

<b>For Office Use Only</b>		<b>Permit #:</b> _____	
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**IOWA APPLICATION FOR TRANSPORTATION NETWORK COMPANY (TNC) PERMIT**

TNC Full Legal Name \_\_\_\_\_

Tax Identification Number \_\_\_\_\_ Email Address \_\_\_\_\_

Principal Place of Business Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

If incorporated or organized, provide the state of incorporation or organization \_\_\_\_\_

Contact Title \_\_\_\_\_ Address \_\_\_\_\_

Name of Agent for Service \_\_\_\_\_ Address \_\_\_\_\_

Business name in Iowa if different from full legal name \_\_\_\_\_

Below please give the name, address, telephone number and email address of the person through whom the department may coordinate examination of the TNC's records as required by Iowa Code section 321N.2(5).

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email Address \_\_\_\_\_

<b>SUPPORTING DOCUMENTS REQUIRED</b>	
(SEE INSTRUCTIONS)	
<input type="checkbox"/> Financial Responsibility <input type="checkbox"/> Zero Tolerance Policy <input type="checkbox"/> Nondiscrimination and Accessibility Policies <input type="checkbox"/> Record Retention Guidelines <input type="checkbox"/> Notification Obligations <input type="checkbox"/> Automobile Insurance Disclosures	<input type="checkbox"/> Driver & Vehicle Disclosures <input type="checkbox"/> Transmittal of Electronic Receipts to TNC Riders <input type="checkbox"/> Pertinent Certificate of Good Standing <input type="checkbox"/> Description of Digital Network <input type="checkbox"/> \$5,000 Application Fee

I certify, under penalty of perjury and pursuant to the laws of the State of Iowa, that I am an authorized representative of the TNC listed in this application, and am authorized by and on behalf of the TNC to provide all information and make all representations herein, all of which are true and correct. By my signature I certify and affirm, by and on behalf of the TNC, that the TNC agrees at all times material to comply with all applicable requirements of chapter 321N of the Iowa Code and 761 Iowa Administrative Code, chapter 540.

Authorized Representative Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_ Date \_\_\_\_\_ :

## Definitions:

*Department* – the Iowa Department of Transportation.

*Digital network* – an online-enabled application, internet site, or system offered or utilized by a transportation network company (TNC) that enables TNC riders to *prearrange rides* with TNC drivers.

*Personal vehicle* – a noncommercial motor vehicle that is used by a TNC driver and is owned, leased, or otherwise authorized for use by the TNC driver. *Personal vehicle* does not include a taxicab, limousine, or other vehicle for hire.

*Prearranged ride* – the provision of transportation by a TNC driver to a TNC rider. A prearranged ride does not include transportation provided using a taxicab, limousine, or other vehicle for hire, or a shared expense carpool or vanpool arrangement.

*Transportation network company or company* – a corporation, partnership, sole proprietorship, or other entity that operates in this state and uses a digital network to connect TNC riders to TNC drivers who provide prearranged rides.

*Transportation network company driver or driver* – an individual who receives connections to potential TNC riders and other related services from a TNC in exchange for payment of a fee to the TNC. Uses a personal vehicle to offer or provide *prearranged rides* to TNC riders upon connection through a *digital network* controlled by a TNC in return for compensation or payment of a fee.

*Transportation network company rider or rider* – an individual or group of individuals who uses a TNC's *digital network* to connect with a *TNC driver* to request a *prearranged ride* for the individual or group of individuals, and who receive the prearranged ride in the drivers *personal vehicle* between locations chosen by the individual or group of individuals.

## Supporting Documents Required:

1. **Financial Responsibility:** Proof of compliance with the financial responsibility requirements of Iowa Code section 321N.4. Proof of compliance shall be submitted by providing a valid certificate of coverage from an insurer governed by Iowa Code chapter 515. The certificate of coverage shall demonstrate coverage in the amounts and circumstances required by Iowa Code section 321N.4, and shall certify that if insurance maintained by a transportation network company driver under Iowa Code chapter 321N lapses or does not provide coverage in the amounts or types required by Iowa Code section 321N.4, subsection 2 or 3, the insurance certified in the certificate of coverage shall provide coverage in the amounts and types required by Iowa Code section 321N.4, subsection 2 or 3, beginning with the first dollar of the claim, and the insurer providing such coverage shall defend the claim. The certificate of coverage shall also certify that the coverage therein is not dependent on the insurer of a transportation network company driver's personal vehicle first denying a claim, and does not require the insurer of a personal automobile insurance policy to first deny a claim to trigger coverage and defense under the coverage certified.
2. **Zero Tolerance Policy:** Proof that the transportation network company has established a zero tolerance policy for the use of drugs and alcohol as provided in Iowa Code section 321N.3(5). The transportation network company shall provide a written copy of the applicable policy and an explanation of the manner or means by which the policy is made known to transportation network company drivers and the manner or means by which the policy is enforced.
3. **Nondiscrimination and Accessibility Policies:** Proof that the transportation network company has adopted and is enforcing nondiscrimination and accessibility policies. As used herein, "nondiscrimination policy" means a policy that prohibits discrimination against transportation network company riders on the basis of race, age, disability, religion, color, sex, or national origin. "Accessibility policy" means a policy that prohibits discrimination against and assures equal opportunity and access to transportation network company riders who are persons with disabilities under the Americans with Disabilities Act of 1990 (ADA) as amended by the ADA Amendments Act of 2008 (P.L. 110-325) codified at 42 U.S.C. 12101 et. seq. The transportation network company shall provide a written copy of the applicable policy and an explanation of the manner or means by which the policy is made known to transportation network company drivers and the manner or means by which the policy is enforced.
4. **Record Retention Guidelines:** Proof that the transportation network company has established record retention guidelines that comply with the requirements of Iowa Code section 321N.2(2). The transportation network company shall provide a written copy of the applicable policy and an explanation of the manner or means by which the policy is made known to the designated records retention officer or responsible staff and the manner or means by which the policy is enforced.
5. **Notification Obligations:** Proof that the transportation network company has established a means for informing persons seeking approval to serve as transportation network company drivers of their notification obligations under Iowa Code section 321N.3(2). The transportation network company shall provide a copy of the disclosure form used by the transportation network company to inform such persons of the notification obligations under Iowa Code section 321N.3(2) and an explanation of the manner or means by which the disclosure form is made known to and signed by such persons.
6. **Automobile Insurance Disclosures:** Proof that the transportation network company has established a means for making the automobile insurance disclosures required by Iowa Code section 321N.5 to persons serving as transportation network company drivers. The transportation network company shall provide a copy of the written disclosure used by the transportation network company and an explanation of the manner or means by which the written disclosure is made known to transportation network company drivers.
7. **Driver & Vehicle Disclosures:** Proof that the transportation network company has established a means for making the driver and vehicle disclosures required by Iowa Code section 321N.7 to transportation network company riders. The transportation network company shall provide an explanation of the manner or means by which the disclosure is made known to transportation network company riders.
8. **Transmittal of Electronic Receipts to TNC Riders:** Proof that the transportation network company has established a means for transmitting an electronic receipt to transportation network company riders as required by Iowa Code section 321N.8. The transportation network company shall include a sample, representative receipt and an explanation of the manner or means by which the receipt is delivered and the time frame within which the receipt is delivered.
9. **Pertinent Certificate of Good Standing:** If incorporated or organized, a copy of the transportation network company's certificate of good standing from the transportation network company's state of incorporation or organization.
10. **Description of Digital Network:** A description of the transportation network company's digital network and the means or manner by which it may be accessed by the transportation network company's drivers and riders. This paragraph is not intended to and shall not be construed as requiring the disclosure of information proprietary to the transportation network company.
11. **Miscellaneous:** Other such documents as requested by the department.
12. **Application Fee:** The \$5,000 application fee must be remitted via a check or certified cashiers check, to the "Iowa Department of Transportation" and submitted with this application. It may be mailed to the following address: Iowa Department of Transportation, Office of Vehicle and Motor Carrier Services, P.O. Box 10382, Des Moines, Iowa 50306-0382.
13. **Vehicle Equipment Requirements:** Proof that the transportation network company requires personal vehicles to comply with applicable motor vehicle equipment requirements as provided in section 321N.3. The transportation network company shall provide an explanation of the manner or means by which this requirement is made known to company drivers.