



Burlington International Airport Ground Transportation Application Instructions

Procedure

Taxicab (Queue) Carrier:

- **Definition** -- used in the business of carrying passengers for hire, with or without baggage, on the public highways of the City of Burlington and/or which receives or discharges passengers within the city limits or upon the grounds of the airport, as more fully defined in and licensed pursuant to section 30-17 of article II of the Code of Ordinances of the City of Burlington.

Courtesy Carrier:

- **Definition** -- used regularly for the transportation of customers between the airport and any hotel, motel, auto rental office or parking lot without cost to the passengers.

Contract Carrier:

- **Definition** -- used to make casual trips on call or under contract subscribed by the party served for the transporting of passengers, baggage or packages for compensation.

Complete Section 1 -- To apply for the following permits:

- Taxicab Queue Permit
- Contract Vehicle License
- Courtesy Vehicle Permit
- Transfer of Any Permit

Complete Section 2 -- To apply for the following licenses:

- Contract Vehicle Business License
- Contract Vehicle Driver's License
- Transfer of Any License

The following must be completed in order to receive a Contract Vehicle Driver's License:

1. Obtain complete driver's record from the DMV in Montpelier if new driver.
2. Complete Section 2 of the application (Taxicab/Contract Vehicle Driver's License).
3. Provide to the following fees in the form of check or money order:
 - \$45.00 payable to the Burlington International Airport for background checks.
 - \$30.00 payable to the Burlington International Airport for the application fee.

The approval process will take 5-7 business days. If/when you are approved, you will be notified to come to the Airport Ambassador booth to have your license issued. The licensing fee is \$75.00, which will also need to be a check or money order, made payable to the Burlington International Airport.

Upon approval of a permit or contract license, a sticker will be issued that must be displayed on the right front fender of the vehicle. A certificate will also be issued, which shall be displayed in the interior of the vehicle so as to be plainly visible to passengers at all times.

Note: Licenses and permits shall be issued annually on September 15th and shall expire and become void on September 15th of the next year, unless sooner suspended or revoked. It is the responsibility of the license/permit holder to renew each licensing year.

**Burlington International Airport
Section 2- Application for Queue/
Contract Vehicle Business License OR
Contract Vehicle Driver's License**

NOTE: Any false statements will cause automatic rejection of license

Applicant hereby authorizes and consents to the City of Burlington to obtain record information from the Vermont Criminal Information Center, the Vermont Department of Motor Vehicles, and a National Background Check Company per the City of Burlington Vehicles for Hire Ordinance, Section 30-28. Any person, firm, or organization providing information or records in accordance with this authorization and the City of Burlington is released from any and all claims of liability for compliance. Such information will be held in confidence as is permitted by law.

Applicant is applying for a: (select all that apply)

- | | |
|---|--|
| <input type="radio"/> Taxicab Business License (Queue) | <input type="radio"/> New Owner |
| <input type="radio"/> Contract Vehicle Business License | <input type="radio"/> Returning Owner |
| <input type="radio"/> Contract Vehicle Driver's License | <input type="radio"/> New Driver |
| <input type="radio"/> Updated License (Transfer) | <input type="radio"/> Returning Driver |

Last Name _____ First _____ Middle _____

List any aliases _____

Physical Address _____ City _____ State _____ Zip Code _____

Mailing Address (if different) _____ City _____ State _____ Zip Code _____

Home Phone # _____ Cell Phone # _____ Work Phone # _____

Email Address _____ Vermont Driver's License # _____

Height _____ Weight _____ Hair Color _____ Eye Color _____ Sex: Male Female

Date of Birth _____ Place of Birth _____ Social Security # _____

The Social Security Number and Sex information will only be used to obtain and verify criminal history information. If applying for an updated license, the above information will need to be completed as signing and dating the application before a notary public.

Applicant's place of residence for five (5) years previous to present address:

_____	Date _____ - _____
_____	Date _____ - _____
_____	Date _____ - _____
_____	Date _____ - _____

Names of all persons having management authority of business if other than owner or partners/officers:

Taxicab or contract business which applicant is employed or has been offered conditional employment:

Company _____ Address _____

City _____ State _____ Zip Code _____ Business phone # _____

Note: Signature required by business owner stating that you are employed or have an offer of employment with the business licensee,

**** Signature of Business Owner(s) _____**

Do you have at least two (2) years of driving experience? Yes No

Have you held a City of Burlington Contract Driver's License within the last 3 years? Yes No

If yes, state dates and employer. _____

Have you preciously been denied a Contract Driver's License? Yes No

If yes, date(s) _____

Do you have any physical or mental infirmities that would impair your ability to drive safely or assist passengers? Yes No

Has any driver's license that you have held or presently hold ever been suspended or revoked?

Yes No

If yes, state when, where and the reason. _____

Do you have any pending criminal charges or unresolved driving offenses in this or any other jurisdiction? Yes No

If yes, state when, where, and for what offense.

Have you ever been convicted of a violation of any federal, state, or local law of this or any other jurisdiction and if so, state when, where, and for what offense and the sentence of the court.

Yes No

Are you required to register as a sex offender? Yes No

Are you subject to an Abuse Prevention Order? Yes No

Are you addicted to drugs or alcohol? Yes No

Are you under the supervision of the Department of Corrections? Yes No

Declaration of Applicant

By signing below, you agree to hold the City harmless from any and all claims, demands, damages, causes of actions, and costs, including all costs of litigation, costs of any kind including attorney's fees, arising out of operation or use of a taxicab or other vehicle for hire licensed under this chapter.

You agree to abide by the terms and conditions of the City of Burlington Vehicle for Hire Ordinance and any airport regulations and to comply with all federal, state, or local laws. You acknowledge and agree that:

1. It is the obligation of a licensed taxicab driver or contract vehicle driver to notify the Taxi Administration Office of any suspension or revocation of his or her Vermont operator's license and to return to his or her taxicab driver's license or contract vehicle driver's license to the Taxi Administration Office within five (5) days of such suspension or revocation.
2. It is a violation of this ordinance for a licensee to continue to use or drive any taxicab or contract vehicle after suspension of his or her Vermont operator's license and the driver may be denied a taxicab driver's license or contract vehicle driver's license for up to 2 years from the date of the finding by the Appeals Panel of such violation by a licensee in addition to any other penalty which may apply under the Vehicle for Hire Ordinance.
3. It is a violation of this ordinance for a taxicab business licensee, contract vehicle business licensee, queue and/or ground transportation permittee to knowingly employ a driver who does not hold a valid Vermont operator's license, taxicab driver's license or contract vehicle driver's license required hereunder and/or to permit him or her to use or operate a vehicle licensed or permitted hereunder, and such business licensee or permittee shall be subject to a suspension or revocation including all taxicab registration & inspection permits, contract vehicle registration & inspection permits, queue permits and ground transportation permits issued to that licensee or permittee for the duration of each current license or permit and up to one (1) year thereafter for each license or permit.
4. Each question and answer and each statement made in the application, or any proof required shall be deemed material.
5. You hereby certify that all statements made in this application are true and complete, and agree and understand that any misstatements of material facts herein will result in denial of license or revocation of license if one has been granted to you.

Signature of Applicant

Date

Administrative Fees:

Contract Vehicle Companies:

Driver's License Application Fee-	\$30.00
National Background Check-	\$15.00
Vermont Criminal Conviction Report (VCIC) -	\$30.00
Vermont DMV Check-	\$16.00
• (New drivers only-must obtain from DMV in Montpelier)	
Driver's License Fee-	\$75.00
Registration and Inspection Permit-	
• Up to 15 vehicles	\$100.00 per vehicle
• Per vehicle after 15 at initial licensing or renewal	\$50.00 per vehicle
Per Trip Fees (Airport) -	\$1.00
Ground Transportation Permit Baggage Handler	\$500.00 per vehicle
Courtesy Vehicle Permit	\$125 per vehicle

Courtesy Permit Holders:

Courtesy Vehicle Permit-	\$125.00
Each additional Vehicle-	\$50.00

Taxi Companies:

Driver's License Application Fee-	\$30.00
National Background Check-	\$15.00
Vermont Criminal Conviction Report (VCIC) -	\$30.00
Vermont DMV Check-	\$16.00
• (New drivers only-must obtain from DMV in Montpelier)	
Driver's License Fee-	\$75.00
Registration and Inspection Permit-	
• Up to 15 vehicles	\$100.00 per vehicle
• Per vehicle after 15 at initial licensing or renewal	\$50.00 per vehicle
Queue Permit (Airport Requires Taxicab Vehicle License)	\$500.00 per vehicle
Ground Transportation Permit Baggage Handler	\$500.00 per vehicle
Courtesy Vehicle Permit	\$125 per vehicle

Replacement, Updates, and Transfer Fees:

<u>Replacement Fee (Lost)</u>	
• Taxicab and Contract Driver's License	\$30.00
<u>Updated License Fee (transfer to different company)</u>	
• Taxicab or Contract Driver's	\$20.00
<u>Replacement Fees for Vehicles</u>	
Taxicab or Contract Vehicle License	\$20.00
Queue Permit	\$20.00
Courtesy Permit	\$20.00
<u>Transfer Fees for Vehicles</u>	
Taxicab or Contract Vehicle License	\$50.00
Queue Permit	\$25.00
Courtesy Permit	\$25.00