

# Limousine Operators

Office of Freight and Commercial Vehicle Operations

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# Limousine Operators

The information provided in this training does not change or override any current statute, rule, regulation or policy of the state of Minnesota, or of any department or agency. Nor does it relieve carriers of complying with current law. For specific questions, please refer to the laws and rules themselves. If you need additional explanation or clarification of any law or regulation, please contact the Minnesota Department of Transportation, Office of Freight and Commercial Vehicle Operations.

# Limousine Operators

## Purpose:

The Federal and State motor carrier regulations are designed to ensure highway safety. It is important that you have a thorough understanding of the regulations and know the responsibilities of drivers and employers. This presentation will introduce you to basic regulations and teach the fundamental requirements for limousine operators and drivers operating in Minnesota.

# Limousine Operators

## Overview

Minnesota law authorizes the Minnesota Department of Transportation (MnDOT) to issue permits, inspect vehicles, and audit the records of for-hire limousine services operating within the state. This module teaches you the basic requirements for operating a limousine in Minnesota. The limousine service rules are found in [Minnesota Rules, Chapter 8880](#). We suggest that you study these topics in the order they are listed.

# Limousine Operators

## Topics:

1. Definitions and Requirements
2. Vehicle and Driver Requirements
3. Record Keeping Requirements

# Limousine Operators

## **Topic 1: Definitions and Requirements**

# Limousine Operators

## Topic 1: Overview

In Minnesota, limousine service is regulated by state law (see Minn. Stat. section 221.84 and Minn. Rules chapter 8880). This topic will teach you limousine service definitions and requirements. Operators of an **intrastate** (within a state) limousine service are subject to Minnesota state law. This topic also reveals the basic rules for operating a limousine within Minnesota.

# Definitions and Requirements

## Topic 1: Objectives

When you complete this training, you should be able to:

- Define Limousine Service
- Identify the Requirements for Operating a Limousine Service in Minnesota including: Application, Registration, Proof of Insurance, Advertising Restrictions, and Vehicle Safety, Equipment and Inspection.

# Definitions and Requirements

**Limousine service:** means a service that: (1) is not provided on a regular route; (2) is provided in a luxury passenger automobile that has a seating capacity of not more than 15 persons, including the driver; (3) provides only prearranged pickup; and (4) charges more than a taxicab fare for a comparable trip.

# Definitions and Requirements

**Luxury passenger automobile:** means a passenger automobile that does not have a meter and:

- a. Has a chassis and wheelbase that have been stretched beyond the length of the manufacturer's original specifications for the vehicle;
- b. Is a sedan that the manufacturer characterizes as a luxury automobile in sales or promotional material regularly distributed to the public; or
- c. Is a sedan with an original manufacturer's suggested retail price or present fair market value of more than \$25,000.00

Luxury passenger automobile does not include a bus, pickup truck, taxicab, or truck.

# Definitions and Requirements

**Limousine:** means a luxury passenger automobile that has a seating capacity of not more than 15 persons, including the driver.

**Bus:** means every motor vehicle designed for carrying more than 15 passengers including the driver and used for the transportation of persons.

**Pickup Truck:** means any truck with a manufacturer's nominal rated carrying capacity of three-fourths ton or less and commonly known as a pickup truck.

**Truck:** means a motor vehicle designed and originally manufactured primarily for the transportation of property and not passengers.

# Definitions and Requirements

**Taxicab:** means a motor vehicle, other than a limousine or bus, used for transporting passengers for compensation as determined by a meter, or by a flat rate schedule, according to the distance traveled, the time elapsed, or number of passengers carried, irrespective of whether the transportation extends beyond the boundary lines of a city.

**Meter:** means a device that measures the distance a motor vehicle travels, records the time a motor vehicle travels or waits, and shows the fare charged for the transportation of passengers.

# Definitions and Requirements

**Regular Route:** Transportation on the public highways that is not prearranged pickup and is habitually conducted between fixed points over fixed routes, or on regular time schedules.

**Pre-Arranged Pickup:** Limousine transportation initiated at the request of a passenger or a passengers representative.

# Definitions and Requirements

## Permit Required

You must have a **permit** to operate a limousine service in Minnesota. A Limousine Service Permit will be issued by the Minnesota Department of Transportation, Office of Freight and Commercial Vehicle Operations, when you have successfully completed the application process.

**Permit:** means the license issued to a limousine operator under MN Rules chapter 8880.

# Definitions and Requirements

## Application Process

To apply for a limousine permit, obtain an application form from the Office of Freight and Commercial Vehicle Operations ([MN Rules 8880.0400](#)). You must provide the following information:

- Name & address of the applicant,
- Name & phone number of person responsible for daily operations,
- Location of the business,

# Definitions and Requirements

- Location where records are kept,
- Names of owners, partners, or corporate officers
- Whether the owners have had previous limousine permits.

Applications and forms are available online at:

<https://www.dot.state.mn.us/cvo/limo>

# Definitions and Requirements

## Application Process

To complete the application (MN Rules 8880.0400), you must also provide the following:

- Evidence of Workers' Compensation insurance (if required),
- \$150 application fee,
- Completed decal application with \$80 per vehicle fee,
- Form E, Certificate of Insurance.

Applications and forms are available online at:

<https://www.dot.state.mn.us/cvo/limo>

# Definitions and Requirements

## Insurance Requirements

To qualify for a limousine permit, you must provide evidence of compliance with:

- Vehicle Insurance
- Workers' Compensation Insurance

# Definitions and Requirements

## Advertising Restrictions

State law ([MN Rules 8880.0300](#)) requires that:

- A **limousine operator** display its permit number in all advertisements,
- Only operators with a limousine permit may use the words "limousine or "limousine service" in advertisements,
- A limousine operator may not provide service under any name other than the name on the permit,

# Definitions and Requirements

## Advertising Restrictions cont.

- A limousine operator may not solicit passengers in person to provide limousine service at the time of, or shortly after, the solicitation.
- **limousine operator:** means a person who owns or leases and operates a limousine and who is subject to Minnesota Statutes, section 221.84, and chapter 8880. Limousine operator does not include a broker or other person who arranges for, but does not provide, limousine service.

# Definitions and Requirements

## Topic 1: Summary

By now, you should understand what is required to operate a limousine in Minnesota. You should know how to apply, to register, and to provide proof of insurance for this service. You have completed Topic 1 on Definitions and Requirements.

# Limousine Operators

## Topic 2: Vehicle and Driver Requirements

# Limousine Operators

## Topic 2: Overview

Once you recognize the basic definitions of limousine service, you must understand how to maintain your permit ([MN Rules 8880.0100 - 8880.1400](#)). This topic will teach you the requirements for vehicles and drivers.

# Vehicle and Driver Requirements

## Topic 2: Objectives

When you complete this topic, you should be able to:

- Identify Vehicle and Driver Requirements

# Vehicle and Driver Requirements

## Vehicle Requirements

Once you have obtained your limousine permit authorizing you to provide limousine service, you have other periodic requirements to comply with. This next section outlines what you must do to your vehicle to keep it in compliance with Minnesota law ([MN Rules 8880.0900](#)).

# Vehicle and Driver Requirements

## Vehicle Requirements

State law ([MN Rules 8880.0900](#)) requires that:

- Your limousine be inspected annually by MnDOT,
- Your operators perform daily and annual inspections,
- Your limousine has a cell phone, emergency triangles, and a fire extinguisher,
- Your limousine displays a vehicle identification decal,
- A copy of your permit be kept in the limousine ([MN Rules 8880.0500](#)).

# Vehicle and Driver Requirements

**Annual Vehicle Inspection:** Schedule an appointment with MnDOT every year for a mandatory inspection of a vehicle's mechanical parts such as lights, tires, and steering. The required paperwork (i.e. driver's license, health card, proof of insurance) and safety equipment will also be checked at this time. For more information visit MnDOT's website at:

<http://www.dot.state.mn.us/cvo/limo/driver-vehicle.html>

# Vehicle and Driver Requirements

**Daily Inspection:** For each day of service, the operator must inspect coolant level, lights, turn signals, hazard flashers, tires, windshield wipers and fluid, all mirrors, fuel level, horn, and safety equipment. The operator is not required to maintain a record on daily inspections, but must keep a record of yearly inspections on a specific form.

# Vehicle and Driver Requirements

**Safety Equipment:** At all times the vehicle must have a working cell phone or other means of two way communication, three bidirectional emergency reflective triangles (minimum of 17 inches tall), and a proper fire extinguisher (minimum 5 BC).

**Vehicle Decal:** The vehicle must display its identification decal in the lower corner of the front passenger windshield. The decal must be visible at all times.

**Limousine Permit:** A copy of the permit must be kept at the operator's place of business as well as in each limousine used by the operator.

# Vehicle and Driver Requirements

## Daily Vehicle Inspections ([MN Rules 8880.0900](#))

- Windshield
- Wipers
- Fluid
- Mirrors
- Fuel Level
- Coolant Level
- Lights
- Turn Signals
- Hazard Flashers
- Tires
- Horn
- Safety Equipment
- Cell Phone
- Emergency Triangles
- Fire Extinguisher

# Vehicle and Driver Requirements

## Driver Requirements

A limousine driver (MN Rules 8880.0800) must:

- Pass a DOT physical exam and have a medical examiner's certificate,
- Have a valid driver's license,
- Pass a driving record check,
- Pass a criminal background check.

# Vehicle and Driver Requirements

## Driving Record

State law requires that a driver must, for the last three years, have a driving record clear of:

- License cancellation, revocation and suspension for certain violations,
- Conviction for operating a vehicle without insurance,
- Conviction for driving without a valid license,
- Conviction for driving under that influence of alcohol or a controlled substance.

# Vehicle and Driver Requirements

## Criminal Record

- A driver must also, for the last five years, have a criminal record clear of conviction as a habitual offender for driving under the influence of alcohol or a controlled substance,
- A conviction for a crime or anticipatory crime against persons or reasonably related to the provision of limousine service.

For a complete list of crimes, please click here: [MN Rules 8880.0800, Subp. 6](#)

# Vehicle and Driver Requirements

## Topic 2: Summary

You should now be able to identify the different vehicle and driver requirements for operating a limousine.

You have completed Topic 2 on Vehicle and Driver Requirements.

# Limousine Operators

## **Topic 3: Record Keeping Requirements**

# Limousine Operators

## Topic 3: Overview

Once you recognize the basic definitions and vehicle/driver requirements of limousine service, you must understand how to maintain your permit ([MN Rules 8880.0100 - 8880.1400](#)). This topic will teach you the record keeping requirements as well as the possible penalties for violating the requirements to maintain your permit to serve as a limousine operator.

# Record Keeping Requirements

## Topic 3: Objectives

When you complete this topic, you should be able to:

- Describe Record Keeping Requirements for Limousine Operators

# Record Keeping Requirements

## Records

To maintain your limousine permit, the following must be kept for 3 years ([MN Rules 8880.1000](#)):

- Trip and fare records,
- Referral records,
- Vehicle records,
- Driver records.

# Record Keeping Requirements

## **Trips and Fares**

As a limousine operator, you must keep records of each trip containing the following:

- Date,
- Location of origin and destination,
- Mileage,
- Time trip began and ended,
- Fare charged.

These records must be kept at the operator's principal place of business.

# Record Keeping Requirements

## Referrals

You also must keep records of each trip referral to another operator ([MN Rules 8880.1000](#)) containing the following:

- Date referred to another operator,
- Date trip was to be provided,
- Name and permit number of the limousine operator to whom the trip was referred,
- Name of the customer who requested the service.

These records must be kept at the operator's principal place of business.

# Record Keeping Requirements

## Vehicle Records

You must also keep a separate file for each limousine containing the year, make, and vehicle identification number. This file must also contain the annual inspection record on the form approved by the commissioner ([MN Rules 8880.0900, Subp. 6](#)) showing:

- Date and mileage of an inspection,
- List of each component/item described in ([MN Rules 8880.0900, Subp. 6, item B](#)) indicating which items were inspected,
- A notation showing when maintenance and repairs were performed and the date they were completed.

# Record Keeping Requirements

## Driver Records

In addition to the records already identified in this section, operator's must keep a separate record for each driver employed or used to provide limousine service ([MN Rules 8880.1000](#)) containing the following:

- Driver's name and date of birth (DOB),
- Driver's license number,
- Copy of medical examiner's certificate and a waiver granted ([MN Rules 8880.0800, Subp. 4](#)) if needed,
- A dated statement signed by the person who most recently conducted a review of the driver's driving and criminal records. If the driver did not meet the standards, the date the driver became disqualified as well as the reason(s) must be included.

# Record Keeping Requirements

## Required Records

All records required by [Minnesota Rules, Chapter 8880](#) must be kept at the operator's business location and must be readily available for MnDOT when requested.

# Record Keeping Requirements

## Compliance

To maintain a limousine permit, it is critical that you comply with the laws regulating this service. MnDOT has the authority to take enforcement action if a limousine operator violates certain requirements as established in Minn. Stat. section 221.84 and MN Rules chapter 8880.

# Record Keeping Requirements

## Topic 3: Summary

Keeping good records is critical for your success as a limousine operator. All your service records are subject to audit by MnDOT. Enforcement actions may be taken for not complying with the applicable regulations.

You have completed Topic 3 on Record Keeping Requirements.

# Questions

If you have additional questions, please contact:

MnDOT Office of Freight & Commercial Vehicle Operations

Phone number: 651-215-6330

Email: [motorcarrier.dot@state.mn.us](mailto:motorcarrier.dot@state.mn.us)

# Thank you again!