



### *About This Guide*

The information and SSPV Request form in this application guide are for **taxi operators** that seek to add vehicles to their fleet that are designated as single-shift paired vehicles (SSPV); i.e. separate day and night shift vehicles. This does not increase the number of vehicles that are on the road other than for a short overlap at shift change times. (See Table 1 in this guide for terms and conditions that apply to SSPV.)

A **taxi operator** holds a Special Authorization: Passenger Directed Vehicle Authorization (PDVA) licence. This licence has a term and condition that gives the licensee express authorization to accept hails from the street.

Use this guide and the form on pages 6 and 7 if you are only applying for a SSPV term and condition of licence.

### *Important!*

We recommend that you do not purchase or lease vehicles before the PT Board makes a decision on your application.

## **I. What are single-shift paired vehicles?**

SSPV are separate day and night shift taxis permitted under the licensee's terms and conditions of licence. Under the taxi modernization process, single-shift paired vehicles were recommended by Hara Associates<sup>1</sup> as a way of reducing trip refusals at shift change when licensees operate vehicles for two shifts on the same day. The SSPV are not in operation at the same time, apart from completion of a trip in process at the end of a shift.

ICBC has changed their insurance product for taxis to provide usage based (kilometer based) insurance. This new insurance product makes SSPV more affordable and attractive.

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<sup>1</sup> Hara Associates, Modernizing Taxi Regulation; July 2018

If the Board approves an SSPV application, it will set terms and conditions of licence with respect to SSPV. Table 1 on the next page provides examples of standard SSPV terms and conditions.

**Table 1: Standard Terms & Conditions of Licence for SSPV**

*Numbers for the “maximum fleet size” example below are for illustration purposes. The example includes taxis that are approved wheelchair accessible taxis, but none that are peak period, weekend taxis.*

<p>Maximum Fleet Size</p>	<p>Base Maximum Fleet Size:</p> <ol style="list-style-type: none"> <li>1. 10 vehicles of which 7 may be conventional taxis. All other vehicles are accessible taxis.</li> </ol> <p>Maximum Fleet Size with Single-Shift Paired Vehicles:</p> <ol style="list-style-type: none"> <li>2. Up to 20 vehicles (10 pairs) may be designated as single-shift paired vehicles. The maximum fleet size remains at 10 vehicles. Accessible taxis must be paired with accessible vehicles.</li> <li>3. Despite the maximum fleet size, a vehicle operating as a single-shift paired vehicle that accepted a trip prior to its shift end time may complete this trip and the other paired vehicle may start its shift at the scheduled start time.</li> </ol>
<p>Single Shift Paired Vehicles (SSPV)</p>	<ol style="list-style-type: none"> <li>1. Vehicles may be operated as single shift paired vehicles as long as the:             <ol style="list-style-type: none"> <li>a. single-shift paired vehicles are marked in a manner that complies with applicable vehicle identification specifications and orders of the Passenger Transportation Branch;</li> <li>b. single-shift paired vehicles that are accessible are paired with another accessible vehicle;</li> <li>c. peak period weekend taxis may not be designated as single shift paired vehicles; and</li> <li>d. licensee keeps an accurate, up-to-date written or digital record of (i) all vehicles that are designated as SSPV, and (ii) the shift start time and the shift end time of each single-shift paired vehicle.</li> </ol> </li> <li>2. No two vehicles that are operated as single-shift paired vehicles may be on the road at the same time unless one of the vehicles is completing a trip that was accepted prior to its shift end time and the paired vehicle has started its scheduled shift.</li> </ol>

## II. Taxi SSPV Applications

To apply for an amendment to the terms and conditions of your PDVA for authorization of SSPV, complete the following steps.

## 1. Sending the Application

Send your application to the Passenger Transportation Branch in Coquitlam.

200 – 1500 Woolridge Street, Coquitlam BC V3K 0B8

Phone: 604-527-2198 Fax: 604-527-2205

Toll Free: Call Enquiry BC at 1-800-663-7867

Email: [passengertransportationbr@gov.bc.ca](mailto:passengertransportationbr@gov.bc.ca)

The PT Branch will send your application to the PT Board.

## 2. Board Decision-Making Process

The Board is an independent tribunal in British Columbia established under the *Passenger Transportation Act*. The Board's primary responsibility is to make decisions on applications relating to the licensing of passenger directed vehicles (e.g. taxis, limousines, shuttle vans, transportation network services) and inter-city buses in British Columbia. The Board also sets the terms and conditions of licence that will apply to your operations.

### *Publication & Submissions*

- The Board will publish your application summary in our *Bulletin* which is published, at a minimum, on Wednesdays. We will send you an application summary to sign off.
- The PT Board will accept submissions on your application for 7 days after publication. Submitters must pay the \$50 submission fee and provide submissions in accordance with Operational Policy II.1 (Written Submissions).
- You will receive a copy of all submissions and you will have 7 days to send a reply to the PT Board.

### *Information & Evidence*

Board members make decisions based on information and evidence that relate to your application. This information and evidence may include:

- information you submit with your application;
- written submissions from other people, first nation councils/nations or local governments<sup>2</sup>;
- information that is available to the public (e.g. information on your website, information on the Board or Branch website, etc.) as well as other records,

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<sup>2</sup> You will be able to see information from submitters or another person, unless it is confidential business information. If it is confidential business information, you will receive a summary of the information as set out in Board Rule 18 ("Confidential Information from a Submitter").

- information or reports that the Board reviews, obtains or produces<sup>3</sup>;
- data collected from taxis, transportation network services, limousines and other passenger directed vehicle operators in an area;
  - information from a public hearing;
  - your replies to submissions and comments on records, information or reports;
  - compliance information received from the Registrar of Passenger Transportation;
  - investigation reports from the Registrar of Passenger; and
  - information available through the provincial court registry (Court Services Online).

The information referred to in the last three bullets will be used by the Board to assess “fit, proper and capable” under section 28(1)(a) of the *Passenger Transportation Act*.

### ***Decisions***

Application decisions are made by Board members. Staff do not make decisions on applications.

The Board makes its decision according to its mandate as set out in section 28(1) of the *Passenger Transportation Act*, as outlined below in section 3. The Board decides each case on its own merits. The Board also seeks to have consistency in its decisions.

To approve an application, the Board must also be satisfied that applicants have shown that as licensees they would meet the requirements of the *Passenger Transportation Act* and regulations, including those relating to drivers and vehicles.

If the Board approves an application, it will add terms and conditions for SSPVs to your Special Authorization: Passenger Directed Vehicle Authorization licence.

Decisions are emailed to applicants and the Branch, then published in the *Bulletin*.

### **3. Board Considerations**

When making a decision on your application, the Board must consider the factors set out in section 28(1) of the *Passenger Transportation Act*. These are set out below.

- ***Applicant Fitness***

The Board considers applicant fitness matters in two parts:

- (i) Are you a “fit and proper person” to provide the proposed service?
- (ii) Are you capable of providing that service?

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<sup>3</sup> You will be able to comment on information that the Board uses or produces.

- **Public Need & Sound Economic Conditions**

If you meet the threshold test of fitness, the Board will consider:

- (i) whether there is a public need for the service, and
- (ii) whether the application, if granted, would promote sound economic conditions in the passenger transportation industry in British Columbia.

### III. Checklist for SSPV-Only Applications

This section lists the forms and documents that you must provide when making an application that only seeks authorization to operate single-shift paired vehicles.

1. Branch Forms & Fees		
<input type="checkbox"/>	Special Authorization Licence Application form	<a href="#">LINK</a>
<input type="checkbox"/>	Fee: Non-refundable fee of \$200 payable to the Minister of Finance by cheque, money order or credit card (the Branch will contact you by telephone for authorization if using a credit card)	ATTACH
<input type="checkbox"/>	Identification Documents Business/Organization (required only if located outside British Columbia)	ATTACH
<input type="checkbox"/>	Signing Authority form	<a href="#">LINK</a>
2. Board Forms		
<input type="checkbox"/>	Request to Designate Taxis as Single Shift Paired Vehicles (SSPV)	Pages 7&8
<input type="checkbox"/>	Public Explanation of Applications (PDVA) form	<a href="#">LINK</a>
<input type="checkbox"/>	Declarations form	<a href="#">LINK</a>
<input type="checkbox"/>	Disclosure of Unlawful Activity & Bankruptcy	<a href="#">LINK</a>

#### *Submit Your Application*

Send your application to the **PT Branch in Coquitlam**.

200 – 1500 Woolridge Street, Coquitlam BC V3K 0B8

Phone: 604-527-2198 Fax: 604-527-2205

Toll Free: Call Enquiry BC at 1-800-663-7867

Email: [passengertransportationbr@gov.bc.ca](mailto:passengertransportationbr@gov.bc.ca)

### IV. Other Information

### ***Confidentiality***

The Board keeps information from criminal record checks that is not public and other personal information (e.g. Disclosure of Unlawful Activity and Bankruptcy form) confidential.

Other information submitted with an application may be made public. Board decisions are public. The *Freedom of Information and Protection of Privacy Act* may apply to information in your application package.

### ***Reconsiderations***

There is no right to appeal PT Board decisions. The PT Board may reconsider, vary or rescind a decision in only two circumstances:

- (a) information has become available that was not available at the time the decision was made, or
- (b) there has been an error in procedure.<sup>4</sup>

### ***Contacts***

For further information or questions on the Board's process, contact the Board at the following link:

Passenger Transportation Board  
P.O. Box 9857 STN PROV GOVT, Victoria, BC V8W 9T5  
Phone: 250 953 3777 Fax: 250 953 3783 Email: [ptboard@gov.bc.ca](mailto:ptboard@gov.bc.ca)

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<sup>4</sup> See [Reference Sheet 14: Options after a Decision](#).

## Request to Designate Taxis as Single Shift Paired Vehicles PT Board Form

**About this form:** Use this form to provide information about your request to designate single shift paired vehicles (e.g. day only and night only vehicles).

### A: Applicant

Legal Name:

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Trade Name:

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PT Licence Number:

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### B: Data Provision Capability

Section 28(5)(a) to (c) of the *Passenger Transportation Act* sets out that a taxi licensee must provide to the Registrar any information, including personal information and data, within time periods that the Registrar or the Board may require.

I confirm that I have the capability to meet the data requirements of both the Registrar and the Board. See the [Branch website](#) and the [Board's Data Requirements](#).

### C: SSPV Request

How many additional vehicles do you require to operate single shift paired vehicles?

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Note:

- If you have a maximum fleet size of 10 taxis and you want to operate them as 10 paired vehicles, you would apply for 10 additional vehicles.
- Wheelchair accessible taxis may only be paired with a wheelchair accessible taxi.
- Peak period, weekend taxis are not eligible for operation as SSPV.

### D: Shift Change Information

Please specify the start and end times of all shifts that single shift paired vehicles will operate (i.e. start & end times of day shift vehicles and start and end time of night shift vehicles.)

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**E: Declaration of SSPV Eligibility**

**I MAKE THE FOLLOWING DECLARATIONS OF ELIGIBILITY RESPECTING SSPVs:**

- There are vehicles in my fleet that have been routinely operated for two shifts on the same day.
- The capacity of my fleet to meet public requests for rides is reduced when shift changes occur.
- I understand that SSPV do not increase my taxi fleet size. The SSPV are not in operation at the same time, apart from completion of a trip in process at the end of a shift.

**F: Public Need and Sound Economic Conditions**

For the purposes of this application process, the Board will consider information and evidence from the 2018 report by Hara Associates. If you wish to rely on this report, check the box below. Please include all additional information and submissions regarding public need and sound economic conditions as separate attachments.

- Modernizing Taxi Regulation, Hara Associates, July 2018
- Other (please specify separately):

**G: Signatures** All licensees listed in A must sign. Insert electronic signature or print, sign and scan.

Full Name:

Title:

Signature:

Date: