

VOLUNTARY SUSPENSION OF A CERTIFICATE OF PUBLIC CONVENIENCE (CPC)

This procedure will allow a holder of a Certificate of Public Convenience (CPC) to voluntarily put his CPC or individual medallion in suspension for good cause for up to one year, 6 months at a time or for a lesser period if appropriate.

See Regulation §29k.(2) dealing with suspension due to interruption of service.

If a certified company or medallion will be out of service for more than five consecutive days and has not informed the Authority by requesting "voluntary suspension," then they are subject to suspension with intent to revoke the CPC. Such reasons would include however are not limited to:

- The medallion owner may wish to leave the country,
- Lack or change of a vehicle or a driver,
- Illness,
- Financial difficulties,
- Pending sale of an individual medallion, limousine or dispatch company,
- Auto accidents (Reportable accidents as defined by the Motor Vehicle Code must be reported to the TLD)

Please note before the TLD accepts a CPC and/or medallion for Voluntary Suspension, all fines, fees and penalties (this includes parking tickets) must be paid or be under appeal and the assessments must be paid in advance for the suspension period requested. Placing a CPC or medallion under Voluntary Suspension will not exclude the company from paying the yearly or quarterly assessment.

Instructions:

1. File a written petition stating the request for a voluntary suspension, the time period desired and detailing the reasons this is necessary. It must be signed and verified by an owner or corporate officer if it is a corporation.
2. Suspensions will only be granted for up to 6 month periods at a time if necessary. If a continuous second suspension is necessary, which cannot be for more than an additional 6 months, this must also be requested in writing explaining the need for the extra time.
3. If a CPC is in voluntary suspension, no insurance is required. If a particular vehicle is not operating and is in voluntary suspension, insurance is not required on that vehicle.
4. **For medallion owners only:** The Medallion and meter must be surrendered and the vehicle placed out of service when the petition is granted. Once the voluntary suspension is approved, you must contact TLD Enforcement and provide your "suspension approval letter". The GPS equipment may not remain in a vehicle that is not parked in a secure facility while the medallion is under voluntary suspension. If a vehicle is not parked in a secure facility, you must contact TLD Enforcement at 215-683-9433 or at sdejesse@philapark.org to make an appointment to have the GPS equipment removed. You must provide your suspension approval letter to get an appointment.
8. **For limousine companies only:** The PPA-TLD registration permit stickers issued to the company's vehicles must be surrendered at the time voluntary suspension is requested.
9. A written request must also be submitted to take a CPC or medallion out of voluntary suspension. Upon being removed from the "voluntary suspension" status, Enforcement will be notified and your status will be reinstated to Active.
10. **Please note** having your medallion removed as a result of an inspection or GPS removal due to an accident, etc. does not automatically place your company under voluntary suspension. You are still required to follow the above steps to ensure that you are in compliance and to avoid any fines, impoundment or revocation. All matters concerning voluntary suspension must be addressed to Christine Kirlin, Deputy Manager at 215-683-9653 or by email at ckirlin@philapark.org.