



Vehicle for Hire Drivers Permit Licensing Procedure for Greenville, North Carolina

A Reference Guide to Becoming a Driver



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General Information

The Vehicles for Hire (Greenville) Ordinance provides for the licensing and regulation of private hire operators, drivers and vehicles within the areas of the City of Greenville.

The purpose of regulation is to ensure the safety of the travelling public in Greenville, and give citizens and visitors confidence that the vehicle for hire industry is an honest and professional industry.

Greenville Police Department (GPD) is the Licensing Agency; that is responsible for the day to day licensing function for the City of Greenville vehicles for hire.

Any driver who continues to carry out vehicle for hire bookings in Greenville without a taxi driver's license will be liable to prosecution.

The American Disability Act places duties on both licensed taxi and private hire drivers to carry guide, hearing, and other assistance dogs accompanying disabled people, and to do so without charge.

Who needs to obtain a permit for vehicle for hire driver's license?

Everyone who drives a taxi, transport service, limousine or contract service vehicle in the City of Greenville or within 5 miles of the corporate limits must secure a taxi drivers permit.

A privilege license does not entitle you to drive a vehicle for hire. If you wish to carry out bookings you must obtain a taxi permit driver's license.

Part time and occasional drivers need to be licensed.

Is anyone exempt from licensing?

The only exemptions are those who drive solely for local government.

What criteria must I meet to obtain a license?

1. Age

You must be at least 18 years of age

2. Driving licenses

You must hold a full North Carolina driver's license.

3. Right to live and work

All applicants that apply for a license must have the right to live and work in the U.S. All other applicants will have to provide appropriate documentary evidence to prove their right to work in the U.S.

4. Fit and proper person

Chief of Police will only approve applications under this criterion if they are satisfied that the applicant is of good character". To determine license "good character" each applicant will be expected to:

- ❖ provide evidence of their driving history (i.e. a copy of their current driving license)
- ❖ declare any Mental Health/Sexual Offense Orders
- ❖ request an enhanced Criminal Records check disclosure of arrest or convictions of any federal or state laws before making an application

As soon as you have applied and paid for your taxi background check, and submitted your ten (10) panel drug test results then your application, drug results and your fingerprint cards should be completed and submitted to the Code Enforcement Division for processing.

Criteria for assessing Criminal background responses

Where the criminal background reports previous criminal convictions, the licensing agency will consider each applicant's suitability for

Licensing against the following criteria:

- ❖ Nature of the offense(s)
- ❖ Circumstances in which any offense was committed (a conviction for a consensual sexual act should not preclude an individual from being licensed)
- ❖ Circumstances of the individual concerned
- ❖ Overall conviction history
- ❖ Sentence imposed by the court
- ❖ The applicant's history as an "existing private hire driver" (if any)
- ❖ Any other character check considered reasonable (e.g. personal references)

What if I have a Commercial Drivers License? Am I still required to obtain a drivers permit?

If you have a Commercial Drivers License you are still required to secure a (taxi) driver permit.

Medical requirements for applicants for a drivers permit.

If you are completing an application to apply for an initial or renewal of your drivers permit you must undergo drug testing and provide a ten panel screening.

How much does it cost to become licensed?

In order to obtain a license you are asked to pay to Greenville Police Department Records Division a 30.00 initial application fee and 19.00 for a renewal. If your application is refused or withdrawn GPD will not refund the application processing fee. This does not include the cost for the drug test. The test results must accompany a medical waiver releasing your medical documents.

Further details regarding the licensing fees are found within the application packet.

How long is a license valid for?

If you are granted a taxi drivers permit it will be valid for one year from the date of issuance. Chief of Police has the authority to issue licenses for shorter periods but only in exceptional circumstances.

How will the public know I am licensed?

Code Enforcement Division will issue all successful applicants, a paper taxi permit identifying the permit holder.

The paper license will state

- ❖ Driver's name and address (on file GPD)
- ❖ Race, sex and age.
- ❖ The company for which they are licensed to operate under.
- ❖ Taxi permit number
- ❖ The date of issue and expiration date of the permit.

Will I be required to display a permit?

Yes. All licensed drivers must prominently post and display in the taxicab while on duty. The permit will be issued by the Code Enforcement Division upon the approval of the permit.

What steps must I follow to apply?

1. Criminal Records Check - Disclosure process

You must make an application for an enhanced criminal check via Greenville Police Department. Details of the process are included in the application pack.

2. Medical waiver and drug test results.

Make an appointment with your doctor's office or a facility that conducts drug screenings. Ensure that the doctor completes and returns to you the results of your test.

3. Forms of identification

All applicants are required to submit a clear and legible photocopy of their driving license showing their correct current address. If you have a photo card license and a paper counterpart, you must provide clear and legible photocopies (both front and reverse) of both these items. If you have a photo card or paper license only, you must provide clear and legible photocopies (both front and reverse).

4. Submitting your application – 'Check List'

Before you submit your application make sure you have checked that the application is completed by using the checklist on the front of the application form.

What happens if my application is refused?

If a license application is refused by Chief of Police we will inform the applicant in writing of the decision to refuse, the reason for refusal, about their right of appeal, what they need to do to appeal and the time in which they have to do it.

What should I do if any of my details change?

Contact the Code Enforcement Division at (252)329-4237.

Register of licenses

The Vehicle for Hire ordinance requires that the police department register of all taxicab, transport service vehicles, limousine and contract services vehicles that operate with in Greenville, North Carolina.

Any police officer or taxi inspector can inspect any vehicle for hire. To make an appointment please contact the following number: **(252)329-4237**.

Where can I find out more?

Telephone (252)329-4237

Fax: (252)329-4231

E-mail: cbarrett@greenvillenc.gov

Write to: Greenville Police Department, Code Enforcement Division

P.O. Box 7207

Greenville, NC 27834

Also, you can visit the City of Greenville website at www.greenvillenc.gov