

**CHAPTER 15**  
**CHARTER TRANSPORTATION DROP-OFF LICENSE**

SECTION:

3-15-1 Applicability

3-15-2 Requirement to Coordinate Drop-Offs with the Village President

3-15-3 Penalty

3-15-1 APPLICABILITY

This Chapter 15 applies to each person engaged in the operation of a Commercial Motor Vehicle which results in the disembarking of six (6) or more passengers in the Village other than on a predictable and recurring basis, that does not follow a schedule that is published in advance and available to the public or does not provide service open to the public in exchange for paying a fare (a “Drop Off Commercial Motor Vehicle”).

“Commercial Motor Vehicle” as used in this Chapter 15 means a self-propelled vehicle of any make, model or size, used on public streets, highways and/or property, in interstate and intrastate commerce, to transport six (6) or more passengers.

This Chapter 15 does not apply to school bus service or other bus services providing local services to educational institutions, nor shall it apply to the disembarking of passengers arriving in the Village for purposes of participating in a Village sponsored event, a commercial undertaking at a Village business or businesses, or a private event sponsored by an individual or individuals such as a wedding or party for which transportation has been arranged. The intent of this Chapter 15 is to protect the health, safety, and welfare of the Village and its residents by ensuring that when large numbers of individuals are dropped off in the Village without housing or other resources, that the Village is prepared to respond to such influx of a population in need of housing or other services.

3-15-2 REQUIREMENT TO COORDINATE DROP-OFFS WITH THE VILLAGE PRESIDENT

A. Application to Coordinate Drop-off Required. The owner, operator, or driver of any Drop Off Commercial Motor Vehicle shall file an application with the Village President. The completed application shall contain all required information set forth in subsection B(2) herein and shall be submitted at least (5) calendar days prior to the date of the proposed disembarking date.

B. Information Required in Application to Coordinate Drop-Off. The Village President or designee shall prepare an application form which shall, at a minimum, require the following information:

1. The full name, full address, and landline and mobile telephone numbers of the owner, operator, and driver of the Drop Off Commercial Motor Vehicle.

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.
3. The name, address, or location in the Village in which the applicant proposes to allow passengers to disembark.
4. The date and time at which the applicant's passengers will disembark in the Village which shall only be from 7:00 a.m. to 4:00 p.m. on a Monday through Friday, excluding any federal, state, or Village holidays.
5. The name and address of all locations from which all the passengers are being picked up for transport to the Village.
6. Applicants are required to provide a detailed plan identifying how the disembarking passengers will be cared for, housed and fed, either temporarily or permanently, upon disembarking in the Village. Such application shall include the full names, full addresses, and landline and mobile telephone numbers of all persons who will be present at the date and time of the disembarking and responsible for the care, housing and feeding of the passengers.
7. Any additional information the Village President may require, provided that such information is related to the intent of this Section as described herein.

C. Review of Application to Coordinate Drop-Off.

1. Subject to the provisions of subsection (3)(b) below, upon receipt of an application pursuant to this Section, the Village President shall verify its truth and authenticity. If the application is not complete, the Village President shall, in writing, advise the applicant of the additional items needed to complete the application. Within four (4) calendar days after receiving a completed application, the Village President shall inform the applicant that the application is approved for the stated location, date and time, unless the Village President has received bona fide information that the application contains materially false information or unless the Village President proposes an alternative date, time or location pursuant to subsection (3)(b) below.
2. The Village President may propose an alternative date and time if the Village President finds that the interests of the health, safety and welfare of the Village may be compromised by the originally proposed location, date and time, provided that such alternative location, date and time shall not be more than 24 hours before or after the proposed date and time. The Village President may also produce as a alternative location for any drop-off, the train station closest to the Village to ensure that any individuals dropped off by the bus have ready access to alternative means of transportation. Any applicant who does not accept a proposed alternative date, time or location may appeal the decision to the Village Board of Trustees.

3. Upon approval of an application, the Village President shall provide the applicant, or a person designated thereby, with a written one-time permit at no cost and with a telephone number to coordinate the arrival of the motor vehicle in the Village.

4. If the Village President denies an application made under this Chapter 15, the Village President shall reduce his or her findings to writing and transmit the same to the applicant within five (5) calendar days. The applicant may submit a new application or may appeal the decision to the Village Board of Trustees.

5. Disqualification. The Village President shall not approve an application from any person who has supplied materially false or misleading information in connection with an application made under this article.

### 3-15-3 PENALTY

Any person, corporation, firm, or partnership found guilty of violating any provision of this Section shall be fined \$750 per individual passenger that disembarks from a Drop Off Commercial Motor Vehicle in violation of this Section and be responsible for the Village's cost of prosecution, including reasonable attorney fees. Each day that a violation continues shall be considered a separate offense.