Passenger Transportation Board
MOVING FORWARD, TOGETHER

Limousine and shuttle

Limousine, shuttle, and other Passenger Directed Vehicles (PDV) operators must have a passenger transportation licence, with special authorization, to operate a limo, shuttle, or other PDV service.

Start a limousine, shuttle, or other passenger directed vehicle (PDV) service

If you are applying for a licence, you must show the Board that you are:

- a fit and proper person to provide the proposed service; and
- capable of providing the service

You must demonstrate that:

- there is a public need for your proposed service; and
- if you are granted a licence, your service will promote sound economic conditions in the B.C. passenger transportation industry.

Make sure you understand the application process. It explains how the Board uses the evidence you provide in your application to make a decision.

Checklist

New limo, shuttle and other PDV licence

Before you apply

- Understand commercial vehicle and safety information about commercial passenger transportation vehicles
- Obtain a National Safety Code certificate (NSC)

Forms

- Special Authorization licence application (Registrar form)
- Signing Authority (Registrar form)
- Vehicle proposal(352 KB)
- Proposed Terms and Conditions of Licence(257 KB)
- Public Explanation of Applications(300 KB)
- Disclosure of unlawful activity & bankruptcy(655 KB)
- Declarations & consent(573 KB)

Attachments

- Business plan
- Financial information

    - All Applicants: Cash flow projections (36 months) and income statements
    - Incorporated Companies: Balance sheet
    - Sole Proprietors or Partnerships: Personal net worth statements

- Resumés, criminal record checks and business registration documents
- Public need indicators
- Proposed rates

Final step

- Submit your completed application package to the Registrar's Office at CPV@gov.bc.ca.

Change a limousine, shuttle, or other passenger directed vehicle licence

If you are applying to change a licence, you must show the Board that you are:

- a fit and proper person to provide the proposed service; and
- capable of providing the service

You must demonstrate that:

- there is a public need for your proposed service; and

- if the change is granted, it will promote sound economic conditions in the B.C. passenger transportation industry.

Make sure you understand the application process. It explains how the Board uses the evidence you provide in your application to make a decision.

Transfer a licence

If you hold a B.C. passenger transportation licence, you can apply to transfer your passenger transportation licence to another business entity.

Amend a limousine, shuttle or other PDV licence

Limousine, shuttle and other passenger-directed vehicle operators must apply to the Board to amend or change their terms and conditions of licence. They cannot apply to amend terms and conditions labelled “legislative requirements”.

Change rates or rules

Taxi licensees in regions where rate bands have been implemented may submit a notification form to adjust metered rates within approved rate bands. Other taxi licensees must apply to the Board to change rates or rules about rates.

Operating a limousine, shuttle, or other passenger directed vehicle service

Safety monitors

There are specific safety requirements for vehicles that provide perimeter seating for 12 or more passengers. These vehicles are called perimeter seating buses (e.g., limos, party buses and stretch

SUVs). Safety monitors must be present on a perimeter seating buses if there are unaccompanied minors onboard.

Limousine and other passenger directed vehicle rates

Limousine and other passenger directed vehicle operators may only charge rates approved in writing by the Board. This ensures passengers are charged reasonable and predictable prices for transportation services.

Booking apps

Taxis and limousines, and other passenger directed vehicles, are permitted to take bookings from passengers who use a booking app on their smartphone. Smartphone applications (apps) connect customers to transportation services while also making booking and dispatch an easy and efficient process for operators.

Data requirements

Passenger directed vehicle and ride-hail (TNS) licensees must adhere to the terms and conditions in their licence regarding data requirements and submit trip data to the Registrar of Passenger Transportation.

Temporary Operating Permit (TOP)

Taxi, limo, shuttle and other passenger directed vehicle operators can apply to the Board for a regular Temporary Operating Permit (TOP) based on urgent and temporary need.

A regular TOP allows you to increase the number of vehicles in your fleet for up to 92 days. You have four options when you apply:

- 1 to 14 days TOP
- 15 to 30 days TOP

- 31 to 60 days TOP
- 61 to 92 days TOP

Annother TOP option for limousine and other PDV operators is a Peak Season TOP. You may experience extra public demand at various times of the year because you offer discretionary services. A Peak Season TOP allows you to increase the number of vehicles in your fleet (by a percentage of your fleet maximum) for up to 92 days. You have three options when you apply:

- Three 30-day PS TOPs
- One 60-day PS TOP and one 30-day PS TOP
- One 92-day PS TOP

Terms and conditions

The Board sets terms and conditions of passenger transportation licences when an application is approved. To continue operating a limousine, shuttle, or other PDV, you must ensure that you remain in compliance with the terms and conditions of your licence as well as the Act and the Regulations. Terms and conditions for limousines, shuttles and other PDV operators include things such as fleet size and composition, operating areas, rates, and other requirements that must be followed.

Fitness reviews

The Board may review licensee fitness at any time to make sure licensees meet standards.

Related topics:

- Application process
- Transfer a licence

- Operating with a licence
- Transfer a licence
- Add vehicles during peak season
- How the Board makes a decision