



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

Application for Certification as Tour Bus Operator

The City of Santa Monica, in conjunction with the Santa Monica Convention and Visitors' Bureau and the Bayside District Corporation, welcomes Tour Bus Operators to our community. The City would like to extend courtesy parking and use of designated zones within the City to tour bus operators who are certified by the CVB for their contribution to the visitor industry in Santa Monica. Tour Bus Operators interested in receiving this certification and access to courtesy parking should submit this application, by July 1, 2009, for the calendar year ending in 2009. Operators should be notified of their certification and provided identification and access to courtesy parking by July 31, 2009. The courtesy parking program is a pilot program, and its success will depend, in part, on operator compliance with City regulations and program guidelines.



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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: ____ - ____

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

Vehicle Information:

Please note if vehicles used for tour groups into Santa Monica are not owned/operated by the company listed above.

Company Name: _____

Company Contact Name: _____

Company Contact Phone: _____

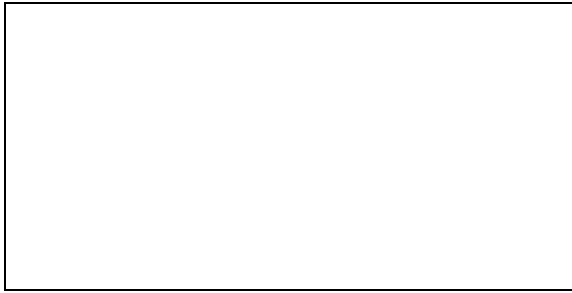
Vehicle Type	License Plate No.	Weight	Passengers

Drivers:

Name	Drivers License No.	Class Permit

Tour Bus Operator Signature _____ **Application Date** ____/____/____

CVB Certification



Fees: Annual License \$ _____ Total Fee \$ _____

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



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Tour Bus Regulations – *Please Read Carefully*

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 all vehicles display Tour Bus Certification documentation.
- Deposit \$20 per key card, if required for parking access to off street lots.
- Ensure visitors spend a minimum of four hours per visit in Santa Monica.
- Maintain current contact information with Santa Monica Convention and Visitors' Bureau.
- Park only in designated areas.
- Comply with all loading and parking area requirements.
- Provide each bus with a copy of the Santa Monica Tour Bus Operator Certificate.

Loading Area Requirements

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

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

Parking Area Requirements

- Courtesy parking for Certified Tour Bus Operators will be provided in areas designated by the City of Santa Monica. The initially designated parking area is 2030 Barnard Way, and is subject to the following:
- Parking is available sunrise to sunset only.
- Park in designated spaces only.
- Parking is unavailable on the following dates:
 - 2009—July 3-5, August 29-31
 - 2010—May 29-31, July 3-4, August 28-30
 - 2011—May 28-29, July 2-4, August 27-29
- Park head-in only, unless directed otherwise by parking attendant.
- Turn off engines.
- Turn off any electronic device that can be heard outside of the tour bus.
- Refrain from littering.
- Bus must display a Santa Monica Tour Bus Operator Certificate at all times.