

**CHARTER SERVICE COMPLIANCE CERTIFICATION**

This certification must be submitted annually to NJ TRANSIT's Department of Local Programs by each subrecipient who operates vehicles and/or receives federal funds under any Federal Transit Administration (FTA) Program administered by NJ TRANSIT. This form confirms your Charter activity for the prior calendar year.

<https://www.transit.dot.gov/regulations-and-guidance/access/charter-bus-service/charter-bus-service-regulations-0>

N/A – My agency does not engage in any charter activities as defined in 49 CFR part 604

\*Agency Name \_\_\_\_\_

\* Must type or print Agency Name (whether or not you check N/A above)

**Signature** \_\_\_\_\_

**Print Name of Authorized Official** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

Subrecipients and their contractors, are prohibited from using federally-funded equipment or facilities to provide charter service, except on an incidental basis; and then, only when one or more of the six exceptions set forth in the charter service regulation in 49 CFR Section 604.9 (b) apply. Other conditions include recovering the fully allocated cost of the service and putting the revenues earned back into your transportation Program.

**The following are the limited exceptions when a subrecipient may provide charter service:**

- **Official government business;**
- **Qualified Human Service Organizations (elderly, persons with disabilities, and low income individuals)**
- **When no registered charter provider responds to a notice sent by a subrecipient;**
- **Leasing (must exhaust all available vehicles first);**
- **By agreement with all registered charter providers;**
- **Petitions to the Administrator: Events of regional or national significance, or hardship.**
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If charter service is provided under one of these exceptions, please complete below:

**Charter Service Certification:**

As required by FTA regulations, (name of county) hereby certifies that it is in compliance with 49 CFR part 604 which states that subrecipients of FTA assistance that provided charter services must comply with the FTA Charter Regulations. This includes posting charter service requests on the FTA's Register Charter Provider Website. This further certifies that the subrecipient has documented each and every use of the equipment awarded by NJ TRANSIT for charter service including the customer, dates, times, equipment identification, trip origin, and destination.

**Location of Charter Service Records:**

The records for charter service operated by the above-named subrecipient during the calendar year mentioned above are currently maintained at the following address:

**I hereby make the above certifications and state that I am an authorized official of the county.**

**Print name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_