

Operating Authority Application Package

Alberta Transportation - Carrier Services

Room 401, 4920 - 51 Street
Red Deer, AB T4N 6K8

National Safety Code and Operating Authority Administration

Phone #: 403-340-5444 (toll free in Alberta by first dialing 310-0000)

Fax #: 403-340-4806

For more information on transportation safety laws and the Educational Manual visit:

Direct Website Link: <http://www.transportation.alberta.ca/499.htm>



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SAFETY STARTS WITH YOU!

Application for Operating Authority Certificate

SECTION 1 - APPLICANT INFORMATION (Please Print)

☐ NEW☐ AMENDMENT OF CERTIFICATE #: _____

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) (First) (Middle)	
_____ _____ _____ (Last) (First) (Middle)	
Legal Name _____	
1C	Mailing Address
Street/Box #: _____	
City: _____ Province: _____ Postal Code: _____	
Phone #: () Cell Phone #: () Fax #: ()	
Email: _____	

NOTE: To determine the type of Operating Authority required and the sections to be completed, please read the following:

CHARTER is for the transportation of a group of passengers on a pre-arranged/pre-booked basis from a common point to a common destination for a common purpose on a non-recurring basis. (i.e. Site seeing, trips to hockey games, on tours etc) **Complete Sections 1, 2, 6, 8 & 9**

PRIVATE is for the transportation of passengers who are employees, contract workers, or members of the registered owner of the vehicle or other persons satisfactory to the Registrar and who are transported with or without compensation. (i.e. non-profit service organization transporting community groups, seniors etc) **Complete Sections 1, 3, 6, 8 & 9**

INDUSTRIAL is 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) **Complete Sections 1, 4, 6, 8 & 9**

SCHEDULED is a passenger transportation service conducted over a specified route or routes under a set schedule. **Complete Sections 1, 5, 6, 8 & 9**

SECTION 2 – CHARTER

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 Equipment Requirements

1. Do you intend to pull a trailer behind the passenger transportation vehicle(s) at anytime (with or without passengers)? **If yes, complete Appendix 2, pg 12**

☐ Yes ☐ No

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

Seating Capacity

☐ Coach

☐ School Bus

☐ Passenger style vehicle

☐ Transit Bus (**Complete Appendix 1, pg 11**)

☐ conventional ☐ articulated ☐ double decker

2C 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), where no current SFC is held. See website link: <http://www.transportation.alberta.ca/499.htm>
- ☐ 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 TRANSTRUE at 1-866-756-3400, or via direct website link: <http://www.transportation.alberta.ca/685.htm>
- ☐ Certificate of Alberta Corporate Registry
- ☐ Completion of page 9 (Filing Fee)

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)
- ☐ Completion of page 9 (Filing Fee)

SECTION 3 – PRIVATE

3A 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

3B Passenger Transportation Provided

Specify client group(s) to be transported (i.e. employees, members, daycare children, seniors, etc.)

3C Equipment Requirements

1. Do you intend to pull a trailer behind the passenger transportation vehicle(s) at anytime (with or without passengers)? **If yes, complete Appendix 2, pg 12**

☐ Yes ☐ No

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

Seating Capacity

☐ Coach

☐ School Bus

☐ Passenger style vehicle

☐ Transit Bus (**Complete Appendix 1, pg 11**)

☐ conventional ☐ articulated ☐ double decker

3D Supporting Documents

Attach the following:

Resident

- ☐ Completed Safety Fitness Certificate (SFC) application for a vehicle(s) registered or to be registered in Alberta that is designed for carrying 11 or more persons (including the driver), where no current SFC is held. See website link: <http://www.transportation.alberta.ca/499.htm>
- ☐ 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 TRANSTRUE at 1-866-756-3400, or via direct website link: <http://www.transportation.alberta.ca/685.htm>
- ☐ Certificate of Alberta Corporate Registry
- ☐ Completion of page 9 (Filing Fee)

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)
- ☐ Completion of page 9 (Filing Fee)

SECTION 4 – INDUSTRIAL

4A	Operational Requirements
Do you require:	
Intra Provincial Operating Authority (point to point within Alberta only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Extra Provincial Operating Authority (travelling to another province/state)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4B	Passenger Transportation Provided
Specify client group to be transported and the legal name of the company that you hold the contract with: _____	
4C	Equipment Requirements
1. Do you intend to pull a trailer behind the passenger transportation vehicle(s) at anytime (with or without passengers)? If yes, complete Appendix 2, pg 12 <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Describe vehicle type to be utilized. Include the manufactured seating capacity.	
<input type="checkbox"/> Coach	Seating Capacity _____
<input type="checkbox"/> School Bus	_____
<input type="checkbox"/> Passenger style vehicle	_____
<input type="checkbox"/> Transit Bus (Complete Appendix 1, pg 11)	_____
<input type="checkbox"/> conventional <input type="checkbox"/> articulated <input type="checkbox"/> double decker	
4D	Supporting Documents
Attach the following:	
<u>Resident</u>	
<input type="checkbox"/> Completed Safety Fitness Certificate (SFC) application for a vehicle(s) registered or to be registered in Alberta that is designed for carrying 11 or more persons (including the driver), where no current SFC is held. See website link: http://www.transportation.alberta.ca/499.htm	
<input type="checkbox"/> 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 TRANSTRUE at 1-866-756-3400, or via direct website link: http://www.transportation.alberta.ca/685.htm	
<input type="checkbox"/> A copy of the contract or letter of understanding/agreement with the company to whom the service is being provided.	
<input type="checkbox"/> Certificate of Alberta Corporate Registry	
<input type="checkbox"/> Completion of page 9 (Filing Fee)	
<u>Non-Resident</u>	
<input type="checkbox"/> Copy of home jurisdiction Operating Authority and National Safety Code/Safety Fitness/DOT Certificate.	
<input type="checkbox"/> Certificate of Alberta Corporate Registry (where picking up passengers in Alberta)	
<input type="checkbox"/> Completion of page 9 (Filing Fee)	

SECTION 5 – SCHEDULED

5A Operational Requirements

Do you require:

***Intra Provincial Operating Authority** (point to point within Alberta only) ☐ Yes ☐ No

Note: Please list each individual route; where additional space is required attach a separate page.

Origin (City/Town)	Communities Served between origin & destination	Destination (City/Town)	Highways Travelled

***Extra Provincial Operating Authority** (travelling to another province/state) ☐ Yes ☐ No

Note: Please list each individual route; where additional space is required attach a separate page.

Origin (City/Town/ Province/State)	Communities Served in Alberta between origin & destination	Destination (City/Town/ Province/State)	Highways Travelled

Does your service link into any other scheduled service provided by any other passenger service provider?

☐ Yes ☐ No

If “yes”, provide carrier name: _____

5B Equipment Requirements

1. Do you intend to pull a trailer behind the passenger transportation vehicle(s) at anytime (with or without passengers)? **If yes, complete Appendix 2, pg 12** ☐ Yes ☐ No

2. Do you intend to transport package express and/or freight? ☐ Yes ☐ No

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

☐ Coach

☐ School Bus

☐ Passenger style vehicle

☐ Transit bus (**Complete Appendix 1, pg 11**)

☐ conventional ☐ articulated ☐ double decker

Seating Capacity

Note:

Transporting more passengers than manufactured seating capacity is not permitted. (i.e. No standees)

5C Logistics Plan

A logistics plan is required to determine if the passenger transportation service will be provided in a safe, sustainable manner. A copy of your logistics plan must be submitted with this application.

The logistics plan must include the following information, as well as any required internal policies and procedures to implement and support these requirements:

- A well defined, proposed transportation service;
- A feasible plan to provide safe and efficient passenger transportation including:
 - Vehicle break down procedures
 - Driver scheduling and back up plans,
- Infrastructure in place to sustain and maintain the proposed services.

5D Checklist for Supporting Documents

Please attach the following:

Resident

- ☐ Proposed timetable/schedule
- ☐ Logistics Plan
- ☐ Where scheduled service is being provided under an agreement with a Regional Public Transit Service Provider (i.e. city, municipality) or another carrier. Provide a copy of the contract or letter of understanding/agreement.
- ☐ Completed Safety Fitness Certificate application for a vehicle(s) registered or to be registered in Alberta that is designed for carrying 11 or more persons (including the driver), where no SFC is held. See website link: <http://www.transportation.alberta.ca/499.htm>
- ☐ 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 TRANSTRUE at 1-866-756-3400, or via direct website link: <http://www.transportation.alberta.ca/685.htm>
- ☐ Certificate of Alberta Corporate Registry
- ☐ Completion of page 9 (Filing Fee)

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)
- ☐ Completion of page 9 (Filing Fee)

SECTION 6 – INSURANCE INFORMATION

6A	Endorsement Requirements
Indicate which endorsement is provided/maintained by your insurance company: <input type="checkbox"/> SEF 6C – Public Passenger Vehicle <input type="checkbox"/> SEF 6B – School Bus <input type="checkbox"/> PPVE – Public Passenger Vehicle	
Name of Insuring Company (agent/broker is <u>not</u> acceptable): _____	
Policy/Binder Number: _____	
Amount of Coverage Specified under the endorsement for:	
Bodily injury to or the death of one person, one accident \$ _____	
Bodily injury to or the death of two or more persons, one accident \$ _____	
6B	Umbrella Policy
Where umbrella policy has the following endorsement attached, complete the following: <input type="checkbox"/> SEF101 – Public Passenger Vehicle (where applicable)	
Name of Insuring Company (agent/broker is <u>not</u> acceptable): _____	
Policy/Binder Number: _____	
Amount of Coverage Specified under the endorsement for:	
Bodily injury to or the death of one person, one accident \$ _____	
Bodily injury to or the death of two or more persons, one accident \$ _____	
6C	Non-Resident Carrier (No Alberta Vehicle Registration)
Name of Insuring Company: _____	
Policy/Binder Number: _____	
Amount of Coverage: \$ _____	

SECTION 7- SAFETY & MAINTENANCE PROGRAMS

7A	Required Programs
<p>The National Safety Code (NSC) Program requires carriers to develop and implement written Safety & Maintenance Programs, which pertains to vehicles originally designed for 11 passengers or more, including the driver. For additional information, see website link: http://www.transportation.alberta.ca/499.htm</p> <p>For some carriers not regulated under the NSC program, a condition may be placed on the Operating Authority Certificate requiring Safety & Maintenance Programs.</p>	

SECTION 8 – DECLARATION

I/We certify that the above and attached information is true and accurate. Please note that a copy of this application form may be provided to other interested parties.

_____ Name (Print Name)	_____ Position	_____ Name (Print Name)	_____ Position
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Name (Print Name)	_____ Position	_____ Name (Print Name)	_____ Position
_____ Signature	_____ Date	_____ Signature	_____ Date

This application will be returned where the applicant has failed to fully complete all questions and provide all requested information.

SEND COMPLETED APPLICATION INCLUDING ALL SUPPORTING DOCUMENTS TO:

**Alberta Transportation
Carrier Services
401, 4920 – 51 Street
Red Deer, AB T4N 6K8
Phone #: 403-340-5444, toll free by first dialing: 310-0000
Fax #: 403-340-4806**

Information within this document is being collected under the authority of the *Traffic Safety Act* for the purpose of processing an operating authority certificate. If you have any questions regarding the collection of this information contact Carrier Services.

SECTION 9 - PAYMENT

Filing Fees – Visa, MasterCard or Cheque

FILING FEES AS PER ATTACHED FORM (PAYMENT IS NON-REFUNDABLE)

APPLICANT'S NAME (as shown on vehicle registration):

Telephone #: ()	Cell #: ()

CHEQUES OR MONEY ORDERS:

*** Payable to “Minister of Finance”***	
<input type="checkbox"/> Cheque Attached	<input type="checkbox"/> Money Order Attached

CREDIT CARD INFORMATION:

<input type="checkbox"/> MasterCard	Credit Card No																	Expiry Date (mm/yy)
<input type="checkbox"/> Visa																		/

Name of Card Holder (Please Print)

Signature of Card Holder

APPLICATIONS ARE CONSIDERED INCOMPLETE WHEN RECEIVED WITHOUT THE FILING FEE PAYMENT.

NOTE:

THIS INFORMATION IS CONFIDENTIAL AND WILL BE DESTROYED ONCE APPLICATION FEE IS PROCESSED.

Filing Fees

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 a Extra-Provincial Operating Authority (Bus)	180.00
<input type="checkbox"/>	Application for Amendment to a Intra-Provincial Operating Authority (Bus)	50.00
<input type="checkbox"/>	Permits (Other)	55.00

Transport Engineering

<input type="checkbox"/>	Annual Equipment Permit	\$15.00
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Vehicle Safety

<input type="checkbox"/>	Annual Equipment Permit (Modified Trip Inspection – Transit Bus)	\$55.00
<input type="checkbox"/>	Annual Equipment Permit (Trailer)	55.00

NOTE: Municipalities are exempt from filing fees.

Payment for these services may be made by Visa, MasterCard, cheque or on your Alberta Transportation Account. Cheques should be made payable to the “Minister of Finance”.

APPENDIX 1 – TRANSPORT ENGINEERING

Section 1 – Vehicle Information

1A Requirements			
1. What are the maximum axle weights expected (kg)?			
Conventional	Steering: _____	Drive: _____	
Articulated	Steering: _____	Centre: _____	Rear: _____
Double Decker	Steering: _____	Drive: _____	Tag: _____
2. What is the tire width as stamped on the sidewall of the tire (mm)?			
Conventional	Steering: _____	Drive: _____	
Articulated	Steering: _____	Centre: _____	Rear: _____
Double Decker	Steering: _____	Drive: _____	Tag: _____
3. What are the maximum dimensions (m)?			
	Overall Length with bike rack deployed	Overall width	Overall height
Conventional	_____	_____	_____
Articulated	_____	_____	_____
Double Decker	_____	_____	_____
4. What interaxle spacings (m)?			
Conventional	Steering to drive: _____		_____
Articulated	Steering to centre: _____	Centre to rear: _____	
Double Decker	Steering to drive: _____	Tandem axle spread _____	

NOTE: You may submit engineering drawings of the buses and tires.

*****For questions regarding weight/dimension requirements please contact: 403-340-5189,
toll free by first dialing 310-0000.**

APPENDIX 2 – VEHICLE SAFETY

Section 1 – Permits Available

1A	Information									
Provide vehicle description including the make and model used in your service. Include the manufactured seating capacity.										
<table border="1"><thead><tr><th>Make</th><th>Model</th><th>Manufactured Seating Capacity</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>		Make	Model	Manufactured Seating Capacity						
Make	Model	Manufactured Seating Capacity								
<p>1. What exemption(s) are you requesting?</p> <ul style="list-style-type: none">Trailer behind a passenger transportation vehicle <input type="checkbox"/>Modified trip inspection (transit bus) <input type="checkbox"/> <p>2. Provide reasons for the permit exemption request. Attach the following information:</p> <ul style="list-style-type: none">Detailed rationale which includes: what, when, where, and why. (i.e. what will be done to ensure the safety of driver, occupants and other road users),Photos, supporting documents as necessary, and route map indicating the highways being used.										
1B	Modified Trip Inspection (Transit Bus)									
<p><u>NOTE:</u></p> <p>A transit bus when operated outside of its home municipality is considered a commercial bus; therefore, must have a daily trip inspection.</p> <p>Background Information Available:</p> <p>For further information on the trip inspection requirements: http://www.ccmta.ca/english/pdf/nsc_standard_13.pdf</p> <p>The <i>Commercial Vehicle Safety Regulation</i> (Sections 9-16) can be viewed here: http://www.qp.alberta.ca/574.cfm?page=2009_121.cfm&leg_type=Regs&isbncln=9780779740727</p>										
<p>1. A low floor bus (LFB) may be exempted to allow a modified trip inspection, similar to a motorcoach schedule 3 (Daily) and Schedule 4 (30 days or 12,000km), whichever comes first.</p> <p>Attach the following information:</p> <ul style="list-style-type: none">LFB Operators daily trip inspectionModified schedule 3 LFB (Daily)LFB inspection report (30 days or 12,000km)Modified schedule 4 – LFB (30 days or 12,000km)Copy of the modified trip inspection process										
<p>Vehicle Safety may be required to contact you in order to determine your qualification for a permit exemption.</p> <p>** For questions regarding these permits/exemptions or trip inspection requirements please contact Vehicle Safety at (780) 427-8901, toll free by first dialing 310-0000.</p> <p>Ask to speak to a Vehicle Safety Engineer. **</p>										