



UTC

Washington Utilities
and Transportation
Commission

Licensing Services

360-664-1222

transportation@utc.wa.gov

Consumer Help Line

888-333-WUTC (9882)

consumer@utc.wa.gov

TTY

1-800-833-6384 or 711

Media Line

360-664-1116

The UTC regulates the services of privately or investor owned utility and transportation companies. Our mission is to ensure that services are fairly priced, available, reliable and safe.

Regulated companies:

- Telephone
- Electricity
- Natural Gas
- Water
- Garbage
- Recycling
- Residential Movers
- Charter Buses
- Airport Shuttles
- Commercial Ferries
- Natural Gas Pipeline

General Information

360-664-1222

www.utc.wa.gov

PO Box 47250

Olympia, WA 98504-7250



Motor Carrier Overview

Intrastate

If you plan to operate a motor vehicle transporting property for compensation over the public highways between points within the state of Washington, you must obtain a permit from the Washington Utilities and Transportation Commission for the following types of operations:

General Commodities Carriers

General commodities operations are defined as transporting all types of goods or property, excluding residential household goods.

Household Goods Movers

Household goods movers operations are defined as transporting household goods between residences, or between a person's residence and a storage facility.

Freight Brokers

Freight brokering operations are defined as arranging for the intrastate transportation of general commodities or household goods by motor carriers.

Solid Waste Collection Companies

Solid waste collection is defined as those carriers collecting solid waste from residential or commercial customers and transporting the solid waste, using a motor vehicle, for collection and/or disposal, over the highways of the state of Washington for compensation. Solid waste also includes residential source-separated recyclable materials.

- "Garbage" or "refuse" means vegetable waste, scrap, waste materials, discarded articles, rubbish, debris, worthless or discarded materials.
- "Biohazardous or biomedical waste" means animal waste, untreated solid waste including human body fluids, cultures and stocks, disease and sharp waste.

Motor Carrier Overview

Passenger Carriers

If you plan to transport passengers in a motor vehicle, for compensation in the state of Washington, you must obtain a certificate from the commission for the following types of operations:

Charter Bus Operations

Charter bus operations are defined as transporting a group of persons for compensation who:

- As a group have a common purpose or are under a single contract
- Have acquired the use of a motor vehicle to travel together to a specific destination or for a particular itinerary

The vehicle used must have a seating capacity for seven or more persons, excluding the driver.

Excursion Bus Operations

Excursion bus operations are defined as transporting persons for compensation:

- from points of origin within a city, town or area to another location within the state and returning
- Compensation is charged to each individual

The vehicle used must have a seating capacity for seven or more persons, excluding the driver.

Auto Transportation Companies (Regular Route/Airporter Bus Services)

Regular route bus operations are defined as transporting persons for compensation:

- Between fixed points
- Over a regular route

Note: The requirements listed above are for "passenger carriers" and do not apply if you are: operating as a taxicab; operating a hotel; operating a school bus; commute ride sharing; or transporting passengers without compensation.

Private Non-Profit Transportation Providers

Private non-profit transportation providers are defined as:

- Non-profit corporations that provide transportation services for compensation solely to persons with special transportation needs.

Special transportation needs means persons, including attendants, who because of disability, income or age are unable to transport themselves or purchase appropriate transportation.

For More Information

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Motor Carrier Overview

Interstate

Property and Passenger Carriers

If you plan to operate a motor vehicle transporting property or passengers for compensation over the public highways into, out of, or through the state of Washington, you must register with the commission prior to conducting the following types of operations:

Registered Carriers (FMCSA required)

Regulated Commodity Carriers are defined as Washington based carriers transporting commodities or providing services under authority issued by the Federal Motor Carrier Safety Administration (FMCSA). Washington participates in the Unified Carrier Registration (UCR) which is an online registration program for interstate regulated commodity carriers. To register visit www.ucr.gov.

Freight Brokers

Freight brokering is defined as a service that arranges for the transportation of commodities by interstate motor carriers.

Note: The definitions given in this fact sheet are general descriptions only. Please refer to Washington State laws (RCW) or Washington Administrative Code Rules (WAC) for specific definitions or exemptions.

For More Information

Licensing Services
(360) 664-1222

Federal Motor Carrier Safety Administration
1-800-832-5660 or
TTY 1-800-877-8339

Unified Carrier Registration
<http://www.ucr.gov>
360-664-1222

Motor Carrier Overview

Frequently Asked Questions

I just bought a truck, what permits do I need to operate in Washington state?

If you plan to transport property you own, property that you are buying or selling or property that you are transporting in conjunction with another business that you also operate, then you do not need a permit from the commission to operate in Washington state.

Private carriers are those persons who transport their own property, property that they are buying, selling or property that they are transporting as an incidental part of another business that they operate.

If you plan to transport property for-hire, then you may be required to obtain a permit from the commission before you begin operating in Washington state.

General Commodity Carriers, Household Goods Movers and Solid Waste Collection Companies may not begin operations in Washington State until they have applied for and received appropriate operating authority from the commission.

I want to use my van to start a local passenger service. I won't be using a bus, do I still need a commission permit?

The determining factor for commission permits or certificates is not always the size of the vehicle or the distance traveled, but the type of service that you are proposing.

Vehicle seating capacity is a determining factor for Charter and Excursion services, but it is not a factor for Auto Transportation Companies (Regular Route/ Airporter Bus Services) and Private Non-Profit Transportation providers.

What if I want to operate (passenger or property service) between states?

If you plan to operate as an interstate for-hire motor carrier of property or passengers, then you must register with the commission. Registered Carriers and Registered Exempt Carriers must renew their registration with the commission annually. Washington and 41 other states participate in the UCR program. Oregon and British Columbia do not participate in UCR so carriers based in those states must register with the state they will run the most vehicles in.

For More Information

Commercial Vehicle Enforcement – Washington State Patrol
(360) 596-3800

Intrastate US DOT Number Requirements and Assistance
(360) 596-3812

UTC Licensing Services
(360) 664-1222



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Transportation Regulation

Motor carriers operating in Washington are generally subject to regulation by the Washington Utilities and Transportation Commission (commission) and are required to obtain a commission permit. Some types of carriers do not require a permit or certificate and certain operations are not regulated by the commission. Examples of regulated and non-regulated carriers are listed below.

The commission regulates intrastate carriers providing services for compensation in the following industries:

- Motor Carriers of Property
- Household Goods Movers
- Freight Brokers
- Garbage and Recycling Companies
- Passenger Bus Companies
- Passenger Ferry Boat Companies

The commission does not require permits for the following carriers:

- Government owned and operated vehicles
- Water haulers for construction projects
- US mail carriers
- Tow trucks removing disabled cars from the highway
- Public transit and school buses
- Taxi cabs
- Garbage or recycling service under a city contract
- Private carrier operations

Motor carrier operations are subject to many regulations. Other requirements such as vehicle licensing, special fuel permits, business licensing and taxes are separate from the commission permit.

In the 2009 session, the Legislature passed a law, [House Bill 1843](#), that will affect transportation companies. By January 1, 2010, carriers regulated by the UTC must obtain a United States Department of Transportation (DOT) number, even if they only operate within Washington state. For more information visit www.fmcsa.dot.gov.

Transportation Regulation

Motor carrier operations are divided into two groups – interstate and intrastate.

- Interstate motor carriers provide transportation service between states and are regulated by the federal government. This includes transporting containers from a port, pier or rail facility to a location within the state where it is then intended to transport out of the state.
- Intrastate motor carriers provide transportation service within the state of Washington, from origin to destination.

Both groups need to be registered with the commission.

For More information

The commission can provide forms, information and assistance Monday through Friday, 8:00 a.m. to 4:00 p.m. You may also visit our website at www.utc.wa.gov.

For assistance on the following subjects, please call the numbers listed below:

Applications and registrations, including: <ul style="list-style-type: none">■ Intrastate registrations■ Insurance questions■ Operating authority questions■ Unified Carrier Registration (UCR)	(360) 664-1222
Tariff filings	(360) 664-1234
Policy questions and permit interpretations	(360) 664-1242
Safety issues, including: <ul style="list-style-type: none">■ Vehicle safety inspections■ Company safety audits■ Unsafe driver or vehicle operations■ Illegal carriers or operations	(360) 664-1244
Consumer complaints	1-888-333-WUTC (9882) or (360) 664-1120

Transportation Contacts

Washington State Department of Licensing

(360) 902-3600

www.dol.wa.gov

Business and Professional Licenses	(360) 664-6466	Tow trucks, Transporters, Hulk Haulers, Limousines and Taxis
Pro Rate & Fuel Tax Services	(360) 664-1858	International Fuel Tax Agreement (IFTA)
	(360) 664-1838	Fuel Tax Exempt Service; Fuel Bonds; Fuel Permits
	(360) 664-1858	International Registration Program (IRP); Prorate; Reciprocity
Driver & Vehicle Services	(360) 902-3619	Commercial Driver License (CDL) Program; Driver Medical Waivers (Intrastate) Medical Certificates &
	(360) 902-3770	Vehicle Licenses; Registrations, Titles; Ride-Sharing Plates; Transporter Plates; Trip Permits (vehicle only)

Washington State Department of Revenue

General Taxpayer Information

1-800 647-7706

www.dor.wa.gov

Business License Services	360-705-6741 www.dor.wa.gov	Unified Business Identifier (UBI); state business license applications and renewal
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Secretary of State

(360) 725-0377

Corporate Division	(360) 725-0377 www.sos.wa.gov	Profit corporations; Limited Liability Company (LLC); Limited Partnership; Domestic Partnership
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www.sos.wa.gov

Washington State Department of Transportation

(360) 705-7000

Commercial Vehicle	(360) 704-6340	Log Tolerance Permits; Temporary Additional, Tonnage; Overweight and Oversize Permits; Pilot Car Requirements
Toll Rates	1-866-936-8246	Good-To-Go Passes
Washington State Ferries	1-800-843-3779 (in-state) (206) 464-6400	General State Ferry Information and Scheduling

Transportation Contacts

Washington State Patrol

(360) 596-4000

www.wsp.wa.gov

Commercial Vehicle Enforcement	(360) 596-3800	Commercial Vehicle Size and Weight Specifications; Driver and Equipment Safety Requirements; Hazardous Material Regulations; School Bus Safety Requirements and Inspections, Ports of Entry; Highway Scale Houses
Intrastate US DOT number	(360) 596-3812	Requirements and Assistance

Federal Transportation Contacts

Internal Revenue Service

Heavy Vehicle Use Tax Report

1-800-829-1040

US Department of Transportation

Federal Motor Carrier Safety Administration	Washington, D.C. (202) 366-9805 (800) 832-5660	Motor Carrier Safety and Hazardous Materials Regulations; Applications for Interstate Motor Carrier and Broker (MC#) Operating Authority; Complaints about Interstate Carriers; Federal US DOT Numbers
Local Offices: Washington 2424 Heritage Dr SW Suite 302 Olympia, WA 98502-6031 PO Box 12509 Olympia, WA 98508-2509	Local Offices: Olympia, WA (360) 753-9875 (for Washington and British Columbia based carriers) Oregon (503) 399-5775	

www.fmcsa.dot.gov



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Motor Carrier Insurance Requirements

If you want to operate as a common carrier, household goods mover, solid waste company, or passenger carrier in the state of Washington you must have a permit or certificate from the Utilities and Transportation Commission (commission) and valid insurance. To apply for a permit or certificate, you must provide proof of liability and property damage insurance. You must also maintain proof of insurance to keep your permit or certificate active.

Form E or Form G - Liability and Property Damage Insurance

Your insurance company must file Form E, Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance. The Form E is the standard proof of insurance form issued by insurance companies. You may also file a Form G, Surety Bond, as proof of insurance.

Certificate of Insurance

We will accept an insurance certificate from your insurance company for a period of **up to 60 days**, but it must be replaced by a Form E **before the 60 days expires**. Insurance certificates must show the UTC as the certificate holder.

Cancellations

Insurance companies must notify the UTC thirty (30) days before your insurance policy expires. If proof of insurance is not received within 30 days, UTC staff will send a letter to notify you if we intend to suspend or cancel your permit or certificate. Prior to canceling your permit or certificate, we will offer you an opportunity for a hearing to explain why we should not cancel your permit or certificate.

Motor Carrier Insurance

Specific requirements for all insurance forms

The UTC will reject insurance forms that do not meet these requirements, which means you will not have valid proof of insurance on file.

- The name on the insurance form **MUST MATCH EXACTLY** the individual, partners, or corporate name on your application for a permit or certificate. It may include a d/b/a or trade name.
- Insurance forms must be received from an insurance company authorized to write insurance in the state of Washington. You may check with the Office of the Insurance Commissioner to determine if your insurance company is authorized in Washington.
- All insurance forms must include:
 - The policy number.
 - The name of the insurance company.
 - The signature of the insurance company's authorized representative.
 - An issue date and effective date.

Cargo Insurance

If you are a household goods carrier, you must maintain proof of cargo insurance at your place of business. For vehicles with a gross vehicle weight of less than 10,000 pounds, you must have \$10,000 minimum levels of cargo insurance. For vehicles 10,000 pounds or more, you must have \$20,000 minimum levels.

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REQUIRED INSURANCE FILING

CARRIERS WITH THIS PERMIT	FOR THESE OPERATIONS OR VEHICLE USAGE	MUST FILE ONE OF THE FOLLOWING FORMS	AT THESE MINIMUM INSURANCE LEVELS
Common Carrier Household Goods	Vehicles under 10,000 GVWR hauling non-hazardous property.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	\$300,000 Combined Single Limit (CSL)
Common Carrier Household Goods	Vehicles 10,000 GVWR or more hauling non-hazardous property.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	\$750,000 CSL
Household Goods	Vehicles under 10,000 GVR	Cargo Form H	\$10,000
Household Goods	Vehicles over 10,000 GVR	Cargo Form H	\$20,000
Common Carrier	Vehicles 10,000 GVWR or more hauling: Oil (49 CFR 172.101). Hazardous waste, hazardous materials, and hazardous substances listed in 49 CFR 172.101, but not listed in paragraph above.	Form E Certificate of Insurance. \ Form G, Surety Bond. Insurance Binder, good for only 60 days.	\$1,000,000 CSL
Common Carrier	Any vehicle hauling: Hazardous substances in bulk, in vehicles with capacities exceeding 3,500 water gallons Explosives A or B in any quantity Poison gas in any quantity Liquefied compressed gas or compressed gas, in bulk in containers exceeding 3,500 water gallons Highway route controlled quantity radio-active materials	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	\$5,000,000 CSL

REQUIRED INSURANCE FILING

CARRIERS WITH THIS PERMIT	FOR THESE OPERATIONS OR VEHICLE USAGE	MUST FILE ONE OF THE FOLLOWING FORMS	AND OBTAIN THESE MINIMUM INSURANCE LEVELS
Solid Waste Collection Companies	Solid waste collection vehicles under 10,000 GVWR.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	\$300,000 CSL
Solid Waste Collection Companies	Solid waste collection vehicles 10,000 GVWR or more.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	\$750,000 CSL
Solid Waste Collection Companies	Solid waste collection vehicles that transport quantities of biomedical waste not subject to federal regulation.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	\$1,000,000 CSL
Passenger carriers	Vehicles with a seating capacity of 15 passengers or less, including the driver.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	\$1,500,000 CSL
Passenger carriers	Vehicles with a seating capacity of 16 passengers or more, including the driver.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	\$5,000,000 CSL
Non-profit Special Needs	Vehicles with a seating capacity of 15 passengers or less, including the driver.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	\$500,000 CSL
Non-profit Special Needs	Vehicles with a seating capacity of 16 passengers or more, including the driver.	Form E Certificate of Insurance. Form G, Surety Bond. Insurance Binder, good for only 60 days.	\$1,000,000 CSL