



DRIVER / OPERATOR / TOUR GUIDE PERMIT REQUIREMENTS

ITEMS REQUIRED TO BE SUBMITTED AT THE TIME OF APPLICATION

1. **Completed Application** (Do not leave blanks: note N/A if not applicable. Please note that an incomplete application will not be accepted.)
2. **Permit Specific Documents:**
 - a. **Driver/Operator and Carriage**
 - **Identification**
 - Driver/Operator: Valid Louisiana Chauffeur's (Class D) or Commercial (CDL) License.
 - Carriage: Valid Louisiana Driver's License.
 - **Certified Motor Vehicle Record (MVR)**
 - MVR can be obtained from the Department of Motor Vehicles or online from expresslane.org.
 - Select "Driver Services", then select "Official Drivers Records"
 - MVRs are considered valid for 30 days from the date the report is conducted.
 - **Employment/Company Affiliation Line Letter**
 - Form letter or statement from company/line that you will be employed or affiliated with upon permit issuance.
 - Line letters are considered valid for 30 days from the date signed.
 - **Additional Requirements for Non-Emergency Medical Transportation (NEMT) Operators ONLY**
 - Certificate from or documentation of completing a certified training program for the needs of passengers in wheelchairs and other persons with disabilities. Such training shall include, but not be limited to, loading and tie-down procedures and door-to-door services.
 - Current and valid first aid certification.
 - Current and valid CPR certification.
 - **Additional Requirements for School Bus Drivers and Aides**
 - Drivers must have a commercial driver's license (CDL) issued by the state of Louisiana, which includes a Passenger (P) and School Bus (S) endorsement.
 - Drivers must have GTB Medical Form completed by a physician - valid for 30 days after physician signature.
 - Drivers AND Aides must have documentation of completed training as required by the State of Louisiana Department of Education.

ITEMS REQUIRED TO BE SUBMITTED AT THE TIME OF APPLICATION (Cont.)

- b. **Pedicab**
 - **Identification:** Valid State Issued Driver's License.
 - **Employment/Company Affiliation Line Letter**
 - Form letter or statement from company/line that you will be employed or affiliated with upon permit issuance.
 - Line letters are considered valid for 30 days from the date signed.
 - **Medical Form**
 - GTB Medical Form completed by a physician - valid for 30 days after physician signature.
- c. **Tour Guide**
 - **Identification:** Valid State Issued Driver's License, Identification Card, or US Passport.

3. Pay Application Fee (All fees are non-refundable)

- Tour Guide \$50 (New) / \$20 (Renewal)
 - All others \$40 (New and Renewal)
- Forms of payment accepted: Money order or cashier's check payable to the City of New Orleans, Mastercard/Visa/Discover credit cards online at onestopapp.nola.gov.

UPON SUBMISSION OF THE APPLICATION, THE APPLICANT MUST COMPLETE THE FOLLOWING:

4. **Federal Background Check/Criminal History Report** performed by an FBI-Approved Channeler. Results must be returned directly from the Channeler to the Bureau at TaxiTests@nola.gov and are considered valid for a period of 90 days.
5. **Drug Test**
 - a. **Driver Permit Types:**
 - Results from a CLIA certified laboratory of a Standard 5 Panel Urine Drug Test for Cocaine, Marijuana (THC, cannabinoids), Phencyclidine (PCP), Amphetamines (including methamphetamines), and Opiates (including heroin, codeine and morphine) submitted directly via email to TaxiTests@nola.gov. Results are considered valid for 30 days.
 - b. **School Bus Drivers:**
 - Results from a DOT drug test submitted directly via email to TaxiTests@nola.gov. Results are considered valid for 30 days.
6. **Passing Score on Tour Guide Examination** (New Tour Guide Applicants ONLY). The minimum passing score is 70%.

Please familiarize yourself with New Orleans Code Chapter 162 (drivers) and Chapter 30 (tour guides)