



## LOUISIANA PUBLIC SERVICE COMMISSION



### PROCEDURE AND RELATED INFORMATION FOR MAKING APPLICATION TO THE LOUISIANA PUBLIC SERVICE COMMISSION FOR CHARTER BUS TRANSPORTATION IN VEHICLES CARRYING 16 PASSENGERS OR MORE

#### GUIDELINES AND PROCEDURES FOR CHARTER BUS TRANSPORTATION

The following rules will apply pursuant to the Commission's General Order dated April 21, 1999 regarding the Guidelines and Procedures for Charter Bus Transportation. This order contains the following definition of "Charter Bus":

"Charter Bus is a passenger carrier with a seating capacity of 16 or more and is engaged or hired by a particular organization or group of persons for their exclusive use for a specific purpose or journey, or during a specific period of time. This definition does not include regular route buses."

#### INSURANCE

Pursuant to La. RS 45:163 et seq. and General Order dated April 21, 1999, insurance companies qualified to do business in Louisiana must file proof of insurance by submitting a **Form E** on behalf of the applicant with the minimum limits of \$250,000/\$500,000/\$10,000. Insurance filings required prior to the issuance of a Louisiana Intrastate Registration/Insurance Receipt must be maintained. Any lapse of insurance coverage will cause the carrier to be directed to cease operations in Louisiana, cited for failure to maintain the required insurance on file and possible revocation of their registration. (This requirement does not affect or supersede any other insurance requirements established by any other agency within the state of Louisiana)

#### OWNER/OPERATOR LEASES

Any utilization of owner/operators by a registered Charter Bus Transportation carrier will require the carrier place on file, prior to transportation and for duration of the lease period, a statement that owner/operators vehicle(s) is covered by and operating under the carrier's insurance. This statement must contain the owner/operator's name, address and description of covered vehicles. A copy of the carriers registration/insurance receipt must be carried in the vehicle. If the carrier so chooses, he may file a copy of the carrier/lessor lease agreement in lieu of the required statement.

#### INITIAL NEW CARRIER REGISTRATION

All new entrants into the Charter Bus transportation business must register using enclosed application, pay a \$10.00 per vehicle fee and file proof of insurance as outlined above prior to commencing operation. Application may be mailed to: Louisiana Public Service Commission; PO BOX 91154; Baton Rouge, LA 70821. Upon receipt of the carrier's registration application, payment and Form E filing, the Commission will issue a registration/insurance receipt, which authorizes the carrier to commence operations. A copy of the receipt must be carried on board all vehicles, including leased vehicles; being operated in intrastate commerce at all times for presentation to law enforcement officials upon demand. Failure to comply with this requirement shall subject the carrier to possible citation and/or fines and any other enforcement procedures provided by law.

## RENEWALS

Louisiana Intrastate Registration/Insurance Receipt must be renewed annually by filing an application and paying the required \$10.00 per vehicle fee. However, if a carrier also holds interstate operating authority from the ICC/FMCSA and has registered that authority with its base state under the Unified Carrier Registration (UCR), then the UCR registration receipt will be accepted as payment in lieu of the \$10.00 Registration/Insurance renewal fee. The carrier will still be required to register as a Charter Bus Transportation carrier by filing an application, copy of UCR receipt and insurance (Form E) but will not be required to pay the \$10.00 per vehicle fee again if it was paid under the UCR program.

Carriers not in full compliance with registration and current insurance filings are subject to involuntary suspension of operations, cancellation of filings, penalties, and/or impoundment of vehicles.

## SUSPENSION OF RIGHTS OR CHANGES TO COMPANY INFORMATION

Suspension - If a carrier's business will be dormant for a short period of time, they may request a suspension of authority in writing. The letter must be notarized and give detail as to why the business is dormant, before the LPSC will consider granting such a request.

Changes To Company Information - If a carrier's company information, such as name, address, contact information or any other relevant information, changes it is the CARRIERS responsibility to make those changes with the Commission in writing using the proper forms which may be obtain by contacting the LPSC's main office.

## ANNUAL REPORTS AND QUARTERLY INSPECTION & SUPERVISION FEES

Annual Reports: All intrastate carriers subjected to regulation by the Louisiana Public Service Commission through its Transportation Enforcement Division are **REQUIRED** to file Annual Reports with the division as required by General Order 2 dated July 21, 1921 and General Order dated April 23, 2001 amended June 19, 2012. The report must be received in this office on or before **April 30** of each year for those filing on a calendar year basis and **one hundred twenty (120) days after** the fiscal year has ended for those filing on a fiscal year basis. Carriers wishing to file on a fiscal year basis must notify the commission of its status in writing upon being granted authority. Carriers who file after the April 30<sup>th</sup> due date (or the 120-day date for \*fiscal carriers) are subject to a \$500.00 Late Filing Fee and a Citation Fee of \$25.00 will be added to the \$500 Late Fee if the carrier is cited. It is the carrier's responsibility **to be able to prove the report was mailed prior to the due date. Use a certificate of mailing or certified mail receipt (Green Card) and KEEP YOUR RECEIPT along with a copy of the annual report for your records**

An **Extension** may be requested in writing prior to the deadline. You will be notified if your request was accepted or denied.

If you have not received the ANNUAL REPORT FORM by February 15, you may contact the Transportation Division at (888) 342-5717 or (225) 342-4439 OR visit the Commission's website ([www.lpsc.louisiana.gov](http://www.lpsc.louisiana.gov); MOTOR CARRIERS; ANNUAL REPORTS) to download a copy. **IT IS THE CARRIER'S RESPONSIBILITY TO OBTAIN THE ANNUAL REPORT FORM EACH YEAR AND TO FILE IN A TIMELY MANNER.**

### \*FISCAL CALENDAR EXAMPLES:

Smith Trucking, Inc. wishes to change from a calendar year basis to a fiscal year basis beginning June 1, XX (any year). The LPSC will need, 1) A Notarized Letter from company owner, CEO, Manager, or Board stating the accounting change and the effective date. (i.e. "Smith Trucking, Inc. is changing to a fiscal calendar with fiscal year beginning June1") 2) The Annual Report for the period of change needs to reflect continuous annual reporting. (i.e. "If the new fiscal calendar begins June 1, 2007, the Commission will need financial data (annual reporting) for the period January 1, 2007 through May 31, 2007. This insures a continuous flow of reporting for all months of a given year, even the year in which the change occurred.)

Quarterly Inspection and Supervision: Motor carriers under the jurisdiction of the LPSC are also assessed Inspection and Supervision fees which are collected by the Department of Revenue. A copy of your certificate will be sent to their agency once granted and you will receive more information on filing the reports and fees. (L.R.S. 45: 1177-1179)



**BUSINESS ENTITY- APPLICANT INFORMATION**

SECTION 1 (Continued)

List Names of Officers and/or Members and percentage of ownership or number of shares below and check one box to indicate title.

<b>Name</b>	<b>Title</b> (Corporations list President, Vice President, Secretary, Treasurer and LLC companies list Members)	<b>Ownership</b> percentage

**REPRESENTATION OF APPLICANT**

SECTION 2

The applicant acknowledges and agrees that a proof of insurance (Form E) filing is required to be filed with the commission prior to the Commission issuing a Registration /Insurance receipt authorizing the carrier to commence intrastate for-hire operations.

**INSURANCE:** (Name of Insurance Company) - \_\_\_\_\_

**VEHICLE REGISTRATION INFORMATION**

SECTION 3

NUMBER OF VEHICLES OPERATED: - \_\_\_\_\_

TOTAL FEES ENCLOSED: (\$10.00 PER VEHICLE) - \_\_\_\_\_

**VERIFICATION**

SECTION 4

STATE OF \_\_\_\_\_ PARISH/COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, \_\_\_\_\_

(Applicant) who represents \_\_\_\_\_ (Business Entity) personally came and appeared, who, after being duly sworn, did depose and say that he/she is the APPLICANT in the above application; that he/she desires to secure from the Louisiana Public Service Commission a Insurance and Registration Certificate, authorizing the applicant to operate as a carrier of **passengers by Charter Bus with a seating capacity of 16 passengers or more** as stated; and that he/she has read same and is familiar with the contents thereof and that facts as stated therein are true and correct, and to the best of his/her knowledge. FURTHERMORE, APPLICANT agrees to comply with all provisions of law and the rules and regulations of the Louisiana Public Service Commission respecting the operation of public service motor vehicles, and to file such evidence of insurance or bonds as required by law and by the rules and regulations of the Louisiana Public Service Commission prior to commencement of operations. And understands that the information contained in this application may be shared with the Louisiana Department of Revenue for purposes of Inspection and Supervision Fees.

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

\_\_\_\_\_  
PRINTED NAME OF NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF APPLICANT  
(including Notary Seal & Number)

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC