



City of Coralville Checklist for Taxi Operations

- ❖ **Taxi Company Application \$20.00** (annually June 1)
 - **Department of Criminal History Report** (for each person listed as having ownership) Applicant is responsible for obtaining report. See separate "DCI" form. (\$13.00 if mailing, \$15.00 if faxing)
 - **Certified State of Iowa Driving Record** (can be obtained at Driver's License Department at Eastdale Mall, 1700 S. First Ave., Iowa City for \$5.50)
 - **Rate Card** showing the fare rate, hours of operation and complaint procedure card shall contain the following language: "Complaints regarding this taxicab's compliance with applicable regulations may be directed to the Coralville City Clerk on the form available at Coralville City Hall located at 1512 7th Street, Coralville, Iowa 52241 (319) 248-1700".
 - **Verification of 4 licensed vehicles**
 - **A list of all drivers** working for the Taxi Company from the company's insurance company. (Must have at least 4 drivers.)

- ❖ **Taxi License Decal Application \$60.00/per vehicle** (annually June 1)
 - **Certificate of Insurance** (be sure to list each vehicle year, make and VIN number of policy.) Policy should include 10 day prior written notice for any nonrenewal, suspension or cancellation; and one company certificate showing all vehicles.
 - **Certificate of Inspection** (we will accept certificates of inspection from the Iowa City Equipment Division or a certified mechanic showing the vehicle passed inspection).
 - **Taxi Meter Certification Form** filled out by a certified calibrator. We will accept the "City of Iowa City Taxi Meter Certification Form."
 - Decals are valid for a twelve month period only. New inspections and decals will be required and necessary paperwork provided.
 - Decals will be issued 24 hours after receipt of completed application or approval of Taxi Company License by the City Council.

- ❖ **Taxi License Driver Application** (annually June 1)
 - **Certificate of Insurance** (be sure to list each driver covered by policy. Policy should include 10 day prior written notice for any nonrenewal, suspension or cancellation; and one company certificate showing all drivers).
 - **Department of Criminal History Report** (for each driver). Applicant is responsible for obtaining report. See separate "DCI" form. (\$13.00 if mailing, \$15.00 if faxing.)
 - **Certified State of Iowa Driving Record** (Can be obtained at Driver's License Department at Eastdale Mall, 1700 S. First Ave., Iowa City for \$5.50 or online at <https://mymvd.iowadot.gov/Account/Login> for \$5.50 plus a \$1.50 service charge.)
 - **Copy of current chauffeur's license.**
 - Driver Authorizations are valid for a twelve month period only.
 - Driver Authorizations will be issued 3 business days after receipt of completed application and submittal of documentation or approval of Taxi Company License by the City Council.

IF YOU PLAN ON OPERATING A TAXI IN IOWA CITY OR OTHER COMMUNITY, PLEASE CHECK WITH THEM ON THEIR REGULATIONS.

NOTE: If your taxi company will be driving on state highways or the Interstate you should check with the IDOT Office for motor carrier requirements. Contact: Interstate Authority at (515) 237-3224.