



## S.C. Office of Regulatory Staff Driver File and Vehicle Requirements for a Class C Taxi Certificate

### Class C Taxi Driver File Requirements

**ALL OF THE INFORMATION LISTED BELOW MUST BE KEPT ON FILE AT YOUR PLACE OF BUSINESS BECAUSE THE ORS INSPECTOR WILL NEED TO SEE THE PAPERWORK WHEN HE/SHE PERFORMS AN INSPECTION.**

- Must be 18 years old
- 3 year **certified** copy of driving record from **DMV (must be updated annually)**
- **State** criminal background check
- Copy of current/valid driver's license (**South Carolina or State of residence**)
- Sex offender registry check
- Before operations, each driver must have an I.D. badge which has their picture, name and the name of the company. This must be displayed in such a way that is visible to the passengers
- Each driver must have a manifest and a receipt book

#### **State Criminal Background Check**

A state criminal background check ordered from the South Carolina Law Enforcement Division (SLED). County or city record checks are not acceptable.

**If you have access to the internet**, the website address for SLED is:

<http://www.sled.sc.gov/>

Once on the home page, follow the link entitled "Criminal Records Check." Follow this link to the "SLED CATCH" page. You may order a Criminal Records Check for \$25 with a credit card.

**If you don't have access to the internet**, you can call the Records Check division at SLED at (803) 896-1443 weekdays between 8:00 am – 4:30 pm

#### **Sex Offender Registry Check**

A sex offender registry check can only be obtained through the internet. You may use the website of either the South Carolina Law Enforcement Division (SLED) or the National Sex Offender Public Website (NSOPW).

The website address for SLED is: <http://www.sled.sc.gov/>

The website address for NSOPW is: <http://www.nsopw.gov>

To provide proof that a driver is not registered as a sex offender, search by the driver's first name, middle initial and last name and print the page which lists the results of the name search. The list of names should **not** include the name of the driver and this is the proof needed to demonstrate the driver is not registered as a sex offender.

All Class C Taxi and Charter Certificate holders are prohibited from employing or leasing vehicles to drivers who are registered, or required to be registered, as a sex offender with the South Carolina Law Enforcement Division (SLED) or any national registry of sex offenders. If the certificate holder of a Class C Taxi or Charter Certificate is registered or required to be registered as a sex offender with SLED or any national registry of sex offenders, he/she is prohibited from driving a taxi cab or limousine.

**SEE OTHER SIDE FOR THE CLASS C TAXI VEHICLE REQUIREMENTS**



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**Class C Taxi Vehicle Requirements**

- Owners and drivers shall inspect the vehicle that the driver is operating daily to ensure that it can be operated safely.
- Owners and drivers shall ensure that the interior of the vehicle is kept in a clean and sanitary condition.
- Owners and drivers shall ensure that the general mechanical condition of his/her vehicle is in good operating condition and mechanical repair.
- Owners and drivers shall ensure that the vehicle exterior meets the requirements set forth in Regulation 103-153:
  - **Marking of Vehicles Required.** No carrier regulated by the Public Service Commission shall operate any motor vehicle upon the highways in the transportation of property or passengers for compensation unless the name, or trade name, place of principal office, and PSC I.D. number appear on both sides of such vehicle in letters and figures not less than three (3) inches high.

**SAMPLE: Richard Skinner Trucking Company Nichols, South Carolina  
SCPSC #1234**
  - **Legible Placards or Printing May Be Used.** The marking required may be printed on the vehicle or on legible placards securely fastened on both sides of the vehicle. Every vehicle used by a carrier in his operation whether owned, rented, leased, or otherwise obtained must be marked or identified as provided herein.
- Owners and drivers shall ensure that jack, spare tire, and other equipment in the trunk or other storage area of the vehicle is secured, and covered with appropriate material to avoid damage to a passenger's luggage or other possessions.

**In addition to the above, all company owners and drivers are required to know the Rules and Regulations of the Public Service Commission. A paper copy of the Regulations or access to them via the internet or other electronic means is a regulatory requirement. A link to the Rules and Regulations of the Public Service Commission can be found on their website. The website address for the Public Service Commission is: [www.psc.sc.gov](http://www.psc.sc.gov)**