

# CITY OF NEW ORLEANS

LATOYA CANTRELL  
MAYOR

ZACHARY R. SMITH  
DIRECTOR

DATE: April 2, 2019

FROM: Wesley Pfeiffer, Deputy Director, Ground Transportation Bureau

TO: CPNC Holders

CC: Zachary R. Smith, Director, Safety & Permits  
Jennifer R. Cecil, Director, One Stop for Permits and Licenses

RE: CPNC Vehicle Marking Requirements

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This memorandum shall serve as reference to all holders of Certificate of Public Necessity and Convince issued by the Ground Transportation Bureau. This notice will provide a brief overview of the required markings for all CPNC vehicles. No new policies are introduced in this memorandum. The purpose of this document is to clearly state expectations and requirements. **ANY VEHICLE POSSESSING A CURRENT AND VALID CPNC AND INSPECTION STICKER AS OF THE DATE OF THIS MEMO SHALL BE GRANDFATHERED IN AS IT PERTAINS TO MARKING SIZE.**

- **General Information**

- Do not put the word CPNC on the vehicle. Each vehicle, other than taxicabs, are to be identified by the letter prefix and the license number (example: LM-00, SS-00, GC-00, SB-00, CP-00, AC-00, PC-00, AS-00, C-00). Taxicabs are identified by their four digit license number (0000).
- All vehicle markings must prominently contrast against the vehicle color.
- When LPSC numbers are required, such markings must include the specific vehicle identification (example 0000.1, 0000.2, ect.)
- Markings, including company names or phone numbers, are prohibited on vehicle windows except for taxicab rates, credit card acceptance, and security camera notices.
- Wheelchair accessible signage is permissible as long as it does not conflict with other marking requirements.
- Vehicle unit identification numbers (internal company tracking) are prohibited.
- All markings must be permanently affixed. No paper, magnetic, or other removable markings are allowed.

- **Limousine (LM) – Sedans and stretch vehicles**

- CPNC number minimum height is three (3) inches and must be located on the rear quarter panel behind the rear tires on both sides of the vehicle.



- **General Charter (GC), Sightseeing (SS), Airport Shuttle (AS), Courtesy (C), Charter Party Carrier (CP) – Buses**
  - CPNC number minimum height is five (5) inches. The CPNC number must be located on the rear quarter panel behind the rear tires on both sides of the vehicle and at the top center of the rear of the vehicle.
  - The company (line) name minimum height is six (6) inches and must be on both sides of the vehicle.
  
- **General Charter (GC), Sightseeing (SS), Non-Emergency Medical (NE) – SUV & Van**
  - CPNC number minimum height is four (4) inches. The CPNC number must be located on the rear quarter panel behind the rear tires on both sides of the vehicle and at the top center of the rear of the vehicle.
  - The company (line) name minimum height is six (6) inches and must be on both sides of the vehicle.
  
- **Taxicabs – Sedan, SUV, Minivan**
  - CPNC number minimum height is five (5) inches. The CPNC number must be located on the left side of the hood, the right side of the trunk/hatch, and on each front fender of the vehicle.
  - The company (line) name/logo minimum height is five (5) inches and must be on both front doors of the vehicle.
  - The CPNC holder’s name minimum height is three (3) inches and must be on both front fenders.
  - Taxicab rates and company (line) phone number must be located on each rear door.
  - A yellow security camera notice is to be placed on the lower glass of each rear door window above the door handle.
    - If the windows are tinted, an additional decal must be placed on the inside of the vehicle adjacent to the exterior decal.
  - Debit/Credit card acceptance decals are to be placed on the second or third row windows in a conspicuous location.
  
- **School Buses**
  - The word “SCHOOL BUS” is required at the top front and top rear of the vehicle and must be a minimum of eight (8) inches in height.
  - The company (line) name must be on the left and right side of the vehicle at the beltline and must be a minimum of six (6) inches in height.
  - The CPNC number minimum height is five (5) inches. It must be located on the right side of the front bumper, on the rear right side of the vehicle (opposite of the license plate), and on both the left and right side of the lower rearmost panel behind the rear tires.
  - The CPNC holder’s name minimum height is four (4) inches and must be on the lower panel behind the front tires.
  - The battery box must be labeled at a minimum of two (2) inches in height.

  


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Wesley Pfeiffer