

Operating Authority Application for Industrial Service

Industrial Service

For the transportation of another company's employees under a contractual agreement
in excess of thirty days.
(i.e. ABC Busing transporting employees of 123 Trucking)

Alberta Transportation - Carrier Services
National Safety Code and Operating Authority Administration
Room 401, 4920 - 51 Street
Red Deer, AB T4N 6K8
Phone #: 403-340-5444 (toll free in Alberta by first dialing 310-0000)
Fax #: 403-340-4806
Email: carrierservices.info@gov.ab.ca

For more information on transportation safety laws and the Educational Manual visit:
Direct Website Link: <http://www.transportation.alberta.ca/671.htm>

Section 1 – Applicant Information

New Application Amendment of Certificate Number: _____

Complete **only one** of the following 1A or 1B with the name(s) that appear or will appear on the vehicle registration:

1A Corporate/Organization/Society/Municipality Name as registered with Alberta Corporate Registry or Municipal Government Act

Legal Name (*trade name not acceptable*):

1B Individual or Joint Names (*where more than one name appears on the vehicle registration, i.e. individual/individual name, individual/company name, or company/company name*)

(Last Name)

(First Name)

(Middle Name)

(Last Name)

(First Name)

(Middle Name)

Legal Name (*when a corporation is member of joint ownership*):

1C Mailing Address

Street/Box Number:

City:

Province:

Postal Code:

Phone Number:

Cell Phone Number:

Fax Number:

Email:

1D Principal Place of Business in Alberta (where vehicles are registered in Alberta)
This must be a street address or legal land location, not a box number. This is where all records required by safety laws are retained, including driver/vehicle files and safety/maintenance program documents. (If different then what appears in 1C)

Street/Legal Land Location:

City:

Province:
Alberta

Postal Code:

Phone Number:

Cell Phone Number:

Fax Number:

Section 2 – Industrial

2A Operational Requirements

Do you require:

- Intra Provincial Operating Authority** (point to point within Alberta only) Yes No
- Extra Provincial Operating Authority** (travelling to or from another province/state) Yes No

2B Passenger Transportation Provided

Specify client group to be transported and the legal name of the company that you hold the contract with:

2C Equipment Requirements

1. Do you intend to pull a trailer behind the passenger transportation vehicle(s) at any time (with or without passengers)? **If yes, contact Vehicle Safety at 780-427-8901 for more information and/or application forms.** Yes No

2. Describe vehicle type to be utilized. Include the manufactured seating capacity.

- Coach
- School Bus
- Passenger style vehicle
- Transit Bus
- conventional articulated

Seating Capacity

Where operating transit / double decker style vehicles, a permit may be required. Contact Transport Engineering at 1-800-662-7138.

Section 3 – Insurance Information

3A Endorsement Requirements (where vehicles are registered in Alberta)

It is required that a SEF 6C Public Passenger Vehicle endorsement be provided/maintained by your insurance company. Please confirm liability amount held under this endorsement.

Name of Insurance Company (*not agent/broker*): _____

Policy/Binder Number: _____

Amount of coverage specified under the endorsement for:

Bodily injury to or the death of one person, single accident \$ _____

Bodily injury to or the death of two or more persons, single accident \$ _____

3B SEF 101 Passenger Hazard Endorsement

Where SEF 101 is held, complete the following:

Name of Insuring Company (*not agent/broker*): _____

Policy/Binder Number: _____

Amount of Coverage Specified under the endorsement for:

Bodily injury to or the death of one person, single accident \$ _____

Bodily injury to or the death of two or more persons, single accident \$ _____

3C Non-Resident Carrier (No Alberta Vehicle Registration)

Name of Insuring Company (*not agent/broker*):

Policy/Binder Number:

Amount of Coverage:

\$

Section 4 – Supporting Documents

Attach the following:

Resident

- Completed Safety Fitness Certificate (SFC) application for vehicle(s) registered or to be registered in Alberta that is designed for carrying 11 or more persons (including the driver).
- Commercial Vehicle Inspection Certificate(s) for all vehicles to be operated under the operating authority as completed by an authorized inspection facility. To locate an inspection facility in your area contact Vehicle Safety section at 780-427-8901, or via direct website link: www.transportation.alberta.ca/685.htm
- Copy of contract/agreement of Letter of Undertaking
- If you wish to pay by credit card, contact Carrier Services at 403-340-5444 **AFTER** you have submitted your application to process your filing fees. If submitting application by mail with a cheque/money order make payable to Government of Alberta.

Non-Resident

- Copy of home jurisdiction Operating Authority and National Safety Code/Safety Fitness/DOT Certificate.
- Certificate of Alberta Corporate Registry (where picking up passengers in Alberta). For more information, contact 780-427-2311.
- Copy of contract/agreement or Letter of Undertaking
- If you wish to pay by credit card, contact Carrier Services at 403-340-5444 **AFTER** you have submitted your application to process your filing fees. If submitting application by mail with a cheque/money order make payable to Government of Alberta.

Section 5 – Declaration

This declaration must include all individuals named on the vehicle registration. If more than one name appears on the vehicle registration, then both names must be provided (e.g. Joe Smith and Donna Smith). When vehicle registration shows a corporate, society or organization name, then the declaration must include the owner(s), manager(s), or director(s).

- I/We certify that the information contained in this application is, to the best of my/our knowledge, true, accurate and complete.

Name (Last, First, Middle):

Title:

Contact Number:

Email Address:

Name (Last, First, Middle):

Title:

Contact Number:

Email Address:

Date:

Submit information by mail, fax or e-mail to:

Carrier Services
401, 4920-51 Street
Red Deer, AB T4N 6K8
Fax: 403-340-4806; Phone: 403 340-5444 (toll free dial 310-000)
Email: carrierservices.info@gov.ab.ca

Note: Any personal information obtained is collected under the authority of section 166 of the Traffic Safety Act and section 33 of the Freedom of Information and Protection of Privacy Act (FOIP) for the purpose of processing applications. Questions regarding the collection of personal information may be directed to Carrier Services at (403) 340-5444.

Carrier Services

<input type="checkbox"/>	Intra-Provincial Operating Authority Application	\$50.00
<input type="checkbox"/>	Intra-Provincial Operating Authority Renewal/Reinstatement	\$50.00
<input type="checkbox"/>	Extra-Provincial Operating Authority Application	\$180.00
<input type="checkbox"/>	Extra-Provincial Operating Authority Renewal/Reinstatement	\$60.00
<input type="checkbox"/>	Application for Safety Fitness Certificate	\$50.00
<input type="checkbox"/>	Application for Amendment to a Safety Fitness Certificate	\$50.00
<input type="checkbox"/>	Application for Amendment to an Extra-Provincial Operating Authority (Bus)	\$180.00
<input type="checkbox"/>	Application for Amendment to an Intra-Provincial Operating Authority (Bus)	\$50.00
<input type="checkbox"/>	Permits (Other)	\$55.00

If you wish to pay by credit card, contact Carrier Services at 403-340-5444 AFTER you have submitted your application to process your filing fees.*

If you wish to pay by cheque/money order you must submit your application with the filing fee and the cheque/money order must be made payable to the Government of Alberta.

NOTE: Government bodies (for example: municipalities, school boards, etc.) are exempt from filing fees.

**Credit card payments are processed in compliance with Payment Card Industry (PCI) requirements to protect the security of cardholder data.*