

## **Sample Terms & Conditions for Special Authorization Licences**

The Passenger Transportation Board sets terms and conditions of licence when it approves an application for a passenger transportation licence with a Special Authorization.

Terms and conditions are in standard formats. They often have common clauses and wording.

**This Reference Sheet explains Special Authorizations and outlines common terms and conditions of licence for the three types of Special Authorizations. Samples of terms and conditions are included.**

Depending on the circumstances of an application, applicants may seek or the Board may set terms and conditions that are not included as samples in this document.

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## 1. Special Authorizations: An Overview

All licences approved by the Passenger Transportation Board will have a “Special Authorization”. There are three types of special authorizations:

- passenger directed vehicle authorization (PDVA)
- transportation network services authorization (TNSA)
- inter-city bus authorization (ICBA)

A licence may have more than one type of Special Authorization. The three types are described below.

1. A **Passenger Directed Vehicle Authorization** authorizes one or more motor vehicles to be operated as passenger directed vehicles, but only if the vehicles are *not* hailed through transportation network services. Operators providing passenger transportation services with taxis, limousines or small shuttles will have a licence with this type of Special Authorization.
2. A **Transportation Network Services Authorization** authorizes the licensee to provide transportation network services (TNS) which connect drivers of passenger directed vehicles with passengers, but only if the vehicles are hailed through an app. Operators using an app to connect with passengers and only accept payment through the app will be operating under a Special Authorization licence with Transportation Network Service Authorization.
3. An **Inter-City Bus Authorization** authorizes vehicles to be operated as inter-city buses. Commercial operators that provide bus services between cities over regular routes on set time schedules and charge individual fares will have a Special Authorization licence with an Inter-City Bus Authorization.

## 2. Passenger Directed Vehicle Authorizations (PDVAs)

*Passenger directed vehicles* travel to or from locations determined by passengers or persons acting on behalf of the passengers. These vehicles have seats for up to 11 passengers and a driver, or more than 11 seats if the vehicle has perimeter seating.

### *(a) Types of terms and conditions in special authorization licences with a PDVA*

#### A. **Legislative Requirements**

The Passenger Transportation Act requires the PT Board to include specific terms and conditions in all licences with a PDVA. These relate to the display of vehicle identifiers and the provision of data to the Registrar of Passenger Transportation or the Passenger Transportation Board.

#### B. **Passenger Transportation Vehicles**

Licences with a PDVA usually include terms and conditions relating maximum fleet sizes, vehicle seating capacity and specialty vehicles such as accessible vehicles, eco-friendly vehicles, sedan limousines, or perimeter seating buses.

#### C. **Originating Areas and Services**

Licences with a PDVA will specify originating and destination areas and whether return or reverse trips are permitted. They may also include minimum operating requirements and service limitations or restrictions such a priority dispatch for persons who require accessible taxis or that services may only be provided to certain types of passengers (e.g. railway crews or English Language Students).

#### D. **Other Requirements**

Licences with a PDVA will specify how trips may be hailed. Hails through Transportation Network Services are not allowed. Only taxis will be able to accept street hails. As well, only taxis will have authorization to equip vehicles with a taxi meter and use top lights. Some licenses may have a term and condition relating to a taxi bill of rights or a taxi identification code. All licences will require licensees to ensure that vehicles are operated in compliance with the Liquor Control and Licensing Act and the Cannabis Control and Licensing Act. All licences will have a term and condition relating to the transfer of licences.

**Note:** The Passenger Transportation Regulation, amended in September 2019, includes transition sections that make the mandatory legislative sections of the Passenger Transportation Act apply to pre-existing licences that had a Special Authorization to operate Passenger Directed Vehicles at the time the amended act and regulations came into force (September 2019). Transition regulations expire in September 2022. Prior to that date, the Passenger Transportation Board will engage in a process to amend pre-existing licences to incorporate the legislative requirements and other standard terms and conditions of licence. Samples of terms and conditions that follow in this document apply to licences issued after September 16, 2019.

Figures 1 and 2 provide sample terms and conditions of licence with a passenger directed vehicle authorization.

*(b) Taxi Services*

**Figure 1:** Sample PDVA Terms & Conditions of Licence for a Taxi Service

<b>Special Authorization Passenger Directed Vehicles Authorization Terms &amp; Conditions</b>	
Definitions	“Board” means the Passenger Transportation Board “Registrar” means the Registrar, Passenger Transportation
<b>A. Legislative Requirements</b>	
Vehicle Identifiers	Each motor vehicle operated under this authorization must display, at the times and in the form and manner required by the Registrar, a vehicle identifier that is: (a) issued to the licensee by the Registrar; or (b) authorized by the Registrar to be issued by the licensee.
Data Requirements	The licensee must provide to the Registrar any information, including personal information, and data that the Registrar or Board may require, and as may be set in any applicable supplemental terms and conditions and orders of the Registrar or Board, within time periods that the Registrar or Board may require, which may include, without limitation,

	information and data set out in section 28(5)(a) to (c) of the Passenger Transportation Act.
<b>B. Passenger Transportation Vehicles</b>	
Maximum Fleet Size	X vehicles of which a maximum of Y may be conventional taxis. All other vehicles are accessible passenger directed vehicles.
Vehicle Capacity (Taxi)	A driver and not less than 2 and not more than 7 passengers.
Accessible Vehicles	An accessible passenger directed vehicle must be operated in accordance with the Motor Vehicle Act Regulations including Division 10 (Commercial Passenger Vehicles) and Division 44 (Mobility Aid Accessible Taxi Standards), as amended from time to time, and in accordance with any other applicable equipment regulations and standards.
Flip Seat Authorization	An accessible passenger directed vehicle may be equipped with flips seats that are installed in accordance with Division 10.07(5) of the Motor Vehicle Act Regulations
<b>C. Originating Areas &amp; Services</b>	
Service 1	<i>The following terms and conditions apply to Service 1:</i>
Originating Area	Transportation of passengers may only originate from points in the City of Y and District of Z.
Destination Area	Transportation of passengers may terminate at any point in British Columbia and beyond the British Columbia border when engaged in an extra-provincial undertaking.
Return Trips	The same passengers may only be returned from where their trip terminates in the <i>destination area</i> to any point in the <i>originating area</i> if the return trip is arranged by the time the originating trip terminates.
Reverse Trips	Transportation of passengers may only originate in the <i>destination area</i> if the transportation terminates in the <i>originating area</i> and the cost of the trip is billed to an active account held by the licence holder that was established before the trip was arranged.
Service Priority Limitation	Persons with mobility aids who require the accessible taxi for transportation purposes are priority clients for the dispatch of accessible taxis. The applicant must at all times use a dispatch and reservation

	system that dispatches accessible taxis on a priority basis to clients who have a need for accessible vehicles.
<b>D. Other Requirements</b>	
Hailing in Originating Area	<ol style="list-style-type: none"> <li>1. A trip may be arranged by taxis by: <ol style="list-style-type: none"> <li>(a) booking the motor vehicle in advance;</li> </ol> hailing the motor vehicle from the street; hailing the motor vehicle through a dispatcher; or hailing the motor vehicle through an app that does not process payment for the fare. </li> <li>2. Passengers must not be hailed through a Transportation Network Service app that connects drivers with passengers who hail and pay for the services through the use of an online platform.</li> </ol>
Top Lights	Motor vehicles may be equipped with a top light.
Meters	Motor vehicles must be equipped with a meter that calculates fares on a time and distance basis.
Taxi Cameras & Meters	Licensees must install taxi camera equipment and taxi meters, including taxi soft meters, in compliance with applicable rules, standards and orders of the Passenger Transportation Board.
Eco-friendly taxis	Any conventional taxis or additional conventional taxis approved for this licensee and for which a passenger transportation identifier is issued, must be operated as 'eco-friendly taxis' as defined by Board Policy Guidelines in effect at the time the vehicle is issued a passenger transportation identifier.
<i>Liquor Control and Licensing Act Cannabis Control and Licensing Act</i>	The licensee must ensure passenger directed vehicles under their licence are operated at all times in compliance with the Liquor Control and Licensing Act and the Cannabis Control and Licensing Act.
Transfer of a Licence	This special authorization licence may not be assigned or transferred except with the approval of the Board pursuant to section 30 of the Passenger Transportation Act.

**Figure 2: Other Samples of PDVA Terms & Conditions of Licence for a Taxi Service**

<p>Minimum Operating Requirement <i>(Included in taxi licences in Metro Vancouver or Greater Victoria)</i></p>	<p>Licensees must ensure that accessible taxi service is available to passengers throughout the day in a reasonable manner and that accessible taxi availability is at a minimum proportionate to conventional taxi availability.</p>
<p>Reverse Trips</p>	<p>Transportation of passengers may only originate in the destination area if the transportation terminates in the originating area.</p>
<p>Service Limitation</p>	<p>Service may only be provided to persons employed or engaged by ABC Company and only when the licensee has a written transportation service agreement with ABC Company or its broker or agent to provide ongoing crew transportation.</p> <p><i>Note: With this crew transportation service limitation in a PDVA licence, rates are not approved by the Board.</i></p>
<p>Taxi Bill of Rights <i>(Included in Metro Vancouver taxi licences)</i></p>	<ol style="list-style-type: none"> <li>1. A licensee must have displayed in the taxi a printed decal with a Taxi Bill of Rights that meets requirement (2) below unless the trip is hailed using a mobile app that displays a digital text version of the Taxi Bill of Rights that meets requirement (3).</li> <li>2. A licensee may only display a decal with a printed Taxi Bill of Rights that is:             <ol style="list-style-type: none"> <li>a. a current version and issued by the Ministry of Transportation and Infrastructure;</li> <li>b. affixed to an interior rear-seat, side window of the taxi; and</li> <li>c. displayed in an upright position with the complete text intact and visible to passengers.</li> </ol> </li> <li>3. A licensee may only display or broadcast a Taxi Bill of Rights digitally through a mobile app that is:             <ol style="list-style-type: none"> <li>a. a current digital file and issued by the Ministry of Transportation and Infrastructure; and</li> <li>b. easily accessible and clear any time the app is open.</li> </ol> </li> </ol>
<p>Taxi Bill of Rights <i>(Included in licences of taxi companies outside Metro Vancouver that participate in a voluntary taxi bill of rights program).</i></p>	<p>A Taxi Bill of Rights may only be displayed in vehicles when the licensee:</p> <ol style="list-style-type: none"> <li>(a) has received written approval of the Board to operate a taxi bill of rights program; and</li> <li>(b) is in compliance with applicable Taxi Bill of Rights rules, supplemental terms and conditions, standards and orders of the Board.</li> </ol>

Taxi Identification Code	<p>Each vehicle operated by the licensee must have a unique Taxi Identification Code (TIC) affixed to the inside and outside of vehicles in a manner that complies with applicable rules, supplementary terms and conditions, specifications and orders of the Board.</p> <p><i>Note: This term and condition is used in taxi licences in Metro Vancouver, and outside Metro Vancouver when a licensee has vehicles designated as single-shift paired vehicles.</i></p>
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***(c) Limousine or Small Shuttle Services<sup>1</sup>***

**Figure 3: Sample PDVA Terms & Conditions of Licence for a Limousine Service**

<b>Special Authorization Passenger Directed Vehicles Authorization Terms &amp; Conditions</b>	
Definitions	<p>“Board” means the Passenger Transportation Board                  “Registrar” means the Registrar, Passenger Transportation</p>
<b>A. Legislative Requirements</b>	
Vehicle Identifiers	<p>Each motor vehicle operated under this authorization must display, at the times and in the form and manner required by the Registrar, a vehicle identifier that is:</p> <p>(a) issued to the licensee by the Registrar; or                  (b) authorized by the Registrar to be issued by the licensee.</p>
Data Requirements	<p>The licensee must provide to the Registrar any information, including personal information, and data that the Registrar or Board may require, and as may be set in any applicable supplemental terms and conditions and orders of the Registrar or Board, within time periods that the</p>

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<sup>1</sup> Limousine and shuttle services are most often distinguished in terms of rates. Limousines are usually approved for minimum and maximum hourly rates that are set in a Board rule. Shuttles often are approved for individual or group rates that are based on rates unique to the licensees. Some services, such as those for English Language Services, are excluded from the Board’s maximum and minimum rates rule. Terms and conditions of licence are similar for these services.

	Registrar or Board may require, which may include, without limitation, information and data set out in section 28(5)(a) to (c) of the Passenger Transportation Act.
<b>B. Passenger Transportation Vehicles</b>	
Maximum Fleet Size	X vehicles of which Y may be sedan limousines and Z may be Perimeter Seating Buses. (PSBs)
Vehicle Capacity (LV):	A driver and not less than 6 and not more than 11 passengers.
Vehicle Capacity (S):	Any vehicle that can accommodate a driver and not less than 3 and not more than 5 passengers must be a sedan limousine.
Vehicle Capacity (PSB):	A driver and 12 passengers or more
Specialty Vehicles	Sedan vehicles may only be operated if the vehicles are sedan limousines, including eco-friendly sedan limousines, as defined by Board policies or rules in effect at the time a special authorization vehicle identifier is issued by the Registrar of Passenger Transportation for the vehicle.
<b>C. Originating Areas &amp; Services</b>	
<i>Service 1</i>	<i>The following terms and conditions apply to Service 1:</i>
Originating Area	Transportation of passengers may only originate from points in: <ul style="list-style-type: none"> <li>• X</li> </ul>
Destination Area	Transportation of passengers may terminate at any point in British Columbia.
Return Trips	The same passengers may only be returned from where their trip terminates in the destination area to any point in the originating area if the return trip is arranged by the time the originating trip terminates.
Reverse Trips	Transportation of passengers may only originate in the destination area if the transportation terminates in the originating area and the cost of the

	trip is billed to an active account held by the licence holder that was established before the trip was arranged.
<b>D. Other Requirements</b>	
Hailing in Originating Area	<ol style="list-style-type: none"> <li>1. A trip may be arranged by:               <ol style="list-style-type: none"> <li>(c) booking the motor vehicle in advance;</li> <li>(d) hailing the motor vehicle through a dispatcher; or</li> <li>(e) hailing the motor vehicle through an app that does not process payment for the fare.</li> </ol> </li> <li>2. Passengers must not be hailed through a Transportation Network Services app that connects drivers with passengers who hail and pay for the services through the use of an online platform.</li> <li>3. The licensee must not pick up a passenger who hails the motor vehicle from the street.</li> </ol>
Liquor Control and Licensing Act Cannabis Control and Licensing Act	The licensee must ensure passenger directed vehicles under their licence are operated at all times in compliance with the <i>Liquor Control and Licensing Act</i> and the <i>Cannabis Control and Licensing Act</i> .
Transfer of a Licence	This special authorization licence may not be assigned or transferred except with the approval of the Board pursuant to section 30 of the <i>Passenger Transportation Act</i> .

**Figure 4: Other Sample PDVA Terms & Conditions of Licence for a Limousine Service**

The terms and conditions below are samples that are used in licences to provide limousine or small shuttle passenger transportation services.

<p>Reverse Trips (This is referred to as “unlimited reverse trips”)</p>	<p>Transportation of passengers may only originate in the <i>destination area</i> if the transportation terminates in the <i>originating area</i>.</p>
<p>Service Limitations</p>	<p>Service may only be provided to English as Second Language (ESL) students and their companions when booked through an ESL school, ESL company, or ESL homestay family.</p>
<p>Engaged Carrier Authorization</p>	<p>The holder of this licence may operate as a passenger directed vehicle when engaged by another licensed operator in the following limited circumstances:</p> <ol style="list-style-type: none"> <li>1. The other licensed operator must have a special authorization to operate a passenger directed vehicle under a licence issued pursuant to the Passenger Transportation Act,</li> <li>2. The holder of this licence must have signed written authorization from the other licensed operator specifying the terms by which the licence holder is engaged including the time period for which the written authorization is valid,</li> <li>3. The holder of this licence must operate its vehicles in accordance with all the applicable terms and conditions and rates of the other licensed operator’s licence, and</li> <li>4. The holder of this licence must carry in its vehicles a copy of the written authorization referred to in paragraph 2 and a copy of the terms and conditions of the other licensed operator’s licence when operating under this <i>engaged carrier authorization</i>.</li> </ol>

Note: The above are samples of common terms and conditions in taxi, limousine and small shuttle licences. The Board may set unique terms and conditions on a specific licence depending on the circumstances of an application.

***(d) Other Licensing Requirements for PDVA Operators***

In addition to setting terms and conditions of licence specific to a licensee's services, commonly in Appendix 2 of an application decision, the Board usually sets other requirements in one or more other appendices. Common examples are provided below:

- **Appendix 1: Notices Respecting This Approval**  
This appendix provides notice to approved applicants that (a) they cannot begin new or amended services until a licence is issued by the Registrar of Passenger Transportation; and (b) the special authorization approved for new licensees or the additional vehicles approved for existing licensees may expire if vehicles are not activated within specified timelines. Generally, the Board requires 50 % of vehicles approved to be activated within 6 months of the date of a decision. The Board may approve an extension to these timelines. If the Board approves a decision on the basis of "urgent public need", timelines may be shorter.
- **Appendix 3: Supplementary Terms & Conditions** respecting Taxi & Other PDVA Apps effective September 25, 2019, as amended from time to time, apply to vehicles with an app that is used for dispatch but not payment processing.
- **Appendix 4: Data Requirements** effective September 3, 2019, as amended from time to time, are applicable.
- **Appendix 5: Rates**  
This appendix lists any rates approved by the Board. Rates are separate from terms and conditions of licence.

### **3. Transportation Network Services Authorizations (TNSAs)**

*Passenger directed vehicles* travel to or from locations determined by passengers or persons acting on behalf of the passengers. These vehicles have seats for up to 11 passengers and a driver, or more than 11 seats if the vehicle has perimeter seating.

Transportation network services (TNS) connect drivers of passenger directed vehicles with passengers who hail and pay for the services through the use of an online platform.

#### ***(a) Types of terms and conditions in special authorization licences with a TNSA***

##### **(a) Legislative requirements**

The Passenger Transportation Act requires the PT Board to include specific terms and conditions in all licences with a TNSA. These relate to the display of vehicle identifiers, the provision of data to the Registrar of Passenger Transportation or the Passenger Transportation Board and the hailing of motor vehicles through a TNS.

##### **(b) Passenger Transportation Vehicles**

Licences with a TNSA will include a term and condition relating to accessible vehicles and apps.

##### **(c) Originating Areas and Other Requirements**

Licences with a TNSA will specify originating areas by regions established by the PT Board. Some licences, such as those where vehicles are operating in Region 1, may have geo-fencing requirements. Licences with a TNSA will also have terms and conditions regarding destination areas, fleet size and driver earnings. All licences will require licensees to ensure that vehicles are operated in compliance with the Liquor Control and Licensing Act and the Cannabis Control and Licensing Act. All licences will have a term and condition relating to the transfer of licences.

**(b) TNS or “Ride-hail” Services****Figure 5: Sample PDVA Terms & Conditions of Licence with a TNSA**

<b>Special Authorization Transportation Network Services Authorization Terms &amp; Conditions</b>	
Definitions	“Board” means the Passenger Transportation Board “Registrar” means the Registrar, Passenger Transportation
<b>A. Legislative Requirements</b>	
Vehicle Identifiers	Each motor vehicle operated under this authorization must display, at the times and in the form and manner required by the Registrar, a vehicle identifier that is: (a) issued to the licensee by the Registrar; or (b) authorized by the Registrar to be issued by the licensee.
Data Requirements	The licensee must provide to the Registrar any information, including personal information, and data that the Registrar or Board may require, and as may be set in any applicable supplemental terms and conditions and orders of the Registrar or Board, within time periods that the Registrar or Board may require, which may include, without limitation, information and data set out in section 28(5)(a) to (c) of the <i>Passenger Transportation Act</i> .
Hailing	Motor vehicles may be hailed under this authorization only through the use of the transportation network services approved under this authorization.
<b>B. Passenger Transportation Vehicles</b>	
Accessible Passenger Directed Vehicles	An Accessible Passenger Directed Vehicle must be operated in accordance with the <i>Motor Vehicle Act Regulations</i> including Division 10 (motor carriers) and Division 44 (mobility aid accessible taxi standards), as amended from time to time, and in accordance with any other applicable equipment regulations and standards.
Apps	Fares and payments must be calculated and paid for through the use of an online platform that is in compliance with applicable supplemental terms and conditions, policies, standards and orders of the Board. Apps must also comply with supplemental terms and conditions policies, standards or orders of the Board.

<b>C. Originating Areas and Other Requirements</b>	
Originating Area Requested	Transportation of passengers may originate from the following Originating Area: <ul style="list-style-type: none"> <li>○ Region X</li> </ul>
Destination Area Requested	Transportation of passengers may terminate at any point in British Columbia.
Fleet Size	It is anticipated that there will be no initial limits on TNS fleet size at this time. The Board will monitor TNS performance data and other relevant data and may review fleet sizes when data is available.
Driver Earnings	Individual driver earnings and hours worked must be tracked, and this data must be provided within the time frames set and in the manner required by the Registrar or the Board.
Transfer of a licence:	This special authorization may not be assigned or transferred except with the approval of the Board pursuant to section 30 of the <i>Passenger Transportation Act</i> .
<b>D. Other Requirements</b>	
Fleet Size	It is anticipated that there will be no initial limits on TNS fleet size at this time. The Board will monitor TNS performance data and other relevant data and may review fleet sizes when data is available.
Driver Earnings	Individual driver earnings and hours worked must be tracked, and this data must be provided within the time frames set and in the manner required by the Registrar or the Board.
Transfer of a licence:	This special authorization may not be assigned or transferred except with the approval of the Board pursuant to section 30 of the <i>Passenger Transportation Act</i> .
Liquor Control and Licensing Act Cannabis Control and Licensing Act	The licensee must at all times ensure passenger directed vehicles under their licence are operated in compliance with the <i>Liquor Control and Licensing Act</i> and the <i>Cannabis Control and Licensing Act</i> .

**Figure 6: Sample TNSA Terms & Conditions of Licence for Originating & Destination Areas**

Originating Area Requested	Transportation of passengers may originate from the following Originating Area: <ul style="list-style-type: none"> <li>○ Region 1 – Lower Mainland, Whistler</li> <li>○ Region 2 – Capital Regional District (CRD)</li> <li>○ Region 3 – Vancouver Island, excluding CRD</li> <li>○ Region 4 – Okanagan – Kootenays – Cariboo</li> <li>○ Region 5 – BC North Central and Other Regions of BC</li> </ul>
Destination Area Requested	Transportation of passengers may terminate at any point in British Columbia and beyond the British Columbia border when engaged in an extra-provincial undertaking.

**Figure 7: Samples of Other TNSA Terms & Conditions of Licence for TNS (“ride-hail”) Services**

Geo-Fencing <i>(Applies to licensees with authority to operate in Region 1)</i>	TNSs operating in the City of Vancouver (in Region 1 above) must geo-fence off the areas listed below in (a) to (c) on cruise ship days to prevent drivers from picking up passengers: (a) Canada Place Way between Howe Street and Burrard Street; (b) Howe Street between Canada Place Way and Cordova Street; and (c) Burrard Street between Canada Place Way and Cordova Street. The Board will post a link to the city’s cruise ship schedule, when available, in March or April of any year.
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*Note: The above are samples of common terms and conditions in TNS licences. The Board may set unique terms and conditions on a specific licence depending on the circumstances of an application.*

### ***(c) Other Licensing Requirements for TNSA Operators***

TNSA terms and conditions set out above are commonly set out in Appendix 1 of Board decisions approving a transportation network services authorization. Other requirements are usually set out in subsequent appendices. Examples are provided below, labelled here as Appendices 2 through 4.

## Appendix 2

### Minimum Rates

The minimum rates and rules below apply to each ride provided.

<b>TNS Operating Region</b>	<b>Regional Districts</b>	<b>TNS Minimum Rates</b>
1. Lower Mainland, Whistler	Metro Vancouver Fraser Valley Squamish-Lillooet	\$3.35
2. Capital Region	Capital Regional District	\$3.40
3. Vancouver Island excluding CRD	Cowichan Valley Nanaimo Comox Valley Alberni-Clayoquot Strathcona Mount Waddington Qathet (Powell River)	\$3.40
4. Okanagan-Kootenays-Cariboo	Okanagan-Similkameen Central Okanagan North Okanagan East Kootenay Kootenay Boundary East Kootenay Cariboo Thompson-Nicola Columbia Shuswap	\$3.50
5. BC North Central & Other BC Regions	Fraser-Fort George Bulkley-Nechako Kitimat-Stikine Peace River Northern Rockies North Coast Central Coast Sunshine Coast Islands Trust	LICENSEE must inform the Board of the Regional District(s) in Region 5 it intends to operate in prior to operation. The Board will then set the minimum rate for that operating area.

### Rules Applicable to TNS Minimum Rates

- Minimum rates for TNSs are based on taxi flag rates in an operating region, as determined by the Board.

- The use of coupons or discounts to lower rates below the minimum rate is prohibited.
- TNS minimum rates include GST

### **Appendix 3: Data Requirements**

Data Requirements, effective September 3, 2019, as amended from time to time, apply.

### **Appendix 4: Supplementary Terms & Conditions Respecting TNSA Apps**

Supplementary Terms & Conditions Respecting TNSA Apps, effective September 16, 2019, as amended from time to time, apply.

## 4. Inter-City Bus Authorizations (ICBAs)

*Inter-city buses* operate between defined municipalities and another location outside the municipality, or between a location in a defined regional district and another location inside or outside the regional district. They operate:

- a. on a set time schedule;
- b. for individual fares;
- c. over a regular route; and,
- d. between fixed terminating points, picking up or dropping off passengers at intermediate points as necessary

### *(a) Types of terms and conditions in special authorization licences with an ICBA*

#### **(a) Legislative requirements**

The Passenger Transportation Act requires the PT Board to include a term and condition relating to the display of identifiers in all licences with an ICBA.

#### **(b) Services**

Licences with an ICBA will include terms and conditions relating provision of services and publishing schedules as well as alternate routes, if applicable.

#### **(c) Routes and other requirements**

Licences with an ICBA will list routes, including terminating points, route points and minimum frequencies. Some licences may include terms and conditions regarding service exceptions, such as reservations only, or engaged carrier authorization.

**Note:** The Passenger Transportation Regulation, amended in September 2019, includes transition sections that make the mandatory legislative sections of the Passenger Transportation Act apply to pre-existing licences that had a Special Authorization to operate Inter-City Buses at the time the amended act and regulations came into force (September 2019). Transition regulations expire in September 2022. Prior to that date,

the Passenger Transportation Board will engage in a process to amend pre-existing licences to incorporate the legislative requirements and other standard terms and conditions of licence.

Samples of terms and conditions that follow in this ICBA section apply to licences issued after September 16, 2019.

*(a) Inter-City Buses*

**Figure 8:** Samples of terms and conditions for special authorization licences with an ICBA

<b>Special Authorization Inter-City Bus Authorization Terms &amp; Conditions</b>	
Definitions	“Board” means the Passenger Transportation Board “Registrar” means the Registrar, Passenger Transportation
<b>A. Legislative Requirements</b>	
Vehicle Identifiers	Each motor vehicle operated under this authorization must display, at the times and in the form and manner required by the Registrar, a vehicle identifier that is: (a) issued to the licensee by the Registrar; or (b) authorized by the Registrar to be issued by the licensee.
<b>B. Services</b>	
Services	Transportation of passengers must be provided: (a) on a scheduled basis; and (b) in accordance with minimum frequencies and other terms and conditions of licence that apply to the routes and route points.
Schedules	The licence holder must publish, in a manner accessible to the general public, a schedule for each route with the time and location of each stop; and must carry in each vehicle a copy of the schedule that the vehicle is following.

Alternative Points	The licence holder may pick up or drop off passengers at any location, municipality or unincorporated area that is between the terminating points and along the highway corridors for the inter-city bus routes below.
<b>Route 1</b>	
Terminating Point 1:	<b>City of A</b>
Terminating Point 2:	<b>City of Z</b>
Corridors:	Highway X: A - B Highway Y: B - C
Route Points	Minimum Frequencies
City of A	1 trip per day (each direction)
City of B	1 trip per day (each direction)
Village of C	1 trip per day (each direction)
District of D	1 trip per day (each direction)
City of Z	1 trip per day (each direction)
<b>C. Other Requirements</b>	
Service Exception	<p>Routes may only be operated on a “pre-booked” or “reservation required” basis if the route points are:</p> <ul style="list-style-type: none"> <li>(a) designated as reservation required in the licence;</li> <li>(b) identified as pre-booked or reservation required in all current; published schedule information; and</li> <li>(c) available at all times for pre-booking or reservation on the licensee’s website.</li> </ul> <p>When these conditions are met and when no reservations have been received for pick up or drop off at one or more points on the route by the time service is scheduled to be provided, the licence holder has the option of not providing service to those points that would otherwise be required.</p>
Transfer of a licence:	This special authorization may not be assigned or transferred except with the approval of the Board pursuant to section 30 of the <i>Passenger Transportation Act</i> .

Below, *Figure 8* sets out additional terms and conditions that may be on an inter-city bus licence.

**Figure 8: Samples of Other Terms & Conditions of Licence for ICBA's**

Accessibility	Accessible inter-city bus services must be available to persons with mobility aids within 72 hours of receiving a request for an accessible inter-city bus.
Engaged Carrier Authorization	<p>The holder of this licence may operate as an inter-city bus when engaged by another licensed operator in the following limited circumstances:</p> <ol style="list-style-type: none"> <li>1. the other licensed operator must have a special authorization to operate an inter-city bus under a licence issued pursuant to the <i>Passenger Transportation Act</i> (British Columbia) or the <i>Motor Vehicle Transport Act</i> (Canada);</li> <li>2. the holder of this licence must have signed written authorization from the other licensed operator specifying the terms by which the licence holder is engaged including the period for which the written authorization is valid;</li> <li>3. the holder of this licence must operate its vehicles in accordance with all the applicable terms and conditions of the other licensed operator's licence; and</li> <li>4. the holder of this licence must carry in its vehicles a copy of the written authorization referred to in paragraph (b) and a copy of the terms and conditions of the other licensed operator's licence when operating under this engaged carrier authorization.</li> </ol>
Seasonal Operation	<p>Service must:</p> <ol style="list-style-type: none"> <li>1. start on a day in the month of X,</li> <li>2. from the start date required under paragraph 1 above, continue to operate according to the weekly minimum for this route until the cessation date required under paragraph 3 (below),</li> <li>3. cease operation on a day in the month of Y, and</li> <li>4. after the cessation date required under paragraph 3 (above), not operate at any time before the start date required under paragraph 1 (above).</li> </ol>
Express Authorization	<p>Transportation of standees is authorized only when all of the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. The licence holder has current and proper insurance coverage for the transportation of standees,</li> <li>2. Passengers are not permitted to stand for a period that is longer than 30 minutes or for a distance that exceeds 30 road kilometres, and</li> <li>3. Freight and passenger baggage is not carried in the passenger compartment when standees are being transported.</li> </ol>

*Note: The above are samples of common terms and conditions in inter-city bus licences. The Board may set unique terms and conditions on a specific licence depending on the circumstances of an application.*

***(b) Other Licensing Requirements for ICBA Operators***

In addition to setting terms and conditions of licence specific to a licensee's services, Appendix 2 in decisions will usually include other "Public Notice Requirements" requirements in Appendix 1. These require a licensee to post time schedules and reservation systems on line by a specified date before the Registrar of Passenger Transportation may issue a licence. Appendix 1 may also set a date by which a licensee must take action such as activating a vehicle in the case of a new applicant.