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# CITY OF CHICAGO

## RULES

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# TAXICAB MEDALLION LICENSE HOLDER RULES

Amended and Effective: September 1, 2018



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Mayor Rahm Emanuel

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Commissioner Rosa Escareno

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BY AUTHORITY VESTED IN THE COMMISSIONER OF THE DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION PURSUANT TO **CHAPTERS 2-25 AND 9-112**, THE FOLLOWING RULES REGARDING **TAXICAB MEDALLION LICENSE HOLDERS** ARE ADOPTED HEREIN.

By Order of the Commissioner:



Signed: \_\_\_\_\_  
Commissioner Rosa Escareno

Date: August 14, 2018

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**TAXICAB MEDALLION LICENSE HOLDER  
RULES**

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# **TAXICAB MEDALLION LICENSE HOLDER RULES AND REGULATIONS**

## **DEFINITIONS**

The terms defined in Chapters 9-104, 9-112, and 9-114 of the Municipal Code of Chicago (MCC) shall have the same meaning in these rules and regulations.

“COA” means a change of taxicab affiliation.

“COE” means a change of equipment or the change of the taxicab vehicle.

“DIM” means driver information monitor.

“GPS” means global positioning system.

“Hard Card” means the taxicab medallion license card.

“LLC” means Limited Liability Corporation.

“MCC” means Municipal Code of Chicago.

“Medallion” means the taxicab medallion license metal plate.

“Medallion Licensee” means the taxicab medallion license holder.

“PIM” means personal information monitor.

“TAP” means taxi access program.

“WAV” means a wheelchair accessible vehicle.

## **SECTION I. MEDALLION LICENSEE REQUIREMENTS**

### **RULE TX1.01 Taxicab Medallion License Holder Course**

*Reserved.*

### **RULE TX1.02 Duty to Provide Emergency Telephone Number**

Medallion licensees shall maintain and provide to the Department a telephone number at which the Department can reach the medallion licensee or its authorized agent within sixty (60) minutes on a 24-hour-per-day basis seven days a week.

**RULE TX1.03**      *Reserved.*

**RULE TX1.04**      *Reserved.*

**RULE TX1.05**      **Individuals Authorized to Represent Medallion Licensees with the Department**

- a. The following persons may transact business with the Department on behalf of a company held medallion license:
  1. An officer of the corporation or managing member of the LLC registered with the Department; or
  2. The licensed medallion license manager contracted by the medallion licensee and registered with the Department as the medallion licensee's medallion license manager; or
  3. A medallion licensee's authorized attorney, who is currently licensed by the State of Illinois.
  
- b. The following persons may transact business with the Department on behalf of an individually held taxicab medallion license:
  1. The individual medallion licensee; or
  2. The licensed medallion license manager contracted by the medallion licensee and registered with the Department as the medallion licensee's medallion license manager or
  3. A medallion licensee's authorized attorney, who is currently licensed by the State of Illinois.

**RULE TX1.06**      *Reserved.*

**RULE TX1.07**      **Submission of Certificates of Insurance**

- a. Pursuant to MCC §9-112-330, medallion licensees must submit valid certificates of insurance on or before December 15 of each year. The certificate of insurance must indicate that the medallion licensee's taxicab is insured as required under Chapter 9-112 of the MCC during the upcoming year from January 1 to December 31.
  
- b. The insurance policy and insurance certificate must provide that the companies providing insurance coverage to medallion licensees notify the Commissioner in writing thirty (30) days in advance of the cancellation of the insurance policy.
  
- c. The certificate of insurance must contain at a minimum a description of the insured taxicab vehicle (make, model, and year), vehicle identification number (VIN), the taxicab medallion license number, and the medallion licensee's name and address.

**RULE TX1.08**

**Timely Submission of Documents and Records**

- a. All medallion licensees or medallion license applicants must submit to the Department all forms, letters, documents, certificates of insurance, applications, fees and other records required under MCC Chapter 9-112 and/or by these rules and regulations on or before their due date. If a due date is not specified in the MCC or in these rules and regulations, the Commissioner shall notify medallion licensees of a due date a minimum of thirty (30) days in advance.
- b. A medallion license applicant's failure to timely submit documents and records may result in the denial of any license application submitted.

**SECTION II. MEDALLION LICENSEE RENEWAL REQUIREMENTS**

**RULE TX2.01**

**Filing a Taxicab Medallion License Renewal**

Medallion licensees may file an application to renew a taxicab medallion starting ninety (90) days before the expiration of the taxicab medallion license.

**RULE TX2.02**

**Effect of Late Renewal Application or Late Payments**

- a. Pursuant to MCC §9-112-150, a medallion licensee must renew its taxicab medallion license before the expiration date of the licensing term.
- b. A taxicab medallion license renewed after the expiration of the licensing term is considered a late renewal and is subject to late payment fees and interest accrued as specified in the MCC.
- c. Pursuant to MCC §4-4-260, for any license renewal application filed after its expiration date, the City may charge the medallion licensee a late license fee in the amount of 25 percent of the amount of the annual license fee.
- d. Pursuant to MCC §3-4-260, for any late payments for fees or monies past due to the City, the City may charge the medallion licensee interest.
- e. Pursuant to MCC §3-4-250, medallion licensees that make payments by check with nonsufficient funds or with invalid credit cards are subject to additional fines, fees, or penalties as specified in the MCC.

**RULE TX2.03**

***Reserved.***

**RULE TX2.04****Documents Submitted and Fees Paid to Process Renewal**

All medallion licensees must submit the following documents and fees:

- a. Taxicab Medallion License Renewal Application on a form prescribed by the Commissioner accompanied with requested documents listed on the application form;
- b. Certificate of Good Standing, issued by the Illinois Secretary of State, or a File Detail Report downloaded from the Secretary of State Web site indicating a status of good standing. At the specific request of the Commissioner, medallion licensee may be required to submit a certified copy from the Illinois Secretary of State in addition to the online report;
- c. If the medallion licensee has outstanding City debt, a copy of an executed approved City of Chicago payment plan; and
- d. Payment of all applicable taxicab medallion license renewal fees and late fees, if any.

**RULE TX2.05****Medallion License Renewal Appointments**

The Department may schedule for medallion licensees a renewal appointment to renew their licenses at a specific date and time.

- a. Medallion licensees must appear at their scheduled license renewal appointment.
- b. Medallion licensees that are unable to appear for their scheduled license renewal appointment may request to advance or re-schedule their appointment by requesting to do so in a format (paper or electronic) prescribed by the Commissioner.
- c. A medallion licensee that fails to appear for its renewal appointment at the scheduled date and time and fails to timely re-schedule the appointment in advance, is subject to a \$25.00 license renewal appointment rescheduling fee.

**SECTION III. VEHICLE REQUIREMENTS, INSPECTIONS,  
AND CHANGE OF EQUIPMENT**

**RULE TX3.01****Authorized Taxicab Vehicle Specifications**

- a. The Department shall maintain a list of authorized vehicles that may be used as taxicabs in accordance with MCC §9-112-070.
- b. All taxicab vehicles must have two doors on each side; unless a vehicle make, model, and year is specifically excluded from the two-doors on each side requirement by the Department and is listed on the authorized vehicle list.

- c. All taxicab vehicles must meet applicable Federal Motor Vehicle Safety Standards for vehicles of its size, type and proposed use.
- d. All taxicab vehicles placed in service shall have leather or vinyl seats in all passenger areas.
- e. All taxicab vehicles must be equipped with a permanently installed air conditioning system capable of maintaining the interior temperature of the passenger section to sixty-eight (68) degrees Fahrenheit.
- f. Any medallion licensee or person may request in writing to the Commissioner to evaluate a specific year, make, and model of vehicle for use as a taxicab.

## **RULE TX3.02**

### **Retirement and Replacement of Vehicles due to Age**

- a. Refer to §9-112-010 definitions of “model year”, “vehicle age”, and “owner-operator” and MCC §9-112-070(c) for taxicab vehicle replacement schedule.
- b. The Department will schedule COE inspection dates for vehicles which medallion licensees must retire and replace based on the anniversary date the vehicle was placed into service as a taxicab.
  - 1. The deadline to retire and replace a vehicle that exceeds the age limitation prescribed by MCC §9-112-070 will be based on the month and day the vehicle was initially placed into service as a Chicago licensed taxicab for the first time.
  - 2. In the year the vehicle exceeds the mandated age limitation, the medallion licensee must replace and retire the aged out vehicle before the same month and day that it was initially placed into service.
  - 3. The date by which a vehicle must be retired will be given to the medallion licensee at the time that the vehicle is put into service.
- c. Pursuant to MCC §9-112-070(f), medallion licensees with wheelchair accessible vehicle (WAV) taxicabs may apply to extend the use of a WAV taxicab that is fit for public use pursuant to the following process:
  - 1. A medallion licensee that has a WAV taxicab in service may apply to extend the use of the WAV as a taxicab on a form prescribed by the Commissioner.



2. A medallion licensee must file the WAV taxicab extension request form with the Department a maximum of one year and a minimum of four months prior to the scheduled vehicle replacement date. A request submitted less than four months prior to the scheduled vehicle replacement date will be rejected and no extension will be granted.
  3. The Department will respond in writing to the medallion licensee's request to extend the use of the WAV taxicab within thirty (30) days after receipt of the written request. The Department's response will state whether or not the medallion licensee's extension request is denied or granted. If the request is denied, the medallion licensee must replace the WAV taxicab vehicle as previously scheduled. If the request is granted, the medallion licensee will be able to use the same WAV vehicle for one more year as a taxicab, and a new date by which the vehicle must be removed from service will be given to the medallion licensee.
  4. In determining whether an aged out WAV taxicab vehicle is fit for public use, the Commissioner shall give consideration to (a) the safety, health, comfort and convenience of drivers and passengers, (b) the WAV's inspection history, and (c) the WAV's public appearance on the streets of the City.
  5. The Commissioner may consider the medallion licensee's dedication to serving passengers that use wheelchairs by denying an extension under these rules to a medallion licensee that has a history of complaints, indicating refusal of service calls for use of a WAV taxicab.
- d. **FOR OWNER-OPERATORS ONLY:** A taxicab vehicle that (1) was placed into service as a taxicab prior to February 1, 2012; AND (2) has been solely operated by an owner-operator medallion licensee; AND (3) has never been suspended; AND (4) has passed its most recent City vehicle inspection will have a six-month extension added to their vehicle's service age to retire and replace the vehicle.

**RULE TX3.03****Taxicab Vehicle Inspections**

- a. Medallion licensees must deliver the taxicab vehicle for inspection as designated by the Department. See MCC § 9-112-050 Vehicle inspections.
- b. The Department shall notify medallion licensees of their scheduled vehicle inspections by any method, including but not limited to, mail, e-mail, fax or by Web site posting.
- c. In addition to inspections scheduled in advance, the Department may request a medallion licensee to submit the medallion licensee's vehicle for an inspection based upon a complaint. The Department may notify a medallion licensee of a complaint based inspection by phone call, e-mail, or citation. A medallion licensee must submit the vehicle to inspection within two (2) business days of the Department's notification.
- d. A medallion licensee who fails to bring its taxicab vehicle for inspection as required by this rule and has failed to either (1) secure a rescheduled vehicle inspection date pursuant to Department procedures or (2) fails to surrender to the designated Department office its medallion plate and hard card before 10:00 am of the scheduled inspection date is considered to have missed its inspection and is subject to the missed inspection penalties provided in MCC §9-112-630(b).
- e. Medallion licensees must bring to any scheduled inspection the taxicab medallion plate and hard card at the time of the inspection. If the medallion licensee does not bring the medallion plate or hard card to the inspection, the vehicle will be considered to have missed the scheduled inspection and is subject to the missed inspection penalties provided in MCC §9-112-630(b).

**RULE TX3.04****Taxicab Vehicles Unfit for Public Use**

- a. In determining whether any taxicab vehicle is unfit for public use, the Commissioner shall give consideration to its effect on the safety, health, comfort and convenience of the drivers and passengers, and its public appearance on the streets of the City. If the Department finds a taxicab vehicle to be unfit for public use, the Department shall suspend the vehicle until it passes an inspection and is found to be fit for public use.
- b. Medallion licensees shall keep its City of Chicago licensed taxicab vehicles in an undamaged and safe condition. At a

minimum, the “safe condition” of a vehicle is determined by compliance with the provisions of Articles I through VI of the Illinois Equipment of Vehicles Law (625 ILCS 5/12-101 et seq.).

- c. Medallion licensees shall not operate a City of Chicago licensed taxicab vehicle unless the vehicle is in a clean condition. Minimum standards of cleanliness include, but are not limited to:
1. The interior of the vehicle (including the trunk) shall be kept free from all waste paper, cans, garbage, or any other item not intrinsic to the vehicle or to the conduct of operating a taxicab;
  2. The interior of the vehicle (including the trunk) shall be kept free from all dirt, grease, oil, adhesive resin, or any other item which can be transferred onto the person, clothing or possessions of a passenger by incidental contact;
  3. The interior of the vehicle (including the trunk) shall be kept free from all infectious species (e.g. bed bugs and lice) which can be transferred onto the person, clothing or possessions of a passenger by incidental contact;
  4. The interior of the vehicle shall be kept free of any material or odor which a reasonable person would find noxious or unpleasant; and
  5. The exterior of the vehicle shall be kept free from all dirt, grease, oil, or any other substance besides water or snow which can be transferred onto the person, clothing or possessions of a passenger by incidental contact. A taxicab vehicle must not operate with significant exterior body damage (i.e. major dents or scrapes, etc.). It shall be an affirmative defense to a violation of the vehicle’s exterior cleanliness standard if the medallion licensee can establish that the vehicle was washed within twenty-four (24) hours prior to the alleged violation date and time.
  6. The interior of a wheelchair accessible vehicle (WAV) shall be kept free of all boxes and items that may obstruct the wheelchair securement area of the WAV.
- d. If a medallion licensee receives three (3) or more complaints and/or citations in a twelve-month period regarding the cleanliness, condition, and/or safety of its taxicab vehicle, the medallion licensee may be subject to suspension or revocation of the license in addition to any other applicable penalties.

- e. It is the medallion licensee's affirmative duty to ensure that its vehicle is in compliance with this rule, regardless of whether or not the vehicle is operated pursuant to a lease.

#### **RULE TX3.05**

#### **Conversions/Modifications for Taxicab Vehicles**

- a. City of Chicago licensed taxicab conversions/modifications are limited to alternative fuel source or wheelchair accessible vehicle conversions. A post-manufacture or after-market mechanical conversion/modification of a vehicle must meet minimum standards mandated by applicable Federal, State, and City laws.
- b. A medallion licensee shall not submit for approval as a taxicab a vehicle that has been converted or modified contrary to subsection (a) above. A converted or modified vehicle that fails to meet minimum standards mandated by applicable Federal, State, and City laws is considered unsafe. If found operating such a vehicle as a taxicab, the medallion licensee's license will be immediately suspended and subject to revocation. The licensee shall be strictly liable for this rule.

#### **RULE TX3.06**

#### **Documents Required for Change of Equipment (COE) Processing**

- a. When requesting a change of equipment (COE) or replacement of the taxicab vehicle, the medallion licensee, at the medallion licensee's expense, shall provide a completed, signed, and dated COE request form with supporting documents as prescribed by the Commissioner and pay the appropriate fees.
- b. Appropriate fees. See MCC §9-112-080
  1. \$25.00 processing fee for a COE performed during a scheduled periodic inspection.
  2. \$100.00 fee (\$25.00 processing + \$75.00 COE inspection) for a COE not performed during a scheduled periodic inspection.

#### **RULE TX3.07**

#### **Change of Equipment (COE) Processing**

- a. A medallion licensee must submit a request for a change of equipment at least three (3) business days prior to a scheduled periodic inspection.
- b. Any change of equipment request submitted less than three (3) business days prior to the scheduled periodic inspection date may result in a rescheduling of the periodic inspection date.

- c. All change of equipment, i.e. vehicle, safety device, meter, etc., must be approved in advance by the Department.

## **RULE TX3.08**

### **Vehicles Out of Service as Taxicabs**

- a. Pursuant to MCC §9-112-470, medallion licensees must notify the Department in writing the reason that the service of any taxicab vehicle is discontinued for a period of thirty (30) continuous days.
- b. The medallion licensee's written "out of service" notification must be made on a form prescribed by the Commissioner and shall list at a minimum the taxicab medallion license number, the location of the vehicle, the reason the vehicle is out of service, and the date the vehicle will be returned into service. The medallion licensee must surrender the hard card and the medallion plate of the "out of service" taxicab at the time the written notification is submitted to the Department.
- c. The Commissioner may give written notice to a medallion licensee to return the vehicle to service as a taxicab. The failure to restore the vehicle to service as a taxicab within five (5) business days after such notice may result in the revocation of the license.
- d. A medallion licensee may not have a taxicab out of service for more than one hundred (100) consecutive days without written authorization from the Department. A medallion licensee that does have a taxicab out of service for more than one hundred (100) consecutive days is subject to revocation, rescission, or denial of renewal of the taxicab medallion license.
- e. If the taxicab medallion license is the subject of a bankruptcy or foreclosure action brought by a secured creditor pursuant to the Uniform Commercial Code (UCC), subsection (d) of this section shall not apply.
- f. If a medallion licensee or an authorized person notifies the Department of a legal action that is preventing the medallion licensee from placing the medallion license into service as a taxicab, section (d) of this section may not apply.

**RULE TX3.09                   Taxicab Medallion Plate Removal**

A medallion licensee may only remove the taxicab medallion plate from the vehicle for the purpose of bringing the taxicab medallion plate to the designated Department office.

**RULE TX3.10                   Taxicab Accident Reports**

Pursuant to State of Illinois law 625 ILCS 5/11-406 “Duty to report accident” for accidents resulting in injury to or death of any person, or in which damage to the property of any one person is in excess of \$1,500, medallion licensees must submit a copy of the accident/police report submitted to the State of Illinois within ten (10) days of the date of the accident.

**RULE TX3.11                   Retired Taxicab Vehicles**

Upon retirement of any taxicab vehicle, the medallion licensee or former medallion licensee shall remove all indicia identifying the vehicle as a taxicab, including, but not limited, to removal of the top light, taximeter and connecting cables, the medallion plate and other insignia, and the vehicle shall be completely painted over by the medallion licensee or former medallion licensee.

**RULE TX3.12                   Taxicab Medallion Plate and Hard Card Fees**

- a.       \$25.00 - The fee to reattach a taxicab medallion plate.
- b.       \$50.00 – The fee to reorder and replace a taxicab medallion plate.
- c.       \$25.00 – The fee to replace a taxicab medallion license hard card.

**SECTION IV. INFORMATION TO BE DISPLAYED IN  
THE TAXICAB’S INTERIOR AND EXTERIOR**

**RULE TX4.01                   Display of Medallion Hard Card, Public Chauffeur License Card,  
and Medallion Plate**

- a.       In those vehicles equipped with an authorized safety shield, the medallion licensee shall display both the medallion hard card and the public chauffeur license card in an installed license holder attached to the safety shield and positioned directly behind and above the driver’s head, or as directed by the Department at the time of vehicle inspection.

- b. In those vehicles not equipped with a safety shield, the medallion licensee shall display both the medallion hard card and the public chauffeur license card in an installed license holder affixed to the vehicle dashboard in the front passenger section above the glove compartment, or as directed by the Department at the time of vehicle inspection.
- c. The medallion plate must be affixed and displayed on the exterior vehicle hood on the passenger side of the vehicle, or as directed by the Department at the time of vehicle inspection.

**RULE TX4.02**

**Information Required to be Posted in the Interior of the Taxicab Vehicle**

- a. **Taxicab Fare Placard** - The Commissioner shall publish a taxicab fare placard with taxicab fare information listed in MCC §9-112-500.
  - 1. Every medallion licensee shall display the taxicab fare placard provided by the Department. The medallion licensee shall affix the taxicab fare placard:
    - i. Permanently to the back of a front seat or authorized safety shield or in another location within the vehicle as directed by the Department in plain view of the passenger; and
    - ii. Under clear lamination or plastic covering as directed by the Department.
  - 2. The taxicab fare placard must contain (1) the taxicab medallion license number and (2) the affiliation name - both written at least one inch in height in black ink. If the taxicab is not affiliated, the medallion licensee must list "Independent" as the affiliation name.
  - 3. Photocopies of original taxicab fare placards may not be substituted for original taxicab fare placards provided by the Department.
  - 4. The fee for the taxicab fare placard is \$2.00 per placard.
- b. "LOOK" Transportation Safety Sticker

1.



2. Every licensed taxicab vehicle must affix and display the LOOK sticker on the inside of each rear passenger window. The sticker should be centered as to be visible to seated passengers when the rear passenger windows are closed.
3. The replacement fee for the LOOK stickers will be \$1.00 per pair of stickers.

**RULE TX4.03**

**Information Required to be Displayed via a P.I.M.**

- a. A P.I.M. is a Passenger Information Monitor that is passenger facing and capable of accepting and processing electronic forms of cab fare payment and displaying in-cab advertising and other informational content.
- b. Medallion licensees with installed P.I.M. units with the capability to display informational content must display the informational content verbatim provided in the taxicab fare placard.

**RULE TX4.04**

**Informing Blind or Visually Impaired Passengers**

- a. Medallion licensees must have an approved method of informing blind or visually impaired passengers seated in the taxicab of the taxicab medallion license number.
- b. Medallion licensees shall permanently affix to either the back of the front seat passenger side headrest or the back of the front seat, passenger side, beginning no lower than three inches from the top of the front seat, an information card in both Braille and large print as prescribed by the Commissioner in size and format approved by the Commissioner.
- c. The Braille card described in RuleTX4.04b must contain in Braille characters:
  1. the taxicab number it is affixed in;
  2. the statement "Call 311 for Compliments or Complaints"; and
  3. any other information as directed by the Commissioner through public notice via the Public Vehicle Industry Notices and/or the BACP web page.
- d. In lieu of affixing a Braille card as described in Rule TX4.04b, medallion licensees may install and use electronic or digital forms of Department inspected and approved audible communication that informs blind or visually impaired



passengers seated in the taxicab the same information detailed in Rule TX4.04c.

**RULE TX4.05                   Taxicab Medallion License Number Required on Taxicab Exterior**

- a.       Medallion licensees must have its taxicab medallion license number painted or otherwise permanently affixed to the vehicle in plain gothic figures with at least ½ inch-wide stroke and 4 inches in height in either black or white color (whichever provides the most contrast with the background color of the location where the figures are affixed).
- b.       On vehicles without an approved exterior door advertising permit, the taxicab medallion license number must be displayed on (1) both rear door panels; (2) the left front of the hood; and (3) the right rear of the vehicle.
- c.       On vehicles with an approved exterior door advertising permit, the taxicab medallion license number must be displayed on (1) both rear quarter panels; (2) the left front of the hood; and (3) the right rear of the vehicle.

**RULE TX4.06                   Exterior Display of Web site or E-Mail Address**

Medallion licensees may display their or their affiliation's Web site or e-mail address on the rear or side of the taxicab vehicle. The display of these addresses must be in plain gothic figures no larger than ½ inch-wide stroke and no higher than 4 inches in height in either black or white color (whichever provides the most contrast with the background color of the location where the figures are affixed). Placement and size of the Web site / e-mail addresses must be inspected and approved by the Department.

**RULE TX4.07                   Public Safety Sticker (311 Bumper Sticker)**

- a.       Every licensed taxicab vehicle must display a printed sticker as affixed by the Department on the vehicle at inspection. All medallion licensees are liable for ensuring that the printed sticker remains in the proper place and visible at all times on the vehicle as affixed.
- b.       The fee for the replacement of the public safety sticker is \$1.00 per sticker.

**RULE TX4.08****Unauthorized Signage is Prohibited**

Only Department authorized signage, decals, or stickers may be posted and displayed in City of Chicago licensed taxicabs. The Department will authorize signage, decals or stickers in writing via Public Vehicle Industry Notices, written statement, or letter. Unauthorized posting and display of signage, decals, or stickers is a violation of this rule. Posting and display of signage, decals, or stickers required by Federal, State, or City law are exempt from this rule.

**SECTION V. ELECTRONIC EQUIPMENT****RULE TX5.01****Top Lights**

- a. All medallion licensees shall operate City of Chicago licensed taxicabs equipped with an operational top light affixed to the exterior roof that meets the requirements set forth in the MCC and these rules and regulations.
- b. A medallion licensee shall not submit for approval as a taxicab a vehicle that fails to meet the technical specifications listed below. If found operating a taxicab which fails to meet below listed technical specifications, the medallion licensee's license may be immediately suspended and subject to revocation.
- c. Technical specifications for a top light for a taxicab without an authorized roof-top advertising display device:
  1. The top light shall consist of three sections:
    - i. The central section shall be white and inscribed in black plain block numbers at least four inches in height with ½ inch stroke indicating the medallion number of the taxicab to which the top light is affixed.
    - ii. The left and right sections shall be identical to each other and shall be black and inscribed in white plain block letters the word "TAXI" at least four inches in height with ½ inch stroke. The left and right black sections shall be between 5 and 7 inches from the side edge of the top light.

Medallion licensees will have until January 1, 2013 to modify or replace existing top lights in order to comply with the requirement of having

identical left and right sections in black with the word "TAXI" in plain white block letters as described above.

- iii. The following is an illustration of the top light with the above described three sections. Note this illustration is not to scale.



2. The top light shall be no less in size than 25 inches across, 3 inches deep, and 5 inches high; and no more in size than 33 inches across, 4½ inches deep, and 6 inches high.
  3. The top light, when lit, must be visible at 300 feet in normal sunlight.
  4. The top light shall be installed and maintained in such manner that the top light will automatically be lit when the taximeter is not activated and the top light will automatically be unlit when the taximeter is activated.
  5. Each taxicab must be equipped with a driver operable switch that will enable the driver to manually turn on and off the top light.
- d. Technical specifications for a top light for a taxicab with an installed/affixed authorized roof-top advertising display device are in the ADVERTISING SECTION in these rules and regulations.

## **RULE TX5.02**

### **Taximeters**

- a. All medallion licensees shall operate City of Chicago licensed taxicabs equipped with an operational taximeter which accurately registers the rates and charges authorized by the MCC that meets the requirements set forth in the MCC and these rules and regulations. See MCC §9-112-510 and MCC §9-112-600.
- b. A medallion licensee shall not submit for approval as a taxicab a vehicle that has a taximeter that fails to meet the technical specifications listed below. If found operating a taxicab which fails to meet below listed technical specifications, the

medallion licensee's license may be immediately suspended and subject to revocation.

- c. Technical specifications for taximeters:
  - 1. Taximeters shall be calibrated, tested and sealed pursuant to the most current edition of the National Institute of Standards and Technology (NIST) Handbook 44.
  - 2. Taximeters must be capable of issuing or dispensing a printed meter receipt. See Taximeter Receipts Section.
  - 3. Taximeters must be capable of integration with the dispatch system, vehicle transmission, electronic payment equipment, and GPS.
  - 4. Taximeters must be capable of locking out or shutting off remotely.
  - 5. Taximeters must be only capable of being activated upon a public chauffeur entering a personal identification number or swiping a personal identification card. Medallion licensees must be able to identify the name and license number of the public chauffeur that activated and is operating the taximeter in real-time.
  - 6. Taximeters must be capable of tracking any single public chauffeur's hours of taxicab operation in real-time.
- d. Medallion licensee may not lease or operate a taxicab if the taximeter is constructed, or in any way altered, such that the taximeter may be recalibrated without removing or breaking the seal.
- e. Medallion licensee may not lease or operate a taxicab unless the equipped taximeter is registered with the Department for that taxicab and the serial number on the taximeter is identical to the serial number listed on the reverse side of taxicab medallion's hard card.
- f. Medallion licensee may not lease or operate a taxicab with more than one taximeter in the vehicle. If more than one taximeter is found in a taxicab, the medallion licensee may be subject to revocation.

### **RULE TX5.03**

#### **Taximeter Technician Requirements**

- a. Any person and/or business that performs taximeter installations, calibrations, or any service on City licensed taxicab vehicles and taximeters must meet all applicable Federal, State, or City laws, including licensing requirements.

An unlicensed person and/or business shall not service or perform work on a taximeter.

- b. Medallion licensees and medallion license managers must request and maintain documented invoices as to any work performed on taximeters by a taximeter shop. Invoices must contain the date and type of service and the taximeter's make, model, and serial number. Medallion licensees shall, upon Commissioner's request, produce such invoices within three (3) days. Medallion licensees shall maintain such records for a minimum of one (1) year.

**RULE TX5.04      Taximeter Seals**

- a. A medallion licensee may not lease or operate a taxicab unless it is equipped with a taximeter that has been sealed by the Department or an establishment specifically approved in writing by the Department to test and seal taximeters.
- b. A medallion licensee may not lease or operate a taxicab if the taximeter for that vehicle or its seal is broken, mutilated or tampered with in any way. In a taxicab with its seal broken, mutilated, or tampered with, the medallion licensee's license may be subject to revocation.

**RULE TX5.05      Taximeter Receipts**

Medallion licensees may not lease or operate a taxicab with a taximeter which does not issue or dispense a printed taximeter receipt with all of the following information:

1. Taxicab number
2. Date of trip
3. Time of trip
4. Fare charges
5. Extra fare charges
6. Total fare charges
7. The words "Call 311 for Compliments or Complaints"

**RULE TX5.06      Change of Taximeter Inspection Fee**  
*Reserved.*

**RULE TX5.07      Non-Cash Forms of Payment - Electronic Equipment**

- a. General Requirements pursuant to MCC §9-112-510:
  1. All medallion licensees shall operate City of Chicago licensed taxicabs equipped with operational electronic

equipment that is capable of processing non-cash forms of payment for taxicab fares.

2. Non-cash forms of payment include; but are not limited to, credit cards, debit cards, cyber-cash and other generally acceptable means of purchasing goods and services.
  3. Any medallion licensee who replaces a taxicab must install in the replacement vehicle rear seat swipe credit card processing equipment.
  4. Electronic equipment used to process non-cash forms of payment must meet the requirements set forth in the MCC and these rules and regulations.
- b. A medallion licensee shall not submit for approval as a taxicab a vehicle that fails to meet the non-cash forms of payment technical specifications listed below. If found operating a taxicab which fails to meet below listed technical specifications, the medallion licensee's license may be immediately suspended and subject to revocation.
- c. Licensees operating taxicabs:
1. Must accept non-cash electronic forms of payment for taxicab fares;
  2. May not impose an extra fee or a surcharge for non-cash electronic forms of payment unless approved by the MCC, these rules, or the Commissioner;
  3. May not impose a minimum fare charge for a passenger to use non-cash electronic forms of payment; and
  4. May not refuse a passenger desiring or requesting to use non-cash electronic forms of payment on any grounds, including that a trip will not exceed a minimum length or generate a minimum fare.
- d. Technical specifications for all non-cash forms of payment processing electronic equipment:
1. Electronic equipment must process payments using Payment Card Industry (PCI) Security Standards.
  2. Electronic equipment must be capable of accepting and processing the Taxi Accessible Program (TAP) Card or similar program card.
  3. Electronic equipment must be capable of integration with the dispatch system, vehicle transmission, taximeter, and GPS.

4. Electronic equipment must process payments using the public data network.
- e. Technical specifications for rear seat swipe credit card electronic equipment installed in replacement vehicles:
1. Rear seat swipe electronic equipment must be equipped with an interactive passenger display/screen. The passenger must be capable of selecting payment options.
  2. Rear seat swipe electronic equipment must display on its screen the total taxicab fare at the conclusion of the ride.
  3. The passenger must have the option of completing the taxicab fare payment without surrendering a credit/debit card or payment device to the public chauffeur.
  4. Rear seat swipe electronic equipment must be installed/mounted safely, securely, and to ensure passenger ease of use.
  5. See ADVERTISING SECTION for additional specifications for personal information monitors (PIMs) and approved interior advertising displays.
- f. Affiliated taxicab medallion licensees must process electronic forms of payment through their affiliations or licensed medallion license managers and must meet Payment Card Industry (PCI) Security Standards.
- g. Except for the express and limited purpose of fare collection, no licensee, including a public chauffeur, may collect or transmit personal passenger information without the passenger's informed consent.
- h. Starting January, 1, 2016, rear seat swipe credit card electronic equipment installed in replacement vehicles must contain accessibility features for passengers who are blind or have visual impairments.
1. Accessible technical specifications for rear seat swipe credit card equipment installed in replacement vehicles will be published by the Department in conjunction with Mayor's Office of People with Disabilities (MOPD) recommendations.
  2. The Department and MOPD may test for approval accessibility features for rear seat swipe credit card electronic equipment for use in City licensed taxicabs.

**RULE TX5.08****Electronic Payment Service Fees**

Medallion licensees that lease taxicabs to public chauffeurs:

- a. May not impose a service fee/transaction fee to the lessee public chauffeur for the processing of electronic payments greater than five percent (5%);
  - ▶ Starting January 1, 2016, the maximum service fee/transaction fee charged to the lessee public chauffeur for the processing of electronic payments may not be greater than four percent (4%).
  - ▶ Starting July 1, 2016, the maximum service fee/transaction fee charged to the lessee public chauffeur for the processing of electronic payments may not be greater than three percent (3%).
- b. Must have a system in place to disburse monies/proceeds payable to the lessee public chauffeur within one (1) business day of the initial transaction;
- c. At public chauffeur's request, must offer the option to electronically transfer monies/proceeds payable to the lessee public chauffeur; and
- d. No medallion licensee lessor may withhold payment due to a lessee public chauffeur for more than one (1) business day. Upon written complaint from a public chauffeur, medallion licensee must provide written documentation that medallion licensee has complied with this rule. Starting December 1, 2015, a medallion licensee that fails to comply by withholding payment or issues checks with insufficient funds must award the public chauffeur licensee a \$50.00 late payment fee per day.

**RULE TX5.08.05****Credit Card Processing Convenience Fee**

The convenience fee or technology fee referenced in MCC 9-112-600 (b-1) for non-cash payment of taxicab fares, may only be collected via the rear-seat installed credit card processing equipment. The convenience or technology fee must be pre-programmed in the rear-seat electronic transaction process. This fee shall not be assessed on the taxicab meter. A taxi chauffeur may not add this fee manually as a meter extra nor request the payment of this fee for unauthorized non-cash payment processing. The assessment, collection and



processing of this fee must be in compliance with Federal, State, and City laws.

**RULE TX5.09 Chicago Taxi Access Program (TAP) Electronic Payment and Trip Information Processing**

- a. All medallion licensees must accept and process the Chicago Taxi Access Program (TAP) payments using the taxicab's non-cash form of payment electronic equipment.
- b. TAP payments must be processed using data collection and data transmission protocols defined by the City of Chicago and PACE.

**RULE TX5.10 Two-Way Dispatch Equipment and E-Hail Dispatch Apps**

- a. Pursuant to MCC §9-112-320, all medallion licensees that lease taxicabs to public chauffeurs must have an operational two-way dispatch system at all times the taxicab is in operation.
- b. E-Hail Dispatch Apps approved to participate in the City of Chicago Consolidated Taxicab Dispatch (E-Hail ) Program pursuant to MCC §9-112-565 may serve as two-way dispatch equipment that meets the requirements of this rule.
- c. Taxicab medallion licensees and medallion license managers must have a program in place that supports and promotes taxicab drivers use of City of Chicago approved E-Hail Dispatch Apps.
- d. Requirements for medallion licensees, medallion license managers, and affiliations to follow, participate, and support the City of Chicago Consolidated Taxicab Dispatch (E-Hail ) Program will be published and posted by the Department at the Department Web page.

**RULE TX5.11 Global Positioning System (GPS)**

- a. All medallion licensees shall operate City of Chicago licensed taxicabs equipped with an operational Global Positioning System (GPS) that meets the requirements set forth in the MCC and these rules and regulations. See MCC §9-112-510.
- b. A medallion licensee shall not submit for approval as a taxicab a vehicle that fails to meet the GPS technical specifications listed below. If found operating a taxicab which fails to meet below listed technical specifications, the medallion licensee's

license may be immediately suspended and subject to revocation.

- c. Technical specifications for GPS equipment:
  - 1. GPS equipment must be capable of integration with the dispatch system, vehicle transmission, taximeter, and non-cash payment processing electronic equipment.
  - 2. GPS equipment must be able to track and locate the location of a taxicab.
  - 3. GPS equipment must with at least 95% accuracy be able to track both the "METER ON" and "METER OFF" dates and times with GPS coordinates in degrees Latitude and Longitude.
- d. At the request of the Department for the location of a specific taxicab vehicle, a medallion licensee must immediately respond to the Department with the location information of the taxicab vehicle.
- e. If the Department provides a Web site for location of taxicabs in the City, medallion licensees must provide electronic transmission of GPS data for its taxicab for posting on such Web site.

## **RULE TX5.12**

### **Data Collection and Accessibility**

#### a. Data Collection

Medallion licensees must have the capability to collect and store the following data for a minimum of twelve (12) months:

1. Taxicab medallion number;
2. Public chauffeur name and number;
3. Trip/Meter ON and OFF date and time;
4. Trip distance;
5. "METER ON" and "METER OFF" dates and times with GPS coordinates in degrees Latitude and Longitude with at least 95% accuracy;
6. Meter amount without any extras or tips;
7. Meter extras amount;
8. Tip amount;
9. Total amount paid;
10. Form of payment (cash, credit, debit, TAP, etc.);
11. Street hail or Dispatched fare;
12. Per public chauffeur and shift, the length of time the taxicab is in operation; and
13. Per public chauffeur and shift, the length of time the taxicab meter is active.

- b. Data Accessibility
  - 1. Medallion licensees must provide Department access to the above data via internet web access in real-time and with a history spanning twelve (12) months. Medallion licensees are required to start collecting and maintaining above data starting January 1, 2013.
  - 2. Upon the Department's request for reports based on the above data, medallion licensees must submit requested reports within three (3) days of the request.
- c. Taxicab medallion licensees and taxicab medallion license managers must direct and authorize companies that they hire or contract with to collect above listed data to enable and facilitate the Department's direct access to collected data. The Department must be able to contact the companies that collect above data for licensees to access real-time data and reports.

## **SECTION VI. SAFETY EQUIPMENT**

### **RULE TX6.01**

#### **Vehicle Safety Feature Equipment**

- a. Medallion licensees that lease out their taxicabs to public chauffeurs must equip the leased taxicab vehicle with at least one of the following safety features: (1) safety shield; (2) security camera; and/or (3) other approved designated safety feature device.
- b. A medallion licensee required to have an operational vehicle safety feature shall not submit for approval as a taxicab a vehicle that fails to meet minimum standards mandated by applicable Federal, State, and City laws. A leased taxicab vehicle found to have a vehicle safety feature that is not operational or fails to meet minimum standards mandated by applicable Federal, State, and City laws is considered unsafe. If found operating such a vehicle as a leased taxicab, the medallion licensee's license may be immediately suspended and subject to revocation.
- c. Medallion licensees are required to maintain in good working order the vehicle safety equipment required by this rule at all times.
- d. As required by the Commissioner, medallion licensees shall file on a form prescribed by the Commissioner the type and description of the required vehicle safety equipment installed in its taxicab.

- e. If a medallion licensee changes its vehicle safety equipment, the medallion licensee must notify the Department within one (1) business day on a form prescribed by the Commissioner at a designated Department office. The medallion licensee must also submit the taxicab to a scheduled inspection to ensure compliance with this rule and pay any applicable fees.
- f. No medallion licensee may charge a fee or add a surcharge to a public chauffeur's lease or charge the public chauffeur in any other way for vehicle safety equipment.
- g. Any medallion licensee may seek the Commissioner's approval for vehicle safety equipment as an alternate to either a safety shield or security camera for taxicabs. A medallion licensee must submit a written request to the Commissioner detailing the technical specifications of the proposed alternate vehicle safety equipment. The Commissioner's discretion to approve proposed alternate vehicle safety equipment will include analysis as to whether the equipment is capable of providing at least as much protection as provided by safety shields and security cameras.

## **RULE TX6.02**

### **Safety Shields**

The technical specifications for safety shields installed in licensed taxicabs are:

- a. The safety shield must be capable of completely separating the driver's seat from the rear passenger compartment.
- b. The safety shield shall be comprised of a solid metal sheet of 14 gauge steel, or of at least ½" thickness if comprised of other metal, extending upward on the back of the front seat of the vehicle from a point no further than 3" off the interior floor of the vehicle to the top of the rear of the driver's seat (not including any head rests) and a transparent partition comprised of a polycarbonate material not less than 3/8" thick and coated with a scratch resistant material extending upward on the back of the front seat from the metal covering to the ceiling of the vehicle. All solid metal sheeting shall be covered by an opaque padded material of at least ½ inch thickness matching the color scheme of the interior of the vehicle.
- c. The safety shield must allow for verbal communication between the front seated cab driver and the rear seated passenger(s). The safety shield may include intercom communication capability or a baffle plate in the lexan,

margard or polycarbonate partition consisting of six holes, no more than 2" in diameter. The baffle plate shall be located no more than 2" from the ceiling of the vehicle and centrally located on the horizontal plane of the partition.

- d. The safety shield shall include a money slot centrally located on the horizontal plane of the partition and no more than 4" high and 5" wide.
- e. The safety shield may be designed or installed in such a manner to allow the driver, at his sole discretion, to fully or partially open the safety shield as long as the driver has the capability to fully close the safety shield at any time and the safety shield fully complies with the specifications above when it is closed.
- f. To accommodate medallion licensee's re-installation of the safety shield in subsequent licensed vehicles, the ½ inch thick metal may be substituted for the 3/8 inch thick lexan, margard or polycarbonate, and vice versa, to a tolerance of 2" along the perimeter of the safety shield device.
- g. There must be a minimum of 8.5 inches of clearance between any part of the rear seat in the vehicle and any part of the safety shield at all times.
- h. Taxicabs approved as wheelchair accessible vehicles (WAVs) are permitted to install an L-shaped safety shield composed of the same material and thickness utilized for flat partitions. The transparent portion of the safety shield must extend from the ceiling to join or overlap with the protective plate of the partition.
- i. No openings or gaps greater than 1" shall be permitted between the partition and interior body of the vehicle, except for vehicles equipped with factory installed curtain airbags. In such vehicles, a space of six inches will be permitted to permit proper deployment of curtain airbags.
- j. Safety shields may not restrict communication between drivers and passengers.
- k. The safety shield installation must allow passengers in the rear to pay fares by cash and to receive receipts for payments and transactions.

## **RULE TX6.03**

### **Security Cameras**

- a. The technical specifications for security camera equipment installed in licensed taxicabs are:
  1. The security camera must be 100% solid state design and must be designed to operate using a standard 12 volt battery;
  2. The security camera must be tamperproof and not operate with an "ON/OFF" switch;
  3. The security camera must have system protections to ensure against voltage irregularities and power failures;
  4. The security camera must use non-volatile flash memory and record images using a first-in, first-out methodology, with a overwrite protected memory for emergency events that cannot be overwritten;
  5. The security camera must be impact and shock resistant;
  6. The security camera must clearly record images in all lighting conditions, including bright sunshine, shade, darkness, total darkness, and when strong backlighting is present;
  7. The security camera must mark each image with the date, time, and vehicle number, and serial number of the camera;
  8. The security camera must have a field of vision to capture all of the occupants of the vehicle;
  9. The security camera must be installed so that it will not interfere with the driver's field of vision or impede the use of any of the vehicle's mirrors;
  10. Security camera systems installed after September 1, 2016 must be able to safeguard a minimum of 4 days (96 hours) of recorded data before overwrite
  11. Security cameras systems with internal memory storage installed after September 1, 2016 must include supplemental inconspicuous storage in the vehicle in the form of hard drive, memory card, or USB flash drive;
  12. The security camera must be capable of recording images at a resolution of at least 640 x 368 pixels;
  13. The security camera must be capable of storing as or converting to standard digital image formats such as .JPEG, .AVI and .MPEG image formats;
  14. The security camera must have all lead-free components; and
  15. The security camera recording must comply with all applicable Federal, State, and City laws.

- b. The technical specifications for security camera image recording and storage, for capturing still or video images, are:
  - 1. Still Images:
    - i. Still image recording must be triggered by any vehicle door opening.
    - ii. Upon trigger, still images must be recorded at a rate of 1 image every 5 seconds for 60 seconds, followed by 1 image every 15 seconds.
  - 2. Video Images:
    - i. Video images must be recorded on a looping basis, and image storage must be triggered by any vehicle door opening.
    - ii. Upon trigger, video images must be recorded for 60 seconds prior to the door opening and 60 seconds after the door is closed.
  - 3. In an emergency event, system must be able to store 2.5 minutes worth of images prior to the trigger and 2.5 minutes after the trigger in an overwrite protected format.
  - 4. Camera software must have the ability to perform batch downloads, or save multiple events at the same time.
  - 5. Camera video must display cab number, date, and time for inspection and when retrieved for future viewing
- c. Security Camera Passenger Signage - All vehicles equipped with a security camera system must have a decal on passenger and driver side rear windows notifying passengers that the vehicle is equipped with a security camera. Signage must comply with all applicable Federal, State, and City laws.
- d. Use of Security Camera Images
  - 1. The Department and the Chicago Police Department have the authority to request access to a taxicab and its camera equipment to download recorded images of the interior or exterior of the taxicab.
  - 2. A taxicab medallion license holder and licensed taxicab medallion license manager may have direct access to download recorded images of the interior or exterior of the taxicab they own or manage. Medallion licensees and licensed taxicabs medallion license managers may only access and download taxicab security camera

images for fact-finding and investigative purposes (criminal, traffic, insurance, civil, or complaint investigations) or for educational and training purposes.

3. A taxicab medallion license holder and licensed taxicab license manager shall enter into a log book all instances of requests for, access to, and dissemination and use of any recorded material made or captured by the required security cameras, including the date and time such entry was made, the reason why such entry was made, and the name of the person making the request or accessing, disseminating or using the recorded material. The licensee shall make copies of the log book available, upon request, for inspection by the Department, the police department or other authorized government personnel.
4. Licensees may not tamper with, alter or edit security camera images.
5. Licensees must comply with Federal, State, and City laws, specifically laws regarding the use of recorded images and privacy.

e. Security Camera Inspections

1. Security camera systems must have the capability for inspection of the equipment that will indicate the system is functioning properly. Vendor or manufacturer of approved security camera systems will be required to provide the inspection facility with all necessary equipment and software at no cost to inspect, test, or extract data to ensure system compliance. The serial number of the camera must be visible to the Department inspector.
2. The Department may also inspect the viewing facilities of the medallion licensee and may ask for verification of viewing logs and/or all other documentation and equipment.

f. Optional Outward Facing Cameras

1. Medallion licensee may install and use optional outward facing cameras on their taxicabs. Outward facing cameras are optional and are not approved safety devices. Taxicab medallion license holders and licensed



taxicab medallion license managers must comply with Federal, State, and City laws, specifically laws regarding the use of recorded images and privacy.

2. The Department or the Chicago Police Department may request and view any reports and images captured and stored by the outward facing camera.

**RULE TX6.04      Rear Passenger Side Mirrors**

- a. Licensees, at their own expense, have the option to affix rear passenger side mirrors to the rear passenger doors in order for passengers to see images on side and rear of taxicab vehicle such as bicyclists, pedestrians, and other vehicles to avoid opening the door into their path.
- b. Licensee that affixes rear passenger side mirrors will label the device with the taxicab number and use a secure weatherproof adhesive to avoid unintentional detachment of the device.

**SECTION VII. WHEELCHAIR ACCESSIBLE VEHICLES**

**RULE TX7.01      Wheelchair Accessible Vehicles as Taxicabs**

- a. Any wheelchair accessible vehicle (WAV) to be used as a taxicab must meet minimum standards mandated by applicable Federal, State, and City laws.
- b. A WAV taxicab that fails to meet minimum standards mandated by applicable Federal, State, and City laws is considered unsafe. If found operating such a vehicle as taxicab, the medallion licensee's license may be immediately suspended and subject to revocation.
- c. Pursuant to MCC §9-112-570(b)(3), a taxicab medallion license holder mandated to place a WAV taxicab on one of its medallion licenses must always maintain a WAV taxicab as long the licensee is subject to a mandate pursuant to City laws; an agreement; a court order; or procurement restriction.

**RULE TX7.02      Specifications for Licensed WAV Taxicabs**

Specifications of all WAV taxicabs must be pre-approved by the Commissioner to ensure that the vehicle is in compliance with the Americans with Disabilities Act - Accessibility Guidelines for

Transportation Vehicles. At a minimum, WAV taxicabs must meet the following standards:

- a. Passengers in wheelchairs must be able to safely and expeditiously enter and exit the WAV taxicab directly from the curb side of the vehicle (“curb-to-curb entry and exit service”);
- b. The curb side of the WAV taxicab for entry and exit of the passenger must be on the passenger / right side of the vehicle;
- c. The WAV taxicab is equipped with securement devices to ensure that the wheelchair and passenger will be safely secured when the WAV taxicab is in motion;
- d. The WAV taxicab is equipped with passenger restraints in addition to wheelchair restraints to ensure that passengers will be safely secured when the vehicle is in motion;
- e. The WAV taxicab is capable of transporting at least one passenger using a “wheelchair” as defined in Code of Federal Regulations, title 49 section 37.3;
- f. The WAV taxicab must have an interior volume index greater than or equal to 160 cubic feet;
- g. The WAV taxicab must display stickers at least 6 inches by 6 inches in size depicting the universal logo for wheelchairs on the rear window and both side windows; and
- h. A WAV taxicab that is a post-manufacture or after-market mechanical conversion/modification to a wheelchair accessible vehicle must display, in a conspicuous location, a label identifying the vendor/company responsible for performing such work, and that the vehicle meets all requirements of the Americans with Disabilities Act - Accessibility Guidelines for Transportation Vehicles.

**RULE TX7.03**

**Inspection Scheduling—Priority for WAV Taxicabs**

WAV taxicabs shall be given priority at the Department’s Vehicle Inspection Facility when reporting for scheduled inspections.

**RULE TX7.04**

**Requirements for Public Chauffeurs Operating WAV Taxicabs**

- a. Prior to licensing or renewing the license of a WAV taxicab, a medallion licensee must have in place a plan to train public chauffeurs in the proper operation of the WAV taxicab.

- b. Medallion licensees may send their public chauffeurs for WAV taxicab training through the City Colleges of Chicago or to the City of Chicago's selected Centralized WAV Dispatch Service.
- c. Before a public chauffeur is allowed to operate a WAV taxicab, the medallion licensee must ensure that the public chauffeur has been properly trained on:
  - 1. Wheelchair ramp operation;
  - 2. Wheelchair securement and operation of all securement devices, including seat belts and shoulder harnesses;
  - 3. Protocols for accepting and discharging passengers that use wheelchairs; and
  - 4. Ability to determine whether the above equipment is in proper working order.
- d. A course designed to train public chauffeurs to operate and drive a WAV taxicab must include the training requirements listed in above subsection (c).
- e. A medallion licensee may not permit a public chauffeur that is not trained to perform the requirements listed in the above subsection (c) to lease nor operate a WAV taxicab. If an untrained public chauffeur is found operating a WAV taxicab, the medallion licensee's license may be immediately suspended and subject to revocation.

**RULE TX7.05**

**WAV Taxicab Dispatch General Requirements**

- a. Every medallion licensee with a licensed WAV taxicab must equip the WAV taxicab with two-way dispatch equipment which shall allow the dispatching of the vehicle by a coordinated or centralized dispatch system approved by the Commissioner for dispatch of WAV taxicabs.
- b. In addition to a GPS system, every medallion licensee with a licensed WAV taxicab must equip the WAV taxicab with dispatch equipment incorporating a satellite-based computerized navigation system which provides information to the dispatcher of the exact street location of each vehicle within a 200 foot tolerance.
- c. The dispatch equipment (including the GPS and navigation system) for the WAV taxicab must be in proper working condition and activated at all times when the WAV taxicab is in operation.

- d. Every medallion licensee with a licensed WAV taxicab shall only lease the WAV taxicab to a public chauffeur who has signed a written agreement with the medallion licensee, whereby the public chauffeur acknowledges that: (1) the public chauffeur has an affirmative duty to keep all dispatch equipment (including the navigation system) activated and audible at all times; (2) the public chauffeur has an affirmative duty to give priority to passengers requesting a WAV taxicab; and (3) the public chauffeur has an affirmative duty to respond in a timely manner to any and all requests for service assigned by the centralized or coordinated dispatch service to which the WAV taxicab belongs.
- e. Every medallion licensee with a licensed WAV taxicab shall monitor and track the performance of the public chauffeur operating its WAV taxicab to ensure that demand or need for service requested by passengers needing a WAV taxicab is met.

**RULE TX7.06**

**Centralized Dispatch System for WAV Taxicabs**

- a. Pursuant to MCC §9-112-570, the purpose of a single City of Chicago Centralized Dispatch System for WAV Taxicabs is to provide a demand response service for passengers needing wheelchair accessible transportation. The Centralized Dispatch System for WAV Taxicabs must operate in compliance with Subtitle A of Title II of the Americans with Disabilities Act.
- b. Only a person or business licensed by the City of Chicago is eligible to manage and operate a Centralized Dispatch System for WAV Taxicabs.
- c. The City of Chicago through an open-bidding process in accordance with the MCC will award a licensed person or business the right to manage and operate a Centralized Dispatch System for WAV Taxicabs.
- d. All licensed WAV taxicabs must participate and follow the procedures as they relate to the Centralized Dispatch System for WAV Taxicabs to ensure a demand response system in compliance with Title II of the Americans with Disabilities Act.

**RULE TX7.07**

**Accessibility Fund (formerly known as the WAV Taxicab Fund)**

- a. The Accessibility Fund will be used to support the Centralized WAV Taxicab Dispatch System and the purchase of WAV taxicabs by taxicab medallion license holders.

- i. Taxicab medallion license holders who purchase WAV taxicabs are eligible to apply for disbursement from the Accessibility Fund.
  - ii. Taxicab medallion license holders that are eligible to apply for disbursement from the Accessibility Fund must apply for funding in writing, in a format prescribed by the Commissioner.
  - iii. A taxicab medallion license holder may apply for the Accessibility Fund on behalf of a taxicab medallion license owned by that same license holder.
  - iv. A taxicab medallion license holder's application for funding must be associated with a wheelchair accessible vehicle that is owned by that license holder or will be owned by that license holder during the life of the vehicle as a licensed Chicago taxicab.
  - v. Taxicab medallion license holders must designate the recipient of the Accessibility Fund payment at the time of application. However, the taxicab medallion license holder may not designate the lessor of the WAV vehicle as the payment recipient, and vehicle lessors are not eligible to receive Accessibility Fund payments, unless the taxicab medallion license holder will own that WAV vehicle at the end of the vehicle lease period, or unless the license holder and that vehicle's lessor are the same person, or the license holder has a controlling interest in the company leasing that WAV vehicle to the license holder.
- b. A medallion licensee that places a WAV voluntarily or by MCC mandate on its taxicab medallion is eligible for the following maximum money disbursement per taxicab from the Accessibility Fund the year the WAV Taxicab is placed into service:
1. \$20,000.00 reimbursement for a brand new, factory manufactured wheelchair accessible vehicle as a taxicab.
  2. \$15,000.00 reimbursement for a post-manufacture or after-market mechanical conversion/modification of a brand new vehicle to a wheelchair accessible vehicle as a taxicab.
  3. The Commissioner has the authority to increase the above listed reimbursement ceilings based on the integration of funds secured and available through grants.
- c. A medallion licensee that places a WAV by MCC mandate on its taxicab medallion is eligible to apply for the maximum money disbursement specified in subsection (b) of this section per

taxicab from the Accessibility Fund the year the WAV Taxicab is placed into service.

- d. Medallion licensees that are mandated to place a WAV taxicab into service by a settlement agreement or court order may not apply for disbursement from the Accessibility Fund.
- e. Medallion licensees must be in complete compliance with all City laws to be eligible to apply for Accessibility Fund monies.
- f. Medallion licensees may only apply for disbursements from the Accessibility Fund for “new” vehicles purchased directly from a manufacturer or manufacturer authorized dealer. A “new” vehicle is defined as a vehicle that meets the following requirements at the time the Accessibility Fund application is submitted to BACP: 1) vehicle is no more than two model years old AND 2) vehicle has less than 35,000 miles on the odometer. A vehicle that has never been titled and is purchased directly from the manufacture or manufacturer authorized dealer may be considered “new” by the Department, if the vehicle is or is less than three model years old and has less than 250 miles on the odometer. The Commissioner has the authority to set additional requirements for vehicles eligible for reimbursements, including as necessary for the integration of funds secured and available through grants.
- g. The Department will prioritize the disbursement of Accessibility Fund monies to medallion licensees.
- h. If there are more applications for Accessibility Fund monies than the amount of the money in the fund, the Department will select the medallion licensee awardees by a lottery system prescribed by the Commissioner.
- i. The Department will disburse Accessibility Fund monies to medallion licensees no more than ninety (90) days after receipt and verification of all paid receipts and invoices and vehicle has passed inspection.
- j. Medallion licensees awarded Accessibility Fund monies must keep that WAV Taxicab on a designated taxicab medallion, owned or legally managed by the fund recipient, for the life of the vehicle in accordance with the MCC §9-112-070 and RULE TX3.02 of these rules and regulations. Licensees awarded Accessibility Fund monies must keep that WAV Taxicab in service for a minimum of seven (7) years; unless, the vehicle is determined to be permanently unfit for public use by City of

Chicago public vehicle inspectors or BACP designated equivalent.

- k. A medallion license holder who fails to comply with the terms and conditions associated with Accessibility Funding, shall be assessed penalties and/or demands for full or partial reimbursement of funds received.
- l. Medallion licensees awarded Accessibility Fund monies must cooperate with the Department in regards to reporting requirements in relation to use of WAV taxicab vehicle subsidized with Accessibility Fund monies. Medallion licensees may be required to submit reports in form and format prescribed by the Commissioner in regards to Accessibility Fund subsidized WAV taxicab.
- m. Additional Monetary Incentives.  
Commissioner has the authority to introduce and make available additional monetary incentives funded by the Accessibility Fund to taxicab medallion license holders and taxicab public chauffeurs. Additional Accessibility Fund incentives may be used towards:
  - i. increasing the number of WAV taxicabs;
  - ii. increasing the number of taxicabs with audible accessible credit card processing equipment; and/or
  - iii. other vehicle or equipment accessible features.

The Commissioner shall publish additional incentives in detail, including incentive criteria, the amount of incentive, any restrictions associated with the funding, and the process to apply for the incentive, by posting the information at the BACP web page and disseminating the information through BACP Public Vehicle Industry Notices.

## **RULE TX7.08**

### **WAV Public Chauffeur Excellence Award**

- a. Pursuant to MCC §9-112-575, WAV Taxicab drivers are eligible to compete to receive a free taxicab medallion license for their dedication to providing service to persons needing wheelchair accessible vehicles. The awardee must place the awarded medallion license onto a WAV.
- b. WAV Public Chauffeur Excellence Award Nominee Eligibility
  - 1. Nominees must hold a valid City of Chicago Public Chauffeur license.
  - 2. Nominees must be in compliance with all City laws.

3. Nominees must have been driving a Chicago licensed taxicab for at least three consecutive years prior to nomination.
4. Nominees must verify that they have been driving a Chicago licensed WAV Taxicab for at least 250 days within the last 12 consecutive months servicing passengers using wheelchairs.

c. WAV Public Chauffeur Excellence Award Nominations

1. Nominees must be nominated by a member of the public or by the Mayor's Office for People with Disabilities.
2. Public Chauffeurs may not nominate themselves or be nominated by a family member by blood, marriage, or legal proceeding (e.g. spouse, parent, grand-parent, sibling, child, or legal guardian).
3. Taxicab Medallion License Holders, Taxicab Affiliations, and Taxicab Medallion License Managers cannot nominate a public chauffeur.
4. Nominations must be made on a form prescribed by the Commissioner.

d. WAV Public Chauffeur Excellence Awardee Selection Criteria

1. The Commissioner will assemble a WAV Public Chauffeur Excellence Awardee Selection Committee comprised of both public and private members.
2. Nominees may be recognized for a variety of achievements and characteristics, including training and guidance to other drivers; a demonstrated record of serving people with disabilities; integrity; and career service as a licensed public chauffeur.
3. Nominees must have gone above and beyond the basic requirements of their job to provide excellent customer service to any passenger in general.
4. Nominees should have demonstrated commitment to raising the quality of life for residents in their community.
5. Nominees' dedication as public chauffeurs should also be reflected in their professional, personal and civic lives.
6. Nominees' contributions to their community through volunteering, leadership, and other community activities will be evaluated during the selection process.



- e. A WAV Public Chauffeur Excellence Awardee bestowed a taxicab medallion with a WAV restriction since the creation of the Accessibility Fund is eligible to apply for the following maximum money disbursement per taxicab from the Accessibility Fund the year the WAV Taxicab is placed into service:
  - 1. \$20,000.00 reimbursement for a brand new, factory manufactured wheelchair accessible vehicle as a taxicab.
  - 2. \$15,000.00 reimbursement for a post-manufacture or after-market mechanical conversion/modification of a brand new vehicle to a wheelchair accessible vehicle as a taxicab.
  - 3. The Commissioner has the authority to increase the above listed reimbursement ceilings based on the integration of funds secured and available through grants.

**RULE TX7.09**      **City of Chicago Taxicab Medallion Only Leases for WAV Taxicabs Reserved**

**SECTION VIII. PUBLIC CHAUFFEURS**

**RULE TX8.01**      **Valid Licenses Required**

Pursuant to MCC §9-112-260 and MCC §9-112-200, medallion licensees must ascertain that any driver of its licensed taxicab has in his or her possession:

- 1. A current and valid state issued driver's license and
- 2. A current and valid City of Chicago Public Chauffeur's License for taxicab drivers.

**RULE TX8.02**      **Public Chauffeur License and Public Vehicle License Information Available Online**

- a. The Department will post and maintain lists of public chauffeur licensees and medallion licensees and the current license status (active, denied, revoked, suspended, violation, etc.) online at the City of Chicago Data Portal.
- b. Any public posting of the status of a City of Chicago license shall constitute actual knowledge of the status of such license by all medallion licensees, all affiliations, all managers, and all public chauffeurs.

**RULE TX8.03****Duty to Maintain Public Chauffeur Records**

Medallion licensees must maintain for a minimum three (3) year period records of the name and number of the public chauffeurs operating its taxicabs on any given date, time, and location. In compliance with MCC §9-112-210, such records must be made available to the Commissioner upon request.

**Rule TX8.04****Duty to Inform the Department**

If a taxicab medallion license holder and/or taxicab medallion license manager is informed that a driver of one of its taxicabs is in an accident, charged with a crime, or arrested for a crime while operating a taxicab, the taxicab medallion license holder and/or taxicab medallion license manager for that taxicab medallion license is required to notify the Department within two business days of the date they were informed. Notification may take place in person or via email to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) and should include the specifics of the accident or incident including a copy of any relevant documentation they are in possession of and information pertaining to the driver or drivers involved in the accident or incident, and the taxicab medallion license or licenses involved.

**SECTION IX. LEASED VEHICLES AND LEASE AGREEMENTS****RULE TX9.01****Uniform Taxicab Lease Agreement**

- a. Any medallion licensee that leases its taxicab vehicle must use the Uniform Taxicab Lease Agreement identified as “City of Chicago Uniform Taxicab Lease Agreement” and posted at the Department Web page. Any medallion licensee that uses any other form of lease or written or oral agreement may be subject to license revocation.
- b. A medallion licensee may convert or adapt the “City of Chicago Uniform Taxicab Lease Agreement” into an electronic or digital format. Licensee may not change or alter the content or order structure set forth in the “City of Chicago Uniform Taxicab Lease Agreement”.
- c. A medallion licensee must submit for Department approval their electronic or digital format version of the “City of Chicago Uniform Taxicab Lease Agreement” prior to implementation and use.

- d. A medallion licensee may insert a photograph or digital image of the public chauffeur on to the “City of Chicago Uniform Taxicab Lease Agreement”.

**RULE TX9.02                      Twelve (12) Hour Weekly Lease Agreements**

A twelve (12) hour weekly lease agreement must be for the same twelve (12) hour shift on each consecutive day of the lease. For example, a twelve hour weekly lease agreement may be for the identical shift of 6:00am to 6:00pm on each consecutive day of the week. A Uniform Taxicab Lease Agreement for a twelve (12) hour weekly lease must indicate the single consistent shift timings that will be covered on each consecutive day of that week.

**RULE TX9.03                      Taxicab Lease Agreement Overcharges and/or Omissions**

- a. Medallion licensee may not enter into written or oral agreements that exceed the maximum lease rates specified in MCC §9-112-220, MCC §9-112-230, and MCC §9-112-240.
- b. The practice of entering into a series of leases with the same individual lessee which, when combined, exceed the lease rate caps set forth in Chapter 9-112 is forbidden. For example, a lessor may not charge more than the 24-hour rate by entering into two consecutive 12-hour leases with the same individual lessee, nor may a lessor charge more than the weekly lease cap by entering into a series of 12 hour and/or 24-hour leases with the same individual lessee within a seven-day period.
- c. Medallion licensees may not include on the “City of Chicago Uniform Taxicab Lease Agreement” or charge to the public chauffeur lessee extra charges including; but not limited to, vehicle maintenance repair costs, or costs for the administration of the lease or any bond/security deposit monies. Medallion licensees may not include on the “City of Chicago Uniform Taxicab Lease Agreement” charges for supplemental liability coverage or collision damage insurance coverage.

**RULE TX9.04                      Taxicab Lease Agreement Written and Real-Time Records**

- a. Medallion licensees shall keep accurate records of the taxicab lease agreements between them and each public chauffeur lessee assigned to drive and operate its taxicab for a minimum of three (3) years.

- b. Medallion licensees shall provide to the Commissioner, within three (3) days of request, copies of requested taxicab lease agreement records.
- c. Pursuant to MCC §9-112-210, all licensees must maintain real-time data on the name and chauffeur number of the chauffeur operating its taxicabs on any given date, time, and location. All medallion licensees must enable the Department to access the real-time data via internet web access with a history spanning twelve (12) months and an electronic lease for each driver. Medallion licensees are responsible for the storage of history starting January 1, 2013 and beyond.

**RULE TX9.05      Taxicab Lease Agreements Must Be Tendered to the Lessee**

At the time of execution, medallion licensees must provide a copy of the executed “City of Chicago Uniform Taxicab Lease Agreement”, in paper or electronic form, to the public chauffeur to whom the vehicle has been leased.

**RULE TX9.06      Public Chauffeur Lessee to be Sole Driver**

Medallion licensee lessors must have processes in place to ensure that the public chauffeur listed as the lessee during the time specified on the “City of Chicago Uniform Taxicab Lease Agreement” is the sole driver of the leased vehicle. Any medallion licensee that permits a driver to operate its taxicab without a valid executed “City of Chicago Uniform Taxicab Lease Agreement” is subject to license revocation.

**RULE TX9.07      Bonds and Security Deposits**

- a. Medallion licensee lessors may require a public chauffeur lessee to post a bond or security deposit.
- b. The bond / security deposit may not exceed a deposit balance of \$500.00.
- c. No bond payment or security deposit may be accepted from a public chauffeur lessee unless the lessor is able to lease out a taxicab vehicle immediately to the lessee.
- d. A medallion licensee lessor may deduct or be reimbursed from the public chauffeur bond / security deposit balance for only the following listed items:
  - 1. Any unpaid yet owing charges for executed lease agreements or late fees;
  - 2. Any collision damage to a vehicle that occurred during the term of the lease agreement that is not covered by insurance;

3. Any intentional damage done to the vehicle or its equipment by the lessee;
  4. Any administrative, parking or red-light camera citation fines actually paid by the lessor medallion licensee to the City for lessee's actions.
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- e. Medallion licensee lessors may not charge for any administrative charges relating to the cost of administering the bond / security deposit money.
  - f. Medallion licensee lessors must document all payments received towards the bond / security deposit by a written receipt.
  - g. Medallion licensee lessors must itemize, document and support any deductions made from the bond / security deposit balance. Medallion licensee lessors must present to public chauffeur lessees statements of deductions upon request of the lessee chauffeur or the Department.
  - h. Medallion licensee lessors must refund to the public chauffeur lessee any outstanding balance in the bond / security deposit within sixty (60) days following the last day for which the parties had a taxicab lease agreement. If the medallion licensee lessor deducts monies for allowable deductions or reimbursements as described above from the bond / security deposit, the medallion licensee lessor must provide to the public chauffeur lessee a written itemized statement listing the amount and the type of allowable deductions and reimbursements. Medallion licensee lessor must be able to support the deductions and reimbursements with documentation.
  - i. Medallion licensee lessors must maintain copies of bond / security deposit deduction statements for a minimum of three (3) years. Medallion licensees shall provide to the Commissioner, within three (3) business days of request, copies of requested bond / security deposit deduction statements.
  - i. Multiple licensees, i.e., the medallion license holder, medallion, license manager and taxicab affiliation, may not collect a security deposit or bond on the same taxicab vehicle from the same public chauffeur for the same time frame.

**RULE TX9.08                      Collision Damage Waiver and Supplemental Liability Insurance**

At public chauffeur lessee’s written consent, a medallion licensee may enter into a written agreement, outside of the Uniform Taxicab Lease Agreement, to offer and charge the public chauffeur lessee for collision damage waiver or supplemental liability insurance. The charges must be based on reasonable costs actually incurred for such coverage. Medallion licensee lessors must document all payments received towards such coverage by a written receipt.

**RULE TX9.09                      Late Fees**

A medallion licensee lessor may charge a public chauffeur lessee a maximum late fee of \$15.00 per hour for failing to return the taxicab vehicle on a timely basis as specified in the term of the lease in the “City of Chicago Uniform Taxicab Lease Agreement”. Medallion licensee lessors must document all late fee payments received by a written receipt.

**RULE TX9.10                      Breakdown of Leased Taxicab Vehicle**

If during the term of a lease, the leased taxicab vehicle breaks down or becomes not operational through no fault of the public chauffeur lessee, the medallion licensee lessor shall refund the balance of the remaining term of the lease if the medallion licensee lessor is not able to immediately provide a replacement taxicab vehicle to public chauffeur lessee to continue the lease agreement.

**RULE TX9.11                      Written Receipts**

- a.        Medallion licensee lessors must provide to public chauffeur lessee written receipts for any monies received by the medallion licensee lessor at the time the money is received. On the written receipt, medallion licensee lessor must list the public chauffeur’s name and chauffeur license number; the date the money is received, the amount of the money received, the purpose of the payment (late fee, bond, etc.), and the form of payment (cash, check, money order, etc.).
- b.        Medallion licensee lessors must maintain copies of all written receipts for a minimum of three (3) years. Medallion licensee lessor shall provide to the Commissioner, within three (3) business days of request, copies of requested written receipts.

**RULE TX9.12                      Written Policies and Contracts**

- a.        Medallion licensees may use documents other than the “City of Chicago Uniform Taxicab Lease Agreement” in order to clarify

its business policies or contractual relationship with the public chauffeur lessee. Such documents must be approved by the Commissioner.

- b. All such documents must be in compliance with all Federal, State, and City laws.
- c. Medallion licensees may request public chauffeur lessees to acknowledge, in writing, receipt of documents that outline the medallion licensee's business and taxicab vehicle use policies.
- d. Medallion licensees may request public chauffeur lessees to enter into contracts which outline the contractual relationship and obligations between both parties.
- e. Medallion licensees must maintain copies of the above described documents for a minimum of three (3) years. Medallion licensees shall provide to the Commissioner, within three (3) business days of request, copies of requested documents.

#### **RULE TX9.13**

#### **Monitoring Consecutive Hours of Public Chauffeur's Operation of Taxicab**

- a. Pursuant to MCC §9-112-250, medallion licensee lessors that enter into a lease agreement with public chauffeur lessees for a time frame greater than twelve (12) consecutive hours, must have policies in place to monitor the continuous length of time the public chauffeur lessee is operating and driving its leased taxicab.
- b. Refusal to grant a twenty-four (24) hour lease shall not be considered compliance with this rule.
- c. Medallion licensees may use taximeter and credit card processing activity and GPS data to monitor whether a public chauffeur operating its taxicab is operating and driving a taxicab more than twelve (12) consecutive hours.

#### **RULE TX9.14**

#### **Taxicab Medallion License Only Lease Agreements**

Pursuant to MCC §9-112-240, a medallion licensee may only enter into a taxicab medallion only lease agreement with a public chauffeur that meets both of the following requirements: (1) the public chauffeur must have a current ownership interest in the vehicle that will be used with the medallion license as a taxicab and (2) the public chauffeur will be driving the taxicab. A taxicab medallion only lease agreement must be for one taxicab medallion license and a single

public chauffeur. Medallion licensees may not enter into a taxicab medallion only lease agreement with one person for multiple taxicab medallion licenses.

For taxicab medallion license only lease agreements, the lease agreement must itemize what items are included in the lease rate and what items are not included in the lease rate. At a minimum, the following items must be itemized, negotiated, and responsible party for payment identified in a written medallion only lease agreement: vehicle maintenance, vehicle insurance, ground transportation tax, affiliation fees, fines, fees, tickets, and any other equipment or processing fees associated with operating a licensed taxicab.

**RULE TX9.15      Payments from a Public Chauffeur**

A public chauffeur may pay lease fees or other fees by credit card, debit card, or other legal method of payment, other than a personal check. Medallion licensees shall post their personal check acceptance notices conspicuously. It shall be a violation of this rule for any lessor to require that a lease payment or other payment be made in cash.

**RULE TX9.16      Section IX Violations**

Any violation of RULES TX9.01 through TX9.15 of these rules and regulations may subject the medallion licensee to revocation of its medallion license or licenses.

**SECTION X. TAXICAB AFFILIATIONS & MEDALLION LICENSE MANAGERS**

**RULE TX10.01      Taxicab Affiliation Membership**

Any medallion licensee who is an affiliate of a registered taxicab affiliation must have all of its taxicabs affiliated with the same taxicab affiliation.

**RULE TX10.02      Cooperation with Affiliations and Medallion License Managers**

Every medallion licensee who is a member of an affiliation or has contracted the services of a taxicab medallion license manager shall cooperate with such affiliation or taxicab medallion license manager by promptly providing such documents and information as required of the medallion licensee in order to enable the affiliation/taxicab license manager to meet its obligations under MCC Chapters 2-25 and 9-112, applicable rules and regulations, and other applicable law.



**RULE TX10.03      Change of Affiliation**

- a.      Medallion licensees must notify the Department on a form prescribed by the Commissioner when it changes its legal relationship with a licensed taxicab affiliation.
- b.      Pursuant to MCC §9-112-340, medallion licensees must pay a \$25.00 change of affiliation processing fee per taxicab medallion license and submit the taxicab vehicle to an inspection.

**RULE TX10.04      Change of Taxicab Medallion License Manager**

Medallion licensees must notify the Department on a form prescribed by the Commissioner when it changes its legal relationship with a licensed taxicab medallion license manager and submit any documents or contracts that relate to the change in legal relationship as requested by the Commissioner.

**SECTION XI. ADVERTISING**

**RULE TX11.01      Advertising and Taxicabs**

- a.      No medallion licensee shall permit its taxicab to display any advertising sign or device without a permit approved and issued by the Department.
- b.      A medallion licensee must be in full compliance with all City laws and must pay for the advertising permit before an advertising permit will be approved and issued.
- c.      A medallion licensee may apply for and receive advertising permits for both exterior advertising displays and interior video display screens for the same taxicab vehicle.
- d.      Medallion licensees may not transfer or assign approved and issued advertising permits neither to other medallion licensees nor to other taxicab vehicles.
- e.      The revocation, rescission, or non-renewal of the taxicab medallion license for which an advertising permit is issued will automatically revoke, rescind or deny renewal of the same advertising permit.

**RULE TX11.02      Medallion Licensees Must Comply with Advertising Guidelines and Technical Specifications**

A medallion licensee shall not submit for approval as a taxicab a vehicle that fails to meet the advertising guidelines and technical specifications listed below. If found operating a taxicab which fails to meet below listed advertising guidelines and technical specifications, the medallion licensee's license may be immediately suspended and subject to revocation.

**RULE TX11.03      Taxicab Advertising Guidelines**

Advertising displayed on taxicabs is part of the regulated appearance of the vehicles and, as such, may not be inconsistent with or undermine the City's existing regulatory interests in protecting and serving passengers and prospective passengers, which are expressed through the City's requirement of courteous and nondiscriminatory service and clear visibility of taxicab identification and contact information.

- a.      The following is not allowed and may be grounds for suspension, revocation, rescission, or denial of an advertising display permit:
  - 1.      Advertising that is untruthful, fraudulent, involving illegal activity, or in violation of city, state, or federal law.
  - 2.      Advertising that is sexually explicit, defined as depicting genitals, pubic hair, buttocks, perineum and anal region, pubic hair region, or any portion of the female breast at or below the areola, whether such body parts are depicted as uncovered or less than completely and opaquely covered.
  - 3.      Advertising that portrays graphic violence, such as through the depiction of human or animal bodies, body parts, or fetuses in states of mutilation, dismemberment, disfigurement or decomposition.
  - 4.      Advertisements that contain swear words, obscenities, or racial, ethnic, or sexual slurs or abusive epithets.
  - 5.      Advertisements that are located on the taxicab vehicle doors and contain information that would tend to confuse observers looking for the required taxicab information, such as numbers that are similar to: (i) the taxicab medallion license number or (ii) the mandated telephone number.
  
- b.      Additional conditions for an advertising display permit:
  - 1.      No public chauffeur may solicit or otherwise promote the product or service advertised in the display.

2. Advertising displays must be maintained in a safe, clean, and undamaged condition.

**RULE TX11.04      Application for Advertising Display Permit**

Application for a permit to display advertising in or on a taxicab shall be on a form (electronic or paper) or in a manner prescribed by the Commissioner.

**RULE TX11.05      Permit Issuance and Expiration**

An interior or exterior advertising permit issued under this section shall expire one year after the date of issuance, unless surrendered, revoked, rescinded or terminated prior to the expiration date

**RULE TX11.06      Approval or Denial of Advertising Permits**

- a. The Department shall inform applicants for an advertising display permit under this section whether the application is approved or disapproved within thirty (30) business days after its receipt of the completed application, unless it gives the applicant written notice that it needs an additional thirty (30) business days and the reasons therefore.
- b. If the application is approved and permit paid for, the Department shall issue the advertising display permit.
- c. If the Department denies the advertising display permit application, it shall provide written notice of its decision, stating the specific grounds and regulations that form the basis for such denial. The reasons for denial of an advertising display permit may include: non-compliance with City laws, outstanding debt, non-payment of advertising display permit fees, incomplete or false applications, or failure to pass the initial safety inspection of the advertising display device.
- d. Any applicant who believes its application for an advertising display permit is wrongfully denied, may appeal the decision to the Department on a form prescribed by the Commissioner.

**RULE TX11.07      Grounds for Immediate Suspension of an Advertising Permit**

The following are grounds for the immediate suspension of a taxicab advertising permit:

- a. Material false or misleading information on an advertising permit application.

- b. An advertising display device that poses a risk to public safety.
- c. Non-compliance with Advertising Guidelines listed above.
- d. Suspension of the taxicab medallion license.

**RULE TX11.08 Advertising Revenue Record Keeping**

Each medallion licensee to whom an advertising display permit is issued shall maintain complete and accurate records of all revenues received from the display of any advertising sign or device along with all other records of the medallion licensee's business activity relating to advertising. Medallion licensees and license managers must authorize the advertising companies they contract with to directly respond to the Department's request for records. Upon the request of the Department, a medallion licensee or license manager must submit the records of its business activity relating to advertising within three (3) business days to the Department in the manner indicated in the request.

**RULE TX11.09 Exterior Taxicab Advertising Display**

- a. Exterior Location - Advertising displays on the exterior of the cab will be allowed only on the vehicle doors on both sides of the cab or on roof-top display devices.
- b. Advertising Display on Vehicle Doors – Technical Specifications  
The only type of advertising displays permitted on the vehicle doors shall be displays adhered to the vehicle doors using a vinyl wrapping process, which is sometimes referred to as a “partial wrap.” The vinyl for a taxicab wrap must be premium 2ml cast self-adhesive PVC product that will conform to vehicle curves.
- c. Advertising Display on Taxicab Roof-Tops – Technical Specifications;
  - 1. Any medallion licensee or display vendor may only submit for approval roof-top advertising display devices that have been tested and certified in accordance with the Department of Defense Test Standard MIL-STD 810f by a licensed Professional Engineer and documentation of testing and certification must be submitted to the Department.
  - 2. The size of the display device shall not be larger than 58 inches long, 20 inches wide and 19 inches high.

3. All advertisements must fit with the dimensions of the display device and shall not exceed the dimensions described above.
4. Each advertising display device must be designed to include a taxicab medallion number and availability display that must use separate and distinctly different lights from any illumination or backlighting of the advertising display. The taxicab medallion number and availability display must:
  - i. Consist of three sections. The central section shall be white and in scripted in black plain block numbers at least 3 ½ inches in height with ½ inch stroke indicating the medallion number of the taxicab to which the device is affixed. The left and right sections shall be identical to each other and shall be black;
  - ii. Be visible at 300 feet in normal sunlight;
  - iii. Be installed and maintained in such manner that the taxicab medallion number and availability display will automatically be lit when the taximeter is not activated and the same will automatically be unlit when the taximeter is activated; and
  - iv. Be equipped with a driver-operable switch that will enable the driver to manually turn on and off the taxicab medallion number and availability display.
5. Special Event Roof Top Advertising Permits
  - i. A medallion licensee or advertng display vendor may request in writing to use special event rooftop advertising display devices and signs that are outside the specifications listed above; but, may not exceed 100 square inches.
  - ii. The request must be in writing and detail the purpose of the special advertising display that falls outside the regulated requirements listed above.
  - iii. The special event roof top advertising intended may not be for a term longer than 3 months.
  - iv. In evaluating a request for a special event roof top advertising display permit, the Commissioner shall give consideration to its effect on the safety, health, comfort and

convenience of the drivers and passengers, and its public appearance on the streets of the city.

- v. The fee for a the issuance of a special event roof top advertising permit is \$100.00, in addition to the base \$100.00 advertising fee and the \$100.00 roof-top advertising device inspection fee.

**RULE TX11.10 Interior Taxicab Advertising Display**

- a. The only type of interior advertising permitted is an interior video display screen also known as a personal information monitor (P.I.M.).
- b. Interior Advertising/Video Display – Technical Specifications
  - 1. The interior advertising/video display screen unit shall be secured to the middle portion of the front seat or, if there is no safety shield or bench seating, in a console facing the middle of the rear seat, displaying into the back seat.
  - 2. Capability for the passenger to control the screen unit’s audio volume.
  - 3. Upon each activation of the taximeter, capability to play a video/audio with a message created and as prescribed by the Commissioner.
  - 4. The text of the above or other agreed-upon audio message shall be simultaneously displayed on a crawl across the top or bottom of the video display. This crawl shall be repeated every 20 minutes.

**RULE TX11.11 Advertising Income Distributions to Public Chauffeur Lessees**

Starting December 1, 2015, pursuant to MCC §9-112-410, for taxicab vehicles with paid (revenue generating) exterior advertising displays (roof top or side door panel), the medallion licensee or medallion license manager must credit a lessee taxicab driver \$ .50 (fifty cents) per twelve hour lease or \$1.00 (one dollar) per twenty-four hour lease. A taxicab driver that enters into a weekly twelve hour lease is credited \$3.50 for the week. A taxicab driver that enters into a weekly twenty-four hour lease is credited \$7.00 for the week.

## **SECTION XII. TAXICAB MEDALLION LICENSE TRANSFERS**

**RULE TX12.01**      *RESERVED*

**RULE TX12.02**      **Limitations on Medallion License Transfer – Number of Licenses**

Any applicant for a medallion license, by purchase, auction, lottery, assignment or any transfer, shall not hold more than four taxicab medallion licenses in one City of Chicago Department of Revenue/Finance account.

**RULE TX12.03**      **Age of Applicant at time of Transfer**

- a. All individuals applying for a taxicab medallion license through purchase, auction, lottery, assignment or any transfer must be at least twenty-one (21) years of age at time of application.
- b. All shareholders, corporate officers, or LLC members, applying for a taxicab medallion license through purchase, auction, lottery, assignment or any other type of transfer must be at least twenty-one (21) years of age at time of application.

**RULE TX12.04**      **Full Compliance with Laws**

All individuals or entities applying for or selling a taxicab medallion license through purchase, auction, lottery, assignment or any transfer must be in full compliance with the Municipal Code of Chicago and all applicable rules and regulations, and must resolve any administrative violations pending.

## **SECTION XIII. TAXICAB MEDALLION LICENSE TRANSFER UPON FORECLOSURE**

**RULE TX13.01**      **Notice Prior to Taxicab Medallion License Foreclosure**

- a. Prior to foreclosing upon a taxicab medallion license, the secured party must notify the medallion licensee and the Commissioner in writing of his intent to foreclose.
- b. This notice must be sent at least twenty-one (21) days prior to the date on which the secured party intends to foreclose and must include the following information:
  1. The name of the medallion licensee;

2. The number of the taxicab medallion licenses being foreclosed;
3. The past due amount owed the secured party or other claimed grounds for default;
4. The estimated amount of incidental costs, including attorney fees and per diem, to be incurred;
5. The intended date of foreclosure;
6. The proposed procedure to avoid default and foreclosure; and
7. The name and phone number of the person to whom inquiries should be directed.
8. Notice should include copies of the loan documents and UCC filings and any existing amendments.

**RULE TX13.02      Notice of Transfer—Affidavit of Defense**

- a. Subsequent to any foreclosure sale, and at least thirty five (35) days prior to the purchaser making an application for transfer upon foreclosure, the secured party must send to the debtor/medallion licensee at his last known address, by certified mail return receipt requested: (1) a Notice of Creditor's Request to Transfer Taxicab Medallion License Upon Foreclosure in the form prescribed by the Commissioner; and (2) an Affidavit of Defense in the form prescribed by the Commissioner. The thirty five (35) day period begins on the date the documents are postmarked certified mail return receipt requested by the United States Postal Service.
- b. A copy of the Notice of Creditor's Request to Transfer Taxicab Medallion License Upon Foreclosure must also be sent within such time to the Commissioner, who may attempt to notify the debtor/medallion licensee of such action independently. If a completed Affidavit of Defense is received by the secured party or the Commissioner within thirty (30) days from the date postmarked on the notice, no transfer upon foreclosure will be allowed without the subsequent express written consent of the debtor/medallion licensee except pursuant to an order of a court having jurisdiction.

**RULE TX13.03      Foreclosure Sale Purchases**

- a. The purchaser at any foreclosure sale must apply for transfer of the taxicab medallion license within one hundred and twenty (120) days of the final foreclosure order.
- b. The purchaser must meet all the criteria for licensing as set out in the Municipal Code of Chicago and these rules and regulations, including payment of the license transfer fee,



license fees and any other fees, fines or taxes due and owing to the City.

- c. Transfer of the medallion license following a foreclosure sale must be done by an application process and submitted to the Department on the forms and in the manner prescribed by the Commissioner. All applications must be approved by the Commissioner and all required fees must be paid to the City prior to such transfer being effective.
- d. All debt owed to the City associated with the foreclosed taxicab medallion license or medallion licensee must be satisfied before any transfer of the taxicab medallion license may take place.
- e. The secured party shall make all necessary efforts to obtain a qualified purchaser within thirty (30) days of the foreclosure. If the secured party fails to obtain a qualified purchaser within thirty (30) days of the foreclosure, the Department may, in its discretion, sell the medallion license at a public sale. Any costs incurred by the Department from this sale shall be deducted from the sale proceeds due the secured party and shall be remitted to the Department. Remaining residual proceeds after the sale shall be used to satisfy any debt owed to the City by the debtor/medallion licensee and any residual proceeds after the debt to the City has been satisfied will be distributed in a manner consistent with the provisions of the rules.

**RULE TX13.04 Foreclosure Sale Purchase—Documents Required**

- a. An application for transfer of a taxicab medallion license upon foreclosure shall be made on forms prescribed by the Commissioner.
- b. The application must be accompanied by all of the following in addition to any other forms or applications as required by the Commissioner:
  - 1. An Affidavit of Transfer on Default on a form prescribed by the Commissioner;
  - 2. A complete and accurate copy of the loan agreement between the debtor and the secured party. The loan agreement must indicate the license number and contain the signature of the debtor;
  - 3. A copy of the Notice of Creditor's Request to Transfer Taxicab Medallion License upon Foreclosure together with the signed return receipt from the United States

- Postal Service or the returned envelope stamped by the Postal Service as "undeliverable." and;
4. Any court orders relevant to the sale, transfer or foreclosure of the medallion license.
- c. All sale prices of taxicab medallion licenses must be consistent with current market value as determined by the Commissioner prior to sale.
  - d. The taxicab medallion license must be sold to a person believed to be a qualified applicant, with the proceeds applied as provided in the UCC with any residual proceeds, after any debt owed to the City is paid, going to the debtor/medallion licensee, where applicable.

**RULE TX13.05      Operation Prohibited Until Transfer Approved**

Neither the secured party nor the purchaser of a license at a foreclosure sale shall be entitled to operate the taxicab medallion license unless and until the transfer upon foreclosure is approved and processed by the Commissioner, and the approved purchaser has paid the appropriate fees to the Department. In the event that any individual operates a taxicab medallion license in violation of these rules and regulations, the Department may immediately suspend the license or licenses and the license or licenses shall be subject to revocation.

**RULE TX13.06      Sale to Qualified Applicants Only**

- a. If a public sale of a taxicab medallion license is required pursuant to Article 9 of the Uniform Commercial Code (UCC) or pursuant to the terms of the security agreement between the secured party and debtor, the taxicab medallion license must be sold to a person believed to be a qualified applicant at public auction, with the proceeds applied as provided in the UCC with any residual proceeds, after any debt owed to the City is paid, going to the debtor/medallion licensee, if applicable.
- b. Notification of the time, date, and location of any public foreclosure auction must be sent in writing to the Commissioner at least fifteen (15) days prior to the public auction. The public auction shall be held in the City of Chicago and advertised in a newspaper of general circulation. If the purchaser at public auction is not a qualified applicant, another public foreclosure auction shall be conducted according to these rules and regulations. All sale prices must be consistent with current market value as determined by the Commissioner.

**Conditions on Transfer of Taxicab Medallion License**

- a. The Commissioner may prescribe forms and processes for the transfer of all taxicab medallion licenses.
- b. The charges for all fees associated with the transfer of a taxicab medallion license are pursuant to Chapter 9-112 of the MCC and these rules and regulations.
- c. Whenever the Department seeks revocation or rescission of a taxicab medallion license, the Commissioner will notify any secured party who has properly filed a secured interest in accordance with these rules and regulations.
- d. An assignment or transfer of the license will be permitted only pursuant to the following conditions:
  1. A secured party may proceed with a foreclosure sale while revocation proceedings are pending. Such application should follow the same procedures as outlined in these rules and regulations. If revocation proceedings are pending, any foreclosure sale must be by public auction and any residual proceeds due the debtor/medallion licensee following the sale must be held in escrow until such time as the Department of Administrative Hearings, the Circuit Court or other court of competent jurisdiction has issued a ruling on the petition for revocation. All public auctions must comply with the general provisions of these rules and regulations. If the Department of Administrative Hearings, the Circuit Court or other court of competent jurisdiction enters an order revoking the license, the residual proceeds held in escrow shall be immediately delivered to the Department. If the license is not revoked, but a fine is imposed, the residual proceeds held in escrow should be immediately used to pay the fine and any other fees, taxes or other debt owed to the City with any remainder being returned to the debtor/medallion licensee after any monies due to the City are paid. If the Department of Administrative Hearings, the Circuit Court or other court of competent jurisdiction neither revokes the license nor imposes a fine, the money held in escrow shall be returned to the debtor/medallion licensee.
  2. A secured party may hold a foreclosure sale following the entry of an order revoking a taxicab medallion license if notice of intent to foreclose has been provided

within thirty (30) days of the entry of the revocation order. Applications for transfer upon foreclosure in such instances must be accompanied by a certified copy of the loan agreement between the debtor and the secured party and an affidavit listing the name of the medallion licensee; the number of the taxicab medallion license; the past due amount owed the secured party; and the estimated amount of incidental costs (including attorney fees) to be incurred upon foreclosure. The sale must be conducted by public auction in the City of Chicago and residual proceeds should be immediately used to pay any debt owed to the City with the remainder being returned to the debtor/medallion licensee after any monies due to the City are paid. Thirty-one (31) days following the entry of an order of revocation of a taxicab medallion license by the Department of Administrative Hearings, the Circuit Court or other court of competent jurisdiction, any security interest in the taxicab medallion license shall extinguish.

3. If an appeal of the revocation order has been timely filed by the debtor/medallion licensee in a court of competent jurisdiction, then the foreclosure sale shall not be governed by RULE TX13.07(d)(2); but, shall be governed by RULES TX13.07 through 13.07(d)(1) of these rules and regulations.

#### **RULE TX13.08 Permitted Actions of a Secured Party**

A secured party, having previously fully complied with the reporting requirements of these rules and regulations, may bring an action against the debtor/medallion licensee in any court of competent jurisdiction to obtain an order resolving the respective rights of the medallion licensee/debtor and the secured party to the taxicab medallion license. The City of Chicago need not be a party to such litigation. In the event a judgment is entered for the secured party, the secured party need not comply with RULES TX13.01 and TX13.02 of these rules and regulations by resending the required notifications. A certified copy of the final court order shall be delivered to the Department within ten (10) business days of the judgment being entered. The Department may, in its discretion, request additional documentation from the secured party related to the proceedings. The secured party must comply with any request for documents from the Department within five (5) business days.

**RULE TX13.09      Taxicab Medallion Plate and Hard Card Status in Event of Foreclosure**

The Commissioner may attempt to prevent the unauthorized use of a taxicab medallion license; however, the Commissioner is not responsible for the physical transfer of the hard card or medallion. If the secured party is unable to affect such physical transfer after making all reasonable efforts to do so, the medallion or hard card shall be considered lost and may be replaced pursuant to Chapter 9-112 and these rules and regulations.

**RULE TX13.10      Foreclosure Notices Must Be in Compliance**

Any required notice that does not comply with the requirements of these rules will be rejected by the Department.

**SECTION XIV. SECURITY INTERESTS**

**RULE TX14.01      *Reserved.***

**RULE TX14.02      Filing of Secured Interest**

- a. All security interests must be filed with the Illinois Secretary of State. Five (5) business days after the secured party has received a copy of the completed UCC-1 form filed with the Secretary of State, the secured party must provide to the Commissioner a copy of the completed UCC-1 form with the assigned filing number. Attached to the copy of the completed UCC-1 form must be a copy of the security agreement and any other underlying contracts or documents memorializing the terms and conditions of the debt for which the taxicab medallion license was pledged. Any additional secured parties or lien holders must be disclosed as part of the filing. Whenever the amount of the debt is increased, or whenever the terms or conditions of the loan are modified, the secured party must notify the Commissioner of such change no later than ten (10) days after the increase or modification is made. Such notification must include copies of all contracts or documents memorializing the terms of the increased debt or modified terms or conditions of the loan.
- b. A secured party is required to notify the Department in writing of any termination, cancellation, or revocation of a security interest. Notifications must be sent within ten (10) days of such action and must be accompanied by copies of the required UCC filing documents.

**RULE TX14.03      Assignment of Secured Interest**

Within ten (10) days after a security interest in a taxicab medallion license is assigned by a secured party, the secured party must file such assignment with the Illinois Secretary of State. Five (5) business days after the secured party has received a copy of the completed assignment and applicable UCC Financing Statement, the secured party must provide to the Commissioner a copy of the completed filing of the assignment, together with the UCC Financing Statement and copies of any contracts and other written instruments memorializing the terms and conditions of the assignment of the security interest. Any additional secured parties or lien holders must be disclosed as part of the filing. This requirement shall also apply to any subsequent assignment of the security interest and any and all cancellations, terminations or revocations of assignments of the security interest.

**RULE TX14.04      Modification to Loan Agreements**

Whenever the Department files for revocation or rescission of a taxicab medallion license, the medallion licensee shall not pledge or otherwise encumber his license or modify a pre-existing loan agreement between him and his secured party without prior approval of the Commissioner or until the court of jurisdiction has issued a ruling on the pending charges.

**RULE TX14.05      Notice to Secured Party—Revocation**

In the event that the Department seeks revocation or rescission of a taxicab medallion license, the Department will notify any holder of a security interest in that medallion license of the charges provided that the secured party has complied with the reporting requirements contained in these rules.

**RULE TX14.06      Taxicab Vehicle Foreclosures**

In the event that a vehicle currently assigned to a taxicab medallion license is in foreclosure or repossession, the medallion licensee or medallion license manager must immediately surrender the taxicab medallion hard card and medallion plate to the Department. The owner and the taxicab medallion license manager must notify the Department in the event of vehicle repossession. Secured parties are required to notify the Department in the event of a pending taxicab vehicle foreclosure or repossession.

## **SECTION XV. PUBLIC SALE OF TAXICAB MEDALLIONS**

### **RULE TX15.01 Public Notice, Public Sale, and Issuance of Additional Taxicab Licenses**

- a. The City may sell taxicab medallion licenses in lots consisting of one taxicab medallion per lot or more as determined by the Commissioner.
- b. The Commissioner shall publish, in print or electronic format, a public notice which at a minimum will contain the following information:
  1. The quantity and type of taxicab medallions to be sold.
  2. The date and time upon which bids are due.
  3. Restrictions associated with the taxicab medallion type.
  4. Instructions on how bids must be made, including form and mailings.
  5. Eligibility requirements for bidders.
  6. The amount of monetary deposit that must accompany the bid.
  7. The payment form of the monetary deposit.
  8. Bid selection process.
  9. Notification process to bidders as to if their bids were accepted or rejected.
- c. Public notice shall be provided not less than thirty (30) days prior to the deadline for bidding.
- d. In the event that the Commissioner shall, in his or her discretion, postpone the public sale, the Commissioner shall place notice of such postponement beginning at least ten (10) days prior to the new deadline for bidding. The Commissioner may place such additional notices concerning the public sale of taxicab licenses as the Commissioner deems advisable.

### **RULE TX15.02 Upset Price**

- a. The minimum price for taxicab medallion license to be sold, (the "Upset Price"), shall be determined by the Commissioner. The Commissioner may establish a different Upset Price for wheelchair accessible vehicle taxicab medallion license or medallion licenses limited to specific uses or types of vehicles.
- b. The Upset Price shall be set in the public notice. Any bids received for less than the Upset Price shall be rejected as non-responsive.

**RULE TX15.03****Post-Selection Application Process**

- a. Within forty-five (45) days following the date of the mailing of notification by certified mail, a successful bidder shall complete the application process for a taxicab medallion license as provided in Chapter 9-112 of the MCC and these rules and regulations. The Commissioner may extend the forty-five (45) day period for reasonable cause shown.
- b. After approval of the successful bidder's application, but prior to the issuance of the license, the successful bidder must submit the total balance of the successful bid amount set forth in the public notice; as well as, all applicable licensing fees for the taxicab medallion license as prescribed by the Commissioner.
- c. Successful bids are not transferable.
- d. After a successful bidder's application is approved and the taxicab medallion license is issued, the license may be transferred pursuant to the restrictions set forth in the public notice and transfer fees provided in Chapter 9-112 MCC and otherwise imposed by law.
- e. All deposits of successful bidders shall be credited toward the sale price. If a successful bidder fails to meet qualifications for issuance of taxicab medallion license, the deposit shall be forfeited to the Department.

**RULE TX15.04****Non Successful Bid Review**

- a. A list of all responsive, non-successful bids in the order of the highest amount bid shall be maintained for each public sale of taxicab medallion licenses.
- b. If a successful bidder does not complete the post-selection application process within the time frame specified in the public notice or fails to meet all qualifications for the issuance of the taxicab medallion license, the Commissioner may send notice to the highest ranking responsive unsuccessful bidder on the list and allow that bidder the opportunity to be a successful bidder under these rules and regulations.
- c. A responsive unsuccessful bidder shall have seven (7) business days from the date of notification to accept by re-depositing the required deposit amount in the payment form prescribed by the Commissioner. Upon the Department's receipt of the required deposit amount, the bidder shall be declared a



successful bidder having received notice and shall submit the total balance of the successful bid amount and complete the application process as provided in this section. If a responsive non-successful bidder fails to accept the opportunity to become a successful bidder by making the re-deposit within seven (7) business days, the bidders name shall be removed from the list of responsive unsuccessful bids.

## **SECTION XVI. MISCELLANEOUS**

### **RULE TX16.01 Forms prescribed by the Commissioner**

All forms referenced in MCC Chapters 9-104, 9-112, 9-114 and these rules and regulations may be in print, electronic, or digital format. All forms prescribed by the Commissioner may not be altered in any way without the express written permission of the Commissioner.

### **RULE TX16.02 Coupons and Vouchers**

Medallion licensees may issue coupons or vouchers which may be used in lieu of cash for payment of taxicab fares.

### **RULE TX16.03 *Reserved***

### **RULE TX16.04 Removal or Change of Officer Process**

Pursuant to MCC §9-112-170, medallion licensees must notify and process removal or change of corporate officers or LLC members on forms prescribed by the Commissioner. A removal or change of officer is not complete until all fees associated with the process are complete.

### **RULE TX16.05 Found Items in Taxicabs**

Medallion licensees must have a process and protocol for its drivers to follow when items are found in the taxicab they are operating. Medallion licensees must make every reasonable effort to return lost items to its rightful owners; including but not limited to, coordinating with the medallion licensee's affiliation and medallion license manager.

### **RULE TX16.06 Approved Equipment - Electronic, Camera, Advertising, Credit Card Processing, etc.**

- a. The Department shall maintain list(s) of approved equipment for use in a taxicab by category.

- b. Any medallion licensee or person may apply for approval of specific equipment for use in a taxicab by submitting to the Department for review:
1. The equipment's technical specifications and a detailed written description of the capabilities of the equipment;
  2. A complete and accurate statement of all costs associated with such equipment (e.g., capital, installation, maintenance, operational, etc.) and who is responsible for the payment of these costs;
  3. Provide the Department a demonstration of the capabilities of the equipment in operation;
  4. Supporting evidence or documentation, i.e. safety or professional reports regarding the equipment;
  5. Report on completed field test or pilot test of the equipment in the City of Chicago, if applicable;
  6. In regards to equipment that collects taxicab trip, fare, and advertising data, the company's plan to give or permit the Department access to the data;
  7. Current City of Chicago and/or State of Illinois business Licenses held by the applicant; and
  8. A minimum of three business references.

## **SECTION XVII. PENALTIES**

### **RULE TX17.01      Definitions**

For the purpose of this section pursuant to MCC §9-112-630:

- a. "Repeated offense" means a second or subsequent commission of the same or similar offense within a one (1) year period;
- b. "Fraud or false representation offense" means
1. Obtaining any public passenger vehicle license by fraud by making a false representation or willful misstatement of material fact;
  2. Failing to carry out any affirmative representation made to the Commissioner before the issuance of a taxicab medallion or a public passenger vehicle license or while a medallion licensee;
  3. Making a willful material misstatement of fact on any statement filed with any City Department for any purpose whether or not related to the operation or issuance of a taxicab medallion or a public passenger vehicle license; or

4. Knowingly causing any taxicab or public passenger vehicle to be operated in violation of these rules and regulations or the provisions of Chapters 9-112, 9-114, 9-104 of the MCC.

**RULE TX17.02 Citations Eligible for Dismissal before Hearing Date**

Citations issued for (1) failure to display stickers required by City law or (2) failure of lighted lamps or signal lamps required by the Illinois Vehicle Code may be eligible for dismissal if within 36 hours of the issuance of the citation the vehicle and the citation are presented for a visual inspection as directed by the Department. If after such a presentation the Department finds that the condition leading to the citation was corrected, the citation may be dismissed.

**RULE TX17.03 Penalties**

Except as otherwise specified in MCC Chapter 9-112, any violation of these rules and regulations or of Chapter 9-112 of the MCC is subject to the following penalties:

**First Offense:**

\$100 to \$5,000 fine for each offense and/or suspension of license

**Repeated Offense:**

\$150 to \$5,000 fine for each offense and/or suspension or revocation of license

**Fraud or False Representation Offense:**

\$5,000 fine for each offense and revocation of license