



## LIMOS AND CHARTER/TOUR BUSES

The Department of Business Affairs and Consumer Protection (BACP) takes measures to ensure Chicago licensed limos and charter-sightseeing buses are safe for public use. BACP issues City of Chicago livery and charter-sightseeing vehicle and livery chauffeur licenses.

### LIMOS AND CHARTER/TOUR BUSES GUIDELINES

- Limos and charter (party) buses providing transportation in the City of Chicago must be licensed. Make sure the vehicle you are hiring to drive in the City of Chicago has its required licenses by visiting the “Public Passenger Vehicle License” dataset at [data.cityofchicago.org](https://data.cityofchicago.org).
- Ensure that your limo driver has a valid City of Chicago Public Chauffeur license by searching the “Public Chauffeur” dataset on the City’s Data Portal.
- In Illinois, the driver of any vehicle transporting 16 or more persons, including the driver, must carry a commercial driver’s license (CDL) with a Passenger Endorsement (P) issued by the State of Illinois.
- The limo or charter/tour bus company should include its City account number (IRIS number) on all advertising materials, print or electronic, and on each contract. In addition, City of Chicago Public Vehicle License Number should be on the door panel.
- Beware of vehicles stretched or modified over 10 feet. Stretch vehicles that do not have certified modifications may endanger the lives of passengers that are not able to exit during an emergency.
- For “Party Buses”: an owner and driver of a charter/tour vehicle must prohibit or report to the police any passenger: (1) who is under the age of 21 with alcoholic beverages; (2) engages in disorderly conduct; (3) possesses drug paraphernalia; (4) unlawfully possesses a firearm; (5) discharges a weapon; (6) hurls projectiles from the vehicle; (7) commits indecent exposure; (8) litters; or (9) unlawfully possesses marijuana or any controlled substance.
- **NEW - Effective August 1, 2021**, Trips involving a vehicle with passenger capacity of 15+ regardless of licensing jurisdiction must engage an operational security camera meeting City’s technical specifications during the trip; have onboard a written safety plan of operation to safeguard passengers, the driver and the public – the plan must be presented to authorized personnel upon request; PLUS
  - Specifically for trips which prohibit drinking alcoholic beverages on the bus AND have a scheduled itinerary of stops: personnel trained in security protocols to ensure safety of passengers, the driver, and the public (who may be the driver) must be present on the bus during the trip OR
  - Specifically for trips with drinking of alcoholic beverages on the bus (including BYOB) OR without a scheduled itinerary of stops: a licensed security guard must be on the bus during the trip, in addition to the driver.

### ADDITIONAL INFORMATION ON OTHER SIDE



## AVOID FRAUD OR UNWARRANTED FEES

- Before signing a contract to purchase a service or product: read the fine print; look for overage charges and hidden fees; and make sure that the contract includes all of details of your event or trip, including time of pick-up and drop-off, your full itinerary, the make, model, and year of the vehicle you have chosen, and the number of people traveling.
- Obtain a direct phone number for driver or chauffeur on duty and the business.
- Request a receipt and a copy of the contract. Make sure you obtain receipts for all payments.
- Many companies require a deposit at the time of booking. Ask about the terms of the deposit, such as how much is required, and whether it is refundable in the event of cancellation.
- Check the refund and cancellation policies. Some companies have strict cancellation policies, so find out if you are able to cancel once you hire your limousine or bus and what your deadline is to do so.

## PASSENGER SAFETY

- Buckle up: all passengers should wear seat belts.
- If traveling with a young child, bring a car seat to secure your child in the vehicle.
- Be alert. Pay attention to surroundings during the drive – especially signage and traffic conditions.
- Only enter and exit the vehicle curbside – do not enter or exit the vehicle in the street, intersections, cross-walks, bike lanes, or on expressways (including Lake Shore Drive).
- Look before opening doors – check for pedestrians, bikers, and other cars before opening doors.
- Do not attempt to fit more passengers in the vehicle than available seat belts.

## RESOURCES

- Consumers are encouraged to use the CHI 311 system (call 3-1-1, use the CHI311 mobile app, or visit [311.chicago.gov](https://311.chicago.gov)) to report compliments, complaints, unlicensed operation, or fraudulent practices.
- Chapters 9-114 “PUBLIC PASSENGER VEHICLES OTHER THAN TAXICABS” and 9-104 “PUBLIC CHAUFFEURS” of the Municipal Code of Chicago are available for free at [amlegal.com](https://amlegal.com).
- Licensing questions may be sent to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org).
- Licensing data is available at [data.cityofchicago.org](https://data.cityofchicago.org) in the “Public Passenger Vehicle Licenses” and “Public Chauffeurs” datasets.