



Finance Department
Revenue Collection Division

NEW TAXI DRIVER CHECKLIST

Your appointment will be with: _____

on: _____ **at:** _____

1947 Center St, Berkeley CA 94704, 1st Floor Customer Service.

(Please call 510.981. _____ to schedule)

Please bring the following original items with you on the day of your appointment:

1. Current DMV printout of driver history (dated within last 30 days) from CA and all other states with any driving history (if no prior California driving history)
2. Original Driver's License
3. Original Social Security Card
4. Naturalized Citizens bring US passport or Naturalization certificate
5. Residents bring Original Resident card, asylum paperwork and/or Employment Authorization
6. Bank Check or Money Order for \$52.00 payable to: **DATCO** for drug screen (no personal checks, credit card or cash)
7. a letter from the Taxi company confirming employment offer *

You will be given the following paperwork to be completed and/or returned:

1. (3 forms) A Taxi Driver Application; a Taxi Operator Declaration; and a W-9 form
2. DATCO paperwork with locations for drug & alcohol screening
3. US - DOJ finger-print paperwork. Can be done at Berkeley or any Police Department or at any LiveScan location that provide service (*return to a carbon copy of form to the Finance department once completed).
4. Call SF Taxi School @ 415-202-3728 to schedule an appointment for 2hr Sensitivity Training, held on Thursdays 12:00 – 2:00. Cost is **\$50.00 cash** paid directly to school.
(*bring copy of Certificate to the Finance Department once course is completed)

TAXICAB OPERATORS DECLARATION

(Revised as of 12/13/03)

Please carefully read the Berkeley Municipal Code (BMC) section 9.52.060 as it appears below. If you have any question regarding this section of the BMC please contact the Finance Department at (510) 981-7200.

Section 9.52.060 Registration and licensing requirements--Conspicuous posting in vehicle.

- A. Driver's License Requirements. All drivers shall carry their license to operate a motor vehicle in the state of California at all times while operating a vehicle for hire in the City.
- B. Vehicles--Licensing and Registration Requirements. All vehicles for hire within the City shall carry the State Department of Motor Vehicles registration in the vehicle at all times and all such vehicles for hire shall be registered in the name of the taxicab business owner or the driver to whom a permit has been issued.
- C. Vehicle Permit Affixed to Vehicle. Every vehicle for hire authorized to operate under this chapter shall have attached to the left rear window a current vehicle permit issued by the City in accordance with the provisions of this chapter and all expired permits will be removed.
- D. Owner's Identification and Rates to be Displayed in Vehicle. Every vehicle for hire shall have conspicuously displayed in full view of the passenger or passengers a card not less than two inches by four inches in size which shall have stated thereon the name of the business owner, together with the business address and telephone number of the business, and the identifying number of such vehicle, and also the rates of fare to be charged for the use of such vehicle. Rates of fare are also to be conspicuously displayed in both the front and rear of the interior of the vehicle for hire.
- E. Driver's Permit--Required Posting. The driver's permit shall be posted in full view of the passenger at all times while said driver is operating the vehicle. Every driver's permit shall show the photograph of the driver, driver's permit number, name of the business owner by which the driver is employed, if any, a telephone number of the business and a City telephone number such that passengers may communicate complaints.
- F. In addition to the notices and information required by subdivisions (D) and (E) of this section, every vehicle for hire shall have in the passenger compartment, securely attached and centered 2 inches above the door handle of each rear passenger door, or as near thereto as feasible, a sign with the number of such vehicle for hire and the name of the business, in Grade 2 Braille. In addition, a sign with the same information shall be securely attached to the back of the front seat, visible to passengers seated in the passenger compartment, which is printed in sans serif or simple serif type, at least 5/8 inch high, but no higher than 2 inches, with letters and numerals that shall contrast with their background – either light characters on a dark background or dark characters on a light background. Likewise, the notices and information required by subdivisions (D) and (E) of this section shall be provided verbally, upon request of the passenger. (Ord. 6655-NS § 3, 2001: Ord. 6325-NS § 8, 1996)

I acknowledge that I have read, understand, and agree to the terms and conditions to the above section 9.52.060 of the Berkeley Municipal Code (BMC)

It is also my understanding that the Director of Finance or his/her designee may suspend and/or revoke approval to operate a taxicab, automobile for hire or tour vehicle for violating any of the provisions in Chapter 9 of the BMC or any ordinance relating to traffic or use of the streets. Failure to pay any judgments for damages arising from unlawful or negligent operation of the public vehicle, misconduct on the part of the owner, operator or driver which is not conducive to proper service to the public service to the public service for which a permit is granted.

Taxicab Company: _____

Driver Signature _____

Date: _____



Finance Department

TAXI DRIVER PERMIT APPLICATION (2 pages)

Complete the below driver permit application and submit it to the Finance Department at 1947 Center Street, 1st Floor. **Incomplete applications will not be processed.** If you have questions regarding the application and how to fill it out call the Finance Department at (510) 981-7200.

Name:		
_____	_____	_____
LAST	FIRST	MI
Address:		
_____	_____	_____
NUMBER/STREET	APT NUMBER	
_____	_____	_____
CITY	STATE	ZIP CODE
Telephone: (____) _____	(____) _____	_____
HOME PHONE	WORK PHONE	SOCIAL SECURITY #

CA Drivers License #: _____	Height _____	Weight _____
Sec (circle one): MALE FEMALE	Hair Color: _____	
Department of Justice Work Authorization Card #: _____		
Have you ever been convicted of a felony? [<input type="checkbox"/>] YES [<input type="checkbox"/>] NO		
If yes, describe the felony. _____		

Has your driver's license (including a chauffeur license) been suspended in the past two (2) years? [<input type="checkbox"/>] YES [<input type="checkbox"/>] NO		

WORK EXPERIENCE: Start with your most recent experience and work backwards. Experience operating a vehicle may be paid, unpaid, full time or part time. Your application will be considered incomplete and subject to rejection if this section is not complete.

Employer's Name, Address & Phone	
	From: Month _____ Day _____ Year _____ To: Month _____ Day _____ Year _____ Hours Worked Per Week _____
Reason For Leaving:	Duties:

Employer's Name, Address & Phone	
	From: Month _____ Day _____ Year _____ To: Month _____ Day _____ Year _____ Hours Worked Per Week _____
Reason For Leaving:	Duties:

May we contact employers listed above? [] YES [] NO
(If not, please indicate which employers you do not wish us to contact.)

I certify, under penalty of perjury, that all statements contained within the application are true and complete. I agree and understand that any misstatements or omissions of material facts herein will cause forfeiture, on my part, of all rights to employment within the City of Berkeley. I also understand that reference checks may be made regarding my past employment, and if I do not meet the documented requirements, I will be eliminated from the permit process.

 Print Name

 Signature

 Date

(Signature Required for Completed Application)