



Transportation Network Company (TNC) Licensing

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

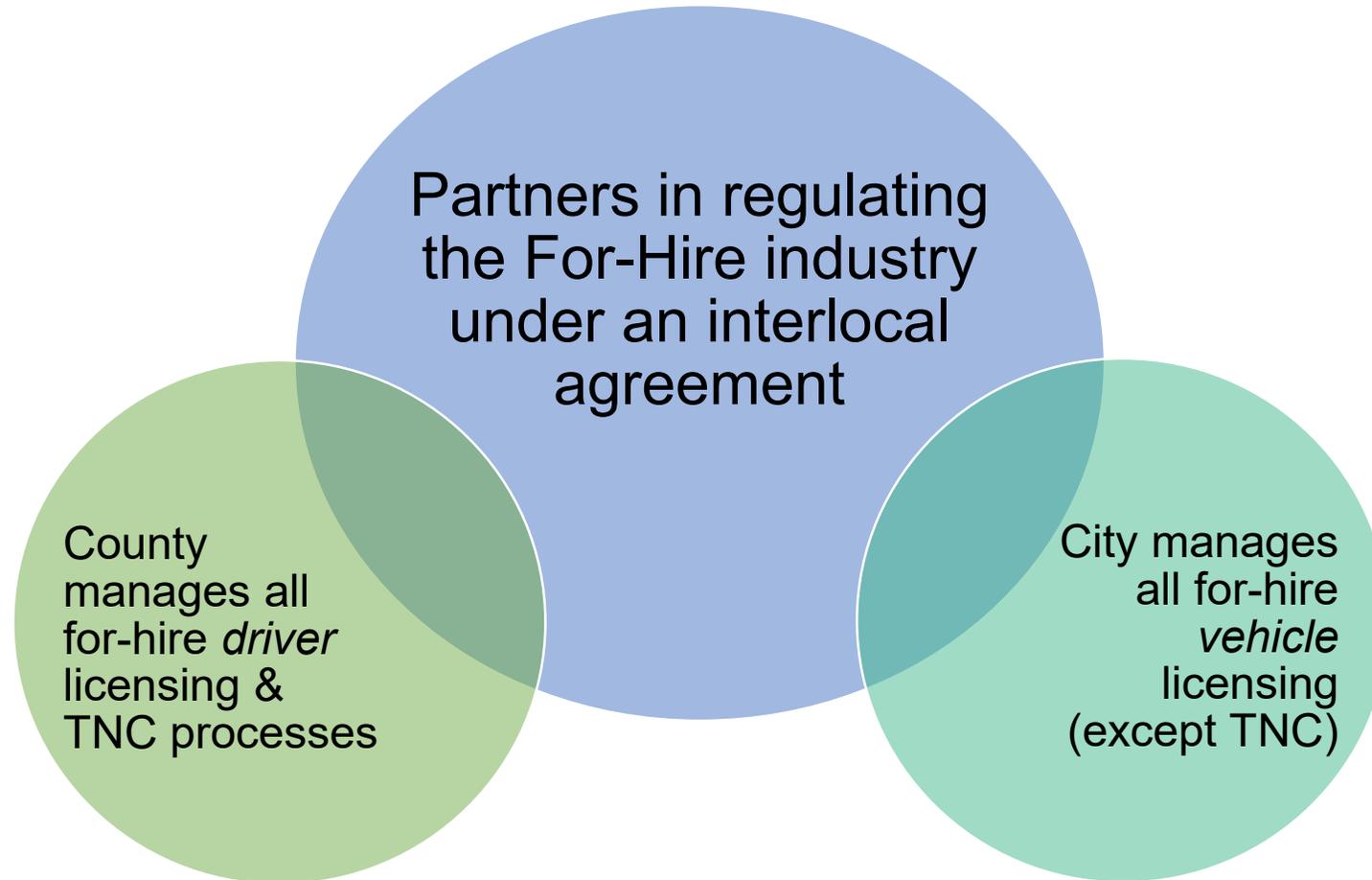


Seattle



King County

King County and City of Seattle roles



Company application

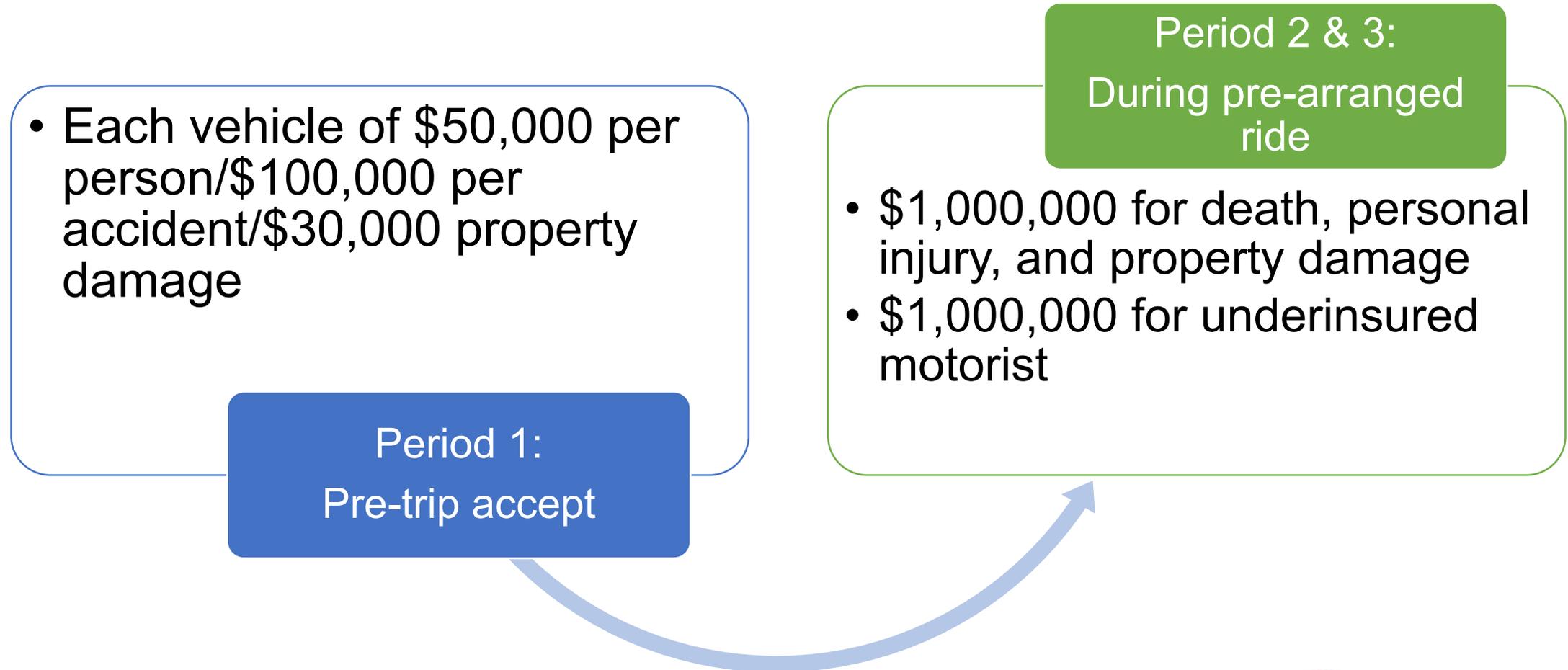
- One company application processed by King County covers both County and City jurisdictions
 - A separate approval is required from the Port of Seattle if the TNC intends for their drivers to offer rides from SeaTac Airport
- There is no application fee
- On average, the application process is two months,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

Company insurance

- 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)

- 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

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

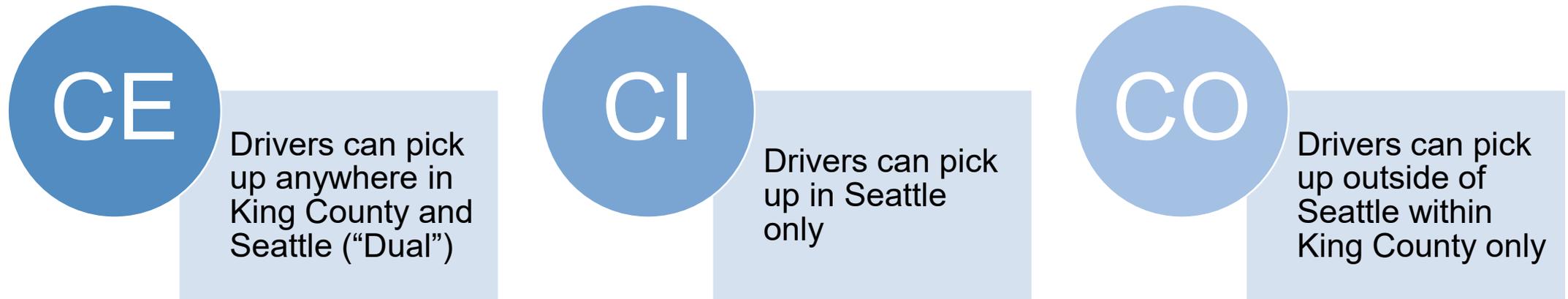
- TNC submits driver applications in data files via secure file transfer protocol (SFTP)
- New drivers must complete a County-approved driver training and pass an exam
- New drivers must pass the National Safety Council Defensive Driver Training
- TNC confirms vehicles are registered and passed a safety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

Vehicle endorsement

- 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

- 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

- 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

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

- 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

- 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

Application Checklist

- [TNC application form](#)
- 3rd 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

King County Code Title 6.64

- 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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