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 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?”:
  o Select “A new business location” if this is your first application in CitizenServe.
    o Enter the Somerville address of your proposed business, and click “FIND ADDRESS.”
    o If CitizenServe doesn’t identify your address, select “USE THIS ADDRESS.”
  OR
  o Select “An additional license for an existing business” if your business is licensed in Citizenserve.
    o 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.