



1300 S. Evergreen Park Dr. SW  
P.O. Box 47250  
Olympia, WA 98504-7250  
Phone: 360-664-1222  
Fax: 360-586-1181  
TTY: 360-586-8203  
or  
1-800-416-5289  
E-mail: [Transportation@utc.wa.gov](mailto:Transportation@utc.wa.gov)

Type of Passenger Transportation Authority Requested (check one box)	Fee Required
<input checked="" type="checkbox"/> <u>Auto Transportation Authority (a new certificate)</u> Complete sections 1-8. Submit a proposed tariff and time schedule.	\$ 200
<input type="checkbox"/> <u>Extension of Existing Auto Transportation</u> Certificate No. C- _____ Complete sections 1-8. Submit a proposed tariff and time schedule.	\$ 150
<input type="checkbox"/> <u>Transfer or Lease Auto Transportation Authority</u> Complete sections 1-8 and Attachment B. <input type="checkbox"/> All of Certificate No. C- _____ <input type="checkbox"/> Portion of Certificate No. C- _____	\$ 200
<input checked="" type="checkbox"/> <u>Temporary Auto Transportation Authority (new temporary authority or temporary authority to operate pending a commission decision on a parallel filed permanent application)</u> Complete sections 1-8 and Attachment A.	\$ 150
<input type="checkbox"/> <u>Mortgage of Certificate</u> Complete section 1 and Attachment D.	\$ 35
<input type="checkbox"/> <u>Name Change (company corporate name, trade name or surname of an individual owner or partner)</u> Complete section 1 and Attachments C and E.	\$ 35
<input type="checkbox"/> <u>Reinstatement of Cancelled Certificate</u> Complete sections 1 and 8.	\$200

TYPE OF PAYMENT:

Cash    Check    Money Order    AMEX    MasterCard    Visa

AM 106142

Credit Card Information (if applicable):

Expiration Date  
Month/Year

Amount: \$ 150.00

Cardholder's signature:

*Richard Johnson*

Date: 8-9-07

FOR OFFICIAL USE ONLY

Date Filed: 8/10/07	Docket #:	Motcar:	Cert. Issued:
LS Staff Assigned: <i>[Signature]</i>	Insurance:	Application:	Related App:
DOL/SOS:	Tariff/Time Schedule:	Map:	
Text approved for docket:	Safety Inspection:	Reception #:	111 0268:

111 0268 232 02

111 0268 232 01

111 0268 230 02

111 0268 230 01

111 0268 232 02    \$150.00    0000162

**SECTION 1 - APPLICATION INFORMATION**

Name of Applicant: CWA, Inc		
Trade Name(s) if applicable: Airporter Shuttle, the Grapeline		
Unified Business Identification Number (UBI): 602-240-445 If you do not know your UBI number or need to request one, contact the Department of Licensing at (360) 664-1400.		
Phone Number: ( 360 ) 543-9369	Fax Number: ( 360 ) 380-1538	E-mail: Richard@airporter.com
Physical Address		Mailing address, if different from physical address
Street: 1416 Whitehorn Street		Street:
City: Ferndale		City:
State/Zip: WA/98248		State/Zip:

**SECTION 2 - COMPANY INFORMATION**

Type of business structure:  
 Individual     Partnership     Corporation     Other (LP, LLP, LLC) \_\_\_\_\_

List the name, title and percentage of partner's share or stock distribution for major stockholders:

Name	Title	Stock Distribution or Percentage of Shares
Richard Johnson	President & Treasurer	100%
Julie L. Johnson	Vice-President	

Provide the following documents with your application:

- A map of the proposed line, route or service territory that meets the standards described in WAC 480-30-051.
- Support statements for temporary authority if applicable.

Describe the proposed service including the line, route or service territory description. Describe in terms such as streets, avenues, roads, highways, townships, ranges, cities, towns, counties or other geographic descriptions.

See proposed service attached

How many riders do you expect during your first year of operations? 7432

State the conditions that justify granting of this application.

Please see attached proposal

Do other auto transportation companies currently provide service between any of the points or along any portion of the route you propose to serve?

**No - none currently providing service**

Yes If yes, list the names and addresses of companies

Name

Address

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Name of Applicant: CWA, Inc		
Trade Name(s) if applicable: Airporter Shuttle, the Grapeline		
Unified Business Identification Number (UBI): 602-240-445 If you do not know your UBI number or need to request one, contact the Department of Licensing at (360) 664-1400.		
Phone Number: ( 360 ) 543-9369	Fax Number: ( 360 ) 380-1538	E-mail: Richard@airporter.com
Physical Address		Mailing address, if different from physical address
Street: 1416 Whitehorn Street		Street:
City: Ferndale		City:
State/Zip: WA/98248		State/Zip:

**SECTION 2 – COMPANY INFORMATION**

Type of business structure: <input checked="" type="checkbox"/> Individual <input checked="" type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input checked="" type="checkbox"/> Other (LP, LLP, LLC) _____		
List the name, title and percentage of partner's share or stock distribution for major stockholders:		
<u>Name</u>	<u>Title</u>	<u>Stock Distribution or Percentage of Shares</u>
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**No – none currently providing service**

Yes If yes, list the names and addresses of companies

Name

Address

Do you currently hold, or have you ever held, an auto transportation certificate?

No Yes If yes, please indicate your certificate number: C-1073

Have you ever applied for and been denied an auto transportation certificate?

No Yes If yes, please explain: \_\_\_\_\_

Have you been cited for violation of state laws or commission rules?

No Yes If yes, please explain: \_\_\_\_\_

### SECTION 3 - TARIFF AND TIME SCHEDULE

If this application is for temporary authority, a new certificate or extension of existing certificated authority, you must include a proposed tariff and time schedule that is in compliance with WAC 480-30-251 through WAC 480-30-436.

If this application is a transfer or a lease of authority from an existing certificate, you must either file a new tariff and time schedule at the same rate levels as on file or you must adopt the current certificate holder's tariff and time schedule. To file a new tariff, use the standard tariff format included with this application or an approved alternate format. Indicate which option you will use:

Adopt (Complete Attachment E)  
File a new tariff

### SECTION 4 - HEARING INFORMATION

Estimate the number of witnesses you will present and the amount of time you will need for your presentation if the commission sets your application for a formal hearing.

Number of witnesses: 4 Amount of time: 2 hours total

Will an attorney be representing you?

If so, complete the following: NO

Attorney's name:

Attorney's phone number:

Attorney's address:

Fax Number:

Street

E-mail:

City, State, Zip

SEE ATTACHED

### SECTION 5 - FINANCIAL STATEMENT

You may attach a Balance Sheet or Profit and Loss Statement in place of providing the information requested below.

ASSETS		LIABILITIES	
Cash in Bank	\$	Salaries/Wages Payable	\$
Notes Receivable	\$	Accounts Payable	\$
Accounts Receivable	\$	Notes Payable	\$
Investments	\$	Mortgages Payable	\$
Other Current Assets	\$	Contracts and Bonds Payable	\$
Prepaid Expenses	\$	<b>TOTAL LIABILITIES</b>	\$
Land and Buildings	\$	<b>NET WORTH</b>	
Trucks and Trailers	\$	Preferred Stock	\$
Office Furniture	\$	Common Stock	\$
Other Equipment	\$	Retained Earnings	\$
Other Assets	\$	Capital	\$
<b>TOTAL ASSETS</b>	\$	<b>TOTAL LIABILITIES AND NET WORTH</b>	\$

In addition to completing the information requested above, you must attach a projected balance sheet and income statement for your first year of operation, PLEASE SEE ATTACHED

### SECTION 6 – EQUIPMENT LIST

Describe the equipment you will use in your operations. Attach additional sheets if necessary. You must have your vehicles inspected and receive a valid Commercial Vehicle Safety Alliance decal for each motor vehicle before your application is granted.

Year	Make	License Number	Vehicle ID Number	Seating Capacity
2005	Ford/ Krystal	A38547W	1FDXE45P05Hb44438	14 + Wheelchair; 20 without
2003	Ford/ Goshen	To be purchased		16 + Wheelchair; 20 without

### SECTION 7 – SAFETY AND OPERATIONS

In each of the categories shown below, list the person and position responsible for understanding and complying with the Federal Motor Carrier Safety Regulations (FMCSR) and Washington State laws and rules. Please refer to the WAC rules, fact sheets and publication "Your Guide to Achieving a Satisfactory Safety Rating" for assistance with requirements.

#### SAFETY RESPONSIBILITIES

- **COMMERCIAL DRIVER'S LICENSE (CDL) STANDARDS REQUIREMENTS AND PENALTIES** (Title 49, Code of Federal Regulations Part 383). If you operate commercial motor vehicles, your drivers must have a valid CDL.
- **DRIVER QUALIFICATION REQUIREMENTS** (Title 49, Code of Federal Regulations Part 391). Each of your drivers must meet minimum qualification requirements. You must maintain driver qualification files for each driver.
- **DRIVERS HOURS OF SERVICE** (Title 49, Code of Federal Regulations Part 395). Each of your drivers must maintain hours of service logs. You must maintain true and accurate hours of service records for each driver.
- **CONTROLLED SUBSTANCE AND ALCOHOL USE AND TESTING** (Title 49, Code of Federal Regulations Part 382 and Part 40). If you operate commercial motor vehicles, your drivers must be in a Controlled Substance and Alcohol Use and Testing program. You must have an alcohol and controlled substances testing program.
- **INSPECTION, REPAIR AND MAINTENANCE** (Title 49, Code of Federal Regulations Part 396). You must systematically inspect, repair and maintain all motor vehicles.
- **SAFETY REGULATIONS, GENERAL** (Title 49, Code of Federal Regulations Part 390). You must follow safety regulations.
- **DRIVING COMMERCIAL MOTOR VEHICLES** (Title 49, Code of Federal Regulations Part 392). You must follow regulations for driving commercial motor vehicles.
- **PARTS AND ACCESSORIES NECESSARY FOR SAFE OPERATION** (Title 49, Code of Federal Regulations Part 393). You must maintain parts and accessories in safe condition.

Name: Tom Stewart

Position: Vehicle & Facility Manager

Booth Fowler – Driver Trainer

Amy Klander – Human Resource Manager

#### OPERATIONAL RESPONSIBILITIES

List the person and position responsible for understanding and complying with the requirements of each category shown below.

**TARIFFS, TIME SCHEDULES, RATES AND RATE FILINGS** (WAC 480-30-251 through WAC 480-30-436). You must file a tariff showing all rates and how those rates will be assessed. You must also file a time schedule.

Name: Richard Johnson

Position: President

**ANNUAL REPORTS AND REGULATORY FEES** (WAC 480-30-066 through WAC 480-30-081). You must file an annual report and pay regulatory fees by May 1 of each year.

Name: Richard Johnson

Position: President

**CUSTOMER SERVICE** (WAC 480-30-441 through WAC 480-30-461). You must interact with customers according to the rules.

Name: Amy Klander

Position: Human Resource

**STATE OF WASHINGTON GENERAL LAWS, RULES AND REGULATIONS.** You must comply with the regulations of local, state, and federal agencies such as, but not limited to: Department of Labor and Industries, Department of Licensing, Secretary of State, Department of Revenue and Internal Revenue Service and Employment Security.

Name: Richard Johnson

Position: President

**SECTION 8 - DECLARATION OF APPLICANT:**

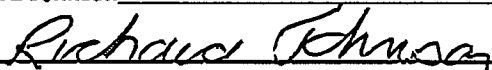
I understand that filing this application does not authorize me to start requested operations described until the commission grants the application and issues a certificate.

I understand the responsibilities of a passenger transportation company and I comply with all local, state, and federal regulations governing business in the state of Washington.

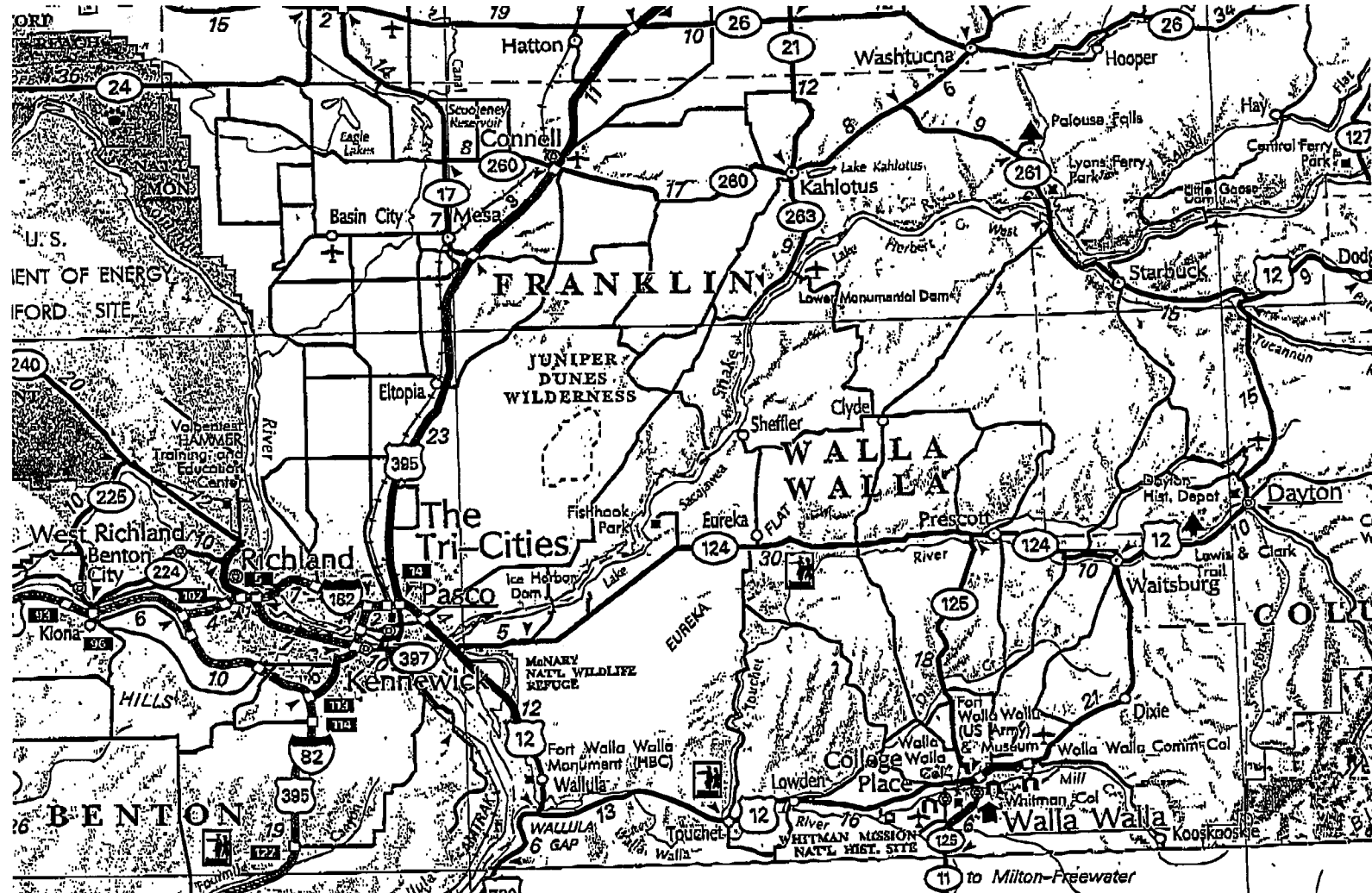
I certify that the information contained in this application is true and correct and that I am authorized to execute and file this document on behalf of the applicant.

Printed name: Richard Johnson

Signature:



Date, County, State: August 8, 2007, Whatcom, Washington



# Washington State

	Divided		Undivided
	Controlled Access Freeway		
	Other Divided Highway		
	Other State Highway		
	Selected local road		
	Paved		Gravel
	Paved		Unpaved
	Exit Numbers match mileposts		
	Mileage between ticks		
<b>ROUTE SHIELDS</b>			
	Interstate		Trans Canada
	U.S.		Natl Forest
	State or Provincial		Lewis & Clark Trail Hwy
	State Toll Ferry		Airport
	Other Toll Ferry		Military Air Base
	AMTRAK Railroad		Station

**Olympia**  
Names of Cou

1 inch = 10 miles

1 centimeter = 1 mile

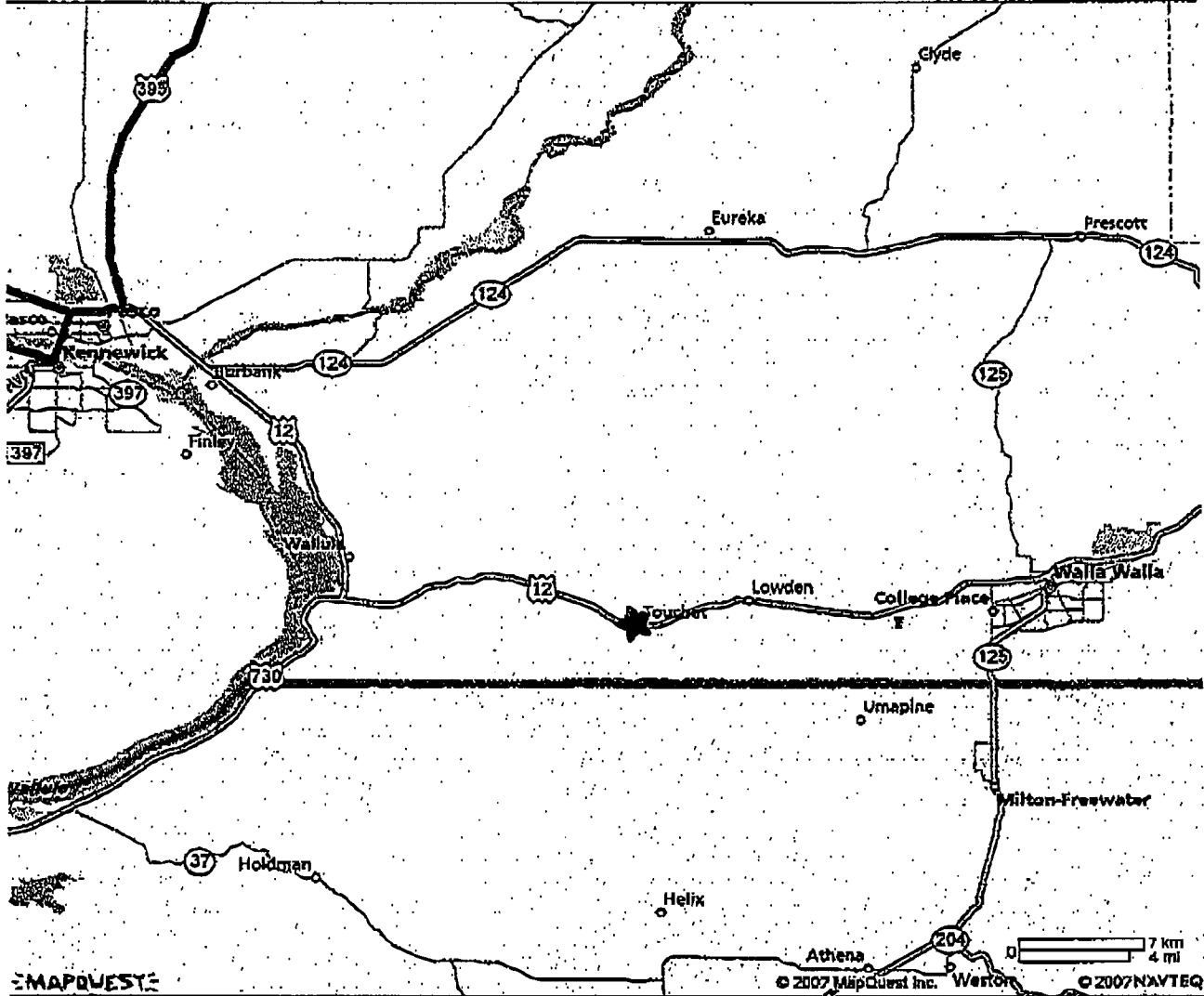
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Sorry! When printing directly from the browser your map may be incorrectly cropped. To print the entire map, try clicking the "Printer-Friendly" link at the top of your results page.



### ★ Touchet, WA US

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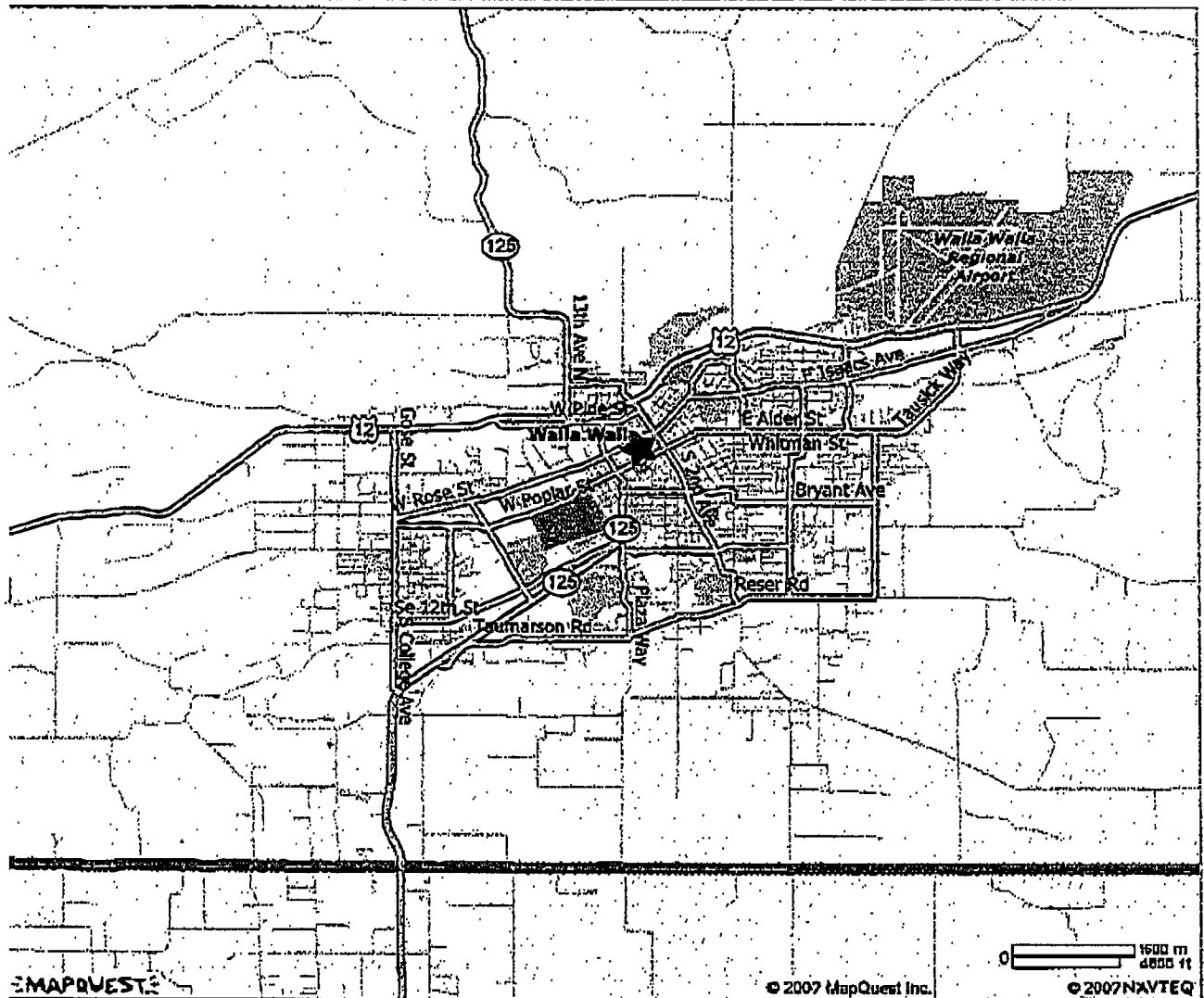


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### ★ Walla Walla, WA US

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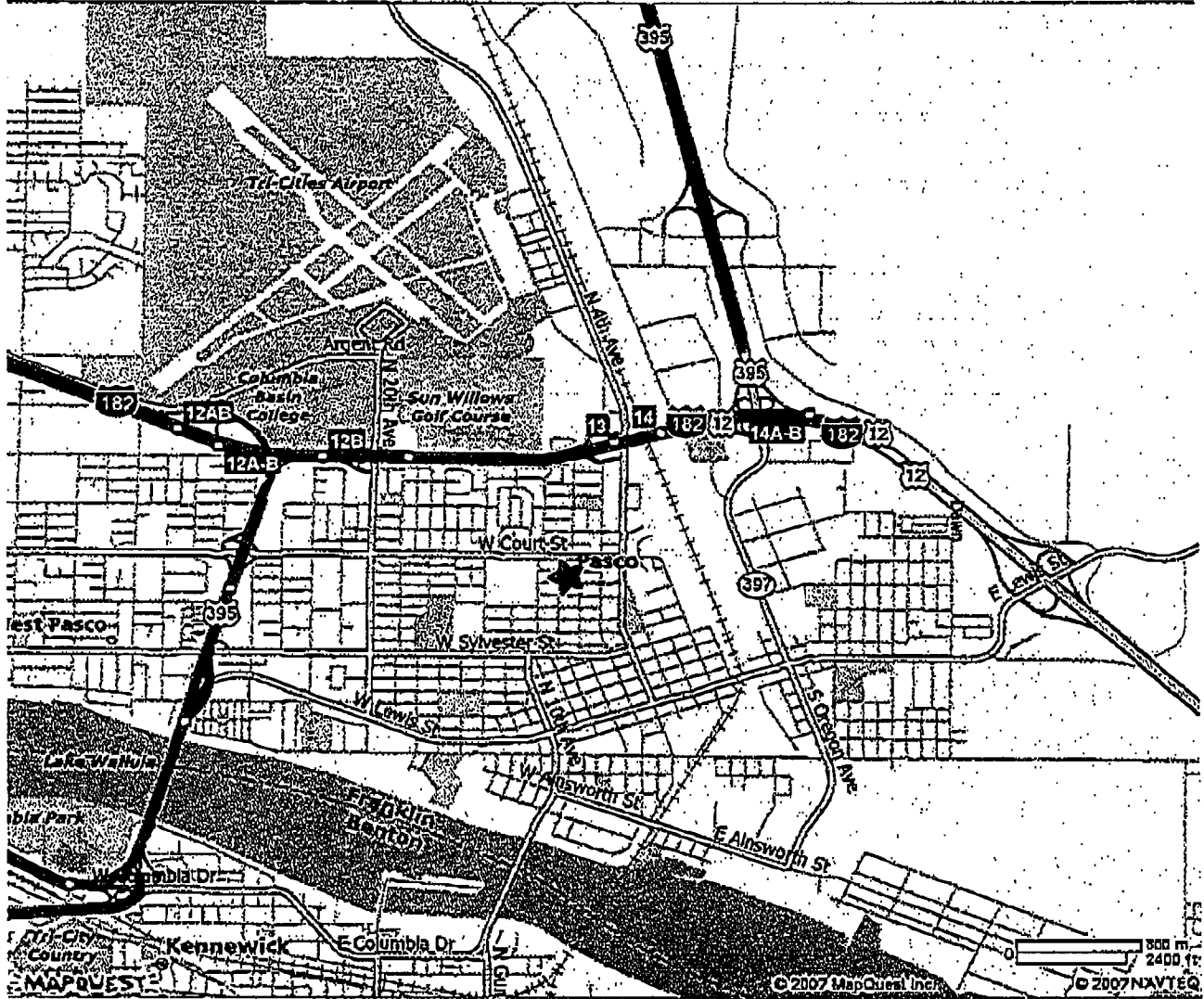
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### ★ Pasco, WA US

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User assumes all risk of use. MapQuest and its suppliers assume no responsibility for any loss or delay resulting from such use.

## The Proposed Service

The proposed service will initially offer three round trips a day, seven days a week, between the cities of Walla Walla and Pasco, WA.

The service will operate on Washington State Highway 12, with scheduled pickup locations offered in Touchet, Wallula and Burbank.

Pickup locations in Walla Walla will include the Walla Walla Regional Airport, the Valley Transit Intermodal Station and another central location in Walla Walla.

Service locations in Pasco will include the Tri-Cities Airport, the Greyhound/Amtrak Intermodal Station, and the Ben Franklin Transit Station.

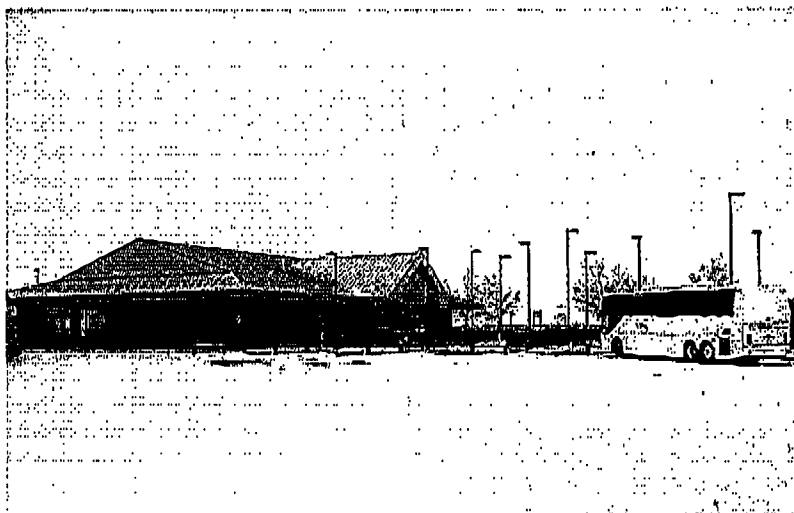
See below for exact locations of various stations:

**Pasco**

*Intermodal*

535 North 1st Ave. Pasco, WA 99301

N 46 deg 14.201' W 119 deg 05.244'



**Pasco**

*Transit Center*

1120 North 22nd Avenue Pasco, WA 99301

N 46 deg 14.130' W 119 deg 07.188'



**Pasco**

*Airport*

3601 N 20th Avenue Pasco, WA 99301

N 46 deg 15.558' W 119 deg 06.931'



**Burbank**

*Shell Sun Mart*

35 Apple Lane Burbank, WA 99323

N 46 deg 11.818' W 118 deg 59.804'

**Wallula**

*Post Office*

150 N Columbia Way, Wallula, WA  
99363

N 46 deg 04.950' W 118 deg 54.462'



**Touchet**

*Chevron Station*

16284 W Highway 12 Touchet, WA  
99360

N 46 deg 02.429' W 118 deg 40.102'



**Walla Walla**

*Transit Center*  
320 W Main St, Walla Walla, WA  
99362

LAT: 46.06557 LON: -118.341927



### Conditions That Justify Granting of This Application

Two years ago, Greyhound Lines canceled service between Walla Walla and Pasco WA, among other intercity routes throughout their network. Genie Service Company has WUTC authority to provide service over this route but has not provided this service for 2 years?

With the financial support of the Federal Transit Administration, the Washington Department of Transportation and matching funds from Greyhound Lines, this proposed service will reconnect the communities of Walla Walla County with larger transportation options in Pasco.

According to local Valley Transit and Ben Franklin Transit, WA ST Department of Transportation, the Agency Council on Coordinated Transportation, Greyhound, US Veterans Affairs, WA ST Penitentiary and many regional social service agencies there are numerous people who would benefit from the return of scheduled service between points in and on the Walla Walla/Pasco corridor.

**Grapeline  
Price Sheet**

	Walla Walla	Touchet	Walla Walla	Burbank	Pasco
Walla Walla		\$ 4.00	\$ 5.00	\$ 6.00	\$ 6.50
Touchet	\$ 4.00		\$ 4.00	\$ 5.00	\$ 6.00
Walla Walla	\$ 5.00	\$ 4.00		\$ 4.00	\$ 5.00
Burbank	\$ 6.00	\$ 5.00	\$ 4.00		\$ 3.00
Pasco	\$ 6.50	\$ 6.00	\$ 5.00	\$ 3.00	

One way fare

see attached for photos and addresses of the specific locations



# Grapeline Proposed Schedule

	Route 1	Route 2	Route 3
Walla Walla	7:00	12:00	17:00
Touchet	7:20	12:20	17:20
Wallula	7:40	12:40	17:40
Burbank	8:05	13:05	18:05
Pasco Intermodal	8:20 (GRY to Spo @ 8:30) (GRY to Sea @ 8:30) (GRY to Por @ 8:30)	13:20 (GRY to Spo @ 14:25) (GRY to Sea @ 14:05) (GRY to Por @ 14:10) (AMT to Spo @ 14:25)	18:20 (GRY to Spo @ 20:45) (GRY to Sea @ 18:55)
Pasco Transit	8:30	13:30	18:30
Pasco Airport	8:40	13:40	18:40



Pasco Airport	9:20	14:20	20:20
Pasco Transit	9:30	14:30	20:30
Pasco Intermodal	9:40 (AMT from Spo @ 5:35) (GRY from Por @ 8:25)	14:40 (GRY from Sea @ 13:35) (GRY from Spo @ 13:40) (GRY from Por @ 13:50)	20:40 (GRY from Sea @ 20:35) (GRY from Spo @ 18:50) (AMT from Por @ 20:57)
Burbank	9:55	14:55	20:55
Wallula	10:20	15:20	21:20
Touchet	10:40	15:40	21:40
Walla Walla	11:00	16:00	22:00

Ben Franklin Transit @ :15 and :45  
Walla Walla Transit @ :15 and :45

**Grapeline Governing Provisions**

ITEM

NO.

**1. FARES:**

Fares apply to all passengers

**2. No Charge FARES:**

Children under two years of age are carried free and must be accompanied by an adult.

**3. ROUND TRIP FARES:**

Round trip fares will be equal to two one way fares

**4. COMUTER FARES:**

Commuter fares are purchased in groups of 10 tickets. The price for a commuter ticket is equal to 60% of the total of 10 one way ticket prices

**5. TICKET REDEMPTION:**

Unused tickets or portions thereof will be redeemed for travel up to one year from the date of sale when presented by the owner. After one year unused tickets will expire. No cash refunds will be given.

**6. EXCESS AND OVERSIZED BAGGAGE:**

There is a minimum \$5.00 charge for each bag over the 2 normal size/weight bags per paying person limit. Normal baggage means under 70lbs and under 70" of combined height, width, length. Normal baggage is defined as suitcases, golf clubs, gun cases, skis, bicycles and snow boards that fit within the weight and dimension limits described above. Normal does not include surf boards for which there is a \$10 additional baggage fee. Bicycles must be mounted on the vehicles exterior bicycle carrier.

In addition to the two normal bag limit, one carry-on bag of normal size is allowed per paying person. Infants who ride free may not bring two normal size bags.

**7. BAGGAGE LIABILITY:**

As provided by Washington state law (RCW 81.29.050), unless higher value is declared prior to transportation and agreed to in writing by CWA, Inc. property damage liability will be \$25.00 for boxes and parcels, \$100.00 for trunks and \$50.00 for suitcases, valises and other items. Additional valuation will be charged at \$1.00 per \$100 or fraction thereof.

**8. HOLIDAY CLOSURES:**

The offices will be closed and no Airporter service provided on Easter, Memorial Day, Thanksgiving, Christmas and New Years Day

**9. PREPAID RESERVATIONS:**

Prepaid reservations guarantee seat availability.

**10. ANIMALS**

Service animals traveling with handicapped passengers will be carried free of charge. Service animals may not occupy a seat. They must lie at the foot of their owner.

Other animals will be transported only when they are in pet carriers. At no time may the pet or pet carrier occupy a seat. Pet owners will be responsible for any extra cleaning/sanitizing of the vehicles, that may be necessary because of their pet.

Pets in small lap sized carriers will be charged \$5

Pets in other carriers will be charged \$10

CWA recommends hard sided pet carriers and takes no responsibility for pets transported in soft sided carriers

#### 11. OBJECTIONABLE PASSENGERS

The company reserves the right to refuse to transport persons under the influence of drugs or alcohol, who may be infectious and spreading communicable diseases, who are incapable of taking care of themselves or whose conduct or behavior may be objectionable and not in the best interest of other passengers. The company also reserves the right to inspect and to refuse to carry any luggage/materials that the carrier or driver considers unsafe and not in the best interest of the other passengers.

#### 12. SCHEDULE MAINTENANCE

The company will not be liable for delays caused by accidents, breakdowns, bad conditions of roads, snow storms or other conditions. The company does not guarantee arrival nor departure times from or to any point. The carrier will endeavor to maintain but can not guarantee the time schedules that are provided.

#### 13. UNACCOMPANIED MINORS

The parents of all minors (under 16 years old) that are traveling unaccompanied must sign and agree to the terms and conditions of CWA's unaccompanied minor release form. Terms: CWA, Inc requires parents to provide contact phone numbers for the guardians that will be meeting the minor. CWA, Inc requires parents to designate the location where their child will be met or to so designate if the child will be traveling alone. CWA requires that the parent will be responsible for paying CWA \$40/hour if they are not at the scheduled location to meet their child when the Grapeline bus arrives.

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**Financial Statement Explanation:**

The proposed Grapeline service will be funded almost entirely by a grant from the Washington State Department of Transportation.

Further, as a requirement of the grant the DOT has asked that we keep a separate set of accounts. Our intention is to create a separate set of accounts for this service and at year end consolidate the income/loss within CWA's profit and loss. The consolidated statement will be provide information for our year end federal tax returns and our WUTC annual report. This separate set of books also has the advantage of keeping regulated revenue separate from non-regulated revenues

We have attached a pro-forma income statement and balance sheet for the proposed Grapeline service.

**Grapellne**  
**ProForma Profit and Loss**  
**August 2007**

**Revenue**

Passenger Revenue	\$ 33,444.00
DOT grant	\$ 415,114.50
	<u>\$ 448,558.50</u>

**Direct Operating Costs**

Wages & Salaries	\$ 108,538.12
Fringe Benefits	\$ 6,000.00
Fuel & Lubricants	\$ 79,113.75
Tires & Tubes	
Repair Parts	\$ 50,260.50
Other (WUTC Tax)	\$ 1,400.00
<b>Direct Operating SubTotal</b>	<u>\$ 245,312.37</u>

<b>Purchased Transportation</b>	\$ 2,200.00
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**Administration**

Wages & Salaries	\$ 30,206.85
Fringe Benefits	\$ 2,400.00
Services (Contract/Bookeeping Admin)	\$ 5,158.50
Utilities (Total office costs)	\$ 17,340.00
Insurance	\$ 9,600.00
Marketing	\$ 48,520.00
Miscellaneous (Reservations & Commissions)	\$ 9,050.00
<b>Administration Sub Total</b>	<u>\$ 122,275.35</u>

Other (Capital) Items	\$ 2,320.00
Leases and Rentals	
*Depreciatlon	\$ 20,400.00
Interest Expense	\$ 12,240.00
Other Items Sub Total	<u>\$ 34,960.00</u>

<b>Total Gross Operating Expenses</b>	<u>\$ 404,747.71</u>
---------------------------------------	----------------------

Projected Profit	<u>\$ 43,810.79</u>
------------------	---------------------

Grapeline  
Proforma Balance Sheet  
as of Aug, 2007

**Assets**

Current Assets

Cash \$ 15,000.00

Long Term Assets

Office Furniture \$ 1,500.00

Vehicles \$ 80,000.00

Total Assets \$ 96,500.00

**Liabilities & Net Worth**

Liabilities

Note Payable \$ 75,000.00

Equity

Capital Stock \$ 21,500.00

Total Liabilities and Equity \$ 96,500.00

# BELLAIR CHARTERS AIRPORTER SHUTTLE

www.enjoytharide.com

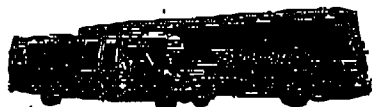
1-800-BELLAIR (235-5247)  
360-380-8800  
Fax 360-380-1538  
1416 Whitehorn Street  
Ferdale, WA 98248

## Fax Cover

To: TINA LIEPSKI  
Organization: WUTC  
Subject: \_\_\_\_\_  
From: LARRY WICKKISER

Date: 8-9-07  
Fax Number: 360-586-1181  
Total Pages: 23

Comments:



Wickkiser International Companies, Inc.



August 9, 2007

Tina Liepski,

The following is our temporary application for service between Walla Walla and Pasco, WA.

We are waiting for support letters, a letter from Gennie Services stating they are not providing service and would not object to us providing service, and the Certificate of Insurance ~~From E.~~  
FORM

If there is anything else missing please advise.

Thank you,  
Larry Wickkiser

360-384-2796  
fax 360-380-1538  
larry@airporter.com





1300 S. Evergreen Park Dr. SW  
P.O. Box 47250  
Olympia, WA 98504-7250  
Phone: 360-664-1222  
Fax: 360-586-1181  
TTY: 360-586-8203  
or  
1-800-416-5289  
E-mail: Transportation@wutc.wa.gov

## AUTO TRANSPORTATION COMPANY APPLICATION

**This application packet contains the following information:**

- Application Forms
- Sample Standard Tariff and Time Schedule Format
- WAC 480-30 – Rules Relating to Passenger Transportation Companies
- “Your Guide to a Satisfactory Safety Rating”

If you operate as an auto transportation company you are subject to commission regulation. An **Auto Transportation Company** is one that transports passengers for compensation over public roads within the state of Washington between fixed locations or over a regular route (i.e., transporting passengers and their luggage to the airport). You must have a certificate from the commission before operating in Washington.

If you provide regular route service under federal authority as provided in 49 U.S.C. § 13902, we will grant you an auto transportation certificate consistent with your federal authority. The state certificate is limited to intrastate operations conducted together with regularly scheduled interstate operations on the same route. You must provide a copy of your federal order granting authority.

Applications for a certificate are subject to public notice and protest and may be set for hearing. If we grant a certificate for auto transportation service, we will also include authority for statewide charter and excursion services.

You must file and maintain bodily injury and property damage insurance (Form E) or a surety bond (Form G) covering each motor vehicle you operate in Washington. You must file and maintain insurance or a surety bond at the following minimum levels.

Motor vehicles that:	Must have insurance or a surety bond at the following minimum levels:
Have a passenger seating capacity of fifteen or less (including the driver)	\$1,500,000 combined single limit coverage
Have a passenger seating capacity of sixteen or more (including the driver)	\$5,000,000 combined single limit coverage

You may contact Licensing Services staff at (360) 664-1222 if you have questions about the application process. We provide equal access to its services. If you need special accommodations, please call 1-800-416-5289 or TTY (360) 586-8203. To request this document in alternate formats, please call (360) 664-1133.

Please submit your application forms, appropriate attachments and proof of insurance to the following address:  
 Washington Utilities and Transportation Commission  
 1300 S. Evergreen Park Drive S.W.  
 P.O. Box 47250  
 Olympia, Washington 98504-7250

If paying by credit card, you may fax your application to (360) 586-1181.

Please refer to our website [www.wutc.wa.gov](http://www.wutc.wa.gov) for WORD and PDF versions of the application, standard tariff and time schedule format, adoption notice and other relevant information.