INSTRUCTIONS: RENEWAL TAXI OWNER LICENSE
NO INCOMPLETE APPLICATIONS WILL BE ACCEPTED – NO EXCEPTIONS

THE FEE IS $100.00 - FOR EACH VEHICLE PER YEAR OR ANY PART THEREOF

APPLICATION PACKAGE INCLUDES:

a. Instructions for Renewal of Owner's license process
b. Application for Renewal of Taxi Owner's license
c. West Windsor Township Police Department Release Authorization*
d. Website to fill out SBI form online *
e. Power of Attorney Form
f. Chapter 165 Taxicab and Vehicles for Hire Ordinance

OWNER'S APPLICATION PREPARATION INSTRUCTIONS

All completed applications are to be turned in to the West Windsor Township Clerk's Office

Be aware that all names, company name and address must be the same on all submittals

Completed Application should include:

- Applicant to circle only ONE of the following and complete the relevant sections:

  a. Individual
  b. Partnership
  c. Corporation

- Applicant's signature must be notarized and sealed by a Notary Public on the application. This can be done by a Township Notary. The fee for this service is $2.00 per signature.

- **SBI Website Information:** To fill out the 212A SBI form online go to the NJ State Police website at https://www.njportal.com/njsp/criminalrecords/. When asked for the ORI number, enter NJ0111300. If you enter the ORI incorrectly it may result in non-processing of your form. Once you complete the form online you will receive an email confirmation receipt from the New Jersey State Police for SBI. Print and submit the receipt with the renewal application.

- West Windsor Township Police Department Release Authorization*

** **If there is a partnership listed on the application, then a separate SBI Form and West Windsor Township Police Department Release Authorization will need to be provided for each member of the partnership.***

- Power of Attorney form filled out

- Copy of executed lease if vehicle is leased to another party

- Copy of State Driver's License (New Jersey, New York or Pennsylvania licenses are acceptable). If out of state driver, a **certified** driver's abstract from Motor Vehicle Commission **must** be provided.

- Copy of alien registration card or work permit if applicable

- Copy of Vehicle Registration. Be advised that a license plate number must be provided on the application even if it is a temporary tag number. The Police Division will require the owner to provide a new tag number within 30 days of inspection.

- Fee of $100.00 (money order or personal check payable to West Windsor Township or exact cash).

Certificate of Liability Insurance

Certificate of Insurance should include the following: WWT as certificate holder and additional insured, insurance company name, Insurance policy number, effective dates of insurance policy, year and type of vehicle insured, and Vehicle Identification Number

Amount of insurance coverage (**minimum $300,000)**

Liability should be broken out as follows:	Bodily Injury per Person	$100,000
	Bodily Injury per Accident	$300,000
	Property Damage	$50,000

CERTIFICATE OF COMPLIANCE (Letter of Consent – Proof of Insurance)

A Letter of Municipal Consent signed and sealed by the Township Clerk will be issued to applicant for a fee of $25.00 upon submission of all other required forms.

Vehicle Inspection

Applicant is responsible for arranging an appointment with the West Windsor Police Division's Traffic Officer for vehicle inspection. The Traffic Officer can be reached at (609) 799-1222. **Do not** go to the Police Division without an appointment or you will be turned away.

Items To Be In Each Taxi

- West Windsor Township License Placard –Must be displayed and visible inside the vehicle
- West Windsor Township Placard regarding receipt policy
- Each car to have receipts (These are the responsibility of owner to provide to drivers)
- Laminated West Windsor Township Map
- Rate Booklet for West Windsor Township

- Rate Sheet for Out of Town locations
- Complaint/Comment Cards (These are ordered from Allegra in Dayton and given out by the Clerk's Office)

Vehicle Should be Equipped With the Following Items

- "West Windsor" on both rear doors in 3" high letters
- Taxi number clearly visible on right and left side rear quarter panels and trunk centerline in 3" high letters
- Dome light displaying company name and taxi number
- Trade Name of Taxi lettered on the exterior
- Be sure to have your taxicab signs on your vehicles per the new NJ State Statute **or you will fail** inspection.

REPLACEMENT LICENSE:

A replacement license is issued for a $25.00 fee.

CHANGES OF VEHICLE INFORMATION:

The following is mandatory when changing vehicles:

Must be reported to the Township Clerk within THREE (3) days per Township Ordinance

a. New Taxi Owner's application completed
b. New Certificate of Insurance
c. New vehicle inspection completed by Traffic Division
d. New license to be issued
e. Taxicab markings placed on new vehicle
f. Fee is $100.00

TOWNSHIP OF WEST WINDSOR
MERCER COUNTY, NEW JERSEY

APPLICATION: TAXI OWNER'S LICENSE (Renewal)

The fee for the Owner's License is $100.00 per vehicle for the year or any part thereof.

Date of Application:_____ Fee Paid:_____ Check/Money Order No.: _____
Receipt No.: _____

INDIVIDUAL / PARTNERSHIP / CORPORATION (*circle one*):

_____

(Print Your Name and Name of Company)

NOTE: DO NOT ACCEPT INCOMPLETE APPLICATIONS

GENERAL INFORMATION: (*All applicants must complete*)
ADDRESS: _____
_____
MAILING ADDRESS (*if different from above*): _____
Phone Number: _____ Business Phone Number: _____
Cell Phone Number: _____
Has the applicant, any partner, or any stockholder ever been convicted of a crime?_____ If so, explain fully._____
_____
_____
Has the applicant, any partner, or any stockholder ever been licensed to operate a vehicle for hire?_____
If so, explain fully._____
Has this license ever been suspended or revoked?_____
List dates and reasons for suspension/revocation:_____
_____
Has the applicant, any partner, or any stockholder ever been licensed as an owner of a vehicle for hire?_____
List date/place of licensing_____
Has this license ever been suspended or revoked?_____
List date/place/reason for suspension/revocation:_____

VEHICLE INFORMATION: (*All applicants must complete*) Taxi Number (If vehicle is taxi) _____
Make of the vehicle to be licensed _____ Model_____ Year _____
Color_____ Vehicle Identification No._____
Passenger Capacity _____ N.J. License Plate No. _____ (Attach copy of registration)
Insurance Company_____ Policy Number_____
Policy Expiration Date _____Age of Vehicle_____

FOR AN INDIVIDUAL APPLICANT: If applying as an individual, the following questions must be answered:
Place of Residence:_____
_____
Are you a U.S. citizen?_____ If not, are you a legal resident alien? _____Please attach a copy of work permit or alien registration card.

Places of employment during the past five years: **Do not leave blank or your application will not be processed**.
_____
_____
_____
_____
_____

FOR A PARTNERSHIP: If the applicant is a partnership, the following questions must be answered:
Branch Office: (if any) _____
Names and addresses of all partners:
_____residing at_____
_____residing at_____
_____residing at_____
_____residing at_____
_____residing at_____
Are all partners U.S. citizens?_____

Place of previous employment for each partner: **Do not leave blank or your application will not be processed**.
_____
_____
_____
_____
_____

FOR A CORPORATION: If the applicant is a corporation, the following questions must be answered:
Branch Office (if any):_____

In what State are you incorporated?_____

Names and addresses of officers and directors:

President_____ residing at_____

Vice-Pres._____ residing at_____

Secretary_____ residing at_____

Treasurer_____ residing at_____

Director_____ residing at_____

Director_____ residing at_____

Are all officers and directors U.S. citizens?_____
List stockholders who hold over 10% of the corporate stock.

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

The facts set forth in this application for a Vehicle Owners License are true and complete. I understand that **false statements on this application shall be considered sufficient cause for denial, suspension, or revocation of my license for the balance of the license year.**

Applicant Print Name _____ Signature: _____ Date:_____

Sworn to and subscribed before me this _____day of _____, 20_____

_____ _____
Notary Print Name Notary Signature

FOR POLICE USE ONLY
VEHICLE INSPECTION

Owner:_____

Address:_____

Year:_____ Make:_____ Model:_____ Color:_____

N.J. License Plate Number:_____ Vehicle Identification No:_____

Driver at time of Inspection: _____

Driver's License No._____ Taxi Number:_____ Age of Vehicle_____

Safety Condition of Vehicle:

Horn_____Cleanliness_____Lights_____Vision_____Windows_____Side View Mirror_____

Wipers_____State Inspection Stamp_____Tires_____

Body Condition of Vehicle:_____

_____

Is vehicle equipped as follows:
_____Is complaint procedure posted in vehicle and Complaint Cards Available for Passengers?
_____ Does the vehicle have "West Windsor" on both rear doors?
_____ Is taxi number clearly visible on right and left side rear quarter panels and trunk centerline?
_____Is vehicle equipped with a dome light displaying company name and Taxi #?
_____Is trade name of taxi lettered on its exterior?
_____ Is Township map available in vehicle?
_____ Is Rate Card (authorized approved rates) in vehicle?
_____ Is Receipt Notice Posted and Receipts available for Passengers?

POLICE DEPT. VEHICLE INSPECTION DATE:_____INSPECTED BY:_____
Date Fingerprint Records Checked:_____Results:_____
Date municipal and County Records Checked: _____

Comments:_____

Approval Recommended:_____ Denied:_____

_____
Signature of Police Chief

Taxi No._____

WEST WINDSOR TOWNSHIP POLICE DEPARTMENT
20 Municipal Drive • P.O. Box 38
West Windsor, New Jersey 08550
JOSEPH M. PICA, JR., Chief of Police
(609) 799-1222
FAXES (609) 799-6338 • (609) 799-6515 • (609) 897-9010

Records (609) 799-9282

RELEASE AUTHORIZATION

To all Courts, Police Departments, Probation Departments, Selective Service Boards, Physicians, Hospitals, Employers, Educational and other Institutions and Agencies without exception:

I, _____, am making application for_____

_____to the West Windsor Township Police Department. As a result, an investigation is being conducted to determine my eligibility.

Therefore, you are authorized to release to the West Windsor Township Police Department, or its representative, any and all information, documentary or otherwise, pertaining to me, that they may request.

A photostatic copy of this authorization shall be considered as effective and valid as the original.

DATE _____

SIGNATURE _____

WITNESS _____

SOCIAL SECURITY # _____

_____

NOTARY SIGNATURE

SEAL

February 19, 2015

The New Jersey State Police (NJSP), State Bureau of Identification (SBI) requires the electronic submission of form 212A criminal history background checks. Go online to enter your information into the form on the New Jersey State Police website https://www.njportal.com/njsp/criminalrecords/

An ORI number will be needed when filling out the online form. It is NJ0111300. Once the online form is completed you will receive an email confirmation and receipt that will include a confirmation number. This email receipt must be printed and submitted with your renewal application. Be aware if you enter the ORI incorrectly it may result in non-processing of your form. Each submission costs $20.00 which is payable by Visa, Master Card, Discover, or American Express credit or debit card.

POWER OF ATTORNEY

In accordance with the statutes of the State of New Jersey, I hereby appoint the Township Clerk of the Township of West Windsor as my attorney-in-fact upon whom all original process in any action or legal proceeding against me or the corporation of which I hold the office of _____ caused by the operation of any vehicle owned or operated by the undersigned, or for any other cause related to the issuance of a license, and further agree that such service shall have the same force and effect as if served on me (or the corporation of which I am an officer). I further understand that the Township Clerk shall mail a copy of said process by regular or certified mail to the address that appears on this statement, or such other address as requested in writing, within 15 days of receipt of the same.

_____
Signature of Applicant

_____
Print Your Name

_____
Print Name of Your Taxi or Limo Service

_____
Mailing Address

_____
City, State, and Zip code

_____
Telephone

_____
Date

Chapter 165

TAXICABS AND VEHICLES FOR HIRE

§ 165-1. Authority and scope.
§ 165-2. Definitions.
§ 165-3. Licenses required.
§ 165-4. Taxi owner's licenses.
§ 165-5. Vehicle requirements.
§ 165-6. Taxi driver's license.
§ 165-7. Taxicab stands.
§ 165-8. Operating regulations.
§ 165-9. Revocations and suspensions.
§ 165-10. Rates.
§ 165-11. Complaints and enforcement.
§ 165-12. Violations and penalties.

[HISTORY: Adopted by the Township Council of the Township of West Windsor 11-2-1998 by Ord. No. 98-21; amended in its entirety 5-17-2010 by Ord. No. 2010-10. Subsequent amendments noted where applicable.]

GENERAL REFERENCES

Fees — See Ch. 82.

Traffic and parking — See Ch. 168.

§ 165-1. Authority and scope.

A. The authority to license and regulate taxicabs and limousines is set forth in N.J.S.A. 40:52-1 and N.J.S.A. 48:16-1 et seq.

B. This chapter shall apply to all businesses commonly known as "vehicles for hire," "taxicabs," "limousines" and "livery services" operating in West Windsor Township. Nothing in this chapter shall be construed to regulate hotel buses, buses employed solely in transporting school children or teachers, autobuses which are subject to the jurisdiction of the Department of Transportation, interstate autobuses or vehicles for hire passing through the Township without stopping for business-related purposes.

§ 165-2. Definitions.

For the purposes of this chapter, the following words and terms shall have the meanings given herein:

DRIVER'S LICENSE — A license required by all operators of a vehicle for hire doing business within the Township.

LIMOUSINE — Any vehicle which has been issued a livery license plate by the New Jersey Motor Vehicle Commission and is used exclusively to carry passengers for hire on an hourly or daily basis pursuant to a written contract, does not have an established route and is constructed and designed as to comfortably seat not more than 14 passengers as established in N.J.S.A. 48:16-13, Article 2, excluding the operator of the vehicle. **[Amended 12-23-2013 by Ord. No. 2013-15]**

LIMOUSINE OR LIVERY SERVICE — Includes the business of carrying passengers for hire by limousines.

OWNER'S LICENSE — A license required by all owners or lessees of a vehicle for hire doing business within the Township.

TAXICAB and TAXI — Any full-size, four-door sedan, station wagon, sports utility vehicle or van, with a carrying capacity of not less than four passengers, not including the driver, used in the business of carrying passengers for hire, and particularly accepts and discharges such persons from points and places to points or places within or outside the Township.

TAXICAB STAND — A section of a public street or public place set apart for the exclusive use of a limited number of taxicabs when the section is distinctly marked as such.

TAXIMETER — A mechanical instrument or device by which the charge for hire of a taxicab is mechanically calculated, either for the distance traveled or for waiting time, or for both, and upon which such charges shall be plainly indicated by means of figures, based upon rates established pursuant to § 165-10.

VEHICLE FOR HIRE — A limousine or taxicab as defined herein.

§ 165-3. Licenses required.

A. Types of licenses. There shall be two separate licenses required before a vehicle for hire may operate on the streets of this municipality.

(1) Owner's license. No person shall own or lease a vehicle to be operated as a vehicle for hire without first having obtained from the Township an owner's license for the specific vehicle. In addition, all owners of a limousine and rental car chauffeur service industry must follow the law changes found in N.J.S.A. 48:16-22.3a that were adopted January 18, 2010.

(2) Driver's license. No person shall operate a vehicle for hire without first having obtained one of the following:

(a) In the case of a taxicab: a vehicle for hire driver's license, the procedures for which are set forth in § 165-6; or

(b) In the case of a limousine operator: chauffeur endorsement qualification letter, or a commercial driver's license (A, B, or C Class) with passenger endorsement "P" issued by the New Jersey Motor Vehicle Commission.

(c) A list should be provided each year from the owner of the limousine company in the form of a spreadsheet, or copies of each chauffeur endorsement qualification letter or CDL with a "P" endorsement for each limousine operator. This includes all out-of-state companies that also operate within West Windsor Township.

(d) All drivers of a limousine and rental car chauffeur service industry must follow the law changes found in N.J.S.A. 48:16-22.3a that were adopted January 18, 2010.

B. Owner licenses are transferable, provided that the license is in active status (has not lapsed due to a failure to renew) at the time of transfer (or on the date of death in the case of a transfer by will).

C. License fees. License fees shall be as established in Chapter 82, Fees.

D. Where to file application. Applications for all licenses issued under this chapter shall be filed on forms furnished by the Township, available at the municipal offices. Completed applications shall be submitted to the Municipal Clerk's office located in the Municipal Building.

E. Falsification of information prohibited. Falsification of information on any application may result in rejection of the application.

F. Limitation on number of taxi owner licenses. The number of owner's licenses issued to individuals who operate taxis shall be limited. The maximum number of owner's licenses issued to individuals or corporations who operate their vehicles as taxis shall be established at a maximum of 43.

§ 165-4. Taxi owner's licenses. [Amended 12-23-2013 by Ord. No. 2013-15]

A. Who must file application. Applications for all owner's licenses for vehicles for hire shall be made by the owner or lessee of the vehicle.

B. Time to file renewal application for owner's license. All renewal applications for owner's licenses issued under this chapter will be accepted from January 1 through March 31 each year. A charge of $25 will be imposed daily for late submissions.

C. Applications for newly transferred owner licenses or vehicle replacements will be accepted throughout the licensing year and shall be effective for the remainder of the current licensing year.

D. Issuance and term of owner's license. Each owner's license issued under this chapter shall be effective for a period of one year, from May 1 to April 30 of the next year.

E. Requirements for an applicant for an owner's license. Each applicant for an owner's license for a vehicle for hire under the terms of this chapter must conform to the following requirements:

(1) Be at least 21 years of age.

(2) If the applicant is a corporation, the corporation must either be incorporated in the State of New Jersey or incorporated in the Commonwealth of Pennsylvania or the State of New York and authorized to do business in this state. If the applicant is an individual, the individual must be a resident of the State of New Jersey, the Commonwealth of Pennsylvania, or the State of New York.

(3) Not be convicted of a crime involving moral turpitude. If a partnership, this subsection shall apply to each partner, or, if a corporation, it shall apply to the officers and directors.

(4) The applicant must be a citizen of the United States or a legal resident alien. If the applicant is a partnership, then each partner must be a citizen of the United States or a legal resident alien. A copy of the alien registration card or work permit must be submitted with the application.

F. Insurance required.

(1) No owner's license shall be issued until the applicant has first filed with the Township a certificate of insurance issued by a company duly licensed to transact business under the insurance laws of New Jersey, evidencing the following minimum amounts of insurance coverage for each vehicle the applicant seeks to have licensed in the Township:

(a) Personal injury for one person: $100,000; for more than one person: $300,000.

(b) Property damage: $50,000.

(c) Uninsured motorist coverage in such amounts as shall be fixed by statute at the time of the application.

(2) The Township of West Windsor must be named as an additional insured on any insurance policy submitted in compliance with the requirements of this subsection.

(3) The applicant shall, concurrent with the filing of a certificate of insurance with the Township, execute and deliver to the Township a power of attorney wherein the Township Clerk shall be appointed the applicant's true and lawful attorney for the purpose of acknowledging service of any process served against the insured pursuant to the insurance policy.

(4) Cancellation/termination/expiration of an insurance policy shall subject the licensee to a license suspension or revocation in accordance with § 165-9D.

(5) When the insurance coverage is changed to a different provider, proof of insurance shall be provided, and the certificate of insurance shall be provided within one week of the change.

G. Leased vehicle requirements.

(1) If the vehicle for hire is leased, the names of the lessee must appear on the insurance policy and certificate of insurance submitted with the license application.

(2) A copy of the lease agreement must be submitted to the Township yearly with the license application.

H. Fingerprints required. New applicants shall provide their fingerprints for new licenses on such form as may be prescribed by the Township. If deemed necessary by the Director of Public Safety, a SBI form may be required for new licenses. Renewal licenses will be required to file a SBI form yearly. Fees associated with this are authorized in Chapter 82, Fees. The results of the fingerprinting shall be sent by the prescribed entity or contractor directly to the West Windsor Township Police Division.

I. Information required to be submitted on application for owner's license. An applicant for an owner's license shall be required to provide the following information on the application for an owner's license:

(1) If an individual, the full name of the applicant, street and post office business address and phone number; place of residence and phone number; previous places of employment; citizenship information; whether charged with, arrested or convicted of a crime or other violation of law and, if so, what crime or offense; whether previously licensed to operate a vehicle for hire and, if so, where; whether such license to operate has ever been revoked and, if so, for what cause; whether previously licensed to own a vehicle for hire and, if so, where; and whether or not such owner's license has ever been suspended or revoked and, if so, for what reason(s).

(2) If a partnership, the firm name, main office and branch office locations and names, addresses and phone numbers of partners. The additional information required in Subsection H above shall also be required for each partner.

(3) If a corporation, the name of the corporation, main office and branch office locations with phone numbers, the state of incorporation, the names and addresses of all officers and directors and their citizenship status and a list of all stockholders who hold more than 10% of the corporate stock, The additional information required in Subsection H above shall also be required for each officer and director.

(4) Information about the vehicle to be licensed, including the following:

(a) Vehicle year, make, model and color of vehicle.

(b) Vehicle identification number.

(c) New Jersey State license plate number.

(d) Passenger capacity.

(e) Insurance company, policy number and expiration date.

(5) All applications shall be signed by the applicant, if an individual, and, if a partnership or corporation, by a person duly authorized by said entity.

J. Certificate of compliance to be issued upon submission of complete application. Certificates of compliance (letter of consent for the New Jersey Motor Vehicle Commission) for the purposes of motor vehicle registration will only be issued by the municipality after a completed application, including proof of adequate insurance in the form of a certificate of insurance issued by an insurance company authorized to transact business in the State of New Jersey naming West Windsor Township as the additional insured and a power of attorney are submitted. The issuance of a certificate of compliance should not be construed as the Township's approval of the issuance of an owner's license. A fee shall be charged for the preparation of the certificate of compliance, as authorized in Chapter 82, Fees.

K. Operation only with license. No owner of any vehicle for hire for which an owner's license has been issued shall allow such car to be driven or operated by any person who is not the holder of an operator's license duly issued under the provisions of this chapter. Failure to comply will result in owner license suspension.

L. Investigation of application. The Police Division shall make an investigation of the applicant's background, including records of the State Bureau of Investigation and municipality, as well as the applicant's prior licensing history. The applicant shall provide other relevant information as requested by the Police Division. The Police Division shall make a recommendation to the Director of Public Safety (or the Director's designee), who shall approve or disapprove the application.

M. Changes in owner's license information. Any change in information contained in the owner's license application shall be reported to the Township within three days thereof. A charge in the amount of $25 shall be levied for each calendar day after three days that any such changes are not reported to the Township.

N. Lost and replacement licenses.

(1) A lost or damaged license may be replaced upon application to the Township Clerk's Office if requested. The fee for replacement of a lost or destroyed license is as established in Chapter 82, Fees.

(2) In the event that information must be revised on the license, the licensee may obtain a replacement license with revised information by applying to the Township Clerk's office. The fee for a replacement license shall be as set forth in the Chapter 82, Fees.

§ 165-5. Vehicle requirements.

All vehicles for hire which an owner intends to have licensed for operation in the Township shall be subject to the following requirements:

A. Inspection of vehicle. **[Amended 12-23-2013 by Ord. No. 2013-15]**

(1) No vehicle for hire shall be licensed until it has been inspected and examined by the West Windsor Township Police Division and found to be in a safe condition for the transportation of passengers. Such inspection shall be made and approval given prior to issuance of an owner's license.

(2) Inspections will be done by appointment only.

(a) Appointments are to be scheduled by phoning the West Windsor Police Division-Traffic Bureau (telephone number 609-799-1222).

(3) Every vehicle operating pursuant hereto shall be periodically inspected by the Police Division or other enforcement personnel of the municipality to ensure the continued maintenance for safe operation and clean and sanitary conditions. If a vehicle fails to comply with § 165-5B and C during said inspection, the owner will be given a time frame by the Police Division in which to comply with

requirements in order to pass re-inspection. A fine of $25 shall be levied for each calendar day, after the day given by the Police Division, that the vehicle does not pass re-inspection.

B. Vehicle requirements for all vehicles for hire.

(1) The owner's license of the vehicle for hire shall be affixed in each vehicle for hire in a place where it can be conveniently seen by any passenger at any time.

(2) In accordance with N.J.S.A. 39:3-76.2a, no vehicles for hire shall transport a child under the age of eight and weighing less than 80 pounds unless that child is secured in a federally approved child restraint seat provided by the passenger. Vehicles for hire shall employ the use of federally approved child restraint seats as necessary to comply with the law and any requirements imposed by the insurance company providing property and casualty insurance coverage for the vehicle when transporting such a child.

(3) No vehicle for hire shall be licensed if it uses or imitates any color scheme, name or monogram used by any other person operating a vehicle for hire. The Township shall be notified of any change in the color scheme, name or monogram of a vehicle.

(4) Vehicles for hire shall post in a conspicuous place, such as the rear of the driver's seat, the complaint procedure authorized by this chapter.

C. Vehicle requirements exclusive to taxicabs.

(1) Age of vehicle. A taxicab shall not fail to comply with vehicle requirements based on the age of the vehicle alone.

(2) Rates and meters. Rates shall be determined by a rate sheet, which must remain in the taxicab at all times. Rates may be periodically revised by Council, which shall establish rates by resolution. In the event that Council determines, after due consideration and by resolution, that good cause exists for requiring meters in taxicabs, then vehicles for hire shall be equipped with a meter, visible to all passengers, which shall operate on a rate-per-mile basis, with a minimum allowable rate as established by resolution of the Council, and no license for a taxicab shall then be issued until the taximeter attached thereto shall have been inspected and found to be accurate.

(3) Identification required. Each taxicab shall have a dome light displaying the trade name of the company affixed to its roof and shall have the trade name of the taxicab lettered on its exterior. Each taxicab shall also conspicuously display on the right and left side of the dome light a number assigned by the Township and shall display on the body of the vehicle the taxi license number along with each municipality that has issued a taxi license to that taxicab. The information shall be three inches in height. The taxi license number must be located on the center rear quarter panel on the driver and passenger side as well as the rear center line of the trunk. The list of each municipality shall be displayed on each rear door. **[Amended 1-30-2012 by Ord. No. 2012-01; 12-23-2013 by Ord. No. 2013-15]**

(4) Map required. There shall be an up-to-date West Windsor Township indexed street map in each taxicab, which shall be supplied by the Township as part of the license fee.

§ 165-6. Taxi driver's license.

A. Time to file application for taxi driver's license; issuance and term.

(1) Applications to renew an existing taxi driver's license shall be accepted from January 1 through March 31 each year. A charge of $25 will be imposed daily for late submissions. Renewed licenses shall be valid for a period of one year, from May 1 to April 30 of the next year.

(2) Applications for a new taxi driver's license may be submitted throughout the year. New driver's licenses shall be for the remainder of the licensing year only (until April 30).

B. Requirements for an applicant for a driver's license. Each applicant for a vehicle-for-hire driver's license must conform to the following requirements:

(1) Be at least 21 years of age.

(2) Certification of a licensed physician showing that the applicant has been examined within the last 60 days and that the applicant is of sound physical condition, has eyesight corrected to 20/20 vision and is not subject to any infirmity of body or mind which might render the applicant unfit for safe operation of a vehicle for hire.

(3) Not be addicted to the use of narcotics or intoxicating liquors.

(4) Not have been convicted of a crime involving moral turpitude.

(5) Be the holder of a valid New Jersey, Pennsylvania or New York driver's license. A copy of the valid driver's license shall be submitted with the application.

(6) Be a citizen of the United States or a legal resident alien. A copy of the alien registration card or work permit must be submitted with the application.

(7) Be able to speak and understand the English language.

(8) Have a thorough knowledge of the law, taxi regulations and geography of West Windsor Township, the Motor Vehicle Act, the Traffic Act and other ordinances and regulations having to do with traffic. Each applicant may be examined as to the applicant's knowledge of these provisions, and, if the result of the examination is unsatisfactory, the applicant shall be refused a license.

(9) The applicant must demonstrate that, for a period of three years prior to the date of application, the applicant has not been convicted of reckless driving, driving while intoxicated, leaving the scene of an accident or speeding over 30 miles per hour above the speed limit and that, at the time of application, the applicant has no more

than eight New Jersey Motor Vehicle Commission points on said applicant's driving record, or the equivalent if licensed in any other state.

C. Fingerprints required. New applicants shall provide their fingerprints for new licenses on such form as may be prescribed by the Township. If deemed necessary by the Director of Public Safety, a SBI form may be required for new licenses. Renewal licenses will be required to file a SBI form yearly. Fees associated with this are authorized in Chapter 82, Fees. The results of the fingerprinting shall be sent by the prescribed entity or contractor directly to the West Windsor Township Police Division. **[Amended 12-23-2013 by Ord. No. 2013-15]**

D. Photographs required. Each applicant must file with the application three unmounted, untouched and glossy photographs of said applicant taken within 30 days preceding the filing of the application. Photographs are to be no larger than passport size (two inches by two inches), one of which shall be attached to the license when issued. The photograph shall be so attached to the license that it cannot be removed and another photograph substituted without detection. New photographs must be submitted whenever the licensee's appearance changes significantly or if the license was changed because of loss or information changes. **[Amended 12-23-2013 by Ord. No. 2013-15]**

E. Information required to be submitted on the application for a driver's license. An applicant for a vehicle-for-hire driver's license shall be required to provide the following information on the application for a driver's license:

(1) The full name of the applicant.

(2) The present residence, phone number and place of residence for the past five years.

(3) The date of birth, age, weight, height, color of eyes and hair, social security number, driver's license number and expiration date; places of employment for the past five years; citizenship status; military service information, including discharge; whether the applicant has been charged with, arrested or convicted of a crime or other violation of law, and, if so, what, where and the disposition; whether the applicant has ever been licensed to operate a vehicle for hire in West Windsor Township or any other municipality; and whether such license has ever been revoked and for what cause. **[Amended 12-23-2013 by Ord. No. 2013-15]**

(4) The application shall include notarized affidavits affirming good moral character from two residents of New Jersey who have known the applicant personally for at least one year preceding the date of application.

(5) The application shall include an authorization from the owner of the vehicle for hire whose vehicles the applicant intends to operate.

(6) The application shall include a certificate from the last employer regarding the applicant and such employment.

(7) The applicant shall provide a certified abstract of drivers' history only for non-New Jersey licenses.

F. Investigation of application. The Police Division shall make an investigation of the applicant's background, including records of the State Bureau of Investigation and municipality, as well as the applicant's prior licensing history. The applicant shall provide other relevant information as requested by the Chief of Police. The Police Division shall make a recommendation to the Director of Public Safety (or the Director's designee), who shall approve or disapprove the application.[1]

G. Changes in taxi driver's license information. Any change in information contained in the driver's license application shall be reported to the Township within three days thereof. A charge in the amount of $25 shall be levied for each calendar day after three business days that any such changes are not reported to the Township.

H. Changed, lost and replacement licenses.

(1) An operator licensed under this section may request a license change for employment by an additional vehicle-for-hire company. The fee for a replacement license shall be as set forth in Chapter 82, Fees. **[Amended 12-23-2013 by Ord. No. 2013-15]**

(2) A lost or damaged license may be replaced upon application to the Township Clerk's office. The fee for replacement of a lost or destroyed license is as established in Chapter 82, Fees.

(3) In the event that information must be revised on the license, the licensee shall apply for a replacement license containing the revised information upon application to the Clerk's office. The fee for a replacement license shall be as set forth in Chapter 82, Fees.

§ 165-7. Taxicab stands.

A. Designation of stands. The governing body may designate a taxicab stand or stands within the Township. When a taxicab stand or stands are designated, the procedures of this section shall apply.

B. Regulations regarding taxicab stands.

(1) No taxicab shall stand at any place in or upon any of the streets or highways or any other public place within the Township either awaiting employment for hire or awaiting a passenger pursuant to a contract for hire, except at designated taxicab stands.

(2) Only a taxicab licensed by West Windsor Township may occupy or deliver a passenger to a taxicab stand in the Township.

(3) When the area designated for standing is fully occupied, no other taxicab shall remain at such stand while waiting for employment.

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1. **Editor's Note: Former Subsection G, regarding temporary taxicab driver's licenses, was repealed 12-23-2013 by Ord. No. 2013-15. This ordinance also redesignated former Subsections H and I as Subsections G and H, respectively.**

(4) As a taxicab shall leave the line or move forward, the taxicab behind it shall be moved forward, and the driver of another taxicab seeking a space at the stand shall approach from the rear of the stand and shall stop as near as possible to the last taxicab in line.

(5) No driver of a taxicab shall refuse to transport any orderly person seeking a taxicab who agrees to pay the posted rate of fare; provided, however, that this provision shall not prevent any prospective passenger from selecting a taxicab at any stand, whether or not it shall be the head of the line. A refusal to carry an orderly passenger shall be presumptively unreasonable when the refusal is based on the amount of money the driver expects to receive or is based upon the race, sex, religion or ethnic background of the passenger.

(6) No vehicle other than a licensed taxicab shall stop at any public taxicab stand except to load or unload goods, wares or merchandise or to receive or discharge passengers.

(7) Each taxicab stand shall be marked with suitable markings, which shall bear a statement that the stand is a stand reserved for taxicabs licensed by West Windsor Township only.

(8) No taxicab shall remain in a taxicab stand while unattended for more than 10 minutes. **[Amended 12-23-2013 by Ord. No. 2013-15]**

(9) No person operating a taxicab shall do maintenance of any kind while occupying space at a public taxicab stand.

(10) Roof lights shall be illuminated between dusk and dawn while occupying space at a public taxicab stand.

§ 165-8. Operating regulations.

A. A New Jersey, New York State or Commonwealth of Pennsylvania driver's license required. A taxi driver shall carry a valid New Jersey, New York State or Commonwealth of Pennsylvania driver's license on the driver's person while on duty and operating the vehicle for hire.

B. Display of driver's license. The driver's license issued by the Township must be conspicuously displayed on the driver's outer garment when the driver is on duty.

C. Driver's license to be surrendered. A driver shall immediately surrender his or her vehicle-for-hire driver's license to the Township upon the suspension or revocation of his or her New Jersey, Pennsylvania or New York driver's license.

D. Responsibility to Township. An operator shall answer and comply as directed with all inspections, communications, directives and summonses from the Township and its representatives. Owners and operators shall comply with the Taxi Inspection Schedule published each year by the Clerk's office.

E. False representation of vehicle not licensed. No person shall present, hold out or advertise any vehicle for hire as such if said vehicle is not licensed under this chapter.

F. No standing in prohibited areas. A taxicab shall not stand in front of the entrance to any building within any prohibited space after the passengers have left the vehicle, or stand in the prohibited space waiting for passengers.

G. Soliciting employment. No vehicle for hire, while waiting for employment by passengers, shall stand on any public street or space other than at or upon a taxicab stand designated or established in accordance with this chapter; nor shall any driver seek employment by repeatedly and persistently driving back and forth in a short space or by otherwise interfering with the proper and orderly access to or egress from any theater, hotel, restaurant or other public or private place; provided, however, that employment may be solicited by driving through any public street or other place without stops other than those due to obstructions of traffic and at a rate of speed that will not interfere with or impede traffic.

H. Improper conduct. No person, while operating or attending a vehicle for hire, shall:

(1) Use indecent or profane language;

(2) Be guilty of disorderly conduct;

(3) Purposely annoy any travelers or citizens;

(4) Obstruct any sidewalk;

(5) Knowingly misinform or mislead any person as to time or place of the arrival or departure of any train or as to the location of any hotel, public place or private residence within the Township; or

(6) Permit persons to loiter in or around the vehicle for hire.

I. Accepting multiple passengers.

(1) If the driver of the vehicle for hire has accepted other passengers to travel in the same vehicle to diverse locations, then the driver shall so inform each passenger and shall notify each passenger of the order in which each passenger will reach his or her respective destination.

(2) When the driver of a vehicle for hire has accepted multiple passengers who are traveling to the same or diverse locations, the driver shall notify each of the passengers what the fee arrangements will be, before the start of the trip.

(3) No taxicab driver shall deny an immediate departure or otherwise accommodate additional passengers without the permission of the first passenger to hire the taxicab.

J. Report of any accidents. Any motor vehicle accident involving a vehicle for hire and causing injury to a person or damage to property in excess of $500 shall be reported immediately by the driver to the Police Division, who will assure that the information will be placed in the Township record of the vehicle-for-hire owner and driver.

K. Trip records and receipt books. All operators shall keep trip records and receipt books, which shall be kept current and shall be displayed when so requested by authorized Township officials. Trip records shall show, at a minimum, the trip designation, time and fare charged.

L. Vehicles must be kept clean. Each licensed driver, while on duty, shall be clean in person and shall maintain the vehicle in a repaired condition free of debris and safe for the transportation of passengers.

M. Smoke-free environment. Operators and passengers shall refrain from smoking while transporting passengers.

N. Lost or misplaced items. Every driver of a taxicab shall, immediately after termination of employment, carefully search the taxicab for any property lost or left therein, and shall,

within 24 hours after finding any property, advise the West Windsor Township Traffic Bureau of the nature of property and where it may be collected.

O. Response of taxicab service.

(1) All taxicab licensees or their representatives shall respond to all calls received for taxi service inside the Township limits without unreasonable delay. If such service cannot be rendered within a reasonable time, they shall notify the prospective passenger as to how long it will be before the call can be answered and give the reason.

(2) All taxicab licensees shall maintain either an answering machine or a voicemail facility that contains a greeting specifying the amount of time the caller can expect to wait for a return phone call.

(3) All taxicab licensees shall respond to an inquiry from West Windsor Township by the end of the next following business day. A charge in the amount of $25 shall be levied for each calendar day after one business day that any such response is not made to the Township.

P. Maintenance of vehicles. The owner and driver of a taxicab shall maintain such vehicle in a safe and clean condition and shall maintain such vehicle in a good appearance, including proper painting and the prompt repair of dents. Any taxicab which has sustained damage to the vehicle, such as dents, or is in need of painting shall be repaired within eight weeks after the date of the accident.

Q. Taxicab overcharges. No person shall charge or attempt to charge any taxicab passenger a greater rate of fare than that to which the operator is entitled under the provisions of this chapter.

R. Receipts.

(1) The driver of any taxicab shall render to all passengers a receipt which shall be in the form of a postcard addressed to West Windsor Police Division, 20 Municipal Drive, West Windsor, NJ 08550. Receipts can be acquired through the Township Clerk's office at cost or driver and/or owners can purchase receipts in the same form as below which need to be approved by the Township Clerk.

(2) The receipt shall contain the information in the format as follows:

> PASSENGER NOTICE: This is your receipt for cab fare in West Windsor, NJ. West Windsor wants your cab ride to be a good one and wants you to be charged no more than the amount stated in the West Windsor rate sheet. If you feel that your fare was not right or if you have a compliment or complaint about your cab ride, complete the information below, make a copy of this receipt for your records, affix a stamp to the other side, and drop this card in the mail to West Windsor Township.

Received From: (Name of Taxicab Business)
Fare: $ _____ Tip: $ _____ Date: _____

From: _____ To: _____
Comments: _____
Name: _____ Phone #: _____
Address: _____
Email: _____

(3) All taxicab licensees who are found to not give a receipt to a passenger shall be charged in the amount of $100 per reported incident to West Windsor Township.

(4) A notice shall be prominently displayed either in or on the vehicle containing the statement that "the receipt specified by § 165-8R(4) of the West Windsor Township Ordinances must be provided to patrons" and such other information as may be required by the West Windsor Clerk's Office. The form of notice shall either be provided by West Windsor Township or shall be obtained by the taxi owner, as directed by West Windsor Township.

§ 165-9. Revocations and suspensions.

A. Revocation or suspension for cause. Any license issued under this chapter may be revoked or suspended at any time for cause or if the vehicle for hire shall be found to be unfit or unsuited for public patronage. Such license when so suspended or revoked shall not be reissued except for good reasons shown. Any violation of this chapter shall be considered good cause for suspension or revocation of a license.

B. Revocation after hearing. Licenses may be suspended by the Director of Public Safety (or the Director's designee) after notice to the licensee and the opportunity for a hearing before the Director.

C. Owner's license. Owner's licenses may be suspended or revoked if the vehicle for hire is not in a safe condition for the transportation of passengers, not kept in conformity with the terms of this chapter, if used or permitted to be used for any improper, immoral or illegal business or purpose or for the violation of any federal or state statute or for the violation of any of the provisions of this chapter.

D. License suspensions based on insurance cancellation or non-renewal. All notices of cancellation or non-renewal received from insurance companies and not reinstated by the cancellation date shall be subject to the following penalties:

(1) First notice: license to operate suspended for 30 days.

(2) Second notice: license to operate suspended for the remainder of the licensing year.

(3) Third notice: license to operate rescinded permanently.

§ 165-10. Rates.

Rates, including but not limited to minimum allowable fees, shall be determined by the Council by resolution and upon notice to all licensees. The Council shall not amend rates more than once each year.

§ 165-11. Complaints and enforcement.

A. All complaints are to be made to the Traffic Bureau of the West Windsor Police Division.

B. The Division of Police shall enforce this chapter.

C. Except as otherwise provided, a charge for West Windsor Township taxi drivers and owners of $100 shall be levied for the first violation; $250 for the second violation; and $500 for the third violation of any provision of this chapter. **[Amended 12-23-2013 by Ord. No. 2013-15]**

§ 165-12. Violations and penalties. [Added 12-23-2013 by Ord. No. 2013-15]

Any person violating any provision of this chapter shall be subject to the penalty stated in Chapter 1, General Provisions, Article II, § 1-3.