

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 527-S

REFERENCE STANDARDS:

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SUBJECT: Taxicab Vehicle Licensing and Cab Driver's Permit

POLICY: The department has the responsibility to inspect those vehicles that are operated for hire and solicit business within the Village limits. In addition, all drivers of these vehicles need to be held to a higher standard than normal driver's as required by Village Ordinance Chapter 58, Article 20.

I. Taxicab Vehicle Licensing

A. Application

1. The applicants for a taxicab license must fill out the Taxi Cab Application form provided by the Finance Department and pay the applicable fee.
2. The Finance Department will send the Taxi Cab Application form, the license tag, and a copy of the Illinois Department of Transportation Vehicle (IDOT) Inspection report to the attention of the Strategic Enforcement and Prevention, (SEP), Officer.
3. The SEP Officer has the responsibility of maintaining a file of all paperwork pertaining to taxicab inspections.

B. Inspection

1. The SEP Officer will:
  - a. Review the application for completeness;
  - b. Complete a record check of the vehicle listed on the application form through the Illinois Secretary of State's office via the LEADS system;
2. The officer assigned to do the vehicle inspection will do the following:
  - a. Verify that the vehicle submitted for inspection is the same as the one listed on the Taxi Cab Application;

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**POLICE OPERATIONS MANUAL**

**Dir.#: 527-S**

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**Issued: 01/22/1993**

**Eff: 02/15/2001**

**VILLAGE OF HANOVER PARK**

**Rescinds: 220-S**

**Auth:**

- b. Review the Taxi Cab Application, Certificate of Liability (Proof of Insurance) and Vehicle Inspection Report;
  - 1. Ensure the vehicle insurance is valid for the calendar year the license is issued in.
  - 2. The vehicle passed the IDOT inspection.
  - 3. Registration for the vehicle is valid for the current calendar year.
  - 4. Vehicle Identification Number is consistent on all three forms.
- c. If the vehicle passes the inspection, mark "approved" on the Taxi Cab Application form, (Appendix A), sign and date the form.
- d. Contact the vehicle owner making the application to set a date and time to bring the vehicle to the Police Department for inspection.
- e. Inspect the vehicle to ensure the company, taxi number, VIN and License Plate match the application and then affix the inspection sticker to the rear window in the lower left-hand corner.

C. Vehicle Inspection Failure

- 1. If a vehicle fails to meet the inspection, the following will be done:
  - a. Mark "disapproved" on the Taxi Cab Application form, sign and date it.
  - b. Notify the Finance Department to inform the vehicle driver what needs to be corrected on the vehicle for it to pass inspection.

D. Re-inspection

- 1. The following will be done upon re-inspection of a vehicle that has failed an inspection:
  - a. Indicate "approved" on the Taxi Cab Application form at the bottom and sign and date it.
  - c. Affix the inspection sticker to the lower left-hand corner of the rear window.

II. Cab Driver's Permit

A. The SEP Officer shall be responsible for issuing Cab Driver's Permits.

B. Applications

- 1. Upon receiving a new application from the Finance Department, the SEP Officer shall:
  - a. Fingerprint the applicant
  - b. Review the driver's abstract of the applicant
  - c. Review the criminal history that is sent from the Illinois State Police Bureau of Identification.
  - d. Compare the abstract information and criminal history information to the Cab Driver's Permit requirements as specified in Village Ordinance 58-637.

- e. If the applicant meets the requirements, the SEP Officer shall issue the Cab Driver's permit to the applicant and sign and date the application reflecting the date of issuance.
  2. Upon receiving a renewal application from the Finance Department, the SEP Officer shall:
    - a. Review the driver's abstract of the applicant
    - b. Review the criminal history that is sent from the Illinois State Police Bureau of Identification.
    - c. Compare the abstract information and criminal history information to the Cab Driver's Permit requirements as specified in Village Ordinance 58-637.
    - d. If the applicant meets the requirements, the SEP Officer shall issue the Cab Driver's permit to the applicant and sign the application and date the application reflecting the date of issuance.
  3. If the applicant fails to meet the requirements as specified by Village Ordinance 58-637, the SEP Officer shall notify the applicant that the application is denied and may indicate when the applicant can reapply.
    - a. The SEP Officer shall mark "Denied" on the application and indicate the section number of the ordinance for the denial basis.
    - b. The SEP Officer shall copy the denied application and return it to the Finance Department for their records.
- B. Suspension—A cab driver's permit may be suspended for a period not to exceed 30 days:
1. Pending an investigation into his involvement in an accident resulting in serious personal injury, which occurred while driving a taxicab.
  2. Pending an investigation into his involvement in a crime or repeated misdemeanors resulting from his operation of a taxicab.
  3. As a penalty for repeated violations Village Ordinance Article 20.
- C. Revocation—The cab driver's permit may be revoked if it was obtained by fraud, including but not limited to the statements concerning his physical condition or criminal record required by Village Ordinance 58-637(c). A cab driver's permit shall be revoked if:
1. Such cab driver, on account of infirmity of body or mind, or addiction to narcotics, amphetamines or alcohol, has become physically, mentally or emotionally unfit or unable to discharge his duties as a cab driver in a safe and proper manner.
  2. Such cab driver has, while on duty as a cab driver of a taxicab, used or possessed any narcotic drug or amphetamine, or consumed or possessed or been under the influence of any alcoholic beverage regardless of its alcoholic content.
  3. Such cab driver has been convicted of the offense of operating a motor vehicle while under the influence of alcohol, an amphetamine, a narcotic drug, a formulation of an amphetamine, or a derivative of a narcotic drug.

4. Such cab driver has been convicted of the crime of leaving the scene of an accident resulting in serious injury or death, or any felony involving the use of a motor vehicle.
5. Such cab driver has been guilty of repeated violations Village Ordinance Article 20.

### III. Compliance Inspections

- A. Officers of the Hanover Park Police Department may stop a taxi cab whether license or not licensed by the Village when:
  1. Loading passengers
  2. Parked in a taxi zone
- D. Officers may check the Taxi Cab License and driver's Taxi Cab Permit to make sure that they are in compliance with Village Ordinances.
- E. Driver's found in violation will be cited on local ordinance citations for the respective ordinance violations.

### IV. Taxi Zones

- A. The Chief of Police is authorized to designate and properly sign 15-minute taxi zones on public property, including but not limited to within the commuter parking facilities.
- B. It shall be unlawful for the driver of a taxicab to leave a taxicab within a taxi zone for more than 15 minutes. (Village Ordinance 58-639(b))
- C. It shall be unlawful for the driver or licensee of a taxicab to stand or park such vehicle upon any place, except within a building, other than in a taxicab stand so designated as provided herein. This provision shall not prevent the operator of a taxicab from temporarily stopping in accordance with other stopping or parking regulations at any place for the purpose of and while actually engaged in the expeditious loading or unloading of passengers. This provision shall also not prevent the resident of residential property from parking outside on the off-street parking area of that property one taxicab driven or licensed by the resident or upon commercially zoned property licensed for that use. (Village Ordinance 58-637(c)).



Hanover Park Police Department  
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Hanover Park, IL 60133  
(630) 823-5500

## TAXICAB INSPECTION

### Taxicab Vehicle License Application:

- ☐ Completed
- ☐ Certification of Public Liability Insurance
- ☐ Vehicle Inspection Report
- ☐ Valid Registration

### Physical Vehicle Inspection:

- ☐ Pass
- ☐ Failed – Reason: \_\_\_\_\_
- ☐ Vehicle Make. Year, VIN # \_\_\_\_\_
- ☐ Vehicle License # and Year \_\_\_\_\_
- ☐ Vehicle Color \_\_\_\_\_
- ☐ Vehicle Inspection Report – Marked Passed

### Cab Driver's Permit:

- ☐ Valid Illinois Drivers License
- ☐ Criminal History Check
- ☐ None
- ☐ Felony – Conviction(s) \_\_\_\_\_
- ☐ Misdemeanor – 2 or more within past 12-months
- Date: \_\_\_\_\_ Charge: \_\_\_\_\_
- Date: \_\_\_\_\_ Charge: \_\_\_\_\_
- ☐ Traffic History
- ☐ None
- ☐ Violations past 12-months \_\_\_\_\_
- ☐ Fingerprints Obtained (New Permit Application Only)

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_