



Transportation Management Division
Transportation Management Division
 1685 Main Street, Room 115
 Santa Monica, CA 90401
 Tel: (310) 458-8291



2010-2011 Tour Bus Operator Application

Tour Bus Operator Name _____ Application Date ____ / ____ / ____

Business Address _____ City _____ State ____ Zip Code _____

Contact Name _____ Title _____

Business Phone # _____ Email Address _____ Fax # _____

TCP License # _____ (attach copy)

Number of tours on average: ____/day ____/week ____/month

Expected days of week and number of tours: M ____ Tu ____ Wed ____ Th ____ Fri ____ Sat ____ Sun ____

Typical Group Size: _____ to _____ persons per Tour Group

Average Amount of time planned to spend in Santa Monica: _____ hours, _____ minutes per Tour Group.

Vehicle Information

Vehicle Type	License Plate No.	Weight	Passengers

If additional Vehicles are to be used, please attach separate sheet and check here

If vehicles used for tour groups into Santa Monica are not owned/operated by the company listed above, please provide vehicle owner/operator information below:

Company Name: _____

Company Contact Name: _____

Company Contact Phone: _____ Email: _____

Driver Information

Name	CA Drivers License No.	Class Permit

If additional Drivers are to be used, please attach separate sheet and check here

Tour Bus Operator Signature _____ Date ____/____/____

City of Santa Monica Tour Bus Permit Policies – Please Read Carefully

General Instructions:

- Provide each bus with their corresponding Santa Monica Tour Bus Parking Permit and Parking Coupons.
- Parking Coupons may be reproduced, but must be utilized by the designated vehicle.
- Provide one coupon each time the bus parks.
- Authorized Tour Bus driver must fill in the Time & Date of Arrival line on each coupon.
- Upon entering the parking lot (2030 Barnard Way/Lot 4 South), submit the completed Parking Coupon to the Parking Operator for entry.
- Each vehicle must have its own Parking Permit and Parking Coupon.
- Keep the Parking Permit and Parking Coupons with the designated vehicle.
- Display Parking Permit on the bottom area of the driver-side window with the city logo facing out.

Parking Area Restrictions:

- Courtesy parking for Certified Tour Bus Operators is provided at **2030 Barnard Way (Lot 4 South)**.
- Park in designated spaces only.
- Park **Monday through Friday** from sunrise to sunset only.
- Additionally, parking will not be available on the following dates:
Nov. 25, 2010, Dec. 24, 2010, Dec. 31, 2010, Jan. 17, 2011 and Feb. 21, 2011
- Park head-in only, unless otherwise directed by parking attendant.
- Turn off engines.
- Turn off any electronic device that can be heard outside of the tour bus.
- Refrain from littering.
- Display Parking Permit at all times.
- Comply with all loading and parking area requirements.

Loading Areas:

Active loading and unloading, for a period limited to 10 minutes is allowed in the following Places:

- Ocean Ave., west side, south of Santa Monica Blvd.
- Ocean Ave., west side, north of Arizona Ave.
- Wilshire Blvd., south side, west of Third Street Promenade.
- Second St., east side, north of Arizona Ave.
- Broadway, south side, west and east of 5th St.
- Parking Lot 1 North, 1550 Pacific Coast Highway.

Operator Requirements:

- Maintain valid P.U.C. certificate.
- Maintain adequate insurance per P.U.C. requirements.
- Ensure all drivers carry valid CA Driver's License of the appropriate class.
- Ensure visitors spend a minimum of four hours per visit in Santa Monica.
- Maintain current contact information with Santa Monica Convention and Visitors' Bureau.
- Maintain current vehicle information with City's Transportation Management Division.

Permit must be kept at the Tour Bus parking location. It must be shown to any person upon request.

Failure to comply with any instruction or regulation may result in loss of parking authorization for any vehicle, driver, or fleet.