**INSTRUCTIONS FOR A TARIFF FOR A CALL OR DEMAND (TAXI) COMPANY**

Please compose your tariff from the template provided – all formatting requirements in PA Code Title 52 are met by the templates provided on this website.

Make a “save as” copy, fill in your company’s specific details, and submit your final draft via e-mail, using Word Document format - please do not submit tariffs in pdf format, for evaluation to the following: [RA-PCTARIFFFILING@pa.gov](mailto:RA-PCTARIFFFILING@pa.gov) Submission of your Tariff by means other than specifically described above will lead to potentially delays in the processing of your documents.

Please communicate with your Tariff Specialist via Email for quick and efficient service to get your Tariff completed and approved in a timely manner. (Approved Tariffs are required for Certificates to be issued.) It is no longer required to use regular mail to submit Tariffs for evaluation. Tariffs should NOT be E-filed unless already approved by the Tariff Compliance Specialist. Tariffs SHOULD be submitted to the Tariff Email: [RA-PCTARIFFFILING@pa.gov](mailto:RA-PCTARIFFFILING@pa.gov)

Common carrier service for passengers rendered on an exclusive or nonexclusive basis which originates with a phone call or hail. 52 PA Code Section 29.312. The specified seating capacity for the vehicle.

**§ 29.314. Vehicle and equipment requirements.**

1. *Seating capacity.* A call or demand service may be operated only in vehicles with seating capacities of eight passengers or less, excluding the driver.
2. *Meters.* Meters must conform with the following requirements:
3. A call or demand vehicle operated within this Commonwealth shall be equipped with a meter.
4. The meter shall be installed in the front of the vehicle so that, at all times, it is plainly visible to and the fare is readily ascertainable by all occupants of the vehicle. The face of the meter must be properly illuminated at all times.
5. No meter affixed to a vehicle may be operated from a drive other than the transmission of the vehicle unless some other method is, upon petition, specifically approved by the Commission.
6. Unless otherwise permitted by the Commission, the meter and meter driving equipment must be sealed so that the meter case, meter driving equipment or additional gear boxes, if any, cannot be disconnected without breaking a seal.
7. The responsibility for sealing the meter and appurtenant equipment and for maintaining the seals intact while the vehicle is in operation lies with the certificateholder.
8. It is the responsibility of the certificateholder to cause the meters to be so regulated that the fare is calculated and registered in accordance with the current tariff rates on file with and approved by the Commission.
9. The meter must be in operation during the entire time the vehicle is engaged by a passenger, and the passenger shall be required to pay only the amount recorded by the meter, except that, when back-mileage or surcharge provisions of the tariff of the carrier apply, the back-mileage charge or surcharge shall be added to the amount recorded by the meter. Each meter charge shall be collected only once regardless of whether the vehicle is being used in exclusive service or in nonexclusive service.
10. Paragraph (7) does not apply when the filed tariff provides for a flat rate in lieu of a metered charge for transportation beyond a certain mileage point or for a zone-based fare structure. This paragraph is invalid after January 1, 2007.
11. Nothing herein precludes the use of an alternative device to traditional mechanical meters, such as a tablet or computer, that the Commission approves upon petition of a certificateholder. An alternative device must meet the requirements established for meters, including accuracy and consumer information requirements.
12. *Vehicle age and mileage.* A vehicle that is more than 10 model years old or has more than 350,000 miles of cumulative mileage registered on its odometer may not be operated in call and demand service. For example, for a vehicle with less than 350,000 miles, the last day on which a 2016 model year vehicle may be operated in taxi service is December 31, 2026. Electric vehicles, hybrid electric vehicles and vehicles utilizing alternative fuels, as defined in 75 Pa.C.S. § §  102 and 9002 (relating to definitions), may operate in call and demand service until the vehicle age of 12 model years or the cumulative mileage level of 350,000 miles registered on the odometer. For example, for a vehicle with less than 350,000 miles, the last day on which a qualifying model year 2016 alternative fuel vehicle, hybrid electric vehicle or electric vehicle may be operated in taxi service is December 31, 2028. This subsection is effective January 19, 2016.
13. *Dome lights.* Unless otherwise permitted by the Commission, vehicles operated by call and demand carriers must have a dome light affixed to the roof of the vehicle. The dome light shall be visible from a distance of 100 feet from the front and rear of the vehicle. The dome light shall be illuminated only when a customer does not occupy the vehicle.

Note: Authority to provide service to and from some airports in Pennsylvania may require additional Authority from other entities, or fees, The Philadelphia Parking Authority for PHL, as an example. It is up to the carrier to seek out any required authorization.

REV 11/2020