



Transportation and Public Works Department

P.O. Box 1088 Austin, TX 78767
512-974-1150

Charter Bus Service Operating Authority Application

1. Service Name: _____ Telephone #: _____

Business Address: _____ Fax #: _____
Street City State Zip

Email Address _____

2. The following information must be provided for the applicant, each officer, director, partner, and any other person who will participate in the business decisions of or who has the authority to enter contracts on behalf of the ground transportation service. This information will be provided on a separate page and attached to the application.

Name: _____ Driver's License #: _____

Address: _____ Telephone #: _____
Street City State Zip

3. Number of years of Texas residency: _____

Contact *IdentaGo* at 1-888-467-2080 to schedule an appointment to submit your fingerprints for a DPS nationwide background report. Ensure that you provide them with the City's six-digit service code, **11GYVN**, to ensure the report is electronically sent to us within 48-72 hours after fingerprint submission.

4. Describe all criminal convictions and attach a criminal history certified by the Texas Department of Public Safety. The certification of the criminal history information must have occurred within 30 days before the application submission. Suppose Texas residency has been less than three (3) years. In that case, the criminal history information must be provided and certified by the corresponding governmental authority in the former or current state(s) of residence.

5. A detailed description of the proposed service.

6. Number of Charter Bus permits requested: _____

7. A description of the applicant's charter bus service experience.

8. Provide the following information for each vehicle to be used to provide the service
(if additional space is needed include it on a separate page):

Yr.	Make	Model	Capacity	LP Number	VIN Number
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1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____

9. Do you provide transportation services for both intrastate and/or interstate routes? (Please circle) Yes or No

10. Name of Insurance Co.: _____ Agent Name: _____

Agent Phone #: _____ Agent Insurance License #: _____

11. The applicant must provide the following information and attach as part of the application:

- Copies of the appropriate following documents to verify that each vehicle proposed to be operated by the applicant is owned, leased, or under contract by the applicant:
 - Certificate of Title.
 - Lease/rental contract, or
 - Another contract as appropriate.
- Certified copies of any documents required by state law to be filed for the business entity to legally exist, and a statement from the Texas Secretary of State certifying that the business is in good standing if state law requires the entity to file documents with the Texas Secretary of State.
- Copy of DMV Certificate which contains:
 - Proof of insurance coverage under applicable state and federal law; and
 - Proof of valid and current operating authority issued by the federal and/or state government.
- An affidavit certifying that there are no outstanding judgments related to ground transportation service against a person described in Item #3 of this application.
- A copy of the company's Independent Contractor Agreement.
- Provide the department with a current list of drivers, the driver's license number of each driver, and a photocopy of each driver's valid, state-issued Class "B" or "C" commercial driver's license with a passenger endorsement and a certificate stating that the driver is physically qualified to drive a commercial motor vehicle issued by a qualified medical examiner.
- Submit a recent passing state inspection for each vehicle. Each type of vehicle must also be inspected by our department.
- Photos submitted for each type of vehicle. Photos must include pictures of the exterior front, back, as well as interior.

12. A \$159.00 non-refundable operating authority application fee must be submitted with the application. All documentation must be submitted within (30) days of a submitted application. If not, the application is void and a new application and an additional application fee must be submitted

I, _____ the applicant, do swear or affirm that all the information included within this application is accurate, and I understand that any omitted information or information found to be inaccurate will result in the denial of this application for operating authority or the revocation of an operating authority that is granted based on the information provided in this application. I also swear or affirm that I have read and understand Chapter 13-2 of the Austin City Code relating to Ground Transportation Services and agree to comply with the terms as written and as may be amended.

Signature of Applicant Date

THE STATE OF _____

COUNTY OF _____

BEFORE ME, the undersigned authority, on this day appeared,_____ known to me to be the person whose name is signed to the foregoing application and duly sworn by me states under oath that he has read the said application and that all of the facts therein set forth are true and correct.

Sworn to before me, the _____ day of _____, 20_____.

Notary Signature