

## How to Prepare For a Successful Limousine Records Review/Audit

Specific records must be kept at the limousine operator's principal place of business and must be available for inspection and copying upon request. Required records must be kept a minimum of three years.

### Required Records

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Driver's records for each driver must have the following information:

1. Name, address and birthdate of the driver
2. Driver's license number and class of license
3. A current medical examiner's certificate and any medical waiver, if applicable.
4. A statement signed by the person who conducted the most recent review of the driver's driving and criminal records. The statement must include:
  - a. The name of the person who checked the records,
  - b. The date the records were checked, and
  - c. Whether the driver was found to meet the standards of having a clear driving record and a clear criminal record (see insert)
  - d. If the driver was found not to meet the standards, the statement must show the date the driver became disqualified and the reason for the disqualification.

### Standards for Driver's Records and Criminal Records

**For a driver's record must, for the past three years, be clear of:**

- a license cancellation or revocation or suspension;
- a conviction for operating a motor vehicle without insurance;
- a conviction for driving a motor vehicle without a valid license for the class of vehicle driven;
- a conviction for driving under the influence of alcohol or a controlled substance;
- a conviction for alcohol-related driving by a commercial vehicle driver

**For a driver's criminal record must be clear of any conviction:**

- as a habitual offender for driving under the influence of alcohol or a controlled substance, and,
- of a crime or anticipatory crime against persons, or a crime or anticipatory crime reasonably related to the provision of limousine services.

READ THE FULL DETAILS OF THE RECORDS STANDARDS. [DRIVER QUALIFICATIONS MN RULE 8880.0800](#)

## Vehicle record must contain:

1. the year, make, and vehicle identification number of a vehicle.
2. a copy of the inspection record showing:
  - a. the date and mileage of an inspection;
  - b. detailed safety inspections, and,
  - c. a notation of necessary maintenance, repair, or replacement of vehicle parts and the date the maintenance, repair, or replacement was completed.

## Trip and Fare records must contain:

1. a record of each trip provided under a permit with the following information:
  - a. the date;
  - b. the location of origin and destination;
  - c. the mileage;
  - d. the time it began and ended; and,
  - e. the fare charged.

## Referral records must contain:

1. the date referred;
2. the date the trip was to be provided;
3. the name and permit number of the limousine operator to whom the trip was referred; and,
4. the name of the customer who requested the service

## Leasing records must contain:

1. the names of the lessor and lessee
2. the date and duration of the lease
3. the terms of compensation to be paid by the lessee to the lessor
4. the vehicle's identification number
5. a statement that the lessee has exclusive possession, control, and use of the vehicle and is considered to owner of the vehicle for the duration of the lease
6. a statement that if the lease includes the services of a driver, that the lessee assumes responsibility of determining that the driver meets driver qualifications and shall keep the records as required.

This information is intended to provide you with general guidance concerning the applicable laws and rules and does not constitute legal advice. Read full details [MN Rule Chapter 8880, Limousine Service, Permit Requirements](#)

OFFICE OF FREIGHT AND COMMERCIAL VEHICLE OPERATIONS  
395 John Ireland Boulevard, Room 153, Mail Stop 420, Saint Paul, MN 55155  
Email: [credentialsunit.dot@state.mn.us](mailto:credentialsunit.dot@state.mn.us)

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For more information visit [www.mndot.gov/cvo/limo](http://www.mndot.gov/cvo/limo)

Or call 651-366-3700

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