



A. OPERATING AUTHORITY APPLICATION INFORMATION

Definitions

Charter service means prearranged passenger service from a common point to a common destination on a non-recurring basis.

Publicly Funded Operations is passenger service with a commercial vehicle that is owned by person(s) who receives public funding.

- (a) from a level of government or
- (b) directly or indirectly from the public through contributions, solicitations or other fund-raising services.

Scheduled service is the operation of a public bus over a specified route or routes with minimum frequency rate.

Resident carrier is a carrier who maintains Alberta base plated vehicles, a year round office where they maintain records required by national safety code and day to day operation is conducted out of.

Applicant means a person who files a complete application.

Intervention means a document or material filed with the Registrar and in the form prescribed by the Registrar, where a person:

- (a) who does not hold a similar operating authority and
- (b) who wishes to make representation to the Registrar as to the effect of the application or the granting of the operating authority certificate on the public interest

Objection means a document or material filed with the Registrar and in the form prescribed by the Registrar, where a person:

- (a) who holds an operating authority certificate that authorizes the operation of a commercial bus for the same purposes in whole or in part as those for which the application has been filed and
- (b) whose interest may be affected by the granting of the application.

Operating Authority Certificate Exemptions

Operating authority certificates are not required to provide passenger services for:

- (a) funeral service.
- (b) school bus service.
- (c) transit bus service operated by or on behalf of a municipality as a municipal passenger transportation service.
- (d) airport passenger service:
 - for 11 or more passengers, including the driver, or
 - for 10 or fewer passengers including the driver, **and that**
 - provides scheduled service and the scheduled service is approved by the airport authority managing the airport.
 - by which passengers are transported from one or more pick-up points and the only drop off point is the airport or from an airport to one or more drop-off points and the only pick-up point is the airport.
- (e) a commercial vehicle with a manufactured seating capacity of 15 passengers or fewer (including the driver) operated as a taxi that provides “on-demand” service to transport passengers and their luggage.
- (f) a commercial vehicle that is used to transport passengers that has a manufactured seating capacity of 10 passengers or fewer (including the driver), who are employees or contract workers of the registered owner or who are members of the registered owner or other persons satisfactory to the Board at no compensation.

B. SINGLE TRIP OPERATING AUTHORITY PERMITS

A non-resident carrier requiring a permit where no passengers are being picked-up in Alberta call (403) 342-7138. When calling within Alberta 1-800-662-7138.

Resident carriers wishing to apply for a single trip permit, contact (403) 340-5444 during normal business hours. After hours, contact 1-800-662-7138.

Single Trip Permit Policy

1. If it is the intention of a carrier to undertake the transport of passengers, in the interest of providing a degree of flexibility, a resident or non-resident carrier may obtain twelve (12) single trip permits per calendar year.
2. Non-resident operators entering Alberta with a part load, may “top-off” the load in Alberta for continuation of the charter trip:
 - (i) up to 12 passengers per trip or a maximum of 25% of the total number of passengers travelling on each vehicle.
3. Applications for single trip operating authority permit from **non-resident** carriers that involves pick-up of passengers in Alberta, requires approval from the Director, Carrier Services **prior** to the trip taking place. Applicants must contact three (3) authorized Alberta carriers to determine if they are able to provide the service. The names, dates, telephone numbers of those contacted must be provided to the Director. The submission may be faxed to (403)340-4806.

An application for single trip operating authority permit must:

- (a) Be submitted to Carrier Services at least fourteen days prior to the scheduled departure of the trip.
 - (b) Be approved, processed and the permit issued prior to the scheduled departure of the trip.
 - (c) Specify the date, time and place of pick-up and drop-off of passengers.
 - (d) Filing Fee.
4. Section (c) does not apply to resident carriers where vehicles are licensed and insured in Alberta.

C. PROCEDURES FOR ISSUANCE OF SINGLE TRIP PERMITS RESIDENT CARRIERS AND SCHOOL BUS OPERATIONS

Prior to the issuance of a single trip permit, the carrier must maintain an acceptable safety rating, a current commercial vehicle inspection certificate and appropriate passenger hazard insurance levels. The following information is required for a permit to be issued:

1. Name and MVID (motor vehicle identification number) of registered owner.
2. Licence plate number of the vehicle(s) being used.
3. Origin/Destination of the trip.
4. Start and end date which the permit is required.
5. Filing fee

Contact (403) 340-5444 during normal working hours, after hours at 1-800-662-7138.

D. INTRA-PROVINCIAL OPERATING AUTHORITY CERTIFICATE - CHARTER

An application for Intra-Provincial Charter Service (**where no public funds are received**) will be considered complete when it consists of:

1. Application/Amendment for Operating Authority
2. Certificate of Corporate Registry
3. Insurance Verification Form.
4. Copy of commercial vehicle inspection certificate(s) for all vehicles to be operated under the certificate. For information on inspection stations in your area, contact Vehicle Safety in Edmonton at (780)427-8901 or at Alberta Transportation website at www.trans.gov.ab.ca under Commercial Operations.
5. Application for Safety Fitness Certificate (where applicable).
6. Applicant provides the Alberta business office from where year round and day-to-day operations are conducted out of and all records relating to the National Safety Code program are retained.
7. Filing fees.
8. Shipper support Forms (non-resident applications only).

Where a non-resident carrier applies for intra-provincial authority and the application is considered complete, the Registrar may direct the application to be advertised for a period of thirty days. The advertisement will specify a date by which completed objections/interventions must be filed with the Registrar. No additional certificates of support shall be accepted after the application has been posted for advertising. If the applicant wishes to submit additional support, the application must be re-advertised.

Should objections/interventions be filed, a Hearing may be held.

E. EXTRA-PROVINCIAL OPERATING AUTHORITY CERTIFICATE - CHARTER

1. Non-Resident Carrier

An application for no pick-up of passengers in Alberta will be considered complete when it consists of:

- (a) Application/Amendment for Operating Authority.
- (b) Copy of home jurisdiction operating authority and National Safety Code rating certificate.
- (c) Insurance Verification Form.
- (d) Filing fee.

An application for intermodal (back-to-back one way charter service) **or pick-up** of passengers in Alberta, will be advertised and processed under the criteria of "public need and necessity". Such applications will be considered complete when it consists of:

- (a) Application/Amendment for Operating Authority.
- (b) Shipper Support Form (minimum four).
- (c) Copy of home jurisdiction operating authority and national safety code rating certificate.
- (d) Filing fee.

Once an application is considered complete the Registrar may direct the application to be advertised for a period of thirty days. The advertisement will specify a date by which completed objections /interventions must be filed with the Registrar. No additional certificates of support shall be accepted after the application has been posted for advertising. If the applicant wishes to submit additional support, the application must be re-advertised

Should objections/interventions be filed, a Hearing may be held.

Should the application be approved, carriers must provide a copy of the Certificate of Corporate Registry and Insurance Verification Form.

2. **Resident Carriers**

An application for extra-provincial charter (no public funding) operating authority by a resident carrier will be considered complete when it consists of:

- (a) Application/Amendment for Operating Authority.
- (b) Certificate of Corporate Registry.
- (c) Insurance Verification Form.
- (d) Copy of commercial vehicle inspection certificate(s) for all vehicles to be operated under the certificate. For information on inspection stations in your area, contact Vehicle Safety in Edmonton at (780)427-8901 or at Alberta Transportation website at www.trans.gov.ab.ca under Commercial Operations.
- (e) Application for Safety Fitness Certificate (where applicable).
- (f) Filing fees.

These applications do not require to be advertised.

**F. INTRA/EXTRA-PROVINCIAL OPERATING AUTHORITY
CERTIFICATE - CHARTER/SCHEDULE (public need and necessity)**

An application/amendment to Intra/Extra-Provincial for publicly funded operations Schedule Bus Route will be considered complete when it consists of:

1. Application/Amendment for Operating Authority.
2. Shipper Support Form (minimum four).
3. Proposed timetable/schedule providing number of trips daily/weekly for scheduled service. These certificates are condition to minimum frequency schedules.
4. Filing fees.

Once an application is considered complete the Registrar may direct the application to be advertised for a period of thirty days. The advertisement will specify a date by which completed objections /interventions must be filed with the Registrar. No additional certificates of support shall be accepted after the application has been posted for advertisement. If the applicant wishes to submit additional support, the application must be re-advertised

Should objections/interventions be filed, a Hearing may be held.

G. CONSIDERATION OF AN APPLICATION

In the event that a valid objection/intervention is received, a public hearing may be set.

Objection

Where an application filed and is processed under public need and necessity criteria, an objection may be filed. An objection shall include:

1. Objector's Statement of Objection to an application.
2. Name and address of the objector and address for service on the objector in Alberta.
3. Copy of the Alberta operating authority certificate held by the objector.
4. Proof that the objector has provided the applicant with a copy of the objection.
5. All supporting documents requested.
6. Applicable filing fee.

All objections are to be filed with the Registrar and the applicant on or before the date specified in the advertisement.

Intervention

An intervention shall include:

1. Name and address.
2. A clear and concise statement of the nature and purpose of the intervention and how the granting of the application would potentially be detrimental to the public interest.
3. Proof that the applicant has been served with a copy of the intervention.
4. Applicable filing fee.

All interventions are to be filed with the Registrar and the applicant on or before the date specified in the advertisement.

Withdrawal of Objection/Intervention/Application

If an application, objection or intervention is withdrawn prior to the commencement of a public hearing, the applicant, objector or intervenor shall:

- (a) serve the Registrar and the other interested parties with a notice of withdrawal no later than seven (7) days, excluding Saturdays, Sundays and holidays, prior to the commencement of the hearing, and
- (b) forthwith file with the Registrar, proof of service on the other parties to the matter of the notice of withdrawal.