

# Tariffs and Time Schedules for Common Carriers Over Regular Routes

Virginia For-Hire Operating Authority



## GENERAL INFORMATION

- ▶ 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 the 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 60 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 REGULAR ROUTES TARIFF**,
- ▶ the name of your company,
- ▶ a tariff number,
  - ▶ The tariff number must be formatted like this: **Tariff Number: RR-(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: RR-(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 city, state, and zip code).
- ▶ 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 city, state, and zip code).

### Service Information

Your tariff must contain:

- ▶ a statement that your services will cover the transportation of passengers and their baggage over regular routes, and
- ▶ a list of locations (street address, intersection, etc., and Virginia city or county) where each of your routes begin and end, and
- ▶ a detailed description of each route you will travel between each beginning location and each ending location.

### 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.
- ▶ 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 over Regular Routes. You may add other information that you want to include in the tariff.** Additional information, including sample tariffs, can be found under “Forms and Publications” on [DMV.virginia.gov](http://DMV.virginia.gov).



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