

## 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 [express-lane.org](http://express-lane.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](http://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](mailto: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](mailto: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](mailto: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)*