

**8880.1000 RECORDS.**

Subpart 1. **Records required; authority to inspect.** A limousine operator must keep the records required in subparts 2 to 5. The records must be kept at the limousine operator's principal place of business and must be available for inspection, audit, or copying in Minnesota by the commissioner upon request. Records must be kept for three years.

Subp. 2. **Trip and fare records.** A limousine operator must keep a record of each trip provided under a permit. For a trip, the record must show:

- A. the date;
- B. the location of origin and destination;
- C. the mileage;
- D. the time the trip began and ended; and
- E. the fare charged.

Subp. 3. **Referral records.** A limousine operator must keep a record of trip referrals when required by part 8880.0300, subpart 7. For each trip referral, the record must show:

- A. the date referred;
  - B. the date the trip was to be provided;
  - C. the name and permit number of the limousine operator to whom the trip was referred;
- and
- D. the name of the customer who requested the service.

Subp. 4. **Vehicle records.** A limousine operator must keep a separate file for each limousine used to provide limousine service. The file must contain the year, make, and vehicle identification number of a vehicle. The file also must contain the inspection record required by part 8880.0900, subpart 6, showing:

- A. the date and mileage of an inspection;
- B. a list of each component or item described in part 8880.0900, subpart 5, item B, and a notation of which components or items were inspected;
- C. a notation of necessary maintenance, repair, or replacement of vehicle parts and the date the maintenance, repair, or replacement was completed; and
- D. for limousines equipped with emergency doors or window exits as required by Code of Federal Regulations, title 49, section 571.217, a record of tests conducted every 90 days to ensure that all emergency doors and window exits function as intended by the manufacturer.

Subp. 5. **Driver records.** A limousine operator must keep a separate file for each driver employed or used to provide limousine service. The file must contain:

- A. the name, as it appears on the driver's license, and birthdate of the driver;
- B. the driver's license number;
- C. a copy of the medical examiner's certificate required in part 8880.0800, subpart 3, and a copy of a waiver granted under part 8880.0800, subpart 4, if any;
- D. a statement signed by the person who conducted the most recent review of the driver's driving and criminal records as required by part 8880.0800, subpart 7. The statement must show the name of the person who checked the records, the date the records were checked, and whether the driver was found to meet the standards of part 8880.0800, subparts 5 and 6. If the driver was found not to meet the standards, the statement must show the date the driver became disqualified and the reason for the disqualification; and
- E. the documents relied on to perform the review of the driver's driving and criminal records as required by part 8880.0800, subpart 7.

**Statutory Authority:** *MS s 221.84*

**History:** *18 SR 2220; 50 SR 570*

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