FILING OF INITIAL TARIFFS

INSTRUCTIONS FOR THE PREPARATION AND FILING OF INITIAL MOTOR VEHICLE TARIFFS WITH THE PENNSYLVANIA PUBLIC UTILITY COMMISSION WHICH INCLUDE:

- Broker of Household Goods in Use
- Broker of Passengers
- Motor Common Carrier of Persons in Airport Transfer Service
- Motor Common Carrier of Persons in Experimental Service
- Motor Common Carrier of Persons in Limousine Service
- Motor Common Carrier Persons in Paratransit Service
- Motor Common Carrier of Persons in Scheduled Route Service
- Motor Common Carrier of Persons Upon Call or Demand (Taxi)
- Motor Common Carrier of or Motor Contract Carrier of Household Goods in Use
- Motor Contract Carrier of Persons

A. 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.**

B. Receipt for Filing

1. File in Duplicate
2. Self-Addressed Envelope
3. The duplicate letter will be stamped by the Commission on the date tariff is received, and it will be returned to the certificate holder.
4. 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.
C. Transmittal Letter
1. 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
COMMONWEALTH KEYSTONE BUILDING
400 NORTH STREET
HARRISBURG PA 17120

D. Tariff Form
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, multi-graphed, 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.

CREATING THE TARIFF TO BE SUBMITTED

A. Title Page
1. Upper Left-Hand Corner
   a. Carrier’s certificate or permit number
   b. Docket Number
2. Upper Right-Hand Corner
   a. Must show one of the following designation:
      • 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
   Please Note: 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.

   Paratransit PA PUC No. 2
   Replaces
   Paratransit PA PUC No. 1
3. Near top of the page, carrier’s name as it appears on the Secretarial Compliance Letter in ALL CAPS.

4. Rights description - Immediately under the name, a 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.

5. Authority - Under the description of rights, the description of carrier’s authority exactly as it is worded on the Secretarial Compliance Letter following sentence: “Upon issuance of a Certificate of Public Convenience you are granted the amended right to operate as follows:”

6. Issue and Effective Dates: 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.

7. Under the authority, the following must be included: “Issued under authority of 52 PA Code Section 23.42”.

8. Near the bottom of the page, the company’s address, telephone number and an email address for the tariff contact of the company.

B. Rules and Regulations Page

1. All tariffs must contain provisions which affect application of the rates or fares being established.

2. 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 Page

1. 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.

2. 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.

3. 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.
4. 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.

5. 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.

6. Rates may be established for particular movements, providing the tariff clearly indicates application of the rates.

7. 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.

8. 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.

9. 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.

10. Time Schedules: 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.