



CERTIFICATED TAXICAB AFFILIATION CERTIFICATE SUPPLEMENTAL INFORMATION SHEET

OFFICE OF THE CITY CLERK LICENSE DIVISION
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Applications Accepted

Certified Taxicab Affiliation applications will be accepted on or after February 1, 2014. No applications will be accepted prior to this date.

Certified Taxicab Affiliation (CTA) Required

No new or renewal public passenger vehicle permit for a taxicab shall be issued on or after November 1, 2014, except to an applicant who is, or has entered into an agreement to be, affiliated with a certified taxicab affiliation.

Definition

Taxicab Affiliation means an association of taxicab permittees organized by incorporation, Limited Liability Company, partnership, individual ownership or other legally-binding cooperative association.

License Periods

Expire on July 31, irrespective of the date of issuance.

Fee

New: \$1000 Renewal: \$750
Amendment to Application or Plan of Operation: \$250
Quarterly Reports Late Fee: \$100

Additional Information Required

In addition to completed business and supplemental taxicab affiliation certificate applications, applicants must submit the following additional documents:

► **Safety Plan:** The affiliation's written plan to promote and ensure driver and passenger security.

► **Affiliate written policies:** A copy of the written policies of the affiliation requiring drivers to maintain a clean, professional and orderly appearance together with specific requirements established by the affiliation and affiliated permittees for driver dress or uniform.

► **Lease Description:** If any affiliated permit will be leased, either a copy of the lease or proposed lease or a detailed description of the lease terms, including costs apportioned to drivers for operation, fuel, dispatch service, maintenance, repair or other fees and charges.

► **Complaint Process:** A detailed description of the affiliation's complaint process, including the manner in which complaint records are to be retained and reported to the City Clerk.

► **Incomplete applications or applications received without the above documents will not be accepted.**

Changes

A certified affiliation shall notify the City Clerk whenever there is a change in any information that is reported in the application form or renewal application form. The certified affiliation shall make this notification in writing within 10 calendar days after the change occurs. Changes to be reported include the change of officers of a corporation or legal liability company and any significant change in ownership or financial control of the affiliation including a change of corporate stockholders previously provided with the application. A notice of change shall be accompanied by the fee provided in s. 81-125-4 for filing an amendment to the application or plan of operation.

Committee and Common Council Action

Applications for certification of all new and renewal taxicab affiliations shall be referred to the licensing committee for its recommendation as to whether or not the affiliations should be certified or the affiliation certification should be renewed.

Regulations

- A CTA must comply with the plan of operation submitted as a part of its application for certification as amended from time to time.
- A certified taxicab affiliation must provide taxicab service 24 hours of each day of the year upon demand for service to any address within the city.
- Taxicabs affiliated with a certified taxicab affiliation must be operated with dispatch services provided by the affiliation or under contract with the affiliation.
- Dispatch records shall be retained and information shall be made available to the City Clerk in a form and manner prescribed by the City Clerk.

Trip and Dispatch Records

Must be submitted electronically to the City Clerk quarterly within 30 days of the end of each calendar quarter.

- Quarter 1 (January 1-March 31) due April 30
- Quarter 2 (April 1 – June 30) due July 31
- Quarter 3 (July 1 – September 30) due October 31
- Quarter 4 (October 1 – December 31) due January 31

CTA Trip and Dispatch record requirements are located at Milwaukee.gov/license under Forms and Additional Information Heading.

Ordinances regulating Certified Taxicab Affiliations are located in Chapter 100 of the Milwaukee Code of Ordinances and may be viewed online at www/Milwaukee.gov/ordinances.