

INITIAL TARIFFS

INSTRUCTIONS FOR THE PREPARATION AND FILING OF INITIAL TARIFFS OF COMMON AND CONTRACT CARRIERS (PASSENGER AND HOUSEHOLD GOODS CARRIER SERVICE ONLY) BY MOTOR VEHICLES WITH THE PENNSYLVANIA PUBLIC UTILITY COMMISSION.

1. **TARIFF AND NECESSITY FOR FILING**

Under the provisions of the Public Utility Law, every certificate and permit holder must file with the Commission a list of the charges or fares, which will apply for the various operations authorized.

The list of charges or fares is known as a tariff or schedule of rates: The rates may not be submitted in a letter, but must be prepared in the form prescribed by the Commission.

THE CERTIFICATE OR PERMIT WILL NOT BE ISSUED UNTIL THE TARIFF/SCHEDULE OF RATES IS ACCEPTABLE AND APPROVED BY THE COMPLIANCE OFFICE OF THE TRANSPORTATION DIVISION OF THE BUREAU OF TECHNICAL UTILITY SERVICES.

2. **TRANSMITTAL LETTER AND RECEIPT FOR FILING**

(A) **Transmittal Letter**

Every tariff rendered for filing must be accompanied by a letter of transmittal, which should not refer to any other subject. The letter and tariff should be sent to:

BUREAU OF TECHNICAL UTILITY SERVICES
COMPLIANCE OFFICE
PENNSYLVANIA PUBLIC UTILITY COMMISSION
PO BOX 3265
HARRISBURG PA 17105-3265

(B) **Receipt for Filing**

If the operator desires a receipt for the filing of the tariff, the transmittal letter must be furnished in duplicate, together with a self-addressed and stamped envelope. The duplicate letter will be stamped by the Commission as of the date that the tariff is received, and it will be returned to the certificate holder. A copy of the tariff will not be returned as a receipt nor will the duplicate transmittal letter be forwarded, unless the necessary postage is provided.

3. **FORM OF TARIFF**

The sample forms which follow the instructions are *not* blanks on which the rates may be listed and are not acceptable for filing. The samples illustrate the manner in which the tariff must be prepared. The tariff must be prepared in duplicate – the original to be submitted to the Commission and a copy to be retained by the certificate holder.

The tariff must be job printed, mimeographed, multigraphed, or typewritten neatly on plain white paper size 8½ x 11 inches. Letterhead paper may not be used and tariffs written in ink or pencil or containing corrections in ink or pencil cannot be accepted for filing.

(A) **Title Page**

- I. At the upper left-hand corner of the title page of the tariff, the carrier's certificate or permit number must be shown. The upper right hand corner of the page must show the designation, which is one of the following:

Freight PA PUC No. 1 (for household goods authority)
Scheduled Route PA PUC No. 1
Call or Demand PA PUC No. 1 (for taxi authority)
Group and Party PA PUC No. 1
Airport Transfer PA PUC No. 1
Limousine PA PUC No. 1
Paratransit PA PUC No. 1
Contract PA PUC No. 1

If the operator has previously had a tariff on file for service, which has since been discontinued, the schedule now being prepared should be designated with the next consecutive number following that of the last filed tariff.

- II. The carrier's name as it appears in the order must be shown near the top of the page in a centered position. The address should **not** be shown at the top of the page.
- III. Immediately under the name should be shown the description which must be complete and in accordance with the rights authorized. A general statement of the service or a description contrary to the rights granted will necessitate return of the schedule.
- IV. The issued date and effective date appear under the description of the rights. The issued date, which should be placed on the left side of the page, should be two days after the date on which the schedule is to be mailed. *Do not show an issued date corresponding to a Saturday, Sunday, or holiday.* The effective date, which is placed on the right side of the page and exactly opposite to the issued date, should be one day later than the issued date. Neither of these dates refers to the date of the Commission's action in authorizing service.
- V. Immediately under the issued date shall be inserted the carrier's name, full address, and phone number. If the tariff is for a company or partnership, the name of a company officer or partner shall be given. The tariff is not signed or notarized.

(B) Rules and Regulations

- I. All tariffs must contain provisions which affect application of the rates or fares being established. Regulations governing packing of goods, payments of invoices, application of bus ticket fares, etc., must be included. The small carrier who performs only a limited local may not, in most instances, have any rules to publish.
- II. This page follows the title page. The caption "RULES AND REGULATIONS" must appear on every page on which the rules and regulations are listed.

(C) Schedule of Rates

- I. The schedule of rates or fares being filed must not, under any circumstances, be shown on the title page. The rates must be listed after any rules and regulations on as many successive pages as needed. The caption "SCHEDULE OF RATES" must appear on every page on which the rates are listed.
- II. The tariff must provide rates for all service the carrier is authorized to furnish. If a certain operation is discontinued, the certificate must be amended; otherwise, rates must be filed for the service.
- III. Rates will not be accepted for services not authorized in the certificate. Care should be taken that the rates are limited to the property and territory specified by the Commission.
- IV. All rates must be definite. If the rates vary according to distance or circumstances under which service is furnished, the exact number of miles to which each rate applies, or the instances in which different rates are applicable must be specified. If mileage rates are used, a rule to determine mileage must be included.
- V. If rates are provided on a class basis, the tariff must include a classification of commodities or the carrier must arrange for formal participation in a governing classification.
- VI. Rates may be established for particular movements, providing the tariff clearly indicates application of the rates.
- VII. Rates of common carriers may not be filed on a minimum or maximum basis only; however, minimum and maximum charges in connection with unit prices are permissible. The carrier may only charge the rates filed and may not accept more or less than that rate.
- VIII. In the case of passenger transportation, the tariff must provide all fares on a definite basis. Mileage rates for all types of passenger service must contain a table of mileage.

- IX. A tariff with statements or provisions to the effect that certain service will be furnished under contract cannot be accepted. If bids are made on contract service, the rate on which such bids are based must be specifically provided in the schedule of rates.

(D) Time Schedules

- I. If the tariff is to cover Scheduled Route services between fixed termini or over designated routes, the carrier must file a time schedule. The schedule should be prepared on white paper size 8½ x 11 inches and should be on a sheet separate from the tariff.

THE FOLLOWING PAGES CONSIST OF SAMPLES OF THE TARIFFS FOR THE MORE COMMON TYPES OF SERVICE: LIMOUSINE, PARATRANSIT, AND TAXI (CALL OR DEMAND). THESE ARE ONLY SAMPLES—DO NOT PRINT THEM OFF AND MERELY WRITE OVER THOSE PORTIONS WHERE YOUR INFORMATION WOULD BE PLACED.

THIS IS A SAMPLE AND IS NOT TO BE USED FOR FILING

Certificate No. A-

Limousine Pa. P.U.C. No. 1

Carrier's name exactly as it appears in the order.

Rates and Rules Governing the Transportation of Persons

Description of the authorized rights exactly as it appears in the order. (Not the caption on the first page, but the right described after the section "IT IS ORDERED.")

Issued: Month, day, year
(One day after date on which
tariff is mailed to PUC.)

Effective: Month, day, year
(One day after the
issued date.)

Issued under authority of 52 PA Code Section 23.42

By: Carrier's name
name and title of officer issuing tariff
Carrier's address
Carrier's phone number

Rules and Regulations

THE FIRST TWO ARE MANDATORY

Advance Reservations

Advance reservations must be made prior to the service being rendered.

Hourly Rates

Rates begin from the time vehicle leaves carrier's place of business and ends at the time vehicle returns to carrier's place of business.

NOTE: THIS IS JUST AN EXAMPLE. CARRIER CAN BEGIN AT TIME OF PICK-UP IF DESIRED. THIS JUST ILLUSTRATES THAT CARRIER MUST STATE WHEN THE CLOCK STARTS.

THE FOLLOWING MUST BE INCLUDED IF CARRIER DESIRES TO HAVE THEM.

Holiday Rates

Service provided during the following holidays will be assessed at ___% of the published charge: New Year's Eve, New Year's Day, Christmas Eve, Christmas Day, and Thanksgiving.

Driver Gratuity

A ___ percent (___ %) gratuity will be assessed on all fares included herein.

Additional Expenses

All tolls, parking fees, and other out-of-pocket expenses will be the responsibility of the customer and added to the carrier's charges.

Promotional Fares

Upon presentation of advertising coupon or special promotional offer, carrier will offer rates at specified discount from the published tariff rates on dates authorized by the coupon or special offer. The advertised coupon or special offer will be filed with the PA PUC prior to publication or broadcast. Coupons will be published and promotional offers will be presented in one or all of the following media: Local newspaper, flyers, radio, television, and internet.

Deposits and Cancellation Policy

All reservations require a deposit of 20%. Deposits are subject to forfeiture of 50% if trip is cancelled more than 15 days but less than 30 days prior to the trip, and forfeiture of the total amount if cancelled 15 days or less prior to the trip.

Schedule of Rates

As per the rates upon which you have decided. Limousine rates are based solely on time and the minimum increment allowed is ½ hour. Flat rates are not permitted.

THIS IS A SAMPLE AND IS NOT TO BE USED FOR FILING

Certificate No. A-

Paratransit Pa. P.U.C. No. 1

(Carrier's name as it appears in the Commission's Order)

Rates and Rules Governing the Transportation of Persons

(Description of carrier's authority exactly as it is worded after "*IT IS ORDERED: That the application is hereby approved granting the following right:*")

Issued: Month, Day, Year
(This is one day after the tariff will be mailed.)

Effective: Month, Day, Year
(This is one day after the issued date.)

Issued under authority of 52 PA Code Section 23.42

By: Carrier's Name
Address
Phone No.

Rules

(Rules 1 and 2 are mandatory. Rule 3 and 4 are optional.)

1. Advance reservations must be made prior to the service being rendered.
2. Rates for mileage are determined by the odometer of the vehicle in use and begin when the vehicle leaves passenger's/carrier's premises. The final mileage reading is determined upon return to passenger's/carrier's premises.
3. Additional charges for parking, entrance fees, highway tolls, and bridge tolls shall be paid by the chartering party.
4. Expenses for driver's lodging and meals while on trips out of town which are in excess of ten (10) hours will be added to the basic charge.

Schedule of Rates

Paratransit carriers have the option of charging by the mile or utilizing zones.

If charging by the mile:

(Waiting charge is optional.)

1. Rate: \$_ per mile.
2. Waiting Charge: Charge of \$_ per (*choose quarter hour, half hour, or hour*) or fraction thereof.

If charging by zone, the zones must be described in such a way that there is no ambiguity. Zones can be rejected by the Commission if it is determined that the charges are discriminatory.

THIS IS A SAMPLE AND IS NOT TO BE USED FOR FILING

Certificate No. A-

Call or Demand Pa. P.U.C. No. 1

(Carrier's name as it appears in the Commission's Order)

Rates and Rules Governing the Transportation of Persons

(Description of carrier's authority exactly as it is worded after "*IT IS ORDERED: That the application is hereby approved granting the following right:*")

Issued: Month, Day, Year
(This is one day after the tariff will
be mailed.)

Effective: Month, Day, Year
(This is one day after the issued
date.)

Issued under authority of 52 PA Code Section 23.42

By: Carrier's Name
Address
Phone No.

Schedule of Rates

(All charges must be calculated by a taximeter. Generally, the charges consist of the “Flag drop” and incremental charges. The smallest allowable increment is 1/7th of a mile and waiting increment is generally a minute. The waiting charge is generally equal to the increment charge.)

Flagdrop: \$__ for the first 1/_th of a mile or fraction thereof

Increment: \$__ for each additional 1/_th of a mile or fraction thereof

Waiting: \$__ for each _____ or fraction thereof

NOTE: Extra charges for passengers’ bags/baggage are not permitted.