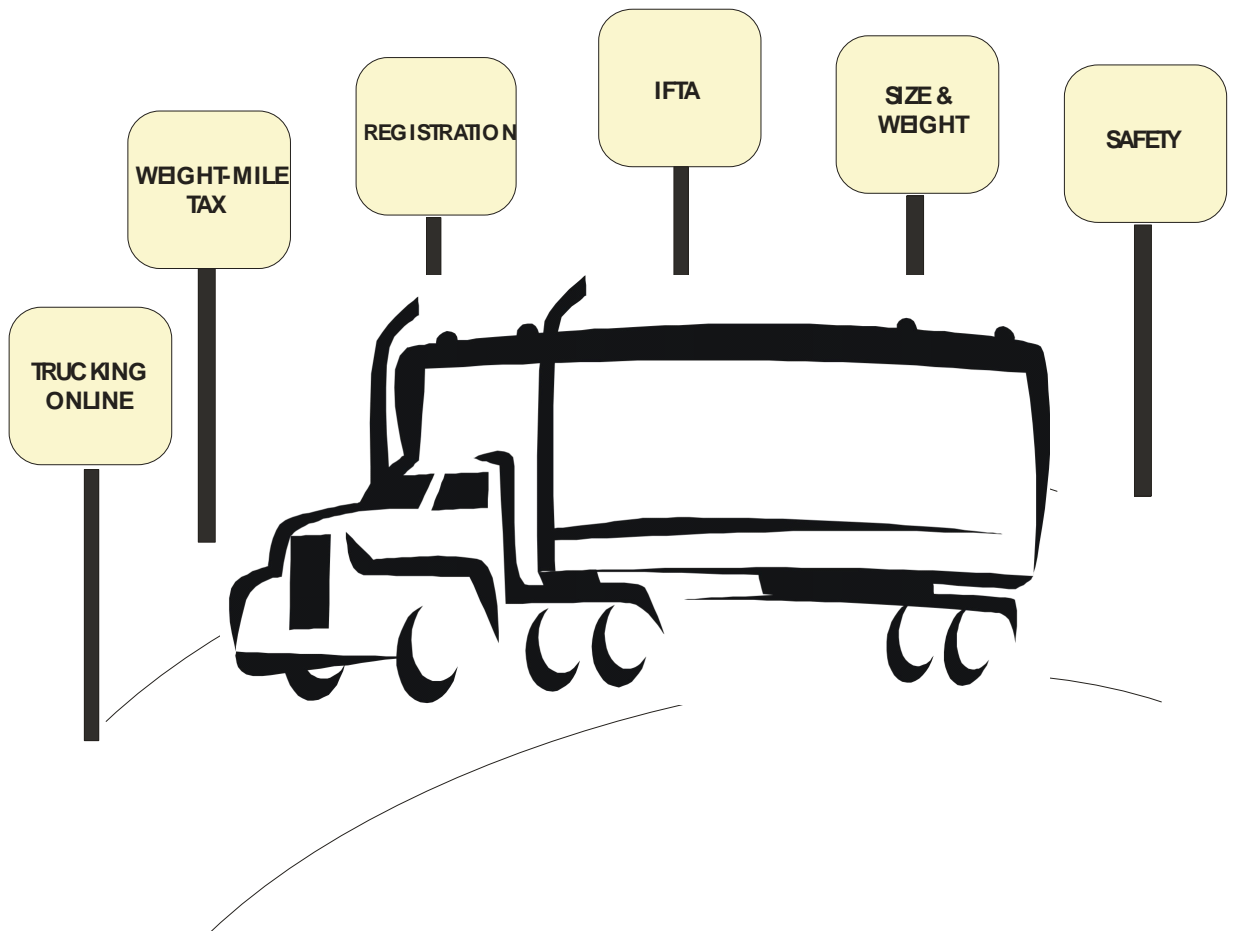


State of Oregon
Department of Transportation
Motor Carrier Transportation Division

Motor Carrier Education Manual



Gregg Dal Ponte, Administrator

June 2009

The purpose of this manual is to provide the reader with general references and to familiarize drivers and companies with the applicable Federal and State laws and regulations pertaining to the motor carrier industry.

The contents of this manual are NOT intended to serve as a precise statement of the Oregon Revised Statutes, Oregon Administrative Rules, or the Federal Motor Carrier Safety Regulations. The proper legal reference should be consulted for exact requirements of law.

This manual is for you, the Motor Carrier and Professional Truck Driver. It is important for you to keep up to date on State and Federal laws affecting your safety. In addition, you need to be familiar with the safety of commercial motor vehicles, the size and weight of loads that may be carried, and the permits required to operate on our state highways.

Prepared by the Oregon Department of Transportation
Motor Carrier Transportation Division
550 Capitol St. NE
Salem, Oregon 97301-2530

Edited by Safety Technical Services

<http://www.oregon.gov/ODOT/MCT/index.shtml>

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THE MISSION OF THE MOTOR CARRIER TRANSPORTATION DIVISION...

is to promote a safe, efficient and responsible commercial transportation industry by simplifying compliance, reducing regulatory requirements, wherever appropriate, preserving the infrastructure, enhancing the private/public partnership, fostering effective two-way communication and delivering superior customer service, while recognizing the vital economic interests of the commercial transportation industry.

Remember :

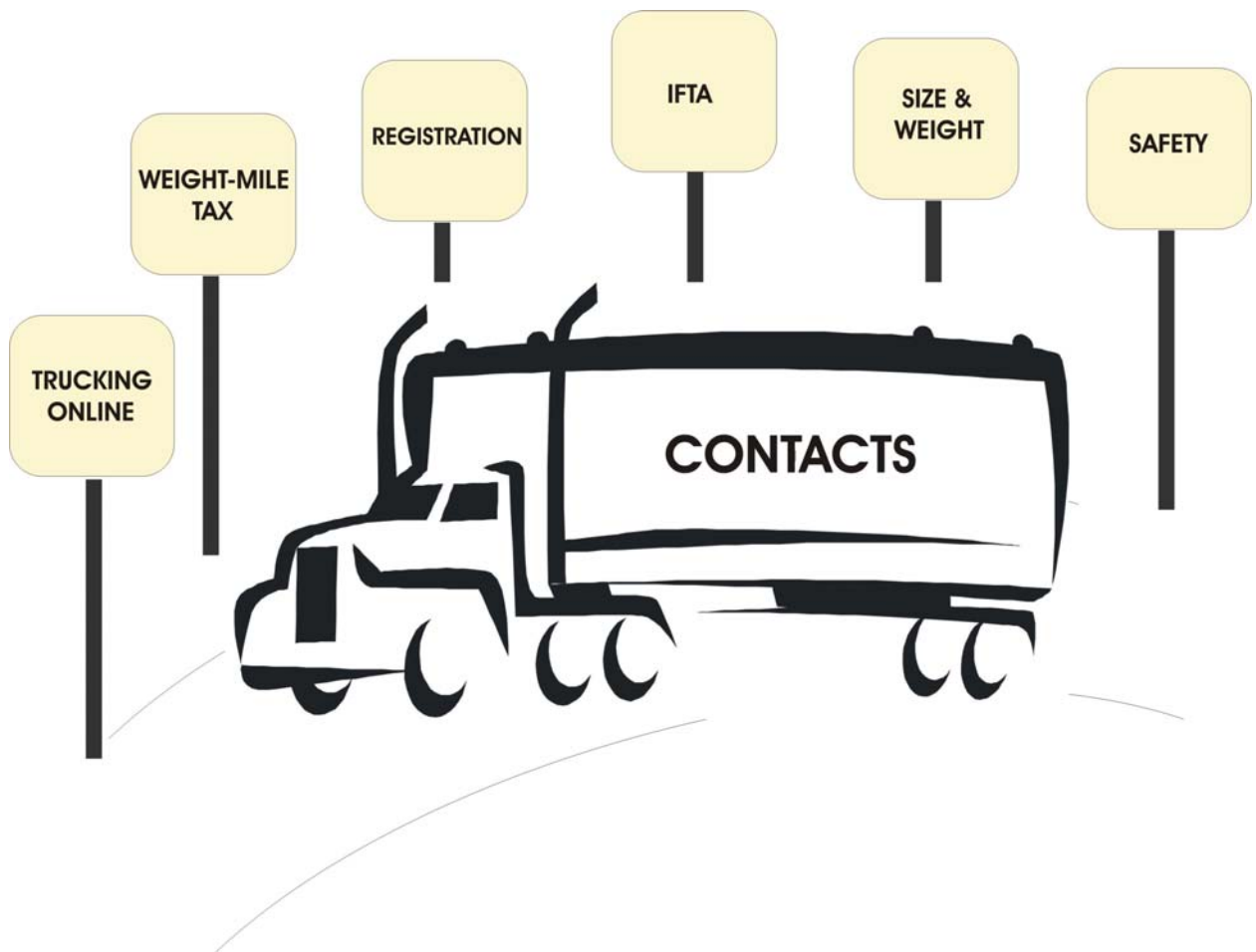
Always BUCKLE UP

for Safety



OREGON DEPARTMENT OF TRANSPORTATION

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MOTOR CARRIER TRANSPORTATION DIVISION – Telephone Numbers

ODOT/MCTD office hours (except the 24-hour Service Center) are Monday through Friday, 8:00 a.m. to 5:00 p.m., Pacific Time.

Registration Services	<u>Salem</u>	
	Additional Report Forms	(503) 378-5849
	Collection Inquiries	(800) 535-8018
	Oregon IFTA	(503) 373-1634
	Insurance	(503) 378-6699
	Intrastate Authority	(503) 378-6691
	Mileage Accounts	(503) 378-6699
	Over Dimensional Permits	(503) 373-0000
	OR DOT Plates, Temp. Passes, & Trip Permits ...	(503) 378-6699
	Oregon IRP	(503) 378-6699
	Reinstatement of Authority	(503) 378-6699
	Service Center (24-hour, 7-days)	(503) 378-6699
	Surety Bonds	(503) 378-6699
	Drug Consortium/3rd Party Questions	(503) 378-6166
Tax Reports	(503) 378-6699	

Field Registration Services

Ashland Port of Entry	(541) 776-6117
Farewell Bend Port of Entry	(541) 869-2293
Portland Bridge Permit Office	(971) 673-5900
Umatilla Port of Entry	(541) 922-3761

Motor Carrier Audit	Audit Inquiry	(503) 378-6658
	Audit Reassessments	(503) 378-6656

Audit Field Offices

Springfield	(541) 736-2300
Pendleton	(541) 276-7823
Portland	(971) 673-1511
Salem	(503) 378-6007

MOTOR CARRIER TRANSPORTATION DIVISION – Telephone Numbers

Motor Carrier Safety Field Manager, HazMat, Research & Analysis (503) 378-5983

Safety Field Offices

Bend(541) 388-6171
Springfield (541) 736-2303/02/01
La Grande (541) 963-1389
Medford (541) 776-6221
Portland (971) 673-5885
Salem (503) 378-6168
Umatilla (541) 922-2534

Motor Carrier Enforcement Offices Ashland Port of Entry (541) 776-6004
Bend (541) 388-6217
Burns (541) 573-2261
Cascade Locks Port of Entry (541) 374-8980
Springfield (541) 736-2314
Farewell Bend Port of Entry (541) 869-2474
Klamath Falls Port of Entry (541) 883-5701
La Grande (541) 963-3170
Portland (503) 731-3238
Roseburg (541) 957-3605
Umatilla Port of Entry (541) 922-5183
Woodburn Port of Entry (503) 982-0804

Additional telephone numbers may be obtained by visiting our website at:

<http://egov.oregon.gov/ODOT/MCT/>

MOTOR CARRIER TRANSPORTATION DIVISION – Fax Numbers

Registration Services

Salem

Bond/Insurance Tax Help (503) 378-3736
Collections (503) 378-3060
Oregon IFTA (503) 378-8815
Insurance (503) 378-3736
Over Dimensional Permits (503) 378-2873 or
..... (503) 378-2876
Oregon IRP (503) 378-5765
Tax Permits and Registration (503) 378-6880

Field Registration Services

Ashland Port of Entry (541) 776-6018
Farewell Bend Port of Entry (541) 869-2021
Portland Bridge Permit Office (971) 673-5893
Umatilla Port of Entry (541) 922-2979

Motor Carrier Audit

Audit Reassessments or Waiver Requests (503) 373-1940

Audit Field Offices

Springfield (541) 736-2319
Pendleton (541) 276-0634
Portland (971) 673-1525
Salem (503) 378-3012

Motor Carrier Safety

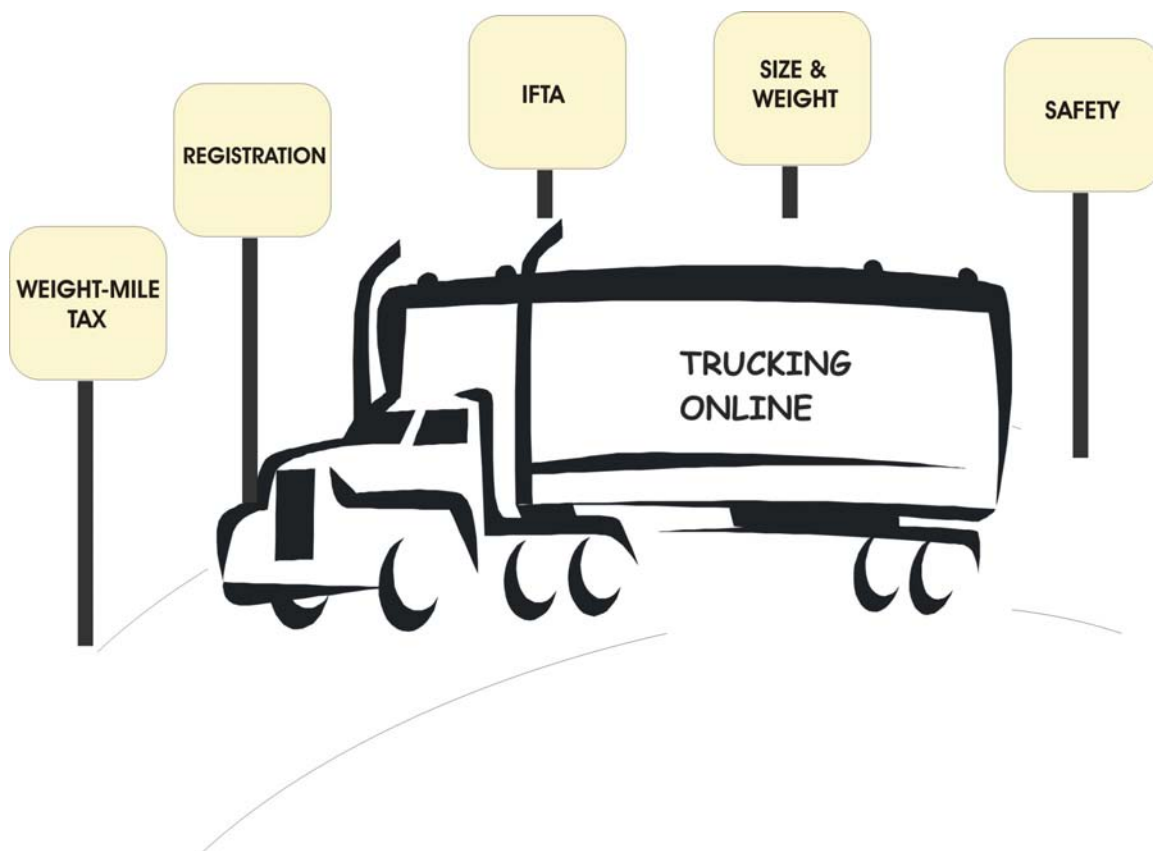
Salem Office (503) 378-3567

Safety Field Offices

Bend (541) 388-6320
Springfield (541) 736-2319
La Grande (541) 962-7674
Medford (541) 776-6064
Portland (971) 673-5890
Umatilla (541) 922-2705

OREGON DEPARTMENT OF TRANSPORTATION

MOTOR CARRIER EDUCATION MANUAL



Trucking companies must have knowledge in all areas of regulations in order to fulfill their regulatory requirements. This material provides concise and relevant information to your business and is provided to you by the Oregon Department of Transportation, Motor Carrier Transportation Division.

This section describes Trucking Online.



OREGON TRUCKING ONLINE

www.oregontruckingonline.com

What can all motor carriers do online?

- File weight-mile tax reports and pay taxes
- Verify that weight mile tax reports are filed
- Obtain temporary passes/trip permits
- Look up temporary pass/trip permits
- Pay statements of account
- Report and pay road use assessment fees
- Look up over-dimension permits
- Analyze weights of certain combinations to see what's allowable
- Save calculations and analysis of weights of combinations
- Verify insurance status
- Verify bond status
- Verify account status
- Check renewal status
- Get weigh station scale crossing reports
- View driver/vehicle inspection reports
- Look up a vehicle
- Change mailing/location address
- Authorize rental agencies to issue temporary passes for trucks the carrier rents or leases
- Apply for transponders for Green Light weigh station preclearance
- View a list of size and weight restrictions on roads and bridges
- File truck crash reports

What can Oregon-based Apportioned (IRP) carriers do online?

In addition to the above functions, Oregon Apportioned (IRP) carriers can:

- Pay IRP supplements online
- Add (including through fee transfer), cancel or amend an apportioned vehicle
- Obtain replacement IRP credentials
- Renew your IRP (apportioned) vehicles
- Check renewal status
- File IFTA tax returns
- View IFTA return status/detail
- Renew IFTA license
- Obtain copy of IFTA license
- Obtain replacement / additional IFTA decals
- Verify IFTA account status
- Inquire Mileage Schedule B, fleet and weight group

What can Oregon-based Commercial carriers do online?

In addition to the above functions, Oregon commercial carriers can:

- Add, cancel or amend a commercial vehicle
- Add quarterly registration to vehicles
- Renew Commercial vehicles
- Check renewal status

What can carriers based outside Oregon do online?

In addition to the above functions, carriers based outside Oregon can:

- Issue an Oregon Weight Receipt and Tax Identifier
- Amend or cancel an Oregon Weight Receipt and Tax Identifier
- Obtain replacement credentials
- Renew an Oregon Weight Receipt and Tax Identifier
- Check renewal status

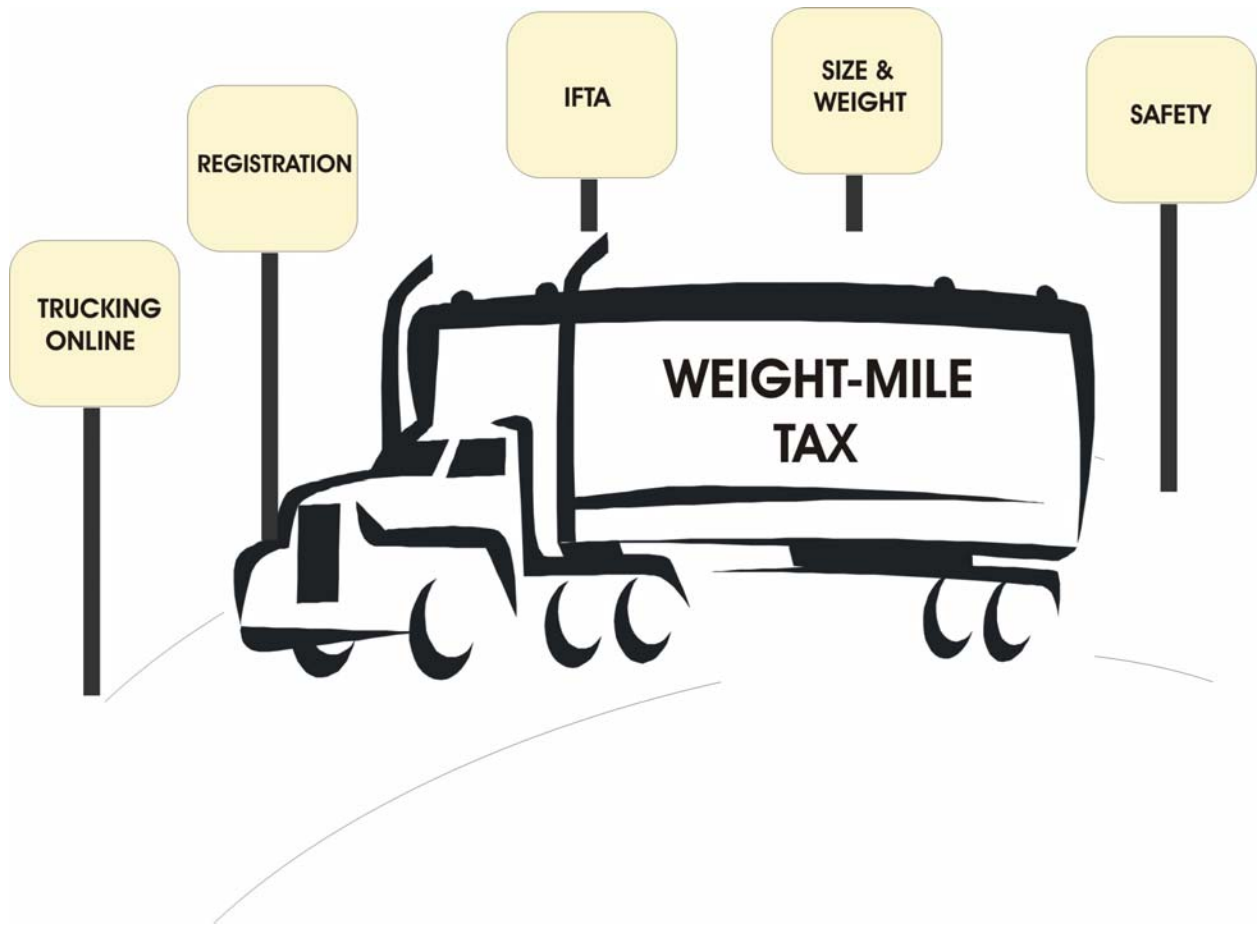
What can rental agencies do online?

- Issue temporary passes when motor carriers rent or lease heavy trucks
- Settle temporary passes for billing motor carriers

New functions are added regularly to the Trucking Online program. Go to the Trucking Online Web site to obtain a PIN and start enjoying the 24 hour a day, 7 day a week convenience of doing business online.

OREGON DEPARTMENT OF TRANSPORTATION

MOTOR CARRIER EDUCATION MANUAL



Trucking companies must have knowledge in all areas of regulations in order to fulfill their regulatory requirements. This material provides concise and relevant information to your business and is provided to you by the Oregon Department of Transportation, Motor Carrier Transportation Division.

This section describes Weight-Mile Tax.

WEIGHT-MILE TAX – Account Information

Who Must Pay Weight-Mile Tax

The Oregon Department of Transportation (ODOT) requires motor carriers operating vehicles in commercial operations on public roads within Oregon, and with a gross weight over 26,000 pounds, to report and pay highway-use taxes. ODOT requires that you file reports if you have Oregon DOT plates or Oregon Weight Receipt and Tax Identifiers, even if you do not owe tax. ODOT may suspend your account if you fail to file the required reports. If you will not be operating in Oregon, cancel your Oregon Weight Receipt and Tax Identifiers.

Exemptions

Oregon operations exempt from weight-mile tax include: government, charitable, private or off-road, and some farm operations. However, exempt operations are very limited and may be subject to state fuels tax. Call the Motor Carrier Transportation Division (MCTD) at (503) 378-6699 if you feel your vehicle is exempt from weight-mile tax.

Oregon Weight Receipt and Tax Identifier (Receipt)

The tax credential MCTD issues is the Weight Receipt and Tax Identifier, otherwise known as a “Receipt.” This credential is required in addition to registration plates and over-dimensional permits. MCTD prints each vehicle’s tax declared weights on the receipt. The receipt must be carried in the power unit. You are responsible for all vehicles holding credentials under your account, including leased or rented vehicles. You cannot allow someone else to use or assume liability of your account. There is an \$8.00 charge for replacing a lost receipt. All carriers need to send written notification to MCTD to discontinue the tax liability and cancel the receipt.

Leased Equipment

Oregon Administrative Rules (OAR) 740-045-0100 through 740-045-0170 identify the requirements of leased vehicles. The motor carrier (lessee) assumes full responsibility for payment of all Oregon highway-use taxes, fees, and penalties arising from operation of a leased vehicle. Vehicles operated under lease shall at all times be externally identified with the lessee’s name in the manner prescribed by Federal Motor Carrier Safety Regulations, Part 390.21. Vehicles operated under lease shall be credentialed, either permanently or temporarily, under the lessee’s account. A copy of the lease must be carried in the vehicle during operation under lease and must be maintained at the carrier’s principal place of business for a period of three years after the termination of the lease. Only written notification to ODOT/MCTD to indicate termination of a lease relieves the motor carrier’s (lessee’s) highway-use tax responsibility.

The lessee may enter into a fee pay agreement authorizing the owner

WEIGHT-MILE TAX – Account Information

(lessor) to report and pay mileage fees for vehicles credentialed under the lessor's account. Such agreement must be submitted on ODOT Form 735-9458, and approved in advance by MCTD. Such agreement shall not relieve the lessee of its obligation for payment of mileage fees accruing during the term of the lease and prior to written notification of the termination of the lease.

Agents and Reporting Services

You must file a power of attorney with MCTD if you hire an agent, reporting service, or another person who is not an employee of your company to:

- (a) Complete and submit applications and fees to establish an MCTD account or intrastate authority;
- (b) Complete and submit applications for registration, highway-use tax passes, markers, or plates (original and renewals);
- (c) Prepare, sign, and submit documents and payments that may be necessary for filing highway-use tax reports;
- (d) Sign highway-use tax bonds; or
- (e) Direct correspondence and plates to another address.

You may request a form from MCTD for this purpose. MCTD does not regulate agents. The motor carrier is ultimately responsible for ensuring tax reporting is accurate and timely.

Name and Ownership Changes

If you use an assumed business name and you are based in Oregon or have Oregon-certificated authority, you must file your business name with the Oregon Secretary of State, Corporation Division.

To add an assumed business name, or to change your existing assumed business name, you must notify MCTD. Complete ODOT Form 735-9075. Additionally, you must contact the Corporation Division to file or change the name.

Contact the Corporation Division at 503-986-2200.

WEIGHT-MILE TAX – Account Information

Address Changes

You must keep your current address and telephone number on file with ODOT until your account is officially closed. If you have an address change, notify ODOT in writing. You can notify MCTD of the address change by marking the change on your tax report form, or you may complete ODOT Form 735-9075. Official notices, such as audit billings, will be mailed to you at your last official address of record. If you are a Trucking Online customer, you may change your address of record online.

Insurance Requirements

Interstate motor carriers are not required to file proof of insurance with the state. They are however required to be in compliance with federal requirements regarding financial responsibility.

For information regarding the federal Unified Carrier Registration Agreement (UCRA) visit www.ucr.in.gov.

A permit is required for intrastate haul for-hire operations and proof of cargo insurance (Form H) may be required for those operations. The minimum limit of coverage for cargo insurance is \$10,000.

Oregon-based intrastate motor carriers may be required to provide proof of liability insurance coverage (Form E). The coverage requirement is a combined single limit liability insurance coverage in the amount of at least \$750,000.

Bond Requirements

Oregon state law requires that carriers file a bond with the Department of Transportation as a guarantee of payment of fees and taxes. MCTD will send notification of the bond requirement giving instructions on how to post the bond.

This bond may be in the form of:

- Money (cash deposit),
- Savings Assignment, or
- Surety Bond.

Surety bonds are the most common, and can be obtained from most insurance companies.

If you choose to deposit cash with the agency, interest will be paid. The full amount of the bond must be deposited in order to avoid suspension.

WEIGHT-MILE TAX – Account Information

ODOT will waive the deposit required of a new carrier with a Dun & Bradstreet rating of 3A2 or higher, or of an established carrier if the scheduled annual review by the Department finds that in the previous 12 months the motor carrier meets the following criteria:

1. No Suspensions with the Department;
2. No revocation of IFTA tax license;
3. No more than one weight-mile tax report filed late;
4. Fees timely paid;
5. No more than two estimated weight-mile tax reports filed;
6. No more than one estimated weight-mile tax report filed without an actual report filed within a 30-day period;
7. No non-sufficient fund checks; and
8. No outstanding billings for over-dimensional variance permits.

An established carrier will not qualify for a waiver of deposit if within the previous 36 months the carrier had a weight-mile tax audit resulting in an assessment that exceeded by more than 15% the amount of the weight-mile taxes and fees reported and paid during the audit period.

If a motor carrier no longer meets the above criteria, the bond required of a motor carrier may be increased, or a previously waived bond may be required.

Bonds for New Carriers

For new motor carriers who have not previously received a permit or certificate of authority from ODOT, the security deposit schedule is as follows:

- One vehicle -- \$2,000;
- Plus \$375 for each additional vehicle from 2-5 vehicles;
- Plus \$250 for each additional vehicle from 6-10 vehicles;
- Plus \$125 for each additional vehicle above 10 vehicles;
- Maximum deposit required -- \$10,000.

WEIGHT-MILE TAX – Account Information

Different requirements exist for private carriers, farmers, and vehicles using gasoline for which Oregon state fuel tax is paid.

For more information about bond requirements, contact the Bond Unit at (503) 378-4823.

Suspension of Account

Suspension may be caused by one of the following:

- Reports not filed or reports filed with no payment, when payment is owed.
- Taxes or fees not paid.
- Insurance not filed timely or notice of cancellation received from insurance company.
- Balances not paid timely.
- Bond not filed timely.
- Noncompliance with Rules/Statutes.

MCTD will provide written notification prior to suspension of your account. For insurance cancellations, a letter will be mailed at least 20 days prior to the proposed suspension date. For all other deficiencies, a letter will be mailed 10 days prior to the proposed suspension date. The letter will provide the reasons for the proposed suspension along with directions for correcting the deficiency.

When the deficiencies are corrected before the proposed suspension date, MCTD will cancel the suspension action.

When the deficiencies are not corrected by the suspension date, another letter will be sent notifying you that your account has been suspended. Suspension of your account will invalidate all your OR DOT plates and receipts. Operating in Oregon while suspended is illegal and cause for citation, fines, and penalties.

Reinstatement of Account

Once you have satisfied all of the conditions needed to correct the deficiency (filed insurance, paid fees, etc.), you may reinstate your account. Call the Salem office during normal business hours, or visit the Salem office or a Port-of-Entry with registration services. Bring any necessary documents to satisfy the suspension. There is a reinstatement fee of \$25, and a \$5 fee for each OR DOT plate or receipt active at time of suspension. If you reinstate within 30 days from the suspension date, you may return your plates or

WEIGHT-MILE TAX – Account Information

receipts for cancellation and you will not be charged the \$5 fee for those vehicles. Your account will be reinstated once all requirements have been met.

For more information about reinstatement, please call (503) 378-6699.

Canceling Authority/ Closing Your Account

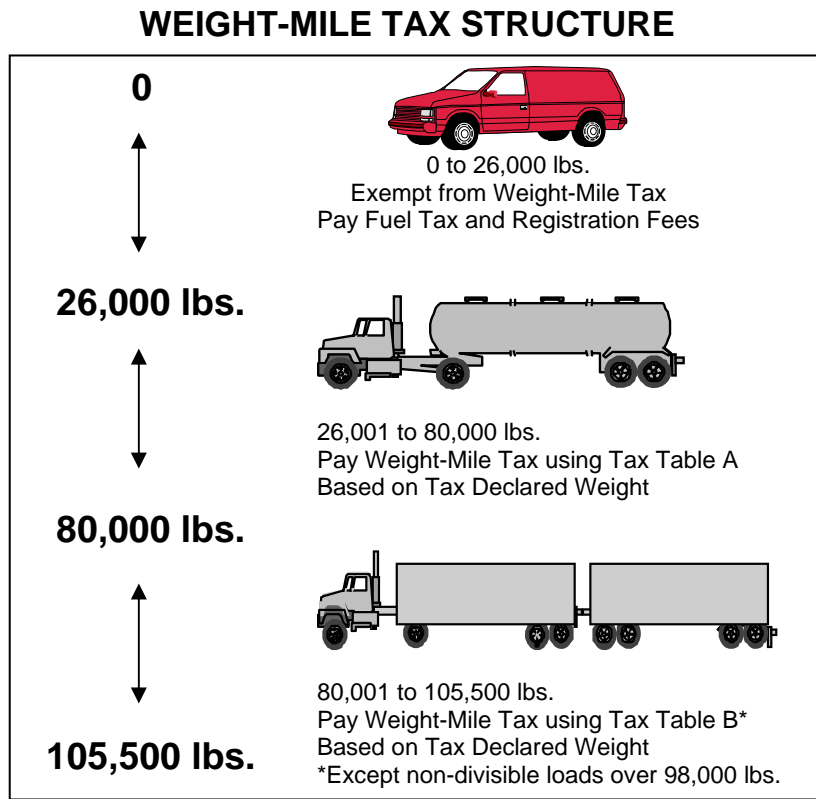
If you are no longer going to operate in Oregon and wish to close your account (and cancel Oregon authority, if applicable), you must:

- a) Cancel all Oregon Weight Receipt and Tax Identifiers (Receipts).
- b) Oregon-based carriers must return all Registration Plates and Cab Cards in addition to all Receipts.
- c) File tax reports **through** the date the Receipts are cancelled or **through** the date the Registration Plates and Cab Cards are returned.
Note: Until you receive notification from MCTD that all Receipts and/or Oregon Registration Plates and Cab Cards have been cancelled, you must continue to file weight-mile tax reports.
- d) Send a letter to MCTD's Salem Registration office requesting closure of your account. If you have a cash bond deposit on file with ODOT, ask to have it refunded. Once your account has been audited, closed, and all tax liabilities have been satisfied, MCTD will refund any remaining money to you.
- e) Keep MCTD informed of any address changes until your account has been audited. You may continue to receive correspondence until the closure process is completed.

Note: If you have a change in ownership (entity), a new account must be established, and you must obtain new Receipts under the new entity. Oregon-based carriers need to apply for new Registration Plates and Cab Cards in addition to new Receipts. Carriers with intrastate for-hire operations must also obtain Permit or Certificate Authority prior to operating in Oregon. You must request closure of your old account following the instructions provided above.

Keep your records for at least three years.

WEIGHT-MILE TAX – Structure



Vehicles Operating At a Loaded Weight Of 26,000 Pounds or Less

Commercial vehicles with a weight of 26,000 pounds or less are exempt from weight-mile tax. They meet their Oregon tax obligation by paying tax on all fuel purchases at the pump. A company may register with the ODOT/MCTD Fuels Tax Group to file periodic reports of miles and pay fuels tax rather than pay the fuel tax at the pump. Carriers with operations at both 26,000 pounds and less, and more than 26,000 pounds may be subject to weight-mile tax and fuels tax.

ODOT Fuels Tax Group Telephone: 503-378-8150

Once a vehicle operates above 26,000 pounds, the vehicle is subject to weight-mile tax. A weight-mile tax credential must be obtained and the tax must be paid at the heaviest weight the vehicle will operate.

Vehicle Weight Between 26,001 and 80,000 Pounds

The tax declared weight determines the tax rate to be used. The declared weight must be the heaviest weight at which the vehicle will operate. You may declare different tax weights for different vehicle configurations. The tax rate is the same whether you operate the vehicle fully loaded, partially loaded, or empty. Use Tax Table A rates for declared tax weights between 26,001 and 80,000 pounds.

WEIGHT-MILE TAX – Structure

Vehicle Weight 80,001-105,500 Pounds – Divisible Loads

When transporting a divisible load and the vehicle's combined weight is more than 80,000 pounds, you must obtain a Variance Permit from MCTD Over-Dimensional Permit Unit (OD Permit Unit). This type of Variance Permit is called an Extended Weight Permit and is valid for one year from the date of purchase.

You must have a tax declared weight on your Oregon Weight Receipt and Tax Identifier (Receipt) sufficient to cover your maximum operations over 80,000 pounds. The tax declared weight of the vehicle and the number of axles will determine the mileage tax rate you will use. You may declare multiple tax declared weights when you operate with different vehicle configurations. Use Tax Table B rates for operations over 80,000 up to 105,500 pounds when transporting loads that are divisible. You cannot transport divisible loads over 105,500 pounds. Additionally, you must have a valid registration up to 105,500 pounds.

- Examples of divisible loads: lumber, carrots, milk, groceries, etc.

Once a load is transported at a weight that exceeds 80,000 pounds, the vehicle's weight-mile tax rate must be reported at that the tax declared weight for that configuration, using Tax Table B, until there is a change in vehicle configuration or a change in operation. An empty return trip is not a change of operation and must be reported at the same weight as when the vehicle was loaded.

Changes in configuration: drop or deck a trailer and the weight is 80,000 pounds or under, use Tax Table A rates.

Changes in operation: drop part of a load, or drop the whole load and reload, resulting in a weight of 80,000 pounds or less, use Tax Table A rates.

Between 80,001 and 98,000 Pounds - Non-Divisible Loads

When transporting a non-divisible load and the vehicle's combined weight is between 80,001 pounds and 98,000 pounds, you must obtain a Variance Permit from the OD Permit Unit. This type of Variance Permit is called a Heavy Haul Permit. This permit can be valid for a year from the date of purchase when the vehicle/load dimensions qualify.

Additionally, you must have a tax declared weight on your Oregon Weight Receipt and Tax Identifier (Receipt) equivalent to your maximum operations over 80,000 pounds up to 98,000 pounds. The tax declared weight of the vehicle and the number of axles will determine the mileage tax rate you will use. You may declare multiple tax declared weights when you operate with different vehicle configurations.

WEIGHT-MILE TAX – Structure

Use Tax Table B rates for operations over 80,000 up to 98,000 pounds, when transporting loads that are non-divisible.

- Examples of a non-divisible load: bulldozer, a steel beam, crane, etc.

Once a load is transported at a weight that exceeds 80,000 pounds, up to 98,000 pounds, the vehicle's weight-mile tax rate must be reported at the tax declared weight for that configuration, using Tax Table B, until there is a change in vehicle configuration or a change in operation. An empty return trip is not a change of operation and must be reported at the same weight as when the vehicle was loaded.

Changes in configuration: drop or deck a trailer and the weight is 80,000 pounds or under. Use Tax Table A rates.

Changes in operation: drop part of a load, or drop the whole load and reload, resulting in a weight of 80,000 pounds or less. Use Tax Table A rates.

Self Propelled Vehicles Only

Occasionally, carriers operate self-propelled vehicles that qualify for an OD heavy haul permit but do not have a rate on Table B. Use the Table B rate for the next higher number of axles when reporting weight-mile tax to MCTD.

Example: A four-axle self-propelled crane weighing 84,000 pounds would qualify for an OD heavy haul permit but Table B rates start at five axles. Use the Table B rate for 84,000 pounds, five axles when assessing these operations.

When a self-propelled vehicle exceeds 98,000 pounds, contact OD Permit Unit to determine if vehicle qualifies for variance permit. If so, pay RUAF on Single Trip Permit. Also you will need an Oregon temporary pass or an Oregon Weight Receipt and Tax Identifier and valid registration to match the operation.

Weight over 98,000 pounds – Non-Divisible Loads

When transporting a non-divisible load and the vehicle's combined weight is more than 98,000 pounds, you must obtain a Variance Permit from the OD Permit Unit. This type of Variance Permit is called a Single Trip Permit (STP) and is valid for one trip within a 10-day period.

Miles operated in this configuration are exempt from weight-mile tax because the miles are subject to a Road Use Assessment Fee (RUAF). The number of axles and the combined weight of the vehicle determines the RUAF rate. The rate is multiplied by the number of loaded miles. The fees are reported and paid to the OD Permit Unit rather than on your

WEIGHT-MILE TAX – Structure

weight-mile tax report. Make a note of these trips on your weight-mile trip record as “paid on STP#_____.” Use Table A and the 80,000-pound rate for any empty miles traveled in conjunction with RUAF operations.

Additionally, you must have a temporary pass or tax declared weight on your Oregon Weight Receipt and Tax Identifier (Receipt) at 80,000 pounds. When you also have operations over 80,000 pounds up to 98,000 pounds, you must have a tax declared weight for that operation, and valid Oregon registration up to 105,500 pounds. Refer to the section above titled Vehicle Weights Between 80,001 and 98,000 Pounds Non-Divisible Loads.

Tax Rates

Tax rates change periodically. Please ensure you are using current tax rate tables. Tax tables are available at the MCTD Web site:

www.oregon.gov/ODOT/MCT/FORMS.shtml

If you report your taxes on a QUARTERLY basis, the reporting period is each calendar quarter.

If you report your taxes on a MONTHLY basis, the reporting period is each calendar month.

Tax Declared Weight Definition

Weight-mile tax is paid on a declared weight basis. The **TAX DECLARED WEIGHT** is the weight of the vehicle and the load that represents the heaviest weight the vehicle will actually carry in a given configuration for the reporting period. Your tax declared weights are subject to audit and approval by the Department. The vehicle’s **registration weight** may be higher than its **declared weight**, but the vehicle’s **declared weight** cannot be higher than its **registration weight**. Vehicle weight declarations must be filed with the Department before commencing operation at that weight.

Exception: Tow vehicles and mobile home haulers may register the actual weight of the vehicle. A tow vehicle used in combination with a semi-trailer may be registered at the actual weight of the empty combination.

Solo Weight

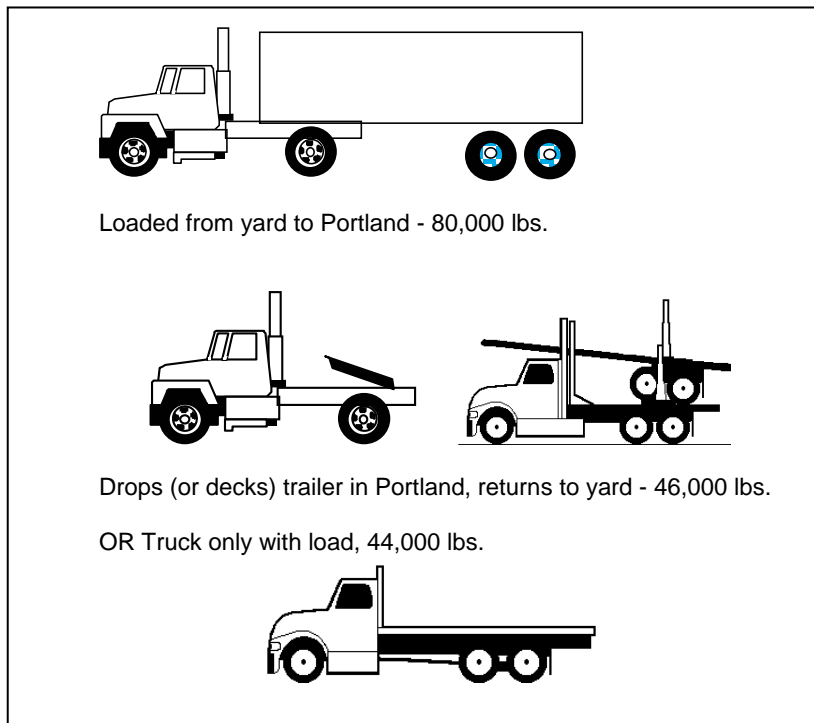
A solo weight is the maximum loaded weight of a single power unit. A solo weight can also be the weight ODOT allows for a power unit operating with the trailer carried (decked) or not pulling a trailer at all (bobtail). You must declare a solo weight to report operations at that weight.

Note: The solo weight declaration is not the actual weight of the power unit. The solo weight is the total declared weight, less the weight the trailer alone can carry. For example, an 80,000 pound vehicle

WEIGHT-MILE TAX – Structure

combination with a tandem axle trailer usually has a solo weight of 46,000 pounds. You must keep detailed records of these solo/decked miles or MCTD may deny them at the time of audit. We recommend you contact an MCTD representative if you have any questions regarding your specific situation.

TAX DECLARED WEIGHTS: SOLO WEIGHT



Above are three examples of solo weight declarations:

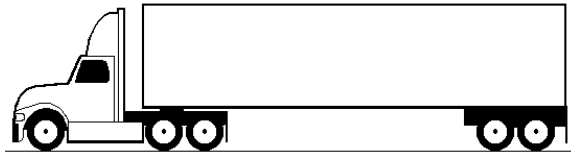
(a) In the first example, the vehicle is declared at 80,000 pounds when in combination. When the trailer is dropped, the solo weight (bobtail) would be 46,000 pounds. (80,000 pounds less 34,000 pounds allowable on the trailer axles)

(b) A log truck declared at 80,000 pounds in combination would be declared at 46,000 pounds when the trailer is decked. Again, removing 34,000 pounds allowable on the trailer axles from the 80,000 pound declaration leaves a solo weight of 46,000 pounds.

(c) A solo truck capable of carrying a load.

WEIGHT-MILE TAX – Declared Weight

Combination Weight A combination weight is the weight of the vehicle (power unit and trailer) plus the weight of the maximum load the vehicle will carry. It is to your advantage to declare more than one combination weight if you operate with different vehicle configurations. However, you may only declare one weight per configuration. If you operate at more than 80,000 pounds, you must declare your highest weight in addition to an 80,000-pound declaration. Records must be maintained to support operations reported at each declared weight.



Example 1:

A five-axle combination may be capable of weighing 80,000 pounds, but the carrier hauls potato chips and the heaviest weight that unit will operate is 72,000 pounds.

- ◆ May register at 72,000 pounds for the year (or higher if there is a possibility that operations may change).
- ◆ May declare and report solo operations at 38,000 pounds (must maintain records supporting solo operations).
- ◆ May declare and report combined operations at 72,000 pounds (empty and loaded).

Example 2:

However, if this same vehicle hauls both potato chips AND potatoes, operating at 80,000 pounds:

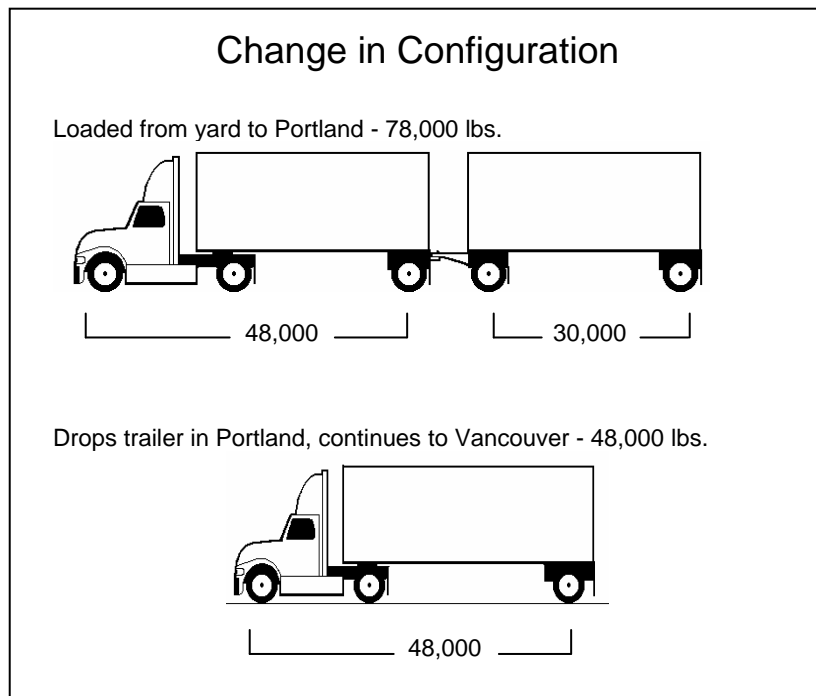
- ◆ Must register the vehicle at 80,000 pounds.
- ◆ May declare and report solo operations at 46,000 pounds (must maintain records supporting solo operations).
- ◆ May declare and report combined operations at 80,000 pounds (empty and loaded). It cannot have a declaration of 72,000 pounds for the potato chip hauls and a declaration of 80,000 pounds for the potato hauls.

WEIGHT-MILE TAX – Declared Weight

More Than One Configuration

You may have one declared weight for each vehicle configuration during a reporting period. It may be to your advantage to declare more than one combination weight if you operate with different vehicle configurations. If you operate at more than 80,000 pounds, you must declare your highest weight in addition to an 80,000-pound declaration. Records must be maintained to support operations reported at each declared weight.

DECLARED WEIGHTS



In this example, two trailers are pulled to the first stop. The declared weight for this configuration is 78,000 pounds.

The second trailer is dropped at this stop, and the vehicle continues on pulling only the single trailer. The declared weight for this configuration is 48,000 pounds.

Dropping a trailer changed the configuration, allowing the carrier to report the miles operated at a different weight declaration.

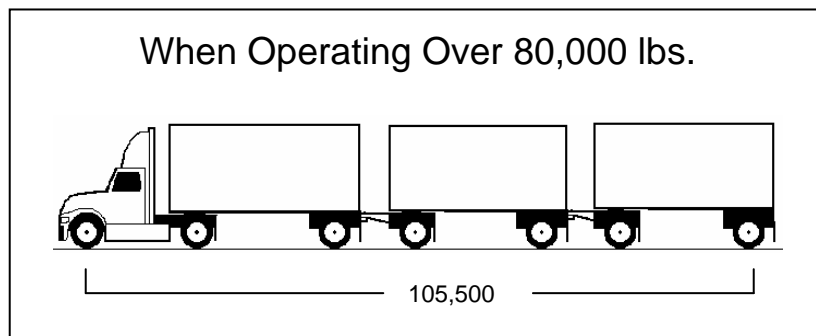
NOTE: Raising a lift-axle is not considered a change in configuration.

WEIGHT-MILE TAX – Declared Weight

Weights Over 80,000 Pounds

To operate over 80,000 pounds, you must also obtain either an Extended Weight or Annual Heavy Haul highway variance permit. Call the Over-Dimensional Permit Unit at (503) 373-0000 to obtain the appropriate permit. You may have ONE declared weight for each vehicle configuration during a reporting period. You must also have a weight declaration at 80,000 pounds for operations that may occur at 80,000 pounds or under. Use Tax Table B for reporting operations of divisible loads over 80,000 pounds and non-divisible loads up to 98,000 pounds.

DECLARED WEIGHTS



A **change in configuration** occurs when trailers are added or dropped from the combination. A **change in operation** occurs either when part of a load is dropped, or when the whole load is dropped and a new load acquired AND the weight drops to 80,000 pounds or less. Use Table A declared rates when a change of operation occurs. An empty return trip is not a change of operation and should be reported at the same weight as when loaded.

Non-divisible loads over 98,000 pounds do not use Tax Table B rates. Tax is based on the Road Use Assessment Fee and is included in the price of the special variance permit. Use Table A for reporting the miles on a return trip if the empty weight is 80,000 pounds or less. Do not pay the Road Use Assessment Fees on your weight-mile tax report.

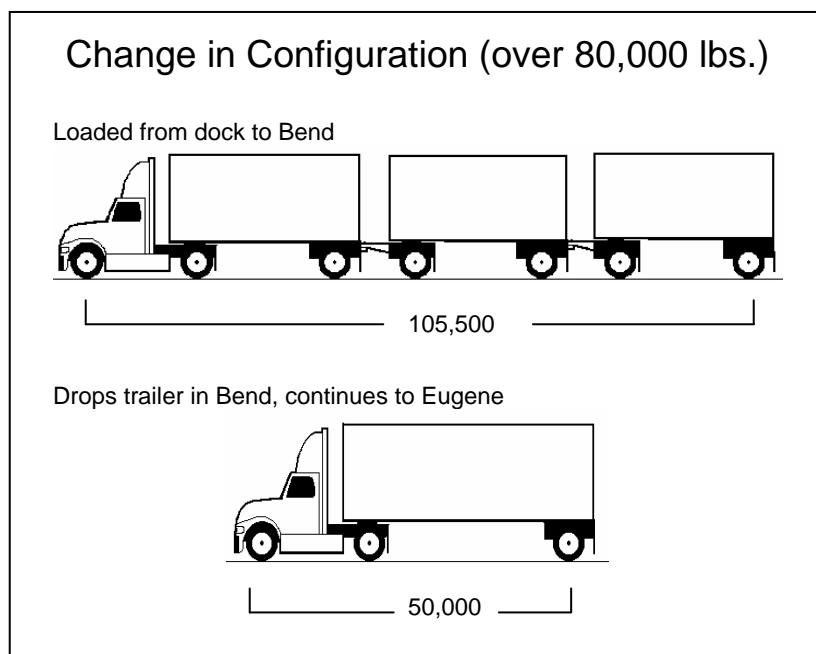
Records must be maintained to support operations reported at each declared weight.

WEIGHT-MILE TAX – Declared Weight

Change in Configuration Over 80,000 Pounds

If a vehicle is operating over 80,000 pounds, and changes configuration (drops one or more trailers) resulting in a change in loaded weight to 80,000 pounds or less, reporting shifts from Tax Table B to Tax Table A.

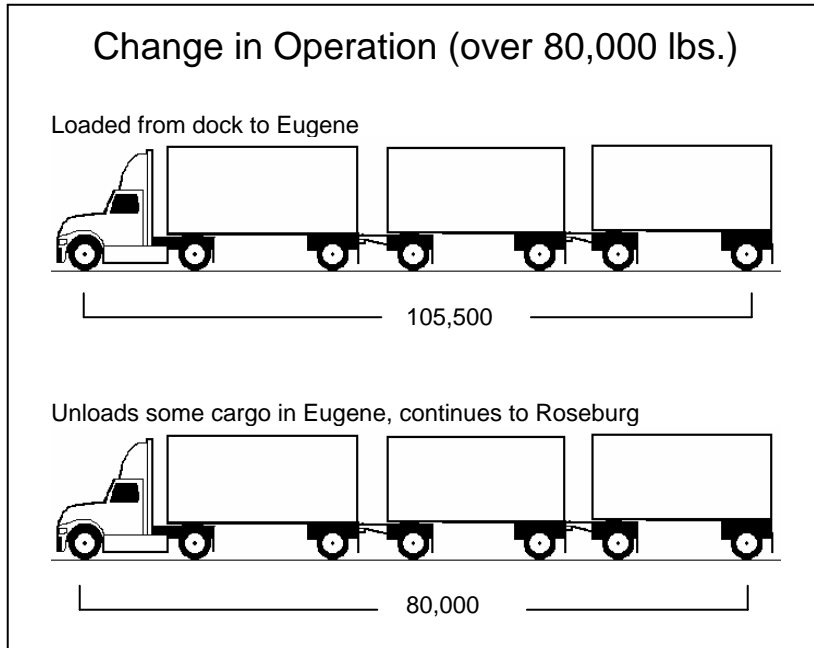
When the configuration is changed again by adding a trailer(s), if the loaded weight of the vehicle again exceeds 80,000 pounds, the reporting shifts back to the declared weight on Tax Table B.



In this example, the combined vehicle loaded at the dock and traveled to Bend at the declared weight of 105,500 pounds. It then dropped two trailers (change of configuration) and continued to Eugene at the declared weight for a single trailer at 50,000 pounds.

WEIGHT-MILE TAX – Declared Weight

Change in Operation Over 80,000 Pounds A change in operation from a loaded weight over 80,000 pounds to a loaded weight of 80,000 pounds or less, will shift reporting from Tax Table B rates to Tax Table A rates.



In this example, the vehicle arrives at the first stop in Eugene and some part of the cargo is unloaded (change in operation), bringing the loaded weight to 80,000 pounds or less. The vehicle continues on the second leg of the trip to Roseburg to unload the remaining cargo. The declared weight for this second leg is 80,000 pounds (actual weight 78,000 pounds). The miles operated for this leg of the trip would be paid at the Tax Table A, 80,000-pound rate. Continue reporting at the Tax Table A, 80,000-pound rate until either a change of configuration occurs or a new load is acquired that causes the combined weight to exceed 80,000 pounds. Then report at the Tax Table B weight declaration.

WEIGHT-MILE TAX – Declared Weight

REGISTRATION WEIGHT RULE / DECLARED WEIGHT

The registration weight may be higher than the declared weight.

Registration weight 105,500 lbs.
Declared weight 80,000 lbs.

The declared weight may NOT be higher than the registration weight.

Registration weight 80,000 lbs.
Declared weight 105,500 lbs.



Registration Weight Declared Tax Weight Review

The registration weight is the highest weight a vehicle will operate during the registration reporting period, January 1 through December 31. The registration weight for a vehicle may be the same or higher than the declared weight, depending on the type of operations conducted during the year.

The declared weight is the highest weight a vehicle or configuration will operate during the tax reporting period, either monthly or quarterly. The declared weight may be the same as the registration weight, but it may not be higher. Exception: Tow trucks and mobile home toters may operate with declared weights higher than registration weights.

If you operate in excess of either your registration weight or declared weight, you must contact MCTD to increase these weights. You must also contact MCTD to change registration or declared tax weights in advance of operations.

Amending a Declared Tax Weight

If you wish to report a vehicle at something other than its currently declared weight, you must amend the declared weight prior to the operations. To amend a declared weight, inform ODOT/MCTD Registration in Salem at (503) 378-6699. If you have an account on MCTD's Trucking Online, you may also amend vehicle weight declarations over the Internet at OregonTruckingOnline.com. You may also visit an ODOT Field Registration office or Motor Vehicles Division office to amend a declared weight. You may not change declared weights on a tax report. There is an \$8 charge for amending your declared tax weight.

WEIGHT-MILE TAX – Equipment

- Adding Equipment** Equipment may be added to your account using Trucking Online (once you have obtained a PIN), or by completing an Oregon Weight Receipt and Tax Identifier (Receipt) Application Form 735-9076. Mail the application, with payment, to 550 Capitol Street NE, Salem, Oregon 97301-2530.
- Discontinuing Equipment** You cannot transfer an OR DOT plate or Receipt from one vehicle to another. If you sell a vehicle, permanently lease a vehicle to another carrier, or put a vehicle out of service, you must immediately return the Receipt or temporary pass.
- If you are Oregon-based and have a combined tax and registration plate, you must send written notification to MCTD to discontinue the tax liability portion of the combination plate. If you do not provide written notification to discontinue your tax liability, you are responsible for the tax and must continue to file tax reports.
- You must file a report even if no tax is due. Failure to file reports is cause for suspension of your account. ODOT will hold you liable for all unpaid taxes, plus penalties and interest, at the time of audit.
- Lost Plates or Broken Leases** If your OR DOT plate or Receipt becomes lost or stolen, contact MCTD immediately. You can request a new plate or Receipt. There is a fee for replacement credentials.
- If you break a lease and cannot return the plate or Receipt, contact MCTD immediately. The tax liability ends upon written notification of a broken lease.
- If you have an account on MCTD’s Trucking Online, you may obtain or cancel Receipts for your vehicle(s) over the Internet at OregonTruckingOnline.com.

WEIGHT-MILE TAX – Record Keeping Requirements

OAR 740-055-0120 Oregon Administrative Rule (OAR) 740-055-0120 **requires all carriers to keep daily records of vehicles used during the current reporting period.** MCTD requires that carriers keep records at the main office or place of business for a minimum of three **(3) years.** Retention periods may be longer when the records are also used for registration (IRP) or fuel tax (IFTA) purposes. These records consist of:

- (a) Origin and destination points, Oregon entry and exit points, and actual Oregon miles for each trip.
- (b) Pickup and delivery points in Oregon for each trip.
- (c) Routes of travel for each trip.
- (d) Dates of each trip.
- (e) Daily beginning and ending odometer readings, or other mileage-recording device readings for each vehicle.
- (f) Load tickets or bills of lading for each shipment transported.
- (g) Identification of any exempt miles claimed, which shall include beginning and ending odometer or other mileage-recording device readings for the exempt portion of each trip.
- (h) When the vehicle is operated at more than 80,000 pounds, record for each reporting period:
 - (1) Number of axles in the vehicle configuration.
 - (2) Changes of operation. A change of operation occurs when the vehicle configuration remains the same but the actual weight of the vehicle and load changes from more than 80,000 pounds to 80,000 pounds or under. Empty movements are not changes in operation.
- (i) Number of miles operated in each motor vehicle configuration for each trip when the carrier is operating motor vehicles in multiple configurations.
- (j) Records generated from on-board recording devices, vehicle tracking systems, or other electronic data

WEIGHT-MILE TAX – Record Keeping Requirements

recording systems may be used in lieu of, or in addition to, the records required in this rule provided that the electronic records meet all the requirements of sections (1) through (3) of OAR 740-055-0120, and are provided in printed format upon request.

- (k) When paying registration fees by registration trip permits, keep a copy of each registration trip permit.

Miles on private roads or on highways in other states are not taxable. Some operations on Oregon state forest lands or Forest Service roads are also exempt.

When the audit section reviews the carrier's account, auditors will make sure the miles that were reported are correct. An auditor may contact the carrier and request information to be sent to MCTD, or the auditor may visit the carrier's place of business.

MCTD has trip record forms available for carrier's use.

Form 735-9002C is for log and dump truck operators.

Form 735-9002E is for interstate and intrastate carriers

When operating five or fewer vehicles, it may be to the carrier's advantage to submit vehicle trip records with the tax report. Be sure to label trip records with the account number, name, and the reporting period.

WEIGHT-MILE TAX – Fuel Tax Credits

Oregon State Fuel Tax

You may claim a credit if you paid Oregon state fuel tax on fuel purchased for a vehicle subject to weight-mile tax. The deduction must be for the reporting period that you used the fuel. Credits for previous reporting periods will not be granted until time of audit. You must attach copies of fuel invoices to the highway-use tax report. The invoice must contain:

- (a) The date and location of the purchase;
- (b) Who supplied the fuel;
- (c) The kind of fuel;
- (d) The number of gallons;
- (e) OR DOT identification plate, Receipt number, or pass number of the vehicle; and
- (f) The amount of Oregon state fuel tax paid.

Diesel vehicles usually do not pay Oregon state fuel tax at the pump. If you were charged Oregon fuel tax, a separate entry showing state tax will appear on your receipt.

Bulk Fuel

If you buy fuel in bulk, you may only claim credit for fuel pumped into a qualified vehicle during the reporting period. If you buy fuel in bulk, or if you buy fuel from a card lock station, in addition to the invoice you must maintain a daily record indicating the vehicle number and the number of gallons pumped into each motor vehicle. These records must be filed with your tax report.

Weights Above And Below 26,000 Pounds

Motor carriers with vehicles having declared weights above and below 26,000 pounds may only take a fuel tax credit on the fuel consumed for the miles operated when weighing more than 26,000 pounds.

Fuel tax credits will not be verified until time of audit. Fuel tax credits that are denied at time of audit are subject to interest and penalty charges.

WEIGHT-MILE TAX – Monthly & Quarterly Mileage Tax Reports

Tax Reporting Responsibility

Failure to receive tax report forms does not relieve you of the responsibility of filing reports on time. You must send both the report and payment before MCTD will consider a report filed. See page 30 for payment options. When you have no operations, the report is still due but there is no tax. MCTD will mail additional forms to you upon request. Forms are available on ODOT's website:

www.oregon.gov/ODOT/MCT/FORMS.shtml

Or, call (503) 378-5849 to request report forms. Tax reports may also be filed using Trucking Online once you have obtained a PIN:

www.OregonTruckingOnline.com

If you operate **only** on temporary passes (no vehicles have permanent tax credentials) and pay the tax when ODOT issues the pass, you do not need to file tax reports unless there is additional tax due.

If you buy a temporary pass for a vehicle with an OR DOT plate, **do not** deduct the highway-use tax you paid on the temporary pass from the your mileage tax report. Instead, list the temporary pass on the vehicle trip record but do not add the mileage in the Oregon taxable miles column on the tax report form.

ODOT does not credit or refund the \$9 pass fee paid on a temporary pass.

Late Filing

If you file a report after the due date, you must include a late payment charge equal to ten percent of the late tax. The filing date for late charges is the date your report is postmarked. **Note:** Most post offices do not process and postmark mail deposited after 5 p.m. until the next day.

Amending Tax Reports

If you need to correct an error on a previous report and additional taxes are due, write the correction on a separate report form and label it "**AMENDED** (month and year)." The additional report will be placed on your account immediately without review. You will need to pay a 10 percent late payment charge on additional taxes not paid on time. Your account will be reviewed at time of audit. Any additional charges found at that time will be subject to late payment, penalty, and interest charges.

If you need to correct an error on a previous report and a credit is due to you, write the correction on a separate report form and label it "**AMENDED** (month and year)." If the correction results in a change to your account, the transaction will be reviewed prior to adjusting your account. After MCTD adjusts your account, you will receive a credit statement. You can then use the credit on a future report or request a refund.

WEIGHT-MILE TAX – Monthly & Quarterly Mileage Tax Reports

Annual Mileage Tax Reports

Motor carriers may report mileage tax on an annual basis if your estimated annual tax is \$100 or less, and you have no vehicles that exceed 30,000 pounds. The annual mileage report and payment must be postmarked by the postal service by **February 28** to cover the operations for the preceding calendar year. MCTD will send a computer-printed report form to you the last week of December.

Monthly Mileage Tax Reports

Most motor carriers report mileage tax on a monthly basis. The monthly mileage tax report and payment must be postmarked by the postal service by the last day of the month to cover operations for the preceding calendar month. For example, your May report and payment must be postmarked no later than June 30.

Quarterly Mileage Tax Reports

Motor carriers may request to report mileage tax on a quarterly basis subject to the Department's approval. To be eligible to file quarterly tax reports the account must:

- Have a 12 consecutive month filing history, and in that 12 month period not had;
 - A suspension related to reporting or payment of taxes or fees;
 - A revocation of IFTA tax license;
 - More than 25% of tax reports filed late;
 - A repayment plan; or
 - A delinquency in payment of over-dimensional permit fees or road use assessment fees.
- In the last 36 months, not had an audit that resulted in assessments that exceeded reported fees by 15%.

The quarterly mileage report and payment must be postmarked by the postal service by:

QUARTER	PERIOD COVERED	DUE DATES
1st	January through March	May 31
2nd	April through June	August 31
3rd	July through September	November 30
4th	October through December	February 28

MCTD will send a computer-printed report form to you at the end of each quarter.

WEIGHT-MILE TAX – Monthly & Quarterly Mileage Tax Reports

Instructions for Completing the Monthly and Quarterly Mileage Tax Report Form

The top portion of the Monthly Mileage Tax Report indicates the period of operation and carrier information which includes Account Number, Name, and Address. There is also space to change the motor carrier's name, address or telephone number. A change of ownership may require a new account to be established. Contact MCTD at (503) 378-6699.

Monthly

If you are reporting on a monthly mileage basis, enter the month and year of operations.

Quarterly

If you are reporting on a quarterly mileage basis, enter the quarter and year of operations. (This information is printed on the form if MCTD sends you a preprinted report.)

Section 1 Column A

BASE LICENSE PLATE OR PASS NUMBER

Enter the license plate or pass number of the power unit for which you are reporting. If you were issued a temporary pass with mileage to be reported, or you owe additional mileage on a prepaid pass, enter the pass number.

Column B

STATE/PROVINCE

Enter the state or province that issued the license plate.

Column C

UNIT NUMBER

Enter the company's unit number for the power unit for which you are reporting.

Column D

MAKE OF VEHICLE

Enter the first five letters of the make of the vehicle.

Column E

ODOT DECLARED WEIGHTS

You must declare and report operations at the heaviest weight operated per configuration. This should be one of the weights you declared with ODOT. If returning empty, use the same declared weight and tax rate as when loaded. Use one line for each weight you report.

You must obtain an annual Extended Weight Permit from MCTD if you are operating between 80,001 and 105,500 pounds (divisible load). You must obtain an Annual Heavy Haul permit from MCTD if you are operating a non-divisible load up to 98,000 pounds. Call the Over-Dimensional Permit Unit at (503) 373-0000 to obtain the appropriate permit.

Operations for more than 98,000 pounds under a single-trip permit (non-divisible load) issued by MCTD will pay a Road Use Assessment Fee to

WEIGHT-MILE TAX – Monthly & Quarterly Mileage Tax Reports

- Column F** **BEGINNING MONTHLY OR QUARTERLY ODOMETER READING**
Enter the beginning odometer reading for each vehicle from the first day of the month or quarter for which you are reporting. This should be the same as the ending odometer reading from the preceding month.
- If your odometer breaks, note the problem on your report. Estimate miles if necessary. Have your odometer fixed and note when fixed on your report.
- Column G** **ENDING MONTHLY OR QUARTERLY ODOMETER READING**
Enter the ending odometer reading for each vehicle from the last day of the month or quarter for which you are reporting.
- Column H** **TOTAL MILES OPERATED**
Enter the difference between the beginning and ending odometer readings for each vehicle (Column G minus Column F). If a vehicle did not operate during the month or quarter, enter a zero (0) in columns H and L.
- Column I** **OREGON TAXABLE MILES**
Enter the number of miles traveled in Oregon. All miles traveled in Oregon on streets, alleys, roads, or highways used by the public are taxable. If a vehicle did not operate in Oregon during the month or quarter, enter a zero (0) in columns I and L. Do not report tenths of miles. You must convert kilometers to miles.
- Column J** **NO. OF AXLES IF USING TAX TABLE B**
When the vehicle operates between 80,001 and 98,000 pounds transporting a non-divisible load, enter the number of axles in this column. When the weight exceeds 98,000 pounds, you will pay a Road Use Assessment Fee to the MCTD Over-Dimensional Permit Unit. You should not include this tax on your ODOT Highway Use Tax Report. Note these miles paid trips on your trip record as “paid on STP#_____.”
- When the vehicle operates between 80,001 and 105,500 pounds transporting a divisible load, enter the number of axles in this column.
- Column K** **TAX RATES PER MILE (DECIMAL)**
Enter the appropriate rate as indicated on Form 735-9225, *Mileage Tax Rates*. Be sure to use the Tax Rate Chart applicable to the period for which you are reporting. Raising a lift axle is not a change in configuration and does not constitute a change in rate.

WEIGHT-MILE TAX – Monthly & Quarterly Mileage Tax Reports

Do not use Table B rates for heavy haul operations conducted under STP when in excess of 98,000 pounds.

Refer to the following chart for the proper Tax Table to use.

TYPE OF OPERATION		TAX TABLE
80,000 POUNDS AND UNDER	26,001 - 80,000 pounds and empty return	Use Tax Table A
ANNUAL EXTENDED WEIGHT PERMIT - DIVISIBLE LOADS	80,001 - 105,500 pounds and empty return	Use Tax Table B declaration for that configuration
CHANGE IN VEHICLE OPERATION (drop part of a load, or drop the whole load and reload)	Weight drops to 80,000 pounds or less	Use Tax Table A at 80,000 pounds
CHANGE IN VEHICLE CONFIGURATION (drop or deck a trailer)	Weight drops to 80,000 pounds or less	Use Tax Table A declaration for that configuration
ANNUAL HEAVY HAUL PERMIT – NON-DIVISIBLE LOADS	80,001 - 98,000 pounds and empty return	Use Tax Table B declaration for that configuration
	Change in vehicle operation - drop a load, or drop the whole load and reload, and the weight drops to 80,000 pounds or less	Use Tax Table A at 80,000 pounds
	Change in vehicle configuration - drop or deck a trailer, and weight is 80,000 pounds or less	Use Tax Table A declaration for that configuration
SINGLE-TRIP PERMIT	More than 98,000 pounds and issue single-trip permit by MCTD Over-Dimensional Permit Unit	Road Use Assessment Fee paid on the permit
	Return trip empty with weight of 80,000 pounds or less	Use Tax Table A at 80,000 pounds
	Return trip weight 80,001 pounds or more	Use Tax Table B declaration for that configuration

Column L

OREGON HIGHWAY USE TAX

Multiply your Oregon taxable miles by the appropriate rate for the amount of tax due (Column I times Column K).

Payment Information
Box 1

TOTAL FROM COLUMN L

Enter the total fees from Column L.

WEIGHT-MILE TAX – Monthly & Quarterly Mileage Tax Reports

Box 2

OREGON STATE FUEL TAX IF PAID DURING THIS PERIOD

Copies of fuel invoices must be attached. You may claim a credit if you paid Oregon state fuel tax. The deduction must be for the reporting period in which you used the fuel. Credits for previous reporting periods will not be granted until time of audit.

The invoices must contain:

Date of purchase	Type of fuel
ODOT plate, Receipt, or Pass No.	Name & Location of Supplier
Amount of Oregon state fuel tax paid	Number of gallons

Diesel vehicles usually do not pay Oregon state fuel tax at the pump. If you were charged Oregon fuel tax, a separate entry showing state tax will appear on your receipt.

If you buy fuel in bulk, you may only claim credit for fuel pumped into a qualified vehicle during the reporting period. If you buy fuel in bulk, or from a card lock station, in addition to the invoice you must maintain a daily record indicating the vehicle number and the number of gallons pumped into each motor vehicle. These records must be filed with your tax report.

Motor carriers with vehicles having declared weights above and below 26,000 pounds may only take a fuel tax credit on the fuel consumed for the miles operated when weighing more than 26,000 pounds.

Fuel tax credits will not be verified until time of audit. Fuel tax credits that are denied at time of audit are subject to interest and penalty charges

Box 3

OTHER CREDITS PER ATTACHED DOCUMENTS

Enter the amount of other credits as indicated on monthly Statement of Account and attach a copy. Do not use credits that have not yet appeared on the monthly Statement of Account.

Box 4

ENTER TOTAL OF BOX 1 MINUS BOX 2 MINUS BOX 3

Box 5

LATE PAYMENT CHARGE 10% OF BOX 4

Failure to pay taxes when due requires the addition of a late payment charge of 10 percent of the late tax. The filing date for late charges is the date your report is postmarked. Note: Most post offices do not process and postmark mail deposited after 5 p.m. until the next day. Reports are not considered filed unless we receive the report AND payment.

WEIGHT-MILE TAX – Monthly & Quarterly Mileage Tax Reports

Box 6

OTHER PAYMENTS PER ATTACHED DOCUMENTS

If you have received a statement or letter from MCTD for an amount due, enter the amount here and attach any documents that explain the additional amount. Payments received without supporting documentation may not be correctly applied to your account.

Box 7

TOTAL PAYMENT

Enter the total payment (Box 4 plus Box 5 plus Box 6). Enclose the payment, in US FUNDS, by company check, cashier's check, or money order with your report. MCTD is not able to process credit cards or guaranteed drafts requiring authorization through the mail. Make checks payable to Oregon Department of Transportation. **Do not post-date checks.**

Location of Records

Note the location of the records supporting the report if different than the address at the top of the report form. Identify any agent or reporting service.

Be sure to include a telephone number.

Certification Mailing

An owner, authorized employee, or agent with a power of attorney on file must sign the report.

Make a copy of the report for your records and mail the original with payment to:

Oregon Department of Transportation
Motor Carrier Transportation Division
550 Capitol St. NE
Salem, Oregon 97301-2530

OR consider filing your tax reports online! Visit our Web site at:

www.OregonTruckingOnline.com

WEIGHT-MILE TAX – Flat Monthly Tax Reports

Flat Monthly Tax Reports

Motor carriers may request to pay mileage tax on a flat monthly basis if transporting items from one or more of the following groups:

- (a) Logs, poles, peeler cores, pilings.
- (b) Wood chips, sawdust, barkdust, hog fuel, shavings.
- (c) Sand, gravel, rock, dirt, debris, cinders, asphaltic concrete mix, metallic ores and concentrates or raw nonmetallic products, whether crushed or otherwise, moving from mines, pits, or quarries. The vehicles must have dump bodies.

The flat monthly report and payment must be postmarked by the postal service by the **10th of the month** to cover operations for the preceding calendar month. For example, your May report and payment must be postmarked no later than June 10.

- (d) Farm vehicles operating intrastate, for-hire (motor vehicles described in ORS 825.024, with combined vehicle weight of less than 46,000 pounds).

Flat monthly fees on qualified farm vehicles must be paid in advance, on or before the **first of the month**.

All Vehicles Subject to Flat Fee

Flat monthly fees are based on the commodity you haul and the weight of the vehicle. Once you have made an election to pay on a flat-fee basis for a certain commodity, **all** vehicles hauling that commodity are subject to flat fees. You must report flat monthly fees for every vehicle credentialed under your account, including leased, rented, or replacement vehicles, that haul the elected, qualifying commodity.

Multiple Flat Fee Commodities

Motor carriers may elect the flat-fee basis for more than one commodity group. If you do, you need to pay the flat fee for **each** commodity. You must report at the highest declared weight for the month and use the flat-fee table. If you haul anything other than the commodities eligible for flat fees, you must report and pay mileage tax for those miles in addition to your flat fees. MCTD will send mileage tax report forms to you upon request.

Change of Fee Basis (Monthly Mileage OR Flat Fee)

You may only make a change to your account's fee basis once each year. Once a fee basis change is elected, you must remain on that fee basis through the end of that calendar year (unless the change is mandated by MCTD). A written application to change (Form 735-9910) must be submitted. It cannot be retroactive. You

WEIGHT-MILE TAX – Flat Monthly Tax Reports

cannot use your tax report to change weight declarations, body type, or fee basis.

You will receive written notification from MCTD authorizing the change and effective date of the fee basis.

Mileage tax must be reported and paid up to the date the change to flat fee is authorized. If you change to flat fee at any time other than the first day of the month, the mileage tax is due in addition to the flat fee up to the effective date of the fee change.

- Flat fees must be paid for the entire month even if the change to monthly or quarterly mileage is approved at any time other than the first day of the month.

Once you have been approved for flat fees:

- If, for longer than a month, you will not be transporting a commodity that qualifies for flat fees, you must notify MCTD in writing in advance of operations. You must file monthly mileage tax reports in addition to flat fee reports.
- If you return to hauling a commodity that qualifies for flat fees during the calendar year, you must notify MCTD in advance of operations and return to flat fee reporting. You must continue to file mileage tax reports until approved to return to flat fee only reporting.

Hauling Non-Qualifying Commodities

If you plan to haul a commodity that does not qualify for flat fees for more than a month, you must notify MCTD in writing, in advance, and pay mileage tax for the unqualified commodities. If, during the calendar year, you go back to hauling a commodity that qualifies for flat fees, you must go back to flat-fee reporting and notify MCTD in advance of operations. If you haul both a qualifying and unqualifying commodity, you must pay mileage tax in addition to the flat monthly fee.

Flat Fee Record Keeping

Carriers electing to report and pay annual flat fees are still required to maintain daily records in accordance with weight-mile tax record requirement (OAR 740-055-120). Use ODOT Form 734-9231 to change to a flat monthly reporting basis.

You must request any changes to the way you report your tax before the beginning of the reporting period. Call ODOT-MCTD Registration in Salem at (503) 378-6699, or fax an amendment to (503) 378-6880. You may also go to a MCTD Field Registration office or designated Motor Vehicles Division office to change the way you report your tax.

WEIGHT-MILE TAX – Flat Monthly Tax Reports

Instructions for Completing the Flat Monthly Form Report

The top portion of the Flat Monthly Fee Report indicates the period of operation and carrier information which includes Account Number, Name and Address. There is also space to change the motor carrier's, name, address or telephone number. A change of ownership may require a new account be established. Contact MCTD at (503) 378-6699.

Section 1 Column A

BASE LICENSE PLATE OR PASS NUMBER

Enter the license plate or pass number of the power unit for which you are reporting. If you were issued a temporary pass with mileage to be reported, or you owe additional mileage on a prepaid pass, enter the pass number.

Column B

STATE/PROVINCE

Enter the state or province that issued the license plate.

Column C

UNIT NUMBER

Enter the company's unit number for the power unit for which you are reporting.

Column D

ODOT DECLARED WEIGHTS

You must declare and report operations at the heaviest weight operated. This should be the weight you declared with ODOT.

Column E

BEGINNING MONTHLY ODOMETER READING

Enter the beginning odometer reading for each vehicle from the first day of the month for which you are reporting. This should be the same as the ending odometer reading from the preceding month.

Column F

ENDING MONTHLY ODOMETER READING

Enter the ending odometer reading for each vehicle from the last day of the month for which you are reporting.

Column G

TOTAL MILES OPERATED

Enter the difference between the beginning and ending odometer readings for each vehicle (Column F minus Column E). Do not report tenths of miles. You must convert kilometers to miles. If a vehicle did not operate during the month or quarter, enter a zero (0) in columns G and L.

Column H

PRIVATE ROAD and OUT-OF-STATE MILES

Enter the number of miles each vehicle operated on either private or out-of-state roads.

WEIGHT-MILE TAX – Flat Monthly Tax Reports

Column I **OREGON PUBLIC ROAD MILES**
Enter the number of miles traveled in Oregon (Column G minus Column H). Oregon public road miles are all miles traveled in Oregon on streets, alleys, roads, or highways used by the public. Do not report tenths of miles. You must convert kilometers to miles. If a vehicle did not operate in Oregon during the month, enter a zero (0) in columns I and L.

Column J **NO. OF AXLES IF OVER 80,000 POUNDS**
If the vehicle operates between 80,001 and 105,500 pounds under an **annual** highway transportation permit from MCTD, enter the number of axles in this column.

Column K **ENTER C-CHIP, D-DUMP, OR L-LOG** Enter the abbreviation for the elected flat fee commodity.

Column L **FLAT MONTHLY FEE**
Enter the appropriate rate as indicated on Form 735-9200, *Flat Monthly Information and Fee Rate Tables*. Be sure to use a Tax Rate Chart applicable to the period for which you are reporting.

Section 2 **TOTAL FROM COLUMN L**
Box 1

Box 2 **OREGON STATE FUEL TAX IF PAID DURING THIS PERIOD**
Copies of fuel invoices must be attached. You may claim a credit if you paid Oregon state fuel tax. The deduction must be for the reporting period in which you used the fuel. Credits for previous reporting periods will not be granted until time of audit. The invoices must contain:

Date of purchase	Type of fuel
ODOT plate, Receipt, or Pass No.	Name & Location of supplier
Amount of Oregon state fuel tax paid	Number of gallons

Diesel vehicles usually do not pay Oregon state fuel tax at the pump. If you were charged Oregon fuel tax, a separate entry showing state tax will appear on your receipt.

If you buy fuel in bulk, you may only claim credit for fuel pumped into a qualified vehicle during the reporting period. If you buy fuel in bulk, or from a card lock station, in addition to the invoice you must maintain a daily record indicating the vehicle number and the number of gallons pumped into each motor vehicle. These records must be filed with your tax report.

Motor carriers with vehicles having declared weights above and below

WEIGHT-MILE TAX – Flat Monthly Tax Reports

26,000 pounds may only take a fuel tax credit on the fuel consumed for the miles operated when weighing more than 26,000 pounds.

Fuel tax credits will not be verified until time of audit. Fuel tax credits that are denied at time of audit are subject to interest and penalty charges.

Box 3

OTHER CREDITS PER ATTACHED DOCUMENTS

Enter the amount of other credits as indicated on monthly Statement of Account and attach a copy. Do not use credits that have not yet appeared on the monthly Statement of Account.

Box 4

ENTER TOTAL OF BOX 1 MINUS BOX 2 MINUS BOX 3

Box 5

LATE PAYMENT CHARGE 10% OF BOX 4

Failure to pay taxes when due requires the addition of a late payment charge of 10 percent of the late tax. The filing date for late charges is the date your report is postmarked. Note: Most post offices do not process and postmark mail deposited after 5 p.m. until the next day. Reports are not considered filed unless we receive the report AND payment.

Box 6

OTHER PAYMENTS PER ATTACHED DOCUMENTS

If you receive a statement or letter from MCTD for an amount due, enter the amount here and attach documents that explain the additional amount. Payments received without supporting documentation may not be correctly applied to your account.

Box 7

TOTAL PAYMENT

Enter the total payment (Box 4 plus Box 5 plus Box 6). Enclose the payment, in US FUNDS, by company check, cashier's check, or money order with your report. MCTD is not able to process credit cards or guaranteed drafts requiring authorization through the mail. Make checks payable to Oregon Department of Transportation. **Do not post-date checks.**

Location of Records

Note the location of the records supporting the report if different than the address at the top of the report form. Identify any agent or reporting service. Be sure to include a telephone number.

WEIGHT-MILE TAX – Flat Monthly Tax Reports

Certification An owner, authorized employee, or agent with a power of attorney on file must sign the report.

Mailing Make a copy of the report for your records and mail the original report form with payment to:

Oregon Department of Transportation
Motor Carrier Transportation Division
550 Capitol St. NE
Salem, Oregon 97301-2530

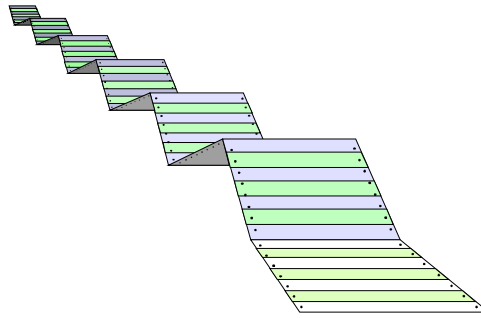
OR consider filing your tax reports online! Visit our Web site at:

www.OregonTruckingOnline.com

WEIGHT-MILE TAX AUDITS

Audit Records

All motor carriers are required to maintain certain records.



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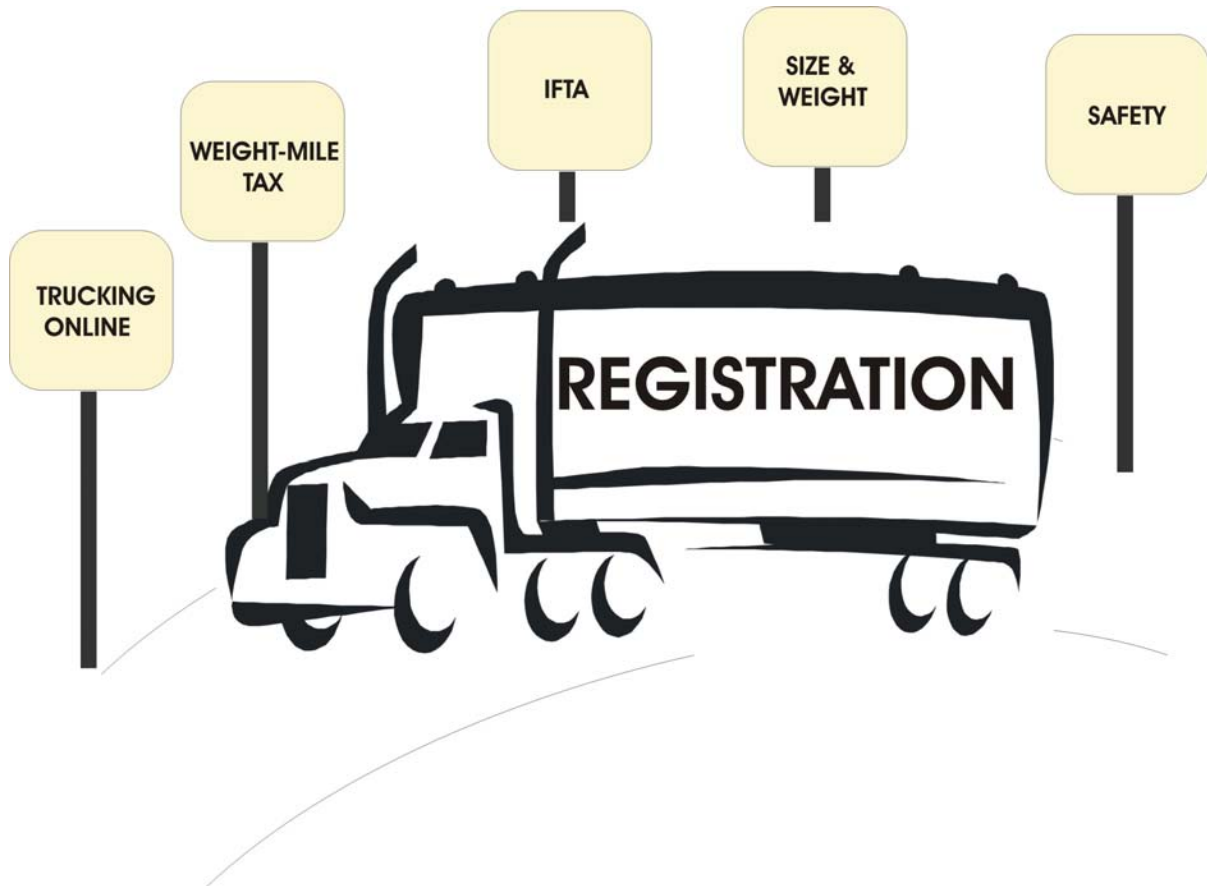
Your records must contain the following information:

- √ Trip records, which include origin and destination;
- √ Oregon entry and exit points;
- √ Actual Oregon miles;
- √ Pick up and delivery points in Oregon;
- √ Routes of travel;
- √ Dates of each trip;
- √ Daily beginning and ending odometer readings;
- √ Load tickets and/or bills of lading for each shipment;
- √ Identification of exempt miles claimed;
- √ Number of miles operated in each configuration;
- √ If operations over 80,000 pounds:
 1. number of axles in the configuration;
 2. a record of changes of operation;
- √ Copies of variance permits;
- √ Copies of registration trip permits.

Records must be maintained for a period of three (3) years from the filing date of the tax report.

OREGON DEPARTMENT OF TRANSPORTATION

MOTOR CARRIER EDUCATION MANUAL



Trucking companies must have knowledge in all areas of regulations in order to fulfill their regulatory requirements. This material provides concise and relevant information to your business and is provided to you by the Oregon Department of Transportation, Motor Carrier Transportation Division.

This section describes Registration.

MOTOR VEHICLE REGISTRATION – Registration Weights

Vehicle Titles; Every motor vehicle must be registered, permanently or temporarily, with the state or province in which the motor carrier's fleet is based. Each state or province has its own rules about vehicle registration and title. In Oregon, the Motor Vehicles Division (DMV) handles:

- ALL vehicle titles;
- Registration for personal vehicles (vehicles not operated as part of a commercial enterprise); and
- Registration for commercial vehicles with a gross vehicle weight of 26,000 or less pounds operated solely within Oregon (T-Plates).

Contact the main DMV telephone number at (503) 945-5000 or through the DMV web site at:

www.oregon.gov/ODOT/DriversVehicles.shtml

The Motor Carrier Transportation Division (MCTD) handles:

**Commercial
Vehicles 26,000
pounds or less**

Registration for commercial vehicles with a gross vehicle weight of 26,000 pounds or less operated in two or more jurisdictions (IRP); and

**Commercial
Vehicles 26,001
pounds or more**

Registration for commercial vehicles with a gross vehicle weight of 26,001 pounds or more operated in two or more jurisdictions (IRP); and

Registration for commercial vehicles with a gross vehicle weight of 26,001 pounds or more operated solely within Oregon (Commercial).

**General
Registration
For Vehicles
26,001 pounds
or more**

You must register your vehicles for identification and ownership purposes. Registration is an annual, fixed fee which is based on the highest loaded weight of the vehicle. Upon registration, a unique license plate (or pair of plates) is issued. These plates are vehicle specific and may not be transferred from one vehicle to another.

MOTOR VEHICLE REGISTRATION – Registration Weights

There are three different types of registration:

- If you operate only in Oregon, you pay full Oregon registration fees and are issued COMMERCIAL registration plates.
- If you operate in Oregon and at least one other state, you may pay pro-rated registration fees to Oregon. You will be issued APPORTIONED registration plates.
- If you operate a vehicle temporarily, you pay registration fees and are issued a temporary VEHICLE TRIP PERMIT.

Vehicles Operating Solely in Oregon

COMMERCIAL registration is for vehicles which are Oregon based, and operate solely in Oregon. Registration plates are red with white letters with the word “Commercial” imprinted at the bottom of the plate. Power units that can carry a load (trucks and truck-tractors) will be issued two plates. One plate is for the front of the power unit and one plate for the back of the power unit. Power units that cannot carry a load (tractors) will be issued one plate that is to be placed on the front of the vehicle.

Registration fees are based on the heaviest weight of the vehicle with its load for the registration period (January 1 through December 31). Fees may be paid annually or quarterly. If paying fees quarterly, there is an additional \$1 charge per quarter, and a charge of \$2.50 for each new registration card.

This registration is valid only in Oregon. To operate in another state or Canadian province, you must purchase registration trip permits for that state. Additionally, a tax credential (Oregon Weight Receipt and Tax Identifier) is required to be obtained and carried in the vehicle. Tax is to be reported separately from registration fees.

Vehicles Operating In More Than One Jurisdiction

Vehicles that will operate in more than one jurisdiction (state or province) must either obtain permanent or temporary registration in each of those jurisdictions.

To obtain temporary registration, you will need to contact each jurisdiction prior to entering their jurisdiction after obtaining full registration in the vehicle(s) base jurisdiction.

To obtain permanent registration credentials to operate interstate, you will need to apply for registration under the International Registration Plan (IRP). This type of registration is also referred to as APPORTIONED or PRORATED registration because only a percentage of each jurisdiction’s registration fee is paid based on the fleet’s previous history of operations.

MOTOR VEHICLE REGISTRATION – Registration Weights

The base jurisdiction collects and distributes the registration fees for each jurisdiction in which the vehicle is licensed.

IRP stands for International Registration Plan. The IRP is a method for registering vehicles that travel into two or more member jurisdictions. All states (except Alaska and Hawaii), Washington D.C. and all Canadian provinces (except the Northwest Territories, Nunavut and the Yukon Territory) are members of the IRP.

Oregon's IRP Registration plates are red with white letters with the word "Apportioned" imprinted at the bottom of the plate. Power units that can carry a load (trucks and truck-tractors) will be issued two plates. One plate is for the front of the power unit and one plate for the back of the power unit. Power units that cannot carry a load (tractors) will be issued one plate that is to be placed on the front of the vehicle.

Registration fees are based on the rates that are charged by each jurisdiction plus the percentage of operation in each jurisdiction. The basis for registration fees varies but is generally based on vehicle weight, value, age, and other factors. The vehicle is legally registered in all jurisdictions that appear on the vehicle's registration card.

Apportioned registration is annual and may not be paid quarterly. **EXCEPTION:** Motor carriers that qualify to base in Oregon may pay the Oregon portion of their registration fees quarterly if the Oregon fees exceed \$1,000. However, it is still an annual fee and must be paid even if the vehicle does not operate in a particular quarter.

Registration **DOES NOT** cover intrastate authority, fuel taxes or other taxes in any jurisdiction.

Vehicle Registration Trip Permits

A vehicle trip permit is a temporary arrangement for registration of a vehicle, issued for no longer than 10 days. There are two types:

1. Heavy Vehicle Trip Permit - Issued for vehicles without registration in Oregon, fee \$21.
2. Registration Weight Trip Permit - Issued to increase registration weight temporarily for a vehicle that already has registration, fee \$5. Vehicle may also need to increase Oregon Weight Mile Tax declared weight for the vehicle.

To purchase a registration trip permit:

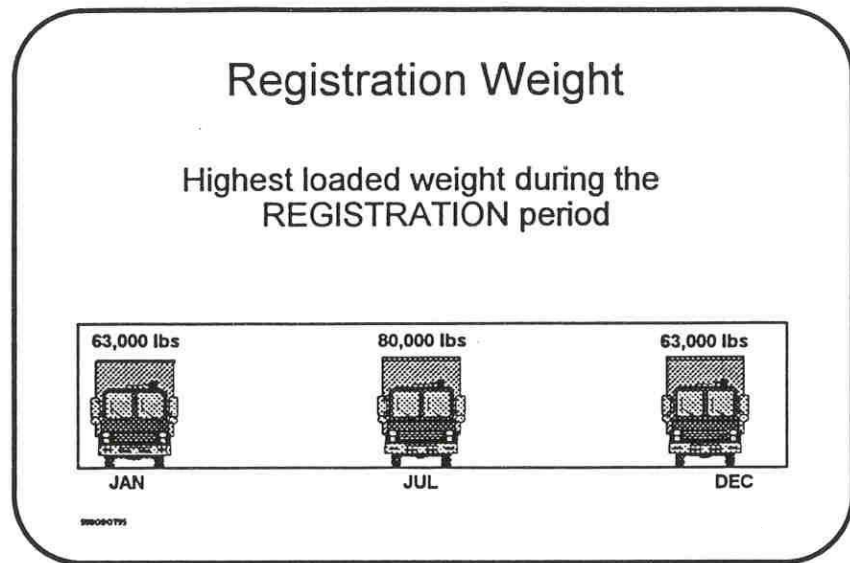
- Call Salem at (503) 378-6699.

MOTOR VEHICLE REGISTRATION – Registration Weights

- Go to the Ashland, Farewell Bend, or Umatilla Port of Entry field offices, or visit the Portland Bridge office, during Registration business hours.
- Go to a DMV field office offering Motor Carrier Transportation Program services. Call 503 378-6699 to locate a DMV office.

Registration Weight

The Gross Vehicle Weight (GVW) or Gross Combination Vehicle Weight (GCVW) is the actual weight of the vehicle(s) plus the weight of the load. This is commonly referred to as **LOADED WEIGHT** or **COMBINED WEIGHT**. Registration weight is the **HIGHEST** loaded weight for the vehicle during the registration period (January 1 through December 31).



In the example above, the **REGISTRATION WEIGHT** for this vehicle is 80,000 pounds.

NOTE: The registration fee rate schedule stops at 105,500 pounds. This is the maximum weight at which a vehicle may register. If you haul heavier non-divisible loads, you will register at the maximum weight class, 105,500 pounds, plus purchase a Special Transportation Permit.

MOTOR VEHICLE REGISTRATION – Documents Needed

Vehicle Identification Papers

To register a vehicle, you will need the following documents:

1. A copy of one of the vehicle identification papers:
 - ✓ bill of sale
 - ✓ certificate of origin
 - ✓ prior registration
 - ✓ copy of title
2. Form 2290, proof of payment of the Federal Heavy Vehicle Use Tax (HVUT) if the vehicle is registered at 55,000 pounds or more. A Bill of Sale for a vehicle purchased within the past 60 days is acceptable proof in lieu of a Form 2290.
3. If the vehicle is being leased, and you are engaged in the intrastate transportation of household goods or transporting passengers in regular route scheduled service, you must file a copy of Oregon Lease Form 735-9084 with your application.
4. DEQ certificate if the vehicle is based in either the Portland Metro or the Medford area, not diesel-powered, and Oregon-only (not apportioned).
5. Certification that the motor carrier complies with the drug and alcohol testing requirements found in 49 CFR Part 382.

Lease Agreements

If you are leasing a vehicle and are engaged in the intrastate transportation of household goods or transporting passengers in regular route scheduled service, you must obtain an Oregon Lease Form 735-9084. A copy of this lease must be filed with your application for registration. You may obtain this form at:

www.oregontruckingonline.com

- ✓ Click on FORMS tab

If you are leasing a vehicle and hauling any other type of commodity, you must have a copy of your lease in the vehicle and make it available for inspection upon request. This lease must give exclusive possession and control of the leased vehicle to the lessee. You need to retain a copy of the lease for three years.

MOTOR VEHICLE REGISTRATION – Commercial Registration

Commercial Registration Requirements

To commercially register vehicles (registered to operate in Oregon only):

1. Assemble the necessary documents:
 - √ Vehicle ID
 - √ Proof of HVUT (if applicable)
 - √ Lease (if applicable)
 - √ DEQ Certificate (if applicable)
2. Determine the correct registration weight for your vehicle(s).
3. Complete "Commercial Registration Form" (form No. 735-9691). This form and many MCTD forms are available online at: www.oregontruckingonline.com
 - √ Click on FORMS tab
4. Complete the "Drug and Alcohol Testing Program Certification" (form No. 735-9759) that the motor carrier complies with the drug and alcohol testing requirements found in 49 CFR Part 382.
5. Pay the appropriate registration fees, along with \$2.50 for a single plate or \$5 for a pair of plates, registration card and sticker.
6. If you have Oregon intrastate authority, and are transporting commodities that are subject to material damage, cargo insurance also must be on file. The minimum limit of coverage for cargo insurance is \$10,000.00. Your insurance company will need to submit a Form H as proof of cargo insurance coverage.

Registration can be completed at any MCTD Registration office: Ashland, Farewell Bend, Umatilla, Portland Bridge (at Jantzen Beach) or Salem. You may also pick up registration credentials at many local DMV offices. Please call Vehicle Registration at 503-378-6643 to make arrangements.

MOTOR VEHICLE REGISTRATION – Commercial Registration

Commercial registration fees are paid in addition to weight-mile tax. Questions may be directed to the Salem Registration Office at (503) 378-6699. You may call (503) 378-5849 to request forms or download these forms from the MCTD web site at:

www.oregontruckingonline.com

✓ Click on FORMS tab

MOTOR VEHICLE REGISTRATION – Apportioned Registration (Prorate)

What Is IRP

IRP stands for International Registration Plan. The IRP is a method for registering vehicles that travel into two or more member jurisdictions. All states (except Alaska and Hawaii) Washington D.C. and all Canadian provinces (except the Northwest Territories, Nunavut and the Yukon Territory) are members of the IRP.

IRP Member Jurisdiction Abbreviations:

Alberta, CN	(AB)	North Dakota	(ND)
Alabama	(AL)	Nebraska	(NE)
Arkansas	(AR)	Newfoundland, CN	(NL)
Arizona	(AZ)	New Hampshire	(NH)
British Columbia, CN	(BC)	New Jersey	(NJ)
California	(CA)	New Mexico	(NM)
Colorado	(CO)	Nova Scotia, CN	(NS)
Connecticut	(CT)	Nevada	(NV)
Dist of Columbia	(DC)	New York	(NY)
Delaware	(DE)	Ohio	(OH)
Florida	(FL)	Oklahoma	(OK)
Georgia	(GA)	Ontario, CN	(ON)
Iowa	(IA)	Oregon	(OR)
Idaho	(ID)	Pennsylvania	(PA)
Illinois	(IL)	Prince Edward Isl, CN	(PE)
Indiana	(IN)	Quebec, CN	(QC)
Kansas	(KS)	Rhode Island	(RI)
Kentucky	(KY)	South Carolina	(SC)
Louisiana	(LA)	South Dakota	(SD)
Massachusetts	(MA)	Saskatchewan, CN	(SK)
Manitoba, CN	(MB)	Tennessee	(TN)
Maryland	(MD)	Texas	(TX)
Maine	(ME)	Utah	(UT)
Michigan	(MI)	Virginia	(VA)
Minnesota	(MN)	Vermont	(VT)
Missouri	(MO)	Washington	(WA)
Mississippi	(MS)	Wisconsin	(WV)
Montana	(MT)	West Virginia	(WI)
New Brunswick, CN	(NB)	Wyoming	(WY)
North Carolina	(NC)		

NOTE

For Oregon-based vehicles traveling into the state of Alaska, please contact Alaska at (907) 345-7846.

MOTOR VEHICLE REGISTRATION – Apportioned Registration (Prorate)

How IRP Works

IRP stands for International Registration Plan. The IRP is a method for registering vehicles that travel into two or more member jurisdictions. Under the IRP, interstate carriers must file application(s) with the jurisdiction in which they are based. The base jurisdiction then issues one cab card and a single or pair of apportioned plates with stickers per vehicle. The apportioned plate(s), stickers, and cab card are registration credentials you need to operate on an interstate and intrastate basis in member jurisdictions. **(Intrastate operations require meeting the operating authority of the individual jurisdictions.)** A cab card lists the weights you have requested for each jurisdiction, and registration fees are calculated according to these weights.

IRP jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively at one time - *One-Stop-Shopping*. These fees are then sent to other IRP jurisdictions according to:

- percentage of mileage travelled in each jurisdiction
- vehicle identification information, and
- maximum weight

Under the IRP, all member jurisdictions:

- accept a single registration plate
- accept a single registration card (cab card), and
- allow registrants to travel both interstate and intrastate jurisdictionally (intrastate travel is subject to the terms of the operating authority issued by each member state/province)

Apportioned Registration Does Not

Apportioned registration does not:

- Waive or exempt a truck operator from obtaining operating authority from any state/province in which the apportioned vehicle travels, or
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA), or
- Allow registrants to exceed the maximum length, width, height, or axle limitations, or

MOTOR VEHICLE REGISTRATION – Apportioned Registration (Prorate)

- Waive or exempt the payment of tax reporting requirements (including Oregon Highway Use Tax) or Federal Heavy Vehicle Use Tax, or
- Exempt a carrier from filing the necessary proof of liability coverage in each state/province where required.

Apportionable Vehicle

“Apportionable Vehicle” means any vehicle used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles and are used for the transportation of persons for hire, or designed used or maintained primarily for the transportation of property, and:

1. Is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds; or
2. Is a power unit having three or more axles, regardless of weight; or
3. Is used in combination, when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

Vehicles, or combinations thereof, having a gross vehicle weight of 26,000 pounds or less and buses used in transportation of chartered parties may be proportionally registered at the option of the registrant.

Exempt Vehicles

The IRP exempts the following vehicles from IRP registration; however, an Oregon registration plate must be obtained and displayed on:

- Recreational vehicles used for personal pleasure or travel by an individual or family, or
- Commercial vehicles displaying restrictive plates which have geographic area, mileage or commodity restrictions. Examples: city pick up and delivery vehicles.
- Buses used in transportation of chartered parties.
- Government owned vehicles.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

Ad Valorem	A tax charged by some states in proportion to the estimated value of the vehicle.
Allocated Vehicle	A vehicle to which a particular state’s basic registration plate is attached upon payment of the state’s full basic registration fee.
Applicant	Person, firm, or corporation in whose name(s) a vehicle or fleet will be properly registered.
Apportionable Fee	Any periodic recurring fee required for license or registering vehicles, such as, but not limited to, registration fees, license and weight fees.
Apportionable Vehicle	Any vehicle used or intended for use in two or more member jurisdictions that allocate or proportionally register a vehicle designed, used, or maintained primarily for the transportation of property or passengers.
Apportioned Registration	Registration that allows commercial vehicles to comply with registration requirements of more than one jurisdiction and to pay registration fees based on the percentage of operation in those jurisdictions.
Audit	Physical examination of carrier’s records, including source documents, to verify fleet mileage and accuracy of record keeping.
Axle	A supporting shaft or member upon which a wheel or wheels revolve.
Axle Weight	The weight transmitted to the highway by an axle unit.
Base Jurisdiction	A jurisdiction where the registrant has an established place of business, where mileage is accrued by the fleet, and where the operational records of the fleet are maintained or can be made available.
Base Plate	The plate issued by the base jurisdiction and is the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates shall be identified by having the word “APPORTIONED” and the jurisdiction’s name on the plate.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

Booster Axle	A separate vehicle bolted or pinned to another vehicle that redistributes weight from one or more axles to other axles and pivots from side to side at the connection point or has wheels that steer during turning.
Brand New Vehicle	First time registered.
Bus	A motor vehicle designed to carry more than 10 passengers.
Cab Card	A registration card issued for a vehicle of an apportioned fleet which identifies the specific vehicle for which it was issued, the base jurisdiction of the fleet, the registered weight of the vehicle in each apportioned jurisdiction, and the jurisdiction(s) where the vehicle is properly registered.
Carrier	Individual, partnership, or corporation engaged in the business of transporting persons or property.
Chartered Bus	A motor vehicle used as a limited passenger vehicle exclusively for the conveyance of a person or group of persons to whom or for whose use the vehicle is chartered at a fixed price for the use of the whole vehicle.
Chartered Party	Group of persons who, pursuing a common purpose, under a single contract, and at a fixed charge, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary.
Combination of Vehicles	Two or more vehicles coupled together.
Combined Gross Weight	Total empty weight of a combination of vehicles plus the total weight of the maximum load carried on that combination of vehicles.
Commercial Vehicle	A vehicle that is used for the transportation of persons for compensation or profit; or is designed or used primarily for the transportation of property.
Converter Gear	Auxiliary axle undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer.
Credentials	The registration plate, cab card, and sticker issued to reflect the apportioned registration of a vehicle.
Double Bottom Combination	A combination of a power unit pulling two semi-trailers or a semi-trailer and a full trailer.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

Dump Truck	A truck whose contents are unloaded by tilting the truck bed backward with the tailgate open.
Empty Weight	Weight of a vehicle fully equipped for service, excluding the weight of any load.
Established Place of Business	<p>A physical structure located within the base jurisdiction that is owned, leased, or rented by a fleet registrant. The physical structure shall be designated by a street number or road location. A post office box or personal mail box is not sufficient to satisfy this requirement. This physical structure must be open during normal business hours and have located within it:</p> <ul style="list-style-type: none">• A telephone(s) publicly listed in the name of the fleet registrant.• A person(s) in the permanent employment of the registrant conducting the fleet registrant’s trucking-related business.• The operational records of the fleet and the maintenance of such records (unless such records can be made available).
FHWA	Federal Highway Administration (formerly ICC)
Federal Heavy Vehicle Use Tax (HVUT)	Tax paid to the Internal Revenue Service by all carriers with vehicles having a gross weight of 55,000 pounds or more.
Fifth Wheel Coupler	A device that is mounted on the vehicle chassis and that consists of a skid plate, associated mounting brackets and latching mechanism that couples or connects to a kingpin located on the other vehicle or component.
Fleet	One or more vehicles registered for operation in the same jurisdictions.
Full Trailer	A vehicle without motive power pulled by a motor vehicle, and so constructed that no part of its weight rests on the pulling vehicle.
Gross Vehicle Weight	The total weight of a vehicle or combination of vehicles and load.
Heavy Trailers	Trailers weighing in excess of 8,000 pounds loaded weight (axle weight when loaded).
Hunter Permit	Temporary registration credential issued by a member jurisdiction that is honored as a valid registration in all other IRP jurisdictions. The

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

	registration is for a minimum fee. Vehicle and/or combination must be empty.
HVUT	Heavy Vehicle Use Tax (see Federal Heavy Vehicle Use Tax).
ICC	Interstate Commerce Commission (now FHWA).
IRP	International Registration Plan.
Identification	See credentials.
In-Jurisdiction Miles	The total number of miles operated by a fleet of apportioned vehicles in a jurisdiction during the preceding year.
International Registration Plan	An agreement between member jurisdictions for prorating or apportioning registration fees based on fleet mileage travelled in each jurisdiction.
Interstate	Vehicle movement between or through two or more jurisdictions.
Intrastate	Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.
Jeep Axle	A separate vehicle connected to a motor vehicle by kingpin to fifth wheel connection.
Jurisdiction	A state or province of a country.
Lease	Written document vesting exclusive possession, control of and responsibility for the operation of the vehicle to a lessee for a specific period of time. <ul style="list-style-type: none">• Long term lease – a lease of 30 days and longer• Short term lease – a lease of less than 30 days which is considered a “<i>Rental</i>” in Oregon
Lessee	Individual, partnership, or corporation having the legal possession and control of a vehicle owned by another under the terms of a lease agreement.
Lessor	Individual, partnership, or corporation which, under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another individual, partnership, or corporation.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

Light Trailers	Trailers weighing 8,000 pounds or less loaded weight (axle weight when loaded).
Loaded Weight	The weight transmitted to the road through an axle or set of axles when the vehicle is fully loaded.
Mileage Reporting Year	A period of twelve consecutive months immediately prior to the beginning of the registration or license year for which apportioned registration is requested. (In Oregon this period is July 1 to June 30.)
Mobile Home Toter (MT)	A motor vehicle designed without a fifth wheel and used exclusively for a mobile home on its own axles.
Operational Records	Documents supporting miles travelled in each jurisdiction and total miles travelled, such as vehicle trip records, fuel reports, trip sheets and logs.
Owner	Any individual, partnership, or corporation, other than a lien holder, holding legal title to a vehicle.
Owner-Operator	Equipment lessor (owner) who leases vehicles, with drivers, to a motor carrier.
OWRATI	Oregon Weight Receipt and Tax Identifier. The Oregon weight-mile tax credential for vehicles over 26,000 pounds.
Power Unit	A motor vehicle (not including an automobile or motorcycle) as distinguished from trailing equipment such as a trailer, semitrailer or auxiliary axle. Also see: bus, truck, truck-tractor, road tractor, tractor, dump truck, tow truck, or mobile home toter.
Private Carrier	Individual, partnership, or corporation which utilizes its own trucks to transport its own freight.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

Purchase Price	Actual price of the vehicle paid by the current owner, excluding trade-in sales tax and use tax, including accessories or modifications attached to the vehicle. Federal Excise Tax is also included in the purchase price.
Reciprocity	Reciprocal granting of rights and/or privileges to vehicles properly registered under the IRP and to vehicles not so registered if such vehicles are subject to separate reciprocity agreements, arrangements, declarations, or understandings.
Reciprocity Agreement	An agreement, arrangement or understanding governing the reciprocal grant of rights and/or privileges to vehicles which are parties to such an agreement, arrangement, or understanding.
Recreational Vehicle/Motor Home	A motor vehicle designed or used primarily for accommodation during travel or recreation, but does not include a motor vehicle that has attached to it a structure: <ul style="list-style-type: none">• designed or used primarily for accommodation during travel or recreation, and• designed or intended to be detachable.
Registrant	See applicant.
Registration Card	See cab card.
Registration Year	The 12-month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction.
Rental Fleet	One or more vehicles that are rented or offered for rent without drivers and which are designated by a rental owner as a rental fleet.
Restricted Plate	A registration that has time (less than a full year), geographic area, mileage, or commodity restrictions (farm, log, or dealer plate).
Road Tractor	A motor vehicle designed without a fifth wheel and used for pulling other vehicles by means of a ball hitch and so constructed to carry only part of the weight of the vehicle being towed.
Semi-trailer	A vehicle without motive power pulled by a motor vehicle and constructed so that some part of its weight rests upon or is carried by the pulling vehicle.
Serial Number	See vehicle identification number.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

Service Representative	One who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.
Sublease	Lease made to another person or company by the person or company to whom a vehicle is leased.
Tare Weight (Unladen Weight)	The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load.
Total Fleet Miles	Total number of miles (including non-taxable miles) operated by a fleet of apportioned vehicles registered in all jurisdictions during the mileage reporting period.
Tow/Recovery Vehicle (TW)	A motor vehicle designed for towing and recovering vehicles which are wrecked, damaged, disabled, abandoned, or are replacement vehicles.
Tow Dolly	See converter gear.
TOWRATI	Temporary Oregon Weight Receipt and Tax Identifier. The temporary Oregon weight-mile tax credential for vehicles over 26,000 pounds. Issued to vehicles prior to the permanent base plate displayed on vehicle.
Tractor	Motor vehicle designed and used to pull other vehicles and NOT constructed to carry a load other than part of the weight of the pulled vehicle and its load.
Trip Lease	Lease of vehicle equipment to a carrier (lessee) for a single interstate movement. The term may also include a similar movement intrastate where such movement is authorized under the laws of the state.
Trip Permit	Temporary permit issued by a jurisdiction in lieu of regular registration.
Trip Records	Records maintained on distances travelled for each unit on a monthly/quarterly basis and accumulated totals annually. The reporting period for actual distance travelled is July 1 to June 30 of the preceding year. The reporting period for estimated distance is for the projected registration year. These records are subject to audit by the base jurisdiction as well as host jurisdictions.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

Truck	Motor vehicle designed and used for the transportation of property -- generally not designed and used to pull other vehicles.
Truck-Trailer	A motor vehicle designed and used for carrying a load and for pulling trailers with loads.
Unladen Weight (Tare Weight)	The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load.
VTR	Vehicle Trip Record.
Vehicle Identification Number (VIN)	Identifying numbers and letters assigned to a vehicle for the purpose of titling and registration.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Type of Operations

For-Hire Carriers	An individual or company who engages in the transportation of property or passengers by motor vehicle for compensation.
Private Carriers	A person, firm or corporation that uses its own trucks to transport its own freight.
Owner-Operators	Owner-operators who lease their vehicles may register in either of two ways: <ol style="list-style-type: none">1. When the owner-operator is the registrant:<ul style="list-style-type: none">• An Oregon CDL will be required.• The vehicle(s) will be titled and registered in the name of the owner-operator.• The owner-operator will be responsible for registration of such vehicle(s), and establishing and maintaining records required of proportionally registered fleets.2. When the carrier (lessee) is the registrant:<ul style="list-style-type: none">• The vehicle(s) will be registered in the names of both the carrier as lessee and the owner-operator as lessor.• The carrier will be responsible for registration of such vehicle(s), and establishing and maintaining records required of proportionally registered fleets.

Passenger Carrier

Regular Routes	Apportionment is a requirement under IRP for all buses traveling regularly scheduled routes. At the option of the registrant, total miles may be the sum of all actual in-jurisdiction miles or a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the farthest point of destination of the route schedule.
Charter	Buses used exclusively for the transportation of “chartered parties” are exempt from apportioned registration under IRP.
Private	Apportionment is a requirement under IRP for all buses used exclusively for the transportation of passengers for compensation or gain.

HH Goods Carriers

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Type of Operations

Equipment Leased From Service Rep. Household goods carriers using equipment leased from service representatives may elect, with respect to such equipment, to base such equipment in the base jurisdiction of the service representative, or that of the carrier.

- If the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name, and the household goods carrier shall be indicated as lessee. The apportionment of fees shall be according to the combined mileage records of the service representative and the carrier. Such records must be kept or made available in the service representative's base jurisdiction (Oregon).
- If the base jurisdiction of the household goods carrier is selected, the equipment shall be registered in the name of the carrier and that of the service representative as lessor. The apportionment of fees shall be according to the combined mileage records of the carrier and the service representative. Such records must be kept or made available in the household goods carrier's base jurisdiction (Oregon).

Owner-Operator Leased Equipment For equipment owned and operated by owner-operators, other than service representatives, and used exclusively to transport cargo for the household goods carrier. The equipment shall be registered by the carrier in the base jurisdiction of the carrier, but in both the owner-operator's name as lessor and that of the carrier as lessee, the apportionment of fees according to the records of the carrier.

Rental Vehicles The IRP specifically provides for the registration of various types of rental fleets.

Rental fleets owned by any person or firm engaging in the business of renting vehicles with or without drivers for valuable consideration for a specific period of time shall be extended full interstate or intrastate privileges, providing that:

- Such person or firm has received the appropriate operating authority from the state of Oregon, and
- The operational records of the fleet are maintained by the rental owner and must be identifiable as being part of such fleet, and
- Such vehicles are part of a rental fleet which are identifiable as being a part of such fleet and must include one or more vehicles, and
- Such person or firm registers the vehicles as described below:

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Type of Operations

Rental Vehicle Definitions

For the purposes of IRP, the following definitions are applicable to rental vehicles:

- **Rental Owner** – an owner principally engaged in renting (one or more rental fleets) to others or offering for rental the vehicles of such fleets, without drivers.
- **Rental Fleet** – one or more vehicles which are rented or offered for rental without drivers and which are designated by a rental owner as a rental fleet.
- **Rental Vehicle** – a vehicle of a rental fleet.
- **Renting and Leasing** – the giving of possession and control of a vehicle for valuable consideration for a specified period of time.
- **Rental Transaction** – the rental of a vehicle shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

Rental Passenger Cars

Divide the gross revenue received in the preceding year for use of such rental arising from passenger car rental transactions occurring in Oregon by the total gross revenue received in the preceding year for the use of such rental vehicles arising from passenger car rental transactions occurring in all member (IRP) jurisdictions in which such vehicles were operated. The resulting percentage shall be applied to the overall total number of rental passenger cars in order to determine the actual number of rental passenger cars that shall be plated and pay full registration fees in Oregon.

One-Way Vehicles

Trucks of less than 26,000 pounds gross vehicle weight operated as part of an identifiable one-way fleet will allocate and fully plate vehicles to the respective jurisdictions based on the fleet mileage factor. All trucks of such one-way fleets so qualified will be allowed to perform both interstate and intrastate movements in all jurisdictions.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Oregon Requirements

Base Jurisdiction Before a vehicle may be apportionally registered in Oregon, the carrier must have:

1. An established place of business in the state. “Established Place of Business” means a physical structure located within the base jurisdiction that is owned, leased, or rented by the fleet registrant.

The physical structure shall be designated by a street number or road location. A post office box is not sufficient to satisfy this requirement. This physical structure must be open during normal business hours, and have located within it:

- √ A telephone(s) publicly listed in the name of the fleet registrant.
 - √ A person(s) in the permanent employment of the registrant conducting the fleet registrant’s trucking-related business.
 - √ The operational records of the fleet and the maintenance of such records (unless such records can be made available in Oregon).
2. An Oregon CDL if the owner-operator is applying as registrant only.
 3. Mileage accrued in Oregon by the fleet.
 4. Operational records of the fleet maintained or made available in Oregon.

Vehicle Title Title applications will be accepted for all power units being prorated through any ODOT/MCTD Registration office.

IMPORTANT INFORMATION

To apply for an Oregon title at the time of registration, the owner must be domiciled in Oregon.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Oregon Requirements

Insurance	Your insurance company must file an insurance Form E with a combined single limit of \$750,000 with the Motor Carrier Transportation Division (MCTD). Cargo insurance (Form H) must be filed for carriers with Class 1C or 1G. Cargo insurance must be filed for Class 1A carriers if commodities transported are subject to material damage in transportation.
Vehicles Exempt From Insurance Requirements	<p>Registrants having vehicles that are exempt from MCTD insurance requirements are required to maintain the minimum insurance coverage required by the Oregon Motor Vehicle Code and to certify that the coverage will remain in effect for the duration of the registration. Certification of fleet liability insurance coverage, must be provided at time of application or renewal of vehicles. Either on the Apportioned Registration Form Schedule C (Form 735-9684) or the Apportioned Renewal.</p> <ul style="list-style-type: none">• Vehicles owned and operated by farmers that are farm certified and have farm plates;• Vehicles owned and operated by charitable/non-profit organizations that have filed an affidavit of exemption with MCTD;• Vehicles weighing 26,000 pounds or less combined weight.
Motor Carrier Operating Authority	<p>Motor carriers transporting persons or property for hire in Oregon must have operating authority. Motor carriers operating vehicles with a declared weight more than 26,000 pounds transporting persons or property incidental to a primary business are considered private carriers and must also have operating authority. MCTD issues authority in the form of a certificate or permit.</p> <p>In addition to operating authority, motor carriers operating leased or owned vehicles with a declared weight over 26,000 pounds are subject to weight-mile tax, insurance regulation and bond requirements. Each motor vehicle must have a valid Oregon weight receipt and tax identifier (OWRATI) or a temporary Oregon weight receipt and tax identifier (TOWRATI), or a temporary pass carried in the vehicle. Plates, passes, and Oregon weight receipts are NOT transferable from one vehicle to another.</p> <p>When a carrier discontinues operation of a vehicle, the plate and cab card must be returned for cancellation.</p> <p>Every carrier who obtains Oregon weight receipts is supplied with forms that are used to compute, report, and pay their weight-mile tax. Report forms and tax tables supplied, are also available upon request.</p>

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Oregon Requirements

Weight-mile temporary passes, temporary Oregon weight receipts, and plates must be obtained prior to entry. Call the Salem Registration office at (503) 378-6699 to obtain a temporary pass, weight receipt, or plate. If you are a Trucking-On-Line customer, you may also obtain weight receipts on the MCTD web site at:

www.oregontruckingonline.com

USDOT Number What is a USDOT number? It is an identification number issued to motor carriers and shippers by the United States Department of Transportation (USDOT). Motor carriers traveling interstate must obtain a USDOT number. Application forms are available at the MCTD website or by calling the Salem Federal Highway Administration office (503) 399-5775. You may also apply for a USDOT number on-line at:

https://li-public.fmcsa.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option

Name or Ownership Change If you are changing the name of your company, but not changing ownership, you must apply for a name change only. Submit a completed Oregon Application for IRP and/or IFTA Schedule A (Form 735-9908) requesting cab cards in the new company name (\$2.50 each vehicle). You must also submit a completed Application for Motor Carrier Permit (Form 735-9075).

If the ownership of the company is changing (i.e., individual or partnership to a corporation, partnership to an individual, etc.), an application must be submitted in the new ownership name. A new account will be established. **Registration fees cannot be transferred from previous ownership to new ownership during any registration year.** Fees will be recalculated for the remainder of the registration year according to the new application information submitted.

Contact the Salem Registration office at (503) 378-6699 for further information or download the forms from the MCTD website at:

www.oregontruckingonline.com

✓ Click on FORMS tab

Federal Heavy Vehicle Use Tax Federal law requires vehicles 55,000 pounds or more combined or loaded gross weight to pay a Federal Heavy Vehicle Use Tax (HVUT) to the IRS. This tax is paid yearly (July – June). Proof of payment of this tax must be provided when registering. Proof is not required on new or used units registered within sixty (60) days of the date shown on the bill of sale. A copy of this bill of sale must be submitted with your application.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Oregon Requirements

Acceptable proof of payments:

- Copy of the **receipted** Schedule 1, Form 2290, listing vehicle identification number(s).
- Copy of the un-receipted Schedule 1, Form 2290, and copy of proof of payment document (e.g. front and back of cancelled check).
- Copy of the Schedule 1, Form 2290, with vehicles listed in Part II for which tax is suspended, will be accepted without being receipted.

NOTE: IRS suspends tax under certain circumstances. Questions regarding this suspension should be directed to the IRS at 1-800-829-1040.

Enforcement

Enforcement personnel look at the cab card for verification that vehicles are properly registered and fees paid. The cab card must always be carried in the vehicle described. Cab cards may not be altered in any way.

Commercial vehicles not displaying a current registration plate with cab card, a valid trip permit, or a temporary vehicle registration are in violation and the motor carrier is subject to penalties and fines.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – New Registration

Initial Application You may apply for both IRP (Registration) and IFTA at the same time, using the same form. Fully complete and submit Oregon Application for IRP and/or IFTA Schedules A, B and C. First time registrants without mileage experience may estimate mileage's based on the proposed operation of the fleet during the year for which registration is required. The applicant will be required to substantiate the estimate either by providing routes, destinations, and number of trips or by using the estimated mileage chart.

In addition to the completed forms, the applicant must provide proof of prior registration if the vehicle was registered in another state by the same owner.

If all states to be prorated are not adjacent or bordering one another, the carrier must provide an explanation.

Processing Applications are processed in the order in which they are received. Once an application has been processed, an invoice will be mailed to the carrier. The carrier has the option of mailing the payment directly to the Salem Registration office or by making an appointment at Salem Registration office or at one of the field registration offices. Approved carriers may also make their payment by credit card online, they will receive temporary credentials online and credentials will be mailed within three business days. To find out how to sign up for Oregon's Trucking Online go to:

www.oregontruckingonline.com

✓ Click on the SIGN up for a PIN tab

Points to remember

- If applying under a company or firm name, the company name or Assumed Business Name must first be registered with the Oregon Corporation Commission.
- If you have an Oregon IFTA account, you must still file a mileage tax report for Oregon's weight-mile tax in addition to your quarterly fuels tax report.
- Be sure that you have obtained a USDOT number and Federal Motor Carrier operating authority if required.
- Be sure that you have obtained all the applicable operating requirements from other jurisdictions (e.g., operating authority).

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – New Registration

**Application for
Oregon IRP and/or
IFTA
Schedule A**

You may obtain an Oregon Application for IRP and/or IFTA – Schedule A License (Form 735-9908) by calling the Vehicle Registration Unit at (503) 378-6643 or download the application from the MCTD web site at:

All MCTD forms are available at the MCTD web site:

www.oregontruckingonline.com

✓ Click on FORMS tab

- Indicate what type of credentials you are applying for, IRP (International Registration Plan) and/or IFTA (International Fuel Tax Agreement).
- Indicate the effective date of the application. This will be your IFTA liability date and you will owe tax returns from this date forward.
- Indicate whether this is a new account, reactivation of a closed or cancelled account, new fleet (IRP), address change, or ownership change. There is no fee for a name change if the ownership has not changed, or for an address or telephone number change. If the ownership has changed (for example, from an individual to a partnership or corporation), check the Ownership Change box and provide information requested about the previous account.
- Enter your MCTD Account Number. If requesting a new account, leave blank. If you do not already have a MCTD account with Oregon, you must also complete the Application for Motor Carrier Account (Form 735-9075) and an MCTD account number will be assigned. Submit this form along with your IRP/IFTA Application.
- Enter your Federal Employer Identification Number (FEIN). If you do not have a FEIN and you are operating as an individual owner; please obtain one by contacting the Internal Revenue Service.
- Enter your Oregon Farm ID Number, if applying for IFTA Farm Rate or Prorated Farm Plates. To qualify for the IFTA Farm rate for your IFTA license, more than half of the vehicles you operate under IFTA must have Oregon farm registration plates.
- Enter any previous Oregon account number, if applicable.
- Name of Individual Owner, Partners, Corporation, or LLC – enter legal name. If a partnership, all partners must be listed.
- DBA – if operating under a different name, enter assumed business name (must be on file with Oregon Secretary of State Corporation Division).

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – New Registration

- Address and Phone – enter the location address and location phone number. Location address can not be a PO Box or Drop Box address.
- Contact Name, Phone, and Email Address – enter the name, phone, and email address of the person to contact regarding this application and IRP and/or IFTA transactions on this account.

NEW ACCOUNTS/FLEETS: IRP Section

- Mailing address – enter mailing address if different from location address.
- Indicate if previously registered in another jurisdiction and provide jurisdiction name and IRP account number.
- If all vehicles on the account will be exempt from Oregon’s weight/mile tax, indicate reason so qualified.
- Drug Consortium Name – enter name of consortium, “In-House” if maintaining your own program, or “Exempt” if you have no vehicles that require a CDL to operate.

NEW ACCOUNTS: IFTA Section

- Mailing address – enter mailing address if different from location address.
- Indicate if an IFTA license has ever been obtained from another jurisdiction and provide name of jurisdiction.
- Bulk Fuel Storage – list jurisdiction(s) where you maintain bulk fuel storage or check box for none.
- Enter number of IFTA qualified vehicles for which you need decals.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – New Registration

- Enter license fee from chart below. If applying for both IRP and IFTA, the fees will be calculated on and paid with the IRP Invoice.

NUMBER OF VEHICLES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16-20	21 & over
REGULAR FEE	\$280	\$295	\$310	\$325	\$340	\$355	\$370	\$385	\$400	\$415	\$430	\$445	\$460	\$475	\$490	\$525	\$575
FARM FEE	\$50 Flat Fee Note - More than 50% your of IFTA qualified vehicles must be Farm plated																

IRP and IFTA

- Sign and date applications.
- To obtain only IRP credentials (plates, cabcards and stickers) for your vehicles and not IFTA, please forward the completed Apportioned Registration Forms, Schedules A, B and C and forward to:

Oregon Department of Transportation, MCTD
 Vehicle Registration Unit
 PO Box 5330
 Salem, OR 97304-0330.

- For IFTA Only, return this application and with payment to:

Oregon Department of Transportation, MCTD
 IFTA Unit
 550 Capitol St NE
 Salem, OR 97301-2530

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Renewing Registration

Renewal Applications

Renewal applications will be mailed to all Oregon-based carriers approximately three (3) months prior to the beginning of the new registration year. Most carriers will receive a combined IFTA/IRP Renewal Application. The renewal applications are computer printouts containing the active fleet information, at the time of printing.

It is essential that the applicant review the renewal application for accuracy and for omission of pertinent information. Failure to report or include factual data could result in processing delays, assessment of incorrect fees, or maintenance of incorrect records.

Renewal applications are to be returned to the Salem Registration office or Ports of Entry (by appointment only) for processing by **October 31**. This allows sufficient time to process the renewal information.

Payment must be received prior to December 31 to qualify for a “sticker display grace period.”

Please do not mail any funds with your Oregon Apportioned Renewal application. An invoice will be produced and mailed back to you after we receive and process your renewal.

Payment Options: You have the option of mailing the payment directly to the Salem office or by making an appointment at Salem Registration office or, by appointment, at one of MCTD’s field registration offices. You may also make your payment by credit card online, renewal credentials will be mailed within 3 business days.

Not signed up for Trucking Online? Find out how to sign up at:
www.oregontruckingonline.com

- ✓ Click on the SIGN up for a PIN tab

Please review read your invoice carefully! The jurisdictions listed will be the jurisdictions registered. Some jurisdictions do not allow refunds once the registration is issued.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Changes to Fleets

Supplemental Applications

To make changes to your fleet after the original/ renewal application has been filed and paid, complete and submit an Oregon Apportioned Registration Form Schedule C – Vehicle Addition/Update (FORM 735-9684).

You must submit a supplemental application to complete any of the following transactions.

Adding Vehicle(s)

Vehicles may be added to an existing fleet at any time throughout the registration year. The mileage information provided with your original application will be used to calculate the fees due.

Deleting Vehicle(s)

Vehicles may be deleted from an existing fleet at any time during the registration year. To delete vehicle(s) from your fleet, the cab card(s) and plate(s) must accompany the application.

Replacing Vehicle(s) (Fee Transfer)

Fleet vehicle(s) may be replaced at any time throughout the registration year. To apply the credits from the previous vehicle(s) to the new vehicle(s), the information must be provided on the same application. The cab card(s) and plate(s) must be surrendered when the new vehicle's registration becomes effective. Credits from a deleted vehicle cannot be used to increase the weight on another vehicle.

Changing Vehicle(s) Information

You may apply for a change of vehicle information at any time throughout the registration year. Changes may include unit number, VIN (Vehicle Identification Number) or vehicle type.

Changing Vehicle(s) Registered Weight

A change in vehicle weight may be made at any time during the registration year. If the gross vehicle weight is increased, you will be billed for any difference in registration fees. Weight decreases can occur only in specific circumstances. For more information, contact the Salem Registration office at (503) 378-6643. See Oregon Refund Policy in Chapter 12.0.

Adding Jurisdiction(s)

You may add jurisdiction(s) to your prorate fleet account any time during the registration year by completing an Oregon Apportioned Registration Forms - Schedule B (FORM 735-9685) and Schedule C (FORM 735-9684). List the jurisdiction(s) you require and the estimated mileage(s) to be traveled. Added jurisdictions apply to all equipment in a fleet.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Changes to Fleets

Replacing Credentials

Contact the Salem Registration office at (503) 378-6699 to replace lost or stolen credentials.

Fees for replacement credentials are as follows:

Replacement plate with sticker and cab card	\$2.50 single plate * \$5.00 pair of plates *
Replacement sticker and cab card	\$2.50 single plate * \$5.00 pair of plates *
Replacement cab card	\$2.50 *

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Completion of Applications

It is the applicant's responsibility to properly complete all forms necessary to register vehicles under apportioned registration agreements. If a submitted application is incomplete, the applicant will be notified and asked to provide the information or to submit a new, revised application. Incorrect or partial completion of an application will delay processing.

Oregon Apportioned Application forms and additional information are included in the Oregon Prorate Packet. Prorate packets are available at all MCTD registration offices located throughout the state of Oregon. To avoid delay in processing your application, be sure to complete all requested information on each form. Sample forms and detailed instructions are included in Appendix B of this guide.

Forms may be accessed through our website:

www.oregontruckingonline.com

✓ Click on tab

Options for Receiving Credentials

Mail/Fax:

Mail or fax completed application with registration requirements to the Salem Registration office. MCTD will mail or fax the invoice.

**ODOT/MCTD
PO Box 5330
Salem OR 97304-0330**

Fax: 503-378-5765

Temporary Vehicle Registration (TVR) may be issued upon request after payment.

Credentials (plates, stickers, and cab cards) will be issued and mailed.

Appointments

Applications of ten vehicles or less can be processed in person at any MCTD Registration office by appointment only. Call (503) 378-6699 to make an appointment at the Salem office.

You may fax your completed application, including supporting requirements, to your local registration office to reduce processing time. Or, if you cannot fax your application, you may bring the completed application and supporting documents at your appointment time. The application will be processed while you wait. Payments must be received at the time the credentials are issued.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Apportioned Registration Application, Schedules A, B, C must be completed when:

- First making application for an Oregon prorate account.
- Adding a new fleet.
- Renewing an existing Oregon prorate fleet.

Apportioned Registration Form Schedule B and C must be completed when:

- Adding a jurisdiction(s) to a current prorate fleet during the registration year.

Apportioned Registration Form Schedule B must be completed when:

- Adding vehicles
- Making amendments to existing vehicles.

All forms are available through our web site at:

www.oregontruckingonline.com

- ✓ Click on FORMS tab

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Instructions for Schedule C

This application is used if you are applying for the first time, adding a new fleet or applying for renewal if you did not receive your pre-printed renewal form.

IMPORTANT INFORMATION

WHEN ADDING JURISDICTIONS: to an existing fleet. Added jurisdictions apply to all equipment in a fleet.

- In the weight section, indicate weights for jurisdictions being added.
- In the addition section (Schedule C), indicate “all equipment.”
- In the mileage section (Schedule B), provide miles for all jurisdictions being added. If not using chart miles provide an explanation using routes, destinations and number of trips for the entire fleet.

Remember:

- Proof of payment of the Federal Heavy Vehicle Use Tax (current tax period) or a copy of an acceptable bill of sale copy must accompany your prorate application, or the application will be returned.
- Lease agreements (Form 735-9084) will be required for certificate authority (household goods or passengers).
- As you select the jurisdictions for registration, remember that you may not drop or remove jurisdictions from a fleet during the registration year. However, you may add jurisdictions at any time.

For all applications, please complete the front of the application in the following manner, beginning at the top left-hand side.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

FOR ADDITIONAL FORMS: www.oregontruckingonline.com

OREGON DEPARTMENT OF TRANSPORTATION
MOTOR CARRIER TRANSPORTATION DIVISION
 550 CAPITOL ST. SE
 SALEM, OR 97301-3200
PHONE: (503) 378-6643 FAX: (503) 378-5765

APPORTIONED REGISTRATION FORM - SCHEDULE C, VEHICLE ADDITION/UPDATE FORM

REG. YEAR: _____ ACCOUNT NUMBER: _____ FLEET NUMBER: _____ EFFECTIVE DATE: _____

NAME ON ACCOUNT: _____ TELEPHONE NUMBER: _____

MAILING ADDRESS: _____ CHECK IF ADDRESS CHANGE: _____

CITY: _____ STATE: _____ ZIP: _____

REGISTERED WEIGHTS (LIST ON THIS SCHEDULE ONLY THE UNITS THAT WILL OPERATE AT THE SAME WEIGHT IN THE IRP JURISDICTIONS).

VEHICLE IDENTIFICATION NUMBER	MAKE OF VEHICLE	YR	TYPE	REG. YEAR	WEIGHT GROUP

IF TAX EXEMPT, PROVIDE NAME OF INSURANCE CO AND POLICY # _____

PERSON TO CONTACT REGARDING APPLICATION: _____

REQUESTING IFTA DECALS FOR VEHICLE(S) ADDED? YES NO

DO YOU HALL LOSS IN WASHINGTON? YES NO

REASON FOR APPLICATION - ACTION CODES *

ADD JURISDICTIONS (ATTACH SCHEDULE B)

T ADD VEHICLE W/FEEL TRANSFER

A ADD VEHICLE

W WEIGHT CHANGE

P REPLACEMENT PLATE

S REPLACEMENT STICKER

C REPLACEMENT CAR CARD

R REPLACEMENT WEIGHT RECEIPT

*** FUEL: D - DIESEL G - GASOLINE P - PROPANE

*** TYPE: TK - TRUCK BS - BUS MT - MOBILE HOME TW - TOW TRUCK (PROVIDE TOW PLATE NUMBER)

REGISTRATION Plate/Cab Card MUST BE RETURNED

APPROVED BY: _____

DATE: _____

COMPANY REP: _____

AGENT: _____

FORM 735-8654 (7/06) STW 322946

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Reg. Year	The registration year for which you are applying.
File Number	Your Oregon MCTD tax file number.
Fleet Number	The two-digit number you have assigned to the fleet. Do not use letters for fleet designation.
Supp Number	(ODOT use only)
Effective Date	The date the vehicles will be put into operation. If left blank, the effective date will be the date the application is received in our office.
Do You Haul Logs In Washington?	If prorated for Washington and the vehicle is a log truck, indicate if logs are the only commodities hauled in the State of Washington.
Reason For Application	If Add Jurisdiction, indicate by checking the box. List of Reason Action Codes for application reference and use of code in ACTION CODE column below.
Name On Account	<p>The full legal name under which the individual, partnership, or corporation does business. If you have an Assumed Business Name or corporation, the name must exactly match the name as filed with the Oregon Corporation Division.</p> <p>Please include Incorporated (Inc.), Company (Co), Limited Liability Company (LLC), Limited (LTD), Limited Liability Partnership (LLP), or any other identifying characteristic. If your company has a Doing Business As name (DBA), both names must be on the registration. List the name under which the account is to be established on the second line.</p>
Telephone Number	The Oregon telephone number of the registrant. It must be publicly listed in the fleet applicant's name, and may not forward to another jurisdiction.
Mailing Address	The address where apportioned credentials and correspondence will be mailed.
Fax Number	Enter facsimile number, if available.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Requesting IFTA Decals for Vehicles Added? Indicate Yes or No. This option is only available if you have an valid Oregon IFTA account.

Contact Person Enter the name, fax number, and e-mail address of the person to contact during normal business hours regarding information on the application. If this person is in another state, write that telephone number and name in the boxes provided.

If Tax Exempt, Provide name of Insurance Co. and Policy # If all vehicles in the fleet are exempt from weight-mile tax (i.e. under 26,001-pounds or farm-plated), enter the name of the insurance company and policy number.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Registered Weights List the maximum gross weight for each jurisdiction to be registered, which will appear on the registration cab card. For units not operating at the same weights, use a separate application..

Jurisdiction Name		Max. Reg. Weight On Cab Card
Alberta	AB	139,992
Alabama	AL	88,000
Arkansas	AR	80,000
Arizona	AZ	80,000
British Columbia	BC	139,994
California	CA	80,000
Colorado	CO	80,000
Connecticut	CT	NO MAX
Dist. of Columbia	DC	80,000
Delaware	DE	80,000
Florida	FL	80,000
Georgia	GA	80,000
Iowa	IA	NO MAX
Idaho	ID	130,000
Illinois	IL	80,000
Indiana	IN	80,000
Kansas	KS	85,500
Kentucky	KY	80,000
Louisiana	LA	88,000
Massachusetts	MA	NO MAX
Manitoba	MB	137,770
Maryland	MD	80,000
Maine	ME	100,000
Michigan	MI	160,001
Minnesota	MN	NO MAX
Missouri	MO	80,000
Mississippi	MS	80,000
Montana	MT	132,000
New Brunswick	NB	137,786
North Carolina	NC	80,000

Jurisdiction Name		Max. Reg. Weight On Cab Card
North Dakota	ND	105,500
Nebraska	NB	94,000
Newfoundland	NF	137,786
New Hampshire	NH	80,000
New Jersey	NJ	80,000
New Mexico	NM	80,000
Nova Scotia	NS	Varies on # axle
Nevada	NV	80,000
New York	NY	NO MAX
Ohio	OH	80,000
Oklahoma	OK	90,000
Ontario	ON	139,992
Oregon	OR	105,500
Pennsylvania	PA	80,000
Prince Edward Isl.	PE	137,788
Quebec	QC	137,500
Rhode Island	RI	80,000
South Carolina	SC	80,000
South Dakota	SD	NO MAX
Saskatchewan	SK	137,787
Tennessee	TN	80,000
Texas	TX	80,000
Utah	UT	80,000
Virginia	VA	80,000
Vermont	VT	80,000
Washington	WA	105,500
Wisconsin	WI	80,000
West Virginia	WV	80,000
Wyoming	WY	117,000

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Contact individual jurisdictions for operations above 80,000 lbs. Contact information is available on the IRP website:

<http://www.irponline.org/>

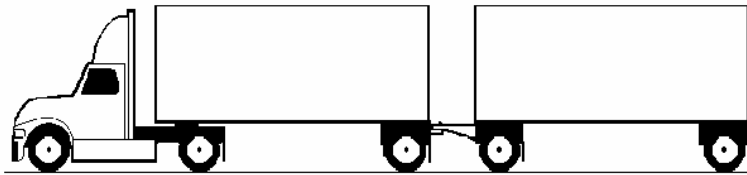
NOTE – Exceeding legal axle weights may require the purchase of an overweight or over size permit. Please contact applicable jurisdictions.

**Equipment
(Unit) Number**

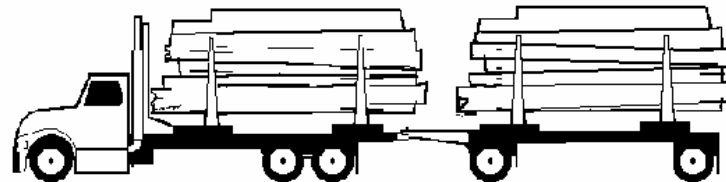
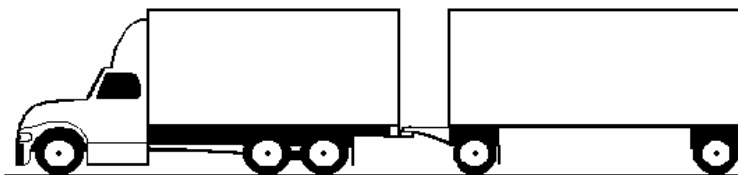
The equipment number (10 characters or less) assigned to the power unit or trailer. Do not use duplicate numbers.

Type

Use the abbreviations for the type of vehicle(s) listed on the application.



(TR) Tractor - A motor vehicle designed and used exclusively to pull trailers.



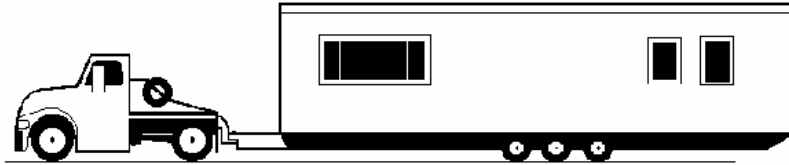
MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

(TT) Truck/Trailer - A motor vehicle designed and used for carrying a load and for pulling trailers with loads.



(BS) Bus - A motor vehicle designed and used to carry more than ten passengers.



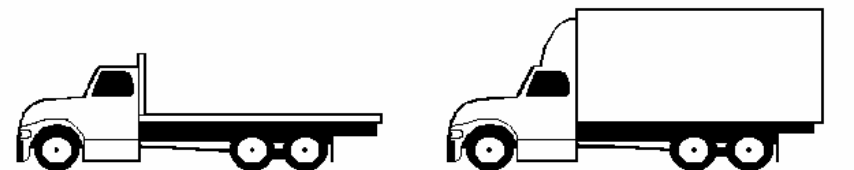
(MT) Mobile Home Toter - A motor vehicle designed and used EXCLUSIVELY to pull mobile homes on their own axles.



(DT) Dump Truck - A vehicle from which contents are unloaded by tilting the truck bed backward with the tailgate open.

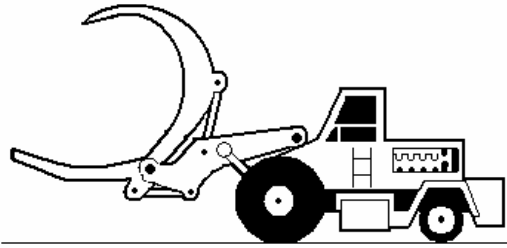


(TW) Tow Truck - A vehicle designed and used, with a special towing license, to tow disabled vehicles.



(TK) Solo Truck - A motor vehicle designed and used to haul property, and NOT used to pull a trailer.

MOTOR VEHICLE REGISTRATION
Apportioned Registration (Prorate) – Applications and Forms



(HF) Fixed Load Vehicle - A vehicle with a gross weight and lightweight that are the same.

Year Enter the last two digits of the model year of the vehicle.

Make Of Vehicle Enter the make of each vehicle according to the following standard vehicle abbreviations.

<u>ABBR.</u>	<u>NAME</u>	<u>ABBR.</u>	<u>NAME</u>
AMC	AMERICAN MOTORS COM.	COCH	COACH
AMER	AMERICAN MOTORS GEN.	CRAN	CRANE
ASMB	ASSEMBLE	DACO	DACO
AUDI	AUDI	DAEW	DAEWOO
AUST	AUSTIN	DAIH	DIAHATSU
AUTC	AUTOCAR	DIAR	DIAMOND RIO
AUTO	AUTO	DIAT	DIAMOND T
BLUB	BLUEBIRD	DITC	DITCHWICH
BUIC	BUICK	DODG	DODGE
CATA	CATERPILLAR	FIAT	FIAT
CCC	CCC	FORD	FORD
CHEV	CHEVROLET	FRGH	FREIGHTLINER

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

<u>ABBR.</u>	<u>NAME</u>	<u>ABBR.</u>	<u>NAME</u>
GLDE	GOLDEN EAGLE	OTRB	OTRBC
GMC	GENERAL MOTORS COMP	PREV	PREVOST
GROV	GROVE	PTRB	PETERBILT
HDSN	HODSON	RENK	RENKE
HEND	HENDRICKSON	REO	REO
HUND	HYUNDAI	SHAN	SHAN
HYST	HYSTER	SHOP	SHOP BUILT
IMCO	IMCO	SFLR	SAFETYLINER
INTL	INTERNATIONAL	SFTW	SAFETY TOW
ISU	ISUZU	SILV	SILVER EAGLE
IVEC	IVEC	STRG	STERLING
JHNS	JOHNS	TEC	TEC
JMSA	JMSAL	TERX	TEREX
KASI	KASIE	THOM	THOMAS
KIT	KIT	TMC	TMC
KW	KENWORTH	TRNT	TRENT
LINK	LINKBELT	TSE	TSE
LNDR	LNDR	TYOY	TOYOTA
MACK	MACK	UNIG	UNIGLIDE
MCI	MCI	VLVW	VOLVO WHITE
MCIN	MOTOR COACH INDUSTR	VOLK	VOLKSWAGON
MERZ	MERCEDES-BENZ	WHGM	WHITE GMC
MIFU	MITSUBISHI	WHIF	WHITE FREIGHTLINER
NATL	NATIONAL	WHIS	WHITE WESTERN STAR
NAVI	NAVISTAR/INTL	WHTE	WHITE
NDMC	UD	WRKH	WORK HORSE
NISS	NISSAN	WSTR	WESTERN STAR
NUVN	NUVAN	ZAMP	ZAMPELLA
OSHK	OSHKOSH		

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Fee Basis Enter the appropriate code for the type of weight-mile tax reporting.

1 - Monthly Mileage 2 - Flat Monthly 4 - Quarterly Mileage

Body Type Use the following codes to indicate the vehicle body type for weight-miles tax purposes:

B	Passenger Bus	M	Mixer
C	Chip Truck	R	Vehicle Carrier
D	Dump Truck	S	Livestock Truck
F	Flatbed	T	Tank
G	Garbage	V	Van
H	Mobile Home Toter	W	Wrecker
K	Self-Loading Logger	X	Fixed Load, Crane, Well Driller
L	Short Logger or Mule Train	Y	Lowboy
1L	Long Logger	Z	Other

Solo The maximum loaded weight of a single unit (truck) OR the weight allowable for a power unit operating with the trailer up (decked) or without the trailer attached (bobtail). The MINIMUM allowable solo weight (decked) is the declared weight of the combination minus the maximum legal weight upon the trailer axles.

Combination The weight of the vehicle plus the weight of the maximum load the vehicle will transport. More than one combination may be declared if the vehicle operates at different configurations.

NOTE: Declared weights are subject to audit and approval by MCTD. If the combined weight is in excess of 80,000 pounds, an Oregon Special Transportation Permit (Over Dimension) must be obtained. All over size and over weight operations in Oregon require the Special Transportation Permit.

Number Of Axles Indicate numbers of axles for each declared weight over 80,000 lbs.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Deletions

Plates And Cab Cards Must Be Returned

Equipment (Unit) Number

The assigned equipment number of the vehicle being withdrawn.

Vehicle Identification Number

The complete vehicle identification number (serial number) as shown on the cab card.

Apportioned Plate Number

The apportioned plate number of the vehicle as shown on the cab card.

Certification

Signature

The application must be signed and dated by an authorized company representative. An agent may sign the application if a power of attorney is on file with MCTD. Unsigned applications will be returned.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Instructions for Schedule B

Complete the top portion of the Apportioned Registration Form Schedule B (FORM 735-9685) as the information appears at the top of the Schedule C.

The mileage-reporting period is July through June of the previous year. Leave this space blank if you are estimating miles.

Report all miles operated during the mileage reporting period. Check the jurisdiction(s) in which you want to prorate. List estimated miles in the “estimated miles” column if no actual miles were accrued during mileage reporting period.

MILEAGE MUST BE PROVIDED FOR EACH JURISDICTION MARKED.

NOTE: If estimated miles are used, the explanation must include destination, route of travel, and the anticipated number of trips for the remainder of the year ending December 31. If you are unsure of this information, use the estimated mileage chart.

Multiply mileage figures taken from the estimated chart by the number of vehicles in the fleet. If routes and destinations are used in determination of estimated miles, please account for all vehicles in fleet.

Schedule B must be signed by authorized company representative.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

550 CAPITOL ST NE
SALEM OR 97301-2630



APPORTIONED REGISTRATION FORM - SCHEDULE B

REG YEAR _____ FILE NUMBER _____ FLEET NUMBER _____ SUPP NUMBER _____ MILEAGE REPORTING PERIOD FROM JULY 1, _____ THROUGH JUNE 30, _____

NEW FLEET ADDING JURISDICTIONS RENEWAL

OR

Report all miles operated during the mileage reporting period. Check the jurisdiction(s) in which you want to prorate. List estimated miles in the "estimated miles" column if no actual miles accrued during mileage reporting period.

JURISDICTION	ACTUAL MILEAGE	ESTIMATED MILES	JURISDICTION	ACTUAL MILEAGE	ESTIMATED MILES	JURISDICTION	ACTUAL MILEAGE	ESTIMATED MILES
<input type="checkbox"/> ALBERTA AB			<input type="checkbox"/> MANITOBA MB			<input type="checkbox"/> OHIO OH		
<input type="checkbox"/> ALASKA AK			<input type="checkbox"/> MARYLAND MD			<input type="checkbox"/> OKLAHOMA OK		
<input type="checkbox"/> ALABAMA AL			<input type="checkbox"/> MAINE ME			<input type="checkbox"/> ONTARIO ON		
<input type="checkbox"/> ARKANSAS AR			<input type="checkbox"/> MICHIGAN MI			<input type="checkbox"/> OREGON OR		
<input type="checkbox"/> ARIZONA AZ			<input type="checkbox"/> MINNESOTA MN			<input type="checkbox"/> PENNSYLVANIA PA		
<input type="checkbox"/> BRITISH COLUMBIA BC			<input type="checkbox"/> MISSOURI MO			<input type="checkbox"/> PRINCE EDWARD ISLE PE		
<input type="checkbox"/> CALIFORNIA CA			<input type="checkbox"/> MISSISSIPPI MS			<input type="checkbox"/> QUEBEC QC		
<input type="checkbox"/> COLORADO CO			<input type="checkbox"/> MONTANA MT			<input type="checkbox"/> RHODE ISLAND RI		
<input type="checkbox"/> CONNECTICUT CT			<input type="checkbox"/> MEXICO MX			<input type="checkbox"/> SOUTH CAROLINA SC		
<input type="checkbox"/> DISTRICT OF COLUMBIA DC			<input type="checkbox"/> NEW BRUNSWICK NJ			<input type="checkbox"/> SOUTH DAKOTA SD		
<input type="checkbox"/> DELAWARE DE			<input type="checkbox"/> NORTH CAROLINA NC			<input type="checkbox"/> SASKATCHEWAN SK		
<input type="checkbox"/> FLORIDA FL			<input type="checkbox"/> NORTH DAKOTA ND			<input type="checkbox"/> TENNESSEE TN		
<input type="checkbox"/> GEORGIA GA			<input type="checkbox"/> NEBRASKA NE			<input type="checkbox"/> TEXAS TX		
<input type="checkbox"/> IOWA IA			<input type="checkbox"/> NEWFOUNDLAND NL			<input type="checkbox"/> UTAH UT		
<input type="checkbox"/> IDAHO ID			<input type="checkbox"/> NEW HAMPSHIRE NH			<input type="checkbox"/> VIRGINIA VA		
<input type="checkbox"/> ILLINOIS IL			<input type="checkbox"/> NEW JERSEY NJ			<input type="checkbox"/> VERMONT VT		
<input type="checkbox"/> INDIANA IN			<input type="checkbox"/> NEW MEXICO NM			<input type="checkbox"/> WASHINGTON WA		
<input type="checkbox"/> KANSAS KS			<input type="checkbox"/> NOVA SCOTIA NS			<input type="checkbox"/> WISCONSIN WI		
<input type="checkbox"/> KENTUCKY KY			<input type="checkbox"/> NORTHWEST TERRITORIES NT			<input type="checkbox"/> WEST VIRGINIA WV		
<input type="checkbox"/> LOUISIANA LA			<input type="checkbox"/> NEVADA NV			<input type="checkbox"/> WYOMING WY		
<input type="checkbox"/> MASSACHUSETTS MA			<input type="checkbox"/> NEW YORK NY			<input type="checkbox"/> YUKON TERRITORY YT		

EXPLAIN IN DETAIL YOUR ESTIMATED MILES IF NOT USING OREGON ESTIMATED MILEAGE CHART. YOU MUST INCLUDE ENDING DESTINATION OF TRIP(S), ANTICIPATED NUMBER OF TRIPS, AND HIGHWAYS TO BE USED. IF YOU USE CHART MILES TO CALCULATE ESTIMATED MILES, YOU MUST MULTIPLY CHART MILES BY THE NUMBER OF VEHICLES IN YOUR FLEET.

TOTAL ACTUAL AND ESTIMATED MILES _____

THIS CERTIFICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ORS 803.375 MAKES IT A CRIME TO KNOWINGLY PROVIDE FALSE INFORMATION RELATED TO A VEHICLE REGISTRATION. ORS 803.385 MAKES IT A CRIME TO AFFIRM OR CERTIFY ANY INFORMATION RELATED TO A VEHICLE REGISTRATION THAT THE PERSON KNOWS TO BE FALSE. EACH OFFENSE IS A CLASS A MISDEMEANOR AND EACH IS PUNISHABLE BY A JAIL SENTENCE OF UP TO ONE YEAR, A FINE OF UP TO \$5,000, OR BOTH.

SIGNATURE (FAXED SIGNATURES ARE ACCEPTABLE) _____ DATE _____

FORM 735-9685 (7-03) STR# 320693

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Estimated mileage Chart

This estimated mileage chart was developed from the total actual miles all prorated vehicles operated. The result is the average mileage that an Oregon-based vehicle operates in a year.

Use this chart if:

- Applying for the first time (use chart as listed)
- Expanding their operations by setting up a new fleet (use chart as listed)
- Renewing their fleet and had no actual mileage (use chart as listed)
- Adding jurisdictions to an existing fleet

If using estimated miles from this chart, multiply mileage figures by the number of vehicles being added or renewed.

Use for 2007 registration year								
Jurisdiction		Miles	Jurisdiction		Miles	Jurisdiction		Miles
AB	Alberta	124	MB	Manitoba	4	OH	Ohio	900
AK	Alaska	NR	MD	Maryland	127	OK	Oklahoma	997
AL	Alabama	1064	ME	Maine	52	ON	Ontario	113
AR	Arkansas	1194	MI	Michigan	276	OR	Oregon	16735
AZ	Arizona	2295	MN	Minnesota	531	PA	Pennsylvania	768
BC	British Columb	268	MO	Missouri	930	PE	Prince Edwrd Is	3
CA	California	14640	MS	Mississippi	887	QC	Prov of Quebec	36
CO	Colorado	1618	MT	Montana	965	RI	Rhode Island	21
CT	Connecticut	108	MX	Mexico	NR	SC	South Carolina	804
DC	District of Col	1	NB	New Brunswick	8	SD	South Dakota	173
DE	Delaware	20	NC	North Carolina	1708	SK	Saskatchewan	12
FL	Florida	2187	ND	North Dakota	206	TN	Tennessee	2042
GA	Georgia	1653	NE	Nebraska	1119	TX	Texas	3418
IA	Iowa	817	NF	Newfoundland	9	UT	Utah	1870
ID	Idaho	2065	NH	New Hampshire	52	VA	Virginia	1202
IL	Illinois	1010	NJ	New Jersey	207	VT	Vermont	27
IN	Indiana	687	NM	New Mexico	1283	WA	Washington	6290
KS	Kansas	464	NS	Nova Scotia	2	WI	Wisconsin	220
KY	Kentucky	559	NT	NW Territories	NR	WV	West Virginia	199
LA	Louisiana	791	NV	Nevada	1741	WY	Wyoming	1705
MA	Massachusetts	105	NY	New York	330	YT	Yukon Territory	NR

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

***NOTE:** Estimated mileage used **MUST** be for a comparable period of time as the actual or estimated miles already on an established fleet.

For example: A new account with one vehicle is established on April 1 of the previous year. There are actual miles operated and reported for jurisdictions on the renewal for **3 months** (April through June). Using the Estimated Mileage Chart to add Montana effective May 1 would be 307 miles (**3/12 x 1,229**).

IMPORTANT INFORMATION

Please use these codes when processing one of the following transactions on a Schedule C, VEHICLE ADDITION/UPDATE FORM.

(A) – ADD VEHICLE

(T) – ADD VEHICLE WITH FEE TRANSFER: the registration fees for most jurisdictions may be transferred from one vehicle to a like vehicle being added to the same fleet within a registration year.

Complete the deletion section to indicate from which vehicle fees are to be transferred.

NOT ALL JURISDICTIONS ALLOW FEE TRANSFERS. See Chapter 12.0 for information on jurisdictions that will not transfer registration fees.

(W) – WEIGHT CHANGE: increase in registration weight for Oregon or other jurisdictions. Complete the addition section listing only those equipment numbers having weight increases on this application.

In the registered weight section, indicate the new weight for the appropriate jurisdiction(s). **DO NOT EXCEED THE MAXIMUM ALLOWABLE WEIGHTS.**

(P) – REPLACEMENT PLATE: includes sticker and cab card.

(S) – REPLACEMENT STICKER: includes cab card.

(C)– REPLACEMENT CAB CARD

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Application Checklist

To prevent processing delays, please take the time to carefully check your application. Did you:

- Provide the correct FILE and fleet number on all pages of the application?
- Indicate the registration year and effective date in the appropriate boxes?
- Check the “Type of Operation” on the application?
- Attach copy of proof of payment of the Federal Heavy Vehicle Use Tax for vehicles weighing 55,000 pounds or more?
- Provide a contact person and telephone number?
- Provide the Oregon business telephone number if the contact phone number is out of state?
- Make sure that all vehicle information is accurate and legible and the complete vehicle identification number (VIN) is provided?
- Complete the weight section for all registered states?
- Complete the Oregon declared tax weight information section?
- Complete requirement for consortium and sign the application(s) where indicated?
- Provide a detailed explanation of estimated miles or indicate that you used the mileage chart?
- Write miles next to jurisdictions and “X” box if you want to prorate?
- Keep copies for your records?

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Oregon Refund Policy

REFUNDS of apportioned registration fees are made only for duplicate or incorrect payments, overpayment of billed fees or as a result of an audit. In these circumstances, only the portion of the registration fee retained by Oregon is refunded. Refunds or credits of other jurisdictions' fees must be obtained directly from those jurisdictions.

CREDIT for apportioned registration fees is provided through fee transfers (power units only). When you withdraw a vehicle from a fleet, you may transfer the remaining registration to a like vehicle being added to the same fleet (within the same registration year) on the same application.

Non-Refundable Excise Taxes

You will be charged partial fees on the new vehicle if you are registered in BRITISH COLUMBIA, MAINE, MONTANA, UTAH, SASKATCHEWAN, MANITOBA, ONTARIO or WEST VIRGINIA. These jurisdictions collect a non-refundable "excise" tax for vehicles that have been withdrawn and the fees transferred. The license fee portion of their fees is transferable. ARIZONA, CALIFORNIA, MANITOBA, NEW BRUNSWICK and QUEBEC recharge partial registration fees.

When vehicles are deleted from a paid original application prior to the commencement of the new registration year, all new year credentials (plate(s), sticker(s), and current cab card) must be surrendered on or before December 31 in order for a refund to be issued.

Note: Oregon does not refund amounts under \$5.

Refunds From Other Jurisdictions

Applications for refund of apportioned registration fees for other IRP jurisdictions must be handled directly between the Oregon-based carrier and the individual jurisdictions in accordance with their statutes.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Temporary Registration

Temporary Vehicle Registration (TVR) When permanent credentials cannot be immediately issued, MCTD may issue temporary vehicle registration (TVR). TVRs are issued only when registration requirements have been met and fees have been paid. This permit is issued for a period of sixty (60) days.

TVRs can be acquired via fax or picked up at the counter. Please inform us if a TVR is required

TEMPORARY VEHICLE REGISTRATION IS INVALID IF ALTERED IN ANY WAY.

Commercial Trip Permit Oregon trip permits are available for vehicles that either do not have current registration (expired plates or no plate) or that do not have Oregon listed on the vehicle registration. Trip permits cost \$21 for 10 days and must be obtained prior to operation.

If you have a current Oregon plate, you may purchase trip permits from other jurisdictions for temporary operation. Some jurisdictions also offer trip permits for vehicles having no current registration plate.

Other jurisdictions may also have additional requirements. Check before operating. Refer to the Oregon Apportioned Customer Manual or the IRP Website for contact information.

<http://www.irponline.org/>

JURISDICTION	COST OF TRIP PERMIT (SUBJECT TO CHANGE)	MUST BE OBTAINED PRIOR TO ENTRY
Alberta	Varies by distance and net weight – 3 days	No
Alaska	\$350 for 30-day permit. Purchased at Port of Entry 24 hrs a day. Info: (907) 345-7846.	Yes
Alabama	\$20 for 7 days	Yes
Arkansas	\$33 for 72 hours	No
Arizona	Varies based upon mileage and number of axles for 96 hours	No
British Columbia	1/12 of annual registration fee for vehicle weight	No
California	\$45 power unit for 4 days,	Yes

MOTOR VEHICLE REGISTRATION
Apportioned Registration (Prorate) – Temporary Registration

JURISDICTION	COST OF TRIP PERMIT (SUBJECT TO CHANGE)	MUST BE OBTAINED PRIOR TO ENTRY
Colorado	\$60 to \$80 depending on weight for 72 hours	No
Connecticut	\$15 for 72 hours	Yes
Delaware	\$15 for 72 hours	Yes
Dist. of Columbia	Letter of Authorization only	Yes
Florida	\$30 for 10 days	Yes
Georgia	\$30 plus agency fees for 72 hours	Yes
Iowa	\$10 for 72 hours	Yes
Idaho	\$30 single, \$60 combined, \$30 IFTA for 120 hours	No
Illinois	\$15 for 72 hours	Yes
Indiana	\$15 for 72 hours	Yes
Kansas	\$26 for 72 hours	No
Kentucky	\$40 for 10 days	Yes
Louisiana	\$25 for 48 hours	No
Massachusetts	\$15 for 72 hours	Yes
Manitoba	\$6 minimum plus fee based on weight/distance	No
Maryland	\$15 for 72 hours	Yes
Maine	\$25 IRP, \$50 IFTA for 72 hours; \$3-\$15 O/L One Trip (5 days max.)	Yes
Michigan	\$20 for 72 hours	Yes
Minnesota	\$15 for 120 hours	Yes
Missouri	\$10 for 72 hours	Yes
Mississippi	\$25 for 72 hours	No

MOTOR VEHICLE REGISTRATION
Apportioned Registration (Prorate) – Temporary Registration

JURISDICTION	COST OF TRIP PERMIT (SUBJECT TO CHANGE)	MUST BE OBTAINED PRIOR TO ENTRY
Montana	\$20/Under 200 miles for 72 hours/46,000 – 80,000 lbs. \$30/200 - 400 miles for 72 hours \$40/Over 400 miles for 72 hours	No
New Brunswick	\$23 unladen; \$81 truck; \$161 truck/trailer (5 days)	Yes
North Carolina	\$15 for 10 days	Yes
North Dakota	\$20 for 72 hours	No
Nebraska	\$25 for 72 hours	Yes
Newfoundland	\$50 per laden solo vehicle \$100 per laden combination vehicle	Yes
New Hampshire	\$15 for 72 hours	Yes
New Jersey	\$25 for 72 hours	Yes
New Mexico	Varies upon mileage and vehicle weight for 48hrs	No
Nova Scotia	\$50 for 30 days for laden solo vehicle \$100 for 30 days for a combination vehicle	Yes
Nevada	\$5 plus 15 cents per mile for 24 hours, \$30 IFTA	Yes
New York	\$15 for 72 hours	Yes
Ohio	\$15 plus service fee for 72 hours	Yes
Oklahoma	\$12 for 72 hours	Yes
Ontario	\$ 75 for 10 days for a laden solo vehicle \$132 for 10 days for a combination vehicle	Yes
Oregon	\$21 for 10 days, \$9 pass + mlg tax for 10 days	Yes
Pennsylvania	\$15 for 72 hours	Yes
Prince Edward Is.	\$75 for 5 days for laden solo vehicle \$150 for 5 days for a combination of vehicles	No
Quebec	\$38 for 10 days	No
Rhode Island	\$25 for 72 hours	Yes

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Temporary Registration

JURISDICTION	COST OF TRIP PERMIT (SUBJECT TO CHANGE)	MUST BE OBTAINED PRIOR TO ENTRY
South Carolina	\$15 for 72 hours (each unit)	Yes
South Dakota	\$15 for 72 hours	Yes
Saskatchewan	Varies by weight and distance for 24 hours	Yes
Tennessee	\$30 for 72 hours	Yes
Texas	\$25 for 72 hours, \$50 for 144 hours	Yes
Utah	\$20 for 96 hours (each unit)	No
Vermont	\$15 for 72 hours	Yes
Virginia	\$15 for 10 days	Yes
Washington	\$15 for 3 days, \$25 special fuel	Yes
Wisconsin	\$15 for 72 hours	Yes
West Virginia	\$24 for 5 days	Yes
Wyoming	\$20 single unit, \$40 combination, \$15 IFTA for 96 hours	No

Temporary Pass (Oregon Highway Use Tax)

An Oregon motor carrier operating vehicles with a combined weight of more than 26,000 pounds must purchase a temporary pass (\$9.00 + weight mileage tax), in addition to a Commercial Trip Permit, prior to operation.

Hunter's Permit Unladen Weight Permit

A hunter's permit is a permit issued to an owner-operator (lessor) who terminates a lease and has to surrender his apportioned license plate and cab card to the carrier (lessee). This permit enables a vehicle or combination of vehicles to use the highways in all jurisdictions for the purpose of locating a new job.

A "registrant-only" needs to surrender the plate in exchange for a hunter's permit in order to travel within and outside of the base jurisdiction.

The hunter's permit is valid for vehicles operating at unladen weight **only** and is non-transferable. The vehicles are also exempt from paying Oregon's weight-mile tax, if 26,000-pounds unladen weight or less.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Temporary Registration

The Oregon Hunter's Permit is valid for ten days at a cost of \$21. The hunter's permit is valid for the power unit or power unit and trailer (unladen). Vehicles over 26,000 pounds will also need to obtain a temporary pass for weight-mile tax purposes.

**Oversize/
Overweight
Over Dimension
Permit**

Any vehicle, combination of vehicles, or load whose size or weight is not provided for in Oregon laws must have an oversize or overweight permit. Special transportation permits for Oregon operations may be obtained by contacting ODOT-MCTD OD Permits Unit at (503) 373-0000.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Temporary Registration

Source Documents	Every carrier who registers vehicles under the IRP must maintain records to substantiate the actual miles travelled and other information used to determine registration fees for all vehicles in the IRP fleets.
Vehicle Costs	Acceptable documentation to support a vehicle's purchase price and date of purchase include a purchase invoice and bill of sale. For leased units, the lease agreement (if the purchase price is stated in the agreement) or other proof of the fair market value of the vehicle at the beginning of the lease are required. Costs of any capital additions and modifications made to the vehicle within 30 days of the purchase must be included in the purchase price.
Driver's Trip Records	<p>An acceptable source document to record distances is a "Vehicle Trip Record" (VTR). The driver completes this document for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles. The most common VTRs are the driver's trip sheets and driver's logs. Other similar records are acceptable provided they contain the following basic information:</p> <ol style="list-style-type: none">1. Registrant's name2. Date of trip (beginning and ending)3. Trip origin and destination4. Routes (highway numbers) travelled5. Beginning and ending odometer/hubodometer readings of the trip6. Distance by jurisdiction7. Total trip distance8. Vehicle unit numbers, for both power unit and trailer(s)9. Fleet number (if registrant has more than one fleet)10. Driver's name and signature
Trip Permits	Copies of all trip permits obtained for operations by prorated vehicles must be available on file. The distances traveled under these permits are to be reported on the next application for IRP registration.
Monthly Summaries	The VTR information should be summarized on a monthly basis. The summary should contain information by individual vehicle (beginning and ending odometer/hubodometer readings, individual trip details, distance by jurisdiction, total distance traveled) and by fleet (distance by jurisdiction, total distance).

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Temporary Registration

Yearly Summaries A yearly summary for each July 1 through June 30 reporting period should show the total fleet distance, broken down by month for each jurisdiction.

Other Records Copies of the forms filed for annual registration (IRP Application, Supplemental Applications, Mileage Schedules, etc.) must be retained in the carrier's files for audit purposes.

Records Retention Period All operational and mileage records, supporting the application and supplements, must be retained for a period of three (3) years after the close of the registration year.

Vehicle cost and weight records must be maintained for all vehicles that are currently registered in the fleet. These records must be kept for a period of three (3) years after the close of the registration year.

Reminder: In addition to the above IRP record retention requirements, the carrier must maintain all records pertaining to its operations as required under ORS 825.515 and OAR 740-055-0120.

INTERNATIONAL REGISTRATION PLAN

WHAT IS THE IRP

- ◆ International Registration Plan.
- ◆ Reciprocal agreement to facilitate licensing of commercial vehicles:
 - Provides registration for commercial vehicles that operate interstate.
 - Carrier registers for all jurisdictions operated in through a single base jurisdiction.
 - Registration fees are then apportioned for each jurisdiction based on the percentage of total miles the fleet operates in each jurisdiction.
 - To operate in other jurisdictions, motor carriers must either register vehicles through the IRP or purchase trip permits from those jurisdictions.

IRP Basing Requirements

- ◆ Must have an established place of business in Oregon:
 - Physical structure open during normal business hours.
 - Publicly listed telephone number located in place of business.
 - Person(s) conducting fleet business (see new IRP requirements).
- ◆ Must accrue miles in the base jurisdiction by the fleet.
- ◆ Must maintain records or have records available at the location in the base jurisdiction.

Qualified Motor Vehicles

- ◆ Commercial vehicle intended for use in 2 or more IRP jurisdictions.
- ◆ Power unit with 2 axles and GVW in excess of 26,000 lbs.
- ◆ Power unit with 3 or more axles regardless of weight.
- ◆ Vehicles used in combination that exceed 26,000 lbs.

Registration Process for IRP

- ◆ Registration is annual.
- ◆ Renewal information sent to registrants based on current information.
- ◆ Registrant returns the application with corrections, if needed.
- ◆ Current registration is based on the operations of the carrier's prorated fleet in the previous July-June time period.

IRP LICENSEE RESPONSIBILITIES

Record Retention

- Registrant is required to preserve the records upon which the apportioned application is based.
- Mileage records are required to be maintained for the current application year plus the three preceding mileage years.

Acceptable Source Documents

A standardized Individual Vehicle Distance Record (IVDR) is suggested. Mileage records shall contain the following information and be summarized monthly by vehicle and jurisdiction:

Date of trip (starting and ending);

Trip origin and destination;

Route of travel;

- Intermediate trip stops

Beginning and ending odometer or hubometer reading of the trip;

Total trip miles;

Distance by jurisdiction;

Unit number or vehicle identification number;

Vehicle fleet number;

Registrant's name;

Trailer number; and

Driver's signature and/or name.

Accountable Miles

In recording the actual mileage of an apportioned vehicle, the registrant must record all movement (interstate and intrastate) included loaded, empty, deadhead and/or bobtail miles, even while operating with trip permits or on private roads.

INSURANCE & BOND REQUIREMENTS

Insurance

Oregon statutes require combined single limit insurance coverage in the amount of \$750,000.

Proof of coverage (Form E) must be submitted by the insurance company. The name of the motor carrier must match the name registered with ODOT.

If the insurance is canceled, a new Form E must be filed showing continuous coverage to avoid suspension.

Bonds and Deposits

Oregon state law requires that carriers file a bond with the Department of Transportation as a guarantee of payment of fees and taxes.

This bond may be in the form of:

- Cash
- Surety bonds

Surety bonds are the most common, and can be obtained from most insurance companies.

If you choose to deposit cash with the agency, interest will be paid. The full amount of the bond must be deposited in order to avoid suspension.

To obtain more information about bond requirements, including waivers and bond reductions, please contact the Bond Unit at (503) 378-4823.

SUSPENSION & REINSTATEMENT

SUSPENSION

What causes suspensions?

- Reports not filed.
- Taxes or fees not paid.
- Insurance not filed or canceled.
- Balances not paid timely.
- Bond not filed.

How do you know you're suspended?

We will send you a letter 10 days before the proposed suspension date. This letter will give the reasons for the proposed suspension, and provide directions for correcting the deficiency.

If the deficiencies are not corrected by the suspension date, we will send you another letter notifying you that your account has been suspended.

REINSTATEMENT

How to Reinstate Your Account?

Once you have satisfied all of the conditions needed to correct the deficiency (filed insurance, paid fees, etc.), you may reinstate your account.

Call Salem, come in to a Port-of-Entry, or go to a DMV office that has a Motor Carrier Transportation Program phone. Bring any necessary documents and the \$25 reinstatement fee plus \$5 per vehicle. Your account will be immediately reinstated if all requirements have been met.

For information about reinstatement, please call (503) 378-6699.

CLOSING YOUR ACCOUNT

When you decide to close your business, you should contact the MCTD in writing. You should be prepared to return all Oregon plates and Oregon Weight receipts so your tax liability for these plates and receipts may be terminated.

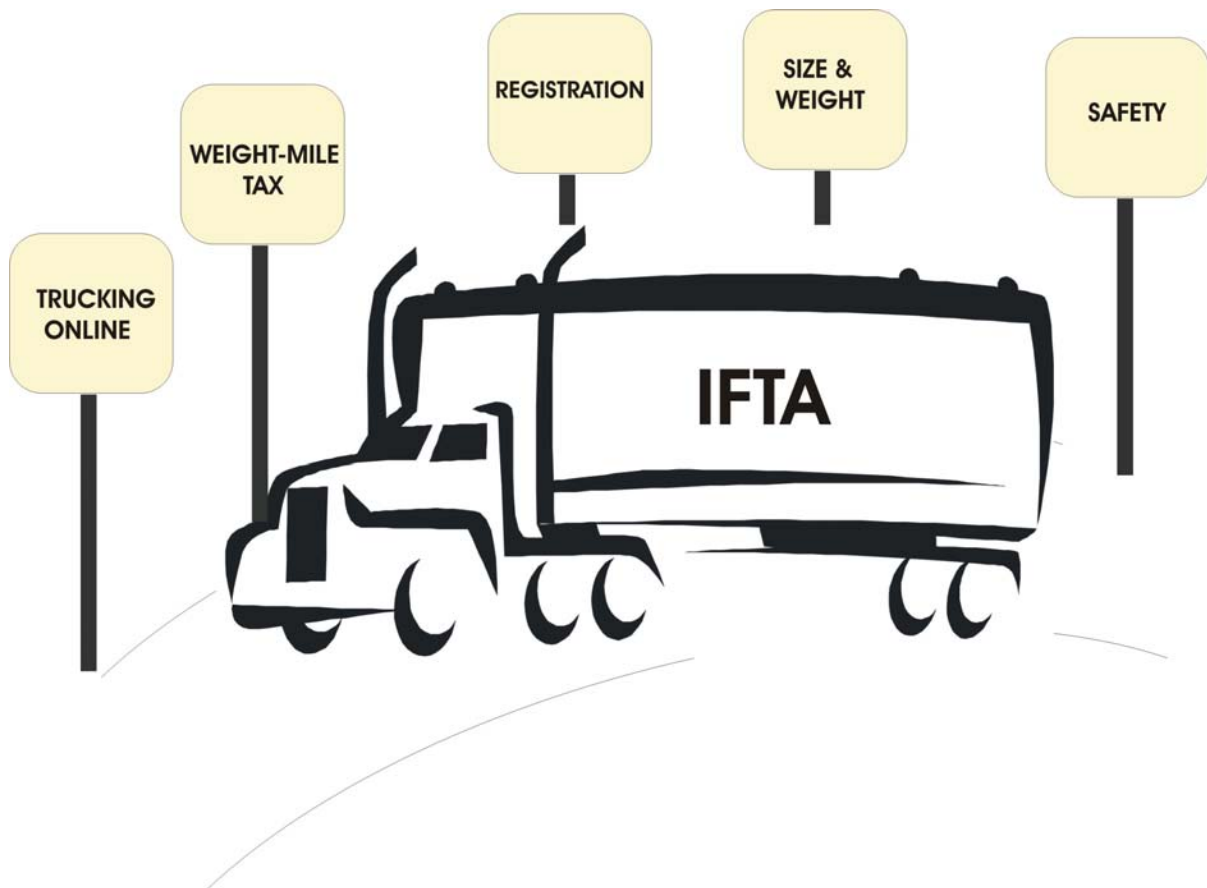
File tax reports through the date that you returned or cancelled Oregon plates and Receipts to avoid any penalties. Include a letter requesting closure of your account and a refund of your bond cash deposit (if any) as well as any outstanding credits.

Keep us informed of any address changes until your account has been officially audited and closed. Your account cannot be closed until all tax liabilities have been satisfied.

KEEP YOUR RECORDS FOR THREE YEARS.

OREGON DEPARTMENT OF TRANSPORTATION

MOTOR CARRIER EDUCATION MANUAL



Trucking companies must have knowledge in all areas of regulations in order to fulfill their regulatory requirements. This material provides concise and relevant information to your business and is provided to you by the Oregon Department of Transportation, Motor Carrier Transportation Division.

This section describes International Fuel Tax Agreement (IFTA).

INTERNATIONAL FUEL TAX AGREEMENT – Overview

What is IFTA The International Fuel Tax Agreement (IFTA) is an agreement between member jurisdictions to simplify the reporting of motor fuel use taxes. One tax return is filed for fuel consumed in all member jurisdictions. The State of Oregon implemented its IFTA program in 1994. It is administered by the Motor Carrier Transportation Division (MCTD) of the Oregon Department of Transportation (ODOT).

Each jurisdiction assigns its own tax rates to the various types of fuel. Each jurisdiction may define what constitutes taxable activity and what is tax-exempt. For more information, motor carriers are encouraged to contact those jurisdictions in which they intend to operate. For a complete list of the member jurisdictions, contact the MCTD IFTA Unit, or access the IFTA, Inc. web site at www.iftach.org for jurisdiction contact information.

Definitions

Applicant A person in whose name the uniform application for licensing is filed with Oregon for the purpose of motor fuel tax reporting under the provisions of the IFTA.

Base Jurisdiction The member jurisdiction where qualified motor vehicles are based for vehicle registration purposes; and

Where operational control and records are maintained or can be made available; and

Where some travel is accrued by qualified motor vehicles within the fleet. The commissioners of affected jurisdictions may allow consolidation of fleets based in two or more jurisdictions.

Farm Rate To qualify for the Farm rate for your IFTA license, more than half of the vehicles you operate under IFTA must have Oregon farm registration plates. Use the following chart to determine if you qualify for the Farm rate.

Total number of IFTA-Qualified vehicles.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Number of those vehicles that must be farm-plated in order to qualify for the farm rate.	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11

INTERNATIONAL FUEL TAX AGREEMENT – Overview

In-Jurisdiction Distance	The total number of miles operated by a licensee’s qualified motor vehicles within a jurisdiction. In-Jurisdiction miles do not include miles operated on a fuel tax trip permit or miles exempted from fuel taxation by a jurisdiction.
Jurisdiction	A state of the United States, the District of Columbia, a province or territory of Canada, or a state of the United Mexican States.
Lessee	The party acquiring the use of equipment with or without a driver from another.
Lessor	The party granting the use of equipment with or without a driver to another.
Licensee	A person who holds an uncanceled Agreement license issued by the base jurisdiction.
License Fee	Oregon IFTA License Fee is determined by the number of vehicles being operated under IFTA. Carriers qualifying for the farm rate will pay a fixed amount, regardless of the number of vehicles operated under IFTA as long as more than half of those IFTA qualified vehicles are Oregon farm-plated.
Motor Fuels	All fuels placed in the supply tank of qualified motor vehicles.
Person	An individual, corporation, partnership, association, trust, or other entity.
Qualified Motor Vehicle	A motor vehicle used, designed, or maintained for transportation of persons or property and: <ul style="list-style-type: none">• Having two axles and gross vehicle weight or registered gross vehicle weight exceeding 26,000 pounds; or• Having three or more axles regardless of weight; or• Is used in combination, when the weight of such combination exceeds 26,000 pounds gross vehicle or registered gross vehicle weight. Qualified Motor Vehicle does not include recreational vehicles.

INTERNATIONAL FUEL TAX AGREEMENT – Overview

Recreational Vehicle	Vehicles such as motor homes, pickup trucks with attached campers, and buses when used exclusively for personal pleasure by an individual. In order to qualify as a recreational vehicle, the vehicle shall not be used in connection with any business endeavor.
Reporting Period	A period of time consistent with the calendar quarterly periods of January 1 - March 31, April 1 – June 30, July 1 – September 30, and October 1 – December 31.
Total Distance	All miles traveled during the reporting period by every qualified vehicle in the licensee’s fleet, regardless of whether the miles are considered taxable by a jurisdiction.
Weight	The maximum weight of the loaded vehicle or combination of vehicles during the registration period.
Application	Any person who is based in a member jurisdiction and operates a qualified motor vehicle(s) in two or more member jurisdictions is required to obtain an IFTA license unless an election is made to satisfy motor fuels use tax obligations by purchasing a temporary fuel tax permit on a trip-by-trip basis.

To obtain an Oregon-based IFTA license, you must fully complete an “Oregon Application for IRP and/or IFTA – Schedule A” (Form 735-9908). You may apply for both IFTA and IRP (International Registration Plan) using the same application.

IFTA forms are available at the MCTD web site:

www.OregonTruckingOnline.com

✓ Click on FORMS tab

Or

✓ Call the Oregon IFTA Unit at 503-373-1634

INTERNATIONAL FUEL TAX AGREEMENT – Application, License, Decals

Oregon as the Base Jurisdiction

A carrier must qualify as an Oregon-based carrier in order to obtain Oregon IFTA credentials. In order to base a fleet in Oregon, a motor carrier must have:

1. An “established place of business” in Oregon, which means a physical structure owned, leased, or rented by the fleet registrant designated by a street number or road location;
2. A publicly listed Oregon telephone number listed in the fleet registrant’s name and a person to contact during normal business hours, both located in the physical structure described in #1 above;
3. Mileage accrued in Oregon by the fleet; and
4. Operational records of the fleet maintained or made available.

Owner operators who do not meet the requirements listed in #1 and #2 above may qualify as Oregon-based by having an Oregon Commercial Drivers License (CDL), a publicly listed cell phone number, and may use an agent who is reasonably accessible during normal business hours (a Power of Attorney must be on file with MCTD).

Exception: A carrier based in a jurisdiction that is not a member of IFTA may apply to Oregon for a license. If accepted, the carrier agrees to make operational records available for audit in Oregon, or pay reasonable per diem travel expenses for auditors to audit records located outside of Oregon.

License

As your base jurisdiction, Oregon will issue one IFTA license to the qualified applicant. The licensee is required to make copies of the IFTA license so that one copy can be carried in each qualified motor vehicle. A vehicle will not be considered to be operating under IFTA unless there is a copy of the license in the vehicle. Failure to display a copy of the IFTA license may subject the vehicle operator to the purchase of a fuel use trip permit or citation or both. The IFTA license is valid for the current calendar year, and expires each December 31.

Change of Address

Notify MCTD when there is a change of address or telephone number.

There is no fee for these changes. Carriers who have signed up to

INTERNATIONAL FUEL TAX AGREEMENT – Application, License, Decals

use Oregon's Trucking Online, may also change their company's address on line, using: www.OregonTruckingOnline.com

Change of Ownership

If there is a change in ownership of the licensee, you must submit a new application, with payment, for a new IFTA license for the new entity. The IFTA account for the original entity should be closed if it is no longer operating. A separate license fee is required for each entity if they both operate under IFTA during the same calendar year. Examples of ownership changes include, but are not limited to, the following:

- Individual to Partnership
- Partnership to Individual
- Individual to Corporation
- Partnership to Corporation
- Partnership to LLC
- Corporation to LLC

In most cases, a new Federal Employer Identification Number (FEIN) is required by the Internal Revenue Service, and must be included on the Oregon IFTA license application.

Renewal

Current IFTA licensees will be sent a renewal application each year for a new IFTA license and decals. For most motor carrier's the IRP and IFTA renewals will be combined. You may opt to renew IFTA separately by contacting the Oregon IFTA unit at 503-373-1634.

If there has been a change in ownership, you may use the renewal application to close the IFTA account for the original entity, and to request an application form for credentials for the new entity. You will also need to complete a new Application for Motor Carrier Permit (Form 735-9075) with the new ownership information.

The grace period for operating with IFTA decals from the previous year is from January 1 through February of the renewal year. The grace period is only for carriers who are renewing and is to allow time for carriers to place the new year's credentials in vehicles. If you do not renew your IFTA license by December 31, you may be subject to citation if you operate in other jurisdictions on decals from the previous year during the grace period.

INTERNATIONAL FUEL TAX AGREEMENT – Application, License, Decals

Application for Oregon IRP and/or IFTA

You may obtain an Oregon Application for IRP and/or IFTA – Schedule A License (Form 735-9908) by calling the IFTA Unit at (503) 373-1634 or download the application from the MCTD web site at:

All MCTD forms are available at the MCTD web site:

www.OregonTruckingOnline.com

✓ Click on FORMS tab

Or

✓ Call the Oregon IFTA Unit at 503-373-1634

- Indicate what type of credentials you are applying for, IRP (International Registration Plan) and/or IFTA (International Fuel Tax Agreement).
- Indicate the effective date of the application. This will be your IFTA liability date and you will owe tax returns from this date forward.
- Indicate whether this is a new account, reactivation of a closed or cancelled account, new fleet (IRP), address change, or ownership change. There is no fee for a name change if the ownership has not changed, or for an address or telephone number change. If the ownership has changed (for example, from an individual to a partnership or corporation), check the Ownership Change box and provide information requested about the previous account.
- Enter your MCTD Account Number. If requesting a new account, leave blank. If you do not already have a MCTD account with Oregon, you must also complete the Application for Motor Carrier Account (Form 735-9075) and an MCTD account number will be assigned. Submit this form along with your IRP/IFTA Application.
- Enter your Federal Employer Identification Number (FEIN). If you do not have a FEIN and you are operating as an individual owner; please obtain one by contacting the Internal Revenue Service.
- Enter your Oregon Farm ID Number, if applying for IFTA Farm Rate or Prorated Farm Plates. To qualify for the IFTA Farm rate for your IFTA license, more than half of the

INTERNATIONAL FUEL TAX AGREEMENT – Application, License, Decals

vehicles you operate under IFTA must have Oregon farm registration plates.

- Enter any previous Oregon account number, if applicable.
- Name of Individual Owner, Partners, Corporation, or LLC – enter legal name. If a partnership, all partners must be listed.
- DBA – if operating under a different name, enter assumed business name (must be on file with Oregon Secretary of State Corporation Division).
- Address and Phone – enter the location address and location phone number. Location address can not be a PO Box or Drop Box address.
- Contact Name, Phone, and Email Address – enter the name, phone, and email address of the person to contact regarding this application and IRP and/or IFTA transactions on this account.

NEW ACCOUNTS/FLEETS IRP:

- Mailing address – enter mailing address if different from location address.
- Indicate if previously registered in another jurisdiction and provide jurisdiction name and IRP account number.
- If all vehicles on the account will be exempt from Oregon’s weight/mile tax, indicate reason so qualified.
- Drug Consortium Name – enter name of consortium, “In-House” if maintaining your own program, or “Exempt” if you have no vehicles that require a CDL to operate.

NEW ACCOUNTS/IFTA Section:

- Mailing address – enter mailing address if different from location address.
- Indicate if an IFTA license has ever been obtained from another jurisdiction and provide name of jurisdiction.

INTERNATIONAL FUEL TAX AGREEMENT – Application, License, Decals

- Bulk Fuel Storage – list jurisdiction(s) where you maintain bulk fuel storage or check box for none.
- Enter number of IFTA qualified vehicles for which you need decals.
- Enter license fee from chart below. If applying for both IRP and IFTA, the fees will be calculated on and paid with the IRP Invoice.

# OF VEHICLES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16 - 20	21 & over
REGULAR FEE	\$280	\$295	\$310	\$325	\$340	\$355	\$370	\$385	\$400	\$415	\$430	\$445	\$460	\$475	\$490	\$525	\$575
FARM FEE	\$50 Flat Fee Note - More than 50% your of IFTA qualified vehicles must be Farm plated																

IRP and IFTA

- Sign and date application.
- To obtain IRP (International Registration Plan) credentials (plates, cabcards and stickers) plates for your vehicles, complete the Apportioned Registration Forms, Schedule B & C and forward to ODOT – MCTD at the address below, or you may fax them to the Oregon Vehicle Registration Unit at 503-378-6643.
- For IFTA Only, return this application and applicable fees to:

Oregon Department of Transportation, MCTD
PO Box 5330
Salem, OR 97304-0330
- After your application has been approved, you will receive an International Fuel Tax Agreement (IFTA) License. Make a copy of the license for each vehicle. You will also receive a pair of decals for each vehicle.
- ODOT will send tax return forms to you during the last month of each reporting period. Returns must be filed even if no tax

INTERNATIONAL FUEL TAX AGREEMENT – Application, License, Decals

is due. Penalties will be assessed for late returns, and returns must be accompanied by payment of any tax due to be considered filed.

INTERNATIONAL FUEL TAX AGREEMENT – Application, License, Decals



RESET FORM

PHONE: IRP (503) 378-8888
 IFTA (503) 378-1884
 FAX: IRP (503) 378-8288
 IFTA (503) 378-8818

OREGON APPLICATION FOR IRP AND/OR IFTA INTERNATIONAL REGISTRATION PLAN - SCHEDULE A INTERNATIONAL FUEL TAX AGREEMENT - LICENSE APPLICATION

IRP SCHEDULE A - APPORTIONED REGISTRATION APPLICATION

OREGON IFTA APPLICATION

EFFECTIVE DATE: _____

TYPE OF APPLICATION			
<input type="checkbox"/> NEW/REACTIVATE ACCOUNT	<input type="checkbox"/> NEW FLEET	<input type="checkbox"/> NAME CHANGE	<input type="checkbox"/> ADDRESS CHANGE
<input type="checkbox"/> OWNERSHIP CHANGE			
ACCOUNT NUMBER	VEHICLE EMPLOYER IDENTIFICATION NUMBER	TAXPAYER NUMBER	PREVIOUS ACCOUNT NUMBER
NAME OF OWNER (PARTNER, CORPORATION, OR LLC)		OREGON PUBLIC UTILITY TELEPHONE NO. ()	
OWNERSHIP OR RENT WITH OREGON		AGE NO. ()	
CARRIER STREET ADDRESS	CITY	STATE	ZIP
REGISTERED OFFICE ADDRESS (IF DIFFERENT FROM HOME)	CITY	STATE	ZIP
CONTACT PERSON	CONTACT PHONE	FAX/ADDRESS	

NEW ACCOUNTS/FLEETS: IRP

NEW ACCOUNTS: IFTA

MAILING ADDRESS (IF DIFFERENT FROM ABOVE)	<input type="checkbox"/> AGENT ADDRESS	MAILING ADDRESS (IF DIFFERENT FROM ABOVE)	<input type="checkbox"/> AGENT ADDRESS
CITY	STATE	ZIP	CITY
STATE	ZIP	STATE	ZIP
VEHICLE PREVIOUSLY REGISTERED	<input type="checkbox"/> YES <input type="checkbox"/> NO	VEHICLE PREVIOUSLY IN ANOTHER JURISDICTION	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, WHERE?		IF YES, WHERE?	
JURIS: IF ALL VEHICLES ARE EXEMPT, CHECK APPROPRIATE BOX	IRP ACCT#:	IF YES, CURRENT STATUS OF PREVIOUS IFTA JURISDICTION	
<input type="checkbox"/> AGRICULTURE <input type="checkbox"/> CHARITABLE <input type="checkbox"/> PRIVATE USE		<input type="checkbox"/> REVOKED <input type="checkbox"/> SUSPENDED <input type="checkbox"/> CANCELLED	
<input type="checkbox"/> RAMP (PROVIDE RAMP ID BELOW)		LET REGISTERED VEHICLE BE USED IN OTHER STATES OF REG. (YES, NO, NONE)	<input type="checkbox"/> NONE
PROVIDE NAME OF OFFICIAL ALCOHOL TESTING CONCEPTS NUMBER YOUR COMPANY (SUSPENDED OFFENSE) DENYED IF YOU REGISTER YOUR OWN VEHICLE TESTING PROGRAMS MUST BE IN COMPLIANCE WITH REGIST. REQUIREMENTS (SEE CHART PAGE 8).		IFTA ONLY	
CONCEPTS NAME		# OF IFTA (DECAL PAIRS)	
		LICENSE FEE (SEE FEE CHART ON REVERSE)	

IF APPLICABLE FOR AN IFTA LICENSE, I AGREE TO COMPLY WITH THE REPORTING, PAYMENT, RECORD KEEPING, AND LICENSE DISPLAY REQUIREMENTS AS SPECIFIED IN THE INTERNATIONAL FUEL TAX AGREEMENT. I FURTHER AGREE THAT OREGON MAY WITHHOLD ANY REFUNDS DUE IF I AM DELINQUENT ON PAYMENT OF FUEL TAXES DUE IN ANY MEMBER JURISDICTION. FAILURE TO COMPLY WITH THE PROVISIONS SHALL BE GROUNDS FOR REVOCATION OF MY LICENSE IN ALL MEMBER JURISDICTIONS.

THIS CERTIFICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT OREGON BUREAU MAKES IT A CRIME TO KNOWINGLY PROVIDE FALSE INFORMATION RELATED TO A VEHICLE REGISTRATION. OREGON BUREAU MAKES IT A CRIME TO AFFIRM OR CERTIFY ANY INFORMATION RELATED TO A VEHICLE REGISTRATION THAT THIS PERSON KNOWS TO BE FALSE. EACH OFFENSE IS A CLASS A MISDEMEANOR AND EACH IS PUNISHABLE BY A JAIL SENTENCE OF UP TO ONE YEAR, A FINE OF UP TO \$5,000, OR BOTH.

SIGNATURE REQUIREMENTS: OWNER OR PARTNER; CORPORATE OFFICER OR MANAGER; MEMBER OF LIMITED LIABILITY COMPANY (LLC); GENERAL PARTNER IN A LIMITED PARTNERSHIP; PARTNER IN A LIMITED LIABILITY PARTNERSHIP; OR AGENT (ATTACH POWER OF ATTORNEY). FAXED SIGNATURES ARE ACCEPTABLE.

PRINT NAME	SIGNATURE	TITLE	DATE
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FORM 12-000 (7-08) (ITA 02/08)

INTERNATIONAL FUEL TAX AGREEMENT – Application, License, Decals

INSTRUCTIONS

Check the boxes to indicate whether this application is for IRP, IFTA, or both.

Complete the following fields:

- Effective Date – The date this account will become active. If applying for IFTA, this will be the tax liability date for which you will be required to start filing IFTA tax returns until cancelled.
- Type of Application – Check appropriate box indicating reason for application.
- Account number – for new accounts leave blank, all others enter your Oregon file number.
- Federal Employer Identification Number (FEIN) – enter the FEIN or if applying as an individual owner with no FEIN, enter your social security number.
- Farm Identification Number – enter if applicable.
- Previous Account Number – enter any previous Oregon file numbers assigned.
- Name of Individual Owner, Partners, Corporation, or LLC – enter legal name. If a partnership, all partners must be listed.
- DBA – if operating under a different name, enter assumed business name (must be on file with Oregon Secretary of State Corporation Division).
- Address and Phone – enter the location address, and location phone number. Location address can not be a PO box or Drop Box address.
- Contact Name, Phone, and Email Address – enter the name, phone, and email address of the person to contact regarding this application and IRP and/or IFTA transactions on this account.

IRP

- Mailing address – enter mailing address if different from location address.
- Indicate if previously registered in another jurisdiction and provide jurisdiction name and IRP account number.
- If all vehicles on the account will be exempt from the Oregon's weight/mile tax, indicate reason so qualified.
- Drug Consortium Name – enter name of consortium, "In-House" if maintaining your own program, or "Exempt" if you have no vehicles the require a CDL to operate.

IFTA

- Mailing address - enter mailing address if different from location address.
- Indicate if an IFTA license has ever been obtained from another jurisdiction and provide name of jurisdiction.
- Bulk Fuel Storage – list jurisdiction(s) where you maintain bulk fuel storage or check box for none.
- Enter number of IFTA qualified vehicles for which you need decals.
- Enter license fee from chart below.

Number of Vehicles	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16-20	21& over
Regular Fee	\$280	\$295	\$310	\$325	\$340	\$355	\$370	\$385	\$400	\$415	\$430	\$445	\$460	\$475	\$490	\$525	\$575
Farm Fee	\$50 Flat Fee Note - More than 50% your of IFTA qualified vehicles must be Farm plated																

IRP and IFTA

- Sign and date application. Return application and any applicable fees to Motor Carrier, 550 Capitol St NE, Salem, OR 97301-2530.

INTERNATIONAL FUEL TAX AGREEMENT – Application, License, Decals

Placement of Decals The qualified applicant will be issued a set of two IFTA decals for each qualified motor vehicle in the fleet. The IFTA decals must be placed on the exterior portion of both sides of the cab. In the case of transporters, manufacturers, dealers, or drive-away operations, the decals need not be permanently affixed, but may be temporarily displayed in a visible manner on both sides of the cab. Failure to display IFTA decals in the required locations may subject the vehicle operator to the purchase of a fuel use trip permit or citation or both. The IFTA decals are issued annually, and are not vehicle-specific.

A 30-day temporary decal permit will be issued to a carrier on request when an IFTA license is issued, when the carrier is adding a new vehicle. The permit is vehicle-specific, and must be carried in each vehicle listed on the permit, along with a copy of the current valid Oregon IFTA license, until the new decals are placed on the vehicle. The following information is required for each vehicle to be listed on the temporary decal permit: unit number, year, make and vehicle identification number.

Your IFTA license and IFTA decals qualify you to operate in all member jurisdictions without further licensing or identification requirements in regard to motor fuel use taxes. Motor carriers should contact jurisdictions in which they intend to operate for any other requirements of those jurisdictions. For a complete list of the member jurisdictions, see the IFTA Jurisdiction List on the back cover of the IFTA Handbook, contact the MCTD IFTA Unit, or access the IFTA, Inc. web site at www.iftach.org for jurisdiction contact information.

To obtain additional IFTA decals throughout the year, contact the IFTA Unit at (503) 373-1634, Monday through Friday, 8:00 a.m. to 5:00 p.m. Be sure to have your Oregon account number ready when you call. You may also obtain IFTA decals at one of MCTD's field registration offices, or by mail. Ordering more decals may increase the amount of your annual license fee, and the additional amount must be paid before the decals will be issued.

Carriers who have signed up for Trucking Online, may also order replacement decals on MCTD's web site:

www.OregonTruckingOnline.com

Many IFTA transactions are available Oregon's Trucking Online with more transactions planned in the near future. Sign up today!

INTERNATIONAL FUEL TAX AGREEMENT – Record Keeping Requirements

Record Keeping and Audit Records must be made available for audit upon request during normal business hours. *Do not include supporting documents such as fuel receipts when you file your tax returns.* Carriers must retain all records to substantiate tax returns for four (4) years from the due date of the return or date filed, whichever is later. Record keeping periods may be longer if you fail to provide records requested at time of audit.

The licensee must maintain detailed mileage records on an individual vehicle basis. These records must contain the following:

1. Total taxable and non-taxable usage of motor fuel;
2. Total distance traveled for taxable and non-taxable use; and
3. Distance recaps for each vehicle for each jurisdiction in which the vehicle operated.

Mileage Records The licensee's records must include mileage data on each individual vehicle for each trip and be recapitulated in monthly fleet summaries:

1. Date of trip (starting and ending);
2. Trip origin and destination;
3. Route of travel;
4. Beginning and ending odometer or hubometer reading of the trip;
5. Total trip miles;
6. Miles by jurisdiction;
7. Unit number or vehicle identification number;
8. Vehicle fleet number; and
9. Licensee's name

Fuel Records The licensee must maintain a complete record of all fuel purchased, received, and used in the conduct of business. Separate totals must be compiled for each motor fuel type, and be recapitulated in monthly summaries. Retail fuel purchases and bulk fuel purchases are to be accounted for separately. These records must contain the following:

1. The date of each receipt of fuel;
2. The name and address of the person from whom purchased or received;
3. The number of gallons received;
4. The type of fuel; and
5. The vehicle or equipment into which the fuel was placed.

INTERNATIONAL FUEL TAX AGREEMENT – Record Keeping Requirements

Tax Credits

To obtain credit on the tax return for tax-paid purchases on a jurisdictional basis, the licensee must keep the following records:

- Receipt; or
- Invoice; or
- Credit card receipt; or
- Automated vendor-generated invoice or transaction listing; or
- Microfilm/microfiche of the receipt or invoice that shows evidence of the purchase and that tax was paid.

Receipts that have been altered or indicate erasures are not accepted for tax-paid credit. Receipts must identify the vehicle by the plate or unit number. An acceptable receipt or invoice taken as credit must include the following:

1. Date of purchase;
2. Seller's name and address;
3. Number of gallons purchased;
4. Fuel type;
5. Price per gallon or total amount of sale;
6. Unit number; and
7. Purchaser's name (In the case of a lessee/lessor agreement, receipts will be accepted in either name, provided a legal connection could be made to the reporting party for that purchase.)

Bulk Fuel

Fuel tax may or may not be paid at the time of delivery to bulk fuel tanks. The licensee must retain copies of all delivery tickets and/or receipts. Receipts that have been altered or indicate erasures are not accepted for credits. Bulk fuel inventory reconciliations must be maintained to distinguish fuel placed in qualified vehicles from other uses. In the case of withdrawals from licensee owned tax-paid bulk storage, credit may be obtained if the following detailed records are maintained:

1. Date of withdrawal;
2. Number of gallons;
3. Fuel type;
4. Unit number; and

INTERNATIONAL FUEL TAX AGREEMENT – Record Keeping Requirements

5. Purchase and inventory records to substantiate that tax was paid on all bulk purchases. Inventory shall be maintained on first-in, first-out basis.

Non-compliance with any record keeping requirement may be cause for an assessment to the licensee's account and/or revocation of the IFTA license. The assessment may include reduction of fleet MPG and disallowance of tax-paid credits claimed on the licensee's tax returns.

INTERNATIONAL FUEL TAX AGREEMENT – Reporting Requirements

Tax Returns

After you receive your IFTA license, the IFTA Unit will send you the “International Fuel Tax Agreement Tax Return” (Form 735-9740) each quarter which you must complete and file with payment of any tax that is due. You must list on the tax return form all operations in member jurisdictions. The IFTA tax return is to be used only by the motor carrier whose name is printed on it. If the business name, location, or mailing address is not correct, mark through the incorrect information and print the correct information.

When the IFTA Unit mails each quarterly IFTA tax return, a fuel tax rate schedule and filing instructions will be included. The rate schedule will provide the current fuel tax rates for each fuel type by jurisdiction that must be used when completing the quarterly IFTA tax return. Any credits or balances due from prior periods will be pre-printed on the return. **Credits should be verified by contacting the IFTA Unit before being deducted from current amounts due.**

If you do not receive a quarterly IFTA tax return, you may either call the IFTA Unit at (503) 373-1634 or download a tax return form from

the MCTD web site at:

www.OregonTruckingOnline.com

✓ Click on FORMS tab

Oregon’s IFTA tax return allows a licensee to report all fuel types and jurisdictions on one form. ODOT staff cannot perform calculations for you on your returns.

Who Must File

Every Oregon-based motor carrier issued a license under the International Fuel Tax Agreement is required to file an IFTA tax return (Form 735-9740).

If your IFTA license is revoked, you are still required to file returns for all periods your account remains open. Filing a return does not authorize operation in other jurisdictions. Operation in member jurisdictions without valid credentials is illegal and cause for citation, fines, and penalties.

Qualified Motor Vehicles

All vehicles in the licensee’s fleet bearing an Oregon IFTA decal must be included on the IFTA tax return, including vehicles bearing Oregon IFTA decals that did not leave Oregon during the reporting period. Qualifying motor vehicle means a motor vehicle:

INTERNATIONAL FUEL TAX AGREEMENT – Reporting Requirements

1. Having two axles and a gross vehicle weight or registered gross vehicle weight exceeding 26,000 pounds; or
2. Having three or more axles regardless of weight; or
3. Used in combination when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

Due Dates

IFTA tax returns, properly signed and accompanied by a check or money order **payable to Oregon Department of Transportation (ODOT/IFTA)**, are due the last day of the month immediately following the end of each reporting period. Tax returns must be postmarked on or before the due date to be considered on time. **Tax returns must be filed even if there is no tax due, there were Oregon operations only, or there were no operations for the reporting period.**

QUARTER	DUE DATE	QUARTER	DUE DATE
1 st Quarter	April 30	3 rd Quarter	October 31
2 nd Quarter	July 31	4 th Quarter	January 31

If the due date falls on a weekend or holiday, the tax return is due the next business day.

Where to File

Mail completed IFTA tax returns to:

Motor Carrier Transportation Division
550 Capitol Street NE
Salem, OR 97301-2530

IFTA tax returns can be filed using
www.OregonTruckingOnline.com
Sign up today!

Please note that IFTA forms and payments must not be submitted to the IFTA Unit through DMV offices. Leaving IFTA tax returns or payments at a DMV office will cause a delay in filing, possibly resulting in penalty and interest charges.

Penalties and Interest

IFTA returns not filed by the due date will be assessed a penalty of \$50 or 10% of the total amount of tax due, whichever is greater. Interest will also be assessed at the rate of one percent per month, or partial month, for each jurisdiction for which tax is due.

INTERNATIONAL FUEL TAX AGREEMENT – Reporting Requirements

Amended Returns If it becomes necessary to correct a previously filed return, please make a copy of the original return filed, write “AMENDED” at the top of the form, and make the necessary changes next to the incorrect figures.

An explanation of the changes must accompany the amended return. An amended return may be subject to a late penalty charge and interest if amended after the due date.

Computer-Generated Tax Returns

If you wish to use your own computer-generated version of the tax return, or one supplied by a software developer or reporting service you must first obtain written approval by sending a sample of the form to:

Motor Carrier Transportation Division
IFTA System Administrator
550 Capitol St. NE
Salem OR 97301-2530

Oregon IFTA encourages the use of computer-generated tax return forms because they are usually easier for the carrier to use, can often accommodate additional lines for a jurisdiction when necessary, and sometimes automate calculations, which decreases the number of errors in tax returns filed. The arrangement of the form should be similar to that of our standard form, placing information in the same general area and order.

The following items must be included in the form:

1. Name and mailing address of the base jurisdiction:
OREGON DEPARTMENT OF TRANSPORTATION
MOTOR CARRIER TRANSPORTATION DIVISION
550 CAPITOL ST NE
SALEM OR 97301-2530
2. The type of return being filed (IFTA TAX RETURN).
3. The quarter for which the return is being filed.
4. The date the return is due.
5. The IFTA license number (Federal Employer Identification Number).
6. The Oregon Taxpayer ID (Oregon tax file number).
7. The name and address of the licensee filing the return.
8. A space to indicate no operations or Oregon operations only.

INTERNATIONAL FUEL TAX AGREEMENT – Reporting Requirements

9. Totals for Oregon miles, IFTA jurisdiction miles, and non-IFTA jurisdiction miles should be listed by fuel type as well as the total miles traveled.
10. Total fuel used in all jurisdictions for each fuel type.
11. The average fleet MPG for each fuel type should be calculated to two decimal places.
12. Provision for reporting alternative fuels, if used.

13. The headings on the columns should conform to the headings on the Oregon IFTA Tax Return form, and be in the same order.
14. Oregon miles and gallons should not be listed as a jurisdiction line in the body of the tax return and should not be included in the totals of IFTA jurisdiction miles and gallons.
15. Surcharges should be identified as such.
16. Separate columns for “TAX DUE” (before interest is added), “INTEREST DUE” and “TOTAL DUE”.
17. Totals for all columns.
18. A space for penalty for late filing.
19. A space for the total remittance of the return.
20. A space for a signature of the person filing the return.
21. A space for the title of the person filing the return.
22. A space for the date of the submitted return.
23. A space for the phone number of the person filing the return.

INTERNATIONAL FUEL TAX AGREEMENT – Tax Return Instructions

Tax Return Instructions

When completing your IFTA tax return, read and follow the instructions mailed with the return each quarter.

Minimum Required Information

The following information is the MINIMUM required for the IFTA tax return to be accepted:

- Quarter and year of return;
- IFTA license number;
- Oregon Taxpayer ID number;
- Name and address of taxpayer;
- Return **with no operations** or Oregon operations only:
 - √ Check appropriate box;
- Return **with operations**:
 - √ Fuel/miles summary columns 1 through 6 completed; and
 - √ Columns A through G completed for a minimum of one (1) jurisdiction
- Signature and date

Calculation Guidelines

CONVERT metric fuel and distance measurements to gallons and miles using the following factors:

$$\begin{array}{lcl} 1 \text{ liter} & = & 0.2642 \text{ gallons} \\ 1 \text{ kilometer} & = & 0.62137 \text{ miles} \end{array}$$

ROUND all miles and gallons in columns 1 through 5 to the nearest whole number:

$$\begin{array}{lcl} 525.5 & = & 526 \\ 525.4 & = & 525 \end{array}$$

Return Header

Generally, the header of the IFTA tax return will be pre-printed with the appropriate report and motor carrier information. However, if completing a blank tax return form, ensure the following information is correctly entered:

- Reporting period;
- Return due date;
- IFTA License No.; and
- Oregon Taxpayer ID No.

INTERNATIONAL FUEL TAX AGREEMENT – Tax Return Instructions

FILE NUMBER		QUARTER										
A	B	C	D	E	F	G	H	I	J	K		
JRS.	FUEL TYPE (G & ETC)	TOTAL MILES IN JURISDICTION	TAXABLE MILES IN JURISDICTION	TAXABLE GALLONS (D ÷ avg mpg)	TAX PAID GALLONS	NET TAXABLE GALLONS (E minus F)	TAX RATE	TAX DUE OR (CREDIT)	INTEREST DUE	TOTAL DUE OR (CREDIT) (I plus J)		
LA												
ME												
MD												
MA												
MI												
MN												
MS												
MO												
MT												
NE												
NV												
NH												
NJ												
NM												
NY												
NC												
ND												
OH												
OK												
PA												
RI												
SC												
SD												
TN												
TX												
UT												
VT												
VA												
VA	SURCHARGE											
WA												
WV												
WI												
WY												
AB												
BC												
MB												
NB												
NL												
NS												
ON												
PE												
QC												
SK												
SUBTOTALS (TO FRONT)												

INTERNATIONAL FUEL TAX AGREEMENT – Tax Return Instructions

OREGON DEPARTMENT OF TRANSPORTATION INTERNATIONAL FUEL TAX AGREEMENT (IFTA) QUARTERLY RETURN FILING INSTRUCTIONS

WHO MUST FILE. Every Oregon-based motor carrier issued a license under the International Fuel Tax Agreement is required to file an International Fuel Tax Agreement (IFTA) Tax Return, Form No. 735-9740.

If your IFTA License is revoked, you are still required to file returns for all periods your account remains open. Filing a return does not authorize operation in other jurisdictions. Operation in member jurisdictions without valid credentials is illegal and cause for citation, fines, and penalties.

WHEN AND WHERE TO FILE. This return, properly signed and accompanied by a check or money order payable to Oregon Department of Transportation (ODOT/IFTA), will be considered timely filed if postmarked on or before the last day of the month following the quarter covered by the return. A return is required for each quarter even when no fuel tax is due. Mail to Motor Carrier Transportation Division (MCTD), 550 Capitol St. NE, Salem, OR 97301-2530.

FILE ONLINE! You can now file and pay your IFTA tax return online through our Web site – www.OregonTruckingOnline.com

Check the NO OPERATIONS box if none of your qualified vehicles had operations in the quarter covered by this return. Check the OREGON OPERATIONS ONLY box if you have operated only in the state of Oregon. If you check either of these boxes, information in the Fuel/Miles Summary is not required. Check the CHANGE OF ADDRESS box if you have changed your address. Mark through the incorrect address and print the correct address. Sign and return to MCTD.

PREHEADED RETURNS. This return is to be used only by the motor carrier whose name is printed on it. If you have not received a return for a reporting period, request a duplicate from the IFTA staff. If the business name, location, or mailing address is not correct, mark through the incorrect information and print the correct information.

QUALIFIED MOTOR VEHICLES. All vehicles in the licensee's fleet bearing an Oregon IFTA decal must be included on this report, including vehicles bearing Oregon IFTA decals that did not leave Oregon during the reporting period. Qualifying vehicle means a motor vehicle (1) having two axles and a gross vehicle weight or registered gross vehicle weight exceeding 26,000 pounds or 11,797 kilograms; or (2) having three or more axles regardless of weight; or (3) used in combination when the weight of such combination exceeds 26,000 pounds or 11,797 kilograms gross vehicle weight.

AMENDED RETURNS. If it becomes necessary to correct a previously filed return, please make a copy of the original return filed, check the 'AMENDED' box at the top of the form, and make the necessary changes next to the incorrect figures.

An explanation of the changes must accompany the amended return. An amended return may be subject to a late penalty and interest if amended after the due date.

VERIFICATION AND AUDIT. The records you used to prepare this return must be retained and be available for at least four years from the due date of the return or the date filed, whichever is later.

MINIMUM REQUIRED INFORMATION. The following information is required for the return to be accepted:

Quarter and year of return
IFTA license number
Oregon Taxpayer ID number
Name and address of taxpayer
Return with no operations or Oregon operations only:
Check appropriate box
Return with operations:
Fuel/miles summary columns 1 through 6
Columns A through G completed for a minimum of one jurisdiction
Signature and date

FUEL/MILES SUMMARY

OTHER: Indicate fuel type used. If all lines are full, place additional information on a separate sheet of paper and include in TOTALS.

CONVERT metric fuel and distance measurements to gallons and miles using the following factors: 1 liter = 0.2642 gallons; 1 kilometer = 0.62137 miles.

ROUND all miles and gallons in columns 1 through 5 to the nearest whole number. For example, show 525.5 as 526 and show 525.4 as 525.

COLUMN 1 OREGON MILES: Enter the total number of miles traveled in Oregon, including Oregon off-road miles, for each fuel type used.

COLUMN 2 IFTA JURISDICTION MILES: Enter the total number of miles traveled in all IFTA jurisdictions, including permit miles and off-road miles for IFTA jurisdictions (do not include any miles traveled in Oregon). The TOTAL of this column must be the same as the GRAND TOTAL of Column C.

COLUMN 3 NON-IFTA JURISDICTION MILES: Enter the total number of miles traveled in all non-IFTA jurisdictions, including off-road miles for non-IFTA jurisdictions (do not include any miles traveled in Oregon): ALASKA; HAWAII; WASHINGTON, D.C.; NORTHWEST TERRITORY; YUKON TERRITORY; or any other jurisdiction not listed on the return form.

COLUMN 4 TOTAL MILES: Total of all miles traveled for each fuel type (Columns 1, 2, and 3 must equal Column 4).

COLUMN 5 TOTAL GALLONS: For each fuel type, enter the total of all gallons used in all jurisdictions in which you traveled. Report all fuel placed in the supply tank of a qualified motor vehicle.

COLUMN 6 AVERAGE FLEET MPG: Calculate miles per gallon (MPG) by dividing the number in Column 4 by the number in Column 5. Carry this calculation to three decimal places, then round to two decimal places. For example, show 5.255 as 5.26, and show 5.254 as 5.25. Enter the result in Column 6 for each fuel type used.

Form 735-9740c (2-08)

INTERNATIONAL FUEL TAX AGREEMENT – Tax Return Instructions

COLUMN B FUEL TYPE: Using the codes below, enter fuel type you are reporting on this line. If you use more than one fuel type in a jurisdiction, place additional information on a separate sheet of paper.

BD - Biodiesel	SG - Surcharge Gasoline
D - Diesel	SP - Surcharge Propane
G - Gasoline	SGH - Surcharge Gasohol
P - Propane	SLN - Surcharge Liquid Natural Gas
GH - Gasohol	SCN - Surcharge Compressed Nat Gas
LNG - Liquid Natural Gas	E - Ethanol
CNG - Compressed Nat Gas	SE - Surcharge Ethanol
M - Methanol	SM - Surcharge Methanol
E85 - E-85	SE8 - Surcharge E-85
M85 - M-85	SM8 - Surcharge M-85
A55 - A55	SA5 - Surcharge A55
SD - Surcharge Diesel	

COLUMN C TOTAL MILES IN JURISDICTION: Enter the total miles traveled in each jurisdiction for each fuel type listed. Include off-road miles and permit miles. The **GRAND TOTAL** of this column must be the same as in Column 2.

COLUMN D TAXABLE MILES IN JURISDICTION: Enter the taxable miles traveled in each IFTA jurisdiction. Contact the jurisdiction directly to learn if any of your operations are not taxable. Do not include off-road nontaxable miles or fuel tax permit miles in this column.

COLUMN E TAXABLE GALLONS: Divide the amount in Column D by the average miles per gallon from Column 6 for each fuel type and round to the nearest whole gallon. For example, 525.5 should be shown as 526 and 525.4 should be shown as 525.

COLUMN F TAX PAID GALLONS: Enter the number of gallons purchased in that jurisdiction during this reporting period on which fuel taxes have been paid, rounding to the nearest whole gallon. Purchases must be supported by invoices from the vendor and retained in your records.

COLUMN G NET TAXABLE GALLONS: Subtract the amount in Column F from the amount in Column E. If F is greater than E, enter the credit figure in brackets (for example, [732]).

COLUMN H TAX RATE: Enter the tax rate from the tax rate tables provided. Tax rate tables change each quarter. Use the rate table for the quarter of the return you are filing.

COLUMN I TAX DUE OR (CREDIT): Multiply the amount in Column G by the amount in Column H. Enter this amount in dollars and cents, with credit amounts in brackets.

COLUMN J INTEREST DUE: If this return is filed late, interest is due to each jurisdiction where there is tax due. (A return is late if not postmarked on or before the last day of the month following the quarter covered by the return and accompanied by payment of any tax due.) Multiply the Column I amount by 1% for each month or partial month the report is late. Do not calculate interest on credit amounts in Column I.

COLUMN K TOTAL DUE OR (CREDIT): Total the amounts in Columns I and J. Enter credit amounts in brackets.

SURCHARGE: Currently, Indiana, Kentucky, and Virginia levy a surcharge. If you have traveled in any of these states, use the second line titled SURCHARGE to calculate your surcharge: multiply the taxable gallons (Column E) by the surcharge tax rate found on the enclosed tax rate sheet.

7. TOTAL FUEL TAX AND INTEREST DUE OR (CREDIT): Total amounts in Column K.

8. PREVIOUS BALANCE DUE: Balance due resulting from a partial payment, mathematical or clerical error, penalty, or interest relating to prior returns. Add this amount to other amounts due and include in your payment.

9. PREVIOUS CREDIT: This amount represents a credit on your account. Do not pay this amount. Before subtracting this credit from what you owe, verify the credit is valid and has not already been refunded or used. All adjustments are subject to audit.

10. PENALTY: If this return is filed late, enter 10% of the total amount of Column I, or \$50, whichever is greater.

11. REINSTATEMENT FEE: If your account was revoked and you need to reinstate, include a \$25 reinstatement fee. Your account will be reinstated only if all deficiencies have been satisfied.

12. TOTAL BALANCE DUE OR (CREDIT): If the amount on this line is a balance due, attach payment. Penalty and interest will be assessed on tax returns where incorrect calculations result in underpayment. If line 12 is a credit, you may request a refund by checking the box at the top of the return form. All refunds are subject to verification of the credit to be refunded. Refunds may take up to 90 days to process.

PLEASE RETAIN A COPY OF YOUR TAX RETURN FOR YOUR RECORDS

2008 OREGON IFTA CALENDAR

1st Quarter 2008		3rd Quarter 2008	
Returns Due By	04-30-2008	Returns Due By	10-31-2008
2nd Quarter 2008		4th Quarter 2008	
Returns Due By	07-31-2008	Returns Due By	02-02-2009

Form 735-9740c (2-08)

Check the **NO OPERATIONS** box if none of your qualified vehicles had operations in the quarter covered by this return.

Check the **OREGON OPERATIONS ONLY** box if you have operated only in the State of Oregon.

Check the **CHANGE OF ADDRESS** box if you have changed your address. Mark through the incorrect address and print the correct address.

INTERNATIONAL FUEL TAX AGREEMENT – Tax Return Instructions

Fuel/Miles Summary

Fuel Type

Most carriers will use only the diesel or gasoline lines provided. If any of your IFTA-qualified vehicles use a type of fuel other than diesel or gasoline, such as propane, methanol, etc., list the fuel as “OTHER” in this column. If all lines are full, place additional information on a separate sheet of paper and include in TOTALS.

Not every jurisdiction taxes fuel other than diesel. To determine if gasoline or any fuel other than diesel is taxed in the IFTA jurisdictions in which you operate, see the tax rate table that is included with the tax return mailed to you each quarter. Tax rate tables are different each quarter due to changes in fuels taxed and tax rates in member jurisdictions. It is important to use the tax rate table for the quarter you are reporting. Be sure to read any footnotes for the jurisdiction in question.

If fuel is used in any IFTA jurisdiction in which it is taxed, list it for all jurisdictions in which it is used by IFTA-qualified vehicles, whether taxed or not. This information is necessary to determine the MPG and to calculate the tax for the jurisdiction in which it is taxed. Do not list a fuel anywhere on the tax return if it is not taxed in any IFTA jurisdictions in which you operated.

Column 1 Oregon Miles

Enter the total number of miles traveled in Oregon, including Oregon off-road miles, for each fuel type used. All of your Oregon miles should be listed here and none of your Oregon miles should be listed in any other column on this form.

Column 2 IFTA Jurisdiction Miles

Enter the total number of miles traveled in all IFTA jurisdictions, including trip permit miles and off-road miles for **IFTA** jurisdictions (do not include any miles traveled in Oregon). The TOTAL of this column must be the same as the GRAND TOTAL of Column C.

Column 3 Non-IFTA Jurisdiction Miles

Enter the total number of miles traveled in all non-IFTA, jurisdictions including off-road miles for **non-IFTA** jurisdictions (do not include any miles traveled in Oregon): ALASKA; HAWAII; WASHINGTON, D.C.; NORTHWEST TERRITORY; YUKON TERRITORY; or any other jurisdiction not listed on the return form.

Column 4 Total Miles

For each fuel type listed, add the figures across in Columns 1 through 3, and enter the total in Column 4. Add the figures down in Columns 1 through 3, and enter each total at the bottom of the column.

INTERNATIONAL FUEL TAX AGREEMENT – Tax Return Instructions

**Column 5
Total Gallons**

For each fuel type, enter the total of all gallons used in all jurisdictions in which you traveled. Report all fuel placed in the supply tank of a qualified motor vehicle.

**Column 6
Average Fleet
MPG**

Calculate the miles per gallon (MPG) by dividing the number in Column 4 by the number in Column 5. *Carry this calculation to three decimal places, then round to two decimal places. For example, show 5.255 as 5.26, and show 5.254 as 5.25.* Enter the result in Column 6 for each fuel type.

**Jurisdiction
Information**

**Column A
Jurisdiction**

Listing of all IFTA member jurisdictions. If there are two lines for a jurisdiction on the tax rate table, with a date included on one of the lines, it means the tax rate changed during the quarter, so there is a “split rate” for that jurisdiction. For example, British Columbia had a split rate for the 1st Quarter 2003 with one tax rate for diesel in January and February, and with a different tax rate for diesel beginning March 1. Forms are not always modified to accommodate split rates because they are in effect for one quarter only. You may use a line for a jurisdiction where you did not operate (crossing out the original jurisdiction code listed and writing in the jurisdiction code you need to use) or place additional information on a separate sheet of paper. Be sure to include information for each column (A through K), and to include the figures from this line when calculating totals on the return form.

**Column B
Fuel Type**

Using the codes below, enter the fuel type you are reporting on this line. If you use more than one fuel type in a jurisdiction, you may either use a line for a jurisdiction where you did not operate (crossing out the original jurisdiction code listed and writing in the jurisdiction code you need to use) or place additional information on a separate sheet of paper. Be sure to include information for each column (A through K), and to include the figures from this line when calculating totals on the return form.

INTERNATIONAL FUEL TAX AGREEMENT – Tax Return Instructions

CODE	FUEL TYPE	CODE	FUEL TYPE
D	Diesel	SD	Surcharge Diesel
G	Gasoline	SG	Surcharge Gasoline
P	Propane	SP	Surcharge Propane
GH	Gasohol	SGH	Surcharge Gasohol
LNG	Liquid Natural Gas	SLN	Surcharge Liquid Natural Gas
CNG	Compressed Nat. Gas	SCN	Surcharge Compressed Nat. Gas
E	Ethanol	SE	Surcharge Ethanol
M	Methanol	SM	Surcharge Methanol
E85	E-85	SE8	Surcharge E-85
M85	M-85	SM8	Surcharge M-85
A55	A55	SA5	Surcharge A55

**Column C
Total Miles in
Jurisdiction**

Enter the total miles traveled in each jurisdiction for each fuel type listed. Include off-road miles and permit miles. **The GRAND TOTAL of this column must be the same as in Column 2.**

**Column D
Taxable Miles in
Jurisdiction**

Enter the taxable miles traveled in each IFTA jurisdiction. Do not include off-road non-taxable miles or fuel tax permit miles in this column. For the mileage to be deductible, the trip permit must indicate it is for fuel tax. Mileage operated on a registration trip permit or any other type of trip permit that is not for fuel tax cannot be deducted as non-taxable on the IFTA tax return.

Off-road miles means any of the miles operated in an IFTA jurisdiction that are considered off-road non-taxable miles by that jurisdiction. Many jurisdictions do not have mileage exemptions. Contact the jurisdiction directly to learn if any of your operations are not taxable.

Additional information for specific jurisdictions are in the footnotes at the bottom of the tax rate table that is included with the tax return mailed to you each quarter. Some exemptions may not be taken on the IFTA tax return form, and must be applied for directly to the

INTERNATIONAL FUEL TAX AGREEMENT – Tax Return Instructions

jurisdiction. Failure to retain distance records may result in lowering the Average Fleet MPG to 4.0 MPG at time of audit.

**Column E
Taxable Gallons**

Divide the amount in Column D by the Average Fleet Miles per Gallon from Column 6 for each fuel type. Round to the nearest whole gallon. *For example, 525.5 should be shown as 526 and 525.4 should be shown as 525.* Failure to retain fuel records may result in lowering the Average Fleet MPG to 4.0 MPG at time of audit.

**Column F
Tax Paid Gallons**

Enter the number of gallons purchased in that jurisdiction during this reporting period on which fuel tax has been paid. Round to the nearest whole gallon. Purchases **MUST** be supported by invoices from the vendor and retained in your records. Do **not** send invoices or receipts with your IFTA tax return. Failure to retain original vendor invoices may result in credit being disallowed at time of audit.

**Column G
Net Taxable
Gallons**

Subtract the Tax Paid Gallons (Column F) from the Taxable Gallons (Column E). If the Tax Paid Gallons in Column F are greater than the Taxable Gallons in Column E, enter the credit figure in brackets. *For example, [732].*

**Column H
Tax Rate**

Enter the tax rate from the tax rate tables provided with the return.

**Column I
Tax Due or
[Credit]**

Multiply the Net Taxable Gallons (Column G) by the rate (Column H). Enter this amount in dollars and cents, with credit amounts in brackets.

**Column J
Interest Due**

If this return is filed late, interest is due to each jurisdiction where there is tax due. (A return is late if not postmarked on or before the last day of the month following the quarter covered by the return, and accompanied by payment of any tax due.) Multiply the Tax Due in Column I by 1% for each month or partial month the report is late. Do not calculate interest on credit amounts in Column I.

**Column K
Total Due or
[Credit]**

Total the amounts in Columns I and J. Enter credit amounts in brackets.

INTERNATIONAL FUEL TAX AGREEMENT – Tax Return Instructions

Surcharge Currently, Indiana, Kentucky and Virginia levy a surcharge. If you have traveled in any of these states, use the second line titled SURCHARGE to calculate your surcharge. Multiply the Taxable Gallons (Column E) by the surcharge tax rate found on the enclosed tax rate sheet. Do not deduct any amounts related to the purchase of fuel from the Surcharge amount.

Subtotals (Front Page) Total the amounts down in each of the columns on the front of the tax form: add amounts due and subtract credits. Enter the totals on the SUBTOTALS line for the front page.

Subtotals (Back Page) Total the amounts down in each of the columns on the back of the tax form: add amounts due and subtract credits. Enter the totals on the SUBTOTALS line for the back page. Bring forward the subtotals for the back page to the appropriate line on the front page.

Grand Totals Add the amounts in each column of the SUBTOTALS lines and enter the totals on the GRAND TOTALS line.

**Box 7
Total Fuel Tax
And Interest Due
Or [Credit]** Enter the GRAND TOTAL amount for Column K.

**Box 8
Previous Balance
Due** Any balance due currently on your account will be printed. Previous balances could be the result of partial payments, mathematical or clerical errors, penalties, or interest relating to prior returns. Add this amount of other amounts due and include in your payment. If you believe you have paid the previous balance due or that it is incorrect, call the IFTA Unit at 503-373-1634.

**Box 9
Previous Credit** Any credits currently on your account will be printed. Do not pay this amount. Before subtracting this credit from what you owe, verify the credit is valid and has not already been refunded or used. You may verify a credit by calling the IFTA Unit at 503-373-1634. All adjustments are subject to audit.

**Box 10
Penalty** Enter 10% of the total amount of Column I or \$50, whichever is **greater** if the return is late. If the date this return is mailed (as determined by the postmark date on the envelope) or presented at an ODOT office that accepts IFTA transactions, is after the due date, the return is late and your account will be assessed a penalty. The amount of the penalty is 10% of the amount of the Grand Total of Column I or \$50, whichever is more. Even if the total amount of tax

INTERNATIONAL FUEL TAX AGREEMENT – Tax Return Instructions

in Column I is a credit, or the return reported no operations or Oregon-only operations, the penalty of \$50 is assessed. The penalty is assessed not for owing tax but because the return is late.

Box 11
Reinstatement
Fee

If your account is revoked and you need to reinstate, include a \$25 reinstatement fee. You must satisfy all causes of the revocation and pay the \$25 reinstatement fee before the account can be reinstated. Your IFTA license is not valid until then. Payment of the reinstatement fee alone will not be sufficient for reinstating the account if deficiencies on the account have not been met. If your account is revoked and you have questions about requirements for reinstatement, call the IFTA Unit at 503-373-1634.

Box 12
Total Balance
Due or [Credit]

If the amount on this line is a balance due, attach payment. **Penalty and interest will be assessed on tax returns where incorrect calculations result in underpayment.**

INTERNATIONAL FUEL TAX AGREEMENT – Tax Return Checklist

Tax Return Checklist

To prevent processing delays, please take the time to carefully check your tax return.

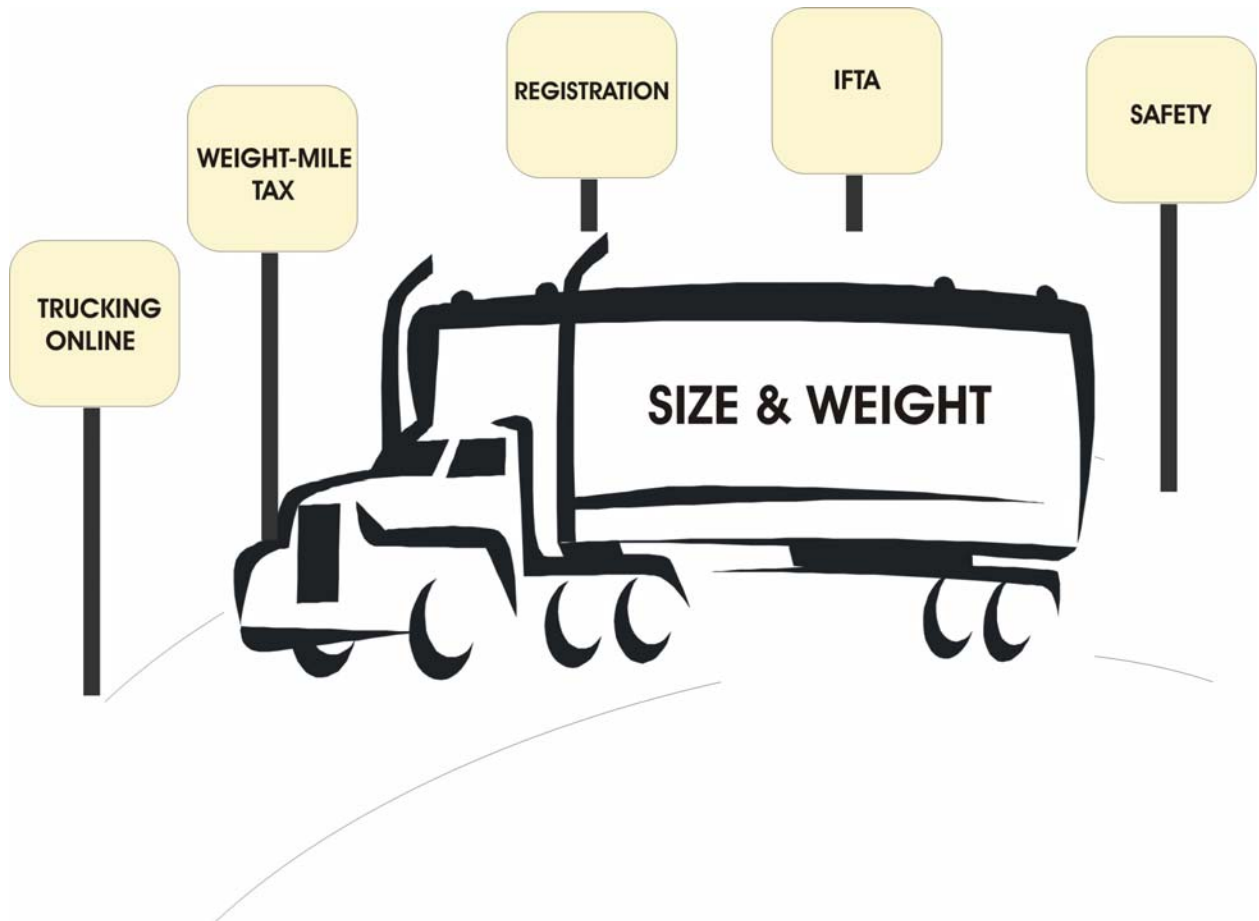
<input type="checkbox"/>	Are the numbers entered from your records accurate?
<input type="checkbox"/>	Have you completed the Fuel/Miles summary? This section must be completed if you did not check the “ <u>No-operations</u> ” or the “ <u>Oregon-operations-only</u> ” box.
<input type="checkbox"/>	Have you included miles in column 3? If so, make sure the mileage is for operations in jurisdictions that are <u>not</u> listed in Column A and the mileage is <u>not</u> for operations in Oregon.
<input type="checkbox"/>	Do the figures in Columns 1, 2 and 3 add up to the figure in Column 4?
<input type="checkbox"/>	Have you entered the total number of gallons in Column 5? Are any other required fields blank?
<input type="checkbox"/>	Check the figures you entered in Columns 1 through 5 and check your calculations.
<input type="checkbox"/>	Does the Average Fleet MPG in Column 6 fall within the range of 3 to 11 miles per gallon that is the average for most IFTA-qualified vehicles? If not, check your calculations for accuracy. If the calculations are correct, include with your return an explanation for the MPG being higher or lower than the expected range.
<input type="checkbox"/>	Are figures rounded correctly according to the instructions for the particular column? Rounding for column 6 is different than rounding for columns 1 through 5.
<input type="checkbox"/>	Have you entered information on the correct jurisdiction line? Many abbreviations are easily confused, such as NE for Nebraska and NV for Nevada. You will find the names and abbreviations of IFTA jurisdictions on the back cover of this handbook, and on the tax rate table included with the tax return form mailed to you each quarter. Make sure you are entering information for the jurisdiction on the line with the correct abbreviation in Column A on the tax return form.
<input type="checkbox"/>	Are the totals of Columns E and F the same? If so, check your entries. These two amounts are rarely, if ever, the same.
<input type="checkbox"/>	<p>Have you claimed tax-paid gallons in Column F for a jurisdiction for which no mileage is shown in Column C? If so, check your entries.</p> <ul style="list-style-type: none"> • All miles must be included in the total miles in Column C, even those miles that a jurisdiction regards as non-taxable. Column D is where non-taxable miles will be deducted. • Even if you traveled only a short distance into a jurisdiction for fuel, you must include the mileage in Column C. If you traveled less than one (1) mile, enter one (1) mile.

INTERNATIONAL FUEL TAX AGREEMENT – Tax Return Checklist

<input type="checkbox"/>	Have you entered the correct tax rate for the jurisdiction and the quarter you are reporting? Tax rate tables are different each quarter due to changes in fuels taxed and tax rates in member jurisdictions.
<input type="checkbox"/>	<ul style="list-style-type: none">• Always use the rate table for the quarter you are reporting.• Always check the rate for the jurisdiction you are reporting – it may have changed since your last return.
<input type="checkbox"/>	Are calculations for Columns 4, 6, E, G, I, J, and K complete and correct?
<input type="checkbox"/>	Have you remembered to complete the back of the form? If you are faxing your return, be sure to include the back of the form even if there are no entries on the back.
<input type="checkbox"/>	Have the total amounts been copied from the back page to the front page correctly?
<input type="checkbox"/>	Does the Grand Total for Column C equal the Total of Column 2? In Column C you are listing all of the miles separately for each jurisdiction that you listed as the total in Column 2, so the totals should be the same. If not: <ul style="list-style-type: none">• Is your addition correct?• Have you included a line for each jurisdiction in which you operated?• Have you included all mileage for all of your IFTA-qualified vehicles, and only those vehicles, in both Column 2 and Column C? (See the definition for “Qualified Motor Vehicle” on page 2).• Have you included all the miles you operate these vehicles in IFTA jurisdictions in these two columns, whether the miles are taxable or not? Non-taxable miles are to be included in Columns 2 and C, and are deducted only in column D.• Have you included all the mileage operated on all fuel types that are required to be included on the tax return?

OREGON DEPARTMENT OF TRANSPORTATION

MOTOR CARRIER EDUCATION MANUAL



Trucking companies must have knowledge in all areas of regulations in order to fulfill their regulatory requirements. This material provides concise and relevant information to your business and is provided to you by the Oregon Department of Transportation, Motor Carrier Transportation Division.

This section describes requirements of **Size & Weight**.

Size & Weight Laws

The mission of the Motor Carrier Transportation Division is to promote a safe, efficient, and responsible commercial transportation industry by simplifying compliance, reducing regulatory requirements, wherever appropriate, preserving the infrastructure, enhancing the private/public partnership, fostering effective two-way communication, and delivering superior customer service while recognizing the vital economic interests of the commercial transportation industry.

To help achieve this goal the Motor Carrier Enforcement Unit has:

8 Enforcement Districts which include:

- 6 Ports of Entry Scales – Ashland, Cascade Locks, Klamath Falls, Farewell Bend, Umatilla, and Woodburn
- 4 Registration Field Offices – Portland Bridge, Ashland, Umatilla and Farewell Bend (open Monday – Friday, 8am to 5pm, Farewell Bend is on Mountain Time)
- 101 field Motor Carrier Enforcement staff
- 84 fixed scale locations
- Numerous portable weighing sites

For answers to specific questions, call any of the Field Motor Carrier Enforcement Offices listed on the next page.

Oregon Department of Transportation
Motor Carrier Enforcement
Ports of Entry (POE) and Field Offices

Ashland District

Manager – Sven Johnson

Ashland POE 541-776-6004
I-5 NB Milepost 18
PO Box 666, Ashland 97520-0023
(Curry, Jackson, & Josephine Counties)

Cascade Locks District

Manager – Terry Cook

Cascade Locks POE. 541-374-8980
I-84 EB Milepost 44
550 SE Frontage Rd., Cascade Locks 97014
(Hood River, Sherman, Wasco, & parts of
Clackamas & Multnomah Counties)

Portland Office 503-731-3238
3700 SE 92nd, Portland 97266
(Clatsop, Columbia, & parts of
Clackamas, Multnomah, & Washington Counties)

Central Oregon District

Manager – Bruce Ward

Bend Office 541-388-6217
20340 Empire Ave. Ste E5
PO Box 5309, Bend 97708
(Crook, Deschutes, Jefferson, & Wheeler
Counties)

Coast Valley District

Manager – David Gaffney

Springfield Office 541-736-2314
640 A St, Springfield, 97477
(Benton, Lane, & Linn Counties)

Roseburg Office 541-957-3605
3500 NW Stewart Parkway, Roseburg 97470
(Coos & Douglas Counties)

Farewell Bend District

Manager – Lloyd Pratt

Farewell Bend POE 541-869-2474
I-84 WB Milepost 353
5920 HWY 30, Huntington 97907
(Baker, Malheur & parts of Grant Counties)

Burns Office 541-573-2261
252 S Date St., Burns 97720
(Harney & parts of Grant Counties)

Klamath Falls District

Manager – Phil Grant

Klamath Falls POE 541-883-5701
US HWY 97 NB Milepost 271
4647 HWY 97 N., Klamath Falls 97601
(Klamath & Lake Counties)

Umatilla District

Manager – Ben Derby

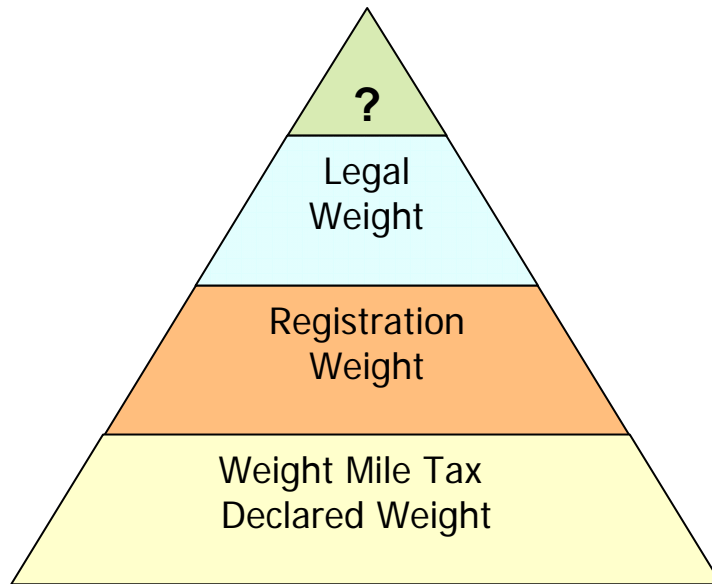
Umatilla POE 541-922-5183
1801 SW HWY 730 E
PO Box 250, Umatilla 97882
(Gilliam, Morrow, & Umatilla Counties)

La Grande Office. 541-963-3170
3012 Island Ave., La Grande 97850
(Union & Wallowa Counties)

Woodburn District

Manager – Don Shinpaugh

Woodburn POE 503-982-0804
I-5 SB Milepost 274
PO Box 245, Woodburn 97071
(Lincoln, Marion, Polk, Tillamook, Yamhill, & parts
of Clackamas & Washington Counties)



Legal Weight vs. Registration Weight vs. Tax Declared Weight

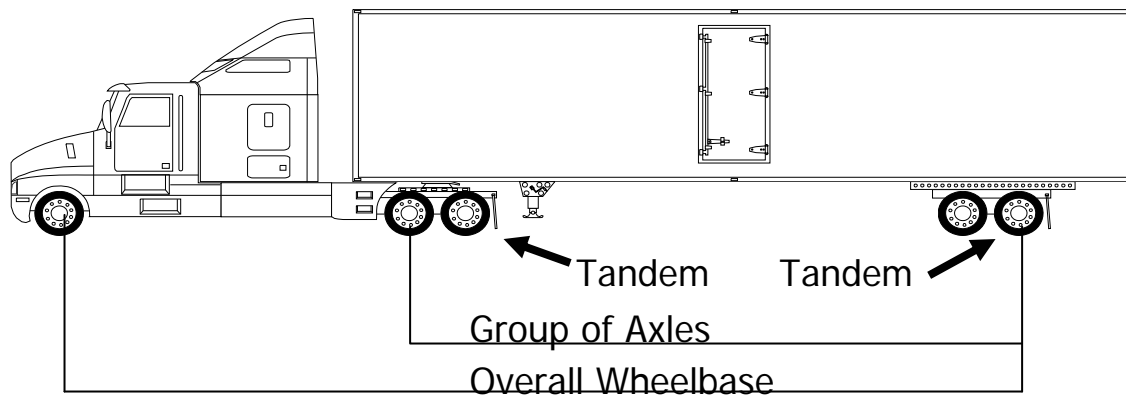
Legal Weight Laws are designed to:

- ❖ Prevent premature highway surface breakdown
- ❖ Reduce highway wear by the use of more axles and longer wheelbases
- ❖ Protect bridges and structures that have restrictions

Legal weight may be different than the Registered or Declared Weight

Legal weight is limited by Oregon Revised Statute (ORS) and Oregon Administrative Rule (OAR). Registered and declared weights are determined by the carrier.

- ❖ Vehicle/Combination limited to **legal weights** allowed by ORS or OAR.
- ❖ Vehicle **registered weight** represents the heaviest weight the vehicle/combination will be for the registration period up to a maximum of 105,500 lbs.
- ❖ Vehicle tax **declared weight** represents the heaviest weight the vehicle/combination will be in a given configuration for the reporting period.



Definitions

1. **AXLE WEIGHT** - The weight placed on the road by all the wheels of one axle.
2. **DIVISIBLE LOAD** – A load that is reducible by nature or can be readily dismantled.
3. **GROSS WEIGHT** - The total weight placed on the road by a vehicle or combination of vehicles and the load.
4. **GROUP OF AXLES WEIGHT** - The total weight placed on the road by two or more axles spaced more than 8' apart. (Also known as an Inner Bridge)
5. **HIGHWAY VARIANCE PERMIT** – Also known as “variance permit” issued by a road authority allowing vehicles to vary from regulations required by Oregon Revised Statute (ORS) or Oregon Administrative Rule (OAR). The two most common highway variance permits issued by Oregon are:
 - ✓ Extended Weight-Issued to allow weights over 80,000 lbs. with a Divisible Load.
 - ✓ Heavy Haul-Issued to allow greater weights on a Non-Divisible Load.
6. **LEGAL AXLE LIMIT** – Maximum allowable weights in Oregon, according to Oregon Revised Statute (ORS) 818.010, are allowed the **lower weight** produced by using Table 1, Table 2 or Table 3 Method A or B.
7. **NON-DIVISIBLE LOAD** – A load or vehicle exceeding dimensional or weight limits allowed by ORS or OAR that if separated into smaller loads would compromise the intended use, destroy the value, or make it unusable for its intended purpose.
8. **SUM OF AXLES** – Addition of axle weights allowed by ORS 818.010 Table I and/or Table II.
9. **TANDEM AXLE WEIGHT** - The weight placed on the road by all the wheels of two or more consecutive axles spaced more than 40" but no more than 96" (8 feet) apart (measured from center of axle).
10. **WHEELBASE** - The distance in feet and inches between two or more axles, measured to the nearest foot, 6" being the next larger foot (for determining weight).

MAXIMUM ALLOWABLE WEIGHT OREGON REVISED STATUTES

WITHOUT A HIGHWAY VARIANCE PERMIT

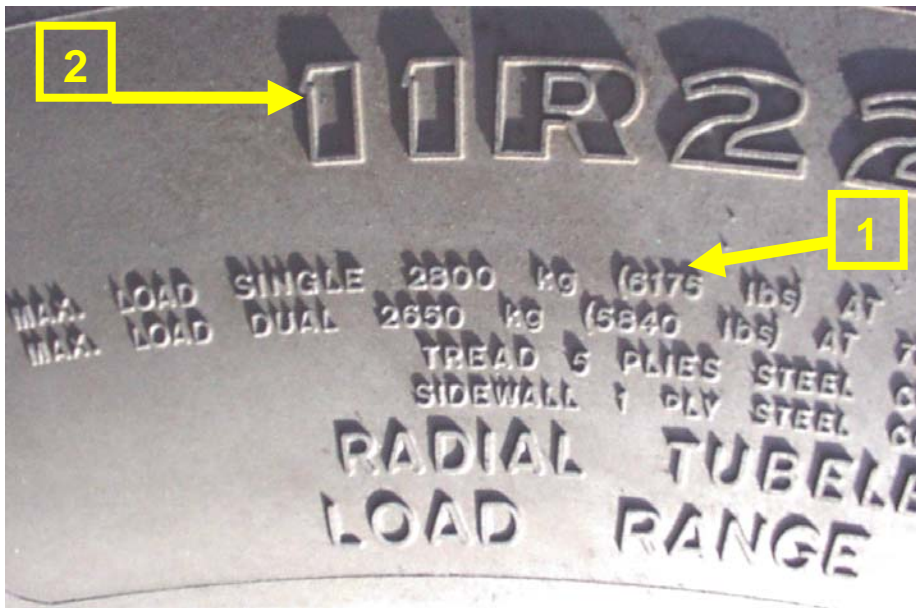
Maximum allowable weights in Oregon, according to Oregon Revised Statute (ORS) 818.010, are allowed the **lower weight** produced by using:

- Table I,
- Table II,
- Table III Method A or B.

TABLE I

Table I has two provisions. **** Allow the lower (lesser) weight of the two. ****

1. Limits legal weight to the manufacturer's side wall tire rating.
2. Limits legal weight to 600 lbs. for the sum of tire width.



1 Steer Axle Example: Side Wall Rating = 6,175 lbs. x 2 Tires = 12,350 lbs.

2 Steer Axle Example: 11" Wide Tire x 600 lbs. x 2 Tires = 13,200 lbs.

**** Only the Side Wall Rating applies when traveling on an Interstate Highway ****

Legal Weight = 12,350 lbs. for an axle with two of these tires.

METRIC CONVERSION: Divide the metric number by 25.4 and round up to get the equivalent in inches or refer to the chart below.

Metric Tire Size	Tire Width in Inches (rounded to nearest 1/2 inch)	Weight Allowed on 2 Tires
235	9 1/2	11400
245	10	12000
255	10	12000
265	10 1/2	12600
275	11	13200
285	11 1/2	13800
295	12	14400
305	12	14400
315	12 1/2	15000
325	13	15600
335	13 1/2	16200
345	14	16800
355	14	16800
365	14 1/2	17400
375	15	18000
385	15 1/2	18600
395	16	19200
405	16	19200
415	16 1/2	19800
425	17	20400
435	17 1/2	21000
445	18	21600

TABLE II

Table II has three provisions. Maximum allowable weight cannot exceed:

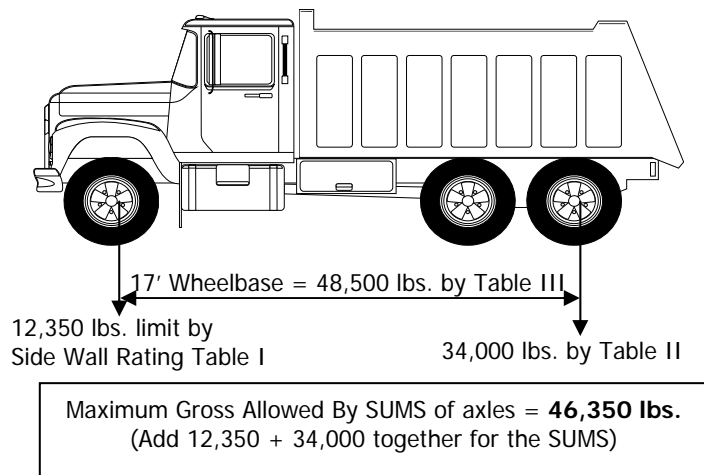
1. 10,000 lbs. on any individual wheel
2. 20,000 lbs. on any axle
3. 34,000 lbs. on any tandem axles

TABLE III

Table III has two provisions. Maximum allowable weight cannot exceed either:

1. Method A: The **SUMS** of weight allowed on axles, tandems, or groups of axles using Table I or II, or
2. Method B: The group or gross weights allowed using the wheelbase chart listed as "Method B" in ORS 818.010 (3).
 - ✓ This is also known as Permit Weight Table 1, (Limited to 80,000 lbs.)
 - ✓ It can be found on the reverse side of ODOT's Group Map 1 and Route Map 7 or at this web site:
<http://www.odot.state.or.us/forms/motcarr/od/8110.pdf>

Example



1. In this example the gross weight for this vehicle is **limited to 46,350 lbs.** by the sum of the permissible axles.
2. Compare this total to Table III Method B. In this example the gross weight allowed by the wheelbase chart is 48,500 lbs. The legal weight is the lowest weight.

This vehicle's legal gross weight cannot exceed 46,350 lbs. The steer axle cannot weigh more than 12,350 lbs. and the tandem drive axle cannot exceed 34,000 lbs.

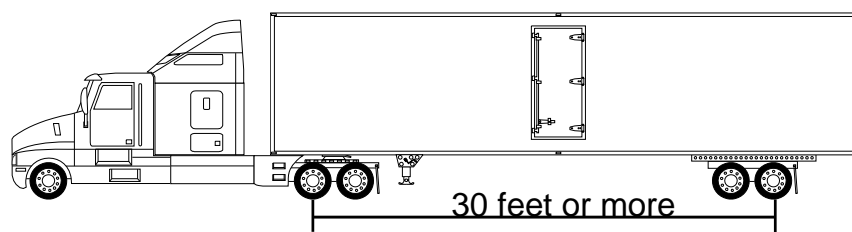
ORS 818.010(3) This statute allows the measurement to increase to the next whole number when the measurement results in a fractional measurement of 6" or more.

Example: 29' 6" becomes 30'

TWO EXCEPTIONS TO ODOT'S PERMIT WEIGHT TABLE 1

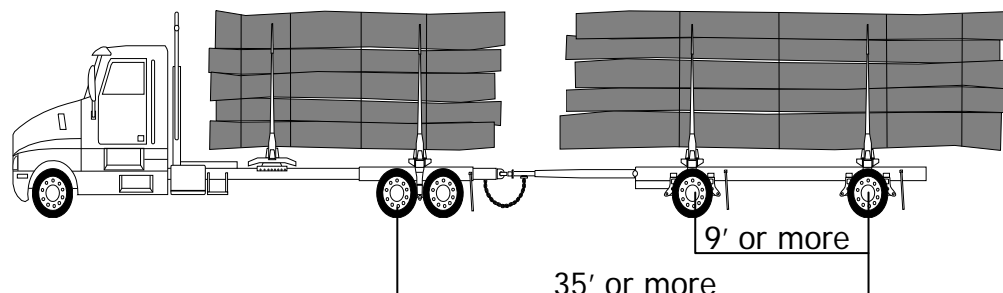
Exception 1: ORS 818.030(8)(a) & (b): “. . . two consecutive sets of tandem axles may have a loaded weight of 34,000 lbs. each . . . providing the distance between the first and last axles of the two sets of tandems axles is at least 30 feet . . .”

- Non-Interstate Highway - No Extended Weight Highway Variance Permit required.
- Interstate Highway – Extended Weight Highway Variance Permit required.
- Any Highway - If wheelbase spacing is 36 feet or more, no Extended Weight Highway Variance Permit required.



Exception 2: ORS 818.030(9): “. . . a group of four axles consisting of a set of tandem axles and two axles spaced nine feet or more apart may have a loaded weight of more than 65,500 lbs. and up to 70,000 lbs. . . . providing the distance between the first and last axles of the group is 35 feet or more.”

- Non-Interstate Highway - No Extended Weight Highway Variance Permit required.
- Interstate Highway – Extended Weight Highway Variance Permit required.
- Any Highway - If wheelbase spacing is 43 feet or more, no Extended Weight Highway Variance Permit required.



Calculating Maximum Weight Limits

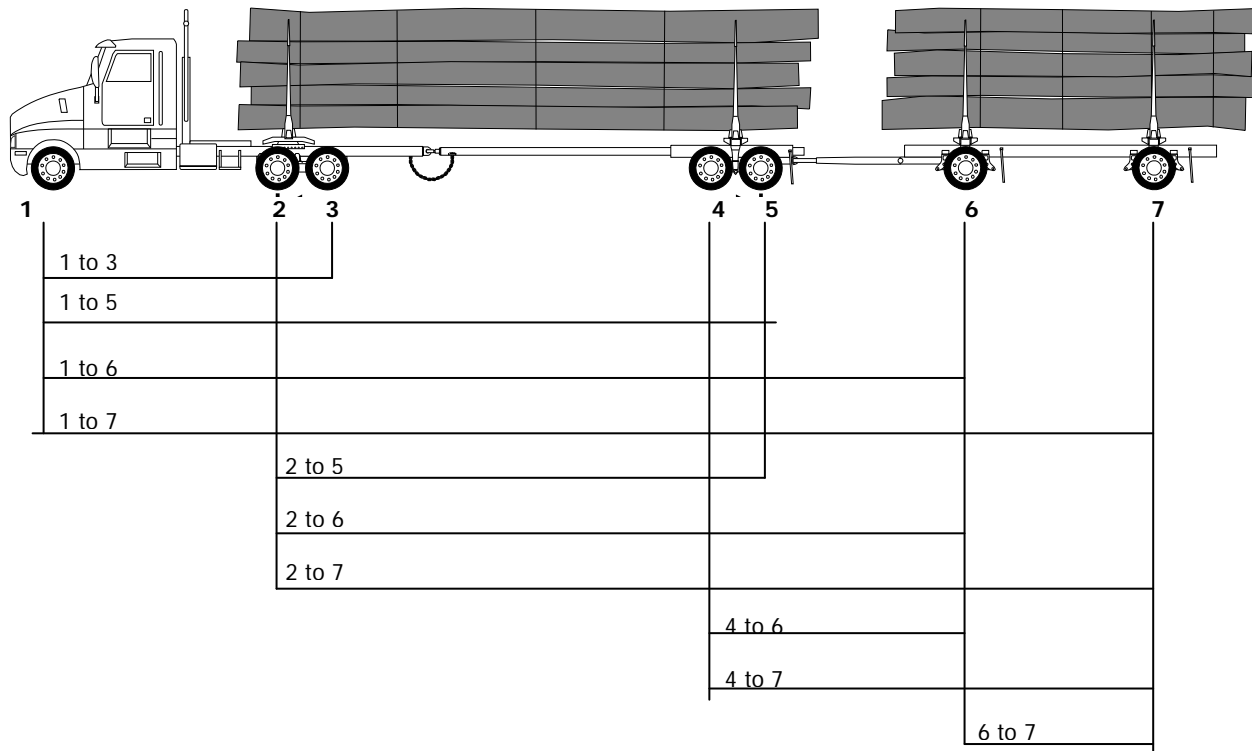
Practice using the worksheet on the next page for calculating maximum weight limits:

- If vehicles are using ORS 818.010 weights, the maximum gross weight is limited to 80,000 lbs.
- If vehicles are using an Extended Weight Highway Variance Permit the load can be reducible, such as lumber, hay, gravel, or logs. The maximum gross weight is limited to 105,500 lbs.

Instructional hints for using the worksheet:

1. List all axle spacing. (Remember - Measurements of 6" and greater go to next higher foot).
2. List weights by SUMS OF AXLES.
3. List weights by Permit Weight Table 1 or 2 WHEELBASE CHART.
4. Legal weight is the lowest.

WORKSHEET FOR DETERMINING LEGAL WEIGHTS



**Steer axle is an 11" wide tire with a sidewall rating of 6,600 lbs. = Allowed 13,200 lbs.

Axle Group	Axle Spacing	Weight By Sums of Axles	Weight by Wheelbase Chart	Legal Weight Allowed
1 to 3	18'	47,200 (13,200 + 34,000)	49,500	47,200
1 to 5	50' 6"	81,200 (13,200 + 68,000)	80,000	80,000
1 to 6	60' 6"	101,200 (81,200 + 20,000)	90,500	90,500
1 to 7	75' 6"	121,200(101,200 + 20,000)	104,500	104,500 **
2 to 5	36' 6"	68,000 (34,000 + 34,000)	68,000 *Exception	68,000
2 to 6	46' 6"	88,000 (68,000 + 20,000)	77,500	77,500
2 to 7	61' 6"	108,000 (68,000 + 40,000)	91,000	91,000 **
4 to 6	14'	54,000 (34,000 + 20,000)	46,500	46,500
4 to 7	29'	74,000 (34,000 + 40,000)	61,500	61,500
6 to 7	15'	40,000 (20,000 + 20,000)	40,000	40,000

****Hint: Maximum Gross is really 104,200 lbs. Use Steer of 13,200 + 91,000 on group 2 to 7.**

To load to the maximum of 104,500 lbs. you would need a larger steer axle tire size.

Maximum Vehicle and Combination Size Limits

HOW LONG CAN MY VEHICLE(S) BE?

Oregon's highway system is divided into three classifications based on the curve radius of the highway, lane width, shoulder width, and the longest vehicle combination that can safely negotiate these curves.

GROUP MAP 1 shows these classifications, listed as Group 1, 2 and 3.

- ♣ Group 1 highways allow the longest combinations and Group 3 the shortest.
- ♣ Back of Group Map 1 lists the different vehicle/combinations legal in Oregon and the length limit each is allowed on Group 1, 2, or 3 highways.
- ♣ <http://www.odot.state.or.us/forms/motcarr/od/8100.pdf> Web site for a copy of the map. Maps are also available at the Ports of Entry.

ORS 818.080(1) contains information on the legal length for a **solo vehicle**, including any load. It is limited to 40 feet overall length.

An exception is located in ORS 818.100 (15) & (16) allowing 45 feet overall length for Recreational Vehicles and Motor Vehicle Transporters

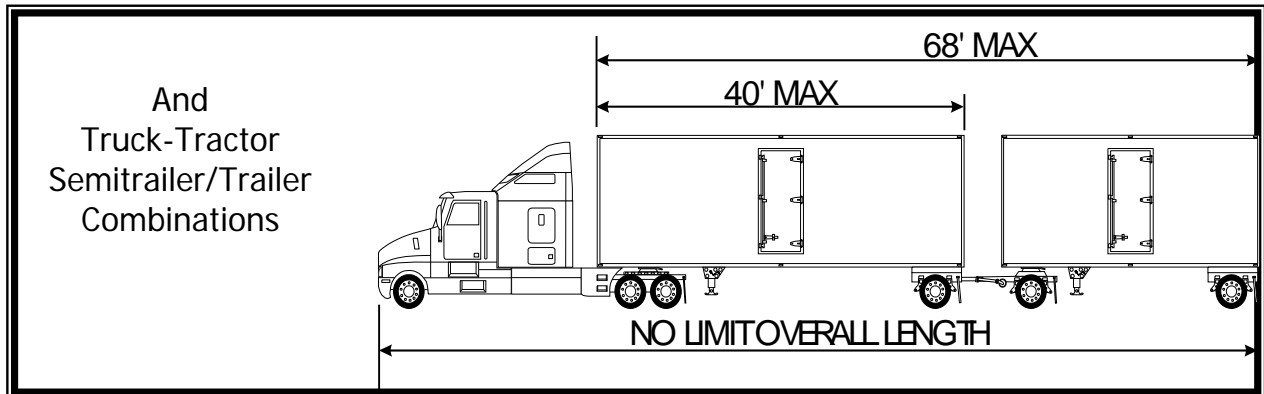
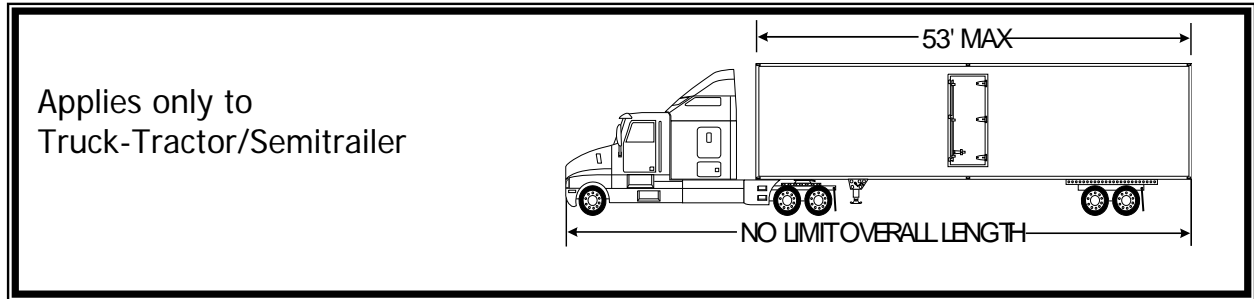
OAR 734-071-0005 through 734-071-0060 contains information on legal lengths for **combinations of vehicles**. Group Map 1 reflects these limits.

http://arcweb.sos.state.or.us/rules/OARS_700/OAR_734/734_071.html

By OAR, the Department of Transportation has the authority to modify some laws and make exceptions that are less restrictive if they find the vehicle can travel safely without endangering others.

Surface Transportation Assistance Act of 1982 (STAA) Route Map 7

OR 734-073-0050 through 734-073-0140 (Division 73)



The Federal Surface Transportation Assistance Act of 1982 (STAA), passed by the US Congress, mandated:

- ✓ States cannot have an overall length restriction on truck-tractor semitrailer or sets of doubles on certain federally funded national network highways.

Limitations:

- ✓ Maximum semitrailer length in Oregon, not to exceed 53 feet. Other states have grandfathered in longer lengths for semitrailers.
- ✓ Trailer length in a set of doubles not to exceed 40 feet.
- ✓ Maximum combined length for two trailers in a set of doubles is 68 feet.
- ✓ There are NO permits and NO exceptions on STAA National Network Highways.

ODOT adopted Administrative Rules and developed ROUTE MAP 7 to address these federal allowances.

Route Map 7 (Continued)

<http://www.odot.state.or.us/forms/motcarr/od/8104.pdf>

Green Routes: Highways included in the STAA National Network. Truck-tractor semitrailer or doubles combinations can travel these routes without any restriction on overall length! Trailer lengths are restricted.

Brown Routes: State routes that have the same allowances as Green Routes.

Purple, Black, and Blue Routes: Truck-tractor semitrailer or doubles combinations can travel these routes, but there is a restriction on the legal overall length allowed and the trailer length.

Red Routes: Truck-tractor semitrailer or doubles combinations can travel these routes, but you must use Group Map 1 to determine the overall and trailer lengths allowed.

Pickup Truck & Trailer (excludes RV's): Route Map 7 allows a greater overall length on Green, Brown, and Purple Routes. Refer to Group Map 1 for other routes.

WHAT IS THE LEGAL WIDTH ALLOWED?

- ✓ 8' 6" Total Outside Width ORS 818.080 (1)

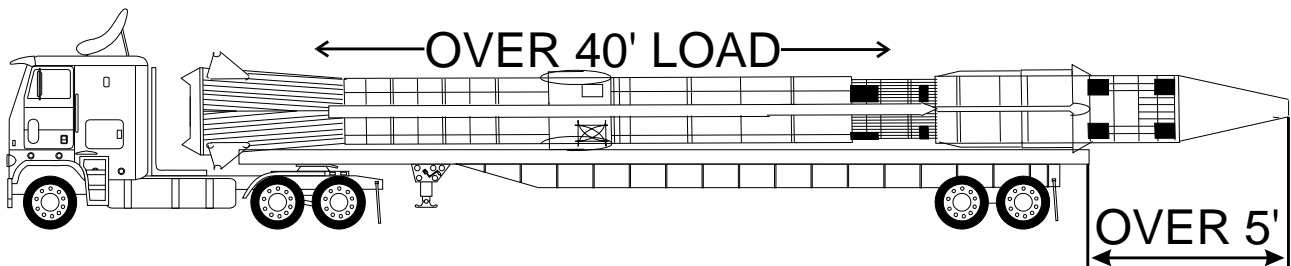
WHAT IS THE LEGAL HEIGHT ALLOWED

- ✓ 14' High including load ORS 818.080 (1)

WHAT IS THE LEGAL LOAD LENGTH ALLOWED

- ✓ 40' Load length ORS 818.080 (1)
- ✓ *An exception found in ORS 818.100 (10) allows a longer load length providing the load does not:*
 - ❖ *extend beyond the rear of the semi-trailer by more than five feet;*
 - ❖ *extend forward of the rear of the cab of the towing vehicle; or*
 - ❖ *exceed the length allowed by OAR 734-071-0005 through 734-071-0060.*

Example of the load length exception

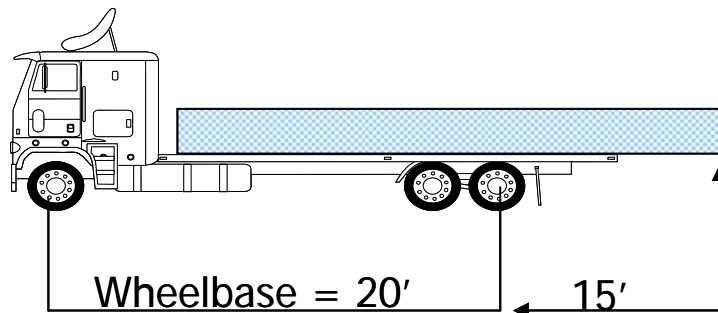


WHAT IS THE LEGAL FRONT OVERHANG ALLOWED

- ✓ Front over hang is 4 feet beyond the front of the vehicle or combination.
ORS 818.080 (2)

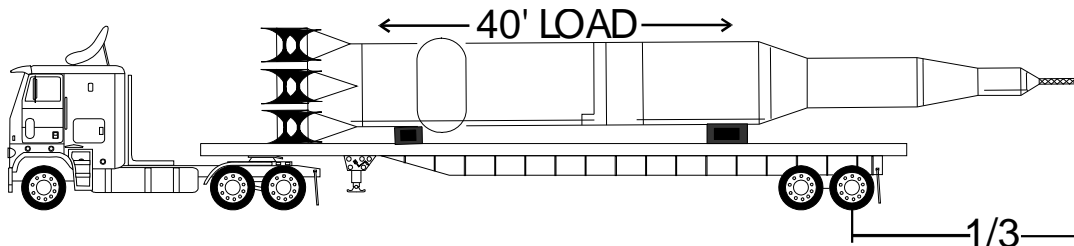
WHAT IS THE LEGAL REAR OVERHANG ALLOWED ON A SOLO VEHICLE? ORS 818.080 (2)

- ✓ A solo vehicle may have up to $\frac{3}{4}$ of its wheelbase as rear overhang.
 - ❖ Remember the 40' overall length for a solo vehicle includes any load.
 - ❖ Rear overhang can be either vehicle or load and is measured from the center of the last axle.



WHAT IS THE LEGAL REAR OVERHANG ALLOWED ON A COMBINATION OF VEHICLES? ORS 818.080 (2)

- ✓ A combination of vehicles may have up to $\frac{1}{3}$ of its wheelbase as rear overhang
ORS 818.080 (2).
- ✓
 - ❖ Rear overhang measured from the center of the last axle
 - ❖ Legal load length of 40' or less
 - ❖ Overall length not to exceed OAR 734-071-0010 Table 1 or Table 2



HIGHWAY VARIANCE PERMITS

Highway Variance Permits may allow a vehicle or combination of vehicles to:

- ❖ Exceed legal width, length, height, weight, or a combination of these.
- ❖ Be in a combination not otherwise allowed (i.e., Jeeps/Boosters)

Two of the most commonly issued permits are for a (1) reducible load that exceeds 80,000 lbs. (Extended Weight Permit), or (2) for a non-reducible load that exceeds statute limits (Heavy Haul Permit).

County and city permits may be required if the movement will be traveling on county or city roads. Permits for various jurisdictions may be able to be combined into one permit.

It is the driver's responsibility to
follow all provisions of the permit !

DURATION OF PERMITS:

1. Continuous or Annual Trip Permit (CTP)
 - ❖ Issued for operations performed on a routine basis
 - ❖ Vehicle(s) and load conform to established width, height, length and weight requirements
 - ❖ Valid for up to one year from date of issuance
2. Single Trip Permits (STP)
 - ❖ Issued on a per trip basis
 - ❖ For one movement over a specified route
 - ❖ Load is **non-divisible** - weight or dimensions do not conform to legal weight or size limits
 - ❖ Valid for up to 10 days from date of issuance

ASSISTANCE

Transportation Permit Application Checklist.

For rapid processing of a highway variance permit application, complete the checklist on next page **BEFORE** calling the Over-Dimensional Permit Office.

Obtain your permit **BEFORE**
you move the load.

Need more assistance?

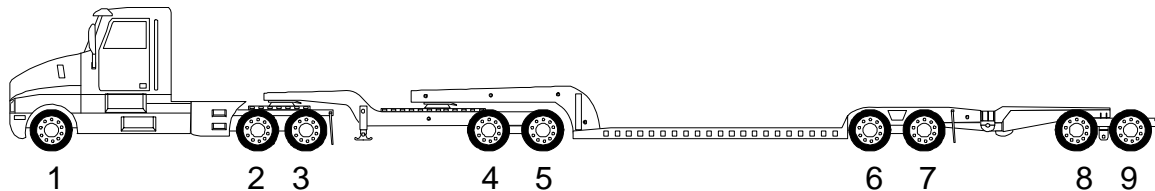
- ❖ Call the Over-Dimensional Permit Office (503-373-0000)
- ❖ Call any Motor Carrier Enforcement District
- ❖ Call any Registration Office

HIGHWAY VARIANCE PERMIT APPLICATION CHECKLIST

When a Highway Variance Permit is required for a movement, the following information will be required by the Over-Dimensional Permit Unit before a permit can be issued.

When ready to order your permit, call (503) 373-0000

CARRIER INFORMATION				
COMPANY	ADDRESS		CITY, STATE, ZIP	
CONTACT PERSON	PHONE NUMBER	FILE (ODOT AUTHORITY) NUMBER		
VEHICLE INFORMATION {POWER UNIT}				
YEAR and MAKE	SERIAL or VIN NUMBER	BASE LICENSE PLATE & STATE		
	UNIT NUMBER			
LOAD INFORMATION				
DESCRIPTION of LOAD	LENGTH of LOAD	WIDTH of LOAD	FRONT OVERHANG	REAR OVERHANG
LOADED HEIGHT WHILE IN TRANSIT	OVERALL LENGTH {INCLUDING LOAD}	LENGTH of HAULING EQUIPMENT	LENGTH OF SEMITRAILER	
ROUTE INFORMATION		WEIGHT INFORMATION		
POINT OF ORIGIN		Required only when requesting weights from Permit Tables 3, 4, or 5		
DESTINATION		AXLE SPACING	LOADED WEIGHT PER AXLE, TANDEM AXLE, OR TRIDEM	
REQUESTED ROUTE		1-2		
		2-3		
		3-4		
		4-5		
		5-6		
		6-7		
		7-8		
		8-9		



NOTE: Measurements for weight are from center of axle to center of axle.

COMPLIANCE

- ❖ Federal Regulations and Oregon law do not allow any weight tolerance.
- ❖ CITATIONS CAN BE ISSUED for ANY weight violation.
- ❖ Legalization may be required prior to allowing the load to proceed.
- ❖ Weight violation base fines are calculated by multiplying the per-pound penalty (as established by Oregon law) by the total number of lbs. overweight.
- ❖ Field Enforcement has two senior Motor Carrier Enforcement Officers dedicated to giving educational presentations at carriers' locations. Contact the Ashland POE (541-776-6004) or the Portland Enforcement Office (503-731-3238).

SCALE PROTOCOL

Many agencies, including Oregon State Police and sheriffs enforce size and weight laws at state or county scales.

Tips for fewer delays at scales:

- ❖ Some locations have High-Speed Weigh-In-Motion sensors in highway pavement.
- ❖ Trucks participating in the Green Light Program and weighing legal are directed to bypass scale (**Exception: Vehicles operating with a Highway Variance Permit for a Non-Divisible Load must enter an open scale**). For more information, call 503-378-6054.
- ❖ Trucks missing sensors or not in right-hand lane are directed to static scale.

Weighing at static scales.

- ❖ Watch the traffic control light and message read boards.
- ❖ If the light is green, roll across slowly at 3 - 5 miles per hour.
- ❖ If the light is red, STOP and wait for further instructions.

CHAIN LAWS

Oregon does not have a designated time of year requiring the use of chains. Chains are only required to be carried or used when signs requiring them are posted.

Please consult ODOT's Trip check website:

<http://www.tripcheck.com/> for Oregon's winter travel road conditions, chain laws and minimum chain placement requirements.

Please consult ODOT's website:

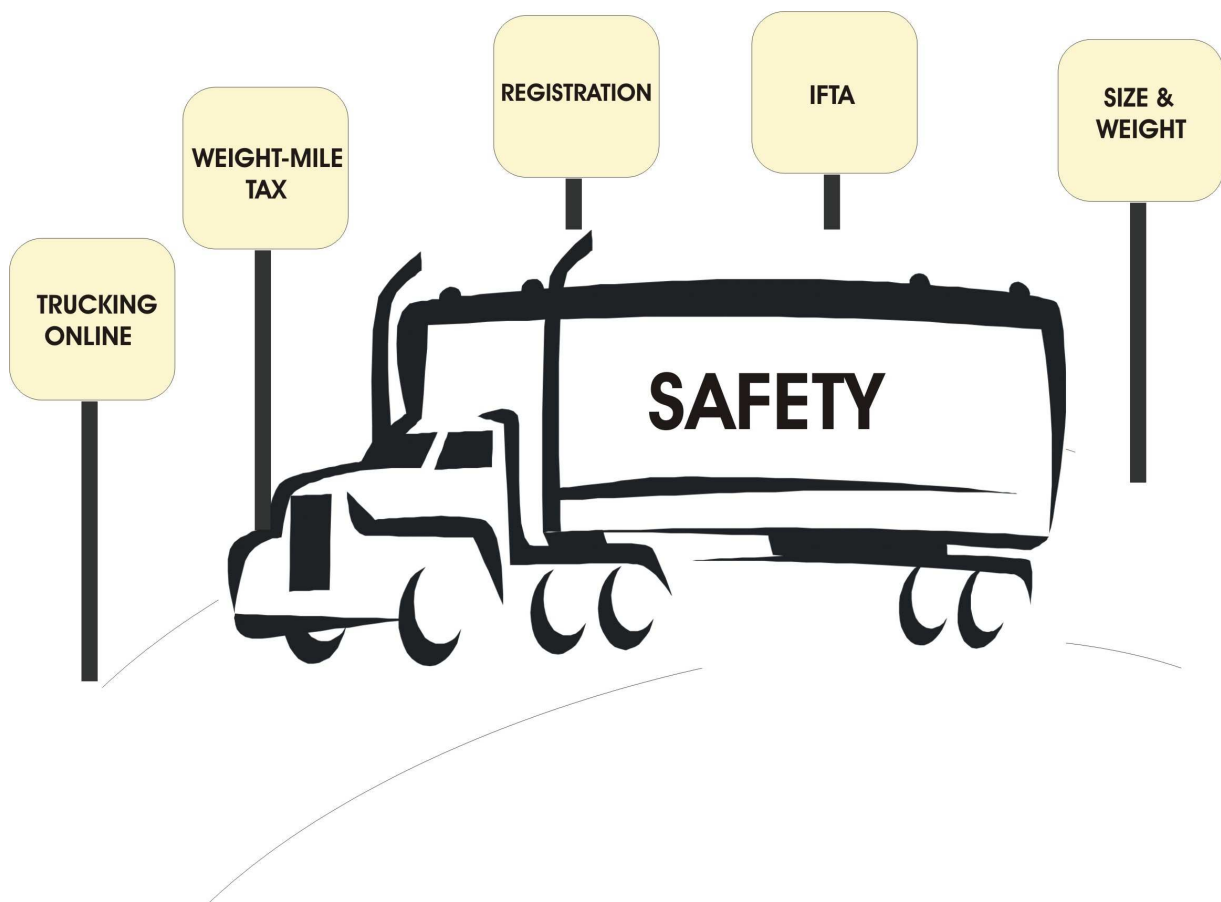
http://arcweb.sos.state.or.us/rules/OARS_700/OAR_734/734_017.html for Oregon's Administrative Rules regarding chain laws. In 734-017-0012 it states: "When chains or traction tires are required to be carried and the appropriate signs are posted, chains or traction tires of sufficient size and number to comply with Division 17 rules must be in or on the vehicle."

QUESTIONS!

If you have questions, please call before you move your freight. We want to help!

OREGON DEPARTMENT OF TRANSPORTATION

MOTOR CARRIER EDUCATION MANUAL



Trucking companies must have knowledge in all areas of regulations in order to fulfill their regulatory requirements. This material provides concise and relevant information to your business and is provided to you by the Oregon Department of Transportation, Motor Carrier Transportation Division.

This section describes requirements of **Safety**.

MOTOR CARRIER SAFETY - Overview

Every motor carrier and driver in Oregon shares the duty to use our roads and highways responsibly. Every vehicle must be driven and maintained to ensure the safety of all highway users.

The contents of this packet are to provide motor carriers with a basic knowledge of the Federal Motor Carrier Safety Regulations (FMCSR, Parts listed below), the Oregon Revised Statutes (ORS), and the Oregon Administrative Rules (OAR), related to highway safety:

- Parts 40/382-Controlled Substances and Alcohol Use and Testing
- Part 383/ORS 807/809-Commercial Driver's License Standards
- Part 387/OAR 740-Minimum Levels of Financial Responsibility
- Part 390/OAR 740-General Motor Carrier Safety Regulations
- Parts 380/391/OAR 740-Qualifications of Drivers; Long Combination Vehicle Requirements; Entry-Level Driver Requirements
- Part 392-Driving of Commercial Motor Vehicles
- Part 393-Parts and Accessories Necessary for Safe Operation (includes Cargo Securement)
- Part 395/OAR 740-Hours of Service of Drivers
- Part 396-Inspection, Repair, and Maintenance
- Oregon's Green Light Preclearance System

These contents are only a guide. They are **not** to be used for legal interpretations. It is the responsibility of motor carriers and drivers to become familiar with the regulations.

Additional information can be found on the Internet at:

www.oregon.gov/ODOT/MCT/

The site above provides additional information regarding Oregon registration, safety, and size and weight regulations. This site also contains many motor carrier forms that can be downloaded for use by motor carriers.

www.fmcsa.dot.gov/rulesregs/fmcsrhome.htm

This site contains additional motor carrier information provided by the United States Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA).

MOTOR CARRIER SAFETY

PARTS 40/382 – Controlled Substances and Alcohol Use and Testing

Applicability 382.103

Drivers required to have a commercial driver's license (CDL) under Part 383 are subject to the controlled substances and alcohol testing rules. This requirement includes the following interstate and intrastate truck and bus operations:

- For-hire and private companies.
- Federal, State, local, and tribal governments.
- Church and civic organizations.
- Farmers and custom harvesters.

Exemptions:

- Drivers exempt from commercial driver's license requirements by their issuing State (e.g., certain farmers).
- Active duty military personnel.

DEFINITIONS

Refusal to submit to a test 40.191 / 40.261 / 382.107

Refusal to submit means that a driver:

- Fails to appear for a test (except a pre-employment test) within a reasonable time.
- Fails to remain at the testing site until the test is completed.
- Fails to provide a sufficient amount of urine for a drug test, or breath specimen for an alcohol test, when there is no medical explanation for the failure.
- Fails or declines to take a second test when required.
- Fails to undergo a medical evaluation as part of a verification process.
- Fails to cooperate with any part of the testing process.
- Provides a urine sample determined to be adulterated or substituted.

Safety-sensitive function 382.107

Safety-sensitive function means all time from the time a driver begins to work or is ready to work until the time the driver is relieved from work and all responsibility for work. Safety-sensitive functions shall include all time:

- At a plant, terminal, facility, or other property of a motor carrier or shipper.

MOTOR CARRIER SAFETY - Overview

- Waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier.
- Inspecting, servicing, or obtaining assistance for a CMV.
- Driving a CMV.
- In or upon any CMV, except time spent resting in a sleeper berth.
- Loading or unloading a CMV. Performing any other functions related to loading or unloading, including supervising, attending the CMV, or taking care of shipping documents.

TYPES OF ALCOHOL AND CONTROLLED SUBSTANCES TESTS

**Pre-employment
382.301**

No employer shall allow a driver, who the employer intends to hire or use, to perform a safety-sensitive function until the driver has received a negative controlled substances test result.

**Post-accident
382.303**

If a driver is involved in an accident resulting in a fatality, or is cited for a moving traffic violation in connection with an injury or tow-away accident, the employer shall require the driver to submit, as soon as practicable, to controlled substances and alcohol testing. If the driver is not tested for alcohol within *two hours* of the accident, the employer is required to continue attempting to test, but prepare a report explaining the reasons why the test was not promptly administered. If an alcohol test has not been administered within *eight hours* or a controlled substances test within *32 hours* of the accident, the employer shall cease all attempts to test and prepare a report describing the reasons why the test was not promptly administered.

**Random
382.305**

Companies are to randomly test a number of drivers equal to *10 percent* of the average number of driver positions per year for alcohol testing and *50 percent* for controlled substances. All testing is to be unannounced and reasonably spread throughout the calendar year. All drivers must be scientifically selected for testing and have an equal chance of being selected. A driver shall only be tested for alcohol immediately prior to, during, or immediately after performing a safety-sensitive function.

MOTOR CARRIER SAFETY - Overview

**Reasonable suspicion
382.307**

A driver is required to submit to an alcohol and/or controlled substances test when a properly trained company official or supervisor has observed and documented the driver's behavior that may indicate alcohol or controlled substance abuse. The company official or supervisor must have received two hours of training on abuse recognition, as prescribed by 382.603, prior to requiring a reasonable suspicion test.

**Return-to-duty /
Follow-up
40.305 / 40.307**

Return-to-duty and follow-up tests are conducted when a driver, who has violated the prohibited controlled substances or alcohol conduct standards, returns to performing safety-sensitive functions. See PROHIBITIONS below.

PROHIBITIONS

**Subpart B -
Prohibitions
382.201 - 382.215**

The following are identified as Subpart B – Prohibitions:

- Performing a safety-sensitive function while having an alcohol concentration of 0.04 or greater.
- Using alcohol while performing a safety-sensitive function.
- Performing a safety-sensitive function within 4 hours after using alcohol.
- Using alcohol within 8 hours following an accident, before taking a DOT-required post-accident alcohol test.
- Refusing to take a DOT-required alcohol or controlled substances test.
- Using controlled substances while performing a safety-sensitive function.
- Performing a safety-sensitive function after testing positive or adulterating or substituting a test specimen for controlled substances.

A driver who has violated a Subpart B prohibition cannot perform any safety-sensitive duties until that driver has completed a Substance Abuse Professional (SAP) evaluation, referral, and education/treatment process. The first step in this process is a SAP evaluation.

MOTOR CARRIER SAFETY - Overview

EVALUATION AND TESTING

SAP Evaluation 382.503 / 40.281 - 40.313	The Substance Abuse Professional conducts face-to-face evaluations of the driver to determine what education and/or treatment program is required.
Return-to-Duty Test 382.309 / 40.305	Upon completion of the education and/or treatment program prescribed by the SAP, the driver must take a return-to-duty test for controlled substances and/or alcohol with a negative test result, before the driver can return to safety-sensitive duties.
Follow-up Testing 382.311 / 40.307 / 40.309	The driver must take at least <i>six</i> unannounced follow-up tests for controlled substances and/or alcohol in the first 12 months of safety-sensitive duties, above and beyond any random testing requirements. The SAP may prescribe more follow-up tests during the first 12 months and/or subsequent to that.
Other alcohol-related conduct 382.505	A driver found to have an alcohol concentration between 0.02 and 0.04 shall not perform safety-sensitive functions for at least 24 hours.

RECORD RETENTION

Retention of records 382.401	An employer shall maintain all records related the controlled substances and alcohol program in a secure location with limited access, made available within two business days to any authorized government personnel. The records shall be kept on file based on the following retention periods:
--	--

Five years:

- All records related to any violations of the controlled substances or alcohol standards described in Subpart B.
Examples: positive test results, SAP evaluations.
- Records related to the administration of the program.

Two years: Records related to the collection process.

One year: Negative and canceled test results.

Indefinite period: Training records.

MOTOR CARRIER SAFETY - Overview

COMPANY POLICY

**Company Policy
382.601**

Every motor carrier shall provide each driver with educational materials on controlled substances and alcohol that include, but are not limited to:

- Which drivers are subject to the requirements, and who is responsible for providing information.
- What behavior is prohibited and what constitutes a refusal to test.
- The circumstances and time period under which a driver will be tested and the procedures involved. What constitutes a safety-sensitive function.
- The consequences for drivers who have violated the testing requirements.
- Information concerning the effects of alcohol misuse and controlled substances abuse on health, work, and personal life. *
- The signs and symptoms of alcohol or controlled substances problems.

* *See also Driver Wellness training in Parts 380.500 to 380.513.*

MOTOR CARRIER SAFETY

PART 383/ORS 807/809 - Commercial Driver's License Standards

The licensing provisions in Part 383 are intended to help reduce accidents by setting standards that:

- Require commercial drivers to be properly qualified and to hold a single valid operator's license; and
- Disqualify drivers who do not operate *Commercial Motor Vehicles (CMV)* safely.

DEFINITIONS

Commercial Motor Vehicle 383.5 *Commercial motor vehicle (CMV)* is a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- Has a gross combination weight rating (GCWR) of **26,001 pounds** or more inclusive of a towed unit(s) with a gross vehicle weight rating (GVWR) of more than **10,000 pounds**, or
- Has a gross vehicle weight rating (GVWR) of **26,001 pounds** or more; or
- Is designed to transport **16 passengers** or more, including the driver; or
- Is of any size and used to transport *hazardous materials* requiring placarding.

Note: *The above definition of CMV pertains to Part 383 (Commercial Driver's License), Part 380 (Entry-Level Driver Training) and Part 382 (Controlled Substances and Alcohol Testing) only.*

Gross Combination Weight Rating 383.5 *Gross combination weight rating (GCWR)* is the value specified by the manufacturer as the loaded weight of a combination (articulated) motor vehicle. In the absence of a manufacturer's specified value for the towed unit, the weight will be determined by the actual weight of the towed unit and any load thereon.

Gross Vehicle Weight Rating 383.5 *Gross vehicle weight rating (GVWR)* is the value specified by the manufacturer as the loaded weight of a single motor vehicle.

MOTOR CARRIER SAFETY

PART 383/ORS 807/809 - Commercial Driver's License Standards

COMMERCIAL DRIVER'S LICENSE (CDL) CLASSES, ENDORSEMENTS, AND RESTRICTIONS

CDL Classes
383.5 / 383.91 /
ORS 807.031

There are three classes of CDL: *Class A CDL* allows the driver to operate Class A, Class B, and Class C vehicles. *Class B CDL* allows drivers to operate Class B and Class C vehicles. *Class C CDL* allows drivers to operate Class C vehicles. Vehicle classes:

- CLASS A--Gross combination weight rating (GCWR) of **26,001 or more pounds**, inclusive of a towed unit(s) with a gross vehicle weight rating (GVWR) of more than **10,000 pounds**.
- CLASS B--GVWR of **26,001 or more pounds** (may tow a trailer up to 10,000 GVWR).
- CLASS C-- GCWR or GVWR up to 26,000 pounds, designed to transport **16 or more passengers**, including the driver.
- CLASS C-- GCWR or GVWR up to 26,000 pounds, transporting **hazardous materials** requiring placarding.

Endorsements
383.93 /
ORS 807.035

In addition to basic CDL tests, drivers who operate specialized commercial motor vehicles must pass additional tests to obtain the following endorsements on their CDL's:

- T**—Double/triple trailers
- P**—Passenger
- N**—Tank vehicle
- H**—Hazardous materials
- X**—Combination of tank vehicle and hazardous materials
- S**—School bus

Tank Vehicle
383.5

A *tank vehicle* is any commercial motor vehicle that is designed to transport any liquid or gaseous materials within a tank that is either permanently or temporarily attached to the vehicle or the chassis. Such vehicles include, but are not limited to, cargo tanks and portable tanks, as defined in 49 CFR Part 171. However, this definition does not include portable tanks having a rated capacity under 1,000 gallons.

Hazardous Materials
383.141 /
OAR 735-062-0190

To obtain a hazardous materials endorsement, or renew a hazardous materials endorsement, individuals must pass a Transportation Security Administration security screening process. For further information, visit the DMV Web site at:

www.oregon.gov/odot/dmv/driverid/cdlendrest.shtml

MOTOR CARRIER SAFETY

PART 383/ORS 807/809 - Commercial Driver's License Standards

Air Brake Restriction 383.95

If an individual fails the air brake section of the knowledge test, or performs the skills test in a vehicle not equipped with air brakes, his/her CDL will indicate the license holder may not operate a CMV equipped with air brakes.

A driver who passes the knowledge and skills tests, and has no air brake restriction, qualifies as an air brake inspector. See 396.25.

Note: For the purposes of the skills test and the license restriction, air brakes include any braking system that operates fully or partially on the air brake principal.

Oregon Farm Endorsements ORS 807.035

A farmer who operates a commercial motor vehicle is not required to hold a CDL if the CMV is:

- Controlled or operated by the farmer;
- Used to transport agricultural products, farm machinery, or farm supplies to or from the farm;
- Not used in for-hire operations;
- Operated within 150 air-miles of the farm; AND
- Not used in triple-trailer combinations.

Rather than a CDL, a farmer may obtain one of the following:

- Class Y Farm Endorsement--same vehicle combination as that allowed for a Class A CDL.
- Class Z Farm Endorsement--same vehicle(s) as that allowed for a Class B CDL.

A farmer with a farm endorsement may also transport the following without requiring an additional endorsement:

- Double trailers
- Tank vehicle
- Hazardous materials – if placarded in accordance with applicable laws

Oregon Classes and Exemptions ORS 807

Because the CDL is a state-issued license, check with the appropriate state officials regarding particular license classes and specific exemptions. For other classes and exemptions for Oregon drivers, see ORS 807.020 to 807.036.

MOTOR CARRIER SAFETY

PART 383/ORS 807/809 - Commercial Driver's License Standards

CONVICTIONS, SUSPENSIONS, AND DISQUALIFICATION

**Employer
Responsibility**
383.37 / 383.51 /
391.15

No employer shall knowingly allow or require a driver to drive a CMV whose license is suspended, revoked, or cancelled, or who has been disqualified to drive a CMV.

**Driver
Responsibility:
Notification of
Convictions**
383.31

When a driver who holds a CDL is convicted of violating, in any vehicle or in any State, a law relating to motor vehicle traffic control (other than a parking violation), that driver must notify both his/her *employer* and the *State* from which his/her CDL is issued of the violation(s) within 30 days of the conviction. This notification must be in writing and must include the following information:

- Driver's full name;
- Driver's license number;
- Date of conviction;
- Details about the offense, including any resulting suspension, revocation, or cancellation of driving privileges;
- Indication of whether the violation happened in a CMV;
- Location of offense; and
- Driver's signature.

**Driver
Responsibility:
Notification of
Suspensions**
383.33 / 391.15

A driver must notify his/her employer before the end of the business day following the day the driver receives notice of suspension, revocation, cancellation, loss of privilege, or disqualification from any state or jurisdiction.

**Commercial
Driver's License
Information
System (CDLIS)**

The CDLIS enables the States to exchange information about the driving records and driver's licenses of CMV drivers. This helps ensure that only one license is issued to a driver and that drivers currently disqualified are prevented from obtaining a CDL.

Employers have access to the CDLIS clearing-house through their State's vehicle licensing agency.

MOTOR CARRIER SAFETY

PART 383/ORS 807/809 - Commercial Driver's License Standards

DISQUALIFICATION TABLES (1-4)

Table 1:

Major Offenses
383.51 / 391.15

Major offenses include:

- Driving *any* vehicle while under the influence of alcohol or controlled substances.
- Having an alcohol concentration of 0.04 or greater while operating a CMV.
- Refusing to take an alcohol test as required by a state or jurisdiction under its implied consent laws defined in 383.72.
- Transportation, possession, or unlawful use of controlled substances while on duty.
- Leaving the scene of an accident while operating *any* vehicle.
- Using *any* vehicle to commit a felony.
- Driving a CMV while suspended, when the suspension was the result of a CMV violation.
- Causing a fatality through negligent operation of a CMV.

Penalties
383.51 / 391.15
ORS 809.413

- **First conviction** - One year disqualification.
- **First conviction while transporting hazardous materials** - Three year disqualification.
- **Subsequent convictions** - Lifetime disqualification.

A driver convicted of a felony for using *any* vehicle for manufacturing, distributing, or dispensing controlled substances is disqualified for life, and is not eligible for reinstatement.

Table 2:

Serious Traffic Violations
383.51

Serious traffic violations include:

- Speeding 15 mph or more above the posted speed limit in *any* vehicle.
- Reckless driving, improper or erratic lane changes, or following too closely in *any* vehicle.
- Traffic offenses linked to fatalities in *any* vehicle.
- Driving a CMV without the proper class of CDL and/or endorsements.
- Driving a CMV without a CDL in possession.

MOTOR CARRIER SAFETY

PART 383/ORS 807/809 - Commercial Driver's License Standards

Penalties
383.51 /
ORS 809.413

- **Second conviction within three years** – 60 day disqualification.
- **Third or subsequent conviction within three years** – 120 day disqualification.

Table 3:
Railroad Crossing
Violations
383.51

Railroad crossing violations while operating a CMV include: *

- Failing to slow down or stop at or before a railroad crossing when required.
- Failing to drive completely through a crossing when required.
- Failing to negotiate a crossing because of insufficient undercarriage clearance.

* *See also Parts 392.10 and 392.11.*

Penalties
383.51 / 383.53

- **First conviction** – 60 day disqualification.
- **Second conviction within three years** – 120 day disqualification.
- **Third or subsequent conviction within three years** – One year disqualification.

An employer who knowingly allows or requires a driver to commit a railroad crossing violation may be subject to a civil penalty of \$10,000.

Table 4:
Violations of Out-
of-Service Orders
383.51 / 391.15 /
ORS 809.413

During a CVSA inspection, a driver and/or CMV can be placed out-of-service for certain safety-related deficiencies or defects. The driver is in *violation of the out-of-service order* if the driver operates the CMV before the driver is allowed to do so.

Penalties
383.51 / 383.53 /
391.15 /
ORS 809.413

- **First conviction** – 90 day to one year disqualification.
- **Second conviction within ten years** – One to five year disqualification.
- **Third or subsequent conviction within ten years** – Three to five year disqualification.

Hazardous Materials / Passengers:

- **First conviction** - 180 day to two year disqualification.
- **Second or subsequent conviction within ten years** – Three to five year disqualification.

MOTOR CARRIER SAFETY
PART 383/ORS 807/809 - Commercial Driver's License Standards

A driver who operates a CMV in violation of an out-of-service order shall also be subject to a civil penalty of \$1,100 to \$2,750. An employer who knowingly allows or requires a driver to violate an out-of-service order shall be subject to a civil penalty of \$2,750 to \$11,000.

MOTOR CARRIER SAFETY

PART 387/OAR 740 – Minimum Levels of Financial Responsibility

Definitions
387.5

Financial responsibility means having insurance policies or surety bonds sufficient to satisfy the minimum public liability requirements.

Public liability means liability for bodily injury, property damage, and environmental restoration.

Requirements for Financial Responsibility
Part 387 / OAR 740

All motor carriers must have at least the minimum amount of public liability insurance required by law. The amount of insurance and the required insurance forms are prescribed in both Part 387 and the Oregon Administrative Rules (OAR's).

OAR 740:
Level and Proof of Liability Insurance

The OAR's require each motor carrier operating one or more vehicles **over 26,000 lbs. intrastate** in Oregon to maintain at least **\$750,000** of public liability insurance. A current **Form "E"**, issued by an insurer, must be on file with the Oregon Department of Transportation (ODOT) to prove the motor carrier meets this requirement (740-040-0010 & 0020).

Part 387:
Levels and Proof of Liability Insurance

Part 387 also requires certain motor carriers to maintain minimum levels of public liability insurance as shown in the table below (387.9, 387.33):

Classification		Minimum Applicability	Minimum Liability
Non-HazMat	Interstate for-hire	10,000 lbs. GVWR	\$750,000
Hazardous Materials	Explosives (1.1, 1.2, 1.3)	None	\$5,000,000
	Poison-Inhalation, Hazard Zone A (2.3, 6.1)		
	Radioactive Materials, HRCQ (Class 7)		
	Hazardous Substances	In bulk *	
	Compressed Gas (2.1, 2.2)		
	Intrastate in bulk * or Interstate	10,000 lbs. GVWR	
Passenger	Interstate	7-15 passenger	\$1,500,000

MOTOR CARRIER SAFETY

PART 387/OAR 740 - Minimum Levels of Financial Responsibility

* *In bulk* – over 3,500 water gallons.

These motor carriers must have proof of the minimum level of insurance at the company's principal place of business (387.7, 387.31).

Proof shall consist of one of the following:

- Form **MCS 90** (**MCS-90B** for passenger carriers) – Insurance endorsement issued by an insurer.
- Form **MCS-82** (**MCS-82B** for passenger carriers) – Surety bond issued by a surety.
- Written authorization of the I.C.C. authorizing carrier to *self-insure*.

MOTOR CARRIER SAFETY

PART 390/OAR 740 – General Federal Motor Carrier Safety Regulations

General Applicability 390.3

The Federal Motor Carrier Safety Regulations (FMCSR) apply to all employers, employees, and commercial motor vehicles transporting property or passengers in interstate or intrastate commerce.

Exceptions to General Applicability:

- School bus operations directly related to school functions.
- Transportation performed by governmental agencies. Fire and rescue vehicles used during emergencies. Hearse and ambulance services.*
- Certain intrastate farm operations. See ORS 825.024.
- Noncommercial transportation.

* See also **emergency exception** under 390.5 (*Definitions: Direct Assistance, Emergency, Emergency relief*), 390.23, and 390.25.

DEFINITIONS

Commercial Motor Vehicle 390.5

Commercial motor vehicle (CMV) is any self-propelled or towed motor vehicle used on a highway in commerce to transport passengers or property when the vehicle:

- Has a gross vehicle weight rating (GVWR), gross combination weight rating (GCWR), or actual weight of **10,001 or more pounds**; or
- Is designed or used to transport more than **8 passengers**, including the driver, for compensation; or
- Is designed or used to transport more than **15 passengers**, including the driver, and is not used to transport passenger for compensation; or
- Is used to transport **hazardous materials** requiring placarding.

Note: *The above definition of CMV pertains to Parts 390 through 397.*

Gross Combination Weight Rating 390.5

Gross combination weight rating (GCWR) is the value specified by the manufacturer as the loaded weight of a combination (articulated) motor vehicle. In the absence of a manufacturer's specified value for the towed unit, the weight will be determined by the actual weight of the towed unit and any load thereon.

MOTOR CARRIER SAFETY

PART 390/OAR 740 - General Federal Motor Carrier Safety Regulations

Gross Vehicle Weight Rating 390.5	<i>Gross vehicle weight rating (GVWR)</i> is the value specified by the manufacturer as the loaded weight of a single motor vehicle.
Interstate Commerce 390.5	<i>Interstate Commerce</i> is trade, traffic, or transportation in the United States – <ul style="list-style-type: none">• Between a place in a State and a place outside of such State (including a place outside of the United States); or• Between two places in a State through another State or a place outside of the United States; or• Between two places in a State as part of trade, traffic, transportation originating or terminating outside the State or the United States.
Driveaway-towaway operation 390.5	<i>Driveaway-towaway operation</i> means transporting an unladen vehicle with at least one set of wheels on the ground: <ul style="list-style-type: none">• Between a manufacturer, dealership, purchaser, or repair shop, or• By means of a saddle-mount or tow-bar.

ACCIDENT REGISTER AND REPORTING

Accident 390.5 / OAR 740-100-0020	An <i>accident</i> is an occurrence involving a commercial motor vehicle operating on a highway in interstate or intrastate commerce that results in at least one of the following: <ul style="list-style-type: none">• A <i>fatality</i>.• Bodily injury to a person who, as a result of the <i>injury</i>, immediately receives medical treatment away from the scene of the accident.• Disabling damage to one or more motor vehicles requiring the vehicle(s) to be <i>towed</i> or otherwise transported from the scene by a tow truck or other vehicle.
Accident Register 390.15	Motor carriers must maintain an accident register for three years after the date of each accident. The accident register must contain at least the following information: <ul style="list-style-type: none">• Date and place of accident• Driver's name• Number of injuries and fatalities

MOTOR CARRIER SAFETY

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- Hazardous materials (other than fuel) released, if any
- Copies of all accident reports required by governmental entities or insurers

Accident Reporting
OAR 740-100-0020 Accidents occurring in Oregon must be reported to ODOT within 30 days. However, fatal accidents occurring in Oregon must be reported to ODOT as soon as possible (next business day).

Accidents shall be reported on DMV Form 735-0032 or may be reported online. For information go to:

www.oregon.gov/odot/mct/safety.shtml

Select "Crash Reports & Stats". You may also call (503) 986-3507. Fax (503) 986-4249.

Note: For DMV reporting requirements, visit the DMV Web site at:

www.oregon.gov/odot/dmv/driverid/accidentreport.shtml

VEHICLE IDENTIFICATION

Marking of CMV's
390.21 /
OAR 740-100-
0010(2)(b) Every self-propelled CMV operated by a motor carrier must be marked on **BOTH** sides of the vehicle, with the following:

- The motor carrier's legal name or a single trade name.
- The motor carrier's USDOT number.

Note: External identification is not required on vehicles 26,000 lbs. or less GCWR and operated in private intrastate carriage, except when transporting placarded hazardous materials or over 15 passengers. However, the motor carrier is still be required to have a USDOT number if operating CMV's as defined in 390.5.

A USDOT number may be obtained by completing Federal Form MCS-150 or applying online at:

www.safer.fmcsa.dot.gov/onlineforms.aspx

MOTOR CARRIER SAFETY
PARTS 380/391/OAR 740 – Qualification of Drivers;
Long Combination Vehicle Requirements; Entry-Level Driver Requirements

Motor carriers must ensure that all drivers of commercial motor vehicles meet the minimum qualifications specified in Part 391.

General Driver Requirements 391.11

A driver must meet the following requirements:

- Be in good health and physically able to perform all duties of a driver.
- Be at least 21 years of age for interstate commerce, or 18 years of age for intrastate commerce.
- Speak and read English well enough to converse with the general public, understand highway traffic signs and signals, respond to official questions, and be able to make legible entries on reports and records.
- Be able to drive the vehicle safely.
- Know how to safely load and properly block, brace, and secure the cargo.
- Have only one valid operator’s license.

Driver Qualification File 391.51

Every motor carrier must have a qualification file for each driver employed. The file must include:

<p>• APPLICATION FOR EMPLOYMENT (391.21, 383.35)</p> <p>Besides basic driver information as outlined in 391.21, the employment application shall include detailed information of all license suspensions, and a 3-year history of moving violations, accidents, and employers (10-year employer history for CDL drivers). The driver-applicant must sign the application certifying its accuracy.</p>
<p>• INQUIRY TO STATE AGENCIES (391.23)</p> <p>Within 30 days of hire, the motor carrier must obtain the driver’s driving record, both personal and employment-related, for the preceding three years. The inquiry must be made to all states where the driver was licensed.</p>
<p>• ANNUAL REVIEW OF DRIVING RECORD (391.25)</p> <p>At least once every 12 months, the motor carrier must obtain and review the driver’s driving record, both personal and employment-related.</p> <p><i>Note: Convictions, accidents, and suspensions from a driver's driving record may automatically be obtained through the Oregon DMV's Automated Reporting System (ARS). For information, visit the DMV Web site at: www.oregon.gov/ODOT/DMV/records/business.shtml#ars</i></p>

MOTOR CARRIER SAFETY
PARTS 380/391/OAR 740 - Qualification of Drivers;
Long Combination Vehicle Requirements; Entry-Level Driver Requirements

<p>• ANNUAL DRIVER’S CERTIFICATION OF VIOLATIONS (391.27)</p> <p>At least once every 12 months, the motor carrier must require each driver to provide a list of all moving violations for the previous 12 months. Drivers who have provided information required by 383.31 need not repeat that information in this annual list of violations.</p>
<p>• ROAD TEST (391.31, 391.33)</p> <p>The driver must successfully complete a road test and be issued a certificate, or provide the motor carrier with a copy of the driver’s CDL or previous certificate showing that the driver has already completed a road test. However, a copy of the CDL alone is not sufficient for any driver required to have a double/triple trailer or tank vehicle endorsement.</p>
<p>• LCV DRIVER CERTIFICATE (380.401)</p> <p>The LCV (Longer Combination Vehicle) driver must successfully complete LCV driver training and be issued a Driver-Training Certificate. For more information see LCV Training below.</p>
<p>• ENTRY-LEVEL DRIVER CERTIFICATE (380.509, 380.511)</p> <p>The entry-level driver must successfully complete entry-level driver training and be issued a training certificate. For more information see Entry-Level Training below.</p>
<p>• MEDICAL EXAMINATION (391.41 - 391.49)</p> <p>The driver must pass a physical examination conducted by a licensed health care professional every two years. The driver is then issued a Medical Examiner’s Certificate which must be carried while operating a CMV, and a copy of the certificate must be kept in the Driver Qualification File.</p>

Physical Requirements 391.41

A driver is physically qualified to driver if that driver:

- Has no loss or major impairment of a foot, leg, hand, or arm, or has been granted a Skill Performance Evaluation (SPE) Certificate under 391.49 (interstate operations), or waiver of physical disqualification under OAR 740-100-0010(2)(e) (intrastate operations).
- Has no clinical diagnosis of diabetes requiring insulin for control.
- Has no clinical diagnosis of any disqualifying heart disease.
- Has no clinical diagnosis of high blood pressure likely to interfere with CMV operation.
- Has no clinical diagnosis of epilepsy.
- Has 20/40 vision or better with corrected lenses. Can recognize traffic signal colors.
- Has enough hearing to perceive a forced whisper.
- Has no drug or alcohol abuse problems.
- Has no other physical or mental disorder likely to interfere with CMV operations.

MOTOR CARRIER SAFETY
PARTS 380/391/OAR 740 - Qualification of Drivers;
Long Combination Vehicle Requirements; Entry-Level Driver Requirements

Medical Waivers
391.49 /
OAR 740-100-
0010(2)(e) A driver unable to pass a physical examination may be eligible for an interstate SPE Certificate granted by FMCSA, or an intrastate waiver of physical disqualification granted by ODOT. For more information, call (503) 378-5916.

Driver
Investigation
History File
391.53 Every motor carrier must have an investigation file for each driver that includes the driver’s *Safety Performance History*. Within 30 days of hire, the motor carrier must contact the previous employers within the past three years to obtain and verify the information listed below. Previous employers are required to release the information. A written record must be kept of all contact results. The file must be considered confidential and only be allowed limited access.

<p>• DRIVER IDENTIFICATION / EMPLOYMENT VERIFICATION (391.23) The motor carrier must obtain general employment data about the driver, such as name, date of birth, starting and ending dates, and job responsibilities.</p>
<p>• ACCIDENT HISTORY (391.23) The motor carrier must inquire about all accidents the driver was involved in, and obtain all accident information listed in 390.15(b).</p>
<p>• DRUG/ALCOHOL HISTORY (40.25, 391.23) The motor carrier must obtain information about whether the driver had any drug/alcohol violations and whether the driver completed a rehabilitation program. This information must only be obtained from employers where the applicant drove CDL-required vehicles, and must only be made with the driver’s written authorization. The motor carrier must also ask the applicant about all positive pre-employment tests or refusals for motor carriers within the last two years who did <u>not</u> hire the driver. <i>Note: Records of positive drug tests may also be obtained from the Oregon DMV, with the driver’s written permission. For information, visit the DMV Web site at:</i> www.oregon.gov/ODOT/DMV/records/business.shtml#drug</p>

MOTOR CARRIER SAFETY

PARTS 380/391/OAR 740 - Qualification of Drivers; Long Combination Vehicle Requirements; Entry-Level Driver Requirements

Limited Exemptions

The following specific conditions and types of drivers are exempt from certain Part 391 requirements:

Drivers employed before January 1, 1971 (391.61)

A driver who has been a regular employee of a motor carrier for a continuous period that began before January 1, 1971, is exempt from:

- Application for employment.
- Employment verification.
- Initial inquiry to state agencies.
- Road test.

Multiple-employer drivers (391.63)

If a motor carrier employs a driver who is employed as a driver by more than one motor carrier, the motor carrier must have:

- Driver's name and social security number.
- License number, state, and type of license.
- Medical examiner's certificate.
- Road test or equivalent.
- Controlled substances / alcohol program requirements.

Drivers furnished by other motor carriers (391.65)

A motor carrier using a driver regularly employed by another motor carrier must contact the other motor carrier and obtain a signed certificate verifying the driver's name and signature, the driver's qualifications, and the expiration date of the medical examiner's certificate. The driver must still meet the controlled substances / alcohol program requirements.

Certain farm vehicle drivers (391.2, ORS 825.024)

Some farm vehicle drivers are exempt from Part 391.

Private intrastate carriers (OAR 740-100-0010(2)(d))

A driver who is employed by a private intrastate carrier is exempt from Part 391 if the driver operates a CMV that is 26,000 lbs. or less GVWR, and is not transporting placarded hazardous materials. The driver must still have a valid driver's license.

MOTOR CARRIER SAFETY
PARTS 380/391/OAR 740 - Qualification of Drivers;
Long Combination Vehicle Requirements; Entry-Level Driver Requirements

LONGER COMBINATION VEHICLE (LCV) TRAINING REQUIREMENTS

Definition 380.105	<i>Longer combination vehicle (LCV)</i> is any combination of a truck-tractor and two or more trailers with a gross vehicle weight (GVW) greater than 80,000 pounds.
Driver Requirements 380.107 / 380.203 / 380.205	A driver who wishes to operate an LCV shall first complete an LCV driver-training program. To qualify for the training program, the driver must have a: <ul style="list-style-type: none">• Class A CDL with a double/triple trailer endorsement; and• Clean driving record for the previous 6 months operating a vehicle combination requiring a Class A CDL.
Driver-Training Certificate 380.401	Each driver who completes the LCV driver training shall be issued a certificate. A copy of the certificate shall be maintained in the driver's qualification file.
Driver-Instructor Requirements 380.301 / 380.303	LCV driver training may only be given by a qualified driver-instructor. The qualifications required are based on whether the driver-instructor is a <i>classroom instructor</i> or <i>skills instructor</i> .
LCV Driver- Instructor Qualification File 391.55	A motor carrier must have a qualification file for each LCV driver-instructor it employs or uses. The file must include: <ul style="list-style-type: none">• Proof of the instructor's qualifications; and• A copy of the instructor's CDL with the appropriate endorsement(s). <p><u>Note:</u> For further information on the LCV driver training requirements, see 380.101 through 380.401.</p>

MOTOR CARRIER SAFETY
PARTS 380/391/OAR 740 - Qualification of Drivers;
Long Combination Vehicle Requirements; Entry-Level Driver Requirements

ENTRY-LEVEL DRIVER TRAINING REQUIREMENTS

Definition 380.502	<i>Entry-level driver</i> is a driver with less than one year of experience driving a CMV with a CDL.
Requirements 380.503	<u>All</u> entry-level drivers subject to the CDL requirements of Part 383 must receive entry-level driver training. The training must include instructions in the following four areas: <ul style="list-style-type: none">• Driver qualification requirements• Hours of service• Driver wellness *• Whistleblower protection <p>* <i>See also company policy requirements under Part 382.601.</i></p>
Training Certificate 380.509 / 380.513	Each driver who completes the entry-level driver training shall be issued a certificate. A copy of the certificate shall be maintained in the driver's qualification file. <u>Note:</u> <i>For further information on the entry-level driver training requirements, see 380.500 through 380.513.</i>

BRAKE INSPECTOR QUALIFICATION

Brake Inspector Qualification	See 396.25 for brake inspection, maintenance, and repair qualifications.
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MOTOR CARRIER SAFETY

PART 392 – Driving of Motor Vehicles

Illness or Fatigue 392.3	No driver may drive a CMV when the driver's ability or alertness is impaired by fatigue, illness, or any other cause that makes it unsafe to drive the vehicle.
Drugs and Other Substances 392.4 / 382.213 / 382.215	No driver shall be on duty and possess, be under the influence of, or use: <ul style="list-style-type: none">• Any Schedule I drug listed in 21 CFR 1308.11.• Amphetamines (including "pep pills" and "bennies").• Narcotics.• Any other substance that makes driving unsafe.
Alcohol 392.5 / 382.201 - 382.207	A driver is forbidden to use or be under the influence of alcohol while driving, being on duty, or within 4 hours of going on duty. A driver is forbidden to possess an alcoholic beverage while driving or being on duty, unless it is a manifested part of the shipment.
Railroad Crossings 392.10 / 392.11	Drivers of CMV's transporting certain hazardous materials or passengers are required to stop before crossing railroad tracks. Also, those drivers may not shift gears while crossing the tracks. All other drivers must slow down when crossing.
Unauthorized Passenger 392.60	Unless authorized in writing by the motor carrier, no driver shall transport any person on any CMV other than a bus. The written authorization need not be carried in the vehicle.
Radar Detectors 392.71	No driver shall use a radar detector or drive a CMV equipped with one.

MOTOR CARRIER SAFETY

PART 393 – Parts and Accessories Necessary for Safe Operation

Every CMV must be equipped with certain standard equipment. Other optional equipment or accessories are permitted only if these items do not decrease the operational safety of the vehicle.

Note: See also the periodic inspection items and standards prescribed in Appendix G to Subchapter B.

BRAKES

Brake Systems 393.40 / 393.41

CMV's must be equipped with the following brake systems which must meet the braking requirements of FMCSR Part 393 and/or Federal Motor Vehicle Safety Standards (FMVSS) Part 571, as applicable:

- Service brakes
- Parking brakes
- Emergency brakes

Brakes on all Wheels 393.42 / 393.48

Every CMV must be equipped with brakes acting on all wheels, with the following exceptions:

- Trucks and truck tractors with three or more axles, manufactured before July 25, 1980, are not required to have steering axle brakes. However, the vehicle must meet the braking requirements of 393.52.
- Vehicles being towed in a driveaway-towaway operation. However, the combination must meet the requirements of 393.52.
- Any trailer with a gross weight of 3,000 pounds or less, provided the trailer weight does not exceed 40 percent of the weight of the power unit.
- Three-axle dollies, steered by a co-driver (tillerman), are not required to have steering axle brakes.
- Loaded housemoving dollies, and specialized trailers and dollies transporting furnaces, reactors, and similar vehicles, provided the combination does not exceed 20 mph. However, the combination must be able to stop within 40 ft.

Breakaway and Emergency Braking 393.43

Every power unit and its trailer must be equipped with the following emergency braking systems:

Power unit -

- **Tractor protection:** The power unit must have adequate service brakes to stop the power unit in the event of a trailer breakaway.

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PART 393 – Parts and Accessories Necessary for Safe Operation

- **Trailer emergency brakes:** Each power unit with air brakes must have both a manual and an automatic system for setting the emergency brakes on a trailer with air brakes. *

Trailer -

Breakaway: Every trailer must be equipped with brakes that apply automatically if the trailer breaks away from the power unit. *

* *Does not apply to driveaway-towaway operations.*

Brake Components

All brake components, including those identified below, must be installed, maintained, and protected to prevent leaks and to ensure proper functioning of the brake systems.

- Brake tubing and hoses – 393.45
- Brake chambers, slack adjusters, linings/pads, drums/rotors – 393.47
- Reservoirs – 393.50

Brake Warning Devices and Gauges 393.51

Buses, trucks, and truck tractors must be equipped with a signal that provides a warning to the driver when a failure occurs in the vehicle's service brake system. This signal requirement covers hydraulic brake systems, air brake systems, vacuum brake systems, and hydraulic brakes applied or assisted by air or vacuum.

Automatic Brake Adjusters and Adjustment Indicators 393.53

The following CMV's must be equipped with automatic brake adjusters:

- Hydraulic-braked vehicles manufactured on or after October 20, 1993.
- Air-braked vehicles manufactured on or after October 20, 1994. Must also have brake adjustment indicators.

Antilock Brake Systems (ABS) 393.55

The following CMV's must be equipped with antilock brake systems: *

- Truck-tractors manufactured on or after March 1, 1997.
- All other vehicles with air brakes manufactured on or after March 1, 1998.
- Hydraulic-braked trucks and buses manufactured on or after March 1, 1999.

Each antilock brake system must include ABS malfunction indicators.

* *Does not apply to driveaway-towaway operations.*

MOTOR CARRIER SAFETY

PART 393 – Parts and Accessories Necessary for Safe Operation

COUPLING DEVICES

General Requirements 393.70

Coupling devices, including fifth wheel assemblies, drawbars/tow-bars and drawbar eyes, pintle hooks, turntables, safety devices, and saddle-mounts*, must be properly secured and allow for proper alignment between the towing vehicle and the towed vehicle. Coupling devices must be free of excessive wear and cracks. No securement bolts or rivets are allowed to be loose or missing.

* See 393.71 for *driveaway-towaway (saddle-mount) operations*.

Fifth Wheel Assemblies 393.70(b)

- Every fifth wheel assembly must have a *locking device* to prevent separation or excessive play of the upper and lower halves of the fifth wheel. The locking device shall apply automatically on coupling.
- The upper and lower fifth wheel halves must be located to allow for equal *weight distribution* on the axles of the towed and towing vehicles.

Full Trailers 393.70(c)

- The tow-bar used to tow a full trailer must have a *locking device* to prevent separation of the towed and towing vehicles.
- The *tow-bar eye* and *pintle hook* must not have excessive play, nor be repaired by welding.

Safety Devices 393.70(d)

Every full trailer and converter dolly must have safety device(s) to prevent separation of the towed and towing vehicles in the event of a tow-bar failure. The safety devices must meet the following requirements:

- Must not be attached to the pintle hook or other attachment device.
- Must have an ultimate breaking strength equal to the weight of the towed vehicle.
- Must prevent the tow-bar from dropping to the ground in case the tow-bar fails or becomes disconnected. The safety device must not have excess slack.

Number of safety devices:

Hinged/swiveled tow-bar, full trailer or converter dolly: Must have one of the following:

- *Two separate chains/cables* running along both sides of the tow-bar.

MOTOR CARRIER SAFETY

PART 393 – Parts and Accessories Necessary for Safe Operation

- A *bridle ('Y') system*, with two attachments at the towed vehicle, and one attachment at the towing vehicle. When a single cable is used, a thimble and twin-base cable clamps shall be used to form the front bridle eye.
- *Two pairs of chains/cables*. One pair from the towed vehicle to the rear of the tow-bar. The other pair from the towing vehicle to the front of the tow-bar.
 - The chains/cables must extend beyond any bolts, rivets, etc. used to connect structural members of the tow-bar.
 - For an extendible tow-bar, a stop must be used to prevent separation of the movable part of the tow-bar.

Fixed tow-bar, converter dolly: A single chain/cable may be used down the centerline of the tow-bar. The device may be attached to any location along the tow-bar.

EMERGENCY EQUIPMENT

Emergency Equipment 392.8 / 393.95

CMV's must carry the following emergency equipment:

- Fire extinguisher.
- Spare fuses.
- Warning devices for stopped vehicles.

Fire Extinguishers 393.95

Fire extinguishers must be securely mounted and readily accessible. Each extinguisher must have a gauge or other indicator that shows whether the extinguisher is fully charged and a label displaying one of the following Underwriters' Laboratories (UL) ratings:

- One extinguisher - 5 B:C or more.
- Two extinguishers - 4 B:C or more each.
- One extinguisher - 10 B:C or more, if the vehicle is transporting placarded hazardous materials.

Note: Does not apply to vehicles towed in *driveaway-towaway operations*.

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PART 393 – Parts and Accessories Necessary for Safe Operation

**Warning Devices
for Stopped
Vehicles**
392.22 / 392.24 /
392.25 / 393.95

CMV's must be equipped with one of the following types of warning devices:

- Three reflective triangles.
- At least six fusees or three liquid-burning flares, *except* for vehicles transporting explosives (1.1, 1.2, 1.3), flammable liquid (3) or flammable gas (2.1) in cargo tanks, or compressed gas as a fuel.

Placement of Warning Devices: The three warning devices must be placed as follows (except where special rules apply):

- One on the traffic side, ten feet from the vehicle, in the direction of approaching traffic.
- One 100 feet away from the vehicle in the center of the traffic lane or shoulder where the vehicle is stopped, in the direction of approaching traffic.
- One 100 feet away from the vehicle in the center of the traffic lane or shoulder where the vehicle is stopped, in the direction away from approaching traffic.

**Hazard Warning
Flashers**
392.22

A CMV stopped upon a highway or shoulder must activate the vehicle's hazard warning flashers immediately. The driver must leave the flashers on until the warning devices are in place. The flashers must again be used while the warning devices are being picked up before the movement of the vehicle.

FUEL SYSTEM

**General
Requirements**
393.65

Each fuel system must meet the following requirements: *

- Fuel systems, including fuel tanks and fuel lines, must be properly secured in a workmanlike manner, and be free of leaks.
- No part of the system may extend beyond the widest part of the vehicle.
- No part of the fuel system of a *bus* may be located within or above the passenger compartment.

* *See 393.69 for propane systems.*

MOTOR CARRIER SAFETY

PART 393 – Parts and Accessories Necessary for Safe Operation

Fuel Lines 393.65

Each fuel line must be located so that:

- The lines do not extend more than 2 inches below the fuel tanks unless the lines are enclosed in a protective housing. Diesel fuel crossover, return, and withdrawal lines which extend below the bottom of the tank must be protected.
- The lines do not extend between a towed vehicle and the towing unit while the combination is in motion.

Fuel Tanks 393.65 / 393.67

Fuel tanks must meet the following requirements: *

- No part of a fuel tank may be located forward of the front axle of a power unit, or extend beyond the widest part of the vehicle.
- Fuel spilled while fueling must not contact the exhaust or electrical system.
- Fill pipe openings must be located outside the passenger compartment and sealed with a tightly fitted cap.

Drains and bottom fittings:

- Must not extend more than $\frac{3}{4}$ of an inch below the bottom of the fuel tank.
- Must be protected against damage from impact.

* See 393.68 for natural gas containers.

LIGHTS

General Requirements 393.11 / 571.108

FMCSR Part 393.11 and FMVSS Part 571.108 specify the required color, position, and types of lamps and reflectors for CMV's. Requirements are also found in:

- Hazard warning signals – 393.19
- Clearance lamps – 393.22
- Turn signals – 393.22
- Head lamps – 393.24
- Stop lamps – 393.25
- Driveaway-towaway operations – 393.17

Must be Operable 393.9

All required lamps shall be capable of being operated at all times.

MOTOR CARRIER SAFETY

PART 393 – Parts and Accessories Necessary for Safe Operation

**Lamp Mounting
and Visibility**
392.33 / 393.9 /
393.25

All lamps must be permanently and securely mounted to the vehicle or projecting load. The lamps must be visible under normal conditions.

**Conspicuity
Systems**
393.11 / 393.13 /
393.26

Certain vehicles must have retroreflective sheeting or reflex reflectors to make them more visible to other motorists under conditions of reduced visibility.

MISCELLANEOUS PARTS AND ACCESSORIES

**Cab and Body
Components**
393.203

Cab and body components must meet the following requirements:

- *Cab doors and door parts* shall not be missing or broken. Doors shall not sag or be wired shut or secured in the closed position to prevent opening.
- *Bolts or brackets securing the cab* or the body of the vehicle to the frame shall not be loose, broken, or missing.
- *Hood* must be securely fastened.
- *Seats* must be securely mounted.
- *Front bumper* must not be missing, loosely attached, or protruding beyond the confines of the vehicle so as to create a hazard.

Exhaust Systems
393.83 / 393.84

Exhaust systems must meet the following requirements:

- The exhaust system and discharge must be located where they are not likely to damage the electrical wiring, the fuel supply, nor any combustible part of the vehicle.
- The discharge from the exhaust system must not be located immediately below the fuel tank or the fuel tank filler pipe.
- The exhaust system may not be temporarily repaired with patch or wrap material.
- The exhaust pipe and mufflers must be securely fastened to the vehicle.
- The exhaust system may not leak or discharge at any point forward of or directly below the driver or sleeper compartment. Floors must be substantially constructed and free of holes that allow entrance of fumes and gases.

MOTOR CARRIER SAFETY

PART 393 – Parts and Accessories Necessary for Safe Operation

Location of discharge:

Trucks and truck tractors: Must discharge at a location to the rear of the cab, or above and near the rear of the cab.

Buses, gasoline-powered: Must discharge at or within 6 inches forward of the rearmost part of the bus.

Buses, other fuels: Must discharge either:

- At or within 15 inches forward of the rearmost part of the bus, or
- To the rear of all doors or windows designed to be open (not including emergency exits).

Frames 393.201

Frames, crossmembers, and securement devices (bolts, etc.) shall not be cracked, loose, sagging, broken, or missing. No holes shall be drilled in the top or bottom rail flanges, nor shall any welding be done on the frame or chassis, except as specified by the manufacturer.

Rear End Protection 393.86

Every CMV must be equipped with a rear impact guard, bumper, or other device that prevents the under ride of another vehicle. The impact guard must be substantially constructed and attached to the vehicle. The dimensions and locations required are based on the date the impact guard was manufactured. *

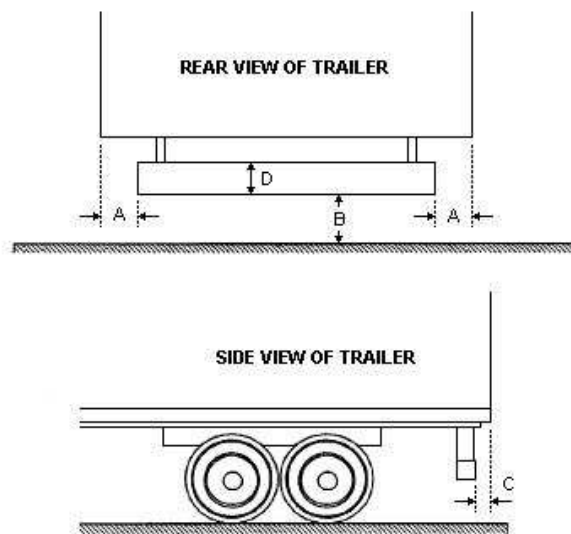
* Does not apply to truck-tractors (390.5), pole trailers (390.5), pulpwood trailers (393.5), low chassis vehicles (393.5), special purpose vehicles (393.5), wheels back vehicles (393.5), and driveaway-towaway operations (390.5).

Impact Guard Measurements	Code ¹	Manufactured before 1/26/98 ²	Manufactured on or after 1/26/98 ³
Width	A	18" max.	4" max.
Height	B	30" max.	22" max.
Rear Surface	C	24" max.	12" max.
Cross-Sectional Vertical Height	D	n/a	3.94" min.

MOTOR CARRIER SAFETY

PART 393 – Parts and Accessories Necessary for Safe Operation

- ¹ Letters correspond with the measurements labeled in the figures below.
- ² Impact guard required only when the height from the ground to the vehicle chassis is greater than 30" when the vehicle is empty.
- ³ Impact guard must be labeled under specifications in 393.86(a)(6) / 571.223.



Seat Belts 392.16 / 393.93 / ORS 811.210 / 815.055

CMV's must be equipped with seats, seat belt assemblies, and seat belt anchorages as specified in FMVSS Part 571. A driver must not drive before correctly restraining him/herself.

Sleeper Berths 393.76

Sleeper berths must meet minimum dimension requirements. They must not be installed in or on a trailer and must be located in or adjacent to the cab. An exit doorway or opening must be at least 18 inches high by 36 inches wide, and must lead directly into the cab.

Each sleeper berth must be equipped with an adequate mattress, bed clothing, and blankets. The sleeper berth must be properly ventilated and located so as to protect occupants against exhaust heat, fumes, fuel leaks, dust, and rain. A means must be provided to prevent ejection of the occupants from the sleeper berth during vehicle deceleration.

MOTOR CARRIER SAFETY

PART 393 – Parts and Accessories Necessary for Safe Operation

Steering System 393.209

Steering systems must be in proper working order, including the following:

- *Steering wheel* must be properly secured and not have any cracked or missing spokes. The steering wheel shall turn freely in both directions.
- *Steering wheel lash (free play)* must not exceed certain parameters.
- *Steering column* must be securely fastened.
- *Steering gear box* must be securely attached and not cracked. The pitman arm must not be loose on the steering gear output shaft. The yolk-coupling of the steering column must not be loose on the steering gear input shaft.
- *Attachments*, including ball and socket joints, universal joints, clamps, bolts, and nuts, shall not be worn, loose, or welded.
- *Tie rods and drag links* shall not be worn or bent.
- *Power steering systems* must not have loose or broken parts; frayed, cracked, or slipping belts; leaks; or insufficient fluid in the reservoir.

Suspension System 393.207

Suspension systems must be structurally sound and in proper working order, including the following:

- *Axles* must be in proper alignment, and no positioning part shall be cracked, broken, loose, or missing.
- *Adjustable axles* must have locking pins in place.
- *Leaf springs* must not be cracked, broken, missing, nor shifted out of position.
- *Coil springs* must not be cracked or broken.
- *Torsion bars* must not be cracked or broken.
- *Air suspensions* must support the vehicle in a level position, and must not leak.

Tires 393.75

Tires used on CMV's must meet specific safety standards. No tire may have any of the following defects:

- Body ply or belt material cut or otherwise exposed through the tread or sidewall.

MOTOR CARRIER SAFETY

PART 393 – Parts and Accessories Necessary for Safe Operation

- Tread or sidewall separation.
- Flat or audible leak.
- Have less than the minimum tread depth:
 - Front axle: 4/32 inch minimum.
 - Other axles: 2/32 inch minimum.
- Carry a weight greater than the rated capacity for that tire. This includes an underinflated tire.
- Mounted or inflated so that it comes in contact with any part of the vehicle, including an adjacent tire.
- *Front axle:*
 - Regrooved tires on trucks or truck tractors which have a load-carrying capacity equal to or greater than 4,920 lbs.
 - Mixing bias and radial tires on the same axle.
 - Regrooved, recapped, or retreaded tires on buses.

Wheels **393.205**

Wheels must meet the following conditions:

- *Wheels, rims, and hubs* shall not be cracked or broken.
- *Stud or bolt holes* shall not be elongated (out of round).
- *Nuts or bolts* shall not be missing or loose.
- *Lock or side rings* shall not be bent, broken, cracked or improperly seated.

Windshields **393.60 / 393.78 /** **393.79**

A vehicle's windshield (includes both left and right sides, if split windshield) must be free of discoloration, intersecting cracks, and damage greater than 3/4 inch in diameter. The wipers and the defroster must be in proper working order.

Affected area:

Lowest: Top of the steering wheel.

Highest: 2 inches below top of the windshield.

Sides: 1 inch from left and right sides of each windshield.

MOTOR CARRIER SAFETY

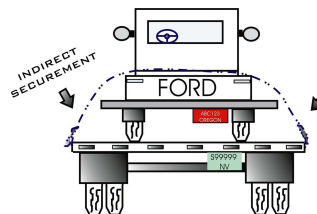
PART 393 – Cargo Securement

CARGO SECUREMENT

General Requirement 393.100 / 393.106	The cargo loaded on a CMV must be contained or secured to prevent the load from leaking, blowing, falling from the vehicle, or shifting to an extent that would affect the vehicle's stability. Cargo likely to roll must be restrained by chocks, cradles, or other devices to prevent rolling.
Securement System Standards 393.104 / 393.112	All securement devices and systems (tiedowns, anchor points, walls, stakes, chocks, etc.) must be in good working order, properly secured, and free of damage that would adversely affect the cargo securement. Tiedowns must meet certain manufacturing standards. Edge protection (<i>defined in 393.5</i>) must be used wherever a tiedown would be subject to abrasion or cutting.
Cargo Inspection 392.9	The driver must ensure that the cargo is properly distributed and secured. Accessory equipment (tarps, tailgate, spare tire, etc.) must also be secured. The driver must examine and adjust/change the cargo securement, as necessary: <ul style="list-style-type: none">• Before driving.• Within the first 50 miles.• At the next change of duty status, after 3 hours of driving, or after driving 150 miles, whichever occurs first.
Working Load Limit 393.5 / 393.102 / 393.106 / 393.108	Working load limit (WLL) is the maximum load that may be applied to a component of a cargo securement system during normal service. The securement devices must have an <i>aggregate WLL (defined in 393.5)</i> capable of preventing cargo movement in the forward, rearward, sideways, and vertical directions. The WLL of a tiedown is determined by the manufacturer's markings or, if not available, by the WLL tables in 393.108.

Indirect Securement

The tiedown goes from an anchor point on the vehicle, through, over, or around the cargo and attaches to another anchor point on the *other side* of the vehicle.



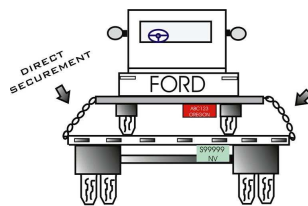
The assigned WLL is the entire WLL determined by the manufacturer's marking or by the WLL tables.

MOTOR CARRIER SAFETY

PART 393 – Cargo Securement

Direct Securement

- The tiedown goes from an anchor point on the vehicle to an attachment point on the cargo, or
- The tiedown goes from an anchor point on the vehicle, through, over, or around the cargo and attaches to another anchor point on the *same side* of the vehicle.



The assigned WLL is **one-half** of the WLL determined by the manufacturer's marking or by the WLL tables.

The assigned *aggregate* WLL of all devices used to secure cargo must be at least one-half times the **weight** of the cargo. For example, if the cargo weighs 30,000 lbs., the assigned *aggregate* WLL of all devices used to secure the cargo must be at least 15,000 lbs.

General Provisions 393.110

The number of tiedowns required to secure cargo is also dependent on the **length** of the cargo.

If no front end structure or cargo to prevent forward movement:

Length of Cargo	Weight of Cargo	Minimum Number of Tiedowns
5 ft. or less	1,100 lbs. or less	1
	Over 1,100 lbs.	2
Over 5 ft. up to 10 ft.	n/a	2
Over 10 ft.	n/a	2 tiedowns for first 10 ft., plus - 1 tiedown for each extra 10 ft. length or fraction thereof. <i>Example: 25 ft. = 4 tiedowns.</i>

MOTOR CARRIER SAFETY

PART 393 – Cargo Securement

With front end structure or cargo to prevent forward movement: *

1 tiedown for each 10 ft. length or fraction thereof.

Example: 25 ft. = 3 tiedowns.

* *See 393.114 for front end structure requirements.*

Special Purpose Vehicles 393.5 / 393.110

The length requirements of 393.110 do not apply to vehicles transporting cargo which, because of its design, size, shape, or weight, must be secured by special methods. However, the cargo must be properly secured.

Examples: Crane booms, trusses, boats.

Commodity- Specific Rules 393.106

Additional rules apply to certain types of cargo, and take precedence over the general requirements. **Bolded** items are described in more detail below.

- **Logs – 393.116**
- **Dressed lumber or similar building products – 393.118**
- Metal coils – 393.120 (*defined in 393.5*)
- Paper rolls – 393.122
- Concrete pipe – 393.124
- **Intermodal containers – 393.126**
- Automobiles, light trucks, and vans – 393.128
- **Heavy vehicles, equipment, and machinery – 393.130**
- **Flattened or crushed vehicles – 393.132**
- Roll-on/roll-off or hook lift containers – 393.134 (*defined in 393.5*)
- Large boulders – 393.136
- **Baled hay and straw**

Logs¹ 393.116

The following applies to all loads of five or more logs. Loads of less than 5 logs may be secured under the general requirements of 393.100 to 393.114:²

- The logs must be solidly packed and cradled with bunks or stakes **(A)** to prevent the logs from rolling.
- The outer bottom logs **(B)** must rest solidly against the bunks or stakes.

MOTOR CARRIER SAFETY

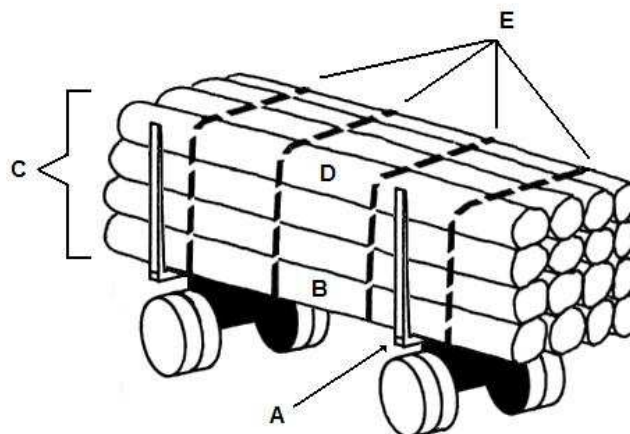
PART 393 – Cargo Securement

- Each outside log (**C**) must have one end touching a bunk or stake, and the other end touching, or at least extending beyond, the other bunk or stake.
- The center of each highest outside log (**D**) must be below the top of each bunk or stake.
- The logs must be secured by *two* tiedowns or wrappers with the following exceptions:
 - Logs 27 feet or longer: Require *four* evenly-spaced wrappers (**E**) (OR OSHA rule, OAR 437-007-1010).
 - Shortwood loaded lengthwise: Allowed *one* tiedown/wrapper for any middle stack blocked in the front and rear by structures or other shortwood stacks.³
- The aggregate WLL of all tiedowns/wrappers used to secure the logs loaded on a flatbed or frame vehicle (*defined in 393.5*) must be at least **1/6** times the total weight of the logs.

¹ “Logs” include round processed wood (e.g., utility poles, peeler cores).

² See 393.116 for additional rules for pole trailers and shortwood logs loaded crosswise.

³ “Shortwood” - logs up to 16 feet in length (393.5).



MOTOR CARRIER SAFETY

PART 393 – Cargo Securement

**Dressed Lumber or
Similar Building
Products
393.118**

Bundles one or two tiers high

Bundles must be secured with tiedowns over the **top tier**.

Bundles three or more tiers high

Bundles require tiedowns over the **top tier**, **plus one** of the following:

- *Stakes* on the vehicle sides to prevent lateral movement; or
- *Blocking or friction devices* between tiers to prevent lateral movement; or
- *Tiedowns over the middle tier*. If more than 3 tiers, the maximum height of the middle tier that is secured may not exceed 6 feet above the deck of the vehicle; or *
- *Tiedowns over the second tier* from the bottom; or *
- *Tiedowns over each tier*; or
- Loaded in a *sided vehicle (defined in 393.5)* or *container* of adequate strength (*does not include curtain vans or tautliners*).

Note: *All tiedowns required above must be secured under the general requirements of 393.100 to 393.114. At least two tiedowns are required for bundles two or more tiers high and longer than 5 ft.*

Note: *393.118 does not apply to non-bundles such as glue-laminated beams. Glue-laminated beams must be secured with tiedowns over the top tier under the general requirements of 393.100 to 393.114. (note updated 10/26/09. 393.118 applies to load of veneer)*

* Note: *Spacers are allowed under the specifications in 393.118(d)(3).*

MOTOR CARRIER SAFETY

PART 393 – Cargo Securement

Intermodal Containers 393.126

Container chassis vehicle (*defined in 393.5*)

- Each container must be secured to the chassis with securement devices or integral locking devices at all lower corners that cannot come open while the vehicle is in transit. The front and rear of the container must be secured independently.
- The securement devices must not allow the container to shift in any direction more than ½ inch.

Loaded container on non-chassis vehicle

- All lower corners of the container must rest upon the vehicle.
- The container must be secured by *one* of the following:
 - Chains, wire ropes, or locking devices fixed to all lower corners, or
 - Crossed chains fixed to all upper corners.
- The container must be secured to the vehicle with devices that cannot come open while the vehicle is in transit. The front and rear of the container must be secured independently.

Empty container on non-chassis vehicle

The container need not have all lower corners resting on the vehicle, provided:

- The container is balanced on the vehicle.
- The container does not overhang more than 5 feet at the front or rear of the vehicle, and does not interfere with the vehicle's maneuverability.
- The container is secured to prevent shifting in any direction.

MOTOR CARRIER SAFETY PART 393 – Cargo Securement

Heavy Vehicles, Equipment, and Machinery 393.130

The following applies to vehicles, equipment, and machinery individually weighing 10,000 lbs. or more. Loads less than 10,000 lbs. may be secured according to the general requirements of 393.100 to 393.114, or 393.128:

- Equipment with crawler tracks or wheels must be secured with at least four tiedowns, attached as close as possible to the front and rear of the vehicle. *
- Accessory equipment (e.g., shovels, buckets) must be lowered and secured to the vehicle, or lowered and locked in place to prevent shifting during transport.
- Articulated vehicles must be restrained to prevent articulation while in transit.

* *The following securement arrangements are also permitted:*

Two individual tiedowns sharing one anchor point on the equipment, or one anchor point on the vehicle, as long as the anchor point is strong enough.



A single chain used as two tiedowns when the chain acts independently on each side of the equipment. Each side of the tiedown must have two attachment points and one adjustment mechanism.



MOTOR CARRIER SAFETY

PART 393 – Cargo Securement

Flattened or Crushed Vehicles 393.132

- Synthetic webbing is not allowed for securing the vehicles, except that webbing may be used to connect wire rope or chain to anchor points on the CMV. However, the webbing may not come in contact with the flattened or crushed vehicles.
- Containment walls, if used, must extend to the full height of the load, and must block against cargo movement.
- The containment system must prevent liquids from leaking, and loose vehicle parts from falling, from the flattened or crushed vehicles.
- There are four options for securement:

Containment Walls	Tiedowns Per Vehicle Stack
All 4 sides	0
3: front, rear, and one side	2
2: front and rear	3
none	4

MOTOR CARRIER SAFETY

PART 393 – Cargo Securement

**Baled Hay and
Straw
393.102(c):
FMCSA
Memorandum**

The following meets or exceeds the performance requirements of the FMCSR. Tiedowns are exempt from the aggregate WLL found in 393.106(d), provided they meet the WLL requirements below.

Bale Placement

Loads must be well-balanced and positioned on the vehicle so the load is stable without tiedowns.

Small bales (see first diagram below)

- *Sides of load:* Outside bales must not be placed in the same direction in more than two successive tiers (**A**), except one bale above and below a tier, up to three tiers in succession (**B**).
- Bales in the top tier must be loaded crosswise to the vehicle (**C**).
- No bale must be loaded vertically.

Big bales

Sides of load: Outside bales must not be placed in the same direction in more than three successive tiers.

Load projection

No bales may extend beyond the vehicle bed between a truck and trailer, or semi-trailer and trailer. No bales may extend more than one-third the bale length beyond the rear of the bed surface on a single vehicle or the last vehicle in a combination of vehicles. Bales may extend over the truck cab provided they are supported, interlocked with other bales, and do not obstruct the driver's view.

Longitudinal Tiedowns

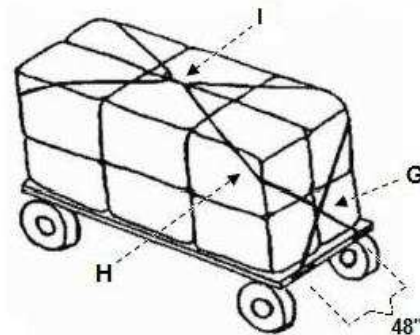
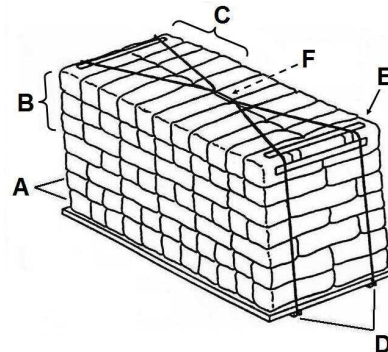
The load must be unitized with two longitudinal tiedowns, each having a minimum WLL of 2,100 lbs., and secured with a tightening device (**F, I**). The tiedowns must be applied over V-boards (**E**), or big bales may use the alternate method below.

MOTOR CARRIER SAFETY

PART 393 – Cargo Securement

With V-Boards (big or small bales)

Two tiedowns must be anchored at the front and rear near the corners (**D**), extended over the top, and crossed or connected with a tightening device at the center (**F**).



Alternate securement (big bales)

Two tiedowns must be anchored at the front and rear of the load at least 48 in. apart, crossed at the front and rear (**G**), passed to the outside around the upper corners of the load (**H**), and connected with a tightening device at the top center (**I**).

Lateral Tiedowns

Each tiedown must have a minimum WLL of 4,000 lbs. Multiple tiedowns may be substituted, provided each has a minimum WLL of 625 lbs., with a combined WLL of 4,000 lbs. or more. Tiedowns less than 2 inches in width or diameter must include V-boards.

Vehicles 32 feet or less in length

One tiedown shall be placed in the center of the length of the vehicle.

Vehicles greater than 32 feet in length

Two tiedowns shall be positioned at one-third and two-thirds the length of the vehicle.

Note: Bales not unitized by longitudinal tiedowns must be secured according to the general cargo securement requirements of FMCSR, 393.100-114.

Note: For further information, visit ODOT's website at: www.oregon.gov/ODOT/MCT/docs/HaySecurement.pdf.

MOTOR CARRIER SAFETY

PART 395/OAR 740 – Hours of Service of Drivers

The hours of service rules apply to all motor carriers and drivers, with some exceptions found in Part 395.1, and intrastate exceptions found in OAR 740-100-0010(2).

DEFINITIONS

- Driving Time 395.2** *Driving time* means all time spent at the driving controls of a CMV in operation. This includes time behind the wheel waiting to load or unload, and delays on impassable highways.
- Off-Duty Time 395.2** Four conditions must be met before any time can be considered *off-duty time*:
1. The driver must have been relieved of all duty and responsibility for the vehicle, its accessories, and any cargo or passengers transported.
 2. The duration of relief must be a finite period of sufficient duration to ensure fatigue is significantly reduced.
 3. Written instructions must have been given by the employer to the driver prior to departure stating the duration of relief. The instructions need not be kept in the vehicle nor at the carrier's place of business.
 4. The driver must be at liberty to pursue activities of his/her own choosing, and be allowed to leave the premises where the CMV is located.
- On Duty Time 395.2** *On duty time* means all time from the time a driver begins to work or is ready to work until the time the driver is relieved from work and all responsibility for work. On duty time shall include all time:
- At a plant, terminal, facility, or other property of a motor carrier or shipper.
 - Waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier.
 - Inspecting, servicing, or obtaining assistance for a CMV.
 - Driving a CMV (*see definition of Driving Time above*).
 - Traveling in any vehicle at the direction of the motor carrier. (*see exception under Travel Time below*).
 - In or upon any CMV, except time spent resting in a sleeper berth.

MOTOR CARRIER SAFETY

PART 395/OAR 740 – Hours of Service of Drivers

- Loading or unloading a CMV. Performing any other functions related to loading or unloading, including supervising, attending the CMV, or taking care of shipping documents.
- Taking a controlled substances/alcohol test, including travel to and from the testing facility, when directed by a motor carrier.
- Performing any other work for a motor carrier.
- Performing any compensated work for a person who is not a motor carrier.

DRIVER’S RECORD OF DUTY STATUS

Driver’s Record of Duty Status
395.8

Every driver shall prepare a record of duty status (driver’s daily log) in his/her own handwriting for each 24-hour period, unless operating under an exemption.

The driver’s log must be kept current to the *last change of duty status*. The driver must have the current day’s log plus the previous 7 consecutive days in his/her possession.

The driver must turn in the original log sheet to the motor carrier within 13 days. The logs must be kept on file for at least 6 months. *

Example log sheet (see explanation of trip at the end of 395.8):

DRIVER'S DAILY LOG																									
(ONE CALENDAR DAY - 24 HOURS)																									
4-23-2005						270						I certify these entries are true and correct:						TT #12, TR #21							
(MONTH) (DAY) (YEAR)						(MILES DRIVING TODAY)												VEHICLE NUMBERS (SHOW EACH UNIT)							
Washington Transportation												John E. Doe													
(NAME OF CARRIER OR CARRIERS)												(DRIVER'S SIGNATURE IN FULL)													
Washington, D.C.												Washington, D.C.													
(MAIN OFFICE ADDRESS)												(HOME TERMINAL ADDRESS)													
	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS
1: OFF DUTY																									11
2: SLEEPER BERTH																									1.75
3: DRIVING																									7.75
4: ON DUTY (Not Driving)																									3.5
																									<u>24</u>
REMARKS																									
SHIPPING DOCUMENTS:																									
1673, 1674																									
Shipping Document No.																									
Shipper & Commodity																									
Richmond, VA												Fredericksburg, VA													
Baltimore, MD												Philadelphia, PA													
Cherry Hill, NJ												Newark, NJ													

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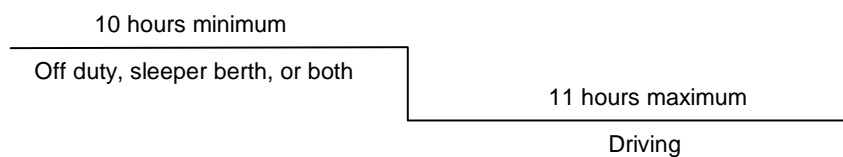
PART 395/OAR 740 – Hours of Service of Drivers

* Retention periods will be greater if the logs are used for other purposes such as tax reporting.

INTERSTATE COMMERCE: PROPERTY

11-Hour Rule
395.3(a)(1)

A driver shall not drive more than 11 hours following 10 consecutive hours off duty.



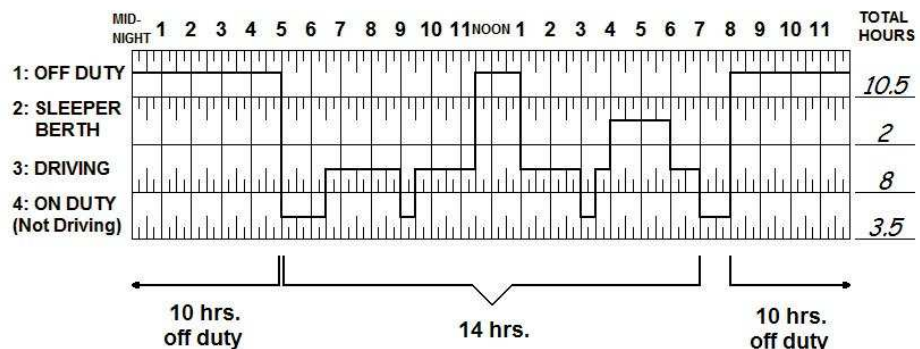
Note: This rule applies even if the time periods extend into the following day.

14-Hour Rule
395.3(a)(2)

A driver shall not drive beyond the 14th hour after coming on-duty, following 10 consecutive hours off duty.

A driver may be *on duty*, but may not *drive*, after the 14th hour.

The 14 hours includes all time: driving, on duty (not driving), off duty, and sleeper berth less than 8 hours:



Note: This rule applies even if the time periods extend into the following day. See 16-hour exception, sleeper berth provision, and non-CDL exception below.

Exception:

16-Hour
395.1(o)

A driver is exempt from the 14-hour rule if the driver:

- Was released from duty at the normal work-reporting location for the previous 5 days;

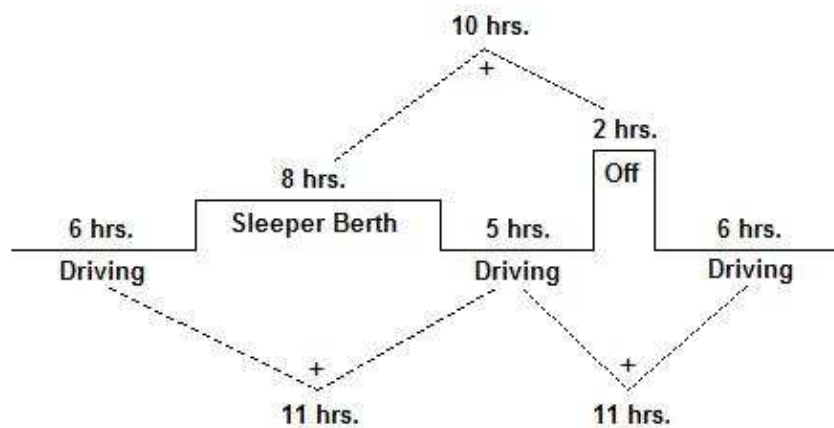
MOTOR CARRIER SAFETY PART 395/OAR 740 – Hours of Service of Drivers

- Returns to the normal work-reporting location and is released from duty within 16 hours; and
- Has not used this exception in the last 6 days, except after a 34-hour restart.

Exception:
Sleeper Berth
Provision
395.1(g)(1)

A driver is allowed to take 10 hours sleeper berth/off duty time in two separate **periods** if:

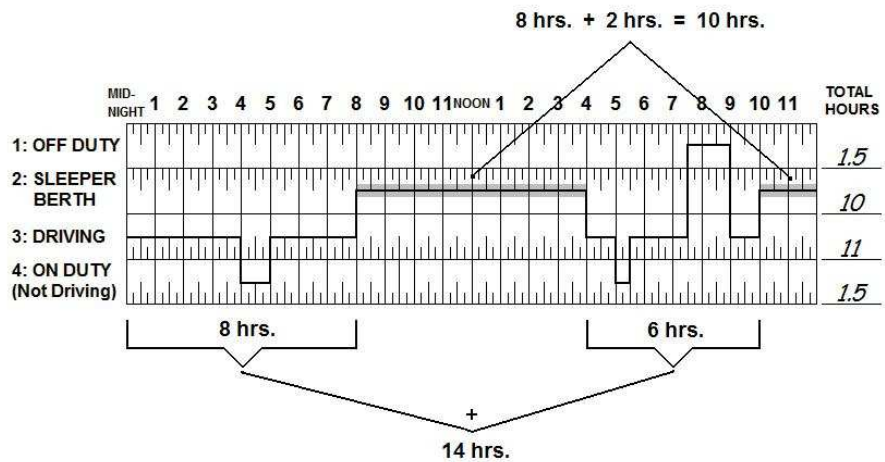
- One **period** is at least 8 but less than 10 hours sleeper berth.
- The other **period** is at least 2 but less than 10 hours sleeper berth, off duty, or both.
- 11-hour rule: The *driving time* just before and after each **period**, when added together, must be no more than 11 hours:



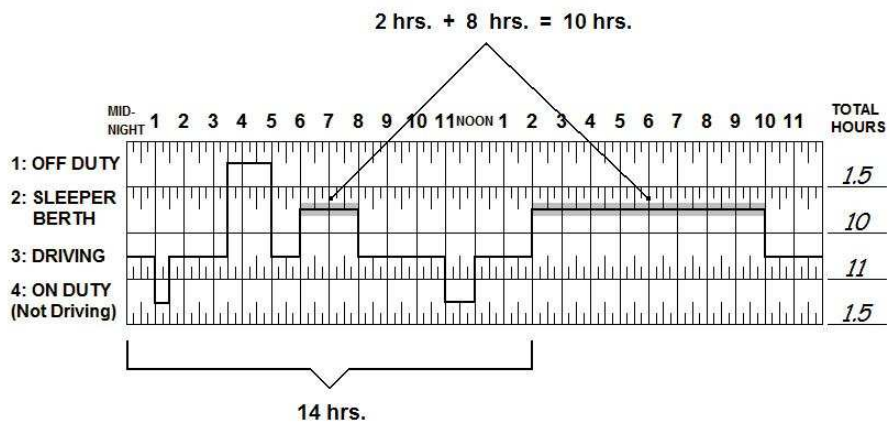
- 14-hour rule: The *total time* just before and after each **period**, when added together, must not result in a driver driving beyond the 14th hour.
 - A **period** of at least 8 hours sleeper berth is not included in the 14 hours:

MOTOR CARRIER SAFETY

PART 395/OAR 740 – Hours of Service of Drivers



- A **period** less than 8 hours sleeper berth, or less than 10 hours off duty, is included in the 14 hours:



- The driver must *continue* using the sleeper berth provision until the driver has taken at least 10 consecutive hours off duty, sleeper berth, or both.

MOTOR CARRIER SAFETY

PART 395/OAR 740 – Hours of Service of Drivers

60 / 70 Hour Rule
395.3(b)

A driver shall not drive after being on duty:

- 60 hours in 7 consecutive days, or
- 70 hours in 8 consecutive days.

A driver may be *on duty*, but may not *drive*, after the 60th or 70th hour.

A motor carrier who:

- *Does not operate CMV's every day of the week*, must use the 60-hour rule.
- *Operates CMV's every day of the week*, can choose either the 60-hour or the 70-hour rule.

The following is an example of a typical 70-hour/8-day recap located on the inside front cover of a log book. Some logs also have recaps along the right hand margin of each log sheet. Neither type of recap is required but is helpful in tracking hours.

DAY OF MO.	HOURS WORKED TODAY (TOTAL OF LINES 3 & 4 ON LOG)	70 HR/8 DAY DRIVERS ONLY		
		A	B	C
LAST 7 DAYS OF PRECEDING MONTH	2	TOTAL HOURS ON-DUTY LAST 7 DAYS	TOTAL HOURS AVAILABLE TOMORROW (70 HOURS MINUS COL. A)	TOTAL HOURS ON-DUTY LAST 8 DAYS
	12			
	13			
	6			
	8			
	8			
	9			
1	12	68	2	70
2	2	58	12	70
3	12	57	13	70
4	13	64	6	70
5	5	61	9	69
6	9	62	8	70

MOTOR CARRIER SAFETY

PART 395/OAR 740 – Hours of Service of Drivers

Exception:
34-Hour Restart
395.3(c)

Drivers may “restart” the 7/8 day period by taking at least 34 consecutive hours off-duty, sleeper berth, or both.

DAY OF MO.	HOURS WORKED TODAY (TOTAL OF LINES 3 & 4 ON LOG)	70 HR/8 DAY DRIVERS ONLY		
		A	B	C
LAST 7 DAYS OF PRECEDING MONTH	2	TOTAL HOURS ON-DUTY LAST 7 DAYS	TOTAL HOURS AVAILABLE TOMORROW (70 HOURS MINUS COL. A)	TOTAL HOURS ON-DUTY LAST 8 DAYS
	12			
	13			
	6			
	8			
	8			
	9			
1	12	58	12	
2	0	68	2	70
3	12	56	14	68
4	13	12		12
5	5	25		25
6	9	30		30
		39		39

24 hours off, plus 10 hours from previous day = 34 hours off duty

Restart 8 day period

INTRASTATE COMMERCE: PROPERTY

12-Hour Rule
OAR 740-100-0010(2)(h)(A)

A driver shall not drive more than 12 hours following 10 consecutive hours off duty.

Note: *This rule applies even if the time periods extend into the following day.*

16-Hour Rule
OAR 740-100-0010(2)(h)(B)

A driver shall not drive beyond the 16th hour after coming on-duty, following 10 consecutive hours off duty.

A driver may be *on duty*, but may not *drive*, after the 16th hour.

The 16 hours includes all driving, on duty (not driving), off duty, and sleeper berth less than 8 hours.

Note: *This rule applies even if the time periods extend into the following day.*

MOTOR CARRIER SAFETY

PART 395/OAR 740 – Hours of Service of Drivers

70 / 80 Hour Rule OAR 740-100- 0010(2)(h)(C) & (D)

A driver shall not drive after being on duty:

- 70 hours in 7 consecutive days, or
- 80 hours in 8 consecutive days.

A driver may be *on duty*, but may not *drive*, after the 70th or 80th hour.

A motor carrier who:

- *Does not operate CMV's every day of the week*, must use the 70-hour rule.
- *Operates CMV's every day of the week*, can choose either the 70-hour or the 80-hour rule.

Note: *Drivers may “restart” the 7/8 day period by taking at least 34 consecutive hours off-duty, sleeper berth, or both.*

INTRASTATE EXCEPTIONS

7 or 8-Day Period

A driver who begins a trip in *interstate* commerce must continue to comply with the *interstate* hours of service regulations for the next 6 or 7 consecutive days, even if the driver operates exclusively *intrastate* during the 6 or 7 days. For further information, visit the FMCSA Web site at:

www.fmcsa.dot.gov/espa%20C3%20B1ol/english/pdfs/4monthrule.htm

Hazardous Materials OAR 740-100- 0010(i)

The intrastate hours of service rules do not apply to drivers transporting hazardous materials requiring placarding. Drivers transporting placarded hazardous materials must comply with the Federal interstate hours of service.

MOTOR CARRIER SAFETY
PART 395/OAR 740 – Hours of Service of Drivers

PROPERTY VS. PASSENGERS

Hours of Service Table Different hours of service regulations apply to the transportation of passengers. The differences are summarized below:

Property		Passengers
Interstate	Intrastate	Interstate and Intrastate
395.3	OAR 740-100-0010(2)(h)	395.5
11 hrs. driving ¹	12 hrs. driving ¹	10 hrs. driving ²
No driving beyond 14 th hr ¹	No driving beyond 16 th hr ¹	No driving after 15 hrs ²
Includes <u>all</u> time		Includes <u>on-duty</u> time only
16-Hour Exception	n/a	n/a
<u>Sleeper Provision</u> 8 hrs. sleeper + 2 hrs. sleeper/off. 2 hrs. counts towards 14 hrs.		<u>Split Sleeper</u> Split 8 hrs. into 2 periods. Each period must be at least 2 hrs. 15 hrs. includes on-duty time only.
2 hrs. counts towards 16 hrs.		
<u>100 Air-Mile Radius Drivers</u> Return/off duty within 12 hrs.		
Non-CDL Exemption		n/a
60 / 70 hrs.	70 / 80 hrs.	60 / 70 hrs.
34-Hour Restart		n/a

¹ Following **10** consecutive hours off duty.

² Following **8** consecutive hours off duty.

MOTOR CARRIER SAFETY

PART 395/OAR 740 – Hours of Service of Drivers

EXCEPTIONS: 24-HOUR RESTART

Construction
395.1(m) / 395.2 Drivers transporting construction materials and equipment may restart their 7/8 day period after taking at least 24 consecutive hours off-duty, if they operate to or from a construction site that is within 50 air-miles of their normal work reporting location.

Note: *Exception not allowed for placarded hazardous materials.*

Well Drilling
395.1(l) / 395.2 Drivers who transport and operate ground water well drilling rigs may restart their 7/8 day period after taking at least 24 consecutive hours off-duty.

Utility
395.1(n) / 395.2 See “OTHER EXCEPTIONS”.

TIME RECORD EXEMPTIONS

Short-Haul
100 Air-Mile
Radius Drivers
395.1(e)(1) A driver is exempt from completing the driver’s daily log if *all* of the following is true:

- The driver operates within *100 air-miles* of the normal work reporting location.
- The driver returns to the work reporting location and is released from work within *12 hours*.
- The driver completes a *time card* for each day showing:
 - The time the driver reports for duty.
 - The time the driver is released from duty.
 - The total hours on duty.

Note: *The start and stop times for each time card must show AM or PM, or be recorded in military time. Each time card must also include the driver’s name and date. The time cards must be kept on file for at least 6 months, but need not be in the driver’s possession.*

MOTOR CARRIER SAFETY

PART 395/OAR 740 – Hours of Service of Drivers

Short-Haul
Non-CDL Vehicles
395.1(e)(2)

A driver is exempt from completing the driver's daily log if *all* of the following is true:

- The driver operates a *property-carrying CMV not requiring a CDL*.
- The driver operates within *150 air-miles* of the normal work reporting location.
- The driver returns to the work reporting location and is released from work at the end of each day.
- The driver completes a *time card* for each day showing:
 - The time the driver reports for duty.
 - The time the driver is released from duty.
 - The total hours on duty.

Note: *Interstate drivers using this exemption may drive up to the 16th hour on 2 days of each 7-day period. However, any driver using this exemption may not use the 100 air-mile radius exception or sleeper berth provision.*

Occasional Drivers
395.8(j)(2)

A first time or occasional driver must give the motor carrier a signed statement showing the total hours on duty during the last 7 days, and the last time the driver went off duty.

Automatic On-Board Recording Devices
395.15

Alternatively, motor carriers may require a driver to use an ***automatic on-board recording device*** to record the hours of service. The driver must still have in his/her possession the duty status records in automated or written form, for the previous 7 consecutive days. All hard copies of the duty status records must be signed by the driver. Each CMV must also have an information packet which contains: (1) an instruction sheet, and (2) a supply of blank log book forms.

MOTOR CARRIER SAFETY

PART 395/OAR 740 – Hours of Service of Drivers

OTHER EXCEPTIONS

**Adverse Driving
Conditions**
395.1(b) / 395.2

A driver who encounters *adverse driving conditions* and because of those conditions cannot complete a trip in the maximum time allowed, may drive to reach a safe location no more than:

- 13 hours following 10 consecutive hours off duty (property); or
- 12 hours following 8 consecutive hours off duty (passenger).

The *adverse driving conditions* must not have been apparent to the person dispatching the trip. The driver must comply with all other hours of service limits.

Agriculture
395.1(k)

The hours of service regulations do not apply to farm commodities transported within 100 air-miles of the farm, or farm supplies transported within 100 air-miles of the distribution point.

Note: See also farm exemptions under ORS 825.017(4), 825.024.

Utility
395.1(n) / 395.2

The hours of service regulations do not apply to drivers of *utility service vehicles* used to repair and/or maintain public utility services.

Note: See FMCSR 395.2 for definition of utility service vehicle.

Travel Time
395.1(j)

When a driver is traveling, but not driving, at the direction of the motor carrier, such time must be counted as on-duty time, unless the driver goes off duty for at least 10 consecutive hours (property) or 8 consecutive hours (passenger) after arriving at the destination. In that case, the travel time is also considered off duty.

MOTOR CARRIER SAFETY—Stopped for Inspection

**General
Requirements
396.3 / 396.7**

Every motor carrier shall systematically inspect, repair, and maintain all CMV's (power units and trailers) under its control. Vehicles shall not be operated if they are likely to cause an accident or a breakdown.

MAINTENANCE RECORDS

**Information
Required
396.3(b)**

Motor carriers must maintain the following information for every vehicle they have controlled for 30 days or more:

- Description of the vehicle: company number, make, serial number, year, and tire size.
- Routine inspections and maintenance: type and due date.
- All repairs and maintenance: description and date performed.
- For buses: records of tests conducted on pushout windows, emergency doors, and emergency marking lights.

**Retention Period
396.3(c)**

Maintenance records must be retained for one year at the location where the vehicle is stored, and maintained for six months after the carrier sells the vehicle.

DRIVER INSPECTIONS

**Pre-Trip
Inspection
392.7 / 396.13**

Each driver shall ensure that the following parts and accessories are in good working order:

- Service and parking brakes
- Steering system
- Coupling devices
- Lights and reflectors
- Tires
- Horn
- Windshield wipers
- Rearview mirrors

Note: See also 392.8, emergency equipment, and 392.9, cargo securement. See 396.15 for driveaway-towaway operations.

MOTOR CARRIER SAFETY

PART 396 – Inspection, Repair, and Maintenance

Driver Vehicle Inspection Reports 396.11 / 396.13

At the end of each driving day, the driver shall complete a *Driver Vehicle Inspection Report* that covers all items in the pre-trip inspection (above), *plus* wheels and emergency equipment. The driver shall list any safety-related defects, or those likely to cause a breakdown. Each report shall include *three* signatures by the following individuals:

- Driver – at the end of the driving day, certifying the defects found, or that no defects were discovered.
- Carrier/mechanic – before the next trip, certifying that the defects were repaired.
- Driver – before the next trip, acknowledging that the carrier/mechanic signed for the repairs.

The reports must be kept on file for at least *three months*, but need not be in the driver’s possession.

Note: *Driver vehicle inspection reports are not required for driveaway-towaway operations, or for a motor carrier operating only one CMV or CMV combination (power unit with trailers).*

PERIODIC INSPECTIONS

General Requirements 396.17 / OAR 740- 100-0010(2)(j)

Every commercial motor vehicle used in *interstate commerce*, including each unit in a combination, requires a periodic inspection every 12 months. The inspection must include all items described in the Minimum Periodic Inspection Standards (Part 393, Appendix G). Any defective parts or accessories discovered during the inspection shall be repaired promptly.

Documentation of Inspection 396.17(c) / 396.21

The original or a copy of the periodic inspection report must be retained by the motor carrier for 14 months from the report date. Documentation (report, sticker, or decal) of the most recent periodic inspection must be kept on or in the vehicle.

Inspection Options 396.17 / 396.23

The periodic inspection may be performed by one of the following entities:

- The motor carrier
- An outside repair shop
- A state or other governmental agency that is a member of the Commercial Vehicle Safety Alliance (CVSA). The vehicle must *pass* a level I (full roadside) or level V (terminal) inspection in order to qualify for this option.

MOTOR CARRIER SAFETY

PART 396 – Inspection, Repair, and Maintenance

Inspector Qualifications 396.19

If the inspector performing the annual inspection is an employee of the motor carrier or the outside repair shop, the carrier must ensure that the inspector is qualified. To be qualified, the inspector must:

- Understand the inspection criteria in Part 393, Appendix G.
- Have the mechanical knowledge and ability necessary to inspect and identify defective components.

Training or Experience: Inspectors must have gained experience or training by *one* of the following:

- Completing a State, Federal, or Canadian training program in commercial motor vehicle safety inspections; or
- Having at least one year of equivalent training, experience, or both.

Documentation of Qualifications: Motor carriers must retain evidence of an inspector's qualifications until one year after the inspector ceases to perform inspections for the carrier.

BRAKE INSPECTIONS

Brake Inspector Qualifications 396.25

Each motor carrier must ensure that any employee responsible for brake inspection, maintenance, or repairs has the mechanical knowledge and ability necessary to perform those tasks.

Training or Experience: Employees must have gained experience or training by *one* of the following:

- Completing a training program sponsored or approved by a State, Federal agency, Canadian Province, or labor union in brake servicing or inspection; or
- Having at least one year of equivalent brake-related training, experience, or both; or
- Passing the CDL air brake inspection test.

Documentation of Qualifications: Motor carriers must retain evidence of a brake inspector's qualifications until one year after the brake inspector ceases to perform inspections for the carrier. However, no evidence is required for a brake inspector who passed the CDL air brake test.

MOTOR CARRIER SAFETY

PART 396 – Inspection, Repair, and Maintenance

ROADSIDE INSPECTIONS

**Inspection Report
396.9**

Driver Responsibility: A driver who receives an inspection report from an on-highway CVSA inspection must deliver the report to the motor carrier as soon as possible.

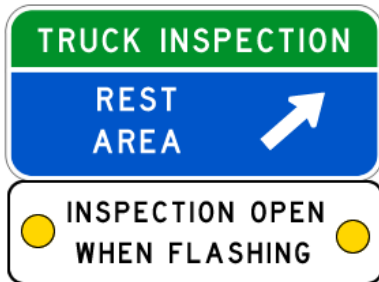
Certification of Repairs: The motor carrier is to examine the inspection report and ensure that any violations or defects noted on the report are corrected before next dispatch. The carrier must sign the report to certify that all violations have been corrected, and return the report to the indicated address within 15 days after the inspection.

Record Retention: A copy of the report must be retained by the motor carrier for 12 months from the date of inspection.

**Out-of-Service
395.13 / 396.9(c) /
OAR 740-100-0060**

A *driver* or commercial *vehicle* placed out-of-service during an on-highway CVSA inspection must have the out-of-service deficiency or defect corrected as prescribed on the inspection report, before the vehicle may again be operated on the highway.

MOTOR CARRIER SAFETY—Stopped for Inspection



When you get stopped for inspection . . .

Your truck may be stopped and inspected by ODOT/law enforcement who has been certified by the Department.

You will be asked to produce certain paperwork during the inspection which includes:

- ✓ Your driver's license
- ✓ Your medical examiner's certificate
- ✓ Your medical waiver (Skills Performance Evaluation), if applicable
- ✓ Your record of duty status (logbook)
- ✓ Your trip receipts
- ✓ Your shipping/delivery papers or manifest
- ✓ A vehicle registration for each unit
- ✓ Oregon Weight Receipt and Tax Identifier
- ✓ Current annual inspections for each unit



MOTOR CARRIER SAFETY
Brochures

MOTOR CARRIER SAFETY

Green Light Transponder Information

Carrier Savings Oregon's Green Light weigh station preclearance system uses weigh-in-motion scales and transponder systems that allow safe and legal trucks to by-pass weigh stations. Motor carriers that participate in the Green Light system can save travel time and operating costs such as fuel, and wear and tear on their vehicles. Each weigh station by-pass saves about five minutes, plus the \$1.24 per minute it's estimated it costs to operate a heavy truck. While Green Light saves motor carriers time and money, it also increases weigh station capacity.

Transponder Technology Green Light uses the same technology used in weigh station preclearance systems all around the country. Vehicles with Green Light transponders can use them in any other state by enrolling with the state and agreeing to the terms and conditions of its systems.

Locations A total of 22 Oregon weigh stations have the intelligent transportation system. The locations of the sites are as follows:

Interstate 5

Woodburn Port of Entry, Southbound
Woodburn Weigh Station, Northbound
Ashland Port of Entry, Northbound
Ashland Weigh Station, Southbound
Wilbur Weigh Station, Southbound
Booth Ranch Weigh Station, Northbound

Interstate 82

Umatilla Port of Entry, Southbound

Interstate 84

Farewell Bend Port of Entry, Westbound
Olds Ferry Weigh Station, Eastbound
La Grande Weigh Station, Eastbound
Emigrant Hill Weigh Station, Westbound
Cascade Locks Port of Entry, Eastbound
Wyeth Weigh Station, Westbound

US Highway 97

Juniper Butte Weigh Station, Northbound
Juniper Butte Weigh Station, Southbound
Bend Weigh Station, Northbound
Klamath Falls Port of Entry, Northbound
Klamath Falls Weigh Station, Southbound

MOTOR CARRIER SAFETY

Green Light Transponder Information

OR Highway 58

Lowell Weigh Station, Westbound

US Highway 26

Brightwood Weigh Station, Westbound

Brightwood Weigh Station, Eastbound

US Highway 30

Rocky Point Weigh Station, Westbound

Cost The Oregon Department of Transportation is distributing transponders at no cost to companies with trucks that regularly stop at Green Light weigh stations.

How to Obtain For more information, contact the Motor Carrier Transportation Division at 503-378-6054 or download the Green Light Transponder Application form from the MCTD Web site at:

www.oregon.gov/ODOT/MCT/GREEN.shtml

NO ZONES

There are four “No Zones” that every truck has and that every automobile driver should avoid:

- Left side just behind the cab
- Right side just behind the cab
- Too close in front
- Too close in back

Your car is invisible in the “No Zones.” That means trouble if the truck driver does not know you are there and tries to change lanes or has to stop suddenly. To stay out of these four “No Zones,” make your car visible – either pull ahead or drop back so the truck driver can see you. Remember, if you cannot see the truck driver’s mirrors, he or she probably cannot see you.

STAY AWAKE

Research shows that fatigue is a major contributing factor in serious accidents. It is important to start each trip well rested. If you feel drowsy, find a place to stop, stretch and get some fresh air. If you believe you suffer from a sleep disorder, see your doctor.

the mission of
ODOT Motor Carrier
TRANSPORTATION DIVISION

PROMOTE a safe, efficient, and responsible transportation industry by:

- Simplifying compliance
- Reducing regulatory requirements when appropriate
- Preserving the infrastructure
- Enhancing private/public partnerships
- Fostering effective two-way communication

DELIVER superior customer service while recognizing the vital economic interests of the commercial transportation industry.

SAFETY HOT LINES

(To report when you see poor driving)

To report Dial

Trucks: 1-800-248-6782

Cars (DUI): 1-800-452-7888

Oregon Department of Transportation

Motor Carrier Transportation Division

550 Capitol Street NE

Salem, OR 97301-2530

Phone: 503-378-6963

<http://www.oregon.gov/ODOT/MCT>

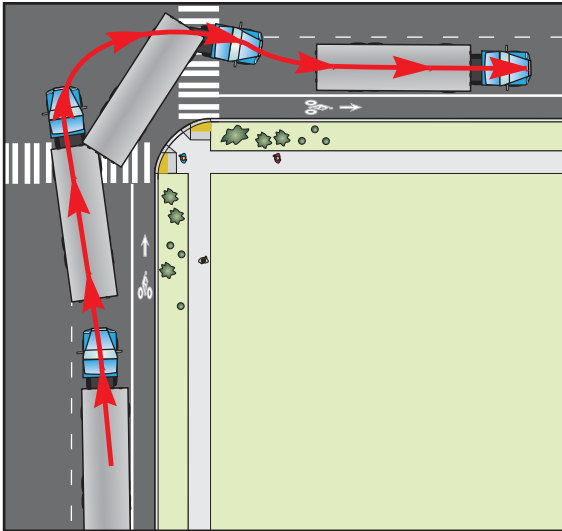


YOU ARE ENTERING...



TRUCKS MAKE WIDE RIGHT TURNS

Truck drivers need to swing wide into the left lane before they can bring the truck around into the right lane. This keeps the trailer off the curb and away from pedestrians, light poles and fire hydrants. Avoid the open space to the right of the truck while it is turning; you could be crushed. Stay back and wait for the truck to complete its turn.



STAY BEHIND THE STOPPING LINES

The wide lines at an intersection have been carefully measured to give trucks the radius they need to turn safely. If you are over the stop line, you are in the oncoming truck's turning space. Be courteous and give truck drivers plenty of room to maneuver.

FOLLOWING DISTANCE

To share the road safely, avoid driving directly behind a truck. Maintain a safe distance from the vehicle in front of you at all times. At a minimum, always follow the 2-second rule and ensure that you can see the truck's side-view mirrors. This gives you a better view of the road and enough room to anticipate and avoid problems.

MERGING

When merging onto an expressway, follow these simple tips:

PICK YOUR SPOT

Look for an open area. Pick a spot that gives you plenty of space in front of and behind your car.

GET UP TO SPEED

To enter the freeway, accelerate quickly to the speed of traffic. Slowing down on entrance ramps makes entering the expressway extremely dangerous for everyone.

GO WITH THE FLOW

Make sure you are moving at the speed of traffic when you enter the freeway and keep moving. Don't immediately slow down or speed up. This way traffic can adjust to you.

PASSING

To pass a truck safely, follow these steps:

PICK YOUR SPOT

Passing a truck safely means passing quickly. Wait for a legal passing zone or clear passing lane before attempting to pass.

LET THE TRUCK DRIVER KNOW

When you are ready to pass, use your left turn signal to indicate your intentions. Normally, truck drivers will make it easier for you by staying to the far side of the lane.

COMPLETE THE PASS QUICKLY

When you can see both headlights of the truck in your rearview mirror, it's safe to return to your lane. Let the truck driver know you are ready to return by using your right turn signal.



MAINTAIN YOUR SPEED

Keep a safe distance between your car and the truck you pass. Do not slow down after you pass. Remember, an 80,000 pound truck cannot slow down as fast as your car.

RESPECT THE PASS!

The Siskiyou Pass, commonly called “The Siskiyou,” is one of the most hazardous stretches of road along Interstate 5.

Truckers Beware

The summit is at an elevation of 4,310 feet. You’ll lose about 2,300 feet of elevation in six miles at a 6 percent downgrade while maneuvering your truck through sharp curves and some of the most hazardous visibility (fog) and road surface conditions in Oregon.

More than 13,000 vehicles travel this stretch of highway daily. *Approximately half* of the vehicles involved in accidents on this stretch of highway were commercial trucks with trailers.

Extreme Caution Urged

Escape ramps are located *Northbound* at Mileposts 6.3 and 9.5

When in doubt about snow and ice conditions, chain-up your truck. It is better to be over prepared than to chain-up after you jackknife.

Why Do I Have to Chain-Up Here?

Chain-up areas are set up prior to inspection sites so that chains can be installed with ample shoulder space. Sometimes this needs to be done some distance from the snow line itself. Highway personnel are there to help you get over the pass safely.

Be cooperative. Work with them.

If you are not fully chained-up prior to the inspection site **you will be turned around!** When required, chains need to be installed prior to

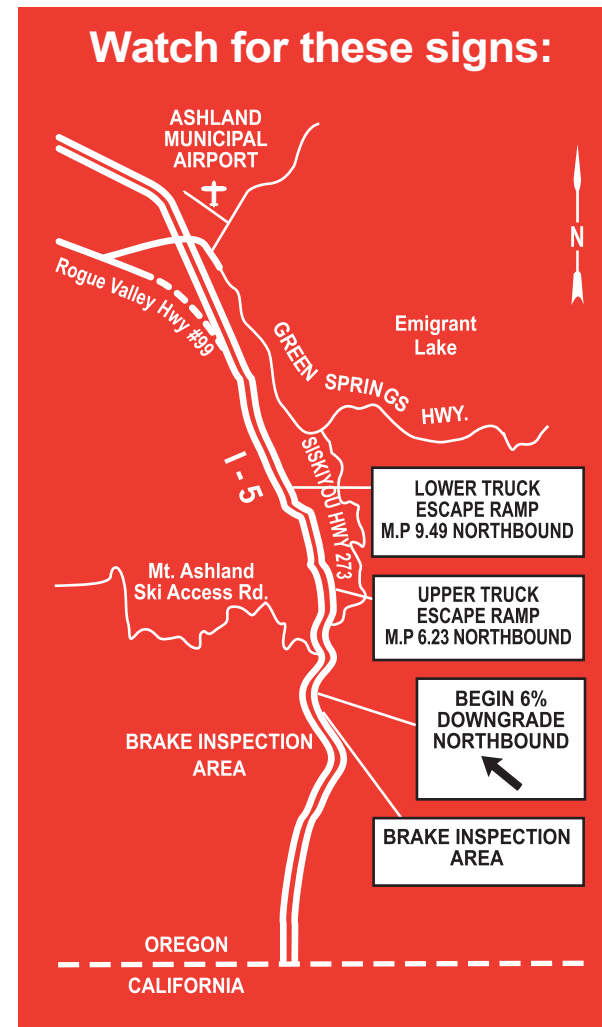
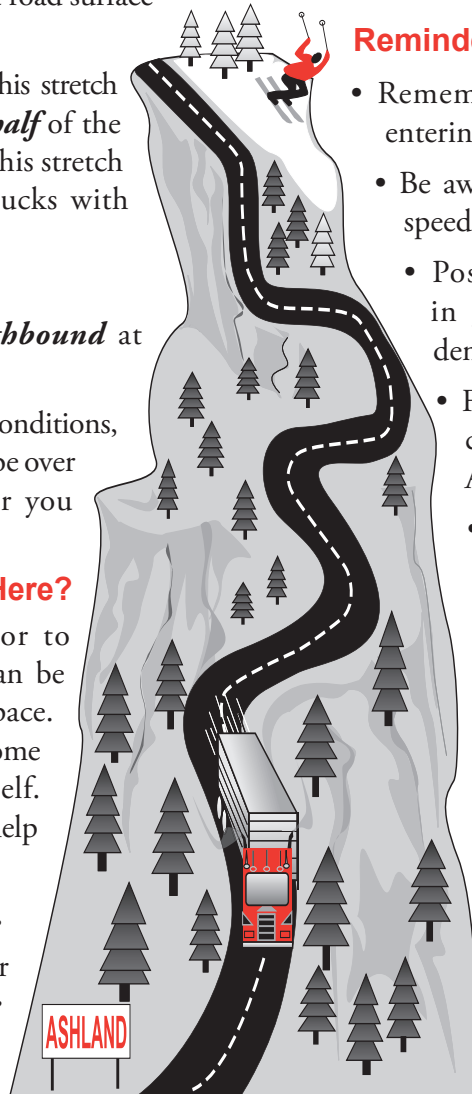
the inspection site. Inspection sites are at Milepost 1, Northbound and Milepost 11, Southbound.

When is it the Best Time to Go Over the Pass?

Mother Nature is hard to figure. At night temperatures drop and freezing is common. Early in the morning when the sun comes up is when fresh snow is the slickest. Mid-day is usually the best time to travel over the pass.

Reminders For a Safe Descent

- Remember to check brakes before entering the downgrade.
- Be aware of the safe recommended speed for your vehicle.
- Posted speeds are maximums in good weather. Bad weather demands slower speeds.
- Fog, snow, and black ice are common between October and April. Be prepared!
- Descend the summit in the proper gear.
- Oregon law requires that you carry and use tire chains when conditions warrant and/or signs posted.
- Be sure you have emergency warning devices (triangles) and use them if you are stopped.
- Be sure all your lights are working.
- Don’t drive if you are fatigued!

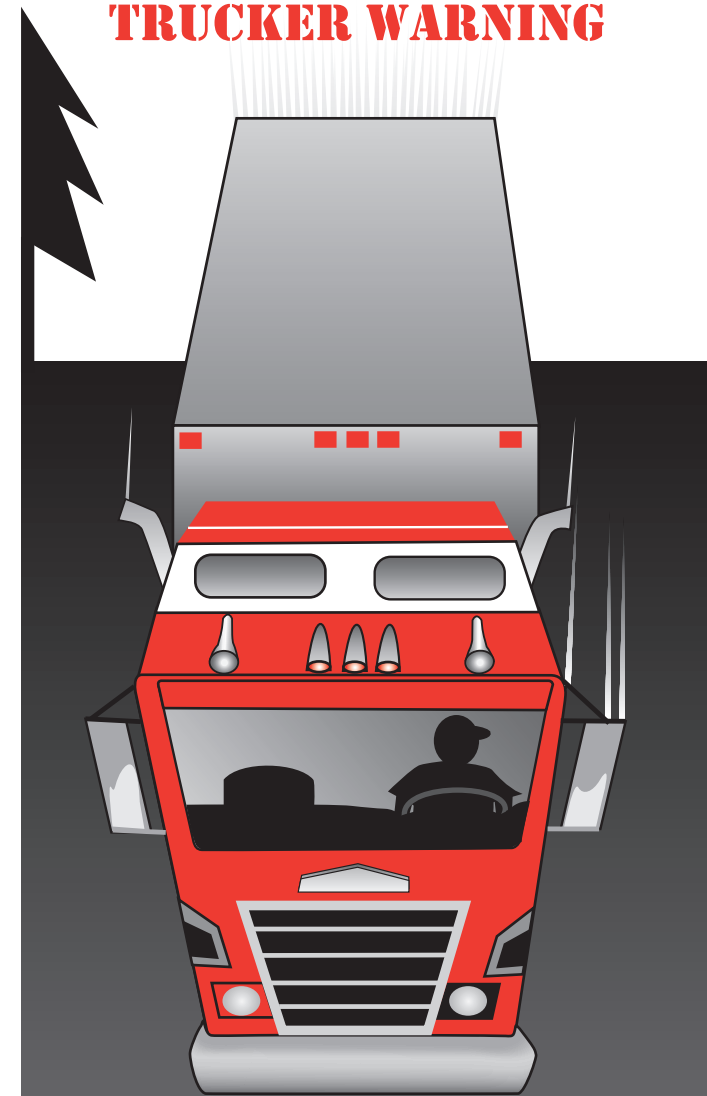


DOT Registration Information

Motor carriers can obtain information and services about trucking regulations and appropriate Oregon permits at the Ashland Port of Entry located at I-5 Northbound, Milepost 18.

Tune radio to AM 1610 for updated weather information and road conditions

TRUCKER WARNING



**RESPECT THE
Siskiyou
Pass**

RESPECT THE HILL!

Emigrant Hill, commonly called “Cabbage Hill” is one of the most hazardous stretches of road along westbound Interstate 84.

This seven-mile downgrade, 35 miles west of La Grande, Oregon, has some of the most changeable and severe weather conditions in the Northwest. These conditions may impair visibility and cause icy road surfaces.

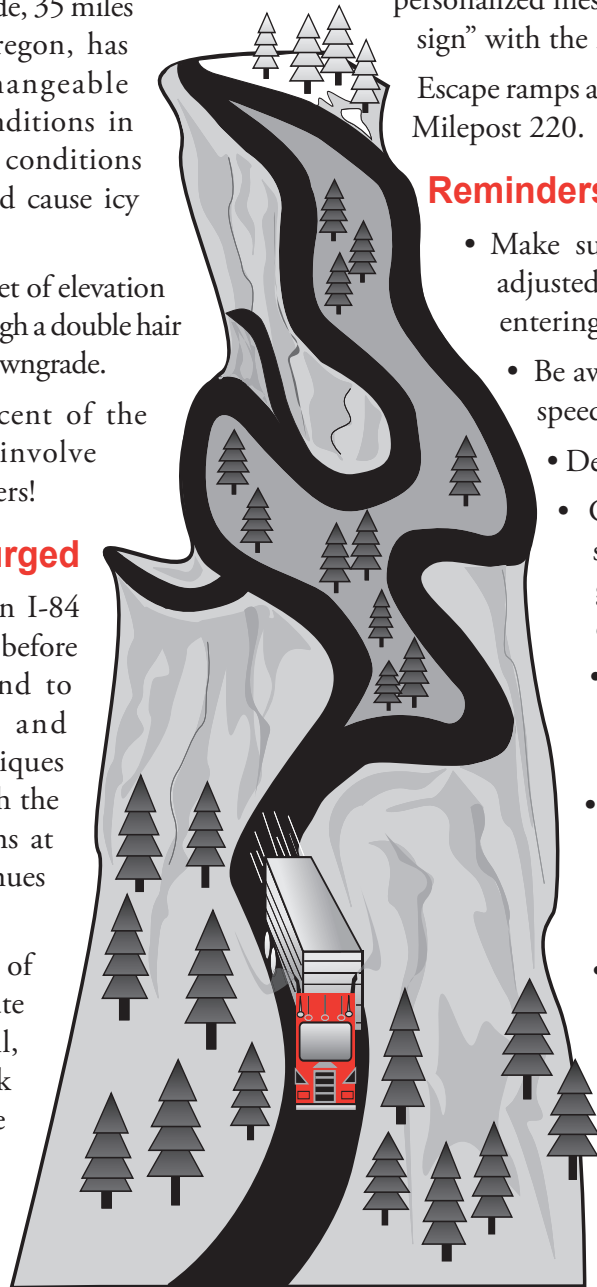
You’ll lose about 2,000 feet of elevation in six miles and twist through a double hair pin turn at a 6-percent downgrade.

On an average 78 percent of the Cabbage Hill crashes involve out-of-state motor carriers!

Extreme caution urged

Drivers traveling west on I-84 are urged to be prepared before descending the hill, and to use extreme caution and defensive driving techniques as you maneuver through the downgrade, which begins at Milepost 227 and continues through Milepost 217.

On average 59 percent of brake problems contribute to accidents on the Hill, drivers should check their brakes **before** the downgrade. A brake check area is located at the weigh station at Milepost 227.



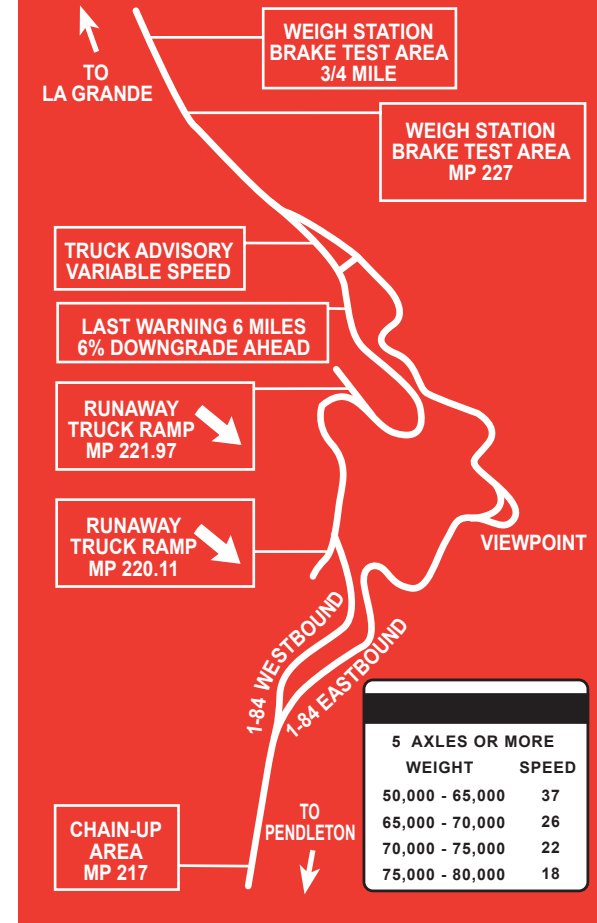
Warning signs provide recommended speeds for trucks descending the Hill. Drivers in trucks with Green Light transponders will receive a personalized message from a “variable message sign” with the recommended speed.

Escape ramps are located at Milepost 221 and Milepost 220.

Reminders for a safe descent

- Make sure your brakes are properly adjusted and check them before entering the downgrade.
- Be aware of the safe recommended speed for your vehicle.
- Descend the hill in proper gear.
- Control your speed! Posted speeds are maximums in good weather. Bad weather demands lower speeds.
- Fog, snow, and black ice are common between October and April. Be prepared.
- Oregon law requires that you carry and use tire chains when conditions warrant and/or signs posted.
- Be sure you have emergency warning devices (triangles) and use them if you are stopped.
- Be sure all your lights are working.
- Don’t drive if you are fatigued!

Watch for these signs:



For Oregon road conditions, call 1-800-977-6368 or go to the web site at <http://www.tripcheck.com/Pages/RCMap.asp?curRegion=0&mainNav=RoadConditions>

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TRUCKER WARNING



RESPECT THE
Emigrant
HILL



A recent research study conducted by the American Transportation Research Institute concluded the following:

If a Commercial Vehicle driver had a **their future crash likelihood increases**

Reckless Driving violation	325%
Improper Turns violation	105%
Improper or Erratic Lane Change conviction	100%
Failure to Yield Right of Way conviction	97%
Improper Turn conviction	94%
Failure to Keep in Proper Lane conviction	91%
Improper Lane Change violation	78%
Failure to Yield Right of Way violation	70%
Driving Too Fast for Conditions conviction	62%
Any conviction	56%
Speeding More Than 15 Miles over Speed Limit conviction	56%
Reckless / Careless / Inattentive / Negligent Driving conviction	53%
Following too closely conviction	50%
Improper Lane / Location conviction	47%
Any moving violation	41%
Following Too Close violation	40%
Speeding violation	35%
Failure to Obey Traffic Control Device violation	30%
Failure to Obey Traffic Signal / Light conviction	29%
Speeding 1 to 15 Miles over Speed Limit conviction	26%
Failure to Obey Traffic Sign conviction	24%
Size and Weight violation	21%
Any OOS violation	16%

Operation Safe Driver, a new safety initiative of Commercial Vehicle Safety Alliance (CVSA) and the Federal Motor Carrier Safety Administration (FMCSA), focuses on increasing commercial and non-commercial vehicle driver performance through enforcement and education.

FMCSA's 2006 Large Truck Crash Causation Study found that driver *actions* or *inactions* by BOTH large truck and automobile drivers accounted for 88 percent of the critical reasons for the crashes. Only 12 percent were found to be the result of vehicle, road or weather factors. The study also concluded that in multi-vehicle crashes between large trucks and cars that 56 percent of the time the car driver was assigned the critical reason for the crash, and the large truck driver was assigned the critical reason for the other 44 percent of the time.

Promoting Commercial Motor Vehicle Safety and Security

CVSA is an international not-for-profit organization comprised of local, state, provincial, territorial and federal motor carrier safety officials and industry representatives from the United States, Canada, and Mexico. Our mission is to promote commercial motor vehicle safety and security by providing leadership to enforcement, industry and policy makers. In addition, CVSA has several hundred associate members who are committed to helping the Alliance achieve its goals; uniformity, compatibility and reciprocity of commercial vehicle inspections, and enforcement activities throughout North America by individuals dedicated to highway safety and security. For more on CVSA visit www.cvsa.org.



Commercial Vehicle Safety Alliance
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**CUTTING IT CLOSE
CAN CUT
YOUR LIFE
SHORT**





WHAT CAR DRIVERS NEED TO KNOW ABOUT TRUCKS AND BUSES

Most car drivers think that it's the truck and bus drivers who are the ones who are most often at fault in crashes, while truck and bus drivers believe it's the car drivers. But on the highways throughout North America, clearly research has shown that both parties are at fault because, pardon the pun, it takes two to tango.

It's the typical HE SAID / SHE SAID finger-pointing scenario



And to the law enforcement officer that just pulled you over, both cars and trucks are to blame equally and both will be ticketed for driving aggressively.

Coincide, Don't Collide

We all have to share the road. You've heard that one before. The fact of the matter is our roads are only going to get busier. So, do one thing fast:

LEARN the proper way to drive in a cooperative manner and the safer we ALL will be.

WHAT TRUCK DRIVERS NEED TO KNOW ABOUT CAR DRIVERS

As a professional driver you face a lot of stress and pressure each day just trying to do your job. Maneuvering through congested highways with aggressive car drivers darting around you and everyone is in a rush to get where they are going because time is money.

It may make you want to gamble a bit by taking unnecessary risks. But your risk goes up exponentially for each violation you receive. The seriousness of violations is more than monetary, unless you're willing to pay with your life. And we're not just talking about your life. When you gamble, you are also gambling your family's future and the future of many innocent others. Don't take that gamble, it's just not worth the risk.

Truck and bus drivers will tell you many stories about being cut-off or passed by a car and the car driver proceeds to put on their brakes or dash to the next exit. You never hear of the near misses, accidents that ALMOST happened, on the local or national news – yet EVERYONE has their own story about this. And it's not what you drive around big trucks and busses that matters, it's HOW you drive.

If we could put every member of the public in a truck or bus for a day, there would be a lot more awareness and a lot less crashes. But since we can't do that, get familiar with the following eight keys to keeping safe around big rigs. One or all of these could save your life.

1. Never cut in front of a truck. A fully loaded truck can take 400 feet (more than the length of a football field) to stop and the odds are that you or someone driving next to you could be killed as a result of your driving.
2. Keep a safety cushion around trucks. Try to leave a 10-car length gap when in front of a truck and 20-25 car lengths when behind a truck. An average passenger car traveling at 55 miles per hour takes about 130 to 140 feet to stop.
3. Never linger alongside a truck. Cars can momentarily "disappear" from view due to blind spots.
4. Pass trucks quickly to increase visibility and reduce dangers associated with lingering beside a truck.
5. Only change lanes when you can see both of the truck's headlights in your rearview mirror.
6. If possible, pass a truck on the left, not on the right, because the truck's blind spot on the right runs the length of the trailer and extends out three lanes.
7. Check a truck's mirrors. If you are following a truck and you cannot see the driver's face in the truck's side mirrors, the truck driver cannot see you.
8. Allow trucks adequate space to maneuver. Trucks make wide turns at intersections and require additional lanes to turn.

1. Pre-inspect the condition of your vehicle before and check for load securement. Maximize the vision around your truck with properly adjusted mirrors; be sure your mirrors are properly set and clean.
2. Get in a safe mindset!
3. Buckle up! It is your last line of defense!
4. Obey speed limits and traffic signs. Excessive speed reduces your ability to avoid a crash, extends your vehicle's stopping distance, and increases the severity of a crash when it occurs. Slow down in bad weather and at construction zones.
5. Maintain a safe following distance. Follow other vehicles at a safe distance (3-5 second rule).
6. Make only safe and necessary lane changes. Pick a lane and stay in it for as long as possible. Lane changes increase one's risk of an accident.
7. Focus on your driving not the distractions! Avoid or minimize in-truck distractions such as cell phone use, changing CDs, eating, or other activities that can remove your attention from the road.
8. Never drive under the influence! Watch out for other motorists whose driving behavior suggests they may have been drinking.
9. Get enough sleep. Sleep deprivation and fatigue can cause lapses in attention, slowed awareness and impaired judgment.

Don't forget that speeding and aggressive driving kills. The facts are clear, and don't be one of the 43,000 people that lose their lives each year on our roadways.

Weigh station preclearance activity sets record in 2009

Truckers traveling in Oregon saved an estimated 125,300 hours of travel time and \$14.7 million in fuel, wear and tear, and other operating costs as they got the go ahead to bypass weigh stations 1,504,040 times in 2009. That sets a new record for preclearance activity in a 12-month period.

Oregon started keeping track of green lights in January 1999 when it had four weigh stations preclearing an average of 51 trucks a day. In 2009, the 21 stations with Green Light precleared an average of 4,120 trucks a day.

Green Light uses weigh-in-motion scales and transponder readers to screen trucks as they approach a weigh station. It increases a station's capacity without physically expanding the facility, providing efficiencies for state regulators.

But the trucking industry enjoys real benefits because operating a heavy truck is estimated to cost \$1.96 per minute and stopping at a weigh station can take five minutes. On that basis, truckers saved 1 million hours of travel time and \$117.6 million in operating costs in the past ten years as they cleared Oregon weigh stations 12 million times.

Besides those savings, emission testing by Oregon DEQ confirms that trucks are far less polluting and far more fuel efficient when they use Green Light to avoid stopping at weigh stations. Tests found a 36% to 67% reduction in pollutants – particulate matter, carbon dioxide, nitrogen oxides, carbon monoxide, and hydrocarbons – when trucks stayed at highway speed past a weigh station. Trucks that avoided decelerating to enter a station and then accelerating to exit also experienced a 57% improvement in fuel economy.

Green Light uses the same technology used in weigh station preclearance systems all around the country. Green Light transponders can be used in any other state. Truckers just need to enroll with the state and agree to the terms and conditions of its system.

A total of 4,500 trucking companies now participate in Green Light and they have transponders in 38,000 trucks.

The Oregon DOT is distributing transponders at no cost to companies with trucks that regularly stop at Green Light weigh stations. For more information, contact the Motor Carrier Division at 503-378-6054.



Green Light Weigh Stations

Site

Interstate 5

Woodburn Port of Entry, Southbound
Woodburn Weigh Station, Northbound
Ashland Port of Entry, Northbound
Ashland Weigh Station, Southbound
Booth Ranch Weigh Station, Northbound

Interstate 82

Umatilla Port of Entry, Southbound

Interstate 84

Farewell Bend Port of Entry, Westbound
Olds Ferry Weigh Station, Eastbound
La Grande Weigh Station, Eastbound
Emigrant Hill Weigh Station, Westbound
Cascade Locks Port of Entry, Eastbound
Wyeth Weigh Station, Westbound

US Highway 97

Juniper Butte Weigh Station, Northbound
Juniper Butte Weigh Station, Southbound
Bend Weigh Station, Northbound
Klamath Falls Port of Entry, Northbound
Klamath Falls Weigh Station, Southbound

OR Highway 58

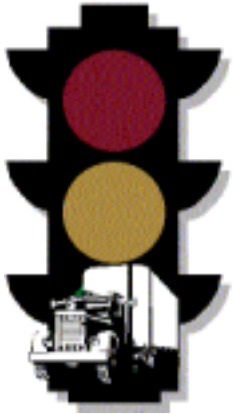
Lowell Weigh Station, Westbound

US Highway 26

Brightwood Weigh Station, Westbound
Brightwood Weigh Station, Eastbound

US Highway 30

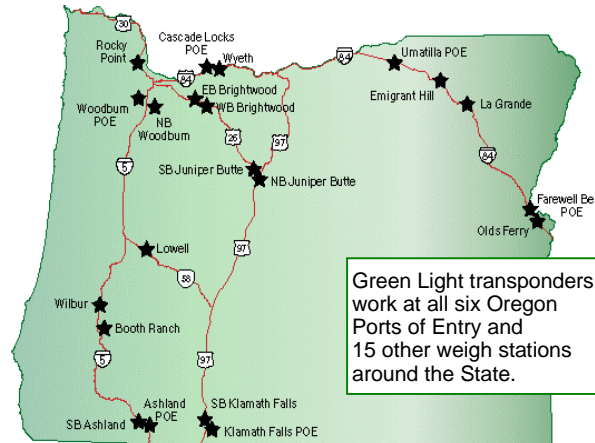
Rocky Point Weigh Station, Westbound



Green Light streamlines trucking:

- Get weighed as you approach a weigh station at highway speed.
- Pass an instantaneous computer check and get a green light signal on your transponder if you're good to go.
- Save time — about five minutes for every weigh station stop avoided.
- Save fuel wasted going into the station and then getting back up to speed on the highway.
- Save truck wear and tear.
- Pay no extra charges. It costs nothing to preclear an Oregon Green Light weigh station.
- Make weigh station stops a thing of the past!

Green Light transponders work at 8% Oregon weigh stations and in every other North American preclearance system.



Sign Up Today, It's Free!

Complete the application inside and get a free transponder for every truck that stops at Oregon weigh stations. Call ODOT's Motor Carrier Transportation Division at 503-378-6054 for more information. Contact other states to enroll in their preclearance systems.



Oregon Department of Transportation
Motor Carrier Transportation Division
550 Capitol Street NE
Salem OR 97301-2530
503-378-6054

Green Light Transponder Application



Stop stopping at weigh stations!



Oregon Department of Transportation
Motor Carrier Transportation Division
550 Capitol Street NE
Salem OR 97301-2530
503-378-6054

Green Light transponder application

Tired of stopping at weigh stations? Complete this application, mail or fax it to the ODOT Motor Carrier Division, and get a free transponder for each truck that qualifies. Then start getting weighed in motion as you approach 21 Oregon weigh stations around the state and save time and money for every green light signal you get to keep on truckin' past the stations!

CUSTOMER INFORMATION			
Carrier Name		DBA Name	
Carrier Physical Location		City	State Zip Code
Carrier Mailing Address		City	State Zip Code
Contact Person		Phone Number	Fax Number
U.S. DOT #	Federal EIN	Oregon File #	IFTA Jurisdiction and #

VEHICLE PLATE INFORMATION							
Vehicle	Base State	Base State Plate No.	Registration Expires Month/Day/Year	Year/Make	Unit No.	Registered GVW	Complete VIN
1							
2							
3							
4							



Attach a separate sheet with information about additional vehicles, if necessary.

Please indicate if you want enrollment to include:

NORPASS

Terms and Conditions of Green Light Weigh Station Preclearance Program

1. Transponders are to be installed only on designated vehicles and in accordance with ODOT policies.
2. Carrier will report any changes in vehicles added or removed from fleet operations to ODOT.
3. Carrier will report any changes in the transponder application information to ODOT at the number listed below.
4. Carrier agrees to allow its registration base state to provide information regarding IFTA and IRP accounts to ODOT for the purpose of providing preclearance bypass to its vehicles.
5. Carrier may bypass an open port or weigh station only when the transponder indicates a green light or in accordance with ORS 818.400(2). **Exception:** Carriers whose vehicles are operating under, or should be operating under, a variance permit other than an **Extended Weight Permit** must report to the scale even if they receive a green light.

Motor Carrier Self Certification Statement

I agree to comply with the applicable state and federal motor carrier rules and regulations as administered by ODOT, through which I am applying for preclearance. I agree to maintain and/or keep current my IFTA and/or IRP account(s) as appropriate. I also agree to comply with the terms and conditions of ODOT for the installation and use of the transponder.

Signature	Title	Date
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Send application to:
Green Light Program, 550 Capitol Street NE, Salem OR 97301-2530
Or fax to 503-373-1833
For more information, call 503-378-6054