CALIFORNIA PUBLIC UTILITIES COMMISSION

SAFETY AND ENFORCEMENT DIVISION

APPLICATION PACKET

CHARTER-PARTY CARRIER

OF PASSENGERS

(TCP Rev. 10/15)

STATE OF CALIFORNIA — Edmund G. Brown Jr., Governor
PUBLIC UTILITIES COMMISSION
505 VAN NESS AVENUE
SAN FRANCISCO, CA 94102-3298

Dear Applicant:

This packet contains the necessary information and forms you need to apply for a charter-party carrier of passengers certificate or permit from the California Public Utilities Commission. *Before you begin completing any forms*, it is important that you read and understand the information on the following pages, including Basic Information for Passenger Carriers and Applicants immediately following this letter. That document is (1) an introduction and guide to help you decide which type of operating authority (if any) you need, (2) to guide you throughout the application process and tell you what to expect, and (3) a reference for you to keep and use after your authority is issued, to help you keep it in good standing.

Once you decide to apply, use the checklist immediately following this notice to keep track of the forms you must complete to obtain the requested certificate or permit. Forms should be attached to the application in the order shown on the checklist. Instructions and examples are provided to assist you in filling out some of the more complicated forms.

It is your responsibility to accurately complete and submit all required attachments.

Before submitting your application, make a copy of the completed application and attachments for your records. If any problems arise it will be easier to resolve them if you have your own copies for reference.

General (expected) timeline for processing applications (if missing all required attachments):

Timeframe	Action
Approximately 2 weeks after receipt of complete Application, filing fee and required attachments	A technician will review your application and determine what information and documents are lacking or incomplete. You will receive a status update ("deficiency letter") telling you what you need to do before we can issue your authority.
30 days after first deficiency letter	If you have not completed the items in your first deficiency letter, we will send a second letter telling you what remains to be done.
30 days after second deficiency letter	If you have not completed the remaining items in your deficiency letter, we will send a "Final Notice" advising you that if the remaining items are not completed within 20 days, we may deny your application.
20 days after "Final Notice" deficiency letter	The CPUC may deny your application. Once your application has been denied, you will not receive a permit unless you submit a new application and pay the application filing fee again.

When you receive the first deficiency letter, the bottom left hand corner will include the email address of the analyst assigned to your application. Please send this email address to your drug consultant so that they can submit the drug test results and list of services directly to the analyst. Please also send any documentation directly to the email address of the assigned analyst.

Your authority will not be issued until you send all required attachments. **You should not submit an application unless you are committed to meeting all requirements for issuance, and beginning operation, within 3 months. If all requirement are not met within 100 days of receiving the 1st Deficiency Letter,** License Section will deny the application. Incomplete applications and/or incorrect information will delay issuance of your authority, and may cause denial. **Remember, filing fees are not refundable.**

The most common cause for a delay in certificate/permit approval is the lack of insurance certification. You should pay special attention to the section devoted to that subject in the Basic Information for Passengers Carriers and Applicant that follows this letter.

License Section
Safety and Enforcement Division

CHARTER-PARTY CARRIER OF PASSENGERS CERTIFICATE/PERMIT APPLICATION CHECKLIST

Your application must include all of the following documents and a check or money order for your filing fee. If any of these documents are missing, your application and filing fee will be returned to you. Please submit your completed forms in the order shown below:

- ☐ Filing Fee – payment must be from the applicant
- ☐ Form PL-739 – Application for Charter-Party Carrier Authority
- ☐ Form INF 1105 – DMV Pull Notice Agreement (no fictitious business names or dba names)
- ☐ Form PL-739A – Driver Statement of Applicant
- ☐ Form PL-739B – Terminal Inspection Fee (if applicable)

  Note: Vehicles with seating capacity of 11 passengers or more, including the driver, must be inspected by the California Highway Patrol (CHP). You must allow up to 60 days for the Inspection. Permits and certificates will not be issued until the CPUC has received the Inspection approval from the CHP.
- ☐ Form PL-664 – Equipment Statement
- ☐ Form PL-740 – School Pupil Transportation Declaration
- ☐ Form PL-706-I – Highway Safety Requirements for Charter-Party Carrier
- ☐ Form PL-706-J – Controlled Substances and Alcohol Testing Certification Program
- ☐ Documentation of active status filed with the **California Secretary of State**:
  - o Corporation – Articles of Incorporation and Statement of Information
  - o Limited Liability Company (LLC): Articles of Organization and Statement of Information
  - o Limited Partnership (LP): Partnership Agreement and Certificate of Limited Partnership
- ☐ Form TL-706K – Workers' Compensation Declaration
- ☐ Form TL706-F3 – Profit and Loss Statement
- ☐ Form CHP362 – Motor Carrier Profile

PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA
APPLICATION FOR CHARTER-PARTY CARRIER AUTHORITY

FOR CPUC USE ONLY:

PSG_____

IMPORTANT

Please do not begin to complete this application until you have read and understand the document entitled, "BASIC INFORMATION FOR PASSENGER CARRIERS AND APPLICANTS".
Filing this application, in and of itself, does not constitute authority to engage in for-hire operations. Any for-hire operations conducted prior to Commission authorization are unlawful and may subject applicant to fine and/or imprisonment. A filing fee must accompany this application and is not refundable.
Payment should be made by check or money order, payable to "California Public Utilities Commission" or "CPUC". **Payment must be made out by the applicant.

Check below the type(s) of certificate(s) or permit(s) for which you are applying and enclose the filing fee required for each authority.

TYPE OF AUTHORITY	NEW FILING FEE	REFILE FILING FEE	FOR CPUC USE ONLY
❑ CLASS "A" CERTIFICATE	$1,500	$1,500	(512)
❑ CLASS "B" CERTIFICATE	$1,000	$1,000	(530)
❑ CLASS "C" CERTIFICATE	$1,000	$1,000	(530)
CHARTER-PARTY PERMIT(S): ❑ P ❑ S ❑ Z	$1,000	$1,000	(530)

PLEASE TYPE OR PRINT CLEARLY PART I:

STATEMENT OF OWNERSHIP

1. Applicant ❑ HAS ❑ HAS NOT been previously licensed by this Commission. If so, list PSC or TCP number(s):

_____

2. Applicant is:

❑ Individual:

_____
First Name Middle Name Last Name

❑ General Partnership:

_____

_____
(List full names of all partners. Use additional sheet if necessary. ALL PARTNERS MUST SIGN ALL FORMS.)

❑ Corporation ❑ LLC ❑ LP California Secretary of State (CSOS#) Number:_____

_____
(Show exact name as registered with the California Secretary of State.)

❑ Other:

_____

_____
(Show exact name and specify type)

Doing Business as (DBA):

_____
Note: Any entity doing business under one or more fictitious names shall, with respect to each fictitious name comply with Sections 17900-17930 of the California Business And Professions Code, entitled "Fictitious Business Names".

Terminal Address (where vehicle(s) used in transportation are kept):

Street Address | City | County | State | Zip Code

Mailing Address, if different from Terminal Address:

Street Address | City | County | State | Zip Code

Official entity email address:_____ Phone, including Area Code: (___)_____

IF A CORPORATION, LLC OR LP, list all Officers, Managing Members, or Partners. Attach additional pages if necessary.

NAME	TITLE	NO. OF SHARES

Control of Corporation, LLC or LP held by: ❑ Individuals listed above ❑ Other (specify below)

_____

_____

If Applicant Is	Attach to this Application
A corporation organized under the laws of California	Articles of Incorporation and Statement of Information filed with the Secretary of State.
An LLC organized under the laws of California	Articles of Organization and Statement of Information filed with the Secretary of State.
An LP organized under the laws of California	Partnership Agreement and Certificate of Limited Partnership filed with the Secretary of State.
A corporation, LLC or LP organized and existing under the laws of a state other than California	Certificate of Qualification from the California Secretary of State, and Articles of Incorporation, Articles of Organization, or Partnership Agreement.

IF A GENERAL PARTNERSHIP, a copy of your partnership agreement shall be attached to this application. If you do not have a written partnership agreement, you may complete and attach Form TL706-B. CHECK ONE:

❑ PARTNERSHIP AGREEMENT ENCLOSED ❑ FORM TL706-B ENCLOSED

3. **Applicant Business Affiliation** (Check One):

(a) ❑ Applicant is associated or affiliated with the following business entities by reason of common ownership, control or management (own part or all of the company, hold a responsible position in the company or guide the operations of the company, directly or indirectly.). Please list and indicate the type of entity, i.e., whether a corporation, LLC, LP, general partnership, or other. Use additional sheets if necessary.

NAME	TYPE OF ENTITY

(b) ❑ No affiliation exists.

PART II: SCOPE OF OPERATIONS PROPOSED

(Please read the document entitled, "BASIC INFORMATION FOR PASSENGER CARRIERS AND APPLICANTS". All charters must be prearranged. Per-person fares are not allowed, except for charter-party "S" carriers and charter-party "A" carriers in the conduct of round-trip sightseeing tour service.)

1. **CERTIFICATES**
   - ❑ Class "A" Statewide authority and round-trip sightseeing service.
   - ❑ Class "B" Pick-up area not more than 125 air miles from home terminal to any point in the state. Any size vehicle.
   - ❑ Class "C" Service provided incidental to commercial balloon operations, commercial river rafting, or skiing where no additional compensation is provided for the transportation.

2. **CHARTER-PARTY PERMITS**
   - ❑ "P" Carriers using only vehicles under 15-passenger seating capacity.
   - ❑ "S" Round-trip sightseeing tour service. (The tour must be directed by the operator, not the customer.)
   - ❑ "Z" Specialized carriers, who do not hold themselves out to serve the general public, but only provide services under contract with industrial and business firms, government agencies, and private schools or who only transport agricultural workers to and from farms for compensation or who only conduct transportation services which are incidental to another business.

3. **DESCRIPTION OF SERVICES:** Applicant intends to provide the following services (describe the service and include a description of the way you will charge your customers, i.e., by the hour, by mileage, etc.). If you plan to be a sub-carrier, provide the TCP or PSC number and the name of the overlying carrier.

_____

_____

4. **TERMINAL INSPECTION FEE STATEMENT: Complete Form PL739-B and attach to application.**

PART III: SAFETY OF OPERATION

1. **CALIFORNIA HIGHWAY PATROL REGULATIONS:** If you intend to operate vehicles with a seating capacity of more than 10 persons including the driver, you must pass a Highway Patrol inspection (Vehicle Code Section 34505.1) before your operating authority can be granted by the CPUC. *THE CPUC WILL REQUEST THIS INSPECTION FOR YOU SOON AFTER YOU FILE THIS APPLICATION*. Carriers are subject to additional safety inspections at any time. All applicants must complete the following forms:

   (a) EQUIPMENT STATEMENT OF APPLICANT: Complete Form PL664 and attach to application.
   (b) CHP CARRIER PROFILE INFORMATION: Complete CHP Form 362 and attach to application.

2. **DEPARTMENT OF MOTOR VEHICLES DRIVER REGULATIONS:** All applicants, including owner-operators and employers, are required to participate in DMV's Pull Notice Program. Applicant agrees to hire and utilize only drivers who are licensed (and certified, if appropriate) for the type of vehicles they will be driving. Applicant agrees to check

its drivers' records with DMV for all drivers prior to their hiring and agrees to comply with applicable laws and regulations pertaining to the employment of drivers.

Every carrier shall enroll in the "Pull Notice Program" of the Department of Motor Vehicles as defined in Vehicle Code Section 1808.1. A charter-party vehicle shall not be operated by any driver who is presumed to be a negligent operator under Vehicle Code Section 12810.5. You will receive a requester code number from DMV when you are enrolled in the Pull Notice Program.

3. **MAINTENANCE CAPABILITIES:** By signing this application, applicant certifies that applicant is willing and able to maintain its vehicles in safe operating condition and in compliance with the California Vehicle Code and with regulations contained in Title 13 of the California Code of Regulations relative to motor carrier safety. Every carrier must inspect all vehicles and maintain proper documentation of such inspections.
4. **WORKERS' COMPENSATION DECLARATION FORM:** Complete Form TL706-K and attach to application.
5. **SUBCARRIER AGREEMENTS:** Applicant agrees to hire and utilize subcarriers only in compliance with General Order 157 Series.
6. **HIGHWAY SAFETY REQUIREMENTS:** Complete Form PL706-I and attach to application.
7. **CONTROLLED SUBSTANCE AND ALCOHOL TESTING CERTIFICATION REQUIREMENTS:** Applicants must provide for a drug testing program which includes educational materials for their drivers, training for supervisors and specified testing of drivers for use of controlled substances and alcohol. Complete Form PL706-J and attach to application. If all the vehicles that you propose to operate have a seating capacity of 16 persons or more, including the driver, you need only to certify to this effect on Form PL706-J, Part I.

PART IV: FINANCIAL RESPONSIBILITY AND INSURANCE REQUIREMENTS

1. Complete Form TL706-F3 (Projected Profit and Loss Statement) and attach to the application. The financial information you submit may be verified by the Commission staff.
2. Applicant shall cause its insurer to deposit evidence of adequate bodily injury and property damage insurance required by General Order 115 Series. Your certificate/permit will not be issued without insurance being on file with the Commission. The required minimum public liability and property damage insurance coverage increases depending on the seating capacity of the vehicle(s) to be operated. Your insurance company must use the Commission's Insurance e-filing system to deposit the required insurance with the Commission. After you apply, you will be assigned a File Number (PSG Number) which will appear on all correspondence you receive from the License Section. Your insurer will need that file number in order to file insurance on your behalf.

CERTIFICATION

I (we) certify (or declare), under penalty of perjury, that the representations appearing in this application and in any forms attached thereto (including any accompanying financial schedules, statements or projections) are, to the best of my (our) knowledge and belief, true, correct and complete, based on all the information required to be included therein, of which I (we) have any knowledge, and these representations are made in good faith. Where the applicant is a corporation, LLC or LP, I further certify that I am an officer of the corporation, managing member of the LLC, or partner of the LP, and am authorized to make this certification on its behalf. I (we) further certify (or declare), under penalty of perjury, that a final judgment has not been entered against the applicant(s) pursuant to Section 3716.2 of the Labor Code (workers' compensation violations) and that I (we) am (are) in compliance with the Americans with Disabilities Act of 1990 as required by D. 92-12-065.

If applicant is an individual, he or she must sign below. If applicant is a general partnership, all partners must sign below, as well as all forms attached to this application. If applicant is a corporation, LLC or LP, then the person signing must be authorized to do so, as certified above. The person(s) signing below is (are) responsible for this certification, regardless of whether another party prepared, or assisted in preparing, the application or its attachments.

INDIVIDUAL, CORPORATION, LLC, OR LP

Signature of Individual Applicant, or
Authorized Officer, Managing Member or LP Partner

Title

Print Name

DATE

GENERAL PARTNERSHIP

(Make as many copies of this page as necessary for all partners to sign.)

Signature of Partner

Signature of Partner

Print Name

Print Name

Signature of Partner

Signature of Partner

Print Name

Print Name

DATE

FOR USE OF CONSULTANT / PREPARER

If this application was prepared by an outside consultant not affiliated with the applicant, please provide the following:

NAME: _____
(Name of individual who prepared this application)

COMPANY NAME (if different): _____

EMAIL: _____@_____ Phone: (_____) Ext. _____

COMPLETE AND RETURN ALL PAGES OF THIS APPLICATION TO:

CPUC License Section
505 Van Ness Ave.
San Francisco, CA 94102

PUBLIC UTILITES COMMISSION OF THE STATE OF CALIFORNIA
DRIVER STATEMENT OF APPLICANT

TCP-_____

NAME OF APPLICANT: _____

DOING BUSINESS AS (DBA): _____

BUSINESS ADDRESS: _____
Street Address City County State Zip Code

PHONE: (_____) _____ **EMAIL ADDRESS:** _____
Area Code Phone No.

REQUESTER CODE NUMBER: _____

APPLICANT PROPOSES TO EMPLOY THE FOLLOWING DRIVERS (INCLUDING APPLICANT IF APPLICABLE), PROVIDING EACH DRIVER IS ELIGIBLE FOR A DRIVING CERTIFICATE. THIS LIST MUST BE A COMPLETE LIST OF ALL DRIVERS EMPLOYED BY YOUR COMPANY.

CALIFORNIA DRIVER LICENSE NO.	BIRTH DATE MO/DAY/YEAR	FULL NAME OF DRIVER	FOR CPUC USE ONLY: CLASS OF LICENSE	FOR CPUC USE ONLY: STATUS

CONTINUE ON BACK IF NECESSARY

Date: _____

_____
Print name of Applicant/Officer

_____
Signature of Applicant(s)

If applicant is a corporation:

_____
Signature of Corporate Officer

_____
Title of Corporate Officer

PL739-A (Rev. 2/96)

CALIFORNIA DRIVER LICENSE NO.	BIRTH DATE MO/DAY/YEAR	FULL NAME OF DRIVER	FOR CPUC USE ONLY	
			CLASS OF LICENSE	STATUS

FOR PUC USE ONLY

All names have been checked through the Department of Motor Vehicles. Those names showing "OK" in the status box hold valid driving privileges and have legally acceptable driving records as they pertain to tour bus certificates as of the date shown below.

Date: _____ _____

PL739-A (Rev. 2/96)

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PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA
TERMINAL INSPECTION FEE STATEMENT

TCP- _____

APPLICANT REQUESTS AUTHORITY TO OPERATE AS A CHARTER-PARTY CARRIER OF PASSENGERS.

NAME: _____

DOING BUSINESS AS (DBA): _____

BUSINESS ADDRESS: _____
Street Address City County Zip Code

PHONE: ( ) _____ **EMAIL ADDRESS:** _____
Area Code Phone No.

TERMINAL ADDRESS: _____
Street Address City County Zip Code

P.U. Code Section 5373.1(b) states: The Commission shall also require each application to be accompanied by a fee to offset the cost of the charter-party carrier bus terminal inspections conducted by the Department of the California Highway Patrol. The fee shall be fifteen dollars ($15) per tour bus, as defined in Section 612 of the Vehicle Code, or a maximum of six thousand five hundred dollars ($6,500) for each operating carrier.

PLEASE CHECK APPROPRIATE. BOX BELOW:

☐ Applicant **WILL NOT** use any vehicles seating more than 10 passengers including the driver. Applicant

☐ **WILL** use _____ vehicles seating more than 10 passengers including the driver. Total submitted $ (_____vehicles x $15.00). **MAXIMUM AMOUNT $6500. LIST EQUIPMENT ON FORM PL-664.**

NOTE
:

Terminal inspection fee is in addition to the application fee and is not refundable. Application cannot be processed without BOTH the application filing fee and terminal inspection fee.

FAILURE TO LIST ALL VEHICLES WILL BE DEEMED REASON FOR DENIAL OR LATER SUSPENSION AND/OR REVOCATION OF ANY ISSUED AUTHORITY.

You must immediately notify this Commission of any changes to your equipment list.

CERTIFICATION

I (WE) CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.

Date:_____ _____

If applicant is a corporation:

_____
Signature of Applicant(s)

_____
Signature of Corporate Officer

_____
Title of Corporate Officer

CALIFORNIA PUBLIC UTILITIES COMMISSION

PASSENGER CARRIER EQUIPMENT STATEMENT (Form PL-664)

SECTION 1 - CARRIER INFORMATION

PSG/TCP#	CARRIER NAME	FICTITIOUS BUSINESS NAME / DBA (IF ANY)
BUSINESS ADDRESS	CITY STATE ZIP CODE	PHONE
EMAIL ADDRESS		

SECTION 2 – EQUIPMENT

☐ UPDATE (Add/Delete/Change) ☐ NEW APPLICATION ☐ RENEWAL APPLICATION ☐ REFILE APPLICATION

NOTE: Send the completed form by email. Include your TCP number and "Equipment" in the subject, to licensing@cpuc.ca.gov

☐ ADD ☐ DELETE ☐ CHANGE	LICENSE PLATE	STATE	VEHICLE IDENTIFICATION NUMBER (VIN)

SEATS	BODY TYPE	YEAR	GVWR (LB)	CHASSIS STRETCH (INCHES)	HANDICAPPED ACCESSIBLE	MODIFIED LIMOUSINE	FIRE EXTINGUISHERS	EMERGENCY EXITS
					☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No

TERMINAL ADDRESS			PHONE
ADDRESS	CITY	STATE ZIP	

☐ ADD ☐ DELETE ☐ CHANGE	LICENSE PLATE	STATE	VEHICLE IDENTIFICATION NUMBER (VIN)

SEATS	BODY TYPE	YEAR	GVWR (LB)	CHASSIS STRETCH (INCHES)	HANDICAPPED ACCESSIBLE	MODIFIED LIMOUSINE	FIRE EXTINGUISHERS	EMERGENCY EXITS
					☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No

TERMINAL ADDRESS			PHONE
ADDRESS	CITY	STATE ZIP	

☐ ADD ☐ DELETE ☐ CHANGE	LICENSE PLATE	STATE	VEHICLE IDENTIFICATION NUMBER (VIN)

SEATS	BODY TYPE	YEAR	GVWR (LB)	CHASSIS STRETCH (INCHES)	HANDICAPPED ACCESSIBLE	MODIFIED LIMOUSINE	FIRE EXTINGUISHERS	EMERGENCY EXITS
					☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No

TERMINAL ADDRESS			PHONE
ADDRESS	CITY	STATE ZIP	

SECTION 3 - CERTIFICATION

I certify that the above information is accurate and that each vehicle listed is covered by an automobile liability insurance policy which provides at least the following minimum amount of coverage based on vehicle seating capacity (not including the driver):

7 passengers or less - $750,000 • 8 through 15 passengers –$1.5 million • 16 passengers or more - $5 million

Note: Any vehicles operated under a TCP "C" Certificate only requires $750,000

Signature _____ Print Name _____ Date _____

CALIFORNIA HIGHWAY PATROL RECOMMENDATION *(FOR CHP USE ONLY)*

☐ Approval ☐ Denial ☐ Other

Signature _____ Date _____ Remarks:

Division _____

CALIFORNIA PUBLIC UTILITIES COMMISSION

PASSENGER CARRIER EQUIPMENT STATEMENT INSTRUCTIONS (Form PL-664)

Transportation companies required to file this form must report to the CPUC any additions or deletions to the list of their vehicles within 10 days of the date the vehicle is put into or pulled out of service.

The California Vehicle Code requires a vehicle used or maintained for the transportation of persons for hire, compensation or profit to be registered as a commercial vehicle.

SECTION 1 – CARRIER INFORMATION

All fields in this section must be completed. If you do not have a "Fictitious Business Name / DBA" or an "Email Address" indicate N/A in those fields.

SECTION 2 – EQUIPMENT

Check New Application, Renewal Application, Refile Application or Update (Add/Delete/Change).

Add, Delete Change	Make a selection for the vehicle you will be entering on the form.
License Plate	Enter the license plate information associated with the vehicle.
State	Enter the state (ex: CA for California).
Vehicle Identification Number (VIN)	Enter the VIN number for the vehicle.
Seats	Enter the total seating capacity of the vehicle including the driver. (You are required to complete a new PL-664 if the seating capacity changes)
Body Type	Enter one of the following: LIM = Limousine, CAR = Car, BUS = Bus, VAN=Van, SUV=Suv, SW = Station Wagon Van – 8 seats or less including the driver Limousine – 10 seats or less including the driver
Year	The model year of the vehicle.
Gross Vehicle Weight Rating (GVWR) – (lbs)	Enter the Gross Vehicle Weight Rating (GVWR) of the vehicle assigned by the manufacturer.
Chassis Stretch (Inches)	If the vehicle chassis has been stretched, indicate the number of inches (for example, 140").
Handicapped Accessible	Indicate Yes or No
Modified Limousine	Indicate Yes or No Public Utilities Code Section 1042 (d), "modified limousine" means any vehicle that has been modified, altered, or extended in a manner that increases the overall wheelbase of the vehicle, exceeding the original equipment manufacturer's published wheelbase dimension for the base model and year of the vehicle, in any amount sufficient to accommodate additional passengers with a seating capacity of not more than 10 passengers including the driver, and is used in the transportation of passengers for hire. For purposes of this subdivision, "wheelbase" means the longitudinal distance between the vertical centerlines of the front and rear wheels.
Fire Extinguishers	Indicate Yes or No
Emergency Exits	Indicate Yes or No
Terminal Address	Enter the location where this vehicle is garaged or operated from. Provide the Address, City, State and Zip Code. *If you have multiple terminals please group your vehicles by terminal location.
Phone	Enter area code and phone number associated with the terminal address entered.

CALIFORNIA PUBLIC UTILITIES COMMISSION

PASSENGER CARRIER EQUIPMENT STATEMENT INSTRUCTIONS (Form PL-664)

SECTION 3 – CERTIFICATION

Sign, Print name and date the form.

OTHER INFORMATION

Note the following:

- A copy of the current registration for each limousine must accompany this form. The applicant or permit holder must be shown on the registration as either the registered owner or the lessee. (In the case of a partnership, at least one of the general partners whose name is listed on the permit or certificate must appear on the registration.) Samples of acceptable registration are available via our website: http://www.cpuc.ca.gov/PUC/transportation/Forms/
- In accordance with Senate Bill (SB) 697 (2015), the CPUC will immediately discontinue issuing Decals and Acknowledgment letters in lieu of a Decal. The CPUC has granted permission to Airport Ground Transportation authorities to access your CPUC equipment list electronically.

Vehicle Registration:
Before the License Section will process your request to add a vehicle, you must provide us with a copy of the vehicle's registration, which must show that the vehicle is registered "commercial" or "limousine". In addition, the registration must show the registered owner or lessee to be the following and as listed on the Statement of Information (SOI) if your entity is a Corporation or LLC:

For this type of entity	the registered owner or lessee must be
Individual	The Individual
General Partnership	One or more of the partners
Corporation	The Corporation or Corporate Officer
LLC	The LLC or Manager Member or Member
LP	The LP or a general partner

YOU MUST PRINT, SIGN AND DATE THE FORM.

Scan and email to: licensing@cpuc.ca.gov

Or Mail to: License Section
California Public Utilities Commission
505 Van Ness Avenue
San Francisco, CA 94102

PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA
SCHOOL PUPIL TRANSPORTATION DECLARATION FORM

Transporting pupils at or below the 12th grade level may require that your vehicle(s) and your driver(s) meet special licensing and certification requirements. Even if the transportation has not been arranged with a school, the transportation may still require special vehicle and driver certification if the transportation performed is to or from a school or school- related activity. The definitions for school and school-related activity are broad and could put your company in violation of the laws if transportation is conducted without the proper certifications. Prior to conducting any school pupil transportation, review the applicable laws and ensure that your vehicles and drivers have the necessary certifications and endorsements. If you have questions regarding the transportation, please contact the California Highway Patrol who can assist you to understand the requirements of the laws.

State legislation passed in 2009 added Section 5387(c) to the Public Utilities Code effective January 1, 2010. Section 5387(c) provides that the Commission shall permanently revoke the charter-party carrier certificate or permit of a carrier which commits any of six violations named in paragraph (1) of the section. One of the violations is:

(E) ***Knowingly employs a bus driver who does not have a current and valid driver's license of the proper class, a passenger vehicle endorsement, or the required certificate to drive a bus.***

California Vehicle Code Section 545 defines a "**schoolbus**" as a "motor vehicle designed, used or maintained for the transportation of **any school pupil at or below the 12th grade level** to or from a public or private school or to or from public or private **school activities**, unless it meets one of the exceptions stated in the section."

School related activities are identified in the California Education Code, Section 35330(1), as field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state. Additionally, Title 2 of the California Code of Regulations, defines school-related activities, as events "in which the employee's child is participating, including, but not limited to, plays, graduations, field trips, organized sports events, recitals, Scouts, 4-H, Junior Achievement, and Grange."

If you are unsure whether or not your trip with school pupils requires certifications or you seek additional information, please contact your local CHP Motor Carrier Specialist for additional information or clarification.

Please initial box:

☐ **I understand that failing to obey California laws governing transporting school pupils may subject my charter-party operating authority to permanent revocation under Public Utilities Code Section 5387(c)(1)(E).**

CERTIFICATION

I (we) certify (or declare), under penalty of perjury, that I (we) have read and fully understand the above notice for transporting school pupil and that I (we) am (are) able to and will comply with it. I (we) certify (or declare), under penalty of perjury, that the foregoing is true and correct.

Date: _____

_____

Print Name and Title

TCP/PSC/CA# : _____

_____

Signature of Applicant(s)

PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA
HIGHWAY SAFETY REQUIREMENTS
FOR CHARTER-PARTY CARRIERS

Before completing this form, refer to "A Guide to Filling Out Form TL706-I"

I. GENERAL HIGHWAY SAFETY REQUIREMENTS

Public Utilities Code Section 5374 states that:

(a) (1) Before a permit or certificate is issued or renewed, the Commission shall require the applicant to establish reasonable fitness and financial responsibility to initiate and conduct or continue to conduct the proposed or existing transportation services. The Commission shall not issue or renew a permit or certificate pursuant to this chapter unless the applicant meets all of the following requirements:

(A) It is financially and organizationally capable of conducting an operation that complies with the rules and regulations of the Department of the California Highway Patrol governing highway safety.

(B) It is committed to observing the hours of service regulations of state and, wherever applicable, federal law, for all persons, whether employees and subcarriers, operating vehicles in transportation for compensation under the permit or certificate.

(C) It has a preventive maintenance program in effect for its vehicles used in transportation for compensation that conforms to regulations of the California Highway Patrol in Title 13 of the California Code of Regulations.

(D) It participates in a program to regularly check the driving records of all persons, whether employees or sub-carriers, operating vehicles used in transportation for compensation.

(E) It has a safety education and training program in effect for all employees or sub-carriers operating vehicles used in transportation for compensation.

(F) It will maintain its vehicles used in transportation for compensation in a safe operating condition and in compliance with the Vehicle Code and with regulations contained in Title 13 of the California Code of Regulations relative to motor vehicle safety.

(G) It has filed with the Commission the certificate of workers' compensation coverage or statement required by Section 5378.1.

(H) It has provided the Commission an address of an office or terminal where documents supporting the factual matters specified in the showing required by this subdivision may be inspected by the Commission and the Department of the California Highway Patrol.

(I) It provides for a mandatory controlled substance and alcohol testing certification program as adopted by the Commission pursuant to Section 1032.1.

(2) With respect to subparagraphs (B) and (F) of paragraph (1), the Commission may base a finding on a certification by the Commission that an applicant has filed, with the Commission, sworn declaration of ability to comply and intent to comply.

(b) In addition to the requirements in subdivision (a), charter-party carriers shall meet all other state and, where applicable, federal regulations as prescribed.

(c) The Commission may delegate to its executive director or that executive director's designee the authority to issue, renew, or authorize the transfer of, charter-party carrier permits or certificates and to make the findings specified in subdivision (a) that are necessary to that delegated authority.

II. PREVENTIVE MAINTENANCE PROGRAM

Before completing Section II & III below, you must read the attached yellow printed document titled "A Guide To Filling Out Form PL706-I."

A. VEHICLE PREVENTIVE MAINTENANCE RECORD REQUIREMENTS

Attached to "A Guide To Filling Out Form PL 706-I" is a copy of a Bus Maintenance & Safety Inspection form (CHP 108A). You may use this form to record preventive maintenance completed on your company's vehicle(s). You may use another vehicle maintenance record, provided that it complies with the requirements outlined in California Vehicle Code Section 34505, and provided you attach a copy when submitting your PL 706-I. (See Section I to "A Guide To Filling Out Form PL706-I" for a written transcription of Section 34505.)

You must certify to one of the following choices listed below by marking an "X" in the space provided:

- ☐ I will use the Bus Maintenance & Safety Inspection form (Form CHP 108A) as my company's vehicle preventive maintenance record. I have read California Vehicle Code Section 34505, and I will comply with the preventive maintenance record keeping requirements.

- ☐ I will use another preventive maintenance record, **which I have attached.** ***(You must attach a copy of your preventive maintenance record to this form.)*** I have read California Vehicle Code Section 34505, and I will comply with the vehicle maintenance record keeping requirements.

B. DAILY VEHICLE RECORD MAINTENANCE REQUIREMENTS

Attached to "A Guide To Filling Out Form PL 706-I" is a daily driver maintenance record titled "Driver's Vehicle Inspection Report." You may use this form to record daily preventive maintenance completed on your company's vehicle(s). You may use another daily maintenance record, provided that it complies with the requirements outlined in the California Code of Regulations Title 13 (Motor Vehicles), Division 2, Chapter 6.5, Section 1215, and provided you attach a copy when submitting your PL 706-I. (See Section I to A Guide To Filling Out Form PL706-I for a transcription of Section 1215.)

You must certify to one of the following choices listed below by marking an "X" in the space provided:

- ☐ I will use the "Driver's Vehicle Inspection Report." I have read California Code of Regulations Title 13 (Motor Vehicles), Division 2, Chapter 6.5, Section 1215, and I will comply with the vehicle maintenance record keeping requirements.

- ☐ I will use another daily vehicle maintenance record, **which I have attached.** ***(You must attach a copy of your daily vehicle maintenance record to this form.)*** I have read California Code of Regulations Title 13 (Motor Vehicles), Division 2, Chapter 6.5, Section 1215 (c), and I will comply with the vehicle maintenance record keeping requirements.

III. SAFETY EDUCATION AND TRAINING PROGRAM

You must certify to one of the following choices listed below by marking an "X" in the space provided:

☐ I certify that I have a copy of the California Commercial Driver Handbook. I have read Section III to "A Guide To Filling Out Form PL706-I." I will read the California Commercial Driver Handbook at least every six months, and I will cover the chapters outlined in Section III to A Guide To Filling Out PL706-I describing the minimum carrier safety education training requirements.

☐ I certify that I have purchased a safety education and training program from a safety consultant. I have read Section III to "A Guide To Filling Out Form PL706-I." I will read my safety education training material at least every six months, covering the chapters outlined in Section III describing the minimum carrier safety education training requirements. (***Attach a copy of the receipt from your safety consultant listing the training material you purchased.***)

☐ I certify that I will operate my business exclusively as a sub-carrier, and that I will participate in a safety education and training program conducted by my prime carrier. Provide that carrier's name and CPUC Permit Number (TCP or PSC-number) below:

Name of Prime Carrier: _____ TCP or PSC number:_____

Note: Each prime carrier shall make reasonable efforts to ensure that its subcarriers comply with both the vehicle preventive maintenance / inspection requirements and the safety education and training program requirements.

IV. CERTIFICATION

I (we) certify that I (we) have read and understand the requirements in Sections I through III above and that I am (we are) able to and will comply with each of them; and that the information I (we) have provided on this form, and in the attachments, is true and correct to the best of my (our) knowledge and belief. I (we) certify (or declare), under penalty of perjury, that the foregoing is true and correct.

_____ _____

Signature of Individual Applicant, or Authorized Officer, Managing Member or LLP/LP Partner

Title

_____ _____

Print Name

DATE

PSC _____ TCP _____

PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA

CALIFORNIA PUBLIC UTILITIES CODE

CONTROLLED SUBSTANCES AND ALCOHOL TESTING CERTIFICATION PROGRAM

I. GENERAL PROGRAM REQUIREMENTS

All passenger stage and charter-party applicants who propose to employ drivers who will operate vehicles having a seating capacity of 15 persons or less, including the driver, must comply with the Commission's controlled substance and alcohol testing certification program requirements detailed below. Charter-party applicants who propose to employ drivers who will operate vehicles with a seating capacity of 16 persons or more, including the driver, must comply with the federal drug testing requirements for those drivers. If all of your drivers will operate vehicles with a seating capacity of 16 persons or more, you do not have to comply with the state drug testing program or complete part II below. If this is the case, sign and date on the line directly below and complete parts III and IV.

(A person who employs himself/herself as a driver is considered an employer for the purposes of these requirements.)

Date Signature

Public Utilities Code Section 5374 provides that:
The commission shall not issue or renew a charter-party carrier permit or certificate unless the applicant provides for a mandatory controlled substance and alcohol testing certification program as adopted by the commission pursuant to Section 1032.1.

Public Utilities Code Section 1032.1 states that:
1032.1 (a) The commission shall not issue a certificate of public convenience and necessity pursuant to this article unless the applicant provides for a mandatory controlled substance and alcohol testing certification program as adopted by the commission.
(b) The commission, after considering any suggestions made by the Department of the California Highway Patrol, shall adopt a program that includes, but need not be limited to, all of the following requirements:
(1) Drivers shall test negative for each of the controlled substances specified in Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations, before employment. Drivers shall test negative for these controlled substances and for alcohol at such other times as the commission, after consulting the Department of the California Highway Patrol, shall designate. As used in this section, a negative test for alcohol means an alcohol screening test showing a breath alcohol concentration of less than 0.02 percent.
(2) Procedures shall be substantially as in Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations, except that the driver shall show a valid California driver's license at the time and place of testing, and except as provided otherwise in this section. Requirements for rehabilitation and for return-to-duty and follow-up testing, and other requirements except as provided otherwise in this section, shall be substantially as in Part 382 (commencing with Section 382.101) of Title 49 of the Code of Federal Regulations.
(3) A test for one applicant shall be accepted as meeting the same requirement for any other applicant. Any negative test result shall be accepted for one year as meeting any requirement for periodic testing for that applicant or any other applicant, if the driver has not tested positive subsequent to a negative result. However, an earlier negative result shall not be accepted as meeting the pre-employment testing requirement for any subsequent employment, or any testing requirements under the program other than periodic testing.
(4) In the case of an applicant who is also a driver, test results shall be reported directly to the commission. In all other cases, results shall be reported directly to the applicant.
(5) All test results are confidential and shall not be released without the consent of the driver, except as authorized or required by law.
(6) Applicants shall be responsible for compliance with, and shall pay all costs of, this program with respect to their employees and potential employees, except that an applicant may require employees who test positive to pay the costs of rehabilitation and of return-to-duty and follow-up testing
(7) The requirements of the program do not apply to any driver required to comply with the controlled substance and alcohol use and testing requirements of Part 382 (commencing with Section 382.101) of Title 49 of the Code of

Federal Regulations, or Section 34520 of the Vehicle Code, or to any driver exempted from the provisions of that section.
(c) No evidence derived from a positive test result pursuant to the program shall be admissible in a criminal prosecution concerning unlawful possession, sale or distribution of controlled substances.
(d) On the request of an applicant, the commission shall give the applicant a list of consortia certified pursuant to Part 382 (commencing with Section 382.101) of Title 49 of the Code of Federal Regulations that the commission knows offer tests in California.
(e) The commission shall conduct random and for-cause inspections of applicants' documents supporting compliance with the program.
(f) For purposes of this section, "employment" includes self-employment as an independent driver.

Title 49 of the Code of Federal Regulations (CFR) Part 382: Controlled Substance and Alcohol Use and Testing

To fully understand what is required of you under the CFR, you must obtain a copy of Parts 40 and 382 and become familiar with their directives or obtain one of the controlled substance and alcohol testing program training kits now available on the market.
The following is a brief summary of Part 382.
The CFR requires employers to provide educational materials to their drivers which explain the requirements of Part 382 and the employer's policies and procedures with respect to meeting these requirements (382.601). Further, Part 49 requires employers to provide for a comprehensive drug testing program to ensure that drivers do not operate vehicles while being impaired by alcohol or controlled substances.
Every carrier must conduct pre-employment testing (382.301), post-accident testing (382.303), random testing (382.305 testing due to reasonable suspicion (382.307), follow-up testing (382.311), and return-to-duty testing (382.309).
Employers must advise employees of the resources available to them to resolve problems associated with the misuse c alcohol and the use of controlled substances (382.605).
Employers must ensure that supervisors are properly trained to determine whether reasonable suspicion exists to require a driver to undergo testing (382.603).
Employers shall not permit an employee who has violated the provisions of Part 382 to perform safety-sensitive functions including driving a commercial vehicle.

Title 49 of the CFR Part 40: Procedures for Transportation Workplace Drug Testing Programs

Part 40 provides for the specific procedures for conducting alcohol and controlled substance tests.

II. CONTROLLED SUBSTANCE AND ALCOHOL TESTING CERTIFICATION PROGRAM A. Education **(Self-employed independent operator is also required to make this showing)**

Unless you have a contract for services from a company which has been prescreened by the Commission staff you mu! specify the materials you will use to explain to your employees your policies and procedures as an employer with respect to meeting the drug testing requirements of the CFR and PU Code Section 5374. Attach copies of any written material you will use. If you have a contract with a consultant who is setting up a program for you, write the consultant's name and telephone number in the space below and provide a copy of the contract or agreement you have with this consultant to show that you have purchased his services.

B. Supervisor Training
All persons designated to supervise drivers must receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substances use. The training will be used by supervisors to determine whether reasonable suspicion exists to require a driver to undergo testing. You must show proof that your driver supervisor has completed this training or has enrolled in a training program.

C. Provide the name and telephone number of the facility that will manage or perform your alcohol and controlled substance tests. If you have set up your own program, give us the name of the federally certified laboratory that will be performing your drug tests. If you have a contract with a consultant/company who will manage your ongoing drug testing, give us the name and telephone number of the consultant/company performing this service for you as well as a copy of the contract or agreement.

Name Telephone Number

D. If there is to be only one driver under the permit, you must enroll that driver in a random testing pool that is managed by an independent company/consultant and provide a copy of the contract or agreement for the random testing service. If you have a contract with a consultant/company who will be managing your testing program list the consultant's/company's name and telephone number below.

Name _____ Telephone Number _____

E. A driver/applicant is any applicant (individual, partner, or officer of a corporation) who is applying for charter-party carrier operating authority who will also drive one of the vehicles to be operated under the charter-party authority.

Are you, or any of the applicants, a driver-applicant?

□ Yes □ No

If yes, the driver/applicant is required to cause a copy of its controlled substance and alcohol tests results to be sent directly to the Commission. This application will not be granted until a copy of the alcohol and controlled substance tests have been received, reviewed and found to be in compliance with Chapter 405.

III. ORGANIZATIONAL REQUIREMENTS

Name and telephone number of person(s) in your business responsible for controlled substance and alcohol testing certification program who will be managing your random drug testing program:

Name _____ Telephone Number _____

IV. CERTIFICATION

I (we) certify that I (we) have read and understand the requirements in Sections I. through III. above and that I am (we are) able to and will comply with each of them; and that the information I (we) have provide on this form, and in any attachments, is true and correct to the best of my (our) knowledge and belief. I (we) certify (or declare), under penalty of perjury, that the foregoing is true and correct

Date: _____

_____
Print Name of Applicant / Officer

_____
Signature of Applicant(s)

If applicant is a corporation:

_____
Signature of Corporate Officer

_____
Title of Corporate Officer

PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA
PARTNERSHIP AGREEMENT

This partnership agreement form must be attached to the original application when a partnership agreement has not been previously reduced to writing.

If the liability of any partner, or partners, to that portion of the public with whom the partnership transacts any of its business is intended to be a limited liability, the certificate required of limited partnerships by Section 15502 or 15621 of the Corporations Code must be executed and recorded and a copy thereof filed with this Commission in lieu of this form.

LIST THE FOLLOWING INFORMATION FOR EACH PARTNER

NAME	NAME
STREET ADDRESS	STREET ADDRESS
CITY STATE ZIPCODE	CITY STATE ZIPCODE
AREA CODE PHONE NUMBER	AREA CODE PHONE NUMBER
EMAIL ADDRESS	EMAIL ADDRESS
PERCENTAGE INTEREST	PERCENTAGE INTEREST

Use additional sheets if necessary

List the name(s) of the partner(s), who will be available to explain the operations and procedures of the partnership business and supply any requested records to authorized Commission representatives:

_____

_____

If there has been an agreement whereby a partner(s) is (are) to assume specific responsibilities such as management, etc., list the name(s) of such partner(s), and his (their) duties:

_____

_____

Name **Responsibility**

_____

_____

List the name(s) of any partner(s), who will not take an active part in the actual conduct of the partnership business:

_____

_____

CERTIFICATION

We certify (or declare), under penalty of perjury, that we have read and understand the partnership agreement stated above and that the foregoing is true and correct.

PRINT NAME(S) OF PARTNER(S)

Date: _____

_____

_____

ALL PARTNERS MUST SIGN

_____

_____

PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA
WORKERS' COMPENSATION DECLARATION FORM

This space for CPUC use only

YOUR FILE NUMBER

PSG_____

or

MTR_____

When you fill out this form, remember that the term "employee" includes clerical persons as well as drivers and any other persons employed in your carrier operations.

† If your business is an OUT OF STATE CORPORATION, please note that you are not subject to the workers' compensation laws of California unless you have employees who reside in California. If you have employees who reside in California, check "B" below; if not check "A".

If you employ persons in your carrier operations in any manner that makes you subject to the workers' compensation laws of California, you must promptly file with the Commission a certificate of workers' compensation insurance coverage or a certificate of consent to self-insure issued by the Director of Industrial Relations.

Check one of the following (read both before choosing):

A. ☐ I DO NOT HAVE ANY EMPLOYEES. If I hire employees in the future, I will submit an amended Workers' compensation Declaration Form to the Commission and contact my insurance company at once and have the required certificate of coverage mailed to the Commission. **NOTE TO HOUSEHOLD GOODS APPLICANTS: If you check this box, you must attach a written explanation of how you will conduct operations without employees.**

B. ☐ I DO have employees. (This box also applies to applicants for a permit or certificate who do not now have employees, but will employ workers upon commencement of operations.) I will contact my insurance company to electronically file the necessary insurance. I understand that the Commission will not issue or reinstate a permit or certificate until the insurance is electronically filed.

CERTIFICATION

I (we) certify (or declare), under penalty of perjury, that I (we) have read and understand the above requirement regarding workers' compensation and that I (we) am (are) able to and will comply with it. I (we) certify (or declare), under penalty of perjury, that the foregoing is true and correct.

Date: _____

_____
Print Name of Applicant / Officer

_____
Signature of Applicant(s)

_____
Signature of Corporate Officer

_____
Title of Corporate Officer

PSG/MTR _____

PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA
PROJECTED PROFIT AND LOSS STATEMENT

For a time period of (check one): ☐ 90 Days ☐ 120 Days ☐ 180 Days ☐ One year

Line No.	ITEM		AMOUNT
	PART I INCOME		
1.	Estimate Revenues		$ _____
	PART II EXPENSES		
2.	Preventive Maintenance	_____	
3.	Repairs	_____	
4.	Tires & Tubes	_____	
5.	Safety Education and Training Program	_____	
6.	Mechanics Wages	_____	
7.	Driver and Helper Wages	_____	
8.	Drivers, Helper and Mechanic Welfare and Pensions	_____	
9.	Fuel & Oil Expenses	_____	
10.	Vehicle Leases	_____	
11.	Other Transportation Expenses	_____	
12.	Rent	_____	
13.	Office Wages and Benefits	_____	
14.	Other Office Expenses	_____	
15.	Legal and Accounting	_____	
16.	Insurance, PL & PD	_____	
17.	Insurance, Workers' Compensation	_____	
18.	Insurance, Cargo	_____	
19.	Depreciation	_____	
20.	Payroll Taxes	_____	
21.	Fuel & Oil Taxes	_____	
22.	Vehicle Registrations		
23.	P.U.C. Fees & Taxes	_____	
24.	Other Taxes & Licenses		
25.	Interest	_____	
26.	Total Expenses (Add Lines 2 through 25)	_____	$ _____
27.	**NET PROFIT (OR LOSS)* (Line 1 minus Line 26)**		$ _____

* If a net loss is shown, please explain how the loss will be paid. _____

CERTIFICATION

I (WE) CERTIFY (OR DECLARE), UNDER PENALTY OF PERJURY, THAT THE FOREGOING IS TRUE AND CORRECT AND THAT THE PROPOSED SERVICE WILL BE FINANCIALLY ABLE TO OPERATE SAFELY.

_____
Signature of Individual Applicant, or managing member, or LLP/LP partner

_____
Title authorized officer,

_____
Print Name

_____
Date

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

MOTOR CARRIER PROFILE

CHP 362 (Rev. 6-15) OPI 062
Available at www.chp.ca.gov/Home/forms

If your company already has a CA number issued by the CHP and this Motor Carrier Profile is submitted to update your organization's information, check the "Update" box enter your CA number below:

CA- ☐ New ☐ Update

Detailed instructions begin on page 3.

Driver license numbers, Social Security Numbers, California corporation numbers, and Federal Employer Identification Numbers are used to prevent misidentification with other persons or organizations with similar names. In the case of an organization which is a "motor carrier of property" as defined in Vehicle Code Section 34601, some of the information supplied on this profile will be shared with the Department of Motor Vehicles. The California Highway Patrol is prohibited from issuing more than one CA number to a person, regardless of how many "doing business as" names the person may have.

The California Highway Patrol (CHP) recommends that upon completion of this Motor Carrier Profile, you make a copy for your records prior to mailing the original to the CHP.

Mail completed Motor Carrier Profile to your nearest CHP Motor Carrier Safety Unit. If you received special instructions to mail this profile to another CHP office, please mail as requested in those instructions (see page 3 for addresses).

PART 1. LEGAL NAME *Complete for individual, Partnership, Corporation or Limited Liability Company (one only)*

☐ **Individual** (Sole Proprietorship)

(Indicate "Doing Business As" names in Part 5)

☐ EIN ☐ SSN
Federal Employer Identification Number (EIN).
If no EIN, enter Social Security Number (SSN).

First Name | Middle Initial | Last Name | ***Required*** ▶ Driver License No. | Driver License State

☐ **Partnership**

☐ **Corporation** (Public agencies and non-profit organizations, check this box whether incorporated or not)

- ☐ State or Local Government Agency
- ☐ Non-Profit Organization (Check only if qualified for tax exemption under Section 501(c) of the Internal Revenue Code)

☐ **Limited Liability Company (LLC) (Registered with The California Secretary of State)**

Legal Name of Company or Organization (See also Part 5, Doing Business As)

Federal Employer Identification Number (EIN)

Corporation, Partnership, or Certificate of Qualifications No. issued by ***California*** Secretary of State:

Letter ◀— Numbers only —▶

Limited Liability Company Entity Number assigned by the **California** Secretary of state:

◀— Numbers only —▶

Executive Officer: _____
First Name | Middle Initial | Last Name

PART 2. PRINCIPAL PLACE OF BUSINESS

Physical Address: _____
Street Address | City | State | Zip Code

Mailing Address (if different): _____
Street Address or P.O. Box | City | State | Zip Code

Business Telephone Number:

Business Fax Number:

Business E-mail Address:

CHP USE ONLY

County Code _____ CHP Location Code _____ BIT APP Y/N: _____

Fleet Mileage in California (Total fleet intrastate and interstate miles in California for most recent full calendar year.)

(miles) for calendar year (year)

PART 3. EMERGENCY CONTACTS

Persons the California Highway Patrol should attempt to contact in the event of an emergency involving one of your organization's vehicles or drivers.

Name	Day Telephone with Area Code	Night Telephone with Area Code
Name	Day Telephone with Area Code	Night Telephone with Area Code

PART 4. TYPES OF OPERATION (Check all that apply. This will assist CHP in mailing new information to your firm only when appropriate.)

IMPORTANT! Read the descriptions of each item beginning on pages 4 and 5 before checking the box.

- ☐ A. Truck (see instructions)
- ☐ B. Hazardous Materials Carrier
- ☐ C. Hazardous Materials Shipper
- ☐ D. Hazardous Waste Transporter
- ☐ E. Flammable Liquid Cargo Tank
- ☐ F. Bus w/o Operating Authority (public transit or private)
- ☐ G. Tour Bus (CPUC or FMCSA authority)
- ☐ H. School Bus
- ☐ I. School Pupil Activity Bus
- ☐ J. Youth Bus
- ☐ K. General Public Paratransit Vehicle
- ☐ L. Farm Labor Vehicle
- ☐ M. Vehicle or combination described in VC 34500 (k)
- ☐ N. Vehicle described in VC 34500(j)
- ☐ O. Modified Limousine

PART 5. DOING BUSINESS AS (Fictitious Business Name on file with the County or California Secretary of State)

Doing business in California as

Doing business in California as

Doing business in California as

PART 6. OPERATING AUTHORITIES & IDENTIFICATION NUMBERS

USDOT MC MX IRP IRP Base State:

Cal-T (Household Goods) PSG (For-hire passenger carriers only) PSC TCP

PART 7. CALIFORNIA TERMINALS (Attach additional sheets if necessary, providing same information for each terminal)

California Terminal DBA and Address (DBA must match Part 5)	City Name	Zip Code	Phone Number	Driver Records?	Vehicle Records?	CHP ONLY
Doing Business As Address				☐Y ☐N	☐Y ☐N	Area Subarea
Doing Business As Address				☐Y ☐N	☐Y ☐N	Area Subarea
Doing Business As Address				☐Y ☐N	☐Y ☐N	Area Subarea
Doing Business As Address				☐Y ☐N	☐Y ☐N	Area Subarea

If the CHP needs to clarify any of the information your organization has provided, who should be contacted by telephone for assistance?

Name (Type or print) Day Telephone

Date this Carrier Profile Prepared (information current as of):

DIRECTIONS FOR COMPLETING
MOTOR CARRIER PROFILE, CHP 362 (Rev. 6-15)

CA - If your company already has a CA number issued by the California Highway Patrol (CHP), enter it in the box at the top of page 1 and check the box labeled "Update." Display of a CA number on commercial motor vehicles is required only under specified circumstances. If you are unsure whether your company already has a CA number, contact the nearest CHP Motor Carrier Safety Unit, listed below.

Redding 2485 Sonoma Street Redding CA 96001-3026	Voice (530) 242-4357 Fax (530) 246-1264	**Los Angeles** 437 N. Vermont Avenue Los Angeles CA 90004-3152	Voice (323) 644-9557 Fax (323) 953-4827
Sacramento 2555 First Avenue Sacramento CA 95818-2608	Voice (916) 731-6350 Fax (916) 227-0111	**San Diego** 9330 Farnham Street San Diego CA 92123-1216	Voice (858) 650-3655 Fax (858) 637-7159
Vallejo 1551 Benicia Road Vallejo CA 94591-7568	Voice (707) 648-4180 Fax (707) 649-4766	**San Luis Obispo** 4115 Broad Street Suite B-10 San Luis Obispo CA 93401-7992	Voice (805) 549-3261 Fax (805) 541-2871
Fresno 4771 W. Jacquelyn Avenue Fresno CA 93722-6438	Voice (559) 445-6992 Fax (559) 276-9449	**San Bernardino** 847 E. Brier Drive San Bernardino CA 92408-2837	Voice (909) 806-2414 Fax (909) 885-0981

SEE FOLLOWING OFFICES BY SPECIAL INSTRUCTION ONLY.
UNAUTHORIZED USE WILL DELAY PROCESSING OF YOUR APPLICATION.

Commercial Records Unit PO Box 942898 Sacramento, CA 94298-0001 Attn:	Voice (916) 843-4150 Fax (916) 843-3898	**Commercial Vehicle Section** PO Box 942898 Sacramento, CA 94298-0001 Attn:	Voice (916) 843-3400 Fax (916) 322-3154

PART 1. LEGAL NAME: One choice only - check Individual, Partnership, Corporation (which includes associations, trusts, and public agencies), or Limited Liability Company. Often, trusts hold property but do not operate businesses. Therefore, even if your company's assets are held by a trust but the company remains the motor carrier, enter the ownership information of the company under one of the four categories below.

INDIVIDUAL: If operating as an individual (sole proprietorship) with or without employees. If you have no Federal Employer Identification Number (EIN), enter the individual's Social Security Number (SSN). Check the appropriate box to indicate EIN or SSN. *A valid driver license number and issuing state are required. The application will not be processed without one.* A valid California identification card number issued by Department of Motor Vehicles (DMV) is acceptable in lieu of a driver license number. Please enter your proper legal name, not a nickname.

PARTNERSHIP: All requested information is required to prevent duplication of records. Businesses held as community property and operated jointly by family members (husband and wife, parent and child, etc.) are not partnerships unless legally organized as such, with an EIN assigned to the partnership. If not legally organized as a partnership, enter as an individual under one person's name and follow instructions outlined above for an individual.

CORPORATION: All requested information is required, to prevent duplication of records. Corporation number is normally stamped on an upper corner of Articles of Incorporation in California. If a foreign corporation, the Certificate of Qualifications number issued by the California Secretary of State is required instead. Information regarding legal status as a state or local government agency, or as a non-profit organization under federal regulations, is requested to prevent misdirected mailings and misapplication of motor carrier safety regulations, requirements for licenses, or fees for various related programs.

LIMITED LIABILITY COMPANY: All requested information is required, to prevent duplication of records. Include the Limited Liability Company number assigned by the California Secretary of State and the assigned EIN.

PART 2. PRINCIPAL PLACE OF BUSINESS: A single location designated by the motor carrier, normally its headquarters, where records required by federal motor carrier safety regulations will be maintained, if applicable, and records of drug and alcohol testing required by Section 34520 of the Vehicle Code will be made available for inspection. The telephone number should be the normal daytime business number for the company. The principal place of business may be outside of California. Provision is made elsewhere on the Motor Carrier Profile for emergency and other telephone numbers. Do not write in the box marked "CHP USE ONLY."

FLEET MILEAGE IN CALIFORNIA - All mileage accumulated in California by vehicles identified in Part 4 during the most recent full calendar year, whether operated in intrastate or interstate service. For this purpose there is no need to separate intrastate mileage from total in-state mileage (some of which could be part of interstate trips), as it will be used by the CHP solely for safety regulation purposes.

PART 3. EMERGENCY CONTACTS: Enter the names of responsible individuals at the company-wide level of your organization whom the CHP should attempt to contact in the event of an emergency involving your firm's vehicles or drivers. These should be management or supervisory personnel, as they may receive information requiring confidential handling within your firm or organization. Do not include a telephone number if its use requires a Personal Identification Number (PIN) or other access information, as the CHP's system has no means to store that additional information. Please notify your nearest Motor Carrier Safety Unit (page 3) immediately of any permanent changes in personnel who are on-call for emergencies involving CHP-regulated commercial motor vehicles. Your organization can also designate two emergency contacts for each California terminal listed in Part 7 by notifying your local Motor Carrier Safety Unit in writing. In doing so, identify two persons or offices with a day and night telephone number for each. Emergency circumstances may not always result in CHP using this source of information to contact your organization, but keeping this information current is strongly recommended. This is also a reason to ensure the identification numbers in Part 6 are accurate and complete, and represent your organization, not one to which you may be leased or contracted.

PART 4. TYPES OF OPERATION:

A. Truck - Any truck of three or more axles with a gross vehicle weight rating (GVWR) of more than 10,000 pounds; any truck tractor regardless of number of axles or GVWR; and any truck used to tow a trailer where the overall length of the truck and trailer coupled together exceeds 40 feet.
B. Hazardous Materials Carrier - Any truck, including pickups, used to transport any amount of hazardous materials.
C. Hazardous Materials Shipper - An individual or company who offers hazardous materials for transportation by common carrier, contract carrier, or motor carrier of property, and *never* transports hazardous materials in any amount on vehicles owned, rented, leased or otherwise controlled or operated by the shipper.
D. Hazardous Waste Transporter - An individual or company that transports hazardous wastes as defined in California or federal regulations.
E. Flammable Liquid Cargo Tank - Any tank greater than 120 gallons capacity which is used to transport liquids having a flash point of less than 100 degrees Fahrenheit, other than in the regular fuel tank of the vehicle.
F. Bus Without Operating Authority - Any vehicle of more than 10-passenger capacity including the driver; the operation of which does not require a certificate, permit, or authority issued by the California Public Utilities Commission or the Federal Motor Carrier Safety Administration. This typically includes but is not limited to, church and other private buses, and also includes public transit buses operated by city or county transit agencies.
G. Tour Bus - Any bus subject to regulation of and required a certificate, permit, or authority issued by the California Public Utilities Commission or the Federal Motor Carrier Safety Administration.
H. School Bus - The traditional yellow school bus specifically certified by the CHP for transportation of school pupils attending public or private schools.
I. School Pupil Activity Bus - A commercial or transit bus specifically certified by the CHP for use in transporting school pupils on school-sanctioned trips to and from school-related activities under specified conditions, but not including home-to-school or school-to-home route service.
J. Youth Bus - A small bus specifically certified by the CHP for service in transporting school pupils between school and non-school related activities.
K. General Public Paratransit Vehicle - A vehicle operated by or under contract to a transit agency in dial-a-ride, subscription, or route-deviated service, and certified specifically by the CHP for transportation of school pupils to and from schools.
L. Farm Labor Vehicle - A passenger vehicle or truck specifically certified by the CHP for use in transporting farm laborers.
M. Vehicle or combination described in Vehicle Code Section 34500 (k) - Any commercial motor vehicle with a GVWR of 26,001 or more pounds, or any combination of vehicles consisting of a commercial motor vehicle of any GVWR and a trailer with a gross weight or GVWR greater than 10,000 pounds ("Trailer" for this purpose does not include camp trailers, trailer coaches, or utility trailers).
N. Vehicle described in California Vehicle Code Section 34500(j) - Any other motor truck not described in A, B, D, E, or M above; the operation of which is subject to regulation by the California Department of Motor Vehicles through the Motor Carrier of Property Permit requirements, the California Public Utilities Commission, or the United States Department of Transportation.
O. Modified Limousine. Any vehicle operated for-hire by a charter-party carrier of passengers or a passenger stage corporation which seats not more than ten passengers including the driver, and has been modified, altered, or extended in a manner that increases the overall wheelbase of the vehicle, exceeding the original equipment manufacturer's published wheelbase for the base year and model of the vehicle, in an amount sufficient to accommodate additional passengers.

PART 5. DOING BUSINESS AS (DBA): Enter all lawfully registered business names used in California by this entity (businesses not involving the use of regulated vehicles in Part 4 may be excluded). A company which is a different legal entity and assigned a separate EIN requires its own CA number and Motor Carrier Profile. Employer Identification Numbers are requested solely to positively identify separate entities and not for any purpose relating to tax issues. Organizations sharing the same EIN shall share the same CA number, although they may continue to be identified by separate DBA names.

PART 6. OPERATING AUTHORITIES & IDENTIFICATION NUMBERS: Certain types of carriers are not required to display their assigned CA number if they are already displaying valid numbers assigned to them by other specified regulatory agencies. In order to cross reference your organization's other numbers to its CA number, the CHP needs to know what the other numbers are. **USDOT:** The number assigned by the Federal Motor Carrier Safety Administration and displayed on vehicles as "USDOT 000000." This number is not the same thing as the docket or ICC number. Many commercial motor vehicle operators have both numbers, and should list both in this Part. **MC:** The number assigned to your firm by the Federal Motor Carrier Safety Administration. This number is often shown on documents as "MTR 000000," and on vehicles as "MC 000000" with the zeros replaced by the number assigned to the company. Do not list a number that is assigned to a motor carrier to which your vehicle is leased or to which your company is subcontracted. **MX:** Similar to MC numbers, but are assigned to carriers based in Mexico and operating in the United States. **Cal-T:** The number assigned to California intrastate household goods carriers by the California Public Utilities Commission (CPUC). Cal-T numbers are no longer valid for any type of motor carrier other than household goods carriers. **PSG:** A number assigned by the CPUC to intrastate for-hire passenger carriers (other than taxi services), which are preceded by the prefix "TCP" or "PSC," displayed on vehicles as "TCP 00000A" or "PSC 00000" (or both) with the zeros representing the number assigned to the carrier by the CPUC, and the "A" representing a CPUC-assigned alphabetic character indicating a specific type of passenger carrier. **IRP:** The International Registration Plan identification number assigned by the appropriate agency in your state (DMV for California-based carriers).

PART 7. CALIFORNIA TERMINALS: All business locations from which vehicles described in Part 4 are dispatched or operated in intrastate service, or in initiating, completing, or continuing the movement of an interstate load. It may include facilities owned by another business, such as a warehouse to or from which loads are transported and where the commercial motor vehicle is normally parked when not in use. "Terminal" may also include the private residence of an owner-operator or other small business utilizing commercial motor vehicles, if that is where the firm conducts business.
Terminal DBA and Address: A properly registered DBA name used at that location, if different from the name identified in Part 1, and the physical address of each location. **City Name:** City or community name only. State is not necessary, as only locations within California must be listed. **Zip Code:** The postal zip code of the terminal's physical location, whether or not the company receives mail there. **Phone Number:** The telephone number at which management personnel for that terminal can be contacted during normal business hours. The CHP uses this information to determine which CHP office serves that area.
Driver Records? - Check "Y" if records relating to commercial motor vehicle drivers are kept at this location, such as driver qualification files, DMV driving records, and drivers' time records. Check "N" if this location is not where such records are kept.
Vehicle Records? - Check "Y" if commercial motor vehicle inspection and maintenance records are kept at this terminal for the vehicles based there, such as drivers' daily vehicle inspection reports, company safety inspection records, scheduled maintenance records, repair records. Check "N" if this location is not where such records are kept.
CHP USE ONLY: CHP uses this column to add geographical coding to indicate this terminal's location.

The ultimate goal of the CHP's inspection programs is the reduction of human suffering and property loss resulting from commercial motor vehicle at-fault accidents. This Motor Carrier Profile is an important tool in the CHP's effort to direct inspection resources where they are needed most, and to reduce the cost of regulation to both the regulated community and the state. Although it is detailed, time spent now in completing it carefully will be repaid by allowing the CHP to correctly identify entities to which mailings should be directed, to quickly notify your organization of an emergency involving your commercial vehicles or drivers, and to identify entities which require more or less contact from the CHP, depending on the nature of their businesses and their safety experiences over time.

A GUIDE TO FILLING OUT FORM PL706-I

KEEP THIS GUIDE FOR YOUR FILES
DO NOT RETURN IT WITH YOUR APPLICATION.

I. VEHICLE PREVENTIVE MAINTENANCE RECORD REQUIREMENTS

California Public Utilities Code Section 5374 (C) and (F) require that all charter-party carriers and passenger stage corporations have a vehicle preventive maintenance program, and certify that the vehicles will be maintained as required by the California Vehicle Code and regulations contained in Title 13 of the California Code of Regulations. Before the License Section will issue you a permit or certificate you must certify on form PL706-I that you have read California Vehicle Code Section 34505 and California Code of Regulations Title 13 (Motor Vehicles), Division 2, Chapter 6.5, Section 1215, and that you will comply with these vehicle maintenance requirements. Below is a transcription of these code sections.

Vehicle Maintenance Record Requirements

Pursuant to California Vehicle Code Section 34505, (a) tour bus operators[1] shall, in addition to the systematic inspection, maintenance, and lubrication services required of all motor carriers, require each tour bus to be inspected at least every 45 days, or more often if necessary to ensure safe operation. This inspection shall include, but not be limited to, all of the following:

(1) Brake adjustment.
(2) Brake system components and leaks. (3) Steering and suspension systems.
(4) Tires and wheels.

(b) A tour bus shall not be used to transport passengers until all defects listed during the inspection conducted pursuant to subdivision (a) have been corrected and attested to by the signature of the operator's authorized representative.

(c) Records of inspections conducted pursuant to subdivision (a) shall be kept at the operator's maintenance facility or terminal where the tour bus is regularly garaged. The records shall be retained by the operator for one year, and shall be made available for inspection upon request by any authorized employee of the department. Each record shall include, but not be limited to, all the following:

(1) Identification of the vehicle, including make, model, license number, or other means of positive identification.

[1] Section 612 of the California Vehicle Code defines a "Tour Bus" as a bus which is operated by or for a charter-party carrier of passengers, as defined in Section 5360 of the Public Utilities Code, or a passenger stage corporation, as defined in Section 226 of the Public Utilities Code.

(2) Date and nature of each inspection and any repair performed.
(3) Signature of operator's authorized representative attesting to the inspection and to the completion of all required repairs. (4) Company vehicle number.

Attachment A is a sample copy of a vehicle maintenance form titled BUS MAINTENANCE & SAFETY INSPECTION (CHP 108A). This form is published by the California Highway Patrol and fully complies with the record maintenance requirements outlined in California Vehicle Code Section 34505.
https://www.chp.ca.gov/home/forms
You may use this form to record vehicle maintenance conducted on your company's vehicles. If you use another vehicle maintenance form, that form must comply with the requirements discussed above, and you must attach a copy of it to form PL706-I.

Daily Vehicle Maintenance Record Requirement

Pursuant to California Code of Regulations, Title 13 (Motor Vehicles), Division 2, Chapter 6.5, Section 1215

(a). General. It shall be unlawful for the driver to drive a vehicle that is not in safe operating condition or is not equipped as required by all provisions of law and this chapter.

(b) Daily Inspection. Pursuant to Section 1202.1 and 1202.2, all drivers shall perform vehicle inspection and submit written reports in accordance with the requirements of Title 49, Code of Federal Regulations, Sections 396.11 and 396.12, as follows:

(1) Before driving a motor vehicle, the driver shall:

(A) Inspect each vehicle daily to ascertain that it is in safe operating condition and equipped as required by all provisions of law, and all equipment is in good order;

(B) Review the last vehicle inspection report;

(C) Sign the report, only if defects or deficiencies were noted by the driver who prepared the report, to acknowledge that the driver has reviewed it and that there is a certification pursuant to subsection (f) that the required repairs have been performed. The signature requirement does not apply to listed defects on a towed unit which is no longer part of the vehicle combination.

(2) Subsections (B) and (C) do not apply to school bus drivers or publicly owned and operated transit system drivers.

(c) Daily Report. Every motor carrier shall require its drivers to report, and every driver shall prepare a report in writing at the completion of each day's work on each vehicle operated. School bus drivers' reports shall cover at least the items listed in subdivision (d), and all other drivers' reports shall cover at least the following parts and accessories:

- Service brakes including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn

- Windshield wipers
- Rear vision mirrors
- Coupling devices
- Wheels and rims
- Emergency equipment

(d) School bus drivers. For school bus drivers, the inspection shall include, but is not limited to:

1. All gauges, indicators, and warning devices
2. Horns
3. Driver's seat and seat belts
4. All doors, door emergency releases, and windows
5. All seats, handrails, and modesty panels
6. Interior and exterior lighting systems
7. All heating, cooling, and ventilating systems
8. All glass and mirrors, including adjustment of mirrors
9. Windshield wipers and washers
10. All required emergency equipment
11. All tires, wheels, and lugnuts
12. Brake system

    (a) Air compressor governor cut in and cut out pressures
    (b) Static pressure for air loss
    (c) Applied brake pressure loss
    (d) Low air pressure warning devices
    (e) Emergency stopping systems (draining reservoirs in dual systems is not required)
    (f) Parking brake
    (g) Antiskid device (if equipped)
    (h) Vacuum gauge, ensuring it reads not less than 15 inches
    (i) Low vacuum warning devices
    (j) Brake pedal for brake adjustment

(e) Report Content. The report shall identify the motor vehicle and all towed vehicles and list any defect or deficiency discovered by or reported to the driver which would affect safety of operation of the motor vehicle or combination or result in its mechanical breakdown. If no defect or deficiency is discovered by or reported to the driver, the report(s) shall so indicate. In all instances, the driver shall sign the vehicle inspection report. On two-driver operations, only one driver needs to sign the report, provided both drivers agree as to the defects or deficiencies. If a driver operates more than one vehicle during the day, a report shall be prepared for each vehicle operated.

(f) Corrective Action. Prior to operating a motor vehicle, motor carriers or their authorized agent(s) shall effect repair of any item listed on the motor vehicle inspection report(s) that would be likely to affect the safety of operation of the motor vehicle or any towed vehicles.

(1) Motor carriers or their agents shall certify on the report(s) which lists any defects or deficiencies that the defects or deficiencies have been corrected or that correction is unnecessary before the vehicle is again dispatched.

(2) Subsection (1) does not apply to school bus or publicly owned and operated transit system motor carriers.

(g) Repairs. Unless the driver of a school bus or SPAB is the mechanic charged with the care and maintenance of the bus, the driver shall not make any repair of the bus or its equipment except necessary emergency repairs on the road.

(h) Exception. Subsection (c) shall not apply to a motor carrier operating only one motor vehicle, provided the motor vehicle is a motor truck or truck tractor, and the motor carrier is the owner and sole driver of the motor vehicle. A motor carrier, otherwise excepted from the reporting requirement by this subdivision, who tows trailers(s) not owned by or leased to that motor carrier, shall submit documented daily report(s) for the trailers as required by subsection (b). Such reports shall be submitted to the person(s) from whom the trailers were obtained.

(i) Private motor carriers of passengers. The exemption provided to private carriers of passengers in 49 CFR Section 396.11(d), shall not apply to intrastate private motor carriers of passengers operating any bus, ad defined in Vehicle Code Section 233.

Attachment B is a form titled "Driver's Vehicle Inspection Report." This form complies with the requirement discussed in California Code of Regulations Title 13 (Motor Vehicles), Division 2, Chapter 6.5, Section 1215. You may use this form to record daily vehicle maintenance required for your company's vehicle(s). If you choose to use another daily maintenance form, it must conform to the requirements discussed above. You must also attach a copy of the form to form PL706-I.

II. SAFETY EDUCATION AND TRAINING PROGRAM

Public Utilities Code Section 5374 (E) requires that applicants have a safety education and training program in effect for all employees or sub-carriers operating vehicles used in transportation for compensation. You must provide safety education and training at least twice a year and cover the subject matter listed below. If you have employees or sub-carriers, you must keep records of the training you conducted and the names of your drivers who participated in the training.

If you develop your own safety education and training program, as a minimum, a carrier safety education training program shall cover the following subjects, as set forth in the California Commercial Driver Handbook, published my the Department of Motor Vehicles (DMV)

- Commercial Driver License Program, Qualifications, and Sanctions
- Commercial Driver License Test
- Inspecting Your Vehicles
- Basic Control of Your Vehicle
- Size and Weight of Vehicles and Loads
- Transporting Cargo
- Air Brakes
- Combination Vehicles
- Hazardous Materials

You may obtain a copy of this booklet from your local DMV office, or you may download a copy from the DMV's web page at www.dmv.ca.gov. **Attachment C** is a copy of the front cover of this booklet and the table of contents.

You may purchase a commercially available safety education training program if you wish. A few of these programs are mentioned below. You must attach to form PL706-I a copy of the receipt from your safety consultant listing the material you purchased. A program should include:

DOT Federal Motor Carrier Safety Regulations Pocketbook
Department of Motor Vehicles Commercial Driver Handbook

BOOKLETS:

Vehicle Inspections	Cornering Techniques
Driving Grades	Drivers Drugs/Drinking
Night Driving Backing	Sharing the highway
Controlling/Brakes	Skid Control
Extreme Driving Conditions	Preventive Maintenance Flatbeds
Terminal/Yard Procedures Defensive Driving	Trailers
Emergency Maneuvers	Your Daily Log

III PULL NOTICE PROGRAM & REQUIREMENTS

Public Utilities Code Section 5374 (D) requires that before the Commission issues a charter-party carrier permit or certificate the Commission shall ensure that the applicant participates in a program (DMV's Pull Notice Program) to regularly check the driving records of all persons, whether employees or sub-carriers, operating vehicles used in transportation for compensation. Section 1808.1 of the California Vehicle Code and the Commission's General Order Series 157 and 158 require all Charter-party Carriers and Passenger Stage Corporations to enroll in the DMV's Pull Notice Program and to obtain a "Pull Notice Contract" and a "Requestor Code Number" from the DMV. Operating authority will not be issued to a carrier until the carrier has provided the Commission with a "Pull Notice Contract" and a "Requestor Code Number". The Pull Notice Contract must be in the legal name of the applicant or permit holder.
https://www.dmv.ca.gov/portal/dmv/?1dmy&urile=wcm:path:/dmv_content_en/dmv/vehi ndustry/epn/epnformlist

To participate in the Pull Notice Program and to receive information on how to request periodic driver reports, contact the DMV at:

Department of Motor Vehicles
Employer Pull Notice Unit
P.O. Box 944231 – M.S. # H-265
Sacramento, CA 94244-2310 (Phone 916-657-6346)
(www.dmv.ca.gov)

IV A NOTE FROM THE CALIFORNIA HIGHWAY PATROL

In addition to the above-listed safety requirements, motor carriers operating or directing the operations of any vehicle with a seating capacity of more than 10 passengers, including the driver, must participate in a terminal inspection every 13
months and pay the appropriate terminal inspection fee. To find out what happens during the terminal inspection, get the California Highway Patrol Motor Carrier Safety Compliance Handbook, HPH 84.6. Single copies of this handbook are available for a nominal charge at the CHP Publications Unit, and you may obtain a copy by telephoning (916) 375-2101. Below is a list of the CHP Motor Carrier Safety Unit Offices you can contact in case you have any questions concerning bus and terminal inspections.

CHP Motor Carrier Safety Unit

1. 2485 Sonoma Street, Redding, 96001	(530) 225-2098
2. P.O. Box 2088, Rancho Cordova, 95741	(916) 464-2102
3. 1551 Benicia Road, Vallejo, 94591	(707) 648-4180
4. 4774. W. Jacklyn, Fresno, 93722	(559) 445-6992
5. 411 North Central Ave. Suite 410, Glendale, 91203	(323) 644-9557
6. 9330 Farnham Street, San Diego 92123	(858) 650-3655
7. 4115 Broad Street, Suite B-10, San Luis Obispo, 93401	(805) 549-3261
8. 847 E. Brier Drive, San Bernardino, 92408	(909) 806-2414

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DO NOT RETURN IT WITH YOUR APPLICATION.

Carriers should also obtain a copy of the California Vehicle Code (http://www.leginfo.ca.gov/calaw.html) and a copy of Title 13, California Code of Regulations
(http://government.westlaw.com/linkedslice/default.asp?SP=CCR-1000

ATTACHMENT A

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

BUS MAINTENANCE & SAFETY INSPECTION

CHP 108A (Rev. 7-05) OPI 062

**** Inspection of these items meet the minimum requirements of 34505 CVC***

CARRIER NAME	UNIT NUMBER	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE

YEAR	MAKE	LICENSE NUMBER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
			OK DEF	OK DEF	OK DEF	OK DEF	OK DEF	OK DEF	OK DEF	OK DEF	OK DEF	OK DEF	OK DEF	OK DEF
	1.	Fire extinguisher, first aid kit, and reflective warning devices												
	2.	Horn, defroster, gauges, odometer, and speedometer												
	3.	Driver seat, passenger seats, padding, interior, and floor condition												
	4.	Windshield wipers, windows, mirrors, and supports												
	5.	All interior and exterior lights, signals, reflectors												
	6.	Electrical wiring-condition and protection												
	7.	Batteries-water level, terminals, and cables												
*	8.	Warning devices-air, oil, temperature, exit, and/or vacuum												
	9.	Heaters, defrosters, switches, and vents												
	10.	Doors, exterior, paint, and marking												
	11.	Radiator and water hoses-coolant level, condition, and/or leaks												
*	12.	Belts-compressor, fan, water, and/or alternator												
*	13.	Air hoses and tubing-leaks, condition, and/or protection												
	14.	Fuel system-tank, hoses, tubing, and/or pump-leaks												
	15.	Exhaust system, manifolds, piping, muffler-leaks and/or condition												
	16.	Engine-mounting, excessive grease and/or oil												
	17.	Clutch adjustment-free play												
	18.	Air filter, throttle linkage												
	19.	Starting and charging system												
*	20.	Hydraulic brake system-adjustment, components, and/or condition												
*	21.	Hydraulic master cylinder-level, leaks, and/or condition												
*	22.	Hoses and tubing-condition, protection												
*	23.	Air brake system-adjustment, compartments, and/or condition												
*	24.	1 minute air or vacuum loss test												
*	25.	Air compressor governor-cut in and cut out pressure (85-130)												
*	26.	Primary air tank-drain and test function of check valve												
*	27.	Other air tanks-drain and check for contamination												
*	28.	Tires-tread depth, inflation, condition												
*	29.	Wheels, lug nuts, and studs-cracks, looseness, and/or condition												
*	30.	Parking brake-able to hold the vehicle												
*	31.	Emergency stopping system-labeled, operative												
*	32.	Brakes do not release after complete loss of service air												
*	33.	Steering system-mounting, free lash and components												
*	34.	Steering arms, drag links, and/or tie rod ends												
*	35.	Suspension system-springs, shackles, u-bolts, and/or torque rods												
*	36.	Frame and cross members-cracks and/or condition												
	37.	Drive shaft, universal joints, and/or guards												
	38.	Transmission and differential-mounting, leaks, and/or condition												
*	39.	Wheel seals-leaks and/or condition												
	40.	Under carriage-clean and secure												

SIGNATURES OF INSPECTORS

JANUARY INSPECTION	DATE	FEBRUARY INSPECTION	DATE	MARCH INSPECTION	DATE	APRIL INSPECTION	DATE
MAY INSPECTION	DATE	JUNE INSPECTION	DATE	JULY INSPECTION	DATE	AUGUST INSPECTION	DATE
SEPTEMBER INSPECTION	DATE	OCTOBER INSPECTION	DATE	NOVEMBER INSPECTION	DATE	DECEMBER INSPECTION	DATE

Form may be reproduced privately—bulk supplies are not available from the CHP

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

BUS MAINTENANCE & SAFETY INSPECTION

CHP 108A (Rev. 7-05) OPI 062

**** Inspection of these items meet the minimum requirements of 34505 CVC***

CARRIER NAME		UNIT NUMBER	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE
YEAR	MAKE	LICENSE NUMBER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

			JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC	
			OK	DEF	OK	DEF	OK	DEF	OK	DEF	OK	DEF	OK	DEF	OK	DEF	OK	DEF	OK	DEF	OK	DEF	OK	DEF	OK	DEF
	1.	Fire extinguisher, first aid kit, and reflective warning devices																								
	2.	Horn, defroster, gauges, odometer, and speedometer																								
	3.	Driver seat, passenger seats, padding, interior, and floor condition																								
	4.	Windshield wipers, windows, mirrors, and supports																								
	5.	All interior and exterior lights, signals, reflectors																								
	6.	Electrical wiring-condition and protection																								
	7.	Batteries-water level, terminals, and cables																								
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	11.	Radiator and water hoses-coolant level, condition, and/or leaks																								
*	12.	Belts-compressor, fan, water, and/or alternator																								
*	13.	Air hoses and tubing-leaks, condition, and/or protection																								
	14.	Fuel system-tank, hoses, tubing, and/or pump-leaks																								
	15.	Exhaust system, manifolds, piping, muffler-leaks and/or condition																								
	16.	Engine-mounting, excessive grease and/or oil																								
	17.	Clutch adjustment-free play																								
	18.	Air filter, throttle linkage																								
	19.	Starting and charging system																								
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	37.	Drive shaft, universal joints, and/or guards																								
	38.	Transmission and differential-mounting, leaks, and/or condition																								
*	39.	Wheel seals-leaks and/or condition																								
	40.	Under carriage-clean and secure																								

SIGNATURES OF INSPECTORS

JANUARY INSPECTION	DATE	FEBRUARY INSPECTION	DATE	MARCH INSPECTION	DATE	APRIL INSPECTION	DATE
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SEPTEMBER INSPECTION	DATE	OCTOBER INSPECTION	DATE	NOVEMBER INSPECTION	DATE	DECEMBER INSPECTION	DATE

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

LUBRICATION AND INSPECTION REPORT

CHP 108A (Rev. 7-05) OPI 062

CARRIER NAME | UNIT NUMBER | YEAR

MAKE | MODEL | LICENSE NUMBER

MILEAGE OR HOURS	DATE	BY	LUBRICATION	OIL CHANGE	OIL ADDED	FILTER CHANGE	TRANSMISSION	DIFFERENTIAL	WHEEL BEARINGS	BATTERIES	BRAKE ADJUSTMENT	TIRE PRESSURE	A LEVEL SERVICE	B LEVEL SERVICE	C LEVEL SERVICE	MILEAGE OR HOURS	DATE	BY	LUBRICATION	OIL CHANGE	OIL ADDED	FILTER CHANGE	TRANSMISSION	DIFFERENTIAL	WHEEL BEARINGS	BATTERIES	BRAKE ADJUSTMENT	TIRE PRESSURE	A LEVEL SERVICE	B LEVEL SERVICE	C LEVEL SERVICE

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

REPAIR REPORT

CHP 108A (Rev. 7-05) OPI 062

CARRIER NAME		UNIT NUMBER	YEAR
MAKE	MODEL	LICENSE NUMBER	

MILEAGE OR HOURS	DATE	REPAIR

Form may be reproduced privately—bulk supplies are not available from the CHP

ATTACHMENT B

DRIVER'S VEHICLE INSPECTION REPORT

CHECK ANY DEFECTIVE ITEMS AND GIVE DETAILS UNDER "REMARKS":

DATE: _____

VEHICLE NO:_____

- AIR COMPRESSOR
- AIR LINES
- BATTERY
- BRAKE ACCESSORIES
- BRAKES
- CARBURETOR
- CLUTCH
- DEFROSTER
- DRIVE LINE
- ELECTRICAL CONNECTIONS
- ENGINE
- EXHAUST SYSTEM
- FIFTH WHEEL
- FRONT AXLE
- FUEL SYSTEM
- HEAT
- HORN
- INSTRUMENTS & GAUGES
- LIGHTS (HEAD-STOP, TAIL-DASH, TURN INDICATOR)
- MIRRORS
- ON-BOARD RECORDER
- RADIATOR
- REFLECTORS
- REAR END
- SAFETY EQUIPMENT:
- FIRE EXTINGUISHER
- FLAGS-FLARES-FUSES
- SPARE BULBS & FUSES
- SPARE SEAL BEAM
- SPRING
- STARTER
- STEERING
- TACHNOGRAPH
- TRANSMISSION
- WHEELS
- WINDOWS
- WINDSHIELD WIPERS
- OTHER (DESCRIBE)

TRAILER(S) NO.(S):_____

- BRAKE CONNECTIONS
- BRAKES
- COUPLING CHAINS
- COUPLING (KING) PIN
- DOOR
- HITCH
- LANDING GEAR
- LIGHTS ALL
- ROOF
- SPRINTS
- TIE DOWNS
- TIRES
- WHEELS
- OTHER (DESCRIBE)

REMARKS:

_____

_____

_____

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

DRIVER'S SIGNATURE: _____ **DATE:**_____

ABOVE DEFECTS CORRECTED (ATTACH WORKORDER SHOWING WORK TO BE DONE AND PARTS AND MATERIALS USED).

ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE.

MECHANIC SIGNATURE: _____ **DATE:**_____

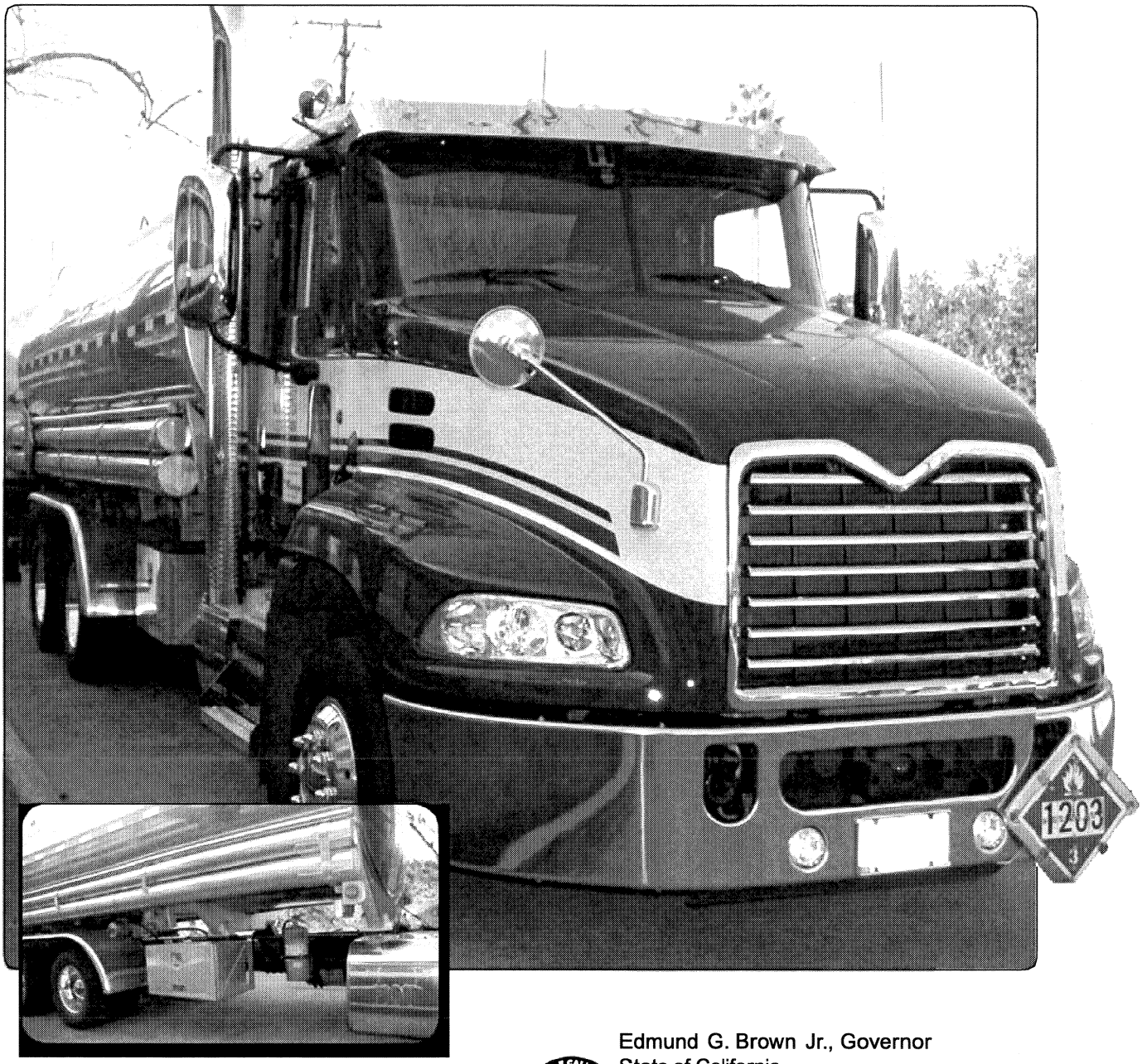
Rev. 10/2014

ATTACHMENT C

California

ISH
2014-2015

Commercial Driver Handbook



YouTube™

Edmund G. Brown Jr., Governor
State of California
Brian P. Kelly, Secretary
California State Transportation Agency
Jean Shiomoto, Director
California Department of Motor Vehicles

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This material is based upon work supported by the Federal Motor Carrier Safety Administration under Cooperative Agreement No. DTFH61-97-X-00017. Any opinions, findings, conclusions or recommendations expressed in this publication are those of the Author(s) and do not necessarily reflect the view of the Federal Motor Carrier Safety Administration.

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Department of Motor Vehicles
Legal Office MS C128
PO Box 932382
Sacramento, CA 94232-3820

CALIFORNIA PUBLIC UTILITIES COMMISSION

SAFETY AND ENFORCEMENT DIVISION

APPLICATION INSTRUCTIONS

CHARTER-PARTY CARRIER

OF PASSENGERS

(TCP Rev. 10/15)

TRANSPORTATION LICENSE SECTION
STATE OF CALIFORNIA PUBLIC UTILITIES COMMISSION

BASIC INFORMATION FOR PASSENGER CARRIERS AND APPLICANTS

Purpose of this document:

- Before you apply: To help you determine whether you need any kind of permit or certificate (authority) from the CPUC, and *what kind* of permit or certificate you need
- When you apply: To provide guidance through the application process, if you do decide to apply
- After you receive operating authority: To help you *keep* your authority in good standing

Please read all of this information before you begin filling out an application, and before you contact the CPUC License Section with questions. Thank you!

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Abbreviations

CPUC California Public Utilities Commission
DMV California Department of Motor Vehicles
PSC Passenger Stage Corporation
TCP Transportation Charter Party. This can refer to a charter-party carrier, a charter-party permit or certificate, or a charter-party carrier number—the number assigned to a TCP carrier by the License Section.
LLC Limited Liability Company
LP Limited Partnership

BEFORE YOU APPLY#

Will you perform California intrastate transportation?

California intrastate transportation is transportation that begins and ends in California, and does not cross any state line in between. Note that the CPUC has jurisdiction only over transportation that moves over *public* highways and streets. If transportation is conducted only on private property, then no CPUC authority is required.

If you will perform *any* California intrastate transportation, even occasionally, then you *may need* CPUC authority as one (or more) of the types of passenger carriers described below. The following information should help you determine whether you need CPUC authority, and if so, what type.

If you will not perform any California intrastate transportation, then you do not need CPUC authority. Read the section immediately below about interstate transportation. The rest will not apply to you.

Will you perform interstate transportation?

Interstate transportation is transportation that crosses a state line, even if the trip begins and ends in one state, like California. Interstate transportation is *not* under the jurisdiction of the California Public Utilities Commission (CPUC) but may require authority from the federal government. If you will perform *any* interstate transportation, ask the Federal Motor Carrier Safety Administration (FMCSA—part of the U.S. Department of Transportation) whether you will need federal authority:

Mailing Address:	FMCSA 1200 New Jersey Avenue SE Washington, DC 20590
Phone:	(800) 832-5660 TTY: (800) 877-8339
Web site:	http://www.fmcsa.dot.gov/

Will you perform both interstate and intrastate transportation?

If you will perform both interstate and intrastate transportation, you may need both federal and CPUC authority. Ask the FMCSA whether you require federal authority, and read the information below to determine whether your intrastate transportation requires CPUC authority.

Everything that follows assumes that you will perform at least some California intrastate transportation of passengers. In doing so, you may be one (or more) of the following types of carriers, requiring CPUC authority:

1. A **passenger stage corporation (PSC).** These require a "certificate of public convenience and necessity" (certificate)
2. A **charter-party carrier of passengers (TCP).** There are several types of charter-party certificates and permits, described in detail below.
3. A **private carrier.** These are required to register annually with the CPUC.

The information on the following pages will help you determine which of these three types of passenger carriers you will be, if any. As you will see, this can be a complicated question, so please read all of the information. Also, you may intend to perform more than one type of transportation that may require more than one type of authority. IMPORTANT NOTE: Certain types of transportation are specifically exempt from regulation as passenger stage or charter- party transportation, even though they may otherwise fit the definition. If you think you may be a PSC or TCP carrier, don't make up your mind until you read everything below.

General Information About Vehicles

As part of the application process, charter-party and passenger stage carriers must provide the License Section with a list of all vehicles to be operated, including their license plate numbers, VIN numbers, and seating capacities. Thereafter, they must report to the License Section within 10 days of adding or deleting any vehicle from their fleet. The form for this purpose (PL 664) is included in the application packet, and may be downloaded from our web site.

Will I need separate authorities for each vehicle I will operate?
No. Whether you are a passenger stage corporation, a charter-party carrier, or a private carrier, you may operate any number of vehicles under one certificate, permit, or registration. If you have more than one type of authority, you may also use the same vehicle to operate under all authorities you have (except that a vehicle seating 16 or more, including the driver, may not be operated under a charter-party "P" permit). For example, you could operate as a passenger stage corporation on one trip, and use the same vehicle on another trip as a charter-party carrier.

Do I need to have a vehicle before I apply?
No, but unless you plan to contract with other charter-party subcarriers to provide all of your transportation services, you'll need to have a vehicle before we'll issue your authority. You should not apply for a charter-party authority until you're absolutely sure you'll have a vehicle and will be ready to operate within 3 months. You'll have somewhat more time if you apply for a passenger stage corporation certificate.

Seating Capacity
With the exception of a charter-party "P" permit, all the authorities below allow you to operate a vehicle of any seating capacity. Under a "P" permit, you may not operate a vehicle seating 16 or more, including the driver. Other things to be aware of:

1. If you operate a "bus" (a vehicle seating 11 or more, including the driver) you must undergo and pass a CHP bus safety inspection before your authority is issued, and every year thereafter (Vehicle Code Section 34505.1). As part of your application, you will fill out a "Terminal Inspection Fee Statement" and pay an additional $15 per bus. We will forward this to the CHP, along with other information you provide. The CHP will contact you to schedule an inspection. If you fail your CHP inspection, the CHP may recommend denial of your application to the Commission. The License Section is required by law to deny your application upon receiving such a recommendation from the CHP. This would require you to refile and pay the application fee again.
2. The seating capacity of your largest vehicle will determine the level of public liability and property damage insurance you will be required to maintain on file with the CPUC, through your insurer. Refer to Commission General Order 101 Series (passenger stage), 115 Series (charter-party), or 160 Series (private carriers) for these limits. General Orders are available on line at www.cpuc.ca.gov/PUC/documents/go.htm.

General Information About Drivers

Drivers of passenger stage and charter-party vehicles must be licensed as required under the California Vehicle Code, and must comply with the driver provisions of Title 13, California Code of Regulations. They must also be the permit or certificate (CPUC authority) holder or under the complete supervision, direction and control of the operating carrier, and must be (A) an employee of the authority holder, or (B) an employee of a sub-carrier, or (C) an independent owner-driver who holds charter-party carrier authority and is operating as a sub-carrier.

DMV Pull Notice

All applicants for charter-party carrier and passenger stage corporation authority must enroll in the DMV Employer Pull Notice Program (EPN). The EPN provides employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records. Through EPN, employers of drivers are notified of any of the following on the driving record of any employee driver: convictions, failures to appear, accidents, driver license suspensions or revocations, and any other actions taken against the driving privilege. Even if you are an owner operator (a sole proprietor with no employee drivers) you must enroll. As part of your application, you will be required to provide the License Section with a copy of your EPN contract with the DMV, which will include your Requester Code, assigned by the DMV. You should apply to the DMV for a Requester Code Number immediately. Your certificate/permit will not be approved without this number, and it may take DMV several weeks to issue it to you, so we recommend that you enroll as soon as you decide to apply for CPUC authority. To enroll in EPN, contact the DMV at (916) 657-6346 or visit this web page, which contains links to forms and frequently asked questions: www.dmv.ca.gov/vehindustry/epn/epngeninfo.htm.

Controlled Substance and Alcohol Testing Certification Requirements

All applicants for charter-party carrier and passenger stage corporation authority must provide for a drug testing program which includes educational materials for their drivers, training for supervisors and specified testing of drivers for use of controlled substances and alcohol, in accordance with General Order 157 Series (TCP) and General Order 158 Series (PSC). If you will employ only drivers who will operate vehicles with a seating capacity of 16 persons or more, including the driver, you will be exempt from this requirement if you certify to this effect, and comply with federal drug testing regulations. In selecting a drug and alcohol consultant to establish a drug and alcohol testing program for your company, you must select one that has been accepted and approved by the License Section. You will find a list of approved drug and alcohol consultants on our website, and this will also be included in your application packet.

Public Utilities Commission Transportation Reimbursement Account (PUCTRA) Fees

Charter-party carriers and passenger stage corporations are required to file either annual or quarterly revenue reports (depending on revenues) and to pay a $25 annual or $10 quarterly administrative fee plus a percentage of their gross operating revenues. Once your authority is issued, you will receive the necessary forms and instructions by mail. Failure to file these reports by the deadlines shown on them will result in penalties, and suspension and revocation of authorities.

TYPES OF PASSENGER AUTHORITY ISSUED BY THE CPUC

The Commission issues two basic types of for-hire passenger carrier authorities, passenger stage corporation (PSC) and charter-party carrier of passengers (TCP), both of which are described in detail below. (A third type of carrier discussed below, private carriers, must register with the Commission. This is not referred to as an "authority".) The application filing fees for these types of carriers are shown in the table below. No application will be accepted or processed without the

correct filing fee. **FILING FEES ARE NOT REFUNDABLE**. Public Utilities Code §407 allows refunds of fees paid by charter-party carriers only where the fee was collected in error. If you file an application, then later change your mind about whether you want authority, or which kind, or which type of legal entity to apply as (see pp. 15-16), that is not "collected in error". You will not receive a refund.

FILING FEES

	New/Refile*	Renewal
passenger stage corporation	$500	N/A
charter-party "A" certificate	$1,500	$100
All other charter-party authorities	$1,000	$100

*The term "**refile**" refers to an application, where an earlier application from the same legal entity was denied for any reason, or where the operating authority has expired before the renewal application was received. Refile fees are the same as New Application fees.

I. Passenger Stage Corporations (PSC) (The primary PUC sections governing PSCs are §226, and §1031 through §1045.)

"Classic" PSC

Carriers charging individual fares are presumed to be PSC's, except for round-trip sightseeing services, a type of charter-party carrier, discussed below. PSC's provide *scheduled* service, over *fixed routes*, between *fixed termini* (points), such as regularly scheduled bus service. However, regularly scheduled bus service operated by a *publicly owned transit system* is not "passenger stage" service, and is not under CPUC jurisdiction.

Door-to-door Shuttle Service

Another type of PSC provides on-call service, for example, door-to-door airport shuttle service where all transportation begins or ends at a single terminus, such as an airport. Many vehicles used in the airport shuttle industry are not owned or operated by a PSC, but are charter-party carriers working as *subcarriers* (subcontractors) for a PSC. If you intend to operate as a subcarrier for a PSC, apply for a charter-party carrier permit or certificate, choosing from the list below (most airport shuttle subcarriers have a "P" permit). If you are not a subcarrier, you will need your own PSC certificate. IMPORTANT: having a valid PSC certificate does not guarantee that you will be allowed to pick up passengers at a given airport. Many airports have restrictions against admitting new carriers due to high traffic volume and limited curb space. Before you apply, check with the airport(s) at which you intend to operate to be sure you know what they will and won't allow you to do there. Note that a passenger stage corporation does not have to be a "corporation". Just as with charter-party authority, or private carrier registration, you may apply for PSC authority as an individual, a general partnership, a limited liability company, or a limited partnership.

Rates and Tariffs

Passenger stage corporations must file tariffs containing rates to be assessed to the public, and all scheduled carriers must file timetables, in accordance with General Order 158-A, Part 8. The tariff is for the information and use of the general public; as such, they are available to any member of the public upon request.

Vanpooling

If you will provide transportation of persons between home and work locations, or of persons having a common work-related trip purpose, when the ridesharing is incidental to another purpose of the driver, you may or may not be a PSC. Read Part III below entitled, "Rideshare Registration".

Are you a Passenger Stage Corporation?

If, after reading all of this information, including the section on "Charter-party Carriers", below, you decide to apply for a PSC certificate, you may obtain a sample application packet in any of the following ways:

Download it from the CPUC web site:
http://www.cpuc.ca.gov/PUC/transportation/Forms/

Request by email: licensing@cpuc.ca.gov

Request by mail: CPUC License Section
505 Van Ness Ave.
San Francisco, CA 94102

You should also read the information in the section below, entitled, "You've decided to apply. Now what?"

II. Charter-party Carriers (TCP)

As you read the following, you will find that there are many exceptions and conditions involved in determining whether a particular type of transportation is "charter-party carrier" transportation, and which type. Do not conclude that you are or are not a charter-party carrier, or which type you are, until you've read and understand this entire section.

Generally, charter-party transportation is *chartered* by a party (person or group) called the "chartering party". Usually, the chartering party is also taking the transportation, but the chartering party may also arrange the transportation on behalf of another person or group, such as an employee or client, or parents chartering a limousine for a minor son or daughter's prom night. With the exception noted below in the Section, "Round-trip Sightseeing", the chartering party has control over the transportation, that is, when and where the trip originates and ends, and the itinerary in between. Also with the exception noted in "Round-trip Sightseeing" below, TCP carriers must charge fares based on vehicle mileage, or time of use, or a combination of the two, and may *not* charge individual fares.

TCP and Taxicabs Distinguished

Charter-party carriers (TCP) and taxicabs are separate and distinct types of transportation. The most important operational difference is that TCP transportation must be prearranged. Taxis may provide transportation "at the curb", that is, a customer may "arrange" taxi transportation by simply hailing a cab from the sidewalk. All transportation performed by charter-party carriers must be arranged beforehand, and the driver must have a *completed waybill* in his or her possession at all times during the trip, showing, among other things, the name and address of the person requesting or arranging the transportation (the chartering party), the time and date when the charter was arranged, and whether it was arranged by telephone or written contract, the number of persons in the charter group, the name of at least one passenger, and the points of origin and destination. Also, taxis have meters and top lights; charter-party vehicles do not have either one.

A charter-party carrier may not operate as a taxi, *or advertise* as to indicate that it provides taxicab service. Taxis are licensed and regulated by cities and counties, while charter-party carriers operate under authority from the CPUC, subject to the Public Utilities Code and CPUC regulations.

Expiration and Renewal

All charter-party permits and certificates expire after 3 years. If the carrier completes and submits a renewal application with enough time for the License Section to process its application, and for the CHP to inspect any buses the carrier operates, the authority will be renewed for another 3 years and there will be no lapse in authority. The expiration date of your authority will appear on the permit or certificate itself. We will send you a renewal application approximately 120 days prior to your expiration date. You are required (by Commission General Order 157-D) to complete and return this to us no less than 3 months prior to expiration. The filing fee for renewal applications is $100 for all types of permits and certificates. General Orders are available on line at www.cpuc.ca.gov/PUC/documents/go.htm.

Applying late for renewal can have severe consequences, starting with the fact that your authority may expire before the renewal process is completed, forcing you to cease operations until your authority is renewed. This is especially common if you operate a bus (see p. 16). Every bus operator must undergo a CHP inspection in order to renew, which can take many weeks. If we receive your renewal application even 2 months or more before expiration, your authority may expire before it is renewed. If the License Section receives your renewal application after your authority has already expired, *even if you mailed it before expiration*, your renewal application will not be accepted, and you must submit a "refile" application. As the table on page 4 shows, the fee for a refile is the same as for a new application: $1,000, or $1,500 for an "A" certificate. **Filing too close to your expiration date can cost you an additional expense of $900 or $1,400, in addition to loss of revenue as a result of the expiration of your operating authority.**

Transferring authorities

The charter-party A, B, and C *certificates* described below may be transferred from one carrier (legal entity) to another for a fee of $300. If, for example, your certificate is issued to you as an individual and you later decide to form a corporation, you may transfer the certificate to your corporation. Also, if you decide to sell your business to another party, your certificate can be transferred to that party. The transferee (the legal entity to which the certificate is transferred) will have a new TCP number. Charter-party *permits* (P, S, and Z) cannot be transferred. For example, if you are an individual permit holder and decide to form a corporation, you would have to apply for a new permit under the corporation and pay the new application filing fee of $1,000.

The types of charter-party carrier authority

There are six types of TCP authority, described below. And again, even if you read one of these descriptions and think it fits the transportation you plan to perform, don't conclude that you are a charter-party carrier until you've read the section below entitled, "Charter-party Exemptions". (The "PUC §" numbers below are the sections of the California Public Utilities Code that define and describe the various types of TCP authority.)

TYPES OF CHARTER-PARTY CARRIER AUTHORITIES

Type	"P" permit	"A" certificate	"S" permit	"C" certificate	"Z" permit	"B" certificate
Relevant Public Utilities Code sections	5384(b)	5371.1 5383	5384(c)	5373.3 5383	5384(a)	5371.2 5383
What is allowed	Chartered service See section below on "Transportation Network Companies"	Chartered service May also conduct round-trip sightseeing	Round-trip sightseeing service.	Transportation services incidental to **commercial balloon operations, commercial river rafting, or skiing** where no additional compensation is provided for the transportation. *Commercial balloon operators: see exemption (m) under the "Charter-party Exemptions" section, below.	"Specialized carriers", who only: a) provide service under contract with industrial and business firms, governmental agencies, and private schools; b) transport agricultural workers to and from farms for compensation; OR c) conduct transportation services, which are incidental to another business (other than those identified for the "C" certificate).	Chartered service
		See section below on "Round-trip Sightseeing"				
Geographical extent of authority	May operate from any point to any point within California.					For vehicles with seating capacity of 10 or less: may not pick up passengers more than 125 air miles from the carrier's home terminal.
Vehicle seating capacity	May not operate vehicles seating more than 16.	May operate vehicles of any seating capacity				
Transferable?	No	Yes (fee: $300)	No	Yes (fee: $300)	No	Yes (fee: $300)

Basis of charges: Except for round-trip sightseeing, charges must be based on vehicle mileage, time of use, or a combination of both.

Round-trip Sightseeing

Round-trip sightseeing operations may be conducted under either a charter-party "S" permit or "A" certificate. This is where the carrier itself provides a vehicle, driver, and tour guide (who may also be the driver) to take a group of passengers from a point of origin to one or more other points within California to see a sight or sights, and return to the point of origin. This is the only type of transportation that may be conducted by a charter-party carrier in which the *carrier,* not the chartering party, has control over the transportation, that is, when and where the trip originates and ends, and the itinerary in between. This type of operation is also the exception to the general rule about fares. Charter-party carriers conducting round-trip sightseeing operations under an "S" permit or "A" certificate may (but are not required to) charge individual fares.

If a tour operator not affiliated with the charter-party carrier charters the trip, and directs the itinerary, and the carrier only provides the vehicle and driver to go where the tour operator directs, then the charter-party carrier would not specifically require "A" or "S" authority (but would require either "A", "B" or "P"). But if the *carrier itself* directs the tour and provides a tour guide (who could also be the driver) this would specifically require "A" or "S" authority.

Transportation Network Companies (TNC)

A sub-type of charter-party "P" permit, TNC's provide prearranged transportation services for compensation using an online-enabled application or platform (such as smart phone apps) to connect drivers using their personal vehicles with passengers. If you wish to drive your own vehicle for a TNC, you will not need to apply for your own charter-party permit. Contact the TNC, and complete its process for enrolling as a driver.

If you wish to apply as a TNC, operate the online-enabled application or platform, and administer and oversee drivers operating under your own TNC authority, download and read "Instructions for TNC Application Form," accessible from the Commission's web site at:

http://www.cpuc.ca.gov/PUC/Enforcement/TNC/TNC+Application+Form.htm

Vehicle Registration

Before the License Section will process your request to add a vehicle, you must provide us with a copy of the vehicle's registration, which must show that the vehicle is registered "commercial" or "limousine". In addition, the registration must show the registered owner or lessee to be the following and as listed on the Statement of Information (SOI) if your entity is a Corporation or LLC:

For this type of entity	the registered owner or lessee must be
Individual	The Individual
General Partnership	One or more of the partners
Corporation	The Corporation or Corporate Officer
LLC	The LLC or Manager Member or Member
LP	The LP or a general partner

Charter-party Exemptions

As provided in PUC §5353, the following specific types of transportation are outside the definition of a charter-party carrier. To meet one of these exemptions, all (100%) of the transportation you provide must meet that exemption, as described below. Otherwise, you will need authority to perform the portion of transportation you perform that does not meet any exemption. If you do meet one (or more) of these exemptions, you are not a charter-party carrier. See Part IV on "Private Carriers", below. If you need further clarification of any of the following exemptions, contact the License Section.

(a) Transportation service rendered wholly within the corporate limits of a **single city** or **city and county** and licensed or regulated by ordinance ("city and county" here specifically refers to the city and county of San Francisco).
(b) Transportation of **school pupils** conducted by or under contract with the governing board of any school district entered into pursuant to the Education Code.
(c) Common carrier transportation services between fixed points or over a regular route which requires a **passenger stage** certificate.
(d) Transportation services occasionally afforded for **farm employees** moving to and from farms on which employed when the transportation is performed by the employer in an owned or leased vehicle, or by a nonprofit agricultural cooperative association organized and acting within the scope of its powers under Chapter 1 (commencing with Section 54001) of Division 20 of the Food and Agricultural Code, and without any requirement for the payment of compensation therefor by the employees.
(e) Transportation service rendered by a **publicly owned transit system**.
(f) Passenger vehicles carrying passengers on a **noncommercial enterprise basis.**
(g) **Taxicab** transportation service licensed and regulated by a city or county, by ordinance or resolution, rendered in vehicles designed for carrying not more than eight persons excluding the driver.
(h) **Rideshare** exemption—See Part III below entitled, "Rideshare Registration".)
(i) Vehicles used *exclusively* to provide **medical transportation**, including vehicles employed to transport developmentally disabled persons for regional centers established pursuant to Chapter 5 (commencing with Section 4620) of Division 4.5 of the Welfare and Institutions Code. (**NOTE:** this has been interpreted to include visits to a doctor or dentist, or transportation of persons to or from hospitals, clinics or doctors' offices for medical care, treatment or diagnosis, even when they do not have ambulatory problems and are physically capable of using other means of transportation, and also to include transportation of persons in wheelchairs or gurneys and those accompanying them, even if the transportation has no apparent medical connection, provided the vehicle is being used *solely* for this purpose.)
(j) Transportation services rendered **solely within the Lake Tahoe Basin**, comprising that area included within the Tahoe Regional Planning Compact as set forth in Section 66801 of the Government Code, when the operator of the services has obtained any permit required from the Tahoe Basin Transportation Authority or the City of South Lake Tahoe, or both.
(k) Subject to Section 34507.6 of the Vehicle Code, transportation service provided by the operator of an **automobile rental business** in vehicles owned or leased by that operator, without charge other than as may be included in the automobile rental charges, to carry its customers to or from its office or facility where rental vehicles are furnished or returned after the rental period.
(l) Subject to Section 34507.6 of the Vehicle Code, transportation service provided by the operator of a **hotel, motel, or other place of temporary lodging** in vehicles owned or leased by that operator, without charge other than as may be included in the charges for lodging, between the lodging facility and an air, rail, water, or bus passenger terminal or between the lodging facility and any place of entertainment or commercial attraction, including, but not limited to, facilities providing snow skiing. Nothing in this subdivision authorizes the operator of a hotel, motel, or other place of temporary lodging to provide any round-trip sightseeing service without a permit, as required by subdivision (c) of Section 5384.

(m) Transportation of **hot air balloon ride passengers** in a balloon chase vehicle from the balloon landing site back to the original take-off site, provided that the balloon ride was conducted by a balloonist who meets all of the following conditions:
  (A) Does not fly more than a total of 30 passenger rides for compensation annually.
  (B) Does not provide any preflight ground transportation services in their vehicles.
  (C) In providing return transportation to the launch site from landing does not drive more than 300 miles annually.
  (D) Files with the commission an exemption declaration and proof of vehicle insurance, as prescribed by the commission, certifying that the operator qualifies for the exemption and will maintain minimum insurance on each vehicle of one hundred thousand dollars ($100,000) for injury or death of one person, three hundred thousand dollars ($300,000) for injury or death of two or more persons and one hundred thousand dollars ($100,000) for damage to property.
  (NOTE: Commercial balloon operators may not provide any round-trip sightseeing service without a TCP "S" permit or "A" certificate.)

(n) Transportation services incidental to operation of a **youth camp** that are provided by either a nonprofit organization that qualifies for tax exemption under Section 501(c)(3) of the Internal Revenue Code or an organization that operates an organized camp, as defined in Section 18897 of the Health and Safety Code, serving youth 18 years of age or younger. To meet this exemption, you must comply with all of the following requirements:
  (A) Register as a private carrier with the commission pursuant to Section 4005. (See Part IV, below.)
  (B) Participate in a pull notice system for employers of drivers as prescribed in Section 1808.1 of the Vehicle Code.
  (C) Ensure compliance with the annual bus terminal inspection required by subdivision (c) of Section 34501 of the Vehicle Code.
  (D) Obtain the following minimum amounts of general liability insurance coverage for vehicles that are used to transport youth:
    (i) A minimum of five hundred thousand dollars ($500,000) general liability insurance coverage for passenger vehicles designed to carry up to eight passengers. For organized camps, as defined in Section 18897 of the Health and Safety Code, an additional two hundred fifty thousand dollars ($250,000) general umbrella policy that covers vehicles.
    (ii) A minimum of one million dollars ($1,000,000) general liability insurance coverage for vehicles designed to carry up to 15 passengers. For organized camps, as defined in Section 18897 of the Health and Safety Code, an additional five hundred thousand dollars ($500,000) general umbrella policy that covers vehicles.
    (iii) A minimum of one million five hundred thousand dollars ($1,500,000) general liability insurance coverage for vehicles designed to carry more than 15 passengers, and an additional three million five hundred thousand dollars ($3,500,000) general umbrella liability insurance policy that covers vehicles.

Are you a charter-party carrier?
After reading all of this information, if you've decided to apply for a TCP certificate or permit, you may obtain a Charter-party Carrier Information and Application Packet in any of the following ways:

Download it from the CPUC web site:
http://www.cpuc.ca.gov/PUC/transportation/Forms/
Request by email: licensing@cpuc.ca.gov
Request by mail: CPUC License Section
505 Van Ness Ave
San Francisco, CA 94102

You should also read the information in the section below, entitled, "You've decided to apply. Now what?"

III. Rideshare Registration

If you will provide transportation of persons between home and work locations, or of persons having a common work-related trip purpose, when the ridesharing is incidental to another purpose of the driver, read the exemption in Public Utilities Code §5353(h) immediately below. Note that one condition of the exemption is that *your primary purpose cannot be to make a profit* (although you are allowed to recover actual costs incurred in owning and operating the vehicle). If you do not meet the exemption for that reason, or any other reason, then you must obtain PSC authority.

(h): transportation of persons **between home and work** locations or of persons having a common work-related trip purpose in a vehicle having a seating capacity of 15 passengers or less, including the driver, which are used for the purpose of **ridesharing**, as defined in Section 522[1] of the Vehicle Code, when the ridesharing is incidental to another purpose of the driver. This exemption also applies to a vehicle having a seating capacity of more than 15 passengers if the driver files with the commission evidence of liability insurance protection in the same amount and in the same manner as required for a passenger stage corporation, and the vehicle undergoes and passes an annual safety inspection by the Department of the California Highway Patrol. The insurance filing shall be accompanied by a one-time filing fee of seventy- five dollars ($75). This exemption does not apply if the primary purpose for the transportation of those persons is to make a profit. "Profit," as used in this subdivision, does not include the recovery of the actual costs incurred in owning and operating a vanpool vehicle, as defined in Section 668[2] of the Vehicle Code.

If you do meet this exemption, you will not require PSC or TCP authority (but you may require private carrier registration—see Part IV, below).

Note that if you will use a vehicle seating fewer than 16 passengers, including the driver, in performing this type of service, then you meet the exemption, meaning you are not a charter- party carrier. If you operate a larger vehicle, you can *also* meet the exemption if you do all of the following:

1. Register for the exemption with the CPUC, certifying that you meet the conditions of exemption (h), above.
2. File evidence of liability insurance protection with the CPUC in the amount and manner required by Commission General Order 101. General Orders are available on line at: http://www.cpuc.ca.gov/PUC/documents/codelawspolicies.htm
3. Pay a one-time filing fee of $75.
4. Submit to and pass a CHP vehicle safety inspection, initially and annually.

Features of Rideshare Registration

- Allows transportation ridesharing between home and work locations, or of persons having a common work-related trip purpose, in vehicles seating 16 or more, including the driver, when the ridesharing is incidental to another purpose of the driver.
- May operate from any point to any point within California
- Not charter-party carriers (although we assign a "TCP" number for record-keeping purposes).
- Registration remains active as long as insurance is maintained on file, and vehicle(s) is/are inspected annually by the CHP.
- Not for profit. You may only recover the actual costs incurred in owning and operating the vehicle.
- Fee for filing insurance is $75 (one time).

[1] VC §522: "Ridesharing" means two or more persons traveling by any mode, including, but not limited to, carpooling, vanpooling, buspooling, taxipooling, jitney, and public transit.

[2] VC §668: A "vanpool vehicle" is any motor vehicle, other than a motortruck or truck tractor, designed for carrying more than 10 but not more than 15 persons including the driver, which is maintained and used primarily for the nonprofit work- related transportation of adults for the purposes of ridesharing

IV. Private Carriers

A non-profit organization that operates as a not-for-hire (not-for-compensation) carrier using a vehicle that seats 11 or more, including the driver, is required to register with the CPUC as a private carrier. Any other legal entity that operates as a not-for-hire (not-for-compensation) carrier must register if the vehicle seats 16 or more, including the driver.

Registration as a private carrier requires payment of a fee (specified below) and the filing of liability insurance with the Commission by your insurer. Private carriers register to operate over an entire *calendar year*. They may operate only during a calendar year for which they have registered. To operate during any part of a calendar year, they must register (and pay the fee) for the *entire* calendar year. Private carriers who are registered for the current calendar year will receive renewal applications for the upcoming calendar year from the License Section in early October. Most private carriers register for the upcoming calendar year between October and mid-December, so they are ready to begin or continue operations in January. They are advised to apply as early as possible.

To initially register as a private carrier, you must do the following:

1. Obtain a "CA" number from the California Highway Patrol. Contact the CHP at (916) 445-1865. They will schedule a vehicle inspection, if required.
2. After you have your CA number, register with the CPUC as a private carrier. The filing fee is $35. After the first year of registration, the filing fee for all annual renewals of registration is $30.
3. Have your insurer file insurance with the Commission, using our insurance e-filing system. This may be done in advance of the effective date of the policy so that coverage does not begin until the registration period begins, or until you plan to begin operations.
4. You may obtain a private carrier information and registration packet in any of the following ways:

   Download it from the CPUC web site:
   http://www.cpuc.ca.gov/PUC/transportation/Forms/
   Request by email: licensing@cpuc.ca.gov
   Request by mail: CPUC License Section
   ATTN: Private Carrier Registration
   505 Van Ness Ave.
   San Francisco, CA 94102

Be sure to put your CA number on all documents you send to the License Section, including your check.

If you are transporting passengers, but are not a passenger stage corporation, or a charter-party carrier of passengers, or a private carrier, then you do not require any operating authority or registration from the CPUC.

You've decided to apply. Now what?

First, get the appropriate application packet, as described above. Read all of the information in the packet carefully before you begin completing the forms. KEEP A COPY OF EVERYTHING YOU SEND US for your own records.

If you are applying for passenger stage authority, or registering as a private carrier, your application packets will contain information specific to filing those applications. Much of the information below is primarily for charter-party applicants and carriers. However, all applicants and carriers should read the sections below marked "ALL".

ALL: Think about who or what will apply (and have CPUC authority)

This is your first major decision after (or even before) deciding to apply. Several types of legal entities may apply for authority. If you are applying for charter-party authority, on the first page of your application, you will check a box indicating whether you are applying as an Individual, a General Partnership, a Corporation, an LLC (limited liability company) or LP (Limited Partnership). All applicants will indicate the *name of the applicant*. That name will be your CARRIER NAME, the *legal entity* to which your permit or certificate will be issued. If you apply as a corporation, LLC or LP, the License Section will verify that the entity is in good standing with the California Secretary of State. You may want to consult with an attorney about the liability and other legal implications of operating under each of these types of entities. **Think carefully! If you apply and later change your mind about which type of entity you wish to operate as, you will not receive a refund. You will have to file another application and pay the fee again.**

Here are a few things to consider:

1. You can look at all carriers in our database by going to the CPUC's home page (www.cpuc.ca.gov), clicking on the "Transportation" tab, then the link, "Search our List of Companies to find out if a company is licensed". Click on any carrier's File Number ("PSG" or "CA" Number). Unless the carrier is revoked or expired, you will see that carrier's name, mailing address, physical address, and phone number. Keep in mind that whatever address and phone number you place on your application—including your home address and phone number—they are **public information**, posted on our web site, and available to any member of the public. *We will not accept a P.O. Box or mail drop* for a physical address. If you apply as an individual, your name will be part of that public information. If you apply as a general partnership, the names of all partners are public information. Of course, if you are an officer of a corporation, your name is also public information, though it may not be quite as visible as though you were to apply as an individual. Many carriers choose to have a separate business address and phone number.
2. If you apply as a general partnership, be aware that a general partnership consists of the *specific* individuals or entities named as part of that general partnership[3]. If *any partner* leaves the business (including by death) or if another partner is added to the business, then the general partnership which applied for or holds authority no longer exists. The remaining partners(s) must apply for new authority as a new general partnership, or as individual(s), a corporation, etc. The new entity will have a new TCP or PSC number. By contrast, a corporation, LLC, or LP has the advantage that it can change officers, managing members, partners, even owners, and continue as the same legal entity, without the need to apply for new authority.

ALL: The difference between "Carrier Name" and "DBA"

Again, the name under which you apply (individual, partnership, corporation, etc.) will be your "carrier name", the name (the legal entity) to which your permit or certificate will be issued. This is not to be confused with any *fictitious business name or "DBA"* (Doing Business As) you may choose to use.

Example 1: John Doe applied as an individual, doing business as "Acme Limousine Service". In that case, *"John Doe"* is the carrier name and the permit or certificate holder, and not "Acme Limousine Service".
Example 2: Mr. Doe forms a corporation, "Doe Transportation, Inc." doing business as "Acme Limousine Service". "Doe Transportation, Inc." is the carrier name and the permit or certificate holder, and not "Acme Limousine Service".

If you are a charter-party carrier, before you use any fictitious business name, you must inform the License Section in writing of your intent to use it (General Order 157-D, Section 3.06). If you show a DBA on your application, we will print that DBA on your permit or certificate, and will post it on our web site. Otherwise, it is not necessary to state your DBA on any document you send us, and may cause confusion, or worse.

Financial Responsibility
Charter-party carrier applicants must complete Form TL-706-F3, a Projected Profit and Loss Statement. This 1-page form requires you to project (estimate) your revenue and expenses over a stated initial period of operations, which may be 90, 120, 180 days, or one year. Your revenue must be greater than expenses over this period. Use this as an opportunity to think about expenses that may not have occurred to you, and about whether you will have enough capital and revenue to cover all your operating costs during your startup phase.

ALL: Your File Number
The License Section tracks the records of well over 11,000 carriers, not counting the thousands of revoked and expired carriers who sometimes apply to have their authorities re- activated. The only way we can do that is with File Numbers. Within a few weeks after applying, you will receive a letter from the License Section. On that letter (and every letter you ever receive from us) you will see a File Number. For TCP and PSC carriers, this begins with "PSG" followed by some numbers, for example, "PSG0012345". If you're a private carrier, your File Number is the "CA Number" you'll get from the CHP before you send us your registration application. Please keep that number handy and refer to it whenever you call, write, or email the License Section! Ideally, it should be prominently displayed on every page of every document you send us. (You can ignore the leading "0's", so in the above example, all we need is "PSG12345".) When your authority is issued, the numbers of your File Number will also be the numbers of your permit or certificate, for example, "PSC 12345" or "TCP 12345-B". Whenever you contact the License Section, you may refer to that number by any of the prefixes, i.e., "PSG", "TCP" or "PSC".

ALL: Insurance
All carriers (TCP, PSC, and private carriers) must have public liability and property damage insurance on file with the CPUC before we will issue operating authority to them. In addition, TCP and PSC carriers who have employees must have workers' compensation insurance on file with us. The levels of insurance required are contained in Commission General Order (GO) 115 Series for charter-party carriers, in GO 101 Series for passenger stage corporations, and in GO 160 Series for private carriers. You may view or download all Commission General Orders at www.cpuc.ca.gov/PUC/documents/go.htm. The License Section will not communicate with your insurer on your behalf. It is your responsibility to select an insurer, and to ensure that they file the necessary insurance.

[3] Other types of legal entities, such as corporations, may also form general partnerships. For example, a general partnership may consist of an individual and an LLC.

The cost of insurance is a very important part of your business plan, so it's something you should consider carefully before deciding to apply. *Before you apply*, you should shop and compare the rates and service provided by various insurers. One way to find insurers who make filings with the CPUC is to look at the carriers on our web site at http://docs.cpuc.ca.gov/tmis. Click on the File Number of any carrier, and you'll see detailed information about that carrier, including the name and address of its insurance company. Of course, you can also ask people you know in the industry.

When communicating with your insurer(s), you will need to provide them with your File Number. This enables your insurer to correctly identify you, or your partnership, corporation, LLC, etc., as the applicant or carrier for which it is filing insurance.

Insurance Requirements:

- ☐ Applicants must have their insurance company electronically file a Public Liability and Property Damage insurance policy with the Commission. See www.cpuc.ca.gov/PUC/transportation/eInsuranceFiling.htm
- ☐ If hiring employees: Applicant must have their insurance company electronically file Workers' Compensation Insurance with the Commission.

ALL: When should I have insurance sent to the License Section?
To TCP and PSC applicants, we suggest the following. When you select your insurer(s), be sure they are ready to file the necessary insurance promptly, upon your request. As soon as you know that your application is otherwise complete, contact your insurer(s) and have them activate your insurance filing(s). We suggest that you do not have your insurance filed with us before you have met all other requirements, or are very close to doing so. Keep in mind that there may be additional requirements you must complete through the DMV or CHP, and you may experience delays with those agencies that are beyond your control and ours. The risk in having your insurance filed too soon is that you will find yourself paying for insurance before you are able to operate and bring in revenue.

Since private carriers register to operate over a calendar year, they may have their insurers file the required insurance certificate with the License Section as soon as possible after filing their registration, or as soon as you are ready to begin operating. The certificate may be sent in advance of the effective date of the policy so that coverage does not begin until the registration period begins, or until you plan to begin operations.

ALL: Sign all forms
It is your responsibility to ensure that your application and all attachments are signed. If you are a partnership, all partners must sign; if a corporation, an officer of the corporation; if an LLC, a managing member.

ALL: Once I apply for my authority or send my registration, may I start operating?
No. Submitting an application and getting a file number does not give you authority to operate. Only "active" authority allows you to operate. You may operate when you receive a permit or certificate from the License Section, and not until then. Private carriers may operate only during a calendar year for which they have registered.

ALL: If my application is not 100% complete and error-free, will it be denied?
No (at least not right away). We will accept your application and begin processing it, even if you submit only the Application Form and the correct filing fee. However, we recommend that you include as many of the required attachments as possible, as this will greatly expedite the process.

For charter-party applicants, typically, within 1 - 3 weeks after we receive your application, it will be reviewed by a technician who will determine what information and documents are lacking or incomplete. You will receive a letter telling you anything and everything you need to do before your authority can be issued. Thirty days later, if those items have not been completed, you will receive a second letter telling you what remains to be done. Thirty days after that, you will receive a "Final Notice", advising you that if the remaining items are not completed within 20 days, we may deny your application. We will wait at least those 20 days before denying your application, and will be somewhat more flexible if you communicate, and we can see that you are making a good faith effort. You will have plenty of opportunities to get everything done before we will deny your application. HOWEVER, there is a limit to how long we will keep an application pending before we deny it. Do not send us an application if you're not absolutely sure you'll be ready to start operating within 3 months. Once again, filing fees are not refundable, so if your application is denied, you must refile and pay the application fee again.

ALL: How long will it take to get my permit or certificate issued?
That will depend largely upon how complete and accurate your application is when you submit it, whether you operate a "bus" (requiring CHP inspection) *and* how responsive you are to our requests for additional information or documents. So pay careful attention to these instructions, and those in the application packet, and to your mail from the License Section! Charter-party applicants who are attentive to these details can typically have their authority issued within about 3-6 weeks, sometimes less. Private carriers will usually have their registrations activated within just a few business days of when we receive all necessary documents. Remember, however, that we have no control over certain factors, such as CHP bus inspections and how quickly your insurer files the necessary insurance with us. (See discussion above, under "Insurance".)

ALL: Your responsibilities after authority is issued

Keep your Authority Active
Once you have your authority, you must keep it active in order to continue operating. Your responsibilities include:

- Generally paying prompt and careful attention to all mail you receive from the CPUC. Under normal circumstances, we will notify you of any impending suspension, and tell you what you must do to prevent it, in plenty of time for you to do so.
- Being sure the CPUC knows of any change in your mailing address. You'll find a form on our web site for that purpose.
- Addressing all correspondence to "CPUC License Section" as shown throughout this document. The CPUC has many divisions, branches, etc., so it isn't obvious where your mail should go unless you specify. Include your File Number on all documents, including checks.
- Keeping copies of all forms and correspondence with the License Section. We handle many thousands of documents every month, and occasionally a document is misplaced or misdirected. This will be far less inconvenient for you if you have backup copies.
- Passing your CHP inspections (required if you operate buses). If you fail an inspection, the CHP may recommend to the License Section that your authority be suspended, which we are then *required* to do by law. You may not operate again until: (1) you submit a "Request for Reinspection" form to the License Section with a $1,000 fee, (2) the CHP reinspects and sends its recommendation to reinstate to the License Section, and (3) *we notify you* that your authority is reinstated.
- Working with your insurer(s) to keep your insurance active and on file with us at all times. (**NOTE:** Insurers are required to notify us in writing, no less than 30 days before a carrier's policy is to be cancelled, which may mean only that the policy's term is about to expire. When we receive such a

notice, we send a "Notice of Impending Suspension" to the carrier stating that its authority will be suspended on a specific date—in about 30 days—unless the *carrier* acts to have the policy continued, or to have a replacement policy filed with us. If you receive such a Notice from us, it will not help you to call us. You must contact your insurer to have the necessary certificate sent to us.)

- Paying your quarterly or annual fees on time (you will receive notification in the mail when these are due, and all necessary forms and instructions). (This does not apply to private carriers.)
- Charter-party carriers must apply for renewal no less than 3 months prior to expiration, as required by Commission regulation. Private carriers must renew their registrations annually, and should act as soon as they receive notice from the License Section.

We will notify you by mail any time your authority is suspended, revoked, expired, or reinstated. If you have any doubts about your authority status, you may verify it on the Commission's web site, which is updated several times daily, or contact the License Section. If your authority is suspended, revoked, or expired you may not operate. Only "active" authority allows you to operate.

Obey All Laws

Your authority may be suspended or revoked for violations of laws and regulations governing your business. You are responsible for knowing and following these requirements, including the following:

The Public Utilities Code. Sections pertaining specifically to charter-party carriers are §5351 through §5420. Those pertaining specifically to Passenger Stage Corporations are §1031 through §1045. Private carriers are governed by §4000 through §4022. Many of these sections contain references to other California codes, such as the Vehicle Code. Carriers are also responsible for obeying those laws as well. All California codes are on line at www.leginfo.ca.gov/calaw.html.

Commission General Orders. Commission General Order (GO) 157 Series contains rules and regulations governing charter-party carriers. GO 158 Series contains rules and regulations governing passenger stage corporations, and GO 160 Series contains insurance requirements for private carriers. You are responsible for knowing and following all applicable regulations in these General Orders, which you may view or download at www.cpuc.ca.gov/PUC/documents/go.htm.

If you have thoroughly read the preceding material and are still not sure whether you need CPUC authority, or which type, or if you have other questions, you may contact the License Section for assistance.

Email: licensing@cpuc.ca.gov
Mail: CPUC License Section
505 Van Ness Avenue
San Francisco, CA 94102

Your input telling us how we can make the information above more clear or useful to our customers in the future is welcome! Address input to: licensing@cpuc.ca.gov.

THANK YOU from the License Section!