

Drop Off: Vancouver City Hall / 415 W 6th St / Vancouver WA 98660
Mail: Vancouver Business Licensing / PO Box 8995 / Vancouver WA 98668-8995
Phone: 360-487-8410 ext 3 / **Email:** business.licenses@cityofvancouver.us
Website: www.cityofvancouver.us/businesslicense

City of Vancouver requirements and procedures for operating a taxicab company in the city, in accordance with Vancouver Municipal Code (VMC) 5.76, are summarized below.¹

TAXICAB COMPANY

1. Prior to operating a taxicab company in the city, each company shall:
 - Hold a valid city business license (per VMC 5.04),² **and**
 - Hold a valid city taxicab company special license. To obtain the special license:
 - Complete and sign the attached *Taxicab Company Special License Application & Attestation Form* – and make a copy for your records, **and**.
 - Submit following items to city, as indicated on top of application/attestation form:
 - (1) completed and signed form, **and**
 - (2) \$200.00 annual application fee.
Make check payable to “City of Vancouver”.
2. Upon date of city’s receipt of a complete form and fee payment, company will be authorized to operate its taxicab business in the city in accordance with VMC 5.76.

Note: Company that submits an incomplete form and/or payment will not be authorized to operate its taxicab company in city.

TAXICAB COMPANY DRIVERS

1. Prior to driving a taxicab in the city for a company that holds a valid City of Vancouver Taxicab Company Special License, each driver shall:
 - Meet driver standards set forth in Section B.2 and B.3 of the VMC 5.76 Administrative Rules (see attached rules), **and**
 - hold a valid city business license (per VMC 5.04).²

¹ The complete VMC 5.76 is found at: <https://vancouver.municipal.codes/VMC/5.76>, and the administrative rules adopted to implement the code are found at: <https://www.cityofvancouver.us/business/permits-licenses-and-inspections/business-and-special-licenses/tax-and-franchise-information/taxicab-co-and-tnc-operations/>.

² The City of Vancouver is partnered with Washington State Department of Revenue (DOR), Business Licensing Service (BLS), for the handling of its city business licenses; see information at: <https://www.cityofvancouver.us/businesslicense> or <https://dor.wa.gov/city-license-endorsements/vancouver>.



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COMPANY INFORMATION

Applicant Name _____ **WA UBI** _____

Doing Business As (DBA) _____ **City Bus Lic Expiration Date** _____
(IF DIFFERENT THAN ABOVE)

Physical Address _____
STREET CITY STATE ZIP CODE

Mailing Address _____
(IF DIFFERENT FROM ABOVE) STREET OR PO BOX CITY STATE ZIP CODE

Contact #1 Name _____ POSITION _____

Contact #1 Phone No. _____ **Contact #1 Email** _____

Contact #2 Name _____ POSITION _____

Contact #2 Phone No. _____ **Contact #2 Email** _____

IMPORTANT SPECIAL LICENSE INFORMATION

- Administrative Rules adopted by Taxi Code Administrator and referenced in Attestations section below are attached hereto.
- Special license is effective for one year from date of receipt by city of complete form and \$200.00 application fee, or original application anniversary date, whichever is later.
- No special license document will be issued by city. Retain copy of payment receipt, completed and signed application form, and attached Administrative Rules for your records.

COMPANY ATTESTATIONS

1. I attest that applicant's vehicles are in and will be compliance with Part "A" of the attached Rules "Vehicle Safety & Maintenance Standards" while in the City of Vancouver and operating under the authority of applicant.
2. I attest that applicant's operators are in and will be in compliance with Part "B" of the attached Rules "Driver Background & Training Standards" while operating vehicles in the City of Vancouver under the authority of applicant.
3. I attest that applicant is in and will be in compliance with Part "C" of the attached Rules "Insurance Standards" while conducting taxicab business in the City of Vancouver.
4. I attest that applicant is in and will be in compliance with Part "D" of the attached Rules "Operational Standards" while conducting taxicab business in the City of Vancouver.
5. I attest that I have authority to execute this application on behalf of the company making this application.

I hereby declare under penalty of perjury of the laws of the State of Washington that the information and attestations contained in this application are accurate and complete.

SIGNATURE OF OWNER OR AUTHORIZED COMPANY REPRESENTATIVE

DATE

PRINT NAME OF SIGNATORY

TITLE

CONTACT PHONE



The rules set forth herein apply to:

- Taxicab companies that operate (pick up passengers) in the City of Vancouver,
- Vehicles operated as taxicabs in the city, and
- Persons who operate taxicabs in the city.

The aforementioned companies, vehicles, and persons shall comply with all applicable standards specified herein, and each taxicab company shall affirm said compliance in its annual city taxicab company/TNC special license application and shall retain records providing evidence of said compliance for a minimum of six (6) years from the date of submittal to the city of its taxicab company/TNC special license application for the current special license year. Said records may be audited by the city upon request of the city manager or designate.

Note: Taxicab companies may impose stricter standards than those set forth herein.

A. VEHICLE SAFETY & MAINTENANCE STANDARDS

Each vehicle that is operated in the city as a taxicab shall comply with all vehicle safety and maintenance standards specified in Rules A.1-A.4.

1. **Age.** Each taxicab operating in the city shall be no more than ten (10) years old.
2. **Safety Inspection Certificate.** Each taxicab operating in the city shall pass an annual standardized vehicle safety test as performed by a National Institute of Automotive Service Excellence (ASE) Blue Seal Recognized Shop, or by an automotive technician with a current, valid ASE certification in any of the areas of ASE A4-A8. Said certificate shall be based on the vehicle passing a safety inspection that meets the standards set forth below, and is performed within one (1) year prior to the taxicab company/TNC special license application submittal date. Valid and current safety certificates issued in accordance with Portland City Code 16.40.150.G for taxicabs will be accepted by the City of Vancouver to comply with this rule.
3. **Inspection Standards.** At a minimum, each vehicle inspection required under Rule A.2 of these rules shall consist of a confirmation of the safe operation of applicable vehicle systems and equipment, and a review of the vehicle's exterior and interior condition and cleanliness. As a matter of guidance, the inspection may include a check of the following systems and equipment.
 - Brake system
 - Alignment
 - Tires and wheel systems
 - Suspension
 - Steering system
 - Transmission
 - Fuel system
 - Exhaust system, compliance with emission standards
 - Belts and hoses
 - Fluids (motor oils, antifreeze, transmission and brake fluids)
 - Heater and air conditioning
 - Drive train and axles
 - Lighting systems and turn signals
 - Seat mechanisms and seat belts
 - Airbags
 - Door locks and windows
 - Hood and trunk latches
 - Speedometer and other gauges
 - Battery and cables
 - Cooling system
 - Horn
 - Wiring
 - Glass
 - Windshield and window glazing
 - Wipers and washers
 - Mirrors
 - Body component soundness
 - Vehicle frame (rebuilt vehicle)



4. **Company Identification.** While in service in the city, each shall be clearly marked to allow a passenger, governmental official, or other member of the public to associate the vehicle with a licensed taxicab company, whichever applies, using uniform colors, markings and/or insignia that are in compliance with all other applicable federal, state, and local law and regulations.



B. DRIVER BACKGROUND & TRAINING STANDARDS

Each person that operates a taxicab in the city and the taxicab company which said person is affiliated with shall comply with the driver standards set forth in Rules B.1-B.5.

1. **Taxicab Company Requirements.** Each taxicab shall:
 - a. Affirm that each person driving for the company meets all driver standards set forth in this section of the rules based on a review of documented evidence collected by the company, and
 - b. Agree to revoke said person's authority to drive for the company if it finds that any driver standard set forth in this section of the rules is no longer being met by the person, and only reinstate his/her authority to drive for the company upon a finding by the company that all standards are again being met.
2. **Age and Driver's License Status Standards.** Each person who operates a taxicab in the city shall:
 - a. Be a minimum of twenty-one (21) years old,
 - b. Hold a valid driver's license as required by the State of Washington or State of Oregon,
 - c. Have held a valid driver's license in the United States for at least one (1) year from the date authorized to drive for the affiliated taxicab company, and
 - d. Have in force any required vehicle registration(s) and auto insurance policy(ies).
3. **Driving History and Criminal Background Standards – 5-Year Standards.** No person shall operate a taxicab in the city if said person has been convicted of one (1) or more of the following during the **five (5) years** prior to the date the person is authorized to drive for the affiliated taxicab company.
 - a. Driving under the influence of a controlled substance, or other alcohol or drug-related driving violation
 - b. Reckless or negligent driving
 - c. Hit and run, or leaving scene of injury accident
 - d. Fatal accident
 - e. Assault or violent crime
 - f. Gun-related violation
 - g. Sexual offense
 - h. Resisting or evading arrest or eluding law enforcement officer
 - i. Felony
 - j. Theft, robbery, or burglary



4. **Driving History and Criminal Background Standards – No Time Limit.** No person shall operate a taxicab in the city if said person is a registered sex offender.

5. **Defensive Driving Training.** No person shall operate a taxicab in the city if, within ninety (90) days of starting to operate a taxicab in the city, said person does not pass a nationally accredited, or equivalent, defensive driving training course and hold a valid certificate providing evidence of passing the course and maintaining certification as long as said person operates a taxicab in the city.



C. INSURANCE STANDARDS

Each taxicab company and its drivers shall comply with the insurance standards set forth in Rules C.1-C.2.

1. **Insurance Coverage Minimums - All Taxicabs and TNC Vehicles.** Each taxicab, while being operated in the city as such, shall have in force auto liability insurance coverage in an amount no less than one hundred thousand dollars (\$100,000) for any recovery for death or personal injury by one person, and three hundred thousand dollars (\$300,000) for all persons killed or receiving personal injury by reason of one act of negligence, and twenty-five thousand dollars (\$25,000) for damage to property of any person other than the assured.
2. **Proof of Liability Insurance.** Proof of required liability insurance shall be maintained in each taxicab, or shall be accessible on a smart phone held by the driver of said taxicab, while operating in the city.

D. OPERATIONAL STANDARDS

Each taxicab company and taxicab driver that operates in the city shall comply with the applicable operational standards set forth in Rules D.1-D.2.

1. Estimated Ride Cost.

- a. Upon the request of a potential taxicab rider, and prior to initiating a ride, the taxicab company or affiliated taxicab driver providing the ride shall disclose the estimated cost of the ride to the potential rider.

2. **Dynamic Market Pricing.** During periods of abnormal market disruptions, taxicab companies shall not initiate dynamic market pricing. For the purpose of these rules, “abnormal market disruptions” is defined as any change in the ground transportation market, whether actual or imminently threatened, resulting from stress of weather, natural disasters, failure or shortage of electric power or other source of energy, strike, civil order, war, military action, national or local emergency, or other cause of an abnormal disruption of the market which results in a declaration of a state of emergency by the city manager or designate, or the governor of the State of Washington, and “dynamic market pricing” is defined as a pricing strategy that sets highly flexible prices for products or services based on current market demands.