

Virginia Motor Carrier Manual

Virginia Department of Motor Vehicles



Introduction

This manual is intended as a guide for motor carriers and companies operating heavy vehicles. The manual provides information regarding the International Fuel Tax Agreement (IFTA) and the International Registration Plan (IRP); requirements for carriers operating point to point in Virginia to provide passenger or property transportation services on a for-hire basis; and the Unified Carrier Registration Agreement (UCRA).

It explains the programs and the responsibilities of carriers and certain vehicle operators. DMV has attempted to address the situations most frequently encountered by most carriers; however, it is impossible to anticipate every situation.

The information in this manual does not change or override any current statute, rule, regulation, or policy nor is it intended as the complete authority for these programs.



Virginia Department of Motor Vehicles
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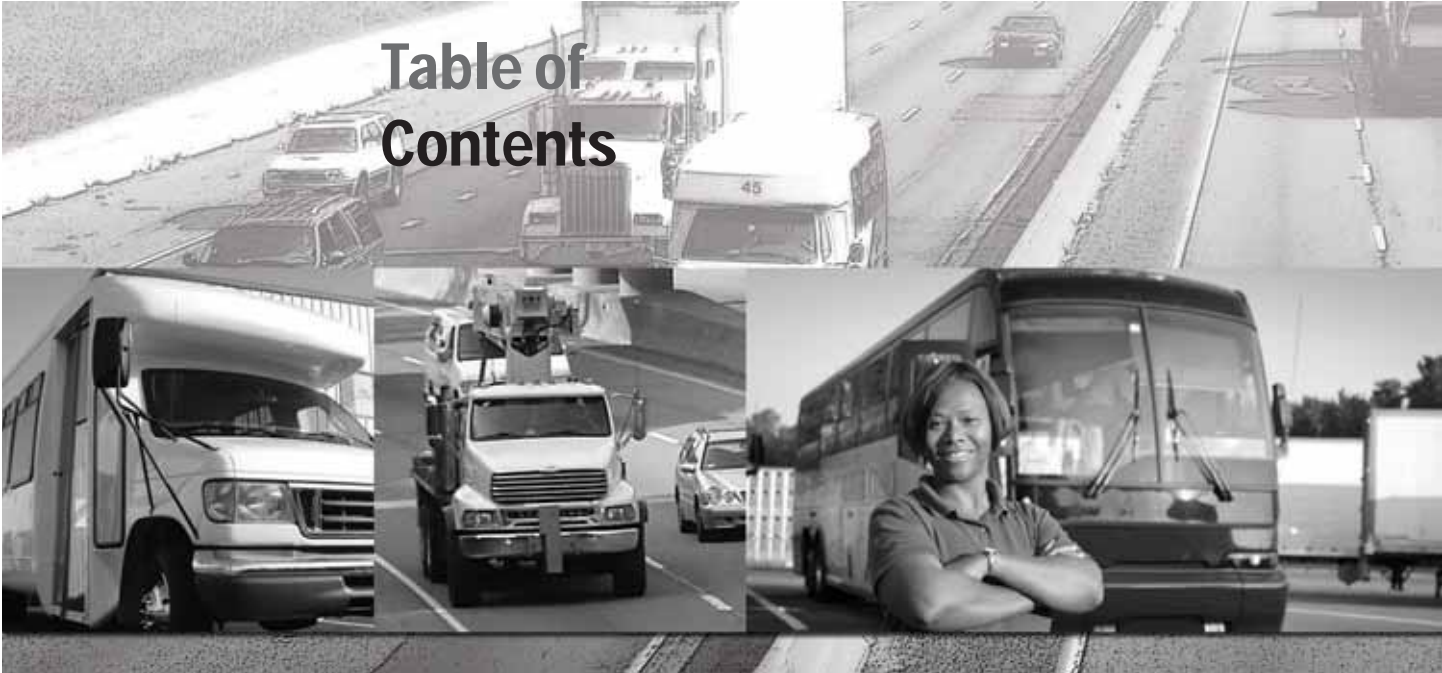


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Section 1: International Fuel Tax Agreement and International Registration Plan

General Information

IFTA and IRP Overview

The International Fuel Tax agreement (IFTA) and International Registration Plan (IRP) are programs designed to provide motor carriers a convenient way to pay their motor fuel road tax and obtain their vehicle registrations. The programs have evolved over time so that in most cases carriers only need to get their credentials (licenses, license plates and decals) in their base jurisdiction. Before the current programs were established, motor carriers had to manage accounts in all the jurisdictions where they traveled using programs which were not consistent between jurisdictions. Motor carriers had to file multiple tax returns and have multiple license plates in addition to other duplicated licenses and permits. This patchwork of rules and regulations was replaced with the IFTA and IRP programs.

IFTA is an agreement between the 48 contiguous states and the 10 Canadian provinces. It allows carriers to become licensed to pay motor fuel road tax in their base state or province. The Canadian territories and Washington, D.C. do not participate in the IFTA program.

IRP is also an agreement between the 48 contiguous states, 10 Canadian provinces and Washington, D.C. It allows carriers to pay vehicle registration fees in their base state or province. The Canadian territories do not participate in the IRP.

In most cases, carriers who operate out of state will need to have IFTA and IRP accounts. Monies collected from these programs pay for the maintenance and construction of roadways.

The programs are similar, but there are subtle differences. Most motor carriers will find that if they have a Virginia IFTA account, they must have a Virginia IRP account and vice versa.

Under IFTA and IRP, carriers obtain credentials from their base jurisdiction. These credentials allow the carrier to operate in the base jurisdiction as well as in the other jurisdictions that participate in the programs. For IRP, carriers simply report their actual distances by IRP jurisdiction and pay fees to the jurisdictions in which they actually operated during the distance reporting period. IRP and IFTA credentials are valid in all jurisdictions participating in the agreements. The base jurisdiction collects taxes and registration fees for the other jurisdictions and distributes them appropriately on behalf of the carrier.

Determining Base Jurisdiction

Virginia is a carrier's base jurisdiction for IFTA licensing and IRP registration if the carrier:

- ▶ has IFTA qualified vehicles registered in Virginia (required for IFTA licensing),
- ▶ has an established place of business in Virginia or establishes Virginia residency (required for IRP registration),
- ▶ accrues mileage in two or more jurisdictions (including Virginia), and
- ▶ maintains operational control and records for subject vehicles in Virginia or can make those records available in Virginia, or the carrier agrees to pay travel expenses for audit of those records maintained outside of Virginia.

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An established place of business means a physical structure with a street address in Virginia where the business is located and where business is conducted. The physical structure must be open for business and must be staffed during regular business hours by one or more persons on a permanent basis for the purpose of general management of the business.

A carrier that does not have an established place of business in Virginia may designate Virginia as its IRP base jurisdiction if the carrier:

- ▶ demonstrates residency in Virginia,
- ▶ demonstrates that the fleet accrues mileage in Virginia, and
- ▶ maintains operational records of the fleet in Virginia or can make such records available in Virginia.

To establish residency in Virginia for IRP purposes a carrier must demonstrate at least three (3) of the following to the satisfaction of DMV:

- ▶ If the carrier is an individual, that his or her driver's license or CDL is issued by Virginia.
- ▶ If the carrier is a foreign corporation, that it is registered with the Virginia State Corporation Commission to conduct business in Virginia. In this case, the address of the company may not be in Virginia.
- ▶ If the carrier is a corporation, that the principle owner is a resident of Virginia.
- ▶ That the carrier's federal income tax returns have been filed from an address in Virginia.
- ▶ That the carrier has paid personal income taxes to Virginia.
- ▶ That the carrier has paid real estate or personal property taxes to Virginia or a political subdivision (city, town, etc.).
- ▶ That the carrier receives utility bills in Virginia in its name.
- ▶ That the carrier has a vehicle titled in Virginia in its name.
- ▶ That other factors clearly evidence the carrier's legal residence in Virginia.

Vehicles Subject to IFTA and IRP

A vehicle which must have IFTA is called a qualified motor vehicle. A vehicle which must have IRP is called an apportionable vehicle. A qualified and/or apportionable motor vehicle is used, designed, or maintained for the transportation of persons or property and:

- ▶ has two axles and a gross vehicle weight or registered gross vehicle weight exceeding 26,000 pounds,
- ▶ has three or more axles regardless of weight, or

- ▶ is used in combination when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

Trailers and semi-trailers are not subject to IRP or IFTA requirements.

Vehicles operated commercially on an intrastate basis (point to point) within another jurisdiction are required to obtain IRP plates or dual registration regardless of the weight of the vehicle.

There are a limited number of exceptions to the IRP registration and IFTA licensing requirements. These are explained below.

IRP Registration Exceptions

IRP registration is not required if you operate:

- ▶ under IRP trip permits,
- ▶ recreational vehicles used for personal pleasure or travel by an individual or family,
- ▶ government owned vehicles,
- ▶ vehicles operated under dealer license plates for delivery or demonstration purposes only,
- ▶ farm vehicles displaying a farm license plate on an interstate basis,
- ▶ specialized mobile equipment displaying an equipment license plate on an interstate basis,
- ▶ tow trucks or wreckers displaying Virginia Tow Truck For-Hire plates on an interstate basis into North Carolina, Maryland, and/or Tennessee, and you transport only vehicles or parts of vehicles, or
- ▶ into Tennessee in interstate commerce less than 10 miles per trip from the Virginia border.

Note: A truck or truck tractor, or the power unit in a combination of vehicles having a gross vehicle weight of 26,000 pounds or less and a bus used for the transportation of persons for hire with a gross vehicle weight of 26,000 pounds or less may be registered under the International Registration Plan at the option of the registrant. For purposes of determining eligibility a) a truck means a power unit designed, used, or maintained primarily for the transportation of property, b) a truck tractor means a motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn, and c) a power unit means a motor vehicle (not including an automobile or motorcycle) as distinguished from a trailer, semi-trailer, or an auxiliary axle.

IFTA Licensing Exceptions

The following vehicles are exempt from IFTA licensing and reporting requirements in Virginia (this may not apply to other jurisdictions):

- ▶ vehicles operated under a Virginia IFTA trip permit,
- ▶ recreational vehicles (such as motor homes used exclusively for personal pleasure by an individual and not used in connection with any business endeavor),
- ▶ the first two trucks or tractor trucks that are licensed in Virginia and are used for farm use only (as defined in Va. Code 46.2-698) and are not licensed in another state,
- ▶ vehicles owned by a licensed motor vehicle dealer that are operated without compensation, under load or not, for purposes incident to a sale or for demonstration,
- ▶ vehicles owned and operated by federal, state, or local governments (this exemption does not apply to vehicles operated under a contract with the government), and
- ▶ vehicles or equipment such as well-drills, cranes, etc., if the vehicle is not required to display license plates and is moved under a special oversize/overweight permit (vehicles operated under an equipment plate are not exempt).

Credentials Required

The person applying for and in whose name IRP credentials are issued is referred to as a registrant. The person applying for and in whose name IFTA credentials are issued is referred to as a licensee.

IFTA License and Decals

DMV will issue IFTA credentials (license and decals) to an IFTA licensee. A photocopy of the license must be kept in the cab of each vehicle on which an IFTA decal is placed. Failure to have an IFTA license in the cab of a vehicle with IFTA decals will subject the licensee to citations and the vehicle may be detained. An IFTA license is valid for the calendar year, January 1 through December 31.

A two-decal set is issued for each tax-qualified vehicle. The decals must be permanently affixed to the exterior of the power unit, one on each side of the unit, normally on the door. In the case of transporters, manufacturers, dealers or drive away operations, the decals may be temporarily displayed in a visible manner on both sides of the cab. Failure to display the decals will subject the licensee to citations and the vehicle may be detained.

If a carrier is operating a qualified motor vehicle for more than one licensee during a year, the carrier may display decals for both licensees at the same time.

Decals cannot be transferred and once decals are purchased, the decal fee of \$10 will not be refunded even if the decals are not used.

DMV may limit the number of decals issued to a carrier.

If the vehicle on which the decal is to be placed is leased, a legible copy of the signed lease may be requested.

IRP Credentials (license plate, decals and cab card)

When all fees are paid, the registrant is issued credentials consisting of a cab card, apportioned license plates and decals (unless permanent plates without decals have been requested). All IRP member jurisdictions will be printed on the IRP cab card as well as the gross weight the vehicle is registered for in each jurisdiction. If operations occur in a jurisdiction for which fees have not been paid, those operations will be reported at the time the fleet is renewed and registration fees will be collected for that jurisdiction at that time.

Tractors and truck tractors display one registration plate affixed to the front of the vehicle. Single unit trucks and buses display two plates, one affixed to the front of the vehicle and one affixed to the rear of the vehicle.

A valid annual registration cab card or trip permit must be carried in the vehicle at all times.

IRP and IFTA Trip Permits

A motor carrier operating a qualified motor vehicle or apportionable vehicle outside of Virginia may purchase a trip permit instead of the required IFTA license and IRP registration. Permit services are available which may enable motor carriers to get trip permits for multiple jurisdictions from one source. Trip permits are also available from each IFTA and IRP jurisdiction.

Any vehicle that has an IRP registration and an IFTA license does not need an IRP or IFTA trip permit to travel in another IRP or IFTA jurisdiction. An IRP registration and IFTA license permit the operation of any vehicle displaying the required credentials to operate in any IRP and IFTA jurisdiction.

IRP Provisions for Special Types of Operations

Owner-Operator Leased to a Motor Carrier

Owner-operators who lease their vehicles to motor carriers for 30 days or longer may register under the IRP in one of two ways:

- ▶ The owner-operator (lessor) may be the registrant and the vehicles may be registered in the owner-operator's name. In this case, apportioned fees will be determined only by the owner-operator's distance records. The license plates and cab cards will be issued to the owner-operator and any registration credit will belong to the owner-operator.

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- ▶ The motor carrier (lessee) may be the registrant. In this case, the vehicles will be included as a part of the carrier's fleet and apportioned fees will be determined by the carrier's distance records. The license plates and cab cards will be issued to the carrier and any registration credit will belong to the carrier. A lease agreement between the carrier and owner-operator may be required to be submitted.

A motor carrier obtaining registration in the motor carrier's name on behalf of an owner-operator that is not a Virginia resident must provide an Application for Certificate of Title and Registration (VSA17A) completed by the owner-operator, a copy of the owner-operators out of state title or registration card, and a legible copy of the driver's license for the vehicle owner. The owner-operator is not required to obtain a Virginia title, but these documents are necessary to prove ownership for the vehicle and allow a record to be established for the owner-operator.

Trip Leasing

An apportioned vehicle may be leased to a non-apportioned carrier. The lessor (owner) is responsible for reporting the miles traveled under the lease.

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Buses

Buses transporting passengers for-hire interstate should obtain IRP apportioned registration.

Interstate bus operators may report their distance in one of two ways:

1. the carrier may report actual distance by jurisdiction; or
2. the carrier may report a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the farthest point of destination of the scheduled pool.

With respect to motor bus operations pool means an agreement or combination among motor carriers of passengers, with the approval of the U.S. Department of Transportation or relevant Provincial authority, to combine or divide traffic, services, or any part of their earnings.

Rental Utility Trailers

Owners of rental utility trailers with a gross weight of 6,000 pounds or less must register a number of trailers in each jurisdiction equal to the average number of trailers rented in or through each jurisdiction during the preceding year.

One-Way Rental Vehicles

One-way rental vehicles can be apportioned; however, owners of trucks registered for 26,000 pounds or less and operated as part of an identifiable one-way rental fleet have the option to allocate or apportion their vehicles. Vehicles will be allocated to each jurisdiction based on the mileage factor. The percentage of miles traveled in each jurisdiction multiplied by the number of vehicles in the fleet will determine the number of vehicles to be fully registered or allocated to each jurisdiction. All trucks registered in this manner are allowed to operate both interstate and intrastate in all jurisdictions.

Household Goods Carriers

A household goods carrier, using equipment leased from service representatives, may choose to base the equipment either in the base jurisdiction of the service representative or in the carrier's base jurisdiction.

If the base jurisdiction of the service representative is chosen, the equipment must be registered in the service representative's name and the carrier's name as the lessee. The apportionment of fees must be according to the combined distance records of the service representative and those of the household goods carrier. Records must be kept or made available in the service representative's base jurisdiction.

If the household goods carrier's base jurisdiction is selected, the equipment must be registered by the household goods carrier and the service representative must be designated as the lessor. The apportionment of fees must be based on the combined distance records of the service representative and the household goods carrier. This includes any intrastate miles operated by those vehicles. The records must be kept or made available in the base jurisdiction of the household goods carrier.

Unladen Hunter's Permits

When an owner/operator needs to travel from one jurisdiction to another to find employment, a hunter's permit may be requested. A hunter's permit (unladen vehicle registration) is issued to a carrier for the purpose of driving an empty truck or tractor while searching for employment. A Virginia-based private truck or tractor permit(s) is issued for a period of three (3) months (quarterly) and the registration gross weight is the same as the empty weight of the power unit and trailer, as applicable. The carrier is issued private quarterly permit(s), month and year decals and a registration card. Loads cannot be transported using this permit.

IFTA Licensing For Leased, Rental And Household Goods Operations

Lessee means the party acquiring the use of equipment with or without a driver from another person. Lessor means the party granting the use of equipment with or without a driver to another.

In the case of long-term leases (30 days or more) the carrier (lessee) and the lessor have the option of determining the party responsible for reporting and paying the motor fuel road taxes. If the lessee is paying the motor fuel road taxes, the base jurisdiction is that of the lessee. Likewise, if the lessor is paying the motor fuel road taxes, the base jurisdiction is that of the lessor.

In the case of short-term motor vehicle rentals (29 days or less) it will be the responsibility of the lessor to report and pay the motor fuel road taxes unless the lessor who is regularly engaged in the business of leasing or renting motor vehicles has:

- ▶ a written rental contract designating the lessee as the responsible party, and
- ▶ a copy of the lessee's IFTA license which is valid for the term of the rental agreement.

Lease agreements must be made available upon request.

In the case of household goods carriers using independent contractors, agents, or service representatives under intermittent leases, the party which has the jurisdictional operating authority in use shall be responsible for reporting and paying the motor fuel road taxes.

Doing Business With The Virginia Department Of Motor Vehicles

Service Options

The Department of Motor Vehicles has a variety of service options for every situation. Customers are encouraged to use preferred service options. By choosing a preferred service option, customers will receive quicker, better service at a lower cost to taxpayers.

Preferred Service Options
Service Option
<p>webCAT (Internet service) A free full-service system for IRP and IFTA which allows you to title and put a new vehicle on the road, increase your registration weight, obtain replacement plates or decals, file your tax returns, complete renewal transactions and much more.</p> <p>See the webCAT section of this manual for more details and information on how to become a webCAT user.</p>
<p>Fax or mail your application to our central processing unit. DMV will email or mail your credentials.</p> <p>Fax: 804-367-1073</p> <p>Mail: Department of Motor Vehicles Motor Carrier Services P. O. Box 27412 Richmond, VA 23269-0001</p>

Other Service Options
Service Option
<p>Fax or mail your application to our central processing unit and pickup your credentials in any customer service center.</p>
<p>Drop off your application and pickup credentials at any customer service center.</p>

A \$5 fee per vehicle is added to each IRP renewal transaction conducted in a DMV customer service center.

Payment Options

DMV offers customers a variety of payment options.

Automated Bank Draft (ACH Debit): This option permits a customer to authorize DMV to draft their account on a transaction by transaction basis for IRP, IFTA and vehicle titling services. Automated bank draft services allow a customer to avoid the hassle of writing checks to DMV. For an ACH Debit Authorization application (DMV form FMS 310), visit www.dmvNOW.com.

Automated Bank Credit (ACH Credit): This option permits a customer to pay DMV by the customer-initiating payments from the customer's bank account to DMV's bank account. For ACH Credit information visit www.dmvNOW.com.

Check: Payment by check works well for customers doing business by mail or picking up credentials in a customer service center.

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Electronic Check: Your bank will not accept payments by electronic check from a commercial account with controlled disbursement, debit block, and/or account reconciliation. If your bank fails to honor a payment, the Code of Virginia requires that a mandatory returned check fee of \$85, if the check is \$350 or less or \$50 + 10 percent of the check amount if check is greater than \$350, be assessed for payments that are returned to DMV. If your bank accounts are one of the types noted above, use an Automated Clearing House (ACH) payment method.

Credit Card: Credit card payments are accepted for any service option. DMV absorbs the credit card service fees so we ask that customers making larger payments keep the cost to taxpayers in mind and consider using other payment methods.

Cash: Payment by cash is accepted only at DMV customer service centers.

webCAT

webCAT is a customer's best source for same-day motor carrier service. Through this free Internet service, customers can process vehicle titles, IRP and IFTA transactions. Customers can apply for credentials, file quarterly tax returns, and submit payments directly from their office or while on the road.

webCAT provides faster service than any other DMV service option. Mail, fax or customer service center transactions take at least one day to process. WebCAT transactions are processed the same day.

webCAT offers several secure and easy-to-use payment options:

- ▶ Electronic check
- ▶ ACH debit
- ▶ ACH credit
- ▶ Credit card

Visit www.dmvNOW.com to become a webCAT user.

Denial Of Service

DMV may refuse to process any application or tax return that is incomplete, illegible or includes questionable information. Services and credentials may also be denied if the applicant has outstanding assessments or compliance matters.

An applicant may be asked for additional information or clarification to ensure proper reporting of application and tax return data. IRP and IFTA are complicated programs and the reporting requirements can be difficult to understand. As such DMV may ask questions to better serve customers and to ensure the appropriate fees and taxes are being collected.

Renewal of IRP Registration – Understanding the IRP Reporting Period and Reporting Miles

All IRP customers are required to renew the registration for their vehicles once a year. To determine when your license plates and registration expire check the decals on your license plates or, if you have permanent plates without decals, check the expiration date shown on your cab card.

Approximately 75 days prior to the expiration of your registration, DMV will mail you a renewal packet with all the information you will need to complete your renewal application.

A key step of the renewal process is the reporting of actual mileage for the appropriate Reporting Period. The Reporting Period is always a July to June time period regardless of when your vehicle registration expires. Use the following chart to determine the appropriate period of time to use when reporting mileage.

Registration Expiration Date	Reporting Period
January 2016	July 1, 2014 — June 30, 2015
February 2016	July 1, 2014 — June 30, 2015
March 2016	July 1, 2014 — June 30, 2015
April 2016	July 1, 2014 — June 30, 2015
May 2016	July 1, 2014 — June 30, 2015
June 2016	July 1, 2014 — June 30, 2015
July 2016	July 1, 2014 — June 30, 2015
August 2016	July 1, 2014 — June 30, 2015
September 2016	July 1, 2015 — June 30, 2016
October 2016	July 1, 2015 — June 30, 2016
November 2016	July 1, 2015 — June 30, 2016
December 2016	July 1, 2015 — June 30, 2016

Note: This chart uses registrations expiring in 2016 as an example to help you determine your reporting period.

Understanding IRP Fees

IRP fees can be difficult to calculate and difficult to understand. Each jurisdiction a carrier operates in will receive a portion of their own registration fee for that particular vehicle based on the miles a carrier reports for that jurisdiction as a percentage of the carrier's overall fleet miles. Most jurisdictions base their fee formulas on the type of operation, the body or vehicle type and the registered gross weight, but some jurisdictions base their fees on other factors. For this reason it is important that all information provided on an IRP application is correct. Failure to provide accurate information may result in a carrier overpaying or underpaying fees.

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Estimated distances are only used when a new account or fleet is established. In those cases estimated distances are not provided by the carrier, but rather fees will be determined from Virginia's average per vehicle distance chart which will be based on yearly statistics of the actual reported carrier distances by jurisdiction and total number of vehicles registered for Virginia based carriers.

Registrants should never use a combination of actual distance and estimates from the average per vehicle distance chart.

Fees will always be based on 100 percent of travel.

IRP, Inc. provides a fee estimator on its web site to help you estimate the fees associated with registering apportioned vehicles based on various factors, including the distance associated with the jurisdictions traveled. The fee estimator does not take into consideration all factors, but is a tool to use to obtain a reasonable estimate. To access the fee estimator visit <http://www.irponline.org/?page=FeeEstimator>.

PRISM IRP Requirements

Virginia is a member of the Performance and Registration Information Systems Management (PRISM) program. PRISM is a federal/state partnership to identify motor carriers with deficient safety records and to tie a carrier's safety fitness to the ability to register commercial vehicles. PRISM links the Federal Motor Carrier Safety Administration's (FMCSA) motor carrier safety information with the state's motor vehicle registration process to achieve two purposes:

1. To determine the motor carrier's safety fitness prior to issuing a registration plate; and
2. To cause the unsafe carrier to improve its safety performance through an improvement process and, where necessary, the application of registration sanctions.

The PRISM program includes two major processes: the commercial vehicle registration process and enforcement. These programs work in tandem to identify motor carriers and to hold them responsible for the safety of their operations. The performance of unsafe motor carriers is improved through a comprehensive system of identification, education, awareness, safety monitoring, and treatment.

PRISM and the Commercial Vehicle Registration Process

The IRP registration process provides the framework for PRISM. The registration process serves two basic functions. First, it establishes a system for identifying the carrier responsible for the safe operation of a commercial vehicle during the registration year. Second, the use of registration denial and suspension provides a powerful incentive for unsafe carriers to improve their safety performance.

The United States Department of Transportation (USDOT) number is used to identify the motor carrier responsible for the safety of each individual vehicle in an IRP fleet. The carrier's safety fitness is checked prior to issuing vehicle registrations. Unfit carriers may be denied the ability to register their vehicles.

Under PRISM, the USDOT number of the motor carrier that is responsible for the safety of every vehicle registered must be identified during the registration process. For each IRP registered vehicle, the USDOT number of the motor carrier responsible for the safe operation of the vehicle for the registration year must be reported. The motor carrier responsible for safety is the entity that the USDOT ultimately holds accountable for things like hours-of-service, compliance, drug and alcohol testing, and vehicle maintenance. In order to accurately identify responsibility for each vehicle, the USDOT number must be captured at the time of registration.

If the IRP registrant holds that responsibility for all the vehicles in the registrant's fleet, the USDOT number for the IRP registrant should be listed for each vehicle.

If the IRP registrant only rents or leases its vehicles, the USDOT number of the renter or lessee should be listed regardless if it is a short term or long term lease.

If the IRP registrant is an owner operator that always operates under another company's interstate operating authority, the USDOT number of the carrier holding the authority should be listed regardless if it is a short term or long term lease.

If the IRP registrant is a valid interstate motor carrier who operates under their own interstate operating authority, but also rents or leases vehicles to other interstate motor carriers who will be responsible for their safe operation, the following instructions should be followed when providing the USDOT number of the carrier responsible for the safety of the individual rented or leased vehicles:

- ▶ Short Term Lease – if the vehicle will be rented or leased for 30 days or less to an interstate motor carrier, enter the IRP registrant's USDOT number.
- ▶ Long Term Lease – if the vehicle will be leased for more than 30 days to an interstate motor carrier, enter the lessee's USDOT number.

The IRP application will ask for the USDOT number assigned to the vehicle and if the safety responsibility of the vehicle will change during the registration year.

IRP registrants are required to notify DMV within 10 calendar days if the motor carrier responsible for safety changes. This requirement only applies to vehicles where the registrant previously indicated that the carrier responsible for safety was not expected to change during the registration year.

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The PRISM program also requires IRP registrants to provide an active USDOT number with a satisfactory safety rating for each vehicle.

Carriers can verify their USDOT number, obtain a USDOT number or update their MCS-150 information at www.safer.fmcsa.dot.gov.

PRISM and Enforcement

Enforcement is the process by which carrier safety is systematically tracked and improved. The process is designed to improve the safety performance of carriers with demonstrated poor safety performance through accelerated identification, performance monitoring, and treatment. When a carrier is identified as needing improvement in safety practices, the carrier enters the FMCSA Motor Carrier Safety Improvement Process (MCSIP). Under MCSIP, carriers with potential safety problems are identified and prioritized for on-site reviews using the Compliance, Safety, Accountability (CSA) program. CSA makes maximum use of crash, driver, vehicle, and safety management data to develop an overall indicator of carrier fitness that is used to prioritize carriers for possible on-site reviews. MCSIP carriers that fail to improve their safety performance face penalties that are progressively more severe culminating in a federal Out-of-Service-Order (OOSO) and a concurrent state registration suspension.

Virginia will deny, suspend, or revoke a registration as a result of a federal OOSO. There are four general instances in which the FMCSA will order a motor carrier to cease interstate operations:

1. When the motor carrier receives a final unsatisfactory safety rating from the FMCSA;
2. When, after exhausting all due process options, the motor carrier fails to pay federal fines levied from FMCSA enforcement actions;
3. When the motor carrier is determined to be an imminent hazard; and
4. When a new entrant fails an audit or does not schedule an audit within 18 months.

Renewal of IFTA Credentials

All IFTA licenses and decals expire on December 31 of each year. Approximately 75 days prior to the end of the calendar year DMV will send a renewal notice to IFTA licensees.

All outstanding road tax liabilities and requirements must be satisfied before a renewal application can be processed. DMV may also deny renewal of IFTA credentials if upon review of the account it determines that the licensee is not complying with all provisions of the IFTA Agreement and Virginia laws including, but not limited to operating in Virginia and at least one other jurisdiction and keeping detailed mileage and fuel records.

Licensees renewing their decals and license may operate with the IFTA decals and license one month prior to the effective date shown on the license. If decals are displayed prior to the effective date shown on the license, the previous year decals must also be displayed and must not be covered by the new decals. A photocopy of the license must be maintained in the cab of each qualified motor vehicle. Carriers found operating a qualified motor vehicle without an IFTA license and valid decals will be subject to citations and/or fines; the vehicle may be detained and the licensee may be required to purchase a trip permit.

Record Keeping Requirements

All individuals who register or license their vehicles under the IRP and/or the IFTA are required to maintain operational records. Operational records must be maintained to confirm mileage and fuel use reporting on IRP applications and IFTA quarterly tax returns.

DMV will accept paper or electronic records for audit and verification purposes. It is recommended that individuals who maintain electronic records also obtain quarterly paper copies so as not to incur additional fees from their GPS providers for retrieving archived records.

Records must be kept for four years from the due date of the application/return or date filed, whichever is later.

Mileage Record Keeping

Mileage records must be maintained for all movement of a qualified vehicle including loaded, empty, deadhead, and/or bobtail miles. Source documents must contain sufficient detail that all vehicle movement may be traced. One of the following sources should be consistently used to determine vehicle mileage:

- ▶ State maps;
- ▶ Standard mileage guides;
- ▶ Odometer and/or hubodometer readings; or
- ▶ Computer programs based on actual routing.

Mileage should be recorded on an Individual Vehicle Mileage and Fuel Record (IVMR). An acceptable IVMR shall contain the following information:

- ▶ Vehicle identification number, vehicle unit number, or license plate number;
- ▶ Driver's name;
- ▶ Date of trip (starting and ending);
- ▶ Trip origin and destination;
- ▶ Routes of travel;
- ▶ Intermediate stops;
- ▶ Beginning and ending odometer and/or hubodometer readings of the trip;

Section 1: International Fuel Tax Agreement and International Registration Plan

- ▶ Total trip miles; and
- ▶ Mileage by jurisdiction.

The information recorded on the IVMRs must be accurate and legible. IVMRs should be used to prepare monthly and/or quarterly recaps for each jurisdiction. Mileage recaps shall be used to complete IRP applications and IFTA quarterly tax returns.

Fuel Record Keeping

The registrant or licensee must maintain complete records of all motor fuel purchased, received, and used in the conduct of its business. Separate monthly recaps must be compiled by unit for each jurisdiction and motor fuel type. Retail fuel purchases and bulk fuel purchases are to be accounted for separately. Fuel recaps should be used to complete IFTA quarterly tax returns.

Retail purchases must be supported by a receipt or invoice, credit card receipt, automated vendor generated invoice or transaction listing, or electronic image of the receipt or invoice. An acceptable receipt or invoice must include, but shall not be limited to, the following:

- ▶ Date of purchase;
- ▶ Sellers name and address;
- ▶ Number of gallons or liters purchased;
- ▶ Fuel type;
- ▶ Price per gallon or liter or total amount of sale;
- ▶ Vehicle unit number, license plate or vehicle identification number; and
- ▶ Purchaser's name (In the case of a lessee/lessor agreement, receipts for tax paid purchases may be in the name of either party provided a legal connection can be made to the reporting party).

Bulk fuel is normally delivered into storage facilities maintained by the licensee, and fuel tax may or may not be paid at the time of delivery. The licensee must retain copies of all delivery tickets and/or receipts. Bulk fuel inventory reconciliations must be maintained. For withdrawals from bulk storage, records must be maintained to distinguish fuel placed in qualified vehicles from other uses. To obtain credit for withdrawals from licensee-owned, tax paid bulk storage, the following records must be maintained:

- ▶ Vehicle unit number, license plate or vehicle identification number for the vehicle into which the fuel was placed;
- ▶ Date of withdrawal by vehicle;
- ▶ Number of gallons or liters withdrawn;
- ▶ Fuel type; and
- ▶ Purchase and inventory records to substantiate that tax was paid on all bulk purchases.

To assist carriers in understanding and complying with the IRP and IFTA record keeping requirements, DMV has the following sample documents available:

- ▶ Individual Vehicle Mileage and Fuel Report (MCTS 270)
- ▶ Vehicle Monthly Trip Recap (MCTS 272)

IFTA Tax Returns

Filing Requirements and Due Dates

All Virginia IFTA licensees must file each quarter an International Fuel Tax Agreement (IFTA) Quarterly Tax Return (RDT-121). If a licensee does not operate, purchase fuel, or owe taxes the licensee must still file an IFTA quarterly tax return.

It is the responsibility of licensees to file and pay taxes on their accounts. A licensee may not have its mileage, fuel and taxes paid on or by another account. For leased vehicles, the licensee is the responsible party.

Reporting periods and deadlines are as follows:	
Reporting Period	Filing Deadline
January 1 – March 31	April 30
April 1 - June 30	July 31
July 1 - September 30	October 31
October 1 - December 31	January 31

Each quarterly tax return and full payment of taxes is due on the last day of the month following the close of the reporting period for which the return is due. If the last day of the month falls on a Saturday, Sunday or legal holiday, the next business day will be considered the final filing date.

If a licensee does not receive a tax return filing notice from DMV, the licensee must still file the tax return on time. Tax returns may be obtained by downloading the tax return from our website www.dmvNOW.com, from any customer service center, or by requesting it by mail, fax or telephone.

Customers are encouraged to file and pay their taxes online using the agency's free webCAT service.

Penalty and Interest

The tax return and full payment of taxes must be postmarked by the due date. If not, the licensee will be subject to a late filing fee of \$50 or 10 percent of the tax due, whichever is greater. Interest will also be assessed regardless of when the return or payment is received within the month.

Section 1: International Fuel Tax Agreement and International Registration Plan

Refunds and Credits

Licensees may claim a refund on the IFTA quarterly tax return for any overpayment of tax in a reporting quarter. A refund will be issued after the DMV determines that the IFTA account is in good standing and that all monies owed by the licensee to any agency of the Commonwealth of Virginia have been paid.

Problem Returns

Improper Calculation of Taxes

If a licensee miscalculates its taxes, interest or penalties, the DMV will send a tax assessment to the licensee. The assessment must be paid in full within 30 days of the date of the assessment or the license will be suspended.

Incomplete Tax Returns

Tax returns which are not fully completed cannot be processed and may be returned to the licensee for completion. Licensees must make the necessary changes to the tax return and return it to the DMV within 30 days. If it is not returned within 30 days, the account may be suspended or the DMV may make a tax assessment based on the best information available.

Failure to File Tax Returns or Provide Records

The DMV may assess the licensee taxes when a tax return is not filed. The DMV may also assess taxes when a licensee refuses to provide the DMV the records it agreed to keep and make available when they were licensed. Taxes will be assessed based on the best information available.

Tax Return Review

The DMV reviews tax returns on a regular basis. Licensees may be requested at any time to provide mileage and fuel records to verify information on tax returns.

If a licensee is not able to provide mileage and fuel records which meet all IFTA recordkeeping requirements, the DMV may make tax assessments based on the best information available. These assessments can be large. Also, accounts may be subjected to a full audit.

IFTA License Cancellation, Suspension and Revocation

License Cancellation

An IFTA license may be canceled at the licensee's request. An account may not be canceled by a licensee unless all taxes, interest and penalties are paid and the original IFTA license, all license copies and all IFTA decals are destroyed.

DMV will notify all IFTA jurisdictions that a license has been canceled. Operating using a canceled account may result in fines, citations or vehicles being detained.

License Suspension and Revocation

The DMV may suspend or revoke the IFTA license if the licensee fails to comply with all provisions of the IFTA Agreement. This includes, but is not limited to, failure to file tax returns, failure to pay taxes or audit assessments, failure to maintain or provide mileage and fuel records.

The DMV will notify all IFTA jurisdictions that a license has been suspended or revoked. Operating using a suspended or revoked license may result in fines, citations or being detained on the road.

License Reinstatement

The DMV may reinstate a suspended IFTA license once the licensee is in compliance with all IFTA requirements and has met all Virginia statutory requirements. The DMV may require a bond. The DMV will notify all IFTA jurisdictions when a license has been reinstated.

Revoked licenses are not reinstated.

IRP Registration Denial, Suspension and Revocation

Virginia is one of many states that support the federal Performance and Registration Information Systems Management program (PRISM). Under this program, motor carriers are required to improve safety deficiencies or face progressively more stringent sanctions up to the ultimate sanction of a federal out of service order against the company and concurrent state registration suspension.

Motor carriers may be denied IRP registration or may have their existing registration suspended or revoked if they are directed to cease operations as a result of poor safety performance by the Federal Motor Carrier Safety Administration (FMCSA).

Audits

Overview

DMV is required to conduct audits of Virginia IFTA and IRP accounts. The purpose of an audit is to verify mileage and fuel information reported on IFTA tax returns and mileage information reported on IRP applications. Any Virginia licensee may be selected for audit. The DMV will audit IFTA and IRP licensees on behalf of all IFTA and IRP jurisdictions. When operational records are not located or are not made available in Virginia, the auditor's travel expenses may be billed to the carrier upon completion of the audit.

IRP and IFTA customers may also be audited by other jurisdictions.

The Audit Process

Before conducting an audit, an auditor will contact the licensee and registrant by letter and/or telephone to schedule the audit. The auditor will outline the time period to be audited and the records to be reviewed. A follow-up letter explaining the approximate audit date, the time period the audit will cover, and the records required for the audit will be sent to the carrier.

At the beginning of the audit, the auditor will conduct an interview with the carrier to determine background information, internal controls, reporting methods, records to be reviewed, and the sampling techniques to be employed. As the audit progresses, the auditor will keep the carrier informed of areas of noncompliance that need to be addressed. At the conclusion of the audit, a final conference will be held with the carrier to explain the audit findings and future reporting and recordkeeping requirements.

In lieu of an audit, DMV may conduct a records review to determine the adequacy of an IRP registrant's internal controls and to determine compliance of the registrant's distance accounting system.

If an IRP registrant fails to make records available for audit, or if the records made available are, as a whole, so inadequate that they cannot be audited, an assessment will be made in the amount of twenty percent (20%) of the apportionable fees paid by the registrant for the registration year to which the records pertain. For second offenses, fifty percent (50%) will be assessed and for third and subsequent offenses, one hundred percent (100%) will be assessed.

A report of the audit findings and recap schedules will be provided to the licensee after the audit is processed by DMV. The licensee will be advised of any assessments or refunds. If a refund is due, the refund will only be issued after all outstanding financial obligations to the Commonwealth have been paid.

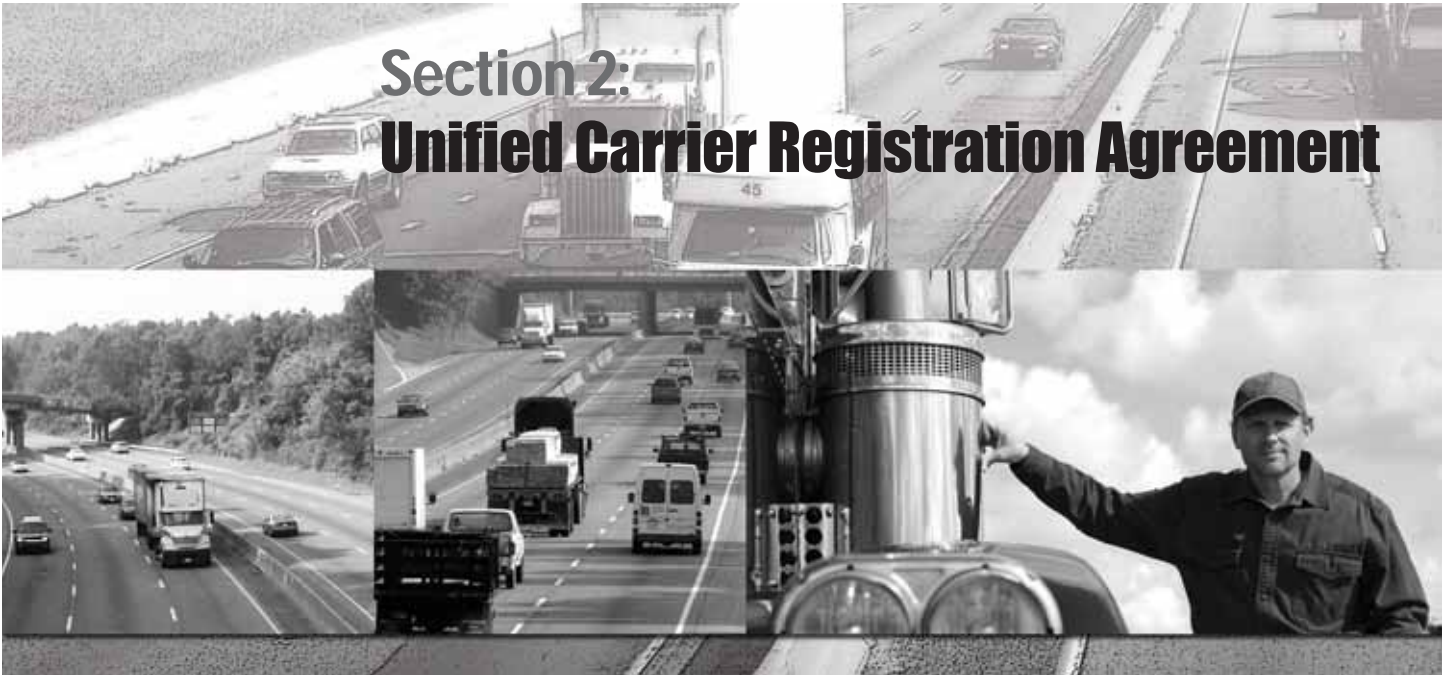
Appeal

A licensee or registrant may appeal an audit assessment in writing to DMV within 30 days of the date of the assessment. If the audit is not appealed, payment of the assessment must be made in full within 30 days of the date of the assessment. An appeal should include the reasons for the appeal and any additional information the licensee or registrant may believe is relevant to the audit.

Enforcement Requirements

Enforcement officials look at the IFTA license, IFTA decals, IRP cab card and license plates to verify that vehicles are properly licensed and registered. IFTA licenses and IRP cab cards must always be carried in the vehicle. Licenses, decals, license plates and cab cards may not be altered in any way.

A vehicle found in violation is subject to fines and penalties, the purchase of a trip permit, and may be detained.



Section 2: Unified Carrier Registration Agreement

Who Must Apply

Motor Carriers/Motor Private Carriers

If you operate a truck or bus in interstate or international commerce, the registration requirements of the Unified Carrier Registration Agreement (UCRA) apply to your business.

The UCRA requires individuals and companies that operate commercial motor vehicles in interstate or international commerce to register their Virginia based businesses with Virginia and pay an annual fee based on the size of their fleets. Motor private carriers of passengers only are not required to register and pay fees under the UCRA.

For purposes of determining the number of fleet vehicles, a "commercial motor vehicle" is defined as a self-propelled vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle:

- ▶ has a gross vehicle weight rating or gross vehicle weight of at least 10,001 pounds, whichever is greater; or
- ▶ is designed to transport more than 10 passengers (including the driver); or
- ▶ is used in transporting hazardous materials in a quantity requiring a placard.

Freight Forwarders, Brokers, and Leasing Companies

If you offer services as a freight forwarder, broker, or leasing company and you make arrangements for the transportation of cargo and goods in interstate or international commerce, the UCRA registration requirements apply to your business.

The UCRA requires individuals and companies that provide freight forwarding, brokering, or leasing of motor vehicles to a motor carrier, motor private carrier, or freight forwarder in connection with the transportation of property in interstate or international commerce to register their Virginia based businesses with Virginia and pay an annual fee.

How To Apply

You have two options for registering:

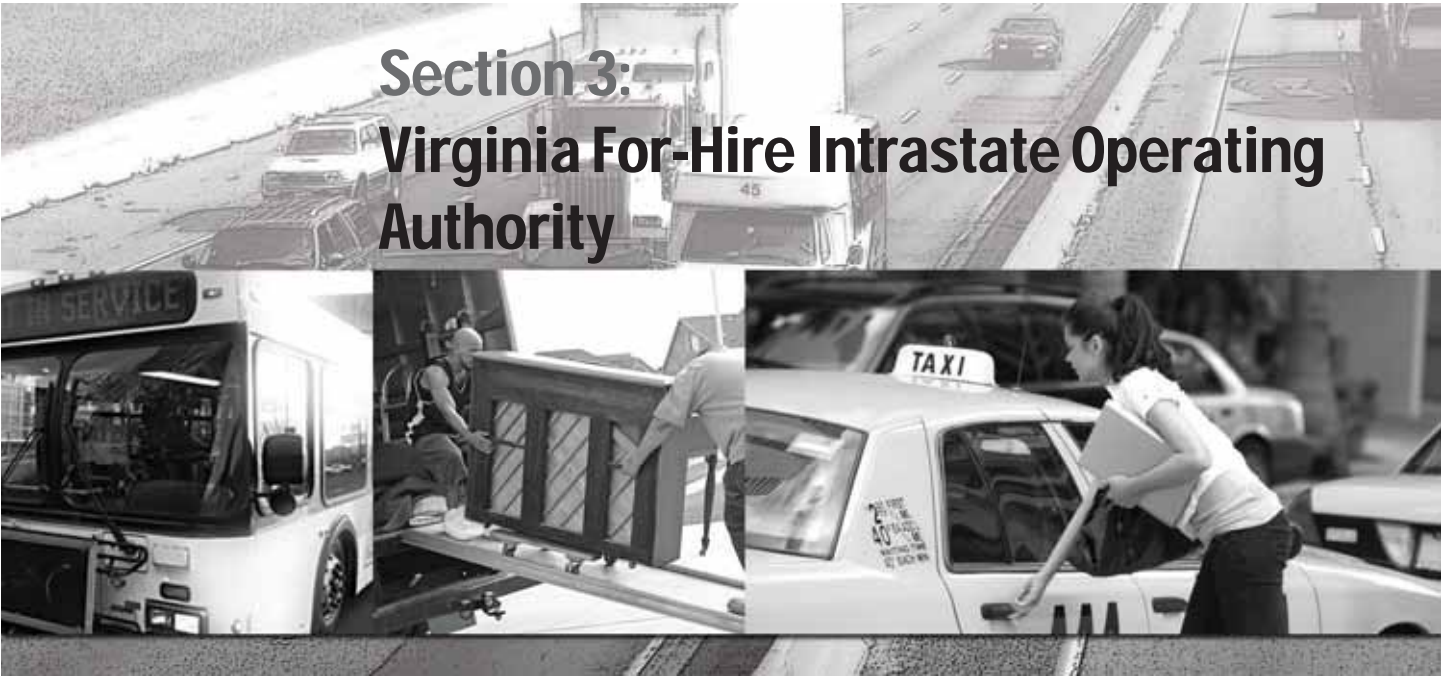
- ▶ Complete the UCR 100 application available at www.dmvNOW.com. Mail your completed application to DMV, Attention: Motor Carrier Services, P.O. Box 27412, Richmond, Virginia 23269. This application cannot be processed by any DMV customer service center.
- ▶ Register through Indiana's online registration system. Indiana's online registration system is available to all motor carriers, regardless of their base state. Go to www.ucr.in.gov and follow the step-by-step instructions. Note that there will be fees associated with payments made by e-check or credit card.

Section 2: Unified Carrier Registration Agreement

Credential Requirements

You will not be issued or required to display a credential under the UCRA; however, you will be issued a receipt for payment. DMV will electronically send your registration information to the Federal Motor Carrier Safety Administration (FMCSA). FMCSA posts UCRA registration information on their Safety and Fitness Electronic Records (SAFER) system website at www.safersys.org. Law enforcement officials use this website to verify carrier compliance with UCRA requirements. The information is also available to the general public should you wish to validate that your information has been posted.

Section 3: Virginia For-Hire Intrastate Operating Authority



For-hire motor carriers transporting property or passengers from point to point within Virginia may be required to obtain Virginia For-Hire Intrastate Operating Authority.

Licensing Requirements

Depending on the type of transportation service, and the type of vehicle if transporting property, a motor carrier may have to demonstrate fitness to provide the service, that a need for the service exists, and that the service will be convenient for the public. Successful applicants are issued an operating certificate, license, or permit depending on the type of service. A hearing may be required if it is determined that the issuance of a certificate or license may not be in the interest of public safety, or if the applicant has failed to demonstrate that there is a public need for the proposed transportation service, or if the application has been protested. After a certificate or license is issued, DMV may continue to monitor character and fitness matters in the interest of public safety.

Before an intrastate operating authority certificate or permit is issued, the motor carrier must have an insurance company provide DMV with proof of liability insurance and in some instances cargo insurance. Before an intrastate operating authority certificate or license is issued, the motor carrier must file a Surety Bond or Letter of Credit.

Once an operating authority certificate or permit is issued to a motor carrier that transports passengers, the carrier must then register all vehicles that will be used under the authority as being operated for-hire and obtain for-hire license plates. Motor carriers that transport property must register all vehicles as for-hire use unless the vehicle is a passenger car, motorcycle, auticycle, moped, or has a gross vehicle weight rating of 10,000 lbs. or less. Owners of vehicles registered under the International Registration Plan (IRP) must obtain operating authority, but are not required to be issued intrastate

operating authority vehicle registrations. For all other vehicles the existence and validity of operating authority will be checked when the appropriate license plates are issued. The registration cards of these vehicles will contain the operating authority information.

In summary, unless conducting exempt operations, motor carriers operating for-hire intrastate in Virginia must:

- ▶ file a Surety Bond or Letter of Credit (certificate or license only);
- ▶ provide proof of insurance (certificate or permit only);
- ▶ obtain operating authority;
- ▶ title the vehicle in Virginia;
- ▶ obtain for-hire vehicle registration and license plates if transporting passengers;
- ▶ register vehicle as for-hire use if transporting property unless the vehicle is a passenger car, motorcycle, auticycle, moped or has a gross vehicle weight rating of 10,000 lbs. or less.

Twelve-month Ban

Any application for a permit, certificate or license which would authorize passenger transportation will be denied if the applicant has been found guilty through a criminal conviction or civil penalty assessment of previously providing or arranging such transportation before obtaining the required permit, certificate or license.

Requirements By Type of Operation

Operating authority permits, certificates and licenses authorize operations only in Virginia.

Section 3: Virginia For-Hire Intrastate Operating Authority

All holders of a permit, certificate or license which authorizes passenger transportation or the arranging of passenger transportation must include the permit, certificate or license number in any advertisement for service (advertisements may not contain untrue, misleading, or deceptive information).

Certificates of public convenience and necessity that are active and in good standing may be transferred subject to written approval of the DMV. Applicants seeking to transfer a certificate are subject to the same requirements as those applying for an original certificate aside from the requirement to prove public convenience and necessity.

Transportation of Passengers Broker

Description: A person who arranges for transportation of passengers by motor carriers authorized by the Virginia Department of Motor Vehicles and who is not a motor carrier or an employee or agent of a motor carrier.

Authority Document: License

Operating Requirements: Under this type of license, you can only broker the transportation of passengers for trips within Virginia.

You can only arrange for the transportation of passengers with motor carriers that are authorized by the Virginia DMV to conduct such operations. You must obtain and maintain a copy of the certificate of public convenience and necessity issued to those motor carriers that hold such authority.

Tariff and Time Schedule Requirements: None

Insurance Requirements: None

Bond Requirements: You are required to keep a surety bond or letter of credit in the amount of \$25,000 on file with DMV's Motor Carrier Services. (See Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:

\$50 filing fee

\$3 for a duplicate license

Property Carrier

Description: A person who transports property.

Authority Document: Permit

Operating Requirements: You can transport household goods only if the goods are delivered to a place that is less than 31 road-miles from the place where you picked them up.

Household Goods – personal effects and property used or to be used in a dwelling, when transported or arranged to be transported (i) between residences or (ii) between a residence and a storage facility with the intent to later transport to a residence. Transportation of such goods must be arranged and paid for by, or on behalf of, the householder.

If you receive a written claim of loss or damage to any household goods that you transported, you must:

- ▶ Write on the claim the date you received it.
- ▶ Send to the person, within 30 days, a written acknowledgement of receipt of the claim.
- ▶ Within 120 days: pay the claim, or send written notification that you decline to pay the claim, or make, in writing, a firm compromise settlement offer.
- ▶ If the claim is not processed or disposed of within the 120 days, send to the person, every 30 days, a written report of the status of the claim and the reasons for the delay.

You may not, by contract or otherwise, shorten the length of time a person has for filing a claim to less than 30 days or shorten the time for filing a suit to less than two years.

Tariff and Time Schedule Requirements: None

Insurance Requirements:

\$750,000 — Bodily injury and property damage

\$50,000 — Cargo only if transporting household goods.

Carriers transporting household goods only in passenger cars, motorcycles, autocycles, mopeds, and vehicles with a gross vehicle weight rating of 10,000 lbs. or less are not required to file cargo insurance with DMV.

Bond Requirements: None

Fees:

\$10 Annual Operating Authority fee per vehicle, if applicable
\$3 for a duplicate permit

Household Goods Carrier

Description: A person who transports only household goods.

See definition of Household Goods above.

Authority Document: Certificate of Fitness

Operating Requirements: You are limited to transporting household goods as defined above.

For deliveries over 30 miles, you must charge the same rates as listed in the tariff filed with DMV.

Before you can change your rates, you must notify DMV at least 30 days before you wish to make the change, and have received written approval from DMV.

You or your agent may publish a joint tariff with another carrier(s) if a power of attorney or notice of concurrence is filed with DMV. You must send written notification to DMV, at least 60 days in advance, before you can revoke the power of attorney or notice of concurrence.

A copy of the bill of lading must be carried when you are transporting the household goods.

You must maintain a copy of the bill of lading at your place of business for at least three years.

Section 3: Virginia For-Hire Intrastate Operating Authority

If you receive a written claim of loss or damage, you must:

- ▶ Write on the claim the date you received it.
- ▶ Send to the person, within 30 days, a written acknowledgement of receipt of the claim.
- ▶ Within 120 days: pay the claim, or send written notification that you decline to pay the claim, or make, in writing, a firm compromise settlement offer.
- ▶ If the claim is not processed or disposed of within the 120 days, send to the person, every 30 days, a written report of the status of the claim and the reasons for the delay.

You may not, by contract or otherwise, shorten the length of time a person has for filing a claim to less than 30 days or shorten the time for filing a suit to less than two years.

Tariff and Time Schedule Requirements:

Tariff: You must file a tariff that includes all of your rates and any rules, policies or guidelines you will impose on your customers (example: labor rates for accessorial services). See Form OA 450, Sample Tariff for Household Goods Carriers.

Time Schedule: None

Insurance Requirements:

\$750,000 — Bodily injury and property damage
\$50,000 — Cargo only if transporting household goods.
Carriers transporting household goods only in passenger cars, motorcycles, autocycles, mopeds, and vehicles with a gross vehicle weight rating of 10,000 lbs. or less are not required to file cargo insurance with DMV.

Bond Requirements: You must keep a \$50,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for five years from the date your operating authority certificate is issued. (See Household Goods Carrier Bond, form OA436 or the property irrevocable letter of credit, form OA456.)

Fees:

\$50 filing fee
\$10 Annual Operating Authority fee per vehicle
\$3 for a duplicate certificate

Common Carrier — Irregular Routes

Description: A person who transports the general public for individual fees over any routes within specified areas of Virginia.

Authority Document: Certificate of Public Convenience and Necessity

Operating Requirements:

You are limited to:

- ▶ operating only in the service areas listed on the certificate.
- ▶ charging no more for your services than the rates on file with the Virginia DMV.
- ▶ operating vehicles that are designed to carry 15 persons or less, including the driver.

You may not pick up or deliver passengers to their residence in the city of Norfolk unless the vehicle is specially equipped to transport disabled persons.

You must have written approval from the Virginia DMV to discontinue operating in any or all of the service areas.

You may not refuse service without good cause.

You must provide services to the general public without discrimination.

Before you can change your rates, you must:

- ▶ make the changes available for public inspection at least 30 days before you wish to make the change, and
- ▶ notify the Virginia DMV at least 30 days before you wish to make the change, and
- ▶ receive approval from the Virginia DMV.

You or your agent may publish a joint tariff with another carrier(s) if a power of attorney or notice of concurrence is filed with the Virginia DMV. You must send written notification to DMV, at least 60 days in advance, before you can revoke the power of attorney or notice of concurrence.

Tariff and Time Schedule Requirements:

Tariff: You must file a tariff that includes all of your rates and any rules, policies or guidelines you will impose on your customers (example: refund policy). See form OA448, Sample Tariff for Common Carriers Over Irregular Routes.

Time Schedule: None

Insurance Requirements:

Bodily injury and property damage: \$350,000 — 1 to 6 passengers (including driver)

\$1,500,000 — 7 to 15 passengers (including driver)

Bond Requirements: You must keep a \$25,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for three years from the date your operating authority certificate is issued. (Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:

\$50 filing fee
\$3 Annual Operating Authority fee per vehicle.
\$3 for a duplicate certificate

Common Carrier — Regular Routes

Description: A person who transports the general public for individual fees over specific routes.

Authority Document: Certificate of Public Convenience and Necessity

Operating Requirements: You must provide services to the general public without discrimination.

You may not refuse service without good cause.

Section 3: Virginia For-Hire Intrastate Operating Authority

You are limited to:

- ▶ operating only on the routes listed on the certificate.
- ▶ operating only on the time schedule on file with the Virginia DMV.
- ▶ charging no more for your services than the rates on file with the Virginia DMV.

You must have written approval from the Virginia DMV to discontinue operating on any or all of the service routes.

Before you can change your time schedules, you must:

- ▶ post the changes in a public place at least 10 days before you wish to make the change, and
- ▶ notify the Virginia DMV at least 10 days before you wish to make the change, and
- ▶ receive written approval from the Virginia DMV.

Before you can change your rates, you must:

- ▶ make the changes available for public inspection, and
- ▶ notify the Virginia DMV at least 30 days before you wish to make the change, and
- ▶ receive approval from the Virginia DMV.

You may occasionally deviate from your routes after you request and receive written approval from the Virginia DMV for each occasion.

You or your agent may publish a joint tariff with another carrier(s) if a power of attorney or notice of concurrence is filed with the Virginia DMV. You must send written notification to DMV, at least 60 days in advance, before you can revoke the power of attorney or notice of concurrence.

You must notify the Virginia DMV of all interruptions of service that may last more than 24 hours. Interruptions due to an act of God need not be reported unless the interruption continues for more than 72 hours. All interruptions must be promptly reported to your agents on the affected routes.

Tariff and Time Schedule Requirements:

Tariff: You must file a tariff that includes all of your rates and any rules, policies or guidelines you will impose on your customers (example: refund policy). See form OA449, Sample Tariff and Time Schedule for Common Carriers Over Regular Routes.

Time Schedule: You are also required to file a time schedule.

Insurance Requirements:

Bodily injury and property damage: \$350,000 — 1 to 6 passengers (including driver)

\$1,500,000 — 7 to 15 passengers (including driver)

\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: You must keep a \$25,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for three years from the date your operating authority certificate is issued. (See Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:

\$50 filing fee

\$3 Annual Operating Authority fee per vehicle

\$3 for a duplicate certificate

Contract Passenger Carrier

Description: A person who contracts to transport groups of passengers and who charges a group fee.

Authority Document: Certificate of Fitness

Operating Requirements: The trip must be prearranged under a contract made with a group through a representative of the group.

Even if the trip lasts less than one hour:

- ▶ the contract cannot be for less than a one-hour time period, and
- ▶ no other group(s) may be transported during the time frame of the contract.

You must carry a copy of the trip sheet, contract order, or wireless text dispatching device in the vehicle during the trip.

The trip sheet, contract order, or wireless text dispatching device must contain the:

- ▶ name of the group being transported, and
- ▶ origin and destination of the trip, and
- ▶ date and approximate pick up time.

The trip sheets, contract orders, or documentation produced by wireless text dispatching devices must be:

- ▶ maintained at your place of business for three years, and
- ▶ made immediately available to any of the following upon request: Virginia DMV, law enforcement, or airport authority.

You may not station your vehicle(s) in front of or across the street from a hotel/motel, or within 100 feet of a taxicab stand without a completed trip sheet or contract order in the vehicle(s), or a written agreement with an airport authority or hotel/motel owner providing office space for your business at the airport/hotel/motel.

Tariff and Time Schedule Requirements: None

Insurance Requirements:

Bodily injury and property damage:

\$350,000 — 1 to 6 passengers (including driver)

\$1,500,000 — 7 to 15 passengers (including driver)

\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: You must keep a \$25,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for three years from the date your operating authority certificate is issued. (Passenger Carrier and Passenger Broker

Section 3: Virginia For-Hire Intrastate Operating Authority

Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:

\$50 filing fee
\$3 Annual Operating Authority fee per vehicle
\$3 for a duplicate certificate

Employee Hauler Carrier

Description: A person who transports employees of a business to and from their place of work.

Authority Document: Permit

Operating Requirements: You are limited to transporting only the employees of the businesses listed on the permit to and from their place of employment.

Before you can transport the employees of any business not listed on the permit, you must apply for and receive an amended permit from the Virginia DMV.

You can only transport the employees from a predetermined location (home, bus stop, park and ride, etc.) to their place of business and from their place of business back to the pick-up location.

You cannot transport the employees from one work location to another.

Tariff and Time Schedule Requirements: None

Insurance Requirements:

Bodily injury and property damage:

\$350,000 — 1 to 6 passengers (including driver)
\$1,500,000 — 7 to 15 passengers (including driver)
\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: None

Fees:

\$50 filing fee
\$3 Annual Operating Authority fee per vehicle
\$3 for a duplicate permit

Non-Profit/Tax Exempt Passenger Carrier

Description: A non-profit corporation that uses only minibuses to transport its own members or the elderly, disabled, or economically disadvantaged members of a community.

Minibus — any motor vehicle having a seating capacity of not less than seven nor more than 31 passengers, including the driver, and used in the transportation of passengers.

Authority Document: Permit

Operating Requirements: You are limited to transporting members of your organization, if your organization is a membership corporation.

You are limited to transporting elderly, handicapped, or economically disadvantaged members of the community you serve, if your organization is not a membership corporation.

You are limited to the use of minibuses to transport the above persons.

You may not operate over the same route or on an adjacent route with a similar schedule as persons issued a Common Carrier - Regular Route certificate or as a public transportation authority.

Tariff and Time Schedule Requirements: None

Insurance Requirements:

Bodily injury and property damage:

\$1,500,000 — 7 to 15 passengers (including driver)
\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: None

Fees:

\$3 Annual Operating Authority fee per vehicle
\$3 for a duplicate permit

Sight Seeing Carrier

Description: A person who transports the general public to and from points of interest in Virginia primarily for the passengers' experience and enjoyment and/or to promote tourism.

Authority Document: Certificate of Fitness

Operating Requirements: You must provide services to the general public without discrimination.

You may not refuse service without good cause.

You are limited to operating only on a round-trip basis.

You must issue a ticket that must display the points of interest and the round-trip fare.

Tariff and Time Schedule Requirements: None

Insurance Requirements:

Bodily injury and property damage:

\$350,000 — 1 to 6 passengers (including driver)
\$1,500,000 — 7 to 15 passengers (including driver)
\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: You must keep a \$25,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for three years from the date your operating authority certificate is issued. (See Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

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Fees:

\$50 filing fee
\$3 Annual Operating Authority fee per vehicle
\$3 for a duplicate certificate

Taxicab

Description: A person who transports passengers in vehicles that are designed to transport no more than six passengers, excluding the driver.

Authority Document: Permit

Operating Requirements: You are limited to the use of vehicles with a seating capacity of no more than six passengers, excluding the driver.

You cannot operate on a predetermined route.

You cannot pick up passengers at a public transportation terminal (such as a bus station, airport, train station, etc.) and deliver them to another public transportation terminal on a regular basis.

You must comply with the ordinances of all cities and counties in which you operate.

Tariff and Time Schedule Requirements: None

Insurance Requirements:

\$125,000 — Bodily injury and property damage

Bond Requirements: None

Fees:

\$50 filing fee
\$3 Annual Operating Authority fee per vehicle
\$3 for a duplicate permit

Nonemergency Medical Transportation Carrier

Description: A motor carrier that exclusively provides nonemergency medical transportation and provides such transportation only through the Department of Medical Assistance Services, through a broker operating under a contact with that Department, or as a Medicaid Managed Care Organization or through a contractor of a Medicaid Managed Care Organization contracted with that Department to provide such transportation.

Authority Document: Certificate of Fitness

Operating Requirements: You are limited to providing nonemergency medical transportation through the Department of Medical Assistance Services, through a broker operating under contract with that Department, or as a Medicaid Managed Care organization contracted with the Department.

Tariff and Time Schedule Requirements: None

Insurance Requirements:

Bodily injury and property damage:

\$350,000 — 1 to 6 passengers (including driver)

\$1,500,000 — 7 to 15 passengers (including driver)

\$5,000,000 — 16 or more passengers (including driver)

Bond Requirements: You must keep a \$25,000 surety bond or letter of credit on file with DMV's Motor Carrier Services for three years from the date your operating authority certificate is issued. (See Passenger Carrier and Passenger Broker Bond, form OA435 or the passenger irrevocable letter of credit, form OA447.)

Fees:

\$50 filing fee
\$3 Annual Operating Authority fee per vehicle
\$3 for a duplicate certificate

Transportation Network Companies (TNC)

Description: A motor carrier that provides prearranged rides for compensation using a digital platform that connects passengers with drivers using a personal vehicle.

Operating Requirements: Please refer to the Virginia Transportation Network Company Manual (DMV 277) and dmvNOW.com for details.

How to Apply

DMV offers two options for submitting applications:

1. Mail:
Department of Motor Vehicles
Motor Carrier Services
P. O. Box 27412
Richmond, Virginia 23269-0001
2. Visit any customer service center. A list of locations is available on www.dmvNOW.com

Certificate and License Applications

If you are applying for any one of the following authorities, complete and submit an Operating Authority Certificate Application for Common Carriers of Passengers (OA141), Operating Authority Certificate or License Application (OA150), or Operating Authority Certificate Application for Non-Emergency Medical Transportation Carriers (OA151). You must submit a separate application for each authority type you wish to obtain.

- ▶ Transportation of Passengers Broker
- ▶ Contract Passenger
- ▶ Nonemergency Medical Transportation Carrier
- ▶ Common Carrier – Irregular Routes
- ▶ Common Carrier – Regular Routes
- ▶ Sightseeing
- ▶ Household Goods

Generally, the following items must be submitted with your application:

- ▶ A filing fee of \$50 (you must submit a separate filing fee for each authority type you wish to obtain)
- ▶ A surety bond or Letter of Credit
- ▶ A tariff that includes all rates and any rules, policies, or guidelines you will impose on your customers (Household Goods and Common Carrier - Regular and Irregular Routes only)
- ▶ A time schedule (Common Carrier-Regular Route only).

Once your application is approved you will receive notification to file proof of liability insurance before the operating authority certificate can be issued. Insurance does not apply to brokers. Household goods carriers must also file proof of cargo insurance.

Permit Applications

If you are applying for any of the following authorities, complete and submit the For-Hire Intrastate Operating Authority Permit Application (OA142).

- ▶ Property
- ▶ Employee Hauler
- ▶ Taxicab
- ▶ Non-Profit/Tax Exempt Passenger

All permit applicants must file proof of minimum limits of liability insurance at the time of application. Employee Hauler and Taxicab applicants are also required to submit a \$50 filing fee with the application. Property carriers must also file proof of cargo insurance if transporting Household Goods. See definition of household goods above.

Notice Requirements

DMV Publication of Notice for All Applicants

For any application for a certificate of public convenience and necessity, certificate of fitness or license, DMV will publish a notice of such application at www.dmvNOW.com.

Notice Requirements for Common Carriers

Applicants seeking a certificate of public convenience and necessity as a regular route common carrier or irregular route common carrier must provide notification of their application to every motor carrier holding the same type of certificate and operating or providing service within the area proposed to be served by the applicant.

Applicants seeking common carrier authority must also provide notification to the mayor or principal officer of any city or town and to the chairman of the board of supervisors

of every county into or through which the applicant intends to provide service. DMV will provide local officials an opportunity to subscribe to electronic notifications which will eliminate the need for applicants to mail such verifications.

These applicants must also publish notice of such application in a newspaper having a general circulation in the proposed area to be served or in the area where the applicant's primary business office is located. Applicants seeking statewide authority to serve all of the Commonwealth must publish notice in either a newspaper with a general circulation throughout Virginia or a newspaper with a general circulation in the area in which the applicant's primary business office is located. Applicants must publish such notice once within four weeks of the date on the certificate notification package sent by DMV. DMV may shorten the four-week period for publication if requested by the applicant.

As part of the application process, applicants must submit the name of the newspaper in which they intend to publish notice. The proposed newspaper will be evaluated by DMV staff to ensure compliance with Virginia Code § 8.01-324 and Virginia Code § 46.2-2001.3.

Notice Requirements for Household Goods Carriers

Applicants seeking authority to operate as a household goods carrier must provide notification to every affected person who has requested notification. DMV will provide affected persons an opportunity to subscribe to electronic notifications which will eliminate the need for applicants to mail such verifications.

Leased Vehicles

Motor carriers are allowed to lease vehicles for their company's use in providing for-hire transportation services. If a vehicle is not owned or registered in the name of the holder of the intrastate operating authority certificate or permit, a lease agreement must be executed between the lessor (vehicle owner) and lessee (holder of the operating authority certificate/permit) for the vehicle to be used in the operation of the business.

For a motor vehicle lease agreement to be valid for for-hire operations all of the following requirements must be met.

- ▶ The leased vehicle must be insured by the licensed carrier's fleet coverage policy.
- ▶ The licensed carrier must maintain operational control of the leased vehicle. This means all advertising and contracting must be completed in the name of the licensed carrier.
- ▶ The for-hire vehicle registration card for the leased vehicle must reflect the permit or certificate number of the licensed carrier leasing the vehicle for use in that carrier's business.

Section 3: Virginia For-Hire Intrastate Operating Authority

- ▶ A copy of the lease agreement must be carried in the vehicle at all times.

To ensure that the parties to a lease arrangement understand these requirements and that such vehicles are operated appropriately, the initial issuance of for-hire plates for passenger carrying vehicles not owned or registered in the name of the holder of the intrastate operating authority certificate or permit must be authorized by the Motor Carrier Services department at DMV headquarters.

Leasing Authority Not Allowed

A licensed motor carrier (one holding an operating authority certificate or permit) is not allowed to enter into arrangements authorizing others to operate a for-hire transportation business or service under their permit or certificate. This practice is commonly referred to as “leasing authority” and is not legal in Virginia.

Annual Renewal

You must renew your Virginia Operating Authority Certificate, License or Permit and Operating Authority Registration, if you operate solely intrastate.

Operating Authority Renewal

A renewal application will be sent to you prior to the expiration of your authority. There is no fee to renew your operating authority. You may take your completed application to any DMV customer service center or mail it to the address shown on the application. Once your application is processed you will receive a renewal confirmation card.

If you fail to renew your operating authority, you will be required to apply for original authority and comply with all of the application requirements.

DMV periodically re-examines the fitness of for-hire motor carriers that operate under a certificate or brokers that operate under a license. The re-examination typically will occur during renewal of the certificate or license.

Operating Authority Vehicle Registration

For vehicles NOT registered under IRP (apportioned registration), the operating authority vehicle level registration expires at the same time that the vehicle registration expires. A renewal notice will be mailed prior to the expiration date of your registration. You can renew at any customer service center, by telephone, by mail or renew online at www.dmvNOW.com. The operating authority vehicle fee (\$3 – per passenger carrier vehicle per year, \$10 – per

property carrier vehicle per year) will be included in your vehicle registration renewal fee. You will not be charged this fee if you also operate interstate or if you transport property exclusively in a passenger car, motorcycle, autocycle, moped, or a vehicle with a gross vehicle weight rating of 10,000 lbs. or less.

Although vehicles registered under IRP are required to obtain Intrastate Operating Authority, they are not required to be issued corresponding registration credentials at the vehicle level.

Denial and Suspension/Revocation

Chapters 20 and 21 of Title 46.2 of the Code of Virginia provides that the Virginia Department of Motor Vehicles may:

- ▶ deny your application for an operating authority certificate, license, permit, decal, or vehicle registration, or
- ▶ suspend or revoke an existing operating authority certificate, license, permit, decal, or vehicle registration.

Depending on your authority type, this may occur due to one or more of the following:

1. Making misstatements or omitting information on your application for an operating authority certificate, license, or permit, decal, or for the registration of your vehicle(s)
2. Failing to comply with any legal order issued by DMV or:
 - ▶ any provision of Chapter 20 or Chapter 21 of Title 46.2 of the Code of Virginia, or
 - ▶ any terms, conditions, or restrictions of your certificate, license, or permit
3. Failing to comply with zoning or other land use ordinances, regulations, or statutes
4. Using deceptive business acts or practices
5. Making untruthful, misleading, or deceptive advertisements relating to the business authorized by a certificate, license, or permit that you are applying for or that you hold
6. Being found in either a judicial or administrative hearing to have committed fraudulent or deceptive business acts relating to the business authorized by a certificate, license, or permit that you are applying for or that you hold
7. Being convicted of any criminal act involving the business authorized by a certificate, license, or permit that you are applying for or that you hold
8. Committing any of the following, if you are a self-insured carrier:
 - ▶ refusing arbitrarily or unreasonably to pay a claim, or

Section 3: Virginia For-Hire Intrastate Operating Authority

- ▶ failing to, in good faith, make prompt, fair, and equitable settlements of claims where liability is reasonably clear, or
 - ▶ threatening to appeal an arbitration settlement prior to the arbitration hearing to try to get a person to settle a claim, or
 - ▶ requiring, for the purpose of delaying an investigation or payment of claims, an insured, claimant, or physician of either to file both a preliminary claim report and a formal proof of loss form when both contain substantially the same information
9. Improperly leasing, renting, or lending; or allowing improper use of a certificate, license, permit, decal, or vehicle registration
 10. Having been convicted of a felony
 11. Having been convicted of any misdemeanor involving lying, cheating, stealing, or immoral conduct
 12. Failing to pay to DMV any taxes, fees, dues, fines, or penalties owed to DMV
 13. Failing to submit to DMV information, documentation, or records required or requested by statute
 14. Knowingly and willingly filing any false report, account, record, or memorandum
 15. Failing to prove that:
 - ▶ there is a need for the service you are applying for, or
 - ▶ you are fit to provide the service, or
 - ▶ you can meet the required financial responsibility requirements
 16. Willfully altering or changing the appearance or wording of any certificate, license, permit, decal, license plate, or vehicle registration
 17. Failing to provide the services authorized by the certificate, license, or permit
 18. Failing to keep proof of financial responsibility and/or a performance bond on file with DMV
 19. Failing to comply with the Worker's Compensation Act of Title 65.2 of the Code of Virginia
 20. Failing to properly register a motor vehicle under Title 46.2 of the Code of Virginia
 21. Failing to comply with any federal motor carrier statute, rule, or regulation
 22. Failing to comply with any requirements of the Americans with Disabilities Act or the Virginians with Disabilities Act.
 23. Failing to actively maintain your motor carrier business, for example not having a motor vehicle registered under your operating authority certificate or permit for more than three months

24. Failing to comply with any provision regarding the filing and registered agent requirements set forth in Title 13.1 of the *Code of Virginia*.

Exempt Operations

Some for-hire operations are not required to obtain For-Hire Intrastate Operating Authority.

Even if you are exempt from obtaining operating authority, passenger carriers are still required to obtain for-hire vehicle registration and license plates. Property carriers are still required to register their vehicles as for-hire use unless the carrier exclusively operates vehicles of the following description: a passenger car, motorcycle, auticycle, moped, or a vehicle with a gross vehicle weight rating of 10,000 lbs. or less.

If you have both exempt and non-exempt operations, you must obtain operating authority. If you have vehicles that are used in both exempt and non-exempt operations, you must register the vehicles under your operating authority.

The initial issuance of for-hire plates for passenger carrying vehicles exempt from operating authority requirements must be authorized by the Motor Carrier Services department at DMV headquarters. This will help carriers ensure that they are properly licensed and registered.

Exempt Property Carrier Operations

- ▶ Motor vehicles that deliver property within the boundaries of the same Virginia city or town where the property was picked up
- ▶ Motor vehicles operated and used by a cooperative association that is a non-profit corporation and used only in its business
- ▶ Motor vehicles carrying only newspapers, water, livestock, poultry, poultry products, buttermilk, fresh milk and cream, meats, butter and cheese produced on a farm, fish, shellfish, slate, horticultural or agricultural commodities (not including manufactured products thereof), and forest products, including lumber and staves (but not including manufactured products thereof)
- ▶ Motor vehicles transporting farm supplies to farms
- ▶ Motor vehicles hauling for the Department of Transportation
- ▶ Motor vehicles carrying fertilizer to warehouses for later distribution to local farms
- ▶ Motor vehicles collecting and disposing of trash, garbage, or refuse
- ▶ Motor vehicles used for transporting property by an air carrier or carrier affiliated with a direct air carrier whether or not such property has had or will have a prior or subsequent air movement

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- ▶ Motor carriers only operating passenger cars, motorcycles, autocycles, mopeds, and vehicles with a gross vehicle weight rating of 10,000 pounds or less. However operators of these vehicles are not exempted from the following insurance requirements:
 - ▶ When available to transport property for hire you must maintain an automobile liability insurance policy that provides coverage of at least \$25,000 per person and \$50,000 per incident for death and bodily injury and \$20,000 for property damage.
 - ▶ From the time a request to transport property for hire has been accepted and the vehicle is en route to pick up the property until the time the property has been removed from the vehicle and delivered to its final destination, you must maintain an automobile liability policy that provides coverage of at least \$100,000 per person and \$300,000 per incident for death and bodily injury and \$50,000 for property damage.

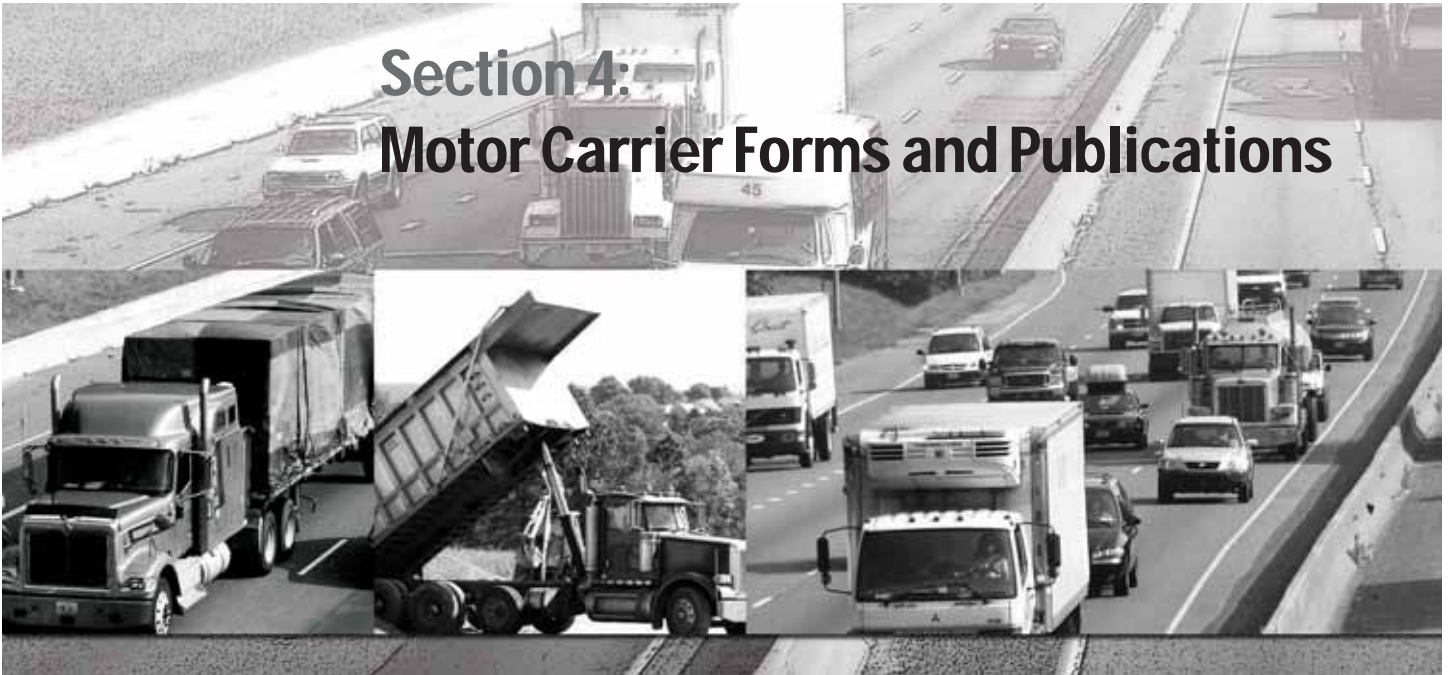
Medical Services. The EMSV must be specially constructed, equipped, maintained and operated, and intended to be used for emergency medical care and the transportation of patients who are sick, injured, wounded, or otherwise incapacitated or helpless. Note: EMSV are also exempt from displaying for-hire plates.

Note: If you operate a mixed vehicle fleet which includes the above vehicles, and other vehicles not described, **NONE** of the vehicles are exempt from operating authority.

Exempt Passenger Carrier Operations

- ▶ Motor vehicles that deliver passengers within the boundaries of the same Virginia city or town where the passengers were picked up
- ▶ Motor vehicles used only to transport school children and teachers
- ▶ Motor vehicles owned or operated by or for hotels used **only** to transport hotel guests between the hotel and local railroad or bus terminal or airport
- ▶ Motor vehicles operated under contract with the United States to transport only passengers
- ▶ Motor vehicles regularly transporting passengers within the boundaries of Virginia cities, towns and adjacent counties when the vehicles are operated by the county or under a contract with the county.
- ▶ Motor vehicles operated under the exclusive control of a transportation district commission
- ▶ Motor vehicles used by non-profit, non-stock corporations supported by government funding and who transport passengers on regular or irregular routes under contract with four or more counties
- ▶ Emergency medical services vehicles (EMSV) which hold a valid permit issued by the Office of Emergency

Section 4: Motor Carrier Forms and Publications



Form/Publication Name	Form/Publication Number
Title, Registration And International Registration Plan (IRP)	
Application for Title and Registration	VSA 17A
Virginia International Registration Plan (IRP) Application	IRP 1 – FRP
Virginia International Registration Plan (IRP) Renewal Notice	IRP 4 – FRP
International Fuel Tax Agreement (IFTA)	
IFTA Licensing Application	RDT 120
IFTA Quarterly Tax Return	RDT 121
IFTA Quarterly Tax Return Instructions	RDT 121 I
Operating Authority	
Operating Authority Certificate Application for Common Carriers of Passengers	OA 141
Operating Authority Certificate Application for Common Carriers of Passengers Instructions	OA 141 I
For-Hire Intrastate Operating Authority Permit Application	OA 142
Operating Authority Certificate or License Application	OA 150
Operating Authority Certificate or License Application Instructions	OA 150 I
Operating Authority Certificate Application for Non-Emergency Medical Transportation Carriers	OA 151
Operating Authority Certificate Application for Non-Emergency Medical Transportation Carriers Instructions	OA 151 I
For-Hire Intrastate Operating Authority Certificate, License, or Permit Renewal Application	OA 144M
Consumer Complaint Against A Passenger/Property Carrier	OA 411
Passenger Carrier and Passenger Broker Bond	OA 435
Household Goods Carrier Bond	OA 436
For-Hire Operating Authority Certificate or License Irrevocable Letter of Credit (Passenger)	OA 447
For-Hire Operating Authority Certificate or License Irrevocable Letter of Credit (Property)	OA 456
Sample Tariff for Common Carriers Over Regular Routes	OA 449
Sample Tariff for Household Goods Carriers	OA 450

Section 4: Motor Carrier Forms and Publications

Form/Publication Name	Form/Publication Number
Unified Carrier Registration (UCR)	
Unified Carrier Registration Application	UCR 100
Transportation Network Companies (TNC)	
Transportation Network Companies – A Guide to Operating in Virginia	DMV 277
Transportation Network Companies – A Guide for TNC Drivers in Virginia	DMV 278
Transportation Network Companies – A Guide for Law Enforcement in Virginia	DMV 279
Virginia TNC Insurance Certificate	MCS 306
Virginia Notice of TNC Insurance Cancellation	MCS 307
Transportation Network Company Operating Authority Certificate Application	OA 152
Transportation Network Company (TNC) Certificate of Fitness Renewal Application	OA 153
TNC Broker Insurance Certificate	MCS 310
Notice of TNC Broker Insurance Cancellation	MCS 311
Miscellaneous	
Motor Carrier Fax Cover Sheet	MCS 100
Individual Vehicle Mileage and Fuel Report (IVMR)	MCTS 270
IRP and/or Motor Fuel Road Tax Trip Permit Application	MCTS 271
Vehicle Monthly Trip Recap	MCTS 272
Motor Carrier Guidelines for the International Registration Plan (IRP), International Fuel Tax Agreement (IFTA), Unified Carrier Registration Act (UCRA), and For-Hire Intrastate Operating Authority	MCTS 247
ACH Debit Authorization Agreement	FMS 310



Section 5: Contact Information

For additional information or questions regarding IFTA, IRP, UCR, TNC, or intrastate operating authority, customers may contact one of our Motor Carrier Service Representatives at:

- | | |
|--|--|
| Voice | (804) 249-5130 |
| Hearing Impaired Only | (800) 272-9268 |
| Fax for UCR, TNC, and intrastate operating authority | (804) 367-1058 |
| Fax for IFTA, IRP, and webCAT | (804) 367-1073 |
| Email for UCR, TNC, and intrastate operating authority | mcsonline@dmv.virginia.gov |
| Email for IFTA and IRP | iftairp@dmv.virginia.gov |
| Email for webCAT | webcat@dmv.virginia.gov |

For oversize/overweight permit assistance call (804) 497-7135. You may also refer to Virginia’s Size, Weight and Equipment Requirements publication (DMV 109).

You may also find the following websites helpful:

- | | |
|---|--|
| Virginia Department of Motor Vehicles | www.dmvNOW.com |
| International Fuel Tax Association, Inc. | www.iftach.org |
| International Registration Plan, Inc. | www.irponline.org |
| United States Department of Transportation (USDOT) | www.dot.gov |
| USDOT Safety and Fitness Electronic Records (SAFER) | www.safersys.org |
| Federal Motor Carrier Safety Administration | www.fmcsa.dot.gov |



Virginia Department of Motor Vehicles

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