

Minnesota Commercial Truck and Passenger Regulations Fact Sheet

Limousine Service

Minnesota law requires the Minnesota Department of Transportation (Mn/DOT) to issue permits, inspect vehicles, and audit the records of for-hire limousine services operating within the state.

Definition

“Limousine service” is a service that:

- Is for-hire;
- Is provided in a limousine;
- Is not provided on a regular route;
- Provides only prearranged pickup; and
- Charges more than a taxicab for a comparable trip.

A **limousine** is a luxury passenger automobile with a seating capacity for not more than 12 people, excluding the driver, does not have a meter, and either has a chassis and wheelbase that has been stretched, **or** is a sedan that the manufacturer promotes as a luxury automobile, **or** is a sedan with an original manufacturer's suggested retail price or present fair market value in excess of \$25,000. A limousine, by law, **does not** include a bus, a pickup truck, station wagon, taxicab, truck, van, multi-purpose vehicle (MPV), or sport utility vehicle (SUV).

Limousine Service Rules

The limousine service rules are found in Minnesota Rules, Chapter 8880 (Minn. R. 8880). If you would like a copy of the rules, please visit our website at <http://www.dot.state.mn.us/cvo>.

Application

An application for a limousine permit must be made on a form provided by Mn/DOT. A corporate officer, general partner, or sole proprietor must sign an application, and the signature(s) must be notarized. Proof of compliance with Minnesota workers' compensation insurance requirements must be filed at the time of application. Limousine operators must also comply with the insurance requirements in Minn. R. 8855.0300, 8855.0400, and 8855.0600 to 8855.0850 and Minnesota Statutes, Sections 168.128 and 221.141. The application fee for a limousine permit is \$150.00.

Permit

Limousine operators must obtain a permit before they advertise and operate as a limousine service.

- The permit number must appear in all advertising of limousine services;
- Only 1 limousine permit may be issued per operator;
- The original permit must be kept at the operator's principal place of business and a copy of the permit must be kept in each limousine used under the permit;
- A permit is valid until suspended or revoked by Mn/DOT, or until the operator sells the business;
- A permit may not be assigned or transferred to another person; and
- A permit holder **must** notify Mn/DOT, in writing, of any change in the information provided in the permit application, including adding or removing vehicles from the certificate.

Vehicle Decal

A limousine must display a valid limousine decal in the lower right hand corner of the windshield. Applications for vehicle decals can be made only after the operator has a valid limousine permit. The cost of each vehicle decal is \$80.00.

- A vehicle must have a LM license plate; A decal is good for 1 year from date of issuance;
- Prior to obtaining a decal and providing limousine service, vehicles must be inspected by Mn/DOT;
- A decal is vehicle specific and cannot be transferred to another limousine; and
- A decal is good for 1 year from the date of issuance.

Driver Qualifications

The driver of a limousine must:

- Be 18 years of age;
- Have a valid driver's license;
- Have a valid medical examiner's certificate and be physically qualified to drive as defined in 49 CFR 391.41(a) and (b);
- For the past 3 years, have a driving record clear of license cancellations, revocations or suspensions; conviction for operating without insurance, conviction for any alcohol or controlled substance use while operating a motor vehicle; and
- Not have any convictions for offenses listed in Minn. R. 8880.0800, Subpart 6A. A driver so convicted is disqualified for 5 years after release from the criminal justice system.

Responsibility of Operator

A limousine operator must:

- Determine that drivers meet the driver qualification standards;
- Conduct **initial** and **annual** reviews of a each person who operates a limousine to include a driver's driving record and criminal background;
- Maintain records of the initial and annual reviews of a driver's records checks;
- Conduct **daily** inspections of a limousine's coolant level, lights, turn signals, hazard flashers, tires, windshield wipers and washer fluid, inside and outside mirrors, fuel level, horn and safety equipment;
- Conduct **annual** inspections of a limousine's brake, exhaust, fuel, steering, suspension systems, and frame;
- Keep all required records for 3 years; and
- Not use a limousine to provide service when its mechanical conditions are likely to contribute to an accident or breakdown.

Trip Referral

A licensed limousine operator may arrange with another licensed limousine operator to provide limousine service requested by a customer. The referring operator must keep trip referral records (required in MN Rules 8880.1000, Subpart 3) **or** the operator providing the service must clearly identify itself to the customer and keep trip and fare records (required in MN Rules 8880.1000, Subpart 2).

Leases

A limousine operator may lease a limousine and provide service under it's permit. Both lessor (provider of limousine) and lessee (operator of limousine) must keep a signed copy of the written lease and a copy of the lease must be kept in the leased vehicle at all times during the lease period. A lease may include the services of a driver. A lease must state:

- The names of lessor and lessee;
- The date and duration of the lease;
- The terms of compensation;
- The vehicle ID number;
- The lessee has exclusive possession and control for the duration of the lease; and
- If the lease includes driver services, the lessee is responsible to determine if the driver meets qualification standards and must keep required records.

Advertisement and service arrangements must be conducted in the name of the lessee only. The lessor may not exercise control over fares charged.

Vehicle Records

A limousine operator must keep a separate file for each limousine used to provide limousine service. The vehicle file must contain the year, make, serial (VIN) number, and inspection record of the vehicle.

The vehicle **inspection record** must include:

- The mileage of vehicle at time of inspection;
- Date of annual inspection;

- A list of inspected items as listed in Minn. R. 8880.0900, Subpart 5(b); and
- A notation of necessary maintenance or repair and the date that maintenance was performed.

Driver Records

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

- The name and birth date of the driver;
- The drivers license number;
- A copy of the medical examiner's certificate (health card);
- A copy of the waiver, if any was granted;
- A signed statement by the person conducting the most recent review of a driver's records showing the date the records were checked and whether the driver met the standards listed in Minn. R. 8880.0800, Subpart 5 and 6; and
- If standards were not met, the statement must show the date the driver was disqualified and reason(s) for disqualification.

Trip Records

A record of each trip provided under the permit must be maintained and must include the:

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

Trip Referral Records must show the:

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

Penalties

The Commissioner of Transportation may issue an administrative penalty order (APO) to a limousine operator, requiring violations to be corrected and assessing penalties up to \$1,000.00. Under certain circumstances, a limousine operator's permit may be revoked or suspended.

This Fact Sheet is intended as a resource. It is not intended to explain all the requirements of Minnesota or Federal law. The actual Statutes, Rules and Regulations are recommended as a resource, and can be purchased at the Minnesota Bookstore (phone number 651/297-3000 or 1-800-657-3757). For additional assistance contact the US DOT at 651/291-6150 or Mn/DOT's Office of Freight and Commercial Vehicle Operations.



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