



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 License #: _____

Address: _____ Telephone #: _____
Street City State Zip

3. Number of years of Texas residency: _____

Contact IdentoGO 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. Once you have submitted your application, ensure to contact our office to receive the service code for your background check.

4. Describe all criminal convictions and attach any final dispositions, probation certificates, community service, certified documents, defensive driving, etc., you wish to provide to support items listed on your background and/or driving record. If more space is required, please attach an additional sheet.

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 #: _____



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- 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.

