



City and Borough of Juneau, Alaska
Juneau Police Department
6255 Alaway Ave, Juneau, AK 99801
Ph (907) 586-0600

APPLICATION INSTRUCTIONS AND REQUIRED ATTACHMENTS FOR PROFESSIONAL DRIVER'S PERMIT

Please read these instructions carefully. Applicants must be at least twenty-one (21) years of age and be able to speak the English language. You must include documentation with your application. **Applications may be submitted in person or online at www.juneaupolice.com.**

Application Location: Juneau Police Department, 6255 Alaway Avenue, Juneau, AK
Specified Days: Monday through Friday (except holidays)
Restricted Time: Between the hours of **8:00 AM and 4:30 PM**

Required Attachments:

- Health Certificate.** All applicants must show proof of valid CDL Health Certificate. [20 CBJAC 40.310(a)(7)]. The medical examination is obtained at your own expense and by a physician of your choice. **The examining physician must be licensed to practice in the State of Alaska.** A Medical Examination Report for Commercial Driver Fitness Determination is to be completed and signed by the qualified examining physician. The medical examination must be completed within a ninety-day (90) period prior to the application date.
- Original Criminal History.** A full criminal (**prior 10 years**) history must be obtained from the Alaska State Troopers Judicial Services office located downtown Juneau at the Diamond Courthouse at 123 Fourth Street, Ste 69. The original printout must be submitted with your application. **Residents with less than 10 years of residency in Alaska must provide a full criminal history from their previous state(s) of residency which must cover the prior ten years.** [20 CBJAC 40.310 (a)(6)]
- Driving Record.** A driving record (**previous 10 years**) must be obtained from the Division of Motor Vehicles located in the State Troopers Building at 2760 Sherwood Lane. **Alaska residents with less than 10 years of residency must provide a driver's record from their previous state(s) of residency which must cover the previous 10 years. The original printout must be submitted.** [20 CBJAC 40.310(a)(6)]
- Applicant Statement.** A signed statement that the applicant has read and understands the CBJ Code Section 20.40 and CBJ CPV Regulations 20 CBJAC 40.
- Photo.** A photo must be provided that will go on the permit. The photo should be similar in style to a driver's license or passport photo (head and shoulders only with a plain background). The photo needs to be emailed to CPV administrator at CPV@juneaupolice.com.
- Permit Fee.** A permit fee of \$75.00 must be remitted with the application. The permit fee is a processing fee and is **non-refundable**.
- Late Application Fee.** Current professional driver's permit holders shall submit renewal applications 30 days prior to the expiration date of their current permit. Late applications shall be charged an addition fee of \$50.00. [20 CBJAC 40.310(a), 20 CBJAC 40.120(c)]

APPLICATION INSTRUCTIONS

Please type or print all information on the "Professional Driver's Permit" application.

Class A Endorsement: Authorizes the holder to provide *taxi* services only.

Class B Endorsement: Authorizes the holder to provide Class B services, including tour/charter or shuttle.

Alaska Driver's License Number: Applicants must hold a current Alaska Driver's License or State Driver's License.

Alaska Business License: Professional drivers who are employees will not be required to obtain an Alaska Business License. If you are operating as an independent contractor/sole proprietor, you will be required to obtain an Alaska Business License. A copy of the business license must be submitted at the time of application.

Driver for what company? Indicates the Certificate of Public Convenience & Necessity holder that you intend to operate under.

Are you a natural born or fully naturalized citizen of the United States? If you answer is "No" to this question, you must complete the next three questions and submit a photocopy of your resident alien green card. If your answer is "Yes" to this question, skip the next three questions.

Contact Information: Provide current contact information. It is important that the CPV Administrator be able to contact you. If this information changes during the permit year, you must contact the CPV Administrator with updated information.

Physical Residence Last Ten Years: Please provide your physical places of residence for the last ten years. If additional space is required, please attach an additional sheet.

Employment History Last Five Years: Please provide your employment history for the past five years. If additional space is required, please attach an additional sheet.

Licensing and Professional Driving History, Conviction History and Pending Charges: A Professional Driver's Permit will not be issued if any of the following are true:

1. A felony conviction within the preceding ten years from the date of application.
2. Three or more misdemeanor convictions within the preceding five years from the date of application.
3. Operator's license suspended more than once or revoked at any time within the preceding three years from the date of application.
4. If you have a felony conviction involving a commercial passenger vehicle, a Professional Driver's Permit shall not be issued.

The Chief of Police has appointed a CPV Administrator with the responsibility of evaluating and approving each Professional Driver's Application. In order to qualify for a Professional Driver's Permit, an applicant must demonstrate he/she is a safe and satisfactory driver of a public vehicle. As a minimum standard, an applicant must meet the standards set in CBJ Driver Standards and Licenses 20.40.200 – 210. Applicants failing to meet the standard will be denied a Professional Driver's Permit. The denial of a permit may be appealed to the Chief of Police.

If you have any questions or need assistance, please contact the CPV Administrator at (907) 586-0600.

GENERAL DRIVER INFORMATION

Class A Endorsement:

All service provided must be dispatched by the Certificate of Public Convenience & Necessity holder. [CBJ 20.403430 (a)(1)]

It is an infraction for drivers to charge a passenger for services at rates other than those designated by the City Manager. The failure to "drop" the flag to engage the taximeter and charge in the prescribed rates is an infraction. [CBJ 20.40.430 (a)(4)]

Drivers will be required to complete a Daily Taximeter Activity Log at the end of each shift and report the taximeter readings to the Certificate holder. A driver will also calculate the sales tax collections for each shift and surrender the sales tax to the Certificate holder. [20 CBJAC 40.450(a)(1)(A)]

Class B Endorsement

Drivers must follow the Certificate holder's designated routes, stops and approximate departure times. Stops in the downtown area will be limited to posted areas. Drivers may not stop for passenger at any unauthorized location or make flag stops.