

Things to Know Before You Apply and Directions for Completing the Application for Scheduled Bus Drop Off Permit

To all applicants: First, please read the following definition of Unlawful Charter Bus Services from the Village of Morton Grove Code, Section 5-4-21 A.

If the bus drop off you are considering fits this definition, you must obtain a permit. Provisions #1, 2, and 3 must all apply. Penalties for violation of the ordinance are listed at the end of this document, and can result in significant fines and the seizure of buses or other vehicles involved in the violation.

Also note the activities listed in Section 5-4-21 B. listed below, that do not require a permit.

The actual Permit is on the last page of the Application and is only valid if signed and marked Approved. Bus Drivers should carry the completed Application and Permit with them during the Scheduled Bus Drop Off.

If you have any questions about completing and submitting this application, please call the Morton Grove Police Department at (847) 470-5200, Monday through Friday between 8:00 am and 4:00 pm, and ask to speak to a supervisor.

5-4-21: UNLAWFUL CHARTER BUS SERVICES

- A. *Unlawful Charter Bus Services. It is unlawful for a commercial motor vehicle to operate as a common carrier without first securing a permit to operate within the Village if:*
- 1. The vehicle is engaged in a privately chartered service as defined in paragraph 5-4-21-B; and*
 - 2. The service includes the disembarkation of ten (10) or more passengers within the Village who will not reboard; and*
 - 3. The service does not include arrangements for round-trip transportation for all its passengers.*
- B. *Private Charter Services. As used in this section, private chartered services refer to services wherein a motor vehicle is engaged by a person or entity for specific transportation purposes, not including services that are part of regular, publicly available transportation routes or schedules. Private chartered services do not include*
- 1. Buses that are exclusively used to transfer passengers to trains operated by the National Railroad Passenger Corporation, commonly known as "Amtrak" and/or the Northeast Illinois Rail Corporation, commonly known as "Metra;"*
 - 2. Taxicabs, limousines, ridesharing vehicles, including Uber and Lyft services, or similar vehicles used for private hire by persons working or residing within the village or by persons visiting a specific residence or place of business located within the village when allowed or authorized by the owner of the property;*
 - 3. Non-commercial vehicles with a gross vehicle weight rating that is less than 16,000 pounds that are owned, leased, or used by a resident or local business in carrying out ordinary business or customary activities of said business or resident;*
 - 4. Bus service that operates trips involving passengers disembarking in the Village on a predictable and recurring basis, following a schedule that is published in advance and available to the public, and provides service in exchange for paying a fare;*

5. *Courtesy shuttles transporting customers or guests to or from a fixed location as an incidental service provided by a business;*

Application Directions

1. The owner, operator, or driver of any motor vehicle to which this section applies which proposes to allow passengers to disembark in the Village shall file a separate application with the Chief of Police for each vehicle from which passengers shall disembark in the Village.
2. Applications can be found on the Morton Grove Police Department Website. Applications must be completely filled out, typed or in legible handwriting. Incomplete or illegible applications will be returned to the applicant with written comments listing corrections needed. When complete, please print and sign the application and return as directed below (see #5).
3. Required signatures will be actual signatures on the application, electronic signatures will not be accepted.
4. A copy of the valid driver's license of the driver of the motor vehicle and a copy of a valid motor vehicle insurance policy that covers the driver must be attached to the application. Complete Application must be received at least ten (10) calendar days prior to the date of the proposed disembarking date.
5. Return completed applications to the Morton Grove Police Department (attention Chief of Police) at least ten (10) calendar days prior to the date of the proposed disembarking date. Completed applications may be returned—
 - In person during normal business hours at the front desk;
 - By FAX at (847) 965-3647
6. Note that scheduled bus drop offs shall (ONLY) be done at the Morton Grove Metra Train Station, or such other location approved in advance by the Chief of Police.
7. The Chief of Police's review of the complete application shall take into consideration administrative efficiency and available resources, public safety and orderly traffic flow, and an approval shall be subject to such conditions and restrictions that the Chief of Police may impose in his or her sole discretion (including, without limitation, those addressing day/time availability of any such location(s), number of daily arrivals/departures to/from any such location(s), and advance notification requirements by the applicant).
8. Within four (4) calendar days after receiving a completed application, the Chief of Police shall inform the applicant if the application is approved and if such approval is subject to any conditions.
9. The Chief of Police shall deny any application that is incomplete, that does not propose an acceptable disembarkment date, time, and location, or if the Chief of Police has reason to believe that the application contains materially false information,

or that approving the application will pose a threat to the health, safety and welfare of the passengers or to the residents of the Village.

10. If the Chief of Police denies an application made under this section, the Chief of Police shall reduce the findings to writing and transmit the same to the applicant within five (5) calendar days after the applicant makes a written request for a copy of said findings. The applicant may submit a new application to meet the requirements of this chapter.
11. Upon approval of an application, the Chief of Police shall provide the applicant with a telephone number to coordinate the arrival of the motor vehicle in the Village. The bus driver is responsible for initiating communication with a village representative within a reasonable time before arriving at the designated drop off location.
12. Please note that:

The Chief of Police will not approve an application for any person who:

- Has supplied materially false or misleading information in connection with any application under this section.
- Has failed to provide an approved plan for the care, housing, transportation, or feeding of any passengers disembarking in the Village;
- Has failed to implement or perform the detailed plan pursuant to the terms of an approved application.

Any person found guilty of violating, disobeying, omitting, neglecting, or refusing to comply with, or resisting or opposing the enforcement of, any of the provisions of this Section, shall be punishable by the maximum fine allowed by Section 1-4-1 of the Village Code. A violation of this section shall be deemed committed for each person allowed to disembark from a vehicle in violation of this Section.

A motor vehicle, operated with the permission, express or implied, of the owner of said vehicle used in connection with a violation of this Section is hereby declared an unlawful vehicle pursuant to Title 5 Chapter 7 of the Village Code *and shall be subject to seizure and impoundment by the Village, and the owner of said vehicle shall be liable to the Village for an administrative penalty in accordance with Title 1, Chapter 4 and/or Chapter 11 of this code, in addition to any fines or penalties assessed against the owner or operator of the vehicle, and any towing and storage fees, as hereinafter provided.*

Village of Morton Grove Scheduled Bus Drop-off Application and Permit

(Note: Permit is NOT VALID unless signed and dated on Page 5. Permit is only valid for date listed on Page 2)

1. The full name, full address, and telephone numbers of the owner, operator, and driver of the motor vehicle. The mobile phone number of the driver of the vehicle shall also be provided.

Owner Name

Owner Address

Owner Phone

Operators Name

Operators Address

Operators Phone

Drivers Name

Drivers Address

Home Phone

Mobile Phone

Driver's License #

Driver's License Class

State of Issuance

Insurance Company

Insurance Policy #

***NOTE: A copy of the valid driver's license of the driver of the motor vehicle and a copy of a valid motor vehicle insurance policy that covers the driver must be attached to the application.**

2. The full name, full address, mobile and land-line telephone numbers of the entity or individuals that have either directed, paid for, or financed the transport of persons who will disembark in the Village.

Responsible Party Name and Address

Home Phone

Mobile Phone

APPLICATION FOR SCHEDULED BUS DROP-OFF

3. The name, address, or location where the applicant proposes to allow passengers to disembark in the Village.

Drop off location	<input type="text"/>
Address	<input type="text"/>
Contact Phone	<input type="text"/>

4. The date and time at which the applicant's passengers will disembark in the Village which shall be from 8:00 a.m. to 4:00 p.m. on a Monday through Friday, excluding any federal, state, or Village holidays.

Drop off Date	<input type="text"/>
Drop off Time	<input type="text"/>

5. The name and address of all locations from which the passengers are being picked-up for transport to the Village.

Pick-up Location 1	<input type="text"/>
Pick-up Address	<input type="text"/>
Pick-up Location 2	<input type="text"/>
Pick-up Address	<input type="text"/>
Pick-up Location 3	<input type="text"/>
Pick-up Address	<input type="text"/>

APPLICATION FOR SCHEDULED BUS DROP-OFF

6. The full name, full address, mobile and land-line telephone numbers, and electronic mail addresses of all entities or individuals that shall be present to meet and receive the passengers disembarking in the Village.

Drop off Contact 1

Address

Contact Phone Contact e-mail

Drop off Contact 2

Address

Contact Phone Contact e-mail

Drop off Contact 3

Address

Contact Phone Contact e-mail

7. A detailed plan identifying how the disembarking passengers will be cared for, housed, and fed, upon disembarking in the Village. The plan shall be signed by the entity that agrees to be responsible for providing the actions detailed in the plan.

Signature:

Date:

APPLICATION FOR SCHEDULED BUS DROP-OFF

8. Any additional information the Chief of Police may require provided that such information is related to the purposes of this section.

The person submitting an application shall swear or affirm that to the best of their knowledge and belief the information set forth in such application is true and correct, and such oath or affirmation shall be attested to by a person authorized to administer oaths or witness affirmations within the state or territory where the application is sworn to or affirmed.

Signature

Signed by (Printed Name)

Dated

Attested by: Signature

Attested by: (Printed Name)

Dated

SCHEDULED BUS DROP-OFF PERMIT

APPROVED

DENIED

By: _____ DATE: _____
SIGNATURE

PRINT NAME

CONDITIONS OF APPROVAL / REASONS FOR DENIAL / OTHER REMARKS:

(NOTE: IF PERMIT IS DENIED, A NEW APPLICATION MUST BE SUBMITTED WITH ANY REQUIRED CORRECTIONS MADE.)

VILLAGE OF MORTON GROVE CONTACT PERSON:

Name

Title

Phone