**Information Sheet -- New Intrastate Charter Bus Authority**

**Important Facts**

* No person, association, limited liability company or corporation shall operate a motor vehicle in charter bus transportation … until such person, association, limited liability company or corporation has obtained a permit from the Commissioner of Transportation.
* An application for a permit shall be filed with the commissioner, in such form as the commissioner may prescribe, along with a fee of two hundred dollars ($200.00).

**Steps to obtaining a New Intrastate Charter Bus Authority**

1. Obtain a Criminal History Record Request Form and an Application for an Intrastate Charter Bus Authority from the Department’s website: CT.gov 🡪 Executive 🡪 Transportation 🡪 Doing Business with CT 🡪 Permits & Licenses 🡪Public Transportation 🡪 Regulatory & Compliance Unit
2. Submit the Criminal History Record Request Form to the State Police who will send the report directly to ConnDOT.
3. Ask the State Police for an approximate date that the background report will be sent to ConnDOT.
4. Complete the ConnDOT application in its entirety and enclose the requested documentation such as, Insurance Information, Financial Information and documentation of your company’s Organizational Structure.
5. Contact the Regulatory and Compliance Unit after the date provided by the State Police. Call 860-594-2865. Leave a message that includes:
	1. the name or names of the individual(s) who requested a background check - spell out the last name(s)
	2. the best phone number for contacting you, and
	3. the legal name of the company as it shows on your application.
6. After ConnDOT staff contacts you and confirms that we have received the background report, bring your application to the Regulatory and Compliance Unit.
	1. **See below for** what to bring when applying for an Intrastate Charter Bus Authority.
	2. **See reverse side** for Public hours.
7. Regulatory and Compliance staff will review the application and attachments for completeness.
8. The application will be submitted for financial review.
9. If additional documentation is required by the department, applicants are required to file those documents within ten (10) business days from the date of the request.
10. Once the review is complete, you will be sent a Final Decision advising you of the Department’s decision approving or denying the application.
11. If the Final Decision approves your application, a reminder of some basic requirements holders of an Intrastate Charter Bus Authority need to comply with will also be included with the Final Decision.
12. Once an approval has been received, you must schedule an inspection of your vehicles(s) with the Department of Transportation. **Vehicles must be inspected by ConnDOT and registered with DMV within 30 days of the Final Decision.**
13. When your vehicles pass inspection, you must return to the Regulatory and Compliance Unit to receive approval to register your vehicles at Department of Motor Vehicles (DMV).
	1. **See reverse side for** what to bring when applying to ConnDOT for approval to register your vehicle(s) with the DMV.

**Things to bring with you when applying to ConnDOT for an Intrastate Charter Bus Authority:**

* a completed application and the $200.00 fee
* a copy of your insurance policy listing coverage, effective dates of that coverage and cost or, if you do not yet own the vehicle, a letter on the insurance company’s letterhead detailing the proposed limits of coverage and proposed cost of insurance
* a photo ID
* if you are not an owner, partner, officer or member, bring a Limited Power of Attorney giving you authorization to complete transactions in the name of the company
* a copy of your organizational documents and, if using a d/b/a, a copy of your trade name registration

**Department of Transportation, Regulatory and Compliance Unit, Public Hours**

**Tuesdays Wednesdays and Thursdays**

**9:00 am to 11:30 am**

**1:00 pm to 3:30 pm**

Please call 860-594-2865 for info

**Inspection – all vehicles must be inspected by a ConnDOT Inspector prior to visiting the Department of Motor Vehicles** **DMV to register your vehicle(s)**

**What Safety Items are Required?**

* Vehicles that share a common load area (for luggage etc.) with the passenger compartment need the following:
	+ a floor to ceiling luggage barrier secured at the side and floor
	+ three (3) reflective triangles
	+ a mounted fire extinguisher - minimum 2.5lbs and
	+ a first aid kit either mounted or in a labeled compartment

**Things to bring with you to DOT when applying for approval to register your vehicle with DMV**

* a copy of the Final Decision with your Permit Number issued by ConnDOT.
* a completed DMV Registration Application, Form H-13, (found on the DMV website).
* the Title to your vehicle or the Bill of Sale.
* a copy of your insurance policy listing coverage for your vehicle(s) or proposed vehicle(s), effective dates of that coverage and cost or, if you do not yet own the vehicle(s), a letter on the insurance company’s letterhead detailing the proposed limits of coverage and proposed cost of insurance.
* if you are not an owner, partner, officer or member, a Limited Power of Attorney giving you authorization to complete transactions in the name of the company.
* a completed DOT vehicle inspection form.

**For questions about:**

Vehicle Inspections, contact: Mr. Richard Majka at 860-594-2898

Financial and Tariff Forms, contact: Mr. Sheldon Lubin at 860-594-2870

Hearings, contact: 860- 594-2875

Application Process please call 860-594-2865