

Board Optional Forms Package

This package has forms that you may use when you are making an application relating to a "Special Authorization" licence.

Some forms are for passenger directed vehicles (PDVs) such as taxis and limousines. Other forms are for inter-city buses (ICBs). Some may be used for both.

Contents:

- Condensed Operating Plan PT Board Form 9
- Metered Taxi Rates PT Board Form 10
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Updated March 2016

Condensed Operating Plan PT Board Form 9

About this Form: Use this form to summarize information in your application package.

! Note: *This form does not replace public need indicators, business plans, financial information or other information which you must submit with your application.*

Service Proposal

What are you applying for?

Public Need

Why is there a public need for your service? **! Note:** *You must show the Board that there is a public need for your service. You should submit public need indicators with your application*

What information have you included in your application package to show that there is a public need for your service? **! Note:** *Your application materials should include factual information that shows public need.*

Target Market

Where do most of your passengers live?

Why will people use your service?

Community

Have there been any changes in your community that relate to the need for your service? If yes, please explain.

Dispatch and Booking Information

Please check all the boxes that apply to your operations

☐ Passengers will:

- ☐ request a vehicle for immediate pick up
- ☐ reserve a vehicle in advance
- ☐ wait at a designated stand
- ☐ hail or flag a vehicle from the street

☐ Passengers will request or reserve a vehicle by:

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> phone | <input type="checkbox"/> fax |
| <input type="checkbox"/> internet | <input type="checkbox"/> smartphone or mobile app |
| <input type="checkbox"/> e-mail | <input type="checkbox"/> social media |

☐ Passengers will make arrangements through a **third party**, which can include:

- ☐ a travel agent
- ☐ a transportation broker
- ☐ another licensee
- ☐ hotel concierge or staff
- ☐ traffic marshall (e.g. at an airport)

☐ Vehicles will be dispatched by:

- | | |
|--|---|
| <input type="checkbox"/> phone | <input type="checkbox"/> smartphone or mobile app |
| <input type="checkbox"/> radio | <input type="checkbox"/> other (please explain) |
| <input type="checkbox"/> computer (GPS | |

Is there any other information that you want to tell the Board about how passengers will access your service?

Please complete the following if your application is for a limousine or limo bus service:

Do you accept bookings from minors (i.e. below the age of 19)?

☐ Yes ☐ No

If yes, what safeguards do you put in place to ensure that an adult knows of the booking? (e.g. who signs the contract; do you require adults to chaperone the service, etc.?)

Dispatch and Booking Information (Continued)

Describe your company's policy for dealing with underage passengers who consume alcohol or drugs when (or just before) travelling in your vehicles.

Service Hours

On what days of the week will you provide a transportation service?

What hours of the day will your transportation service be available to the public?

Management Team

Who are the key people responsible for the success of your company? What is the role of each person? What experience or training does each person have? (Please be brief)

Hiring, Training & Development for Drivers

List qualifications that you require drivers to have (i.e. criminal record check; class of licence; years of experience).

What information do you provide drivers about the consumption of liquor in vehicles? (See *Liquor Control & Licensing Act Declaration*)

Marketing

How will you market your service?

Business Partnerships & Alliances

Do you have any agreements with other companies that will increase your ridership? ☐ No. ☐ Yes.

If yes, name the other companies and briefly describe the nature of the agreement.

Non Transportation Services:

Does your company provide any services that do not involve transporting passengers? ☐ No. ☐ Yes.

If yes, please summarize the services provided.

Competition

What other passenger transportation services are available in your area? How do they compare to your services? Are they direct competitors?

Name of Competitor	Number of Vehicles	Type of Service/Clients	Notes

If your application is approved, what impact do you think your service would have on your main competitors?

What advantages will your service offer to passengers?

Market Place Challenges

What are the main challenges that your company faces in the market place?

Metered Taxi Rates

PT Board Form 10

About this Form: This form may be used if you are applying for a:

- ✓ new licence to operate a taxi
- ✓ change to your approved taxi meter rates

! Note: Rates are not effective unless approved by the Passenger Transportation Board

Applicant

Legal Name: _____

Metered Taxi Rates

Initial Flag Rate: \$ _____

Distance Rate: \$ _____ per kilometer

Metered Waiting Time Rate: \$ _____ per hour

Goods & Services Tax (GST) is **included** in the rates set out above.

Meter Increments

Indicate the price increment of taxi fares that are displayed on the meter.

☐ \$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:

Hourly Charter Rates

PT Board Form 11

About this Form: Use this form if you are applying for:

- ✓ A new Special Authorization licence and you will charge hourly rates
- ✓ To change to your hourly rates

! Note: Rates are not effective unless approved by the Passenger Transportation Board

Operator

Legal Name:

Transportation Service

Describe the type of transportation service you provide or want to provide
(e.g. taxi, limousine, shuttle service, transportation for ESL students, etc.)

Hourly Charter Rates (Please check the box that applies)

- ☐ Rates set out in the Board Rule "[Minimum-Maximum Rates and Standard Rules for Limousines in BC](#)" apply to my service

OR

! Note: If you are asking for hourly rates that are different from those in the Rule, please explain.

- ☐ I'm asking for the rates set out below:

Item	Vehicle or Service Description:	Rate
1.	<hr/>	\$_____ per hour
2.	<hr/>	\$_____ per hour
3.	<hr/>	\$_____ per hour
4.	<hr/>	\$_____ per hour
5.	<hr/>	\$_____ per hour

Minimum Charge

The minimum charge is _____ hour(s).

! Note: Minimum charges are usually 1 hour. The Board seldom approves a minimum charge of less than 1 hour. The Board may approve a greater minimum charge.

Rate Increments

Additional charges apply for each additional _____ hour or portion thereof after the minimum charge.

GST (Goods & Service Tax) is not included in the rates

"Add-On" Rates (if applicable)

The following rates may also be charged

Point-to-Point Rates PT Board Form 12**About this Form:**

Use this form if you are applying for a:

- ✓ new Special Authorization licence and you will charge point-to-point rates
- ✓ change to your approved point-to-point rates

The Board Rule [\(Minimum Maximum Rates & Standard Rules for Limousines in BC\)](#) has set rates for the Sea to Sky highway.

! Note: Rates are not effective unless approved by the Passenger Transportation Board

If you are a limousine operator and applying for different Point-to-Point rates, please tell us why.

Operator

Legal Name:

Transportation Service

Describe the type of transportation service you provide or want to provide (e.g. taxi, limousine, shuttle service, transportation for ESL students, etc.)

Point-to-Point		
Trip Description (from – to)	Size of Vehicle	Rate
		\$_____ per one way trip
		\$_____ per one way trip
		\$_____ per one way trip
		\$_____ per one way trip
		\$_____ per one way trip
		\$_____ per one way trip

GST (Goods & Service Tax) is not included in the rates**Additional Rates (if applicable)**

If a person wants to go to a location that is not listed in the point to point rate above, how will you calculate rates? Hourly? Per kilometer? Other? Please specify the type and rate below.

Individual Fares PT Board Form 13**About this Form:**

Use this form if you are applying for a:

- ✓ new Special Authorization licence and you will charge individual fares
- ✓ change to your approved individual fare rates

! Note: Rates are not effective unless approved by the Passenger Transportation Board

Operator

Legal Name:

Transportation Service

Describe the type of transportation service you provide or want to provide
(e.g. taxi, limousine, shuttle service, transportation for ESL students, etc.)

Individual (per person) Fares

Point A (to and from terminal to the following areas)	Rate \$ (per person)	Couple or Second Passenger Rate (\$)	Child Rate (\$)	Senior Rate (\$)
City or Point 1				
City or Point 2				
City or Point 3				
City or Point 4				

What is a "couple" or second passenger? _____

What is a child? _____

What is a senior? _____

! Note: The above chart is a sample only. You may have a different individual fare proposal that you want to submit with your application.

GST (Goods & Service Tax) is not included in the rates

Additional Rates (if applicable)

The following rates may also be charged:

PDV Rules PT Board Form 14

About this Form: Use this form if you are applying for a:

- ✓ new Special Authorization licence for a passenger directed vehicle ("PDV")
- ✓ change to your approved rules

! Note: Rules are not effective unless approved by the Passenger Transportation Board

The Board has established standard rules for:

- All taxis in British Columbia [Standard Rules for Taxicabs](#)
- All Limousines being operated in the Victoria, Vancouver and surrounding areas [Minimum-Maximum Rates and Standard Rules for Limousines in BC](#)
- If you operate a taxi or limousine and want a rule that is different from the Standard Rule, please tell us why.

Operator

Legal Name:

Transportation Service

Describe the type of transportation service you provide or want to provide (e.g. taxi, limousine, shuttle service, transportation for ESL students, etc.)

Applicable Rates

Indicate the types of rates that your rules apply to:

- | | |
|---|---|
| <input type="checkbox"/> Metered Taxi Rates | <input type="checkbox"/> Individual Rates |
| <input type="checkbox"/> Hourly Rates | <input type="checkbox"/> Contract Rates |
| <input type="checkbox"/> Point-to-Point Rates | <input type="checkbox"/> Other: _____ |

Rules

No. Rules:

- | | |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |
| 6. | _____ |

Discounts and Commissions

No.	Discounts or Commissions	Rate
1.	_____	_____%
2.	_____	_____%
3.	_____	_____%