



# TOWN OF PALM BEACH POLICE DEPARTMENT

DEDICATED TO EXCELLENCE



## **BUS PERMIT INSTRUCTIONS**

According to Chapter 118, Section 118-13 of the Town of Palm Beach Code of Ordinances, it is unlawful for any person to operate or allow any person under his control or direction to operate any passenger bus, sightseeing bus, or any truck weighing in excess of 5,051 pounds net weight or other commercial vehicle on any street in the town except the state designated highways unless a permit for the operation thereof is first obtained from the Chief of Police.

Please complete the attached Annual Bus Permit Application which can be returned either by mail or fax as indicated on the application. Upon approval, one Annual Bus Permit will be issued but may be photocopied for fleet use. There continues to be no fee associated with the permit application.

**You do not need to fax the bus route/itinerary to the police department for any trip that operates within established rules and regulations,** however, your driver must carry that bus route/itinerary form with them in addition to a copy of the annual bus permit. If you are stopped by a police officer or code enforcement officer, please have the annual bus permit and the route itinerary available for their review.

**If you are requesting to operate outside of established rules and regulations listed on the Annual Bus Permit, a Special Exception Bus Route/Itinerary form will still need to be emailed or faxed to the police department.** This Special Exception Application/Permit must be applied for three (3) days in advance and if approved, will serve as the special exception permit.

It is our goal to continue to have an excellent working relationship with you while also maintaining a commitment to alleviating traffic congestion in the Town. Any violations of the Annual Bus Permit can result in the revocation of the annual permit and require you to apply for a bus permit each time you travel off the state roads in the Town. If you have any questions, please call (561) 227-7080 or e-mail us at [pbcode@palmbeachpolice.com](mailto:pbcode@palmbeachpolice.com).



# TOWN OF PALM BEACH

## POLICE DEPARTMENT

### ANNUAL BUS PERMIT APPLICATION

Business Name/Bus Line: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone # \_\_\_\_\_ Business Fax# \_\_\_\_\_

E-Mail \_\_\_\_\_

Contact Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Number of Vehicles in Fleet \_\_\_\_\_

Type/Passenger Limit \_\_\_\_\_

Name of Business Owner's Insurance Company: \_\_\_\_\_

Insurance Company Address: \_\_\_\_\_

- No full size buses or motor coaches are permitted to travel on, drop off or pick up passengers on Worth Avenue.
- Only minibuses that have a passenger limit of 28 or under can travel on Worth Avenue. All others must pick up and drop off passengers at S. County Road and Peruvian Ave.
- Please make all attempts to not obstruct traffic.
- Buses are prohibited from parking and must leave the island after dropping off passengers at their designation and return at the designated time of pick up.
- Buses cannot park, stand or stack when another passenger bus is dropping off passengers. You must circle until the other bus has moved
- Routes and/or itineraries **must be carried along with a copy of the permit** at all times by the bus driver
- Any deviations from the established rules and routes require a **Special Exception Bus Permit** which must be applied for three (3) days in advance of the scheduled transport.

**I have read the above rules and regulations and agree to abide by them as a condition of the Annual Bus Permit. Failure to do so can result in a revocation of the Annual Bus Permit and/or result in penalties in accordance with Chapter 1, Section 1-14 of the Town of Palm Beach Code of Ordinances.**

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

**Return application by mail to: Palm Beach Police Department, 345 S. County Road, Palm Beach, FL 33480 or Fax to: (561) 835-4736**

**PALM BEACH POLICE DEPARTMENT**  
**Bus Route/Itinerary**

**MUST BE CARRIED BY BUS DRIVER AT ALL TIMES**

Name of Business/Bus Line: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

<u>Vehicle Type/Pass Limit</u>	<u>Drop off Time</u>	<u>Drop off Location</u>	<u>Return/Pickup Time</u>

If you have any questions or need additional information, please contact us:

Code Enforcement Unit  
Palm Beach Police Department  
Phone: (561) 227-7080  
Fax: (561)835-4736  
E-mail: [pbcode@palmbeachpolice.com](mailto:pbcode@palmbeachpolice.com)

- No full size buses or motor coaches are permitted to travel on, pick up or drop off passengers on Worth Avenue.
- Only minibuses that have a passenger limit of 28 or under can travel on Worth Avenue. All others must pick up and drop off passengers at S. County Road and Peruvian Ave.
- Please make all attempts to not obstruct traffic.
- Buses are prohibited from parking and must leave the island after dropping off passengers at their designation and return at the designated time of pick up.
- Buses cannot park, stand or stack when another passenger bus is dropping off passengers. You must circle until the other bus has moved.
- Any deviations from the established rules and routes require a **Special Exception Bus Permit** which must be applied for three (3) days in advance of the scheduled transport.

**PALM BEACH POLICE DEPARTMENT**  
**SPECIAL EXCEPTION BUS APPLICATION/PERMIT**

**MUST BE CARRIED BY BUS DRIVER AT ALL TIMES**

Name of Business/Bus Line: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

DESCRIBE NATURE OF EXCEPTION REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Vehicle Type/Pass Limit</u>	<u>Drop off Time</u>	<u>Drop off Location</u>	<u>Return/Pickup Time</u>

Please fill in the above information and email or fax **three (3) days** in advance to:

Code Enforcement Unit  
Palm Beach Police Department  
Phone: (561) 227-7080  
Fax: (561)835-4736  
E-mail: *pbcode@palmbeachpolice.com*

\_\_\_\_\_  
Raychel B. Houston, Manager

APPROVED       DENIED as noted: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_