



IOWA CITY TAXICAB ADMINISTRATIVE RULE # AR - 3

**Administrative Rule for Network and Metered Business License by the City Clerk
Date: June 9, 2016**

A. A business application shall include the following information:

1. The name and address of each person with an ownership interest in the business ("owner"), and the notarized signature of at least one owner. In the case of a corporation, LLC, or partnership, all officers, directors, members and persons owning at least a ten percent interest in the business is considered an owner.
2. The experience of each owner in the transportation of passengers.
3. The record of arrests / charges of misdemeanors and/or felonies, including traffic offenses, and certified state of Iowa criminal history or acceptable private background checks and certified state of Iowa driver's record for each owner. If the owner is not a resident of Iowa, certified criminal history of that state and certified driver's record of that state.
4. No business application will be accepted / approved without a color scheme approved by the Police Department.

B. Misc. Clerk Rules

1. All notifications from the City Clerk to the business will be made to the email address listed in the application. Changes to the rate card and business locations within Iowa City may be accepted electronically from the email address listed on the business application only or in person on forms provided by the City Clerk.
2. If a business office is located in Iowa City, the location must be submitted to the City Clerk and approved by Development Services (Zoning Office). Any changes in office location after approval must be resubmitted to the City Clerk (email is sufficient) and approved by Development Services (Zoning Office) BEFORE the business moves to a new Iowa City location.
3. All notifications from the City Clerk to a driver will be made to the email address listed in the application.

4. The driver photo identification card must be prominently displayed both in the front seat and the back seat: A) Front Seat: Either on the dash directly in front of the passenger seat or on the passenger seat visor. If it is on the visor, the visor must always be down when a passenger is in the taxicab. B) Back Seat: On the back side of the front passenger seat. The City will not provide any lanyard, plastic enclosure, or any other device to affix the photo identification card to the taxicab.
5. A business application (including a certified state of Iowa criminal history or acceptable private background checks and certified state of Iowa driver's record for each owner) and a rate card must be filed annually before inspection of vehicles for next licensing year.
6. The rate card must include the information shown on the City Clerk's rate card template shown below. Rates listed on the rate card must match rates on taximeter (this means that additional passenger increments must match the rate card). Formatting and color may vary but the content as shown on the template must be included. A business may charge less than the posted rates. If a business does not charge a fee listed on the template, "0" must be entered on the rate card. Destination rates must list a specific ending location outside the corporate Iowa City limits.

The following are examples of destination rates:

\$_____ Iowa City to Cedar Rapids Airport

\$_____ Iowa City to Riverside Casino

All rate card changes, including those that do not affect the taximeter calibration, must be filed with the City Clerk and each vehicle be verified by the City Equipment division for compliance within 10 days of filing a rate card charge with the City Clerk.

7. A business may charge a surcharge as defined in City Code. The City may authorize a surcharge that may be changed on a "special event" and will notify taxi businesses of this via email on the email address on the application. Special event surcharges will require the business to file a new rate card with the City Clerk with the language show on the template rate card below, and require verification by the City Equipment division.

