



Taxicab Business License Holder Checklist

*This page is for reference only. Businesses are required to keep all records on file for a minimum of **two years**.*

Required of all taxicab business license holders:

- Submit a taxicab business license application along with the applicable fee to the City Clerk's Office on or before April 30 each year.
 - License fees can be paid by cash, check (made out to the City Treasurer), credit card or through our online citizen access portal.
 - To pay by online, please contact the City Clerk's Office for instructions.

- Maintain a current list of drivers (name, address, phone number, DOB, driver's license number).

- Maintain a current list of vehicles (make, model, VIN number, license plate number).

- Maintain a registry of call origination.

- Obtain a criminal background examination through a third party that is accredited by the National Association of Professional Background Screeners for each driver at least once **every two years**.
 - Visit www.NAPBS.com or www.accreditedcra.com for information on accredited companies.
 - Holders must require that all drivers meet the minimum requirements of Section 52.05 of the Cedar Rapids Municipal Code.

- Obtain a driver history record check for each driver at least once **every two years**.
 - Visit <https://driverrecords.iowa.gov/> for information on obtaining a driver history for each of your drivers.
 - Holders must require that all drivers meet the minimum requirements of Section 52.05 of the Cedar Rapids Municipal Code.

- Provide all approved drivers with an identification card that shall be clearly displayed inside the vehicle.
 - ID cards must be of a **consistent** design for each taxicab business.
 - ID cards must be no smaller than 4" x 6".
 - All ID cards must include the name of the driver and a color photograph of the driver that is at least 2" x 3" in size.
 - ID cards must be typed, not handwritten.
 - ID cards must have a protective covering.
 - A driver may also provide identification information through an online platform that is reviewable to passengers from the time a ride is accepted through the duration of the trip.
 - This option can only be used if the business accepts rides solely through an online platform.

- Provide upon request a copy of a valid Iowa registration and an insurance certificate that meets the minimum requirements for each vehicle.
 - Currently the State of Iowa requires taxicabs to carry primary automobile insurance in the amount of \$1,000,000.

- Maintain and provide upon request proof that each vehicle has received an **annual** inspection performed by or under the direction of an ASE certified mechanic or similar accreditation.
 - Neither the holder nor the owner of a vehicle may inspect vehicles operating under the holder's license.
 - The inspection shall be no less than the scope of Exhibit 52.15(a).

- Ensure that rates are clearly posted for the customer by posting the rates on the outside of the vehicle or by using a rate card, digital platform or the internet.
 - Drivers shall provide fare estimates.
 - Drivers shall provide receipts upon request.

****Reminder****

The Police Department will be performing random audits of driver and vehicle records.

Office of the Cedar Rapids City Clerk

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Applications can be submitted electronically to clerklicensing@cedar-rapids.org.