



SANTA CLARA POLICE DEPARTMENT

PERMITS UNIT

TAXI DRIVER APPLICATION PROCEDURES

NEW DRIVER APPLICATION

1. Completed application endorsed by the company owner.
2. Drug and alcohol testing receipt/results form within the last 12 months. Test must be in the name of the employing cab company, and driver must show enrollment in a Federal DOT drug testing consortium.
3. If applicable, all valid immigration documents. Must have at least **12 months** driving experience in California.
4. Valid permanent California Drivers License. No paper licenses. No FTA's (failure to appear)
5. Pay a non-refundable application fee. This covers driver's written test, background, permit card, and LiveScan fingerprinting fees. Prints are taken at SCPD.
6. Business License fee is payable at the Business Tax Office after driver is approved by SCPD.

DRIVER EXAMINATION

The written exam is timed. 30 minutes is given to answer questions from the Santa Clara Municipal Code. If an applicant fails the written exam, the applicant will be allowed to take it again up to two additional times with an additional fee.. Bring a map of Santa Clara County for a map test. **NO GPS DEVICES. **CAB COMPANIES, ENSURE THAT YOUR DRIVERS ARE SUCCESSFUL. PLEASE PROVIDE THEM WITH A CITY OF SANTA CLARA TAXI ORDINANCE****

RENEWALS

Drivers wishing to renew their permit must submit the following:

1. Completed taxi application endorsed by the company owner.
2. Drug and alcohol test receipt/results form dated within the last 12 months.
3. Pay a non-refundable renewal fee.
4. Business License receipt from the Business Tax Division.
5. Valid California Driver's License, no FTA's.
6. If applicable, all valid immigration documents.

TRANSFERRING DRIVERS

If a driver changes taxi companies, a new application must be submitted. Applicants must provide the following with their application:

1. Completed application endorsed by the company owner.
2. Federal DOT Drug and alcohol testing receipt/results under new taxi company's name.
3. If applicable, all valid immigration documents.
4. California Drivers License.
5. I.D. card fee

Permit Office Hours

Please contact the Permit Office at **(408) 615-4867** to schedule an appointment.