

## REQUIRED RECORDKEEPING

**Minnesota Administrative Rule 8880.1000 Records requires that a limousine operator shall keep the records listed below at the limousine operator's principal place of business and have them available for inspection and copying in Minnesota by the commissioner upon request.**

**Records must be kept for three years.**

### Trip and fare records

A limousine operator shall keep a record of each trip provided under a permit. For a trip, the record must show:

- 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

A limousine operator shall keep a record of trip referrals when required by part [8880.0300](#), subpart 7. For each trip referral, the record must show:

- A. the date referred;
- B. the date the trip was to be provided;
- C. the name and permit number of the limousine operator to whom the trip was referred; and
- D. the name of the customer who requested the service.

## Vehicle records

A limousine operator shall keep a separate file for a limousine used to provide limousine service. The file must contain the year, make, and vehicle identification number of a vehicle. The file also must contain the inspection record required by part [8880.0900](#), subpart 6, (the annual mechanical inspection) showing:

- A. the date and mileage of an inspection;
- B. a list of each component or item described in part [8880.0900](#), subpart 5, item B, and a notation of which components or items were inspected; and
- C. a notation of necessary maintenance, repair, or replacement of vehicle parts and the date the maintenance, repair, or replacement was completed.

Additionally, a limousine operator must keep a copy of the annual MnDOT vehicle inspection report.

## Driver records

A limousine operator shall keep a separate file for each driver employed or used to provide limousine service. The file must contain:

- A. the name and birthdate of the driver;
- B. the driver's license number;
- C. a copy of the medical examiner's certificate required in part [8880.0800](#), subpart 3, and a copy of a waiver granted under part [8880.0800](#), subpart 4, if any; and
- D. a statement signed by the person who conducted the most recent review of the driver's driving and criminal records as required by part [8880.0800](#), subpart 7. The statement must show:
  - the name of the person who checked the records,
  - the date the records were checked, and
  - whether the driver was found to meet the standards of part [8880.0800](#), subparts 5 and 6.

**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.**