

# **VARIOUS RULES AND REGULATIONS USED BY LIMOUSINE AUTHORITY CARRIERS**

PLEASE COMPOSE YOUR TARIFF FROM THE TEMPLATE PROVIDED – ALL FORMATTING REQUIREMENTS ARE MET BY THE FORMATS IN THE TEMPLATE. MAKE A “SAVE AS” COPY, FILL IN YOUR SPECIFIC DETAILS, AND SUBMIT YOUR FINAL DRAFT VIA EMAIL, USING WORD DOCUMENT FORMAT, FOR EVALUATION.

Please note: Limousine authority CAN be used to transport passengers to and/or from airports. Confirm with Airports in your area as to any licensing requirements or approval.

Please communicate with your Tariff Specialist via Email for quick and efficient service to get your Tariff completed and approved in a timely manner. It is no longer required to use regular mail to submit Tariffs for evaluation.

The information provided here can be used as examples of what services can be offered and how they can be charged in your Paratransit company. Use these samples as a template of sorts to help figure out what type of Tariff you would like to set up for yourself in your operation of your company:

**THESE THREE CATEGORIES ARE BASIC RULES WHICH MUST BE USED IN ALL TARIFFS FOR LIMOUSINE AUTHORITY: (1) Reservations; (2) Rates; and (3) Additional Charges.**

**RESERVATIONS** – The minimum times for advance reservations for Limousine service shall be specified in the tariff and must be declared in a time frame of hours or days. Fifteen (15) minutes is the smallest allowable timeframe.

**RATES** – Limousine Rates may be charged on the basis of time or flat rate only.

**ADDITIONAL CHARGES** – The following are samples of rules that can be used in the “RULES AND REGULATIONS” section of a Limousine Tariff. The Deposit Rule, if used, must be verbatim as stated in this document. Note that rules for services to charge for will be listed in Rules and Regulations, but no dollar amounts will be mentioned there. Dollar amounts will ONLY be mentioned in the Rates section. The information provided here can be used as examples of what services can be offered and how they can be charged in your Limousine company. Use these samples as a template of sorts to help figure out what type of Tariff you would like to set up for yourself in your operation of your company. The Tariff must a) detail everything for which you are charging, and b) specify the amount you are charging for each item.

The Tariff must contain the following information:

- 1) TITLE PAGE (Both A- numbers can be found on the Compliance Letter which you received with granting authority once compliance is met. The Utility Code should appear at the upper left, typically an A-642\_\_\_\_\_ type of number, and just beneath it must appear the Docket Number, A-2019-300\_\_\_\_\_) Although this is considered the first page, it is not numbered and must contain the specified information shown on said page.
- 2) All other information on page 1 is self-explanatory.
- 3) Page 2 starts with Operating Authority unless it is placed on the title page. THE OPERATING AUTHORITY IS SPECIFIED ON YOUR COMPLIANCE LETTER, AND MUST APPEAR EXACTLY AS ON THE COMPLIANCE LETTER, DOWN TO THE COMMAS AND PERIODS. Wording cannot be changed, re-arranged, or omitted.
- 4) RULES AND REGULATIONS  
Items to be included in the Tariff:
  1. ADVANCE RESERVATIONS: Can be included but does not need to be in Tariff. If it is included in the Tariff, a timeframe **must** be specified.
  2. HOURLY RATES: Required to be in the tariff is the commencement of charges (Use either one of the following: Hourly rates and other charges are computed, for purposes of time calculation, from Garage to Garage. **OR** Hourly rates and other charges are computed, for purposes of time calculation, from point of pick up to point of drop off.)
  3. GRATUITY: (If carriers use this item and have regular and fixed rates, the gratuity must be added to both the regular rates and the fixed rates.)
    - a. A gratuity of \_\_\_\_\_% shall be added to all of the carrier's charges.
  4. DEPOSIT: (The following paragraph must be verbatim if a deposit is to be collected, from 52 Pa Code §23.117(c)(1) and (2):  
"All reservations require a deposit of not more than 20% of the quoted charter price. Deposits are subject to forfeiture of not more than 50% of the deposit if the charter is cancelled by the customer more than 15 but less than 30 days prior to the date the transportation was to depart, and the forfeiture of not more than the total amount of the deposit if the cancellation occurs within 15 days prior to the date the transportation was to depart.")
  5. CANCELLATION POLICY  
A carrier can have a cancellation policy with the customer; however, it is between the carrier and the customer and is not placed in the tariff. It is best to have a Cancellation Policy independent of the Deposit rule. NOTE: IF THE CANCELLATION POLICY IS COMBINED WITH THE DEPOSIT POLICY THE CARRIER WILL BE BOUND TO THE PERCENTAGES DETAILED

IN THE DEPOSIT LANGUAGE WHICH, WHEN USED, MUST BE AS SHOWN ABOVE.

6. PAYMENT IN ADVANCE: Payment of rates and fares are due in advance of service rendered.
7. OUT OF POCKET EXPENSES: All tolls, parking fees, bridge fees, turnpike fees, tunnel fees, ferry fees, or similar tolls, and other out-of-pocket expenses shall be the responsibility of the customer and will be added to the carrier's charges.
8. PROMOTIONAL FARES: The carrier may, from time to time, offer services at a discounted rate and/or charge. Upon presentation of a coupon or special promotional offer, carrier will offer rates at a specified discount from the published tariff rates, on the dates authorized by the coupon. Any advertised coupon will be filed with the PA PUC PRIOR to newspaper publication.
9. WAITING TIME:
  - a. If the limousine service is based on rates from garage to garage, waiting time **cannot** be charged.
  - b. If rates are based on pick-up to drop-off, the following is a sample of a rule that can be used:

Waiting time will be subject to a charge of \$\_\_\_\_\_ (\$25.00 – to be tailored to meet the needs of the carrier) per \_\_\_\_\_ minutes / hour, or fraction thereof. (30 minutes is the smallest allowed increment of time – to be tailored to meet the needs of the carrier but must be in half hour increments. Note: 15-minute increments are not allowed in Limousine service.)
10. HOLIDAYS: (list holidays for which carrier is providing service at an increase in rates in chronological order) (Use only one of the following examples)
  - a. Carrier will provide service for passengers on the following days at \_\_\_\_\_ (1-1/2 – to be tailored to meet the needs of the carrier) times the appropriate regular rate.)
  - b. Services provided during the following holidays will be assessed at \_\_\_\_\_% (120% - to be tailored to meet the needs of the carrier) of the published charge.)
  - c. Carrier will provide services for passengers on the following days for an additional charge of \$\_\_\_\_\_ (\$25.00 – to be tailored to meet the needs of the carrier.)
11. EARLY MORNING HOURS / LATE NIGHT HOURS: A charge of \$\_\_\_\_\_ (\$30.00 – to be tailored to meet the needs of the carrier) will be assessed to a fare in which the pick-up occurs between the hours of \_\_\_\_\_ and \_\_\_\_\_.

VEHICLE DESCRIPTION: Only vehicles holding 10 or less passengers plus the driver for a total of 11 or less persons can be used in Limousine service.

**AIRPORT FIXED RATES:** Limousine carriers can go to airports as long as the airport is in the authorized territory of the carrier's limousine territory, except limousine service cannot be provided between points in Philadelphia or from any airport, railroad station or hotel located in whole or in part in Philadelphia/ service now regulated by the Philadelphia Parking Authority. Carrier would have to obtain PPA Authority for such service. Airport fixed rates can be used if the carrier wishes to transport passengers between named points and specific airports. The rates must be based on the regular service rates. In such instances, the following information has to be provided: name of specific town, name of specific airport, time factor, and fee. If carrier would have a 3-hour minimum as a regular rate (first 3 hours, or fraction thereof), all airport rates would have to be, at least, the 3-hour minimum rate, regardless of the time factor.)

**SCHEDULE OF RATES** – list of vehicles and rates (do not have to have a detailed description of amenities for each vehicle). Limousine rates shall be based solely on time, with the initial time period and each subsequent increment no less than one half hour, thirty (30) minute increments, or any fraction thereof.

Many carriers establish minimum charges, such as for a 2- or 3- hour minimum charge, or any fraction thereof, for example, to hire their services.

As long as it is specified in the Tariff, this is acceptable. **IF YOU HAVE A MINIMUM** charge for multiple hours, please figure the extension, do not expect customers to do math in their head.

Certificate No. A-641\_\_\_\_\_  
No. 1  
Docket No. A-2019-30\_\_\_\_\_

Limousine Pa. P.U.C.

## COMPANY NAME IN ALL CAPS

Tariff Naming Rates, and Rules and Regulations Governing the  
Transportation of Persons in Limousine Service Between Points in Pennsylvania

To transport, as a common carrier, by motor vehicle, persons in Limousine service, from  
points in the counties of \_\_\_\_\_, to points in Pennsylvania, and return.  
*(This section must read **EXACTLY** as stated on your Compliance Letter, right down to  
the order of the wording, commas, periods, etc. NO CHANGES ARE ALLOWED.)*

Issued: June 20, 2019

Effective: June 21, 2019

Issued Under authority of 52 PA Code Section 23.42

By: Name  
Address  
Address  
Phone Number  
Email Address

## RULES & REGULATIONS

1. Advance reservations are required and must be made \_\_\_\_\_ prior to service being rendered. Any reservation made less than \_\_\_\_ hours to travel time will be charged an additional fee. *(2<sup>nd</sup> part optional)*
2. Hourly rates commence at the time the vehicle arrives at the first pick up point of the client and shall conclude at the last drop-off point of the client.
3. Additional expenses necessitated by or incurred at the request of the passengers, including but not limited to, highway tolls, bridge tolls, entrance fees and parking, shall be added to the charge of the trip. 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.
4. Trips on the following Holidays are subject to Additional fees as listed in RATES:  
New Year's Eve and New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day and Black Friday (Day after Thanksgiving)  
Christmas Eve and Christmas Day
5. Gratuity: A gratuity of \_\_\_\_% shall be added to all of the carrier's charges.  
*(Optional)*
6. Promotional Fares / Discounts: Upon presentation of an advertised coupon or other special promotional offer, carrier will offer rates at a specified discount from the published tariff rates on the dates authorized by the coupon or offer. Advertised coupons or other special offers will be filed with the PA Public Utility Commission prior to publication or broadcast in one or more of the following: local newspapers, radio and television advertising, flyers, postcards, or other printed media, and the Internet.
7. Deposit: All reservations require a deposit of not more than 20% of the quoted charter price.
  - a. Deposits are subject to forfeiture of not more than 50% of the deposit if the charter is cancelled by the customer more than 15 but less than 30 days prior to the date the transportation was to depart.
  - b. Deposits are subject to forfeiture of not more than the total amount of the deposit if the cancellation occurs within 15 days prior to the date the transportation was to depart.

(If deposits are being taken, the Rules above must be followed exactly, no changes to this language are allowed, it has been written by the PUC Law Bureau, no exceptions)

## SCHEDULE OF RATES

Reservations: Any Reservation made less than five (5) hours before travel time will be charged an additional \$25.00 fee. *(Fees here are optional)*

Hourly Rates: – Minimum charged will be for \_\_\_ hours, or any fraction thereof. Additional time will be charged in thirty (30) minute / half hour increments, or any fraction thereof, at the following rates:

Standard Hours: 8:00 AM to 6:00 PM

Luxury Sedan:	\$150.00
Additional 30 Minutes, or any fraction thereof:	\$75.00
10 Passenger Luxury Vehicle:	\$225.00
Additional 30 Minutes, or any fraction thereof:	\$112.50

Evening Hours: 6:00 PM to 8:00 AM

Luxury Sedan:	\$180.00
Additional 30 Minutes, or any fraction thereof:	\$90.00
10 Passenger Luxury Vehicle:	\$255.00
Additional 30 Minutes, or any fraction thereof:	\$127.50

Weekend Hours: Saturday 12:01 AM to Monday 7:59 AM

Luxury Sedan:	\$180.00
Additional 30 Minutes, or any fraction thereof:	\$90.00
10 Passenger Luxury Vehicle:	\$255.00
Additional 30 Minutes, or any fraction thereof:	\$127.50

Holidays – 12:01 AM TO 11:59 PM

Luxury Sedan:	\$225.00
Additional 30 Minutes, or any fraction thereof:	\$112.50
10 Passenger Luxury Vehicle:	\$300.00
Additional 30 Minutes, or any fraction thereof:	\$150.00

*(In this section, specify the Hourly Rates for the different types of vehicles used, and also provide the Half Hour Rate to use in computing additional time. Be specific in designating Regular, Evening, Weekend or Holiday Hours.)*

Wedding / Prom / Special Event Packages: Full details required, can be flat rates (which may be discounted from hourly rates listed above), if a multi hour minimum is required, please show the extension of the full amount required for the package, mention that gratuity is not included in that amount, and detail additional charges by the half hour beyond the minimum requirement, or any fraction thereof.