



1300 S. Evergreen Park Drive SW  
P.O. Box 47250  
Olympia, WA 98504-7250  
Phone: 360-664-1222  
email: [transportation@utc.wa.gov](mailto:transportation@utc.wa.gov)  
[www.utc.wa.gov](http://www.utc.wa.gov)

## Railroad Contract Crew Carrier Permit Application

WAC 480-62-275 through 999

**Permit Required** - A person must register and receive a permit from the commission before operating as a contract crew transportation company in Washington.

**Contract Crew Transportation Company** - Any person, organization, company or other entity that operates one or more contract crew transportation vehicles.

**Contract Crew Transportation Vehicle** - Every motor vehicle designed to transport fifteen or fewer passengers, including the driver...used primarily to provide railroad crew transportation.

### **This application packet contains the following information:**

- Application Form
- WAC 480-62-275 through 999 - Railroad Contract Crew Carrier Rules
- "Your Guide to Achieving a Satisfactory Safety Record"

You **may not begin** operating as a railroad contract crew carrier until you are granted authority and receive a permit from the [Utilities and Transportation Commission](#) (UTC). You must also obtain a USDOT number from the [Federal Motor Carrier Safety Administration](#) (FMCSA).

**Insurance/Bond:** Contact your insurance agent to provide verification of bodily injury and property damage liability coverage (Form E) or a surety bond (Form G) covering each motor vehicle you operate in Washington and uninsured and underinsured motorist coverage. The insurance or surety bond must be in your legal name. We will accept a Certificate of Liability for up to 60 days or until the Form E is received. The insurance or bond must show the Washington Utilities and Transportation Commission as the certificate holder.

### **Insurance or surety bond must be at the following minimum levels:**

\$5,000,000 combined single limit coverage for bodily injury and property damage liability coverage and \$1,000,000 uninsured and underinsured motorist coverage.

Once all application and insurance requirements are met a Motor Carrier Safety Investigator will contact you to make arrangements to inspect your vehicle(s) and discuss safety requirements. Vehicles must be inspected and receive a Commercial Vehicle Safety Alliance (CVSA) decal before a railroad contract crew carrier permit will be issued.

# Permit Application Railroad Contract Crew Carrier

<b>Internal Only - Licensing Services:</b>	Company ID:
Date received:	Docket TE-
Insurance:	Safety Inspection:
Receipt ID:	RCC -

**New Authority**

Total number of vehicles to be operated \_\_\_\_\_

**Transfer** existing certificate to a new owner or business structure (complete Attachment A)

**Reinstate** a previously cancelled certificate

**Name Change** Application to change a company’s corporate name, change a trade name, add a new trade name or change the surname of an individual owner or partner.

## Section 1 – Applicant Information

**Legal Company**

**Name:** \_\_\_\_\_  
The legal name must match your registration with [Department of Revenue](#) and [Secretary of State](#), if a corporation.

**Trade Name(s) (if any):** \_\_\_\_\_  
Trade name(s) must be registered with the [Department of Revenue](#)

**Mailing Address:**

**Physical Address:**

Street \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ City \_\_\_\_\_

State/Zip \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Title \_\_\_\_\_

UBI \_\_\_\_\_ E-Mail \_\_\_\_\_

USDOT # \_\_\_\_\_ If you don’t have a USDOT number go online at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) or contact the Washington State Patrol at 360-596-3810 for assistance.

**Type of business structure:**

- Individual       Partnership       Corporation       Other (LP, LLP, LLC)

If a Partnership, Corporation or Other, list the name, title and percentage of partner's share or stock distribution for major stockholders:

<u>Name</u>	<u>Title</u>	<u>Stock Distributions or Percentage of Shares</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Section 2 – Equipment**

*(Attach additional sheets if necessary)*

License Number	Year And Make Of Vehicle	Vehicle ID Number (VIN)	Manufacturer Seating Capacity

## Section 3 – Safety and Operations

List the person and position responsible for understanding and complying with the [Federal Motor Carrier Safety Regulations \(FMCSR\)](#) and Washington State laws and rules. Please refer to the WAC rules, fact sheets and publication "[Your Guide to Achieving a Satisfactory Safety Rating](#)" for assistance with requirements.

### SAFETY RESPONSIBILITIES (see WAC 480-62-278)

- **DRIVER QUALIFICATION REQUIREMENTS** Each driver must meet minimum qualification requirements. The company is responsible for maintaining driver qualification files for each driver.
- **DRIVERS HOURS OF SERVICE** The company is responsible for maintaining hours of service records for its drivers.
- **CONTROLLED SUBSTANCE AND ALCOHOL USE AND TESTING** If the company operates railroad contract crew transportation vehicles, it is required to be enrolled in a Controlled Substance and Alcohol Use and Testing program and have an alcohol and controlled substances testing program.
- **INSPECTION, REPAIR, AND MAINTENANCE** The company is responsible for systematically inspecting, repairing, and maintaining all contract crew transportation vehicles.
- **GENERAL SAFETY AND DRIVING REGULATIONS** The company is responsible for all applicable safety regulations including the general rules of the road.
- **PARTS AND ACCESSORIES NECESSARY FOR SAFE OPERATION** The company must maintain parts and accessories in safe condition.

Name \_\_\_\_\_

Position \_\_\_\_\_

### OPERATIONAL RESPONSIBILITIES

List the person and position responsible for understanding and complying with the requirements of the state of Washington general laws, rules, and regulations. You must comply with the regulations of local, state and federal agencies, such as but not limited to: [Department of Labor and Industries](#), [Department of Revenue/Business Licensing Services](#), [Secretary of State, Employment Security](#) and the [Federal Motor Carrier Safety Administration](#).

Name \_\_\_\_\_

Position \_\_\_\_\_

## **Section 4 – Declaration of Applicant**

I understand that filing this application does not in itself constitute authority to operate as a railroad contract crew carrier.

As the applicant for a railroad contract crew carrier permit, I understand the responsibilities of a railroad contract crew carrier, and I am in compliance with all local, state and federal regulations governing business in the State of Washington.

I certify under penalty of perjury under the laws of the State of Washington that the information contained in this application is true and correct.

I certify that I am the applicant or I am authorized to execute and file this document on behalf of the applicant.

**Printed name of applicant** \_\_\_\_\_

**Signature** \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_ County, State \_\_\_\_\_



**Attachment A**

**Joint Application for Transfer  
Railroad Contract Crew Carrier Authority**

Current Name on Permit (Seller): \_\_\_\_\_

Current Trade Name on Permit (Seller): \_\_\_\_\_

Address (Seller): \_\_\_\_\_

Permit Number: \_\_\_\_\_ Phone Number (Seller) \_\_\_\_\_

- Have all fines or penalties owed to the Commission been paid?  No  Yes
- Has the closing safety report been filed with the Commission?  No  Yes

Does the buyer agree to begin service as soon as the Commission authorizes the transfer?

↑  
 Yes  No, If no, then when? \_\_\_\_\_

**Release of Authority**

I, the seller, have sold or otherwise released interest in my railroad contract crew carrier permit authority RCC- \_\_\_\_\_ to the following:

Name of Buyer: \_\_\_\_\_

Trade Name of Buyer: \_\_\_\_\_

We, as applicants, hereby jointly declare and affirm that all information is true to the best of our knowledge.

\_\_\_\_\_  
Seller's signature

\_\_\_\_\_  
Date and Location

\_\_\_\_\_  
Buyer's Signature

\_\_\_\_\_  
Date and Location