



**Washington State
Department of Transportation**

Public Transportation Grant Guidebook

Appendix D: Charter service

DRAFT

August 2025

Public Transportation Division

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Appendix D Charter service

FTA's Charter Bus Service Regulations ([49 CFR Part 604](#)) protect private charter operators from unauthorized competition from FTA grant recipients.

If your organization receives federal funds for any projects, you must follow specific procedures, including reporting on charter services. Consult with your assigned WSDOT contact listed on your Consolidated Grant Program agreement before agreeing to proceed with any charter operations.

The following is supplemental information to [Chapter 2, Section X.X.X: Charter service](#).

D.1 Exemptions

The following services are exempted from FTA's Charter Bus Service Regulations and do not require notification to registered charter providers, record keeping, or quarterly reporting:

D.1.1 Transportation of employees, contractors, and government officials
You may transport the following individuals:

- Your employees.
- Other transit systems' employees
- Transit management officials
- Transit contractors and bidders
- Government officials and their contractors
- Official guests.

You may transport individuals for the following purposes:

- To or from transit facilities or projects within your geographic service area or proposed geographic service area for conducting oversight functions such as inspection, evaluation, or review (if you operate in a non-urbanized area, you may transport the above individuals outside your geographic service area).
- For emergency preparedness planning and operations.

D.1.2 Private charter operators

FTA's Charter Bus Service Regulations do not apply to private charter operators that receive, directly or indirectly, federal financial assistance under the [Over-the-Road Bus Accessibility Program](#). The regulations also do not apply to non-FTA-funded activities of private charter operators that receive, directly or indirectly, FTA financial assistance.

D.1.3 Section 5310 and 5311 recipients

FTA's Charter Bus Service Regulations do not apply to grantees that receive federal financial assistance from FTA for transportation that serves the needs of either human service agencies or targeted populations (i.e., elderly, individuals with disabilities) under Section 5310 or 5311. This does not include exclusive service for other groups formed for purposes unrelated to the special needs of targeted populations.

D.1.4 Emergency response

You may provide service for actions directly related to responding to an emergency declared by the president, governor or mayor. You may also provide services requiring immediate action prior to a formal declaration of emergency and for up to 45 days after the emergency.

D.2 Exceptions

Each of the following exceptions requires specific recording and reporting procedures. Contact your assigned WSDOT contact listed on your Consolidated Grant Program agreement for a list of steps to record and report exceptions.

D.2.1 Exception 604.6: Government officials on official government business (GO)

1. Is restricted to its geographic service area.
2. Must not generate revenue except as required by law.
3. Is limited to 80 hours annually. May petition for additional charter hours.

D.2.2 Exception 604.7: Qualified human service organizations (QH)

Service to persons:

1. With mobility limitations related to advanced age;
2. With disabilities; or
3. With low income.

The organization must register if it does not receive funds from programs listed in [Appendix A](#) of the charter regulation.

D.2.3 Exception 604.8: Leasing FTA-funded equipment and drivers to a charter service operator (LE) only if the following conditions exist:

1. The operator is registered on the FTA charter registration website.
2. The operator owns and operates buses or vans in a charter service business.
3. The operator received a request for charter service that exceeds its capacity either of the number of vehicles operated or the number of accessible vehicles.

4. The operator has exhausted all of the available vehicles for all registered charter providers in your geographic service area.

D.2.4 Exception 604.9: When no registered charter provider responds to a notice posted on the FTA charter website (WN)

1. Within 72 hours for charter service requested to be provided in less than 30 days; or
2. Within 14 calendar days for charter service requested to be provided in 30 days or more.

D.2.5 Exception 604.10: Agreement with registered charter providers

1. If a new charter provider registers in the geographic service area, you may continue to provide charter service for 90 days without an agreement with the newly registered charter provider.
2. Any parties to an agreement may cancel at any time after providing a 90-day notice.

D.2.6 Exception 604.11: Petitions to the Administrator for:

1. Events of regional or national significance.
2. Hardship (<200,000 population only).
3. Unique and time-sensitive events that are in the public interest.

D.3 Examples of services that do not meet the definition of charter service

The following examples do not meet the definition of charter service.

D.3.1 Service requested by a third party that is irregular or on a limited basis for an exclusive group of individuals where:

- You do not charge a premium fare for the service.
- There is no third party paying for the service in whole or in part.

D.3.2 Shuttle service for a one-time event if the service is open to the public where:

- You determine the itinerary.
- You charge your customary fixed-route fare.
- There is no third-party involvement.

D.3.3 A university paying you a fixed charge to allow all faculty, staff, and students to ride your transit system for free where:

- You provide the service on a regular basis along a fixed route.

- The service is open to the public.
- When you see a need and want to provide service for a limited duration at the customary fixed-route fare.

D.4 Sample situations

The following excerpt from [FTA's Section 5311 Fact Sheet \(2013\)](#) provides common situations that prompt charter service considerations.

D.4.1 Q: Is it charter service to provide transportation to a group of young adults living in an assisted living facility to see a local parade using vehicles funded with Section 5311 funds? The transportation would be open to the public but paid for by the human service agency that operates the assisted living facility.

A: This service is exempt from the charter rule because the vehicles are funded with Section 5311 funds and the service falls under the program purpose. Under 49 C.F.R. Section 604(e), "The requirements of this part shall not apply to a recipient that uses Federal financial assistance from FTA, for program purposes only, under 49 U.S.C. Section 5310, 49 U.S.C. Section 5311, 49 U.S.C. Section 5316, or 49 U.S.C. Section 5317." The recipient must use federal funds under one of the above-mentioned programs and those funds must also be used for program purposes. This service falls under "program purposes" because it serves the needs of a human service agency.

D.4.2 Q: Is it charter service to provide transportation to a day care provider that calls in and asks for transportation services to take their children to the local pumpkin patch using vehicles funded with Section 5311 funds? The transportation would be open to the public but paid for by the daycare provider.

A: This service is charter service even if the vehicle might be dispatched as open to the public unless: (a) all the children are in a program receiving assistance under a program listed in Appendix A to 49 C.F.R. Part 604 like Head Start (exclusively for low-income children) or all the children are disabled; (b) the day care provider is a nonprofit that can qualify as a qualified human service organization (QHSEO) under the regulation and can do so sufficiently in advance of the trip requested to comply with 49 C.F.R. Part 604; or (c) the demand-response system chooses to provide the trip for free, in which case it would not be considered charter. If one of the described exceptions applies and the demand-response system supplies the trip, then the trip must be reported in the quarterly exceptions report. If none of the above options apply, then the trip is considered charter service and notice must be given to registered charter providers. In that case, the local transit agency may only provide the service if no private registered charter provider responds with interest.

D.4.3 Q: Is it charter service to provide transportation to a group of college students who would like to attend a concert using vehicles funded with Section 5311 funds? The transit agency will charge the normal fee and the college students will fill the vehicles entirely.

A. Yes, this would be considered charter service because it is exclusive use of a vehicle for a negotiated price. Unless all the college students were all disabled or low income, then service would not fall under the program purpose exemption.

English

Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Español

Notificación de Título VI al Público

La política del Departamento de Transporte del Estado de Washington (Washington State Department of Transportation, WSDOT) es garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de la participación, se le nieguen los beneficios o se le discrimine de otro modo en cualquiera de sus programas y actividades. Cualquier persona que considere que se ha violado su protección del Título VI puede presentar una queja ante la Oficina de Equidad y Derechos Civiles (Office of Equity and Civil Rights, OECR) del WSDOT. Para obtener más información sobre los procedimientos de queja del Título VI o información sobre nuestras obligaciones contra la discriminación, comuníquese con el coordinador del Título VI de la OECR al (360) 705-7090.

Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a wsdotada@wsdot.wa.gov o llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

한국어-Korean

제 6 조 관련 공지사항

워싱턴 주 교통부(WSDOT)는 1964 년 민권법 타이틀 VI 규정에 따라, 누구도 인종, 피부색 또는 출신 국가를 근거로 본 부서의 모든 프로그램 및 활동에 대한 참여가 배제되거나 혜택이 거부되거나, 또는 달리 차별받지 않도록 하는 것을 정책으로 하고 있습니다. 타이틀 VI 에 따른 그/그녀에 대한 보호 조항이 위반되었다고 생각된다면 누구든지 WSDOT 의 평등 및 민권 사무국(OECR)에 민원을 제기할 수 있습니다. 타이틀 VI 에 따른 민원 처리 절차에 관한 보다 자세한 정보 및/또는 본 부서의 차별금지 의무에 관한 정보를 원하신다면, (360) 705-7090 으로 OECR 의 타이틀 VI 담당자에게 연락해주시요.

미국 장애인법(ADA) 정보

본 자료는 또한 평등 및 민권 사무국에 이메일 wsdotada@wsdot.wa.gov 을 보내시거나 무료 전화 855-362-4ADA(4232)로 연락하셔서 대체 형식으로 받아보실 수 있습니다. 청각장애인은 워싱턴주 중계 711 로 전화하여 요청하실 수 있습니다.

русский-Russian

Раздел VI Общественное заявление

Политика Департамента транспорта штата Вашингтон (WSDOT) заключается в том, чтобы исключить любые случаи дискриминации по признаку расы, цвета кожи или национального происхождения, как это предусмотрено Разделом VI Закона о гражданских правах 1964 года, а также случаи недопущения участия, лишения льгот или другие формы дискриминации в рамках любой из своих программ и мероприятий. Любое лицо, которое считает, что его

средства защиты в рамках раздела VI были нарушены, может подать жалобу в Ведомство по вопросам равенства и гражданских прав WSDOT (OECR). Для дополнительной информации о процедуре подачи жалобы на несоблюдение требований раздела VI, а также получения информации о наших обязательствах по борьбе с дискриминацией, пожалуйста, свяжитесь с координатором OECR по разделу VI по телефону (360) 705-7090.

Закон США о защите прав граждан с ограниченными возможностями (ADA)

Эту информацию можно получить в альтернативном формате, отправив электронное письмо в Ведомство по вопросам равенства и гражданских прав по адресу wslotada@wsdot.wa.gov или позвонив по бесплатному телефону 855-362-4ADA(4232). Глухие и слабослышащие лица могут сделать запрос, позвонив в специальную диспетчерскую службу штата Вашингтон по номеру 711.

tiếng Việt-Vietnamese

Thông báo Khoản VI dành cho công chúng

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ khước quyền lợi, hoặc bị kỳ thị trong bất cứ chương trình hay hoạt động nào vì lý do chủng tộc, màu da, hoặc nguồn gốc quốc gia, theo như quy định trong Mục VI của Đạo Luật Dân Quyền năm 1964. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị vi phạm, đều có thể nộp đơn khiếu nại cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng (OECR) của WSDOT. Muốn biết thêm chi tiết liên quan đến thủ tục khiếu nại Mục VI và/hoặc chi tiết liên quan đến trách nhiệm không kỳ thị của chúng tôi, xin liên lạc với Phó Trí Viên Mục VI của OECR số (360) 705-7090.

Thông tin về Đạo luật Người Mỹ tàn tật (Americans with Disabilities Act, ADA)

Tài liệu này có thể thực hiện bằng một hình thức khác bằng cách email cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng wslotada@wsdot.wa.gov hoặc gọi điện thoại miễn phí số, 855-362- 4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

العربية - Arabic

في ضمان عدم استبعاد أي شخص، على أساس العرق أو اللون أو الأصل القومي من المشاركة في أي من (WSDOT) إشعار للجمهور تتمثل سياسة وزارة النقل في الية واشنطن 6 العنوان ويمكن إلى شخص 1964. برامجها وأنشطتها أو الحرمان من الفوائد المتاحة بموجبها أو التعرض للتمييز فيها بخالف ذلك، كما هو منصوص عليه في الباب السادس من قانون الحقوق المدنية لعام للحصول على معلومات إضافية بشأن إجراءات. التابع لوزارة النقل في الية واشنطن (OECR) يعتقد أنه تم انتهاك حقوقه التي يكفلها الباب السادس تقديم شكوى إلى مكتب المساواة والحقوق المدنية أو بشأن التزاماتنا بعدم التمييز بموجب الباب السادس، يرجى الاتصال بمندوب الباب/الشكاوى و السادس في مكتب المساواة والحقوق المدنية على الرقم (360) 705-7090.

معلومات قانون الأمريكيين ذوي الإعاقة (ADA)

:أو عن طريق الاتصال بالرقم المجاني wslotada@wsdot.wa.gov يمكن توفير هذه المواد في تنسيق بديل عن طريق إرسال رسالة بريد إلكتروني إلى مكتب المساواة والحقوق المدنية على يمكن للأشخاص (4232) 855-362-4ADA على الرقم Washington State Relay الصم أو ضعاف السمع تقديم طلب عن طريق الاتصال بخدمة 711.

中文 – Chinese

《权利法案》Title VI 公告

<華盛頓州交通部(WSDOT)政策規定，按照《1964 年民權法案》第六篇規定，確保無人因種族、膚色或國籍而被排除在 WSDOT 任何計畫和活動之外，被剝奪相關權益或以其他方式遭到歧視。如任何人認為其第六篇保護權益遭到侵犯，則可向 WSDOT 的公平和民權辦公室 (OECR)提交投訴。如需關於第六篇投訴程式的更多資訊和/或關於我們非歧視義務的資訊，請聯絡 OECR 的第六篇協調員，電話 (360) 705-7090。

《美国残疾人法案》(ADA)信息

可向公平和民權辦公室發送電子郵件 wslotada@wsdot.wa.gov 或撥打免費電話

855-362-4ADA(4232)，以其他格式獲取此資料。听力丧失或听觉障碍人士可拨打 711 联系 Washington 州转接站。

Af-soomaaliga – Somali

Ciwaanka VI Ogeysiiska Dadweynaha

Waa siyaasada Waaxda Gaadiidka Gobolka Washington (WSDOT) in la xaqiijiyo in aan qofna, ayadoo la cuskanaayo sababo la xariira isir, midab, ama wadanku kasoo jeedo, sida ku qoran Title VI (Qodobka VI) ee Sharciga Xaquuqda Madaniga ah oo soo baxay 1964, laga saarin ka qaybgalka, loo diidin faa'iidooyinka, ama si kale loogu takoorin barnaamijyadeeda iyo shaqooyinkeeda. Qof kasta oo aaminsan in difaacista Title VI la jebiyay, ayaa cabasho u gudbin kara Xafiiska Sinaanta iyo Xaquuqda Madaniga ah (OECR) ee WSDOT. Si aad u hesho xog dheeraad ah oo ku saabsan hanaannada cabashada Title VI iyo/ama xogta la xariirta waajibaadkeena ka caagan takoorka, fadlan la xariir Iskuduwaha Title VI ee OECR oo aad ka wacayso (360) 705-7090.

Macluumaadka Xeerka Naafada Maryanka (ADA)

Agabkaan ayaad ku heli kartaa qaab kale adoo iimeel u diraa Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso wslotada@wsdot.wa.gov ama adoo wacaaya laynka bilaashka ah, 855-362-4ADA(4232). Dadka naafada maqalka ama maqalku ku adag yahay waxay ku codsan karaan wicitaanka Adeega Gudbinta Gobolka Washington 711.

Translation Services

If you have difficulty understanding English, you may, free of charge, request language assistance services by calling 360-705-7921 or email us at: PubTrans@wsdot.wa.gov

Español - Spanish

Servicios de traducción

Aviso a personas con dominio limitado del idioma inglés: Si usted tiene alguna dificultad en entender el idioma inglés, puede, sin costo alguno, solicitar asistencia lingüística con respecto a esta información llamando al 360-705-7921, o envíe un mensaje de correo electrónico a: PubTrans@wsdot.wa.gov

tiếng Việt-Vietnamese

các dịch vụ dịch thuật

Nếu quý vị không hiểu tiếng Anh, quý vị có thể yêu cầu dịch vụ trợ giúp ngôn ngữ, miễn phí, bằng cách gọi số 360-705-7921 hoặc email cho chúng tôi tại: PubTrans@wsdot.wa.gov

한국어-Korean

번역 서비스

영어로 소통하는 것이 불편하시다면, 360-705-7921 으로 전화하시거나 다음 이메일로 연락하셔서 무료 언어 지원 서비스를 요청하실 수 있습니다: PubTrans@wsdot.wa.gov

русский-Russian

Услуги перевода

Если вам трудно понимать английский язык, вы можете запросить бесплатные языковые услуги, позвонив по телефону 360-705-7921 или написав нам на электронную почту: PubTrans@wsdot.wa.gov

العربية - Arabic

الترجمة خدمات

عن اللغوية المساعدة خدمات طلباً ما فيمكنك، الإنجليزية اللغة فهم في صعوبة تجد كنت إذا

الإلكتروني البريد عبر مراسلتنا أو 7921-705-360 بالرقم الاتصال بق طر: PubTrans@wsdot.wa.gov

Af-soomaaliga - Somali

Adeegyada Turjumaada

Haddii ay kugu adag tahay inaad fahamtid Ingiriisida, waxaad, bilaash, ku codsan kartaa adeegyada caawimada luuqada adoo wacaaya 360-705-7921 ama iimayl noogu soo dir: PubTrans@wsdot.wa.gov

中文 – Chinese

翻译服务

如果您难以理解英文，则请致电：360-705-7921，或给我们发送电子邮件： PubTrans@wsdot.wa.gov，请求获取免费语言援助服务