



CAMBRIDGE LICENSE COMMISSION

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Licensing@cambridgema.gov

MEDALLION/LIVERY/LIMO INSPECTION PACKET SPRING 2018

Inspections begin: Monday, April 2nd and end Friday, April 13th
Inspections are held Monday through Friday only

Inspection Location: Department of Public Works Garage,
147 Hampshire Street, Cambridge

Your appointment for inspection is on the schedule inside this packet. You may show up early for your inspection. However, any cab failing to show up for inspection by their scheduled date, without prior permission of the Hackney Office may be fined up to \$300.00.

Any cab failing to show up for inspection during inspection period, without prior permission of the Hackney Office, may be fined up to \$300.00 and/or have the Medallion removed from the vehicle and the taxicab taken off the road.

TAXI: All taxis are required to appear for both Spring and Fall inspections. A copy of your Massachusetts RMV Registration must be submitted in order for your vehicle to be inspected.

Medallions must be turned in to the Hackney Office during inspection period if the vehicle is not fully operational or leased for any reason.

LIMO/LIVERY: Please remember to bring a check or money order in the amount of \$100.00, made payable to the City of Cambridge for your annual inspection fee. A copy of your Massachusetts RMV Registration must be submitted in order for your vehicle to be inspected. Cash is not accepted as payment at the garage.

Reminders:

- **You must submit a copy of your Massachusetts RMV Registration with your inspection documents.**
- You shall submit a copy of the leasing agreement for each driver listed. The cab may not pass inspection if the leasing agreement(s) is not submitted with your inspection paperwork. Failure to comply may result in a fine up to \$300.00 or seizure of the medallion.
- All taxicabs must have and each driver must use waybills on every shift. Any driver caught without a waybill properly filled out during a shift may be fined up to \$300.00.
- Filling out your waybill could protect you if a customer files an inaccurate complaint against you. Waybills are available for purchase at the License Commission Office.

Regardless of the type of receipt, all passengers MUST receive a printed meter receipt that includes medallion number, date, transaction number, start and end miles, fare, tip, total, type of card, authorization, the Cambridge Hackney hotline number (617 349-6146) along with the hackney email: Hackney@cambridgema.gov

MEDALLION/LIVERY/LIMO INSPECTION CALENDAR

	April 2nd	April 3rd	April 4th	April 5th	April 6th
Day time	Monday Medallion #	Tuesday Medallion #	Wednesday Medallion #	Thursday Medallion #	Friday Medallion #
9-10 am	1-6	28-34	56-62	84-90	112-118
10-11 am	7-13	35-41	63-69	91-97	119-125
11-noon	14-20	42-48	70-76	98-104	126-131
12-1 pm	No	Inspections	Lunch	Break.	
1-2 pm	21-27	49-55	77-83	105-111	132-138
2-3 pm	AZ1/LV62146	LV57550/LV65957	LV72114/LV65946	LV65421/LV69940	RECALLS

	April 9th	April 10th	April 11th	April 12th	April 13th
Day time	Monday Medallion #	Tuesday Medallion #	Wednesday Medallion #	Thursday Medallion #	Friday Medallion #
9-10 am	139-145	167-173	195-201	223-229	249-253
10-11 am	146-152	174-180	202-208	230-236	254-257
11-noon	153-159	181-187	209-215	237-243	RECALLS
12-1 pm	No	Inspections	Lunch	Break.	
1-2 pm	160-166	188-194	216-222	244-248	RECALLS
2-3 pm	LV64783/LV68240	LV65758	RECALLS	RECALLS	RECALLS

SPRING/FALL INSPECTIONS

During Inspection, the following Items will be checked to make sure they are in proper working order:

1. Lights:
 - a. Headlights: High and low beams;
 - b. Rear lights: Stop, brake, back up and rear window brake;
 - c. Trouble Lights: Both Sides.
2. Horn.
3. Windshield Wipers.
4. Current Registry of Motor Vehicles inspection sticker.
5. Interior lights.
6. Floorboards.
7. Doors: must be able to open and close easily and safely.
8. Body damage: "waiting for insurance" will not be accepted as a reason for body damage.
9. Wheel covers (hubcaps). Must have all four.
10. Trunk. Clean with spare tire inflated and secured.
11. Tires. Tread amount will be examined.
12. Overall cleanliness.
13. Only washed cars will be inspected.

A	B	C	D	E
Item/Description	Comments	Inspected	Recommended	Required
Control Arm Bushings Front				
Stabilizer Bar Bushings/Link				
Lower Ball Joint				
Upper Ball Joint				
Wheel Bearings/Seals				
Strut Shock Absorber				
Struck/Shock Mounts				
Outer Tie Rod Ends				
Inner Tie Rod Ends				
Adjusting Sleeves				
Idler/Pitman Arms				
Center Lint				
Steering Gear/Rack & Pinion				
CV/U-Joints				
CV Joint Boots				
Tires/Wheels				

NOTICE REGARDING CREDIT CARD REQUIREMENTS

As of April 1, 2015, all Cambridge cabs were required to have electronic credit card processing capabilities; the equipment to be used shall be at the discretion of the owner/driver.

Such equipment shall list fare, tolls, fees and tips separately for processing purposes. Such equipment shall have the ability to electronically authorize a transaction in a timely manner.

Such equipment will provide a printed receipt and/or email that includes medallion number, date, transaction number, start and end miles, fare, tip, total, type of card, last 4 digits of the credit card number, authorization, the Cambridge Hackney hotline number (617-349-6146) along with the hackney email: Hackney@cambridgema.gov.

It must be declared at spring inspection if you have a \$10.00 minimum which will include tip. Proper signage will be applied to the cab at that time.

It is strongly recommended that credit cards be accepted regardless of the amount.

Any cab without this posting may be fined up to \$300.00.

CREDIT CARDS ACCEPTED

\$10.00 MINIMUM INCLUDING TIP

CREDIT CARDS ACCEPTED

NO MINIMUM

TAXI/LIVERY/LIMOUSINE INFORMATION SHEET

Medallion No: _____
 Corporate Name: _____ Tax ID No.: _____
 Doing Business As (d/b/a): _____
 Business Address: _____
 Mailing Address: _____
 Phone Number: _____ Email Address: _____

OWNER'S CONTACT INFORMATION:

Name: _____
 Phone Number: _____ Email Address: _____
 Mailing Address: _____

MANAGER/LESSEE(S) INFORMATION:

Name: _____
 Phone Number: _____ Email Address: _____

VEHICLE INFORMATION:

Manufacturer: _____
 Model Year: _____ Model Name: _____ Color: _____
 Motor Vehicle ID Number: _____
 Mass. Registration Number: _____
 Radio Service: Yes No
 If Yes, list Service: _____

TAXI ONLY

METER INFORMATION:

Year Meter Sealed: _____ Receipt Meter: _____
 Serial Number: _____ Seal No. on Flat Disk V: _____

Please list all drivers for each medallion number. We need to know who is operating the cab at all times. Any change of drivers must be reported to the Hackney Office at 617 349-6146 within 72 Hours.

Name:	Hackney No.:	Phone No.:	Shift	Medallion No:

SPRING INSPECTION REQUIREMENT
FOR ALL TAXICAB AND LIVERY OWNERS

Please bring this form to the Traffic, Parking and Transportation Department at 344 Broadway to confirm that all tickets are paid and to the Treasurer's Office, First floor of City Hall, to verify that all current & prior year excise taxes have been paid based on computer data.

Medallion Number: _____

Or Livery Company Name: _____

RMV Plate Number: _____

Traffic, Parking and Transportation Department:

The requirements of this office for the above vehicle have been satisfied regarding the above Motor Vehicle:

Stamp or Signature of Traffic, Parking and Transportation Dept.

Date

Treasurer's Office:

All current and prior year excise taxes have been paid based on computer data.

Stamp or Signature of City Treasurer's Office

Date

TAXICAB/LIVERY/LIMOUSINE INSURANCE VERIFICATION FORM
INSPECTION SPRING 2018 INSPECTION

Medallion Number (if applicable): _____

Manufacturer: _____

Model Year: _____ Model Name: _____ Color: _____

Motor Vehicle ID Number: _____

Mass. Registration Number: _____

Effective Date: _____ Expiration Date: _____

Owner's Name: _____

Corporation Name: _____

Insurance Agent Information:

Name: _____ Phone No.: _____

Insurance Company: _____

Stamp

The undersigned certifies that the above vehicle is currently insured.

Signature

Date