



**COVER SHEET – ACTIVATE SINGLE SHIFT PAIRED VEHICLES**

Single Shift Paired Vehicles (SSPVs) are two vehicles paired together for the purpose of operating separate shifts (e.g., day and night) rather than one vehicle covering two shifts. SSPVs may not be on the road at the same time unless a driver is completing a trip that started before the end of a specified shift. A conventional taxi must only be paired with another conventional taxi, and an accessible taxi must only be paired with another accessible taxi. Licensees must be up to date with their trip data submission requirements in order to operate SSPVs.

Licensees must keep a written or digital record of (a) The two vehicles that are paired, and (b) The start time and end time of both SSPVs.

SSPVs are required to meet the Registrar’s requirements for vehicle identification which are located at <https://www2.gov.bc.ca/gov/content?id=FC55136B68A44D168603447530C94DE5>

**Licensee Name:**

**PT Number:**

**Choose ONE of the following. I am a licensee seeking to:**

pair two vehicles (if so, fill out this table below), OR

pair multiple sets of vehicles (if so, see next page)

Check off the option that applies to your request, fulfill the requirements listed, and submit this Cover Sheet along with relevant documentation.

**Are you seeking to pair two wheelchair accessible vehicles?      YES      NO**

If Yes, please submit proof that the accessible vehicle meets all applicable requirements of the *British Columbia Motor Vehicle Act* Regulations Division 10, and Division 44 – Mobility Aid Accessible Taxi Standards, and noted CSA Standard D 409 and CSA Standard Z605. (e.g. Compliance label/declaration by an approved Transport Canada Secondary Manufacturer.)

**Request (pick one)**

**Requirements to Activate a Vehicle**

**OPTION 1:**

Pair two active 24/7 vehicles as SSPVs

A photocopy of the current vehicle registration (e.g. "Owner's Certificate of Insurance and Licence/Vehicle Registration for both vehicles

Fleet Reporting Certificate (If applicable)

A photocopy of the Commercial Vehicle Inspection Report for each vehicle verifying it has been inspected and passed by an approved vehicle inspection facility

Registration Num. for vehicle "A" \_\_\_\_\_ PT Plate or TIC \_\_\_\_\_

Registration Num. for vehicle "B" \_\_\_\_\_ PT Plate or TIC \_\_\_\_\_

**OPTION 2:**

Pair one active 24/7 vehicle with one new vehicle as SSPVs

\$50 Activation fee for one vehicle

A photocopy of the current vehicle registration (e.g. "Owner's Certificate of Insurance and Licence/Vehicle Registration for both vehicles

Fleet Reporting Certificate (If applicable)

A photocopy of the Commercial Vehicle Inspection Report for each vehicle verifying it has been inspected and passed by an approved vehicle inspection facility

Registration Num. for vehicle "A" \_\_\_\_\_ PT Plate or TIC \_\_\_\_\_

Registration Num. for vehicle "B" \_\_\_\_\_ PT Plate or TIC \_\_\_\_\_

**OPTION 3:**

Activate two new vehicles as SSPVs (previously approved, but not yet activated)

\$100 Activation fees for two vehicles

A photocopy of the current vehicle registration (e.g. "Owner's Certificate of Insurance and Licence/Vehicle Registration for both vehicles

Fleet Reporting Certificate (If applicable)

A photocopy of the Commercial Vehicle Inspection Report for each vehicle verifying it has been inspected and passed by an approved vehicle inspection facility

Registration Num. for vehicle "A" \_\_\_\_\_ TIC \_\_\_\_\_

Registration Num. for vehicle "B" \_\_\_\_\_ TIC \_\_\_\_\_



**Pair Multiple Sets of Vehicles**

For licensees seeking to pair **multiple sets of vehicles**, submit the Cover Page (but do not fill out the table) and instead organize your information in a table prior to submission. Below are sample templates for each option that you are free to replicate. Submit your table along with the Cover Page.

<b>OPTION 1: Pair two active/plated 24/7 vehicles as SSPVs</b>		
Pairing is: Conventional Accessible	Vehicle A	Copy of Vehicle Registration for "A" Registration Num. for vehicle "A" _____ PT Plate or TIC _____ Copy of Commercial Vehicle Inspection Report for "A" Proof that the accessible vehicle meets all applicable requirements of the British Columbia Motor Vehicle Act Regulation
	Vehicle B	Copy of Vehicle Registration for "B" Registration Num. for vehicle "B" _____ PT Plate or TIC _____ Copy of Commercial Vehicle Inspection Report for "B" Proof that the accessible vehicle meets all applicable requirements of the British Columbia Motor Vehicle Act Regulation

<b>OPTION 2: Pair one active 24/7 vehicle with one new vehicle as SSPVs</b>			
Pairing is: Conventional Accessible	Vehicle A	Copy of Vehicle Registration for "A" Registration Num. for vehicle "A" _____ PT Plate or TIC _____ Copy of Commercial Vehicle Inspection Report for "A" Proof that the accessible vehicle meets all applicable requirements of the British Columbia Motor Vehicle Act Regulation	\$50 fee for one vehicle identifier
	Vehicle B	Copy of Vehicle Registration for "B" Registration Num. for vehicle "B" _____ PT Plate or TIC _____ Copy of Commercial Vehicle Inspection Report for "B" Proof that the accessible vehicle meets all applicable requirements of the British Columbia Motor Vehicle Act Regulation	

<b>OPTION 3: Activate two new vehicles as SSPVs (previously approved, but not yet activated)</b>			
Pairing is: Conventional Accessible	Vehicle A	Copy of Vehicle Registration for "A" Registration Num. for vehicle "A" _____ TIC _____ Copy of Commercial Vehicle Inspection Report for "A" Proof that the accessible vehicle meets all applicable requirements of the British Columbia Motor Vehicle Act Regulation	\$50 fee for one vehicle identifier
	Vehicle B	Copy of Vehicle Registration for "B" Registration Num. for vehicle "B" _____ TIC _____ Copy of Commercial Vehicle Inspection Report for "B" Proof that the accessible vehicle meets all applicable requirements of the British Columbia Motor Vehicle Act Regulation	\$50 fee for one vehicle identifier



**DECLARATION**

I (we) declare that the statements and information contained in, attached to and submitted with this application form are true and correct; and I (we) understand that they are subject to verification and that any false or misleading representations could result in violation ticket(s) and/or Administrative Fines/Penalties. I (we) also confirm my (our) commitment to safe operation as identified in the *Passenger Transportation Act*.

**This form must be signed by the licensee – an individual (sole proprietor), all partners in the partnership, a principal of the legal entity (i.e. corporation, LLC, society, city) or a person with delegated signing authority as filed with the Passenger Transportation Branch.**

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_