

Board Sample Forms

Applicants may use the sample forms in this package when making a 'special authorization' application to the Passenger Transportation Board in British Columbia.

Some forms relate to passenger directed vehicles (PDVs) such as taxis and limousines. Other forms relate to inter-city buses (ICBs).

The sample forms identify some of the information that applicants must include with their applications. Refer to the Board's *Application Handbook* for more information about what is required.

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Updated July 2010

Condensed Operating Plan

Board Form 10 | Updated April 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
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
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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 Form 11 | Updated April 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: _____

Metered Taxi Rates (Charter)

Board Form 12 | Updated July 2010

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.

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) kilometer.

Metered Waiting Time Rate: \$ _____ per hour.

Harmonized Sales Tax (HST) **is included** in the rates set out above.

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: _____

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:

Hourly Charter Rates

Board Form 13 | Updated July 2010

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 HST in the rates that are submitted with this form.

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.

HST

Harmonized Sales Tax (HST) is **not included**.

"Add-On" Rates (if applicable)

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

Flat Charter Fares (Point-to-Point)

Board Form 14 | Updated July 2010

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 HST in the rates that are submitted with this form.

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

HST

Harmonized Sales Tax (HST) 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.

Individual (per person) Fares

Board Form 15 | Updated July 2010

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 HST in the rates that are submitted with this form.

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.	_____	\$ _____

HST

Harmonized Sales Tax (HST) 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.	_____	\$ _____

PDV Rules

Board Form 16 | Updated July 2010

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.

Present rules on a page that is separate from the rates.

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.	_____	_____%

Flip Seat Request Form

Board Form 17 | Updated May 2010

About this form: Use this form to request Board authorization to use flip seats in taxis. Add the form and attachments to your application.

Note: If the Board approves the use of flip seats, the Passenger Transportation Branch may require proof that the seats meet vehicle safety standards. See Division 10.07(5) of the Motor Vehicle Act Regulations.

Applicant

Legal Name: _____

Number of Flip Seats

How many **accessible taxis** will have a flip seat? _____

How many **conventional taxis** will have a flip seat? _____

Taxi Fleet Information

What is the main city or town you operate in?: _____

In the past 12 months, what is the highest number of **accessible taxis** used at once? _____

In the past 12 months, what is the highest number of **conventional taxis** used at once? _____

Flip Seat Proposal

Submit a **Flip Seat Proposal** that includes the following:

- Statement** that explains why you need to use flip seats.
- Evidence of public need** for flip seats.
- Number of trips** for persons who need an accessible taxi. Give a daily or weekly average. Submit data for at least six months.
- List of transportation service agreements** that your company has. Also, state whether taxis used under those contracts will have flip seats. For example, contracts may relate to the following: airports or airlines, cruise ship terminals, ferry terminals, travel agencies, postal workers, crew transportation, school boards, and hotels.
- A **Priority Dispatch Plan**. (See the **Guidelines for Preparing a Priority Dispatch Plan** at http://www.th.gov.bc.ca/ptb/accessible_taxis.htm.)

Exemption From Some Application Requirements

If you are applying only to use flip seats, the following are **not required**:

1. Business plan and financial statements
2. PDV Vehicle Proposal
3. PDV Service Proposal