**RULES AND REGULATIONS APPLYING TO**

**THE TARIFF FOR AN AIRPORT TRANSFER COMPANY**

Please compose your tariff from the template provided – all formatting requirements in PA Code Title 52 are met by the templates provided on this website.

Make a “save as” copy, fill in your company’s specific details, and submit your final draft via e-mail, using Word Document format - please do not submit tariffs in pdf format, for evaluation to the following: RA-PCTARIFFFILING@pa.gov Submission of your Tariff by means other than specifically described above will lead to delays in the processing of your documents.

Please communicate with your Tariff Specialist via Email for quick and efficient service to get your Tariff completed and approved in a timely manner. (Approved Tariffs are required for Certificates to be issued.) It is no longer required to use regular mail to submit Tariffs for evaluation. Tariffs should NOT be E-filed unless already approved by the Tariff Compliance Specialist. Tariffs drafts should be submitted to the Tariff Email: RA-PCTARIFFFILING@pa.gov

Common carrier service for passengers rendered on a nonexclusive basis which originates or terminates at an airport. 52 PA Code Section 29.13(5). There is NO specified seating capacity for the vehicle.

Airport Transfer Service shall have rights and be subject to conditions as follows: (Section 29.342)

1. To transport persons on a nonexclusive, individual charge basis from points authorized by the certificate to the airport specified by the certificate, and vice versa.
2. Airport transfer service may be offered on a scheduled basis serving specified points according to a published time schedule or on a request basis with the origin or destination of the transportation to or from the airport arranged between the individual and the carrier, or on both bases. A material change in a time schedule shall be posted at terminals and in vehicles engaged in service affected by the change for a period of not less than 7 days prior to the effective date of the change.
3. Tariff and schedule requirements: Section 29.343

An airport transfer carrier operating on a scheduled basis shall file with its tariff a copy of the schedule indicating the points served. Rates shall be based on provisions contained in tariffs filed, posted and published under statute and this title.

Fares are charged per passenger, most commonly at a flat rate for one way or round trip, OR fares can be charged by mileage from the odometer of the vehicle in use, OR can be charged by the hour, but not per vehicle.

Note: Authority to provide service to and from some airports in Pennsylvania may require additional Authority from other entities, or fees, The Philadelphia Parking Authority for PHL, as an example. It is up to the carrier to seek out any required authorization.