

**INFORMATION AND INSTRUCTIONS REGARDING CHARTER LIMOUSINE
FORM PACKET TO BE USED DURING THE PILOT PROGRAM FOR THE
2024 SUPER BOWL SPECIAL EVENT**

This document outlines the various requirements, deviations/waivers, and procedures required by the “Pilot Program for the 2024 Super Bowl Special Event”

The following documents are part of the “Pilot Program for the 2024 Super Bowl Special Event” Packet:

- a. Two (2) page fillable Application form – this is due to the NTA by December 20, 2023
- b. One (1) page fillable Tariff Request Form – this is due to the NTA by December 20, 2023
- c. One (1) page fillable Master Lease Agreement Form – form and leases due to NTA by February 15, 2024

The two (2) page Application Form must be printed, signed and dated in the required locations.

If the carrier intends to charge a tariff, different from the one(s) presently on file with the NTA, the Tariff form must be completed and submitted **by December 20, 2023**.

An original - containing original signatures - and two (2) copies of Application Form and Tariff Form must be submitted to the NTA by **4:30 p.m. on December 20, 2023**.

Late submission of the Request Form and Tariff Form **will not be accepted**.

Any required fees – as set out in the Application Form - must be paid at the time the Application Form and Tariff Form are submitted to the NTA.

Deviation/Waiver Requests: Carriers can request one or more deviations from specific portions of NAC 706.208 and NAC 706.210 regarding lease documents and to temporarily add leased vehicles to their fleet for the limited time frame of January 29, 2024 to February 14, 2024.

Each deviation is listed on the "APPLICATION FORM."

Each necessary deviation should be checked. Only one (1) **\$50.00 deviation fee** will be required regardless of the number of requested deviations.

1. Deviation/Waiver Explanations:

- Deviation Request 7(a) applies to carries which will be providing the Authority with the “Master Lease Agreement Log” less than 10 working days before execution of lease to comply with NAC 706.210(2)

- Deviation Request 7(b) applies to carriers which will be leasing vehicles for longer than 14 days - see NAC 706.210(3)(a)
- Deviation Request 7(c) applies to carriers in which more than ½ of the vehicles will be leased vehicles – see NAC 706.210(3)(c)(1)
- Deviation Request 7(d) applies to carrier which lease vehicles and exceed the number of vehicles authorized to operate – see NAC 706.210(3)(c)(2)
- Deviation Request 7(e) applies to carriers which will be submitting a “Master Lease Agreement Log” to comply with NAC 706.210(5)(a) & (b)(1).
- Deviation Request 7(f) permits deviation from providing a complete driver file as required by 49 CFR section 391.51; **STILL required to provide medical examiner certificate [391.43(g)] AND preemployment drug testing [382.301(a)]**

To establish market - at least one of the specific types of documents noted in the Application must be submitted by December 20, 2023.

Failure to submit market documents will result in the immediate rejection of the Pilot Program for 2024 Super Bowl Special Event Packet.

Other Required Information: Regardless of deviations, certain information and documents are still required to be submitted to the NTA – all of the below documents must be submitted **to the NTA by Friday February 2, 2023 at 3:00 pm**

For Charter Limousine – 15 or less passengers including the driver.

Fleet Documents:

1. Fleet List – Excel spreadsheet (**this is a separate document from the Master Lease Agreement Log and will be provided – by NTA Compliance - to each carrier**)
2. A copy of each valid registration
3. US DOT Annual Vehicle inspection
4. Certificate of Insurance and schedule of autos – insurance must list certificated carrier as the certificate holder.
5. Apply for NTA Temporary Limo Decals - \$100.00 each vehicle (NRS 706.465)

Driver Documents:

1. Driver List – part of the Excel spreadsheet
 2. Driver’s License
 3. Medical Examiners Certificate CFR 391.43(g)
 4. Pre-Employment drug test CFR 382.301(a)
 5. NTA Driver Permit
2. The Excel spreadsheet which NTA Compliance will provide - **separately** - to each carrier will establish the required fleet list and list of drivers.
3. **Responsibility:** Carriers are responsible for ensuring that all leases are in place and available for inspection beginning on February 11, 2024.

Master Lease Agreement Log: A Master Lease Agreement Log is one of the forms included in the Packet. The log must be completed and signed by an authorized manager or officer of the certificated carrier.

The leases must be attached to the Log.

The carrier must submit the Master Lease Agreement Log to the NTA by February 15, 2024.

4. The Master Lease Agreement Log is additional to the Excel spreadsheet which will be provided – **separately** - by NTA Compliance.

5. Vehicles must be inspected by the NTA in order to receive temporary decals. Please contact NTA Compliance to request a date, time and location for the vehicle inspections to occur. Vehicle inspections must be completed by **Friday February 9 2024 at 4:30 p.m.**

Deadline:

This Request Form, Tariff Form (if needed) and payment to the NTA by **December 20, 2023**

IF THESE DOCUMENTS ARE LATE THEY WILL NOT BE CONSIDERED

State of Nevada Department of Business and Industry
Nevada Transportation Authority

**APPLICATION FOR TEMPORARY
EXPANSION OF AUTHORITY BY
FULLY REGULATED CARRIERS**

**During the 2024 Super Bowl Special Event from 01/29/2024 to 02/14/2024
Pursuant to NRS 706.391**

CARRIER'S INFORMATION

1. Carrier's Name: _____ Carrier's CPCN: _____ *one form per CPCN*
2. Person to Contact for Additional Information re: this Request:
 - a. Name and Title: _____
 - b. Email Address: _____ Phone number: _____
3. Person to Contact During Event Time Frame:
 - a. Name and Title _____
 - b. Email Address: _____ Phone Number: _____

VEHICLE INFORMATION

4. Number of vehicles presently in fleet: _____ as of date _____
5. Fleet size restriction per your CPCN: _____
6. Number of temporary vehicles requested _____.
If your current fleet size plus the number of extra vehicles exceeds your CPCN fleet restriction,
market is required.

DEVIATION/WAIVER REQUEST(S)

7. Requesting the following deviation(s):

Check all that apply

One \$50.00 deviation fee will apply

- a. ____ NAC 706.210(2) – request to deviate from providing lease(s) 10 days before execution
- b. ____ NAC 706.210(3)(a) – request to deviate from 14-day leasing limitation
- c. ____ NAC 706.210(3)(c)(1) – request to deviate from limitation that no more than ½ of vehicles will be leased
- d. ____ NAC 706.210(3)(c)(2) – request to deviate from limitation on number of vehicles authorized to operate
- e. ____ NAC 706.210(5)(a) & (b)(1) - request to deviate by carriers which will be submitting a "Master Lease Agreement Log"
- f. ____ CFR 391.51(a) & (b)(1-5) & (b)(6-8) – request to deviate from providing full driver qualification file

8. Market to support the additional vehicles requested:

- a. Provide as many of the following documents, as exist, to support the number of requested additional vehicles:

Check all that apply

____ Reservation manifests ____ Reservation deposits ____ Contracts/written agreements

At least one the above documents must be provided to receive authority for additional vehicles.

All market documents will be deemed confidential at the Authority's special general session.

9. Carrier must have a complete and accurate 2022 annual report on file with the Authority or the present request will automatically be rejected.

10. Complete attached tariff page(s) if proposing rate changes for this event

An additional \$10.00 filing fee will apply.

11. Carrier must be in good standing with the Authority which means the carrier has not been cited for any safety violations subsequent to July 1, 2023.

12. Anticipated number of additional drivers:

and beginning employment date:

PAYMENT FOR FULLY REGULATED

\$200.00 Application fee

\$50.00 Notice fee

\$50.00 Deviation fee, if applicable

\$10.00 Tariff filing fee if applicable

\$ ____ Enter total fee submitted

COPIES

13. Original and two (2) extra copies.

SIGNATURE

14. I declare under penalty of perjury that the foregoing is true and correct.

Executed on date:

Signature:

Print Name:

Title:

PROCESS

This request will be considered by the full Authority at the **special general session** scheduled on **January 8, 2024 at 9:30 a.m.**

Applicant's Legal Name

Applicant's d/b/a

Pilot Program for Super Bowl Special Event Temporary Tariff

Tariff Rates for: 2024 Super Bowl Special Event

Dates in Effect: January 29, 2024 to February 14, 2024

Listed below are the rates, charges, and rules that will be in effect for this special event.

Issued:

Add date

Issued by:

Name
Company Name and
Dba (if applicable)
Domicile Address
Domicile City, State
and Zip Code

MASTER LEASE AGREEMENT LOG

Carrier:	
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CPCN:	
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Lessor Name	Vehicle Type	Make	License Plate	Vehicle VIN	Vehicle Year	Lease Agreement In Possession
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X

X	
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X	
Y	

X

I DECLARE UNDER PENALTY OF PERJURY THAT:					
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- | | | | |
|--|--|--|--|
| 1. The above vehicles will not be leased for more than 14 days; and, | | | |
| 2. The above vehicles will be used only in an operation authorized by the listed CPCN. | | | |

Executed on: _____

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