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CITY CLERK IOWA CITY TAXICAB ADMINISTRATIVE RULE # AR - # 6
IOWA CITY, IOWA

Administrative Rules for Vehicle Inspection for Metered Taxicabs by Equipment

Date: October 7, 2020

1. No metered taxicab will be inspected unless it matches the company's unique color scheme that has been approved by the Police Chief or designee.
2. No metered taxicab will be inspected without dated documentation as fully described below showing that the meter has been calibrated within the past thirty (30) calendar days.
3. No metered taxicab will be inspected if the vehicle does not have a lighted dome and the name of the taxicab business on each side of the vehicle.
4. All metered taxicabs over ten (10) model years old (by way of example, during the calendar year 2018, the model year must be a 2007 or older) shall be inspected as follows:
 - a. Exterior: Headlights, taillights, brake lights, directional signal lights, reverse light operation, hazard light operation, marker lights (including parking and side marker), operation of license plate lights, windshield, windshield washers, windshield wipers including rear wiper if so equipped, vent glasses, all other vehicle glass, glass window raisers, doors and door locks, trunk lid, trunk hood, and interior door handles, exhaust system, splash shields, bumpers, fenders, mirrors including rearview and outside mirrors, and body shall be inspected to ascertain that each is functioning properly. Tires shall meet Iowa Code Section 321.440. Each vehicle shall be maintained in a reasonably clean condition. There shall be no tears or rust holes in the vehicle body and no loose pieces such as fenders, bumpers or trim hanging from the vehicle body. There shall be no unrepaired body damage which would create a safety problem or interfere with the operation of the vehicle.
 - b. Interior: The rearview mirror, foot brakes, parking brakes, seat belts, horn operation, passenger interior light and air conditioning and heating systems shall be inspected to ascertain that each is functioning properly. There shall be no safety related warning lights illuminated in the instrument panel (i.e.: air bag light). The upholstery, floor mats, head lining, door panels and the trunk compartment shall be inspected to determine whether they are clean, free of tears, and that the trunk has sufficient space for passengers' luggage.

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c. Taximeter: Must be in good operating order and calibrated and sealed by a certified calibrator. A current Calibrator Certificate must be on file with the Equipment Division. Dated documentation must be provided to the city equipment superintendent or designee, on a form provided by the city, with each inspection and filed with the city clerk when the inspection is completed. Calibration date must be within thirty (30) calendar days prior to the annual inspection. Signage must be conspicuously displayed on the inside of a vehicle that states "If the meter is not working, this vehicle cannot operate as a taxi. Receipt for fare available upon request." The rate card must be prominently displayed to all passenger seats.

d. Soft Taximeter: In lieu of taximeters taxicabs may have eMeters or "soft" meters, which are a type of taximeter that utilizes a tablet or similar electronic device to calculate the charge instead of a mechanical device. Soft meters must be certified by an approved authorized third-party representative who has central, password-protected access to program rates for all soft taximeters in the fleet. Soft taximeters must be physically secured in the vehicle interior to the right of the driver. The soft taximeter must have a fare display large enough that a passenger who does not require corrective lenses is be able to read at all times when seated in the back seat of the taxicab. Hardware and software provisions must be in place that prevent the driver from changing the rates or modifying how the soft taximeter works in a taxicab.

Dated documentation of the certification must be provided by the approved authorized third-party representative to the City Clerk prior to the annual inspection or within 10 days prior to a rate change, and the Clerk will forward to the city equipment superintendent or designee. The certification date must be within thirty (30) calendar days prior to the annual inspection. For taxicab additions within the current year, soft meters will be verified using the most current certification on file. Signage must be conspicuously displayed on the inside of a vehicle that states "If the meter is not working, this vehicle cannot operate as a taxi. Receipt for fare available upon request." The rate card must be prominently displayed to all passenger seats.

e. Dome: A lighted dome attached permanently to the exterior roof of the taxicab with lettering that identifies the vehicle as a taxicab visible from the front and back of the taxicab. The lighted dome shall be a minimum size of twelve inches by one inch by three inches (12" x 1" x 3"). In the event the city equipment superintendent or designee determines that the permanent attachment of a dome to the exterior roof is not possible, the city equipment superintendent or designee may approve an alternative placement. If a phone number is provided the number shall be the same number that appears on the taxicab business application and rate card.

f. Color Scheme: A unique and distinctive color scheme and design, which has been approved by the police chief or designee.

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- g. **Lettering:** Each metered taxicab shall have the name of the taxicab business on each side of the vehicle in letters at least four and one-half inches (4 1/2") in height. Removable signs and peel-off letters shall not be allowed. Removable means that the city equipment manager or designee has determined that cannot be removed without using an instrument or tool, such as a sander. If a phone number is provided the number shall be the same number that appears on the taxicab business application and rate card. All other letters and numbers, except for the name of the taxicab business, shall not be greater than three inches (3") in height. Lettering may be allowed on a window, if approved by the city equipment superintendent or designee.
 - h. **Driver ID:** The photo identification card must be prominently displayed both in the front seat and the back seat. 1) **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. 2) **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. All metered taxicabs ten (10) model years old or newer (by way of example, during the calendar year 2018, the model year must be a 2008 or newer) shall (unless the owner wishes to have a full inspection as set forth in Paragraph 4 above) be inspected as follows:
- a. **Taximeter:** Must be in good operating order and calibrated and sealed by a certified calibrator. A current Calibrator Certificate must be on file with the Equipment Division. Dated documentation must be provided to the city equipment superintendent or designee, on a form provided by the city, with each inspection and filed with the city clerk when the inspection is completed. Calibration date must be within thirty (30) calendar days prior to the annual inspection. Signage must be conspicuously displayed on the inside of a vehicle that states "If the meter is not working, this vehicle cannot operate as a taxi. Receipt for fare available upon request." The rate card must be prominently displayed to all passenger seats.
 - b. **Soft Taximeter:** In lieu of taximeters taxicabs may have eMeters or "soft" meters, which are a type of taximeter that utilizes a tablet or similar electronic device to calculate the charge instead of a mechanical device. Soft meters must be certified by an approved authorized third-party representative who has central, password-protected access to program rates for all soft taximeters in the fleet. Soft taximeters must be physically secured in the vehicle interior to the right of the driver. The soft taximeter must have a fare display large enough that a passenger who does not require corrective lenses is be able to read at all times when seated in the back seat of the taxicab. Hardware and software provisions must be in place that prevent the driver from changing the rates or modifying how the soft taximeter works in a taxicab.

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2020 OCT -7 PM 3:11
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 - d. Color Scheme: A unique and distinctive color scheme and design, which has been approved by the police chief or designee.
 - e. Lettering: Each metered taxicab shall have the name of the taxicab business on each side of the vehicle in letters at least four and one-half inches (4 1/2") in height. Removable signs and peel-off letters shall not be allowed. Removable means that the city equipment manager or designee has determined that cannot be removed without using an instrument or tool, such as a sander. If a phone number is provided the number shall be the same number that appears on the taxicab business application and rate card. All other letters and numbers, except for the name of the taxicab business, shall not be greater than three inches (3") in height. Lettering may be allowed on a window, if approved by the city equipment superintendent or designee.
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6. Hours: Scheduled inspections shall be performed on Tuesday, Wednesday, or Thursday from 8:00 AM – 11:30 AM in 30 minute intervals.