

# Washington Metropolitan Area Transit Commission

## Tariff Frequently Asked Questions (FAQ's)

WMATC carriers may only charge rates and fares for transportation and transportation-related services that are contained in a valid tariff on file with the Commission. All WMATC carriers must have at least one tariff on file containing fixed-rates and fixed-fares for transportation subject to the Commission's jurisdiction.

**Q. What is a general tariff?**

A general tariff contains rates for transportation available to the general public. A carrier must include all its rates and charges for transportation and related services offered to the general public in its general tariff. A carrier may have only one general tariff in effect at a time.

**Q. What is a contract tariff?**

A. A contract tariff consists of an agreement with a specific entity to provide transportation for a minimum 60 day period. Carriers must file each contract for transportation lasting 60 days or more in the form of a contract tariff. A carrier may have one or more contract tariffs in effect at a time.

**Q. How do I file a general tariff?**

A. A general tariff consists of a completed general tariff cover form (available on website) followed by a carrier's rates, fares, and charges for transportation and related services printed or typed on 8 ½ by 11 inch paper. General tariffs five or more pages in length must include a table of contents. General tariffs filed outside of an application proceeding must be accompanied by a \$50 tariff filing fee.

**Q. How do I set the rates in a general tariff?**

A. Carriers must generate their own rates and fares contained in the tariff. Some carriers charge flat fares between specific points, such as airports or zip code zones. Other carriers offer service on an hourly or mileage basis, usually with a minimum charge. Some carriers charge extra fees for services such as en-route stops, special assistance, luggage, or extra passengers.

**Q. Can I see an example of a general tariff?**

A. Each effective general tariff on file with the Commission is available on the Commission's website at [www.wmatc.gov](http://www.wmatc.gov). Tariffs may also be viewed at the Commission's office during business hours.

**Q. Why was my general tariff rejected?**

A. A general tariff containing rates for transportation outside the Commission's jurisdiction or containing rates or charges that are "subject to change" will be rejected. A general tariff cannot contain rates or charges that conflict with other rates or charges elsewhere in the tariff; i.e., the tariff must clearly specify what rates and charges apply to a particular trip. A carrier's general tariff cannot offer services in types of vehicles the carrier does not possess. For example, a carrier that operates a single van cannot file a tariff containing rates for trips in limousines.

**Q. What trips fall outside the Commission's jurisdiction?**

A. In irregular route operations, only trips with both an origin and destination within the Metropolitan District are subject to the Commission's jurisdiction. Anne Arundel, Frederick, and Howard Counties are outside the Metropolitan District, so transportation to or from these locations, including BWI airport, falls outside the Commission's jurisdiction. Similarly, Loudon County is outside the Metropolitan District, except the portion occupied by Dulles Airport, which is inside the Metropolitan District.

Intrastate transportation within the Commonwealth of Virginia is outside the Commission's jurisdiction due to an exclusion in the Compact (but transportation between Northern Virginia, on the one hand, and the District of Columbia, Prince George's County, or Montgomery County, on the other, falls within the Commission's jurisdiction).

Jurisdiction Examples		
From	to	WMATC Jurisdiction?
DCA	Dist. of Columbia	Yes
Montgomery Co.	Prince George's Co.	Yes
IAD	Montgomery Co.	Yes
DCA	IAD	No
Arlington	Fairfax Co.	No
BWI	anywhere	No

**Q. When completing the general tariff cover form, how do I number a general tariff?**

A. General tariffs are numbered consecutively. A carrier's first general tariff to take effect becomes General Tariff No. 1. If a carrier later files a replacement general tariff, that second tariff will become General Tariff No. 2, and so forth.

**Q. What if I want to change the rates my company charges the public?**

A. Before changing the rates charged to the public for transportation or related services, a carrier must first file a new general tariff with the Commission containing the new rates and pay a \$50 tariff filing fee. A seven day waiting period beginning the date the new general tariff is filed must pass before the new tariff can take effect. Rates for service may only be changed once they have been in effect for 60 days.

**Q. What if I want to offer new types of services to the public?**

A. Before offering new services, a carrier must first file a new general tariff containing rates for those services. Filing an acceptable new general tariff cancels any existing general tariff on file with the Commission, so when filing a new tariff be sure to include rates for services contained in your previous tariff filing that you wish to continue offering to the public.

**Q. How do I file a contract tariff?**

A. A contract tariff consists of a completed contract tariff cover form (available on website) followed by a copy of a complete, duly executed (signed) contract to provide transportation at fixed-rates and fixed-fares. The contract tariff must specify an effective date and a termination date, and remain in effect for at least 60 days. The contract must require transportation on the effective date and termination date. Contract tariffs filed outside of an application proceeding must be accompanied by a \$50 tariff filing fee.

**Q. Why was my contract tariff rejected?**

A. Contract tariffs are typically rejected because they are incomplete, not signed by a party, or do not require transportation by an approved WMATC carrier. Be sure all attachments and exhibits referenced in the agreement are included in the contract tariff filing. Also, be sure the name of the carrier agreeing to provide transportation matches the name and form of business of the carrier approved by the Commission.

**Q. What if the agreement underlying my contract tariff is amended?**

A. If a contract is amended, you must file a completed contract tariff cover form along with the executed contract amendment and a \$50 tariff filing fee. You do not need to resubmit the original contract. Be sure to provide the correct amendment letter when completing the contract tariff cover form. For example, the first filed amendment to Contract Tariff No. 1 becomes Amendment A, the second amendment to Contract Tariff No. 1 becomes Amendment B, and so forth.

**Q. What if the agreement underlying my contract tariff is extended?**

A. If a contract tariff set to expire is extended by the parties, the carrier must file the duly executed extension, a completed contract tariff cover form, and a \$50 tariff filing fee before the contract terminates. If an expiring contract will be replaced by a new contract, the carrier must file a new contract tariff before the new contract takes effect.

**Q. Can I see an example of a contract tariff?**

A. Contract tariffs are not currently available online. Contract tariffs on file may be viewed at the Commission's office during business hours. You may also request a copy of a specific contract tariff by completing the Commission's photocopy request form and paying all applicable charges.

**Q. What if I do not want the terms of a contract tariff to be available to the general public?**

A. Rates and charges for transportation performed by a carrier and subject to the Commission's jurisdiction must be available to the public. However, when filing a contract tariff, a carrier may petition to redact from the contract rates and charges for transportation that falls outside the Commission's jurisdiction or rates and charges for transportation subcontracted to another carrier.