



Choosing to Operate a Wheelchair Accessible Vehicle – How to Apply for WAS Fund Eligibility[‡]

A guide for taxicab, for-hire and TNC-endorsed vehicle owners seeking to voluntarily convert to a WAV and access reimbursements from the Wheelchair Accessible Services (WAS) Fund

Step 1: Review the [Things to Know Before You Convert](#)¹ fact sheet to make sure you understand the requirements of owning and operating a wheelchair accessible vehicle (WAV).

Step 2: Consider applying for provisional approval ([application available here](#)²) for Wheelchair Accessible Services (WAS) Fund eligibility **before** acquiring a WAV or converting an existing vehicle.

- Applications for provisional approval will be approved if the following conditions are met:
 - All drivers associated with the vehicle have a valid WAT endorsement on their for-hire driver's license/permit.
 - The vehicle owner is otherwise in compliance with all requirements established by City and County codes ([SMC 6.310](#)³ and [KCC 6.64](#)⁴).
 - A moratorium is not currently in effect on approving additional vehicles for WAS Fund reimbursement eligibility.
- After receiving provisional approval, the vehicle owner will have 90 days to obtain an ADA-compliant WAV, complete the change-of-vehicle process, pass all required vehicle inspections, and place it into service. If the vehicle owner completes this process within the 90-day period, the vehicle owner will receive automatic approval as eligible for WAS Fund reimbursements.
- If the vehicle owner is unable to obtain an ADA-compliant WAV, complete the change-of-vehicle process, and/or place the WAV into service within 90 days, the vehicle owner may apply for an extension of the provisional approval ([application available here](#)⁵). If the vehicle owner does not apply for an extension, the provisional approval will expire.
- Vehicle owners who do not apply for provisional approval, or whose provisional approval has expired, may still apply for approval after acquiring an ADA-compliant WAV, during the change-of-vehicle process. However, if a moratorium is in effect at the time the vehicle owner applies for approval indicating WAS Fund eligibility, the application will be denied. The vehicle owner may re-apply at a later date, if/when the moratorium is lifted.

Step 3: Obtain an ADA-compliant WAV.

¹ <http://www.seattle.gov/business-regulations/taxis-for-hires-and-tncs/wheelchair-accessible-vehicles#consideringvoluntaryconversion>

² <http://www.seattle.gov/Documents/Departments/FAS/BusinessLicenseTax/WAV%20Application-Provisional-Approval-FINAL-3.26.20.pdf>

³ https://library.municode.com/wa/seattle/codes/municipal_code?nodeId=TIT6BURE_SUBTITLE_IVNELICO_CH6.310TAFREVE_IVFREDRLIRE_6.310.415FREDRTRPR

⁴ https://aqua.kingcounty.gov/council/clerk/code/09_Title_6.htm#_Toc28263365

⁵ http://www.seattle.gov/Documents/Departments/FAS/RegulatoryServices/WAV_Application_ExtendProvisionalApproval.pdf

Step 4: Bring your WAV to an ASE-certified technician for a uniform vehicle safety inspection. More information about the uniform vehicle safety inspection is available on the [City of Seattle website](#).⁶ A list of City-approved vehicle safety inspection mechanics is available [here](#).⁷

Step 5: After your WAV passes the uniform vehicle safety inspection, come to the FAS office at the Dearborn location (805 S. Dearborn Street, Seattle) to complete the change-of vehicle process. At this time:

- You will be asked by a customer service representative (CSR) to provide information to complete the change-of-vehicle process.
- The CSR will refer you for the WAV-specific vehicle and taximeter (if applicable) inspection.
 - The WAV-specific vehicle inspection is authorized by section III.A.1.a.ii of the joint City-County WAS Fund reimbursement rule ([FOR-HIRE-TRANSPORTATION-01-2020](#)⁸ / [FIN-10-3-1-PR](#)⁹).
 - This inspection will be conducted by City staff and will focus on (1) the installed accessibility equipment and (2) proper wheelchair securement techniques.
 - No additional fee will be charged for this inspection.
- If your vehicle passes the WAV-specific vehicle inspection (and taximeter inspection, if applicable), the CSR will determine whether you qualify for approval indicating WAS Fund eligibility.
 - If you received provisional approval and completed this process within the 90-day period (or before your extension expires), you will be granted approval indicating WAS Fund eligibility.¹⁰
 - If you did not receive provisional approval, or if your provisional approval expired, you may apply for approval indicating WAS Fund eligibility at this time. If your application is denied because a moratorium is in effect (but you otherwise meet the requirements established by City and County code and rule), you may still operate as a WAV, even though you will not receive WAS Fund reimbursements. You may re-apply for WAS Fund eligibility if/when the moratorium is lifted.
- If you qualify for approval indicating WAS Fund eligibility, the CSR will ask you to register as a vendor with the City by completing IRS Form W-9. This process is necessary for you to receive future payments from the WAS Fund.

Step 6: Once the change-of-vehicle process is complete, your WAV is ready to be placed into service!

⁶ <https://www.seattle.gov/business-regulations/taxis-for-hires-and-tncs/taxis/taxi-vehicle-owners#vehicleinspections>

⁷ <https://www.seattle.gov/business-regulations/taxis-for-hires-and-tncs/vehicle-safety-inspections>

⁸ <https://www.seattle.gov/finance-and-administrative-services/directors-rules#rules-taxi>

⁹ <https://www.kingcounty.gov/depts/records-licensing/licensing/taxi-for-hire-transportation-networks/notices-regulations.aspx>

¹⁰ Please note that receiving approval from the Director for the possibility of WAS Fund reimbursement does not guarantee payments from the WAS Fund. There are additional requirements that must be met before any reimbursement from the WAS Fund may happen.

Questions? If you have any questions or would like more information about these requirements, please contact FAS via email at consumerprotection@seattle.gov or by phone at 206-386-1267.

******Approval for the possibility of WAS Fund reimbursement does not guarantee payments from the WAS Fund. There are additional requirements that must be met before any reimbursement from the WAS Fund may happen.******

‡This fact sheet should not be used as a substitute for codes and regulations. The vehicle owner is responsible for compliance with all code and rule requirements.