



INDUSTRY NOTICE

Care & Control of Your Passenger Transportation Licence

Posted September 2, 2014

The purpose of this Bulletin is to explain licence care and control.

Care and Control

Licensees must retain care and control of all vehicles operated under their licence. Sections 6 and 7 of the [Passenger Transportation Regulation](#) set out licensees' obligations.

Licensees may have business or lease arrangements with owner/operators about the use of a plate (identifier). The licensee remains responsible for care and control of the vehicles.

Leasing, renting or assigning a plate to an owner/operator does not transfer any of the licensee's obligations to the owner/operator or any other third party. Passenger transportation licensees must:

- maintain care and control of vehicles operated under their licence
- comply with the *Passenger Transportation Act*, regulations, their terms and conditions of licence and rates
- direct the work of all drivers, operators and employees operating under their licence with respect to their compliance with passenger transportation requirements.

Licensees must be able to demonstrate to the satisfaction of the Registrar of Passenger Transportation that they are monitoring all vehicle and driver operations doing business under their licence. Licensees must be able to produce documents that demonstrate they maintain care and control. These documents may include, but are not limited to:

- Drivers abstracts for each driver operating a vehicle
- Signed agreements with the driver and/or owner of each vehicle that is operated under the licence that set out the licensee's expectations including
 - acceptable conduct,
 - hours of service,

- reporting of incidents and violations, and
- rules around compliance with terms and conditions and rates of licence.
- Signed agreements with each owner/operator operating under the licence outlining the fees to be collected and the services provided by the licensee in return for those fees
- Financial records of all fees paid by owner/operators to licensee
- Dispatch records for every trip operated under the licence or trip logs including pick up and drop off time and location, and rates charged to passengers
- Inspection records for all vehicles

If licensees cannot demonstrate care and control, the Registrar may impose an administrative penalty on them. For example, the Registrar may impose a fine or order that:

- the licensee stop operating vehicles
- the licence is suspended
- the licence is cancelled

Don't risk losing your livelihood by failing to meet your obligations to maintain care and control of your licence.

If you have any questions about this notice or any other issues related to passenger transportation licensing, we are available to assist you. Please visit the Passenger Transportation Branch website or contact the office:

Telephone: 604- 527-2198 or toll free through Enquiry B.C. 1-800-663-7867
Email: passengertransportationbr@gov.bc.ca
Website: <http://www.th.gov.bc.ca/rpt/>

Yours truly,



Kristin Vanderkuip
Registrar and Director
Passenger Transportation Branch