

## Shuttle Permit Process Proposal

History- The shuttle inspection process was created when outfitters could use the back of vehicles like bread trucks and the bed of pick-up trucks to transport customers. These vehicles would pass a State Inspection, but they were not safe for transporting customers. There was also a seat lottery and the inspection served as the finalization of the occupancy for each vehicle.

What has changed?

- There is no longer a seat lottery- occupancy for each vehicle is determined by the manufacturer.
- The number of permits is capped, so almost every permit is a renewal of an existing permit.
- Processing of these permits will move from the City Secretary's Office to River Operations, so the ordinance needs to be updated.
- Ordinance requirements are now stricter on type of vehicle permitted to be a shuttle.

Proposal-

- We recommend removal of the internal inspection process for permit renewals due to the redundancy of the State Inspection but will still require a vehicle permit for each river that a river outfitter wishes to operate on.
- Create a process for a Shuttle Permit Renewal that would pertain to the number of permits they had last year, since those have the highest priority and are filled first.
  - Outfitters are accustomed to going to a SmartSheet portal that is specific to each business for most of their required reports. We will build the renewal application into that format.
  - Renewal applications would require make/model of vehicle, a "self-inspection" check list to make expectations clear, proof of insurance, proof of Certificate of Occupancy issued by the City of New Braunfels, a statement of vehicle manufacture's vehicle occupancy, a statement of which river this permit applies to, and proof of registration.
  - After the application is received and reviewed, an invoice for \$50 per permit will be sent for payment.
  - After payment is received, permits and occupancy notices will be available for pick up, or mailed upon request.
- For first-time permits an application will be posted on the city website that links back to a SmartSheet.
  - First-time permits will require an initial inspection of the vehicle, as well as require make/model of vehicle, proof of insurance, proof of Certificate of Occupancy issued by the City of New Braunfels, a statement of vehicle manufacture's vehicle occupancy, a statement of which river this permit applies to, and proof of registration.
  - After the inspection, an invoice for \$50 per permit will be sent for payment.
  - After payment is received, permits and occupancy notices will be available for pick up, or mailed upon request.
- To continue to confirm safe shuttles are on the road, the Fire Marshal's office will send out personnel several times each month to spot check shuttles. The Fire Marshal's findings will be made available on the individual outfitter's SmartSheet portal. The River Manager and Fire Department will work collaboratively to determine course of action when a shuttle vehicle is found out of compliance. At a minimum, that water recreation shuttle permit will be removed until the violation is addressed and reinspected.