



Tariff Guidance

Motor Carrier Services

A tariff is a legal publication by a common carrier of household goods or passengers that sets forth the scope of the operating authority of the carrier. This includes rates, fares, or charges for transportation and accessorial services as well as the rules governing their application. A tariff is a legal document and only those rates, fares, or charges contained in the tariff may be charged for transportation or related services.

There are two different tariffs that may be required to be submitted to the Intrastate Operating Authority (IOA) office:

- The first is the permanent tariff that will be requested after the permanent order has been approved. You will have 60 days to submit the tariff to the IOA office.
- The second is an ETA/TA tariff that you will submit with your emergency temporary application and/or temporary application (if applicable). This is a temporary tariff, and we will still require the permanent tariff once permanent authority is approved.

Each section of the tariff should be numbered and labeled. The items that should be in the tariff are as follows:

- **Cover Page:** See attached example
- **Index**
- **Scope of Authority:** This is the information you selected on [Line 18 of Form IOA-2 \(50215\)](#).
- **Application Of Tariff:** The following text in quotations can be used word for word. "The fares, charges, and other provisions named in this tariff are applicable on intrastate transportation only to the extent of the carrier's scope of authority. Unless otherwise noted, all rules and regulations published herein govern all services performed under the fares and charges in this tariff."
- **Claims:** Outline your policy on claims submitted by your passengers.
- **Distance:** Outline where/how your distance/mileage will be determined.
- **Impracticable Operations:** Outline what will be considered situations where your drivers will not be able to complete the pickup/drop off.
- **Waiting Time:** Outline your wait time. If you will allow any free wait time, specify how much. Also specify what you will charge for wait time and when the wait time begins and ends.
- **Fares And Charges:** Outline all the fares and charges for your customers. Please remember all fares and charges must be outlined in this section or you cannot charge the customers. You will also determine if the fares/charges are for one way or round trip.
- **Abbreviations And Reference Marks:** Outline the meaning of any abbreviations and/or reference marks used.

Example of Cover Page for Permanent Tariff

TARIFF #1

(*see notes)

COMPANY NAME

DOT# OR INDIANA ID#

INDIANA INTRASTATE COMMON CARRIER

TARIFF NAMING

FARES, CHARGES, RULES, AND REGULATIONS

VIA ALL MOTOR ROUTES

Governed to the extent provided herein.

The provisions published herein will, if effective, not result in an adverse effect on the quality of human environment or conservation of energy resources.

ISSUED DATE (*see notes)

EFFECTIVE DATE (*see notes)

ISSUED BY

(*see notes)

*Notes-

- The TARIFF # will change if you submit a new tariff. For example, TARIFF #2 CANCELS OUT TARIFF #1, and so on.
- The ISSUED DATE is the date you submit the tariff to the Intrastate Operating Authority office after the permanent order has been approved.
- The EFFECTIVE DATE is 30 days after the issued date.
- For ISSUED BY, input the name and address of the person who wrote the tariff.

Example of Cover Page for ETA/TA Tariff

ETA/TA TARIFF

COMPANY NAME

DOT# OR INDIANA ID#

INDIANA INTRASTATE COMMON CARRIER

TARIFF NAMING

FARES, CHARGES, RULES, AND REGULATIONS

VIA ALL MOTOR ROUTES

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