

Submitting an application for a Class C Charter Bus Certificate involves two South Carolina state agencies:

- 1.) Public Service Commission of South Carolina (PSC) <https://www.psc.sc.gov/>
- 2.) South Carolina Office of Regulatory Staff (ORS) <https://ors.sc.gov/>

CERTIFICATION PROCESS - Public Service Commission - Clerk's Office

If you have any questions regarding the completion of the Transportation Cover Sheet and/or the Class C Charter Bus Application, please call the Clerk's Office at 803-896-5100.

Step 1: Complete and Submit the Application.

****Please ensure name/name of business is consistent throughout the Application****

- A. Complete all sections of the Transportation Cover Sheet and pages 1 through 6 of the Class C Charter Bus Application. (Page 5 will be completed in Step 4).
- B. Provide all signatures as required.
- C. Application must be notarized in the appropriate area.
- D. If Applicant is an LLC or incorporated, please attach a copy of the Certificate of Existence or Articles of Organization from the South Carolina Secretary of State.
 - If Applicant's LLC or incorporation has been filed OUT OF STATE, please attach a **Certificate of Authority** or the **Application for Certificate of Authority** from the South Carolina Secretary of State.
 - If Applicant is a Corporation or Non-Profit, please attach a copy of the Certificate of Existence or Articles of **Incorporation** from the South Carolina Secretary of State.
- E. Mail, Email (**all documents submitted via email must be in PDF format**) or Fax the completed Transportation Cover Sheet, Class C Charter Bus Application, and attachments to:

Public Service Commission

Clerk's Office

101 Executive Center Drive, Suite 100

Columbia, SC 29210

Fax: 803-896-5199

Email: Contact@psc.sc.gov

AND

Office of Regulatory Staff

Transportation Department

1901 Main Street, Suite 1500

Columbia, SC 29201

Email: Transportation@ors.sc.gov

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL BE REJECTED/RETURNED TO THE APPLICANT

Step 2: Application is assigned a Docket Number.

- A. Applicant will receive a confirmation email/letter indicating the Docket Number assignment.
- B. Information (filings, correspondence, etc.) is available on the Commission's Docket Management System (DMS) at <https://dms.psc.sc.gov/Web>.

Step 3: Application is published on the PSC's website for 15 days.

- A. If no objection is filed, the Commission may meet to determine if the Applicant is fit, willing, and able to perform the proposed service, upon a showing based upon criteria established by the Commission.
- B. If the Commission issues a Directive approving the Application, the Office of Regulatory Staff may then issue the Certificate.
- C. The Directive of the Commission shall serve as the Commission's Order 30 days after issuance.
- D. If an Objection to the Application is filed, the process is outlined at the end of this Document.
- E. If an Objection is filed, the Applicant must be represented by an attorney if applicant is incorporated or an LLC.

Step 4: After Commission Action

1. If denied, another application may not be made until at least 6 months have elapsed since the date of denial.
2. If approved, Applicant has 90 days from the date of the Order to file proof of liability and cargo insurance, rates, and obtain a satisfactory rating with the Office of Regulatory Staff, 1901 Main Street, Suite 1500, Columbia, SC 29201; Email: Transportation@ors.sc.gov.
 - a. If you have any questions regarding the requirements to comply with the PSC's Order to obtain a Certificate to begin operating in the State of South Carolina, please contact the Transportation Department at the Office of Regulatory Staff at 803-737-0800.
3. After 90 days, requests for extension of time to comply must be requested in writing.

Step 5: Issuance of Certificate

1. After filing of insurance, rates, and safety information with the South Carolina Office of Regulatory Staff, the Certificate is issued by the South Carolina Office of Regulatory Staff.
2. Operation without the Certificate is prohibited.

* Regulation 103-133 sets forth with particularity the requirements that an applicant must demonstrate in order to demonstrate "fit, willing, and able."

STATE OF SOUTH CAROLINA**(Caption of Case)**

Example: Application for a Class C Charter Certificate from
John Doe dba Doe's Limo

**BEFORE THE
PUBLIC SERVICE COMMISSION
OF SOUTH CAROLINA**

TRANSPORTATION COVER SHEET**DOCKET****NUMBER:** _____ - _____ - _____

If this is your first time filing an application with the PSC, you will not have a Docket Number. The Commission will assign one to you. If you have filed with the Commission before, a Docket Number was assigned and should be entered above.

(Please type or print)

Submitted by: _____**Telephone:** _____**Address:** _____**Fax:** _____**Other:** _____**Email:** _____

NOTE: The cover sheet and information contained herein neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for use by the Public Service Commission of South Carolina for the purpose of docketing and must be filled out completely.

NATURE OF ACTION (Check One)

- | | |
|---|--|
| ☐ Application - Class A/A Restricted | ☐ Request for Name Change on Certificate |
| ☐ Application - Class C Taxi | ☐ Request to Amend Scope of Authority |
| ☐ Application - Class C Charter | ☐ Request to Amend Tariff (rate increase, etc.) |
| ☐ Application - Class C Charter Bus | ☐ Request to Amend Passenger Limit |
| ☐ Application - Class C Non-Emergency | ☐ Request |
| ☐ Application - Class C Stretcher Van | ☐ Exhibit |
| ☐ Application - Class E Household Goods | ☐ Late-Filed Exhibit |
| ☐ Application - Class E Hazardous Waste | ☐ Letter |
| ☐ Application | ☐ Proposed Order |
| ☐ Request for Extension to Comply with Order | ☐ Publisher's Affidavit |
| ☐ Request for Order Granting Authority to Obtain a Certificate to be Rescinded | ☐ Reservation Letter |
| ☐ Request for Cancellation of Certificate | ☐ Response |
| ☐ Request for Suspension | ☐ Return to Petition |
| ☐ Request for Reinstatement | ☐ Other: _____ |

PUBLIC SERVICE COMMISSION OF SOUTH CAROLINA
101 Executive Center Drive, Suite 100
Columbia, South Carolina 29210

Phone: (803) 896-5100 Fax: (803) 896-5199

APPLICATION FOR CLASS C CHARTER BUS CERTIFICATE

Date: _____

CLASS C - CHARTER BUS

Application is hereby made for a Certificate, in accordance with the provision of S.C. Code Ann., § 58-23-10, et seq. (1976), and amendments thereto.

1.

Name under which business is to be conducted (corporation, partnership, or sole proprietorship, with or without trade name.)

Street Address of Applicant

Mailing Address of Applicant (if different from street address)

Phone

Fax

Email Address (**email must be printed clearly**)

2. If Applicant is an LLC or incorporated, please attach a copy of the Certificate of Existence or Articles of Organization from the South Carolina Secretary of State.
- If Applicant's LLC or incorporation has been filed OUT OF STATE, please attach a **Certificate of Authority** or the **Application for Certificate of Authority** from the South Carolina Secretary of State.
 - If Applicant is a Corporation or Non-Profit, please attach a copy of the Certificate of Existence or Articles of **Incorporation** from the South Carolina Secretary of State.
3. Select Entity Type: (Check one)
- ☐ Individual Owner/Sole Proprietorship
- ☐ Partnership - List names and addresses of all person having an interest in the business.
- ☐ Corporation or Limited Liability Company (LLC) - List names and addresses of two principal officers.
- ☐ Non-profit Company
- _____

DESCRIPTION OF EQUIPMENT

MAKE	YEAR & MODEL	VIN#	SEATING CAPACITY

INSURANCE QUOTE

You are not required to purchase insurance until your application has been approved and an order has been issued by the PSC.

All quotes must meet the Public Service Commission requirements and be provided by an insurance company authorized by the South Carolina Department of Insurance to do business in South Carolina. **You must attach (or include) a copy of a quote from the insurance company to your application.** The insurance quote will be treated as confidential information by the Commission, and it will not be posted on the Commission's Docket Management System.

The attached insurance quote is for:

Name of Applicant

Address of Applicant

Name of Insurance Company

Website or Home Office Address of Company

The insurance company quote must show the following:

- Name of Business
- Liability Insurance Premium
- Liability Insurance Coverage Limits
- Term of Coverage

Minimum Limits - Intrastate Only:

16 or More Passengers*

\$25,000/300,000/25,000

*Passengers = Number of seatbelts in the vehicle,
including the driver's seatbelt

I, the Applicant, am familiar with the Commission's Rules and Regulations relating to insurance requirements and the above quote meets the minimum insurance limits prescribed. The insurance company making this quote is authorized by the South Carolina Department of Insurance to do business in South Carolina.

NOTICE:

If you wish to self-insure your motor vehicles for liability and property damage, you must comply with S.C. Code Ann. Sections 56-9-60 and 58-23-910. For more information, contact the Department of Motor Vehicles at (803) 896-8457 or (803) 896-9903.

If you wish to apply as a self-insured for worker's compensation coverage in South Carolina you may do so with the South Carolina Worker's Compensation Commission (WCC) provided that you will be able to: 1) post a surety bond or letter-of-credit with the WCC for a minimum of \$500,000, 2) agree to pay a yearly self-insurance tax, and 3) agree to pay an annual assessment to the South Carolina Second Injury Fund. For more information, contact the WCC Self-Insurance Division at (803) 737-5712 or on the web at www.wcc.state.sc.us/self-insurance.

Additional Questions

Name of Applicant

1. Does Applicant have a Safety Rating from the U.S.D.O.T., if applicable?

☐ Yes ☐ No ☐ Pending (Submit when received.)

If Yes, indicate rating below and provide copy.

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

2. Have any of Applicant's drivers or vehicles been placed "out of service" by Transport Police safety officers in the past twelve (12) months?

☐ Yes ☐ No

3. Are there currently any outstanding judgments against the Applicant?

☐ Yes ☐ No

If Yes, list judgements here:

4. Is Applicant familiar with all insurance regulations and safety regulations governing charter bus carrier operations in South Carolina, and does Applicant agree to operate in compliance with these regulations?

☐ Yes ☐ No

5. Is Applicant aware of the Commission's insurance requirements and the insurance premium costs associated therewith?

☐ Yes ☐ No

Applicant's Name

Safety Certification

Exempt Applicants - If you will operate only small vehicles (GVWR of 26,001 pounds or less) and do not transport hazardous materials in a quantity to require placarding under the HM regulations and are thus exempt from the FMCSR and HM regulation, you must certify as follows:

Applicant is familiar with and will observe FMCSR general operational safety fitness guidelines.

PLEASE CHECK THE APPROPRIATE RESPONSE BELOW:

☐ Yes

☐ Not Applicable

If checked “yes” above, do not complete the remainder of this form.

If your operations are subject to Safety Fitness Procedures of the Federal Motor Carrier Safety Regulations (FMCSR) (49 CFR Parts 100-199), even if you have not yet received a Safety Fitness Rating, you must certify as follows:

Applicant has access to and is familiar with all applicable U.S.D.O.T regulations relating to the safe operation of Commercial vehicles. In so certifying, applicant is verifying that, as a minimum, it:

1. Has in place a system and an individual responsible for ensuring overall compliance with the FMCSR and the HM regulations;
2. Can produce a copy of the FMCSR and the HM regulations;
3. Has in place a driver safety/orientation program;
4. Is familiar with the FMCSR governing driver qualifications and has in place a system for overseeing driver qualification requirements in accordance with 49 CFR Part 391.51C;
5. Has in place policies and procedures consistent with FMCSR governing driving and operational safety of commercial motor vehicles, including drivers' hours of service and vehicle inspection, repair, and maintenance (49 CFR Parts 392;395 and 396);
6. Are in compliance with the Controlled Substance and Alcohol Use and Testing as stated in FMCSR (49 CFR Part 40, 382, if applicable).

Any applicant who certifies they are in compliance with FMCSR and/or the HM regulations and upon completion of a compliance review audit, is found not to be in compliance, may have its certificate revoked.

PLEASE CHECK THE APPROPRIATE RESPONSE BELOW:

☐ Yes

☐ Not Applicable

PUBLIC SERVICE COMMISSION OF SOUTH CAROLINA 101
EXECUTIVE CENTER DRIVE, SUITE 100
COLUMBIA, SOUTH CAROLINA 29210

Applicant is familiar with the provision of S.C. Code Ann. §58-23-10, et seq.(1976), and amendments thereto, and R.103-100 through R.103-241 of the Commission's Rules and Regulations for Motor Carriers (S.C. Code Ann. Regs., 1976), and R.38-400 through R.38-503 of the Department of Public Safety's Rules and Regulations for Motor Carriers (Volume 2, S.C. Code Ann., 1976) and amendments thereto, and hereby promises compliance therewith.

S.C. Code Ann. Section 58-3-250 states, in part, that every final order of the Commission must be served by electronic service, registered or certified mail, upon the parties to the proceeding or their attorneys.

You must select one of the boxes below:

- ☐ The Applicant AGREES to receive future Commission orders related to the Applicant's authority in South Carolina through the Commission's eService System. The Applicant authorizes the Commission to serve its orders by using the e-mail address as it appears on page one of this Application. To sign up for eService notifications, please visit www.psc.sc.gov to create a My DMS account.
- ☐ The Applicant DOES NOT AGREE to receive future Commission orders related to the Applicant's authority in South Carolina through the Commission's eService System.

The Applicant for the Certificate as set forth in the foregoing, swear or affirm that all statements contained in the above application are true and correct.

I am owner, officer, director, or other person authorized to act on behalf of _____, and on behalf of _____, I have elected to
Name of Company Name of Company
submit this Class C Charter Bus Application to the Public Service Commission of South Carolina without the benefit of legal counsel admitted to practice in South Carolina. In electing to file this Class C Charter Bus Application without legal counsel, I acknowledge and agree to assume the risk, if any, of resulting adverse legal consequences.

Applicant's Signature

Title of Applicant (e.g. President, Owner, etc.)

STATE OF SOUTH CAROLINA)
)
COUNTY OF _____)

SWORN TO BEFORE ME

This _____ day of _____, 20 ____

Notary Public

Commission Expires _____

Printed Name of Notary _____

Process if an Objection to the Application is Filed

If an objection is filed, the Applicant must be represented by an attorney if applicant is incorporated or an LLC.

Step 1: Notice of Hearing

- A. If an Objection is filed with the Commission, the Commission must hold a Hearing to determine if the Applicant is fit, willing, and able to perform the proposed service.
- B. The Commission must publish a Notice of Hearing for an Application for a Certificate on the Commission's website for not less than 30 days before the date of the Hearing.
- C. A Notice of Hearing document including the date, time, and place of hearing will be E-Served/mailed to all parties of record.

Step 2: Hearing and Witness Requirements (R. 103-133)

- A. Applicant or Attorney **MUST** advise the Commission in writing of the number of witnesses to be presented at the hearing and the amount of time needed for presentation of testimony.
- B. All applicants and/or witnesses must prove that the carrier is fit, willing, and able to provide the services applied for.

Step 3: Commission Action

Docket is put on the Commission Agenda for action.

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2. If approved, Applicant has 90 days from the date of the Order to file proof of liability and cargo insurance, rates, and obtain a satisfactory safety rating with the Office of Regulatory Staff, 1901 Main Street, Suite 1500, Columbia, SC 29201.
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