BlO-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

<table>
<thead>
<tr>
<th>Violation</th>
<th>First</th>
<th>Second</th>
<th>Third or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Using an unpermitted vehicle to pick up or attempt to pick up passengers in the City:</td>
<td>$500</td>
<td>$750</td>
<td>$1,000</td>
</tr>
<tr>
<td>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:</td>
<td>$500</td>
<td>$750</td>
<td>$1,000</td>
</tr>
<tr>
<td>c. Authorizing an individual to drive a company vehicle without a valid California Driver License:</td>
<td>$500</td>
<td>$1,000</td>
<td>Permit</td>
</tr>
<tr>
<td>d. Authorizing an individual to act as an attendant without a valid permit issued by the Department:</td>
<td>$500</td>
<td>$750</td>
<td>$1,000</td>
</tr>
<tr>
<td>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:</td>
<td>$1,000</td>
<td>$3,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>f. Failure to notify the Department when making a vehicle substitution prior to placing the substitute vehicle in service:</td>
<td>$100</td>
<td>$200</td>
<td>$300</td>
</tr>
<tr>
<td>g. Failure to pay annual vehicle permit renewal fees by due date:</td>
<td>$100</td>
<td>$200</td>
<td>$300</td>
</tr>
<tr>
<td>h. Failure to submit requested financial and statistical/operational reports when required:</td>
<td>$300</td>
<td>$400</td>
<td>$500</td>
</tr>
<tr>
<td>i. Failure to allow the Department reasonable access to company records:</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
</tr>
</tbody>
</table>
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 insurancce 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:

<table>
<thead>
<tr>
<th>First</th>
<th>Second</th>
<th>Third or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
</tbody>
</table>

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:
### Board Order No. 580

#### Page 4

#### 3. ATTENDANT PERMITTEES

<table>
<thead>
<tr>
<th>Violation</th>
<th>Penalty per violation:</th>
<th>First</th>
<th>Second</th>
<th>Third or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Acting as an attendant without a valid permit issued by the Department:</td>
<td></td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>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:</td>
<td></td>
<td>$500</td>
<td>$1,000</td>
<td>$2,000</td>
</tr>
</tbody>
</table>
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:

Penalty per violation:

<table>
<thead>
<tr>
<th>First</th>
<th>Second</th>
<th>Third or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500</td>
<td>$1,000</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

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 impose a three-year probationary period where 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.
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

B07-009a.kc.