



New Jersey Motor Vehicle Commission

P.O. Box 680
Trenton, New Jersey 08666-0680

STATE OF NEW JERSEY

Chris Christie
Governor

Kim Guadagno
Lt. Governor

Raymond P. Martinez
Chairman and Chief Administrator

Dear Administrator:

Your organization has been identified by the New Jersey Motor Vehicle Commission (MVC) as a business that operates a bus to transport your clients to and from various facilities and events. The MVC understands that your primary business is not providing public transportation but according to New Jersey State statutes, rules, regulations or policies, when a vehicle is being used to transport passengers in this fashion it is considered to be an “**omnibus**” or “**commercial bus.**”

Vehicles classified as a commercial bus are required to meet all rules and regulations pertaining to this type of vehicle. This includes applying for and maintaining a “**Certificate of Public Convenience and Necessity**” (CPCN) and having the vehicle inspected in accordance with the Federal Motor Carrier Rules and Regulations.

It is important to note that the MVC does recognize that there is a distinction between a commercial bus which runs a regular transit route, versus the transportation that you provide. With this in mind, the MVC has designed a special streamlined process for companies such as yours to obtain a CPCN. Details of this special process along with an application and vehicle inspection requirements are enclosed with this letter.

In addition to reviewing this material, we ask that you please visit the Federal Motor Carrier Safety Administration (FMCSA) webpage to see if you qualify as a Federal Motor Carrier. The webpage is:

<http://www.fmcsa.dot.gov/registration-licensing/online-registration/onlineregdescription.htm>.

Please follow the instructions in the “Help me Register” box and click on the link labeled “Start the Step by Step Registration Guide”. At the end of the process, you will be told whether you are required to apply for a MC Number through the United States Department of Transportation. If you qualify for this federally issued number, you will not be eligible to be an Omnibus 2 Carrier, since possession of federal operating authority essentially renders moot the need to maintain state-issued intrastate authority; **however**, you will still be required to register your bus as an Omnibus vehicle and subject to all rules and regulations under FMCSA. If you do not qualify for the MC Number, though, you must apply for the CPCN and follow the regulations pertaining to an Omnibus 2 Carrier.

On the Road to Excellence
Visit us at www.njmvc.gov
New Jersey is an Equal Opportunity Employer

Enclosed with this letter you find the following items:

- Omnibus 2 Policy and Procedures
- Petition for Certificate Of Public Convenience And Necessity,
Class 2 (Omnibus 2 Carrier)
- Omnibus 2 Vehicle Fleet Summary Form

Upon receipt of this package, please **(1)** immediately review all of the documents referred to as “Omnibus 2 Policy and Procedures” for guidance through the CPCN process and then **(2)** call 609-633-9474 with any questions.

Enclosures

New Jersey Motor Vehicle Commission

Omnibus 2 - Policy and Procedure

The following information outlines the Motor Vehicle Commission's (MVC) policy and procedure for registration as an Omnibus 2 Carrier. **The following documents are included in the procedures:**

- Petition for Certificate of Public Convenience & Necessity (CPCN)
- Vehicle Summary Form
- Sample CPCN

Definition

New Jersey Statute, Title 39:1-1, defines *Omnibus Motor Vehicles* as “all motor vehicles used for the transportation of passengers for hire, except commuter vans and vehicles used in ridesharing arrangements and school buses, if the same are not otherwise used in the transportation of passengers for hire.”

Effective May 5, 2014 under provisions described in **New Jersey Administrative Code 16:51-1.1 & 16:51-3.2** all Omnibus Motor Vehicles will be divided into two classes described as Omnibus 1 and Omnibus 2. Omnibus 1 Vehicles will include motor vehicles that are used to run charters, special casino operations and regularly scheduled transit routes including employee – shuttle operations under contract. Omnibus 2 vehicles are motor vehicles operated by a company or individual that provides passenger transportation to a target audience and market that is not in competition with a publicly regulated transit route or does not collect fares from the general public.

The following are types of transportation services that would qualify as Omnibus 2 Vehicles as defined in N.J.A.C 16:51-1.1:

Medical Transport provides transport for an individual(s) for the purpose of mental health assessment or other medical treatment.

Adult Day Care Transport provides transportation to a community-based group program designed to meet the needs of functionally or cognitively impaired adults.

Adult Community Transport provides transportation to senior citizens or other special needs individuals from an age restricted community, municipality or other jurisdiction to various services such as medical doctors, stores and recreational activities.

Car Rental Transport provides transportation to and from a transportation hub such as a train station, airport, or marine terminal and rental car facility to clients of a specific rental car company. **(NOTE -- Federal US DOT Operating Authority is needed)**

Hotel Complimentary Transport is service provided by a business concern to transport clients from one property owned by the business to another property owned by the business at no additional cost other than the possibility of continued patronage.

Farm Labor Transport moves farm workers to and from a muster zone and an agriculture center or between agriculture centers.

Day Labor Transport carries temporary employees to and from a muster zone and place of

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Omnibus 2 - Policy and Procedure

employment or work sites.

Recreational Transport shuttles clients from a recreational provider or outfitter to and from the customer parking lot and the service provided.

Time Share Transport provides services, by a real estate broker or developer, to transport prospective clients to and from assets for sale, lease or other financial arrangements.

Omnibus 2 Vehicle Requirements

The Omnibus 2 Vehicle requirements are as follows:

- Every operator (leased or owned vehicles) of an Omnibus 2 must be designated and recorded as an Omnibus 2 Carrier and be issued a “**Certificate of Public Convenience and Necessity**.” The certificate must be presented to a motor vehicle agency at the time of vehicle registration, and also maintained in every vehicle operating pursuant to such authority.
- Once a certificate is issued, the operator will be required to register each Omnibus 2 Vehicle with a license plate designating it as a specific Omnibus vehicle.
- If the vehicle is equipped to carry eight or more passengers, drivers must meet all Commercial Driver License (CDL) requirements established by State and Federal Law.
- Omnibus 2 Carriers must annually provide a Certificate of Insurance, with the MVC as a Certificate Holder, to the Division of Inspection Services. Any changes in the policy such as cancellation or reinstatement should be sent to Inspection Services on an expedited basis.
- As envisioned by New Jersey State Statute 48:4-36, every company engaged in commercial for-hire bus transportation operations must have the following minimum limits of liability insurance on each of its vehicles to cover possible damages resulting from bodily injury, including death:
 - For damages because of bodily injury, including death, at any time resulting there from, for each motor vehicle having a seating capacity of not more than 12 passengers, an insurance policy with a minimum liability of \$25,000.00 and a maximum liability of \$100,000.00.
 - For each motor vehicle having a seating capacity of not less than 13 nor more than 20 passengers, an insurance policy with a minimum liability of \$25,000.00 and a maximum liability of \$200,000.00.
 - For each motor vehicle having a seating capacity of not less than 21 nor more than 30 passengers, an insurance policy with a minimum liability of \$25,000.00 and a maximum liability of \$400,000.00.
 - For each motor vehicle having a seating capacity of more than 30 passengers, an insurance policy with a minimum liability of \$25,000.00 and a maximum liability of \$600,000.00.

Periodic Inspection

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Omnibus 2 - Policy and Procedure

- Omnibus 2 Vehicles are required to be inspected annually by an agent of the NJ Motor Vehicle Commission and are excluded from the five year new vehicle waiver program. This means prior to placing the vehicle in service, a complete inspection **must** be conducted.
- In lieu of a complete inspection, Omnibus 2 Vehicles less than one year old and being initially purchased from a New Jersey Dealer may be issued a New Dealer Inspection Decal (Sticker) for one (1) year from the date of the initial registration and be placed in service.
- An Omnibus 2 Vehicle can elect to be inspected at either the State Inspection Station or a licensed Private Inspection Facility pursuant to the New Jersey State Safety Standards.

Questions regarding Omnibus 2 policies, forms or procedures should be directed to the MVC Omnibus 2 Unit at 609-633-9474 or 609-633-9472.

New Jersey Motor Vehicle Commission

Inspection Services/Omnibus 2 Unit
225 East State Street, P.O. Box 680
Trenton, New Jersey 08666-0680

For Official Use Only
MVC2 Number _____
Date Processed _____
Reviewer Initial _____

Certificate of Public Convenience and Necessity (CPCN)

Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA)

1. APPLICANT / BUSINESS ENTITY INFORMATION	
Business Name _____ Trade Name _____	
Street Address _____ City _____ State _____ Zip Code _____	
2. Business Phone Number	3. Business Fax Number
4. E-Mail Address	5. Corpcode
6. Agent or Representative for Applicant	7. Relationship of Agent or Representative to Applicant
8. Statement of Intended Use:	
<p>Check Appropriate Boxes below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medical Transport transports an individual(s) for the purpose of mental health assessment or other medical treatment. <input type="checkbox"/> Adult Day Care Transport provides transportation to a community-based group program designed to meet the needs of functionally or cognitively impaired adults. <input type="checkbox"/> Adult Community Transport provides transportation to senior citizens or other special needs individuals from an age restricted community, municipality or other jurisdiction to various services such as medical doctors, stores and recreational activities. <input type="checkbox"/> Car Rental Transport provides transportation to and from a transportation hub such as a train station, airport, or marine terminal and rental car facility to clients of a specific rental car company. <input type="checkbox"/> Collegiate Transport provides shuttle or transportation service to student body or faculty to move within the college or university community. <input type="checkbox"/> Hotel Complimentary Transport is service provided by a business concern to transport clients from one property owned by the business to another property owned by the business at no additional cost other than the possibility of continued patronage. <input type="checkbox"/> Farm Labor Transport moves farm workers to and from a muster zone and an agriculture center or between agriculture centers. <input type="checkbox"/> Day Labor Transport carries temporary employees to and from a muster zone and place of employment or worksites. <input type="checkbox"/> Recreational Transport shuttles clients from a recreational provider or outfitter to and from the customer parking lot and the service provided. <input type="checkbox"/> Time Share Transport services by a real estate broker or developer to transport prospective clients to and from assets for sale, lease or other financial arrangement. <input type="checkbox"/> Other- Please submit letter with brief description of the service being provided. <p>I, _____ agent for _____ attest that the vehicles granted authority under this Certificate of Public Convenience and Necessity Class 2 (Class 2 Omnibus Carrier) will be operated under the class of vehicle indicated above and within the guidelines, rules, regulations and statutes established by the State of New Jersey and the Federal Motor Carrier Safety Administration. These vehicles will not be operated as a charter service, special casino operations and regularly scheduled transit routes.</p> <p>Signature: _____ Title: _____</p> <p>Any intentional materially false statement or omission made in connection with this application may subject the individual completing the application and/or the applicant herein to possible civil and/or criminal penalties in accordance with New Jersey state law.</p>	

All applications for Certificate of Public Convenience and Necessity as an Omnibus 2 Carrier must be approved and issued by the MVC Omnibus 2 Unit. Application must be mailed to the Motor Vehicle Commission, Certificate Program, Omnibus 2 Unit, 225 East State Street, P.O. Box 680, Trenton, NJ 08666-0680. Please submit the application along with a twenty-five dollar (\$25.00) filing fee for processing.

(See reverse side for instructions)

CPCN Application Instructions

The CPCN application can be explained as follows:

- Box 1, Business Data contains the Business Name, Trade Name, Street Address, City, and Zip Code. For initial certificate applications, the Certificate Number will not be available to the applicant until after the certificate is issued. Number will be provided by Inspection Services personnel.
- Box 2, Provide Business Phone Number.
- Box 3, Provide Business Fax Number.
- Box 4, Provide Business E-Mail Address which will be used to update certificate holders of any changes in policy.
- Box 5, Provide Corpcode, which should have been issued for the Business Name in Box 1.
- Box 6, Provide name of Agent for Applicant. This name is the contact person for the applicant, who has the authority to conduct business on behalf of the applicant.
- Box 7, Provide a description of the Relationship of Agent or Representative to applicant. This could include a description such as a titled officer of president, owner, treasurer, etc. If the business entity is a sole proprietorship, the word self or owner could be used.
- Box 8, Please check the box(es) which best describe the intended use of the vehicles. The agent must print their name, applicant's name, and provide their signature and title to the statement of fact at the bottom of page. If the applicant uses an Omnibus 2 vehicle for any other purpose such as a taxi, Charter service, school bus or to be in competition with a regular transit route they will be subjected to all penalties for misstatement of fact on an official document. They will also have to comply with all rules and regulations pertaining to use of the vehicle as either school bus or commercial bus.

Before starting the Certificate Process, the applicant must have a Corpcode issued by the MVC. For the applicant who already has a corpcode, proceed to the next step. If the applicant does not have a corpcode, they must appear in person at a motor vehicle agency. A complete description about the corpcode can be found on the MVC website at <http://www.state.nj.us/mvcbiz/BusinessOwned/TitlesForBusinessVehicles.htm>.

Completed applications must be mailed to the New Jersey Motor Vehicle Commission Inspection Service/Omnibus 2 Unit, 225 East State Street, P.O. Box 680, Trenton, NJ 08666-0680, Attention: CPCN2 along with a **business check** for the appropriate fee (\$25 initial/renewal) and the required certificate of insurance with the MVC listed as Certificate Holder. Please allow two weeks for processing. Applicants will receive a certificate in the mail which can be framed and must be displayed in a public area of the place of business. An example of a Certificate of Public Convenience and Necessity is attached hereto.

New Jersey Motor Vehicle Commission

Inspection Services/Omnibus 2 Unit
 225 East State Street, P.O. Box 680
 Trenton, New Jersey 08666-0680

Omnibus 2 Vehicle Fleet Summary Form

For Official Use Only MVC2 Number _____ Date Processed _____ Reviewer Initial _____
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Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA)

Business Name	Trade Name	Corpcode	Certificate Number
Trade Name	Lessor/Owner	Lessor/Corpcode	
Street Address (include floor, suite, office number, etc.)	City	State	Zip Code
Report Submitted by: Agent _____ (Print) Signature _____			

1. Number	2. Omnibus Plate	3. Vehicle Identification Number	4. Make	5. Model	6. Model Year	7. Number of Passengers
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Any intentional materially false statement or omission made in connection with this application may subject the individual completing the application and/or the applicant herein to possible civil and/or criminal penalties in accordance with New Jersey state law.

Omnibus 2 Vehicle Fleet Summary Form Instructions

Omnibus 2 Vehicle Fleet Summary Form must be filed along with the initial application for Certificate of Public Convenience and Necessity. This can only be done by mailing your application to the Motor Vehicle Commission, Inspection Services, Omnibus 2 Unit, Vehicle Fleet Summary Form, 225 East State Street, P.O. Box 680, Trenton, NJ 08666-0680. An application is enclosed with this package.

The **“Omnibus 2 Vehicle Fleet Summary Form”** is a multiple vehicle application and can be used to register as many as 10 vehicles at a time. Complete the form as follows:

- Print the Business Name, Trade Name, Street Address, City, State, Zip code and Corpcode in the spaces provided at the top of the form. This information must match the Certification of Public Convenience and Necessity Omnibus 2 Certificate. If the vehicle(s) are leased the applicant must print the name of the Lessor/Owner and Lessor/Corpcode in the spaces provided.
- Place your certificate number or MVC2 number (which are the same) from the upper right hand corner of the Omnibus 2 Certificate in the space provided.
- The agent registered for the company with MVC must print and sign for the applicant. By signing, the agent is agreeing that all information provided on this application is correct and any misstatements may result in suspension of registration privileges.
- In column 1, you will find a number next to each row. Each row will contain the information for each vehicle being requested. It is important that you write the corresponding number on any copy of a title or registration or backup documentation. This will be clarified further when we get to column 4. It is important that you provide us with any kind of documentation, such as current title or vehicle registration, in order to promote accuracy.
- In column 2, if you have the current Omnibus 2 Plate, print it in the space provided. If you are initially registering or replacing the Omnibus Plate, leave it blank. At the time of renewal, please put in the plate number.
- In column 3, please print the vehicle identification number. If you notice that there is an error on the vehicle identification number (VIN), please visit your nearest motor vehicle agency to have the title corrected. Vehicle information such as the VIN, Make, Model, and Year can only be corrected with a title correction.
- Columns 4, 5 and 6 are self-explanatory. Please write the make, model and year of the vehicle in the appropriately marked column. Information provided in this column should match the documentation provided as proof.
- Column 7, please indicate the number of passengers.

After completing the application, it should be mailed to the Omnibus 2 Unit. It is important to note that any additions or changes to the vehicle fleet must be submitted or reported to the Omnibus 2 Unit within 10 days. If there are any problems with this form, the unit will attempt to contact the agent or a representative from the carrier via phone or E-Mail to try to resolve the problem.



New Jersey
Motor Vehicle Commission

FOR COMMISSION USE
ONLY

09163

THIS IS TO CERTIFY THAT THE MOTOR VEHICLE COMMISSION HAS
ISSUED A CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY TO

123456789012345 ◀ Corp Code

JIMS CANOE RENTAL
123 MAIN STREET
ANYTOWN

NJ 08666

AS AN "OMNIBUS 2 CARRIER" IN ACCORDANCE
WITH THE PROVISIONS OF N.J.S.A. 48:4-3 et seq.

4/16/2014
DATE OF ISSUE

INDEF
EXPIRATION DATE

MVC299999
IDENTIFICATION NUMBER

SS-23 (R1/12)

IN ANY INQUIRY, PLEASE INCLUDE I.D. NUMBER.

Raymond P. Martinez, Chairman and Chief Administrator