



PUBLIC PASSENGER VEHICLE DRIVER'S LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
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WWW.MILWAUKEE.GOV/LICENSE

LICENSE REQUIRED: License is required of every person driving a public passenger vehicle, as defined under s. 100-3-21, MCO, including any person driving a vehicle used for the transportation of elderly or handicapped persons, regardless of whether the vehicle is licensed or otherwise regulated by the state of Wisconsin as a human service vehicle for the transportation of elderly or handicapped persons. See s. 100-54-1-a, MCO.

EXEMPTIONS: Drivers of commercial and other vehicles not meeting the definition of public passenger vehicle, as defined under s. 100-3-21, MCO, are not required to hold public passenger vehicle driver's licenses.

The Wisconsin Department of Health and Family Services (DHFS), Division of Children and Family Services, Bureau of Regulation and Licensing is responsible for the licensing and regulation of child care programs, which includes the regulation of center-provided and center-contracted transportation.

ELIGIBILITY RESTRICTIONS: Applicants must be at least 18 years of age and hold a valid State of Wisconsin Motor Vehicle Driver's License, excluding an Occupational License.

BIENNIAL LICENSE PERIOD: New licenses granted in odd-numbered years expire on October 31 of the following odd-numbered year. New licenses granted in even-numbered years expire on October 31 of the following even-numbered year.

Example: A new license granted on any date in 2009 will expire October 31, 2011.

Renewal licenses expire 2 years from the expiration date of the license being renewed.

LICENSE FEE: \$75; license fee must be submitted at the same time the application is filed. Make checks payable to: *City of Milwaukee*. Credit cards are also accepted online and in-person; cash is accepted from applicants filing in person only. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

EFFECTIVE JULY 1, 2011:

All limousine chauffeurs must be uniformed in business attire.

► HOW TO APPLY FOR LICENSE

1. Complete the application form (ccl-182b) in its entirety, and in the full legal name of the applicant.

See "APPLICATIONS NOT PROPERLY FILED RETURNED" on page 3.

2. Select the class of public passenger vehicle for which you are applying for a license to operate. See Section D on the application form.

See "LICENSE CLASSIFICATION CODES" and "QUALIFICATIONS BY VEHICLE CLASS" sections on page 2.

3. Provide the notarized signature of the applicant.

There is an additional fee of \$0.50 for our office to notarize signatures, and photo identification of the applicant is required to prove identity when notarizing.

[!] Commissioned notaries public, including attorneys, must impress notary seals on the notarial certificates issued.

4. Enclose one recent passport-sized, full-face color photographs meeting the required dimensions.

See "PHOTOGRAPH REQUIREMENTS" section on page 3.

5. Submit the completed, signed and notarized application and photographs with the \$75 license fee. Make checks payable to: *City of Milwaukee*.

6. Get fingerprinted. See "FINGERPRINTING REQUIREMENT" section on page 2.

7. Submit documentation proving that the qualifications have been met for each class of public passenger vehicle for which you are applying for a license to operate.

See "QUALIFICATIONS BY VEHICLE CLASS" section on page 2.

If you wish to hold a license to operate the following class of Public Passenger Vehicle...		Then you must first meet the following qualifications....			
		Y = Required; N = Not Required.			
		Pass PPV "Map" Test	Complete Defensive Driving Course	Complete Passenger Assistance Techniques Training	Hold Class "M" Endorsement on WI Driver's License
Class "H"	Handicap-Elderly Liveries	N	Y	Y	N
Class "L"	Limousines or Shuttles	N	Y	N	N
Class "M"	Motorcycles used for Tours	N	Y	N	Y
Class "P"	Pedicabs or Horse & Surrey Liveries	N	N	N	N
Class "T"	Taxicabs, Zone or Meter Fare	Y	Y	N	N

QUALIFICATIONS BY VEHICLE CLASS: There are 5 classes of public passenger vehicles. See the table above for a summary of vehicle classes and qualifications. Depending upon the class or classes of vehicles for which you wish to hold a license to operate, the following testing and training is required:

► **PPV "Map" Test (Required: Class "T" only).** New license applicants must successfully pass a PPV Driver Test administered (effective 3/1/10) by the City Clerk License Division. Payment of the \$10 PPV Driver Test fee must be submitted with the license application.

[!] Effective 3/15/11, tests are given Tuesday mornings at 9 a.m. Applicants must bring proof of payment with them to the test site or they will not be permitted to take the test.

► **Defensive Driving Course (Required: All vehicle classes, except Class "P").** Drivers of motorized vehicles must successfully complete a Defensive Driving Course administered (effective 3/1/10) by the Milwaukee Area Technical College (MATC); however, certain employers are authorized to administer the driving course in-house to prospective employees. Payment of the \$30.98 Defensive Driving Course fee must be made to MATC.

Contact the MATC Traffic Safety Office, Monday thru Friday 7:30am-3:45pm, (414) 297-6235, to register for course DRIVED 417-503.

► **Passenger Assistance Techniques Training (Required: Class "H" only).** Drivers of Handicap-Elderly Liveries are required to complete a Passenger Assistance Techniques Training program administered by one of the authorized trainers. See attached list.

► **Class "M" Endorsement on WI Driver's License (Required: Class "M" only).**

LICENSE CLASSIFICATION CODES. The type(s) of vehicle(s) for which you have met the qualifications to operate under s. 100-54, MCO will be printed on your license. The license classification will be indicated by the word "CLASS" followed by a single letter code, or a series of single letter codes (if you are qualified to operate more than one class of vehicle).

A license holder qualified to operate one type of vehicle may automatically meet the qualifications to operate other types of vehicles. Any and all types of vehicles for which a license holder is qualified to operate will be printed on the license.

Example of Classification Code: The code "CLASS LPT" would be printed on a license of a person qualified to operate a taxicab. The code "CLASS LPT" indicates that the license holder is qualified to operate taxicabs (T) **AND** limousines and shuttle vehicles (L), **AND** pedicabs and horse & surrey liveries (P).

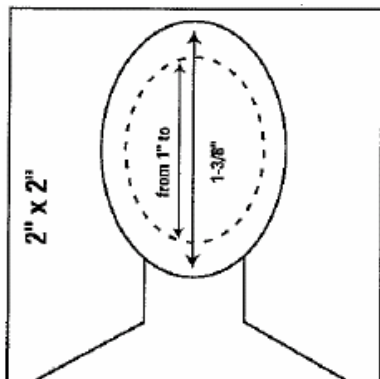
Changing Classifications. The fee to change classifications during the license period is \$25. There is no fee to change license classifications at the time of renewal. Before a license with the updated license classification code can be issued, documentation must first be filed proving that the qualifications to operate the new vehicle class have been met.

FINGERPRINTING REQUIREMENT: All applicants for new licenses must be fingerprinted. Fingerprinting is conducted each weekday (excluding holidays) between the hours of 8:00 a.m. and 6:00 p.m., at the Police Administration Building, 951 N. James Lovell Street (7th St), Room 305.

If you have previously been fingerprinted by the Milwaukee Police Department, call (414) 935-7281 to determine whether fingerprints are still on file.

PHOTOGRAPH REQUIREMENTS: One (1) identical, clear and correctly exposed colored photograph is required to be submitted at the same time the application is filed.

The photograph is required to be 2 x 2 inches in size. The face size, measured from the bottom of the chin to the top of the head (including hair), should not be less than 1 inch or more than 1 3/8 inches.



[!] Polaroid photographs and photographs of low quality, not printed on photo-quality paper, or not meeting the size requirements are not accepted.

BACKGROUND INVESTIGATION, ISSUANCE: The Milwaukee Police Department (MPD) conducts background investigations of all applicants and files reports of its findings with the License Division.

If the MPD does not object to the issuance of a license, and provided the applicant has satisfied all other training and testing requirements, then the license will be issued and mailed to the home address of the applicant.

If the MPD objects to the issuance of a license based on its findings, then the applicant will be scheduled for a hearing before the Public Safety Committee, which makes a recommendation to the Common Council on whether to grant the license.

If a hearing is required, the application process can take up to 6 weeks. Please note that no meetings are held during the entire month of August.

LICENSE DISQUALIFICATION: If the Common Council denies an application for a license based on the MPD report, then the applicant is disqualified from reapplying for the license for a period of 12 months from the date of denial.

REFUND OF LICENSE FEE: If an application is withdrawn or denied, applicants are eligible for a partial refund. Requests for refunds must be made no later than one year from the date of withdrawal or denial of the application.

IMPROPERLY FILE APPLICATIONS RETURNED: Incomplete applications and applications submitted without the \$75 fee or notarized signature, or missing or unacceptable photographs are not properly filed and will be returned.

MORE INFORMATION? Review s. 100-54, Milwaukee Code of Ordinances online at www.milwaukee.gov/ordinances. Keep informed of changes online under "View What's New!" at www.milwaukee.gov/license

(For Class "H" Vehicle Drivers) List of Passenger Assistance Trainers, October, 2011				
Trainer	Company	Address	Contact No.	Expires
Acevedo, Angel	Bell Therapy Day One	4065 N 35th St, Milw., WI 53216	(414) 445-2112	5/2013
Currie, Larry	UWM Center for Transprt & Education	3363 N 49th St., Milw., WI 53216	(414) 788-0929	11/2012
Gray, Michael	Community Care, Inc.	1555 S. Layton Blvd, Milw WI 53215	(414) 385-6600	5/2013
Grenz, Judy	First Transit	4524 S 13th St., Milw., WI 53221	(414) 847-2743	6/2012
Hampton, Blaine	Transit Express	424 W Cherry St., Milw., WI 53212	(414) 264-7433	6/2012
Nelson, Linn	Transit Express	424 W Cherry St., Milw., WI 53212	(414) 264-7433	6/2012
Patrick, Connie	First Transit	4524 S 13th St., Milw., WI 53221	(414) 847-2743	6/2012
Porter, Sam	Transit Express	424 W Cherry St., Milw., WI 53212	(414) 264-7433	6/2012
Stoffel, Shane	Transtar Medical Transport	120 W Main St., Campbellsport, WI 53010	(920) 533-3800	6/2014
Tipton, Steven	Able Access Transport	4234 N. 76 th St., Milwaukee, WI 53222	(414) 536-5800	5/2014

