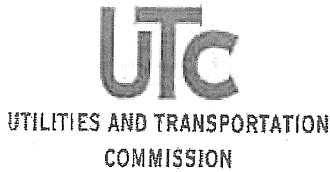


The Arc of Tri-Cities
TN 16/103



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
email: transportation@utc.wa.gov

PRIVATE NONPROFIT TRANSPORTATION PROVIDERS

This application packet contains the following information:

- Questionnaire: Do I need a private nonprofit transportation provider certificate?
- Application Forms
- WAC 480-31, rules and regulations pertaining to Private Nonprofit Transportation Providers
- "Your Guide to Achieving a Satisfactory Safety Record"

Private, nonprofit corporations providing transportation services for compensation solely to persons with **special transportation needs** must apply for and receive a certificate from our agency. "Persons with special transportation needs" are those persons, including their personal attendants, who because of physical or mental disability, income status, or age, are unable to transport themselves or purchase appropriate transportation.

You may **not** begin operations as a private nonprofit transportation provider until you are granted authority and a certificate is issued to you. A USDOT number must also be obtained from the Federal Motor Carrier Safety Administration (FMSCA) before your certificate will be issued.

Insurance/Bond: 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)	\$ 500,000 combined single limit coverage (CSL)
Have a passenger seating capacity of sixteen or more (including the driver)	\$ 1,000,000 combined single limit coverage (CSL)

Mail completed application with fees of \$50.00 and attachments to:

WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION
PO BOX 47250
OLYMPIA, WA 98504-7250

If paying by credit card, fax your application to 360-586-1181, or, scan and email to transportation@utc.wa.gov. If paying by check, mail to the address listed above.

Stillwell, Suzanne (UTC)

From: Dan Cryer <danc@arcoftricity.com>
Sent: Thursday, September 29, 2016 4:12 PM
To: UTC DL Transportation
Subject: Nonprofit Transportation Provider Certificate
Attachments: The Arc.UTC Application.9.29.16.pdf

In accordance with my recent conversations with UTC staff, attached is our completed application.

At this time, we do not own any vehicles and operate strictly as a subcontractor for Ben Franklin Transit. We are, however, applying for a WSDOT Public Transportation grant to purchase and operate two of our own vehicles, and this application requires that we have UTC certification.

Attachments to the application include a schedule of vehicles assigned to us by Ben Franklin Transit, and a coverage document detailing the liability insurance attached to these vehicles.

Please contact me if you require any additional information or clarification.

Thank you,

--

Dan

Daniel M. Cryer
Facility Operations & Transportation Manager
The Arc of Tri-Cities
1455 Fowler Street, Richland, WA 99352
T 509 783-1131
F 509 735-7706
C 509 539-9623

0104 40 118



UTILITIES AND TRANSPORTATION
COMMISSION

QUESTIONNAIRE

To determine whether you need a private nonprofit transportation provider certificate, answer the following questions:

1. Is your organization registered with the Secretary of State's office as a nonprofit corporation?

Yes No

2. Does your organization transport passengers with special needs, those that because of physical or mental disability, income status, or age, are unable to transport themselves?

Yes No

3. Does your organization receive compensation from direct fares, contracts, grants, or by other means, for the express purpose of providing transportation services?

Yes No

If you answered "Yes" to the above questions, you need to apply for a certificate to operate as a private, nonprofit transportation provider.

If you answered "No" to any of the questions, you do not need to obtain a certificate to operate as a private, nonprofit transportation provider from our agency.



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or
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e-mail: Transportation@utc.wa.gov

PRIVATE NONPROFIT TRANSPORTATION PROVIDERS CERTIFICATE APPLICATION

Private Nonprofit Transportation Provider Certificate	<u>Fee Required</u>
Application fee	\$50.00
<p><input checked="" type="checkbox"/> <u>New Certificate</u> – If you are applying for an initial certificate.</p> <p><input type="checkbox"/> <u>Reinstate Certificate</u> – If you are applying to reactivate a cancelled certificate.</p> <p><input type="checkbox"/> <u>Transfer Certificate</u> – If you are applying to transfer an existing certificate to a new corporation or a new corporate name. See below:</p> <p style="text-align: center;"><u>Transfer of Certificate</u></p> <p>Complete this section only if you are transferring an existing certificate to a new corporation or if you are changing your corporate name. List the name of the <u>current</u> certificate holder and the certificate number to be transferred. If this section is not complete, we will issue a new certificate number instead of reissuing the existing certificate.</p> <p>Name on Certificate: _____ Certificate No. _____</p>	

(For Official Use Only) 111 0268 231 02	Company ID: 17,894	Docket TN- 161103
Receipt #: #272736	Insurance: DOL/SOS/DOOR ✓ DOT	Safety Inspection:
Date Filed: 9/30/16		Certificate Issued: NPC-

APPLICANT INFORMATION

Name of Applicant: The Arc of Tri-Cities

Trade Name(s) (if applicable): _____

Mailing Address

Physical Address (if different from mailing)

Street: 1455 Fowler Street Street: _____

City: Richland City: _____

State/Zip 99352 State/Zip _____

Phone Number: (509) 783-1131 Fax Number: (509) 735-7706

UBI #: 601031190 E-Mail: danc@arcoftricities.com

Principal Officers: (List names, titles, and addresses of two principal officers of the nonprofit corporation)

<u>Name</u>	<u>Title</u>	<u>Address</u>
<u>Nancy Stark</u>	<u>President</u>	<u>1455 Fowler St, Richland, WA</u>
<u>Adam Zeigler</u>	<u>Vice President</u>	<u>1455 Fowler St, Richland, WA</u>

List other certificates or permits held with the commission: N/A

List your USDOT # N/A If you don't have a DOT# you can go online at www.fmcsa.dot.gov/online-registration or contact the Washington State Patrol at 360-596-3810 for assistance.

EQUIPMENT LIST

(Attach additional sheets if necessary)

License Number	Year And Make Of Vehicle	Vehicle ID Number	Seating Capacity
See Attached			

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 Record".

<u>SAFETY RESPONSIBILITIES</u>	
<u>49 CFR Parts 300 - 399</u>	
<ul style="list-style-type: none"> ▪ 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 a 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: Dan Cryer	Position: Facility Operations & Transportation Manager
<u>OPERATIONAL RESPONSIBILITIES</u>	
List the person and position responsible for understanding and complying with the requirements of each category shown below.	
ANNUAL REPORTS AND REGULATORY FEES. You must file an annual safety report and pay regulatory fees by December 31 of each year.	
Name: Judy Westsik	Position: Executive Director
STATE OF WASHINGTON GENERAL LAWS, RULES AND REGULATIONS. You must comply with the regulations of local, state, and federal agencies such as, <u>but not limited to:</u> Department of Labor and Industries, Department of Licensing, Secretary of State, Department of Revenue, Internal Revenue Service and Employment Security.	
Name: Judy Westsik	Position: Executive Director

**CONDITIONS JUSTIFYING GRANT OF CERTIFICATE:
(Attach additional sheet if necessary)**

Describe the transportation service you will provide to persons with special transportation needs. Please include:

- A description of the special transportation needs that exist.
- The source of your compensation and the stated purpose (for example: a grant from a federal, state, or local transit agency to purchase a vehicle for providing transportation; or from a for-profit corporation or other source that provides grants to charitable organizations for the purpose of providing general assistance or education to the hearing impaired).

The Arc provides door to door subscription transportation service, under contract with Ben Franklin Transit and within their service boundaries, for people with developmental and intellectual disabilities. We transport to & from four agencies: Columbia Industries, Goodwill Industries, Adult Day Services, and The Arc. The vehicles listed are owned, maintained and insured by Ben Franklin Transit, and are assigned to The Arc of Tri-Cities by contract, whereby The Arc is compensated on a "per boarding" basis. Because Ben Franklin Transit is a municipal organization, they do not operate under a USDOT #; consequently, neither does The Arc. The Arc does not own any vehicles.

DECLARATION OF APPLICANT

I understand that the filing of this application does not in itself constitute authority to operate as a private, nonprofit transportation provider and that no operations may be conducted until a certificate is received from the commission.

As the applicant for a private, nonprofit transportation provider, I understand the responsibilities of a private, nonprofit transportation provider, and I am in compliance with all local, state, and federal regulations governing business in the state of Washington.

I certify under penalty of perjury under the laws of the state of Washington that the information contained in this application is true and correct. I certify that I am authorized to execute and file this document.

Printed name of applicant Judy Westsik Title Executive Director

Signature of applicant 

Date September 29, 2016 County, State Benton County, WA

The Arc of Tri-Cities

Ben Franklin Transit Assigned Vehicle Schedule

Vehicle #	License Number	Year and Make of Vehicle	Vehicle ID Number	Max Seating Capacity
9010	A9627	2014 Chevy Cutaway	1GB6G6BG8E1196102	6 Amb/4 Wheelchair
9011	A9306C	2014 Chevy Cutaway	1GB6G6BG8E1173404	11 Amb/3 Wheelchair
9012	A9305C	2014 Chevy Cutaway	1GB6G6BG9E1195279	11 Amb/3 Wheelchair
9013	A9304C	2014 Chevy Cutaway	1GB6G6BG5E1174557	11 Amb/3 Wheelchair
9014	A9311C	2014 Chevy Cutaway	1GB6G6BG9E1195167	11 Amb/3 Wheelchair
9015	A9606C	2014 Chevy Cutaway	1GB6G6BG8E1173693	11 Amb/3 Wheelchair
9016	A9603C	2014 Chevy Cutaway	1GB6G6BG8E1176013	11 Amb/3 Wheelchair
9017	A9639C	2014 Chevy Cutaway	1GB6G6BG9E1175677	11 Amb/3 Wheelchair
248	66886C	2003 Ford E-350 Cutaway	1FDXE45S53HA97408	5 Amb/5 Wheelchair
290	72319C	1999 Ford Diesel Cutaway	1FDXE40F2XHB90998	16 Amb/2 Wheelchair
292	72386C	2004 Ford E-350 Cutaway	1FDXE45S25HA66023	11 Amb/3 Wheelchair
293	72391C	2004 Ford E-350 Cutaway	1FDXE45S65HA66025	11 Amb/3 Wheelchair
294	72390C	2005 Ford E-350 Cutaway	1FDXE45S85HA66026	11 Amb/3 Wheelchair
295	72389C	2004 Ford E-350 Cutaway	1FDXE45SX5HA66027	11 Amb/3 Wheelchair
296	72388C	2005 Ford E-350 Cutaway	1FDXE45S45HA66024	11 Amb/3 Wheelchair
297	75119C	2004 Chevy Hi-Top	1FTSS34L95HA78522	3 Amb/1 Wheelchair
298	75120C	2004 Chevy Hi-Top	1FTSS34L05HA78523	4 Amb/2 Wheelchair
9468	88664C	2008 GM Full-Size Van	1GAHG35K381228910	12 Ambulatory
9028	90891C	2006 Chrysler Mini-Van	1D4GP24R66B680548	7 Ambulatory
9029	79309C	2006 Chrysler Mini-Van	2FMDA51637BA15059	7 Ambulatory



RAF: 11/25/2015

**LIABILITY COVERAGE DOCUMENT
COVERAGE DECLARATIONS**

COVERAGE DOCUMENT NO. WSTIP 2016 - BFT

MEMBER: Ben Franklin Transit		
ADDRESS: 1000 Columbia Park Trail, Richland WA 99352		
COVERAGE PERIOD:	From: January 1, 2016 12:01 AM	To: January 1, 2017 12:01 AM
The Coverage Document for the Pool consists of Coverage Declarations, Table of Contents, Introduction, and Coverage Part.		
In return for the payment of the contribution, and subject to all the terms of the Coverage Document, the Washington State Transit Insurance Pool agrees to provide the coverage as stated in the Coverage Document.		
THERE IS NO DEDUCTIBLE.		
COVERAGE IN EXCESS OF THE POOL'S RETENTION OF \$2,000,000 IS IN LAYERS. THE LAYER FROM \$2,000,000 TO \$5,000,000 IS PROVIDED BY GOVERNMENT ENTITIES MUTUAL, INC. (GEM). THE LAYER FROM \$5,000,000 TO \$15,000,000 IS PROVIDED BY MUNICH REINSURANCE AMERICA, INC. THE LAYER FROM \$15,000,000 TO \$20,000,000 IS PROVIDED BY ARCH INSURANCE COMPANY. THE COVERAGES IN EXCESS OF THE POOL'S RETENTION ARE SUBJECT TO THE TERMS, CONDITIONS, AND LIMITATIONS IN THE RESPECTIVE REINSURANCE OR EXCESS INSURANCE AGREEMENTS.		
COVERAGE:	LIMITS OF LIABILITY	
A. Bodily Injury and Property Damage Liability	\$20,000,000	Each Occurrence (but in the aggregate for Products/ Completed Operations Hazard)
B. Personal Injury and Advertising Injury Liability	\$20,000,000	Each Offense
C. Vanpool Driver Medical Expense Protection	\$35,000	Each Occurrence
D. Underinsured Motorists Coverage (see Member request for class(es) of vehicles covered).	\$80,000	Each Occurrence for Bodily Injury
E. Cyber Intrusion	\$50,000	Each Event

Washington State Transit Insurance Pool

Allen F. Hatten

Allen F. Hatten, Executive Director

January 1, 2016