



# Start Your Own Company

A reference guide  
assembled to help you  
obtain your California  
Intrastate Authority  
and get truckin'.

2024

This Page Intentionally Left Blank

# Start Your Own Company

Assembled by Julia F. Wilks and Brianna Olsen of Jay Johnson & Associates, LLC

Published by Jay Johnson & Associates, LLC

Author: Jay Johnson

**8010 Wayland Lane Suite 2A**  
**Gilroy, CA 95020**  
**Phone: 669-888-5076**  
**Website: *www.jjassociates.us***

Copyright © 2024 Jay Johnson & Associates, LLC

All rights reserved. No portion of this book may be reproduced in any form without permission from the publisher, except as permitted by U.S. copyright law. For permissions contact: [jay@jjassociates.us](mailto:jay@jjassociates.us)

Cover by Leslie Sears

LES is MORE Printing & Graphics  
[www.lesismore.us](http://www.lesismore.us)

Additional material used under license from J. J. Keller, Inc.

## **Preface/Disclaimer**

### **Start Your Own Company**

This document contains resources provided by Jay Johnson & Associates, LLC. It is not designed as a standalone compliance manual on the topic of Start Your Own Company but as a reference resource.

It is not a legal or official document. The information contained herein provides a basis from which a carrier can reference and use as an informational guide for setting up internal processes and programs. For questions or more information, consult the official agency with jurisdiction, or contact the Jay Johnson & Associates, LLC team.

# Table of Contents

Introduction	6
Helpful Resource Links	7
CDL Quick Reference Guide	9
New Carrier Guidance- Intrastate	11
Instructions for Form MCS-150	13
Form MCS-150	21
Insurance Filing Requirements	24
CHP 362 Motor Carrier Profile- CA#	28
CHP 362 Instructions	30
Motor Carrier Permit Application Instructions	33
Motor Carrier Permit Application	36
CHP 800H Welcome to BIT	43
CHP 800D Terminal Manager's Checklist	46
CHP 800J What is CSAT	51
CHP 800F CSAT Compliance Checklist	56




Welcome to our Start Your Own Company Resource Guide for motor carriers created and organized by Jay Johnson & Associates, LLC. In it, we cover Intrastate new carrier requirements and provide a high-level overview of the DOT requirements.

We created this resource as a reference guide for companies in their early stages of development and creation who want to obtain their California Interstate Authority and get truckin'. It contains guidance for new intrastate carriers, how to obtain a DOT#, applying for a Motor Carrier of Property Permit, and insurance filing requirements. As well as California's CHP BIT requirements. Further, it provides information regarding Controlled Substance and Alcohol Testing requirements (CSAT).

This resource contains current forms from the FMCSA and CHP to ensure you have everything you need.

Safety in service, excellence in compliance—your company's best ally is Jay Johnson & Associates, LLC.

### Helpful Resource Links

<p><b>Compliance</b></p> <p><a href="https://jjassociates.us/">https://jjassociates.us/</a></p>	<p>Have all the details of compliance left you lost? Safety compliance is what we do. Contact us today so we can lead you to be a compliant carrier.</p> 
<p><b>DOT/ INTERSTATE</b></p>	
<p><a href="#">FMCSA Unified Registration System (URS)</a></p>	 <p>Motor carriers use the FMCSA Unified Registration System to register their businesses for interstate commerce in the U.S legally.</p>
<p><a href="#">Updating Your Registration or Authority</a></p>	<p>You are required to update your authority information when changes within your company occur, and at minimum biennially. This site will explain how to do the update.</p> 
<p><a href="#">Request a PIN Number</a></p>	 <p>Lost your DOT PIN? Use this link to request your DOT PIN be emailed or mailed to you.</p>
<p><a href="#">The FMCSA Motor Carrier Safety Planner</a> <a href="#">FMCSA Safety Planner Forms Library</a></p>	<p>This online guide provides explanations and templates to help understand and comply with federal safety regulations. The Safety Planner provides forms and templates that can/should be used by a carrier.</p> 
<p><a href="#">Resources for Passenger Carrier Companies</a></p>	 <p>Information for Passenger Carrying companies. Resources include safety information, registration requirements, and regulation information.</p>
<p><a href="#">FMCSA Drug and Alcohol Clearinghouse</a></p>	<p>The Clearinghouse checks are required for all CDL drivers. Here are the instructions. See the dropdown menu on the site for informational resources.</p> 
<p><a href="#">DOT Safety and Fitness Electronic Records (SAFER) System</a></p>	 <p>The Safety and Fitness Electronic Records (SAFER) System offers company safety data to the public. The “Company Snapshot” is a comprehensive overview of the information the FMCSA has for the company.</p>
<p><a href="#">Unified Carrier Registration Plan (UCR)</a></p>	<p>Companies involved in interstate travel must pay an annual registration fee based on the total number of vehicles in their fleet. This is the site to register and pay your annual dues.</p> 
<p><a href="#">International Fuel Tax Association Inc. (IFTA)</a></p>	 <p>Companies involved in interstate travel must pay annual fees based on the redistribution of fuel taxes paid by interstate commercial carriers.</p>

<a href="#">International Registration Plan, Inc. (IRP)</a>	 <p>As an interstate carrier there are fees that are based on the distance traveled within each state. This is the registration site.</p>
<b>Department of Motor Vehicles</b>	
<a href="#">DMV Motor Carrier Permit Application</a>	<p>Operate in California? You need a Motor Carrier of Property Permit. This application can be done on paper or online at the DMV website.</p> 
<a href="#">DMV Employer Pull Notice Program</a>	 <p>In California, an MVR is not enough. You must be registered in the Employer Pull Notice Program. A pull notice is generated annually and when there is activity.</p>
<b>CHP/ California - Intrastate</b>	
<a href="#">CHP Commercial Vehicle Section</a>	<p>Guide to helpful information, division contact information, and resources provided by the CHP.</p> 
<a href="#">CHP Carrier Inspections Results</a>	 <p>This site offers company safety data to the public regarding CHP BIT inspections.</p>
<b>California Vehicle Code</b>	
<a href="#">California Vehicle Code</a>	<p>This link to the California Vehicle code contains information about traffic laws in California.</p> 
<b>Title 13 California Code of Regulations</b>	
<a href="#">Title 13 California Code of Regulations</a>	 <p>This link to the Title 13 California Code of Regulations contains information about motor vehicle regulations in California.</p>
<b>Title 49 Code of Federal Regulations</b>	
<a href="#">Title 49 Code of Federal Regulations</a>	<p>This link to the Title 49 Code of Federal Regulations contains information about federal motor vehicle regulations.</p> 
<b>PHMSA</b>	
<a href="#">Pipeline and Hazardous Materials Safety Administration</a>	 <p>The PHMSA website will provide information regarding your placarding, education, and permit requirements for hazmat.</p>





# CDL QUICK REFERENCE GUIDE

## CDL Basics [49 CFR §§ 383 & 384]

Generally, commercial motor vehicle (CMV) operators must possess a valid commercial drivers license (CDL). Individual states are responsible for the issuance and control of CDLs for drivers domiciled within the state. State CDL statutes are generally derived from the Federal Motor Carrier Safety Administration (FMCSA) promulgated regulations found in Title 49 of the Code of Federal Regulations (CFR). Federal mandates ensure similar CDL regulation among states. Each state will have some variances and individual state law must be consulted.

### Relevant Federal Regulations

- ◆ Code of Federal Regulations: [www.ecfr.gov](http://www.ecfr.gov)

### CDL Informational Publication

- ◆ Commercial Drivers' Licenses: A Prosecutor's Guide to the Basics of Commercial Motor Vehicle Licensing and Violations (Second Edition): [http://www.ndaa.org/pdf/CDLMono\\_REV2017\\_FinalWeb.pdf](http://www.ndaa.org/pdf/CDLMono_REV2017_FinalWeb.pdf)
- ◆ When is a CDL Required?: <http://www.ndaa.org/pdf/CDL%20animated%20chart.pdf>
- ◆ Commercial Driver Licensing Laws: [http://www.cdlresources.org/state\\_law.html](http://www.cdlresources.org/state_law.html)

## Masking [49 CFR § 384.226]

A federal regulation adopted by every state encourages courts and licensing authorities to create the most accurate driver's history (for in-state and out-of-state CDLs) and to ensure that appropriate enforcement action is taken against unsafe CDL holders. While differences exist from state to state, the basic 'anti-masking' language prevents states from deferring imposition of judgment, allowing diversion programs or otherwise taking action to prevent a conviction for violating a traffic control law from appearing on a CDL holder's driving record. The anti-masking provisions generally apply whether the CDL holder was operating a CMV or a non-CMV at the time of the offense.

### Understanding Masking in the Courts

- ◆ Unmasking CDL Convictions: <http://www.ndaa.org/pdf/BTL%20JulAug%202011%20Vol19%20No4.pdf>
- ◆ Commercial Driving Resource Center - Issues: <http://cd.trafficresourcecenter.org/Legal/Issues.aspx>
- ◆ Commercial Driving Resource Center - Webinar: <http://www.cdlresources.org>

## CDL/CMV Enforcement

Each state has specialized officers who conduct vehicle and operator inspections in accordance with FMCSA regulations. As with any vehicle, however, road officers can enforce basic rules of the road on CMVs. Thousands die each year in CMV involved collisions. Enforcing road safety laws on CMVs should be a regular component of law enforcement in every state, county, and local jurisdiction. Effective training aids and informational resources exist to assist road officers in this type of vehicle stop and enforcement. Officers should always document (in the location appropriate to the charging document) if a citation or charge involves a CMV and/or CDL holder.

### Effecting CMV Stops Videos

- ◆ 18 Wheels and Busted: <http://www.youtube.com/watch?v=KGvhd4QIc8E&feature=plcp>
- ◆ Pull 'Em Over: <http://vimeo.com/52227953>

### CDL Recognition/Inspection

- ◆ Fraudulent CDLs: <http://www.theiacp.org/Fraudulent-Commercial-Drivers-Licenses>

### FMCSA Large Truck and Bus Enforcement

- ◆ Training Course: <http://www.fmcsa.dot.gov/safety/driver-safety/large-truck-and-bus-traffic-enforcement>

## Medical Qualifications [49 CFR § 391.41]

CMV operators are generally required to submit to medical examination every two years to screen out physical or mental diagnoses that could interfere with safe CMV operation. As part of the examination, drivers complete a lengthy medical questionnaire which may be retained by the examiner or the state and may have evidentiary value in any case in which a medical defense is asserted. Drivers successfully completing the medical examination will be deemed as medically qualified and receive a medical card (states are currently transitioning from hard-copy cards for drivers to digitally maintained records). Medically unqualified drivers may be reported to the state licensing authority.

### Medical Certification Requirements

- ◆ Commercial Driver's License Program – Medical: <http://www.fmcsa.dot.gov/registration/commercial-drivers-license/medical>

### Medical Certification Forms

- ◆ Medical Examination Report: <https://www.fmcsa.dot.gov/medical/driver-medical-requirements/driver-medical-fitness-duty>
- ◆ Medical Examiner's Certificate: <http://www.fmcsa.dot.gov/documents/safetyprograms/Medical-Examiners-Certificate.pdf>

## Drugs, Alcohol, & CMVs [49 CFR §§ 392.4 & 392.5]

Generally, FMCSA promulgated regulations (adopted by individual states) prohibit CMV operators from possessing or using alcoholic beverages, Schedule I [21 CFR § 1308.11] substances, amphetamine, narcotic drugs, or other impairing substances. Similarly, drivers may not be medically qualified if taking methadone or marijuana. Drivers may be placed out of service (by properly authorized enforcement officers) if found operating a CMV with any measurable blood/breath alcohol concentration. Federal regulations (adopted by individual states) mandate no less than a one year CDL disqualification for CMV operators found to have driven a CMV with a BAC of .04% or greater. Some states have adopted the .04% standard as an alternate *per se* level when charging impaired operators of CMVs.

### Employer Based Drug Testing

- ◆ FMCSA Drug & Alcohol Testing Program: <https://www.fmcsa.dot.gov/regulations/drug-alcohol-testing-program>

## Impaired Driving and CDLs/CMVs

Each state defines impaired driving in accordance with its own statutes and case law. Impaired driving in a CMV can be particularly dangerous due to the size and nature of the vehicle as well as the type of load being carried. In order to ensure safe driving behavior at all times, strict CDL disqualification regulations have been promulgated by FMCSA and adopted by all states. An impaired driving and/or implied consent conviction by someone who holds a CDL (or who should have held a CDL based on the type of vehicle being driven) will result in no less than a one year CDL disqualification. This disqualification is mandatory whether the CDL holder was operating a CMV or a non-CMV at the time of the offense. CDL holders are generally ineligible for impaired driving diversion programs that result in no conviction appearing on the driver's record. CDL holders who assert medical defenses to impaired driving may have their medical examination history (as related to their CDL medical certification) investigated by police or prosecution.

### Impaired Driving Information

- ◆ Impaired Driving: [http://www.ndaa.org/ntlc\\_impaired\\_driving.html](http://www.ndaa.org/ntlc_impaired_driving.html)
- ◆ Commercial Driver Licenses - The CDL Holder in a DUI/DWI Case: <http://www.cdlresources.org>

For a digital version of this document and a full list of CMV/CDL resources, visit [http://www.ndaa.org/ntlc\\_commercial\\_vehicles.html](http://www.ndaa.org/ntlc_commercial_vehicles.html)

## Hazardous Materials

Special regulations govern the transportation of hazardous materials (Hazmat or HM) due to concerns over both roadway safety and homeland security. Additional state laws may apply. Officers should be aware of potential dangers posed by the presence of Hazmat during any traffic stop. Federally mandated placards indicating the presence of HAZMAT should be noted. Courts should be aware that many traffic violations carry increased/additional penalties and CDL disqualification periods if committed while the driver was transporting Hazmat.

### Federal Hazmat Information

◆ *Hazardous Materials – HM:*  
<http://www.fmcsa.dot.gov/safety-security/hazmat/hm-theme.htm>

◆ *Hazmat Endorsement Threat Assessment Program:*  
<https://www.tsa.gov/for-industry/hazmat-endorsement>

### Placards/Safety Marks on CMVs

◆ *Placarding/Safety Marks and Their Reason for Being:*

<https://issuu.com/cvsaorg/docs/cvsa-guardian-3rd-qtr-2013>

See Page 9

## CMV Crashes

A crash involving a CMV and/or a CDL holder may involve additional evidentiary or statutory issues. Criminal negligence or recklessness standards may be different for a professional driver subject to special regulations. State commercial driver license testing manuals (similar to those provided for all driver's license candidates) are a valuable tool for understanding the specialized training received by CDL holders and the additional responsibilities held by CMV drivers. Relevant records, including vehicle maintenance, other crash information, and drug test results, may be kept by a CDL holder's employer.

### Federally Mandated Post-Crash Drug Testing

◆ *FMCSA – Drug Testing Guide:*

<https://www.fmcsa.dot.gov/regulations/drug-alcohol-testing-program>

<https://www.fmcsa.dot.gov/regulations/drug-alcohol-testing/what-tests-are-required-and-when-does-testing-occur>

## CMV Related Criminal Activity

In addition to violations of traffic laws, CMVs may be involved in various forms of criminal activity. Such activity may be related to serious crimes. Officers and prosecutors handling CMV-involved crimes including prostitution, production/distribution of drugs (or other contraband), or fraud should be alert for evidence of organized crime. Resources exist to assist local and state agencies with the investigation and prosecution of criminal enterprises.

### Human Trafficking and CMV

◆ *Truckers Against Trafficking Training Video:* <http://truckersagainstrafficking.org/>

◆ *FBI Law Enforcement Bulletin – Human Sex Trafficking:*  
<http://leb.fbi.gov/2011/march/human-sex-trafficking>

### Violent Crime and CMVs

◆ *FBI – Highway Serial Killings:* [http://www.fbi.gov/news/stories/2009/april/highwayserial\\_040609](http://www.fbi.gov/news/stories/2009/april/highwayserial_040609)

### Moving Fraud

◆ *FMCSA – Protect Your Move:* <https://www.protectyourmove.gov/>

## International CMV Drivers

Drivers with valid CDLs from all fifty states and the District of Columbia may operate appropriate vehicles in interstate commerce. Additionally, drivers with valid CDLs or equivalent licenses from Canada and Mexico may operate CMVs with the United States in accordance with international agreements. There is no international drivers license that permits CMV operation by individuals not legally entitled to do so by a state (or the District of Columbia), the federal government of Mexico, or a province or territory of Canada.

### Information on International Reciprocity Programs

◆ *FMCSA – International Programs:* <http://www.fmcsa.dot.gov/international-programs>

## Hours-of-Service

In order to prevent fatigued driving, FMCSA promulgates rules curtailing the number of hours a commercial driver can remain on-duty. Break periods are mandated and regulated. Generally, these regulations are enforced by designated officials within each state. CMV operators found in violation of these rules may be placed out of service. Hours-of-Service (HOS) regulations may be subject to revision and are published frequently.

### Current HOS Regulations

◆ *Summary of Hours-of-Service Regulations:*  
<http://www.fmcsa.dot.gov/regulations/hours-of-service>

## Distracted Driving

State and federal laws prohibit distracted driving. State laws may vary on the types of distracted driving disallowed. One common form of distracted driving is texting or the use of handheld mobile devices during vehicle operation. CMV operators may also have access to on-board computers or other interactive devices that may pose distractions. Because distracted driving in a CMV can pose serious safety risks, law enforcement officers and courts should be aware of controlling state laws. Federal regulations require 'one-touch' or hands-free operation of cell phones and similar devices.

### Hand-Held Device Ban

◆ *No Texting Rule Fact Sheet:* <http://www.fmcsa.dot.gov/driver-safety/distracted-driving/no-texting-rule-fact-sheet>

◆ *Mobile Phone Restrictions Fact Sheet:* <http://www.fmcsa.dot.gov/driver-safety/distracted-driving/mobile-phone-restrictions-fact-sheet>

### Information on CMVs and Distracted Driving

◆ *Defeating Distracted Driving:*

<http://cvsa.org/program/programs/operation-safe-driver/resources/defeat-distracted-driving-commercial-driver-safety-campaign/defeat-distracted-driving-materials>

◆ *Driver Distraction in Commercial Vehicle Operations:*

<http://www.fmcsa.dot.gov/facts-research/research-technology/report/FMCSA-RRR-09-042.pdf>

<http://www.fmcsa.dot.gov/facts-research/research-technology/report/FMCSA-RRR-09-042.pdf>

## Equipment Violations/Vehicle Inspections

Specially authorized enforcement officers are responsible for conducting vehicle, driver, and motor carrier inspections in accordance with specific criteria. While inspection criteria are uniform, the agency designated to perform the inspections may vary by state. Typically, such inspectors are employed by state law enforcement agencies. Such inspections notwithstanding, road officers may choose to take enforcement action consistent with state and local regulations if any vehicle is being operated in a condition that renders it unfit for safe travel. For situations involving a CMV, the officer may choose to contact a designated CMV inspector for assistance. State FMCSA field offices may also provide assistance with unsafe drivers or carriers.

### CMV Inspection Information

◆ *Roadside Inspectors and CSA:*

[https://csa.fmcsa.dot.gov/Documents/Roadside\\_Inspectors\\_and\\_CSA.pdf](https://csa.fmcsa.dot.gov/Documents/Roadside_Inspectors_and_CSA.pdf)

◆ *North American Standard Inspection Program:*

<http://cvsa.org/inspections/inspections/>

◆ *CVSA Programs – Roadcheck:*

<http://cvsa.org/program/programs/international-roadcheck/>

### Additional Assistance

◆ *FMCSA – Field Office Phone List:*

<http://www.fmcsa.dot.gov/mission/field-offices>

## Additional Resources

American Association of Motor Vehicle Administrators: <http://www.aamva.org>

American Bar Association: <http://www.americanbar.org/aba.html>

American Trucking Associations: <http://www.trucking.org>

Commercial Vehicle Safety Alliance: <http://www.cvsa.org/home.php>

Federal Motor Carrier Safety Administration: <http://www.fmcsa.dot.gov>

Governors Highway Safety Association: <http://www.ghsa.org>

International Association of Chiefs of Police: <http://www.theiacp.org>

National Center for State Courts: <http://www.ncsc.org>

National Judicial College: <http://www.judges.org>

National Highway Traffic Safety Administration: <http://www.nhtsa.gov>

National Sheriff's Association: <http://www.sheriffs.org>

National Traffic Law Center: <http://www.ndaa.org/ntl home.html>

The National District Attorneys Association (NDA) created this document through financial support from the U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), under grant number CD119910NDAOP. NDA is not a part of the U.S. Government, the DOT, or the FMCSA and does not represent their official position or policies.

## **NEW CARRIER GUIDANCE FOR INTRASTATE PROPERTY CARRYING MOTOR CARRIERS**

**Step 1:** Obtain a United States Department of Transportation (USDOT) number issued by the Federal Motor Carrier Safety Administration (FMCSA). The online application can be found at this website:

<https://www.fmcsa.dot.gov/registration/getting-started>

The FMCSA regulates *interstate* commerce. When using the website to determine if a USDOT number is required, it may indicate a USDOT number is not required for *intrastate* commerce unless you are transporting hazardous materials in a quantity requiring the display of placards. Even though you may not be engaged in *interstate* commerce, or transporting hazardous materials, you are required by Section 34507.5(a)(1) of the California Vehicle Code (CVC) to obtain a USDOT number before obtaining a California identification number (CA number).

**Step 2:** Obtain a CA number. Submit a CHP 362, Motor Carrier Profile, to a local CHP Motor Carrier Safety Unit located on page 3 of the application. Be sure to include your USDOT number on the application, as a CA number cannot be issued without this information. The CHP 362, Motor Carrier Profile, can be found at this website:

<https://www.chp.ca.gov/Programs-Services/Programs/Commercial-Vehicle-Section>

**Step 3:** Obtain a Motor Carrier of Property Permit (MCP) using the CA number issued by the CHP. Submit a DMV MC 706 M, Application for Motor Carrier Permit, to the Department of Motor Vehicles (DMV), Motor Carrier Permit Operations Unit. The requirements for the MCP are explained on the application. The DMV MC 706 M and other information can be found at this website:

[www.dmv.ca.gov/](http://www.dmv.ca.gov/)

The MCP application may be found by typing "MC 706 M" into the search field on the website.

\*\*\*NOTE\*\*\* Local DMV offices are not able to process information relating to MCP.

The California DMV, Motor Carrier Permit Operations Unit, processes applications for MCP. Their contact number is (916) 657-8153.

## **OTHER REQUIREMENTS**

You are required to perform 90-day preventative maintenance on your vehicles and document this maintenance per Section 34505.5 CVC. The CHP provides a form, CHP 108, Truck and/or Tractor Maintenance & Safety Inspection, you may use to document your maintenance. The CHP 108 can be found at this website.

<https://www.chp.ca.gov/Programs-Services/Programs/Commercial-Vehicle-Section>

Drivers of regulated vehicles are subject to hours-of-service (HOS) requirements. One requirement of the HOS requirements is to document the driver's activity in a logbook. The logbook must contain the true and accurate activities of the driver, must be in the driver's possession while in the regulated vehicle, and current to last duty status change.

### **Exception to Logbook Requirement**

Time records may be used as an exception to the logbook requirement, if the motor carrier and driver are in compliance with all of the following conditions:

1. Keep true and accurate time records. The following information is required for the time record, date, start time, end time, and hours worked. The time record must be maintained for a 6 month period, ***and***
2. Stay within 100 air mile radius of normal work reporting location, ***and***
3. Start and return and be released from duty within 12 consecutive hours, ***and***
4. 10 hour rest period between each 12 hours on duty.

HOS reference Sections 1212, 1212.5 & 1213 of Title 13 of the California Code of Regulations can be found at this website.

[https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I508F0B60D46911DE8879F88E8B0DAAAE&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I508F0B60D46911DE8879F88E8B0DAAAE&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))



Motor Carrier Identification Report  
 (Application for USDOT Number)

# INSTRUCTIONS for FORM MCS-150

## TOPICS

Federal Motor Carrier Safety Administration (FMCSA) Overview ..... i  
 Filing Options ..... i  
 Step-by-Step Instructions ..... ii  
 Where Can I Get Additional Help and Information? ..... viii  
 Motor Carrier Identification Report (MCS-150 Form) ..... 1

## FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION OVERVIEW

The Federal Motor Carrier Safety Administration (FMCSA) registration process requires that companies define the type of business operation (Motor Carrier, Broker, Shipper, Freight Forwarder and/or Cargo Tank Facility) that they plan to establish. FMCSA's responsibilities include monitoring and enforcing compliance with the Federal Motor Carrier Safety Regulations (FMCSR) and the Hazardous Materials Regulations (HMR) governing both safety and financial responsibility. The Agency's focus on both concerns is reflected in the dual path of its current registration process. Companies may find that they are subject to both registration requirements—USDOT Number (Forms MCS-150, MCS-150B, or MCS-150C) and Interstate Operating Authority (Forms OP-1, OP-1(P), OP-1(FF), OP-1(MX), or OP-2).

FMCSA encourages all applicants with Internet access to use our online registration site ([www.fmcsa.dot.gov/registration](http://www.fmcsa.dot.gov/registration)) to determine all FMCSA registration requirements. For applicants without Internet access, FMCSA can mail instructions, forms, and other materials designed to assist in the off-line registration process; call FMCSA at 1-800-832-5660.

These instructions assume that the applicant has determined that a USDOT Number is required and that the MCS-150 form must be submitted.

## FILING OPTIONS

There are two options for filing the necessary forms to obtain a USDOT Number:

- Completing and filing the required MCS-150 forms online; or
- Completing a printed copy and mailing to the FMCSA.

**FMCSA strongly encourages applicants to use the electronic online application process since it has built-in edit checks and simple yes-and-no questions for easy, accurate completion.** It is also significantly faster than applying by mail. The estimated time to complete the form online is approximately 20 minutes.

- **Option 1: Filing Online (recommended).**
  - We encourage you to print all related form instructions prior to completing the online forms.
  - To complete and submit application form(s), go to: [www.fmcsa.dot.gov/registration](http://www.fmcsa.dot.gov/registration).
  - Upon submission, a USDOT Number for the company is issued immediately, if the application is approved.
  - FMCSA suggests that you record the USDOT Number that is assigned.
- **Option 2: Filing Paper by Mail.**
  - Submit all required MCS and/or OP forms together.
  - Once the application is completed, FMCSA suggests making a copy for the company's files.
  - Mailed applications, on average, take four to six weeks processing time.
  - Notification of USDOT Number will be sent to the mailing address provided in items 8-11 of submitted MCS-150 or MCS-150B form.
  - Mail completed application form(s) to:
 

**Federal Motor Carrier Safety Administration**  
 Attention: USDOT Number Application  
 1200 New Jersey Avenue SE, Room W65-206  
 Washington, DC 20590

**NOTE:** Applications that are incomplete, unreadable, or unsigned will be rejected and returned via mail, delaying the receipt of the company's USDOT Number.

## STEP-BY-STEP INSTRUCTIONS

These instructions will assist in preparing a complete and accurate MCS-150 application. The instruction numbers below correspond to the numbered items on the MCS-150 form. When completing the application, please print clearly in ink or type all information.

**Reason for Filing (Top of Form)** — The information in the table below represents the valid reasons for filing the MCS-150 form. Select one of the four reasons and mark its corresponding box at the top of the form under “Reason for Filing,” and complete all the items on the form that are mandatory for the selected reason.

<b>If you would like to:</b>	<b>Select the following under “Reason for Filing”:</b>	<b>Complete the following form items:</b>
Obtain a USDOT Number – first time filer.	NEW APPLICATION	All applicable items (1-31); exclude items 16 and 28.
File the formal MCS-150 Biennial Update, or update MCS-150 information.	BIENNIAL UPDATE OR CHANGES	All applicable items 1-16, 29-31, and any others where information has changed since the company’s last update.
Notify FMCSA that the company is no longer operating as an interstate Motor Carrier.	OUT OF BUSINESS NOTIFICATION	All applicable items 1-16 and 29-31.
Reapply after New Entrant Registration has been revoked (USDOT Number inactivated).	REAPPLICATION (AFTER REVOCATION OF NEW ENTRANT)	All applicable items (1-31). In item 16 enter the USDOT Number previously assigned to the company.

**NOTE:** If the company was previously assigned a USDOT Number, do NOT submit this form to obtain a new USDOT Number. That is, if the company currently has or has had at any time a USDOT Number, then the only valid reasons for completing this form are: reapplication after revocation of a new entrant registration; out of business notification; or biennial update or other interim change to the company’s MCS-150 application information.

See instructions labeled “[To find out if a company already has a USDOT Number](#)” on page viii of this document.

**If a sole proprietor owner/operator submits personal information for registration purposes to obtain a USDOT number or operating authority, this information will be publicly available on FMCSA websites. This published information may include, but is not limited to, the sole proprietor owner/operator’s home address, telephone number, and email address when the contact information serves as the business contact information.**

**1. Legal Business Name** — This is the legal name of the business entity that owns/controls the Motor Carrier operation. The name entered here should be the full legal business name (the name on the incorporation certificate, partnership agreement, tax records, etc.).

For example, if the company is a:

- **Sole Proprietorship/Individual**, enter the legal name, e.g., “John A. Doe”
- **Partnership**, enter the legal names of all partners, e.g., “John A. Doe and Jane B. Smith”
- **Corporation**, enter the name on the incorporation certificate (*this name must include the type of corporation*), e.g., “John Doe INC”, “John Doe LLC”.

**2. Doing Business As Name** — Enter the company’s trade name if it is different from the company’s official business name (the name entered in item 1). For example, if you entered “John A. Doe” in item 1 as the company’s official business name, but the trade name, or “Doing Business As” name, is “John’s Trucking Company”, you would enter “John’s Trucking Company” in this item.

**3-6. Principal Place of Business** — Enter the physical address of where the company is engaged in business operations related to the transportation of persons or property and where safety records are regularly maintained. This address will be used by FMCSA for on-site visits to Motor Carriers for the purpose of conducting safety audits, investigations, and other activities. A P.O. Box is not acceptable as a Principal Place of Business, nor is the address of a consultant, service agent, or attorney of a Motor Carrier unless the Motor Carrier engages in operations related to the transportation of persons or property at that location.

**7. Colonia (Mexico Only)** — If the company’s principal address (and safety records location) is in Mexico, enter the “Colonia” or “Barrio” in Mexico.

**8-11. Mailing Address** — Enter the mailing address where the company wants all its FMCSA correspondence to be sent (this may be a P.O. Box). If all parts of this address are the same as the “Principal Place of Business” (*items 3-6*), check the “Same as Principal Address” button and skip items 8-11. However, if any parts of the mailing and principal addresses differ, check the “Mailing address below” button and complete all items 8-11.

**12. Colonia (Mexico Only)** — If the company’s mailing address is in Mexico, enter the “Colonia” or “Barrio” in Mexico.

**13. Principal Business Phone Number** — Enter the primary telephone number, including area code, for the “Principal Place of Business” (*items 3-6*). This may be a cell phone number.

**14. Principal Contact Cell Phone Number** — Enter the cell phone number, if any, including area code. If this is the same as the “Principal Business Phone Number” (*item 13*), enter “Same”.

- 15. Principal Business Fax Number** — Enter the company's fax number, if any, including area code. If this is the same as the "Principal Business Phone Number" (item 13), enter "Same".
- 16. USDOT Number** — If the company is not a new applicant (that is, if it already has a USDOT Number) enter the company's USDOT Number.
- 17. MC or MX Number** — If the company has already been assigned an "MC" or "MX" identification number for Interstate FMCSA Operating Authority, enter the number. This includes MC or MX numbers that are pending.
- 18. Dun & Bradstreet Number** — If the company has a Dun & Bradstreet identifier number, enter it. If you do not know the number, visit [www.dnb.com](http://www.dnb.com), or call Dun & Bradstreet at 1-800-999-3867.
- 19. IRS/Tax ID Number** — Enter the Employer Identification Number (EIN) assigned to the Motor Carrier company by the Internal Revenue Service. (Sole proprietor owner/operators who do not have an EIN may submit their SSN instead of EIN, but are encouraged to obtain an EIN rather than using an SSN to register for a DOT number.)
- 20. E-Mail Address** — Enter the e-mail address, if the company has one, for the official point of contact.
- 21. Carrier Mileage** — Enter the total mileage of all Commercial Motor Vehicles (CMV) in the company's operation to the nearest 10,000 miles for the previous 12 months. If the company has been in operation less than 12 months, enter mileage operated to date. If the company has not operated within the last 12 months, enter 0.
- 22. Company Operations** — The company operation type will tell FMCSA what type(s) of Motor Carrier or Hazardous Materials Shipper operations the company plans to provide. If you select only Hazmat Shipper (no carrier operation) from the list, the company is not required to obtain a USDOT Number, so no filing is needed. Read the instructions and definitions below before responding. These selections will determine if this business is regulated by the FMCSA.

**NOTE:** The Pipeline and Hazardous Materials Safety Administration (PHMSA) regulates Motor Carriers and Shippers of hazardous materials. If the company will carry or ship hazardous materials it may need to be registered with PHMSA (<https://www.phmsa.dot.gov/hazmat/registration>) in addition to FMCSA.

Select all that apply:

- A. Interstate Carrier** — The company is an Interstate Carrier if any part of its operation transports property or passengers in support of interstate commerce, i.e., the property or passengers cross State lines either before the company received them, while the company is transporting them, or after the company has transferred the property or passengers. The transportation of the property or passengers may include transport by plane, train, or boat in addition to the company's commercial motor vehicle. For example: if the origination and destination indicated on the bill of lading — when one exists — are not in the same State, then the shipment is interstate and the company needs to be registered as an Interstate Carrier. The company is also considered to be an Interstate Carrier if the property or passengers being transported will ever do ANY of the following:
- Cross State lines (including a place outside the United States)
  - Move from the United States or a U.S. territory to a foreign country, or vice versa
  - Have origination and destination points within a State, but pass through another State or foreign country during transport.
- B. Intrastate Hazmat Carrier** — The company is an Intrastate Hazardous Materials Carrier if any part of its business operation meets ALL of the following criteria:
- Transports Hazardous Materials in quantities that are regulated by the Department of Transportation (DOT)
  - Never crosses State lines (including a place outside the United States)
  - Never moves from the United States or U.S. territory to a foreign country, or vice versa
  - Never passes through another State or foreign country during transport.
- The company is required to comply with FMCSA Safety Regulations and Hazardous Materials Regulations.
- C. Intrastate Non-Hazmat Carrier** — The company is an Intrastate Non-Hazardous Materials Carrier if its business operation meets ALL of the following criteria:
- Does NOT transport Hazardous Materials in quantities that are regulated by the DOT
  - Never crosses State lines (including a place outside the United States)
  - Never moves from the United States or U.S. territory to a foreign country, or vice versa
  - Never passes through another State or foreign country during transport.
- D. Interstate Hazmat Shipper** — The company is an Interstate Hazardous Materials Shipper if any part of its business operation offers, or makes Hazardous Materials available to a carrier for, transportation in interstate or foreign commerce. If the company makes the Hazardous Materials available AND also transports the Hazardous Materials, then the company is considered to be both an Interstate Hazmat Shipper and an Interstate or Intrastate Motor Carrier. Companies that are Hazmat Shippers only (don't provide carrier transport) do not need a USDOT Number to operate and therefore are not required to file this form. Interstate Hazmat Shippers must, however, still comply with the Hazardous Materials Regulations.

**E. Intrastate Hazmat Shipper** — The company is an Intrastate Hazardous Materials Shipper if it exclusively tenders or makes Hazardous Materials available to an Intrastate Hazmat Carrier for actual transport. If the company offers or makes available Hazardous Materials AND transports Hazardous Materials, then it is considered as both an Intrastate Hazmat Shipper and an Interstate or Intrastate Motor Carrier (both options should be selected in response to this item). If the company never operates as a carrier, but only operates as a Hazmat Shipper, it is not required to obtain a USDOT Number and need not file this form. However, it will be required to comply with the Hazardous Materials Regulations.

**23. Operation Classifications** — Operation classification is based on the type of business the company is engaged in and will help determine the FMCSA regulations the company is subject to. It will also determine if the company requires Interstate Operating Authority. The company's operations may place it under multiple operation classifications, so selections should be made carefully.

Definitions of Classifications:

**A. Authorized For-Hire** — A non-exempt (exempt Motor Carriers are defined in part B below) Motor Carrier who receives compensation for transporting passengers, FMCSA-regulated goods, or household goods that are owned by others.

**NOTE:** If you select "Authorized For-Hire Carrier" as one of the company's operation classifications, the company will also be required to obtain Interstate Operating Authority (MC or MX Number) by filing the appropriate OP form with the FMCSA.

**B. Exempt For-Hire** — A Carrier who receives compensation for transporting ONLY exempt goods (commodities that are NOT regulated by the FMCSA); or an Interstate Carrier transporting exclusively within a commercial zone that is exempt from FMCSA operating authority rules. Carriers are also exempt if they ONLY transport employees of their company (e.g., a company shuttles its own employees to and from a work station). Exempt status typically excuses a carrier from the Operating Authority requirement, but a USDOT Number is still required.

**NOTE:** Administrative Ruling No. 119 ([www.fmcsa.dot.gov/registration/administrative-ruling-119](http://www.fmcsa.dot.gov/registration/administrative-ruling-119)) provides additional guidance for identifying EXEMPT commodities (those NOT regulated by the FMCSA). If all the commodities that the company transports appear on this list, then the commodities are considered exempt. Information about commercial zone exemptions may be found at 49 CFR 372 ([www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&ty=HTML&h=L&mc=true&=PART&n=pt49.5.372](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&ty=HTML&h=L&mc=true&=PART&n=pt49.5.372)).

- C. Private Property** — A company that transports its own cargo, usually as a part of a business that produces, uses, sells, and/or buys the cargo that is being hauled.
- D. Private Motor Carrier of Passengers (Business)** — Private Motor Carrier of Passengers (Business) means a private motor carrier engaged in the interstate transportation of passengers which is provided in the furtherance of a commercial enterprise and is NOT available to the public at large. Examples include companies that use buses to transport their employees without collecting a fee from them, or professional entertainers who use buses to transport themselves to or from performances. Commercial businesses that provide passenger transportation to the general public are NOT Private Motor Carrier of Passengers (Business).
- E. Private Motor Carrier of Passengers (Non-Business)** — Private Motor Carrier of Passengers (Non-Business) means a private motor carrier involved in the interstate transportation of passengers which is NOT provided in the furtherance of a commercial enterprise and is NOT available to the public at large. Examples include churches, private schools, civic organizations, scout groups, and other organizations that own or lease a vehicle for the private transportation of their membership. If any of these organizations makes passenger transportation available to non-members and charges a fee for such service, it is operating as a for-hire carrier and is NOT a Private Motor Carrier of Passengers (Non-Business).
- F. Migrant** — Interstate transportation provided by a Contract Carrier, but not a Common Carrier, of three or more migrant workers to or from their employment using any motor vehicle other than a passenger automobile or station wagon. A Contract Carrier provides transport service to one or more companies on a contract basis. Contract carriers do not maintain a regularly scheduled service. A Common Carrier transports persons or property for pay to anyone at any time and to any place within its operating authority.
- G. U.S. Mail** — Transportation of U.S. mail under contract with the U.S. Postal Service.
- H. Federal Government** — Transportation of property or passengers by a U.S. Federal Government Agency.
- I. State Government** — Transportation of property or passengers by a U.S. State Government Agency.
- J. Local Government** — Transportation of property or passengers by a local municipality.
- K. Indian Tribe** — Transportation of property or passengers by a federally recognized Indian tribal government.
- L. Other** — Transportation of property or passengers by an operation classification not described above; or if a broker, indicate what kind of transportation is arranged, Property or Household Goods.

**NOTE:** If the carrier's vehicles are sometimes leased to another motor carrier, select the appropriate options (A-K) indicating all types of operations performed.



**24. Cargo Classifications** — Refers to the types of materials the company transports or ships (offers for transport). The company may transport/ship materials from multiple categories. Select all the letters corresponding to the types of cargo the company transports/ships. If "Other" is selected, enter the name of the commodity in the space provided.

**NOTE:** If you indicate that the company transports passengers, it means that the company uses a motorcoach, school bus, mini-bus, van, or limousine to transport passengers. Do not select this item if someone rides along to assist the driver when the company's primary business is to transport property. If you check this option, you will also have to indicate the number of each type of passenger vehicle that is owned or leased under the motorcoach, school bus, mini-bus, van, or limousine headings provided in item 26 of this form.

**25. Hazardous Materials (Carrier or Shipper)** — Complete this item only if the company transports or ships (offers for transport) Hazardous Materials. Otherwise, proceed to item 26.

- The letters "C" and "S" in the columns refer to "Carrier" and "Shipper." Select "C" or "S" next to the Hazardous Materials that the company carries or ships. If the company is both a Carrier and a Shipper of the Hazardous Materials, select both "C" and "S."
- The letters "B" and "NB" refer to "Bulk" and "Non-bulk." Select "B" or "NB" next to the appropriate Hazardous Materials if the company transports/ships in Bulk or Non-Bulk as defined under [49 CFR 171.8](#).

The Hazardous Materials Classes and Divisions listed below correspond to those listed in 49 CFR 173.2. (Short descriptions are provided. For more information see the Hazardous Materials guide at [www.fmcsa.dot.gov/regulations/hazardous-materials](http://www.fmcsa.dot.gov/regulations/hazardous-materials).)

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><b>A.</b> Div 1.1 Explosives (with mass explosion hazard)</li> <li><b>B.</b> Div 1.2 Explosives (with projection hazard)</li> <li><b>C.</b> Div 1.3 Explosives (with predominantly fire hazard)</li> <li><b>D.</b> Div 1.4 Explosives (with no significant blast hazard)</li> <li><b>E.</b> Div 1.5 Explosives (Very insensitive explosives; blasting agents)</li> <li><b>F.</b> Div 1.6 Explosives (Extremely insensitive detonating substances)</li> <li><b>G.</b> Div 2.1 Flammable Gas</li> <li><b>H.</b> Div 2.1 LPG (Liquefied Petroleum Gas)</li> <li><b>I.</b> Div 2.1 Methane Gas</li> <li><b>J.</b> Div 2.2 Non-Flammable Compressed Gas</li> <li><b>K.</b> Div 2.3 A (Poison Gas which is Poison Inhalation Hazard (PIH) Zone A)</li> <li><b>L.</b> Div 2.3 B (Poison Gas which is PIH Zone B)</li> <li><b>M.</b> Div 2.3 C (Poison Gas which is PIH Zone C)</li> <li><b>N.</b> Div 2.3 D (Poison Gas which is PIH Zone D)</li> <li><b>O.</b> Class 3 Flammable and Combustible Liquid</li> <li><b>P.</b> Combustible Liquid (Refer to 49 CFR 173.20 (b))</li> <li><b>Q.</b> Div 4.1 Flammable Solid</li> <li><b>R.</b> Div 4.2 Spontaneously Combustible Material</li> <li><b>S.</b> Div 4.3 Dangerous When Wet Material</li> <li><b>T.</b> Div 5.1 Oxidizer</li> <li><b>U.</b> Div 5.2 Organic Peroxide</li> <li><b>V.</b> Div 6.1 A (Poison Liquid which is a PIH Zone A)</li> <li><b>W.</b> Div 6.1 B (Poison Liquid which is a PIH Zone B)</li> <li><b>X.</b> Div 6.1 Poison (Poisonous Liquid with no inhalation hazard)</li> </ul> | <ul style="list-style-type: none"> <li><b>Y.</b> Div 6.1 Solid (Meets the definition of a poisonous solid)</li> <li><b>Z.</b> Div 6.2 Infectious Substance (Etiologic agent)</li> <li><b>AA.</b> Class 7 Radioactive Materials</li> <li><b>BB.</b> HRCQ (Highway Route Controlled Quantity of Radioactive Material)</li> <li><b>CC.</b> Class 8 Corrosive Material</li> <li><b>DD.</b> Class 8 A (Corrosive Liquid which is a PIH Zone A)</li> <li><b>EE.</b> Class 8 B (Corrosive Liquid which is a PIH Zone B)</li> <li><b>FF.</b> Class 9 Miscellaneous Hazardous Materials (See <a href="http://www.fmcsa.dot.gov/regulations/hazardous-materials">www.fmcsa.dot.gov/regulations/hazardous-materials</a> for more details)</li> <li><b>GG.</b> Elevated Temperature Material (Meets definition in 49CFR 171.8 for an elevated temperature material)</li> <li><b>HH.</b> Infectious Waste (Meets definition in 49 CFR 171.8 for an infectious waste)</li> <li><b>II.</b> Marine Pollutants (Meets Definition in 49 CFR 171.8 for marine pollutant)</li> <li><b>JJ.</b> Hazardous Sub (RQ) (Meets definition in 49 CFR 171.8 of a reportable quantity of a hazardous substance)</li> <li><b>KK.</b> Hazardous Waste (Meets definition in 49 CFR 171.8 of a hazardous waste)</li> <li><b>LL.</b> ORM (Meets definition in 49 CFR 171.8 of Other Regulated Material)</li> </ul> |
|---|---|

**NOTE:** Information on Poison Inhalation Hazards is found in column 7 of the Hazardous Materials table (49 CFR 172.101). Specific Hazardous Materials information can be obtained by accessing the Hazmat Table at [www.fmcsa.dot.gov/regulations/hazardous-materials](http://www.fmcsa.dot.gov/regulations/hazardous-materials).

**26. Number of Vehicles that will be Operated in the U.S.** — Provide the number of each type of CMV that the company uses in its U.S. operations broken out by the method used to acquire the vehicle (owned, term-leased, or trip-leased). Owned means the company holds title to the CMV, term leased means the vehicle is leased for a specific time period or term of contract, and trip leased means the CMV is leased on a trip-by-trip basis as needed. If the company owns or leases a commercial motor vehicle that is used to transport passengers rather than property within the U.S. (includes motorcoach, school bus, bus, passenger van, or limousine only), then indicate the number of each type of passenger-carrying CMV (by its passenger-carrying capacity) that is owned, term-leased, or trip-leased. For passenger-carrying vehicles, count the driver as a passenger when determining a vehicle's passenger-carrying capacity. Reference the definitions for each type of passenger-carrying vehicle below. For example, if the company owns 3 straight trucks and 1 trailer and term leases 2 additional trailers, the table would be filled out like this:

	Straight Trucks	Truck Tractors	Trailers	Hazmat Cargo Tank Trucks	Hazmat Cargo Tank Trailers	Motor-coach	Number of vehicles carrying number of passengers (including the driver)										
							School Bus			Bus	Passenger Van		Limousine				
							1-8	9-15	16+	16+	1-8	9-15	1-8	9-15	16+		
Owned	3		1														
Term Leased			2														
Trip Leased																	

If the company transports passengers and has a term lease on 2 limos that carry 9 passengers each (including the driver) and owns 1 bus that carries 18 passengers (including the driver), the table would be filled out like this:

	Straight Trucks	Truck Tractors	Trailers	Hazmat Cargo Tank Trucks	Hazmat Cargo Tank Trailers	Motor-coach	Number of vehicles carrying number of passengers (including the driver)										
							School Bus			Bus	Passenger Van		Limousine				
							1-8	9-15	16+	16+	1-8	9-15	1-8	9-15	16+		
Owned										1							
Term Leased															2		
Trip Leased																	

Passenger vehicles are defined as:

- **Motorcoach** — A vehicle designed for long distance transportation of passengers, usually equipped with storage racks above the seats and a baggage hold beneath the passenger compartment.
- **School Bus** — A vehicle designed and/or equipped mainly to carry primary and secondary students to and from school, usually built on a medium or large truck chassis.
- **Bus, 16+** — A motor vehicle that is designed or constructed to transport 16 or more passengers (including the driver) that does not meet the definition of a motorcoach or a school bus of any size. Bus includes a mini-bus (which is typically built on a small truck chassis), a low-floor bus, and any other 16 or more passenger capacity vehicle not otherwise defined on this form.
- **Passenger Van** — A small motor vehicle designed or used to transport 15 or fewer passengers, including the driver. (If the company uses a van to transport something other than passengers, enter the number of vehicles under "straight trucks.")
- **Limousine** — A passenger vehicle usually built on a lengthened automobile chassis.

**27. Driver Information** — Enter the number of interstate and intrastate drivers who operate CMVs for the company on an average workday. Part-time, casual, term-leased, trip-leased, and company drivers should be included in the company's total driver headcount. Also, enter the total number of drivers (regardless of employment status) used in the company's operations (interstate and intrastate) and the total number of drivers that hold a valid Commercial Driver's License (CDL). Also, see the "100-mile-radius driver" consideration below.

**NOTE:** The total number of drivers should be equal to all interstate plus all intrastate drivers. The total number of CDL drivers should be equal to or less than the total number of drivers.

**100-mile radius driver**— Driver operates exclusively within a 100 air-mile radius of the normal work-reporting location. For example, the company has 10 drivers, 5 that operate in interstate commerce and 5 that operate in intrastate commerce. Of the 5 that are intrastate, 2 stay exclusively within the 100-mile radius of their work location and 3 go beyond the 100-mile radius. All of the 5 interstate drivers are operating beyond a 100-mile radius. Of the 10 drivers, 8 have their CDL. This is how the form would be completed:

DRIVER INFORMATION	INTERSTATE	INTRASTATE	TOTAL DRIVERS	TOTAL CDL DRIVERS
Within 100-Mile Radius		2	10	8
Beyond 100-Mile Radius	5	3		

28. **If the company's USDOT Number and registration are currently revoked by FMCSA** — Enter the company's assigned USDOT Number in the space provided.
29. **Compliance Certification** — All Passenger Carrier applicants must complete this section. Read the statement and select the "YES" response only if the statement is true. Private entities that are primarily in the business of transporting people, whose operations affect commerce, and that transport passengers in an over-the-road bus (defined as a bus characterized by an elevated passenger deck over a baggage compartment) are subject to the U.S. Department of Transportation's Americans with Disabilities Act regulations located at 49 CFR Part 37, Subpart H. For a general overview of these regulations, go to the Federal Motor Carrier Safety Administration's website at [www.fmcsa.dot.gov/regulations/americans-disabilities-act-reporting-and-other-requirements-over-road-bus-companies](http://www.fmcsa.dot.gov/regulations/americans-disabilities-act-reporting-and-other-requirements-over-road-bus-companies).
30. **Enter name(s) of sole proprietor(s), officers, or partners and their titles** — If the company's legal business structure is "Sole Proprietor," then enter the owner's name and title in the spaces provided; otherwise, enter the name of two company partners (if the company is a partnership) or two corporate officers and their titles if the company is a corporation (*for example, corporate officers might include Vice President, Secretary, Treasurer, President*).
31. **Certification Statement** — Print or type the name of the individual authorized to sign documents on behalf of the entity listed in item 1 (Name of Motor Carrier). This individual must sign, date, and print or type his/her name and title in the spaces provided. The individual's signature must match his/her name. The authorized signer in this item should match one of the names provided in response to item 30.

**NOTE:** If this form is not signed and dated with a printed/typed name and title of an authorized individual, the application will be rejected and a USDOT Number will NOT be assigned.

## WHERE CAN I GET ADDITIONAL HELP AND INFORMATION?

For your convenience, the following is a list of helpful links, most of which are referenced in this instructions document. Information is provided in English-only unless otherwise specified.

1. **FMCSA Registration & Assistance Web page:**  
[www.fmcsa.dot.gov/registration](http://www.fmcsa.dot.gov/registration)
2. **Printable Registration Forms:**  
[www.fmcsa.dot.gov/mission/forms](http://www.fmcsa.dot.gov/mission/forms)
3. **To find out if a company already has a USDOT Number:**  
Call FMCSA toll-free at 1-800-832-5660 or go to [www.fmcsa.dot.gov/safety](http://www.fmcsa.dot.gov/safety):
  - a. Under the section "Company Safety Records" select "Snapshot."
  - b. Select the option labeled "Name" and enter either the company's "D.B.A. Name" (Doing Business As Name) or its Legal Name.
  - c. Click on the "Search" button.
  - d. The system will inform you whether a USDOT Number is assigned to the name entered.

**Search Criteria**

Users can search by DOT Number, MC/MX Number or Company Name.

USDOT Number   
  MC/MX Number   
  Name

Enter Value:

4. Mexico-based carriers should use the following site to determine **which forms are required to operate in the U.S.:** [www.fmcsa.dot.gov/safety/new-entrant-safety-assurance-program](http://www.fmcsa.dot.gov/safety/new-entrant-safety-assurance-program) (English) or [www.fmcsa.dot.gov/mission/espaol](http://www.fmcsa.dot.gov/mission/espaol) (Spanish).
5. **Hazardous Materials Table/Hazardous Materials section** of the FMCSA website:  
[www.fmcsa.dot.gov/regulations/hazardous-materials](http://www.fmcsa.dot.gov/regulations/hazardous-materials).
6. **Pipeline and Hazardous Materials Safety Administration (PHMSA)** registration:  
<http://phmsa.dot.gov/hazmat/registration>.
7. To get a **Dun & Bradstreet number** or find out if a company already has one:  
[www.dnb.com](http://www.dnb.com).
8. To determine if the company's commodities are exempt (**Administrative Ruling 119**):  
[www.fmcsa.dot.gov/adminrule119](http://www.fmcsa.dot.gov/adminrule119).  
If any commodity the company is transporting does not appear on these lists as exempt, then it is regulated.
9. 49 CFR 390.5 "**Definitions**" for more information on **Private motor carrier of passengers (business)** and **Private motor carrier of passengers (nonbusiness)**: [www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&ty=HTML&h=L&mc=true&=PART&n=pt49.5.390](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&ty=HTML&h=L&mc=true&=PART&n=pt49.5.390).

The collection of this information is authorized under the provisions of 49 CFR, Parts 390-399.

Public reporting for this collection of information is estimated to be 20 minutes (and 7.5 minutes for the biennial updates) per response, including the time for reviewing the instructions and completing and reviewing the data inserted on the form electronically. All responses to this collection of information are mandatory, and will be provided in confidence to the extent allowed by law. Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The valid OMB Control Number for this information collection is 2126-0013. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Information Collection Clearance Officer, Federal Motor Carrier Safety Administration, MC-MBI, U.S. Department of Transportation, Washington, D.C. 20590.



United States Department of Transportation  
**Federal Motor Carrier Safety Administration**

Motor Carrier Identification Report

(Application for USDOT Number)

# FORM MCS-150

**REASON FOR FILING** (select only one):

- New Application*      *Biennial Update or Changes*      *Out of Business Notification*      *Reapplication (after revocation of new entrant)*

**1. LEGAL BUSINESS NAME:** \_\_\_\_\_

**2. DOING BUSINESS AS NAME** (if different from Legal Business Name): \_\_\_\_\_

**3-7. PRINCIPAL PLACE OF BUSINESS:**

3. STREET ADDRESS/ROUTE NUMBER      4. CITY      5. STATE/PROVINCE      6. ZIP CODE      7. COLONIA (Mexico only)

**8-12. MAILING ADDRESS:**      *Same as Principal Address*      *Mailing address below:*

8. STREET ADDRESS/ROUTE NUMBER      9. CITY      10. STATE/PROVINCE      11. ZIP CODE      12. COLONIA (Mexico only)

**13-15. CONTACT NUMBERS:**

13. PRINCIPAL BUSINESS PHONE NUMBER      14. PRINCIPAL CONTACT CELL PHONE NUMBER      15. PRINCIPAL BUSINESS FAX NUMBER

**16-19. IDENTIFICATION NUMBERS:**

16. USDOT NUMBER      17. MC or MX NUMBER      18. DUN & BRADSTREET NUMBER      19. IRS/TAX ID NUMBER  
 (see instructions before completing this section)

**20. E-MAIL ADDRESS:** \_\_\_\_\_

**21. CARRIER MILEAGE** (to nearest 10,000 miles for the previous 12 months): \_\_\_\_\_

**22. COMPANY OPERATIONS** (check all that apply):

- A.** Interstate Carrier      **B.** Intrastate Hazmat Carrier      **C.** Intrastate Non-Hazmat Carrier      **D.** Interstate Hazmat Shipper      **E.** Intrastate Hazmat Shipper

**23. OPERATION CLASSIFICATIONS** (check all that apply):

- |                               |  |                              |   |
|-------------------------------|--|------------------------------|---|
| <b>A.</b> Authorized For-Hire | <b>D.</b> Private Motor Carrier of Passengers (Business)     | <b>G.</b> U.S. Mail          | <b>L.</b> Other:<br><div style="border: 1px solid black; height: 60px; width: 100%;"></div> |
| <b>B.</b> Exempt For-Hire     | <b>E.</b> Private Motor Carrier of Passengers (Non-Business) | <b>H.</b> Federal Government |   |
| <b>C.</b> Private Property    | <b>F.</b> Migrant  | <b>I.</b> State Government   |   |
|                               |  | <b>J.</b> Local Government   |   |
|                               |  | <b>K.</b> Indian Tribe       |   |

**24. CARGO CLASSIFICATIONS** (check all that apply):

- |                                |                             |                           |                   |
|--------------------------------|-----------------------------|---------------------------|-------------------|
| A. General Freight             | I. Machinery, Large Objects | Q. Coal/Coke              | Y. Paper Product  |
| B. Household Goods             | J. Fresh Produce            | R. Meat                   | Z. Utility        |
| C. Metal: Sheets, Coils, Rolls | K. Liquids/Gases            | S. Garbage, Refuse, Trash | AA. Farm Supplies |
| D. Motor Vehicles              | L. Intermodal Container     | T. U.S. Mail              | BB. Construction  |
| E. Drive Away/Towaway          | M. Passengers               | U. Chemicals              | CC. Water Well    |
| F. Logs, Poles, Beams, Lumber  | N. Oil Field Equipment      | V. Commodities Dry Bulk   | DD. Other:        |
| G. Building Materials          | O. Livestock                | W. Refrigerated Food      |                   |
| H. Mobile Homes                | P. Grain, Feed, Hay         | X. Beverages              |                   |

**25. HAZARDOUS MATERIALS (Carrier or Shipper)** (check all that apply):

(C=Carrier; S=Shipper; B=Bulk, in cargo tanks; NB=Non-Bulk, in packages)

C S B NB				C S B NB				C S B NB			
A. DIV 1.1				N. DIV 2.3D				Z. DIV 6.2			
B. DIV 1.2				O. CLASS 3				AA. CLASS 7			
C. DIV 1.3				P. COMB LIQ				BB. HRCQ			
D. DIV 1.4				Q. DIV 4.1				CC. CLASS 8			
E. DIV 1.5				R. DIV 4.2				DD. CLASS 8A			
F. DIV 1.6				S. DIV 4.3				EE. CLASS 8B			
G. DIV 2.1 (Flam. Gas)				T. DIV 5.1				FF. CLASS 9			
H. DIV 2.1 LPG				U. DIV 5.2				GG. ELEVATED TEMP. MAT.			
I. DIV 2.1 (Methane)				V. DIV 6.1A				HH. INFECTIOUS WASTE			
J. DIV 2.2				W. DIV 6.1B				II. MARINE POLLUTANTS			
K. DIV 2.3A				X. DIV 6.1 POISON				JJ. HAZARDOUS SUB (RQ)			
L. DIV 2.3B				Y. DIV 6.1 SOLID				KK. HAZARDOUS WASTE			
M. DIV 2.3C								LL. ORM			

**26. NUMBER OF VEHICLES THAT WILL BE OPERATED IN THE U.S.:**

	Straight Trucks	Truck Tractors	Trailers	Hazmat Cargo Tank Trucks	Hazmat Cargo Tank Trailers	Motor-coach	Number of vehicles carrying number of passengers (including the driver)									
							School Bus			Bus	Passenger Van		Limousine			
							1-8	9-15	16+	16+	1-8	9-15	1-8	9-15	16+	
Owned																
Term Leased																
Trip Leased																

**27. DRIVER INFORMATION:**

DRIVER INFORMATION	INTERSTATE	INTRASTATE	TOTAL DRIVERS	TOTAL CDL DRIVERS
Within 100-Mile Radius				
Beyond 100-Mile Radius				

**28. IS YOUR USDOT NUMBER REGISTRATION CURRENTLY REVOKED BY THE FMCSA?**

Yes No If yes, enter your USDOT Number: \_\_\_\_\_

**29. COMPLIANCE CERTIFICATION:**

ALL MOTOR PASSENGER CARRIER APPLICANTS must certify as follows:

*Applicant is fit, willing, and able to provide the proposed operations and to comply with all pertinent statutory and regulatory requirements, including the U.S. Department of Transportation's Americans with Disabilities Act regulations for over-the-road bus companies located at 49 CFR Part 37, Subpart H, if applicable.*

**YES**

Private entities that are primarily in the business of transporting people, whose operations affect commerce, and that transport passengers in an over-the-road bus (defined as a bus characterized by an elevated passenger deck over a baggage compartment) are subject to the U.S. Department of Transportation's Americans with Disabilities Act regulations located at 49 CFR Part 37, Subpart H. For a general overview of these regulations, go to the Federal Motor Carrier Safety Administration's Web site at [www.fmcsa.dot.gov/rules-regulations/bus/company/ada-guidelines.htm](http://www.fmcsa.dot.gov/rules-regulations/bus/company/ada-guidelines.htm).

**30. PLEASE ENTER NAME(S) OF SOLE PROPRIETOR, PARTNERS, OR OFFICERS AND TITLES**

*(e.g., president, treasurer, general partner, limited partner)*

1. \_\_\_\_\_

2. \_\_\_\_\_

*(please type or print names)*

**31. CERTIFICATION STATEMENT** *(to be completed by authorized official):*

I, \_\_\_\_\_, certify that I am familiar with the Federal Motor Carrier Safety Regulations and/or Federal Hazardous Materials Regulations. Under penalties of perjury, I declare that the information entered on this report is, to the best of my knowledge and belief, true, correct, and complete.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(please type or print)*



# Insurance Filing Requirements

## Overview

In addition to filing an application for operating authority, all applicants for motor carrier, freight forwarder, and broker authorities must have specific insurance and legal process agent documents on file before the FMCSA will issue the authorities. The required filings vary, based on the types of registrations involved. Below is a list of pre-registration forms, followed by an explanation of which types of registrants are subject to filing those forms.

Please note that first-time applicants with FMCSA must apply using [the Unified Registration System \(URS\)](#) as of December 12, 2015. Existing registration- or authority-holders may apply for authorities using the OP-series forms until a later date. On January 17, 2017, FMCSA [published a Federal Register notice](#) with more details on the suspension of the URS effectiveness date.

Liability and cargo insurance forms must be submitted directly (online) by the home office of the insurance company furnishing the coverage. The FMCSA does not furnish copies of insurance forms.

## Requirements

Form	Description	Authorities Subject to Filing
BMC-91 or BMC-91X	Public liability insurance (bodily injury/property damage/environmental restoration)	<ul style="list-style-type: none"> <li>Motor Carrier</li> <li>Freight Forwarder (Note: Non-vehicle operating freight forwarders may seek waiver of this requirement.)</li> </ul>
	<ul style="list-style-type: none"> <li>Freight:--\$750,000 - \$5,000,000, depending on commodities transported; \$300,000 for non-hazardous freight moved only in vehicles weighing under 10,001 lbs.</li> <li>Passengers:--\$5,000,000; \$1,500,000 for registrants operating only vehicles with seating capacity of 15 or fewer passengers.</li> </ul>	
BMC-34 or BMC-83	<ul style="list-style-type: none"> <li>Cargo insurance--\$5,000 per vehicle</li> <li>\$10,000 per occurrence</li> </ul>	<ul style="list-style-type: none"> <li>Household Goods Motor Carrier</li> <li>Household Goods Freight Forwarder</li> </ul>



BMC-84 or BMC-85	<ul style="list-style-type: none"> <li>• Surety Bond amount is \$75,000</li> <li>• <a href="#">Trust Fund Agreement amount is \$75,000</a></li> </ul>	<ul style="list-style-type: none"> <li>• Freight Forwarder</li> <li>• Broker of Freight</li> </ul>
BOC-3	<a href="#">Service of Process Agents</a>	All Authorities
MCS-90	<a href="#">Endorsement for Motor Carrier Policies of Insurance for Public Liability under Sections 29 and 30 of the Motor Carrier Act of 1980</a>	Hazmat Safety Permit Carriers

## How to File

Applicants should be prepared to contact their agents to request filing of the required forms immediately after obtaining their designated docket number. These filings must be received within 90 days after the FMCSA has published public notice of intention to register the applicant. (Applicants will be notified by letter of their docket number and date of publication in the [FMCSA Register](#).)

Applicants are cautioned to ensure that the name and address of the business as set out in all pre-registration filings match exactly the name and address provided in their application for operating authority filings. Any deviation will result in rejection of the supplemental pre-registration filings.

## Where to File

- [Insurance Companies \(Forms BMC-91, 91X, 34 and 84\)](#).
- [Financial Institutions \(Form BMC-85\)](#).

Insurance companies that wish to file insurance forms online (BMC-91, 91X, 34 and 84) need to set up a filer account with FMCSA. Please submit a request to the Insurance Team at [mc-ecc.comments@dot.gov](mailto:mc-ecc.comments@dot.gov) or at the above address with the following information:

- Letter on the insurance company's letterhead requesting a filer account
- Whether you will be filing BIPD, Cargo, Surety Bond or Trust Fund coverage
- Home office address of the insurance company
- Billing address, if that address is different from the home office address
- Name of a contact person with that insurance company
- Contact person's telephone and fax numbers
- Billing contact person's telephone and fax number if it is different than the home office contact person
- E-mail address of the contact person if available
- Preferred user name for the account (if any)
- Copy of the insurance company's state license
- Subject line: "Insurance Filer Account Request"

Please note that filer accounts are only available for the insurers, NOT for insurance agents.

Submit your request to FMCSA by email at [mc-ecc.comments@dot.gov](mailto:mc-ecc.comments@dot.gov), [submit it via our web form](#) , or mail it to:

FMCSA  
Office of Registration and Safety Information (MC-RS)  
1200 New Jersey Avenue SE, W63-105  
Washington, DC 20590

Financial institutions that wish to file the BMC-85 form online need to set up a filer account with FMCSA. Please submit a request to the Insurance Team with the following information:

- Letter on the financial institutions letterhead requesting a filer account
- Home office address of the financial institution
- Billing address, if that address is different from the home office address
- Name of a contact person with that financial institution
- Contact person's telephone and fax numbers
- Billing contact person's telephone and fax number if it is different than the home office contact person (\$10 fee for each trust fund filed with FMCSA)
- E-mail address of the contact person if available
- Preferred user name for the account (if any)
- Employer Identification Number (EIN) or Tax Identification Number (TIN)

Submit your request to FMCSA by email at [mc-ecc.comments@dot.gov](mailto:mc-ecc.comments@dot.gov), [submit it via our web form](#) , or mail it to:

FMCSA  
Office of Registration and Safety Information (MC-RS)  
1200 New Jersey Avenue SE, W63-105  
Washington, DC 20590

## Checking Status

FMCSA's QCMobile app can be used to verify an entity's operating authority and USDOT number. The new app will provide the functionality previously provided by the automated phone system, plus access to USDOT number status information. Users of Apple or Android smartphones or tablets can download this app from the iTunes App Store (Apple) or the Google Play Store (Android) at no cost.

Updated: Friday, March 8, 2019

## Related Links

---

- [List of Process Agents by State](#)
- [Insurance Forms](#)
- [Browse Insurance FAQs](#)
- [Ask a Question via our new web form](#)
- [Unified Registration System Information](#)
- [L&I Public Filings and FMCSA Register](#)

## *FMCSA Registration Information*

---

### **Federal Motor Carrier Safety Administration**

Note: Mid-day (especially Tuesday - Wednesday) has the highest call volume and is the busiest time for the Contact Center. Wait times and processing times can be much longer during these periods.

MC-RS  
1200 New Jersey Ave. SE, Room W65-206  
Washington, DC 20590  
United States

Phone: 800-832-5660

[Send an Email](#)

[Chat with FMCSA Customer Service](#)

Business Hours:  
8:00am-8:00pm ET, M-F

*Share*

---

If your company already has a CA number issued by the CHP and this Motor Carrier Profile is submitted to update your organization's information, check the "Update" box enter your CA number below:

**CA-**

New

Update

**Detailed instructions begin on page 3.**

Driver license numbers, Social Security Numbers, California corporation numbers, and Federal Employer Identification Numbers are used to prevent misidentification with other persons or organizations with similar names. In the case of an organization which is a "motor carrier of property" as defined in Vehicle Code Section 34601, some of the information supplied on this profile will be shared with the Department of Motor Vehicles. The California Highway Patrol is prohibited from issuing more than one CA number to a person, regardless of how many "doing business as" names the person may have.

The California Highway Patrol (CHP) recommends that upon completion of this Motor Carrier Profile, you make a copy for your records prior to mailing the original to the CHP.

Mail completed Motor Carrier Profile to your nearest CHP Motor Carrier Safety Unit. If you received special instructions to mail this profile to another CHP office, please mail as requested in those instructions (see page 3 for addresses).

**PART 1. LEGAL NAME** Complete for individual, Partnership, Corporation or Limited Liability Company (one only)

Individual (Sole Proprietorship)

(Indicate "Doing Business As" names in Part 5)

EIN  SSN

Federal Employer Identification Number (EIN).  
 If no EIN, enter Social Security Number (SSN).

First Name Middle Initial Last Name **Required ▶** Driver License No. Driver License State

Partnership

Corporation (Public agencies and non-profit organizations, check this box whether incorporated or not)

State or Local Government Agency

Non-Profit Organization (Check only if qualified for tax exemption under Section 501(c) of the Internal Revenue Code)

Limited Liability Company (LLC) (Registered with The California Secretary of State)

Legal Name of Company or Organization (See also Part 5, Doing Business As)

Federal Employer Identification Number (EIN)

Corporation, Partnership, or Certificate of Qualifications No. issued by California Secretary of State:

Letter ← Numbers only →

Limited Liability Company Entity Number assigned by the California Secretary of state:

← Numbers only →

Executive Officer: First Name Middle Initial Last Name

**PART 2. PRINCIPAL PLACE OF BUSINESS**

Physical Address: Street Address City State Zip Code

Mailing Address (if different): Street Address or P.O. Box City State Zip Code

Business Telephone Number: Business Fax Number:

Business E-mail Address:

**CHP USE ONLY**

County Code CHP Location Code BIT APP Y/N:

**Fleet Mileage in California** (Total fleet intrastate and interstate miles in California for most recent full calendar year.)

\_\_\_\_\_ for calendar year \_\_\_\_\_  
 (miles) (year)

**PART 3. EMERGENCY CONTACTS**

Persons the California Highway Patrol should attempt to contact in the event of an emergency involving one of your organization's vehicles or drivers.

Name	Day Telephone with Area Code	Night Telephone with Area Code
Name	Day Telephone with Area Code	Night Telephone with Area Code

**PART 4. TYPES OF OPERATION** (Check all that apply. This will assist CHP in mailing new information to your firm only when appropriate.)

**IMPORTANT!** Read the descriptions of each item beginning on pages 4 and 5 before checking the box.

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> A. Truck (see instructions)    | <input type="checkbox"/> E. Flammable Liquid Cargo Tank                             | <input type="checkbox"/> I. School Pupil Activity Bus          | <input type="checkbox"/> M. Vehicle or combination described in VC 34500 (k) |
| <input type="checkbox"/> B. Hazardous Materials Carrier | <input type="checkbox"/> F. Bus w/o Operating Authority (public transit or private) | <input type="checkbox"/> J. Youth Bus                          | <input type="checkbox"/> N. Vehicle described in VC 34500(j)                 |
| <input type="checkbox"/> C. Hazardous Materials Shipper | <input type="checkbox"/> G. Tour Bus (CPUC or FMCSA authority)                      | <input type="checkbox"/> K. General Public Paratransit Vehicle | <input type="checkbox"/> O. Modified Limousine                               |
| <input type="checkbox"/> D. Hazardous Waste Transporter | <input type="checkbox"/> H. School Bus  | <input type="checkbox"/> L. Farm Labor Vehicle                 |  |

**PART 5. DOING BUSINESS AS** (Fictitious Business Name on file with the County or California Secretary of State)

Doing business in California as \_\_\_\_\_

Doing business in California as \_\_\_\_\_

Doing business in California as \_\_\_\_\_

**PART 6. OPERATING AUTHORITIES & IDENTIFICATION NUMBERS**

USDOT \_\_\_\_\_ MC \_\_\_\_\_ MX \_\_\_\_\_ IRP \_\_\_\_\_ IRP Base State: \_\_\_\_\_

Cal-T (Household Goods) \_\_\_\_\_ PSG (For-hire passenger carriers only) PSC \_\_\_\_\_ TCP \_\_\_\_\_

**PART 7. CALIFORNIA TERMINALS** (Attach additional sheets if necessary, providing same information for each terminal)

California Terminal DBA and Address (DBA must match Part 5)	City Name	Zip Code	Phone Number	Driver Records?	Vehicle Records?	CHP ONLY
Doing Business As				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	Area
Address						Subarea
Doing Business As				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	Area
Address						Subarea
Doing Business As				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	Area
Address						Subarea
Doing Business As				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	Area
Address						Subarea

If the CHP needs to clarify any of the information your organization has provided, who should be contacted by telephone for assistance?

Name (Type or print) \_\_\_\_\_ Day Telephone \_\_\_\_\_

Date this Carrier Profile Prepared (information current as of): \_\_\_\_\_

**DIRECTIONS FOR COMPLETING  
MOTOR CARRIER PROFILE, CHP 362 (Rev. 6-15)**

**CA** - If your company already has a CA number issued by the California Highway Patrol (CHP), enter it in the box at the top of page 1 and check the box labeled "Update." Display of a CA number on commercial motor vehicles is required only under specified circumstances. If you are unsure whether your company already has a CA number, contact the nearest CHP Motor Carrier Safety Unit, listed below.

<b>Redding</b> ..... 2485 Sonoma Street Redding CA 96001-3026	Voice (530) 242-4357 Fax (530) 246-1264	<b>Los Angeles</b> ..... 437 N. Vermont Avenue Los Angeles CA 90004-3152	Voice (323) 644-9557 Fax (323) 953-4827
<b>Sacramento</b> ..... 2555 First Avenue Sacramento CA 95818-2608	Voice (916) 731-6350 Fax (916) 227-0111	<b>San Diego</b> ..... 9330 Farnham Street San Diego CA 92123-1216	Voice (858) 650-3655 Fax (858) 637-7159
<b>Vallejo</b> ..... 1551 Benicia Road Vallejo CA 94591-7568	Voice (707) 648-4180 Fax (707) 649-4766	<b>San Luis Obispo</b> ..... 4115 Broad Street Suite B-10 San Luis Obispo CA 93401-7992	Voice (805) 549-3261 Fax (805) 541-2871
<b>Fresno</b> ..... 4771 W. Jacquelyn Avenue Fresno CA 93722-6438	Voice (559) 445-6992 Fax (559) 276-9449	<b>San Bernardino</b> ..... 847 E. Brier Drive San Bernardino CA 92408-2837	Voice (909) 806-2414 Fax (909) 885-0981

SEE FOLLOWING OFFICES BY SPECIAL INSTRUCTION ONLY.  
UNAUTHORIZED USE WILL DELAY PROCESSING OF YOUR APPLICATION.

<b>Commercial Records Unit</b> ..... PO Box 942898 Sacramento, CA 94298-0001 Attn:	Voice (916) 843-4150 Fax (916) 843-3898	<b>Commercial Vehicle Section</b> ..... PO Box 942898 Sacramento, CA 94298-0001 Attn:	Voice (916) 843-3400 Fax (916) 322-3154
--	--	---	--

**PART 1. LEGAL NAME:** One choice only - check Individual, Partnership, Corporation (which includes associations, trusts, and public agencies), or Limited Liability Company. Often, trusts hold property but do not operate businesses. Therefore, even if your company's assets are held by a trust but the company remains the motor carrier, enter the ownership information of the company under one of the four categories below.

**INDIVIDUAL:** If operating as an individual (sole proprietorship) with or without employees. If you have no Federal Employer Identification Number (EIN), enter the individual's Social Security Number (SSN). Check the appropriate box to indicate EIN or SSN. *A valid driver license number and issuing state are required. The application will not be processed without one.* A valid California identification card number issued by Department of Motor Vehicles (DMV) is acceptable in lieu of a driver license number. Please enter your proper legal name, not a nickname.

**PARTNERSHIP:** All requested information is required to prevent duplication of records. Businesses held as community property and operated jointly by family members (husband and wife, parent and child, etc.) are not partnerships unless legally organized as such, with an EIN assigned to the partnership. If not legally organized as a partnership, enter as an individual under one person's name and follow instructions outlined above for an individual.

**CORPORATION:** All requested information is required, to prevent duplication of records. Corporation number is normally stamped on an upper corner of Articles of Incorporation in California. If a foreign corporation, the Certificate of Qualifications number issued by the California Secretary of State is required instead. Information regarding legal status as a state or local government agency, or as a non-profit organization under federal regulations, is requested to prevent misdirected mailings and misapplication of motor carrier safety regulations, requirements for licenses, or fees for various related programs.

**LIMITED LIABILITY COMPANY:** All requested information is required, to prevent duplication of records. Include the Limited Liability Company number assigned by the California Secretary of State and the assigned EIN.

**PART 2. PRINCIPAL PLACE OF BUSINESS:** A single location designated by the motor carrier, normally its headquarters, where records required by federal motor carrier safety regulations will be maintained, if applicable, and records of drug and alcohol testing required by Section 34520 of the Vehicle Code will be made available for inspection. The telephone number should be the normal daytime business number for the company. The principal place of business may be outside of California. Provision is made elsewhere on the Motor Carrier Profile for emergency and other telephone numbers. Do not write in the box marked "CHP USE ONLY."

---

**FLEET MILEAGE IN CALIFORNIA** - All mileage accumulated in California by vehicles identified in Part 4 during the most recent full calendar year, whether operated in intrastate or interstate service. For this purpose there is no need to separate intrastate mileage from total in-state mileage (some of which could be part of interstate trips), as it will be used by the CHP solely for safety regulation purposes.

**PART 3. EMERGENCY CONTACTS:** Enter the names of responsible individuals at the company-wide level of your organization whom the CHP should attempt to contact in the event of an emergency involving your firm's vehicles or drivers. These should be management or supervisory personnel, as they may receive information requiring confidential handling within your firm or organization. Do not include a telephone number if its use requires a Personal Identification Number (PIN) or other access information, as the CHP's system has no means to store that additional information. Please notify your nearest Motor Carrier Safety Unit (page 3) immediately of any permanent changes in personnel who are on-call for emergencies involving CHP-regulated commercial motor vehicles. Your organization can also designate two emergency contacts for each California terminal listed in Part 7 by notifying your local Motor Carrier Safety Unit in writing. In doing so, identify two persons or offices with a day and night telephone number for each. Emergency circumstances may not always result in CHP using this source of information to contact your organization, but keeping this information current is strongly recommended. This is also a reason to ensure the identification numbers in Part 6 are accurate and complete, and represent your organization, not one to which you may be leased or contracted.

**PART 4. TYPES OF OPERATION:**

**A. Truck** - Any truck of three or more axles with a gross vehicle weight rating (GVWR) of more than 10,000 pounds; any truck tractor regardless of number of axles or GVWR; and any truck used to tow a trailer where the overall length of the truck and trailer coupled together exceeds 40 feet.

**B. Hazardous Materials Carrier** - Any truck, including pickups, used to transport any amount of hazardous materials.

**C. Hazardous Materials Shipper** - An individual or company who offers hazardous materials for transportation by common carrier, contract carrier, or motor carrier of property, and *never* transports hazardous materials in any amount on vehicles owned, rented, leased or otherwise controlled or operated by the shipper.

**D. Hazardous Waste Transporter** - An individual or company that transports hazardous wastes as defined in California or federal regulations.

**E. Flammable Liquid Cargo Tank** - Any tank greater than 120 gallons capacity which is used to transport liquids having a flash point of less than 100 degrees Fahrenheit, other than in the regular fuel tank of the vehicle.

**F. Bus Without Operating Authority** - Any vehicle of more than 10-passenger capacity including the driver; the operation of which does not require a certificate, permit, or authority issued by the California Public Utilities Commission or the Federal Motor Carrier Safety Administration. This typically includes but is not limited to, church and other private buses, and also includes public transit buses operated by city or county transit agencies.

**G. Tour Bus** - Any bus subject to regulation of and required a certificate, permit, or authority issued by the California Public Utilities Commission or the Federal Motor Carrier Safety Administration.

**H. School Bus** - The traditional yellow school bus specifically certified by the CHP for transportation of school pupils attending public or private schools.

**I. School Pupil Activity Bus** - A commercial or transit bus specifically certified by the CHP for use in transporting school pupils on school-sanctioned trips to and from school-related activities under specified conditions, but not including home-to-school or school-to-home route service.

**J. Youth Bus** - A small bus specifically certified by the CHP for service in transporting school pupils between school and non-school related activities.

**K. General Public Paratransit Vehicle** - A vehicle operated by or under contract to a transit agency in dial-a-ride, subscription, or route-deviated service, and certified specifically by the CHP for transportation of school pupils to and from schools.

**L. Farm Labor Vehicle** - A passenger vehicle or truck specifically certified by the CHP for use in transporting farm laborers.

**M. Vehicle or combination described in Vehicle Code Section 34500 (k)** - Any commercial motor vehicle with a GVWR of 26,001 or more pounds, or any combination of vehicles consisting of a commercial motor vehicle of any GVWR and a trailer with a gross weight or GVWR greater than 10,000 pounds ("Trailer" for this purpose does not include camp trailers, trailer coaches, or utility trailers).

**N. Vehicle described in California Vehicle Code Section 34500(j)** - Any other motor truck not described in A, B, D, E, or M above; the operation of which is subject to regulation by the California Department of Motor Vehicles through the Motor Carrier of Property Permit requirements, the California Public Utilities Commission, or the United States Department of Transportation.

**O. Modified Limousine.** Any vehicle operated for-hire by a charter-party carrier of passengers or a passenger stage corporation which seats not more than ten passengers including the driver, and has been modified, altered, or extended in a manner that increases the overall wheelbase of the vehicle, exceeding the original equipment manufacturer's published wheelbase for the base year and model of the vehicle, in an amount sufficient to accommodate additional passengers.

---

---

**PART 5. DOING BUSINESS AS (DBA):** Enter all lawfully registered business names used in California by this entity (businesses not involving the use of regulated vehicles in Part 4 may be excluded). A company which is a different legal entity and assigned a separate EIN requires its own CA number and Motor Carrier Profile. Employer Identification Numbers are requested solely to positively identify separate entities and not for any purpose relating to tax issues. Organizations sharing the same EIN shall share the same CA number, although they may continue to be identified by separate DBA names.

**PART 6. OPERATING AUTHORITIES & IDENTIFICATION NUMBERS:** Certain types of carriers are not required to display their assigned CA number if they are already displaying valid numbers assigned to them by other specified regulatory agencies. In order to cross reference your organization's other numbers to its CA number, the CHP needs to know what the other numbers are. **USDOT:** The number assigned by the Federal Motor Carrier Safety Administration and displayed on vehicles as "USDOT 000000." This number is not the same thing as the docket or ICC number. Many commercial motor vehicle operators have both numbers, and should list both in this Part. **MC:** The number assigned to your firm by the Federal Motor Carrier Safety Administration. This number is often shown on documents as "MTR 000000," and on vehicles as "MC 000000" with the zeros replaced by the number assigned to the company. Do not list a number that is assigned to a motor carrier to which your vehicle is leased or to which your company is subcontracted. **MX:** Similar to MC numbers, but are assigned to carriers based in Mexico and operating in the United States. **Cal-T:** The number assigned to California intrastate household goods carriers by the California Public Utilities Commission (CPUC). Cal-T numbers are no longer valid for any type of motor carrier other than household goods carriers. **PSG:** A number assigned by the CPUC to intrastate for-hire passenger carriers (other than taxi services), which are preceded by the prefix "TCP" or "PSC," displayed on vehicles as "TCP 00000A" or "PSC 00000" (or both) with the zeros representing the number assigned to the carrier by the CPUC, and the "A" representing a CPUC-assigned alphabetic character indicating a specific type of passenger carrier. **IRP:** The International Registration Plan identification number assigned by the appropriate agency in your state (DMV for California-based carriers).

**PART 7. CALIFORNIA TERMINALS:** All business locations from which vehicles described in Part 4 are dispatched or operated in intrastate service, or in initiating, completing, or continuing the movement of an interstate load. It may include facilities owned by another business, such as a warehouse to or from which loads are transported and where the commercial motor vehicle is normally parked when not in use. "Terminal" may also include the private residence of an owner-operator or other small business utilizing commercial motor vehicles, if that is where the firm conducts business.

**Terminal DBA and Address:** A properly registered DBA name used at that location, if different from the name identified in Part 1, and the physical address of each location. **City Name:** City or community name only. State is not necessary, as only locations within California must be listed. **Zip Code:** The postal zip code of the terminal's physical location, whether or not the company receives mail there. **Phone Number:** The telephone number at which management personnel for that terminal can be contacted during normal business hours. The CHP uses this information to determine which CHP office serves that area. **Driver Records?** - Check "Y" if records relating to commercial motor vehicle drivers are kept at this location, such as driver qualification files, DMV driving records, and drivers' time records. Check "N" if this location is not where such records are kept.

**Vehicle Records?** - Check "Y" if commercial motor vehicle inspection and maintenance records are kept at this terminal for the vehicles based there, such as drivers' daily vehicle inspection reports, company safety inspection records, scheduled maintenance records, repair records. Check "N" if this location is not where such records are kept.

**CHP USE ONLY:** CHP uses this column to add geographical coding to indicate this terminal's location.

The ultimate goal of the CHP's inspection programs is the reduction of human suffering and property loss resulting from commercial motor vehicle at-fault accidents. This Motor Carrier Profile is an important tool in the CHP's effort to direct inspection resources where they are needed most, and to reduce the cost of regulation to both the regulated community and the state. Although it is detailed, time spent now in completing it carefully will be repaid by allowing the CHP to correctly identify entities to which mailings should be directed, to quickly notify your organization of an emergency involving your commercial vehicles or drivers, and to identify entities which require more or less contact from the CHP, depending on the nature of their businesses and their safety experiences over time.





## MOTOR CARRIER PERMIT APPLICATION INSTRUCTIONS

Effective January 1, 2016.

**All Motor Carrier Permit (MCP) applicants must complete this application, in its entirety, pay the required fees, provide required information regarding enrollment in mandated programs, provide and maintain liability insurance at the required level on the required form, and provide workers' compensation insurance on the required form if you are subject to California's workers' compensation laws.**

Effective January 1, 2016, the Department of Motor Vehicles (DMV) will begin collecting the Carrier Inspection Fee (CIF) in conjunction with the base fees upon original application and renewal of an MCP, per *Revenue and Taxation Code* (R&TC) Sections 7236 (a) (1) and (2) (B). Base fees include the Safety Fee and Uniform Business License Tax (UBLT). The CIF replaces the Biennial Inspection of Terminal fees. The CIF will not be apportioned or prorated. R&TC Section 7236 (d) requires DMV to assess delinquency fees for late payment of fees due. Delinquency fees will continue to accrue until **ALL** fees are paid and **ALL** fees must be paid to obtain an MCP.

Under the new Basic Inspection of Terminals (BIT) program, the California Highway Patrol (CHP) will select terminals for inspection based on available carrier performance data or the commodity transported, rather than the prior time-based mandate of once every 25 months.

If you need forms, have questions, or need assistance completing this application, information is available at [http://www.dmv.ca.gov/mcs/mcs\\_permits.htm](http://www.dmv.ca.gov/mcs/mcs_permits.htm) or call (916) 657-8153.

Make a copy for your records then mail the signed, completed application to the address provided in **SECTION 15. Required information must be provided or your application will be returned.**

### **CARRIER IDENTIFICATION NUMBER (CA#):**

The CA# is issued by the CHP and used as the MCP identification number. Contact the CHP Motor Carrier Safety Unit in your area for assistance.

### **SECTION 1 – TYPE OF APPLICATION: *check only one box***

- A. ORIGINAL** – You are applying for your first Annual or Non-Expiring MCP.
- B. REINSTATEMENT** – You are reinstating your MCP after a Voluntary Withdrawal, Suspension, or Revocation.
- C. RENEWAL** – You are renewing your MCP.
- D. SEASONAL ORIGINAL/RENEWAL** – You are applying for your first seasonal MCP or your seasonal MCP term has expired. Seasonal MCPs are issued for no less than 6-months and no more than 11-months during your 12-month permit term. Seasonal MCPs are not issued to interstate motor carriers.
- E. SEASONAL EXTENSION** – You are adding months to an existing seasonal MCP (11-months maximum in the 12-month term). In addition to the monthly permit fees, a \$5 extension request fee is due. No additional CIFs are due.

### **SECTION 2 – LEGAL NAME/BUSINESS ENTITY: *check only one box and enter the required information***

- A. INDIVIDUAL** – An individual operating as a sole proprietor must provide:
  - Full legal name (use the same name as shown on your driver license), your driver license number, and the state of issuance.
  - Social Security Number.
- B. CORPORATION** – A corporation registered with the Secretary of State, a Non-Profit organization, a Trust, an Indian Tribe, or a Government Agency must provide:
  - Name of Corporation, Non-Profit organization, Trust, Indian Tribe, or Government Agency.
  - Federal Employer Identification Number (FEIN) or if exempted by the Internal Revenue Service (IRS), enter "EXEMPT".\*
  - Corporation number issued by the Secretary of State, state of issuance, and date of incorporation.
  - Name and title of the principal officer and all other officers of the corporation. Attach a separate sheet if necessary.
- C. LIMITED LIABILITY COMPANY (LLC)** – An LLC registered with the Secretary of State must provide:
  - Name of the LLC.
  - FEIN or if exempted by the IRS, enter "EXEMPT".\*
  - Name of the managing member and all members.
- D. PARTNERSHIP** – A legally organized partnership must provide:
  - Name of the Partnership.

- FEIN or if exempted by the IRS, enter "EXEMPT"
- Name of the general or managing partner and all partners. Attach a separate sheet if necessary.

**\*NOTE:** If you are exempt from obtaining a FEIN, submit copies of supporting documentation issued by the IRS.

**TELEPHONE NUMBER: *required information*** – Provide the business telephone number or the application will be returned.

**AUTHORIZED REPRESENTATIVE: *Required if an Authorized Representative signs the application*** – Enter the name of the person who is authorized to act as your representative for MCP issues.

**SECTION 3 – DOING BUSINESS AS (DBA)/TRADE NAMES/FICTITIOUS BUSINESS NAMES:**

You are **required** to provide all DBAs, Trade Names, or Fictitious Business Names used in your motor carrier operation. Submit a copy of your current Fictitious Business Name Statement filing, if applicable.

Do not include DBA names unless they are adopted in compliance with the *Business and Professions Code*, commencing with Section 17900. Contact your local County Recorder's office for assistance.

**SECTION 4 – PRINCIPAL PLACE OF BUSINESS: *required information***

**A. Business Address** – Provide your business address. If you have more than one location, provide the primary office address. Do not enter a Post Office (PO) Box or a private mail box (PMB) address.

**B. Mailing Address (If Different)** – Enter the mailing address if it is different than your business address.

**SECTION 5 – TRANSPORTATION ACTIVITIES: *check all that apply***

Select all Transportation Activity boxes that apply to your motor carrier operation. You are **required** to provide this information in full.

**SECTION 6 – TYPE OF VEHICLE(S): *check all that apply***

Select all boxes that describe the type(s) of vehicle(s) used in your motor carrier operation. You are **required** to provide this information in full.

**SECTION 7 – OPERATING AUTHORITY IDENTIFICATION NUMBERS: *check only one box***

If you operate **intrastate only**, select the Intrastate box and continue to **SECTION 8**. If you operate interstate, you must complete this section in full. Select the Interstate box and:

- Provide all operating authority identification numbers issued to you (USDOT, MC, MX, etc.).
- Enter your total California intrastate fleet miles.
- Enter your total interstate miles (this includes California mileage). If you are a new business without prior operations, you may estimate your mileage.
- Certify awareness of *Federal Motor Carrier Safety Regulations* and/or *Federal Hazardous Materials Regulations*.
- Certify payment of annual Unified Carrier Registration (UCR) fees. You may pay UCR fees online at <http://www.ucr.in.gov/>.

**NOTE:** All interstate motor carriers are subject to the UCR Act of 2005 and must register with UCR prior to issuance of the MCP. UCR fees are due annually by January 1.

**SECTION 8 – CONTROLLED SUBSTANCE AND ALCOHOL TESTING (CSAT): *required information***

All motor carrier permit holders are required to certify enrollment in a CSAT program that meets USDOT rules for commercial drivers, unless otherwise exempted.

**A. Enrolled in CSAT** – Select this box if you are required to be enrolled in a CSAT program pursuant to CVC Section 34520.

- **Exempt from CSAT** – Select this box if you are exempt from enrollment.

If you are not sure whether you are required to be enrolled in a CSAT program, contact the CHP Motor Carrier Safety Unit in your area for assistance or visit <http://www.chp.ca.gov>.

**SECTION 9 – EMPLOYER PULL NOTICE PROGRAM (EPN): *check only one box***

If vehicles used in your motor carrier operation require the driver to hold a Commercial Driver License (class A, class B, or class C with a special certificate or endorsement), you must enroll in the EPN Program pursuant to CVC Section 1808.1. If you require forms or have any questions regarding the EPN Program, you may visit <http://www.dmv.ca.gov/vehindustry/epn/epngeninfo.htm> or call (916) 657-6346 for assistance.

Select one of the following:

**A. EPN Number Required** – Select this box and enter your EPN requester code when:

- Your business entity is a **Corporation, LLC, Partnership, or Individual**; one or more commercial vehicles in your motor carrier fleet requires the driver to hold a Commercial Driver License, you employ drivers, use friends or family, or your vehicles are operated by members of the Corporation, LLC, or Partnership.

- Your business entity is **Individual**; your motor carrier fleet is two or more commercial motor vehicles, one or more that requires the driver to hold a Commercial Driver License.

**B. Owner Operator – Select this box when:**

- Your business entity is **Individual** and your motor carrier fleet is one commercial motor vehicle that requires the driver to hold a Commercial Driver License and no more than three trailers. The department will enroll you in its EPN account and monitor your driving record. If your Commercial Driver License is suspended or revoked, the department may suspend your motor carrier permit.

**NOTE:** The Owner Operator selection is only for business entity **Individual** who meets the definition of an Owner Operator and is not an applicable selection for business entity Corporation, LLC, or Partnership.

**C. EPN# Not Required – Select this box and enter the requested information when:**

- Your motor carrier operation does not require drivers to hold a Commercial Driver License.
- You do not have a terminal (place of business) located within California. Enter out-of-state business address.
- Your motor carrier operation requires drivers to hold a Commercial Driver License, however, you do not employ the drivers as you obtain them from an agency, or third party, and these drivers are enrolled in their employer's EPN account. Enter the name, address, and telephone number of the agency or third party.

**NOTE:** Your EPN selection will be reviewed and if it is determined that enrollment in the EPN Program is required or further information needed, you will be notified in writing.

**SECTION 10 – VEHICLES OPERATED: *must be completed in full***

A **For-Hire** motor carrier is one who transports property for compensation. A **Private** motor carrier is one who transports only their own property, including, but not limited to, the delivery of goods sold by that carrier. If you use vehicles both For-Hire and Private operation, enter that information in the corresponding section.

**A. Number of Vehicles** – You are required to provide:

- The number of motor vehicles used in your motor carrier operation.
- Indicate if the motor vehicles are used For-Hire (includes seasonal) or Private, or both.

**B. Vehicle Information** – You are required to provide a list of all motor vehicles used in your motor carrier operation by:

- License plate number and state issued.
- Entire Vehicle Identification Number (VIN).

**NOTE:** Use the format shown on the application. Attach a separate sheet if necessary or you may submit a CD.

**SECTION 11 – EMPLOYEES: *required for renewal or reinstatement applicants only***

All motor carriers with a carrier fleet of 20 or more vehicles are required to report the number, classification, and gross annual salary of all employees and owner-operator drivers hired or engaged during the reporting period (CVC Section 34633). Please provide the salary information in \$5,000 increments (e.g., \$5,000 - \$10,000, \$15,000 - \$20,000), using the format shown on the application.

**SECTION 12 – WORKERS' COMPENSATION INSURANCE EXEMPTION CERTIFICATION:**

All motor carriers are required to provide proof of compliance with California workers' compensation laws. If you do not employ any person(s) in your motor carrier operations that would subject you to these laws you may so certify. If you later become subject to California workers' compensation laws, you must notify the department within thirty days and file acceptable proof of insurance. (*California Code of Regulations*, Title 13, Section 220.16(c)) Submit one of the following forms as proof of compliance or certify on the application that you are not subject to California workers' compensation laws.

Acceptable forms of proof are:

- Certificate of Insurance (MC 65 M).
- Certificate of Insurance submitted by the State Compensation Insurance Fund.
- Certificate of Consent to Self-Insure issued by the Department of Industrial Relations.
- Certify by checking the box on the application that you are not subject to the workers' compensation laws of the State of California.

**NOTE:** Proof of insurance must be issued in the same motor carrier legal name entered in **SECTION 2** of the application.

**SECTION 13 – FEE CALCULATIONS:**

Use these charts to determine fees due. For an original **Interstate** motor carrier, use the following equation:

- Determine the full year intrastate fee amount according to your fleet size and type of operation.
- Divide the intrastate miles by the interstate miles reported in **SECTION 7** of the application (you will obtain a percentage amount).

- Multiply the full year fee amount by the percentage amount to arrive at the total prorated fee.
- Add the CIF amount according to your fleet size. CIFs are not prorated, full fees apply. This is the total due California.

**SECTION 14 – REGISTRATION SERVICE INFORMATION:**

As of January 1, 2006, any person or registration service submitting documents and or fees for pay or compensation shall be licensed by the DMV. The following information is required if you are a registration service:

- Printed name and signature of the preparer and date signed.
- Name of the firm, occupational license number, date of expiration, address, and telephone number.

**SECTION 15 – CERTIFICATION**

All applicants are required to complete this section and sign in ink. If signed by an Authorized Representative, the Authorized Representative section in **SECTION 2** must be completed.

**LIABILITY INSURANCE REQUIREMENTS:**

Use this chart to determine the level of liability insurance your operation requires based upon the Transportation Activities you marked in **SECTION 5** of the application. Activity B can qualify under any of the insurance limits depending on the type of property transported and the Gross Vehicle Weight Rating (GVWR) of the vehicle(s).

<i><b>If you are transporting...</b></i>	<i><b>Then you are required to provide insurance at the following combined single limit...</b></i>
Property, other than hazardous materials, in vehicles with a GVWR of 10,000 lbs. or less	\$300,000
Property, other than hazardous materials, in vehicles with a GVWR of 10,001 lbs. or more	\$750,000
Any quantity of hazardous materials not subject to a higher minimum coverage	\$1,000,000
Oil listed in Section 172.101 of Title 49, <i>Code of Federal Regulations</i> (Hazardous Materials Table)	\$1,000,000
Non-RCRA hazardous waste (California-regulated only)	\$1,000,000
Petroleum products in bulk including waste petroleum and waste petroleum products	\$1,200,000
Hazardous substances as defined in Section 171.8 of Title 49, <i>Code of Federal Regulations</i> , in cargo tanks, portable tanks, and hopper vehicles in excess of 3,500 water gallon capacity	\$5,000,000
Division 2.1 or 2.2 gases in cargo tanks or portable tanks in excess of 3,500 water gallon capacity	\$5,000,000
Any quantity of Division 2.3 gas, Hazard Zone A (poison gas)	\$5,000,000
Any quantity of Division 1.1, 1.2, or 1.3 explosives	\$5,000,000

A permit will not be issued until acceptable proof of liability insurance has been provided to the department. During an "Active" permit term, all motor carriers are required to maintain proof of liability insurance on file with the department at the required levels of coverage. Liability insurance must be submitted on one of the following documents:

- Certificate of Insurance (MC 65 M)
- Surety Bond (MC 55 M)
- Certificate of Self-Insurance (MC 131 M)

**NOTE:** Proof of insurance must be issued in the same motor carrier legal name entered in **SECTION 2** of the application.

**VOLUNTARY WITHDRAWAL**

If you wish to cease motor carrier operations, you must complete and submit a Request for Voluntary Withdrawal (MC 716 M) prior to cancelling your liability or workers' compensation insurance.

If you have any questions, call (916) 657-8153.

**Mail your completed application to:**  
**DEPARTMENT OF MOTOR VEHICLES**  
**REGISTRATION OPERATIONS DIVISION MS H875**    **OR**  
**P.O. BOX 932370**  
**SACRAMENTO CA 94232-3700**

**Overnight Mail to:**  
**DEPARTMENT OF MOTOR VEHICLES**  
**REGISTRATION OPERATIONS DIVISION MS H875**  
**2415 1ST AVENUE**  
**SACRAMENTO CA 95818**



## APPLICATION FOR MOTOR CARRIER PERMIT

CARRIER IDENTIFICATION NUMBER (CA) #

- The information required on this form pertains to eligibility for issuance of a Motor Carrier Permit (MCP) and is required under authority of Division 14.85 of the *California Vehicle Code (CVC)*. Failure to provide the information required under CVC Section 34621 is cause for refusal to issue an MCP.
- The information provided on this form is public record regularly used by law enforcement agencies and is open to inspection by the public except driver license number, Social Security Number, Federal Employer Identification Number, Employer Pull Notice requester code number, payment information, and employees' information.
- Please read the instructions before completing this application.

**NOTE:** The law allows the State Board of Equalization and Franchise Tax Board to share taxpayer information with the Department of Motor Vehicles (DMV). Motor carriers are required to pay their state tax obligation. If the state tax obligation is not paid, DMV may suspend an MCP pursuant to the *Business and Professions Code* Section 494.5.

**SECTION 1: TYPE OF APPLICATION**

<p>A. <input type="checkbox"/> Original</p> <p>B. <input type="checkbox"/> Reinstatement</p> <p>C. <input type="checkbox"/> Renewal</p>	<p>D. <input type="checkbox"/> <b>Seasonal Original/Renewal:</b> Select 6 to 11 months in the 12 month term.  <input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec</p> <p>E. <input type="checkbox"/> <b>Seasonal Extension:</b> Select additional months – no more than 11 months per term.  <input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec</p>
---	--

**SECTION 2: LEGAL NAME/BUSINESS ENTITY – check only one box and complete in full**

**A.  INDIVIDUAL**

LEGAL NAME (LAST, FIRST, MI AS SHOWN ON YOUR DRIVER LICENSE OR IDENTIFICATION CARD)	DRIVER LICENSE NO.	STATE ISSUED	SOCIAL SECURITY NO.
---	--------------------	--------------	---------------------

**B.  CORPORATION**

NAME OF CORPORATION (AS REGISTERED WITH THE SECRETARY OF STATE)		FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) OR ENTER "EXEMPT"	
CORPORATION NUMBER	STATE ISSUED	DATE OF INCORPORATION (MONTH/DAY/YEAR)	
NAME OF PRINCIPAL OFFICER (LAST, FIRST, MI)		TITLE	
CORPORATE OFFICERS (ATTACH A SEPARATE SHEET IF NECESSARY)			

**C.  LIMITED LIABILITY COMPANY (LLC)**

NAME OF LIMITED LIABILITY COMPANY (AS REGISTERED WITH THE SECRETARY OF STATE)	FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) OR ENTER "EXEMPT"
NAME OF MANAGING MEMBER (LAST, FIRST, MI)	ALL MEMBER NAMES (ATTACH A SEPARATE SHEET IF NECESSARY)

**D.  PARTNERSHIP**

NAME OF PARTNERSHIP	FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) OR ENTER "EXEMPT"
NAME OF GENERAL OR MANAGING PARTNER (LAST, FIRST, MI)	ALL PARTNER NAMES (ATTACH A SEPARATE SHEET, IF NECESSARY)

<b>TELEPHONE NUMBER –</b> <i>(required for all applicants)</i>	<b>AUTHORIZED REPRESENTATIVE –</b> <i>(required if authorized representative signs the application)</i>
( )	

**SECTION 3: DOING BUSINESS AS (DBA)/TRADE NAMES/FICTITIOUS BUSINESS NAMES – enter only legally adopted business names and submit a copy of your current Fictitious Business Name statement filing or note not applicable (N/A)**


**SECTION 4: PRINCIPAL PLACE OF BUSINESS – must be completed in full**

BUSINESS ADDRESS (PHYSICAL ADDRESS NOT P.O. BOX OR PMB)	CITY	COUNTY	STATE	ZIP CODE
---	------	--------	-------	----------

**A.**

MAILING ADDRESS (IF DIFFERENT FROM BUSINESS ADDRESS)	CITY	COUNTY	STATE	ZIP CODE
--	------	--------	-------	----------

**B.****SECTION 5: TRANSPORTATION ACTIVITIES – check ALL boxes that apply (Required)**

- A. United States (US) Mail. A motor carrier permit is not required if you are contracted exclusively with the US Postal Service to transport mail.
- B. Property under contract with the US Government (other than US Mail).  
**You must also mark at least one of the following boxes: C, D, E, F, G, H, I, T, U, or V.**
- C. 500 lbs. or more of any hazardous material transported for-hire or as a delivery service to customers.
- D. Hazardous materials in amounts that require the display of hazard placards.  
**You must also mark at least one of the following boxes: E, F, G, H, I, or T and SECTION 6, box I.**
- E. Oil listed in Section 172.101 of Title 49, *Code of Federal Regulations* (CFR), but not included in boxes G or H.
- F. Non-RCRA hazardous waste as defined in Section 25117, *California Health & Safety Code* and Section 66261.1 of Title 22, *California Code of Regulations*, but not included in boxes G or H.
- G. Hazardous substances as defined in Section 171.8 of Title 49, CFR, liquefied compressed gas, or compressed gas, transported in cargo tanks, portable tanks, or hopper-type vehicles with capacities in excess of 3,500 water gallons.
- H. Any quantity of Division 1.1, 1.2, or 1.3 explosives; any quantity of poison gas (poison A); or highway route controlled quantity radioactive materials as defined in Section 173.403 of Title 49, CFR.
- I. Hazardous materials in any amount as defined in Section 171.8 of Title 49, CFR, (including hazardous substances and hazardous waste) and listed in Section 172.101 of Title 49, CFR, but not included in boxes G or H.
- T. Petroleum products in bulk, including waste petroleum and waste petroleum products.
- U. Vehicles **10,001 lbs. or more Gross Vehicle Weight Rating (GVWR)**, transporting property other than that listed in boxes E, F, G, H, I, or T.
- V. Vehicles **10,000 lbs. or less GVWR**, transporting property other than that listed in boxes E, F, G, H, I, or T.

**SECTION 6: TYPE OF VEHICLE(S) – check ALL boxes that apply (Required)**

- A. Any motor vehicle **used to transport property for-hire or compensation.**
- B. Motortrucks of two or more axles that are 10,001 lbs. or more GVWR (except a pickup used non-commercially).
- C. Motortrucks of three or more axles that are 10,001 lbs. or more GVWR.
- D. Truck tractors.  
**NOTE:** Motortrucks or two-axle truck tractors with a GVWR less than 26,001 lbs. are **NOT** subject to MCP requirements when operated singly in noncommercial use (provision operative January 1, 2016).
- G. Any combination of a motortruck and any vehicle(s) exceeding 40 ft. in length when coupled together, where the truck is **10,000 lbs. or less GVWR**. Exclude vehicles that meet the CVC definition of camp and utility trailers, trailer coaches, and trailers used to transport a watercraft.
- H. Any combination of a motortruck and any vehicle(s) exceeding 40 ft. in length when coupled together, where the truck is **10,001 lbs. or more GVWR**. Exclude vehicles that meet the CVC definition of camp and utility trailers, trailer coaches, and trailers used to transport a watercraft.
- I. Any truck or any combination of a truck and/or any other vehicle transporting hazardous materials.  
(See **SECTION 5, box D**)
- J. Any commercial motor vehicle 26,001 lbs. or more GVWR.
- K. Any commercial motor vehicle with any GVWR towing any vehicle that is 10,001 lbs. or more GVWR except combinations including camp and utility trailers, trailer coaches, and trailers used to transport a watercraft.
- L. Any other motortruck not identified above that is regulated by the Public Utilities Commission (PUC) or the Federal Motor Carrier Safety Administration (FMCSA) related to hours of service and driver's logbooks.
- M. Motor vehicles with a GVWR of 10,000 lbs. or less.

**NOTE:** Pickup trucks as defined in CVC Section 471 are subject to MCP requirements when operated in commercial use.

**SECTION 7: OPERATING AUTHORITY IDENTIFICATION NUMBERS – *must be completed in full***

- INTRASTATE** – Operate in California only. ENTER USDOT# \_\_\_\_\_, if applicable. Proceed to **SECTION 8**.
- INTERSTATE** – Complete **SECTION 7** in full.
  - Current Unified Carrier Registration (UCR) Authority? (Required)  Yes  No,  
Please pay fees online at <http://www.ucr.in.gov>.
  - I certify I am aware of *Federal Motor Carrier Safety Regulations* and/or *Federal Hazardous Materials Regulations*.
  - USDOT # \_\_\_\_\_  MC # \_\_\_\_\_  MX # \_\_\_\_\_
  - International Fuel Tax Agreement (IFTA) # \_\_\_\_\_  International Registration Plan (IRP) # \_\_\_\_\_

**MILEAGE INFORMATION (REQUIRED) – ENTER:**

\_\_\_\_\_ Total California intrastate fleet miles traveled during the permit period  
 \_\_\_\_\_ Total interstate fleet miles (including California miles) traveled during the permit period

Use this mileage information in **SECTION 13** for original permits with interstate operations.

**NOTE:** If this is a new business without prior operations you may estimate mileage. Motor carriers operating both intrastate and interstate will be issued a Non-Expiring MCP and must pay UCR fees annually.

**SECTION 8: CONTROLLED SUBSTANCE AND ALCOHOL TESTING (CSAT) – *must select applicable box***

Are you enrolled in or exempt from a CSAT program?

(This is a drug and alcohol testing program that meets USDOT rules  Enrolled in CSAT  Exempt from CSAT for commercial drivers.)

**NOTE:** If you have questions regarding CSAT, contact the CHP Motor Carrier Safety Unit in your area.

**SECTION 9: EMPLOYER PULL NOTICE PROGRAM (EPN) CVC SECTION 1808.1. – *must be completed in full***

- A. EPN# REQUIRED** – You are a Corporation, LLC, or Partnership, and your motor carrier operation requires drivers to hold a Commercial Driver License or you employ drivers, use friends or family, or the vehicles are operated by members of your entity. You are an individual who has two or more vehicles and at least one of your vehicles requires the driver to hold a Commercial Driver License. **EPN Requester Code #** \_\_\_\_\_
- B. Owner Operator** – You are an Individual who has one vehicle which requires a Commercial Class A, Commercial Class B, or Class C with a special certificate or endorsement and no more than three trailers. (Not applicable for Corporations, LLCs, or Partnerships).
- C. EPN# NOT Required** – Provide the required information below.
  - Motor carrier operation does not require a Commercial Driver License.
  - No terminal located in California. Terminal address is \_\_\_\_\_
  - Motor carrier operation requires a Commercial Driver License and I obtain drivers from a third party (enter name, address, and telephone number) \_\_\_\_\_

**NOTE:** Your selection will be reviewed and if it is determined that enrollment in EPN or additional information is required, you will be notified in writing.

**SECTION 10: VEHICLES OPERATED – *must be completed in full***

**A.** Enter the number of vehicles owned, registered, leased, and/or operated during the last permit period. If this is a new business without prior operation or permits, enter the number of vehicles that will be operated during the current permit period. If you have vehicles that are For-Hire and Private, enter those numbers where appropriate. **Do not include trailers.**

#	<b>NUMBER OF VEHICLES – For-hire or seasonal (transport property for compensation)</b>
#	<b>NUMBER OF VEHICLES – Private (transport your own property)</b>
#	<b>TOTAL NUMBER OF VEHICLES IN FLEET</b>

CA # \_\_\_\_\_

B. Enter the license plate number, the state issued, and the entire Vehicle Identification Number (VIN) for each power unit in your motor carrier fleet. If your motor carrier fleet has more than 10 vehicles, submit this information on a separate sheet of paper or CD using the format shown below, including your CA# and business name. **Do not include trailers.**

LICENSE PLATE NUMBER	STATE ISSUED	VEHICLE IDENTIFICATION NUMBER

**SECTION 11: EMPLOYEES – required from renewal and reinstatement applicants with 20 or more vehicles only**

All motor carrier fleets of 20 or more vehicles must report the number, classification, and gross annual salary of all employees and owner-operator drivers hired or engaged during the reporting period. If necessary, submit this information on a separate sheet of paper or CD using the format in the example shown below. Include your CA# and business name.

NUMBER OF EMPLOYEES	CLASSIFICATION	GROSS ANNUAL SALARY	NUMBER OF EMPLOYEES	CLASSIFICATION	GROSS ANNUAL SALARY
Example: 25	Drivers	\$65,000-\$70,000	Example: 5	Mechanics	\$70,000-\$75,000
<b>TOTAL NUMBER OF EMPLOYEES:</b>					

**SECTION 12: WORKERS' COMPENSATION INSURANCE EXEMPTION CERTIFICATION**

If you are not subject to the workers' compensation laws of California, certify by checking the box below. No workers' compensation insurance filing will be required.

I certify that I do not employ any person(s) in any manner so as to become subject to the workers' compensation laws of California.

If you employ any person(s) in your motor carrier operations that subject you to the workers' compensation laws of California, then proof of workers' compensation insurance must be filed. Acceptable forms are:

- Certificate of Insurance (MC 65 M)
- Certificate of Insurance submitted by the State Compensation Insurance Fund
- Certificate of Consent to Self-Insure issued by the Department of Industrial Relations

**NOTE:** Proof of insurance must be issued in the same motor carrier legal name entered in **SECTION 2** of the application.



**SECTION 13: FEE CALCULATION CHART – interstate and intrastate full year – follow the steps below**

**FULL YEAR INTRASTATE CARRIERS (DOING BUSINESS IN CALIFORNIA ONLY):**

Use the chart that applies to your operation (**For-Hire** and/or **Private**) and locate your fleet size and the corresponding fee. Enter it in the total amount due. If you have vehicles that are For-Hire and Private, add both fees to obtain the total amount due.

**FEE CHART – FULL YEAR INTRASTATE CARRIERS\* (DOING BUSINESS IN CALIFORNIA ONLY)**

\***Interstate carriers**, see chart below to calculate base fees, then add the CIF for the fleet size.

The CIF is due in full for all carriers and will not be apportioned or prorated.

FLEET SIZE	FOR HIRE			PRIVATE		
	BASE FEES**	CIF	TOTAL	BASE FEES**	CIF	TOTAL
1	\$120	\$130	\$250	\$35	\$130	\$165
2-4	\$200	\$152	\$352	\$35	\$152	\$187
5-10	\$475	\$252	\$727	\$35	\$252	\$287
11-20	\$710	\$573	\$1,283	\$240	\$573	\$813
21-35	\$975	\$743	\$1,718	\$325	\$743	\$1,068
36-50	\$1,310	\$961	\$2,271	\$430	\$961	\$1,391
51-100	\$1,610	\$1,112	\$2,722	\$535	\$1,112	\$1,647
101-200	\$1,935	\$1,463	\$3,398	\$635	\$1,463	\$2,098
201-500	\$2,240	\$1,512	\$3,752	\$730	\$1,512	\$2,242
501-1000	\$2,545	\$1,600	\$4,145	\$830	\$1,600	\$2,430
1001-2000	\$2,830	\$1,800	\$4,630	\$930	\$1,800	\$2,730
2001 & Above	\$3,030	\$2,114	\$5,144	\$1,030	\$2,114	\$3,144

\*\*Base Fees include the Safety Fee and UBLT

**FULL YEAR ORIGINAL INTERSTATE CARRIER (COMBINED CARRIER):**

Following the instructions for Full Year Intrastate Carriers (above), enter the Base Fee amount due according to your motor vehicle fleet size to obtain the full year amount and enter it here. .... **A. \$** \_\_\_\_\_

Enter total California intrastate fleet mileage..... **B.** \_\_\_\_\_

Enter total interstate fleet mileage (including California mileage) ..... **C.** \_\_\_\_\_

Divide the number in B by the number in C and enter it here ..... **D.** \_\_\_\_\_ %

Multiply the amount in A by the percentage in D and enter it here ..... **E. \$** \_\_\_\_\_

Enter the CIF according to your motor vehicle fleet size, from the chart above, and enter the amount here ..... **F. \$** \_\_\_\_\_

Add lines E and F together, this is the total fee due for your Non-expiring MCP ..... **G. \$** \_\_\_\_\_

**FEE CALCULATIONS – INTRASTATE SEASONAL – FOLLOW THE STEPS BELOW**

The minimum Seasonal permit period allowed is 6-months and the maximum period is 11-months in your twelve month term. The Seasonal permit may be extended for additional months beyond those indicated on the Original/Renewal application within the twelve month term. For each extension request, a \$5 Extension Request Fee is required along with the Per-Month Extension Fee, per *Revenue & Taxation Code*, Section 7236(c)(1).

**SEASONAL ORIGINAL/RENEWAL:**

Use the chart on the next page to identify the Total Amount Due.

Locate the number of months in operation and fleet size, and enter the Total Amount Due for a Seasonal permit.

**SEASONAL EXTENSION:**

Locate the **Per Month Extension Fee** and fleet size.

Multiply the **Per Month Extension Fee** by the number of months the permit is being extended to obtain your subtotal.

Add the \$5.00 **Extension Request Fee** to the subtotal to obtain the Total Amount Due for a Seasonal extension permit.

No additional CIFs are due on extensions.

**FEE CHART – SEASONAL CARRIERS**

Seasonal carriers (**FOR HIRE only**) are required to pay the CIF in full, but only once, upon commencement of the seasonal term. No additional CIF is required when applying for an extension. The CIF is not prorated.

**NOTE:** A seasonal MCP is not issued to *INTERSTATE* motor carriers.

FLEET SIZE	CIF+	6 MONTHS	7 MONTHS	8 MONTHS	9 MONTHS	10 MONTHS	11 MONTHS	EXTENSION REQUEST FEE	PER MONTH EXTENSION FEE
1	\$130	\$90	\$95	\$100	\$105	\$110	\$115	\$5	\$5
2-4	\$152	\$141	\$152	\$163	\$174	\$185	\$196	\$5	\$11
5-10	\$252	\$338	\$361	\$384	\$407	\$430	\$453	\$5	\$23
11-20	\$573	\$480	\$520	\$560	\$600	\$640	\$680	\$5	\$40
21-35	\$743	\$655	\$710	\$765	\$820	\$875	\$930	\$5	\$55
36-50	\$961	\$874	\$948	\$1,022	\$1,096	\$1,170	\$1,244	\$5	\$74
51-100	\$1,112	\$1,075	\$1,165	\$1,255	\$1,345	\$1,435	\$1,525	\$5	\$90
101-200	\$1,463	\$1,289	\$1,398	\$1,507	\$1,616	\$1,725	\$1,834	\$5	\$109
201-500	\$1,512	\$1,486	\$1,612	\$1,738	\$1,864	\$1,990	\$2,116	\$5	\$126
501-1000	\$1,600	\$1,688	\$1,831	\$1,974	\$2,117	\$2,260	\$2,403	\$5	\$143
1001-2000	\$1,800	\$1,884	\$2,043	\$2,202	\$2,361	\$2,520	\$2,679	\$5	\$159
2001 & Above	\$2,114	\$2,032	\$2,199	\$2,366	\$2,533	\$2,700	\$2,867	\$5	\$167

**SECTION 14: REGISTRATION SERVICE INFORMATION – for Registration Service Use only**

PREPARER'S PRINTED NAME	PREPARER'S SIGNATURE <b>X</b>
REGISTRATION SERVICE NAME/ADDRESS	TELEPHONE NUMBER ( )
OCCUPATIONAL LICENSE NUMBER/EXPIRATION DATE	DATE

**SECTION 15: CERTIFICATION – complete and sign**

*I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

PRINTED NAME	TITLE
SIGNATURE <b>X</b>	SIGNED AT (CITY) _____ DATE _____

**PAYMENT:**

Make your check or money order (**NO CASH**) payable to the Department of Motor Vehicles and submit with your application. Call (916) 657-8153 if you have any questions.

**NOTE:** If the bank does not honor your payment, a \$30 dishonored check fee will be assessed and your permit may be cancelled.

Mail your completed application to:  
**DEPARTMENT OF MOTOR VEHICLES  
 REGISTRATION OPERATIONS DIVISION MS H875  
 P.O. BOX 932370  
 SACRAMENTO CA 94232-3700**

OR

Overnight Mail to:  
**DEPARTMENT OF MOTOR VEHICLES  
 REGISTRATION OPERATIONS DIVISION MS H875  
 2415 1ST AVENUE  
 SACRAMENTO CA 95818**

Save Time, Go Online!  
[dmv.ca.gov](http://dmv.ca.gov)  
**DRIVING CHANGE**

## WELCOME TO BIT, THE BASIC INSPECTION OF TERMINALS (BIT) PROGRAM

CHP 800H (Rev. 10-16) OPI 062

### Welcome to BIT

### The Basic Inspection of Terminals (BIT) Program

#### Introduction

Terminal inspections have been conducted by the CHP since 1965 as a tool to determine if motor carriers are complying with Motor Carrier Safety regulations, particularly with regard to the legal requirement to maintain commercial motor vehicles according to a scheduled maintenance (preventive maintenance) program. The CHP's role is to determine whether carriers' selected maintenance schedules are adequate to prevent collisions or mechanical breakdowns involving the vehicles, and all required maintenance and driver records are prepared and retained as required by law.

Assembly Bill 529 was signed by Governor Edmund G. Brown on October 3, 2013, which created the Basic Inspection of Terminals (BIT) Program. The BIT program ensures the safe operation of regulated vehicles by motor carriers. Primarily, the intent of this program is to ensure truck terminals are inspected by the California Highway Patrol (CHP) on a performance-based inspection selection system.

Effective January, 1, 2016, the terminal inspection requirements changed from a time-based inspection system to a performance-based inspection selection system. Terminals selected for inspection are based on the California Performance Safety Score (CPSS). The CPSS is derived from the Federal Motor Carrier Safety Administration (FMCSA) Safety Measurement System (SMS) Behavior Analysis and Safety Improvement Category (BASIC) percentiles. Generally, carriers with a BASIC percentile at or above the Federal alert level will have all California terminals selected for inspection. Additionally, the prioritized inspection of terminals includes those never before inspected and those from which hazardous materials are transported.

#### Who is a motor carrier for purposes of the BIT Program?

A motor carrier is defined in Section 408 of the California Vehicle Code (CVC) as the registered owner, lessee, licensee, or bailee of any vehicle set forth in Section 34500 CVC, who operates or directs the operation of any such vehicle on either a for-hire or not-for-hire basis.

Section 34501.12(a) CVC identifies vehicles subject to the BIT program as those described in Section 34500 CVC as listed below:

- Any motortruck of three or more axles that are more than 10,000 pounds Gross Vehicle Weight Rating (GVWR).
- Truck tractors.
- Trailers and semitrailers, pole or pipe dollies, auxiliary dollies, and logging dollies used in combination with vehicles listed above. This subdivision does not include camp trailers, trailer coaches, and utility trailers.
- A combination of a motor truck with a GVWR of more than 10,000 pounds, while towing any trailer listed above, which exceeds 40 feet in length when coupled together. Combinations which include a pickup truck as defined in Section 471 CVC or which are never operated in commercial use are excluded.
- A commercial motor vehicle with a GVWR of more than 26,000 pounds or a commercial motor vehicle of any GVWR towing trailers listed above with a GVWR of more than 10,000 pounds, except combinations including camp trailers, trailer coaches, or utility trailers.
- A vehicle, or a combination of vehicles, transporting hazardous materials for which the display of placards, a California hazardous materials transportation license, or a California hazardous waste transporter registration is required.
- Any other motortruck not specified above that is regulated by the Department of Motor Vehicles (DMV) Motor Carrier Permit (MCP), Public Utilities Commission (PUC), or FMCSA.



## WELCOME TO BIT, THE BASIC INSPECTION OF TERMINALS (BIT) PROGRAM

CHP 800H (Rev. 10-16) OPI 062

### Exceptions:

The following vehicles are not subject to the BIT Program: Vehicles that display special identification plates; historical vehicles; implements of husbandry; farm vehicles; vehicles used only incidentally on the highway; motor vehicles not designed, used, or maintained primarily for the transportation of property; firefighting apparatus; and vehicles owned or operated by an agency of the federal government.

### What if I lease my vehicle?

If the vehicle is leased to a motor carrier and displays their name and identification number, the lessee is the motor carrier as outlined in Section 408 CVC.

### What is a terminal?

Terminal is defined in Section 34515(a) CVC as any place where a vehicle listed in Section 34500 CVC is regularly garaged or maintained, or from which it is operated or dispatched, including a private business or residence. Carriers must identify to the CHP, all terminals from which regulated vehicles are operated.

### How does a motor carrier enroll in the BIT program?

All property carrying motor carriers with terminals in California must have a carrier identification number (CA number) issued by the CHP. If your company does not already have a CA number, you may obtain a CA number by submitting a CHP 362, Motor Carrier Profile, to your local CHP Motor Carrier Safety Unit for processing. There is no fee to obtain the CA number. The CHP 362 may be obtained at any CHP office, or at [www.chp.ca.gov](http://www.chp.ca.gov). A motor carrier is automatically enrolled in the BIT program once a CA number has been assigned and terminals identified with property carrying type of operation.

### Are fees required for the BIT program?

Effective January 1, 2016, the CHP is no longer collecting fees under the BIT Program. The DMV is responsible for collecting Carrier Inspection Fees in conjunction with the MCP. The MC 706 M, Application for Motor Carrier Permit, may be obtained at [www.dmv.ca.gov](http://www.dmv.ca.gov) or by contacting the DMV MCP branch at (916) 657-8153. Biennial Inspection of Terminal fees previously paid are not eligible for a refund. Some motor carriers are exempt from the DMV MCP requirements, but must still undergo BIT inspections. Examples of these motor carriers are state and local government agencies, carriers transporting Household Goods regulated by the California PUC, or carriers operating interstate only and regulated by the FMCSA. Federal agencies are exempt from the BIT Program.

### Periodic vehicle inspections (Section 34505.5 CVC)

Carriers must ensure each regulated vehicle is inspected at least every 90 days, or more often if necessary to ensure safe operation. Vehicle inspections must be documented and retained for at least two years.

At a minimum, the following items must be inspected:

- Brake adjustment.
- Brake system components and leaks.
- Steering and suspension systems.
- Tires and wheels.
- Vehicle connecting devices.

At a minimum, each periodic inspection report must include:

- Identification of the vehicle, including make, model, license number, company vehicle number, or other means of positive identification.
- Date and nature of each inspection and any repair performed.
- Signature of the motor carrier's authorized representative attesting to the inspection and to the completion of all required repairs.



## WELCOME TO BIT, THE BASIC INSPECTION OF TERMINALS (BIT) PROGRAM

CHP 800H (Rev. 10-16) OPI 062

A Commercial Vehicle Safety Alliance (CVSA) Level 1 on-highway inspection may not be used to satisfy the carrier vehicle safety inspection requirement. All inspections and maintenance records may be maintained electronically.

### The BIT Terminal Inspection

During a BIT inspection, CHP Motor Carrier Specialist (MCS) personnel will inspect a sample of regulated vehicles, maintenance records, and driver records to determine if the motor carrier is in compliance with applicable motor carrier safety related statutes and regulations. If the motor carrier transports hazardous materials or hazardous waste, relevant hazardous materials records and safety practices will also be inspected. The CHP may use the CVSA Level 1 on-highway vehicle inspection reports to fulfill the terminal vehicle inspection sample requirements. The vehicle inspection must have been completed within 90 calendar days of the BIT inspection.

Motor Carrier Specialist personnel do not issue citations for violations discovered. Instead, a safety compliance rating is assigned in each of the following categories: regulated vehicles; maintenance program; driver records; and hazardous materials (if applicable). The ratings are either satisfactory or unsatisfactory. A conditional rating may be assigned under limited circumstances on reinspections.

If each category is rated satisfactory, the composite terminal rating will be satisfactory, and the next inspection is based on the performance-based inspection selection system. If any category is rated unsatisfactory, the motor carrier is informed of the unsatisfactory condition, specific direction is given to correct the unsatisfactory condition, and a reinspection will be scheduled within 120 days to ensure the motor carrier has corrected the unsatisfactory condition.

### What is a Motor Carrier Certification of Compliance?

The CHP 809, Motor Carrier Certification of Compliance, may be used to fulfill the requirements for any motor carrier who contracts or subcontracts with, or otherwise engages the services of, or provides transportation services for, another motor carrier as referenced in Sections 34501.12(e) and 34620(b) CVC, and Title 13 California Code of Regulations Section 1202.

### Are United States Department of Transportation (US DOT) numbers required prior to obtaining a CA number?

Yes, Section 34507.5 CVC requires each motor carrier to obtain a US DOT number prior to applying for a CA number. The issuance of US DOT numbers allows data to be included into the FMCSA SMS system. The US DOT number may be displayed in lieu of the CA number. Carriers must update their US DOT number census information as required and should monitor their FMCSA SMS for accuracy at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov).

### How can I access a company's inspection results?

The public may access any carrier's inspection safety compliance rating results on the CHP Web site at [www.chp.ca.gov](http://www.chp.ca.gov) by clicking on "Programs and Services," "Commercial Vehicle Section," and "Carrier Inspection Results." The information provided will include the carrier's legal name, CA number, US DOT number, a history of the carrier's Controlled Substances and Alcohol Testing inspection safety ratings, and all terminal inspection safety ratings.

Questions may be directed to your nearest CHP Motor Carrier Safety Unit listed below:

#### Northern Division

2485 Sonoma Street  
Redding, CA 96001-3026  
(530) 242-4357  
(530) 246-1264 Fax

#### Golden Gate Division

1551 Benicia Road  
Vallejo, CA 94591-7568  
(707) 648-4180  
(707) 649-4766 Fax

#### Southern Division

437 N. Vermont Avenue  
Los Angeles, CA 90004-3152  
(323) 644-9557  
(323) 953-4827 Fax

#### Coastal Division

4115 Broad Street, Suite B-10  
San Luis Obispo, CA 93401-7963  
(805) 549-3261  
(805) 541-2871 Fax

#### Valley Division

2555 First Avenue  
Sacramento, CA 95818-2608  
(916) 731-6350  
(916) 227-0106 Fax

#### Central Division

4771 W. Jacquelyn Avenue  
Fresno, CA 93722-6406  
(559) 445-6992  
(559) 276-9449 Fax

#### Border Division

9330 Farnham Street  
San Diego, CA 92123-1216  
(858) 650-3655  
(858) 637-7159 Fax

#### Inland Division

847 E. Brier Drive  
San Bernardino, CA 92408-2820  
(909) 806-2414  
(909) 885-0981 Fax



## TERMINAL MANAGER'S COMPLIANCE CHECKLIST

CHP 800D (Rev. 04-2017) OPI 062

### TERMINAL MANAGER'S COMPLIANCE CHECKLIST

The following checklist is provided to assist motor carriers whose California (CA) terminals are subject to inspection by the Department of the California Highway Patrol (CHP) pursuant to Section 34501 or 34501.12 of the California Vehicle Code (CVC). Any motor carrier, as defined in Section 408 CVC, can improve its ability to pass such inspections by closely examining its own operations using the following checklist.

#### NEW DRIVERS AND RECORDS

1. Do you obtain a CA Department of Motor Vehicles (DMV) report showing a prospective driver's current driving record (issued within 30 days of the hire date) prior to allowing them to drive a vehicle listed in Section 34500 CVC? *Section 1808.1 CVC*
2. Before you use a driver, is their DMV driving record reviewed? *Section 1808.1 CVC*
3. Is a copy of a driver's current CA DMV driving record signed, dated, and retained until receipt of their DMV Employee Pull Notice (EPN) record? *Section 1808.1 CVC*
4. Do you maintain an employment application, certified as true and accurate, of each driver? *Section 15230 CVC*

#### EMPLOYER PULL NOTICE PROGRAM AND RECORDS

5. Are all your drivers who operate vehicles requiring a commercial driver's license, class C license with a special driving certificate, or a modified limousine immediately enrolled in the EPN system? Drivers include managers, supervisors, and family members who operate vehicles previously mentioned. *Section 1808.1 CVC*
6. Do you have an EPN record, current within 12 months, on file for each of your drivers? *Section 1808.1 CVC*
7. Have EPN records been reviewed to verify that each employee's driver's license has not been suspended or revoked; traffic violation point count; and whether any employee has been convicted of driving under the influence of alcohol or drugs? *Section 1808.1 CVC*
8. Are EPN records signed and dated? *Section 1808.1 CVC*
9. Have you employed or continue to employ, any driver, for whom a disqualifying action has been taken against their driving privilege or required certificate? *Section 1808.1 CVC*

#### DRIVERS' HOURS OF SERVICE AND RECORDS

10. Do you retain the original driver's record of duty status (log) for at least six months? *Title 13 California Code of Regulations (CCR) Sections 1213, and 1234*
11. Do you maintain supporting documents, which may be used to verify the information recorded on drivers' timekeeping records for at least six months? *Title 13 CCR Sections 1201 and 1234*
12. Do you retain drivers' timekeeping records (for example - time sheets or time cards) from a driver who operates a vehicle locally for at least six months which includes, the time reported to duty, the time released from duty, and the total number of hours on duty each day? *Title 13 CCR Sections 1212 and 1213*
13. Do you retain a signed statement from a driver used for the first time or intermittently which includes, the total time on duty during the immediately preceding seven days and the time at which the driver was last relieved from duty prior to beginning work? *Title 13 CCR Sections 1213*
14. Do you ensure drivers' operate vehicle within the hours of service limitations and requirements? *Sections 34501.2, 34501.3, 34501.4 CVC, and Title 13 CCR Sections 1212.5*

#### DRIVER PROFICIENCY AND RECORDS

15. Do you require drivers to demonstrate their ability to safely operate each different type of vehicle or vehicle combination before allowing them to operate these vehicles on the highway unsupervised? *Title 13 CCR Section 1229*
16. Do you maintain a record of the different types of vehicles and combinations each driver is capable of operating proficiently? *Title 13 CCR Section 1229*

#### INSPECTION, MAINTENANCE, LUBRICATION, AND REPAIR RECORDS

17. Are your vehicles maintained in a safe and proper operating condition? *Title 13 CCR Section 1230*
18. Do you require all drivers to submit documented daily vehicle inspections reports (DVIR)? *Title 13 CCR Section 1234*
19. Are safety defects noted on DVIRs corrected before the vehicle is operated on the highway? *Sections 34505, 34505.5 CVC and Title 13 CCR Section 1215 and 1234*



## TERMINAL MANAGER'S COMPLIANCE CHECKLIST

CHP 800D (Rev. 04-2017) OPI 062

20. Do you retain DVIRs for at least three months? *Title 13 CCR Sections 1202.1, 1202.2 and 1234*
21. Are all vehicles regularly and systematically inspected, maintained, and lubricated? *Sections 34505, 34505.5 CVC, and Title 13 CCR Section 1232*
22. Do you have a means of indicating the types of inspection, maintenance, and lubrication operations to be performed on each vehicle, and the date or mileage when these operations are due? *Title 13 CCR Section 1232*
23. Do you ensure individuals performing inspections, maintenance, repairs or service to the brakes on regulated vehicles are qualified in accordance with Title 49 Code of Federal Regulations (CFR) 396.25? *Title 13 CCR Section 1232*
24. Do you document each systematic inspection, maintenance, lubrication, and repair performed for each vehicle? *Title 13 CCR Section 1234*
25. Do your maintenance records include at least the following: *Sections 34505, 34505.5 CVC, and Title 13 CCR Section 1234*
  - Identification of the vehicle, including make, model, license number, company vehicle number or other means of positive identification?
  - Date or mileage, nature of each inspection, maintenance, lubrication, repair performed, and to be performed?
  - The name of the lessor or contractor furnishing any vehicle?
  - The signature of the motor carrier's authorized representative or person performing the inspection and/or the completion of all required repairs?
26. Are your maintenance records retained for one or more years as required? *Sections 34505, 34505.5 CVC and Title 13 CCR Section 1234*

Note: You may retain the above outlined inspection and maintenance records in a computer system in lieu of the signed records, if the printouts include the information listed above in number 25. *Section 34505.5 CVC*

### CARRIER-PERFORMED INSPECTIONS

27. Do you perform a periodic safety inspection on each regulated vehicle listed below? *Sections 34500, 34505, 34505.5 CVC and Title 13 CCR 1232*
  - Motortrucks of three or more axles with a gross vehicle weight rating (GVWR) of more than 10,000 pounds.
  - Truck tractors.
  - Buses, school buses, school pupil activity buses, youth buses, farm labor vehicles, modified limousines, and general public paratransit vehicles.
  - Trailers and semitrailers designed or used for the transportation of more than 10 persons and the towing motor vehicle.
  - Trailers and semitrailers, pole or pipe dollies, auxiliary dollies, and logging dollies used in combination with vehicles listed above. This does not include camp trailers, trailer coaches, and utility trailers.
  - A combination of a motortruck with a GVWR of more than 10,000 pounds, while towing any trailer listed above, which exceeds 40 feet in length when coupled together. Combinations which include a pickup truck as defined in Section 471 CVC or which are never operated in commercial use are excluded.
  - A commercial motor vehicle (CMV) with a GVWR of more than 26,000 pounds or a CMV of any GVWR towing trailers listed above with a GVWR of more than 10,000 pounds.
  - A vehicle or combination of vehicles, transporting hazardous materials (HM) for which the display of placards, a CA HM transportation license, or a CA hazardous waste transporter registration is required.
  - Any other motortruck not specified above that is regulated by the DMV Motor Carrier of Property Permit (MCPP), Public Utilities Commission (PUC), or Federal Motor Carrier Safety Administration (FMCSA).

### VEHICLE IDENTIFICATION

28. Does each vehicle or combination of vehicles display the company's name under whose authority the vehicle is being operated on both sides clearly legible from 50 feet? *Section 27900 CVC, and Title 13 CCR Section 1256*
29. Does each vehicle or combination of vehicles display a valid carrier identification number on both sides clearly legible from 50 feet? *Section 34507.5 CVC, and Title 13 CCR 1256*
30. Are identification numbers and company names removed before sale, transfer, or other disposal of a vehicle? *Sections 34507.5 and 27900 CVC*



## TERMINAL MANAGER'S COMPLIANCE CHECKLIST

CHP 800D (Rev. 04-2017) OPI 062

### HAZARDOUS MATERIALS HANDLING PROCEDURES

31. Do you transport HM in compliance with the regulations contained in Title 49 CFR Parts 100 to 180 and Title 13 CCR Parts 1160 to 1167? This includes but is not limited to, the following:
- Shipping paper requirements, including proper entries, shipper's certification, retention, accessibility in transport vehicles. *Title 13 CCR Section 1161, and Title 49 CFR Section 172.200*
  - Marking requirements for packages, containers, and vehicles. *Title 13 CCR Section 1161.3, and Title 49 CFR Section 172.300*
  - Labeling requirements for packaging and containers. *Title 13 CCR Section 1161.2, and Title 49 CFR Section 172.400*
  - Placarding requirements for vehicles or containers. *Title 13 CCR Section 1162, and Title 49 CFR Section 172.500*
  - Emergency response information requirements including accessibility in transport vehicles. *Title 13 CCR, and Title 49 CFR Section 172.600*
  - Training requirements for HM employees. *Title 13 CCR 1161.7, and Title 49 CFR Section 172.700*
  - Safety and security plan requirements. *Title 13 CCR 1161.8, and Title 49 CFR 172.800*
  - Proper use and maintenance of packaging. *Title 13 CCR Section 1163, and Title 49 CFR Section 173.24*
  - Segregation, separation, and securement of cargo. *Title 13 CCR Section 1164, and Title 49 CFR Part 177*
  - Incident report submission and retention requirements. *Title 13 CCR Section 1166, and Title 49 CFR Part 171.16*

### SATISFACTORY RATED TERMINALS

A terminal rated satisfactory is one that is in compliance with applicable laws and regulations. Minor deficiencies or defects may exist as long as highway safety is not jeopardized. *Title 13 CCR 1233*

### UNSATISFACTORY RATED TERMINALS

A terminal rated unsatisfactory is one showing a lack of compliance which could jeopardize the safety of passengers and/or the motoring public; one in which articulable proof is obtained showing widespread noncompliance with or willful disregard of, statutory or regulatory requirements. An Unsatisfactory rating is assigned for any of the following conditions: *Title 13 CCR 1233*

- Vehicle or equipment violations of a deliberate or long-standing nature.
- More than 20 percent of vehicles in the inspection sample are placed out of service.
- Drivers' hours-of-service violations exceeding five percent of the total days audited.
- Falsified drivers' hours-of-service records violations exceeding five percent of the total days audited (drivers' hours-of-service and falsified drivers' hours-of-service violations may be combined in determining an excess of five percent of total days audited).
- Failure to maintain and/or retain drivers' timekeeping records when that failure precludes a reasonable determination that the carrier is in compliance with drivers' hours-of-service requirements.
- Failure to participate in the DMV EPN Program, failure to enroll all drivers, failure to obtain and retain a driver's current CA driving record, failure to obtain a periodic EPN record for all drivers, or utilizing disqualified or unqualified drivers.
- Failure to provide the Department a reasonable opportunity to conduct an inspection.
- Lack of compliance with any HM requirement, which jeopardizes public or environmental safety, or hinders prompt action by emergency response personnel.
- Willful disregard of statutory or regulatory requirements.
- Violations generally spread over the inspected vehicles and/or maintenance records which, by their nature, should have been detected, documented, and corrected under an acceptable inspection and maintenance program.
- Violations generally spread over the inspected drivers' records which, by their nature, should have been prevented, and/or detected and corrected under an acceptable drivers and records management program.





## TERMINAL MANAGER'S COMPLIANCE CHECKLIST

CHP 800D (Rev. 04-2017) OPI 062

---

### CONDITIONAL RATED TERMINALS

A terminal rated conditional is one in which the terminal's compliance is no longer unsatisfactory, but that actual compliance cannot be determined. In this case, the CHP will return for a follow-up inspection in approximately six months to reinspect the terminal and assign a new safety compliance rating. The new rating will not be conditional; it will either be satisfactory or unsatisfactory. Under certain circumstances when re-inspecting a terminal which had been previously assigned an unsatisfactory rating, the CHP is unable to determine that all required corrections have been accomplished by the motor carrier. One example is a terminal which had received an unsatisfactory rating for excessive drivers' hours of service, and as a result the PUC or DMV suspended the motor carrier's operating authority or MCPP for a period of time. During the suspension, the carrier could not lawfully operate any of its vehicles, and therefore, could not demonstrate compliance with laws and regulations governing drivers' hours of service. Under such circumstances, if all other compliance failures at that terminal have been corrected by the carrier, the CHP will normally assign a conditional rating to that terminal, and reevaluate the hours of service issue within six months.

### OPERATING AUTHORITY

Prior to operating regulated vehicles on any public highway, motor carriers may be required to obtain an operating authority or permit. The operating authority may be a DMV MCPP, PUC registration or operating authority, or a FMCSA registration and authority. Additional information may be obtained for the DMV MCPP via the Internet at [www.dmv.ca.gov](http://www.dmv.ca.gov) or calling (916) 657-8153; PUC via the Internet at [www.cpuc.ca.gov](http://www.cpuc.ca.gov) or calling (800) 848-5580; or, FMCSA via the Internet at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) or calling (800) 832-5660.

### UNITED STATES DEPARTMENT OF TRANSPORTATION NUMBERS

Motor carriers must obtain a United States (US) Department of Transportation (DOT) number prior to applying for a CA number. The issuance of US DOT numbers allows data to be included in the FMCSA Safety Measurement System (SMS). The US DOT number may be displayed in lieu of the CA number. Carriers should update their US DOT number census information as required and monitor their FMCSA SMS information for accuracy via the Internet at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov). Section 34507.5 CVC

### COMMERCIAL INDUSTRY EDUCATION PROGRAM

The CHP's Commercial Industry Education Program, offers free educational safety seminars for motor carriers and commercial drivers of regulated vehicles. Presentations vary from one to eight hours. Motor carriers have the option of receiving the presentations at their facility or another location. Presentations can be tailored to suit the needs of the carriers, including presentations provided in Spanish. Additional information may be obtained via the Internet at [www.chp.ca.gov](http://www.chp.ca.gov) or contacting the nearest CHP Motor Carrier Safety Unit (MCSU) as listed below.

### ABOUT THIS CHECKLIST

This checklist, while detailed, cannot list all possible items where compliance with law or regulation could be an issue, nor can it explore all possible applications of CHP policy in the assignment of ratings. A motor carrier who examines their operations using this checklist as a guide can identify areas where compliance may be weak, and take action to improve those areas. Some of these items may not apply to every type of carrier. Laws and regulations change over time, and staying current with these changes is one of the keys to success for anyone who operates or directs the operation of commercial vehicles. This checklist is not law; it is intended only to assist motor carriers in achieving success in the area of highway safety. It does not bind the CHP to a particular determination regarding the compliance of any motor carrier with laws and regulations in existence at any given moment. Any conflict between this checklist and a law or regulation, or future change in CHP policy, will be resolved in favor of the law, regulation, or policy. This checklist will be revised to reflect significant changes in these areas as soon as possible after they occur. Additionally, compliance with federal regulations governing testing of drivers for use of controlled substances and abuse of alcohol is also required, but is evaluated separately from all other matters. See Section 34520 CVC and Title 49 CFR Part 382, for information regarding this issue. The CHP publishes a checklist similar to this one titled CHP 800F, Controlled Substances and Alcohol Testing Compliance Checklist, the CHP 800J, What is CSAT?, and CHP 800H, Welcome to BIT, The Basic Inspection of Terminals (BIT) Program.



## TERMINAL MANAGER'S COMPLIANCE CHECKLIST

CHP 800D (Rev. 04-2017) OPI 062

---

Questions regarding any of the information outlined above may be directed to your nearest CHP MCSU listed below:

Northern Division  
2485 Sonoma Street  
Redding, CA 96001-3026  
(530) 242-4357  
(530) 246-1264 Fax

Valley Division  
2555 First Avenue  
Sacramento, CA 95818-2608  
(916) 731-6350  
(916) 227-0106 Fax

Golden Gate Division  
1551 Benicia Road  
Vallejo, CA 94591-7568  
(707) 648-4180  
(707) 649-4766 Fax

Central Division  
5435 East Olive Avenue  
Fresno, CA 93727-2541  
(559) 453-3130  
(559) 445-2151 Fax

Southern Division  
437 North Vermont Avenue  
Los Angeles, CA 90004-3152  
(323) 644-9557  
(323) 953-4827 Fax

Border Division  
9330 Farnham Street  
San Diego, CA 92123-1216  
(858) 650-3655  
(858) 637-7159 Fax

Coastal Division  
4115 Broad Street, Suite B-10  
San Luis Obispo, CA 93401-7963  
(805) 549-3261  
(805) 541-2871 Fax

Inland Division  
847 East Brier Drive  
San Bernardino, CA 92408-2820  
(909) 806-2414  
(909) 885-0981 Fax



## WHAT IS CSAT? CONTROLLED SUBSTANCES AND ALCOHOL TESTING

CHP 800J (New 9-16) OPI 062

---

### WHAT IS CSAT? CONTROLLED SUBSTANCES AND ALCOHOL TESTING

#### LEGISLATIVE AUTHORITY

Section 34520 of the California Vehicle Code (CVC) requires motor carriers and drivers to comply with the controlled substances and alcohol testing (CSAT) requirements of the Federal Motor Carrier Safety Administration (FMCSA) or the Federal Transit Administration. These regulations are found in Title 49 of the Code of Federal Regulations (CFR), Parts 40, 382, 392.4, 392.5, and 655. The complete text of the regulations may be viewed using the Internet at: [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) and [www.fta.dot.gov](http://www.fta.dot.gov).

The regulations require an employer-based CSAT program. Employers are responsible to conduct a program intended to identify drivers of commercial motor vehicles (CMV) who are using controlled substances, or alcohol while on duty, and immediately preclude them from operating a CMV. This requirement includes an individual who is self-employed, commonly known as an owner-operator.

The regulations require a urine sample testing for controlled substances, and breath testing for alcohol. The regulations prescribe when testing is required:

- Pre-employment testing
- Post-accident testing
- Random testing
- Reasonable suspicion testing
- Return-to-duty testing
- Follow-up testing

The California Highway Patrol (CHP) is authorized by statute to conduct inspections of a carrier's CSAT program, and issue a safety compliance rating indicating the carrier's CSAT compliance. Since the CVC incorporates the federal regulations, the CHP uses the federal definitions and interpretations when determining a carrier's CSAT compliance. Inspections are to be conducted at the carrier's principal place of business.

#### WHO IS REGULATED?

The CSAT regulations apply to the employers and drivers who operate CMVs which require a commercial driver license. The definition of a CMV is included below.

**Commercial Motor Vehicle means a motor vehicle or combination of motor vehicles used to transport passengers or property if the vehicle:**

- Is of any size and is used in the transportation of hazardous materials that is required to be placarded under Title 49 CFR, Part 172.
- Is designed to transport 16 or more passengers, including the driver.



## WHAT IS CSAT? CONTROLLED SUBSTANCES AND ALCOHOL TESTING

CHP 800J (New 9-16) OPI 062

- Has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more), whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating (GVWR) or gross vehicle weight (GVW) of more than 4,536 kilograms (10,000 pounds), whichever is greater.
- Has a GVWR or GVW of 11,794 or more kilograms (26,001 pounds or more), whichever is greater.

There are some specific exceptions to the CSAT requirements. Transit bus carriers which are required to conduct a CSAT program under Title 49 CFR, Part 655 are not subject to the requirements of Part 382. In addition, drivers of certain vehicles who are not required to have a commercial driver license, are not subject to the CSAT requirements.

In California, a vehicle with a passenger capacity between 11 and 15 passengers, including the driver, is defined as a bus. Employers and drivers of buses with a passenger capacity of less than 16, including the driver, are not subject to the CSAT requirements.

### THE PROHIBITIONS

For the purpose of CSAT compliance, the term “controlled substances” includes:

- Marijuana metabolites
- Cocaine metabolites
- Amphetamines
- Opiate metabolites
- Phencyclidine (commonly referred to as PCP)

The use of these substances by CMV drivers is prohibited. These five substances are the only substances for which testing may be conducted per Title 49 CFR. When a driver has a positive test result, the employer must not permit the driver to operate a CMV until the driver has successfully completed the return-to-duty process.

If a driver refuses to submit to a required test, the refusal is treated in the same manner as a positive test result. Additionally, in the event that a driver has violated the prohibitions, employers must not permit the driver to operate a CMV until the driver has successfully completed the return-to-duty process. This process includes an evaluation, referral, education, and treatment by a Substance Abuse Professional and a verified negative return-to-duty test before the driver can once again operate a CMV. Finally, the employer must ensure the driver submits to at least six unannounced follow-up tests for the first 12 months.

Use of alcohol is generally legal, but not while driving a CMV, or within 4 hours prior to operating a CMV. When a driver has an alcohol test result with a blood alcohol content of .02 or greater, but less than .04, the employer must not permit the driver to operate a CMV until at least 24 hours have passed following the test. When a driver has an alcohol test result with a blood alcohol content of .04 or more, the employer must not permit the driver to operate a CMV until the driver has successfully completed the return-to-duty process identified in regulation.



## WHAT IS CSAT? CONTROLLED SUBSTANCES AND ALCOHOL TESTING

CHP 800J (New 9-16) OPI 062

### PRE-EMPLOYMENT TESTING

An employer may not allow a driver to operate a CMV until after the employer has received a verified negative test result from a pre-employment controlled substances test, unless the employer meets an exception in Title 49 CFR, Part 382.

### PREVIOUS EMPLOYER INQUIRY

When an employer hires a new driver, the new employer must make a reasonable, good faith effort to obtain information of all the driver's previous employers within the prior three years. The purpose of the contact is to inquire if the previous employer is aware of any violations of the CSAT prohibitions committed by the driver. The driver must sign a written authorization to release the information from the previous employer to the new employer. If the driver does not sign the authorization, the new employer may not use the driver. The new employer must have the information from this inquiry on file within 30 days of hiring the driver, or the new employer may not continue to use the driver.

### RANDOM TESTING

Every employer must have a random CSAT program and ensure all CMV drivers are immediately enrolled. Drivers must be selected at random and sent immediately for testing. The current random selection rates are 50% of driver positions each year for controlled substances, and 10% of driver positions each year for alcohol. The random selection rates are subject to change. Random selections must be reasonably spread out throughout the year, and the selections must be made by a scientifically valid random method, such as a random number table or a computer-based random number generator.

### POST-ACCIDENT TESTING

Drivers must be tested for controlled substances and alcohol as soon as practicable after certain traffic collisions involving a CMV operating on public roads. Drivers are prohibited from using alcohol after such collisions for either eight hours, or until a post-accident alcohol test is conducted, whichever occurs first. The following table indicates when a post-accident test is required:

Type of collision	Was the CMV driver cited?	Employer must test?
Fatal (Someone died from the collision)	Yes	Yes
	No	Yes
Injury (Someone required medical help away from the scene)	Yes	Yes
	No	No
Disabling Damage (One or more vehicles required towing)	Yes	Yes
	No	No

### REASONABLE SUSPICION TESTING

A driver must submit to a CSAT test any time the employer has a reasonable suspicion to believe the driver has violated the CSAT prohibitions. Only a supervisor who has been properly



## **WHAT IS CSAT? CONTROLLED SUBSTANCES AND ALCOHOL TESTING**

CHP 800J (New 9-16) OPI 062

---

trained may make the determination to test. Each supervisor is required to receive a minimum of one hour of training on alcohol abuse, and one hour of training on controlled substances abuse.

### **CSAT POLICY/DRIVER EDUCATION MATERIALS**

Employers must educate their drivers as to what is expected of them when it comes to CSAT. Drivers must know the CSAT regulations, as well as the employer's specific procedures for occasions where the regulations are silent. Employers must retain the original certificate of receipt, signed by each driver, certifying that the driver has received a copy of such materials.

### **RECORD KEEPING**

Employers are required to retain all records pertaining to their CSAT program. When requested by the CHP, CSAT records must be made available for inspection within two business days. All CSAT records which identify a driver must be kept confidential. It is important to have a place where these records can be locked-up, and access to these records strictly controlled.

### **CSAT SERVICE PROVIDERS**

The regulations allow for third parties to act on the employer's behalf under certain circumstances. There are many companies who provide CSAT services, and are in the business of helping employers comply with the regulations. Generally, such a company is known as a consortium or a third party administrator. Regardless of who performs CSAT services for an employer, the employer remains responsible to ensure all regulated CSAT activities are completed and documented in compliance with the applicable requirements. Many CSAT service providers advertise their services in the local telephone book or on the internet, under the heading "drug and alcohol testing."

### **THE INSPECTION**

A CSAT inspection, or carrier inspection, is intended to determine if an employer is in compliance with the CSAT requirements, and will take place at the employer's principle place of business (main office). If the principle place of business is also a terminal where a terminal inspection is conducted, the carrier inspection will take place at the same time. There is no cost for a carrier inspection.

During the scheduling contact, the inspector should determine what drivers are subject to CSAT, and inform the employer of the records and information which must be made available at the time of the inspection. Employers are permitted at least two business days to obtain the requested records. If the records are maintained by the employer's consortium or third party administrator, it is the employer's responsibility to obtain them and present them during the inspection.

A safety compliance rating is assigned to indicate the compliance level of the employer as either "satisfactory," or "unsatisfactory." Unsatisfactory rated employers will be notified of the unsatisfactory conditions, given direction to correct the conditions, and receive a reinspection within 120 days.



## WHAT IS CSAT? CONTROLLED SUBSTANCES AND ALCOHOL TESTING

CHP 800J (New 9-16) OPI 062

---

### NOTICE

This document is intended to give the public an overview of CSAT program requirements, and is not intended to be used as a legal reference. While every effort is made to ensure the accuracy of the information, the statutes and regulations explained herein are subject to change without notice. Questions may be directed to your nearest CHP Motor Carrier Safety Unit listed below:

Northern Division  
2485 Sonoma Street  
Redding, CA 96001-3026  
(530) 242-4357  
(530) 246-1264 Fax

Southern Division  
437 North Vermont Avenue  
Los Angeles, CA 90004-3152  
(323) 644-9557  
(323) 953-4827 Fax

Valley Division  
2555 First Avenue  
Sacramento, CA 95818-2608  
(916) 731-6350  
(916) 227-0106 Fax

Border Division  
9330 Farnham Street  
San Diego, CA 92123-1216  
(858) 650-3655  
(858) 637-7159 Fax

Golden Gate Division  
1551 Benicia Road  
Vallejo, CA 94591-7568  
(707) 648-4180  
(707) 649-4766 Fax

Coastal Division  
4115 Broad Street, Suite B-10  
San Luis Obispo, CA 93401-7963  
(805) 549-3261  
(805) 541-2871 Fax

Central Division  
4771 West Jacquelyn Avenue  
Fresno, CA 93722-6406  
(559) 445-6992  
(559) 276-9449 Fax

Inland Division  
847 East Brier Drive  
San Bernardino, CA 92408-2820  
(909) 806-2414  
(909) 885-0981 Fax



## CONTROLLED SUBSTANCES AND ALCOHOL TESTING COMPLIANCE CHECKLIST

CHP 800F (Revised 07 - 2017) OPI 062

The following checklist and other general information are provided to assist motor carriers subject to inspection by the Department of the California Highway Patrol (CHP) pursuant to Section 34501 of the California Vehicle Code (CVC), specifically with respect to the testing of commercial motor vehicle (CMV) drivers for use of controlled substances and abuse of alcohol. The CHP enforces the federal regulations found in Title 49, Code of Federal Regulations (CFR), Part 382. Section 34520 CVC applies those federal regulations to every driver who is required to maintain a commercial driver license to operate a CMV, and to employers of those drivers, as defined in the federal regulations. See Title 49, CFR, Part 382.103 to determine applicability. Motor carriers can improve their ability to pass such inspections by closely examining their own operations in the light of the following checklist.

### DRIVER RECORDS - CONTROLLED SUBSTANCES AND ALCOHOL TESTING

1. Do you ensure that all required controlled substances and alcohol testing (CSAT) requirements of CMV drivers complies with the procedures set forth in Title 49, CFR, Part 40? *Title 49, CFR, Part 382.105*
2. Before performing a controlled substances or alcohol test, is the individual notified that the test is required by the Federal Motor Carrier Safety Administration (FMCSA) and California law?  
*Title 49, CFR, Part 382.113 and 34520 CVC*
3. Are drivers who refuse to submit to required controlled substances or alcohol tests immediately removed from safety-sensitive functions? *Title 49, CFR, Part 382.211*
4. Do you prohibit drivers who have tested positive for a controlled substance, have a breath alcohol concentration of 0.04, or greater, from performing safety-sensitive functions? *Title 49, CFR, Parts 382.201 and 382.215*
5. Do you advise each of your drivers, at the time of hiring and again annually, of the prohibition against operating a CMV with a breath alcohol concentration of 0.01 or above? *Section 34501.16 CVC*
6. Have you advised each of your drivers of the prohibitions against using alcohol while on duty?  
*Title 49, CFR, Part 382.205*
7. Have you advised each of your drivers of the prohibitions against performing safety-sensitive functions within four hours of using alcohol? *Title 49, CFR, Part 382.207*
8. Have you advised each of your drivers of the prohibitions against being on duty or operating a CMV while in the possession of unmanifested alcohol that is not being transported as part of the shipment, or is possessed or used by bus passengers? *Title 49, CFR, Part 392.5(a)(3) and Section 34520(a) CVC*
9. If you are conducting your own testing, are at least 10% of your drivers randomly tested each year for prohibited alcohol use? *Title 49, CFR, Part 382.305(b)(1)*
10. If you are conducting your own testing, are at least 50% of your drivers randomly tested each year for controlled substances use? *Title 49, CFR, Part 382.305(b)(2)*
11. Prior to the first time a driver performs a safety-sensitive function, is the driver tested for controlled substances use, and a negative result obtained? *Title 49, CFR, Part 382.301*
12. Do you conduct required post-accident controlled substances and alcohol tests? *Title 49, CFR, Part 382.303*
13. Have you advised each of your drivers of the requirement to remain readily available for a post-accident test? *Title 49, CFR, Part 382.303*
14. Is a driver tested when there is a reasonable suspicion that the driver has violated alcohol or controlled substances prohibitions? *Title 49, CFR, Part 382.307*
15. Prior to returning to a safety-sensitive function following a positive test result for alcohol or controlled substances, did the driver comply with the return-to-duty process? *Title 49, CFR, Parts 382.503 and 40.305*
16. Is each driver who has engaged in prohibited conduct evaluated by a substance abuse professional (SAP) to determine what assistance the employee needs in resolving problems associated with alcohol and controlled substances use? *Title 49, CFR, Parts 382.605 and 40.289*
17. Do you ensure that a driver who has engaged in prohibited conduct and is returned to performing safety-sensitive functions is subject to unannounced follow-up testing at the direction of a SAP? *Title 49, CFR, Parts 382.311 and 40.309*





### TESTING RECORDS

(Note: Testing records may be maintained by the carrier's consortium or third party administrator, provided they can be presented within 48 hours of a CHP request.)

1. Do you maintain the following records for a minimum of five years? *Title 49, CFR, Part 382.401(b)(1)*
  - (a) Driver alcohol test results indicating an alcohol concentration of 0.02 or greater.
  - (b) Driver verified positive controlled substances test results.
  - (c) Refusals to take required alcohol or controlled substances tests.
  - (d) Driver evaluations and referrals.
  - (e) Calibration documentation.
  - (f) Administration of the CSAT programs.
  - (g) Each required calendar year summary.
2. Do you maintain records related to the collection process for a minimum of two years? *Title 49, CFR, Part 382.401(b)(2)*
3. Do you maintain records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02 for a minimum of one year? *Title 49, CFR, Part 382.401(b)(3)*
4. Do you maintain records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers while the individuals who work in these capacities perform the functions which require the training and for two years after ceasing to perform the function? *Title 49, CFR, Part 382.401(b)(4)*
5. Do you maintain the following types of records? *Title 49, CFR, Part 382.401(c)*
  - (a) Collection book, if used.
  - (b) Documents relating to the random selection process.
  - (c) Calibration documentation for evidential breath testing devices.
  - (d) Documentation of breath alcohol technician training.
  - (e) Documents generated relating to decisions to administer reasonable suspicion controlled substances or alcohol tests.
  - (f) Documents generated in connection with decisions on post-accident tests.
  - (g) Medical explanation of the driver's inability to provide a breath or urine sample.
  - (h) Consolidated annual calendar year summaries.
6. Do you maintain the following records related to a driver's test results? *Title 49, CFR, Part 382.401(c)(2)*
  - (a) Employer's copy of alcohol test forms, including the results of the test.
  - (b) Employer's copy of the controlled substances test chain of custody and control forms.
  - (c) Documents sent by the medical review officer.
  - (d) Documents related to the refusal of any driver to submit to a required controlled substances or alcohol test.
  - (e) Documents presented by a driver to dispute the result of a controlled substances or alcohol test.
  - (f) Documents generated in connection with verifications of prior employers' alcohol or controlled substances results.
7. Do you maintain records pertaining to a determination by a SAP concerning a driver's need for assistance? *Title 49, CFR, Part 382.401(c)(4)(i)*
8. Do you maintain records concerning a driver's compliance with recommendations of the SAP? *Title 49, CFR, Part 382.401(c)(4)(ii)*
9. Do you maintain the following records related to education and training? *Title 49, CFR, Part 382.401(c)(5)*
  - (a) Materials on alcohol misuse and controlled substances awareness, including a copy of the employer's policy.
  - (b) Documentation of compliance with information, training, and referral requirements.
  - (c) Documentation of training provided to supervisors.
  - (d) Documentation of training for breath alcohol technicians.
  - (e) Certification that any training conducted complies with the requirements.
10. Do you maintain the following administrative records related to CSAT? *Title 49, CFR, Part 382.401(c)(6)*
  - (a) Agreements with collection site facilities, labs, breath alcohol technicians, screening test technicians, medical review officers, consortia, and third party service providers.
  - (b) Names and positions of officials and their role in the employer's CSAT program.



## CONTROLLED SUBSTANCES AND ALCOHOL TESTING COMPLIANCE CHECKLIST

CHP 800F (Revised 07 - 2017) OPI 062

- (c) Semi-annual laboratory statistical summaries of urinalysis.
  - (d) A policy that covers CSAT procedures.
11. Do you prepare and maintain a summary of the results of CSAT programs during the previous calendar year when requested? *Title 49, CFR, Part 382.403(a)*
12. Do you contact a new driver's previous employers within 30 days of hiring to determine if during the previous three years the employee has had any of the following: *Title 49, CFR, Parts 382.413 and 40.25*
- (a) An alcohol test with a result of 0.04 alcohol concentration or greater.
  - (b) A verified positive controlled substances test result.
  - (c) A refusal to test.
  - (d) Any other violation of a Department of Transportation (DOT) agency CSAT regulation.
  - (e) Documentation of the successful completion of DOT return-to-duty requirements for an employee who has violated a DOT drug and alcohol regulation.
13. Do you make records of a former employee's required controlled substances and alcohol test results available to the subsequent employers? *Title 49, CFR, Part 382.405(f)*
14. Do you provide a copy of educational and training materials that explain the requirements of CSAT and your company's policies and procedures regarding testing requirements to every employee that is, or may be, called upon to perform a safety-sensitive function? *Title 49, CFR, Part 382.601(a)*
15. Do you provide written notice to employee organizations of the availability of testing information? *Title 49, CFR, Part 382.601(a)(2)*
16. Do the materials made available to drivers include detailed discussions of at least the following: *Title 49, CFR, Part 382.601(b)*
- (a) The identity of the person designated to answer driver questions about the materials.
  - (b) The categories of drivers who are subject to testing.
  - (c) Sufficient information about the safety-sensitive functions performed by drivers.
  - (d) Specific information concerning prohibited driver conduct.
  - (e) The circumstances under which a driver will be tested.
  - (f) The procedures used to test for the presence of alcohol or controlled substances, protect the driver and the integrity of the testing process, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver.
  - (g) The requirement that a driver submit to a test.
  - (h) An explanation of what constitutes a refusal to submit to an alcohol or controlled substances test and the attendant consequences.
  - (i) The consequences for drivers found in violation.
  - (j) Information on the effects of controlled substances and alcohol use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem; and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.
17. Do you maintain the original signed statement from each driver certifying they have received a copy of the CSAT education and training materials? *Title 49, CFR, Part 382.601(d)*
18. Do you ensure that each driver who has engaged in prohibited conduct concerning alcohol or controlled substances is advised of the resources available for evaluating and resolving problems associated with the misuse of alcohol or controlled substances, including the names, addresses, and telephone numbers of SAPs and counseling and treatment programs? *Title 49, CFR, Parts 382.605 and 40.287*  
(Note: Question #19 pertains only to employers of drivers who operate school buses, school pupil activity buses, youth buses, and general public paratransit vehicles.)
19. Do you report the name of each driver whose required controlled substances or alcohol test resulted in a finding of positive to the Department of Motor Vehicles within five days? *Section 13376(b)(3) CVC*



## CONTROLLED SUBSTANCES AND ALCOHOL TESTING COMPLIANCE CHECKLIST

CHP 800F (Revised 07 - 2017) OPI 062

### SATISFACTORY RATING

A carrier whose compliance with the CSAT regulations is rated satisfactory is one that is in substantial compliance with those regulations as determined during the most recent inspection of that program by the CHP. Minor deficiencies will not preclude assignment of a satisfactory compliance rating. Criteria for assignment of a satisfactory rating include:

- Drivers are tested for alcohol and controlled substances use in the manner specified by federal regulations.
- The CSAT records are kept as required, summary is produced upon request as required, and records are made available for inspection as required.

### UNSATISFACTORY RATING

A carrier whose compliance is rated unsatisfactory is one showing evidence of widespread noncompliance or significantly declining compliance with statutory or regulatory requirements. An unsatisfactory compliance rating will be assigned for any condition described below:

- Drivers are not tested for alcohol and controlled substances use in the manner specified by federal regulations.
- The CSAT records are not kept as required, records are not produced upon request as required, or records are not made available for inspection as required.
- Use of drivers who have a confirmed positive test result or have not complied with the requirements of Title 49, CFR, Part 40 Subpart O.

### CONDITIONAL RATING

A carrier whose compliance is rated conditional is one in which the carrier's previous rating was unsatisfactory, and a reinspection has indicated that compliance is no longer manifestly unsatisfactory, but full compliance has not been demonstrated. In this case, the CHP will return for a follow-up inspection in approximately six months to assign a new rating. The new rating will not be conditional; it will be either satisfactory or unsatisfactory. Under certain circumstances, when reinspecting a carrier currently assigned an unsatisfactory compliance rating, the CHP may be unable to determine that all required corrections have been fully accomplished by the motor carrier. Examples would be a carrier who had instituted corrective measures such as discontinuing practices that corrupt the randomness of driver selection, or had increased the rate at which drivers are randomly tested to meet the minimum rate prescribed in federal regulations. These are corrections whose true effects will not be known for some time, and until that time passes, cannot be fully evaluated. However, the CHP may be able to determine that the corrective measures taken by the carrier, if sustained throughout the coming year, would result in satisfactory compliance. Under such circumstances, the CHP will normally assign a conditional rating to that carrier, and return later to reevaluate compliance and assign a new rating accordingly.

### DRUG AND ALCOHOL CLEARINGHOUSE

On December 5, 2016, the FMCSA amended the Federal Motor Carrier Safety Regulations to establish requirements for the Commercial Driver License Drug and Alcohol Clearinghouse (Clearinghouse), with an effective date of January 14, 2017, and a mandatory compliance date of January 6, 2020. The Clearinghouse is a database which will contain information about violations of the FMCSA CSAT program for motor carriers and the holders of commercial driver licenses. Specifically, Title 49, CFR, Part 382 Subpart G, contains requirements associated with the Clearinghouse and are summarized below:

1. Do you conduct a pre-employment and annual query of the Clearinghouse to obtain information about whether the driver has engaged in prohibited conduct and retain records of the queries for three years?  
*Title 49, CFR, Part 382.701*
2. Do you prohibit a driver from performing a safety-sensitive function if the results of a Clearinghouse query demonstrate that the driver has engaged in prohibited conduct? *Title 49, CFR, Part 382.701*
3. Do you obtain the driver's consent prior to querying the Clearinghouse for driver's information?  
*Title 49, CFR, Part 382.703*
4. Do you prohibit drivers who refused to grant the consent for query of the Clearinghouse from performing a sensitive-sensitive function? *Title 49, CFR, Part 382*



*Safety, Service, and Security*

*An Internationally Accredited Agency*

Destroy Previous Editions

## CONTROLLED SUBSTANCES AND ALCOHOL TESTING COMPLIANCE CHECKLIST

CHP 800F (Revised 07 - 2017) OPI 062

5. Does the Medical Review Officer report information about a driver with a verified positive test result; adulterated or substituted controlled substances test; or refusal-to-test determination to the Clearinghouse within two business days? *Title 49, CFR, Part 382.705*
6. Do you report information about a driver with an alcohol confirmation test result with an alcohol concentration of 0.04 or greater; a negative return-to-duty test result; a refusal to take an alcohol test pursuant to Title 49, CFR, Part 40.261; or a refusal to test determination made in accordance with Title 49, CFR, Part 40.191 to the Clearinghouse within three business days? *Title 49, CFR, Part 382.705*
7. Do SAPs report the completed return-to-duty process for each driver to the Clearinghouse as required? *Title 49, CFR, Part 382.705*
8. Did you register with the Clearinghouse before accessing or reporting information in the Clearinghouse? *Title 49, CFR, Part 382.711*

### ABOUT THIS CHECKLIST

This checklist, while detailed, cannot list all possible items where compliance with the referenced federal regulations could be an issue, nor can it explore all possible applications of CHP policy in the assignment of ratings. A motor carrier who examines their operations using this checklist as a guide can identify areas where compliance may be weak, and take action to improve those areas. The federal regulations are amended occasionally, and staying current with those amendments is one of the keys to success for anyone who operates or directs the operation of CMVs. This checklist is intended only to assist motor carriers in achieving success in the area of highway safety. It does not bind the CHP to a particular determination regarding the compliance of any motor carrier with laws and regulations in existence at any given moment. Any conflict between this checklist and a law or regulation, or future change in CHP policy, will be resolved in favor of the law, regulation, and policy, as appropriate. This checklist will be revised to reflect significant changes in these areas as soon as possible after they occur.

### CHP MOTOR CARRIER SAFETY UNITS

Questions regarding any of the information outlined above may be directed to your nearest CHP Motor Carrier Safety Unit listed below:

Northern Division  
2485 Sonoma Street  
Redding, CA 96001-3026  
(530) 242-4357  
(530) 246-1264 Fax

Southern Division  
437 North Vermont Avenue  
Los Angeles, CA 90004-3512  
(323) 644-9557  
(323) 953-4827 Fax

Valley Division  
2555 First Avenue  
Sacramento, CA 95818-2608  
(916) 731-6350  
(916) 227-0111 Fax

Border Division  
9330 Farnham Street  
San Diego, CA 92123-1216  
(858) 650-3655  
(858) 637-7159 Fax

Golden Gate Division  
1551 Benicia Road  
Vallejo, CA 94591-7568  
(707) 648-4180  
(707) 649-4766 Fax

Coastal Division  
4115 Broad Street, Suite B-10  
San Luis Obispo, CA 93401-7963  
(805) 549-3261  
(805) 541-2871 Fax

Central Division  
5435 East Olive Avenue  
Fresno, CA 93727-2541  
(559) 453-3130  
(559) 452-1251 Fax

Inland Division  
847 East Brier Drive  
San Bernardino, CA 92408-2820  
(909) 806-2414  
(909) 885-0981 Fax



*Safety, Service, and Security*

*An Internationally Accredited Agency*

Destroy Previous Editions

These resources were assembled by Jay Johnson & Associates, LLC and represent the most current regulations at the time of assembly. The information contained in this resource guide is updated regularly by the governmental agencies. Please reference the "Helpful Resource Links" document within this packet for links and QR codes to the FMCSA, DMV, CHP, and PHMSA websites to stay up to date on any regulation changes and updates to their requirements.

**JAY JOHNSON & ASSOCIATES, LLC**  
**COMMERCIAL VEHICLE SAFETY**

8010 Wayland Lane Suite 2A  
Gilroy, CA 95020  
Phone: 669-888-5076  
[www.jjassociates.us](http://www.jjassociates.us)



[www.jjassociates.us](http://www.jjassociates.us)