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.

- 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.

- 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.