

General

The Passenger Transportation Board is an administrative tribunal created under the *Passenger Transportation Act* (PTA). The PTA sets out the framework for licensing commercial passenger vehicles. There are two types of licences: general authorization (GA) licences and special authorization (SA) licences.

The [Passenger Transportation Board](#) makes decisions on applications for SA licences. There are two types of SAs:

- (a) passenger directed vehicles (i.e. taxis and limousines) and
- (b) inter-city buses

Inter-city buses are private commercial carriers that operate between cities on a schedule, over regular routes and charge per person fares.

The Passenger Transportation Board may approve applications if it considers:

1. There is a public need for the service
2. The applicant is fit and proper and capable of providing the service
3. The application promotes sound economic conditions in the transportation business

If an application is approved, the Board sets terms and conditions for a licence, such as routes and route points and minimum route frequencies.

Operators who do not comply with terms and conditions of licence may be subject to administrative penalties.

Receiving Applications

Applications are first sent to the Passenger Transportation (PT) Branch of the Ministry of Transportation and Infrastructure. The PT Branch undertakes an administrative review of the materials to confirm that they are complete. Completed applications are sent to the PT Board.

Publishing Applications

The PT Board prepares a summary of applications. Summaries are sent to applicants to sign off and confirm that the summary reflects what they are seeking. Once signed summaries are received, the PT Board publishes application summaries in the [Weekly Bulletin](#), which is published on Wednesdays.

Applications to reduce inter-city bus service are also published on the PT Board's [Bus Route Applications](#) webpage. Inter-city bus applicants must provide a "Rationale for Route Reduction or Minimum Route Frequency Reduction" to the Board. This Rationale is also posted on the bus routes application page.

Public Notice Requirements

Inter-city bus operators applying for service reductions must:

- a) publish notice of proposed changes on their websites and
- b) post notices in terminals, depots or agents premises
- c) provide written notice of proposed changes to mayors and councils of affected municipalities and chairs of regional districts.

Public notices must tell people that they can provide written comments to the PT Board by a certain date.

Public Comments

Comments received by the PT Board are sent to the applicant for a response. Some information may be redacted to protect privacy of individuals.

The PT Board considers the content of the comments as well as the number of comments in its decisions. The PT Board finds detailed comments from individuals about how often they use the service more informative than letters or petitions that only have general information.

Decision-Making

After reviewing the comments and the applicant's response, the Board may:

- make a final decision on the application
- make a preliminary decision on parts of the application
- hold public meetings in some communities

In making decisions on inter-city bus applications to reduce service, the Board considers the following three part test:

- *Public Need* – is the ridership on a route sufficient to demonstrate public demand for the route. Are there any transportation alternatives available?
- *Sound Economic Conditions* (in the passenger transportation business) - what is the financial health of the applicant? What will be the effect of the service reduction on the applicant's viability?
- *Applicant Fitness* – the Board is likely to apply the logic that a licensee seeking a reduction is a fit and proper person to provide the service proposed unless there is compelling evidence to the contrary

Decision-Making Timelines

The Board has a goal to decide applications within 60-90 days of the date of publication. Complexity of applications and decision making processes may affect the 60-90 day timeline.

PT Board decisions are published in the *Weekly Bulletin*

Post-Decision Options

The Board may reconsider, vary or rescind a decision in two cases:

- (a) information has become available that was not available at the time the decision was made, or
- (b) there has been an error in procedure

For more information refer to:

Reference sheets: [8](#), [13](#), [15](#)