



**TRANSPORTATION NETWORK COMPANY (TNC)
LICENSE APPLICATION FORM**

Mail: CITY OF OLYMPIA, PO BOX 1967, OLYMPIA WA 98507

Drop Off: CITY HALL, 601 4TH AVE E, OLYMPIA WA 98501

Questions?: Email: licensing@ci.olympia.wa.us or: Phone: 360.753.8327

COMPANY INFORMATION

Applicant Name _____ **WA State UBI #** _____ - _____ - _____

Doing Business As (DBA) _____ **City Business License Acct#** _____
(IF DIFFERENT THAN ABOVE) (IF DIFFERENT THAN WA STATE UBI #)

Owner/Principal Name(s) _____

Physical Address
STREET _____ City _____ STATE _____ ZIP CODE _____

Mailing Address
(IF DIFFERENT FROM ABOVE) STREET OR PO BOX _____ City _____ STATE _____ ZIP CODE _____

Contact Phone No. _____ **Email Address** _____

IMPORTANT SPECIAL LICENSE INFORMATION

- Requirements as adopted in Chapter 5.11 OMC and referenced in the Declarations section below are attached hereto.
- TNC license is effective for one (1) year from date of receipt by City of complete form and \$1,000.00 application fee.
- No special license document will be issued by City. Retain copy of payment receipt, completed and signed application form and attached TNC Requirements for your records.

COMPANY DECLARATIONS

1. *I declare that applicant's operators are in and will be in compliance with Part "A" of the attached Requirements "TNC Driver Requirements" while operating vehicles in the City of Olympia under the authority of applicant.*
2. *I declare that applicant's vehicles are in and will be in compliance with Part "B" of the attached Requirements "Vehicle Inspection and Maintenance" while in the City of Olympia and operating under the authority of applicant.*
3. *I declare that applicant is in and will be in compliance with the automobile liability insurance requirements contained in RCW Chapter 48.177 as enacted or subsequently amended.*
4. *I declare that applicant is in and will be in compliance with Part "C" of the attached Requirements "Operational Requirements" while conducting TNC business in the City of Olympia.*
5. *I declare that I have authority to execute this application on behalf of the company making this application.*

I hereby declare under penalty of perjury pursuant to the laws of the State of Washington that, to the best of my knowledge, formed after a diligent inquiry into the facts, the TNC is in full compliance with Chapter 5.11 OMC including, but not limited to, all driver, vehicle, insurance, operational requirements, and that the information provided is true and correct to my knowledge, information and belief.

SIGNATURE OF OWNER OR AUTHORIZED COMPANY REPRESENTATIVE DATE

PRINT NAME OF SIGNATORY TITLE CONTACT PHONE

PART "A" TNC DRIVER REQUIREMENTS

OMC 5.11.0501 TNC driver requirements

- A. TNC drivers shall certify that they have no known physical or mental infirmity which jeopardizes their ability to safely operate as a TNC driver transporting the public.
- B. TNC drivers shall be at least twenty-one (21) years of age.
- C. TNC drivers shall possess a valid Washington State driver's license and shall have been continuously licensed as a driver by the State of Washington and/or another state for at least one (1) year immediately prior to operating as a TNC driver in Olympia. A home state Driver's License with active Military ID or Student ID with proof of full-time enrollment and nonresident status may be an acceptable alternative, subject to review and approval.
- D. TNC drivers shall certify that they have insurance that meets the minimum liability requirements for the State of Washington, including insurance coverage for use of the vehicle for transportation of passenger for hire as required by RCW Chapter 48.177 as enacted or subsequently amended.
- E. TNC drivers shall not have been convicted or found to have committed three or more moving violations during any twelve (12) month period during the three (3) years prior to operating as a TNC driver in Olympia.
- F. TNC drivers shall possess proof of motor vehicle registration and proof of current automobile liability insurance. The TNC shall certify that all drivers have insurance that meets the requirements of this chapter, including insurance coverage for use of the vehicle for transportation of passengers for-hire as required by RCW Chapter 48.177 as enacted or subsequently amended.

PART "B" VEHICLE INSPECTION AND MAINTENANCE

OMC 5.11.070 Vehicle inspection and maintenance

- A. TNC vehicles operating in the City of Olympia shall be no more than ten (10) years old.
- B. The TNC shall inspect or cause to be inspected annually and every year thereafter, every motor vehicle used by a TNC driver before allowing the driver to use the motor vehicle to provide transportation services.
- C. The inspection required in subsection B must include, without limitation, and inspection of the foot and emergency brakes, steering, windshield, rear window, other glass, windshield wipers, headlights, tail lights, turn indicator lights, braking lights, front seat adjustment mechanism, doors, horn, speedometer, bumpers, steering system, muffler, exhaust, tires, rear view mirrors, and safety belts. The inspection must ensure that all of the components listed are in proper functioning order.
- D. The TNC shall maintain vehicle safety inspection records for a minimum of three (3) years.

PART "C" OPERATIONAL REQUIREMENTS

OMC 5.11.110 Operational Requirements

- A. While in service in the City, TNC drivers shall only transport passengers who have arranged transportation through a TNC's digital network and shall not solicit or accept street hails by persons seeking transportation.
- B. While in service in the City, each TNC vehicle shall display removable trade dress or marks which is visible from fifty (50) feet and clearly associates the vehicle with a licensed TNC company.
- C. The TNC's digital network or website shall display for the passenger the first name and photograph of the TNC driver as well as the make, model, and license plate number of the TNC vehicle.
- D. The TNC's digital network or website shall display for the passenger the applicable rates being charged and the option to receive an estimated fare before the passenger enters the TNC vehicle.
- E. The TNC shall implement a zero tolerance policy on the use of drugs or alcohol applicable to any TNC driver on its digital network. The TNC shall provide notice of the zero tolerance policy on its website as well as the procedures to report a complaint about a TNC driver with whom the passenger was matched and for whom the passenger reasonably suspects was under the influence of drugs or alcohol during the course of the ride. The TNC shall immediately suspend a driver upon receipt of a passenger complaint alleging a violation of the zero tolerance policy. The suspension shall last the duration of the investigation.