

How to Become a City-Licensed Pedal Cab Operator

1. Obtain and complete a Pedal Cab Operator License Application for City Clerk
Website at:
<http://www.cityofmadison.com/clerk/documents/PedalCabOperatorApplication.pdf>
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2. Obtain and submit insurance coverage providing for: \$1 million per occurrence and listing “the City, its offices, officials and employees are named as additional insureds” [see MGO 11.06 (8)(b)] for details].
3. Make an appointment with Traffic Engineering staff, have your pedal cab vehicle inspected and submit insurance and application documents to Traffic Engineering (TE) Staff for initial review (see contact info below).
4. Upon completion of step 3, apply for Permit for Drivers of Public Passenger Vehicles-Pedicab at Madison Police Records (see contact info). This application is not available on-line as a fingerprint submission is required as part of the application. This process includes a criminal background check and the applicant must have a valid driver’s license from WI or other state.
5. If all requirements from steps 1-4 are met, an applicant will receive a letter of approval for a Provisional Pedal Cab Operator’s Permit from the City Traffic Engineer’s Office.
6. Submit completed Pedal Cab Operator License Application along with Traffic Engineers letter of approval and insurance certificate to the City Clerk’s Office. The clerk will provide invoice for company application and vehicle permit license fees to be paid at Treasurer’s Office.
7. Pay appropriate fees at Treasurer’s Office. Also, pay for bicycle registration sticker if bicycle is not already registered with the City.
8. Return to Clerk’s Office with appropriate receipts and a Provisional Pedal Cab Operator License and Pedal Cab permit sticker will be issued by Clerk’s Office staff.
9. Subsequently, the Pedal Cab Operator License must be approved by Transit and Parking Commission and Common Council. Pedal cab operators may attend these meetings.

Important Pedal Cab Licensure Contacts

For General Questions and Pedicab Vehicle Inspection:

Contact: Keith Pollock, Traffic Engineering
Address: 215 MLK, Jr. Blvd, Madison Municipal Bldg. Suite 100
Phone: 266-4761
Email: kpollcock@cityofmadison.com

For Company License and Vehicle Permit Sticker:

Contact: City Clerk's Office
Address: 210 Martin Luther King, City-County Building, Room 103,
Phone: 266-4601
Email: clerk@cityofmadison.com

For Bicycle Registration Sticker and Payment of Fees:

Contact: City Treasurer's Office
Address: 210 Martin Luther King, City-County Building, Room 107,
Phone: 266-4771
Email: treasurer@cityofmadison.com

For Permit for Drivers of Public Passenger Vehicles-Pedicab

Contact: Madison Police Records Section
Open Mon, Wed, Thurs, and Fri from 8am to 3:30pm for Permits
Address: 211 S Carroll St, Room GR-10
Phone: 266-4969
Online info request: <https://www.cityofmadison.com/police/forms/feedback.cfm?subject=6>

Pedal Cab Fees

Pedal Cab Operator License-

Initial - one year; Expires June 30 th of year issued	\$125
Initial - two year - Expire June 30 th of Odd year	\$200
Renewal - two year; June 30 th of Odd year	\$100

Pedal Cab Vehicle Permit

Pedal Cab Vehicle Permit ("sticker"); Expires June 30th	\$30
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Pedal Cab Driver's Permit

Permit for Drivers of Public Passenger Veh. Pedicab- Expires June 30th	\$25
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General Pedicab Operator Rules

1. Licensees must adhere to routes specified in operator's application. Operators may request additional or temporary routes from Traffic Engineering (MGO 11.06 (7)(j)1.).
2. No operator may drive a pedal cab for more than 10 hours in a 24 hour period (MGO 11.06 (7)(j)2.) .
3. Pedal-cab operation is prohibited between 6:00 a.m. and 6:00 p.m. Monday through Friday. Traffic Engineer may prohibit other hours of operation but does not currently (MGO 11.06 (7)(j)3.) .
4. Pedal cab operators are required to have valid Driver's licenses (MGO 11.06 (7)(j)5.).
5. Pedal cab driver's shall comply with all State and City traffic law (MGO 11.06 (7)(j)6.).
6. All bicycles including pedal cab vehicle shall be required to registered with the City (Treasurer's Office) (MGO 12.78).