



VILLAGE OF GLENCOE

PUBLIC SAFETY DEPARTMENT

Police • Fire • EMS | 325 Hazel Avenue, Glencoe, Illinois 60022
p: (847) 835-4112 | publicsafety@villageofglencoe.org | Follow Us: @VGlencoe

www.villageofglencoe.org

The following conditions must be met by all intercity bus operators and transportation companies transporting more than 10 passengers and performing one-way routing and dropping off of passengers in the Village.

- Applicants must prepare and submit the “Application for Intercity Bus Transportation to the Village of Glencoe” form in accordance with Village of Glencoe Ordinance **23-92(b) PARKING OF BUSES AND TAXICABS**.
- Applicants are instructed to review the Village Ordinance in its entirety (linked below) to ensure the responsibilities of applicant, owner, operator, driver entity directing the transportation, and of the persons present to accept passengers are met.
- Intercity busses may only stop or stand to allow passengers to disembark within the Village between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, or such other time as may be approved by the village manager in its sole discretion, but not on any federal, state, or Village holidays, unless approved by the village manager in its sole discretion.
- No intercity bus may allow passengers to disembark except within 30 minutes before or after the time designated in an application that has been approved.
- Intercity buses may only stop or stand to allow passengers to disembark within the **Glencoe Metra Station located at 724 Old Green Bay Road, Glencoe, Illinois**, or such other location as may be approved by the village manager in its sole discretion.
- The owner, operator, or driver of an intercity bus must make sure that the Intercity bus is met by individuals responsible for coordinating the transportation of the passengers from the stop location in the village to their final destination(s).
- The owner, operator, or driver of an Intercity bus must obtain advance written approval of the Village prior to making a stop and allowing passengers to disembark within the Village. In order to obtain advanced approval of a stop, the owner, operator, or driver of the intercity bus must submit an application to the village manager, pursuant to Section 32-33 of this Code **at least five business days** before the date of the proposed stop.
- Upon receipt of the application for an intercity bus license submitted pursuant to this section, the village manager has designated that the Public Safety Department will undertake a review of the information contained in the application to verify its truth and authenticity. If the application is incomplete, the Public Safety Department will, in writing, advise the applicant of the additional items needed to complete the application. No later than three business days after receiving a completed application, the Public Safety Department will inform the applicant, in writing, that the application is approved or denied for the proposed location of disembarkation in the village.



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- The driver of an intercity bus granted a license pursuant to Section 32-33 to stop in the village must ensure passengers remain on the bus until the designated Village employee is on-site at the designated location for disembarkation to assist in making sure passengers will be transported to their final destination and cared for upon disembarking in the Village.
- The driver of an intercity bus granted a license pursuant to Section 32-33 to stop in the Village must have in its possession a physical or electronic copy of an approved application and present it for inspection at the place of disembarkation, upon request by any employee or designee of the Village.
- No person may permit the disembarkation of passengers from an Intercity bus except in compliance with the application approved pursuant to Section 32-33 of this Code.
- The approval of an application pursuant to Section 32-33 may be revoked by the village manager upon the manager's determination that the application contains any false or misleading information.
- Failure to comply with the application process may result in a fine imposed upon the owner, operator, or driver of an Intercity bus of \$750/per passenger and may result in the impoundment of the Intercity bus in the Village's sole discretion.

Please, e-mail, mail, fax or deliver this form with any supporting material to:

Public Safety Department
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4112 | Fax: (847) 835-1785 | E-mail: publicsafety@villageofglencoe.org