

**Ontario Highway
Transport Board**

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**Commission des transports
Routiers de l'Ontario**

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**Under the Motor Vehicle Transport Act, 1987, and/or the Public Vehicles Act
APPLICATION FOR A PUBLIC VEHICLE / EXTRA PROVINCIAL / SCHOOL BUS
OPERATING LICENCE**

INSTRUCTIONS:

- The Board may decide to grant/deny the application based on the information on this form. Consequently, it is essential that you answer all the questions, ensuring that you provide as complete information as possible. Please attach further submissions if space provided is insufficient or if you feel that you would like to provide the Board with other relevant material to enhance your application. Failure to answer all questions may result in the application being returned to you for completion and cause unnecessary delays. Processing time is approximately 6 to 7 weeks from date of receipt of the application.
- Only one Form to Support an Application is enclosed with this application. Please photocopy the form and complete as many as you deem necessary to support your application. This form is to be completed by individuals, persons who represent groups or organizations who have expressed an interest in using your services.
- A person/company applying to operate charters originating from outside Ontario needs only complete the application form for "Out of Province and USA Applicants" and provide the Board with a copy of the operating licence issued by the Federal Highway Admin. or ICC (USA), or the home Province(Cdn).
- An applicant applying for a public vehicle (school bus) operating licence - (chrome yellow school buses only) needs only complete sections A, B, D, and F of this form and provide a copy of the Agreement of Transportation with the School Board or a letter from the School Board indicating that you are a successful bidder.

APPLICATION FEES (in Canadian Dollars):

Licence Type	Temporary	Permanent
Public Vehicle operating licence including transfer	\$300.00	\$500.00
Extra-provincial operating licence including transfer	\$300.00	\$500.00
Public Vehicle and Extra-provincial operating licence (together) - including transfer	\$300.00	\$500.00
Public Vehicle (School Bus) operating licence - including transfer	\$120.00	\$200.00

PLEASE NOTE: APPLICATION FEES ARE NON-REFUNDABLE

Payment must be made by cash, cheque, certified cheque, bank draft or money order and made payable to "The Minister of Finance" and attached to the application.

INSURANCE REQUIREMENTS:

Please be advised that in the event your application is approved you will be required to file a Certificate of Insurance covering the minimum liabilities before the operating licence is issued.

Hereunder are the insurance requirements as per Regulations under the Public Vehicles Act.

- a) the motor vehicle liability insurance required by section 251 of the Insurance Act;
- b) a minimum insurance coverage in the amount of \$5,000.00 for damage to property of all passengers;
- c) a minimum liability coverage against loss or damage resulting from bodily injury to or the death of one or more passengers that is set out as hereunder:

<u>Item</u>	<u>Amount of Insurance In Canadian Dollars</u>	<u>Seating Capacity for Passengers of Each Vehicle</u>
1.	\$1,000,000.	1 to 7 passengers
2.	\$5,000,000.	8 to 12 passengers
3.	\$8,000,000.	13 or more passengers

- d) an endorsement that the insurance company will undertake to notify the Board in writing of the cancellation or expiry of the insurance policy at least 30 days before the effective date of cancellation or expiry.

PUBLIC VEHICLES (as defined in Section 7 (1) (a) of Regulation 982 of the Public Vehicles Act):

- (i) "Class A" means a public vehicle equipped with air-ride or torsion-bar suspension, reclining seats, baggage capacity separated from the passenger cabin, motive power that is mounted to the rear of the front axle, washroom facilities and air conditioning;
- (ii) "Class B" means a public vehicle equipped with air-ride or torsion-bar suspension, reclining seats, baggage capacity separated from the passenger cabin, motive power that is mounted to the rear of the front axle, and either washroom facilities or air conditioning;
- (iii) "Class C" means a public vehicle equipped with air-ride or torsion-bar suspension, reclining seats, baggage capacity separated from the passenger cabin, motive power that is mounted to the rear of the front axle, but neither washroom facilities nor air conditioning; and
- (iv) "Class D" means a public vehicle that is not a Class A, B or C public vehicle.

PUBLIC NECESSITY AND CONVENIENCE:

The Board will have to determine from the information in your application, if the issuance of an operating licence to an applicant will serve "PUBLIC NECESSITY and CONVENIENCE". Over the years, the Board has given amongst other considerations to the following factors, when considering what constitutes public necessity and convenience:

- the transportation needs of the public as seen through the public witnesses
- the adequacy and quality of the existing services
- the level of competition in the area in question
- the choice of modes of transportation
- the convenience of the public
- the uniqueness or distinctiveness of the proposed service or equipment
- the viability of the proposed service and market sustainability
- the fitness of the applicant ... financial, operational and safety
- the impact on existing carriers if the service were granted

Please demonstrate by the information you provide how your proposed service meets the above-mentioned factors as they pertain to your particular application.

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**APPLICATION FOR A PUBLIC VEHICLE / EXTRA PROVINCIAL / SCHOOL BUS
OPERATING LICENCE
Under the Motor Vehicle Transport Act, 1987, and/or the Public Vehicles Act.**

A. OPERATING LICENCE REQUIRED: (please tick choice)

- Extra-provincial operating licence - permanent ____ temporary ____
- Public Vehicle operating licence - permanent ____ temporary ____
- Public Vehicle (School Bus) operating licence - permanent ____ temporary ____

B. APPLICATION INFORMATION:

(Individuals or partners – complete # 1; Corporations – complete # 2)

1. INDIVIDUAL OR PARTNERSHIP:

Surname, Given Name, Initial and Trade Name (if any)

Complete Address

Telephone No. _____

Facsimile No. _____

Email _____

Names of all partners: _____

OR

2. CORPORATION:

Name of Corporation (in full)

Date of Incorporation & Incorporating jurisdiction

Complete Address

Telephone No. _____

Facsimile No. _____

Email _____

Public or Private _____

President _____

Vice-President _____

Secretary _____

Directors _____

Names of the 10 Largest Shareholders and No. of Shares held: _____

NOTE: Please attach a separate sheet if space is not sufficient.

C. BUSINESS PLAN:

1. Please attach a separate sheet addressing each of the following points:
 - a) Describe the proposed operation/goals;
 - b) If currently licensed, describe how the proposed operation will be incorporated into the overall operation;
 - c) Describe the type of market/communities to be served;
 - d) The population growth in the area applied for;
 - e) The uniqueness or specialized service;
 - f) The market research;
 - g) Additional employment;
 - h) Any other factors that may enlighten the Board on your proposed operation.

2. Please attach a separate sheet to describe:
 - a) An up to date equipment list , i.e. the number of Class A, B, C, and D vehicles;
 - b) Indicate what additional equipment you propose for this operation;
 - c) If this is a new operation, describe the type of vehicles to be used.

3. What would the rates be for the proposed service? (How much will you charge for the proposed service?)

4. On a separate sheet please provide the Board with a projected operating statement for the first year of proposed operation, i.e.: a) the total revenue expected; b) the total expenses; c) the net profit. The Board needs this information in order to ascertain the viability of the proposed service and market sustainability.

Please ensure that you take the following into consideration when estimating your total expenses:

- wages and benefits;
- rent/lease;
- repairs and maintenance;
- licences;
- professional fees;
- insurance;
- office administration (telephone, stationery etc);
- depreciation;
- interest and bank charges;
- fuel;
- any other income or expenditure;
- advertising.

D. PROPOSED SERVICE:

Give full description of the proposed service:

- a) for a scheduled service: list exact route(s) by highway name or number;
- b) for a chartered service: name each County, City, Municipality, Town, etc. where charters will originate from;
- c) for an extra-provincial operating licence: specify borders (i.e.: ON/QC, ON/MB, ON/USA)

E. BOARD HEARING:

The Board is no longer authorized to hold an oral hearing on its own initiative. The Board can only hold an oral hearing (a) if all parties consent or (b) if any party on file requests the Board at any time, before or during the hearing, and if the Board is of the opinion that a written hearing may not satisfy the requirements of natural justice.

- 1. Should the Board base its decision on a written hearing? (Please tick) Yes ____ No ____
- 2. Should the Board hold an oral hearing to make its decision? (Please tick) Yes ____ No ____
- 3. If your answer to question number 2 is Yes, please give reasons. i.e.: why a written hearing may not satisfy the requirement of natural justice. (Please attach a separate sheet if space is insufficient).

F. CERTIFICATION:

I/We, do hereby certify that the information given in this application and documents attached are true, correct and complete in every respect.

Signature of Applicant: _____
 Date: _____

Note:
 If the applicant is a corporation, an authorized signing officer must sign this application.

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**FORM TO SUPPORT AN APPLICATION
FOR PUBLIC VEHICLE OR EXTRA PROVINCIAL OPERATING LICENCE
(must be completed by individuals or persons representing groups or organizations requiring the service)**

Name of Carrier you are supporting: _____

Your Name

Name of group or firm you are employed with or represent (if any)

Your Complete Address

Telephone No.

Facsimile No.

1. What type of transportation service do you require?

2. How often will you require this service?

3. Please provide:

(a) pick-up points (where the charter will start from):

(b) destination points, including any point of destination located outside the Province of Ontario (i.e.- will you require the service to take you to other Canadian Provinces or to the USA?)

4. What type and size of vehicle do you require and does the applicant have that type of vehicle?

5. Have you previously used the service of the applicant? Yes ____ No ____
If "Yes", describe:

6. Other motor carriers:

a) Are you aware of any other carriers performing the service that is being applied for in this application? Yes ____ No ____

b) Name the Motor Carriers you have used in the past. Whom are you presently using?

c) Do you have any complaints with respect to the service of the above carriers?
If "Yes", describe:

7. Why are you supporting this application and explain how it will meet your transportation needs?

I, the undersigned, hereby declare that I am duly qualified and authorized to support this application and furthermore declare that I have, to the best of my knowledge, belief and ability supplied true and correct information.

DATED: _____

SIGNATURE: _____