**VARIOUS RULES AND REGULATIONS**

**USED BY GROUP AND PARTY AUTHORITY CARRIERS**

Please compose your tariff from the template provided – all formatting requirements in Title 52 PA Code 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

Submission of your Tariff by any means other than specifically described above will lead to potentially long delays in the processing of your documents.

Please communicate with your Tariff Specialist via e-mail 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

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

THESE THREE CATEGORIES ARE **BASIC RULES** WHICH MUST BE USED IN ALL TARIFFS FOR GROUP AND PARTY 11-15 AUTHORITY: (1) Reservations; (2) Rates; and (3) Additional Charges.

The Tariff must contain the following information:

1. TITLE PAGE (Both A- numbers can be found on the Compliance Letter which you received with your Order granting authority.) 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.
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, it can be as little as fifteen minutes, but not less than fifteen minutes.
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.)
	1. 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.”

A carrier can have a cancellation policy with the customer; however, it si between the carrier and the customer and is not placed in the tariff. Use the deposit rule and not a cancellation rule.

1. PAYMENT IN ADVANCE: Payment of rates and fares are due in advance of service rendered.
2. 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.
3. 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.
4. WAITING TIME:
	1. If the Group and Party service is based on rates from garage to garage, waiting time cannot be charged.
	2. 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, or fraction thereof. (30 – 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.)

1. HOLIDAYS: (list holidays for which carrier is providing service at an increase in rates in chronological order) (Use only one of the following examples)
	1. 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.)

* 1. 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.)
	2. 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.)
1. 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.

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

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.

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