Information Sheet

Sale of an Intrastate Charter Bus Permit

**Important Facts**

1. A permit holder can only sell the authority for vehicles that are currently registered and have been registered, insured and in service for the six months immediately preceding the sale.
2. A buyer must demonstrate its suitability to transport passengers in intrastate charter bus service in accordance with Section 13b-80 of the Connecticut General Statutes.
3. A buyer may buy all, a portion of or none of the seller’s vehicles.
4. If the buyer is not purchasing any of the seller’s vehicles, it must register with the Department of Motor Vehicles (DMV) the same number of vehicles that were authorized under the permit that the buyer is purchasing. This must be done within 30 days of the date of the Final Decision by the Department of Transportation (ConnDOT) authorizing the sale of the permit.
5. All restrictions to the seller’s permit are carried forward to the buyer’s permit.

**Steps to Selling an Intrastate Charter Bus Permit**

1. All owners, partners, officers or members of a company applying to purchase an intrastate bus permit must have a current Criminal History Record Report on file at the Regulatory and Compliance Unit of ConnDOT.
2. Obtain a Criminal History Record Request Form and an Application for the Sale of an Intrastate Motorbus Permit from the Department’s website: CT.gov 🡪 Executive 🡪 Transportation 🡪 Doing Business with CT 🡪 Permits & Licenses 🡪Public Transportation 🡪Regulatory & Compliance Unit
3. Submit the Criminal History Record Request Form to the State Police who will send the report directly to ConnDOT.
4. Ask the State Police for an approximate date that the background report will be sent to ConnDOT.
5. Complete the ConnDOT application in its entirety and attach the requested documentation such as, Insurance Information, Financial Information and documentation of your company’s Organizational Structure.
6. 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.
7. ConnDOT staff will contact you to confirm that we have received the new background report(s) and that you can now bring your application to the Regulatory & Compliance Unit.
   1. **See the reverse side** what to bring when applying to Sell/Buy an Intrastate Charter Bus Authority.
   2. **See the reverse side** for Public hours.
8. Regulatory and Compliance staff will review the application and attachments for completeness.
9. The application will be submitted for financial review.
10. If additional documentation is required, applicants are required to file those documents within ten (10) business days from the date of the request.
11. Once the review is complete, you will be sent a Final Decision advising you of the Department’s decision approving or denying the application.
12. If the Final Decision denies your application, you can appeal the Final Decision to Superior Court within 45 days after the date of the mailing or personal delivery of the Final Decision.
13. 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 be included with the Final Decision.
14. Once an approval has been received, you must schedule an inspection of your vehicles(s) with the Department of Transportation.
15. 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.

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

**Tuesdays and Thursdays**

**9:00 am to 11:15 am**

**1:00 pm to 3:15 pm**

For more than 4 transactions, please call 860-594-2865 for an appointment

**Things to bring with when applying to ConnDOT to buy/sell an Intrastate Charter Bus Permit**

1. a completed application
2. $176.00 fee
3. 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
4. a photo ID
5. if you are not an owner, partner or officer, bring a Limited Power of Attorney giving you authorization to complete transactions in the name of the company
6. a copy of your organizational documents and, if using a d/b/a, a copy of your trade name registration

**Inspection – all vehicles must be inspected by a ConnDOT Inspector prior to DMV registration**

**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 ConnDOT when applying for approval to register your vehicle with DMV**

1. a copy of the Final Decision with your Permit Number issued by ConnDOT
2. completed DMV Registration Application, Form H-13, or each vehicle (found on the DMV website)
3. the Title to your vehicles or the Bill of Sale (for each vehicle)
4. 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.
5. if you are not an owner, partner or officer, a Limited Power of Attorney giving you authorization to complete transactions in the name of the company.

**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: Ms. Linda Dillon at 594-2875

Application Process please call 860-594-2865