

STRECTH SPORT UTILITY VEHICLE – TYPE LIMOUSINES

“INDUSTRY NOTICE UPDATE”

(Original notice was posted on the Registrar’s Website - November 11, 2006)

BACKGROUND:

As indicated in our Industry Notice dated November 11, 2006, some licensees operating stretch Lincoln Navigators and Ford Excursion vehicles may be operating with a General Authorization (GA) licence when a Special Authorization (SA) licence is required. This has occurred because seating capacity as registered with ICBC may be inconsistent with the formula in the Motor Vehicle Act Regulation (MVAR – Division 10.06) for determining legal seating capacity. The Passenger Transportation Branch (Branch), in issuing the licence, has relied on the ICBC vehicle registration. Licensees whose vehicles are determined to have a seating capacity of 11 passengers or less will require a special authorization to operate passenger directed vehicles (PDV). Therefore, some licensees may be required to seek a special authorization whereas others may seek authority for an additional vehicle and/or to amend their current conditions of licence.

The Branch, in conjunction with Commercial Vehicle Safety & Enforcement (CVSE), has taken steps to rectify the situation, and to ensure that all vehicles are meeting MVAR safety standards.

OVERVIEW:

The following information is intended to provide you with an overview of the process in the event you are instructed to have your vehicle attend an Inspection Station Facility (e.g. weigh scale) by a Passenger Transportation Inspector (PTI).

WHO WILL BE CONTACTED?

Current Licensees & New GA Applicants will be contacted by the PTI if you are operating or intend on operating stretch sport utility vehicle-type limousines, (e.g. Lincoln Navigators and/or Ford Excursion vehicles). For current licensees, the PTI will discuss with you the process for determining the seating capacity to ensure compliance with the MVAR following the review of vehicle information. The same requirements will be applied to new applicants proposing to use these types of vehicles.

SCHEDULING NOTICE & PROCEDURES:

If you are instructed to have your vehicle attend an Inspection Station Facility (e.g. weigh scale) by a Passenger Transportation Inspector (PTI), the following scheduling procedures have been summarized for ease of referencing:

- PTI will contact the SUV Vehicle Owner/Lessee of the requirement to have the vehicle weighed;
- PTI will arrange the scheduling between the SUV Vehicle Owner/Lessee and Inspection Facility Station;
- PTI to complete and forward copy of SUV Scheduling Notice to SUV Vehicle Owner/Lessee and the Inspection Facility Station;

Sample copy of the [SUV Scheduling Notice](#)

Prior to proceeding to the Inspection Station Facility, the vehicle will be required to have:

1. a full fuel tank(s);
2. a spare tire;
3. a basic First Aid Kit or better as described in the Occupational First Aid Regulations of the WorkSafe BC;
4. a dry powder type fire extinguisher that has, or 2 or more dry powder type fire extinguishers that collectively have, a UL Rating of at least 2A:10 BC, each of which is carried on the vehicle. (For Items 2 to 4 please refer to the Motor Vehicle Act Regulation, Division 10, Sec. 10.22.).

Please note: Failure to have a full fuel tank(s), a spare tire, first aid kit and a fire extinguisher(s) will result in the vehicle not being weighed, and a rescheduling of an inspection will be required.

WHAT TO EXPECT AT THE INSPECTION STATION FACILITY (Weigh Scale):

- PTI will attend the Inspection Station Facility while the vehicle is being weighed only if the vehicle is located within the Greater Vancouver Regional District (GVRD). If the vehicle is located outside the GVRD the CVSE Staff will be in attendance;
- The CVSE Staff will weigh the vehicle.

The vehicle will be weighed to determine the net weight of the vehicle. The vehicle net weight will be taken without the driver in the vehicle. The secondary post manufacturer's gross vehicle weight rating will also be taken into account to determine the legal seating capacity of the vehicle. Please refer to the Motor Vehicle Act Regulation, Division 10, Section 10.06.

- PTI or CVSE Staff will take digital photographs of the vehicle & vehicle registration at the time of weighing.

POST INSPECTION:

Upon completion of the inspection (weigh-in of the vehicle) a Passenger Transportation Inspector will contact the owner/lessee with respect to outcomes and/or next steps within 5 business days of inspection being completed at the Inspection Station Facility.

- ❖ For vehicles determined to have a legal seating capacity of over 11 passengers (excluding the driver): No further action will be taken if the vehicle is being operated under a General Authorization Licence.
- ❖ For vehicles determined to have a legal seating capacity of 11 passengers and less (excluding the driver): You will be required to apply for a special authorization licence to operate a passenger directed vehicle if you don't already have this type of operating authority. A Passenger Transportation Inspector will contact you to discuss your circumstances and options if it is determined that the vehicle must operate under a SA licence and you already have this type of operating authority, please refer to the following "Scenarios & Options" section.

SUMMARY OF SCENARIOS IN WHICH DETERMINATION MADE THAT VEHICLE(S) MUST OPERATE UNDER SA LICENCE:

- ❖ Scenario 1 Licensee has capacity to activate another vehicle under current Special Authorization (SA) Licence PDV fleet size. (These licensees have been previously approved by the PT Board for an SA and have not yet activated maximum fleet size.)
- ❖ Scenario 1(A) Licensee has capacity to add an “additional vehicle” to fleet, but may but may need to amend Terms & Conditions of the Licence to increase vehicle (size) accommodation. (These licensees have been previously approved by the PT Board for an SA.)
- ❖ Scenario 2 Licensee has Special Authorization with PDV authority and requires an additional vehicle. (These licensees have been previously approved by the PT Board for a SA.)
- ❖ Scenario 3 Applicant has no Special Authorization (General Authorization only). (These applicants have not been previously approved by the PT Board for a SA.)

OPTIONS:

Scenario 1 - Licensee has capacity to activate another vehicle under current Special Authorization (SA) Licence PDV fleet size. (These licensees have been previously approved by the PT Board for an SA and have not yet activated maximum fleet size.)

Under this scenario, the licensee has not achieved its maximum fleet size and can, therefore, add an identifier immediately. No further action or Passenger Transportation Board (Board) approval would be necessary unless rates/rules (“tariff”) need to be filed with the Board.

Processing approach for Scenario 1:

- If rates/rules are an issue, a “tariff” application will be required (Application No: PT5026).
- Licensee would be required to pay the \$200 application fee.

Time Lines & Expectations for Scenario 1:

- The licensee must submit the “tariff” application to the Passenger Transportation Branch within 7 calendar days of receiving written notice from the Registrar. The notice will be provided in a form of a “Notice & Order” issued by a Passenger Transportation Inspector post vehicle inspection.
- Upon giving notice, the Registrar will provide the licensee the authority to operate the vehicle for a “grace period” of 45 calendar days. (The 7 days Registrar’s notice is included in the 45 days “grace notice” to the licensee.)
- Post the 45 calendar days “grace period”, the vehicle cannot operate unless the licensee has received permanent or temporary operating approval from the Board. (Please note: Urgent Public Need request is not available for “tariff” applications.)

Scenario 1(A) – Licensee has capacity to add an Additional Vehicle to fleet, but may need to amend Terms & Conditions of the Licence to increase vehicle (size) accommodation.

Applications:

1. A regular Special Authorization (SA) application will be required (Form PT5010) with all application requirements fulfilled.
2. To expedite processing of the application, an Urgent Public Need (UPN) request may be filed simultaneously with Special Authorization Application Form PT5010.

Processing approach for Scenario 1(A) (1):

- A regular SA application will proceed through the publication and submission process. If the licensee had an “urgent and temporary” need for the vehicle, after an application was filed and with the Board, it could apply for a temporary operating permit. See “Time Lines & Expectations for Scenario 1(A)”.

Processing approach for Scenario 1(A) (2):

- If a UPN is filed, the licensee must establish, through verifiable supporting documentation, that (a) the vehicle has been in use since an identifier has been issued; and (b) that the vehicle will be required in the future. The Board will decide whether an application will proceed on the basis of UPN.
- Licensee would be required to complete the special authorization application form (PT 5010) and the PDV Vehicle Proposal form only (Form PT9003).
- Licensees would be required to pay the \$200 application fee.
- The licensee should also submit rates for the SUV with their SA application. Rates submitted should be consistent with other rates in the area of operation. For further information on Common Limousine Rates in the Lower Mainland, please review the Board’s website at www.ptboard.bc.ca. Open the “Information” tab.
- Other requirements, such as business plan, financial statements, public need indicators (other than those in (a) and (b) above) and disclosure of passenger transportation ownership would be waived for both a regular SA application and a UPN request.

- The Passenger Transportation Board may require further information from the licensee.
- See “Time Lines & Expectations for Scenario 1(A)”

Time Lines & Expectations for Scenario 1(A):

- The licensee must submit the SA Application to the Passenger Transportation Branch within 7 calendar days of receiving written notice from the Registrar. The notice will be provided in a form of a “Notice & Order” issued by a Passenger Transportation Inspector post vehicle inspection.
- Upon giving notice, the Registrar will provide the licensee the authority to operate the vehicle for a “grace period” of 45 calendar days. (The 7 days Registrar’s notice is included in the 45 days “grace notice” to the licensee.)
- Post the 45 calendar days “grace period”, the vehicle cannot operate unless the licensee has received permanent or temporary operating approval from the Board.

Scenario 2 – Licensee has Special Authorization with PDV authority and requires an Additional Vehicle.

The licensee would apply for an “additional vehicle” only (and, possibly an amendment to vehicle capacity). Rates submitted should be consistent with other rates in the area of operation.

Applications:

1. A regular Special Authorization (SA) Application will be required (Form PT5010) with all application requirements fulfilled.
2. To expedite processing of the application, an Urgent Public Need (UPN) request may be filed simultaneously with Special Authorization Application Form PT5010.

Processing approach for Scenario 2 (1):

- A regular SA application will proceed through the publication and submission process. If the licensee had an “urgent and temporary” need for the vehicle, after an application was filed and with the Board, it could apply for a temporary operating permit. See “Time Lines & Expectations for Scenario 2”.

Processing approach for Scenario 2 (2):

- If a UPN is filed, the licensee must establish that, through verifiable, supporting documentation, (a) the vehicle has been in use since an identifier has been issued; and (b) that the vehicle will be required in the future. The Board will decide whether an application will proceed on an UPN basis.
- Licensee would be required to complete the Special Authorization Application Form (PT 5010) and the PDV Vehicle Proposal form (Form PT9003) only.
- Licensee would be required to pay the \$200 application fee.
- The licensee should also submit rates for the SUV with their SA application. Rates submitted should be consistent with other rates in the area of operation. For further information on Common Limousine Rates in the Lower Mainland, please review the Board's website at www.ptboard.bc.ca. Open the "Information" tab.
- Other requirements, such as business plan, financial statements, public need indicators (other than those in (a) and (b) above) and disclosure of passenger transportation ownership would be waived for both UPN requests and a regular SA application.
- The Board may require further information from the licensee.
- See "Time Lines & Expectations for Scenario 2".

Time Lines & Expectations for Scenario 2:

- The licensee must submit the application to the Passenger Transportation Branch within 7 calendar days of receiving notice from the Registrar. The notice will be provided in a form of a "Notice & Order" issued by a Passenger Transportation Inspector post vehicle inspection.
- Upon giving notice, the Registrar will provide the licensee with 45 calendar days "grace period" to continue operating the vehicle. (The 7 days Registrar's notice is included in the Registrar's 45 days "grace notice" to the licensee).
- Post the 45 calendar days "grace period", the vehicle cannot be operated unless the licensee has received permanent or temporary approval from the Board.

Scenario 3 – Applicant has no Special Authorization (General Authorization only)

Processing approach for Scenario 3:

- A regular Special Authorization Application (PT 5010) would be required, with all application requirements fulfilled. Or as an option, you can submit your new application electronically by using the [Passenger Transportation Online Licence Application](#). Verifiable supporting documentation of past vehicle usage may be an indicator of public need.
- A regular SA application will proceed through the publication and submission process.
- Licensee must specify an originating area pursuant to Passenger Transportation Board's Policy Guideline #9. Please view the Board's website at www.ptboard.bc.ca/Rules - "PART C: Policy Guidelines"
- Rates should be in line with rates charged by other licensees in the area. For further information on Common Limousine Rates in the Lower Mainland, please review the Board's website at www.ptboard.bc.ca. Open the "Information" tab.
- Licensees would be required to pay the \$200 application fee

Time Lines & Expectations for Scenario 3:

- The licensee must submit the application to the Passenger Transportation Branch within 21 calendar days of receiving notice from the Registrar. The notice will be provided in a form of a "Notice & Order" issued by a Passenger Transportation Inspector post vehicle inspection.
- Upon giving notice, the Registrar will provide the licensee with 120 calendar days "grace period" to continue operating the vehicle. (The 21 day Registrar's notice is included in the Registrar's 120 days "grace notice" to the licensee).
- Post the 120 calendar days "grace period", the vehicle cannot be operated unless the licensee has received permanent or temporary approval from the Board.

WEBSITE & REFERENCES:

The handbook & application references have been provided for ease of referencing.

(Please “click-on” to the link.)

- Registrar’s Website: www.th.gov.bc.ca/rpt
- Board’s Website: www.th.gov.bc.ca/ptb/index.htm
- [Application Handbook](#)
- [Temporary Operating Permit Instructions](#)
- [Temporary Operating Permit Application – Form PT5045 SA](#)
- [Special Authorization Application - Form PT5010](#)
- [Application to Rates and Rules - Form PT5026](#)
- [PDV Vehicle Proposal Form – Form PT9003](#)

CONTACT INFORMATION:

If you have any questions, please contact the Duty Inspector at the Passenger Transportation Branch (604) 453-4250. Toll Free Line: (888) 453-4280.

Thank you.