

**CITY OF SAN ANTONIO
GROUP CYCLE RULES AND REGULATIONS
March 9, 2016**

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Section

3000	General Rules and Regulations
3100	Group Cycle Permitting
3200	Group Cycle Permit Holders
3300	Group Cycle Drivers
3400	Group Cycle Equipment

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SCOPE AND INTENT

These rules and regulations adopted by the City of San Antonio shall be followed by all permit holders, employees, contractors and drivers providing group cycle service in the City of San Antonio.

SECTION 3000. GENERAL RULES AND REGULATIONS

3000. Group cycles, prior to operating, file with the director and receive approval on all routes to be utilized by the vehicle.

Group cycles shall not operate on any streets around the Alamo, on Market St, Cesar Chavez, Houston (Between Alamo to Santa Rosa), or Commerce St. Additional streets may be restricted by the Director during periods of heavy traffic congestion resulting from construction, holiday activities, or special events.

3001. A group cycle may only operate on commercial streets in the King William District

3002. Group cycles shall not utilize a sound amplification system while in the King William Historic District.

3003. Group cycle permit holders, company employees, contractors and drivers may not solicit.

3004. Hours of Operation. A group cycle may only operate during the following hours:

Monday – Friday: 9:00 am to 4:00 pm and 6:00 pm to 2:00 am

Saturday – Sunday: 9:00 am to 2:00 am

City Holidays: 9:00 am to 2:00 am

3005. A group cycles shall not be outside of its facilities during non operating hours, unless the operator has been granted permission, in writing, from the director.

3006. The loading or unloading shall be done in curb cutouts, loading zones, vehicle parking spaces, or similar areas.

3007. Group cycles may not enter areas closed with Public Works Road Closure Permit or SAPD Procession Permit during permitted times. (This area includes sidewalks and streets)

3008. A group cycle shall obey all traffic laws, signs and signals.

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- 3009.** A group cycle which is moving slower than the other traffic on the roadway shall ride as near as possible to edge of the roadway, which may be the left side of the road on a one way street.
- 3010.** Group cycle shall not load, unload, or ride in a bus lane. Group cycles may utilize bus lanes to make a legal turn.

SECTION 3100. GROUP CYCLE PERMITTING

- 3100.** The total number of permits shall be equal to the number of applications received by May 31, 2016.
- A) Applications received by May 31, 2016 will be issued 1 permit per application.
- B) Total permit numbers will be reviewed in November 2016 to determine the need and necessity of additional permits.
- C) If new permits are required Rule 3101 – 3105 shall apply
- 3101.** Each applicant will receive a drawing number(s) and letter (s); these numbers/letters will be placed on drawing balls.
- 3102.** Each applicant will receive the equal number of drawing balls as permits requested on their application.
- 3103.** When a drawing ball is drawn, the applicant who has been assigned that number will be issued that corresponding permit. The drawn ball shall not be placed back in the drawing. This process will continue until all available permits have been issued.
- 3104.** A second drawing will be held with the remaining drawing balls. This drawing will establish the reserve permits. An equal amount of drawing balls shall be drawn as available permits and recorded in the order that they are drawn. If, any permit holder fails to comply with Section 33-321(d), the permit shall be issued to the first reserve permit drawn, this process would continue if needed.
- 3105.** Each Reserve Permit will have 90 days from the date of issuance of the permit to complete all requirements of Chapter 33 and have the group cycle inspected and permitted. Failure to comply will result in forfeiture of the permit.

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SECTION 3200. GROUP CYCLE PERMIT HOLDERS

3200. Each holder shall have a written driver's appearance standard, which has been approved by the director. This appearance standard shall be enforced at all times. These appearance standards shall include the following:

(A) Independent contractors, drivers, and employees shall not be authorized to wear open toe or open heel shoes.

(B) The appearance of independent contractors, drivers, and employees shall be neat and clean, and clothes shall not have holes, stains or rips.

(C) The uniform of independent contractors, drivers, and employees shall display their name and company. This may be accomplished by embroidery or name tags. The name and company name must be visible at all times.

3201. It shall be the responsibility of every holder to require that drivers under their employment or contract be hygienically clean, well groomed, neat and suitably dressed.

(A) The term "hygienically clean" shall refer to the state of personal hygiene, body cleanliness and absence of offensive body odor normally associated with bathing or showering on a regular basis.

(B) The term "well-groomed" shall mean that scalp or facial hair shall be combed or brushed and that all clothing is clean, free from soil, grease and dirt, and without un-repaired rips or tears and shall not present a ragged appearance.

3202. Permit holders, employees, contractors and drivers are responsible for complying with all rules and regulations of the City of San Antonio, any State of Texas laws or federal laws relating to the operation of a group cycle.

3203. Each holder shall supply to the director, upon request, a current list to include contact information of all drivers and contractors.

3204. A holder shall notify the director of an arrest, filing of a criminal complaint, information, or indictment against the holder or one of the drivers employed or contracted by the holder, whether or not any of the foregoing is related to on-duty conduct.

3205. A holder shall return any confiscated city driver permits to the Ground Transportation Unit within three days from the date of confiscation.

3206. Each holder shall conduct himself/herself in a professional manner and resolve all disputes with other holders, the business community, the general public, and public officials with a goal of maintaining a favorable public image for the City.

3207. At the request of the director, a holder shall immediately take a group cycle out of service and make the group cycle immediately available to the Director.

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SECTION 3300. GROUP CYCLE DRIVERS

- 3300** Group cycle drivers are required to follow all requirements in Sec. 33-041 Drivers Qualifications
- 3301.** A driver shall have in the driver's immediate possession a valid Texas drivers license while operating a group cycle, and shall present the license upon request.
- 3302.** A driver shall display the driver's valid city drivers permit at all times. This location must be approved by the director.
- 3303.** A driver shall ensure that at all times the lights, brakes, tires, and any other required items are in good repair, fitted, working properly, and that evidence of proper insurance is carried in the group cycle.
- 3304.** A driver on duty shall conform to the appearance standards approved by the director for that group cycle holder. A driver's clothes must be neat and clean in appearance. The clothes must be free of rips, tears, cuts, stains, or odors.
- 3305.** A driver shall be hygienically clean and well groomed at all times while on duty.
- 3306.** A driver shall provide prompt, efficient service and be courteous at all times to the general public and other city-permitted group cycle drivers, and city officials. This prohibits but is not limited to the following: unwanted conversation, verbal abuse, profanity, threats, physical abuse, or throwing objects.
- 3307.** Reserved.
- 3308.** A driver shall not knowingly allow the unauthorized use of a city drivers permit. The city drivers permit is nontransferable and it is not to be duplicated.
- 3309.** A driver shall not use another person's city drivers permit.
- 3310.** A driver may not apply for nor possess more than one city drivers permit at any one time unless authorized by the director.
- 3311.** A driver shall at no time allow anyone else to operate the group cycle other than another licensed driver that has been permitted for that company.
- 3312.** A driver shall, as soon as practical, notify the director and his employing permit holder of an arrest of the driver or of the filing of any criminal complaint, information, or indictment against the driver, whether or not any of the foregoing is related to on-duty conduct.
- 3313.** A driver shall not drink any alcoholic beverage while on duty.
- 3314.** A driver shall not drive while under the influence of an alcoholic beverage; intoxicating liquor, or any drug (to include prescription drugs) which may impair driving ability.

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- 3315.** A driver shall not use, sell, handle or transport illegal narcotics at any time.
- 3316.** A driver shall not give any information as to where narcotics may be obtained for illegal purposes.
- 3317.** A driver shall not operate a group cycle which is in an unsafe operating condition.
- 3318.** A driver shall not leave the group cycle unattended except to assist a passenger, unless the group cycle is secured with a lock in a suitable location.
- 3319.** A driver after receiving a hearing notice for a group cycle rule violation shall appear at the time and place for the hearing as indicated on the violation citation. The driver shall also appear at all subsequent hearings relating to the original hearing notice.
- 3320.** A driver when serving suspension time in accordance with these group cycle rules shall turn in the city driver's permit to the director at the time and place so directed.
- 3321.** A driver shall not operate a group cycle while the driver's ability or alertness is so impaired, or so likely to become impaired, through fatigue, illness, or any other cause, as to make it unsafe to continue to operate the group cycle.
- 3322.** A driver shall allow the inspection of their group cycle by City personnel at any time while they are on public streets, including during a trip in which they have been hired.
- 3323.** A driver shall not smoke while on a group cycle, including while resting and operating

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SECTION 3400. GROUP CYCLE EQUIPMENT

- 3400.** A group cycle shall not operate without a valid vehicle permit. A holder shall not alter, falsify, remove, reinstall or tamper with any vehicle permit. Vehicle permits are not transferable from one group cycle to another.
- 3401.** A group cycle shall be immediately removed from service if the group cycle is in an unsafe operating condition.
- 3402.** A group cycle shall be immediately removed from service if the group cycle is operating without the minimum insurance requirements set by the City.
- 3403.** A group cycle shall be removed from service if a correction notice is issued for that vehicle and the deficiency is not corrected within 30 days in accordance with Sec. 33-070 (b).
- 3404.** A group cycle shall be presented to the director for the annual inspection on the date and time it is scheduled. Group cycles not presented shall be removed from service.
- 3405.** A group cycle shall be kept in a clean and sanitary condition at all times. This prohibits, but is not limited to the following: dirt, grime, and stains.
- 3406.** All lights, including all decorative lights, shall be working properly and be free from chips cracks, or other deficiencies.
- 3407.** A group cycle shall be free from cracks, chips, tears, or any other damage or deficiencies.
- 3408.** A group cycle shall have red turn signal lights on both sides of the rear of the group cycle. The director shall determine if the lights used are bright enough and large enough to allow for the safety of the group cycle.
- 3409.** A group cycle shall have a reflective strip of tape on the top of the rear of the group cycle. The tape shall be approved by the director.
- 3410.** A group cycle shall have a working headlight.
- 3411.** A group cycle shall have reflective tape on both sides of the group cycle. The tape shall be approved by the director.
- 3412.** A group cycle shall have a braking system, activated and operated solely by a driver without assistance from or participation by any passenger.
- 3413.** A group cycle shall have a horn.
- 3414.** A group cycle shall have a rearview mirror.
- 3415.** A group cycle shall have a slow moving emblem on the rear.

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- 3416.** A group cycle shall have lettering and numbering no less than two inches in height and at least five sixteenths (5/16) inches wide. Lettering must be of a color that is contrasting to the color of the group cycle.
- 3417.** All lettering and numbers shall be visible at all time.
- 3418.** Each group cycle shall have:
- (a) The company's phone number on each side and rear of the group cycle
 - (b) The company's name on each side and rear of the group cycle
 - (c) The group cycle number that identifies that group cycle to the company.
- 3419.** A group cycle shall have a trash receptacle located on the vehicle as to provide appropriate disposal of trash.