

Scheduled Operating Authority Application for a Regional Public Transit Service Provider

Regional Public Transit Service:

An extension of a municipal transit service outside of its municipal boundaries, or a transit service owned and operated by a Regional Public Transit Service Provider, or a transit service designated by the Minister as a regional public transit service.

Regional Public Transit Service Provider (RPTSP):

A municipality, or group of municipalities, or municipalities in partnership with private carrier(s), created and organized as one corporate entity, and accepted by the Minister for the purposes of providing regional public transit within a region as described in their Operating Authority Certificate.

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: www.transportation.alberta.ca/499.htm



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SAFETY STARTS WITH YOU!

Scheduled Operating Authority Application Regional Public Transit Service Provider

SECTION 1 - APPLICANT INFORMATION (PLEASE PRINT)

☐ NEW☐ AMENDMENT OF CERTIFICATE #: _____

Complete **ONLY ONE** of the following 1A, 1B or 1C with the name(s) that appear or will appear on the **vehicle registration**.

1A	Corporate / Organization / Society Name as registered with Alberta Corporate Registry	
Legal Name (Trade Name not acceptable) _____		
1B	Regional Public Transit Service Provider (RPTSP)	
Note: Must apply under the name of the legal entity such as: ▪ Regional Service Commission established under the <i>Municipal Government Act</i>; ▪ Municipal Controlled Corporation regulated by the <i>Municipal Government Act</i>, <i>Business Corporations Act</i> as approved from the Minister of Municipal Affairs; ▪ Partnership of Municipalities where all partners collectively become the holder of the operating authority certificate; ▪ Single Municipality who agrees to hold and retain responsibility for the operating authority certificate on behalf of the Regional Public Transit Service Provider. (Municipal Affairs' Governance brochure has detailed information: www.municipalaffairs.alberta.ca/documents/msb/Governance_Options_Final.pdf)		
Legal Name _____		
1C	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 _____		
1D	Mailing Address	
Street / Box #: _____		
City:	Province:	Postal Code:
Phone #: ()	Cell Phone #: ()	Fax #: ()
Email: _____		

SECTION 2 – REGIONAL

2A Boundaries Proposed

1. The Regional Public Transit Service Provider must define the exact geographic boundaries in which it intends to operate (i.e. roads and highways used or municipal boundaries). Attach map, if available.

Note: Where additional space is required attach a separate page.

Communities Served	Highways Travelled

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

☐ Yes ☐ No

If “yes”, provide carrier name: _____

SECTION 3 – EQUIPMENT REQUIREMENTS

3A Equipment Information

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, page 11.**

☐ 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, page 10.**)

☐ conventional ☐ articulated ☐ double decker

3. Will you allow standees on the transit bus?
If “yes”, complete Appendix 2, page 11

☐ Yes ☐ No

SECTION 4 – LOGISTICS PLAN

4A 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.

Note: Your logistics plan and Passenger Risk Mitigation Strategy can be encompassed into one document.

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.

SECTION 5 – PASSENGER RISK MITIGATION STRATEGY

5A Passenger Risk Mitigation Strategy (PRMS)

A passenger risk mitigation strategy must be submitted. A PRMS is a risk management based review of a bus service to ensure:

1. Passenger safety,
2. Recognize and mitigate passenger safety issues, and
3. Enable a Regional Public Transit Service Provider to allow, control, or limit standees on a transit bus used in the provision of regional public transit services.

A PRMS must at minimum address the following issues:

- Standees
- Objects brought onto the bus
- Passenger Accessibility
- Driver Training
- Passenger Security
- High Speed Operation
- Mechanical Issues
- Vehicle Choice

Note:

Please review the Passenger Risk Mitigation Strategy Guidelines, website link:

http://www.transportation.alberta.ca/Content/docType276/Production/Passenger_Risk_Mitigation_Strategy_Guidelines.pdf

(For questions on completing the PRMS, please contact Vehicle Safety at 780-427-8901; toll free by first dialing 310-0000. Ask to speak to a “Vehicle Safety Engineer”)

SECTION 6 – DISPUTE RESOLUTION

6A	Dispute Resolution
The Regional Public Transit Service Provider must have a dispute resolution mechanism in place to deal with issues that may arise between municipalities which form the region and any other parties contracted by the RPTSP for the provision of transit service. A dispute resolution process should include the use of alternative dispute resolution forms such as mediation, to resolve issues.	
Note: Municipalities staying within their municipal boundaries do not require a dispute resolution mechanism.	

SECTION 7 – COMPLIANCE INFORMATION

7A	Safety & Maintenance Programs
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. See website link: www.transportation.alberta.ca/499.htm For some carriers not regulated under the NSC program, a condition may be placed on the Operating Authority Certificate requiring Safety & Maintenance Programs.	
7B	Commercial Vehicle Inspection Program (CVIP)
A CVIP inspection is required for all vehicles operating under an Operating Authority Certificate, unless otherwise exempted. This must be completed at an authorized inspection facility. To locate an inspection facility contact TRANSTRUE at 1-866-756-3400, or via direct website link: www.transportation.alberta.ca/685.htm	

SECTION 8 – INSURANCE INFORMATION

8A	Endorsement Requirements
Indicate which endorsement is provided/maintained from your insurance company:	
☐ SEF 6C – Public Passenger Vehicle	☐ 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	\$ _____
8B	Umbrella Policy
Where umbrella policy has the following endorsement attached, complete the following:	
☐ 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	\$ _____

SECTION 9 – SUPPORTING DOCUMENTS

9A	Checklist
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- | |
|---|
| <ul style="list-style-type: none">☐ Logistics Plan attached.☐ Commercial Vehicle Inspection Certificate(s) (CVIP) attached.☐ Insurance Information completed, as per Section 8.☐ Certificate of Alberta Corporate Registry (where registered as a legal entity).☐ Regional Agreement Letter attached, if you completed Section 1B. (Documentation that demonstrates the approval of all Municipalities within the proposed operating area.)☐ A copy of the contract or letter of understanding/agreement with the company to whom the service is being provided.☐ Passenger Risk Mitigation Strategy attached. |
|---|

SECTION 10 – 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	Position	Name	Position
_____	_____	_____	_____
Signature	Date	Signature	Date

This application will be returned where the applicant has failed to fully complete all the 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 11- 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”***	
☐ Cheque Attached	☐ Money Order Attached

CREDIT CARD INFORMATION:

☐ MasterCard	Credit Card No																	Expiry Date (mm/yy)
☐ 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.

Carrier Services

☐	Intra-Provincial Operating Authority Application	\$50.00
☐	Intra-Provincial Operating Authority Renewal/Reinstatement	50.00
☐	Extra-Provincial Operating Authority Application	180.00
☐	Extra-Provincial Operating Authority Renewal/Reinstatement	60.00
☐	Application for Amendment to a Extra-Provincial Operating Authority	180.00
☐	Application for Amendment to a Intra-Provincial Operating Authority	50.00
☐	Application for Safety Fitness Certificate	50.00
☐	Application for Amendment to a Safety Fitness Certificate	50.00
☐	Permits (Other)	55.00

Transport Engineering

☐	Annual Equipment Permit	\$15.00
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Vehicle Safety

☐	Annual Equipment Permit (Modified Trip Inspection – Transit Bus)	\$55.00
☐	Annual Equipment Permit (Trailer)	55.00
☐	Standeers Permit	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.

*** Approval will be required from each jurisdiction (municipality, county, etc.) if you plan on operating an overweight/ over dimensional vehicle on their highways. Please contact the specific jurisdiction directly to obtain the appropriate authority and/or approvals.**

****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/ Exemptions Available

1A	Information	Provide vehicle description including the make and model used in your service. Include the manufactured seating capacity. Note: Where additional space is required attach a separate page. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Make</th> <th style="width: 30%;">Model</th> <th style="width: 20%;">Manufactured Seating Capacity</th> <th style="width: 20%;">Maximum Number of Standees (if applicable)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Make	Model	Manufactured Seating Capacity	Maximum Number of Standees (if applicable)												
Make	Model	Manufactured Seating Capacity	Maximum Number of Standees (if applicable)																
1. What exemption(s) are you requesting? ▪ Trailer behind a passenger transportation vehicle ☐ ▪ Standees ☐ ▪ Modified trip inspection (transit bus) ☐ 2. Provide reasons for the permit exemption request. Attach the following information: ▪ 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)	Note: A transit bus when operated outside of its home municipality is considered a commercial bus; therefore, must have a daily trip inspection. Background Information Available: For further information on the trip inspection requirements: http://www.ccmta.ca/english/pdf/nsc_standard_13.pdf 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 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. Attach the following information: ▪ LFB Operators daily trip inspection ▪ Modified 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 Vehicle Safety may be required to contact you in order to determine your qualification for a permit exemption. ** 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. Ask to speak to a Vehicle Safety Engineer. **																	