

## **APPLICATION FOR A SASKATCHEWAN OPERATING AUTHORITY CERTIFICATE**

### **Who Should Apply For A Saskatchewan Operating Authority Certificate?**

All persons operating commercial or business use vehicles:

- ◆ Based in Saskatchewan registering in Class PB for the purposes of transporting passengers for-hire within or outside of Saskatchewan.
- ◆ Based in other provinces who are transporting passengers for-hire within Saskatchewan.

All Operating Authority Certificate holders who will be base-plated in Saskatchewan must have an established place of business in Saskatchewan.

All Saskatchewan based carriers registering vehicles equipped to transport more than ten (10) persons including the driver will be required to obtain a NSC (National Safety Code Number) and will be subject to the Carrier Profile and Compliance Review Programs. The NSC will be issued at the time the vehicle is registered for a cost of \$50.00. Attached is a copy of the Saskatchewan Trucker's Guide for your perusal.

Note: Carriers who have obtained an Operating Authority Certificate and are registering their PB plated vehicles in International Registration Plan (Pro-rate) will be required to complete an application package for a Saskatchewan Safety Fitness Certificate.

The applications are available by contacting IRP Registration Plan Issuing Services at:

Phone: (306) 751-3589 or (306) 775-6236  
Toll-Free: 1-800-667-8015 Extensions 3589 or 6236

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### **A Complete Application Consists Of:**

- ◆ Fully completed application for Saskatchewan Operating Authority Certificate (review all parts of this package). Please note that Certificate of Insurance (Form C1-1) is not required at this time. The Highway Traffic Board will be in contact with you after the due date for filing of opposition.

- ◆ Prescribed filing fee in the amount of \$180.00 (new application) or \$35.00 (amendment to an existing Operating Authority Certificate).
- ◆ Support Forms (a minimum of three Support Forms).
- ◆ If applicable, attach a copy of your current Carrier Profile and Safety Rating.
- ◆ If applicable, proof of registration of your company with the Corporations Branch of the Saskatchewan Department of Justice. For information on registration, please contact (306) 787-2962. Please forward a copy of the Saskatchewan Certificate of Registration to this office when you receive it.
- ◆ All extra-provincial carriers must submit a copy of your existing Operating Authority.
- ◆ The Board shall publish a notice in the Gazette describing the application and fixing a date, not less than 21 days from the date of publication of the notice, within which notices of opposition to the application may be filed.

Notices of opposition shall be filed with the Board. In the event that the Board receives any notice of opposition to the application, the Board shall hold a public hearing unless:

- (a) the applicant withdraws or abandons his/her application;
- (b) all persons who have filed notices of opposition to the application withdraw the notices; or
- (c) no notices of opposition have been filed.

**The Following Must Be Filed Before An Operating Authority Certificate Can Be Issued:**

- ◆ Proof of adequate insurance coverage as per *The Motor Carrier Act* and *The Motor Carrier Conditions of Carriage Regulations*. Insurance certificates properly completed by insurance company Head Office officials. Certificates completed by agents, representatives, or brokers will not be accepted.

Please contact **Highway Traffic Board** if you have any questions:

Phone:	(306) 775-6672
Toll-Free:	1-800-667-8015 Extension 6672
Fax:	(306) 775-6618

***Failure to provide the prescribed filing fee, fully complete this application form and providing a minimum of three (3) completed Support Forms will result in our office returning the application to the applicant, unprocessed.***

# SASKATCHEWAN

## Operating Authority Application

1. **Application Type** (Check all that apply)

- Charter Bus                       Scheduled Bus                       Limousine (Luxury Class Vehicle)
- Other (Specify) \_\_\_\_\_
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Check only one of the following:

- New Application                       Amendment \_\_\_\_\_ (Indicate OAC Number)

**Instructions: Operating authority will not be issued until all required documents are filed.**

**Fees:** Make the cheque payable to the **Saskatchewan Minister of Finance**. Please note the filing fee is non-refundable and the application will not be processed unless the full payment is received.

- ( ) \$180.00                      For a **new** Operating Authority Certificate; **or**  
( ) \$35.00                      For an **amendment** to an existing Operating Authority Certificate

Forward your completed application and filing fee to:

Highway Traffic Board  
1550 Saskatchewan Drive  
REGINA, Saskatchewan  
S4P 0E4

Please contact **Highway Traffic Board** if you have any questions:

Phone:                      (306) 775-6672  
Toll-Free:                      1-800-667-8015 Extension 6672  
Fax:                      (306) 775-6618

**2. Applicant Identification**

Individual Applicant       Partnership Applicant       Corporate Applicant

Contact Person: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Complete Legal Name

Mailing Address

City/Town

Prov./Terr./State

Postal/Zip Code

Telephone

Fax

E-Mail Address

Business Address (If Different Than Above)

**3. (a) Corporate Identification**

Provide a list of names and addresses of owners, company directors and persons holding more than 10 percent of the voting shares (use extra pages if more space is needed).

Name

Address & Postal/Zip Code

i)	Phone:
.....	
	Fax:
ii)	Phone:
.....	
	Fax:
iii)	Phone:
.....	
	Fax:
iv)	Phone:
.....	
	Fax:

3. (b) Provide a list of parent or subsidiary companies, their address and the phone number of a contact person. Indicate (P) Parent or (S) Subsidiary company.

i)	Phone
	Fax
ii)	Phone
	Fax
iii)	Phone
	Fax
iv)	Phone
	Fax

4. **Incorporation, Licensing and Insurance Information**

- (a) Provide a certificate of incorporation or registration if applicable.

All companies and individuals using a trade name who are doing business in Saskatchewan are required to register with the Corporations Branch.

Corporate registration is a prerequisite to issuance of an Operating Authority Licence. For further information call (306) 787-2962 - Corporations Branch. Fax (306) 787-8999.

- (b) Information regarding other requirements for extra-provincial and scheduled route carriers is available by contacting:

(i) Single Trip Registration Permits, Saskatchewan Government Insurance (SGI) Permit Office  
 Phone: (306) 775-6969 or 1-800-667-7575  
 Fax: (306) 775-6909

(ii) Sales & Motor Fuel Tax (IFTA), Saskatchewan Finance  
 Phone: (306) 787-6616  
 Fax: (306) 787-0241

- (iii) Pro-rate Registration (IRP), Saskatchewan Government Insurance (SGI)  
 Phone (306) 751-1250  
 Fax (306) 359-0867

(c) Insurance

Saskatchewan regulations require all Operating Authority holders to maintain a minimum of insurance coverage as outlined in the Motor Carriage Conditions of Carriage Regulations.

An owner of a commercial vehicle shall not engage in the transportation of passengers unless that person maintains, on each commercial vehicle in respect of any one accident, insurance against liability resulting from bodily injury to, or the death of one or more persons and loss of, or damage to property of others, other than cargo, in the amount of at least:

- \$1,000,000 in the case of a vehicle with a seating capacity of 15 or less used to transport passengers for compensation.
- \$3,000,000 in the case of a vehicle with a seating capacity of 16 or more used to transport passengers for compensation.

The Saskatchewan Insurance Certificate, Form C1-1, must be completed by your insurer(s) and filed with the Highway Traffic Board prior to an Operating Authority Certificate being issued. The completed insurance certificate(s) must be endorsed by your insurance company Head Office officials. Certificates issued by agents, representatives or brokers will not be accepted.

**5. Identification by Other Jurisdictions**

- (a) If a NSC, CVOR, or other safety numbers has been issued by any jurisdiction please list below. Failure to disclose this information will result in cancellation of the Certificate.

	<u>Number</u>	<u>Issuing Jurisdiction</u>	<u>Expiry Date</u>
NSC	_____	_____	_____
CVOR	_____	_____	_____
US DOT	_____	_____	_____
Other (Description)	_____	_____	_____

**6. Safety Fitness Rating (Only complete Sections 6.(a), (b) and (d) if you have or plan to hire drivers)**

**(a) Qualified Driver Selection**

In selecting a driver, do you:

- (i) Obtain a driver abstract? YES \_\_\_\_\_ NO \_\_\_\_\_
- (ii) Examine driver's licence for class and restrictions? YES \_\_\_\_\_ NO \_\_\_\_\_
- (iii) Road test drivers before hiring? YES \_\_\_\_\_ NO \_\_\_\_\_
- (iv) Contact previous employer? YES \_\_\_\_\_ NO \_\_\_\_\_

**(b) Driver Performance**

- (i) Do you have a system to obtain and review driver abstracts on an annual basis? YES \_\_\_\_\_ NO \_\_\_\_\_
- (ii) Do you have a system for ensuring compliance with Hours of Service Regulations? YES \_\_\_\_\_ NO \_\_\_\_\_
- (iii) Do you have a system for ensuring compliance with Trip Inspection Regulation? YES \_\_\_\_\_ NO \_\_\_\_\_
- (iv) Do you have a system for ensuring compliance with the Facility Audit Standards (National Safety Code)? YES \_\_\_\_\_ NO \_\_\_\_\_
- (v) Do you systematically review accidents, moving violations and criminal code offenses reported by your drivers? YES \_\_\_\_\_ NO \_\_\_\_\_

**(c) Vehicle Safety**

- (i) Do you have a vehicle preventative maintenance program?  
YES \_\_\_\_\_ NO \_\_\_\_\_

(ii) Do you have a system for ensuring compliance with the mandatory periodic vehicle inspection regulation (P.M.V.I. in Saskatchewan)?

YES \_\_\_\_\_ NO \_\_\_\_\_

(iii) Which program best describes your mandatory vehicle inspection program?

\_\_\_\_\_ Self-certifying inspection facility

\_\_\_\_\_ Approved inspection station

\_\_\_\_\_ Other (Specify) \_\_\_\_\_

**(d) Operational Safety**

Do you provide training to your drivers for:

(i) Hours of Service YES \_\_\_\_\_ NO \_\_\_\_\_

(ii) Trip Inspection YES \_\_\_\_\_ NO \_\_\_\_\_

(iii) First Aid YES \_\_\_\_\_ NO \_\_\_\_\_

(iv) Air Brakes YES \_\_\_\_\_ NO \_\_\_\_\_

**(e) Safety Compliance**

(i) If you have a company representative responsible for promoting safety, provide:

Name of official: \_\_\_\_\_

Position (title): \_\_\_\_\_

(ii) Do you have a systematic method for self-evaluating compliance with all the standards in the National Safety Code (NSC)?

YES \_\_\_\_\_ NO \_\_\_\_\_

**7. Equipment & Safety**

(a) Please list and provide a breakdown of all vehicles in your total fleet:

Vehicle Type	Year	Make/Model	Seating Capacity
Buses			
Limousine			
Other (Specify)			

**Attach your own sheet if additional space is required**

(b) Where will the vehicles be stored while not in use? \_\_\_\_\_  
\_\_\_\_\_

(c) Please provide the following information for all your drivers.

Driver's Name	PIC Number

**Attach your own sheet if additional space is required**

**8. Description of Service:**

(a) Please describe the type of service you will be providing and if you have any intentions of leaving the Province.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) If Charter Service – What location(s) do you plan to pick up/drop off passengers?

At any location in Saskatchewan (i.e.: All Points in Saskatchewan)

Only at specific locations in Saskatchewan. Please specify the locations.

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(c) If Scheduled Service – What route(s) do you plan to operate? Please explain in detail.

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**9. Support Form**

Support forms, Form STI-1, should match the authority being applied for in terms of origins and destinations. Please attach a minimum of three (3) completed Support Forms.

**10. Certification**

I hereby commit:

- to meet safety fitness requirements under the laws of Canada and the Province of Saskatchewan;
- to comply with highway safety laws; and
- to know required safety standards, practices and procedures in each jurisdiction in which my company or I will operate.

I hereby certify that, to the best of my knowledge, information and belief, I have supplied true, accurate and complete information to all the questions in this document and attachments.

Owner's Signature \_\_\_\_\_

Name in Print \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_

At \_\_\_\_\_  
City/Town Province/Territory

Date \_\_\_\_\_, 20 \_\_\_\_\_.



HIGHWAY TRAFFIC BOARD

# SUPPORT FORM

I am supporting an application for an operating authority requested by the following:

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

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

\_\_\_\_\_

## Description of Service to be Provided

<u>Origin (Place of Pickup)</u>	<u>Destination (Place of Pickup)</u>	<u>Frequency (per Day, Week, Or Month)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Description should complement the authority being applied for in terms of origin, destination, etc. Please be specific.**

I confirm the above has approached our company, and the availability of the described transportation service.

Signature: \_\_\_\_\_

Name in Print: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Firm Represented: \_\_\_\_\_

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

\_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Date: \_\_\_\_\_, 20 \_\_\_\_\_