

Applying for a Bus Route License

Pursuant to MA General Law Chapter 159A Section 1, you must obtain a license before operating any bus route for the carriage of passengers for hire in Somerville. Generally, a license is required to operate a vehicle for hire that picks up or drops off customers in Somerville along a route.

TERM:

- The license expires on December 31 of the second year following the date of the license.

APPLICATION CONDITIONS:

- You must apply online.
- The proposed route must be approved by the city's Parking Department, Public Works Department, and Mobility Division of the Mayor's Office of Strategic Planning and Community Development.
- Vehicle insurance, at a minimum \$500,000 combined single limit against liability for injuries or death, must name the city as a certificate holder, and require ten days' notice of termination to the city.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- The license is not transferrable.

FEE:

- \$50.00 nonrefundable application fee.
- \$605.00 license fee, paid after the application is approved.

ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- The Workers' Compensation Insurance Affidavit (download the form when you apply).
- MA Registration for each vehicle.
- If your garage will be located in Somerville, lease or other documentation of your access to the proposed premises.
- Certificate of Insurance showing a minimum of \$500,000 CSL auto insurance coverage, with Somerville named as a Certificate Holder.
- A map of the route(s).
- The schedule(s).

HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click the **citizenserve** logo.
- Click "My Account."
- Log in, or, if this is your first online application, click "REGISTER NOW" to create an account.
- Scroll down and click "APPLY FOR A LICENSE."
- At Application Type, select "Business License."
- At Sub Type, select "Bus Route."
- Enter your Business Name.
- At "Is this application for a new or existing business location?":
 - Select "A new business location" if this is your first application in CitizenServe.
 - Enter the Somerville address of your proposed business, and click "FIND ADDRESS."
 - If CitizenServe doesn't identify your address, select "USE THIS ADDRESS."
 - OR
 - Select "An additional license for an existing business" if your business is licensed in CitizenServe.
 - At "License #" select a license you've received before.
- Answer the remaining questions.

- At Contacts, select a contact you've already entered, or, if you want the license mailed to a different address, select "Enter a new contact" and enter the mailing name and address.
- Upload the required documents, Accept all terms and conditions, Submit the form, and Pay the required fee.

QUESTIONS?

- If you have questions, contact the City Clerk at cityclerk@somervillema.gov.