

PROCEDURE FOR BEING CERTIFIED AS A DRIVER

Section 19 (See Appendix A) of the Taxicab and Limousine Regulations require all drivers who operate a taxicab or limousine in the City of Philadelphia to have a photo driver's certificate issued by the Philadelphia Parking Authority.

Taxicab applicants usually are not affiliated with a medallion owned company, while limousine applicants usually are affiliated with a limousine company. That difference has caused separate procedures to be set up in order to obtain the driver certificate.

SUMMARY OF DRIVER QUALIFICATIONS

The regulations must be consulted for a full understanding of the requirements.

1. Be proficient in English, sufficient to communicate with the general public, understand highway signs, respond to official inquirers and make and keep verifiable entries on reports and records.
2. Be twenty-one years of age.
3. Possess a current valid driver's license for at least one year. If the applicant had a license from more than one state in the past three years, it is the applicants' responsibility to get a certified copy of his driving record for the past three years from all states other than Pennsylvania.
4. An applicant's driving rights must not have been suspended during the last six months.
5. An applicant must not have any DUI convictions within the past three years.
6. An applicant shall not have accumulated driving offences that would equal nine points within the past three years in Pennsylvania or the equivalent in any other state. The total shall be prior to any forgiveness earned.
7. An applicant shall not have been convicted of a felony in the past five years in any jurisdiction. An applicant will also be disqualified if he is currently under supervision of a court or correctional institution for that conviction. If the applicant resided in any place other than Pennsylvania in the past five years, the applicant must get a certified copy of his criminal record from all such states other than Pennsylvania.
8. Applicant will be disqualified if he was convicted of a crime of moral turpitude.
9. Applicant may be disqualified if it is determined that he has been convicted or pled guilty to violations of any motor vehicle code and shows a propensity to be reckless or indifferent to the public health, safety or welfare.
10. Applicant must certified to be physically fit by a health care provider. There must be no reason why passengers in his vehicle would be endangered due to the health of the applicant.
11. Applicant cannot have any outstanding parking tickets, unless they are subject to a payment plan.

The following procedures must be complied with before a driver certificate will be issued.

TAXICAB DRIVERS

1. The applicant must appear at the Customer Service Window at the Taxicab and Limousine Headquarters at 2415 S. Swanson Street to begin the process. The following must be brought with him:

- a. Valid Driver License -
- b. Social Security Card - (original), if restricted - an INS authorization must be presented
- c. Working Papers or Visa if necessary
- d. Physical Form from health care provider due by test date or first day of class
- e. For Pennsylvania residents TLD will perform a criminal record check and driver record check. Residents of other states must supply a certified criminal record check for the past five years as well as a certified driver record check for the past three years.
- f. **All new drivers must take class training or utilize the training CD for self-training.**

A money order made out to the Philadelphia Parking Authority for:

- Classroom Training (includes Workbook): **\$115** Mon. To Thus. 9 to 4 PM
- At-home Training (includes CD): **\$85**

LIMOUSINE DRIVERS

1. Limousine drivers who have not been hired or conditionally hired by a limousine company must follow the same requirements as listed above at 1.a - f, for new taxicab drivers.

2. Limousine drivers who are affiliated with a limousine company will be aided by that company and have several choices available to them. This does not excuse the driver from taking and passing the certification test.

a. Driver must follow the steps listed above for taxicab drivers at section, 1.a.- f if he or she wishes to do all the processing without the aid of their perspective company. As long as it is clear that he is under the supervision of a limousine company, he will be issued a temporary certificate.

b. The perspective company may provide the TLD with all the documents by fax. At the same time payment must be received. The company must make arrangements to pay the application fee before any processing will be done. There are several ways to accomplish this with the use of a credit card or company check. That can be done by credit card, over the phone. Once payment is made TLD will then send a temporary driver certificate by fax and U.S. mail. A test date is included as well as a physical form that must be signed by a health care provider. The test will not be administered without it. It can be brought in on test day. A current CDL license can be substituted for the physical form. The temporary certificate is valid until the scheduled test date.

c. The company may send a messenger with all the documents and the application fee and that messenger returns the temporary certificate to the company so the driver may drive immediately. This is similar to b. without the use of the fax machine. If a driver does not have a Pennsylvania driver's license it is his responsibility to supply the TLD with a certified criminal record check for five years and a driver record check for three years.

d. If a driver wishes to do the entire process of submitting the application and being tested at the same time, he must do his own criminal record check and driver record check and bring it with him. He will also need a signed physical form. He will have to call _____ to set up a testing time. The test will not be administered unless all the documents are presented and testing fee is paid by an approved company check or money order.

RENEWALS FOR ALL DRIVERS

EXISTING DRIVER RENEWAL REQUIREMENTS:

Come to the Customer Service Window on any weekday between the hours of 9 AM and 4:30 PM to have your Driver Certification renewed. To be renewed you must have a current PPA driving certificate. Before your picture will be taken you must comply with the following requirements:

1. Pass a criminal record check which will be done by the TLD for all drivers who have resided in Pennsylvania for the past five years. All others must obtain a certified copy of the record check from all states they resided in during the past five years,
2. Have a satisfactory driving record as evidenced by a record check with PennDOT done by TLD. All others are responsible for getting a driver record check for the past three years from all states where they held a driver license.
3. Bring a money order or credit card for payment. The annual renewal fee is \$65.00. Money Orders should be made out to the Philadelphia Parking Authority or the PPA.