



# PENNSYLVANIA BUS ASSOCIATION

## MEMBERSHIP APPLICATION - Bus Operator

► Company Information (please complete all questions)

COMPANY NAME \_\_\_\_\_ YEAR FOUNDED \_\_\_\_\_

OWNER(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP+4 \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ WEBSITE \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

# COACHES: \_\_\_\_\_ Full size coaches (40+ passengers) \_\_\_\_\_ Mini-coaches (16-39 passengers). Attach a schedule of owned/ leased vehicles with seating capacity.

PUC # \_\_\_\_\_ USDOT # \_\_\_\_\_ MCMX# \_\_\_\_\_

► Do you provide scheduled line service? \_\_\_\_\_ YES \_\_\_\_\_ NO. IF YES, PLEASE LIST POINTS SERVED: \_\_\_\_\_

► Please list all affiliated companies SUCH AS OTHER BUS COMPANIES OR TOUR & TRAVEL COMPANIES \_\_\_\_\_

► Charter Rep/S \_\_\_\_\_

► Tour Planner/S \_\_\_\_\_

► Services Offered at your Facility (that you are willing to provide to other members): \_\_\_\_\_ Fueling \_\_\_\_\_ Windshield Repair \_\_\_\_\_ Tire Repair \_\_\_\_\_ Air Conditioning Repair

\_\_\_\_\_ Coach Cleaning \_\_\_\_\_ Towing \_\_\_\_\_ Emergency Services \_\_\_\_\_ Drivers \_\_\_\_\_ Replacement Coaches \_\_\_\_\_ Lavatory Dump \_\_\_\_\_ General Maintenance

Other: \_\_\_\_\_

### ► Annual Dues Calculation (Minimum dues are \$360)

Annual dues are calculated by multiplying the number of vehicles (tour buses and shuttle buses carrying 16 or more passengers) by \$36. Minimum dues are \$360 and maximum dues are \$4,000. Installment payment arrangements are available.

# Vehicles \_\_\_\_\_ x \$36 each = \$ \_\_\_\_\_

NOTE: Upon receipt of your membership application, PBA's Membership Committee shall review and follow-up with any additional information required before forwarding the application to the Board for final consideration. All applications shall be considered pending until such time as the board approves or denies membership. Membership dues shall be collected in advance; if a membership is denied, dues shall be refunded in full.

► Insurance Verification. ENCLOSE copy of Insurance Certificate

Workers Compensation: Insurance Carrier \_\_\_\_\_

Policy # \_\_\_\_\_ Effective \_\_\_\_\_

► Please return the following:

- Completed Membership Application & Dues Check
- Schedule of owned/leased vehicles w/ seating capacity
- Signed Code of Ethics
- Copy of Insurance Certificate
- Email Bus Photo to [tiinn@pabus.org](mailto:tiinn@pabus.org) for web-site

► Bus Photo - Please email a high quality bus photo in jpg format for use in PBA's Membership Directory and on website to [tiinn@pabus.org](mailto:tiinn@pabus.org).

► Sponsored by: (Must be sponsored by PA bus operator)

REFERRED BY \_\_\_\_\_

► Does your company have a Driver Training and Safety Program in Place?

\_\_\_\_\_ yes \_\_\_\_\_ no

*The undersigned makes application to the Pennsylvania Bus Association for operator membership and agrees to comply with its Articles of Association, Bylaws, and Code of Ethics.*

*Contributions or gifts to PBA are not deductible as charitable contributions for federal income tax purposes. Dues payments are, however, deductible by members as an ordinary and necessary business expense, subject to exclusion for lobbying activity. Because a portion of your dues is used for lobbying by PBA, 17% of your dues are not deductible for income tax purposes.*

Applicant Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Pennsylvania Bus Association • 4405 North Front Street • Harrisburg, PA 17110-1709  
FAX: 717-236-1391 PHONE: 717-236-9042 WEBSITE: [www.pabus.org](http://www.pabus.org) EMAIL: [tiinn@pabus.org](mailto:tiinn@pabus.org)

*Please review PBA's membership guidelines and sign the Code of Ethics on the reverse side of this application.*

# PENNSYLVANIA BUS ASSOCIATION

## MEMBERSHIP APPLICATION GUIDELINES

PLEASE NOTE THE FOLLOWING MEMBERSHIP APPLICATION GUIDELINES:

**Motorcoach/bus operator membership eligibility includes** “Any individual, partnership, or corporation operating motorcoaches or school buses, or holding a certificate of public convenience issued by the Pennsylvania Public Utility Commission (PUC) and/or the U.S. Department of Transportation (US DOT) authorizing the transportation of persons in Pennsylvania engaged in the transportation of passengers as a common carrier established by state or local governments shall be eligible for Operator membership in the Association upon such terms and conditions as from time to time shall be provided in these Bylaws. Where any individual, partnership or corporation is in control of, subject to control by, or under common control with another entity entitled to Operator membership in the Association, at least one (1) such entity eligible for Operator membership shall become an Operator Member for any one (1) entity to be eligible for Operator, Travel Supplier, or Associate membership. In the event of a dispute concerning "control", the decision of the Administrative Board shall be final. “ *(From PBA Bylaws)*

**Annual Dues.** PBA dues are collected annually at the start of the October 1st fiscal year. All bus operator members have an anniversary month of October and will be invoiced in August of each year. Minimum dues are \$360, maximum \$4,000. Consideration of reduced dues for those joining mid-year will be in effect.

**Instructions.** Please complete the PBA Membership Application form, sign the Code of Ethics, and return both with the appropriate dues amount and a **copy of your insurance certificate and list of vehicles.** Insurance information must be included on the membership Form along with the appropriate USDOT or FMSCA numbers. PBA will verify information by going to the SAFER website.

**PBA Board Approval.** Upon approval by the Administrative Board, all applications for membership shall become effective on the date received by the Association. Dues shall be refunded if the membership application is denied by the Administrative Board. The Secretary shall notify the applicant that he or she is eligible for admission to the Association. All bus operator membership applications shall have a “Satisfactory” rating on the SAFER site, membership application shall be complete including information on affiliated companies.

**Voting Rights.** Operator Members shall have voting rights as described in Article VI, Section 3 “Voting” of the Bylaws and shall be exercised by representatives designated by and associated with Operator Members. “Associated with” shall mean an owner, including a sole proprietor, partner or shareholder, or an employee, including a compensated officer. An Operator Member who is delinquent in the payment of dues, as provided in Article III, Section 3 “Payment of Dues”, shall have no voting rights.

**Bylaws.** A copy of PBA bylaws will be distributed to all new members upon acceptance.

## PENNSYLVANIA BUS ASSOCIATION CODE OF ETHICS

We the members of the Pennsylvania Bus Association in acknowledgment of our role and responsibility of providing service to the traveling public and working cooperatively with our peers to insure the highest levels of integrity in the deliverance of that service now set forth this Code of Ethics along with our solemn pledge to diligently fulfill our obligations.

We acknowledge that the safe transportation of our customers is our highest priority and obligation.

We recognize the integrity among ourselves and with the traveling public is based upon diligent compliance with governing state and federal agencies and the authority granted us by them.

We believe that open and honest dealings with the public and within our trade are the keys to promoting and sustaining the industry.

We recognize the Pennsylvania Bus Association as the official voice of the industry in state governmental matters and agree to work cooperatively for the advancement of the industry and the furtherance of objectives in the interest of the traveling public.

We view the Pennsylvania Bus Association as a formulator of professional standards for the industry and pledge ourselves to their advancement as the best means of protecting and serving our customers and the general public.

I agree to abide by PBA’s Code of Ethics and Bylaws:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_