

## Overview to Obtain Authority as a Pennsylvania Intrastate Carrier

The Pennsylvania Public Utility Commission (PUC) issues Certificates of Public Convenience for intrastate transportation of property, household goods, and passengers. Intrastate transportation of property, household goods and passengers is when both the origin and destination are in Pennsylvania. An application must be filed and a certificate must be issued before intrastate transportation service may be provided.

Carriers of passengers include many service types, such as call or demand (taxi), limousine, airport transfer, paratransit, group and party, and scheduled route. Application forms are used to apply for PUC authority and are available on this website under "On Line Forms". A filing fee of \$350.00 is required for each different class of service.

Some exceptions are limousine, airport transfer, call or demand and group and party 11-15 service between points in Philadelphia, which comes under the jurisdiction of the Philadelphia Parking Authority (PPA). Contact PPA at (215) 683-9434. Other exceptions are group and party 16+, group and party 11-15, airport transfer, paratransit, and scheduled route service between points in Allegheny County, which comes under the jurisdiction of the Port Authority of Allegheny County.

### Procedure

An applicant must file an application with the Commission for a specific type of service (see chart below). A filing fee is required at the time of filing with payment by certified check or money order payable to the "Commonwealth of Pennsylvania".

For all applications, except property and group and party 16+, notice of the application will be published in the *Pennsylvania Bulletin*. Public comment or protests may be filed by a certificated carrier holding the same service type authority in the same geographical area.

Carriers and applicants are given an opportunity to resolve protests. However, if an agreement between the parties cannot be reached, the application may be assigned for mediation before a PUC Mediator or for hearing before a PUC administrative law judge.

Limousine applications may only be protested based on fitness of the applicant. The Commission will determine if a hearing is required.

Property and group and party 16+ applications are not published and cannot be protested.

### Insurance

As a PUC carrier, evidence of insurance must be maintained with the Commission to meet our minimum requirements. The Commission requires all carriers to provide evidence of insurance by the filing of a **Form E** as proof of bodily injury and property damage insurance and some carriers to file a **Form H** as

evidence of cargo liability insurance. Specific requirements are listed on the application instructions. A carrier's failure to maintain evidence of insurance will result in cancellation of its operating authority. If your insurance company subscribes to NOR (National Online Registries, Inc. at [www.mcinfo.org](http://www.mcinfo.org)), you can request the insurance company to file the required insurance forms electronically through NOR. The electronically filed insurance forms will reach the Commission more quickly than mailed forms.

### **Tariffs & Rates**

Carriers of property and group and party 16+ are not required to file a tariff. Carriers of household goods and all other passenger carriers must file a tariff containing their rates for service within Pennsylvania. Carriers operating in limousine service or in group and party service, using vehicles seating 15 passengers or less, including the driver, may change their rates and file a new tariff upon one-day notice. All other carriers desiring to change their rates must file for approval by the Commission.

### **Assessments**

All common carriers are subject to an annual assessment based upon their reported gross operating revenue from Pennsylvania transportation. Carriers subject to the annual assessment are mailed a form each year to complete and return to the Commission by March 31. From the information provided, an assessment is calculated and an invoice is mailed to the carrier. Failure to pay the annual assessment will result in cancellation of the carrier's authority. Vehicles registered under the Uniformed Carrier Registration Act (UCRA) that are marked with a US DOT number may be exempt from this assessment, but must file the annual assessment report for the determination to be made.

### **Marking of Vehicles**

As a PUC certificated carrier, you are required to mark your vehicles with the name or registered insignia of the carrier and the PUC-A#. The vehicle must be marked in letters no less than 2 inches high by ½ inch in width. Vehicles operated in limousine service and vehicles registered under the UCRA that are marked with a US DOT number are exempt from this requirement.

### **Vehicle Registration, Driver Licensing, Special Permits**

All carriers must register their vehicles with the Pennsylvania Department of Transportation (PennDot) and obtain commercial registration plates for the appropriate authority type (eg TX for taxicabs, LM for limousines, BA for paratransit and group and party vehicles). Regular plates cannot be used on vehicles operating under PUC jurisdiction. PennDot has jurisdiction over the issuance of vehicle registration plates and driver licenses. PennDot can be reached at 1-800-932-4600.

### **Contacting the Commission**

The filing of your application should be mailed to the Secretary of the Commission at:

The Secretary  
Pennsylvania Public Utility Commission  
PO Box 3265  
Harrisburg, PA 17105-3265

You may be asked to supply additional information upon request, if needed to process your application.

### **Fines and Penalties**

The Commission has a responsibility to ensure that carriers operating under its authority are properly insured, meet our customer service standards, and are in compliance with our safety regulations. Carriers under our jurisdiction are subject to fines and other penalties when violations of our regulations occur. Fines range from \$50.00 to \$1,000.00 per violation depending on the severity of the violation.

### **Important Telephone Numbers**

Our staff welcomes your questions; you may telephone the listed numbers for additional information or assistance:

Secretary's Bureau	717-772-7777
Application filing	717-772-7777
Insurance filing	717-787-1227
Tariff filing	717-787-1227
Rate Changes	717-787-1227
Safety Office	717-772-2254
Compliance Office	717-787-1168

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TYPE OF SERVICE	FILING FEE	SIZE OF VEHICLE	CHARGES	SPECIFIC REQUIREMENTS
(*between points in PA)		(including driver)		
Call or Demand (Taxi) (*except for Philadelphia)	\$350	Vehicle holding 9 or less passengers	One charge per trip	Telephone or Hail, Exclusive or Nonexclusive Service, Vehicle must be 8 years old or newer
Limousine (*except for Philadelphia)	\$350	Vehicle holding 11 or less passengers	No individual charges	Advanced Reservation, Exclusive Service, Vehicle must be luxury-type and 8 years old or newer
Airport Transfer (*except for Philadelphia and Allegheny County)	\$350	Vehicle holding any number of passengers	Individual charges	Originates or Terminates at Airports, Scheduled or Advanced Request, Nonexclusive Service
Group & Party 16+ (*except for Allegheny County)	\$100	Vehicle holding 16 or more passengers	Not regulated by PUC	Charter Service, Special Excursions, Tours, Exclusive or Nonexclusive Service, Safety Fitness Review
Group & Party 11-15 (*except for Philadelphia and Allegheny County)	\$350	Vehicle holding between 11-15 passengers	No individual charges	Special Excursions, Tours, Sightseeing Exclusive or Nonexclusive Service
Paratransit (*except for Allegheny County)	\$350	Vehicle holding 16 or less passengers		Advanced Reservations, Nonexclusive Service
Scheduled Route (*except for Allegheny County)	\$350	Vehicle holding 7 or more passengers	Individual charges	Designated Routes, Exclusive or Nonexclusive Service, Possible Safety Fitness Review
Household Goods	\$350	Any size vehicle	Hourly Rates or Weight Rates	Written Estimates, Information for Shippers Form, Safety Fitness Review
Property	\$100	Any size vehicle	Not regulated by PUC	Safety Fitness Review
Contract Carrier-Passengers	\$350	Any size vehicle		Contract for Service must be filed with PUC
Broker of Passengers	\$350	No vehicle – sells or offers passenger transportation		Security Bond for \$10,000 or more
Broker of Household Goods	\$350	No vehicle – sells or offers HHG transportation		Security Bond for \$10,000 or more
Experimental	\$350			Service that doesn't fit into any above category