

## INSTRUCTIONS FOR FILING TARIFF AND TIME SCHEDULE

**Applicants for Auto Transportation (Bus) Certificate Authority:** This booklet is designed to assist you in completing the tariff and time schedule that must accompany your application for authority.

**Contents:** This booklet contains:

- Information about filing a tariff to accompany your application.
- Examples of the type of tariff pages that must be filed.
- Blank forms.

**Required documents:** All auto transportation tariffs must include:

- A title page.
- Rules pertaining to passenger service.
- Rates for passenger service.
- A time schedule of the times of all stops.
- A mileage chart showing distances between stops (may be combined with time schedule).

**Examples:** Examples of each item noted above are included in the "Sample Pages" portion of this booklet (Sample Pages section begins on page 7). Your title page, rate pages and time schedule must include the specific information shown on the examples.

**Rules:** Sample rules listed are for informational purposes only. Select those that define the operations you will be conducting; add additional rules as appropriate (Sample rules begin on page 5).

**Accuracy:** Please ensure that your tariff is complete and accurately describes your proposed operations. This document is a part of your application file that may affect the decision as to whether you will be granted a certificate. Information contained in the tariff and time schedule may be the subject of questions if your application is set for hearing.

If you are granted a certificate, and your tariff is approved, you cannot charge higher, lower or different rates and charges than are shown in that tariff. Further, you may not provide services that are not listed in your filed tariff and/or time schedule or enforce rules not contained in your tariff. Depending on the authority granted, it may be necessary to amend the tariff that was filed with your application before your final certificate is issued and you may begin to operate.

**Questions/assistance required:** Contact the Tariff Section at (360) 664-1298.

### **All pages in a bus tariff must show:**

1. **The company name.** The name shown on each tariff page must match exactly the company's registered name as it appears on the certificate issued by the Commission. Registered trade names or d/b/a names may be used in the tariff only if they are duly registered with the Commission in accordance with applicable rules.
2. **The tariff number.** Most tariffs accompanying a new application are shown as Tariff No. 1.
3. **The page number.** Pages should be numbered sequentially. If this is your first tariff all pages will be shown as "original" revisions.
4. **The issue and effective dates.** The "issue date" is the date the tariff is filed with the Commission. Commission staff will fill in the "effective date" if your certificate is granted. A copy of the approved tariff will be mailed to you.

**TITLE PAGE:** See sample title page on page 9.

In addition to the general information shown above, the title page contains:

- **Company certificate number:** The line for certificate number may be left blank if the tariff is being filed with an application for new authority.
- **Territory served:** The area for the territory must be filled in with territory as applied for or granted. For example, "Between Seattle and Bellingham with stops in Everett and Mt. Vernon."
- **Issued by information:** Complete the "Issued by" portion with the name of the company, address and telephone number of the person responsible for compiling and filing the tariff. Please include an email address.

**PASSENGER RATE PAGES:** See Sample Rate page on page 10.

In addition to the general information, rate pages must show rates between all scheduled points on the route to be served. If there are any special conditions connected with the rates, those conditions must be listed on the respective rate page as a note under the rate table.

Auto transportation companies have a choice on the type of rates it may provide. A company can provide a standard fare that covers cost, or, Flexible fares, which must show a base rate and a maximum rate. See Flexible fares for more information.

## **Flexible fares**

(a) "Base fare" means the fares set forth in the company's tariff, except for tariff supplements, in effect on the date the company files a proposed tariff for flexible fares as a means to establish maximum fares.

(b) "Flexible fares" means the authority to charge, at the company's discretion, fares in any amount at or below the maximum fares.

(c) "Maximum fare" means a fare set initially at twenty-five percent above the company's base fare, as published in the company's effective tariff, except for tariff supplements. After a maximum fare has been published and become effective, the maximum fare will increase annually by five percent.

An auto transportation company may choose to establish flexible fares pursuant to the requirements of WAC 480-30-420. A company may file a tariff with the commission to charge flexible fares. The base fare will be what the commission bases its determination on financial fitness – not the maximum fare. Once the commission approves a flexible fare tariff, the base fare is used to establish the maximum fare. It does not operate as a minimum fare.

If a company seeks to charge fares above the maximum fare, the company must file tariff revisions in compliance with WAC 480-30-421 or 480-30-426 and all other filing requirements, including tariff publication rules and notice requirements.

If a company seeks to offer free fares, the company must file tariff revisions, if not already contained in the tariff, in compliance with WAC 480-30-396 and all other filing requirements, including tariff publication rules and notice requirements.

Any change in the fares charged by a company at or below the maximum fare is not considered a tariff change and is not subject to tariff filing rules, publication rules and notice requirements under this chapter. Companies may provide notice of changes in fares that the company will charge by posting the actual fares on the company's website, or notices or brochures provided to customers, subject to the requirements in subsections (8) and (14) of WAC 480-30-420.

If a company changes the fare it charges, at or below the maximum rate, it must honor the fares charged for tickets previously sold. The company may refund the amount paid for a ticket above the new fare.

A company authorized to charge flexible fares must use the fares to recover all costs associated with providing passenger service, including, but not limited to, fuel costs, tolls, ferry fares, surcharges and taxes. Any fuel surcharge in effect at the time the company is authorized to charge flexible fares will be canceled and not included in the base fare. A company may not impose any charge on any customer other than a single fare for passenger service provided. This would not affect the company assessing charges for accessorial services (e.g., baggage, cancellation fees or refund transaction fees) published in the company's tariff at the time the commission approves a flexible fare tariff.

Effective May 1, 2014, and each May 1st thereafter, a company's maximum fare will increase by five percent. Each company will implement the adjusted flexible fare by filing the appropriate tariff pages at least thirty days before the effective date of the change.

If a company seeks to change the base fare upon which the commission has approved flexible fares, the proposed tariff filing will be subject to an earnings review or rate case under WAC 480-30-421 or 480-30-426 and all tariff publication rules and notice requirements.

**TIME SCHEDULE:** See Sample Time Schedule on page 8.

- All tariffs must include a time schedule. Depending on the type of service provided the time schedule requirements may be different.
  - See WAC 480-30-281 (2) Time schedules.
    - (a) The time schedule filed with the commission by an auto transportation company must be filed as a separate document or as a section of the company's tariff. The filed time schedule must provide sufficient information to allow prospective passengers to make informed decisions regarding their travel arrangements.
    - (b) The time schedule filed by an auto transportation company that provides scheduled service must contain, but is not limited to:
      - (i) The times of arrival at, and/or departure from, all termini.
      - (ii) The times of arrival at, and/or departure from, all intermediate points served.
      - (iii) The distance between all points shown in the schedule.
      - (iv) A list of all flag stops at which the company will provide service.
      - (v) A list of points the company is authorized to serve but is not serving, if any, and the reason.
    - (c) The time schedule filed by an auto transportation company that provides nonscheduled (door-to-door) service must contain, but is not limited to:
      - (i) Days of the week that the company's service is available.
      - (ii) Hours of the day that the company's service is available.
        - Example: A carrier providing door-to-door airporter service by reservation only may state in its time schedule that it offers service between the hours of 6:00 a.m. and 12:00 midnight, seven days a week.

- Time schedule must include the tariff number, page or schedule number, name, address and certificate number of the company.
- Time schedules must have issue and effective dates. See the sample time schedule in the "Sample Pages" portion of this booklet.

**SAMPLE PASSENGER SERVICE RULES**

In addition to the general information required on all tariff pages, you must clearly and fully describe the rules that will apply to your passenger operations. These rules should include how rates are defined, what your baggage claim limits are, how commuter tickets will be processed (if applicable) and so on. Printed below are samples of the rules that should be included in your tariff. Choose rules from the provided samples that are suitable for your company's operations, or draft rules of your own. List these rules on the pages identified as "passenger rules" pages. Also, please see WAC 480-30-356, specifically, the refund rule. You must include a refund rule in your passenger service rules.

Note: In some instances more than one example of acceptable language is shown below. Choose the one that describes accurately what your policy will be - or use it as a starting point for drafting your own rule. Where blanks are left in the sample rules, you are expected to fill in appropriate language.

**SAMPLE RULES:**

**Adult fares:** Published fares are adult fares and apply to passengers who have reached or passed their \_\_\_\_\_ birthday.

**Animals:** Generally dogs, cats and other live animals or birds will not be carried. Exception: Service animals traveling with passengers will be carried free of charge. Service animals will not be permitted to occupy a seat, but must lie or stand at the feet of the passenger.

**Animals:** Certified companion dogs traveling with impaired passengers will be carried free of charge. The dogs will not be permitted to occupy a seat, but must lie or stand at the feet of the passenger.

Other pets will be transported only when they are housed in pet carriers. The following rates apply for the transportation of pets:

Small carrier (____ inches by ____ inches)	\$ _____
Medium carrier (____ inches by ____ inches)	\$ _____
Large carrier (____ inches by ____ inches)	\$ _____

**Children's fares:** Children under \_\_\_\_\_ years of age, when accompanied by an adult passenger, and not occupying a seat, will be carried free of charge. Children under \_\_\_\_\_ years of age, occupying seats, and children under age \_\_\_\_\_ will be charged \_\_\_\_\_ percent of the adult fare, adding sufficient cents to make the fare end in "0" or "5."

**Commuter fares:** Commuter fare books, to be used with \_\_\_\_\_ days (months) of the date of sale, will be sold between and of the points listed for \_\_\_\_\_ percent of the price of a one-way fare.

**Intermediate application:** Fares to and from intermediate points not shown will be the same as the fare to or from the next more distant station for which fares are named.

**Objectionable passengers:** This company reserves the right to refuse to transport persons under the influence of drugs or alcohol, or who are incapable of taking care of themselves, or whose conduct or behavior may be objectionable to other passengers. The carrier also reserves the right to refuse carriage of any materials that the carrier considers unsafe and not in the best interest of the passengers.

**Round trip fares:** Round trip fares will be computed at \_\_\_\_\_ percent of the price of a one-way fare.

**Round trip fares:** Except as otherwise provided, round-trip fares will be \_\_\_\_\_ percent of the one-way fare, adding sufficient cents to make the fare end in "0" or "5."

**Schedule maintenance:** Carrier will not be liable for delays caused by accidents, breakdowns, bad conditions of roads, snow storms or other conditions beyond the control of the carrier and does not guarantee arrival at, or departure from, any point at any specific time. The time schedules provided are schedules the carrier endeavors to maintain but does not guarantee to be able to do so at all times due to conditions listed above.

**Stopovers:** Stopovers will be allowed at any point on the route within the limit of the ticket, upon notice to the agent or bus driver.

**Ticket limitation:** One-way tickets will be good for \_\_\_\_\_ months from the date of sale. Round-trip tickets will be good for \_\_\_\_\_ months (years) from the date of sale.

**Ticket redemption:** Unused tickets or portions will be redeemed when presented by the owner as follows:

Round-trip within \_\_\_\_\_ weeks (months/years) of the date of sale.

One-way within \_\_\_\_\_ days (weeks/months) of the date of sale.

The company will redeem unused portions of tickets by charging the regular fare for the portions used and refunding the balance of the purchase price. The company will redeem commuter tickets by charging the cheapest fare applicable to the purchase price and refunding the balance of the purchase price.

# SAMPLE PAGES

**TIME SCHEDULE NUMBER 1**

Cancels

Time Schedule Number \_\_\_\_\_

of

Fort Lewis/Sea-Tac Airport Bus Company

Certificate: C-9999

114 Anywhere Road

Steilacoom, Washington 98501

**TERRITORY:**

From Fort Lewis/McChord Air Force Base to Sea-Tac Airport.

**BY THE FOLLOWING ROUTE:**

From Fort Lewis Military Base to Sea-Tac International Airport, with intermediate stops at Madigan Hospital and McChord Air Force Base on Interstate 5 and Highway 99.

<u>FROM:</u>	<u>TO:</u>	<u>DEPARTURE TIMES:</u>		
Fort Lewis	Sea-Tac	5:00 a.m.	2:00 p.m.	11:00 p.m.
Madigan	Sea-Tac	5:10 a.m.	2:10 p.m.	11:10 p.m.
McChord	Sea-Tac	5:20 a.m.	2:20 p.m.	11:20 p.m.
ARRIVE AT SEA-TAC		6:00 a.m.	3:00 p.m.	12:00 a.m.

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Mileage:

Fort Lewis to Madigan: 3.9 miles

Madigan to McChord: 6.8 miles

McChord to Sea-Tac 31.0 miles

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Issue Date: July 16, 2013

Effective Date: August 20, 2013

Issued by: Bill Jones, President, Fort Lewis/Sea-Tac Airport Bus

**TARIFF NO. 1**

Cancels

TARIFF NO. \_\_\_\_\_

of

Company Name: Johnson Bus Company, Inc.

Certificate Number: C-555

For the transportation of passengers in the following territory:

Between Spokane, Washington, and Colville, Washington

Issued by:

Name: James Johnson, President and Chief Operating Officer

Address: 1234 Easy Street

City, State/Zip: Easyville, WA 99999

Telephone: (509) 555-5555

Fax: (509) 555-5556

Email: johnsonbuscompany@hotmail.com

Issue Date: July 14, 2013

Effective Date:

(For Official Use Only)

Effective: \_\_\_\_\_ TC- \_\_\_\_\_ LSN \_\_\_\_\_

Order/Other \_\_\_\_\_ By: \_\_\_\_\_

**RATE SCHEDULE**

ADULT FARES IN DOLLARS AND CENTS PER PERSON  
ONE-WAY EXCEPT AS OTHERWISE INDICATED

And	Between			
	Spokane	Deer Park	Chewelah	Colville
Spokane	----	\$ 3.50	\$ 8.50	\$10.50
Deer Park	\$ 3.50	----	\$ 5.00	\$ 7.00
Chewelah	\$ 8.50	\$ 5.00	----	\$ 3.50
Colville	\$10.50	\$ 7.00	\$ 3.50	----

- Note 1: **Payment:** Payment for fares by cash or credit card only. No personal checks will be accepted.
- Note 2: **Round trip fares:** Except as otherwise provided, round-trip fares will be 80 percent of the one-way fare, adding sufficient cents to make the fare end in "0" or "5."
- Note 3: **Children's fares:** Children under 2 years of age, when accompanied by an adult passenger, and not occupying a seat, will be carried free of charge. Children under 2 years of age, occupying seats, and children under age 12 will be charged 60 percent of the adult fare, adding sufficient cents to make the fare end in "0" or "5."

Issue Date: July 14, 2013

Effective Date:

Issued by: Jim Smith, President, Johnson Bus Company

# BLANK TARIFF and TIME SCHEDULE SHEETS

SAMPLE

**TIME SCHEDULE NUMBER** \_\_\_\_\_

Cancels

Time Schedule Number \_\_\_\_\_

of

Company Name: \_\_\_\_\_

Certificate Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**SCHEDULED SERVICE  
TERRITORY:**

**BY THE FOLLOWING ROUTE:**

FROM:

TO:

DEPARTURE TIMES:

MILEAGE:

Issue Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Issued by: \_\_\_\_\_

(For Official Use Only)

Effective: \_\_\_\_\_ TC- \_\_\_\_\_ LSN \_\_\_\_\_

Order/Other \_\_\_\_\_ By: \_\_\_\_\_

**TIME SCHEDULE NUMBER** \_\_\_\_\_

Cancels

Time Schedule Number \_\_\_\_\_

of

Company Name: \_\_\_\_\_

Certificate Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**DOOR-TO-DOOR SERVICE  
TERRITORY:**

1. Days of the week that the company's service is available: \_\_\_\_\_

2. Hours of the day that the company's service is available: \_\_\_\_\_

Note: Prior reservations are required for door-to-door service.

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Issue Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Issued by: \_\_\_\_\_

(For Official Use Only)

Effective: \_\_\_\_\_ TC- \_\_\_\_\_ LSN \_\_\_\_\_

Order/Other \_\_\_\_\_ By: \_\_\_\_\_

**TARIFF NO.** \_\_\_\_\_

Cancels

TARIFF NO. \_\_\_\_\_

of

Company Name: \_\_\_\_\_

Certificate Number: \_\_\_\_\_

For the transportation of passengers in the following territory:

Issued by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address \_\_\_\_\_

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Issue Date: \_\_\_\_\_ Effective Date: \_\_\_\_\_

(For Official Use Only)

Effective: \_\_\_\_\_ TC- \_\_\_\_\_ LSN \_\_\_\_\_

Tariff No.

Original Page No. 1

Company Name:

### FARE SCHEDULE

And	Between				
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$

Issue Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

(For Official Use Only)

Effective: \_\_\_\_\_ TC- \_\_\_\_\_ LSN \_\_\_\_\_

Order/Other \_\_\_\_\_ By: \_\_\_\_\_

Tariff No.

Original Page No. 1

Company Name:

### FLEXIBLE FARES

And	Between									
	Base Rate	Max Rate								
	\$		\$		\$		\$		\$	
	\$		\$		\$		\$		\$	
	\$		\$		\$		\$		\$	
	\$		\$		\$		\$		\$	
	\$		\$		\$		\$		\$	
	\$		\$		\$		\$		\$	
	\$		\$		\$		\$		\$	

Note: WAC 480-30-420 allows auto transportation companies to charge flexible fares. Flexible fares means the authority to charge, at the company's discretion, fares in the amount at or below the maximum fares.

Issue Date:

Effective Date:

(For Official Use Only)

Effective: \_\_\_\_\_ TC- \_\_\_\_\_ LSN \_\_\_\_\_

Order/Other \_\_\_\_\_ By: \_\_\_\_\_

Tariff No.

Original Page No. 2

Company Name

## PASSENGER RULES

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Issue Date:

Effective Date:

Issued By:

*(For Official Use Only)*

Effective: \_\_\_\_\_ TC- \_\_\_\_\_ LSN \_\_\_\_\_

Order/Other \_\_\_\_\_ By: \_\_\_\_\_