

Sample Tariff for Common Carriers Over Irregular Routes

Virginia For-Hire Operating Authority



Shuttles:

- Brown Lot
- Red Lot
- Blue Lot
- Hotel
- Scheduled



Department of



Motor Vehicles

This sample tariff was developed using existing tariffs that comply with the requirements of Virginia's laws. It is intended to help you develop your own tariffs that meet those requirements.

The sample is not intended for you to use exactly as written. Some information in the sample may not apply to the service that you will provide. It is your responsibility to review the information and sample and to develop a tariff that is specific to **your** operations.

Generally, tariffs for passenger carrier operations must show all rates and charges for the transportation that you provide. Additionally, YOUR tariff must include all rules and regulations that you will require your customers to follow as related to your transportation services.

Sample Tariff

GENERAL INFORMATION

- You or your agent and another carrier(s) may publish a joint tariff if with another carrier(s) 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.
- If a tariff bureau prepares your tariff for you, a power of attorney must be filed with DMV.
- 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 DMV at least 30 days before you wish to make the change, and
 - receive written approval from DMV.

REQUIREMENTS

Cover Sheet

Your tariff must have a cover sheet that contains **all** of the following items:

- the title: **COMMON CARRIER OVER IRREGULAR ROUTES TARIFF**,
- the name of your company,
- a tariff number,
 - The tariff number must be formatted like this: **Tariff Number: IR-(number)**
 - The number of your original tariff must be **1**.
 - This number changes only if you file a replacement tariff.
 - If filing a replacement tariff, include the following statement below the tariff number:
Replaces Tariff Number: IR-(number)
- the effective date of the tariff,
 - If you are filing an original tariff, leave the date blank. (DMV will determine that date.)
 - If you are filing a replacement tariff, the effective date can not be less than 30 days from the date the tariff is approved by DMV.
- the following information if a **representative of your company** prepared the tariff:
 - the name of the company representative who prepared the tariff,
 - the name of your company,
 - the street address of your company (including the city, state, and zip code).

Sample Tariff

- the following information if a **tariff bureau** prepared the tariff:
 - the name of the person who prepared the tariff,
 - the name of the tariff bureau,
 - the street address of the tariff bureau (including the city, state, and zip code).

Service Information

Your tariff must contain:

- a statement that your services will be on irregular routes and with an irregular schedule, and
- a list of **each** of the cities and counties that you will travel through, and
- a statement that you will operate only vehicles that are designed to carry 15 persons or less, including the driver.

Rates and Charges

Your tariff must contain a list of your rates and charges for transportation of your passengers and for all services in connection with the transportation of your passengers and must contain all of the following:

- the rates you will charge per passenger,
 - Important --** The rates/charges must be shown in U.S. dollars and cents.
You must charge individual fares.
- the charges for expenses such as tolls, entrance fees, etc.,
- any additional information that covers all other rules, regulations, or policies you have that relate to your rates and charges,
- all of your rules and regulations regarding payment of your charges.

Rules and Regulations

Your tariff must list all of the rules and regulations that you will require your customers to follow.

- Important --** Under Virginia law you must provide your services to the general public without discrimination and you cannot refuse service without good cause. Your rules and regulations cannot disagree with these requirements or any other state or federal laws, rules or regulations.

This is the information that must be in a tariff for a Common Carrier -- Irregular Routes. You may add other information that you want to include in the tariff.

IMPORTANT

The following sample tariff is not intended for you to use exactly as written. Some information in the sample may not apply to the service that you will provide. How you format YOUR TARIFF is up to you.

However, your tariff must contain all of the required information.

Tariff Number: IR - 1

COMMON CARRIER
OVER IRREGULAR ROUTES
TARIFF

FOR:
GOING YOUR WAY SHUTTLE SERVICE, INC.

EFFECTIVE: ¹

ISSUED BY:
Joe Jones, Jr.
Going Your Way Shuttle Service, Inc.
1234 Main Street
Somewhere, Virginia 23232-0000

¹ If filing an original tariff, leave the effective date blank. If filing a replacement or amended tariff, the effective date may not be less than 30 days after DMV receives the replacement or amended tariff.

GOING YOUR WAY SHUTTLE SERVICE, INC.

GENERAL TARIFF

I. SERVICE INFORMATION

The rates, charges, rules and regulations contained herein apply to:

The transportation of passengers over irregular routes on an irregular schedule, between points in the Counties of Charles City, Chesterfield, Goochland, Henrico, Hanover and Powhatan and the City of Richmond, Virginia.

RESTRICTED TO: Vehicles having a seating capacity of no more than 15 passengers, including the driver.

II. RATES AND CHARGES

A. Carrier will charge the following rates for one-way transportation between the following points:

TO/FROM	RICHMOND INTERNATIONAL AIRPORT
Richmond City (North)*	\$20.00
Richmond City (South)*	\$25.00
Richmond City (East)*	\$15.00
Richmond City (West)*	\$30.00

* These rates apply to areas within the corporate city limits of Richmond. The north area of Richmond will be considered all points north of the James River, west of I-95 and east of Hermitage Road/Boulevard. The south area of Richmond will be considered all points south of the James River. The east area of Richmond will be considered all points east of I-95. The west area of Richmond will be considered all points west of Hermitage Road/Boulevard.

B. From any point not listed above:

Minimum charge \$13.00 up to and including the first four (4) miles.
Mileage..... \$1.70 per mile.
Waiting Time \$6.00 per quarter hour or fraction thereof at the direction of the passenger. This includes stops en route.

C. For MEDICAID passengers, the rates and charges shall be the reimbursable amounts in effect at the time of the transportation provided.

There are no additional charges.

GOING YOUR WAY SHUTTLE SERVICE, INC.

II. RATES AND CHARGES (continued)

D. Other Charges

- a) cleaning charge: If, in the carrier's reasonable opinion, any passenger soils the vehicle as to render it in an unpresentable condition for further use, a cleaning charge of \$100 will be assessed against that passenger or passengers.
- b) damage charge: Vehicles are carefully inspected by carrier prior to each trip. Any damage to seats, windows, or other equipment or parts of the vehicle which is caused by any passenger or passengers shall be the responsibility of that passenger or passengers and the costs to carrier for the repairs of such damages shall be paid by the passenger(s).
- c) tolls, fees and special charges: The charges herein do not include bridge, ferry, tunnel, or highway tolls, entrance fees or charges for special licenses or permits. An additional charge will be assessed for the actual cost of such tolls, fees or special charges.

E. Collection of Charges

All charges for carrier movements are payable in advance, unless credit is established with the carrier in advance of movement. Payments must be in the form of cash, certified check, VISA or MasterCard. Personal checks **may** be accepted at the discretion of the carrier. A \$25.00 fee will be charged for any personal check returned due to insufficient funds. A 5% surcharge of the total amount due will be assessed for delinquent payments in excess of 30 days. If payment is not received after 60 days from the date service was provided, carrier will seek whatever means provided by law to recover payment for services rendered.

III. RULES AND REGULATIONS

A. Baggage

- a) Baggage will not be checked.
- b) Personal baggage, musical instruments, athletic equipment, and other paraphernalia, limited to the capacity of the vehicle, will be transported in the custody of the passenger at no additional charge.
- c) Liability for loss or damage of baggage will be limited to fifty dollars (\$50.00) for each passenger if such loss is due to the fault or negligence of the carrier.

GOING YOUR WAY SHUTTLE SERVICE, INC.

III. RULES AND REGULATIONS (continued)

B. Objectionable Persons

Carrier reserves the right to refuse to transport a person or persons under the influence of intoxicating liquor or drugs, or who is incapable of taking care of himself or herself, or who shows conduct which is such, or is likely to be such, as to make him or her objectionable to other passengers.

EXCEPTION: The above rule does not apply to persons who are ill and are accompanied by an attendant or nurse.

C. Animals

No animals of any type will be carried, except seeing-eye dogs accompanying their master.

D. Carrier's Liability

- a) Carrier will not be liable for delays caused by Acts of God, public enemies, authority of law, quarantine, perils of navigation, riots, strikes, the hazards or dangers incident to a state of war, accidents, breakdowns, bad conditions of the road, snow storms, and other conditions beyond its control, and does not guarantee to arrive at or depart from any point at a specified time. Carrier will endeavor to maintain the schedule submitted by its agents or employees, but it is not guaranteed.
- b) If any condition(s) mentioned in subsection a) above make it in the opinion of the carrier, inadvisable to operate equipment, either from the place of origin or any point en route, the carrier shall not be liable therefor, or caused to be held liable for damages for any reason whatsoever.



Virginia Department of Motor Vehicles
Motor Carrier Services
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