

SITKA POLICE DEPARTMENT

CITY AND BOROUGH OF SITKA
A COAST GUARD CITY

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COMMERCIAL PASSENGER VEHICLE REGULATIONS

PART 1. ADMINISTRATION

Definitions.

The following words, terms and phrases when used in these regulations, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

"Address of record" means the address provided by a permittee or, if not so provided, as set forth in the application for the permit.

"Bus" means a commercial passenger vehicle designed to transport more than 15 passengers, including the driver.

"Charter service" means time-based transportation provided by a Class A vehicle at the request of a passenger for multiple stops, extended waiting, or other arrangements where the driver is not released to other calls during the engagement, billed at a time-based rate established in Appendix A without reference to destination or distance.

"Central Business District" means the CBD central business district zoning district established by SGC 22.16.070.

"Commercial passenger vehicle" means a vehicle, including a vehicle propelled solely by human or animal power, while in use, or marked or otherwise apparently available for use for the transportation of passengers for compensation, but not including courtesy vehicles, school buses operating exclusively under a contract to the school district; vehicles used by profit or nonprofit transportation providers solely for elderly or disabled persons and their attendants; or vehicles operated by or while engaged in providing services directly to the city and borough, the state, or the federal government.

"Commercial passenger vehicle stop" means a location established by the chief of police at which specified classes of commercial passenger vehicles are subject to specified privileges or limitations.

"Compensation" means a fee paid by a passenger directly or indirectly to a commercial passenger vehicle permittee, whether the payment is made at the time the service is rendered, or in the form of a monthly or other periodic payment. A tip or gratuity shall not be considered compensation provided that it is not solicited by the driver through words, posted signage, or any device during the course of a trip, and is neither an explicit nor implicit condition of transportation.

"Directed to that person" means a request for commercial passenger vehicle services communicated to a specific driver or operator by telephone, electronic dispatch, or direct

personal address by the passenger. A general street hail shall be deemed directed to the first driver who responds to it.

“Dispatch” means to receive requests for, arrange for, coordinate, or direct the delivery of commercial passenger vehicle services.

“Drive” means to be in, and “driver” means the person in, physical control of a commercial passenger vehicle.

“Holder” means the person to whom an operator’s license has been issued.

“Knowingly permit” means to be aware of an action or condition, to have the ability and opportunity to prevent or end it, and allow or fail to prevent or end it. There is a rebuttable presumption that a person is aware of an action or condition that a reasonable person in the same position would be aware of.

“Limousine services” means transportation services provided under a Class B endorsement, available only by advance reservation, at an hourly rate, by a bona fide limousine company, and marketed primarily for the luxury quality of the experience.

“Manager” means the chief of police, or a person designated by the chief of police to administer the provisions of SGC 6.30.

“Municipality” means the City and Borough of Sitka.

“Permit” used as a noun means a professional driver’s permit or Class C driver’s permit issued under SGC 6.30, a vehicle approval issued under SGC 6.30, or an operator’s license issued under SGC 6.30.

“Permittee” means a person who has been issued a permit.

“Person” means a natural person, partnership, corporation, association, or other legal entity.

“Shuttle” means a Class B vehicle that transports passengers on a specified route, with specified stops. Except for the point of origin, a stop shall not exceed ten minutes.

“Street” means every road, highway, thoroughfare, alley and place, including bridges, viaducts and other structures within the boundaries of this municipality used or intended for the use of the public for vehicles.

“Taxi” means a vehicle providing services unrestricted as to method of contracting, route, stops, destination, or combination thereof.

“Tour” means a Class B vehicle that transports passengers to one or more locations and returns to its starting point with the same group of passengers.

Manager.

Compliance with enforcement officials. The Municipal Administrator may designate City and Borough employees as enforcement agents for the purpose of enforcing these regulations and SGC 6.30. It is a violation of these regulations for any permittee to refuse or fail to comply with a lawful request of the manager, a peace officer, or an authorized enforcement agent, to stop and make available for inspection any vehicle operated pursuant to these regulations, to make available any record required by these regulations, or to otherwise obstruct enforcement of these regulations.

Fees.

Fees are established as follows:

1. Fees for permit application:
 - a. Driver's permits:
 - i. Professional driver's permit, two-year permit (Class A and Class B) – \$100.00
 - ii. Class C driver's permit, one-year permit – \$25.00
 - b. Vehicle approval:
 - i. Inspection fee per motorized vehicle – \$50.00
 - ii. Re-inspection fee (required for missed semiannual inspection) – \$25.00
 - iii. Application fee per non-motorized vehicle – \$25.00
2. Appeal fee – \$100.00
3. Late application fee – \$50.00

PART 2. PERMITS

Permits: General.

Conditions. Each permit shall set forth on its face or in attachments all conditions applicable to that permit.

Application for permits.

The manager may establish permit application forms. Applications shall be accepted by the manager only when submitted on approved forms that are complete, signed, and accompanied by the specified application fee. Applicants shall provide documentation adequate to show their business type, e.g., corporation, partnership, limited liability company, and business ownership. Applicants shall submit a corporate resolution, a letter of agency, or other evidence of authority to submit an application.

Permit use limited.

No permit may be sold, assigned, leased, rented, mortgaged, or otherwise transferred.

Administrative sanctions.

1. Revocation. A permittee whose permit is revoked loses all rights and privileges under that permit, shall deliver all copies of the permit to the manager, and may not apply for or be issued any permit under SGC 6.30 for a period of one year after the revocation, or such longer period as the chief of police determines. The chief of police may revoke a permit upon a finding that any of the following has occurred:
 - a. The permittee secured the permit through deceit, fraud, or intentional misrepresentation.
 - b. The permittee engaged in deceit, fraud, or intentional misrepresentation in the course of providing commercial passenger vehicle services.

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- c. The permittee is a driver who during the permit period receives a bail forfeiture, conviction, or other final adverse finding of any of the following offenses in the course of providing commercial passenger vehicle services:
 - i. Driving while license canceled, suspended, or revoked, or in violation of license limitation;
 - ii. Driving while intoxicated;
 - iii. Reckless driving;
 - iv. Speed contest or racing;
 - v. Fleeing or attempting to elude a police officer; or
 - vi. Leaving the scene of an accident.
 - d. The permittee is a holder, or a holder's owner, officer, managing partner, general partner or principal, who receives a bail forfeiture, conviction, or other final adverse finding involving crimes directly related to the holder's ability to conduct a commercial passenger vehicle business, including but not limited to prostitution, embezzlement, racketeering, the Uniform Controlled Substances Act, narcotics, gambling, fraud, larceny, extortion, or income tax evasion. If an owner, officer, director, managing partner, general partner or principal of an organization holding an operator's license is subject to this subsection and is removed immediately from all operational or management duties or authority and is divested of all ownership in the organization, the operator's license may be reinstated.
 - e. The permittee is a driver who is no longer qualified under the standards established in these regulations for a professional driver's permit or a Class C driver's permit.
 - f. The permittee is a holder who has provided commercial passenger vehicle services with a person or vehicle not registered to that holder's operator's license.
 - g. The permittee allowed another person to use the permittee's permit.
 - h. The permittee operated or attempted to operate under a suspended or revoked permit.
 - i. The permittee has committed a violation of these regulations for which permit revocation is specified as a sanction.
2. Suspension for a definite period. A permit may be suspended for a period specified by the chief of police upon a finding that:
- a. The permittee is a holder who directed, authorized, or was aware of a violation of this section by a driver registered to that holder's operator's license and failed to report the same in writing to the manager within five business days of becoming aware.
 - b. The permittee has violated a section of these regulations for which permit suspension is specified as a sanction.
3. Suspension until correction. The manager may condition a suspension upon correction by the permittee of a status or condition and may include an additional period of punitive suspension. Any inspection required to confirm the correction shall be subject to a fee paid by the permittee.

Procedures for permit denials and administrative sanctions.

1. The manager may summarily suspend or revoke a permit without notice or a hearing upon a written determination that grounds for permit suspension or revocation exist and that summary suspension or revocation is necessary to prevent a clear, substantial and imminent hazard to life, safety, or property. Summary action is effective upon issuance of the determination. The written notice shall state that the permittee is entitled to a hearing to respond to the notice and introduce any evidence to refute or mitigate the denial, suspension, or revocation. Upon written request filed within seven days after the date of the determination or notice, the chief of police shall set a hearing date and time.
2. Except for summary action under (1), the procedure for the imposition of administrative sanctions against a driver or a permit denial shall be as follows:
 - a. The manager shall give written notice to the affected driver or applicant seven days in advance of imposing an administrative sanction or denial. The notice shall include the following information:
 - i. The grounds for sanction or reasons for denial; and
 - ii. That the permittee or applicant has an opportunity for a hearing before the chief of police to respond to the notice and introduce evidence to refute or mitigate the denial, suspension, or revocation. Upon written request filed within seven days after the date of the determination, notice, or denial, the chief of police shall set a hearing date and time.
 - b. The manager shall at the same time give written notice to the holder of the operator's license to which the driver is registered.
 - c. All notices directed to a driver or holder may be served by personal delivery or by first-class mail addressed to the permittee or applicant at the address of record provided by the permittee or applicant to the manager.
 - d. After the hearing, the chief of police shall issue a written administrative decision. The action of the chief of police is appealable to the municipal administrator if such appeal is brought within 10 days. The appeal decision of the municipal administrator shall comprise a final administrative decision of the City and Borough, which may be appealed to the Superior Court if such appeal is brought within 30 days.
3. Except for summary action under (1), the procedure for the imposition of administrative sanctions against an operator's license holder shall be as follows:
 - a. The manager shall give written notice to the affected holder 30 days in advance of imposing an administrative sanction. The notice shall include the following information:
 - i. The grounds for sanction; and
 - ii. A scheduled date for a hearing before the chief of police to respond to the notice and introduce evidence to refute or mitigate the denial, suspension, or revocation.
 - b. Notices must be served either by personal delivery or registered mail to the holder at the address of record provided by the holder to the manager.

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- c. A hearing before the chief of police must be scheduled within 30 days of sending the notice to the operator's license holder. After the scheduled hearing, the chief of police shall issue a written administrative decision. The action of the chief of police is appealable to the municipal administrator if such appeal is brought within 10 days. The appeal decision of the municipal administrator shall comprise a final administrative decision of the City and Borough, which may be appealed to the Superior Court if such appeal is brought within 30 days.
 4. Any hearing conducted pursuant to (1) or (2) or (3) shall be held by the chief of police or the chief of police's designee, provided that the designee may not be the official who issued the notice of denial, suspension, or revocation, and may not be a person supervised by that official.
 5. Any hearing conducted pursuant to (1) or (2) or (3) shall be recorded by electronic means provided by the chief of police. A party may be represented by a lawyer or other spokesperson, but neither sworn testimony nor cross-examination of witnesses shall be required. Relevant evidence must be admitted if it is probative of a material fact in controversy. Irrelevant and unduly repetitious evidence shall be excluded. The chief of police shall issue a written ruling including factual findings and the chief of police's conclusion, with supporting reasons, affirming, modifying, or reversing the notice. The decision shall be mailed by first-class mail to the permittee, or the holder of an operator's license to which the permit is registered at the permittee's or holder's address of record.
 6. Operations pending final decision. Except in the case of a summary suspension or revocation as provided in subsection (1) of this section, or denial of an application, whenever a timely appeal is filed pursuant to subsection (2) or (3) of this section, a permittee may continue to engage in the activity for which the permit is required pending a final decision by the municipal administrator.

PART 3. DRIVERS

Drivers: General.

Purpose. These regulations are intended to protect the public safety and interest, to ensure that commercial passenger vehicle drivers are properly licensed, maintain minimum physical qualifications, have no relevant criminal convictions, and are familiar with SGC 6.30 and these regulations.

Display of permit. A driver shall carry the driver's permit at all times while providing commercial passenger vehicle services, shall display it in a location within the vehicle visible to passengers, and shall produce it upon demand of a passenger, peace officer, enforcement agent, or the manager.

Professional driver's permit.

1. Application. An application for a professional driver's permit shall be made in writing upon an approved form filed with the manager and shall include all required attachments. Renewal applications shall be submitted 30 days prior to the expiration date of the current permit. The form shall require at least the following information from the applicant:
 - a. Name and address;
 - b. Place or places of residence for the past ten years;

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- c. Age, height, color of eyes and hair;
 - d. A statement that the applicant has read SGC 6.30 and these regulations;
 - 2. A complete criminal history and driving record covering the past five years, provided by the State of Alaska and any other jurisdiction as necessary as well as a record of any conviction at any time for criminally sexual behavior, defined as the offenses set forth in Article 4 of AS 11.41, or substantially similar offenses under the laws of another jurisdiction within the United States; and
 - 3. Health certificates, which shall be provided as follows:
 - a.
 - i. Applicants holding current commercial driver's licenses must show proof of valid Alaska Commercial Driver's License health certificate and must carry that certificate at all times when operating a commercial passenger vehicle.
 - ii. Applicants holding a current out of state commercial driver's license must show proof of a valid Commercial Driver's License health certificate and must carry that certificate at all times when operating a commercial passenger vehicle. Pursuant to AS 28.33.100 a person who has been an Alaska resident for 30 days or longer may not drive a commercial motor vehicle under the authority of a commercial driver's license issued by another jurisdiction. After the 30-day period the out of state commercial driver's license will not be honored.
 - b. For applicants without current commercial driver's licenses, a health certificate on a form approved by the manager and signed by a physician or health care practitioner licensed to practice in the State of Alaska, based upon a physical exam of the applicant within 90 days of the application. The physical exam shall meet the same requirements established by the State of Alaska for holders of commercial driver's licenses.
 - c. Medical waivers. Applicants holding a current valid professional driver's permit issued prior to enactment of Ordinance 2026-20, who are found by a physician, or licensed healthcare practitioner to not meet the physical standards as established by the State of Alaska for holders of a commercial driver's license, may obtain a professional driver's permit providing the municipal administrator grants a medical waiver. Applicants that did not hold a valid professional driver's permit issued prior to enactment of Ordinance 2026-20, or who have allowed their professional driver's permit to expire, do not qualify for a medical waiver.
 - i. Applicants who wish to apply for a medical waiver must provide to the municipal administrator the following information:
 - 1. Applicant's name, address, and telephone number;
 - 2. Name, address, and telephone number of an operator's license holder;
 - 3. Driving record showing a minimum of three years of driving experience as a for-hire commercial passenger vehicle operator;

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4. Description of any modifications to the vehicle that the applicant intends to drive under the waiver that are designed to accommodate the applicant's medical condition or disability;
 5. Copy of any previous or current waivers;
 6. Copy of applicant's driver's license;
 7. Statement from the applicant's treating physician that includes:
 - a. The extent to which the physician is familiar with the applicant's medical history;
 - b. Description of the applicant's medical condition for which a waiver is necessary;
 - c. Assessment that the applicant has the ability and apparent willingness to follow a course of treatment prescribed by the physician, including the ability to self-monitor or manage their medical condition; and
 - d. The physician's professional opinion that the applicant's condition will not adversely affect their ability to safely operate a commercial passenger vehicle.
 8. Other information considered necessary by the municipal administrator, including requiring a physical examination or medical report from a physician who specializes in a particular field of medical practice. Costs associated with medical examinations will be the responsibility of the applicant.
- ii. In granting a waiver under this subsection, the municipal administrator may impose conditions considered necessary to ensure that an applicant is able to operate a commercial passenger vehicle safely and that the safety of the general public is protected.
 - iii. A person who is granted a waiver under this subsection must report the driver's involvement in a motor vehicle accident within ten days to the administrator. Failure to comply with this section may result in the revocation of the driver's permit.
 - iv. The municipal administrator may deny an application if, during the three years preceding the application, the applicant's driver's license has been suspended, canceled, or revoked, or the applicant has been convicted of a disqualifying offense, as listed in these regulations.
 - v. The municipal administrator may deny or revoke for good cause an application or waiver granted under this subsection. Notice of the municipal administrator's reason(s) for denying an application or for revoking a waiver must be in writing. The notice may be hand-delivered to the waiver holder or delivered by certified mail to the waiver holder's last known address, return receipt requested. A copy of the revocation may be hand-delivered or mailed to the certificate holder.
 - vi. A waiver under this subsection expires on the date of expiration shown on the medical examiner's certificate. The waiver holder shall notify the manager in

writing no later than 30 days before the expiration of the medical examiner's certificate. Failure to provide timely notice is grounds for summary suspension of the driver's permit.

- d. Approval. The manager shall approve the application and issue a professional driver's permit if the administrator finds that the applicant:
 - i. Is at least 21 years of age;
 - ii. Is able to speak the English language;
 - iii. Meets the standards set forth in SGC 6.30;
 - iv. Was not subject within the preceding two years to administrative sanctions under this chapter, which resulted in a permit revocation; and
 - v. Has submitted a complete application, with appropriate fees.
- e. Issuance. Upon approval of an application for a professional driver's permit, the manager shall issue to the applicant a permit, which shall bear the name, address, age, signature, and photograph of the applicant. Such permit shall be in effect for 24 months from date of approval.

Class C driver's permit.

- 1. Application. An application for a Class C driver's permit shall be made in writing upon an approved form filed with the manager and shall include all required attachments. Renewal applications shall be submitted 30 days prior to the expiration date of the current permit. The form shall require at least the following information from the applicant:
 - a. Name and address;
 - b. Place or places of residence for the past five years;
 - c. Age, height, color of eyes and hair;
 - d. A statement that the applicant has read SGC 6.30 and these regulations; and
 - e. A complete driving record covering the past five years, provided by the State of Alaska and any other jurisdiction as necessary.
- 2. Approval. The manager shall approve the application and issue a Class C driver's permit if the applicant meets the following:
 - a. Is at least 18 years of age;
 - b. Is able to speak the English language;
 - c. Meets the standards set forth in SGC 6.30;
 - d. Was not subject within the preceding two years to administrative sanctions under this chapter, which resulted in a permit revocation; and
 - e. Has submitted a complete application, with appropriate fees.
- 3. Issuance. Upon approval of an application for a Class C driver's permit, the manager shall issue to the applicant a permit, which shall bear the name, address, age, signature, and photograph of the applicant. Such permit shall be in effect for 12 months from date of approval.

PART 4. VEHICLES

Vehicles: General.

These regulations are intended to encourage compliance with minimum vehicle safety, cleanliness, and administrative standards. These regulations do not constitute an express or implied warranty or representation by the City and Borough of Sitka that any commercial passenger vehicle is safe.

Vehicle approval.

Upon application submitted annually no later than February 14, the manager shall issue a commercial passenger vehicle approval to the holder of the operator's license to which the vehicle is registered upon satisfactory proof that the vehicle meets the requirements of this section. All vehicle approvals shall expire annually on March 14. For the vehicle to be approved, the vehicle's owner must be current in payment and filing of City and Borough business personal property tax for the vehicle. This section applies to vehicles operating under a Class A or Class C endorsement, and to vehicles operating under a Class B endorsement that are not subject to safety inspection or certification requirements under AS 28 or regulations adopted thereunder. An application for approval of a vehicle added to an operator's license after the annual application date may be submitted at any time, and an approval issued on that application is effective upon issuance and expires on the next March 14.

Vehicle standards.

1. All commercial passenger vehicles shall be maintained in conformity with the following standards, provided, however, that state regulated buses are exempt from all standards but 1.a. and 1.c. below:
 - a. Safety standards. Each commercial passenger vehicle shall be maintained in safe working order and in conformity with local, state, and federal vehicle equipment requirements generally applicable to that type of vehicle. All factory installed safety devices must be adequately maintained.
 - b. Operational standards.
 - i. The interior shall be maintained free of litter, dust, noxious odors, and any substance that could stain the clothing of a passenger;
 - ii. The exterior shall be sufficiently clean so that the vehicle markings can be read;
 - iii. During periods of inclement weather, the requirements of this subsection shall be relaxed as necessary to allow that amount of snow, ice, water and road grime that could reasonably be expected to accumulate in and on a vehicle in three days of normal use.
 - c. Marking standards. Each commercial passenger vehicle, including state regulated buses, shall be marked as required in this subsection:

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- i. Generally. The marking system for all vehicles registered to an operator's license shall:
 - 1. Be clearly distinct from that used by any other operator's license.
 - 2. Be designed and implemented as to ensure that it can be distinguished from that of any other commercial passenger vehicle operator's license at a distance of 300 feet.
 - ii. No markings shall be on the vehicle except as authorized by this section and indicated in the vehicle approval.
 - iii. Service endorsement markings.
 - 1. A Class A vehicle shall be equipped with a top light in the form of a box illuminated from within showing the single word "taxi" or the word "taxicab" or the word "cab" facing forward, and which may show any other message in similar lettering on the back of the sign. The top light shall be lit when the vehicle is available for service and unlit when the vehicle is not available for service. The taxi toplight must be clearly visible.
 - 2. A Class B vehicle must at all times display a sign, in letters at least six inches high, indicating which type of service it is providing. If the vehicle is a 15-passenger van or smaller, signs must be posted on both side body panels and the rear door panel.
 - d. Optional markings. In addition to the markings required by this section, a commercial passenger vehicle may display:
 - i. A description of the particular services provided by the vehicle in letters no more than four inches high, not exceeding a total of 144 inches, and consistent with the vehicle's marking system. For vehicles with a Class A or B endorsement, the markings shall be on the same body panel as the service endorsement;
 - ii. Vehicles with a Class A or B endorsement may display signage, whether or not related to the services provided by the vehicle, not to exceed eight square feet in total. Such signage shall be attached to the trunk, roof, or, in the case of a van or similar vehicle, the back body panel. Signs may not obscure the driver's vision.
 - iii. Vehicles with a Class C endorsement may display signage, whether or not related to the services provided by the vehicle, not to exceed three square feet. Such signage shall be attached in a manner that does not obscure the driver's vision or interfere with the safe operation of the vehicle.
 - e. Documentation standards. Each commercial passenger vehicle shall display in the manner required by the conditions of any endorsement pursuant to which the vehicle is operating:
 - i. A certificate of insurance establishing that it is covered as required by these regulations;
 - ii. A copy of the operator's license under which the vehicle is authorized and all other required documentation; and

iii. A vehicle approval

- f. Passenger capacity standards. Each commercial passenger vehicle shall be marked as directed by the manager with the maximum passenger number, based upon the number of seats provided with passenger restraint devices. In no event shall the maximum passenger capacity exceed that established by the manufacturer of the vehicle. Each passenger must have a passenger restraint device available while traveling in a commercial passenger vehicle. Vehicles operated under a Class C endorsement are exempt from the passenger restraint device requirement of this subsection. Maximum passenger capacity for a Class C vehicle shall be the number of seated passenger positions established by the manufacturer.
- g. Class C equipment standards. In addition to the standards in subsection 1.a. of this section, each vehicle operated under a Class C endorsement shall be equipped with a white lamp visible from a distance of at least 500 feet to the front, a red lamp or reflector visible from a distance of at least 500 feet to the rear, and reflective material visible from each side. The lamps shall be illuminated at all times during operation. Brakes shall be maintained in working order on all braking wheels, and tires shall be maintained with tread adequate for the road surface on which the vehicle is operated.
- h. Violation of standards listed in this section is an infraction. In addition, violation of subsection 1.a., safety, shall warrant summary action pursuant to these regulations.

Vehicle inspections.

- 1. Mechanical inspections. Prior to issuance of a vehicle approval of any commercial passenger vehicle under the provisions of this chapter, the vehicle shall be thoroughly examined and determined to be safe by an established automotive mechanic, with written confirmation of the inspection or vehicle manufacturer certification that matches the manufacturer of the vehicle being inspected. This section does not apply to a bus subject to and in compliance with commercial motor vehicle statutes and regulations of the State of Alaska. Vehicles operated under a Class C endorsement are not subject to the mechanical examination required by this subsection. Prior to issuance of a vehicle approval for a vehicle operated under a Class C endorsement, the holder shall certify in writing that the vehicle's brakes, steering, frame, wheels, tires, passenger seating, and required lighting and reflective equipment have been examined and are in safe working order. The manager may require examination by a bicycle mechanic or by the vehicle manufacturer if the manager has reason to believe the vehicle is unsafe.
- 2. Vehicle safety, cleanliness, and administrative compliance. Vehicles may be inspected in any of the following circumstances:
 - a. Semiannual inspections. Prior to issuance of a vehicle approval in February and March, and annually in October, the manager or the manager's designee shall inspect vehicles. Vehicles operated under a Class C endorsement shall be inspected once annually prior to issuance of the vehicle approval and are not subject to the October inspection.
 - i. Each commercial passenger vehicle shall be maintained in safe working order and in conformity with local, state, and federal vehicle requirements applicable to that type of vehicle.

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- ii. As applicable, the manager may issue citations for equipment violations under SGC 6.30, which will allow the operator to correct the violation, pay the assessed fine pursuant to Appendix B, or contest the citation before the commercial passenger vehicle manager.
 - iii. The vehicle shall not be used to provide commercial passenger services if the vehicle has:
 - 1. A broken windshield or windows that impair driver's vision; or
 - 2. Defective brakes; or
 - 3. Tires with unsatisfactory tread depth; or
 - 4. Other equipment or safety violations that provide reasonable cause to believe the vehicle is unsafe.
 - b. Unannounced inspection program. Commercial passenger vehicles are subject to unannounced safety inspections by the manager or designee, as follows:
 - i. When the manager or designee contacts the company owner or driver of a vehicle on duty, the vehicle shall be brought to the Sitka Police Department for inspection within two hours. If the vehicle to be inspected is not on duty, it shall be scheduled for an inspection within 24 hours with the manager or designee.
 - ii. No more than four unannounced inspections may be conducted on any one vehicle in a calendar year. Failed inspections shall not be counted toward this total.
 - iii. Unannounced inspections shall be conducted using the same form and method as semiannual inspections outlined in these regulations.
 - iv. Unannounced inspections do not replace required semiannual inspections.
 - c. Suspension of approval. A vehicle approval may be suspended by the chief of police based on the results of an inspection conducted pursuant to this section if the inspection establishes a violation of safety standards established by these regulations. Vehicles that become delinquent in payment of City and Borough business personal property tax shall have their approval suspended.

PART 5. OPERATOR'S LICENSE

Operator's license.

- 1. Contents. The manager shall issue operator's licenses. Each license shall be endorsed for Class A, Class B, or Class C.
- 2. Applications. An application to renew a current license for continuous operation shall be submitted between December 1 and January 31 and shall become effective on March 15. An application for a new operator's license, or for an additional endorsement to a current license, may be submitted at any time and becomes effective upon issuance.
- 3. Term. Licenses with an effective date of March 15 shall be valid for one year. Any license with an effective date after March 15, and any endorsement thereto, shall be valid only until the following March 14.

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4. Records. Holders shall designate and maintain a single depository for all records required by this chapter and shall make such records available for inspection during normal business hours.
 5. Amendment to conditions of endorsement. License holder shall notify the manager in writing of changes in driver registration, vehicle registration, route, or stops.
 6. Late applications will be subject to a late fee and may take up to 30 days to process.

Endorsements: General.

1. Vehicles and conditions. An endorsement shall identify whether the service is Class A, Class B, or Class C.
2. Evidence of compliance. The endorsement shall require, and the applicant shall agree to facilitate enforcement of these regulations by providing evidence of compliance with the approved conditions upon demand of a peace officer, enforcement agent, or the manager. Each vehicle registered to an operator's license shall carry a copy of the license, endorsements, and all current approved conditions and the driver shall make them available to any passenger, peace officer, or the manager upon demand.

Class A endorsement.

1. A Class A endorsement shall authorize the holder to provide taxi services subject to the following conditions:
 - a. A license endorsed for Class A service may not be endorsed for any other type of service.
 - b. Taxi passengers shall be charged only at the standard fare or, where applicable, the charter rate, each as established by the chief of police and set forth in Appendix A to these regulations.
 - c. Every taxi operated under the provisions of this chapter shall be equipped with a rate card reflecting the schedule of fares and charges established by the chief of police in Appendix A to these regulations. The rate card shall be posted inside the vehicle in a location visible to passengers.
 - d. Taxis shall be limited to vehicles designed to carry no more than eleven passengers, including the driver.
 - e. The holder of an operator's license endorsed for Class A service shall maintain one central place of business owned or leased by the holder and operated by the holder at which all business records shall be available for inspection, and from which all of the holder's taxis and no other taxis shall be dispatched. The central place of business is not required by these regulations to be available as a walk-in service to the public.
 - f. A wheelchair accessible vehicle registered to an operator's license endorsed for taxi service shall entitle the holder to a waiver of the registration fees for that vehicle, and to a ten percent reduction in the Class A endorsement fee. Except for reasonable time for maintenance, not to exceed 30 days annually, the vehicle must be one of the vehicles available for Class A service to qualify for the reduction in fees.
2. Violation of subsection (1) above is an infraction.

Class B endorsement.

1. A Class B endorsement shall authorize operation of one or more commercial passenger vehicles subject to the following conditions:
 - a. A Class B vehicle may be endorsed as a tour, shuttle, or limousine. The requirement to designate a tour, shuttle, or limousine subcategory does not apply to vehicles owned, operated, or contracted by a cruise line or airline when transporting the cruise line's or airline's own passengers. Those vehicles remain subject to all other requirements of SGC 6.30 and these regulations.
 - b. Operators of Class B vehicles operating as shuttles shall:
 - i. Submit a map of their current route to the manager.
 - ii. Carry and follow the map submitted under 1.b.i. of this section.
 - iii. Not stop for passengers at any location not depicted as a stop on the map submitted under 1.b.i. of this section. For the purposes of the route map, loading zones at Harrigan Centennial Hall and the O'Connell Bridge serving cruise passengers in the Central Business District shall be considered one stop.
 - iv. Not stop in the Central Business District except for posted Commercial Passenger Vehicle stops.
 - v. Post rates in plain view of the customer in letters no less than one-half-inch high.
 - c. Operators of Class B vehicles operating as tours or limousines shall submit to the manager a list of the locations at which passengers will be picked up and discharged, shall carry that list in the vehicle, and shall not pick up or discharge passengers at any location that is neither on that list nor a posted Commercial Passenger Vehicle stop.
2. Violation of subsection (1) above is an infraction.

Class C endorsement.

1. A Class C endorsement shall authorize operation of one or more commercial passenger vehicles subject to the following conditions:
 - a. Operation of Class C vehicles shall be limited to the period from sunrise to sunset. Class C vehicles are restricted to the Central Business District.
 - b. Operators of Class C vehicles may not stop for passengers at any location that obstructs traffic or causes a safety hazard to passengers or others.
 - c. A Class C vehicle may not be operated when snow, ice, or other roadway conditions prevent safe operation. The manager may suspend Class C operation on specified streets or throughout the Central Business District when road conditions present a hazard to passengers, the driver, or other users of the roadway. Notice of suspension may be given orally or in writing to each holder with a Class C endorsement and shall state the streets affected and the expected duration of the suspension.
2. Violation of subsection (1) above is an infraction.

Insurance.

1. Commercial General Liability for Class A & Class B Vehicles. No operator's license shall be issued or continued in operation unless there is in full force and effect an automobile insurance policy issued by one or more insurance companies licensed to do business in the state of Alaska and covering all motorized vehicles authorized under the operator's license. The policy shall provide coverage for each motorized vehicle authorized in the amount of \$100,000.00 for bodily injury to any one person, in the amount of \$300,000.00 for injuries to more than one person which are sustained in the same accident, and \$100,000.00 for property damage resulting from any one accident. This insurance policy is to contain, or be endorsed to contain, additional insured status for the City and Borough of Sitka, its officers, officials, employees, and volunteers.
2. Commercial General Liability Insurance for Class C Vehicles. The holder must maintain Commercial General Liability Insurance in an amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. This insurance policy is to contain, or be endorsed to contain, additional insured status for the City and Borough of Sitka, its officers, officials, employees, and volunteers.
3. Each policy shall contain a clause that it may not be canceled, terminated, or allowed to expire by the insurer without 30 days' notice to the City and Borough. A certificate showing issuance of the policy and containing statements as to coverage and cancellation shall be filed annually with the manager.
4. The manager may allow the holder to file individual liability insurance policies for each vehicle registered to the operator's license. If the owner of a vehicle registered to an operator's license is not the holder, the owner may purchase the policy. It is the responsibility of the holder to have at all times on file with the manager the individual certificates of insurance.

City and Borough taxes.

1. Operator's license holder with Class A endorsement. Holder shall maintain and preserve supporting records as are necessary to determine the correct amount of tax liability for which the holder is liable under SGC 4.25. Supporting records include daily activity logs on forms provided by the manager, submitted by each driver.
 - a. Holder shall require a driver permitted to operate under the holder's operator's license to:
 - i. Submit an activity log report to the holder that includes the following:
 1. Total distance traveled by the taxi;
 2. Total distance traveled when hired; and
 3. Total amount charged.
 - ii. Calculate the sales tax collected for each shift.
 - iii. Surrender the sales tax collected to the permit holder at the end of each shift.
 - b. Holder shall:
 - i. Verify the activity log and the accuracy of the driver's tax calculation.
 - ii. Collect the sales tax at the end of each shift from each driver.

-
- iii. Accumulate the total sales on the Permit Holder Activity Report Form provided by the manager, calculate the net taxable sales and sales tax due, and remit the sales tax as required in SGC 4.25.
 - c. Subsection (1) may be waived or partially waived by the Municipal Administrator upon demonstration by the operator's license holder of tax accounting procedures adequate to satisfy the requirements of the City and Borough of Sitka sales tax code, as determined by the Finance Director.
 2. Operator's license holder with Class B or Class C endorsement. Holder shall maintain and preserve supporting records as are necessary to determine the correct amount of tax liability for which the holder is liable under SGC 4.25 on forms approved by the Finance Director.

Issuance.

The manager shall issue the operator's license upon a finding that:

1. All vehicles registered to the operator's license are the subject of a current vehicle approval, if required;
2. All drivers registered to the operator's license are in possession of a current professional drivers' permit, commercial drivers' license, or Class C driver's permit, as required;
3. Required insurance policies are in place;
4. All fees have been paid; and
5. All other requirements of this chapter have been satisfied.

Permittee's duty to provide information.

Every permittee shall advise the manager in writing of any change in that permittee's address or telephone number within 10 days of the change.

APPENDIX A TO COMMERCIAL PASSENGER VEHICLE REGULATIONS

TAXI FARE SCHEDULE

Established pursuant to SGC 6.30.090(A)(3) and adopted after written notice to all Class A license holders and public hearing as required by SGC 6.30.090(A)(3).

Because taximeters cannot be certified within the City and Borough of Sitka, all Class A fares are established as flat zone fares. No metered flag drop, per-mile, per-tenth-mile, or taximeter-measured charge of any kind is authorized. Waiting time is measured by driver clock or timer as provided in Section 3.

Effective: _____

1. Zone Definitions

All fares are determined by the pickup and drop-off zones below, measured from the Downtown Core (Lincoln Street / O'Connell Bridge area). Zones 2 and 3 carry equivalent fares. Zones 4 and 5 carry equivalent fares. Zone 6 (Japonski Island) is reached by way of the O'Connell Bridge, and its fares reflect the bridge crossing plus the distance to the destination.

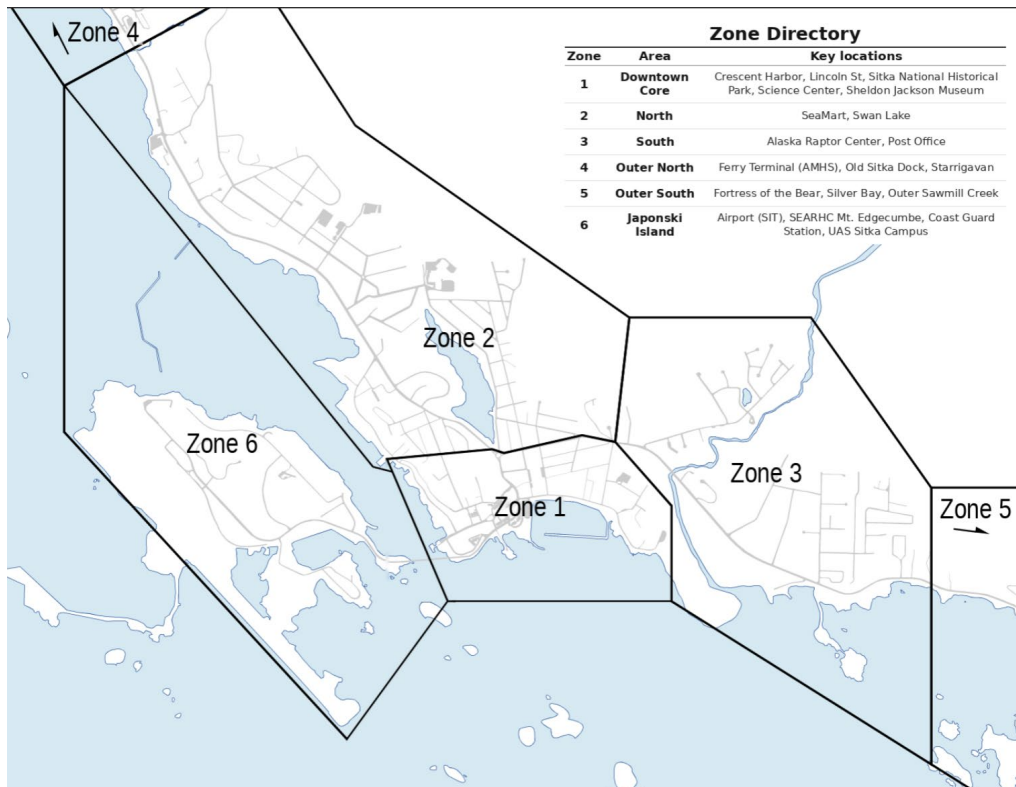
Zone	Areas Served	Distance from Core
Zone 1 — Downtown Core	Crescent Harbor, Lincoln St, Sitka National Historical Park, Science Center, Sheldon Jackson Museum	0–1 mile
Zone 2 — North	SeaMart, Swan Lake	1–3 miles
Zone 3 — South	Alaska Raptor Center, Post Office	1–3 miles
Zone 4 — Outer North	Ferry Terminal (AMHS), Old Sitka Dock, Starrigavan	3–7 miles
Zone 5 — Outer South	Fortress of the Bear, Silver Bay, Outer Sawmill Creek	3–7 miles
Zone 6 — Japonski Island	Airport (SIT), SEARHC Mt. Edgecumbe, Coast Guard Station, UAS Sitka Campus	0–2 miles (via bridge)

2. Zone Fare Matrix — Standard Taxi Service

Taxi Fare Schedule - First Passenger

From \ To	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6
Zone 1	\$10.00	\$18.00	\$18.00	\$30.00	\$30.00	\$12.00
Zone 2	\$18.00	\$12.00	\$20.00	\$22.00	\$32.00	\$20.00
Zone 3	\$18.00	\$20.00	\$12.00	\$32.00	\$22.00	\$20.00
Zone 4	\$30.00	\$22.00	\$32.00	\$15.00	\$35.00	\$32.00
Zone 5	\$30.00	\$32.00	\$22.00	\$35.00	\$15.00	\$32.00
Zone 6	\$12.00	\$20.00	\$20.00	\$32.00	\$32.00	\$10.00

Locate the origin zone in the left column and the destination zone across the top row; the fare appears where the row and column meet. The schedule is symmetric, so the origin and destination may be reversed without changing the fare. Fares shown are for the first passenger. Diagonal cells are within-zone trips.



Zone Map and Directory

3. Authorized Surcharges

The following surcharges may be added to the zone fare. No other surcharges are permitted. Because taximeters cannot be certified in Sitka, waiting time is measured by the driver using a clock or timer visible to the passenger. The driver must inform the passenger orally when the waiting-time clock begins. Time and distance may not be charged concurrently.

Surcharge	Amount
Additional passenger (age 12+, beyond first)	\$1.00 per person
Oversized or excess baggage (beyond 2 standard bags per passenger)	\$1.00 per item
Late night (11:00 PM – 5:00 AM)	\$5.00 flat
Waiting time (after first 3 minutes at the pickup point or any intermediate stop — measured by driver clock or timer visible to passenger; driver must notify passenger orally when clock begins)	\$1.00 per minute
Delivery (transport of items without a passenger)	Zone fare + \$3.00
Battery jump (non-transport service)	\$15.00 flat
Vehicle cleaning (civil recovery only; not collected at time of service)	Actual cost

4. Charter Rate — Time-Based Service

Charter service applies when a passenger requests the vehicle for multiple stops, sightseeing, or extended wait service where the driver is not released to other calls. A trip involving three or more stops, or waiting time exceeding 15 minutes at any single location other than the pickup point, may be provided as charter service. A driver must inform the passenger orally that charter rates apply and obtain the passenger's agreement before initiating charter service. If the passenger does not agree, the trip shall be charged at the applicable zone fare. No zone fare and charter rate may be charged for the same period of time. The charter clock runs from first passenger boarding to final discharge.

Charter Component	Rate
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Minimum (up to 30 minutes)	\$35.00
Hourly rate	\$70.00
Ten-minute increment (after minimum)	\$12.00

5. Rate Card

Every taxi operating under a Class A endorsement shall display this fare schedule on a laminated rate card posted inside the vehicle in a location visible to all passengers, as required by regulation. The rate card shall identify this document by its effective date.

This fare schedule supersedes all previously published taxi fare schedules.

Effective Date: _____

Chief of Police, City and Borough of Sitka

APPENDIX B TO COMMERCIAL PASSENGER VEHICLE REGULATIONS FINE SCHEDULE FOR INFRACTIONS

Established pursuant to SGC 6.30.020 and adopted by the Assembly concurrently with the Commercial Passenger Vehicle Regulations.

Effective: _____

1. General Provisions

This schedule establishes fines for infractions under SGC Chapter 6.30 and the Commercial Passenger Vehicle Regulations. Fines are assessed by the commercial passenger vehicle manager or a designated enforcement agent. Each fine is a civil infraction unless otherwise noted.

Unless otherwise specified, each day of a continuing violation is a separate offense. The manager may issue a correction order for non-safety violations, giving the permittee a specified period to cure before a fine is assessed. Safety-critical violations are not eligible for a correction order and result in immediate removal of the vehicle or driver from service.

A second offense of the same violation within a 12-month period is subject to a 50% fine enhancement at the manager's discretion. A third or subsequent offense within 12 months is grounds for referral to permit suspension proceedings under Part 2 of the regulations, in addition to the fine.

Insurance violations under SGC 6.30.170 are Class A misdemeanors and are not subject to this schedule; they are subject to criminal prosecution and automatic permit suspension or revocation.

2. Fine Schedule

#	Violation	Code / Reg Section	Fine	Notes
1	Operating as CPV without operator's license	§6.30.070	\$500 per vehicle per day	Each vehicle, each day is a separate offense per §6.30.070(B).

2	Providing CPV services with unregistered driver or vehicle	§6.30.080(B)	\$300	Per occurrence. Separate offense for each unregistered driver or vehicle operating on any given day.
3	Failure to report driver violation to manager	§6.30.080(C) / Reg. Part 2	\$150	Applies when holder was aware and failed to report within 5 business days.
4	Class A — charging fare other than established schedule	§6.30.090(A)	\$250	Applies to overcharging and undercharging. Both standard and charter rates are established in Appendix A.
5	Class A — operating without posted rate card or failure to provide receipt on demand	§6.30.090(A) / Reg. Part 5	\$100	Per inspection.
6	Class B — stopping at unauthorized location	§6.30.090(B)	\$150	Per occurrence.
7	Class C — stopping at unauthorized location or operating outside authorized area, hours, or conditions	§6.30.090(C)	\$100	Per occurrence.
8	Operating CPV in violation of endorsement conditions	§6.30.090	\$200	General endorsement violation not covered by a more specific provision above.
9	Driving Class A or B vehicle without professional driver's permit	§6.30.100(D)	\$250	Per occurrence.
10	Operator allowing driver without required permit to operate	§6.30.100(C)	\$300	Per occurrence.

11	Driver failure to display permit as required	Reg. Part 3	\$75	Per inspection.
12	Driving Class C vehicle without Class C permit	§6.30.120(D)	\$150	Per occurrence.
13	Operating without current vehicle approval	§6.30.140(D)	\$300 per day	Each day of operation is a separate offense per §6.30.140(D).
14	Vehicle safety standard violation — non-safety-critical	Reg. Part 4	\$100	Subject to correction order with re-inspection. Re-inspection fee charged to permittee.
15	Vehicle safety standard violation — safety-critical	Reg. Part 4	\$250 + removal	Broken windshield, defective brakes, unsafe tires, etc. Vehicle removed from service immediately.
16	Missing or inaccurate vehicle documentation	Reg. Part 4 (Documentation Standards)	\$75	Per inspection.
17	Exceeding maximum passenger capacity	§6.30.160(B)	\$100 per excess passenger	Each excess passenger is a separate offense per §6.30.160(B).
18	Radar or laser detection device in service vehicle	§6.30.160(A)	\$300	Device must be removed before vehicle returns to service.
19	Radio scanner monitoring other operators or police	§6.30.160(C)	\$200	Does not apply to vehicle not in service and lawfully marked as such.
20	Intercepting service call (dispatch poaching)	§6.30.190	\$150	Per occurrence.
21	Failure to comply with lawful inspection request	Reg. Part 1 (Manager)	\$200	Includes failure to make vehicle available within the required time period.

22	Failure to maintain required tax records	Reg. Part 5 (City and Borough Taxes)	\$150	Per audit period with deficiency.
23	Failure to submit required activity log	Reg. Part 5	\$75 per log	Per missing or substantially incomplete log.
24	Failure to notify manager of address or contact change	Reg. Part 5 (Permittee's duty)	\$50	Per occurrence after 10-day cure period.
25	Late renewal application (in addition to late fee)	Reg. Part 5	\$50	Supplements, does not replace, the late application fee.

3. Fine Collection and Disposition

Fines collected under this schedule shall be remitted to the City and Borough of Sitka general fund. The manager shall maintain a record of all fines assessed and collected and shall report annually to the municipal administrator on fine activity, including the number of citations issued by violation type, total amount assessed, and amount collected. Uncollected fines may be referred to the City and Borough finance department for collection under SGC 4.25 or other applicable authority.

This fine schedule supersedes all previously published fine schedules for commercial passenger vehicle infractions.

Effective Date: _____

Chief of Police, City and Borough of Sitka