



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
OFFICE OF PUBLIC CARRIER REGULATION
303 TRANSPORTATION CIRCLE
P.O. DRAWER E
DOVER, DELAWARE 19903

**Instructions for the Completion of the New Application for a
Certificate of Public Convenience and Necessity**

All applicants that wish to become licensed as a public carrier must first submit an application with the Office of Public Carrier Regulation along with all required documentation prior to beginning service {2 Del. C. §1802(c)(4)}. Vehicles can not be registered with the Division of Motor Vehicles under the operating authority of a public carrier until the application process is completed. Any company that is determined to be operating as a public carrier prior to approval by the Office of Public Carrier Regulation may be subject to penalties and/or their application being denied.

A complete business plan must be submitted explaining what type of operations will be offered to the public to show that the proposed operations will serve a useful public purpose, a useful public necessity and a useful public convenience responsive to public demand {2 Del. C. §1802(e)(1)}. Complete and attach the supplemental questionnaire.

You are not required to have purchased vehicles, business licenses, insurance, etc. until after the application has been approved; however, this information must be submitted to this office prior to the commencement of operations once the Certificate of Public Convenience and Necessity has been issued.

The application must be carefully and completely filled out by computer, typewriter, or neat handwriting using black or blue ink. All portions must be answered in it's entirety with the words "none" or "N/A" when portions do not apply. The application does not have to be notarized.

If you are required to include documentation and the space provided in the application is insufficient, use 8 1/2 X 11 inch plain paper and write in the portion on the application "See Attachment (A, B, C, etc)".

The application may be mailed to P.O. Drawer E, Dover, DE 19903 or dropped off at the Department of Transportation, 303 Transportation Circle, Room 208, Dover, DE 19901. If the application is not complete, it will not be accepted by this office as filed. The application and any fees remitted will be returned to you for correction and may delay the approval of your application.

Every application must be accompanied by the required attachments and the filing fee indicated at the top of each application. Checks must be made payable to the Delaware Department of Transportation (DelDOT). Filing fees are non-refundable once the application has been accepted by this office.

In accordance with 2 Del. C. c. 18, a public hearing may be required if intervention is received on the application filed within the ten day comment period. The applicant will be contacted for a convenient time if the hearing is necessary.

The applicant will be charged for the stenographic record of the hearing. As annotated in the Delaware Department of Transportation Rules and Regulations Pertaining to the Regulation of Public Carriers, Chapter 7, 7-2 (a) "The applicant or the public carrier about whom the hearing is being held will be responsible for the cost of the stenographic record." The cost of this service begins at approximately \$150.00 per hearing. The applicant must be prepared and is obligated to pay the Court Reporters fee immediately at the end of the hearing. All payments will be made directly to the Court Reporter. No hearing decision will be determined until this fee is paid in full.

Note: If your company intends to apply as a limousine or non-emergency medical transport service and your vehicle has a passenger capacity of 16 persons or more, including the driver, your company must apply for "Charter Bus" rights as defined by 2 Del. C. c. 18 § 1801 (10). Therefore, it may be necessary to file two separate applications, if your fleet includes vehicles that have to transport 15 passengers or less, including the driver (limousine), and also vehicles that have the capacity to transport 16 passengers or more, including the driver (charter bus).

If the application is approved, the following items must be submitted to the Office of Public Carrier Regulation prior to the issuance of the Certificate of Necessity and Public Convenience:

- A copy of the applicant's business license issued by the Delaware Division of Revenue.
- Federal Bureau of Investigation and a State Bureau of Investigation criminal history background check for each driver of the company to verify that they are clear of any disqualifying crime
- Registration cards for each vehicle, registrant to match Delaware business license and insurance.
- Certificate, Bond, or required documentation to fulfill the financial fitness requirement which identifies the Office of Public Carrier Regulation, P.O. Drawer E, Dover, DE 19903, as the Certificate Holder or third-party recipient.
- Auto Liability insurance policy which identifies the Office of Public Carrier Regulation, P.O. Drawer E, Dover, DE 19903, as the Certificate Holder.

Section 1: Type of Operations:

The filing fee to apply for a Certificate of Public Convenience and Necessity is \$400.00 effective January 10, 2010. The filing fee must accompany the application in order for this office to accept the application. All applications received without the correct filing fee will be returned to the applicant. A separate application and filing fee must be submitted for each service type that the applicant is requesting.

Check off the type of service that you plan to provide to the public. Contact the Office of Public Carrier Regulation if you have questions regarding the definition of each type of service.

Check off the service area that the applicant plans to provide service to the public. A service area can include a single county, multiple counties, or statewide operations. A custom operating territory may be requested if the applicants operations will be providing service to a specific market segment. Include a description of the custom territory requested. You may attach a map to show the custom service area to assist in this process.

Section 2: Applicant Information:

Complete all information requested in this section as applicable. The legal name of the company must match all other records submitted by the applicant to conduct operations which include registration with the Delaware Secretary of State (as applicable), vehicle titles, insurance quotes, etc.

The applicant may conduct business using a “Trading As (TA)”. All advertising and correspondence with the public must indicate either the legal name or TA of the applicant. The name of the applicant used in conducting business with the public may in no way state or imply services that are not authorized to be provided by the applicant. (For example: Bob’s Taxi & Limo Service can not be used if the applicant is not authorized to operate as both a taxi and a limousine).

Include the Federal Employer Identification Number (FEIN) issued by the Internal Revenue Service for the legal entity applying for the application. Applicants operating as a sole proprietorship may apply using their social security number; however, if the applicant has employees the Internal Revenue Service may require that a FEIN be issued for this purpose. A FEIN can be applied for online at the www.irs.gov.

Section 3: Business Owners, Officers, Directors, Members, Partners:

Provide the name, social security number, date of birth, and ownership percentage for ALL owners, officers, directors, members, or partners of the applicant.

Include copies of the articles of incorporation or partnership agreements as applicable. Registration with the Delaware Secretary of State may be required for both domestic and foreign companies. Attach a copy of registration with the Delaware Secretary of State or include a statement as to the reason why the applicant is not required to be registered.

Attach and label as attachment A.

Section 4: Operational Information:

Indicate if the proposed operations will be conducted year round or seasonally. If the operations will be conducted seasonally, include a description of the period of the year and the hours of operation that you will operate.

Section 5: Vehicle Information:

Submit a list of the vehicles and copies of the registration cards for vehicles that are already in possession of the applicant. Each vehicle registration and insurance card must match the applicant’s name. Attach a list if more room is needed.

For proposed operations, submit a purchase quotation document from the individual/company that you intend to purchase the vehicle(s) from and/or a letter of intent to purchase the vehicle(s) within 180 days, if approved.

Attach and label as attachment B.

Section 6: Proposed Color or Design:

For applicants applying for taxi or charter bus rights, you must submit a color picture or proposal for a color scheme, insignia, name, or monogram to be permanently affixed to the vehicle. The color scheme or design can not simulate the color scheme or design of other public carriers already authorized to conduct business within the same local area.

Attach and label as attachment C.

Section 7: Driver Information:

Provide the name, social security number, date of birth, driver's license number, and state of issuance for each driver that will be providing transportation to the public. Include a legible copy of each driver's license and a current driving record from their state of residence. All drivers that will be operating taxicabs must have the proper Division of Motor Vehicle endorsements on their licenses.

Attach and label as attachment D.

Section 8: Financial Fitness Requirement:

All public carriers must show sufficient financial ability to compensate a member of the public for injuries to person or property, which they may sustain from acts or failures to act of the public carrier. Public carriers holding a Certificate of Public Convenience and Necessity, issued by this State, must provide the Department with one of the following:

- a. A General Liability insurance policy, from a solvent, reputable insurance company licensed to do business in the State of Delaware. This policy shall be conditioned for the payment of property damage and personal injuries sustained by acts or failures to act by a Public Carrier, and shall be in an amount no less than one million dollars (\$1,000,000).
- b. A bond, as authorized by Delaware law. The approved bond form may be obtained from the Office of Public Carrier Regulation. A solvent, reputable surety company licensed to do business in the State of Delaware must complete the form, letter, or certificate. The bond shall be conditioned for the payment of property damage and personal injuries sustained by acts or failures to act by a Public Carrier, and shall be in an amount no less than one hundred thousand dollars (\$100,000). If the bond becomes insufficient because of claims or any other reason, the operator shall have seven (7) days to restore it to the full amount, or obtain a general liability policy as stipulated.
- c. Documentation of any nature which the Public Carrier presents as evidence of meeting the financial ability provision. This documentation is subject to review by the Office of Public Carrier Regulation, and if necessary, legal counsel of the Delaware Department of Transportation. If the proposed method of accountability is accepted, it is subject to verification by the Office of Public Carrier Regulation at any time, and failure to meet the financial ability provision at any time will be cause for immediate suspension of the Certificate of Public Convenience and Necessity.

Attach and label as attachment E.

Section 9: Auto Liability Insurance:

For the proposed operations, the applicant must be covered by and with a public liability and property damage policy issued by an insurance company licensed to conduct business in the State of Delaware. A copy of an insurance quote is acceptable for proposed operations. The quote must include the minimum amounts of coverage requested and indicate that the insurance company will extend coverage to the applicant suitable for the type of operations being conducted.

Attach and label as attachment F.

Section 10: Background Check:

All business owners, officers, directors, members, and partners must provide a Federal Bureau of Investigation and State Bureau of Investigation criminal background check to verify they are clear of any disqualifying crime. 2 Del. C. c. §1802(e)(1) states that "...the applicant shall be of good moral character, as shall be evidenced by exhibiting compliance with all applicable laws and regulations, and shall not have been convicted of a felonious or infamous crime involving fraud or deceit."

The background checks must be submitted along with the original application for ALL owners, officers, directors, members, or partners of the applicant.

Attach and label as attachment G.

Section 11: Rates:

A copy of the rates to be charged to customers must be included. This document must be typed and on company letterhead. It must clearly identify the information that a customer needs to determine the charge for transport to and from a particular destination. Once established, rates can not be changed unless a formal request is received by this office. In addition, only vehicles equipped with a taximeter can utilize a per mile rate.

Public carriers shall file an application (PC-5) to the Office of Public Carrier Regulation to amend the current rate schedule or temporary fuel surcharge fee at least thirty days prior to the effective date of the proposed rate change. The filing fee for this application is \$100.00.

All changes to rates schedules must be advertised in a newspaper of general circulation for two separate days in two consecutive weeks in the geographic area affected by the changes at least 30 days prior to the effective date.

Attach and label as attachment H.

Section 12: Proposed Operations:

A complete business plan must be submitted explaining what type of operations will be offered to the public to show that the proposed operations will serve a useful public purpose, a useful public necessity and a useful public convenience responsive to public demand {2 Del. C. c. §1802(e)(1)}. Complete and attached the supplemental questionnaire.

Attach and label as attachment I.

Section 13: Trip Log:

All Public Carriers must maintain operational records that support the total distance traveled by all registered qualified vehicles and the annual gross revenue collected as a result of both intrastate and interstate operations. Operational records include source documents suitable for verification of distance traveled and gross revenue collected. An acceptable source document for verifying total distance traveled is a “Log Sheet”. A standardized Log Sheet is required and must be maintained in the vehicle daily, during times of operation, and shall contain the following minimum information:

1. Date of trip (starting and ending)
2. Registrant’s name
3. Vehicle number
4. Trip origin and destination
5. Time leaving origin
6. Time arriving at destination
7. Number of passengers
8. Routes of travel
9. Beginning and ending odometer reading of the trip
10. Total trip distance traveled
11. Fees charged

A sample trip sheet has been provided with this application package which may be used by your company or you may develop a trip sheet that is specific to your operations. Attach and label as attachment J.

Section 14: Maintenance Log:

Each applicant shall make a complete inspection of each motor vehicle at least once each week for mechanical and structural defects and all necessary repairs shall be made before the motor vehicle is returned to service. These weekly forms shall show the date of the inspection, vehicle identification number, lubrication record and adjustments, and must be signed by the person making the inspection. Inspections may be performed more frequently than once each week.

Attach a sample copy of the maintenance log that your company will utilize to verify that this inspection has been performed or you may develop a maintenance log that is specific to your operations. A sample maintenance log has been provided with this application package.

Attach and label as attachment K.

Section 15: Fixed Route:

All fixed route carriers must submit a map of the proposed routes and schedules for which public transportation services will be provided. If operating within a municipality, please include verification from the municipality of approval of the fixed route and if these services are being provided in response to a public demand.

Attach and label as attachment L.

Section 16: Certified Filing of Application:

All public carriers and their employees involved in a business operating within the State must be familiar with 2 Del. C. c. 18 of the Delaware code as well as all promulgated rules and regulations. Check the appropriate box to indicate if you have read and understand all requirements for public carriers. In addition, read and sign a copy of PC-16 Carrier Responsibilities Regarding Recordkeeping Requirements to verify that the public carrier is familiar with the recordkeeping requirements required for maintaining operational records to verify total distance traveled and annual gross revenue reported.

Copies of 2 Del. C. c. 18 and the promulgated rules and regulations can be found by visiting our website at www.mfta.deldot.gov.

Attach and label as attachment M.



**Delaware Department of Transportation
Office of Public Carrier Regulation
P.O. Drawer E, Dover, DE 19903-1565
Ph: (302) 744-2706 • Fax: (302) 739-7808**

New-Certificate of Public Convenience and Necessity Application

Section 1: Type of Operations

| | | | | | |
|---------------------|--|---|---|--|--------------------------------------|
| Filing Fee \$400.00 | Receipt # : _____ | <input type="checkbox"/> Cash | <input type="checkbox"/> Check | <input type="checkbox"/> Money Order | |
| Type of Service | <input type="checkbox"/> Taxi | <input type="checkbox"/> Limousine | <input type="checkbox"/> Charter Bus | <input type="checkbox"/> Non-Emergency Medical | <input type="checkbox"/> Fixed Route |
| No. of vehicles | | | | | |
| Service Territory | <input type="checkbox"/> Sussex County Only | <input type="checkbox"/> Kent County Only | <input type="checkbox"/> New Castle County Only | <input type="checkbox"/> Statewide | |
| If Custom, explain | <input type="checkbox"/> Custom-describe below | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Print or Type Only

Section 2: Applicant Information

| | | | | |
|--|--|--|---|--|
| Ownership | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Corp (LLC) | <input type="checkbox"/> S-Corporation |
| | <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited Liability Partnership (LLP) | | |
| Applicant's Name (If Corp., use bus. name) | | | | |
| Trading As: | | | | |
| Mailing Address | | | | |
| Location of Records (Not P.O. Box) | | | | |
| Contact Name | | | | |
| Federal I.D. No. | | | | |
| Social Security No. (If applying as Sole Prop.) | | | | |
| Business Phone No. | | | | |
| Business Fax No. | | | | |
| Cell Phone No. | | | | |
| E-Mail Address | | | | |

New-Certificate of Public Convenience and Necessity Application

Section 10: Background Check

All business owners, officers, directors, members and managers must provide a Federal Bureau of Investigation and a State Bureau of Investigation criminal history background check to verify that they are clear of any disqualifying crime

Please label as **Attachment G**

Section 11: Rates

Please provide a listing of the proposed rates to be charged to customers. This document must be typed, and on company letterhead. It must clearly identify the information that a customer needs to determine the charge for transport to and from a particular destination. Once established the rates cannot be changed, unless a formal request is received by this office. In addition, only vehicles equipped with a taximeter can utilize a per mile rate.

Please label as **Attachment H**

Section 12: Proposed Operations

The applicant must satisfactorily present written evidence that the proposed operations will serve a useful public purpose, a useful public necessity, and a useful public convenience responsive to public demand and that existing public carriers are not able to meet the demands of the industry. This requirement can be satisfied through the presentation of petitions, surveys, requests for service, demographic trend surveys or other documents that clearly identify a public demand exists. Written statements by the applicant are insufficient without supporting documentation. Complete supplemental questionnaire and attach as attachment I.

Please label as **Attachment I**

Section 13: Trip Log

All drivers shall keep a daily log of all trips on a printed form to be supplied by the company. The logs shall be retained by the company for a minimum of four years. These daily forms shall show, for each trip, the registrant's name, the date, the origin, destination, time leaving origin, time arriving at destination, distance traveled, number of passengers, routes of travel, beginning and ending odometer reading for trip, amount of fare and vehicle identification number. Please see worksheet labeled SAMPLE TRIP LOG for ideas or utilization of form.

Please label as **Attachment J**

Section 14: Maintenance Log

Each applicant shall make a complete inspection of each motor vehicle at least once each week for mechanical and structural defects and all necessary repairs shall be made before the motor vehicle is returned to service. These weekly forms shall show date of inspection, vehicle identification number, lubrication record and adjustments, and signed by the person making such inspections. Please see worksheet labeled SAMPLE MAINTENANCE LOG for ideas or utilization of form.

Please label as **Attachment K**

Section 15: Fixed Route

Please provide a map showing proposed routes and schedules.

Please label as **Attachment L**

Section 16: Certified Filing of Application

Have all persons employed by/involved with the company named in this application, and therefore responsible for Public Carrier activities conducted by this company, read and understood the Public Carrier Law and Rules and Regulations as it pertains to Public Carrier requirements (2 Del C. c. 18), and do these persons understand ALL of its provisions? Yes No

Sign a copy of PC-16 Record Keeping Certification and label as **Attachment M**

Before signing, please read the following statement carefully: Any false or substantive omission of information may be cause for rejection of application, or revocation of license (if license approval has been granted). I, certify under penalty provided by law, that the statements made and the information furnished in this application are true, correct, and complete to the best of my knowledge and belief.

Signature of Applicant or Authorized Representative

Date

New-Certificate of Public Convenience and Necessity Application

For Office Use Only

Reviewer: _____ Date: _____

Approved for Intervention: Yes No

Yes Intervention Ends: _____ Intervention Received: Yes No

If No Intervention Received:

Office of Public Carrier Regulation Signature: _____

Approval: Yes No Date: _____

Chief of Transportation Services Signature: _____

Approval: Yes No Date: _____

Comments: _____

Complete this section if intervention is received by another carrier:

Hearing Date: _____

Hearing Officer Signature: _____

Approval: Yes No Date: _____

Office of Public Carrier Regulation Signature: _____

Approval: Yes No Date: _____

Chief of Transportation Services Signature: _____

Approval: Yes No Date: _____

Comments: _____

Approved Docket Number Issued: _____

Date Certificate Issued: _____



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
OFFICE OF PUBLIC CARRIER REGULATION
303 TRANSPORTATION CIRCLE
P.O. DRAWER E
DOVER, DELAWARE 19903

Certificate of Public Convenience and Necessity
Application Supplemental Questionnaire

1. What is the mission or objective of your business?

2. What are the main elements of your proposed business activity? What services or products are you proposing to offer?

3. What management and business experience does the applicant or other partners bring to this business as it pertains to public transportation?

4. What is the business climate in the area where you intend to operate your business?

5. What is the trend based on recent data or experience in the market you intend to operate? Is there a demand for your service or product based upon your research?

**Certificate of Public Convenience and Necessity
Application Supplemental Questionnaire**

6. Who are your primary target customers that you will be providing public transportation for? Will you have any additional customers that will be serviced periodically or seasonally?

7. Who is your competition in the area where you intend to operate your business?

8. How is your proposed service or product different or new in the marketplace from existing services or products that already exist?

9. How will you attract customers to your business? (i.e. written advertising, word of mouth, internet, etc.)

10. What types of payment do you plan to accept? (i.e. cash, check, credit card, customer billing, etc.) Will the vehicles be equipped to process credit cards for customers?

11. Will drivers be able to provide customers with a written receipt of payment made for the services provided? Include a sample.

**Certificate of Public Convenience and Necessity
Application Supplemental Questionnaire**

12. Are there any additional proposed sources of revenue that your company will generate? (i.e. advertising, courier services, charters, etc.)

13. What is your customer service policy? Is it in writing? (attach a copy)

14. Is your company flexible to meet customer needs? For example, how would you deal with passengers with disabilities, children, group outings, etc?

15. Describe what your business plan is for expansion over the next five to ten years as it relates to providing public transportation.

16. How will you monitor customer service and customer satisfaction?

17. If the company receives a complaint, who will be responsible for follow up with the customer? Do you have a written procedure or plan for handling complaints? (Include a copy of any written procedure or plan).

**Certificate of Public Convenience and Necessity
Application Supplemental Questionnaire**

18. What is your policy on screening new employees that will be providing transportation to the public? For example, do you have an employee application, require background check, drug screening, or copy of driving record? Include a written copy of your policy.

19. Do you have a training program for employees? Is there an ongoing training program?

20. What type of maintenance program will you utilize to ensure that the vehicles operated will be safe to operate to provide public transportation? Will you inspection and maintenance be performed by company personnel or will you outsource this work?

21. Will you have a formal training program for new drivers to teach them how to provide quality customer service to the public? (If this plan is written, include a copy with this application).

22. If you will be operating as a limousine provider, do you have a fixed termini? Include the 911 address of the fixed termini if applicable.

23. How will the vehicles be dispatched to pick up customers?

**Certificate of Public Convenience and Necessity
Application Supplemental Questionnaire**

24. Will the drivers of your vehicles be employees of your company or will they be independent contractors?

25. Will you lease out your vehicles to drivers?

26. Who will be doing your bookkeeping or accounting? What type of record keeping system will you have in place to track the gross revenue for the annual gross revenue tax report?

STATE OF DELAWARE
OFFICE OF PUBLIC CARRIER REGULATION
CARRIER RESPONSIBILITIES REGARDING RECORDKEEPING REQUIREMENTS
IN ACCORDANCE WITH THE TITLE 2, CHAPTER 18

DOCKET NUMBER _____

Every public carrier shall maintain operational records that support the total distance traveled by the registered qualified vehicles and the annual gross revenue collected as a result of both intrastate and interstate operations (**Reg §8.3.1**). (by vehicle summarized monthly and/or quarterly) The carrier shall preserve such records for a period of four years from the due date of the report or the date filed, whichever is later (**Reg §8.5**). For example, the 2009 tax return is due April 15, 2010. If filed timely, records for this quarter must be preserved and maintained through April 15, 2014. Such records shall be made available upon request by any member jurisdiction. In the event the carrier fails to maintain and preserve such records, assessments and penalties shall be imposed. In addition, continued failure to comply will result in suspension or revocation of your operating authority.

Acceptable Source Documents

An acceptable (required) source document used to verify total distance traveled is through the use of "Trip Log". A standardized trip report is required and must be maintained in the vehicle daily, during times of operation, and shall contain the following minimum information:

- | | |
|--|--|
| 1. Date of Trip | 7. Number of passengers |
| 2. Registrant's name | 8. Routes of travel |
| 3. Vehicle number | 9. Beginning and ending odometer reading of the trip |
| 4. Trip origin and destination information | 10. Total trip distance traveled |
| 5. Time leaving origin | 11. Fees charged |
| 6. Time arriving at destination | |

In addition to maintaining trip logs, the carrier is required to:

- Maintain a quarterly mileage and gross revenue summary that recaps the activity of each qualified vehicle operated. (**Reg §8.3.2.1**).
- Maintain a quarterly mileage and gross revenue summary that recaps the activity on a per service type basis. (**Reg §8.3.2.2**).
- Maintain a summary of quarterly recaps used in preparing the Annual Gross Revenue return that includes mileage and gross revenue collected on a per service type basis (**Reg §8.3.2.3**). Summaries are not acceptable at face value and must be supported by source documents such as trip logs in order to be of any use during the audit. (**Reg §8.3.2.4**)
- The information recorded on the trip logs must be accurate and readable. The mileage figures and gross revenue to be entered on the trip logs can be obtained from various sources such as odometer and taximeter readings as long as the method used is accurate and consistent (**Reg §8.3.3**).
- In recording the mileage traveled and the gross revenue collected, the public carrier must record all movement (intrastate and interstate) of all qualified vehicles (**Reg §8.3.4**).

I have read and understand my responsibilities regarding record requirements in accordance with Title 2, Chapter 18 and the promulgated rules and regulations.

Public Carrier Account Name

Date

Print Name and Title of Authorized Account Representative

Signature

PC Unit / Auditor Initials

Company Name Here

Address, City, State Zip

DRIVER VEHICLE INSPECTION REPORT

Check Any Defective Item and Give Details Under "Remarks".

- | | |
|--|--|
| <input type="checkbox"/> Lights | <input type="checkbox"/> Windshield Wipers |
| <input type="checkbox"/> Windshield | <input type="checkbox"/> Brakes |
| <input type="checkbox"/> Mirrors | <input type="checkbox"/> Hood & Trunk |
| <input type="checkbox"/> Tires | <input type="checkbox"/> Window Operation |
| <input type="checkbox"/> Door and Door Handles | <input type="checkbox"/> Meter Seal (Taxi) |
| <input type="checkbox"/> Signals | <input type="checkbox"/> Leaks (Fluids) |
| <input type="checkbox"/> Horn | <input type="checkbox"/> |

MAINTENCE / REPAIRS

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REMARKS / COMMENTS

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Mechanic's Signature: _____

Date: _____

Driver's Signature: _____

Date: _____