



# TAXICAB OPERATOR LICENSE APPLICATION

City of Oxford  
 Oxford Police Department  
 11 South Poplar Street  
 Oxford, OH 45056  
 513-524-5240

## 1. Application and License Information

This is an application for a Taxicab Operator License per Chapter 725 (Taxicabs) of the Oxford Codified Ordinances. No person shall drive or operate a Taxicab unless duly licensed by the City of Oxford. Every applicant for a license as an Operator of a Taxicab shall make application to the Taxicab Licensing Official.

To qualify to drive a Taxicab within the City of Oxford, all individuals must provide the following information to the Taxicab Licensing Official and pass the following requirements. This license expires annually on January 20th.

Return completed application to Derrick Carlson, Oxford Police Department. If you have any questions please call (513) 524-5240 or email [dcarlson@cityofoxford.org](mailto:dcarlson@cityofoxford.org)

## 2. Applicant Information

Applicant Name:				
Address:				
City, State, Zip:				
Mobile Phone:				
Date of Birth:	Height:	Weight:	Hair Color:	Eye Color:
Taxicab Company Affiliation:				

## 3. You are required to secure, attach, and submit the following:

	Current valid Driver's License (the applicant must be at least 19 years of age)
	A current 2" x 3" color head shot photograph
	An Ohio BCI&I Report, commonly referred to as an Ohio Background Check, is required. This report can be secured from the Miami University Police Department. (attached hereinto)

The Taxicab Licensing Official shall approve or disapprove all applications for licensing based upon the applicant's BCI&I report, the applicant's local records check as well as any other information obtained during due diligence. Grounds for refusal of a license are as follows:

1. The applicant has been convicted of a theft offense within one year.
2. The applicant has been convicted of a felony theft offense within three years.
3. The applicant has been convicted of a drug sale offense; no limit.
4. The applicant has been convicted of a drug abuse offense within one year. The applicant has been convicted of driving under the influence of alcohol and/or drugs or being in physical control of a motor vehicle while under the influence of alcohol and/or drugs within the past two years.

5. The applicant has been convicted of a sexual offense; no time limit.
6. Any person who has a felony criminal record, a lengthy, or diverse criminal record who, in the opinion of the Taxicab Licensing Official, should not be issued a taxicab operator's license.
7. For any person whose convictions fall within the above guidelines, the date of conviction shall be deemed to be the later of the actual date of conviction or their release from incarceration resulting from the conviction.

By signing below, you acknowledge that you have read and understand the City of Oxford's Taxicab Regulations Oxford Codified Ordinance, Chapter 725, Entitled Taxicabs.

Applicant Name (printed):	
Signature:	
Date Signed:	

<b>For City Of Oxford Use Only</b>			
Date Received:	Received By:	Date Approved:	Approved By:

Oxford Operator License #: \_\_\_\_\_

\$25.00 Application Fee Paid: \_\_\_\_\_

## **CHAPTER 725**

### **Taxicabs**

- 725.01 Definitions.**
- 725.02 Powers and Duties of Taxicab Licensing Official.**
- 725.03 Taxicab License Required.**
- 725.04 Taxicab License Required Terms and Fees.**
- 725.05 Application for Taxicab Company License.**
- 725.06 Application for Taxicab Vehicle License.**
- 725.07 Application for Taxicab Operators License.**
- 725.08 Vehicle Windshield Sticker.**
- 725.09 Taxicab Company & Vehicle Identification, Painting and Lettering.**
- 725.10 Insurance Required.**
- 725.11 Taxicab Vehicle Inspection Requirements.**
- 725.12 Operator's Identification Card & Display.**
- 725.13 Fare Rate System and Schedules.**
- 725.14 Tobacco Smoke Free Taxicabs.**
- 725.15 Taxicab Operational Requirements.**
- 725.16 Change of Company, Operator or Vehicle Information.**
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- 725.18 Exempt Vehicles and Operations.**
- 725.19 License Revocation or Suspension.**
- 725.20 Penalty.**

#### **725.01 DEFINITIONS.**

As used in this chapter, the following terms shall have the meanings respectively ascribed to them:

- (a) "Taxicab" or "Vehicle" means and includes all motor driven vehicles carrying passengers for hire on the streets of the City, except motor buses operated on regular schedules and over regularly established routes.
- (b) "Taxicab Company" or "Company" means and includes every corporation, association, joint stock association, sole proprietor, firm or co-partnership, their lessees, directors, receivers, trustees, appointed by any court whatsoever, or personal representatives or assigns of any deceased owner, owning, controlling, operating or managing any Taxicab.
- (c) "Trade Name" refers to the public business name the Taxicab Company and/or Taxicab operates under.
- (d) "Operator" or "Taxicab Operator" refers to the driver of the Taxicab.
- (e) "Taxicab Licensing Official" is a City Employee who has been authorized by the City Manager, to oversee and manage the licensing and operation of Taxicab Companies, Taxicab Operators and Taxicab Vehicles in the City of Oxford.

#### **725.02 POWERS AND DUTIES OF THE TAXICAB LICENSING OFFICIAL.**

- (a) If the Taxicab Licensing Official finds from the application the provisions of this chapter and the Ohio Revised Code have been met, then in conformity with this

chapter, the Taxicab Licensing Official shall notify the applicant of the Taxicab Licensing Official's findings and a license shall be issued for each application in which all requirements have been met and licensing fees have been paid.

- (b) If the Taxicab Licensing Official finds the applicant has not complied with this chapter, the Taxicab Licensing Official may require the applicant to furnish, within 30 days, any additional relevant information that is required.
- (c) Taxicab Licensing Official may investigate, act upon, make findings upon and grant, deny, suspend or revoke Taxicab licenses. This Official may also place a Taxicab Operator or Taxicab Company on probation as defined within this chapter.

### **725.03 TAXICAB LICENSE REQUIRED.**

No Taxicab shall be put into service and operated as a Taxicab within the City of Oxford without first the Taxicab Company, Operator and Vehicle all being licensed and approved by the Taxicab Licensing Official.

- (a) To operate a Taxicab service within the City of Oxford, all three components must be approved by the Taxicab Licensing Official for the Taxicab to lawfully operate. These components are:
  - 1. Taxicab Company License is required for all Taxicab Companies wishing to operate within the City of Oxford as per Section 725.05.
  - 2. Taxicab Operators License is required to ensure all Taxicab drivers have been properly screened and pose no known risk to the public as per Section 725.07.
  - 3. Taxicab Vehicle License is required to ensure all vehicles being used as Taxicabs have been inspected and found to be roadworthy and safe for public use as per Section 725.06.

### **725.04 TAXICAB LICENSE TERM AND FEES.**

- (a) No Taxicab Company, Operator or Vehicle shall operate within the City Oxford until all fees have been paid in accordance with the City of Oxford Fee Ordinance.
- (b) Each component of the Taxicab license expires annually on January 20<sup>th</sup>. In cases of licenses issued for operation on or after July 20<sup>th</sup> of any year, the fee shall be one-half of the per annum fee.

### **725.05 APPLICATION FOR TAXICAB COMPANY LICENSE.**

- (a) Application for a Taxicab Company license for Taxicabs shall be made to the Taxicab Licensing Official. The following minimum information is required:
  - 1. The Taxicab Company name and address under which business it will be conducted.
  - 2. The trade name of the Company should it be different than the legal name.
  - 3. The name and address of the owner or operating officer of the Taxicab Company.
  - 4. The Taxicab Company's State of Ohio Venders Number.
  - 5. The Taxicab Company's Federal Tax Identification Number or EIN Number.
  - 6. Proof of Insurance which meets the standards in Section 725.10.
  - 7. The Fare System being used and the Fare Rate Sheet meeting the standards in Section 725.13.

8. The color scheme, logos, markings or lettering to be used on such Vehicle(s) which meets the standards in Section 725.09.
9. Any other information as required by the Taxicab Licensing Official.
10. A list of the Vehicles operating under this company's name and the Vehicle's Ohio Vehicle license number as per Section 725.06.
11. A list of Operators who will be driving under this Company's name and Ohio Operator's license number as per Section 725.07.

**725.06 APPLICATION FOR TAXICAB VEHICLE LICENSE REQUIREMENTS.**

- (a) Prior to a Vehicle being placed into Taxicab service, the Vehicle must receive a Taxicab Vehicle license. A Vehicle license will be issued after the Taxicab Licensing Official verifies the vehicle has met the following standards:
  1. A full description of the Vehicle is provided. Vehicle Year, Make, Model, Body Style, Color, license plate number and VIN.
  2. A photo copy of the current State of Ohio Vehicle Registration.
  3. Vehicle Safety Report as per Section 725.11. This report cannot be over 30 days old.
  4. A copy of the Vehicle Insurance certificate, verifying the insurance matches the requirements of Section 725.10.
  5. Vehicle Markings. The vehicle markings must match the approved marking scheme for the Taxicab Company for which the Vehicle will operate as per Section 725.09.
- (b) Once the Taxicab Licensing Official is satisfied that all the above Vehicle requirements have been met, the Taxicab Licensing Official will issue this vehicle a Taxicab Vehicle license.

**725.07 APPLICATION FOR TAXICAB OPERATORS LICENSE REQUIREMENTS.**

- (a) No person shall drive or operate a Taxicab unless duly licensed by the City of Oxford as herein provided.
- (b) Every applicant for a license as an Operator of a Taxicab shall make application to the Taxicab Licensing Official on forms to be supplied by the Taxicab Licensing Official. To qualify to drive a Taxicab within the City of Oxford, all individuals must provide the following information to the Taxicab Licensing Official and pass the following requirements.
- (c) Required applicant information.
  1. Name, Address and Telephone number.
  2. Date of Birth, Height, Weight, Hair Color and Eye Color.
  3. Current valid Driver's license.
  4. A current 2"x 3" color head shot photograph.
  5. The applicant must sign a release allowing the Taxicab Licensing Official to complete a BCI&I Report and a Local Records Check.
- (d) The applicant must be at least 19 years of age.
- (f) The Taxicab Licensing Official shall approve or disapprove all applications for licensing based upon the applicant's BCI&I report, the applicant's local records check

as well as any other information obtained during due diligence. Grounds for refusal of a license are as follows:

1. The applicant has been convicted of a theft offense within one year.
  2. The applicant has been convicted of a felony theft offense within three years.
  3. The applicant has been convicted of a drug sale offense; no limit.
  4. The applicant has been convicted of a drug abuse offense within one year.
  5. The applicant has been convicted of driving under the influence of alcohol and/or drugs or being in physical control of a motor vehicle while under the influence of alcohol and/or drugs within the past two years.
  6. The applicant has been convicted of a sexual offense; no time limit.
  7. Any person who has a felony criminal record, a lengthy, or diverse criminal record who, in the opinion of the Taxicab Licensing Official, should not be issued a taxicab operators license.
8. For any person whose convictions fall within the above guidelines, the date of conviction shall be deemed to be the later of the actual date of conviction or their release from incarceration resulting from the conviction.
- (g) The Taxicab Licensing Official is hereby authorized and empowered to establish such additional rules and regulations covering the issuance of taxicab operators licenses, not inconsistent herewith, as may be necessary and reasonable.
- (h) When the Taxicab Licensing Official is satisfied all the required conditions for a Taxicab Operators license have been completed, and the proper fees have been collected, a City of Oxford Taxicab Operators license will be issued to the applicant.

#### **725.08 VEHICLE WINDSHIELD STICKER.**

At the time the Vehicle license is issued by the Taxicab Licensing Official to the owner of a Taxicab, the Taxicab Licensing Official shall issue to such owner a windshield sticker showing the license number and the year for which such license was issued.

- (a) The sticker shall be applied to the lower right hand corner of the windshield and no person shall remove or transfer the same during the year for which it was issued.

#### **725.09 COMPANY & VEHICLE IDENTIFICATION, PAINTING AND LETTERING.**

- (a) Every Taxicab Company operating a Taxicab service under a license from the City of Oxford is required to provide to the Taxicab Licensing Official the design, color scheme or method of painting or lettering such Taxicabs operating for the Taxicab Company.
- (b) Each Taxicab Company operating within the City of Oxford shall have a unique trade name, markings and color scheme. The Taxicab Licensing Official may require modifications to the proposed markings should the proposed marking be too similar to other Taxicab Companies operating within the City of Oxford.
- (c) Such trade name, design, color scheme or method of painting or lettering shall meet the following requirements:

1. Trade Name: The name of the owner or the trade name under which the owner does business shall be displayed on each side of each Taxicab. Whenever, the name of the owner or trade name he/she does business under does not include any of the words "taxicab", "taxi", or "cab", then the word "taxicab" shall be displayed on each side of the Taxicab immediately beneath such name or trade name.
  2. Rooftop Sign: An illuminated roof top sign with the words 'Taxi or 'Cab' shall be visible. The sign will have a minimum size of 10" in width by 6" in height.
  3. Taxi Permit: When issued by the Taxicab Licensing Official the Vehicle Window Sticker will be displayed in accordance with Section 725.08.
- (d) All exterior markings and identification can be either permanent markings or temporary, with the exception of the Taxi Vehicle Permit window sticker.
- (e) All approved markings must be in place and visible when the Vehicle is being used as a Taxicab.

### **725.10 INSURANCE REQUIRED**

No Taxicab Company, Operator or Vehicle is permitted to operate as a Taxicab within the City of Oxford without having the required levels of insurance.

- (a) The Taxicab Company must have on file with the City proof the Taxicab Company has a commercial insurance policy in-force which provides liability coverage for said company in operating as a Taxicab company.
- (b) Each Taxicab Vehicle must have documentation on file with the City of Oxford providing proof of insurance which provides the following items:
  1. The Vehicle has an insurance policy in effect which insures the Vehicle for taxicab use.
  2. A Certificate of Insurance listing the City of Oxford as a Certificate Holder.
  3. The following minimum levels of insurance:
    - o \$300,000 in Combined Coverage or,
    - o \$100,000 in injury or death of one person per accident, and
    - o \$300,000 in injury or death of more than one person per accident, and
    - o \$100,000 in property damage coverage per accident.
    - o Or equivalent Bond
- (c) The City of Oxford shall be notified within ten (10) days of any lapse of insurance.

### **725.11 TAXICAB VEHICLE INSPECTION REQUIREMENTS**

- (a) As per Section 725.06 all Vehicles must provide Vehicle Safety Reports to the Taxicab Licensing Official prior to being issued a Taxicab Vehicle license.
- (b) The vehicle inspection facility can either use a City of Oxford Vehicle Safety Report or submit a similar report with approval of the City's Taxicab Licensing Official.
- (c) These reports must meet the following standards and requirements:
  1. All Vehicle Safety Reports will be performed by an ASE Certified Mechanic or a repair facility which has been approved by the Taxicab Licensing Official or an Ohio State Patrol station.

2. The Vehicle Safety Report must state that the vehicle meets or exceeds all normal and customary safety requirements as per ORC 4513.02 or conditions set forth in Section 725.11.
- (d) If any portion of the inspection is unsatisfactory, the Vehicle owner or operator shall cause the condition to be corrected before the issuance of the license is granted.
- (e) Vehicle Safety Reports shall be submitted to the Taxicab Licensing Official twice a year. Prior to January 20<sup>th</sup> and July 21<sup>th</sup>.
- (f) A new Vehicle Safety Report shall be submitted to the Taxicab Licensing Official when the Vehicle has been involved in a repairable accident or should the Taxicab Licensing Official feel the Vehicle warrants an additional inspection.

**725.12 OPERATOR'S IDENTIFICATION CARD AND DISPLAY.**

- (a) All Taxicabs in service within the City of Oxford are required to display a Taxicab Operator Identification Card. The Operator's Identification Card shall be placed in a location in the Taxicab where it is visible to passengers at all times.
- (b) Identification Cards shall be at least 3" by 5" in size and the lettering shall be a minimum height of ½ inch and contain the following information:
  1. Operator's full name.
  2. A two-inch by three-inch photograph of the Operator.
  3. Taxicab Company name or Trade Name.
  4. City of Oxford issued Operator's license number.

**725.13 FARE RATE SYSTEM AND SCHEDULES.**

- (a) Every Taxicab Company under license from the City of Oxford shall file with the Taxicab Licensing Official a complete schedule of fares and rates charged to passengers for transportation.
- (b) The City of Oxford allows for a Metered or a Flat Rate fare system to be used within the City.
- (c) Every Operator of a Taxicab under license from the City of Oxford shall display at all times a printed rate card of the fares and rates to be charged to passengers for transportation.
- (d) No Operator shall charge a fare or rate more than those so displayed, unless the Operator and patron have agreed prior to the service being performed.
- (e) Before any schedule of fares and rates charged are changed or increased and enacted, these changes must be filed with the Taxicab Licensing Official.

**725.14 TOBACCO SMOKE FREE TAXICABS.**

All Taxicabs licensed by the City of Oxford shall be tobacco smoke free.

**725.15 TAXICAB OPERATIONAL REQUIREMENTS.**

- (a) Every Taxicab shall be kept in a safe and sanitary operating condition, and shall at all times have all safety equipment required of Taxicabs by law.
- (b) All lost items found in the Taxicab must be turned into the Oxford Police Division.



- (c) All Taxicab accidents or patron incidents shall be reported to the Oxford Police Department within seven (7) days after the accident or incident occurs.
- (d) Ridesharing is permitted with the approval of the patrons in the vehicle.
- (e) Receipts are not required, but must be provided when requested.
- (f) The Taxicab Licensing Official or an Oxford Police Department official shall have the authority to inspect any Taxicab upon a patron complaint or a City official is concerned about the safety and/or roadworthiness of the Vehicle or Operator.

**725.16 CHANGE OF COMPANY, OPERATOR & VEHICLE INFORMATION.**

- (a) All Taxicab Company, Operator and Vehicle information required by the City of Oxford shall be kept current. It is the responsibility of the Taxicab Company to provide to the City of Oxford Taxicab Licensing Official all changes of Company, Operator and Vehicle information.
- (b) All changes of information and supporting documents shall be submitted to the Taxicab Licensing Official within seven (7) days after making such changes.

**725.17 TAXICAB STANDS.**

The City Manager may designate regular parking spaces for the Taxicabs, and may prescribe rules for usage of such stands suitable to an applicant's business and agreeable with the public convenience and welfare.

**725.18 EXEMPT VEHICLES & OPERATIONS**

- (a) The following vehicles and operations are exempt from the provisions of this chapter;
  - (1) Taxicab Companies whose place of business is outside the City of Oxford may bring passengers into the City and may pick up passengers within the City of Oxford for transportation outside the City limits;
  - (2) Hotel shuttles, Church transportation, Wedding transportation and similar limited use vehicles are exempt when used for private events; or
  - (3) Transportation Networking Companies or Ride Sharing Companies as defined by the Ohio Revised Code.

**725.19 LICENSE REVOCATION OR SUSPENSION.**

- (a) The Taxicab Licensing Official, after notice and a hearing, may permanently revoke or temporarily suspend a Taxicab Company, Vehicle, or Operators license for any of the following reasons:
  - (1) Licensee fails to file a complete and accurate application or a complete and accurate affidavit in applying for a duplicate license;
  - (2) Licensee fails to maintain accurate and current business and insurance information with the Taxicab Licensing Official;
  - (3) Licensee fails to maintain proper proof of insurance or proper levels of insurance as per Section 725.10;
  - (4) Licensee fails to pay any of the application fees; or
  - (5) Licensee requests to suspend operation.
- (b) After notice and a hearing, a Taxicab Operators license can also be suspended if:

- (1) Licensee has become physically or mentally incapable of driving a Taxicab; or
  - (2) Licensee has been convicted or has plead guilty to a crime involving moral turpitude.
- (c) A license suspended pursuant to Section 725.20(b) can be reinstated when satisfactory proof is presented to the Taxicab Licensing Official by medical certificate or complete recovery.

**725.20 PENALTY.**

- (a) Whoever violates or fails to comply with any provision of this chapter shall be guilty of a minor misdemeanor for a first offense and shall be fined not more than one hundred fifty dollars (\$150.00); upon subsequent conviction, such person shall be deemed guilty of a misdemeanor of the third degree and shall be fined not more than five hundred dollars (\$500.00) or imprisoned not more than sixty (60) days, or both.
- (b) A violation of any section of Chapter 725 shall be grounds for the suspension or revocation of a Taxicab Company, Vehicle, or Operators license. In the case of a new application, a violation shall be grounds to refuse to issue such license for a determinate period of time up to ninety (90) days, or permanently.

# Request for a Background Check (Civilian Fingerprinting)

## Section 1

Personal Information (please print)

Name: \_\_\_\_\_ If married, Maiden Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for background Check: \_\_\_\_\_

Have you lived in Ohio for the last 5 years?    Yes    or    No

## Section 2

Dietetic Board	Direct Copy to (select only one):	BMV Deputy Registrar
Ohio Dept. of Education	Ohio Dept. of Public Safety	Ohio Dept. of Insurance
Ohio Board of Nursing	BMV Dealer License	OPOTA
Respiratory Care Board	Ohio State Racing Commission	Social Work Board
Child Care Ctr-TypeA-ODJFS	Ohio Pharmacy Board	Lottery Commission
NONE	Ohio Dept of Liquor Control	Ohio Construction Board

I am taking the Black Ink Card(s) with me

I wish to mail my results (please write in address below)

I wish to pick up my results

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section 3

Background Check Type (select one):    Ohio \$36.00    FBI only \$38.00    Ohio/FBI \$60.00    Black INK card(s) \$14 + \$\_\_\_\_\$1 each additional card

Payment Method (select one):    Cash    Check    \*Charge to Department    \*Invoice    Bursar

## Section 4

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Ohio Bureau of Criminal Investigation and/or the Federal Bureau of Investigation to conduct a criminal records check for the information relating to me. I also voluntarily and knowingly authorize BCI to disseminate criminal conviction and juvenile delinquency adjudication records to the above listed address. I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI, the FBI, Miami University, and their employees from all claims and liability related to this authorized criminal record review and dissemination.



**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If Applicant is under 18 years of age, parent / guardian information needs completed:

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

## Section 5

\*Account number/invoicing address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>MUPD Use Only</b>	
Waiver verified by _____	Processed by _____
Entered by _____	HR Sheet _____ Ref. #: _____