

Board Sample Forms

This package contains sample forms that applicants may use when applying to the Passenger Transportation Board for special authorization to operate passenger directed vehicles (PDVs) and/or inter-city buses (ICBs) in British Columbia.

The information in some of the sample forms may be required. The information can be provided by using the forms or by providing other materials that include that information. Application requirements are explained in the applicable application materials, including the Board Application Handbook.

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Condensed Operating Plan

Board Sample Form 10: Updated April 28, 2006

About this Form: Use this *optional* form to summarize more detailed information in your application package (e.g. your business plan and financial statements). The processing time of an application may be reduced when this form is used.

Note: Applicants are expected to provide factual, objective and verifiable information to support their application.

Management Team:

Who are the key individuals who are responsible for the success of your company? What is the role of each person, and main experiences does each person have? (Please be brief)

Public Need:

To what extent is the public need for the service you are proposing being served at present? To what extent is it not being served?

What is the main source of information (in your application package) that tells you that there is a public need for the size of operation you are proposing?

Target Market:

Where do most passengers live? _____

What are the main reasons that passengers will use your service?

Is there any other information that the Board should know about the passengers your proposed service would serve?

How Passengers Arrange Service

How do *passengers* arrange transportation with you? (Check all that apply)

- They all show up at the scheduled pick up location at the scheduled time:
 - without making an advance reservation or booking
 - after making an advance reservation or booking

- They call and talk with a **central dispatcher** who dispatches drivers and vehicles by:
 - radio
 - cell phone
 - computer dispatch (including GPS)

- They book or reserve service for a particular pick up time and location directly with the transportation company by:
 - phone
 - fax
 - email
 - web form

- They make the arrangements through a **third party**, which can include:
 - a travel agent
 - a transportation broker
 - another licensee
 - hotel concierge or staff
 - traffic marshal (e.g. at an airport)

- They call the **driver by cell phone**.
- They hail or flag the vehicle from the street.
- They go to a waiting stand when a vehicle is waiting and available.

Is there any other information that the Board should know about how passengers book the service?

Service Hours:

On what days of the week, and between what hours, will service be provided?

Hiring, Training & Development for Drivers:

What are your plans regarding the hiring, training, and development of drivers?

Promotion:

How will passengers know you are available to provide a passenger transportation service? How will you promote and advertise?

Business Partnerships & Alliances:

Do you have any agreements or alliances with other transportation or non-transportation companies that will increase your ridership? No. Yes. If yes, name the other companies and briefly describe the nature of the alliance.

Non-Transportation Services:

Does your company provide any services that do not involve passenger transportation? No. Yes. If yes, please summarize.

Competition:

What passenger transportation services are available in your area? How similar or different from your proposed service?

Licensee	Number of Vehicles	Type of Service/Clients	Notes

Local Economic Conditions:

Are comparable transportation services available? Is transportation usage increasing, decreasing or staying the same? Is the outlook for the future similar to what has occurred in the past 5 years?

If your application is approved, what impact do you think your service would have on competing licensees?

Competitive Advantages:

What key advantages does your proposed service offer to passengers relative to the competitors?

Risks and Challenges:

What are the main risks and challenges that your company faces in the market place?

Disclosure of Passenger Transportation Ownership

Board Sample Form 11: Updated April 28, 2006

A written statement (which may be provided using this optional form) is needed from the applicant (including each partner in a partnership, and each principal of a corporation) to indicate whether they have an ownership interest in other companies that provide passenger transportation by motor vehicle. Disclosure is not required for ownership interests in air, rail and marine transportation companies. [see Handbook s. 4.9]

Individual Owner:

Date: _____

Legal Name: _____

City & Province of Residence: _____

Owner's Involvement with Applicant Company

Title: _____

Management Role: _____

Ownership Share: _____ %

Ownership Interests in Other Passenger Transportation Companies

Check the box below...

I have no ownership or management involvement in any ground passenger transportation company other than the applicant company.

...or...list all other ground passenger transportation companies for which the individual is a principal owner:

Individual's Signature

Signature of Individual Owner: _____

Date of Signature: _____

PDV Rates and Rules Cover Page

Board Sample Form 12: Updated April 28, 2006

About this Form: Cover pages are not required. However, applicants may wish to use this form or something similar to organize their rates and rules.

My Company Name

PDV Rates and Rules Cover Page

Subject to Approval of the Passenger Transportation Board

(If approved, rates and rules are stamped by the Board with an effective date.)

*A licensee's rates and rules for PDVs cannot change
without approval of the Board.*

Page Number

This is page 1 of _____ of this Rates and Rules package (including cover page).

Metered Taxi Rates (Charter)

Board Sample Form 13: Updated April 28, 2006

The rates set out below are subject to approval of the Passenger Transportation Board.
If approved, the Board stamps the rates and rules with the effective date.
Rates and rules cannot be changed without Board approval.

Do not include GST with rates that are submitted to the Board.

Operator

Legal Name: _____

Cross-Reference

- This is a new rate sheet that does not replace any rate sheet that is now in effect.
 This rate sheet replaces the current *metered taxi rates* with an effective date of _____.

Metered Taxi Rates

Initial Flag Rate: \$ _____ (Unless stated otherwise, the distance covered by the initial flag rate is the distance covered by the selected "meter increment" when the distance rate is applied.)

Distance Rate: \$ _____ for each (additional) _____ meters.
 kilometre.

Metered Waiting Time Rate: \$ _____ per _____ seconds.
 hour.

Meter Increments

Indicate the price increment of taxi fares that are displayed on the meter (and used for the calculation of the "distance" and "waiting time" rates set out above).

- \$0.10 \$0.15 \$0.20 \$0.25 Other: _____

GST

Goods and Services Tax (GST) is **not** included.

Other Metered Rates (if applicable)

If the meter calculates any rates other than what is noted above, list the rates (and reason) in this section:

"Add-On" Rates (if applicable)

The following rates (if any) are charged in addition to the fare that is displayed on the meter:

Page Number

This is page _____ of _____ of this Rates and Rules package (including cover page if provided).

Hourly Charter Rates

Board Sample Form 14: Updated April 28, 2006

The rates set out below are subject to approval of the Passenger Transportation Board.
If approved, the Board stamps the rates and rules with the effective date.
Rates and rules cannot be changed without Board approval.

Do not include GST with rates that are submitted to the Board.

Operator

Legal Name: _____

Cross-Reference

- This is a new rate sheet that does not replace any rate sheet that is now in effect.
 This rate sheet replaces the current *hourly charter rates* with an effective date of _____.

Hourly Charter Rates

Item	Vehicle or Service Description:	Rate
1.	_____	\$_____ per hour
2.	_____	\$_____ per hour
3.	_____	\$_____ per hour
4.	_____	\$_____ per hour
5.	_____	\$_____ per hour
6.	_____	\$_____ per hour
7.	_____	\$_____ per hour
8.	_____	\$_____ per hour

Minimum Charge

The minimum charge is _____ hour(s) even if the charter is for a shorter period of time.

Rate Increments

After the minimum charge, additional charges apply for each additional _____ hour or portion thereof.

GST

Goods and Services Tax (GST) is **not** included.

"Add-On" Rates (if applicable)

The following rates (if any) are charged in addition to the rates set out above.

Page Number

This is page _____ of _____ of this Rates and Rules package (including cover page if provided).

Flat Charter Fares (Point-to-Point)

Board Sample Form 15: Updated April 28, 2006

The rates set out below are subject to approval of the Passenger Transportation Board.
If approved, the Board stamps the rates and rules with the effective date.
Rates and rules cannot be changed without Board approval.

Do not include GST with rates that are submitted to the Board.

Operator

Legal Name: _____

Cross-Reference

- This is a new rate sheet that does not replace any rate sheet that is now in effect.
 This rate sheet replaces the current *flat charter vehicle fares* with an effective date of _____.

Applicable Services

The rates on this page apply to the following types of services:

Flat Charter Fares (Point-to-Point)

Item	Trip Description:	Rate
1.	_____	\$_____ per trip
2.	_____	\$_____ per trip
3.	_____	\$_____ per trip
4.	_____	\$_____ per trip
5.	_____	\$_____ per trip
6.	_____	\$_____ per trip
7.	_____	\$_____ per trip

GST

Goods and Services Tax (GST) is **not** included.

Additional Hourly Rate (if applicable)

In the event that a charterer (i.e. the passenger or group of passengers) extends a trip, additional charges will be applied at an hourly rate of _____ per hour (in increments of _____ hour or portion thereof).

"Add-On" Rates (if applicable)

The following rates (if any) are charged in addition to the rates set out above.

Page Number

This is page _____ of _____ of this Rates and Rules package (including cover page if provided).

Individual (per person) Fares

Board Sample Form 16: Updated April 28, 2006

The rates set out below are subject to approval of the Passenger Transportation Board.
If approved, the Board stamps the rates and rules with the effective date.
Rates and rules cannot be changed without Board approval.

Do not include GST with rates that are submitted to the Board.

Operator

Legal Name: _____

Cross-Reference

- This is a new rate sheet that does not replace any rate sheet that is now in effect.
 This rate sheet replaces the current *individual (per person) fares* with an effective date of _____.

Applicable Services

The rates on this page apply to the following types of services:

Individual (per person) Fares

Item	Trip Description:	Rate
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____
7.	_____	\$ _____
8.	_____	\$ _____

GST

Goods and Services Tax (GST) is **not** included.

Additional Rates (if applicable)

The following rates (if any) are charged in addition to the rates set out above.

Item	"Add-On" Rate Description	Rate
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____

Page Number

This is page _____ of _____ of this Rates and Rules package (including cover page if provided).

PDV Rules

Board Sample Form 17: Updated April 28, 2006

The rules set out below are subject to approval of the Passenger Transportation Board.
If approved, the Board stamps the rates and rules with the effective date.
Rates and rules cannot be changed without Board approval.

Operator

Legal Name: _____

Cross-Reference

- This is a new rules sheet that does not replace any rules now in effect.
 This rate sheet replaces the current *rules* with an effective date of _____.

Applicable Rates

Indicate the types of rates that these rules apply to:

- Metered Taxi Rates (Charter)
 Hourly Charter Rates
 Point-to-Point Charter "Flat Rates"
 Point-to-Point Individual "Flat Fares"
 Contract Rates
 Other: _____
 Other: _____

Rules

No. Rules:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Discounts and Commissions

No.	Discounts and Commissions:	Rate
1.	_____	_____ %
2.	_____	_____ %
3.	_____	_____ %

Page Number

This is page _____ of _____ of this Rates and Rules package (including cover page if provided).

Flip Seat Authorization Request

Board Form 18: Updated February 11, 2009

Applicant

Legal Name: _____

About this form: This form tells taxicab operators what information is required and not required when applying for express authorization to use flip seats in a vehicle. **Note:** *If the Board provides flip seat authorization, the Passenger Transportation Branch may require certification that vehicles with flip seats meet the vehicle safety standards set out in Division 10.07(5) of the Motor Vehicle Act Regulations.*

Applicable

Application Items

Part 1: Type of flips seats that will be used (check the applicable boxes)

- A seat that flips up or down when needed to seat a passenger.
- A seat that moves by sliding parallel with the interior floor of the vehicle.

Part 2: Number of flip seats that will be used

Number of accessible taxis that will use a flip seat: _____

Number of conventional taxis that will use a flip seat: _____

Part 3: Overall fleet & market information (i.e. vehicles with or without flip seats)

What is your main originating area (e.g. what city or town)?: _____

Total number of accessible taxis active in your company: _____

Total number of conventional taxis active in your company: _____

Part 4: Flip Seat Proposal

- Flip Seat Proposal

Applicants must submit a document that contains the following types of information:

- Rationale for requesting authorization to use flip seats.
- Evidence of public need for a vehicle to be equipped with a flip seat.
- Number of trips provided for persons requiring accessible transportation services. Provide a daily or weekly average, and submit data for at least six months.
- List transportation service agreements that your company has and indicate whether vehicles with flip seats will be operated under those contracts (e.g. airports and airlines, ferry terminals, cruise ship terminals, travel agencies, postal worker contracts, crew transportation contracts, cruise ship terminals, school boards, hotels)
- Describe company procedures to ensure that drivers and dispatchers give priority and efficient responses to people who travel with a wheelchair or mobility aid.
- What incentives, penalties and mechanisms are used to ensure that drivers and owner/operators follow procedures?

Part 5: Exemption from some application requirements

When an Amendment of Licence application is made solely to obtain express authorization to use flip seats, the following documents are **not required**:

- Business plan and financial statements
- PDV Vehicle Proposal (Board Form 2) and PDV Service Proposal (Board Form 3)