

# Taxi Driver and Taxicab Application and Licensure Process

Pick up application from the  
City of Newburgh Clerk



Submit completed applications to  
City of Newburgh Police



City of Newburgh Police reviews  
applications and conducts  
inspections



City of Newburgh Police makes  
application/inspection determination.



For approved applications, City Clerk  
issues driver licenses. Police  
Department issues registration  
stickers.

## Contact Us

**Newburgh City Clerk's Office**  
83 Broadway  
Newburgh, NY 12550  
(845) 569-7311

**City of Newburgh Police Department**  
attn.: Taxicab Licensing and Registration  
55 Broadway, Newburgh, NY 12550  
(845) 569-7505

## City of Newburgh Taxicab Regulations Education Brochure

This pamphlet outlines current City code regarding the regulation and licensing of taxi service within the City of Newburgh.

These requirements are to ensure the safety of passengers and drivers.

- Taxicab and Fare markings required
- Mandatory **taxicab** color is YELLOW

### Fees:

\$100 - Driver Application Fee

\$100 - Driver License Fee

\$400 - Vehicle Application/License Fee

**\*All licenses expire one year from  
the date of issuance\***



## Registering your Taxicab

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All Taxicabs must be registered with the City of Newburgh. Taxi plates are required to operate as a taxi within the City of Newburgh.

### Taxi Base Responsibilities

Every company shall designate an employee to keep and maintain a trip sheet at all times which should include:

- Name & drivers license number of each driver operating the vehicle
- Date, start time, and origin of trip for each passenger
- Time and drop-off location
- Fare charged for each trip
- Date, time, location and description of any accident/breakdown
- Issuance of any citation or violation of any law regarding taxicab or conduct of the driver
- Trip Sheets must be provided to any police officer upon demand
- Trip Sheets must be kept on file and made available for audit, examination, or inspection for two years
- The proprietor, operator or owner of any taxicab business shall produce any and all such trip sheets for any and all taxicabs operated, owned or controlled by such persons upon demand therefor by any police officer.

## Inspecting your Taxicab

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An inspection of your taxicab involves ensuring your taxicab is appropriately labeled as described in the Newburgh City Code.

Taxicab markings must be permanently displayed on both front doors of each vehicle. Markings must include taxi owner or company name, taxicab number, the words "taxi" or "taxicab" or "cab," and "Newburgh, New York."

The taxicab number must also be permanently and visibly displayed on the rear of such vehicle (left and right rear fenders and left side of trunk lid or tailgate).

Each taxicab vehicle shall prominently display on the outside of the driver's side door and on the outside of the front passenger's side door the schedule of fares for trips originating and ending within the City of Newburgh, known as "in-City trips," charged to passengers for the hire of such taxicab. In addition, each taxicab vehicle shall prominently display such information on a fare card in the interior of the vehicle such that it is clearly visible and readable by all passengers.

The exterior roof light must contain the name of the company or word "taxi" or "taxicab" or "cab." The exterior roof light must be permanently mounted and lit at night.

Each taxicab vehicle shall be equipped with a light affixed to the roof contained within an amber lens, which, when illuminated, shall indicate that the driver and/or passenger(s) are in need of emergency assistance and which shall be used exclusively for such purpose.

## Drivers Licensing Requirements

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Application forms can be picked up at

### City of Newburgh Clerks Office

83 Broadway 1st Fl

Newburgh, NY 12550

Monday—Friday 8:30am—4:00pm

*No appointment required*

### Driver Requirements

- All required New York State Licenses (including a chauffeur's license and be registered with the DMV)
- Results of drug screening test performed within 10 days of application submission
- Photograph and fingerprints (completed at the Police Department). Application filing fee must be paid to the clerk prior to fingerprinting.
- Two unedited 2 ¼ inch by 2 ¼ inch photos taken within 30 days of filing
- Provide receipt if requested
- No riders in the front seat
- Drivers may not carry additional riders other than the first fare employing the cab
- At no time shall a taxicab driver sound the horn or otherwise make noise to notify a person of their presence or to notify, attract or solicit a customer or passenger
- Drivers shall NOT operate a vehicle while under the influence of alcohol or a controlled substance

### Fares

- Fare rates must be displayed
- Any destination to and from within the City of Newburgh is \$5.00
- 65 and Older rate is \$2.50
- Drivers waiting more than five minutes for a passenger upon their request may charge \$1.00 for each additional five minute wait