

Medical Transportation and Vehicle-For-Hire Driver or Attendant Permit Processing



STEP ONE - COMPANY

Prior to undergoing medical transportation and vehicle-for-hire driver or attendant permit processing by LADOT, you must be hired by a company permitted by the department to operate in the City of Los Angeles. Obtain a two-sided DRIVER/ATTENDANT PERMIT APPLICATION from your company, which has been signed by an authorized company representative whose signature is on file with LADOT. [Click here to download a PDF version of the Driver/Attendant Permit Application](#) — the application must be two-sided and remember to get an authorized company representative's original signature on the back!

STEP TWO - DMV

Go to the California Department of Motor Vehicles (DMV) and obtain a complete driving history report (“H6”) issued within the last 30 days. The report must state “End” on last page. Limited driving history (“K4”) reports and reports obtained online are not accepted.

STEP THREE - LADOT

Begin the permit process by asking your company representative to contact the Department via e-mail to DOT.Franchise@lacity.org. Normal business hours are 9 a.m. to 12 p.m. and 1 p.m. to 3 p.m. Monday through Thursday. Same day appointments are not available. We are closed every Friday and on all City holidays. All applicants must appear in person and present the following original documents (no photocopies!) to obtain a new, renewal (non-expired) or replacement (lost/stolen/operator change) permit:

- Complete DRIVER / ATTENDANT PERMIT APPLICATION form signed by an authorized company representative
- Complete (DMV driving report) issued within the last 30 days (must state “End” on last page)-no online reports accepted
- Valid California Driver’s License, or CA I.D. card *for attendants only*

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Proof of right to work (i.e., Social Security Card without restrictions, U.S. birth certificate, U.S. passport (current or expired), Naturalization Certificate, Green Card, or other acceptable immigration or work authorization documents)

- Company letter regarding applicant's training on loading/unloading passengers, wheelchair restraints, etc. (new Ambulance and non-ambulatory applicants only)
- Payment of all non-refundable processing fees, including fingerprint fees for first-time permittees or those whose last permit expired more than three years ago. The current fee schedule is as follows: New w/ fingerprints (\$194); New-expired < 3 years (\$106); Renewal -unexpired (\$146); or Replacement-lost/stolen/operator change (\$52); the fingerprint fee alone is \$88. All fees are subject to change. **Processing fees are non-refundable and are required whether a permit is issued, denied, suspended, cancelled, or revoked.**

Acceptable methods of payment are check and credit/debit cards (Visa/MasterCard/Discover only). 3rd party checks or credit/debit cards are not acceptable. **Please note that we do not accept cash.** For questions regarding fees, contact the Department via e-mail at DOT.Franchise@lacity.org.

BACKGROUND CHECK: all applicants will be checked for outstanding parking tickets, which must be resolved prior to the issuance of any permit, and all applicants will be fingerprinted for a **CRIMINAL RECORD CHECK**. All applicants are required to disclose any and all convictions on their application, including those dismissed or expunged. Failure to disclose criminal convictions or submission of inaccurate dates of conviction is **Falsification of Application** and cause for the immediate denial, cancellation, or revocation of a permit and **forfeiture of all fees paid**. Board Order 600 discusses driving and criminal record requirements for non-taxi driver and attendant permit applicants as established by the Board of Transportation Commissioners. See Commission website for details.

In addition to the above, the following original documents are required depending on the type of permit requested:

Ambulance Driver

- Valid Medical Exam (DL-51) certificate
- Valid CA State-issued EMT-1 or above (i.e., Paramedic, RN, or LVN)
- Valid CA Ambulance Driver Certificate



Ambulance Attendant / Litter Van Driver/ Litter Van Attendant

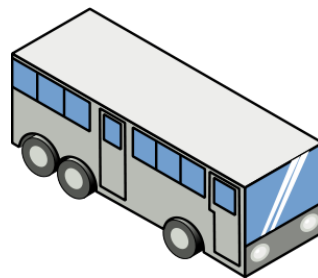
- Valid CA State-issued EMT -1 or above (i.e., Paramedic, RN, or LVN) card

Non-Ambulatory Driver / Non-Ambulatory Attendant

- Valid CPR and First Aid cards (Red Cross equivalent or EMT-1 or above)

Motor Bus Driver

- Valid Class B CA Driver's License
- Valid Medical Exam (DL-51) certificate



Note: All permits issued are conditional pending the department's receipt and review of an applicant's criminal history report from the CA Department of Justice and Federal Bureau of Investigation. Permits are the property of LADOT and must be returned upon expiration or in order to renew. Permits may be renewed up to 60 days prior to expiration. Applications to replace a lost or stolen permit must be accompanied by a police report.

QUESTIONS? HOW TO CONTACT LADOT

If you have any questions about the driver or attendant permitting process, or wish to submit an application to obtain authorization to provide medical transportation or other vehicle-for-hire service in the City of Los Angeles, contact the department via e-mail at DOT.Franchise@lacity.org or call our public line at (213) 928-9600. If you have questions regarding enforcement operations, please contact a Transportation Investigator via e-mail at DOT.Investigator@lacity.org.