

MARYLAND PUBLIC SERVICE COMMISSION
Transportation Division
WILLIAM DONALD SCHAEFER TOWER
6 ST. PAUL STREET, 18th Floor
BALTIMORE, MD 21202-6806
TELEPHONE: 410-767-8128 OR 1-800-492-0474
FAX: 410-333-6088
Website: www.psc.state.md.us

Notice to All Regulated Passenger Carriers

As an authorized carrier of passengers by motor vehicles in intrastate commerce in Maryland you are responsible for providing the Transportation Division with the following information:

1. Written notification of change of name / address / telephone number.
2. Written notification of change of form of business (Example: change from sole proprietorship to corporation)
3. Any changes in corporate names, trade names, names of corporate officers.
4. Any new contracts with customers, if you are a contract carrier.
5. Addition or deletion of any vehicle to/from your currently approved list of vehicles.
6. Renewal certificates of insurance at time of expiration of current certificate.
7. Changes in rates must be filed with the Public Service Commission and the Maryland Office of People's Counsel 14 days in advance of effective date (see COMAR §20.95.01.08B).
8. Changes in schedules/routes, if you are a regular route passenger carrier.
9. Written notification of termination of business if you cease to operate.

For information/forms regarding the above or other related matters, please call (410) 767-8128.

State of Maryland
Public Service Commission
Transportation Division

*******INSTRUCTIONS FOR VEHICLE ADDITIONS*******

The following documents must be submitted by mail, or in person on Wednesdays or Thursdays only, between 9:00 AM and 11:30 AM, to the Transportation Division before a vehicle **addition** can be processed:

1. A SIGNED AND COMPLETED PASSENGER VEHICLE LIST (sample attached). Every carrier should have a supply of these. Please be sure to check the section near the top indicating that the form is for vehicles being added.
2. A COMPLETED CERTIFICATE OF INSURANCE which must include: the name in which the carrier holds its PSC authority (except for MAIF Certificates which are only issued in the name of the vehicle owner), the limits of liability coverage (which must meet or exceed PSC requirements), the name of the insurance company and broker (both of whom must be licensed by the Maryland Insurance Administration), the effective and expiration dates of the policy, the VIN numbers of all vehicles covered, on the Certificate itself or on insurance company letterhead attached to the Certificate), the PSC's name and address as a Certificate Holder, and a statement that the policy will not be canceled without 10 days notice to the PSC.
3. FOR A LIMOUSINE (as defined in the Transportation Article of the Annotated Code of Maryland §11.129.1), THAT HAS BEEN STRETCHED AFTER MANUFACTURE, VERIFICATION FROM THE MODIFIER/COACH BUILDER OF THE MODIFICATION, VIN NUMBER, AND PASSENGER CAPACITY OF THE STRETCHED VEHICLE.
4. FOR A NEW VEHICLE (LESS THAN 7,500 MILES ON ITS ODOMETER), A COPY OF THE CERTIFICATE OF ORIGIN (including the back of the form with the odometer reading) AND A COPY OF THE BILL OF SALE OR
5. FOR A USED VEHICLE, A MARYLAND STATE INSPECTION CERTIFICATE issued within the past 90 days from an authorized Maryland State Inspection Station. For vehicles less than 10,000 lbs. GVWR, the yellow sticker will be mailed or given once the vehicle is approved to be added to the fleet. For vehicles over 10,000 lbs. GVWR, the PSC inspector will place its yellow authorization decals on the vehicle after we have verified that all markings are correct and have inspected the vehicle. (Motor coaches and school buses may be inspected by a Maryland State Inspection Station or by the PSC).

Our goal is to process vehicle additions within **THREE DAYS** from receipt of all paperwork. In order to save time, you may fax copies to us and mail the hard copies on the same day.

*******INSTRUCTIONS FOR VEHICLE DELETIONS*******

The following documents must be presented by mail, or in person on Wednesdays or Thursdays only, between 9:00 AM and 11:30 AM, to the Transportation Division in order to **delete** a vehicle from your fleet:

1. SIGNED AND COMPLETED PASSENGER VEHICLE LIST. Please be sure to check off the section near the top indicating that the vehicle(s) is being deleted.
2. PSC DECALS (yellow authorization sticker and red inspection sticker) must be removed and attached to the vehicle list; and
3. MVA TAG RETURN RECEIPT FOR THE FOR-HIRE LICENSE TAGS.

If there are any questions about this process, please contact the Administrative Specialist assigned to your company either Ms. Munzio Tazwell at 410-767-8117 or email at munzio.tazwell@maryland.gov or Ms. Arisleyda Estevez at 410-767-8183 or email at arisleyda.estevez1@maryland.gov

INSURANCE REQUIREMENTS

PASSENGER-FOR-HIRE VEHICLES (Non-Transportation Network Operator Vehicle):

The minimum per accident insurance required for each motor vehicle with a seating capacity of **seven passengers or less** is:

- (a) \$50,000 for injury to any one person, \$100,000 for injuries to two or more persons, and \$20,000 for property damage; or
- (b) \$120,000 combined single limit.

The minimum per accident insurance required for each motor vehicle with a seating capacity of **eight to 15 passengers** is:

- (a) \$75,000 for injury to any one person, \$200,000 for injuries to two or more persons, and \$50,000 for property damage; or
- (b) \$250,000 combined single limit.

The minimum per accident insurance required for each motor vehicle with a seating capacity of **16 passengers or more** is:

- (a) \$75,000 for injury to any one person, \$400,000 for injuries to two or more persons, and \$100,000 for property damage; or
- (b) \$500,000 combined single limit.

TRANSPORTATION NETWORK OPERATOR PASSENGER-FOR-HIRE VEHICLES:

\$50,000 for injury to any one person, \$100,000 for injuries to two or more persons, and \$25,000 for property damage in addition to interest and costs; uninsured motorist insurance coverage required under §19-509 of the Insurance Article; and personal injury protection coverage required under §19-505 of the Insurance Article – See PUA §10-405 for full requirements.

TRANSPORTATION NETWORK COMPANY:

Documentation of Insurance Compliance as defined in PUA §10-405.

CERTIFICATE OF INSURANCE REQUIREMENTS

If insurance is provided by a private insurer, the Certificate must be on an ACORD or other similar form. If insurance is issued by the Maryland Automobile Insurance Fund (MAIF), the Certificate must be on a MAIF form issued directly from MAIF.

All Certificates must include:

1. The name of the insured exactly as it appears on your PSC application, under which your authority was issued;
2. The Public Service Commission as certificate holder;
3. A statement that, in the event of cancellation, your insurer will give you and the PSC ten (10) days written notice;
4. A list of each vehicle covered, identified by year, make and complete VIN number (either typed on the Certificate or on insurance company letterhead);
5. The limits of liability;
6. The effective and expiration dates of the policy;
7. The name and address of the insurance company and agent (both of which must be licensed by the Maryland Department of Labor, Licensing and Regulation); and
8. The printed or typed name and original signature of the person authorized to sign the Certificate of Insurance.

The Code of Maryland Regulations prohibits all vehicles transporting passengers (20.95.01.18) and all taxicabs operating in a jurisdiction under the Commission's authority (20.90.02.19) from being operated unless the vehicles are insured in accordance with the minimum limits listed above.

