

Motor Carrier Guidelines For the International Registration Plan (IRP), International Fuel Tax Agreement (IFTA), Unified Carrier Registration Act (UCRA), and For-Hire Intrastate Operating Authority

This brochure contains guidelines for interstate carriers applying for the International Registration Plan (IRP), International Fuel Tax Agreement (IFTA), Unified Carrier Registration Agreement (UCRA), and for intrastate carriers applying for For-Hire Intrastate Operating Authority.

Need Help?

If you have questions concerning any of these motor carrier programs, contact a Department of Motor Vehicles (DMV) Motor Carrier Services representative:

- ▶ (804) 249-5130 (voice)
- ▶ (800) 272-9268 (deaf and hearing impaired only)
- ▶ mconline@dmv.virginia.gov (email)

What is IRP?

The International Registration Plan (IRP) is a method of registering fleets of vehicles that travel in two or more jurisdictions. A fleet, for IRP purposes, is comprised of one or more vehicles that pay registration fees in multiple states. Fees are calculated according to the miles you travel in each jurisdiction and other variables. All fees are paid to your base jurisdiction which then distributes them to the other jurisdictions in which you requested apportioned registration. IRP registrations must be renewed each year.

The 48 contiguous states, 10 Canadian provinces, and Washington, D. C. participate in the IRP. The Canadian territories do not participate.

What vehicles qualify for apportioned registration?

Vehicles that:

- ▶ travel in two or more IRP jurisdictions (including Virginia);

- ▶ are used for transporting persons or property;
- ▶ have a registered gross vehicle weight or actual weight in excess of 26,000 pounds (property carrying vehicle);
- ▶ are a power unit with three or more axles regardless of weight, including buses;
- ▶ are used in combination and the actual weight of the combination exceeds 26,000 pounds.

What vehicles are exempt from IRP registration?

- ▶ government-owned vehicles;
- ▶ trailers and semi-trailers;
- ▶ charter buses operated on an interstate basis (unless operated in Washington D. C.);
- ▶ vehicles displaying restricted plates such as equipment, dealer or farm plates if operated on an interstate basis;
- ▶ recreational vehicles, such as motor homes, that are not used in connection with a business;
- ▶ tow trucks or wreckers displaying Virginia Tow Truck For-Hire plates on an interstate basis into North Carolina, Maryland, and/or Tennessee, if only vehicles or parts of vehicles are being transported;
- ▶ vehicles operated into Tennessee in interstate commerce less than 10 miles per trip from the Virginia border.

How do I apply?

Complete the Virginia International Registration Plan Application (form IRP1). DMV will process your application, calculate the fees due to each jurisdiction, and provide an invoice showing what you owe.

What is received and required?

Carriers are issued one cab card (registration) and license plates for each vehicle in the fleet.

What is PRISM?

Virginia is a member of the Performance and Registration Information Systems Management (PRISM) program. PRISM is a federal/state partnership to identify motor carriers with deficient safety records and to tie a carrier's safety fitness to the ability to register commercial vehicles. PRISM links the Federal Motor Carrier Safety Administration's (FMCSA) motor carrier safety information with the state's motor vehicle registration process to achieve two purposes:

1. To determine the motor carrier's safety fitness prior to issuing a registration plate; and
2. To cause the unsafe carrier to improve its safety performance through an improvement process and, where necessary, the application of registration sanctions.

The PRISM program includes two major processes: the commercial vehicle registration process and enforcement. These programs work in tandem to identify motor carriers and to hold them responsible for the safety of their operations. The performance of unsafe motor carriers is improved through a comprehensive system of identification, education, awareness, safety monitoring, and treatment.

What is IFTA ?

The International Fuel Tax Agreement (IFTA) is an agreement between states and Canadian provinces which allows a carrier to register and pay motor fuel

road tax in the carrier's home or base state. Revenues collected from this tax help, in part, to build and maintain our roads and highways. The Virginia road use tax rate is variable and may change up to twice a year. The current rate can be found on DMV's website. All states and Canadian provinces participate in the IFTA program, except Alaska and Hawaii, Washington DC, Northwest Territories, Yukon Territory and Territory of Nunavut.

Who needs to apply for IFTA?

You must apply for licensing if you operate any of the following motor vehicles within and outside Virginia:

- ▶ vehicles that have two axles and a gross vehicle weight or registered gross vehicle weight of more than 26,000 pounds; or
- ▶ vehicles that have three or more axles regardless of weight; or
- ▶ vehicles that are used in combination, when the combined weight is more than 26,000 pounds gross or registered gross vehicle weight at any time.

These vehicles are called qualified vehicles.

Gross vehicle weight is the maximum weight of the vehicle and its load.

Motor carriers operating qualified vehicles not registered under IRP will be charged \$150 per year per vehicle at the time of registration and the renewal of license plates.

What vehicles are exempt from IFTA reporting requirements in Virginia? (This may not apply in other jurisdictions.)

- ▶ recreational vehicles (such as motor homes used exclusively for personal pleasure by an individual and not used in connection with any business endeavor); and
- ▶ the first two trucks or tractor trucks that are licensed in Virginia and are used for farm use only (as defined by Va. Code § 46.2-698) and are not licensed in another state; and
- ▶ vehicles owned by a licensed motor vehicle dealer that are operated without compensation

for purposes related to a sale or for demonstration; and

- ▶ vehicles owned and operated by federal, state, or local governments. This exemption does not apply to vehicles operated under a contract with the government; and
- ▶ vehicles or equipment such as well-drills, cranes, etc., if the vehicle is not required to display license plates and is moved under a special oversize/overweight permit. Vehicles operated under an equipment plate are not exempt.

How do I apply?

To apply for IFTA licensing:

- ▶ complete the International Fuel Tax Licensing Application (RDT120)
- ▶ include \$10 for each vehicle to obtain your IFTA decals

Decals are issued in one set of two decals per qualified motor vehicle and are non-refundable.

What is received and required?

- ▶ You will receive an IFTA license and IFTA decals for your vehicles which will allow you to travel in all other IFTA jurisdictions (for motor fuel road tax purposes only).
- ▶ You will not be required to file motor fuel road tax returns in other IFTA jurisdictions. You will file one quarterly tax return with the Virginia DMV for the total tax or refund due for all IFTA jurisdictions. DMV will report your operations and distribute tax payments to those IFTA jurisdictions in which you travel.

What tax returns must I file?

DMV will mail a tax report to you each quarter. You must file your quarterly report by:

April 30	October 31
July 31	January 31

As an IFTA carrier, you will receive a tax report form for reporting operations in all IFTA jurisdictions.

What if I do not file my tax returns on time?

If your return is not postmarked or received by DMV by the due date, or if you do not pay the total tax due by the deadline, you must pay a late fee of \$50 or 10 percent of the total tax due, whichever is greater. You must still file a return even if you had no operations to report and it must be received by DMV or postmarked by the due date.

What is the Unified Carrier Registration Agreement (UCRA)?

The Unified Carrier Registration Agreement (UCRA) is established by federal law and requires individuals and companies that operate commercial vehicles in interstate or international commerce to register their business with the state where the business is based and pay an annual fee based on the size of its fleet. Not all states participate in the UCRA; however, companies based in a non-participating state are still required to comply by registering and paying fees to a participating state.

Private carriers of passengers only are not required to register and pay fees under the UCRA.

If you offer services as a freight forwarder, broker, or leasing company and you make arrangements for the transportation of cargo and goods in interstate or international commerce, the UCRA registration requirements apply to your business.

How do I determine my fleet size for UCRA purposes?

For purposes of determining the number of fleet vehicles, a "commercial motor vehicle" is defined as a self-propelled vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle:

- ▶ has a gross vehicle weight rating or gross vehicle weight of at least 10,001 pounds, whichever is greater; or
- ▶ is designed to transport more than 10 passengers (including the driver); or
- ▶ is used in transporting hazardous materials in a quantity requiring a placard.

How do I apply?

You have two options for registering:

- ▶ Complete the UCR 100 application. Mail your completed application to the Department of Motor Vehicles (DMV), Attention: Motor Carrier Services, P.O. Box 27412, Richmond, Virginia, 23269. This application cannot be processed by any DMV Customer Service Center.
- ▶ Register through Indiana's online registration system. Indiana's online registration system is available to all motor carriers, regardless of their base state. Go to www.ucr.in.gov and follow the step-by-step instructions. Note that there is a \$3 user fee in addition to a \$1 e-check fee or a 2.5 percent credit card fee.

What is received and required?

You will not be issued or required to display a credential under the UCRA; however, you will be issued a receipt for payment. DMV will send your registration information to the Federal Motor Carrier Safety Administration (FMCSA). Other states and law enforcement agencies will be able to access your registration information submitted to FMCSA to verify compliance.

What is For-Hire Intrastate Operating Authority?

For-hire Intrastate Operating Authority is authorization to provide or to arrange for-hire transportation of passengers and property within Virginia.

Who must obtain operating authority?

Any motor carrier who operates for-hire and wishes to transport passengers or property in Virginia or any broker who wishes to arrange for transportation of passengers or property in Virginia must apply for for-hire Intrastate Operating Authority.

How do I apply?

Beginning July 1, 2014, your application for a permit, certificate or license which would authorize passenger transportation will be denied if you have

been found guilty through a criminal conviction or civil penalty assessment of previously providing or arranging such transportation before obtaining the required permit, certificate or license. The denial period will extend 12 months from the date of the final disposition of the conviction or the date that the final undisputed decision was rendered regarding the civil penalty.

The application you must submit depends on the type of service you want to provide. Use the "Requirements by Type of Operation" section of this brochure to determine if you need to obtain a permit, a license or a certificate.

For a certificate or license, you must:

- ▶ submit a completed Operating Authority Certificate Application for Common Carriers of Passengers (OA141), Operating Authority Certificate or License Application (OA150), or Operating Authority Certificate Application for Non-Emergency Medical Transportation Carriers (OA151),
- ▶ submit all documentation outlined in the application,
- ▶ file a surety bond (see Surety Bond), and
- ▶ pay a \$50 filing fee.

If your certificate application is approved, you will be required to file proof of insurance (see Insurance).

Prior to approving a license or certificate application, DMV may consider your experience, qualifications, character, fitness, compliance with all operating requirements, and need for the service. If your application is denied, you may, within 30 days, request a hearing to appeal the decision.

For a permit, you must:

- ▶ submit a completed For-Hire Intrastate Operating Authority Permit Application (OA 142),
- ▶ Have your insurance company file proof of liability insurance. If applying for property carrier authority proof of cargo insurance is also required (see Insurance), and
- ▶ pay a \$50 filing fee if you are applying for a Taxicab or Employee Hauler Permit.

Surety Bond

If you are applying for a certificate or license you must have an insurance or bonding company file a surety bond with DMV. Use the following list to determine which bond form you need:

- ▶ Passenger Carrier and Passenger Broker Bond (OA 435)
- ▶ Household Goods Carrier Bond (OA 436)
- ▶ Broker for the Transportation of Property Bond (OA 437)

Insurance

The minimum insurance coverage amounts for each authority type are listed under "Requirements by Type of Operation" on the following page of this brochure. Your insurance company must submit Form E as proof of liability coverage and submit Form H as proof of cargo coverage.

What fees will I pay?

- ▶ \$3 passenger carrier (annual per vehicle fee)
- ▶ \$10 property carrier (annual per vehicle fee)
- ▶ \$3 duplicate certificate, license permit fee
- ▶ \$50 filing fee may be required.

What vehicles can I use under my authority?

You may operate any vehicle that is properly registered as for-hire and that displays appropriate For-hire license plates. Some authority types restrict you to certain types of vehicles. (See "Requirements by Type of Operation" on the following page of this brochure.)

How do I register new vehicles?

Vehicles operated for-hire must be registered under an active operating authority unless the vehicle will be operated solely in a manner that is exempt from operating authority requirements. Generally, a vehicle operated for-hire may be registered through any DMV service outlet. However, to ensure that the parties to a lease arrangement understand legal lease requirements and that such vehicles

are operated appropriately, the initial issuance of for-hire plates for passenger carrying vehicles not owned or registered in the name of the holder of the intrastate operating authority certificate or permit must be processed by the Motor Carrier Services department at DMV headquarters.

Additionally, the initial issuance of for-hire plates for passenger carrying vehicles exempt from operating authority requirements must be processed by the Motor Carrier Services department at DMV headquarters. This will help carriers ensure that they are properly licensed and registered.

If the vehicle is registered under IRP, you do not need to separately register the vehicle under your intrastate operating authority.

What restrictions or limitations apply to my authority?

Operating authority permits, certificates and licenses authorize operations only in Virginia.

All holders of a permit, certificate or license must include the number of their permit, certificate or license in any advertisement for service, and advertisements may not contain untrue, misleading, or deceptive information.

Certificates and licenses may be transferred subject to written approval of the DMV. Applicants seeking to transfer a certificate are subject to the same requirements as those applying for an original certificate aside from the requirement to prove public convenience and necessity.

Refer to “Requirements by Type of Operation” on the following page of this brochure for vehicle or operational restrictions that apply to certain types of operating authority.

Requirements By Type Of Operation

Transportation of Passengers Broker

Description: A person who arranges for transportation of passengers by companies authorized by the Virginia Department of Motor Vehicles to transport passengers and who is not a motor carrier or an employee or agent of a motor carrier.

Authority Document: License

Operating Requirements: Under this type of license, you can only broker the transportation of passengers for pick up and delivery within Virginia.

You can only arrange for the transportation of passengers with companies that are authorized by the Virginia DMV to conduct such operations. You must obtain and maintain a copy of the certificate of public convenience and necessity issued to those companies who hold such authority.

Tariff and Time Schedule Requirements: None

Insurance Requirements: None

Bond Requirements: You are required to keep a surety bond or letter of credit in the amount of \$25,000 on file with DMV’s Motor Carrier Services. (See Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:
\$50 filing fee
\$3 for a duplicate license

Transportation of Property Broker

Description: A person who arranges for transportation of property by companies authorized by the Virginia Department of Motor Vehicles to transport property and who is not a motor carrier or an employee or agent of a motor carrier.

Authority Document: License

Operating Requirements: Under this type of license, you can only broker the transportation of property for pick up and delivery within Virginia.

You can only arrange for the transportation of property with companies that are authorized by the Virginia DMV to conduct such operations.

You cannot arrange for the transportation of household goods.

Household Goods — personal effects and property used or to be used in a dwelling, when a part of the equipment or supplies of such dwelling, and similar property if the transportation of such effects or property is (i) arranged and paid for by the householder, including transportation of the property from a factory or store when the property is

purchased by the householder with intent to use it in his dwelling or (ii) arranged and paid for by another party.

Tariff and Time Schedule Requirements: None

Insurance Requirements: None

Bond Requirements: You are required to keep a surety bond or letter of credit in the amount of \$25,000 on file with DMV’s Motor Carrier Services. (See Broker for the Transportation of Property Bond, form OA437 or the property irrevocable letter of credit, form OA456.)

Fees:
\$50 filing fee
\$3 for a duplicate license

Bulk Property Carrier

Description: A person who transports only bulk commodities (such as sand or gravel) or who operates wreckers for-hire.

Bulk Commodities — any non-liquid, non-gaseous commodity shipped loose or in mass/aggregate and which in the loading and unloading thereof is ordinarily shoveled, scooped, forked, or mechanically conveyed or which is not in containers, or in units of such size to permit piece by piece loading and unloading.

Authority Document: Permit

Operating Requirements: This permit authorizes operations only in Virginia.

You are limited to the following operations:

The transportation of Bulk Commodities.

The operation of a wrecker for-hire.

Tariff and Time Schedule Requirements: None

Insurance Requirements:
\$750,000 — Bodily injury and property damage

Bond Requirements: None

Fees:
\$10 Operating Authority Registration fee per vehicle
\$3 for a duplicate permit

Property Carrier

Description: A person who transports property.

Authority Document: Permit

Operating Requirements: You can transport household goods only if the goods are delivered to a place that is less than 31 road-miles from the place where you picked them up. See definition of Household Goods above.

If you receive a written claim of loss or damage to any household goods that you transported, you must:

- ▶ Write on the claim the date you received it.
- ▶ Send to the person, within 30 days, a written acknowledgement of receipt of the claim.
- ▶ Within 120 days: pay the claim, or send written notification that you decline to pay the claim, or make, in writing, a firm compromise settlement offer.
- ▶ If the claim is not processed or disposed of within the 120 days, send to the person, every 30 days, a written report of the status of the claim and the reasons for the delay.

You may not, by contract or otherwise, shorten the length of time a person has for filing a claim to less than 30 days or shorten the time for filing a suit to less than two years.

Tariff and Time Schedule Requirements: None

Insurance Requirements:
\$750,000 — Bodily injury and property damage
\$50,000 — Cargo

Bond Requirements: None

Fees:
\$10 Operating Authority Registration fee per vehicle
\$3 for a duplicate permit

Household Goods Carrier

Description: A person who transports only household goods.

See definition of Household Goods above.

Authority Document: Certificate of Fitness

Operating Requirements: You are limited to transporting household goods as defined above.

For deliveries over 30 miles, you must charge the same rates as listed in the tariff filed with DMV.

Before you can change your rates, you must notify DMV at least 30 days before you wish to make the change, and have received written approval from DMV.

You or your agent may publish a joint tariff with another carrier(s) if a power of attorney or notice of concurrence is filed with DMV. You must send written notification to DMV, at least 60 days in advance, before you can revoke the power of attorney or notice of concurrence.

A copy of the bill of lading must be carried when you are transporting the household goods.

You must maintain a copy of the bill of lading at your place of business for at least three years.

If you receive a written claim of loss or damage, you must:

- ▶ Write on the claim the date you received it.
- ▶ Send to the person, within 30 days, a written acknowledgement of receipt of the claim.
- ▶ Within 120 days: pay the claim, or send written notification that you decline to pay the claim, or make, in writing, a firm compromise settlement offer.
- ▶ If the claim is not processed or disposed of within the 120 days, send to the person, every 30 days, a written report of the status of the claim and the reasons for the delay.

You may not, by contract or otherwise, shorten the length of time a person has for filing a claim to less than 30 days or shorten the time for filing a suit to less than two years.

Tariff and Time Schedule Requirements:

Tariff: You must file a tariff that includes all of your rates and any rules, policies or guidelines you will impose on your customers (example: refund policy). See form OA450, Sample Tariff for Household Goods Carriers.

Time Schedule: None

Insurance Requirements:

\$750,000 — Bodily injury and property damage
\$50,000 — Cargo

Bond Requirements: You must keep a \$50,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for five years from the date your operating authority certificate is issued. (See Household Goods Carrier Bond, form OA436 or the property irrevocable letter of credit, form OA456.)

Fees:

\$50 filing fee
\$10 Operating Authority Registration fee per vehicle
\$3 for a duplicate certificate

Common Carrier — Irregular Routes

Description: A person who transports the general public for individual fees over any routes within specified areas of Virginia.

Authority Document: Certificate of Public Convenience and Necessity

Operating Requirements:

You are limited to:

- ▶ operating only in the service areas listed on the certificate.
- ▶ charging no more for your services than the rates on file with the Virginia DMV.
- ▶ operating vehicles that are designed to carry 15 persons or less, including the driver.

You may not pick up or deliver passengers to their residence in any city with a population between 260,000 and 265,000 unless the vehicle is specially equipped to transport disabled persons.

You must have written approval from the Virginia DMV to discontinue operating in any or all of the service areas.

You may not refuse service without good cause.

You must provide services to the general public without discrimination.

Before you can change your rates, you must:

- ▶ make the changes available for public inspection at least 30 days before you wish to make the change, and

- ▶ notify the Virginia DMV at least 30 days before you wish to make the change, and
- ▶ receive approval from the Virginia DMV.

You or your agent may publish a joint tariff with another carrier(s) if a power of attorney or notice of concurrence is filed with the Virginia DMV. You must send written notification to DMV, at least 60 days in advance, before you can revoke the power of attorney or notice of concurrence.

Tariff and Time Schedule

Requirements:

Tariff: You must file a tariff that includes all of your rates and any rules, policies or guidelines you will impose on your customers (example: refund policy). See form OA448, Sample Tariff for Common Carriers Over Irregular Routes.

Time Schedule: None

Insurance Requirements:

Bodily injury and property damage:
\$350,000 — 1 to 6 passengers (including driver)

\$1,500,000 — 7 to 15 passengers (including driver)

Bond Requirements: You must keep a \$25,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for three years from the date your operating authority certificate is issued. (Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:

\$50 filing fee
\$3 Operating Authority Registration fee per vehicle.
\$3 for a duplicate certificate

Common Carrier — Regular Routes

Description: A person who transports the general public for individual fees over specific routes.

Authority Document: Certificate of Public Convenience and Necessity

Operating Requirements: You must provide services to the general public without discrimination.

You may not refuse service without good cause.

You are limited to:

- ▶ operating only on the routes listed on the certificate.
- ▶ operating only on the time schedule on file with the Virginia DMV.
- ▶ charging no more for your services than the rates on file with the Virginia DMV.

You must have written approval from the Virginia DMV to discontinue operating on any or all of the service routes.

Before you can change your time schedules, you must:

- ▶ post the changes in a public place at least 10 days before you wish to make the change, and
- ▶ notify the Virginia DMV at least 10 days before you wish to make the change, and
- ▶ receive written approval from the Virginia DMV.

Before you can change your rates, you must:

- ▶ make the changes available for public inspection, and
- ▶ notify the Virginia DMV at least 30 days before you wish to make the change, and
- ▶ receive approval from the Virginia DMV.

You may occasionally deviate from your routes after you request and receive written approval from the Virginia DMV for each occasion.

You or your agent may publish a joint tariff with another carrier(s) if a power of attorney or notice of concurrence is filed with the Virginia DMV. You must send written notification to DMV, at least 60 days in advance, before you can revoke the power of attorney or notice of concurrence.

You must notify the Virginia DMV of all interruptions of service that may last more than 24 hours. Interruptions due to an act of God need not be reported unless the interruption continues for more than 72 hours. All interruptions must be promptly reported to your agents on the affected routes.

Tariff and Time Schedule

Requirements:

Tariff: You must file a tariff that includes all of your rates and any rules, policies or guidelines you will impose on your

customers (example: refund policy). See form OA449, Sample Tariff and Time Schedule for Common Carriers Over Regular Routes.

Time Schedule: You are also required to file a time schedule.

Insurance Requirements:

Bodily injury and property damage:
\$350,000 — 1 to 6 passengers (including driver)

\$1,500,000 — 7 to 15 passengers (including driver)

\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: You must keep a \$25,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for three years from the date your operating authority certificate is issued. (See Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:

\$50 filing fee
\$3 Operating Authority Registration fee per vehicle
\$3 for a duplicate certificate

Contract Passenger Carrier

Description: A person who contracts to transport groups of passengers and who charges a group fee.

Authority Document: Certificate of Fitness

Operating Requirements: The trip must be prearranged under a contract made with a group through a representative of the group.

Even if the trip lasts less than one hour:

- ▶ the contract cannot be for less than a one-hour time period, and
- ▶ no other group(s) may be transported during the time frame of the contract.

You must carry a copy of the contract or of a trip sheet in the vehicle during the trip.

The contract or trip sheet must contain the:

- ▶ name of the group being transported, and
- ▶ origin and destination of the trip, and

- ▶ date and approximate pick up time.

The contract or trip sheet must be:

- ▶ maintained at your place of business for three years, and
- ▶ made immediately available to any of the following upon request: Virginia DMV, law enforcement, or airport authority.

You may not station your vehicle(s) in front of or across the street from a hotel/motel, or within 100 feet of a taxicab stand without a completed trip sheet or contract order in the vehicle(s), or a written agreement with an airport authority or hotel/motel owner providing office space for your business at the airport/hotel/motel.

Tariff and Time Schedule Requirements: None

Insurance Requirements:
Bodily injury and property damage:

\$350,000 — 1 to 6 passengers (including driver)

\$1,500,000 — 7 to 15 passengers (including driver)

\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: You must keep a \$25,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for three years from the date your operating authority certificate is issued. (Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:
\$50 filing fee
\$3 Operating Authority Registration fee per vehicle
\$3 for a duplicate certificate

Employee Hauler Carrier

Description: A person who transports employees of a business to and from their place of work.

Authority Document: Permit

Operating Requirements: You are limited to transporting only the employees of the businesses listed on the permit to and from their place of employment.

Before you can transport the employees of any business not listed on the permit, you must apply for and receive an amended permit from the Virginia DMV.

You can only transport the employees from a predetermined location (home, bus stop, park and ride, etc.) to their place of business and from their place of business back to the pick-up location.

You cannot transport the employees from one work location to another.

Tariff and Time Schedule Requirements: None

Insurance Requirements:
Bodily injury and property damage:

\$350,000 — 1 to 6 passengers (including driver)

\$1,500,000 — 7 to 15 passengers (including driver)

\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: None

Fees:
\$50 filing fee
\$3 Operating Authority Registration fee per vehicle
\$3 for a duplicate permit

Non-Profit/Tax Exempt Passenger Carrier

Description: A non-profit corporation that uses only minibuses to transport its own members or the elderly, disabled, or economically disadvantaged members of a community.

Minibus — any motor vehicle having a seating capacity of not less than seven nor more than 31 passengers, including the driver, and used in the transportation of passengers.

Authority Document: Certificate of Fitness

Operating Requirements: You are limited to transporting members of your organization, if your organization is a membership corporation.

You are limited to transporting elderly, handicapped, or economically disadvantaged members of the community you serve, if your organization is not a membership corporation.

You are limited to the use of minibuses to transport the above persons.

You may not operate over the same route or on an adjacent route with a similar schedule as persons issued a Common Carrier - Regular Route certificate or as a public transportation authority.

Tariff and Time Schedule Requirements: None

Insurance Requirements:
Bodily injury and property damage:

\$1,500,000 — 7 to 15 passengers (including driver)

\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: None

Fees:
\$3 Operating Authority Registration fee per vehicle
\$3 for a duplicate permit

Sight Seeing Carrier

Description: A person who transports the general public to and from points of interest in Virginia primarily for the passengers' experience and enjoyment and/or to promote tourism.

Authority Document: Certificate of Fitness

Operating Requirements: You must provide services to the general public without discrimination.

You may not refuse service without good cause.

You are limited to:

- ▶ operating only on the routes on file with the Virginia DMV; and
- ▶ operating only on a round-trip basis.

You must notify the Virginia DMV prior to discontinuing operation on any or all of the service routes.

You must issue a ticket that must display the points of interest and the round-trip fare.

Tariff and Time Schedule Requirements: None

Insurance Requirements:

Bodily injury and property damage:

\$350,000 — 1 to 6 passengers (including driver)

\$1,500,000 — 7 to 15 passengers (including driver)

\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: You must keep a \$25,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for three years from the date your operating authority certificate is issued. (See Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:

\$50 filing fee

\$3 Operating Authority Registration fee per vehicle

\$3 for a duplicate certificate

Taxicab

Description: A person who transports passengers in vehicles that are designed to transport no more than six passengers, excluding the driver.

Authority Document: Permit

Operating Requirements: You are limited to the use of vehicles with a seating capacity of no more than six passengers, excluding the driver.

You cannot operate on a predetermined route.

You cannot pick up passengers at a public transportation terminal (such as a bus station, airport, train station, etc.) and deliver them to another public transportation terminal on a regular basis.

You must comply with the ordinances of all cities and counties in which you operate.

Your taxicabs must have a roof sign with words of your choosing, and somewhere on the exterior of the vehicle the word or words "taxicab," "taxi," or "cab" must be permanently attached in letters at least three inches in height. The roof sign and markings when taken together shall clearly reflect that the vehicle is operating as a taxicab or performing a taxicab service.

Tariff and Time Schedule

Requirements: None

Insurance Requirements:

\$125,000 — Bodily injury and property damage

Bond Requirements: None

Fees:

\$50 filing fee

\$3 Operating Authority Registration fee per vehicle

\$3 for a duplicate permit

Nonemergency Medical Transportation Carrier

Description: A motor carrier that exclusively provides nonemergency medical transportation and provides such transportation only through the Department of Medical Assistance Services, through a broker operating under a contract with that Department, or as a Medicaid Managed Care organization contracted with the Department to provide such transportation.

Authority Document: Certificate of Fitness

Operating Requirements: You are limited to providing nonemergency medical transportation through the Department of Medical Assistance Services, through a broker operating under contract with that Department, or as a Medicaid Managed Care organization contracted with the Department.

Tariff and Time Schedule

Requirements: None

Insurance Requirements:

Bodily injury and property damage:

\$350,000 — 1 to 6 passengers (including driver)

\$1,500,000 — 7 to 15 passengers (including driver)

\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: You must keep a \$25,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for three years from the date your operating authority certificate is issued. (See Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:

\$50 filing fee

\$3 Operating Authority Registration fee per vehicle

\$3 for a duplicate certificate