N O T I C E

Washington Utilities and Transportation Commission (UTC) hearings are open to the public. The UTC supports public participation for our hearings and provides free accessibility arrangements for those who need it.

If you need assistance with:

- Language Interpretation
- Written Translation or
- Disability Accommodations

Please contact the UTC Equity Division at equity@utc.wa.gov or call 360-664-1160 at least 7 business days before the hearing. Some languages and communication services may take longer to secure due interpreter availability. Please make your requests as soon as possible.

(PLEASE SUPPLY ALL REQUESTED INFORMATION)

Docket: _____

Case Name (if known: _____

Hearing Date: _____Hearing Location: _____

Primary Language: _____

Hearing Impaired: (Yes)_____(No) _____

Do you need a certified sign language interpreter:

Visual _____Tactile _____

Other type of assistance needed: _____

Contact Information: Name:_____

Email Address: _____

Phone Number:_____

Representing Yourself in Proceedings before the Washington Utilities and Transportation Commission

Navigating the administrative hearing process can be overwhelming and intimidating if you choose to represent yourself as a "pro se litigant." There are numerous rules and laws for Commission proceedings (referenced below), and everyone appearing before the Commission is expected to follow them. While this brief handout can't tell you everything you need to know, the following information will help you to represent yourself before the Commission if you choose to not hire a lawyer.

WHAT DO I WEAR AND HOW DO I ACT IN AN ADMINISTRATIVE HEARING?

Administrative hearings are formal proceedings. You will have the opportunity to tell your side of the story, so you should make every effort to present yourself in the best possible light. Dress, speak, and conduct yourself appropriately using these guidelines:

- Arrive at least 15 minutes before your scheduled hearing start time. Allow yourself enough travel time to ensure you are not late. If you are late to your hearing, a default order can be entered against you for failing to appear. Default orders include financial penalties. The Commission holds its hearings at its headquarters, located at 621 Woodland Square Loop SE, Lacey, Washington 98503.
- Wearing appropriate business casual clothing that is appropriate to appear before a judge is recommended.
- Do not use your cell phone in the hearing room. Place cellphones on silent prior to entering the hearing room.
- You will need to bring to the hearing three (3) copies of any records, paperwork, letters, etc., that you would like the judge to consider. In a hearing, these documents will be referred to as "exhibits." Bring a copy of any exhibit for yourself, a copy for Commission Staff, and a copy for the judge.
- The judge will swear you in before you present your case. This means that everything you say is considered sworn testimony taken under oath, which is a promise to tell the truth.
- Speak clearly and respectfully. Do not chew gum, yell, swear, or use improper language.
- Do not interrupt the judge or another person who is speaking to the judge.
- Get to your point. Do not ramble. Only address matters being decided today by the judge.

- Do not use inappropriate body language, such as eye rolling, or make demonstrative sounds (scoffing, muttering under your breath, etc.).
- Request accommodations or translation services if you need them. The Commission is committed to providing reasonable accommodations and resources.

Try to imagine you are the judge and someone is appearing in front of you seeking a favorable decision. How would you want them to act so you can assess the facts fairly and not be distracted by their language or behavior?

GLOSSARY OF TERMS

The following terms are important to know:

- **Pro se** – A Latin phrase meaning "for oneself." This refers to people who represent themselves in legal proceedings.
- **Order** – A direction or command issued by the Commission and entered into the record. Orders are decisions made by the judge. They can be procedural decisions to extend deadlines, or they can be the final decision of your case.
- **Adjudicative proceeding** – This is the formal term for the process that decides your case. It begins with a notice of hearing or notice of opportunity for hearing and concludes when the Commission's final order becomes effective. It usually, but does not always, involve a hearing. Sometimes parties can reach an agreement, and the judge reviews that agreement and enters an order based only a paper record.
- **Docket number** – This is the number assigned to your case to help you, the judge, and other parties keep track of the proceeding. The docket number appears on all of the documents you receive for your case with the Commission. It begins with two letters, followed by a hyphen and six numbers (ex. TV-190000). Make sure to put your docket number on all emails, letters, and documents you file with the Commission for your case.
- **Ex parte** – A Latin phrase indicating action taken by one party to a case without informing the opposing party. For example, if you contact the judge by email or telephone to discuss the merits of your case without letting the other party know the conversation is taking place, you would be attempting to have an ex parte contact. **You may not engage in ex parte communications with the judge.**
- **Motion** – Written or spoken requests made by a party for an order, or Commission decision, granting relief. For example, if you fail to show up at your hearing, Commission Staff will make a motion that the Commission find you in default.
- **Petition** – A formal written request to the Commission asking for a legal solution. For example, if the Commission enters an order and you disagree with the outcome, you can file a petition for administrative review of the judge's decision.
- **Settlement conference** – A conference where all parties attempt to work out an agreement to present to the judge for approval. This can happen over the phone, in person, or even on the day of your hearing if the judge allows the parties to take a break to discuss the case.

WHERE CAN I FIND MORE INFORMATION?

The Commission's procedural rules are very similar to the Administrative Procedure Act (APA), which is a statute that governs administrative hearings in the state of Washington.

The APA, RCW 34.05, can be found here.[1] Part IV of the APA contains rules about adjudicative proceedings.

The entire chapter of the Commission's procedural rules, WAC 480-07, can be found here.[2] Below are specific rules that will best assist you in filing documents with, and appearing before, the Commission:

WAC 480-07-140 explains how to file documents with the Commission.

WAC 480-07-150 explains how the Commission serves documents.

WAC 480-07-310 explains the process for handling ex parte communications.

WAC 480-07-330 explains the judge's role in the hearing.

WAC 480-07-340 explains the different types of parties that generally participate in Commission proceedings.

WAC 480-07-350 explains how to request accommodations for limited-English speakers and hearing-impaired people.

WAC 480-07-365 explains how to file documents in adjudicative proceedings.

WAC 480-07-370 explains how to file pleadings, and WAC 480-07-395 explains how to format pleadings.

WAC 480-07-375, WAC 480-07-380, and WAC 480-07-385 explain how to file different types of motions, including motions for continuance (*i.e.,* requesting a hearing be held at a later date than originally scheduled).

WAC 480-07-450 explains what can happen if you fail to appear at the time and place scheduled for hearing.

WAC 40-07-460 explains how to file exhibits and cross-examination exhibits.

WAC 480-07-470 explains hearing guidelines generally.

WAC 480-07-490 explains how to object to an exhibit offered as evidence.

WAC 480-07-610 explains the process for conducting a brief adjudicative proceeding (BAP), as well as the process for seeking review of an order entered after a BAP.

WAC 480-07-825 explains how to file petitions for administrative review of orders entered after a full evidentiary hearing, as well as how to file a motion for clarification of an initial order.

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[1] https://app.leg.wa.gov/RCW/default.aspx?cite=34.05.

[2] https://app.leg.wa.gov/wac/default.aspx?cite=480-07.

Questions? Contact the Administrative Law Director, Rayne Pearson, at rayne.pearson@utc.wa.gov or (360) 664-1136.

UTC
Washington Utilities and Transportation Commission

621 Woodland Square Loop SE
Lacey, WA 98503
P.O. Box 47250
Olympia, WA 98504-7250
Phone: 360-664-1222
Email: transportation@utc.wa.gov

PASSENGER CHARTER AND EXCURSION CARRIER SERVICES

This application packet contains the following information:

- Application Forms
- Checklist
- **WAC 480-30** Passenger Transportation Rules
- **"Your Guide to Achieving a Satisfactory Safety Record"**

You **may not begin** operations as a charter and excursion carrier service until you are granted authority and a certificate is issued to you by the Utilities & Transportation Commission (UTC). You must also obtain a USDOT number from the **Federal Motor Carrier Safety Administration** (FMCSA).

Insurance/Bond: Contact your insurance agent to provide verification of bodily injury and property damage insurance (Form E) or surety bond (Form G) covering each motor vehicle you operate in Washington. The insurance or a surety bond must be 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

Regulatory Fees: Initial regulatory fees of $25 per vehicle are due at the time application is submitted. Thereafter, annual regulatory fees of $25 per vehicle are due by May 1 of each year.

Equipment List/Inspection: Describe the equipment that will be used. Once all application and insurance requirements are met, our compliance staff will contact you to make arrangements to have your vehicles inspected. Vehicles must be inspected and have a valid Commercial Vehicle Safety Alliance (CVSA) decal attached before a charter and excursion carrier service certificate will be issued.

UTC
Washington Utilities and Transportation Commission

621 Woodland Square Loop SE
Lacey, WA 98503
P.O. Box 47250
Olympia, WA 98504-7250
Phone: 360-664-1222
Email: transportation@utc.wa.gov

CHECKLIST

Please complete and/or include the following items with your Passenger Charter and Excursion Carrier Services application:

Indicate the type of Application

- If applying for a new certificate, complete entire application and pay applicable fee along with the regulatory fee for each vehicle.
- If applying for a transfer, complete the entire application, pay applicable fees and include Attachment A.

Section 1 – Applicant Information

- ☐ Legal name must match your registered name with **Business Licensing Services.**
- ☐ Trade name(s) if any. If you plan on using other names than your legal name, include them on the application. They also must be registered with Business Licensing Services.
- ☐ Include mailing address and physical address, if different.
- ☐ Record your Unified Business Identifier (UBI# / business license number).
- ☐ If corporation or LLC, you must be registered with the **Secretary of State's Office.** Also list the names, titles, and percentages of ownership/members of business.
- ☐ Record your **USDOT number**. This is a requirement for intrastate passenger carriers. The legal name and trade name must match exactly.
- ☐ Describe the type of tours/excursions you plan on providing (attach additional sheets if needed).

Section 2 - Equipment

- ☐ List all vehicles that will be used to transport passengers. The equipment will be inspected once all requirements are met and we have insurance on file.

Section 3 – Safety and Operations

- ☐ Indicate the name and position of the person that will be responsible for these requirements.

Section 4 – Declaration of Applicant

- ☐ Sign and date.

Insurance

- ☐ Contact your insurance agent and request a **Form E filing** (combined single limit of public liability and property damage). The insurance must be in your **legal name**. We will accept a Binder or Certificate of Liability (COI) for up to 60 days or until the Form E is received. The Binder or COI must show the Washington Utilities & Transportation Commission as the certificate holder. Mail, or email to the above address or email address. **See insurance requirements.**

Once all requirements are met and insurance is received, we will set up an inspection of your vehicles.

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Washington Utilities and Transportation Commission

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Olympia, WA 98504-7250
Phone: 360-664-1222
Email: transportation@utc.wa.gov

APPLICATION FOR
CHARTER AND EXCURSION CARRIER SERVICES CERTIFICATE

FOR OFFICAL USE ONLY				
Date Filed:	Company:			Docket #:
Receipt ID:	Payment ID:	App Fee:	Reg Fee:	Total Paid:
111 0268	111 0268 232 01	111 0268 232 02		111 0268 232 03

Passenger Charter and Excursion Carrier Services WAC 480-30	Fee Required
☐ **New Authority** – Complete this application. ☐ **Transfer** an existing certificate to a new owner or business structure. Complete this application in addition to **Attachment A – Joint Application for Transfer of Charter/Excursion Authority.** ☐ **Reinstate** a previously cancelled certificate; WAC-480-30-121.	**$200**
Additional Fees Regulatory Fee - In accordance with RCW 81.70.350 "Regulatory Fees", the commission requires Charter and Excursion companies to file reports of the number of vehicles operated by the company and pay the sum of $25 for each vehicle operated. There is a minimum fee of $25.	
Total number of vehicles to be operated **x $25 per vehicle**	= $ 0
Total due ($200, plus, $25 per vehicle)	= $ 200
☐ **Name Change** - WAC 480-30-146 Application to change a company's corporate name, change a trade name, add a new trade name or change the surname of an individual owner or partner. **New Company Name:**	**$35**

FILING YOUR APPLICATION

Select **one** of the following:

- Scan/PDF your application to efileapp.utc.wa.gov and pay online at payments.utc.wa.gov or,
- Mail your application **with** your check or money order to the following address:
  UTC, PO Box 47250, Olympia, WA 98504-7250
  - PROCESSING MAILED APPLICATIONS WILL BE SIGNIFICANTLY DELAYED

ACH on-line (no service fee) or credit card on-line at payments.utc.wa.gov (2.5% or minimum of $3.95 is charged by Official Payments for credit card processing).

DO NOT EMAIL YOUR CREDIT CARD INFORMATION

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Washington Utilities and Transportation Commission

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P.O. Box 47250
Olympia, WA 98504-7250
Phone: 360-664-1222
Email: transportation@utc.wa.gov

Section 1 - APPLICATION

Legal Name:

Trade Name, if applicable:

Physical Address:

Mailing Address:

Telephone Number: Email:

Contact Name: Website:

USDOT#: If you do not have a USDOT number, go online at **https://cms8.fmcsa.dot.gov** to apply or call 360-596-3812 for assistance.

Is your business registered with the **Department of Revenue**? ☐ No ☐ Yes

Business License/UBI#:

Business Structure

☐ Individual ☐ Partnership ☐ Corporation ☐ Other (LP, LLP, LLC) State of Incorporation

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

Name	Title	Stock Distribution/% of Shares

Business Operations

1. Describe the type of tours/excursions you plan on providing:

2. Have you or your company ever been cited for business-related violations of state laws or commission rules by the UTC or any other federal or state agency? ☐ No ☐ Yes If yes, please explain:

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3. Will you be employing CDL drivers? ☐ Yes ☐ No If "yes" you must submit proof of enrollment in a drug and alcohol testing program.

Section 2 - EQUIPMENT LIST

Describe the equipment that will be used (attach additional sheets if necessary). All vehicles must pass a Commercial Vehicle Safety Alliance inspection before a permit is granted. All fields are required. Per **WAC 480-30-036 (2)**, **"Party Bus"** means any motor vehicle whose interior enables passengers to stand and circulate throughout the vehicle because seating is placed around the perimeter of the bus or is nonexistent and in which food, beverages, or entertainment may be provided. A motor vehicle configured in the traditional manner of forward-facing seating with a center aisle is not a party bus.

Year	Make	License Number	Vehicle ID (VIN)	Seating Capacity	Party Bus

**attach additional pages if necessary*

Section 3 - SAFETY

Identify 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 the publication "**Your Guide to Achieving a Satisfactory Safety Rating**" for assistance with requirements.

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. **Please attach evidence of your enrollment in a drug and alcohol testing program if your company has commercial vehicles and employs CDL drivers.**
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:	**Position:**

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Washington Utilities and Transportation Commission

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Section 4- OPERATIONAL RESPONSIBILITIES

Identify 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 financial report with the commission and pay regulatory fees by May 1 of each year.

Name:	**Position:**

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, Internal Revenue Service** and **Employment Security**.

Name:	**Position:**

Section 5 - DECLARATION OF APPLICANT

INITIAL

I understand that filing this application **does not** in itself constitute authority to operate as a passenger charter and excursion carrier.

As the applicant for a passenger charter and excursion certificate, I understand the responsibilities of a charter and excursion carrier, 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 the applicant, or I am authorized to execute and file this document on behalf of the applicant.

Name:	Date:

Section 6 – ADDITIONAL REQUIRED ATTACHMENTS

☐ **For Transfer an existing certificate to a new owner or business structure:** include *"attachment A – JOINT APPLICATION FOR TRANSFER OF CHARTER/EXCURSION AUTHORITY".*

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Licensing Services
360-664-1222

Consumer Help Line
888-333-WUTC (9882)
consumer@utc.wa.gov

TTY
800-416-5289

Education and Outreach
360-664-1125

Media Line
360-664-1116

The UTC regulates the services of privately or investor owned utility and transportation companies. Our mission is to ensure that services are fairly priced, available, reliable and safe.

Regulated companies:
- Telephone
- Electricity
- Natural Gas
- Water
- Garbage
- Recycling
- Residential Movers
- Charter Buses
- Airport Shuttles
- Commercial Ferries
- Natural Gas Pipeline

General Information
360-664-1160
www.utc.wa.gov

PO Box 47250
1300 S Evergreen Pk Dr SW
Olympia WA 98504

Motor Carrier Overview

Intrastate
If you plan to operate a motor vehicle transporting property for compensation over the public highways between points within the state of Washington, you must obtain a permit from the Washington Utilities and Transportation Commission for the following types of operations:

General Commodities Carriers
General commodities operations are defined as transporting all types of goods or property, excluding residential household goods.

Household Goods Movers
Household goods movers operations are defined as transporting household goods between residences, or between a person's residence and a storage facility.

Freight Brokers
Freight brokering operations are defined as arranging for the intrastate transportation of general commodities or household goods by motor carriers.

Solid Waste Collection Companies
Solid waste collection is defined as those carriers collecting solid waste from residential or commercial customers and transporting the solid waste, using a motor vehicle, for collection and/or disposal, over the highways of the state of Washington for compensation. Solid waste also includes residential source-separated recyclable materials.

- "Garbage" or "refuse" means vegetable waste, scrap, waste materials, discarded articles, rubbish, debris, worthless or discarded materials.

- "Biohazardous or biomedical waste" means animal waste, untreated solid waste including human body fluids, cultures and stocks, disease and sharp waste.

May 2016

Motor Carrier Overview

Passenger Carriers
If you plan to transport passengers in a motor vehicle, for compensation in the state of Washington, you must obtain a certificate from the commission for the following types of operations:

Charter Bus Operations
Charter bus operations are defined as transporting a group of persons for compensation who:

- As a group have a common purpose or are under a single contract
- Have acquired the use of a motor vehicle to travel together to a specific destination or for a particular itinerary

The vehicle used must have a seating capacity for seven or more persons, excluding the driver.

Excursion Bus Operations
Excursion bus operations are defined as transporting persons for compensation:

- from points of origin within a city, town or area to another location within the state and returning
- Compensation is charged to each individual

The vehicle used must have a seating capacity for seven or more persons, excluding the driver.

Auto Transportation Companies (Regular Route/Airporter Bus Services)
Regular route bus operations are defined as transporting persons for compensation:

- Between fixed points
- Over a regular route

Note: The requirements listed above are for "passenger carriers" and do not apply if you are: operating as a taxicab; operating a hotel; operating a school bus; commute ride sharing; or transporting passengers without compensation.

Private Non-Profit Transportation Providers
Private non-profit transportation providers are defined as:

- Non-profit corporations that provide transportation services for compensation solely to persons with special transportation needs.

Special transportation needs means persons, including attendants, who because of disability, income or age are unable to transport themselves or purchase appropriate transportation.

For More Information
Licensing Services
(360) 664-1222
1-888-333-WUTC (9882)

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www.utc.wa.gov

Motor Carrier Overview

Interstate

Property and Passenger Carriers

If you plan to operate a motor vehicle transporting property or passengers for compensation over the public highways into, out of, or through the state of Washington, you must register with the commission prior to conducting the following types of operations:

Registered Carriers (FMCSA required)

Regulated Commodity Carriers are defined as Washington based carriers transporting commodities or providing services under authority issued by the Federal Motor Carrier Safety Administration (FMCSA). Washington participates in the Unified Carrier Registration (UCR) which is an online registration program for interstate regulated commodity carriers. To register visit www.ucr.in.gov.

Freight Brokers

Freight brokering is defined as a service that arranges for the transportation of commodities by interstate motor carriers.

Note: The definitions given in this fact sheet are general descriptions only. Please refer to Washington State laws (RCW) or Washington Administrative Code Rules (WAC) for specific definitions or exemptions.

For More Information

Licensing Services
(360) 664-1222

Federal Motor Carrier Safety Administration
1-800-832-5660 or
1-866-637-0635

Unified Carrier Registration
http://www.ucr.in.gov/

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www.utc.wa.gov

Motor Carrier Overview

Frequently Asked Questions

I just bought a truck, what permits do I need to operate in Washington state?
If you plan to transport property you own, property that you are buying or selling or property that you are transporting in conjunction with another business that you also operate, then you do not need a permit from the commission to operate in Washington state.

> *Private carriers are those persons who transport their own property, property that they are buying, selling or property that they are transporting as an incidental part of another business that they operate.*
>
> If you plan to transport property for-hire, then you may be required to obtain a permit from the commission before you begin operating in Washington state.
>
> *General Commodity Carriers, Household Goods Movers and Solid Waste Collection Companies may not begin operations in Washington State until they have applied for and received appropriate operating authority from the commission.*

I want to use my van to start a local passenger service. I won't be using a bus, do I still need a commission permit?
The determining factor for commission permits or certificates is not always the size of the vehicle or the distance traveled, but the type of service that you are proposing.

Vehicle seating capacity is a determining factor for Charter and Excursion services, but it is not a factor for Auto Transportation Companies (Regular Route/Airporter Bus Services) and Private Non-Profit Transportation providers.

What if I want to operate (passenger or property service) between states?
If you plan to operate as an interstate for-hire motor carrier of property or passengers, then you must register with the commission. Registered Carriers and Registered Exempt Carriers must renew their registration with the commission annually. Washington and 41 other states participate in the UCR program. Oregon and British Columbia do not participate in UCR so carriers based in those states must register with the state they will run the most vehicles in.

For More Information
Commercial Vehicle Enforcement—Washington State Patrol
(360) 596-3800

Licensing Services
(360) 664-1222

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www.utc.wa.gov

Transportation Regulation in Wash.

Motor carriers operating in Washington are generally subject to regulation by the Washington Utilities and Transportation Commission and are required to obtain a commission permit.

The commission regulates intrastate carriers providing services for compensation in the following industries:

- motor carriers of property
- household goods movers
- freight brokers
- garbage and recycling companies
- marine pilotage
- passenger bus companies
- passenger ferry boat companies

The commission does **not** require permits for these carriers:

- government vehicles
- water haulers for construction projects
- U.S. mail carriers
- tow trucks moving disabled cars from highways
- public transit or school buses
- taxi cabs
- city-contracted garbage and recycling service
- private carrier operations

Motor carrier operations are subject to many state and federal regulations. Other requirements such as vehicle licensing, special fuel permits, business licensing, and taxes are separate from the UTC's jurisdiction.

Carriers regulated by the UTC are required to obtain a United States Department of Transportation (DOT) number, even if they only operate within Washington state. For more information visit **www.fmcsa.dot.gov**.

UTC
Washington Utilities and Transportation Commission

Consumer Protection Helpline
1-888-333-WUTC (9882)
consumer@utc.wa.gov

General Information
utc.wa.gov
1-360-664-1234

UTC
Washington Utilities and Transportation Commission

Transportation Regulation in Washington...

Interstate vs. Intrastate

Interstate motor carriers provide transportation service between states and are regulated by the federal government. This includes transporting containers from a port, pier, or rail facility to a location within the state where it is then intended to transport out of the state.

Intrastate motor carriers provide transportation service within the state of Washington, from origin to destination.

Both groups need to be registered with the commission.

For More Information

The commission can provide forms, information, and assistance Monday through Friday, 8 a.m. to 5 p.m. You may also visit our website at www.utc.wa.gov.

Additional Contacts

Topic	Contact
Applications and registrations, including interstate registrations, intrastate registrations, insurance questions, operating authority questions	(360) 664-1222
Safety issues, including vehicle safety inspections, company safety audits, unsafe driver or vehicle operations, and illegal carriers or operations	(360) 664-1244
Tariff filings	(360) 664-1298
Policy questions and permit interpretations	(360) 664-1242
Consumer complaints	1-888-333-9882 or (360) 664-1120

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TTY
800-416-5289

Education and Outreach
360-664-1125

Media Line
360-664-1116

The UTC regulates the services of privately or investor owned utility and transportation companies. Our mission is to ensure that services are fairly priced, available, reliable and safe.

Regulated companies:
- Telephone
- Electricity
- Natural Gas
- Water
- Garbage
- Recycling
- Residential Movers
- Charter Buses
- Airport Shuttles
- Commercial Ferries
- Natural Gas Pipeline

General Information
360-664-1160
www.utc.wa.gov

PO Box 47250
1300 S Evergreen Pk Dr SW
Olympia WA 98504

Motor Carrier Insurance Requirements

If you want to operate as a common carrier, household goods mover, solid waste company, or passenger carrier in the state of Washington you must have a permit or certificate from the Utilities and Transportation Commission (commission) and valid insurance. To apply for a permit or certificate, you must provide proof of liability and property damage insurance. You must also maintain proof of insurance to keep your permit or certificate active.

Form E or Form G - Liability and Property Damage Insurance

Your insurance company must file Form E, Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance. Form E is the standard proof of insurance form issued by insurance companies. You may also file a Form G, Surety Bond, as proof of insurance.

Certificate of Insurance or Binder

We will accept an insurance certificate or binder from your insurance company for a period of **up to 60 days**, but it must be replaced by a Form E **before the 60 days expires**. Insurance certificates or binders must show the UTC as the certificate holder.

Cancellations

Insurance companies must notify the UTC thirty (30) days before your insurance policy expires. If proof of insurance is not received within 30 days, UTC staff will send a letter to notify you if we intend to suspend or cancel your permit or certificate. Prior to canceling your permit or certificate, we will offer you an opportunity for a hearing to explain why we should not cancel your permit or certificate.

Motor Carrier Insurance

Specific requirements for all insurance forms
The UTC will reject insurance forms that do not meet these requirements, which means you will not have valid proof of insurance on file.

- The name on the insurance form **MUST MATCH EXACTLY** the individual, partners, or corporate name on your application for a permit or certificate. It may include a d/b/a or trade name.

- Insurance forms must be received from an insurance company authorized to write insurance in the state of Washington. You may check with the Office of the Insurance Commissioner to determine if your insurance company is authorized in Washington.

- All insurance forms must include:
  The policy number.
  The name of the insurance company.
  The signature of the insurance company's authorized representative.
  An issue date and effective date.

Cargo Insurance
If you are a household goods carrier, you must maintain proof of cargo insurance at your place of business. For vehicles with a gross vehicle weight of less than 10,000 pounds, you must have $10,000 minimum levels of cargo insurance. For vehicles 10,000 pounds or more, you must have $20,000 minimum levels.

For More information
Licensing Services
(360) 664-1222

Consumer Help Line
888-333-WUTC (9882)
consumer@utc.wa.gov

TTY
800-416-5289

Media Line
360-664-1116

REQUIRED INSURANCE FILING

CARRIERS WITH THIS PERMIT	FOR THESE OPERATIONS OR VEHICLE USAGE	MUST FILE ONE OF THE FOLLOWING FORMS	AT THESE MINIMUM INSURANCE LEVELS
Common Carrier Household Goods	Vehicles under 10,000 GVWR hauling non-hazardous property.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	$300,000 Combined Single Limit (CSL)
Common Carrier Household Goods	Vehicles 10,000 GVWR or more hauling non-hazardous property.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	$750,000 CSL
Household Goods	Vehicles under 10,000 GVR	Cargo Form H	$10,000
Household Goods	Vehicles over 10,000 GVR	Cargo Form H	$20,000
Common Carrier	Vehicles 10,000 GVWR or more hauling: Oil (49 CFR 172.101). Hazardous waste, hazardous materials, and hazardous substances listed in 49 CFR 172.101, but not listed in paragraph above.	Form E Certificate of Insurance. \ Form G, Surety Bond. Insurance Binder, good for only 60 days.	$1,000,000 CSL
Common Carrier	Any vehicle hauling: Hazardous substances in bulk, in vehicles with capacities exceeding 3,500 water gallons Explosives A or B in any quantity Poison gas in any quantity Liquefied compressed gas or compressed gas, in bulk in containers exceeding 3,500 water gallons Highway route controlled quantity radio-active materials	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	$5,000,000 CSL

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UTILITIES AND TRANSPORTATION COMMISSION

www.utc.wa.gov

REQUIRED INSURANCE FILING

CARRIERS WITH THIS PERMIT	FOR THESE OPERATIONS OR VEHICLE USAGE	MUST FILE ONE OF THE FOLLOWING FORMS	AND OBTAIN THESE MINIMUM INSURANCE LEVELS
Solid Waste Collection Companies	Solid waste collection vehicles under 10,000 GVWR.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	$300,000 CSL
Solid Waste Collection Companies	Solid waste collection vehicles 10,000 GVWR or more.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	$750,000 CSL
Solid Waste Collection Companies	Solid waste collection vehicles that transport quantities of biomedical waste not subject to federal regulation.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	$1,000,000 CSL
Passenger carriers	Vehicles with a seating capacity of 15 passengers or less, including the driver.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	$1,500,000 CSL
Passenger carriers	Vehicles with a seating capacity of 16 passengers or more, including the driver.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	$5,000,000 CSL
Non-profit Special Needs	Vehicles with a seating capacity of 15 passengers or less, including the driver.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	$500,000 CSL
Non-profit Special Needs	Vehicles with a seating capacity of 16 passengers or more, including the driver.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	$1,000,000 CSL