

BEFORE THE PUBLIC UTILITIES COMMISSION OF THE STATE OF COLORADO

DOCKET NO. 12M-147TR

IN THE MATTER OF THE FILING OF ANNUAL REPORTS IN ACCORDANCE WITH
RULE 4 CCR 723-6-6212 OF THE RULES REGULATING TRANSPORTATION BY MOTOR
VEHICLES.

**COMMISSION ORDER CONCERNING FILING
OF YEAR 2011 ANNUAL REPORTS BY
COMMON AND CONTRACT CARRIERS**

Mailed Date: February 17, 2012
Adopted Date: February 9, 2012

I. BY THE COMMISSION

A. Statement

1. In accordance with Rule 6212 of the Commission's Rules Regulating Transportation by Motor Vehicles, 4 *Code of Colorado Regulations* 723-6, each regulated intrastate common and contract carrier shall file with the Commission, an annual report on or before April 30th for the preceding calendar year. Rule 6212 states that the annual report shall be filed on a form supplied by the Commission.

2. This Order specifies the forms to be filed by common and contract carriers for the 2011 reporting year. Each common and contract carrier shall file its annual report in accordance with the requirements listed on Appendix A to this Order. The annual report form may be found on the Commission's website at <http://www.dora.state.co.us/puc/trans/TransAnnualRpt.html>.

B. Conclusion

3. We find that each common carrier authorized to provide passenger transportation under a Certificate of Public Convenience and Necessity and each contract carrier authorized to

provide passenger transportation under a Contract Carrier Permit within the State of Colorado during calendar year 2011 shall file an annual report in the form prescribed by the Commission, no later than April 30, 2012.

4. Each common and contract carrier is required to identify the individual authorized to file on its behalf and designated as the Annual Report Contact. If no specific designation is made to the Commission, an officer of the common or contract carrier will be considered the Annual Report Contact. We note that, in accordance with § 40-7-106, C.R.S., every officer, agent, or employee of any public utility who violates or fails to comply with, or who aids or abets any violation by any public utility of, among other things, any order, decision, or rule of this Commission, commits a Class 2 Misdemeanor and may be subject to penalties, including without limitation, penalties set forth in § 18-1.3-501, C.R.S.

5. A common or contract carrier subject to this Order may file a motion for extension of time to file its annual report, which may be granted if good cause is shown as to why it is unable to comply with the April 30, 2012 deadline. Motions for extension of time shall be referred to an Administrative Law Judge for disposition.

II. ORDER

A. The Commission Orders That:

1. On or before April 30, 2012, each common carrier authorized to provide passenger transportation under a Certificate of Public Convenience and Necessity and each contract carrier authorized to provide passenger transportation under a Contract Carrier Permit within the State of Colorado during calendar year 2011 shall file an annual report in the form prescribed by this Order, and any additional reports as required by Appendix A to this Order.

2. This matter is referred to an Administrative Law Judge for disposition of all motions and pleadings.

3. This Order is effective on its Mailed Date.

**B. ADOPTED IN COMMISSIONERS' WEEKLY MEETING
February 9, 2012.**

(S E A L)



ATTEST: A TRUE COPY

Doug Dean,
Director

THE PUBLIC UTILITIES COMMISSION
OF THE STATE OF COLORADO

JOSHUA B. EPEL

JAMES K. TARPEY

MATT BAKER

Commissioners

General Instructions

- (1) The Annual Report is available in electronic form on the Colorado Public Utilities Commission's website at:

<http://www.dora.state.co.us/puc/trans/TransAnnualRpt.html>

- (2) The Annual Report has been revised. **Please do not use a prior year's version.** The electronic version of the Annual Report includes formulas in certain cells. Cells containing formulas are highlighted in yellow on the report. These cells have been password protected. Please do not attempt to enter numerical values in these cells. However, if you are completing the Annual Report manually, please continue to compute totals for each section.

Filing Deadline

- (1) Annual Reports shall be filed no later than **April 30, 2012**, for the reporting period of January 1, 2011 to December 31, 2011.
- (2) If you are not able to file the Annual Report by the April 30, 2012 deadline, you must file a Motion for an "Extension of Time to File" in proceeding number (12M-147TR). The motion should be filed by April 30, 2012 and must state good cause why you are unable to meet the filing deadline. Any motion for extension of time shall be referred to an Administrative Law Judge for disposition.

How to File the Annual Report

- (1) Each common and contract carrier is ***strongly encouraged*** to submit an executable electronic copy of its annual report (*e.g.*, in Excel) in the appropriate proceeding number (12M-147TR) via the Commission's E-Filings system at:

<https://www.dora.state.co.us/pls/efi/EFI.homepage>.

- (2) To file electronically, each common and contract carrier must have at least one company representative registered as a Filer Administrator. If your utility is currently not set up to file through E-Filings, contact Alison Torvik at alison.torvik@dora.state.co.us or (303) 894-2885 or Cheryl Fisher at cheryl.fisher@dora.state.co.us or (303) 894-2040.
- (3) Once logged into the E-Filings system, at "Filing Center," select "File Document". The annual report must be filed as an existing proceeding. Next, select "File in an Existing Proceeding" and insert proceeding no. 12M147TR. The common or contract carrier's name, along with "2011 Annual Report" should be inserted in the Title field, (*e.g.*, "Greeley Shuttle Company_2011 Annual Report").

- (4) In the alternative, a common or contract carrier may mail the signed original of the report, one copy of the report, and an executable electronic file on CD. Mail the original, the copy, and the CD of the annual report to the following address: Colorado Public Utilities Commission, 1560 Broadway, Suite 250, Denver, CO 80202.
- (5) Failure to file the annual report with the Commission by April 30, 2012, may result in severe penalties, including possible revocation of the carrier's Certificate of Public Convenience and Necessity or Contract Carrier Permit.
- (6) If any common or contract carrier does not have access to the Internet, please contact the Commission, and the Commission will provide the form in hard copy. Please contact Gary Gramlick at 303-894-2870 if you need assistance.