



## 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**.*

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### ***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.
- 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](http://www.NAPBS.com) or [www.accreditedcra.com](http://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.
- 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.
- 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.