**VARIOUS RULES AND REGULATIONS**

**USED BY PARATRANSIT AUTHORITY CARRIERS**

**Issued by the Pennsylvania Public Utility Commission**

PLEASE COMPOSE YOUR TARIFF FROM THE TEMPLATE PROVIDED – ALL FORMATTING REQUIREMENTS IN 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 potentially long delays in the processing of your documents.

Please note: Paratransit authority cannot be used to transport passengers to and/or from airports. Airport Transfer authority is used for that service. The two authorities (Paratransit and Airport Transfer) CAN be held concurrently by the same company to include airport services. Note that an additional application is required, one for Paratransit and one for Airport Transfer. These can be submitted at the same time or separately. Each Applications requires a separate fee of $350.00.

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 SHOULD be submitted to the Tariff Email: : RA-PCTARIFFFILING@pa.gov

The information provided below can be used as examples of what services can be offered and how they can be charged in your Paratransit company. Use these samples as a template of sorts to help figure out what type of Tariff you would like to set up in the operation of your company:

THESE THREE CATEGORIES ARE **BASIC RULES** WHICH MUST BE USED IN ALL TARIFFS FOR PARATRANSIT AUTHORITY: (1) Reservations; (2) Rates; and (3) Additional Charges.

 **RESERVATIONS** – The minimum times for advance reservations for Paratransit service shall be specified in the tariff, and must be declared in a time frame of hours or days. Fifteen (15) minutes is the smallest allowable timeframe.

 **RATES** – Paratransit services may be charged at an hourly rate; by mileage from the odometer of the vehicle in use; or a flat rate per trip; or a Loaded Rate which is a flat rate for service, or a combination thereof. Carriers cannot charge different rates for different counties. You may charge a base rate and then have a mileage rate kick in after so many miles, for example: $25.00 for the first 35 miles plus an additional rate of $1.00 a mile for each mile, or fraction thereof, over 35 miles. The mileage rate may also change after a clearly specified number of miles. The smallest increment of time for which charges can be made is a period of fifteen (15) minutes, or ¼ hour.

 **ADDITIONAL CHARGES –** The following are samples of rules that can be used in the “RULES AND REGULATIONS” section of a Paratransit Tariff. The Deposit Rule, if used, must be verbatim as stated in this document. Other than the three categories listed above as Basic Rules, Paratransit Carriers are not under any obligation to use the rules listed below. The Tariff should be tailored to the specific carrier. Note that rules for services to charge for will be listed in Rules and Regulations, but no dollar amounts will be mentioned there. Dollar amounts will ONLY be mentioned in the Rates section.

ADVANCE RESERVATIONS – Advance reservations are required and differentiate Paratransit service from Call or Demand Service, and must be made \_\_\_\_\_\_\_\_\_\_ hours / days prior to service being rendered. (An amount of time MUST be specified, of at minimum fifteen (15) minutes.) An additional charge can be made for reservations made less than \_\_\_\_\_\_\_\_\_\_\_\_ prior to service. (Designate a time period of at least fifteen (15) minutes.

MILEAGE – (Do not use any monetary figures in this category) –

Rates shall be calculated by the odometer of the vehicle used and will be calculated from garage to garage.

-or-

Rates begin and end from the customer’s pick-up to customer’s drop-off.

(Note: “Waiting Charges” can only be charged if you set your rates to begin and end with customer pick-up and drop-off. If your rates are set from garage to garage, no Waiting Charges may be levied.)

HOLIDAYS – A list of Holidays will ONLY be provided here if there are charges that differ from regular charges. This is an option for individual businesses. Name the holidays in alphabetical order or a chronological order list, and it must include all Holidays you charge extra for. You may not just say “Federal Holidays” or “Holidays” or any other reference. The days must be named and listed. Fees will be listed separately in the Rates section, no dollar amounts may be mentioned in Rules and Regulations.

DEPOSIT RULE (52 PA Code § 23.117(c)

**(THIS LANGUAGE MUST BE VERBATIM AS FOLLOWS IF DEPOSITS ARE REQUIRED:)**

Carrier requires a deposit of not more than 20% of the quoted charter price. Forfeiture of deposits are within the following limitations:

1. Forfeiture of not more than 50% of the deposit if the charter is cancelled by the customer more than 15 but less than 30 days prior to the date the transportation was to depart, and
2. Forfeiture of not more than the total amount of the deposit if the cancellation occurs within 15 days prior to the date the transportation was to depart.

CONTRACT SERVICES

**(THIS LANGUAGE MUST BE VERBATIM AS FOLLOWS IF USED) (If Shared Ride is mentioned, then this item plus the Senior Citizen Discount item should be included in the tariff) A carrier can have contract services without having senior citizen discounts BUT cannot have senior citizen discounts without having contract services. NOTE: IF YOUR BUSINESS CONSISTS OF EXCLUSIVELY OFFERING SERVICES VIA CONTRACT, THE AUTHORITY YOU SHOULD APPLY FOR IS CONTRACT CARRIER RATHER THAN PARATRANSIT. PARATRANSIT SERVICE CAN HAVE CONTRACTS INCORPORATED, BUT TO BE A PARATRANSIT CARRIER, YOU MUST ALSO OFFER YOUR SERVICES TO THE GENERAL PUBLIC IN A ONE ON ONE BASIS.**

Contract services will be for a term of not less than 30 days for pre-qualified persons under a federal, state, county or municipal government agency contract. Rates for the services will be specified in the respective contracts, copies of which, including any amendments thereto, are to be filed with the Commission as executed to become effective on one day’s notice.

SENIOR CITIZEN DISCOUNT

**(THIS LANGUAGE MUST BE VERBATIM IF USED) (If Shared Ride is mentioned, then this item plus the Contract Services item should be included in the tariff)**

The rates for senior citizens, having proper identification, will be 15% of the shared ride rate rounded upward to the nearest nickel, provided that the carrier is under contract with the Pennsylvania Department of Transportation under provisions of Section 704 of Act 36 of 1991 (The Lottery Fund Preservation Act).

OVERNIGHT TRIPS

If any trip requires the vehicle and driver to remain at destination overnight, or at any point en route to destination overnight, the patron will be responsible for providing carrier’s drive with accommodations at overnight facility (motel, hotel) being utilized by patron and all meals required by the carrier’s driver.

Expenses for driver’s lodging and meals while on trips out of town which are in excess of 10 hours will be added to the basic charge.

WAITING CHARGES

As stated above, waiting charges can only be charged if the trips are charged from point of passenger pickup to point of passenger drop off, but CANNOT be charged if trips are charged from carrier’s garage to garage. Note that waiting fees may be broken down as low as quarter hour, fifteen (15) minute increments, or any fraction thereof, but NOT less than fifteen minute increments.

PROMOTIONAL FARES

The carrier may, from time to time, offer services at a discounted rate and/or charge. Upon presentation of a coupon or special promotional offer, carrier will offer rates at a specified discount from the published tariff rates, on the dates authorized by the coupon. Any advertised coupon will be filed with the PA PUC PRIOR to publication.

**SAMPLES / EXAMPLES of RATES:**

**SCHEDULE OF RATES**

**(Per Person)**

Flat Rates

For all loaded-mile trips from the point of pick-up to the point of drop-off.

$30.00 per trip

Mileage Rates

Apply in addition to the Flat Rates stated above on all loaded miles after the first 10 miles from the point of pick-up to the point of drop-off.

$1.50 per mile. (Could be as much as $4.50)

**SCHEDULE OF RATES**

**(Per Person)**

Mileage Rate (applies in addition to above hourly rate): $1.00 per mile for each mile or fraction thereof in excess of the first 40 miles. There is no mileage charge (and only the hourly rate applies) for the first 40 miles).

**SCHEDULE OF RATES**

**(Per Person)**

Flat Rates:

$52.50 One Way

$72.50 Round Trip

Mileage Rates – for each mile beyond the initial 10 miles on all loaded miles from the point of pick-up to the point of drop-off: $3.00 per mile or fraction thereof

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCHEDULE OF RATES**

**(Per Person)**

Regular Service (Monday through Friday)

Hourly rate of $20.00 per hour, or fraction thereof

Weekend Service (Saturday and Sunday)

Hourly rate of $25.00 per hour, or fraction thereof

**SCHEDULE OF RATES**

**(Per Person)**

Flat Rates – For all loaded miles trips from point of pickup to point of drop off:

$25.00 per one way trip

$35.00 per round trip

Mileage Rates – Apply in addition to the flat rates stated above for all loaded miles from the point of pickup to the point of drop-off: $2.00 per mile, or fraction thereof, after the first ten miles.

**SCHEDULE OF RATES**

**(Per Person)**

Flat Rates – For all loaded miles from the point of pickup to point of drop-off (one way)

Standard Hours: 8:00 AM to 6:00 PM

Wheelchair Van: $20.00

Stretcher Van: $80.00

Evening Hours: 6:00 PM to 8:00 AM

Wheelchair Van: $25.00

Stretcher Van: $90.00

Weekend & Holiday (Holidays listed in Rules and Regulations) Hours

Wheelchair Van: $35.00

Stretcher Van: $95.00

Mileage rate of $3.00 per mile, or fraction thereof, applies in addition to the flat rates stated above on all loaded miles from point of pickup to the point of drop off.

Waiting time – during which the van crew must wait for the passenger at the point of pick-up or drop-off, shall be charged at the rate of $60.00 per hour, or fraction thereof.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCHEDULE OF RATES**

**(Per Person)**

Flat rates for all loaded mile trips from point of pickup to point of drop-off.

$20.00 per trip (one way)

Mileage rates apply in addition to the flat rate stated above on all loaded miles after the first ten miles from the point of pickup to the point of drop-off.

$3.00 per mile after the first ten miles.

Waiting time during which the van crew must wait for the passenger at the point of pickup or delivery shall be charged at the rate of $15.00 for each 15 minutes, or fraction thereof.

**SCHEDULE OF RATES**

**(Per Person)**

One Way Trip:

Children (11 and under) $10.00

Adults (12 and older) $25.00

Round Trip:

Children (11 and under) $20.00

Adults (12 and older) $45.00

**SCHEDULE OF RATES**

**(Per Person)**

Mini-Van $32.00 each hour, or fraction thereof

Full Size Van $35.00 each hour, or fraction thereof

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCHEDULE OF RATES**

**(Per Person)**

Flat Rates – for all loaded mile trips from the point of pickup to the point of drop-off:

$40.00 per trip one way

Mileage rates apply in addition to the flat rates stated above on all loaded miles from the point of pickup to the point of drop-off.

$2.00 per mile, or fraction thereof, after first ten loaded miles.

Waiting time – during which the van personnel must wait for the passenger at the point of pickup or delivery, shall be charged at the rate of $30.00 per fifteen minutes after first thirty minutes of free time.

**SCHEDULE OF RATES**

**(Per Person)**

Flat rates for all loaded mile transports from the point of pickup to the point of drop-off:

$25.00 One Way Van Transport

$40.00 Round Trip

Mileage rates apply in addition to the flat rates stated above on all loaded miles from the point of pick up to the point of drop-off after the first 5 miles.

$1.25 per mile (starts of the 5th mile)

Waiting time: after 15 minutes free time at pickup or drop-off, a $25.00 per ½ hour or portion thereof waiting fee will be charged to the customer.

**SCHEDULE OF RATES**

**(Per Person)**

Base Rate $45.00

Mileage rates (applies in addition to the above named base rate): $2.50 per mile, or fraction thereof.

**SCHEDULE OF RATES**

**(Per Person)**

Flat rates

 Handicapped-accessible vans: $35.00 per round trip

Mileage rate

 A mileage rate of $4.00 per mile, or fraction thereof, applies in addition to the flat rate stated above on all loaded miles, after the first ten miles from the point of pick-up to the final destination.

Waiting time: Each 30 minutes, or fraction thereof: $7.50

**SCHEDULE OF RATES**

**(Per Person)**

Mileage rate: $1.00 per mile, or any fraction thereof, per person

Waiting time: After first hour of free time patron will be charged at $5.00 per hour, or fraction thereof.