

Motor Carrier Guidelines For the International Registration Plan (IRP), International Fuel Tax Agreement (IFTA), Unified Carrier Registration Act (UCRA), and For-Hire Intrastate Operating Authority

This brochure contains guidelines for interstate carriers applying for the International Registration Plan (IRP), International Fuel Tax Agreement (IFTA), Unified Carrier Registration Agreement (UCRA), and for intrastate carriers applying for For-Hire Intrastate Operating Authority.

Need Help?

If you have questions concerning any of these motor carrier programs, contact a Department of Motor Vehicles (DMV) Motor Carrier Services representative:

- ▶ (804) 249-5130 (voice)
- ▶ (800) 272-9268 (deaf and hearing impaired only)
- ▶ Email for UCR, and intrastate operating authority
mconline@dmv.virginia.gov
- ▶ Email for IFTA and IRP
iftairp@dmv.virginia.gov
- ▶ Email for webCAT
webcat@dmv.virginia.gov

What is IRP?

The International Registration Plan (IRP) is a method of registering fleets of vehicles that travel in two or more jurisdictions. A fleet, for IRP purposes, is comprised of one or more vehicles that pay registration fees in multiple states. Fees are calculated according to the miles you travel in each jurisdiction and other variables. All fees are paid to your base jurisdiction which then distributes them to the other jurisdictions in which you operated. IRP registrations must be renewed each year.

The 48 contiguous states, 10 Canadian provinces, and Washington, D. C. participate in the IRP. The Canadian territories do not participate.

All IRP customers are required to renew the registration of their vehicle once a year. To determine when your license plates and registration expire check the decals on your license plates or, if you have permanent plates without decals, check the expiration date shown on your cab card.

What vehicles qualify for apportioned registration?

IRP registration is required for any power unit that is used or intended for use in two or more IRP participating jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- ▶ has two axles and a registered gross vehicle weight or actual weight in excess of 26,000 pounds, or
- ▶ has three or more axles, regardless of weight, or
- ▶ is used in combination and the actual weight of the combination exceeds 26,000 pounds.

What vehicles are exempt from IRP registration?

- ▶ government-owned vehicles;
- ▶ trailers and semi-trailers;
- ▶ vehicles displaying restricted plates such as equipment, dealer or farm plates if operated on an interstate basis;
- ▶ recreational vehicles, such as motor homes, that are not used in connection with a business;
- ▶ tow trucks or wreckers displaying Virginia Tow Truck For-Hire plates on an interstate basis into North Carolina, Maryland, and/or Tennessee, if only vehicles or parts of vehicles are being transported;
- ▶ vehicles operated into Tennessee in interstate commerce less than 10 miles per trip from the Virginia border.

How do I apply?

Complete the Virginia International Registration Plan Application (form IRP 1FRP). DMV will process your application, calculate the fees due to each jurisdiction, and provide an invoice showing what you owe.

What is received and required?

Carriers are issued one cab card (registration) and license plates for each vehicle in the fleet.

What is PRISM?

Virginia is a member of the Performance and Registration Information Systems Management (PRISM) program. PRISM is a federal/state partnership to identify motor carriers with deficient safety records and to tie a carrier's safety fitness to the ability to register commercial vehicles. PRISM links the Federal Motor Carrier Safety Administration's (FMCSA) motor carrier safety information with the state's motor vehicle registration process to achieve two purposes:

1. To determine the motor carrier's safety fitness prior to issuing a registration plate; and
2. To cause the unsafe carrier to improve its safety performance through an improvement process and, where necessary, the application of registration sanctions.

The PRISM program includes two major processes: the commercial vehicle registration process and enforcement. These programs work in tandem to identify motor carriers and to hold them responsible for the safety of their operations. The performance of unsafe motor carriers is improved through a comprehensive system of identification, education, awareness, safety monitoring, and treatment.

Electronic Credentials

Beginning January 1, 2019, you will be allowed to carry your IRP cab cards and IFTA license in an electronic image and paper IRP cab cards and IFTA licenses will no longer be required.

What is IFTA ?

The International Fuel Tax Agreement (IFTA) is an agreement between states and Canadian provinces which allows a carrier to register and pay motor fuel road tax in the carrier's home or base state. Revenues collected from this tax help, in part, to build and maintain our roads and highways. The Virginia road use tax rate is variable and may change up to twice a year. The current rate can be found on

DMV's website. All states and Canadian provinces participate in the IFTA program, except Alaska and Hawaii, Washington DC, Northwest Territories, Yukon Territory and Territory of Nunavut.

Who needs to apply for IFTA?

You must apply for licensing if you operate any of the following motor vehicles within and outside Virginia:

- ▶ vehicles that have two axles and a gross vehicle weight or registered gross vehicle weight of more than 26,000 pounds; or
- ▶ vehicles that have three or more axles regardless of weight; or
- ▶ vehicles that are used in combination, when the combined weight is more than 26,000 pounds gross or the registered gross vehicle weight is more than 26,000 pounds.

These vehicles are called qualified vehicles.

Gross vehicle weight is the maximum weight of the vehicle and its load.

Motor carriers operating qualified vehicles not registered under IRP will be charged \$150 per year per vehicle at the time of registration and the renewal of license plates.

What vehicles are exempt from IFTA reporting requirements in Virginia? (This may not apply in other jurisdictions.)

- ▶ recreational vehicles (such as motor homes used exclusively for personal pleasure by an individual and not used in connection with any business endeavor); and
- ▶ the first two trucks or tractor trucks that are licensed in Virginia and are used for farm use only (as defined by Va. Code § 46.2-698) and are not licensed in another state; and
- ▶ vehicles owned by a licensed motor vehicle dealer that are operated without compensation for purposes related to a sale or for demonstration; and
- ▶ vehicles owned and operated by federal, state, or local governments. This exemption does not apply to vehicles operated under a contract with the government; and
- ▶ vehicles or equipment such as well-drills, cranes, etc., if the vehicle is not required to display license plates and is moved under a special

oversize/overweight permit. Vehicles operated under an equipment plate are not exempt.

How do I apply?

To apply for IFTA licensing:

- ▶ complete the International Fuel Tax Licensing Application (RDT120)
- ▶ include \$10 for each vehicle to obtain your IFTA decals

Decals are issued in one set of two decals per qualified motor vehicle and are non-refundable.

What is received and required?

- ▶ You will receive an IFTA license and IFTA decals for your vehicles which will allow you to travel in all other IFTA jurisdictions (for motor fuel road tax purposes only).
- ▶ You will not be required to file motor fuel road tax returns in other IFTA jurisdictions. You will file one quarterly tax return with the Virginia DMV for the total tax or refund due for all IFTA jurisdictions. DMV will report your operations and distribute tax payments to those IFTA jurisdictions in which you travel.

What tax returns must I file?

DMV will mail a tax report to you each quarter. You must file your quarterly report by:

April 30 October 31
July 31 January 31

As an IFTA carrier, you will receive a tax report form for reporting operations in all IFTA jurisdictions.

What if I do not file my tax returns on time?

If your return is not postmarked or received by DMV by the due date, or if you do not pay the total tax due by the deadline, you must pay a late fee of \$50 or 10 percent of the total tax due, whichever is greater. You must still file a return even if you had no operations to report and it must be received by DMV or postmarked by the due date.

What is the Unified Carrier Registration Agreement (UCRA)?

The Unified Carrier Registration Agreement (UCRA) is established by federal law and requires individuals and companies that

operate commercial vehicles in interstate or international commerce to register their business with the state where the business is based and pay an annual fee based on the size of its fleet. Not all states participate in the UCRA; however, companies based in a non-participating state are still required to comply by registering and paying fees to a participating state.

Private carriers of passengers only are not required to register and pay fees under the UCRA.

If you offer services as a freight forwarder, broker, or leasing company and you make arrangements for the transportation of cargo and goods in interstate or international commerce, the UCRA registration requirements apply to your business.

How do I determine my fleet size for UCRA purposes?

For purposes of determining the number of fleet vehicles, a "commercial motor vehicle" is defined as a self-propelled vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle:

- ▶ has a gross vehicle weight rating or gross vehicle weight of at least 10,001 pounds, whichever is greater; or
- ▶ is designed to transport more than 10 passengers (including the driver); or
- ▶ is used in transporting hazardous materials in a quantity requiring a placard.

How do I apply?

You have two options for updating your UCR registration:

- ▶ Effective 10/1/2018, carriers can use the Unified Carrier Registration (UCR) new online National Registration System (NRS) at www.ucr.gov. Please note that all transactions incur a fee.
- ▶ Complete the UCR 100 application available at www.dmvNOW.com. To ensure prompt processing, make sure the correct amount (fee + transaction fee) is enclosed with your application. Mail your completed application to:

Department of Motor Vehicles
Attn: Motor Carrier Services
P.O. Box 27412
Richmond, VA 23269

This application cannot be processed at DMV Customer Service Centers.

Note: Effective 10/1/19, DMV will no longer accept paper applications and will require all carriers to update their registrations using the online national registration system.

What is received and required?

No matter how you choose to update your registration, you will not be issued or required to display a credential under the UCR. Upon processing your UCR registration, the NRS will send your registration information to the Federal Motor Carrier Safety Administration (FMCSA). Other states and law enforcement agencies will be able to access your registration information submitted to FMCSA to verify compliance.

What is For-Hire Intrastate Operating Authority?

For-hire Intrastate Operating Authority is authorization to perform for-hire transportation of passengers or property, or to arrange transportation of passengers, within Virginia.

Who must obtain operating authority?

Any motor carrier who operates for-hire and wishes to transport passengers or property within Virginia or any broker who wishes to arrange for transportation of passengers within Virginia must apply for for-hire Intrastate Operating Authority. A person engaged in exempt operations as defined at the end of this publication is not required to obtain operating authority.

How do I apply?

Your application for a permit, certificate or license which would authorize passenger transportation will be denied if you have been found guilty through a criminal conviction or civil penalty assessment of previously providing or arranging such transportation before obtaining the required permit, certificate or license. The denial period will extend 12 months from the date of the final disposition of the conviction or the date of the imposition of the civil penalty.

The application you must submit depends on the type of service you want to provide. Use the "Requirements by Type of Operation" section of this brochure to

determine if you need to obtain a permit, a license or a certificate. Instructions are available for the certificate applications. It is recommended that you review these instructions in order to provide a properly completed and license application and prevent delay during the application process.

For a certificate or license, you must:

- ▶ submit a completed Operating Authority Certificate Application for Common Carriers of Passengers (OA141), Operating Authority Certificate or License Application (OA150), or Operating Authority Certificate Application for Non-Emergency Medical Transportation Carriers (OA151),
- ▶ submit all documentation outlined in Operating Authority Certificate Application for Common Carriers of Passengers Instructions (OA 141I), Operating Authority Certificate or License Application Instructions (OA 150I), or Operating Authority Certificate Application for Non-Emergency Medical Transportation Carriers Instructions (OA 151I),
- ▶ file a surety bond (see Surety Bond), or For-Hire Operating Authority Certificate or License Irrevocable Letter of Credit (OA 447), and
- ▶ pay a \$50 filing fee.

If your certificate application is approved, you will be required to file proof of insurance (see Insurance).

Prior to approving a license or certificate application, DMV may consider your qualifications, character, fitness, compliance with all operating requirements, and need for the service. If your application is denied, you may, within 30 days, request a hearing to appeal the decision.

For a permit, you must:

- ▶ submit a completed For-Hire Intrastate Operating Authority Permit Application (OA 142),
- ▶ Have your insurance company file proof of liability insurance. If transporting household goods as defined below, cargo insurance may also be required (see Insurance), and
- ▶ pay a \$50 filing fee if you are applying for a Taxicab or Employee Hauler Permit.

Household Goods – means personal effects and property used or to be used in a dwelling, when transported or arranged to be transported (i) between residences

or (ii) between a residence and a storage facility with the intent to later transport to a residence. Transportation of such goods must be arranged and paid for by, or on behalf of, the householder.

Surety Bond or Letter of Credit

If you are applying for a certificate or license you must have an insurance or bonding company file a surety bond or have a financial institution file a Letter of Credit (LoC) with DMV. Use the following list to determine which bond or LoC form you need:

- ▶ Passenger Carrier and Passenger Broker Bond (OA 435) or For-Hire Operating Authority Certificate or License Irrevocable Letter of Credit (OA 447)
- ▶ Household Goods Carrier Bond (OA 436) or For-Hire Operating Authority Certificate or License Irrevocable Letter of Credit (OA 456)

Insurance

The minimum insurance coverage amounts for each authority type are listed under "Requirements by Type of Operation" on the following page of this brochure. Your insurance company must submit Form E as proof of liability coverage and submit Form H as proof of cargo coverage.

What fees will I pay?

- ▶ \$3 passenger carrier (annual per vehicle fee), if not registered for Unified Carrier Registration (UCR) or the International Registration Plan (IRP)
- ▶ \$10 property carrier (annual per vehicle fee) unless the vehicle is a passenger car, motorcycle, auticycle, moped, or has a gross vehicle weight rating of 10,000 lbs. or less, is registered for Unified Carrier Registration (UCR), or registered under the International Registration Plan (IRP).
- ▶ \$3 duplicate certificate, license permit fee
- ▶ \$50 filing fee may be required.

What vehicles can I use under my authority?

Passenger carriers – Some authority types may restrict you to certain types of vehicles and license plates. (See the "Requirements by Type of Operation" section of this brochure.) Otherwise, passenger carriers may operate any vehicle that is registered as for-hire use and is issued for-hire designated license plates.

Property carriers – Any vehicle that is registered as for-hire use. However, if you transport property only in passenger cars, motorcycles, autocycles, mopeds, and vehicles with a gross vehicle weight rating of 10,000 lbs. or less, you are not required to register the vehicle as for-hire use.

Can I use a leased vehicle to provide services?

Motor carriers are allowed to lease vehicles for their company's use in providing for-hire transportation services.

For a motor vehicle lease agreement to be valid for for-hire operations all of the following requirements must be met.

- ▶ The leased vehicle must be insured by the licensed carrier's fleet coverage policy.
- ▶ The licensed carrier must maintain operational control of the leased vehicle. This means all advertising and contracting must be completed in the name of the licensed carrier.
- ▶ The for-hire vehicle registration card for the leased vehicle must reflect the permit or certificate number of the licensed carrier leasing the vehicle for use in that carrier's business.
- ▶ A copy of the lease agreement must be carried in the vehicle at all times.

Can I lease my authority?

No. A licensed motor carrier (one holding an operating authority certificate or permit) is not allowed to enter into arrangements authorizing others to operate a for-hire transportation business or service under their permit or certificate. This practice is commonly referred to as "leasing authority" and is not legal in Virginia.

How do I register new vehicles?

Vehicles operated for-hire must be registered under an active operating authority unless the vehicle will be operated solely in a manner that is exempt from operating authority requirements. Generally, a vehicle operated for-hire may be registered through any DMV service outlet. However, to ensure that the parties to a lease arrangement understand legal lease requirements and that such vehicles are operated appropriately, the initial issuance of for-hire plates for passenger carrying vehicles not owned or registered in the name of the holder of the intrastate operating authority certificate or permit must be authorized by the Motor Carrier Services department at DMV headquarters.

Additionally, the initial issuance of for-hire plates for passenger carrying vehicles exempt from operating authority requirements must be authorized by the Motor Carrier Services department at DMV headquarters. This will help carriers ensure that they are properly licensed and registered.

If the vehicle is registered under IRP, you do not need to separately register the vehicle under your intrastate operating authority.

What restrictions or limitations apply to my authority?

Operating authority permits, certificates and licenses authorize operations only in Virginia.

All holders of a permit, certificate, or license which authorizes the performance or arranging of passenger transportation must include the number of their permit, certificate, or license in any advertisement for service. Advertisements must not contain untrue, misleading, or deceptive information.

Certificates of Public Convenience and Necessity (common carriers of passengers) may be transferred subject to written approval of the DMV. Applicants seeking to transfer such a certificate are subject to the same requirements as those applying for an original certificate aside from the requirement to prove public convenience and necessity.

Refer to "Requirements by Type of Operation" below for vehicle or operational restrictions that apply to certain types of operating authority.

Requirements By Type Of Operation

Transportation of Passenger Broker

Description: A person who arranges for transportation of passengers by motor carriers authorized by DMV and who is not a motor carrier or an employee or agent of a motor carrier.

Authority Document: License

Operating Requirements: Under this type of license, you can only broker the transportation of passengers for trips within Virginia.

You can only arrange for the transportation of passengers with motor carriers that are authorized by DMV to conduct such operations. You must obtain and

maintain a copy of the certificate of public convenience and necessity issued to those persons who hold such authority.

Tariff and Time Schedule Requirements: None

Insurance Requirements: None

Bond Requirements: You are required to keep a surety bond or letter of credit in the amount of \$25,000 on file with DMV's Motor Carrier Services. (See Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:

\$50 filing fee

\$3 for a duplicate license

Property Carrier

Description: A person who transports property.

Authority Document: Permit

Operating Requirements: You can transport household goods only if the goods are delivered to a place that is less than 31 road-miles from the place where you picked them up. See definition of Household Goods above.

If you receive a written claim of loss or damage to any household goods that you transported, you must:

- ▶ Write on the claim the date you received it.
- ▶ Send to the person, within 30 days, a written acknowledgement of receipt of the claim.
- ▶ Within 120 days: pay the claim, or send written notification that you decline to pay the claim, or make, in writing, a firm compromise settlement offer.
- ▶ If the claim is not processed or disposed of within the 120 days, send to the person, every 30 days, a written report of the status of the claim and the reasons for the delay.

You may not, by contract or otherwise, shorten the length of time a person has for filing a claim to less than 30 days or shorten the time for filing a civil suit to less than two years.

Tariff and Time Schedule Requirements: None

Insurance Requirements:

\$750,000 — Bodily injury and property damage

\$50,000 – Cargo only if transporting household goods as defined above.

Bond Requirements: None

NOTE: You are not required to file cargo insurance with DMV if you are using only passenger cars, motorcycles, autocycles, mopeds, and vehicles with a gross vehicle weight rating of 10,000 lbs. or less.

Fees:

\$10 Annual Operating Authority fee per vehicle, if applicable
\$3 for a duplicate permit

Household Goods Carrier

Description: A person who transports only household goods.

See definition of Household Goods above.

Authority Document: Certificate of Fitness

Operating Requirements: You are limited to transporting household goods as defined above.

For deliveries over 30 miles, you must charge the same rates as listed in your tariff filed with DMV.

Before you can change your rates, you must notify DMV at least 30 days before you wish to make the change, and have received written approval from DMV.

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 notice of concurrence.

A copy of the bill of lading must be carried when you are transporting the household goods.

You must maintain a copy of the bill of lading at your place of business for at least three years.

If you receive a written claim of loss or damage, you must:

- ▶ Write on the claim the date you received it.
- ▶ Send to the person, within 30 days, a written acknowledgement of receipt of the claim.
- ▶ Within 120 days: pay the claim, or send written notification that you decline to pay the claim, or make, in writing, a firm compromise settlement offer.
- ▶ If the claim is not processed or disposed of within the 120 days, send to the person, every 30 days, a written report of the status of the claim and the reasons for the delay.

You may not, by contract or otherwise, shorten the length of time a person has for filing a claim to less than 30 days or shorten the time for filing a civil suit to less than two years.

Tariff and Time Schedule Requirements:

Tariff: You must file a tariff that includes all of your rates and any rules, policies or guidelines you will impose on your customers (example: packing options). See form OA450, Sample Tariff for Household Goods Carriers.

Time Schedule: None

Insurance Requirements:

\$750,000 — Bodily injury and property damage
\$50,000 — Cargo

NOTE: You are not required to file cargo insurance with DMV if you are using only passenger cars, motorcycles, autocycles, mopeds, and vehicles with a gross vehicle weight rating of 10,000 lbs. or less.

Bond Requirements: You must keep a \$50,000 surety bond or letter of credit on file with DMV’s Motor Carrier Services for five years from the date your operating authority certificate is issued. (See Household Goods Carrier Bond, form OA436 or the property irrevocable letter of credit, form OA456.)

Fees:

\$50 filing fee
\$10 Annual Operating Authority fee per vehicle, if applicable
\$3 for a duplicate certificate

Common Carrier — Irregular Routes

Description: A person who transports the general public for individual fees over any routes within specified areas of Virginia.

Authority Document: Certificate of Public Convenience and Necessity

Operating Requirements:

You are limited to:

- ▶ operating only in the service areas listed on the certificate.
- ▶ charging no more for your services than the tariff rates on file with the Virginia DMV.
- ▶ operating vehicles that are designed to carry 15 persons or less, including the driver.

You may not pick up or deliver passengers to their residence in the City of Norfolk unless the vehicle is specially equipped to transport disabled persons.

You must have written approval from DMV to discontinue operating in any or all of the service areas.

You may not refuse service without good cause.

You must provide services to the general public without discrimination.

Before you can change your tariff 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 approval from DMV.

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 notice of concurrence.

Tariff and Time Schedule Requirements:

Tariff: You must file a tariff that includes all of your rates and any rules, policies or guidelines you will impose on your customers (example: cancellation policy). See form OA448, Sample Tariff for Common Carriers Over Irregular Routes.

Time Schedule: None

Insurance Requirements:

Bodily injury and property damage:
\$350,000 — 1 to 6 passengers (including driver)

\$1,500,000 — 7 to 15 passengers (including driver)

Bond Requirements: You must keep a \$25,000 surety bond or letter of credit on file with DMV’s Motor Carrier Services for three years from the date your operating authority certificate is issued. (Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:

\$50 filing fee
\$3 Annual Operating Authority fee per vehicle.
\$3 for a duplicate certificate

Common Carrier — Regular Routes

Description: A person who transports the general public for individual fees over specific routes.

Authority Document: Certificate of Public Convenience and Necessity

Operating Requirements: You must provide services to the general public without discrimination.

You may not refuse service without good cause.

You are limited to:

- ▶ operating only on the routes listed on the certificate.
- ▶ operating only on the time schedule on file with the Virginia DMV.
- ▶ charging no more for your services than the tariff rates on file with the Virginia DMV.

You must have written approval from DMV to discontinue operating on any or all of the service routes.

Before you can change your time schedules, you must:

- ▶ post the changes in a public place at least 10 days before you wish to make the change, and
- ▶ notify DMV at least 10 days before you wish to make the change, and
- ▶ receive written approval from DMV.

Before you can change your tariff rates, you must:

- ▶ make the changes available for public inspection, and
- ▶ notify DMV at least 30 days before you wish to make the change, and
- ▶ receive approval from DMV.

You may occasionally deviate from your routes after you request and receive written approval from DMV for each occasion.

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 notice of concurrence.

You must notify DMV of all interruptions of service that may last more than 24 hours. Interruptions due to an act of God need not be reported unless the interruption continues for more than 72 hours. All interruptions must be promptly reported to your agents on the affected routes.

Tariff and Time Schedule Requirements:

Tariff: You must file a tariff that includes all of your rates and any rules, policies or guidelines you will impose on your customers (example: cancellation policy). See form OA449, Sample Tariff and Time Schedule for Common Carriers Over Regular Routes.

Time Schedule: You are also required to file a time schedule.

Insurance Requirements:

Bodily injury and property damage:
\$350,000 — 1 to 6 passengers
(including driver)

\$1,500,000 — 7 to 15 passengers
(including driver)

\$5,000,000 — 16 or more passengers
(including driver)

Bond Requirements: You must keep a \$25,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for three years from the date your operating authority certificate is issued. (See Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:

\$50 filing fee
\$3 Annual Operating Authority fee per vehicle
\$3 for a duplicate certificate

Contract Passenger Carrier

Description: A person who contracts to transport groups of passengers and who charges a group fee.

Authority Document: Certificate of Fitness

Operating Requirements: The trip must be prearranged under a contract made with a group through a representative of the group.

Even if the trip lasts less than one hour:

- ▶ the contract cannot be for less than a one-hour time period, and
- ▶ no other group(s) may be transported during the time frame of the contract.

You must carry a copy of the trip sheet, contract order, or wireless text dispatching device in the vehicle during the trip.

The trip sheet, contract order, or wireless text dispatching device must contain the:

- ▶ name of the group being transported, and
- ▶ origin and destination of the trip, and
- ▶ date and approximate pick up time.

The trip sheet, contract order, or wireless text dispatching device must be:

- ▶ maintained at your place of business for three years, and
- ▶ carried in the vehicle at the time the service is performed, and
- ▶ made immediately available to any of the following upon request:

Virginia DMV, law enforcement, or airport authority.

You may not station your vehicle(s) in front of or across the street from a hotel/motel, or within 100 feet of a taxicab stand without a completed trip sheet or contract order in the vehicle(s), or a written agreement with an airport authority or hotel/motel owner providing office space for your business at the airport/hotel/motel.

Tariff and Time Schedule Requirements: None

Insurance Requirements:

Bodily injury and property damage:

\$350,000 — 1 to 6 passengers
(including driver)

\$1,500,000 — 7 to 15 passengers
(including driver)

\$5,000,000 — 16 or more passengers
(including driver)

Bond Requirements: You must keep a \$25,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for three years from the date your operating authority certificate is issued.

(Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:

\$50 filing fee
\$3 Annual Operating Authority fee per vehicle, if applicable
\$3 for a duplicate certificate

Employee Hauler Carrier

Description: A person who transports employees of a business to and from their place of work.

Authority Document: Permit

Operating Requirements: You are limited to transporting only the employees of the businesses listed on the permit to and from their place of employment.

Before you can transport the employees of any business not listed on the permit, you must apply for and receive an amended permit from DMV.

You can only transport the employees from a predetermined location (home, bus stop, park and ride, etc.) to their place of business and from their place of business back to the pick-up location.

You cannot transport the employees from one work location to another.

Tariff and Time Schedule Requirements: None

Insurance Requirements:

Bodily injury and property damage:

\$350,000 — 1 to 6 passengers (including driver)

\$1,500,000 — 7 to 15 passengers (including driver)

\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: None

Fees:

\$50 permit fee

\$3 Annual Operating Authority fee per vehicle

\$3 for a duplicate permit

Non-Profit/Tax Exempt Passenger Carrier

Description: A non-profit corporation that uses only minibuses to transport its own members or the elderly, disabled, or economically disadvantaged members of a community.

Minibus — any motor vehicle having a seating capacity of not less than seven nor more than 31 passengers, including the driver, and used in the transportation of passengers.

Authority Document: Permit

Operating Requirements: You are limited to transporting members of your organization, if your organization is a membership corporation.

You are limited to transporting elderly, handicapped, or economically disadvantaged members of the community you serve, if your organization is not a membership corporation.

You are limited to the use of minibuses to transport the above persons.

You may not operate over the same route or on an adjacent route with a similar schedule as persons issued a Common Carrier - Regular Route certificate or as a public transportation authority.

Tariff and Time Schedule

Requirements: None

Insurance Requirements:

Bodily injury and property damage:

\$1,500,000 — 7 to 15 passengers (including driver)

\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: None

Fees:

\$3 Annual Operating Authority fee per vehicle

\$3 for a duplicate permit

Sight Seeing Carrier

Description: A person who transports the general public to and from points of interest in Virginia primarily for the passengers' experience and enjoyment and/or to promote tourism.

Authority Document: Certificate of Fitness

Operating Requirements: You must provide services to the general public without discrimination.

You may not refuse service without good cause.

You are limited to operating only on a round-trip basis.

You must notify DMV prior to discontinuing operation on any or all of the service routes.

You must issue a ticket that must display the points of interest and the round-trip fare.

Tariff and Time Schedule

Requirements: None

Insurance Requirements:

Bodily injury and property damage:

\$350,000 — 1 to 6 passengers (including driver)

\$1,500,000 — 7 to 15 passengers (including driver)

\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: You must keep a \$25,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for three years from the date your operating authority certificate is issued. (See Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:

\$50 filing fee

\$3 Annual Operating Authority fee per vehicle

\$3 for a duplicate certificate

Taxicab

Description: A person who transports passengers in vehicles that are designed to transport no more than six passengers, excluding the driver.

Authority Document: Permit

Operating Requirements: You are limited to the use of vehicles with a seating capacity of no more than six passengers, excluding the driver.

You cannot operate on a predetermined route.

You cannot pick up passengers at a public transportation terminal (such as a bus station, airport, train station, etc.) and deliver them to another public transportation terminal on a regular basis.

You must comply with the ordinances of all cities and counties in which you operate.

Tariff and Time Schedule

Requirements: None

Insurance Requirements:

\$125,000 — Bodily injury and property damage

Bond Requirements: None

Fees:

\$50 permit fee

\$3 Annual Operating Authority fee per vehicle

\$3 for a duplicate permit

Nonemergency Medical Transportation Carrier

Description: A motor carrier that exclusively provides nonemergency medical transportation and provides such transportation only through the Department of Medical Assistance Services, through a broker operating under a contract with that Department, or as a Medicaid Managed Care Organization or through a contractor of a Medicaid Managed Care Organization contracted with that Department to provide such transportation.

Authority Document: Certificate of Fitness

Operating Requirements: You are limited to providing nonemergency medical transportation through the Department of Medical Assistance Services, through a broker operating under contract with that Department, or as a Medicaid Managed Care organization contracted with that Department.

Tariff and Time Schedule

Requirements: None

Insurance Requirements:

Bodily injury and property damage:

\$350,000 — 1 to 6 passengers (including driver)

\$1,500,000 — 7 to 15 passengers (including driver)

\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: You must keep a \$25,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for three years from the date your operating authority certificate is issued. (See Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:

\$50 filing fee

\$3 Annual Operating Authority fee per vehicle

\$3 for a duplicate certificate

Transportation Network Company (TNC)

Description: A motor carrier that provides prearranged rides for compensation using a digital platform that connects passengers with drivers using a personal vehicle.

Operating Requirements: Please refer to the Virginia Transportation Network Company Manual (DMV 277) and dmvNOW.com for details.

Exempt Operations

Some for-hire operations are not required to obtain For-Hire Intrastate Operating Authority.

Even if you are exempt from obtaining operating authority, passenger carriers are still required to obtain for-hire vehicle registration and license plates. Property carriers are still required to declare to DMV that the vehicle is being used in for-hire operations unless the vehicle is a passenger car, motorcycle, auticycle, moped, or a vehicle with a gross vehicle weight rating of 10,000 lbs. or less and you operate no other vehicles that have a gross vehicle weight rating exceeding 10,000 lbs.

If you perform both exempt and non-exempt operations, you must obtain operating authority. If you have vehicles that are used in both exempt and non-exempt operations, you must register the vehicles under your operating authority.

The initial issuance of for-hire plates for passenger carrying vehicles exempt from operating authority requirements must be authorized by the Motor Carrier Services department at DMV headquarters. This will help carriers ensure that they are properly licensed and registered.

Exempt Property Carrier Operations

- ▶ Motor vehicles that deliver property within the boundaries of the same Virginia city or town where the property was picked up
- ▶ Motor vehicles operated and used by a cooperative association that is a non-profit corporation and used only in its business
- ▶ Motor vehicles carrying only newspapers, water, livestock, poultry, poultry products, buttermilk, fresh milk and cream, meats, butter and cheese produced on a farm, fish, shellfish, slate, horticultural or agricultural commodities (not including manufactured products thereof), and forest products, including lumber and staves (but not including manufactured products thereof)
- ▶ Motor vehicles transporting farm supplies to farms
- ▶ Motor vehicles hauling for the Department of Transportation
- ▶ Motor vehicles carrying fertilizer to warehouses for later distribution to local farms
- ▶ Motor vehicles collecting and disposing of trash, garbage, or refuse
- ▶ Motor vehicles used for transporting property by an air carrier or carrier affiliated with a direct air carrier whether or not such property has had or will have a prior of subsequent air movement
- ▶ Motor carriers exclusively operating passenger cars, motorcycles, autocycles, mopeds, and vehicles with a gross vehicle weight rating of 10,000 lbs. or less. However, operators of these vehicles are not exempted from the following insurance requirements:
 - ▶ When available to transport property for hire you must maintain an automobile liability insurance policy that provides coverage of at least \$25,000 per person and \$50,000 per incident for death and bodily injury and \$20,000 for property damage.
 - ▶ From the time a request to transport property for hire has been accepted and the vehicle is en route to pick up the property until the time the property has been removed from the vehicle and delivered to its final destination, you must maintain an automobile liability policy that provides coverage of at least \$100,000 per person and

\$300,000 per incident for death and bodily injury and \$50,000 for property damage.

Exempt Passenger Carrier Operations

- ▶ Motor vehicles that deliver passengers within the boundaries of the same Virginia city or town where the passengers were picked up
- ▶ Motor vehicles used only to transport school children and teachers
- ▶ Motor vehicles owned or operated by or for hotels used only to transport hotel guests between the hotel and local railroad or bus terminal or airport
- ▶ Motor vehicles operated under contract with the United States to transport only passengers
- ▶ Motor vehicles regularly transporting passengers within the boundaries of Virginia cities, towns and adjacent counties when the vehicles are operated by the county or under a contract with the county.
- ▶ Motor vehicles operated under the exclusive control of a transportation district commission
- ▶ Motor vehicles used by non-profit, non-stock corporations supported by government funding and who transport passengers on regular or irregular routes under contract with four or more counties
- ▶ Emergency medical services vehicles (EMSV) which hold a valid permit issued by the Office of Emergency Medical Services. The EMSV must be specially constructed, equipped, maintained and operated, and intended to be used for emergency medical care and the transportation of patients who are sick, injured, wounded, or otherwise incapacitated or helpless. NOTE: EMSV are also exempt from displaying for-hire license plates.