



# Transportation Network Company (TNC) Licensing

An Introduction to the  
King County and City of Seattle Licensing Process



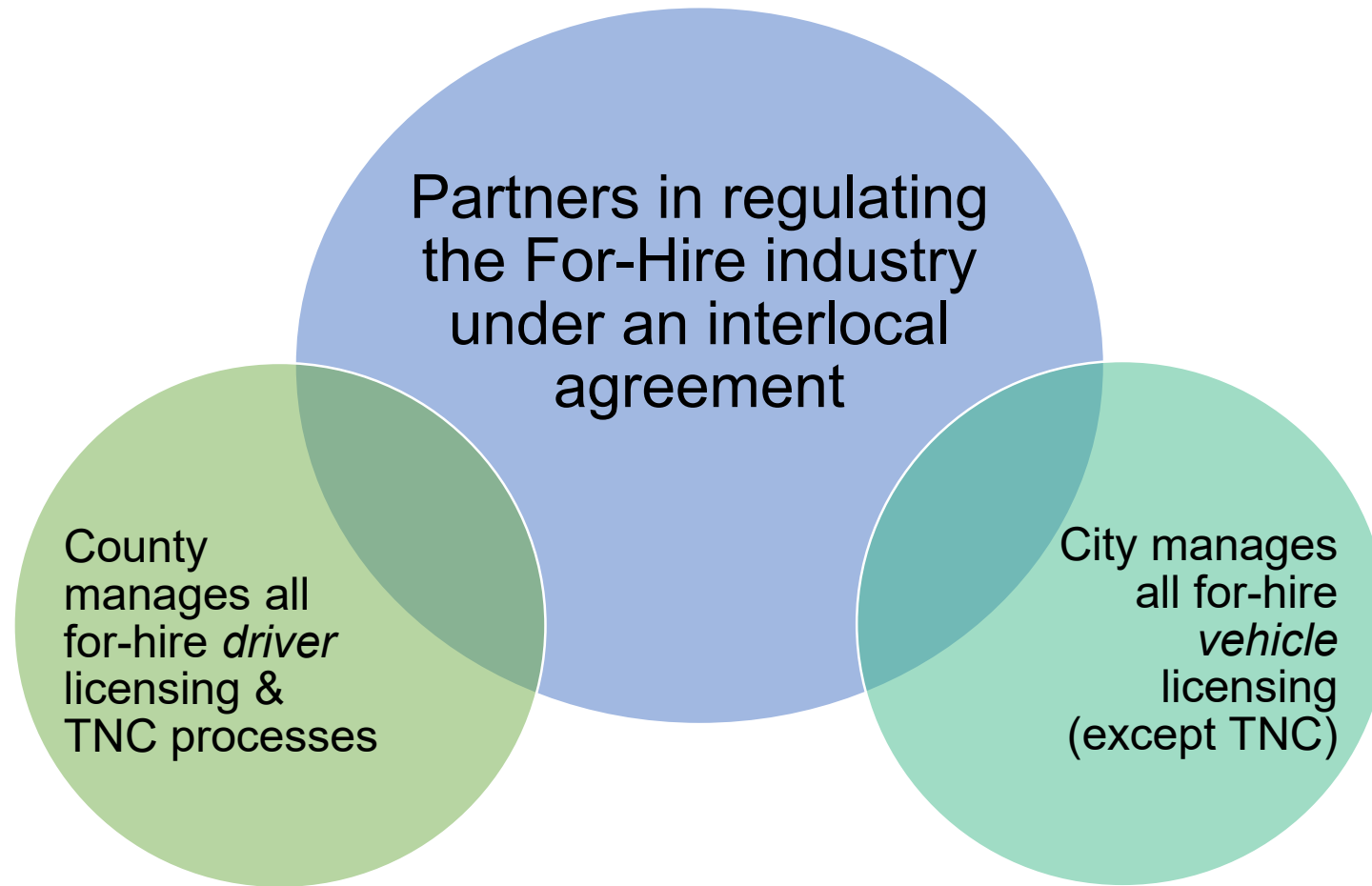
Seattle



King County

# King County and City of Seattle roles

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# Company application

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- One company application processed by King County covers both County and City jurisdictions
  - A separate approval is required from the Port of Seattle if the TNC intends for their drivers to offer rides from SeaTac Airport
- There is no application fee
- On average, the application process is two months, but may take longer depending on the application completeness and complexity of the proposed business model

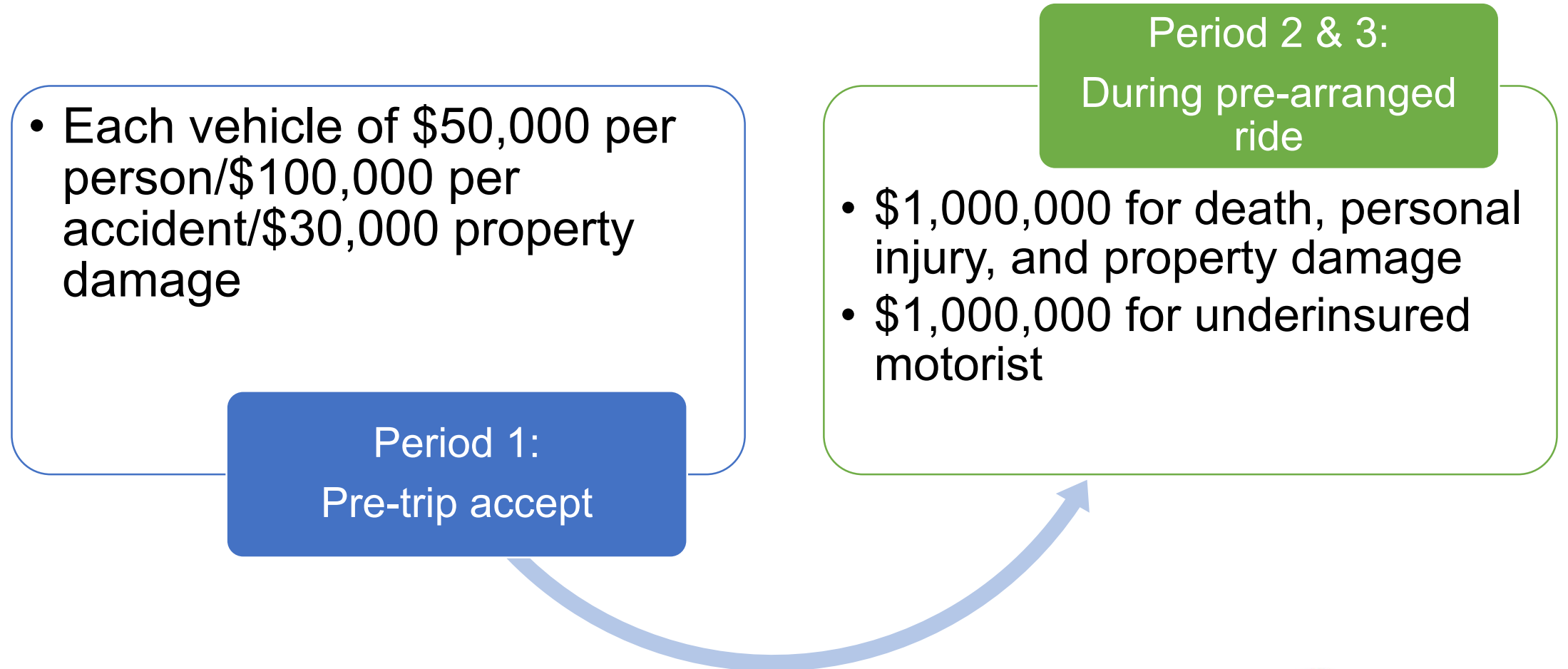
# Company insurance

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- TNC must maintain commercial insurance coverage for all TNC-affiliated vehicles at any time they are active on a TNC online dispatch application and any time a passenger is in the vehicle as part of a pre-arranged ride
- Provide related driver contracts or samples or all active templates and list of vehicles covered, if applicable
- Drivers must keep proof of commercial insurance in their vehicles and must maintain their own auto insurance providing coverage when the vehicle is not being used to transport passengers

*Insurance requirements are very detailed and subject to change, so we highly recommend you have the County review your policy before you finalize it*

# Insurance minimums



# Insurance policy

## Policy requirements

- Must name “King County, its officers, officials, agents, and employees” and the “City of Seattle” as additional insured
- Must include notice of cancellation and/or non-renewal to the County and the City with at least 30 days notice
- Must be issued by a carrier with AM Best rating B VII or better
- Cannot have limitations for airports, specifically SeaTac
- Provide the County with the complete insurance policy, including all endorsements

# Application Dispatch System (ADS)

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- Online dispatch application = mobile app = online app = smartphone app
- Allows people to request dispatch of drivers for trips or to submit payments for trips via the Internet
- TNC drivers may only accept payment for fares through an ADS
- ADS must make the rate structure transparent before the customer confirms the ride
- ADS must provide the driver photo and vehicle license plate to the passenger before the trip begins
- Must include easy ways for passengers to register complaints with the TNC and info for doing so with the County
- Must include information on how to request wheelchair accessible rides
- An ADS demo must be provided and approved by the County and City

# Driver review

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## Health

Driver must be mentally and physically fit to perform for-hire duties

Driver self-certifies

## Criminal

Check by fingerprinting with the FBI, WSP, or a County-approved third party vendor

TNC must review the criminal background check and maintain record of it

## Driving

Driver must have a valid Washington State Driver's License (some exceptions)

TNC must review the driver's abstract (history)

Drivers must be at least 21 years of age



# Driver application process

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- TNC submits driver applications in data files via secure file transfer protocol (SFTP)
- New drivers must complete a County-approved driver training and pass an exam
- New drivers must pass the National Safety Council Defensive Driver Training
- TNC confirms vehicles are registered and passed a safety inspection from an approved mechanic (King County confirms the inspection ID in Vehicle Safety Inspection Database)

# Vehicle endorsement

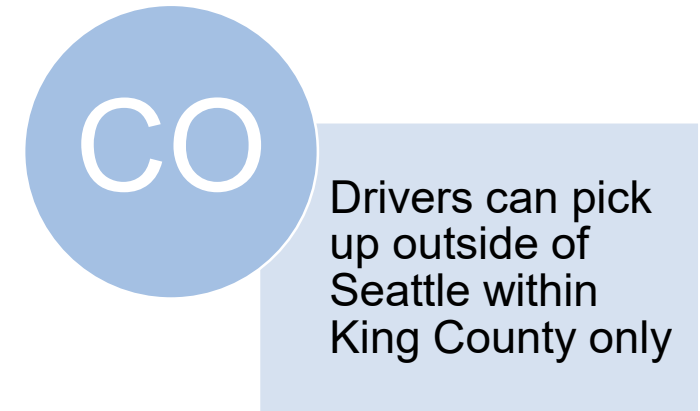
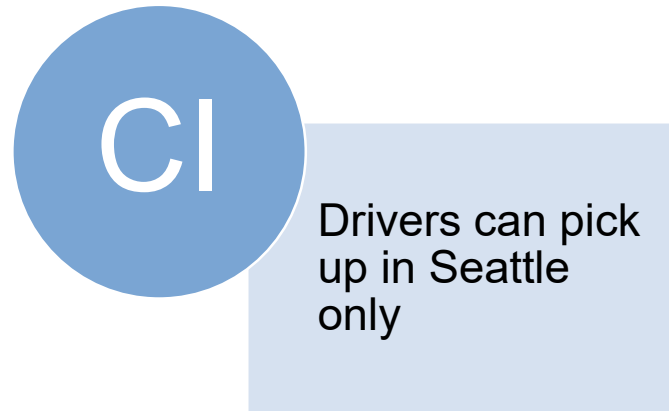
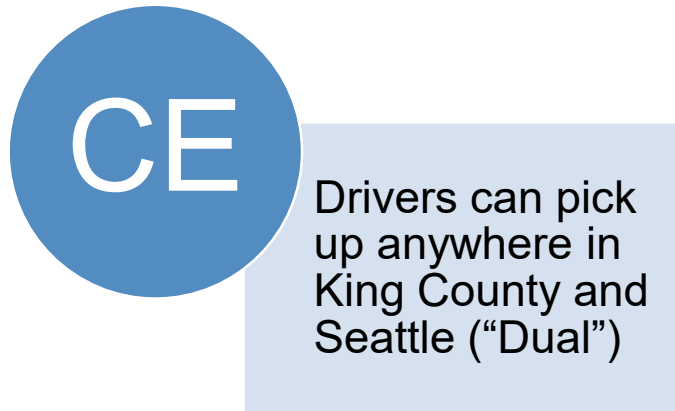
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- Vehicles cannot be more than 10 years old
- Vehicles must have an initial safety inspection and annual inspections thereafter
- Endorsement number is unique to each vehicle and driver
- The decal must be displayed in the vehicle windshield

# Where drivers can pick up

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- The for-hire driver permit shows the code indicating where the driver is authorized to pick up passengers
- Sea-Tac Airport requires separate approval



# Fees

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- Fees are collected by the TNC and submitted quarterly to cover the costs of enforcement and regulation of TNC licensing, vehicle endorsements, and for-hire driver licensing
  - \$0.23 per trip originating outside the City of Seattle
  - \$0.08 per trip originating within the City of Seattle
- TNCs must also pay \$0.10 per trip for the Wheelchair Accessible Services Fund (WAS)

# Quarterly reporting & fee remittance

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## Requirements

- Total number of rides
- Percentage or number of rides picked up in each ZIP code
- Pick up and drop off ZIP codes of each ride
- Percentage by ZIP code of rides requested but not provided
- Number of collisions and details of each
- Number of rides when an accessible vehicle was requested
- Reports of crimes against drivers
- Records of passenger complaints

## Submission

- A template is available on the City's website
- The report can be emailed to the City or uploaded via the County's SFTP
- All fees are submitted to the City and the City will transfer the County's portion

# Summary of TNC responsibilities

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- Company must maintain a valid County-issued TNC license and renew it annually
- Vehicles must meet insurance standards
- Company must maintain two years of records
- Company must have a valid Seattle business license
- Company's driver contract must be approved by the County

# Required TNC policies and practices

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- Maintain a non-discrimination policy that complies fully with all applicable federal, state, and local laws
- Allow the passenger to indicate the need for a wheelchair accessible vehicle and connect the passenger to an accessible vehicle service via an internet link, app, or phone number
- Notify King County when drivers or licensees are convicted of certain crimes, involved in a traffic accident, has a driver license suspended, or for-hire or TNC endorsement revoked
- Employ a zero tolerance drug and alcohol policy for drivers

# What you need to provide

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## Application Checklist

- ☐ [TNC application form](#)
- ☐ 3<sup>rd</sup> party background check (criminal & driving) [form](#) & sample report
- ☐ If applicable, [TNC Driver Training Provider Request for Approval](#)
- ☐ If applicable, [TNC Driver Examination Provider Request for Approval](#)
- ☐ Business structure is filed with the Washington Secretary of State
- ☐ Copy of insurance policy
- ☐ Application Dispatch System (ADS) demo
- ☐ Trade dress
- ☐ Driver contract



# Resources

## Seattle Code Chapter 6.310

- [https://library.municode.com/wa/seattle/codes/municipal\\_code?nodeId=TIT6BURE\\_SUBTITLE\\_IVNELICO\\_CH6.310TAFREVE](https://library.municode.com/wa/seattle/codes/municipal_code?nodeId=TIT6BURE_SUBTITLE_IVNELICO_CH6.310TAFREVE)

## King County Code Title 6.64

- [https://aqua.kingcounty.gov/council/clerk/code/09\\_Title\\_6.htm#\\_Toc458684722](https://aqua.kingcounty.gov/council/clerk/code/09_Title_6.htm#_Toc458684722)

## King County SFTP Site

- <https://sftp.kingcounty.gov/>

## King County GIS Data Hub

- <https://www.kingcounty.gov/services/gis/GISData.aspx>

## Insurance RCWs

- <https://app.leg.wa.gov/rcw/default.aspx?cite=46.72.050>
- <http://app.leg.wa.gov/RCW/supdefault.aspx?cite=48.177>

# General contact information

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