Transportation and Public Works Department



P.O. Box 1088 Austin, TX 78767 512-974-1150

Hotel Courtesy Vehicle Service Application

1. Hotel Name:			Telephone #:						
Business Address:			Fax #:						
Street Email Address	City	State	Zip						
2. Please circle the type(s) of Operating Authority requested:									
1. +	lotel Shuttle	2. Ho	tel Courtesy	Service					
3 . The following information must be person who will participate in the be of the ground transportation service the application.	usiness decisior	ns of or who	o has the au	thority to enter contracts on behalf					
General Manager's Name:			Texas Driver's License #:						
Contact IdentaGo at 1-888-467- nationwide background report. En to ensure the report is electr	sure that you pr	ovide them	with the Cit						
4. Provide a description of all crimin cover all states and be valid for up			riminal histo	ory information that we receive will					

5. Number of permits requested for each service:

Hotel Shuttle

Courtesy Vehicle



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6. Provide the following information for each vehicle to be used to provide the service (if additional space is needed include on a separate page):

1			Model	 LP	VIN	
1				 		
2				 		
7. Name of Insurance Co.:						
	Agent Phone #:					

- **8.** The applicant must provide the following information and attach as part of the application:
 - a. Copies of the appropriate following documents to verify that each vehicle proposed to be operated by the applicant is owned, leased, or under contract by the applicant:
 - 1. Certificate of Title.
 - 2. Lease/rental contract, or
 - 3. Other contract as appropriate.
 - b. Certified copies of any documents required by state law to be filed for the business entity to legally exist, and a statement from the Texas Secretary of State certifying that the business is in good standing if state law requires the entity to file documents with the Texas Secretary of State.



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- c. A certificate of insurance as proof of insurance coverage, listing the City of Austin as additional insured with the following information: City of Austin Mobility Services, Attn; Courtney R. Henry, 1501 Toomey Rd., Austin, TX 78704.
- d. Hotel shuttle applicants **must**:
 - 1. Submit proposed rate of fare "Not for Hire."
 - 2. All drivers must be sponsored by the Operating Authority.
 - 3. Use Vans, SUVS, or SAVs.
 - 4. Only transport guests.
- e. Hotel courtesy vehicle service applicants **must**:
 - 1. Have exterior signage stating, "Not for Hire."
 - 2. Only transport guests within a two-mile radius of the hotel.
 - 3. Only transport guests within a two-mile radius of the Texas State Capitol building.
 - 4. Only transport guests to and from a major transportation terminal.
 - 5. Employ or utilize drivers who are employees of the hotel who possess a valid City of Austin Chauffeur Permit.

8. A **\$103.00** non-refundable operating authority application fee must be submitted with the application.

I, ______, applicant, do swear or affirm that all of the information included within this application is accurate, and I understand that any omitted information or information found to be inaccurate will result in the denial of this application for operating authority or the revocation of an operating authority that is granted based on the information provided in this application. I also swear or affirm that I have read and understand Chapter 13-2 of the Austin City Code relating to Ground Transportation Services and agree to comply with the terms as written and as may be amended.

Signature of Applicant Date

THE STATE OF TEXAS

COUNTY OF TRAVIS

BEFORE ME, the undersigned authority, on this day appeared ______, known to me to be the person whose name is signed to the foregoing application and duly sworn by me states under oath that he has read the said application and that all of the facts therein set forth are true and correct.

Sworn to before me, this, the _____ day of ______, 20____.

Notary Public in and for Travis County, TX