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# Commercial Ferry Service

Tariffs

and

Time

Schedules

Instructions on how to file new or  
amended tariffs and time schedules

Washington Utilities and Transportation Commission  
1300 South Evergreen Park Drive S.W.  
P. O. Box 47250  
Olympia, WA 98504-7250

### ***Who must file a tariff and time schedule?***

- Most companies holding authority to provide commercial ferry service must have on file with the Washington Utilities and Transportation Commission an approved tariff and time schedule. Exception: A company whose authority is limited to providing launch service does not have to file a time schedule.
- All registered common carrier commercial ferry services must have on file with the Washington Utilities and Transportation Commission an approved tariff.
- Each application for a certificate of public convenience and necessity, including applications to extend or transfer existing authority, must be accompanied by a complete tariff and time schedule. Note: A company whose authority is limited to providing launch service does not have to file a time schedule.

### ***What must a tariff include?***

- A title page.
- Rates, fares, and charges.
- Rules and regulations explaining how rates, fares, and charges apply.

### ***What must a time schedule include?***

- A title page.
- A chart or description of arrival and departure times at all dock and intermediate points on all routes served and the mileage between points.
- Rules and regulations explaining time schedule provisions.

### ***Where can I find sample tariffs and/or forms?***

This brochure contains sample forms for tariffs and time schedules. The entire document and blank tariff pages are also available through the Commission's Internet page ([www.utc.wa.gov](http://www.utc.wa.gov)) or upon request.

### ***Why is it important that my tariff and time schedule are accurate and complete?***

Under the provisions of state law, it is unlawful for a company to charge rates that are higher, lower, or different from those contained in the company's tariff. A company is also responsible for ensuring it operates in compliance with the arrival and departure times published in the company's approved time schedule.

## ***What provisions apply to tariffs and time schedules accompanying initial applications for temporary or permanent certificate authority?***

- To submit a tariff and time schedule with an initial application, you may use the blank pages in this brochure or develop pages of your own that are similar to those contained in this brochure. Note: Do not use the launch service sheets unless your application is to provide only launch service.
- Be sure to include all rules, rates, and charges you intend to apply in your business. As explained previously, it is unlawful to assess rates or charges or to apply rules that do not appear in your approved tariff. If you would like to review tariffs on file by other companies, you may do so at our Olympia office.
- Each sheet in an initial tariff should be an "original" revised sheet. This information appears in the space provided in the upper right-hand corner of each sheet.
- The tariff must be issued in exactly the same name as appears on your application for authority. "Doing business as (d/b/a)" names (trade names) must not appear on the tariff and/or time schedule unless they also appear on the application.
- The points listed on the fares schedule and time schedule must match the points for which you are requesting authority.
- The "issue date" in the lower left-hand side of the tariff sheet should be the same as the date you submit your application.
- Do not fill in the blank "effective date." Commission staff will fill in this information if you are granted authority and the Commission approves your initial tariff and/or time schedule.
- If you are granted lesser or different authority than you applied for, Commission staff will work with you to revise the filed tariff and/or time schedule before your certificate of authority is issued.
- If you have questions or require assistance, please contact the Commission at (360) 664-1298 and ask to be connected to the tariff staff. You may also make inquiries through the Commission's Internet page ([www.utc.wa.gov](http://www.utc.wa.gov)).

## ***How do I make changes to an already filed, approved tariff?***

After your initial tariff, you may find that you need to make adjustments to your fares, rates, rules, or time schedule. You must file all proposed changes to your tariff with the Commission in advance of the day you want the changes to become effective. The number of days in advance depends on the type of changes you wish to make.

You may not charge any amended rates, enforce any different rules, or operate on an amended time schedule until the Commission approves the proposed amendments.

At the same time you file your changes with the Commission, you must also give notice to the public regarding the proposed changes.

The process for filing amendments and the public notice requirements for each type of change are discussed more completely below. Failure to submit all of the requirements, or failing to provide adequate notice to the public and to the Commission will result in your filing being rejected.

### **To amend passenger fares, rules, express rates, or express rules:**

**Notice period to the Commission:** 30-days' notice is required. This means that the effective date shown on your tariff pages must be at least 30 days after the date the Commission receives your filing.

**Notice period to the Public:** 30-days' notice is required. This means that you must post a notice in a conspicuous place at each station affected by the proposed changes at least 30 days before your proposed effective date. You must also post a copy on each vessel operating to or from those stations.

**Filing must include:**

- Either a complete new tariff, or updated pages showing proposed changes. If a new tariff is submitted, each page will be an original revised page. If only amended pages are submitted, they must be numbered properly. For example, 1<sup>st</sup> revised page XX replaces original revised page XX. The "issue date" is the date you submit the filing to the Commission, and the effective date must be at least 30 days after receipt by the Commission.
- A transmittal letter that explains briefly the proposed changes and the reasons you are proposing the changes. The transmittal letter should also contain a reference to the date you posted public notice and a list of the points at which the notice was posted.
- A copy of the public notice.
- If you are requesting approval to make changes in passenger fares or express rates, you must include cost justification for the proposed amendments.

### **To amend time schedules:**

**Notice period to the Commission:** 15-days' notice is required. This means that the effective date shown on your time schedule must be at least 15 days after the date the Commission receives your filing.

**Notice period to the Public:** 15-days' notice is required. This means that you must post a notice in a conspicuous place at each station affected by the proposed changes at least 15 days before your proposed effective date. You must also post a copy on each vessel operating to or from those stations.

**Filing must include:**

- A new time schedule that will be numbered with the next sequential number. For example, if your current time schedule is number 1, the new time schedule will be Time Schedule No. 2. Sample forms are included in this brochure.

- Two copies of a transmittal letter stating the proposed changes to the time schedule and the reasons for the changes. The transmittal letter should also contain a reference to the date public notice was and a list of the points at which the notice was posted.
- A copy of your public notice.

### ***Are there any exceptions to the notice periods described above?***

Yes. In cases of emergency, or when merit is shown, the Commission may, in its discretion, permit tariffs and time schedules to become effective on less than the publication and notice periods described. This process is known as Less Than Statutory Handling (LSN).

### **Filing must include:**

- A completed LSN form. A blank form is provided at the end of this brochure.
- Amended pages. Please Note: even though you are requesting that the pages be approved prior to the 15 or 30-day notice period, the effective date shown on the pages submitted must still show the appropriate 15 or 30-day notice period. If the Commission approves LSN handling, staff will stamp the LSN effective date on your pages. If the Commission does not grant LSN handling, the filing will then be handled under normal 15 or 30-day notice procedures.
- A transmittal letter clearly describing proposed changes and the reasons for the changes.
- Cost justification for any proposed amendments impacting fares or express rates.

### ***How will I know if my filing was received?***

When the Commission receives a filing, it assigns a docket number to the filing and schedules the filing for consideration at an open public meeting. The assigned docket number and open public meeting date are recorded on the upper right-hand corner of a copy of the transmittal letter. That copy is returned to you as notification of receipt of the filing, and advising you what date the Commission will consider your application.

If Commission Staff has questions, if additional information is required, or if Staff recommends that you attend the open meeting, you will be contacted.

### ***How will I know if my filing is approved?***

If the Commission approves your filing at the open meeting, you will be mailed copies of the approved pages. The copies will show the date the pages were approved to become effective and the docket number under which they were approved. The Commission will maintain the original approved pages in your official tariff file.

To obtain further information, please contact the Commission:

By telephone at: (360) 664-1249  
By fax at: (360) 586-1130  
By TTY at: (360) 586-8203  
By Internet at: [www.utc.wa.gov](http://www.utc.wa.gov)

**Sample rules:** The information shown below consists of rules most commonly found in commercial ferry tariffs and time schedules. They are provided for informational purposes only – to guide applicants in developing tariffs and time schedules for their own companies.

**Round trip fares:** Round trip fares will be computed at (state fraction or percentage) \_\_\_\_\_ of the price of a one-way ticket.

**Commuter fares:** Commuter fare books, containing \_\_\_\_\_ tickets to be used within \_\_\_\_\_ days (months) of the date of sale, will be sold between any of the above-named points for (state fraction or percent) of the price of one-way fares.

**Adult fares:** Fares published are adult fares, applying to all passengers who have reached or passed their \_\_\_\_\_ birthday.

**Children's fares:** Children under \_\_\_\_\_ years of age, when accompanied by an adult passenger and not occupying seats will be carried free of charge. Children under \_\_\_\_\_ years of age, occupying seats, will be charged (state percentage) of the adult fare.

**Ticket limitation:** One-way tickets are good for \_\_\_\_\_ (days/weeks/months) from the date of sale. Round-trip tickets are good for \_\_\_\_\_ (days/weeks/ months) from the date of sale.

**Ticket redemption:** When presented by the owner, unused tickets or portions will be redeemed as follows:

(a) One-way tickets must be presented for redemption within \_\_\_\_\_ (months/ years) of date of sale. Round-trip tickets must be presented for redemption within \_\_\_\_\_ (months/years) of date of sale. The company will redeem for unused portions by charging the regular fare for the portions used and refunding the balance of the purchase price.

(b) Commuter tickets within \_\_\_\_\_ (months/years) of date of sale. Redeemed by charging the lowest applicable fare to the purchase price.

**Schedule maintenance:** The carrier will not be liable for delays caused by accidents, breakdowns, storms, or other conditions beyond its control. Though every effort will be made to meet the published time schedule, the carrier makes no guarantee to arrive at, or depart from, any point at a specific time.

**Objectionable passengers:** The Company reserves the right to refuse to transport persons under the influence of drugs or liquor, or who are incapable of taking care of themselves, or whose condition, conduct, or behavior may be objectionable to other passengers.

**Baggage rules and charges:** Hand baggage not exceeding \_\_\_\_\_ pounds for each adult fare and not exceeding \_\_\_\_\_ pounds on each child's fare will be carried free.

**Excess weight:** For baggage weight in excess of the free allowance above, the charge will be \_\_\_\_\_ per \_\_\_\_\_ pounds.

**Valuation:** Baggage carried free is carried with a declared value not exceeding \$\_\_\_\_\_ in value for each adult passenger and \$\_\_\_\_\_ for each child traveling at the reduced children's fare.

Excess valuation: If a passenger declares a greater value than specified above in this rule, there will be a charge to the customer at the rate of \_\_\_\_\_ cents for each additional \$100 of value, or fraction thereof.

**Animals:**

Dogs, cats, and other animals or birds will be carried under the following conditions:

Pets will only be transported when in approved pet carriers, at the following rates:

Small carrier: \$\_\_\_\_\_ (dimensions \_\_\_\_\_ inches by \_\_\_\_\_ inches)

Medium carrier: \$\_\_\_\_\_ (dimensions \_\_\_\_\_ inches by \_\_\_\_\_ inches)

Large carrier: \$\_\_\_\_\_ (dimensions \_\_\_\_\_ inches by \_\_\_\_\_ inches)

**Exception:** *Dogs traveling with sight or hearing-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.*

**Express:**

Express rates apply to packages or articles weighing up to, but not exceeding, \_\_\_\_\_ pounds. Packages or articles exceeding that weight will be charged for at: \$\_\_\_\_\_ for each additional \_\_\_\_\_ pounds, or fraction thereof.

Shipments must be wrapped securely and in properly packaged condition for safe and convenient handling.

Express will be handled with reasonable dispatch, but the company does not guarantee to carry on any specific trip.

Articles not accepted for transportation are: explosives, money, valuable jewelry, negotiable or valuable papers, live animals, or articles in excess of \_\_\_\_\_ pounds.

No C.O.D. shipments will be accepted.

Bicycles, skis, and \_\_\_\_\_ will be charged an additional \$\_\_\_\_\_ per shipment.

Tariff No. \_\_\_\_\_

Cancels

Tariff No. \_\_\_\_\_

Of

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

Certificate of Convenience and Necessity Number: \_\_\_\_\_

Operating under the Trade Name of: \_\_\_\_\_

**NAMING FARES AND RATES FOR  
COMMERCIAL FERRY SERVICE**

IN THE FOLLOWING DESCRIBED TERRITORY:

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

Name/Title of Issuing Agent: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

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

***For Commission Use Only:***

Page Effective Date:

Docket No.:

Commission Order No.:

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Tariff No. \_\_\_\_\_

\_\_\_\_\_ Revised Page No. \_\_\_\_\_

Company Name:

**Express Rates and Rules**

<b>Express Rates</b>			
	<b>And</b>		
<b>Between</b>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

**RULES:**

Issue Date

Effective Date

Issued By (Name and title):

***For Commission Use Only:***

Page Effective Date:

Docket No.:

Commission Order No.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tariff No. \_\_\_\_\_

\_\_\_\_\_ Revised Page No. \_\_\_\_\_

Company Name:

***Passenger Rules and Regulations***

Issue Date

Effective Date

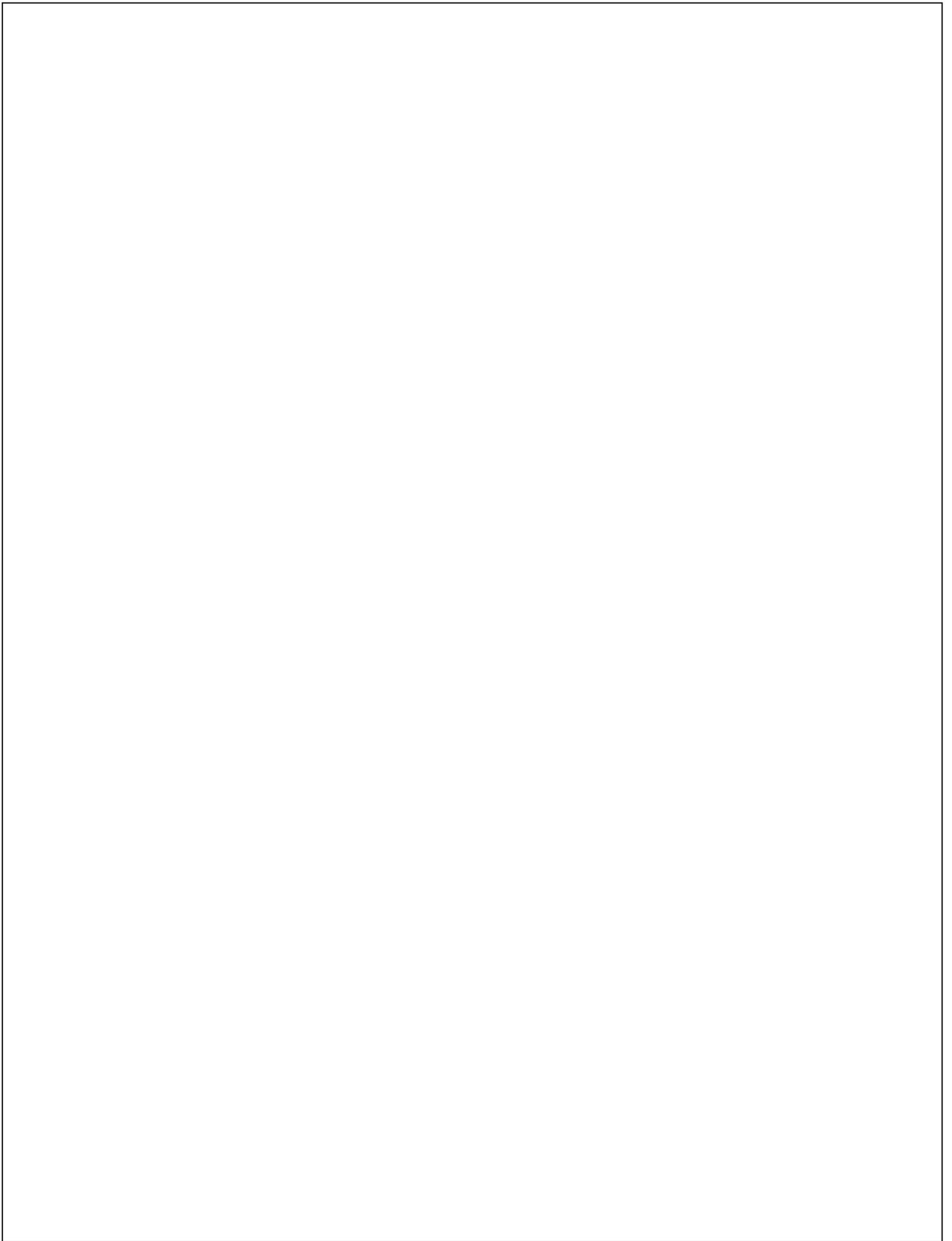
Issued By (Name and title):

***For Commission Use Only:***

Page Effective Date:

Docket No.:

Commission Order No.:



Tariff No. \_\_\_\_\_

\_\_\_\_\_ Revised Page No. \_\_\_\_\_

Company Name:

**Passenger Fare Schedule**

This fare schedule applies to:

And	Between													
	One Way	Rnd Trip												

Notes:

Issue Date

Effective Date

Issued By (Name and title):

**For Commission Use Only:**

Page Effective Date:

Docket No.:

Commission Order No.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tariff No. \_\_\_\_\_

\_\_\_\_\_ Revised Page No. \_\_\_\_\_

Company Name:

***Passenger Fare Schedule***

This fare schedule applies to:

Notes:

Issue Date

Effective Date

Issued By (Name and title):

***For Commission Use Only:***

Page Effective Date:

Docket No.:

Commission Order No.:

_____	_____	_____
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Time Schedule No. \_\_\_\_\_

Cancels

Time Schedule No. \_\_\_\_\_

Of

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

Certificate of Convenience and Necessity Number: \_\_\_\_\_

Operating under the Trade Name of: \_\_\_\_\_

Providing Commercial Ferry Service  
In The Following Described Territory:

With Terminals At (name terminal/dock locations):

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

Name/Title of Issuing Agent: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ FAX \_\_\_\_\_

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

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

***For Commission Use Only:***

Page Effective Date:

Docket No.:

Commission Order No.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time Schedule No. \_\_\_\_\_

\_\_\_\_\_ Revised Page No. \_\_\_\_\_

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

**Time Schedule**

<i>Name of Dock or Intermediate Point</i>	<i>Arrival Time</i>	<i>Departure Time</i>	<i>Miles</i>

**Notes:**

Issue Date

Effective Date

Issued By (Name and title):

***For Commission Use Only:***

Page Effective Date:

Docket No.:

Commission Order No.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time Schedule No. \_\_\_\_\_

\_\_\_\_\_ Revised Page No. \_\_\_\_\_

Company Name:

***Time Schedule***

**Notes:**

Issue Date

Effective Date

Issued By (Name and title):

***For Commission Use Only:***

Page Effective Date:

Docket No.:

Commission Order No.:

Tariff No. \_\_\_\_\_

Cancels

Tariff No. \_\_\_\_\_

Of

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

Certificate of Convenience and Necessity Number: \_\_\_\_\_

Operating under the Trade Name of: \_\_\_\_\_

**NAMING FARES AND RATES FOR  
LAUNCH SERVICE**

IN THE FOLLOWING DESCRIBED TERRITORY:

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

Name/Title of Issuing Agent: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ FAX \_\_\_\_\_

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

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

***For Commission Use Only:***

Page Effective Date:

Docket No.:

Commission Order No.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tariff No. \_\_\_\_\_

\_\_\_\_\_ Revised Page No. \_\_\_\_\_

Company Name:

***Launch Service Rates/Charges, Rules, and Regulations***

Issue Date

Effective Date

Issued By (Name and title):

***For Commission Use Only:***

Page Effective Date:

Docket No.:

Commission Order No.:

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