



Orange County Convention Center

PEDICABS/RICKSHAWS

Pedicab Application/Permit Checklist

- Completed Pedicab Permit Application
- Copy of Orange County Occupational License
- Copy of Business Insurance Policy insuring pedicab business, OCCC, each pedicab and each pedicab driver
- List of all employees/drivers of pedicabs who will be operating on OCCC property
- Completed Orange County Sheriff's Office (OCSO) Background Check
- Copy of State-Issued Driver's License or Identification Card of pedicab driver
- *Application Fee (non-refundable) - \$50.00 per pedicab

** Acceptable forms of payment are cash, cashier's check or money order made out to the Orange County Board of County Commissioners.*

Inspections will be conducted by appointment only. Contact information:

VEHICLE FOR HIRE REGISTRATION INFORMATION

407-685-5722



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Application Procedures for Pedicab/Rickshaw Services

Effective January 1 2009, the Orange County Convention Center has instituted standards for vehicles operating as pedicabs/rickshaws (hereafter referred to as pedicabs). This standard will be in effect only for those pedicabs wishing to conduct business on the Orange County Convention Center (OCCC) property.

Pedicabs are defined as human-powered vehicles for hire, usually with one or two seats for carrying passengers in addition to the driver.

1. The owner of each pedicab will be asked to complete an application. Once the application is complete, you will submit it along with the non-refundable fee for the pedicab permit. The non-refundable fee will be **\$50.00** per OCCC pedicab (two stickers), which will be good for one calendar year. All pedicab drivers operating on OCCC property will be **required** to pass a background check.
2. The owner shall maintain liability insurance insuring the business, each of the pedicabs, each of the pedicab operators, and the Orange County Convention Center with the following insurance coverage and limits:

One hundred thousand dollars (\$100,000.00) for bodily injury or death to any one person within the limit; five hundred thousand dollars (\$500,000.00) for bodily injury or death resulting from any one accident; fifty thousand dollars (\$50,000.00) for property damages resulting from any one accident.
3. Inspections of the pedicabs **must** be completed by the owner. An overview of the pedicab will be completed by the OCCC Transportation Staff at the time the pedicab permit is issued.
4. The pedicabs/pedicab driver(s) **must** adhere to the OCCC's standard operating procedures (outlined below). These procedures will be strictly enforced by the Orange County Convention Center and Orange County Sheriff's Office. If there is an incident occurring where OCCC standard operation procedures are not met, you may be asked to leave property or you may be trespassed by the OCCC and/or Orange County Sheriff's Office.

We will announce the date and location when applications for the OCCC permits/decals will be available. For further information, please contact the Orange County Convention Center Traffic Coordinators at 407-685-5815 or 407-685-5858.



PEDICABS/RICKSHAWS

Pedicab Standard Operating Procedures

- All pedicabs providing transportation services from the Orange County Convention Center (OCCC) **must** possess a valid Convention Center permit on the back of the cab where it is clearly visible/free of obstruction to passengers and OCCC staff. Non-permitted pedicabs found on OCCC property are subject to trespass.
- All pedicab service shall operate from the designated staging locations. Passengers **must** be picked up in those designated locations. Authorized pedicabs will then progress through the staging locations to depart the OCCC property.
- Drop-off for passengers by pedicabs **must** also only occur in the designated locations.
- During inclement weather, pedicabs must remain within the designated pick up/drop-off locations or may depart OCCC property for off-site staging/shelter.
- “Cruising” by pedicabs is **prohibited** on the OCCC property.
- All drivers **must** remain in the immediate vicinity of their pedicabs.
- Solicitation of a fare by operators of pedicabs shall be **strictly prohibited**.
- All pedicab drivers **must** be dressed (men and women **must** have shirts on covering torso) in clean, company uniform where the logo is visible to the OCCC staff and to the passenger.
- The logo of the company should be on a hat, t-shirt or name-tag. If the company has no established logo, all parties of the company **must** be dressed in a uniform manner; (i.e., same color/same style dress).
- Profane and/or offensive logos, attire or verbiage will **NOT** be permitted.
- Pedicabs shall **not** be maintained, cleaned, or detailed in the passenger loading area. If maintenance must be completed, the operator of the pedicab must move out of the staging area.



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Pedicab Standard Operating Procedures cont.

- Any employee or driver of a pedicab shall **NOT** engage in the use or consumption of illegal drugs and/or alcoholic beverages, boisterous conversations, profanity, or fighting at the OCCC.
- All drivers **must** adhere to all bicycle laws. The State of Florida requires all bicycles to obey all the same traffic laws as motorized vehicles.
- Impeding or blocking travel lanes or emergency vehicles, including police vehicles, fire trucks or ambulances, is **strictly** prohibited.
- The Orange County Convention Center and the Orange County Sheriff's Office will strictly enforce all of the above mentioned procedures. Anyone who violates these procedures will be subject to permanent cancellation of the OCCC permit, ticketing, legal trespass and /or arrest.
- **ONLY** licensed law enforcement officers may carry firearms on property.
- In case of an emergency and/or issues that may arise on Convention Center property, please contact the Security Command Centers at 407-685-9828 (West Building) and 407-685-7102 (North/South Building). When off OCCC Property, please call 9-1-1.



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Pedicab Permit Application

Date of Application _____

Applicant's Name _____

Home Phone # _____

Cell Phone # _____

Email Address _____

Applicants Date of Birth _____

Home

Address _____

City _____ State _____ Zip _____

Driver's License # _____ (Attach a photocopy)

License Classification _____

Endorsements _____

Applicant's Name of Business _____

Occupational # _____

(NOTE: If the business is a partnership, attach the partnership instrument or certified copy. If the business name is different than applicants, attach the county of registration certificate or certified copy)

Business Location _____

Business Phone _____

Business Email and Website _____

Business Mailing Address

City _____ State _____ Zip _____



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Pedicab Information

Make _____ Model _____ Year _____

Serial Number _____

Color Scheme _____

Company Name on Pedicab _____

Insurance Co. _____

Policy # _____

Insurance Agent _____

Phone# _____

Agent's _____

Company _____

Address _____

City _____ State _____ Zip _____

Attach a copy of insurance card and verification of insurance coverage for each pedicab that will be operating on OCCC property.



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Pedicab Reference Form

The names and addresses of any and all persons holding ten percent (10%) or greater beneficial interest in the applicant's company must be provided. (Use back of this page if needed.)

Three (3) references (**not related to the applicant**)

1. Name _____
 Address _____

 City _____
 State _____ Zip Code _____

2. Name _____
 Address _____

 City _____
 State _____ Zip Code _____

3. Name _____
 Address _____

 City _____
 State _____ Zip Code _____

Pedicab Inspection: or X

Brakes _____ Cleanliness _____ Audible bell/horn _____
 Front/Rear lights (night time) _____ Tires _____
 Name on pedicab _____ Company _____ Insurance verified _____

Official Use: Do not write below this line

Permit Issued: Yes No (Circle one) **Permit No.:** _____ **Exp.** _____

Date ____/____/____

Issuing Authority
