

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 Traffic and Parking Department, Public Works Department, and Transportation and Infrastructure 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 on "APPLY FOR A LICENSE."
- Log in, or, if this is your first online application, click on "REGISTER NOW" to create an account.
- At License 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.
 - Then enter your business address, and click on "FIND ADDRESS."
 - If your address is not in Somerville, select "USE THIS ADDRESS."
 - If your address is in Somerville, make sure you enter a valid address.
 - OR
 - Select "An additional license for an existing business" if you've already been licensed before.
 - 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 617-625-6600 x4110 or cityclerk@somervillema.gov.