

**Wharton Police Department
Mine Hill Township
Limousine Application Packet**

Please be advised of the following procedures for processing applications for limousine companies, drivers and vehicles:

1. Payment of the nonrefundable licensing fee will be made by check or money order only, **no cash**, payable to the Township of Mine Hill and attached to the application at the time it is submitted. The present fee schedule is:

Company:	\$ 50.00
Driver:	\$100.00
Car:	\$150.00
Van:	\$200.00

2. All applications shall be submitted to the Wharton Police Department. Review of applications will require at least (5) business days following submission of the application. Incomplete applications shall be rejected.
3. You will be notified by mail regarding approval or rejection of the application. You may request to be notified by email or fax if you prefer, but such a request must be made in writing to the Wharton Police Department, Office of the Chief.
4. Once the application has been approved, it will be forwarded to the Municipal Clerk. The Municipal Clerk will post the application on the Township Council Agenda for consideration at the next scheduled meeting. The Township Clerk will notify you of the Council's actions following the meeting.

Please contact my office should you have any questions regarding this procedure, 973-366-5893.

Anthony Fernandez
Chief of Police

Application Packet includes:

1. Mine Hill Township Municipal Application (Complete one application for the owner of the company and one for each driver of the company)
2. Limousine Operator/Driver Application (Complete one application for the owner of the company and one for each driver of the company)
3. Limousine Vehicle Application (Complete one application for each vehicle operated by the company)
4. Mine Hill Township Limousine License Ordinance
5. Go online to:
<http://www.state.nj.us/mvcbiz/BusinessServices/OperatorsEmployers.htm> or to your local NJ Motor Vehicle Commission Office, to obtain additional information and complete your application process.

**NOTE:
INCOMPLETE APPLICATIONS WILL BE
REJECTED.**

Township of Mine Hill

Limo/Taxi Driver's License Application (Pursuant to Chapter 5.28 of the Township Code - Ordinance #11-05)

General Instructions:

All Limo/Taxi Driver's Licenses shall begin on the first day of January each year and terminate on the thirty-first day of December of the same year.

All questions on this application must be fully and truthfully answered or the application will be deemed incomplete and will not be considered.

Fee:

Payment of the nonrefundable licensing fee will be made by check or money order only, payable to the Township of Mine Hill (No cash). Payment shall be attached to the application at the time it is submitted. The present fee schedule is:

Company: \$ 50.00
Driver: \$100.00
Car: \$150.00
Van: \$200.00

Personal Information:

1. Full Legal Name: _____
2. Residence Address: _____

3. If the applicant resided at the above residence for less than (5) years provide addresses and dates of residency for the past (5) years:

Address

Dates of Residency

<u>Address</u>	<u>Dates of Residency</u>
_____	_____
_____	_____
_____	_____

4. Date of Birth: _____
5. Proof of Citizenship or Legal Immigrant Status: Each applicant shall provide proof of U.S. Citizenship or legal Immigrant Status by providing either a Birth Certificate, Social Security Card, Green Card, etc.

6. State of New Jersey Driver's License # _____

7. Have you held a Driver's License in any other State? _____

8. If the answer to question is yes, list the states and driver's license numbers:

9. Have you ever been issued a Taxi or Limo Driver License by any other State, County or Municipality? _____

10. If the answer to question 9 is yes, list the Issuing Agency, Address and Licensing Dates:

11. If the answer to question #9 is yes, have any of these licenses ever been suspended or revoked? _____. If yes provide dates, details and documentation on a separate sheet.

12. List information regarding your employers for the past (5) years:

<u>Dates</u>	<u>Employer</u>	<u>Address</u>	<u>Occupation</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Medical/Physical Information

1. Medical Certification: Pursuant to section 5.28.090D of the Township Code, each applicant is required to submit with this application and any renewal, a certificate from a licensed practicing physician of this state, certifying that the applicant has been examined within the preceding thirty (30) days and that he or she has no infirmity of body or mind which might render the applicant unfit for the safe operation of a taxicab or limousine.

2. Physical Information:

Sex: _____

Race or National Origin: _____

Height: _____

Weight: _____

Hair Color: _____

Eye Color: _____

Identifying Marks, Scars or Tattoos: _____

Criminal/Driving Background Information:

1. State of New Jersey Background Check:

Pursuant to section 5.28.090 of the Township Code, each applicant is required to comply with N.J.S.A. 48:16-22.3a and submit to fingerprinting and criminal background check by the State of New Jersey. Applicants are required to submit with this application, a copy of the written notification from the Commissioner of Transportation, State of New Jersey, provided for in N.J.S.A. 48:16-22.a(1)(c), setting forth the Commissioner's determination that the applicant is qualified for employment as a limousine operator or driver. **NO APPLICATION FOR A TOWNSHIP LICENSE UNDER CHAPTER 5.28 WILL BE CONSIDERED WITHOUT PROVIDING THE STATE BACKGROUND CERTIFICATION.**

2. Arrest/Charge History:

Have you ever been arrested or summoned to court on any charge _____. (The question means not only traffic arrests but arrests and summonses of every violation which the applicant has committed or been alleged to have committed against the law)

Give details and disposition of every such charge: _____

3. Driving Abstract:

Each applicant hereby submits to the pulling of a complete Motor Vehicle Driver's License Abstract(s) from the State of New Jersey and any other state in which the applicant held a driver's license and a review by the Wharton Borough Police Department.

Acknowledgement of Receipt of Chapter 5.28

By signing and submitting this application, the applicant acknowledges receipt of a complete copy of Ordinance #11-05, Chapter 5.28 of the Township Code governing the licensing of Taxi/Limo Operators and Drivers and acknowledges the obligations provided therein for the maintenance of vehicles, posting of fares, maintenance of Trip Records and all other provisions of the Ordinance.

Submitted this _____ day of _____, 20 _____.

(Signature of Applicant)

(Printed Name of Applicant)

State of New Jersey)
) SS.
County of Morris)

Personally appeared before me, the undersigned authority, on
the day below written, _____, who is personally

known to me or who produced _____ as identification and who, being sworn, deposes and says that he is the individual making the foregoing application for a Limo/Taxicab Operator/Vehicle License; that the answers to foregoing questions and other statements contained therein are true of his own knowledge and belief and that he will report in writing to the Township Clerk any change in address that may occur while this license remains enforce:

Sworn to me this _____ day of _____, 20_____.

Notary Public
State of New Jersey

My Commission Expires:

POWER OF ATTORNEY

That the undersigned, _____ for the purpose of complying with the laws of the State of New Jersey relating to Registration of limousine vehicles in said state hereby; irrevocably appoint Janice Congleton, Chief Financial Officer of the Township of Mine Hill, and his/her successor in such office, as its true and lawful attorney for the purpose of acknowledging service of any process out of a court of competent jurisdiction to be served against the insured by virtue of the indemnity granted under the insurance policy or bond filed with the Township of Mine Hill, in conjunction with such registration in accordance with N.J.S.A. 48:16-14.

It is requested that a copy of any notice, process or pleading served hereunder be mailed to:

Township of Mine Hill
10 Baker Street
Mine Hill, New Jersey 07803

(Company Name)

(Signature)

By: _____
(Printed Name and Title)

State of New Jersey)
) SS.
County of Morris)

Personally appeared before me, the undersigned authority, on the day _____ below written, _____, who is personally known to me or who produced _____ as identification and who has satisfactorily identified himself/herself as the signer of the above referenced document.

Sworn to me this _____ day of _____, 20_____.

Notary Public
State of New Jersey

My Commission Expires:

Wharton Police Department

Application for Limousine Operator/Driver License

(Complete All Questions - Incomplete Applications Will Be Rejected)

Name of Employer:		
Employer Street Address:		
Company Telephone Number:		
Applicant's Name:		
Street Address:		
Date of Birth:		Social Security Number:
Driver License Number:		
Day Time Telephone Number:		
Night Time Telephone Number:		
Is a copy of the Criminal Background Check response attached?		Yes / No
Is a copy of the medical fitness certification attached?		Yes / No
Is a copy of drug test results attached?		Yes / No
Is a copy of proof of citizenship or immigration status attached?		Yes / No
Is a copy of the applicant's driver license attached?		Yes / No
Is the appropriate application fee attached?		Yes / No
Signature		Date
Do Not Write Below This Line Recommendation to Township Clerk		
Approved Denied		Date
Chief of Police		

Wharton Police Department Application for Limousine Vehicle License

(Complete All Questions - Incomplete Applications Will Be Rejected)

Name of Company:	
Street Address:	
Company Telephone Number:	
Applicant's Name:	
Street Address:	
Date of Birth:	Social Security Number:
Driver License Number:	
Day Time Telephone Number:	
Night Time Telephone Number:	
Vehicle License Plate Number:	
Vehicle Identification Number:	
Vehicle Year:	
Vehicle Make:	
Vehicle Model:	
Vehicle Color:	
Vehicle Parking Location (Zoning Approval Attached):	
Vehicle Capacity (Not Including the Driver):	
Is a copy of the Insurance policy and endorsements attached?	Yes / No
Is a copy of the Power of Attorney attached?	Yes / No
Is a copy of the Vehicle Inspection Certificate attached?	Yes / No
Does the vehicle a two-way communication as required?	Yes / No

Does the vehicle have a "First Aid Kit" as required?		
		Yes / No
Does the vehicle have a "Fire Extinguisher" as required?		
		Yes / No
Is the appropriate application fee attached?		
		Yes / No
Signature		Date
Do Not Write Below This Line Recommendation to Township Clerk		
		Approved
		Denied
Chief of Police		Date

Chapter 5.28

TAXICABS AND LIMOUSINES

Sections:

- 5.28.010** **Applicability.**
- 5.28.020** **Definitions.**
- 5.28.030** **License required.**
- 5.28.040** **Term of license.**
- 5.28.050** **Fees.**
- 5.28.060** **Issuance of licenses.**
- 5.28.070** **Insurance and power of attorney requirements.**
- 5.28.080** **State inspection, parking and sign requirements.**
- 5.28.090** **Photographs and fingerprints required—Age requirement.**
- 5.28.100** **Maintenance of regulated vehicles.**
- 5.28.110** **Schedule of fares.**
- 5.28.120** **Record of trips.**
- 5.28.130** **Traffic regulations and limitation on solicitation.**
- 5.28.140** **Refusal to issue license—Suspension or revocation.**
- 5.28.150** **Violations and penalties.**

5.28.010 **Applicability.**

This chapter shall apply to those persons owning or operating a taxicab or limousine regularly garaged or parked within the township or operating a taxicab, limousine or livery service within the township of Mine Hill which has its principal place of business within or conducts dispatching out of the township. (Ord. 11-05 § 1 (part), 2005)

5.28.020 **Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

“Driver” means any person who drives or will drive a regulated vehicle.

“Operator” means any corporation, partnership, sole proprietorship, association, or person in whose name any regulated vehicle is registered with the department of motor vehicles and/or who operates or

will operate any regulated vehicle, or who operates a taxicab, limousine or livery service within the township of Mine Hill which has its principal place of business within or which conducts dispatching out of the township.

“Regulated vehicle” means any vehicle engaged in the carrying of passengers for hire, including, but not limited to, taxicabs, limousines, vans, minivans, omnibuses and all similar vehicles, but not including those public conveyances regulated exclusively by state or federal law. (Ord. 11-05 § 1 (part), 2005)

5.28.030 **License required.**

It is unlawful to operate any regulated vehicle which is garaged or parked when out of service within the township of Mine Hill or which operates out of a business office located in the township of Mine Hill unless such regulated vehicle and the driver thereof are licensed pursuant to this chapter. (Ord. 11-05 § 1 (part), 2005)

5.28.040 **Term of license.**

All operator and driver licenses issued under this chapter shall be valid from the date of their issuance through the following January 1st. Renewed licenses shall be valid from January 1st through December 31st of the succeeding year unless suspended or revoked. (Ord. 11-05 § 1 (part), 2005)

5.28.050 **Fees.**

Operators shall be required to pay the following license fees:

A. For each regulated vehicle having a seating capacity of not more than five persons, including the driver: one hundred fifty dollars (\$150.00) per vehicle;

B. For each regulated vehicle having a seating capacity of more than five persons, including the driver: two hundred dollars (\$200.00) per vehicle;

C. For each driver: one hundred dollars (\$100.00). (Ord. 11-05 § 1 (part), 2005)

5.28.060 **Issuance of licenses.**

The township clerk is authorized to issue licenses for regulated vehicles and drivers of regulated vehicles upon receiving notice of approval of the applica-

tion(s) therefor from the township council. Each regulated vehicle license shall set forth the dates such license will remain effective and the maximum number of passengers permitted in the vehicle. The maximum number will be determined by allowing one passenger in the front seat and two or three passengers in each additional row of seating depending upon the type of seating available. Each driver's license shall set forth the dates such license will remain effective and shall include a current and clear picture of the driver, the driver's full name, the operator's business name, and a brief description of the driver, including his or her age, height, complexion, color of hair and color of eyes. (Ord. 11-05 § 1 (part), 2005)

5.28.070 Insurance and power of attorney requirements.

Operators, upon applying for a regulated vehicle license, shall furnish proof of an insurance policy covering each regulated vehicle and driver thereof in accordance with N.J.S.A. 48:16-1 et seq., as amended and supplemented from time to time. However, minimum coverage requirements for each regulated vehicle are as follows: for taxicabs, at least five hundred thousand dollars (\$500,000.00) per occurrence; for limousines and all other regulated vehicles, at least one million five hundred thousand dollars (\$1,500,000.00) per occurrence. Operators must produce proof that the required insurance policy will be in effect and has been prepaid for the entire period the requested license will be effective (usually June 1 through May 31). Each owner shall also execute and deliver to the township clerk the required power of attorney in accordance with N.J.S.A. 48:16-1 et seq., as amended and supplemented from time to time. (Ord. 11-05 § 1 (part), 2005)

5.28.080 State inspection, parking and sign requirements.

A. Operators must provide proof that each regulated vehicle has been inspected by a state-operated inspection facility for all required inspections after July 1, 2004. State-authorized private inspection facility inspections are no longer acceptable.

B. Operators must provide proof that each regulated vehicle has a garage or designated parking space located on private property where such vehicle will be stored when not in use. Written approval from the owner or renter of such private property must be produced. No more than one regulated vehicle may be stored at any single residential property location within the township of Mine Hill.

C. All regulated vehicles must have permanently affixed signs on the driver and passenger doors setting forth the operator's business name, regulated vehicle license number, the maximum number of passengers allowed by such license, and the business office telephone number. The letters and numbers on such signs must be at least three inches tall and two inches wide and must be clearly visible from a distance of fifty (50) feet.

D. The schedule of fares to be charged shall be clearly and prominently displayed in each regulated vehicle. (Ord. 11-05 § 1 (part), 2005)

5.28.090 Photographs and fingerprints required—Age requirement.

A. Each applicant for a regulated vehicle driver's license shall, upon making application therefor, furnish his or her existing driver's license for a record check and three recent photographs of passport size, one of which shall be retained by the township clerk, another which shall be affixed to the driver's license, and the third which shall be affixed to a card, suitably framed under any transparent covering such as plastic or other transparent nonbreakable glass covering approved by the police department and displayed in a prominent place in the interior of the regulated vehicle being driven. Such card must also contain a brief description of the driver, including his or her age, height, complexion, color of hair and color of eyes.

B. Each applicant for a license shall provide proof that he or she is at least twenty-one (21) years of age and is either a citizen of the United States or has legal immigration status.

C. Each applicant shall be fingerprinted for a criminal history background check in accordance with N.J.S.A. 48:16-1 et seq., and specifically N.J.S.A. 48:16-22.3a.

D. Each applicant shall submit, with the initial application and each annual renewal thereafter, a certificate from a licensed practicing physician of this state, certifying that the applicant has been examined within the preceding thirty (30) days and that he or she has no infirmity of body or mind which might render him or her unfit for the safe operation of a taxicab. (Ord. 11-05 § 1 (part), 2005)

5.28.100 Maintenance of regulated vehicles.

Every regulated vehicle licensed pursuant to this chapter shall be properly maintained and equipped at all times in accordance with the manufacturer's recommendations and the standards and regulations of the New Jersey State Motor Vehicles and Traffic Regulation Act and shall further comply with the following additional requirements:

A. The interior shall be clean and sanitary, meaning that the upholstery and carpeting shall be reasonably free from debris, tears, holes, cuts and stains. Maintaining the regulated vehicle in a sanitary condition means keeping the regulated vehicle free from defects which could adversely affect the health of passengers, such as the presence of volatile fumes, spoiled food or garbage, blood stains or any other items which could affect the health of passengers or the driver.

B. All doors shall open easily and close firmly. This provision requires the immediate repair of doors which cannot be closed by the standard handle for such door (i.e., closing the door with a piece of rope or wire). Furthermore, the door must not be able to be opened without using the door handle, and all locks on the vehicle must operate such as to prohibit the opening of any door while the lock is engaged.

C. Seat belts shall be fully functional and available for the driver and all passengers. Torn, damaged or missing seat belts must be immediately replaced.

D. The exterior shall be clean and free from rust and peeling paint, and all wheels shall be covered by hubcaps.

E. Dents shall not be larger than those that normally occur as a result of parking next to other vehicles, all dents larger than three inches must be repaired promptly. Dents shall be construed to cover

damage on any portion of the regulated vehicle, including bumpers and any other exterior facets.

F. Each regulated vehicle in operation must be kept in proper operating condition at all times, including but not limited to a properly functioning muffler and emissions system, a clear and undamaged windshield and windows (no tinting of rear windows shall be permitted after July 1, 2004). The police department of the township of Mine Hill may request an inspection or emissions test for any regulated vehicle if, in its sole discretion, cause exists to believe such regulated vehicle is not in compliance with the maintenance requirements set forth in this section.

G. Upon application for a regulated vehicle license or upon application for renewal of a license, a member of the Mine Hill township police department shall inspect each regulated vehicle for any violations of the requirements of this chapter. If any violations are found, the police department shall inform the township clerk that no license should be issued on the applicant's vehicle. Under such circumstances, the police department will inform the applicant what repairs need to be completed before issuance of a license can occur. In no way should the provisions of this chapter be interpreted as to prohibit an applicant from having a previously rejected vehicle reinspected after the required repairs are completed. An applicant aggrieved by any provisions of this section has an immediate right of appeal to the township council. (Ord. 11-05 § 1 (part), 2005)

5.28.110 Schedule of fares.

A. The schedule of fares shall be prominently posted in each regulated vehicle and shall be posted and available at all business offices.

B. The fare to be charged for the transportation of passengers to a location or at a distance not stated in the schedule of fares must be clearly agreed upon with all passengers prior to leaving the pick-up location. (Ord. 11-05 § 1 (part), 2005)

5.28.120 Record of trips.

The drivers of all regulated vehicles must keep a written record of each trip, including the date and

exact time the trip commenced and ended and the number of passengers carried. Trip records must be maintained by the operator for at least one year and must be made available for inspection by the police department of the borough of Wharton or any other law enforcement agency upon request. (Ord. 11-05 § 1 (part), 2005)

5.28.130 Traffic regulations and limitation on solicitation.

A. All drivers will be held fully responsible for compliance with all traffic, parking and safety regulations on the road. In addition, all passengers will be required to enter and exit all regulated vehicles through the door or doors closest to the curb where such passengers are waiting for pick-up or are being dropped off.

B. Regulated vehicles that are registered with the state as limousines shall not be allowed to solicit fares on the road and may only pick up passengers who have prearranged such limousine transportation by telephone. (Ord. 11-05 § 1 (part), 2005)

**5.28.140 Refusal to issue license—
Suspension or revocation.**

The township council may refuse to issue a license or suspend any license or revoke any license after notice and hearing if:

- A. This chapter is violated in any particular;
- B. The operator or driver has been convicted of a felony, misdemeanor or a significant violation of Title 39 of the Revised Statutes of New Jersey;
- C. The driver fails to render reasonably prompt and adequate service while driving a regulated vehicle, has contributed to injury to person or property, or for other good cause;
- D. The regulated vehicle has become unsafe or unsanitary, or the policy of insurance provided for in this chapter has been allowed to lapse and no substitute has been furnished prior to the effective date of such lapse. (Ord. 11-05 § 1 (part), 2005)

5.28.150 Violations and penalties.

Except as required by N.J.S.A. 48:16-1 et seq., any operator and/or driver found to have violated the

provisions of this chapter may have his or her license issued hereunder suspended or revoked by the township council, and repeat offenders are subject to revocation of all their licenses issued hereunder. Furthermore, upon conviction of such violations by the municipal court, any operator and/or driver shall be subject to one or more of the following: a fine not exceeding one thousand dollars (\$1,000.00), a term of imprisonment not exceeding ninety (90) days or a period of community service not exceeding ninety (90) days. (Ord. 11-05 § 1 (part), 2005)

TOWNSHIP OF MINE HILL

ORDINANCE NO. 19-08

**AN ORDINANCE OF THE TOWNSHIP OF MINE HILL,
AMENDING CHAPTER 5.28 OF THE ORDINANCES OF MINE HILL
GOVERNING TAXICABS AND LIMOUSINES**

WHEREAS, the Mayor and Township Council of the Township of Mine Hill have the authority to act to protect the health, safety and welfare of the residents of the Township of Mine Hill (the "Township"); and

WHEREAS, the Mayor and Township Council have determined that it is in the best interest of the Township to regulate, among other things, drivers, the ownership, licensing, operation and parking of taxicabs and limousines within the Township and to hereby amend the process for issuance of such licenses.

NOW THEREFORE BE IT ORDAINED AND ESTABLISHED by the Township Council of the Township of Mine Hill, County of Morris and State of New Jersey as follows:

SECTION 1. Section 5.28.060, entitled "Issuance of Licenses" shall be amended to read as follows:

5.28.060 Issuance of Licenses

The township clerk is authorized to issue licenses for regulated vehicles and drivers of regulated vehicles upon receiving notice of completeness of the application and approval of the application(s) as having complied with applicable regulations, ordinances and laws governing the drivers, ownership and licensing of taxicabs and limousines, therefor from the police chief or his/her designee. Each regulated vehicle license shall set forth the dates such license will remain effective and the maximum number of passengers permitted in the vehicle. The maximum number will be determined by allowing one passenger in the front seat and two or three passengers in each additional row of seating depending upon the type of seating available. Each driver's license shall set forth the dates such license will remain effective and shall include a current and clear picture of the driver, the driver's full name, the operator's business name, and a brief description fo the driver, including his or her age, height, complexion, color of hair and color of eyes.

If the township clerk refuses to issue a license, the application shall be forwarded to the township council for review and action in accordance with the terms of this Chapter and applicable law. Nothing contained herein shall be interpreted to entitle anyone to the issuance of any license hereunder.

SECTION 2. All ordinances or parts of ordinances that are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 3. In the event that any portion of this ordinance is determined to be

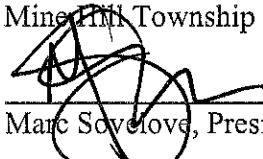
invalid, such determination shall not affect the remaining portions of this ordinance, which are hereby declared to be severable.

SECTION 4. This ordinance shall take effect immediately upon (a) final passage and (b) publication according to law.

I hereby certify the foregoing to be a true copy of an Ordinance passed by the Mine Hill Township Council at duly convened meeting held on November 6, 2008.

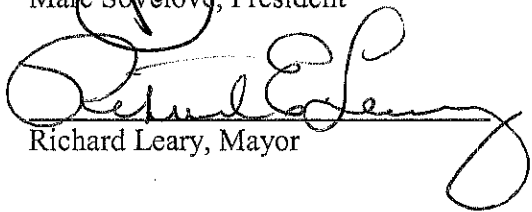
Adopted: November 6, 2008

Mine Hill Township Council



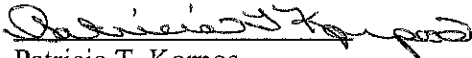
Marc Sovelove, President

Approved: November 6, 2008



Richard Leary, Mayor

Attest:



Patricia T. Korpos
Municipal Clerk