CALIFORNIA INTERNATIONAL REGISTRATION PLAN

A Public Service Agency

MC 524 I (REV. 11/2016)

FOREWORD

This handbook has been prepared as a guide to obtaining apportioned registration for motor carriers based in California. The instructions in this handbook should provide the basic information needed when preparing original, annual registration renewal, and supplemental applications.

This publication conveys the laws, regulations, and policies in effect on the date of printing. California laws, International Registration Plan (IRP or Plan) regulations, and California Department of Motor Vehicles policies for IRP registration are subject to change at any time and active California IRP registrants may or may not be notified of those changes as they occur.

CALIFORNIA INTERNATIONAL REGISTRATION PLAN HANDBOOK TABLE OF CONTENTS

FOREWORD

CHAPTER 1: INTRODUCTION AND GENERAL INFORMATION

1.000 What is the International Registration Plan (IRP) 1-1
1.005 Submitting IRP Applications 1-2
1.010 How to Obtain Forms 1-3
1.015 Registration Service Agents 1-3
1.020 Bonded Web Users (BWU) 1-4
1.025 IRP Telephone Information Service and Policies 1-4

CHAPTER 2: IRP PROVISIONS

2.000 Introduction 2-1
2.005 IRP Member Jurisdictions 2-1
2.010 Requirements to Qualify for IRP Registration 2-2
2.015 Established Place of Business 2-2
2.020 Lease/Lessee/Lessor 2-2
2.025 Credentials for Apportioned Registration 2-3
2.030 Display of Apportioned Registration Credentials 2-3
2.035 Contents of the Cab Card 2-3
2.040 Household Goods Carrier 2-4
2.045 Motor Bus Apportionment 2-5
2.050 Rental Passenger Vehicle Fleets 2-5

CHAPTER 3: FLEET DISTANCE AND VEHICLE WEIGHT REQUIREMENTS

3.000 Introduction 3-1
3.005 Reporting Fleet Distance 3-1
3.010 Fleets with an Established Travel History 3-1
3.015 Fleets with No Established Travel History 3-2
3.020 Contiguous Distances 3-2
3.025 California Declared Jurisdictional Weights 3-2
3.030 Foreign JurisdictionS Declared Jurisdictional Weights 3-3
3.035 Individual Vehicle Weight Increases 3-3

3.040 Individual Vehicle Weight Decreases 3-4
3.045 California CVRA Weight and Weight Decal Information 3-4
3.050 Weight Variance Requirement 3-4

CHAPTER 4: REGISTRATION REQUIREMENTS

4.000 New Carrier Applications 4-1
4.005 Direct Import Vehicles/Foreign Documents 4-1
4.010 California IRP Carrier Data – Schedule A/B (MC 2117 I) 4-2
4.015 California IRP Vehicle Data – Schedule C (MC 2118 I) 4-2
4.020 Established Residence/Selection of Base Jurisdiction 4-3
4.025 Federal Heavy Vehicle Use Tax (FHVUT) 4-3
4.030 Agreement to Prepare and Maintain Records and Report Information in Accordance with International Registration Plan and California Apportionment Requirements (MC 522 I) 4-4
4.035 Vehicle Identification Number (VIN) Verification 4-4
4.040 Motor Carrier Lessee Fleet, Lease Agreements 4-5
4.045 International Fuel Tax Agreement (IFTA) Number 4-5
4.050 Performance and Registration Information Systems Management (PRISM) 4-5
4.055 California Public Utilities Commission (CPUC) Number 4-6
4.060 Preexisting Vehicle Violations or Stops 4-6
4.065 IRP Audit Fee Lien Perfection 4-6
4.070 Continuous Registration Requirement 4-6
4.075 Failure to Submit Documents with Completed Information 4-7

CHAPTER 5: IRP REGISTRATION FEES

5.000 Payment Options 5-1
5.005 Payment Methods 5-1
5.010 Payment By Dishonored Check 5-1
5.015 California Fee Schedule 5-1
5.020 Apportioned Fees or Full California Fees 5-2
5.025 Invoice Statement 5-2
5.030 Sanctions for Failure to Pay Fees 5-2
5.035 California IRP Fee Structure 5-2
5.040 California Unladen/Gross/Combined Gross Weight Fee 5-4

5.045 California Vehicle Weight Increase/Decrease Applications 5-5
5.050 California Conversion Credits 5-5
5.055 California Weight Fee Replacement Credits 5-5
5.060 Foreign IRP Jurisdiction Fee Schedules 5-6
5.065 Foreign Jurisdiction Vehicle Weight Increase Applications 5-6
5.070 Foreign IRP Jurisdiction Replacement Credit 5-7
5.075 California Vehicle License Fee (VLF) 5-7
5.080 Penalties: New Carrier, New Fleet or Supplement Applications 5-7
5.085 Replacement Indicia 5-7
5.090 Refunds 5-7
5.095 Colorado Low Mileage Fee Reduction 5-8
5.100 Colorado Rental/Leasing Companies 5-8
5.105 Arizona Reduced Rate Fees 5-8
5.110 Utah Reduced Rate Fees 5-8

CHAPTER 6: IRP RENEWAL

6.000 Introduction 6-1
6.005 IRP Renewal Documents 6-1
6.010 Nonreceipt of IRP Renewal Documents 6-2
6.015 Absence of Inter-Jurisdictional Movement 6-3
6.020 Processing Priorities 6-3
6.025 Payment of Fees and Penalties 6-3
6.030 Late Renewals 6-3
6.035 Withdrawn or Deleted Vehicles 6-4
6.040 Evidence of Financial Responsibility 6-4
6.045 Federal Heavy Vehicle Use Tax (FHVUT) (CVC Section 4750) 6-4
6.050 Agreement to Prepare and Maintain Records and Report Information In Accordance With International Registration Plan and California Apportionment Requirements (MC 522 I) 6-5
6.055 Owner Responsibility Citations 6-6
6.060 Parking Violations 6-6

CHAPTER 7: IRP SUPPLEMENT APPLICATIONS

7.000 When to Submit an IRP Supplement Application 7-1
7.005 Applications Submitted Within Thirty Days of Expiration Date 7-1
7.010 Name Change 7-1
7.015 Cab Card Corrections 7-1
7.020 Add Vehicle or Add Vehicle with Replacement Credit 7-2
7.025 Deleted Vehicle 7-2
7.030 Weight Group Change (Increase/Decrease) 7-2
7.035 Replacement Credentials 7-3
7.040 Amended Vehicle 7-3
7.045 Fleet to Fleet Transfers 7-4
7.050 Change of Registration Service Agent Authority 7-4

CHAPTER 8: NEW FLEET REGISTRATION REQUIREMENTS

8.000 New Fleet Applications 8-1

CHAPTER 9: AUDITS

9.000 Authority and Frequency of Audits 9-1
9.005 Joint Audits 9-1
9.010 Purpose of Audits 9-1
9.015 Audit Standards 9-1
9.020 Audit Location 9-1
9.025 Audit Notification 9-2
9.030 Entrance (Opening) Conference 9-2
9.035 Travel Expenses 9-2
9.040 Exit (Closing) Conference 9-3
9.045 Notification of Audit Results to Registrant 9-3
9.050 Registrant's Options upon Receipt of Audit Report 9-3
9.055 Interest and Penalties on Underpaid California Fees 9-4
9.060 Failure to Maintain or Provide Adequate Records for Audit 9-4
9.065 Netting of Audit Fee Adjustments 9-4
9.070 Lien, Suspension of Operating Authority, and Seizure of Vehicles 9-5

CHAPTER 10: G

10.000 Introduction 10-1
10.005 Records Review 10-1
10.010 Record Retention and Preservation 10-1
10.015 Purchase Price and Date 10-2
10.020 Acceptable Vehicle Cost Documents 10-2
10.025 Source Records 10-2
10.030 Accountable Vehicle Distance 10-3
10.035 Maintenance of Source Records 10-3
10.040 Trip Distance and Odometer Readings 10-4
10.045 Filing and Organization of Source Records 10-4
10.050 Monthly Summaries 10-5
10.055 Quarterly Summaries 10-5
10.060 Yearly Summary 10-5
10.065 New Fleets 10-5
10.070 Registrants with Multiple Fleets 10-6
10.075 Fleet Consolidation 10-6
10.080 Interjurisdictional Travel 10-6
10.085 Unregistered or Improperly Registered Vehicles 10-6
10.090 Resident Registering Vehicle in Foreign Jurisdiction 10-6
10.095 Additional Information 10-7

CHAPTER 11: COMMON ERRORS FOUND IN AUDITS

11.000 Failure to Preserve and Provide Adequate Records for Audits 11-1
11.005 Vehicles Operated in California without Proper Registration 11-1
11.010 Improper Reporting of Distance (Average Per-Vehicle Distance) 11-1
11.015 Use of Incorrect Reporting Period 11-1
11.020 Summaries Disagreeing with Reported Distance 11-2
11.025 Missing or Incomplete Summaries 11-2
11.030 Missing or Incomplete Source Records 11-2
11.035 Unsupported Time Lapses or Idle Periods 11-2
11.040 Source Records not Batched in Date Sequence by Equipment Number 11-2
11.045 Insufficient Information on Source Records 11-2

11.050 Gaps in Odometer Readings 11-2
11.055 Difference Between Total Distance and Odometer Readings 11-3
11.060 Unreported Local or Intrastate Distance 11-3
11.065 Improper Inclusion of Distance Accrued by Vehicles not Apportioned in the Fleet 11-3
11.070 Absence of Inter-jurisdictional Movement 11-3
11.075 Improper Removal of Distance from Total Fleet Distance 11-3
11.080 Unsupported Purchase Prices and Dates 11-3
11.085 Exclusion of Federal Excise Tax and Other Reportable Costs from Purchase Price 11-3

CHAPTER 12: ADDITIONAL INFORMATION
12.000 Temporary Registration Authorization 12-1
12.005 Change of Address 12-1

CHAPTER 13: OTHER MOTOR CARRIER/VEHICLE REGISTRATION PROGRAMS
13.000 Permanent Trailer Identification (PTI) Program 13-1
13.005 California Motor Carrier Permit (MCP) Program 13-1
13.010 International Fuel Tax Agreement (IFTA) 13-2
13.015 California Public Utilities Commission (CPUC) 13-2
13.020 Oversize/Overweight (OS/OW) Permits 13-2
13.025 Unified Carrier Registration Agreement (UCR) 13-3

CHAPTER 14: VEHICLE DESCRIPTION GUIDE

GLOSSARY

CHAPTER 1
INTRODUCTION AND GENERAL INFORMATION

1.000 WHAT IS THE INTERNATIONAL REGISTRATION PLAN (IRP)

IRP (also referred to as the Plan) is an apportioned or "prorated" registration program that allows payment of license fees based on the total distance operated in two or more Member Jurisdictions. The provisions of IRP are approved by the Member Jurisdictions and maintained by the Board of Directors of IRP Inc. Presently, there are 59 jurisdictions (the 48 contiguous states, the District of Columbia, and 10 Canadian provinces) that are members of IRP. California became a member of the IRP effective January 1, 1985.

Registrants file for IRP registration in their base jurisdiction. The base jurisdiction calculates and collects the license fees due to all Member Jurisdictions in which the registrant's fleet/vehicles will be operated. The license fees are divided and disbursed monthly to all Member Jurisdictions in which the registrant's fleet/vehicles will be operated.

The base jurisdiction issues one set of registration credentials (one apportioned license plate and cab card) for each fleet vehicle registered under the plan. The cab card displays the jurisdictions in which the fleet/vehicles are qualified for operation and the qualified operating weight for each jurisdiction.

In 2013, the Full Reciprocity Plan (FRP) was approved granting full reciprocity for all apportioned vehicles in all IRP member jurisdictions. Changes have been implemented in all IRP member jurisdictions to provide customers with greater operational flexibility and authorize registrants to travel interstate, as needed, and pay fees for the accrued distance during the next renewal cycle.

FRP is effective January 1, 2015. IRP vehicles with an IRP registration year beginning on or after January 1, 2015 are subject to the new FRP provisions. The cab card for these vehicles will display all 59 IRP jurisdictions and the qualified operating weight for each jurisdiction.

The Plan is available for download free of cost, at the IRP Inc. website at ***irponline.org***.

NOTE: ***Vehicles operated solely within California do not qualify for IRP registration.***

1.005 SUBMITTING IRP APPLICATIONS

California will only accept IRP applications from carriers who provide proof of residency or an established place of business in California. Carriers based outside of California should contact the vehicle registration regulatory agency in their home state. The IRP Inc. website contains a complete list of IRP offices for member jurisdictions.

Prior to submitting an original or supplemental IRP application to DMV, please complete the Customer Application Checklist, MC 2129 IRP, to determine what documents and fees are required by application type with the exception of renewals. Detailed instructions for completing Schedules A/B and C can be found on the reverse side of each form. Submit the checklist with the application package and appropriate fees by mail to:

Department of Motor Vehicles
IRP Operations Section
P.O. Box 932320 MS H160
Sacramento, CA 94232-3200

The following physical address may be used for ***special or expedite mailing only*** (no walk-in services are available at this address):

Department of Motor Vehicles
IRP Operations Section
2415 First Avenue MS H160
Sacramento, CA 95818

Payment options are listed below:

- Full (100%) California fees.
- CA Apportioned Fee + Other Jurisdiction Fees. (A copy of the billing from the registrant or registration service agent's system software that was utilized to calculate CA and other jurisdiction(s) fees must be submitted with the application.)
- $250 per vehicle per month for the total number of months between the application date and expiration date.
- $300 per vehicle per month (only for purchase price of $200,000 or more) for the number of months between the application date and expiration date.

Payment must be remitted in the form of a check or money order submitted by mail or overnight courier service directly to the IRP Operations Section.

Do not enclose cash payments when submitting applications by mail.

1.010 HOW TO OBTAIN FORMS

DMV Forms can be downloaded or printed from the DMV website at:

- ***http://www.dmv.ca.gov/*** (English)

For additional information or assistance contact the IRP Operations Section between the hours of 8:00 a.m. to 5:00 p.m. PST Monday, Tuesday, Thursday, and Friday or 9:00 a.m. to 5:00 p.m. PST on Wednesdays at:

- **Telephone: (916) 657-7971**
- **Fax: (916) 657-6628**

Alternatives to Using DMV Forms

- Forms may be purchased from a printer who has a DMV approval number to reproduce specified forms.
- Forms may be generated from a computer with the prior approval of the DMV.

For information and guidelines regarding alternatives to using DMV forms, read *Ordering and Reproducing DMV Forms* (FFDMV 1) located on the DMV website.

1.015 REGISTRATION SERVICE AGENTS; (*California Vehicle Code* (CVC) 505.2, 11400)

Registration service agents or bureaus, properly licensed by the Occupational Licensing Branch of DMV, may prepare and file IRP applications on behalf of their customers.

New IRP registrants must submit an "Agent Authorization" form with their original application if they are to be represented for IRP registration purposes by a licensed registration service agent. The agent authorization is only valid in the year for which it was filed and it must be renewed annually with the IRP fleet renewal application. The agent authorization may be in any form as long as it contains the following information:

- The month, day, and year the authorization becomes effective.
- IRP account number or "New" for original IRP applications.
- The full IRP account holder name.
- The company name of the authorized licensed registration service.
- The DMV occupational license number and expiration date of the registration service.
- The business address, mailing address and telephone number of the registration service.
- The names of the registration service employees that are authorized to sign IRP applications.
- The signature of a salaried authorized employee of the IRP registrant.

IRP registrants must notify the DMV IRP Operations Section in writing immediately upon termination of their business relationship with a licensed registration service agent. Such notification must be signed by a salaried authorized employee of the IRP registrant and include the following information:

- IRP account number.
- New mailing address.
- New company representative contact name and telephone number, if applicable.

A new agent authorization form must be submitted if a new registration service agent will represent the carrier.

An employee of a licensed registration service agent cannot be designated as a company employee of an IRP registrant. All IRP applications prepared by licensed registration services must contain the registration service agent's DMV issued occupational license number and expiration date.

Although fleet records may be maintained at the agent's place of business, the actual IRP registrant must meet and continually maintain the business (physical) address requirements of the Plan.

Applications for an Occupational License can be obtained by contacting the Occupational Licensing Branch at (916) 229-3126.

1.020 BONDED WEB USERS (BWU)

The Bonded Web User (BWU) Program allows qualified businesses within the industry to process interstate registration services for apportioned vehicles remotely. BWU participants are authorized to process and issue apportioned vehicle license plates, year stickers, Commercial Vehicle Registration Act (CVRA) weight decals, and CVRA year stickers.

For more information about the BWU program visit the department's website at ***www.dmv.ca.gov***.

1.025 IRP TELEPHONE INFORMATION SERVICE AND POLICIES

The IRP Operations Section in Sacramento has telephone representatives available for questions or information on Mondays, Tuesdays, Thursdays, and Fridays from 8 a.m. to 5 p.m. PST and on Wednesdays from 9 a.m. to 5 p.m. PST, except on state holidays. The IRP Operations Section's telephone number is (916) 657-7971.

IRP representatives will discuss specific IRP carrier, vehicle, and account registration information and status only with individuals employed by the authorized registration service agent, the registrant, or authorized contact shown on the account record.

CHAPTER 2
IRP PROVISIONS

2.000 INTRODUCTION

This chapter clarifies those sections of the official Plan that define the most basic IRP registrant qualification requirements and/or registration options. Much of the content of the remainder of this handbook is also based on the requirements of the Plan and the *California Vehicle Code* (CVC) and, where that is true, the applicable section(s) of the Plan and/or CVC is cited.

2.005 IRP MEMBER JURISDICTIONS

The following states and Canadian provinces are the Member Jurisdictions that participate in IRP:

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

2.010 REQUIREMENTS TO QUALIFY FOR IRP REGISTRATION

Commercial vehicle operators must meet the following requirements to qualify for IRP registration:

- Operate one or more commercial vehicles in two or more Member Jurisdictions.
- Have an established place of business in a Member Jurisdiction.

2.015 ESTABLISHED PLACE OF BUSINESS (PLAN ARTICLE II)

"Established Place of Business" means a physical structure located within the base jurisdiction that is:

- Owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant.
- The physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant's or registrant's trucking-related business (i.e., not limited to credentialing distance, fuel reporting, and answering telephone inquiries).
- The applicant or registrant need not have land line telephone service at the physical structure.
- Operational records concerning the fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of the Plan, Section 1035).
- The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.

2.020 LEASE/LESSEE/LESSOR (PLAN ARTICLE II)

"Lease" means a transaction evidenced by a written document in which a lessor vests exclusive possession, control, and responsibility for the operation of a vehicle in a lessee for a specific term. A long-term lease is a period of 30 calendar days or more. A short-term lease is for a period of less than 30 calendar days.

"Lessee" means a person that is authorized to have exclusive possession and control of a vehicle owned by another under terms of a lease agreement.

"Lessor" means a person that, under the terms of a lease agreement, authorizes another person to have exclusive possession, control of, and responsibility for the operation of a vehicle.

NOTE: Original and vehicle addition supplements submitted for "Lessee Motor Carrier Fleets" must include a copy of the "lease agreement" for each vehicle listed on the application.

2.025 CREDENTIALS FOR APPORTIONED REGISTRATION (PLAN SECTION 600; CVC SECTION(S) 4850, 4850.5, AND 4851)

Apportioned registration credentials will not be issued until the registrant has paid all apportionable fees due or past due.

Upon the registration of an apportionable vehicle under the Plan, the registrant will be issued the following registration credentials and indicia for the vehicle:

- A cab card,
- One or two reflectorized license plate(s) depending on the vehicle's body type model. The plate(s) shall be identified by having the abbreviation "Cal", the word "apportioned", and the assigned registration number,
- A month and registration expiration year sticker,
- Two weight decals indicating the gross vehicle weight or combined gross vehicle weight for vehicles operated at 10,001 pounds or more.

2.030 DISPLAY OF APPORTIONED REGISTRATION CREDENTIALS (PLAN SECTION 605; CVC SECTION(S) 4850.5, 4851, AND 9400.1)

- The cab card must be carried in the vehicle for which it is issued and be readily available for inspection by law enforcement.
- When one license plate is issued it shall be attached to the front of the vehicle. When two license plates are issued one shall be attached to the front and the rear of the vehicle.
- Weight decals are to be displayed on both the right and left side of the vehicle for which they were issued.
- Except as provided in subsection (e), when renewal credentials are received prior to the commencement of the registration period for which they are issued, both the cab card for the prior registration period and the cab card for the new renewal period shall be carried in the vehicle until the new registration period begins.
- Apportioned vehicles moved from another base jurisdiction to California as its base jurisdiction near the end of the registration year must carry the previously-issued cab card in the vehicle until the new registration year begins, but display the California credentials as soon as they are issued.

2.035 CONTENTS OF THE CAB CARD (PLAN SECTION 610)

The cab card lists all Member Jurisdictions, the weight (in pounds or kilograms), number of combined axles, or the number of bus seats for which it is registered in each and other information including:

- The date the vehicle was registered, the date of issuance of the cab card, or the effective date of the registration,
- The expiration date of the cab card (and the enforcement date, if a grace period applies),

- The model year and make,
- The vehicle identification number,
- The assigned license plate number,
- The equipment number,
- The registrant's name and address, and
- The account number assigned to the fleet by the base jurisdiction.

2.040 HOUSEHOLD GOODS CARRIER

Equipment Leased From Service Representative (Plan Section 700)

A household goods carrier using an apportionable vehicle leased from a service representative may elect that the base jurisdiction for such vehicle be either that of the service representative or that of the household goods carrier.

Registration in Base of Service Representative (Plan Section 705)

When a household goods carrier elects, as outlined in the Plan Section 700, to base an apportionable vehicle in the base jurisdiction of a service representative, with the name of the household good carrier shown as the lessee, and the fees for the vehicle shall be apportioned according to the combined records of the service representative and the household goods carrier. All of the records pertaining to the vehicle shall be available in the base jurisdiction of the service representative.

A vehicle registered under this section shall be deemed fully registered for operations under the authority of the service representative as well as that of the household goods carrier

Registration in Base Jurisdiction of Carrier (Plan Section 710)

When a household goods carrier elects, as outlined in the Plan Section 700, to base an apportionable vehicle in the base jurisdiction of a household goods carrier, the vehicle shall be registered in the name of the household goods carrier as well as the name of the service representative, as lessor, and the fees for the vehicle shall be apportioned according to the combined records of the household goods carrier and the service representative. Such records shall be made available in the base jurisdiction of the Household Goods Carrier.

A vehicle registered under this section shall be deemed fully registered for operations under the authority of the service representative as well as that of the household goods carrier.

2.045 MOTOR BUS APPORTIONMENT

Application Filing (Plan Section 800)

The application of a passenger carrier for apportioned registration shall designate which, if any, of its vehicles are assigned to a "pool."

Determination of Distance (Plan Section 805)

The apportionable fees of a fleet that is involved in a pool may be calculated using apportionment percentages or, in the alternative, at the option of the applicant, the apportionment percentage may be calculated by dividing;

- The scheduled route distance operated in the Member Jurisdiction by the vehicles in the pool by;
- The sum of the scheduled route distances operated in all the Member Jurisdictions by the vehicles in the pool.

Scheduled route distances shall be determined from the farthest point of origination to the farthest point of destination covered by the pool.

If a registrant has used this method to register its fleet initially for a registration year, it shall also use this same method to register any apportionable vehicles it may add to its fleet during the year.

2.050 RENTAL PASSENGER VEHICLE FLEETS

Base Jurisdiction for Rental Fleet (Plan Section 900)

A rental company applying to register a rental fleet under the Plan shall select a base jurisdiction for the fleet according to Section 305 of the Plan; except that when the term of the lease of the vehicles in the fleet is greater than 60 days, the lessee must:

- Have an established place of business in the base jurisdiction selected, and
- The fleet must accrue distance in the base jurisdiction selected.

Rental Passenger Cars (Plan Section 905)

Rental passenger car registrations may be allocated based on revenue earned in each jurisdiction. Properly allocated rental passenger cars may be rented in any Member Jurisdiction. To determine the percentage of total rental fleet vehicles to be registered in a jurisdiction:

- Divide the gross revenue earned in a jurisdiction in the preceding year for the use of all rental passenger cars by the gross rental revenue earned in all jurisdictions, and
- Multiply the number of vehicles in the rental fleet by the percentage determined in clause (1).

For the purposed of this section, gross rental revenue is earned in a jurisdiction when the vehicle rented first comes into the possession of the lessee in that jurisdiction.

One-Way Vehicle (Plan Section 915)

The owner of vehicles registered at 26,000 pounds or less that are identified as a part of a one-way rental fleet may:

- Allocate all such vehicles to the respective Member Jurisdictions in proportion to the mileage operated in each Member Jurisdiction by the rental fleet, or;
- Register all such vehicles as apportioned vehicles under the Plan.

One-way rental vehicles registered in accordance with this section may be used in both inter-jurisdictional and intra-jurisdictional operation.

CHAPTER 3
FLEET DISTANCE AND VEHICLE WEIGHT REQUIREMENTS

3.000 INTRODUCTION

This chapter details the requirements for determining fleet distance and qualified vehicle weights.

The reported fleet distance, shown on the California IRP Carrier Data Schedule A/B (MC 2117 I), is used to determine the distance percentages used to calculate the fees due in each Member Jurisdiction the apportioned vehicle is operated. Fees for individual vehicles are determined based on the vehicle's operating weight as declared by the applicant and reported on the California IRP Vehicle Data Schedule C (MC 2118 I).

3.005 REPORTING FLEET DISTANCE

Fleet distance for fleets that have interstate travel history is always determined based on the historical distance generated by the power unit(s) that were part of the interstate fleet during the distance reporting period of the fiscal year preceding the current registration year. Distances generated under trip permits must be reported as actual miles.

All vehicle distance (intrastate and interstate, loaded and empty, deadhead and bobtail, or trip permit) must be reported. Reportable distances include all off-highway distance and any distance generated by apportioned units leased to other carriers and individuals.

3.010 FLEETS WITH AN ESTABLISHED TRAVEL HISTORY

Original applications for fleets with an established pattern of interstate operation shall report the actual distance traveled in each jurisdiction for the distance reporting period (July 1 through June 30) with respect to the vehicles registered, or the fleet, as appropriate.

Examples requiring the use of actual distance include:

- IRP fleets previously based in another IRP Member Jurisdiction that have moved their IRP base registration to California.
- A first-time apportioned carrier with interstate experience based on trip permits or dual intrastate registration.
- Vehicle moved from one fleet to another fleet.
- Fleets are combined.

NOTE: When distance history is available for use, disclose the reason and basis for the distance data used on the Schedule A/B.

3.015 FLEETS WITH NO ESTABLISHED TRAVEL HISTORY

Fleet distance for original applications with no established pattern of interstate travel will be determined, by the IRP Operations Unit, using the Average Per – Vehicle Distance (APVD) Chart. When using the APVD, the distance shown for each jurisdiction will be multiplied by the total number of vehicles to determine the correct distance for the fleet.

3.020 CONTIGUOUS DISTANCES

All reported actual distance must, with rare exception, reflect contiguous travel. Registrants that have legitimate non-contiguous operations must submit a Statement of Facts explaining the nature of the non-contiguous travel.

3.025 CALIFORNIA DECLARED JURISDICTIONAL WEIGHTS

California has two separate weight fee structures – Unladen and Gross Vehicle Weight (GVW/CGW).

Vehicles that will operate singly or in combination with trailers at 10,000 pounds or less are assessed unladen weight fees. For vehicles to be registered in this category, enter the unladen weight on Schedule C or the renewal "Jurisdictional GVW or CGW Corrections Page" and show "U" as the California weight indicator. Vehicles so registered will indicate California maximum weight of 10,000 lbs. in the jurisdictional weight grid on the cab card.

Vehicles that will operate singly without trailers at 10,001 pounds or more are assessed gross vehicle weight fees. For vehicles to be registered in this category, enter the maximum gross vehicle operating weight on Schedule C or the renewal "Jurisdictional GVW Corrections Page and show "G" as the California weight indicator. Vehicles so registered will indicate the declared gross weight in the jurisdictional weight grid on the cab card.

Vehicles that will operate in combination with trailers at 10,001 CGW or more are assessed gross vehicle weight fees. For vehicles to be registered in this category, enter the maximum combined gross vehicle operating weight on Schedule C or the renewal "Jurisdictional CGW Corrections Page" and show "C" as the California weight indicator. Vehicles so registered will indicate the declared combined gross weight in the jurisdictional weight grid on the cab card.

Weight decals and a year sticker are required to be displayed on each commercial vehicle subject to weight fees pursuant to CVC Section 9400.1. For original and supplement IRP applications, each will receive a pair of weight decals and a year sticker for each vehicle. For each renewal application, each commercial vehicle will receive a pair of weight decals and current year sticker to place on existing weight decals. The weight decals reflect the top of the weight range (in thousands from 10,001 to 80,000 lbs) of the declared gross weight or gross combined operating weight reported to the department.

3.030 FOREIGN JURISDICTIONS DECLARED JURISDICTIONAL WEIGHTS

All IRP Member Jurisdictions assess registration fees to power vehicles based upon the declared gross vehicle weight (GVW) or combined gross vehicle weight (CGW) of the vehicle operated singly or in combination with any and all trailers pulled. Many jurisdictions assess registration fees to buses based on the number of seats, including the driver's seat.

IRP registrants must declare the GVW or CGW that each power unit will operate in each jurisdiction. A weight decal will be required for each power unit.

The weight declared will be used to calculate jurisdictional fees due and will be the basis for vehicle weight enforcement in each IRP jurisdiction. Vehicles operated in excess of the declared gross vehicle weight as shown on the cab card are subject to violation and citation in the IRP jurisdiction(s) where the declared weight is exceeded.

If the Schedule C box indicating "Maximum weight all jurisdictions" is marked, the cab cards for the power unit(s) will be issued indicating 80,000 lbs. GVW or CGW in all jurisdictions except Alberta, Canada (90,000 lbs.).

Weights higher than 80,000 lbs. may be entered on a Schedule C, but if the weight requested is higher than a jurisdiction's statutory maximum operating weight, only the highest allowable weight is printed on the cab card.

Many jurisdictions allow for the operation of vehicles over the maximum weight, but additional requirements may need to be met for overweight permits. You must check with each jurisdiction individually for their overweight permit requirements. Addresses and telephone numbers for all IRP jurisdictions are available on the IRP, Inc. website at ***irponline.org***.

Vehicles qualifying at differing weights must be entered on the reverse of the Schedule C. Failure to properly indicate weight information on Schedule C will result in qualification at the maximum weight in each qualified IRP jurisdiction. ***California will not refund foreign jurisdiction weight fees under any circumstances***.

3.035 INDIVIDUAL VEHICLE WEIGHT INCREASES

If one or more vehicles within the fleet require operation in California or any other qualified IRP jurisdiction at a weight greater than originally registered, the registrant may file for a weight increase by submitting a Schedule C with the "Vehicle Weight Increase/Decrease" box marked.

California and foreign jurisdiction fees for each affected vehicle will be assessed based on the difference between the original registered lower weight and the increased weight indicated on the Schedule C.

3.040 INDIVIDUAL VEHICLE WEIGHT DECREASES

If one or more vehicles within the fleet require operation in California or any other IRP jurisdiction at a lesser weight than originally reported, the registrant is required to file for a weight decrease by submitting a Schedule C with the "Vehicle Weight Increase/Decrease" box marked. The cab card for each power unit requiring the weight decrease must be surrendered to the department at the time of the request.

Refunds for fees paid at the previously reported higher weight will not be issued.

3.045 CALIFORNIA CVRA WEIGHT AND WEIGHT DECAL INFORMATION

GROSS VEHICLE WEIGHT RANGE	WEIGHT DECAL
10,001 – 15,000	15
15,001 – 20,000	20
20,001 – 26,000	26
26,001 – 30,000	30
30,001 – 35,000	35
35,001 – 40,000	40
40,001 – 45,000	45
45,001 – 50,000	50
50,001 – 54,999	54*
55,000 – 60,000	60
60,001 – 65,000	65
65,001 – 70,000	70
70,001 – 75,000	75
75,001 – 80,000	80

Note: The weight decal will reflect the top of the weight range (in thousands) of the declared gross weight or gross combined operating weight reported to the department at the time of registration or when a weight change is reported.

***Decals showing "54" are valid for a vehicle operating up to 54,999 GVW/CGW.**

3.050 WEIGHT VARIANCE REQUIREMENT (PLAN SECTION 325)

The registered weight of a fleet vehicle shall not vary more than ten percent (10%) from the highest to the lowest weight.

Note: Exception to the 10% variance rule requires supporting evidence (Statement of Facts), stating the actual condition that causes the maximum operating weight to vary by more than 10%.

CHAPTER 4
NEW CARRIER REGISTRATION REQUIREMENTS

4.000 NEW CARRIER APPLICATIONS

Below is a list of documents and requirements for original applications:

- California IRP Carrier Data - Schedule A/B, MC 2117 I.
- California IRP Vehicle Data - Schedule C, MC 2118 I.
- Established Place of Business-Documentation.
- Proof of Payment or Exemption of Federal Heavy Vehicle Use Tax (FHVUT).
- Agreement To Prepare And Maintain Records And Report Information In Accordance With International Registration Plan And California Apportionment Requirements, MC 522 I.
- Vehicle Identification Number (VIN) Verification, REG 31.
- Evidence of International Fuel Tax Registration (IFTA).
- U.S. Department of Transportation (USDOT) Number must be updated.
- Tax Payer Identification (TIN) Number – The TIN may be the Federal Employer Identification Number (FEIN) or the Social Security Number (SSN). The number provided on the IRP application must match the number submitted to FMCSA to obtain the USDOT.
- California Public Utilities Commission (PUC) Number – Required for buses, taxis, and limousines only.
- Vehicles within the application must be free of preexisting law enforcement violations or Vehicle License & Titling (VLT) Stops.

The below documents may also be required under the condition specified:

- Copy of lease agreement - If the registrant is a motor carrier lessee fleet registering vehicle(s) under a lease agreement with one or more owner-operators, a copy of the lease agreement is required for each leased vehicle registered in the fleet.
- Authorization for Registration Service Agent Representation (if applicable).

Refer to the appropriate section in this chapter for information regarding the forms and requirements listed on this page.

4.005 DIRECT IMPORT VEHICLES/FOREIGN DOCUMENTS

A direct import vehicle is a vehicle that was imported and originally manufactured for use in other countries. A direct import vehicle must be proven to have been legally imported and to meet U.S. Safety and U.S. Environmental Protection Agency (EPA) and/or California emission standards before it may be registered.

Direct import vehicles that do not meet or cannot be converted to comply with U.S. Safety and U.S. EPA and/or California emissions standards cannot be registered for on-highway or off-highway use.

IRP applications for registration of an imported vehicle **must** include the following items:

- Evidence or documentation to prove the vehicle was imported legally and cleared U.S. Customs and Border Protection (CBP). CBP forms, 3299, 3311, 3461, 6059, or 7501, stamped or endorsed by CBP are acceptable. This does not apply to U.S. territories.
- Evidence that the vehicle was modified to meet Department of Transportation (DOT) Federal Motor Vehicle Safety Standards (FMVSS). Satisfactory evidence is one of the following:
  - A FMVSS certification label affixed to the vehicle or,
  - A letter from the manufacture certifying the vehicle meets FMVSS requirements.
- Evidence of compliance with *U.S. EPA and/or California Emission Standards*. Any of the following is acceptable:
  - A U.S. EPA and/or California emission label affixed to the vehicle.
  - A manufacturer's letter stating the vehicle meets U.S. EPA requirements.
  - A Certificate of Conformance from a California Air Resources Board authorized laboratory.

4.010 CALIFORNIA IRP CARRIER DATA – SCHEDULE A/B (MC 2117 I)

The Schedule A/B is used to report carrier and mileage information. It is required when submitting an application for new carrier or fleet, renewal, or vehicle weight increase or decrease. The form must also be completed and submitted when there are any changes to the carrier name, business or mailing address, or any other pertinent information. Follow the instruction sheet when completing the form.

4.015 CALIFORNIA IRP VEHICLE DATA – SCHEDULE C (MC 2118 I)

The Schedule C is used to report data needed by DMV and law enforcement to identify vehicles and their operating weights. Follow the instruction sheet when completing the form.

Purchase Price and Date

In accordance with *California Revenue and Taxation Code* (RTC) Section 10753, the reportable purchase price must reflect the cost price to the current owner. It includes the delivery charge, **Federal Excise Tax,** and value of any accessories (e.g., refrigeration unit, lift gate, etc.) added to the vehicle, any cash that changed hands, and trade-in and other considerations, but excludes license fees, interest or finance charges, and any sales or local tax.

Factory Price

The factory price of the vehicle is required for IRP fee computation. If the factory price is not provided in the application it will be retrieved from the Factory Price Table.

4.020 ESTABLISHED RESIDENCE/SELECTION OF BASE JURISDICTION

An applicant **must** provide a copy of at least three documents showing a physical address **(not a P.O. Box)** in California to establish residency.

- If the applicant is an individual, they may provide a copy of their California driver license.
- If the applicant is an individual, they may provide a copy of their California business license.
- If the applicant is a corporation or Limited Liability Company (LLC), they must provide a copy of the Articles of Incorporation or Articles of Organization.
- A computer printout, dated within the last year, from the California Secretary of State's showing the "Status" as active and the "Jurisdiction" as California **or** showing the "Address" as a physical address in California **(the "Agent for Service of Process" address is not acceptable).**
- The first page (front and back) of the applicant's Federal Income Tax return from last year.
- The first page (front and back) of the applicant's California Resident Income Tax return from last year.
- The applicant's current California real estate or personal property tax bill or a proof of payment statement from the tax agency.
- A current utility bill in the applicant's name.
- A current California vehicle registration card in the applicant's name.
- A lease **or** rental agreement for the business property with the signature of both the tenant and the landlord.
- A current mortgage statement for the business property.
- Other documents that clearly provide evidence of the applicant's legal residence in California may be accepted, contact the IRP Operations Unit for additional information.

NOTE: A cellular telephone bill is not acceptable as a California residency document.

4.025 FEDERAL HEAVY VEHICLE USE TAX (FHVUT) (CVC SECTION 4750)

Commercial motor vehicles or buses that operate at 55,000 pounds or more combined gross vehicle weight (CGW) must have evidence of full payment of, or exemption from, the FHVUT before the vehicle can be registered. The FHVUT tax year is July 1 to June 30.

Applications for registration that are submitted in any month other than July, August, or September must include proof of payment documents for the current FHVUT tax year. Applications submitted in July, August, or September can provide proof of payment documents from the immediate previous FHVUT tax year.

NOTE: The IRS requires taxpayers to e-file Schedule 1, Form 2290 when filing with 25 or more vehicles. An electonically watermarked Schedule1, Form 2290 is returned to the taxpayer as proof of payment..

Acceptable Proof of Payment – Any of the following may be submitted as proof of FHVUT payment:

- Original or photocopy of IRS receipted Schedule 1, Form 2290, electronically watermarked or manually stamped.
- Original or photocopy of Schedule 1, Form 2290 filed with the IRS **and** a photocopy of the front **AND** back of the ***canceled*** check for the entire FHVUT payment payable to the IRS.

The document(s) submitted and any watermark or stamp appearing on it must be legible.

Acceptable Proof of Exemption – An original or photocopy of an IRS receipted Schedule 1, Form 2290 (electronically watermarked or manually stamped), listing the vehicle as exempt.

Proof of Payment of FHVUT is Not Required – The following are the only acceptable situations where proof of payment of FHVUT is not required:

- When a vehicle is qualified for California and all qualified foreign IRP jurisdictions at a maximum operating weight of 54,999 pounds or less **or,**
- If an application for registration or transfer of a new or used vehicle is submitted in the new owner's name within 60 days of the date of purchase or transfer **or,**
- If a vehicle has a valid alternative form of California registration which is being converted to IRP registration.

Any questions regarding specific tax regulations or completion of the Form 2290 should be directed to the IRS.

4.030 AGREEMENT TO PREPARE AND MAINTAIN RECORDS AND REPORT INFORMATION IN ACCORDANCE WITH INTERNATIONAL REGISTRATION PLAN AND CALIFORNIA APPORTIONMENT REQUIREMENTS – MC 522 I (CVC SECTION 8057; PLAN ARTICLE X).

All IRP applicants are required to read, understand, and adhere to the record keeping provisions of the Plan. The specific record keeping requirements are printed on this form. The form must be completed and signed by an authorized company official before California IRP operating authority is granted to the applicant. A registration service agent may not sign this form.

Failure to maintain records according to the provisions of the Plan and the CVC may result in the assessment of substantial fees and penalties.

4.035 VEHICLE IDENTIFICATION NUMBER (VIN) VERIFICATION

A form of VIN verification is required for each power vehicle being registered IRP in California for the first time. One of the following documents must be submitted for VIN verification purposes:

- Vehicle Identification Number Verification (REG 31) form completed by a California DMV employee, regularly employed peace officer or California licensed vehicle verifier. For vehicles located out of state the REG 31 may be completed by a regularly employed peace officer or a California licensed vehicle verifier.

- A legible photocopy of the last issued vehicle ownership certificate (California Title).
- A copy of the last issued vehicle registration card if the vehicle has a paperless title, lien holder on record, or goldenrod registration (registration only) along with a Statement of Facts (REG 256) explaining the reason why the title is not available.
- A California VIN record printout if the vehicle has a paperless title, lien holder on record, or goldenrod registration (registration only) along with a Statement of Facts (REG 256) explaining the reason why the title is not available.

4.040 MOTOR CARRIER LESSEE FLEET, LEASE AGREEMENTS

California requires verification of a lease agreement between a lessor owner-operator and the lessee motor carrier when a vehicle is added to an IRP motor carrier lessee fleet. The lessor (owner-operator) will be required to provide their USDOT number on the Schedule C form.

Lessor Information

If the vehicle is leased to the IRP registrant by an owner/operator, the registrant must provide the owner/operator's name and address.

4.045 INTERNATIONAL FUEL TAX AGREEMENT (IFTA) NUMBER (CVC SECTION 8056)

If an IFTA account has been issued to the applicant, the account number must be reported on the Schedule A/B application form in the space labeled "IFTA Number."

If an IFTA account has been applied for but not yet issued, enter "applied for" in the IFTA number space on Schedule A/B. The IFTA account number must be reported to the DMV Headquarters IRP Section once it has been issued.

4.050 PERFORMANCE AND REGISTRATION INFORMATION SYSTEMS MANAGEMENT (PRISM) (CVC SECTION 8100)

California requires the following information:

- USDOT Number - The US Department of Transportation (DOT) number must be reported on the Schedule A/B form in the space labeled "US DOT Number."
- TIN – Provide the Tax Payer Identification (TIN) number on the Schedule A/B and C forms. The TIN may be the Federal Employer Identification Number (FEIN) or the Social Security Number (SSN). The number provided on the IRP forms must match the number submitted to FMCSA to obtain the USDOT.
- MCSA-1 Form (formerly MCS-150) – Registrant and Carrier USDOT information must be updated directly with the Federal Motor Carrier Safety Administration (FMCSA) on-line at ***www.FMCSA.dot.gov/***.

4.055 CALIFORNIA PUBLIC UTILITIES COMMISSION (CPUC) NUMBER

The CPUC is responsible for administering regulations affecting motor carriers transporting passengers and household goods. The CPUC certificate or permit number must be reported on the Schedule A/B application form for buses, taxis, and limousines.

4.060 PREEXISTING VEHICLE VIOLATIONS OR STOPS

The vehicle registration record of every vehicle being added to a new or existing IRP fleet is checked for any preexisting violation(s) and/or stop(s). Vehicles that are found to have preexisting violations and/or stops may not be issued operating authority unless, and until, the preexisting violation(s) or stop(s) have been satisfactorily cleared.

Parking Citations:

A vehicle with a parking citation cannot be added to a fleet unless the parking citation bail is paid with the IRP application or the applicant presents a "Notice of Disposition of Parking Violation" (REG 194R) issued by the court or parking agency of jurisdiction for the vehicle being added.

The Department may appropriate the violation bail amount from the fees deposited with the IRP application in order to discharge the outstanding violations.

Owner's Responsibility Citations (CVC Section 4766)

An owner's responsibility citation can only be cleared from the vehicle record when an "Abstract of Court Release Adjudication" (Form DL106R) issued by the court of adjudication is submitted to the department. There is a $7 service fee for each citation removed from the vehicle record.

4.065 IRP AUDIT FEE LIEN PERFECTION

Per CVC Section 8201, fees determined to be due constitute a lien upon all vehicles operated as part of the fleet and on any other fleet vehicles operated by the registrant.

The department will withhold the issuance of IRP indicia or temporary operating authority when there are outstanding audit fees due, and 30 days have elapsed since the department mailed a notice of lien to the registrant and no response has been received.

4.070 CONTINUOUS REGISTRATION REQUIREMENT

California requires IRP registrants to maintain "continuous registration." "Continuous registration" means having no lapses of registration months when renewing existing California IRP registration or when an applicant changes their base IRP jurisdiction from a foreign IRP Member Jurisdiction to California.

4.075 FAILURE TO SUBMIT DOCUMENTS WITH COMPLETED INFORMATION

All documents required to be submitted with IRP registration applications are mandated by California statute or the Plan.

IRP license plates, stickers, or cab cards will not be issued until all required documentation and fees have been submitted.

CHAPTER 5
IRP REGISTRATION FEES

5.000 PAYMENT OPTIONS

Fees submitted by the registrant or their authorized agent for IRP applications must be calculated in one of the following ways:

- Full (100%) California fees, OR
- *CA Apportioned Fees + Other Jurisdiction Fees, OR
- $250 per vehicle per month for the number of months between the application date and expiration date, OR
- $300 per vehicle per month (purchase price of $200,000 or more) for the number of months between the application date and expiration date.

****A copy of the billing from the registrant or registration service agent's system software that was utilized to calculate fees for CA and other jurisdiction(s) must be submitted with the application***.

5.005 PAYMENT METHODS

A cashier's check, money order, or a personal or company check is acceptable methods of payment; unless a dishonored check was submitted for payment of fees on the apportioned account. If a dishonored check is submitted for payment, certified funds, i.e. cashier's check or money order, is required to clear the dishonored check.

5.010 PAYMENT BY DISHONORED CHECK

IRP applications paid by a check that are subsequently dishonored by the bank are subjuect to the applicable rate of penalties according to the date of repayment. In addition to penalties, a returned check fee will be assessed to the transaction.

5.015 CALIFORNIA FEE SCHEDULE

The California Fee Schedule is posted on the DMV website at ***http://www.dmv.ca.gov.***

Rounding Rules:

- Any fee in the amount of $0.01 to $0.99 round up to $1.00.
- Any fee more than $1.00 with cents totaling from $0.01 to $0.49 round down to the nearest whole dollar.
- Any fee more than $1.00 with cents totaling from $0.50 to $0.99 round up to the nearest whole dollar.

The above rounding rules are to be applied to the California Vehicle License Fee (VLF) prior to determining the full California fee, and then again to the California apportioned fee after applying the mileage percentage.

The Internet fee calculator is available to determine California full fees (www.dmv.ca.gov). A California zip code will be required (Exclude Use Tax).

5.020 APPORTIONED FEES OR FULL CALIFORNIA FEES

Under the Plan, vehicle registration fees are apportioned based on the miles traveled in each jurisdiction. The plan specifies the base jurisdiction may assess 100% fees when the vehicle does not qualify for IRP registration.

5.025 INVOICE STATEMENT

When an IRP application is processed an invoice statement indicating the amount due, any prior payments, and balance due, if any. Once an invoice statement has been issued, IRP indicia will not be issued until all fees are ***paid in full***. In order to avoid lapses in valid registration authorization, registration agents and customers are required to remit full apportioned registration fees due.

Balance due payments submitted to the IRP Operations Section in Sacramento by mail or by overnight courier service must be in the form of a check (personal or company checks) or money order.

Please review all billings carefully and notify the IRP Operations Section at (916) 657-7971 of any discrepancies.

5.030 SANCTIONS FOR FAILURE TO PAY FEES (CVC SECTIONS 8201 AND 8203)

Failure to pay fees due may result in one or a combination of the following actions:

- A lien being placed upon all vehicles operated as part of the fleet and on any other fleet vehicles operated by the registrant.
- Suspension of apportioned registration.
- Seizure and sale orders for all vehicles operating as part of the fleet or owned by the registrant.
- Civil action.

5.035 CALIFORNIA IRP FEE STRUCTURE

California IRP vehicle fees are assessed based on two distinct categories as follows:

Category #1

This category identifies the fees for power vehicles operating at a gross/combined gross weight (G/CGVW) of 10,000 pounds or less:

- **Registration Fee (CVC Sections 9250, 9250.1, 9250.8 and 9250.13):** This fee is mileage apportioned; but, is not proportioned based on the number of months of registration.
- **Vehicle License Fee (VLF) (Revenue and Taxation Code [RTC] Section 10751):** This fee is mileage apportioned and is proportioned based on the number of months of registration. This fee is determined based on the vehicle purchase price and purchase date to the current owner.
- **Unladen Weight Fee (CVC Section 9400):** This fee is variable based on the number of axles and unladen weight of the vehicle. The fee is mileage apportioned and is proportioned based on the number of months of registration.
- **County Fees (Various CVC Sections):** These fees are mileage apportioned and vary based on the county of business address location. The fees are not proportioned based on months of operation. For participating county fee information, visit the department's website.
- **Reflectorized License Plate Fee (CVC Section 4850):** This fee is only assessed when new IRP plates are issued and is therefore, not assessed on IRP renewal transactions.
- **IRP Application Fee (CVC Section 9250.15):** This fee is assessed on all original, supplement, and renewal applications. The fee is not mileage apportioned and is not proportioned based on the number of months of registration.
- **IRP Credential Fee (CVC Section 9259):** This fee is required for each vehicle listed on an original, renewal and supplement applications in which indicia is issued. This fee is not mileage apportioned and is not proportioned based on the number of months of registration.

Category #2:

This category identifies fees for power vehicles operating at a gross/combined gross weight (G/CGW) of 10,001 pounds or more. These vehicles are assessed the following fees:

- **Registration Fee (CVC Sections 9250, 9250.1, 9250.8 and 9250.13):** This fee is mileage apportioned; but, is not proportioned based on the number of months of registration.
- **Vehicle License Fee (VLF) (RTC Section 10751-37027):**This fee is mileage apportioned and is proportioned based on the number of months of registration. This fee is determined based on the vehicle purchase price and purchase date to the current owner.
- **Commercial Vehicle Registration Act (CVRA) Fee (CVC Section 9400.1):** This fee is part of the weight fees. It is mileage apportioned; but, is not proportioned based on the number of months of registration.

- **Gross Vehicle Weight Fee (CVC Section 9400.1):** This fee is variable based on the applicant's declared G/CGW. The fee is mileage apportioned and is proportioned based on the number of months of registration.
- **Cargo Theft Interdiction Program (CTIP) Fee (CVC Section 9400.1 (d) (1-4)):** This fee is mileage apportioned; but, is not proportioned based on the number of months of registration.
- **County Fees (Various CVC Sections):** These fees are mileage apportioned and vary based on the county of business address location. The fees are not proportioned based on months of operation. For participating county fee information, visit the department's website.
- **Reflectorized License Plate Fee (CVC Section 4850 (c))**: This fee is only assessed when new IRP plates are issued and is therefore, not assessed on IRP renewal transactions.
- **IRP Application Fee (CVC Section 9250.15):** This fee is assessed on all original, supplement, and renewal applications. The fee is not mileage apportioned and is not proportioned based on the number of months of registration.
- **IRP Credential Fee (CVC Section 9259):** This fee is required for each vehicle listed on an original, renewal and supplement applications in which indicia is issued. This fee is not mileage apportioned and is not proportioned based on the number of months of registration.
- **Weight Decal Fee (CVC 9400.1 (f) (1 & 2)):** A weight decal and year sticker will be placed on each commercial vehicle subject to weight fees pursuant to the CVRA. Each vehicle will be issued the weight decals/stickers upon registration or a change in the declared weight is reported.

5.040 CALIFORNIA UNLADEN/GROSS/COMBINED GROSS WEIGHT FEE

Use the California Fee Schedule located on the department's website to find the appropriate weight fee. Page 1 of the fee schedule shows the unladen weight ranges and fees for two axle and three or more axle vehicles. Page 2 of the fee schedule shows the Gross and Combined Gross weight ranges and fees.

To find the weight fee for an original IRP registration application, locate the vehicle's weight range on fee schedule. The amount shown in the column immediately to the right of the weight range is the weight fee.

To find the weight fee for an add vehicle application, identify the numbered month in the registration period in which the vehicle is being added. Find the vehicle's weight range on the fee schedule. Scroll across until you reach the month column on the fee schedule that matches the month the vehicle is being added.

5.045 CALIFORNIA VEHICLE WEIGHT INCREASE/DECREASE APPLICATIONS

Applications to increase or decrease California qualified weights for fleet vehicles must be accompanied by the apportioned amount of fees due based on the difference between the old and new weights, the apportioned amount of fees due for vehicle for each foreign jurisdiction the weights being increased, cab card fee for each vehicle, application fee, and weight decal fee if applicable.

In instances where the increase in weight is from the unladen weight category to the gross weight category and the unladen weight fee is higher and was paid first, the gross weight fee will not be refunded or subsequently credited at the higher rate if the vehicle is used for replacement credit.

Please refer to the department's website for the current California fees and to the affected jurisdiction's website to obtain fee and instructions on calculating the apportioned weight fee amount.

5.050 CALIFORNIA CONVERSION CREDITS

Vehicles that are added to fleets during the period for which they are currently registered under California full annual or partial year registration will be granted conversion credits for the months remaining in the paid registration period.

California fees are computed and collected only for those months between the expiration date of the previous full annual or partial year registration and the last day of the current registration year. Credit for months paid into the subsequent registration year will automatically be granted and factored into the California fee calculations printed on the renewal fleet listing. Other IRP jurisdiction fees are computed and collected from the date the vehicle(s) is added to the fleet.

Months in which the full 100% California fees have already been paid will not be adjusted, credited, or refunded based on the mileage percentage of the fleet on which the vehicle is being added.

5.055 CALIFORNIA WEIGHT FEE REPLACEMENT CREDITS (PLAN SECTION 440, 700, CVC SECTION 9408)

California allows the unused full month weight fees (excluding the CVRA fee) for a vehicle deleted from a fleet to be credited to a vehicle concurrently added to the same fleet. Unladen weight fee or GVW/CGW credit is subject to the following requirements/conditions:

- The CVRA Fee is not creditable to a replacement vehicle. **Wherever credit of GVW/CGW fees is mentioned in the remainder of this handbook, the fact that the CVRA Fee portion of the weight fee is not creditable is assumed.**
- Vehicle must be deleted and added concurrently to the same fleet.
- The maximum credit that may be given to a replacement vehicle is the amount of the weight fee, prorated from the month following the month of withdrawal. The added vehicle is ***always*** assessed weight fee for the month the vehicle is added.
- Payment of the required fee for issuance of new registration.

- Gross Vehicle Weight fees can be credited to a vehicle subject to unladen weight fees and unladen weight fees may be credited to a vehicle subject to gross vehicle weight fees subject to all other conditions stated in this section.
- The vehicle being deleted must be "withdrawn from service" in the IRP fleet for the remainder of the fleet's registration year.
- The vehicle being deleted must be reported on the same supplement application (Schedule C) as the vehicle being added to which the credit will be applied (concurrent addition/deletion).
- The license plates, license plate sticker, and cab card for the withdrawn vehicle must be surrendered to the Department **with the application for concurrent vehicle addition/deletion**. If plates and/or cab cards were not surrendered, a Statement of Facts must be submitted indicating reason for non-surrender of indicia.
- The unused/excess portion of any weight fee that is credited to another vehicle is not refundable. Unused fee credits are forfeited. For instance, if an unladen weight or gross vehicle weight fee is credited from a vehicle with a higher unladen or gross vehicle weight value to a vehicle with a lower unladen or gross vehicle weight fee value resulting in a non – credited weight fee difference, that difference is not refundable.
- Vehicles that were converted to IRP from California intrastate registration may not be used as credit toward another fleet vehicle during the period of time that the intrastate registration is still valid.
- A vehicle weight credit cannot be used twice in the same registration year. If a vehicle converts from full year registration to IRP and is then deleted in the same registration year, the California weight credit cannot be used again.
- IRP registrants with multiple fleets under the same business entity may only receive weight replacement credits on vehicles that are newly acquired through original purchase or lease. Replacement credits will not be allowed when transferring existing fleet vehicles between multiple fleets of the same registrant.

5.060 FOREIGN IRP JURISDICTION FEE SCHEDULES

Foreign IRP jurisdiction fee schedules and other information can be obtained by visiting the individual jurisdiction website or from the IRP Inc. website at: ***http://www.irponline.org/***.

5.065 FOREIGN JURISDICTION VEHICLE WEIGHT INCREASE APPLICATIONS

When requesting an increase in the vehicle weight for any foreign jurisdiction, the applicant must calculate the additional apportioned fee amount required for the jurisdiction(s). If the California weight is not changing, the credential and application fee shall be added to application. Once the weight increase application is received by the IRP Operations Section the calculated fees will be reviewed. If additional fees are due it will be reported to the applicant on a billing invoice. Any additional fees due must be paid within 20 days of the date of the invoice to avoid penalties.

5.070 FOREIGN IRP JURISDICTION REPLACEMENT CREDIT

Many of the IRP Member Jurisdictions give full or partial replacement credit for a vehicle deleted from the fleet to a vehicle added to the fleet.

In order to receive replacement credit California requires, in every case, that the deleted and added vehicles be reported concurrently on the same supplement and credentials for the deleted vehicle must be surrendered with the application.

Important: Credit and refund policies are established through individual jurisdiction statutes. Current credit refund information for member jurisdictions may be found on the IRP Inc. website at: ***http://www.irponline.org/.***

5.075 CALIFORNIA VEHICLE LICENSE FEE (VLF)

VLF is determined based on the cost or purchase price and purchase date indicated on the certificate of cost, bill of sale, or titling document submitted with the application.

Depreciation Schedule— In accordance with RTC §10753.2(c) the market value of a vehicle for each registration year of its life, starting with the first year as a new vehicle or first classification year for VLF purposes, will have an eleven year depreciation schedule.

To compute the VLF follow the instructions provided on page 3 of the California Fee Schedule located on the department's website.

5.080 PENALTIES: NEW CARRIER, NEW FLEET OR SUPPLEMENT APPLICATIONS (CVC SECTION 9553.5)

Penalties are due whenever fees have not been paid in full for an application for registration of an apportioned vehicle. The registrant shall have 20 days from date of notice by the department to pay the balance of the fees. If the balance due is not paid within the 20 days, the application is subject to penalties.

5.085 REPLACEMENT INDICIA

A fee may be assessed for replacement indicia i.e. cab card, license plate(s) stickers, etc.

5.090 REFUNDS (CVC SECTION 42231)

The department issues refunds of California fees paid only if the fees were paid in error or if excess fees were paid. An Application for Refund (ADM 399) must be completed and mailed to the IRP Operations Section in Sacramento.

NOTE: California does not refund fees paid to other IRP jurisdictions. Carriers must apply directly to and satisfy each jurisdiction's requirement(s) for refund of fees.

5.095 COLORADO LOW MILEAGE FEE REDUCTION

The State of Colorado assesses a lower rate of registration fees to power units that are operated nationally 10,000 miles or less annually. In order to qualify for assessment at the lower rate you must have a full 12 consecutive months of mileage records as substantiated by Individual Vehicle Mileage Records (IVMR) for the qualifying vehicle.

For more detailed information regarding the low mileage fee reduction contact the State of Colorado.

5.100 COLORADO RENTAL/LEASING COMPANIES

If a rental/leasing company rents a vehicle for a period less than 45 days and never travels in Colorado during the registration term, the vehicle is not charged apportioned Colorado Ownership Tax. For vehicle rentals of 45 days or longer, registration fees and ownership tax will be collected in accordance with Colorado's fee chart.

A Colorado Rental/Leasing Data Form (MC 143 I) must be completed and returned with your IRP application if you have rental vehicles that rents for a period of less than 45 days and never travel in Colorado during the registration term.

If vehicles are rented in the State of Colorado for a period of less than 45 days during the registration year, the owner will be charged 2% of the amount of the rental payment of Colorado Ownership Tax payable to the Colorado County where the rental took place ***(Colorado Ownership Tax is only charged on these specific vehicles if they are rented in Colorado.)*** It is the owner's responsibility to report and pay the 2% of the amount of the rental payment to Colorado.

5.105 ARIZONA REDUCED RATE FEES

Arizona grants a fee discount to vehicles which meet very specific operational criteria as follows:

One Way Hauling: At least 45% of the mileage during the registration year is traveled without a load.

Route Truck: The vehicle weighs more than 26,000 lbs. and begins and ends a trip at the same point without adding to the load. At the midway point, the load is less than 45% of full capacity of the vehicle.

Agricultural Products: The vehicle is used only for transporting agricultural products, such as crops, machinery, supplies, or livestock used or produced in farming operations. The products, crops, or livestock must be unmanufactured or unprocessed.

In order to qualify for this individual vehicle discount, an Arizona Motor Carrier Reduced Rate Certificate must be completed and submitted with the IRP application. The vehicle qualification for this reduced rate continues from year to year until the vehicle is deleted from the fleet or the carrier requests removal of the reduced rate qualification due to a change of operation.

5.110 UTAH REDUCED RATE FEES

The State of Utah allows a reduced rate of Utah commercial vehicle fees for power vehicles used ***exclusively*** for the following purposes:

1. Pump Cement
2. Bore Wells
3. Perform Crane Services (with a lift capacity of at least 5 tons).

California will assess Utah fees at the reduced rate to qualifying vehicles when the Utah Reduced Fee Certification Form is submitted with renewal, original, or supplemental applications.

For each vehicle that qualifies for the reduced fee rate, list the equipment number, year model, make, and the last 6 digits of the Vehicle Identification Number (VIN). In the column headed "Qualified Vehicle Usage", at the right of the form, indicates your use by placing an "x" under the applicable qualifying code (P = Pump Cement; B = Bore Wells; C = Perform Crane Services)

California will not be responsible for fee adjustments resulting from the applicant's failure to complete and submit the reduced fee rate qualification form.

CHAPTER 6
IRP RENEWAL

6.000 INTRODUCTION

This chapter covers the general requirements and information applicable to IRP renewal. The department sends out renewal documents to all active IRP registrants that have an account in good standing.

6.005 IRP RENEWAL DOCUMENTS

Page 1 – Schedule A – Carrier Information: Identifies the business entity as recorded in the California DMV IRP computer system. If corrections or changes to the information are necessary, enter the corrected information under column B in the blank spaces to the right of the printed information. The form must be signed and dated.

A Statement of Facts, Motor Carrier Fleet Name Change (MC 256M I) form is required when making a change or correction to the business name.

When reporting a change to the business (physical) address, please provide a copy of your rental or lease agreement or a copy of your mortgage documents.

If the carrier's USDOT number and/or Taxpayer ID number is not listed on the Schedule A, the carrier must provide this information in Column B.

Page 2 – Schedule A – Carrier Information/Registration Service Agent Authorization: Identifies the registrants authorized registration service agent, type of operation, and commodity class. Indicate any changes or corrections in Column B. This section must be completed and signed by an authorized employee of the registrant or an authorized employee of the appointed registration service agent.

Registration service agent authorization is only valid for the calendar year for which authorization was issued and must be renewed each year. If a registration service agent will be authorized to complete and submit IRP applications for the IRP registrant for the current registration year, the authorization section must be completed and signed by an authorized employee of the IRP registrant. Notify the IRP Operations Section immediately in writing when an agent is no longer authorized to handle your account.

IMPORTANT: ***Registration service agents must provide their occupational license number and expiration date***.

Page 3 –Schedule B – Mileage Information: The information entered on this page determines the computation of distance percentage and registration fees for each qualified IRP jurisdiction. Renewal distance percentages are always based on the ***historical*** distance traveled in each jurisdiction during the distance-reporting period. ***Actual distance must be listed.*** Interstate distance accrued by trip permit or alternative jurisdiction IRP base registration must be reported as actual distance.

Page 4 – Renewal Summary/Fee Reconciliation: Complete this page to record adjustments to the preprinted vehicle totals and compute the fees due. Indicate vehicles added or vehicles deleted for renewal and adjust fees accordingly as shown below:

LINE	INSTRUCTIONS
1	Preprinted with 100% California Fees due for all vehicles preprinted on Pages 5 and 6 (if applicable).
2	Enter the total 100% California fees for each vehicle added to the fleet within 45 days from the renewal expiration date or for pending supplement vehicle adds.
3	Enter deleted vehicles (subtract from total 100% fees due).
4	**Optional Payment -** Show the adjusted amount of 100% California fees due here, ***or***
5	**Optional Payment - ***Line 4 times (X) CA %
6	*Foreign IRP Jurisdiction Fees, ***or***
7	Enter the total per vehicle cab card fees
8	Preprinted Application fee
9	Enter the total of lines 4, 7, and 8, ***or***
10	Enter the total of lines 5, 6, 7 and 8, ***or***

*A copy of the billing from the registrant or registration service agent's system software that was utilized to calculate fees for CA and other jurisdiction(s) must be submitted with the application.

Additional Payment Options:

- $250 per vehicle per month, ***or***
- $300 per vehicle per month (only if purchase price is $200,000 or more)

6.010 NONRECEIPT OF IRP RENEWAL DOCUMENTS

If the IRP documents are not received, the carrier may apply for renewal by submitting the following:

- Schedule A/B
- Schedule C
- VIN Verification (If adding a vehicle or making a correction)
- Proof of payment or exemption of FHVUT (If applicable)
- Agreement to Maintain Records
- Agent authorization (If applicable)
- Lease agreement (If applicable)
- Proof of insurance

6.015 ABSENCE OF INTER-JURISDICTIONAL MOVEMENT

Apportioned vehicles must travel in two or more Member Jurisdictions. Vehicles solely operating in California or in any one jurisdiction are not eligible for apportioned registration, unless intent to travel interstate can be established. "Intent" will be established by records of travel and verifiable contracts. Vehicles found to be solely operated in California should apply for regular commercial registration. Those operating in any one jurisdiction should apply for registration in the jurisdiction in which the vehicle is being operated.

The Plan, Article II official commentary states, in part, the fact that a vehicle is not used in more than one jurisdiction for the entirety of a registration year and for six addtional months gives rise to a presumption that the registrant did not intend to use the vehicle in more than one Member Jurisdiction.

6.020 PROCESSING PRIORITIES

Applications received by the IRP Operations Section are processed in order of the date received. The department may appropriate a portion or all of the renewal fees paid on an account in order to complete the processing of applications previously submitted that have a balance of fees due or audit fees due.

6.025 PAYMENT OF FEES AND PENALTIES (CVC SECTION 9554)

The payment amount that must be submitted is shown on the Renewal Summary Page. Apportioned registration renewal fees due must be postmarked or submitted no later than midnight of the fleet's current registration expiration date. Failure to pay fees by the current registration expiration date will result in the assessment of penalties on the California renewal fees.

Renewal applications may not be submitted with California apportioned fees only. Failure to submit fees in all qualified foreign IRP jurisdictions subjects the fleet vehicles to violation in any affected IRP jurisdiction(s) including California.

6.030 LATE RENEWALS (CVC SECTIONS 4604.2 (C), 4604.5 (B))

Late renewals are subject to the assessment of fees and penalties. A Certificate of Non-Operation (CNO) will not reduce the amount of the registration fees required on renewal applications.

A CNO submitted with renewal documents may be accepted for 90 days following the IRP registration expiration date for waiver of penalty fees only, providing the vehicle(s) was not operated after the expiration date. For customers submitting a CNO on day 91 or later penalty fees may be assessed.

Planned Non-Operation (PNO) does not apply to vehicles registered under the IRP.

6.035 WITHDRAWN OR DELETED VEHICLES (PLAN SECTION 615)

The IRP renewal fleet listing and request for a withdrawn or deleted vehicle(s) must be received on or before the current expiration date to avoid registration fees for the following year. The license plate(s) and cab card(s) for the withdrawn or deleted vehicle(s) must be surrendered to the department or renewal fees and penalties will be assessed for the withdrawn or deleted vehicles(s).

If a vehicle is withdrawn or deleted from the fleet after the renewal application is submitted, a supplement application Schedule C is required. If the vehicle has been operated after the expiration date, the vehicle will not be withdrawn or deleted and the renewal billing will include registration and late penalty fees for the vehicle. A refund will not be issued.

6.040 EVIDENCE OF FINANCIAL RESPONSIBILITY (CVC SECTION 16500.5)

Each IRP registrant is required to submit proof of valid public liability insurance with their renewal application. The department requires the applicant to submit one of the following as proof:

- An International Registration Plan (IRP) Certificate of Insurance Form (MC 5009 IRP) completed by your insurance company.

Or

- Evidence of Insurance containing the following information:
  - The name and address of the vehicle owner or fleet operator.
  - The name and address of the insurance company or a surety company providing a policy or bond for the vehicle.
  - The policy or bond number with the effective date and expiration date.
  - A statement from the insurance company or a surety bond company stating the policy or bond meets the requirements of CVC Sections 16056 or 16500.5 and is a commercial or fleet policy. One form may be submitted per fleet as specified by the department.

California IRP cab cards will not be issued for any fleet that is not in compliance with the proof of insurance requirement.

6.045 FEDERAL HEAVY VEHICLE USE TAX (FHVUT) (CVC SECTION 4750)

Commercial motor vehicles or buses that operate at 55,000 pounds or more combined gross vehicle weight (CGW) must have evidence of full payment of, or exemption from, the FHVUT before the vehicle can be registered. The FHVUT tax year is July 1 to June 30.

A vehicle with a registration expiration month other than July, August, or September is required to provide proof of payment documents for the current FHVUT tax year. Vehicles with an expiration month of July, August, or September can provide proof of payment documents from the immediate previous FHVUT tax year.

NOTE: The IRS requires taxpayers to e-file Schedule 1, Form 2290 when filing with 25 or more vehicles. An electonically watermarked Schedule1, Form 2290 is returned to the taxpayer as proof of payment.

Acceptable Proof of Payment – Any of the following may be submitted as proof of FHVUT payment:

- Original or photocopy of Schedule 1, Form 2290, electronically watermarked or manually stamped by the IRS.
- A photocopy of Schedule 1, Form 2290 filed with the IRS **and** a photocopy of the front **AND** back of the ***canceled*** check for the entire FHVUT payment payable to the IRS.

Acceptable Proof of Exemption – An original or photocopy of an IRS receipted Schedule 1, Form 2290 (electronically watermarked or manually stamped), listing the vehicle as exempt.

The document(s) submitted and any watermark or stamp appearing on it must be legible.

Any questions regarding specific tax regulations or completion of the Schedule 1, Form 2290 should be directed to the IRS.

Proof of Payment of FHVUT is Not Required – The following are the only acceptable situations where proof of payment of FHVUT is not required:

- When a vehicle is qualified for California and all qualified foreign IRP jurisdictions at a maximum operating weight of 54,999 poinds or less **or**,
- If an application for registration or transfer of a new or used vehicle is submitted in the new owner's name within 60 days of the date of purchase or transfer **or**,
- If a vehicle has a valid alternative form of California registration which is being converted to IRP registration.

IMPORTANT: California IRP cab cards will not be issued to a fleet that is not in compliance with the requirement to submit poof of payment or exemption of Federal Heavy Vehicle Use Tax.

6.050 AGREEMENT TO PREPARE AND MAINTAIN RECORDS AND REPORT INFORMATION IN ACCORDANCE WITH INTERNATIONAL REGISTRATION PLAN AND CALIFORNIA APPORTIONMENT REQUIREMENTS – MC 522 I (CVC SECTION 8057; PLAN ARTICLE X)

All IRP applicants are required to read, understand, and adhere to the record keeping provisions of the Plan. The specific record keeping requirements are printed on this form and the form must be completed and signed by an authorized company official before any California IRP operating authority is granted to the applicant. A registration service agent may not sign this form.

Failure to maintain records according to the provisions of the Plan and the California Vehicle Code may result in the assessment of substantial fees, interest, and penalties.

6.055 OWNER RESPONSIBILITY CITATIONS (CVC SECTIONS 40001 AND 40002.1)

In order to clear an owner responsibility citation from the DMV record, the customer must submit an "Abstract of Court Release Adjudication" (DL106R) completed by the issuing court for each owner responsibility citation listed. A service fee of $7 for each citation will be added to the total fees due.

6.060 PARKING VIOLATIONS (CVC SECTION 40200)

Parking violations can only be cleared from the DMV record if the customer submits an "Abstract of Court Release" issued by the court or parking agency of adjudication or the full bail amount is submitted to DMV.

CHAPTER 7
IRP SUPPLEMENT APPLICATIONS

7.000 WHEN TO SUBMIT AN IRP SUPPLEMENT APPLICATION

A supplement application is required for the following transactions:

- Name Change
- Cab Card Corrections (address changes/other corrections)
- Add Vehicle or Add Vehicle with Replacement Credit
- Delete Vehicle
- Change Carrier Type/Commodity Class
- Weight Group Change
- Replacement Credentials
- Amended Vehicle
- Fleet to Fleet Transfer
- Change of Registration Service Agent Authority

7.005 APPLICATIONS SUBMITTED WITHIN THIRTY DAYS OF EXPIRATION DATE

Supplements for any type of fleet changes submitted within thirty days of expiration date for which no subsequent registration year fees are paid for the affected vehicles, will only be issued operating authority to the current fleet expiration date.

7.010 NAME CHANGE

If a fleet's registrant name is changed during the current registration year or at the time of filing a renewal application, the department's records must be corrected to reflect the change.

Changes are reported using the Schedule A/B and a Statement of Facts (MC 256M I). Mark the appropriate space at the top left of Schedule A/B to indicate the application is for carrier information changes.

7.015 CAB CARD CORRECTIONS

The owner of an apportioned fleet must notify the department within 10 days (CVC Section 4159) of any business and/or mailing address changes or corrections. Notification must be made in writing on a Schedule A/B. Mark the appropriate space provided at the top left of Schedule A/B to indicate the application is for carrier information changes.

New cab cards will not be issued for address changes. Line through the incorrect address information shown on each cab card and print the correct information. A change to the business address will require submission of new basing documents as described in Chapter 4, Section 4.020 of this handbook.

If the owner submits a supplement application for a VIN correction, a form of VIN verification must be submitted as described in Chapter 4, Section 4.035 of this handbook. A fee will be required for issuance of a new cab card.

7.020 ADD VEHICLE OR ADD VEHICLE WITH REPLACEMENT CREDIT

A Schedule C is required to add and/or delete vehicles from an existing California based IRP fleet. All vehicles being added to a fleet must be clear of any pre-existing law enforcement violations or restrictions and IRP lien perfections. The following items may also be required:

- Proof of payment or exemption of FHVUT.
- Vehicle Identification Number verification.

If the registrant is a motor carrier lessee registering vehicle(s) under a lease agreement with one or more owner-operators, a copy of the lease agreement, the owner operator's USDOT Number and Taxpayer Identification Number is required for each leased vehicle registered in the fleet.

California allows the unused full month weight fees (excluding the CVRA fee) for a vehicle deleted from a fleet to be credited to a vehicle concurrently added to the same fleet.

NOTE: ***A vehicle added to a fleet in which it was previously deleted is required to pay a full year of registration fees.***

7.025 DELETED VEHICLE

A Schedule C is required to delete vehicles from an existing California based IRP fleet.

The license plate(s) and cab card of each vehicle being deleted must be surrendered at the time it is deleted from the fleet. If the carrier does not surrender the license plate(s) and cab card(s), the vehicle(s) will not be deleted and will be included in the renewal listing. If a carrier is unable to surrender the license plate(s) and cab card, a Statement of Facts (REG 256) stating the license plate(s) and cab card have been destroyed, lost or stolen is acceptable.

Unused California fees will not be refunded when a vehicle is deleted from a fleet. Carriers must apply directly to each jurisdiction to request a refund of fees.

7.030 WEIGHT GROUP CHANGE (INCREASE/DECREASE)

A Schedule C is required to change the operating weight of a vehicle in an existing California based IRP fleet. In cases where a weight increase will result in the vehicle being operated at 55,000 pounds or more combined gross vehicle weight, a Schedule 1, Form 2290 showing evidence of full payment or exemption of Federal Heavy Vehicle Use Tax (FHVUT) may be required.

For weight increase applications apportioned fees for each affected jurisdiction will be assessed based on the difference between the original reported weight and the increased weight desired.

Payment of the total actual apportioned amount of fees due for all affected jurisdictions in which the weight is increased is required. In addition to any other California weight fee due, a cab card fee, weight decal fee (if the weight ranges from 10,001 – 80,000 lbs.), and application fee, will be required.

If full payment is not submitted with the application, the balance due will be reported to the applicant on a billing invoice. Any additional fees due must be paid within 20 days of the date of the invoice to avoid penalties.

Operating indicia will not be issued until the total fees due, as computed by the department, are paid in full.

Weight decreases which result in the vehicle changing from the gross vehicle weight category to a unladen weight fee category with a higher rate of weight fee, will be assessed the difference between the higher and lower weight fees for the remainder of the registration period.

Fees paid for the higher weight classification in California or any other IRP jurisdiction will not be refunded and the customer may not use the vehicle's original qualifying higher weight classification if the vehicle is subsequently deleted and used as weight replacement credit toward another vehicle added to the fleet.

In addition to any other California weight fee due, a cab card fee, weight decal fee (if the weight ranges from 10,001 – 80,000 lbs.), and application fee, will be required. Any additional fees due must be paid within 20 days of the date of the invoice to avoid penalties.

Operating indicia will not be issued until the total fees due, as computed by the department, are paid in full.

7.035 REPLACEMENT CREDENTIALS

A completed supplement application, Schedule C is required to replace lost, stolen, or mutilated license plates, stickers, weight decals, weight decal year stickers, or cab cards. In the case of replacement license plates, any remaining license plates and the cab card must be surrendered with the application. If you are unable to surrender the license plate(s) and cab card, a Statement of Facts (REG 256) stating the disposition of the item(s) is acceptable.

Replacement license plates are no longer issued in field offices. The IRP Operations Section will process the application and issue new plates. If the application is submitted by an employee of an authorized registration service, the application must contain the agent's occupational license number and expiration date.

7.040 AMENDED VEHICLE

An amend vehicle supplement should be submitted when making a correction of vehicle information. Amend vehicle changes include:

- Vehicle Identification Number (VIN)
- Make
- Year Model
- Body Type

- Number of Axles
- Number of Combined Axles
- Fuel Designation
- Unladen Weight
- Weight Group
- Purchase Price
- Factory Price
- Purchase Date

The change may result in an increase or decrease of fees due. A fee for issuance of a new cab card and an application fee will be required. If additional fees are due, they will be reported to the applicant on a billing invoice. Any additional fees due must be paid within 20 days of the date of the invoice to avoid penalties.

7.045 FLEET TO FLEET TRANSFERS

A Schedule C is required in order to transfer a vehicle from one fleet to another fleet in the same account. The information on both fleets must be the same, including the expiration date. The carrier may retain the same plates for this transaction.

Fees are due when transferring a vehicle from fleet to fleet; California does not provide credit when processing a fleet to fleet supplement transaction.

7.050 CHANGE OF REGISTRATION SERVICE AGENT AUTHORITY

IRP registrants must notify the IRP Operations Section when there is a change to the applicant's authorization for representation for IRP registration purposes by a registration service agent. Registration Services must notify the IRP Operations Section when they no longer represent an IRP registrant.

CHAPTER 8
NEW FLEET REGISTRATION REQUIREMENTS

8.000 NEW FLEET APPLICATIONS

The documents and requirements for registration of a new fleet is the same as for a new carrier, except for the established place of business and base jurisdiction residency requirements.

If the new fleet has the same business address (physical address) as the address shown on the IRP account, new basing documents are not required.

New fleets with a different business address (physical address) that differs from the address on the IRP account must provide a lease, rental agreement, or mortgage document as proof of established place of business.

CHAPTER 9
AUDITS

9.000 AUTHORITY AND FREQUENCY OF AUDITS

California Vehicle Code (CVC) Section 8057(b) authorizes the department to audit fleet records of apportioned registrants to ensure the accuracy of the reported distance (mileage), vehicle cost, and weight information.

The Plan Section 1020 authorizes the base jurisdiction to audit the apportioned registration applications and supporting documents of registrants based in that jurisdiction. The audit shall be to assess the accuracy of distances reported in the application for apportioned registration, and where inaccuracies are found, to adjust the fees accordingly. An audit conducted by the base jurisdiction shall be conducted on behalf of all Member Jurisdictions, and the base jurisdiction may assess and collect fees based on its audit.

Per Section 1025 of the Plan, Member Jurisdictions shall conduct a number of audits equivalent to an average of three percent per year of the number of fleets whose registration it renews annually. Nothing in this section precludes a base jurisdiction from conducting more audits than required or from auditing a registrant more than once.

9.005 JOINT AUDITS

IRP Section 1030, "Joint Audits," allows audits of any registrant by multiple jurisdictions. Upon completion of the joint audit, the base jurisdiction is responsible for issuing the audit report, collecting and distributing the resulting fee adjustments, and resolving any disagreement with the audit findings.

9.010 PURPOSE OF AUDITS

Audits are necessary to ensure: (1) The accuracy and integrity of information reported on the apportioned registration applications; (2) Compliance with provisions of the IRP and jurisdictional statutes; and (3) Proper payment of apportionable fees to all affected Member Jurisdictions.

9.015 AUDIT STANDARDS

Audits are conducted in a professional manner with the results clearly documented, following the Plan, the IRP Audit Procedures Manual, and Generally Accepted Government Auditing Standards.

9.020 AUDIT LOCATION

Audits are performed at DMV Headquarters in Sacramento (in-house audits) or at the registrants' or the designated agents' business locations where operational records are maintained and made available for examination (field audits), as determined by the department.

9.025 AUDIT NOTIFICATION

In accordance with IRP Audit Procedures Manual Section 401(a) and CVC Section 8057(b), the department will provide a **30-day** notice to the registrant prior to conducting the audit. For just cause, notification requirements may be waived, as provided in IRP Audit Procedures Manual Section 401(c).

For **field audits**, the auditor will contact the registrant or the registrant's authorized agent by telephone to arrange an audit. An audit notification letter is sent to the registrant to confirm the audit commencement date, the registration year(s) to be audited, the location where the audit will take place, the types of records to be examined, and the person(s) conducting the audit.

For **in-house audits**, the auditor will notify the registrant by telephone. An audit notification letter is also sent to the registrant regarding the registration year(s) to be audited, the types of records to be examined, the due date for the submission of records, the address to where records should be sent, and other information regarding the audit.

Audit notification letters are sent by certified mail to the last known mailing address on record with the department, and are considered received, when delivered. It is the responsibility of the registrant to ensure that the telephone numbers as well as business and mailing addresses are correct and current, and to promptly notify the IRP Operations Section whenever there is an address change.

9.030 ENTRANCE (OPENING) CONFERENCE

The auditor will hold an entrance conference with the registrant or agent to discuss the registrant's operations, distance accounting and reporting system, records to be examined, sampling procedures, and the extent and timing of the audit. For in-house audits, the entrance conference will be held over the telephone.

9.035 TRAVEL EXPENSES

Pursuant to CVC Section 8057(b), the registrant may be required to reimburse the department for the auditor's per diem and actual travel expenses incurred under certain conditions as determined by the department.

In-house audits involve no travel expenses. Under the department's current administrative policy, the registrant will not be charged for the travel cost for a field audit conducted in California, except when:

- A return trip is required to complete the fieldwork because the required records were unavailable or unauditable.
- The registrant requests the audit to take place at its place of business or another location in lieu of sending the records to the department's Headquarters in Sacramento, when it is deemed reasonable and cost effective for the department to conduct an in-house audit due to the small size of the fleet or other reasons.

California-based registrants shall reimburse the department for the auditor's per diem and actual travel expenses for audits conducted outside California.

9.040 EXIT (CLOSING) CONFERENCE

At the conclusion of the audit, the auditor will hold an exit conference with the registrant to review audit issues and preliminary findings; an overview of the post-audit process, including to whom the final audit report should be addressed; reporting procedures, rights of appeal, and any recommendations for improvement of the registrant's distance recordkeeping and reporting system.

9.045 NOTIFICATION OF AUDIT RESULTS TO REGISTRANT

Upon completion of an audit, an audit report is issued to the registrant (and the designated agent, if any). When mailed to the last known mailing address of the registrant as it appears on the department's records, the audit report is considered sufficient notification of the audit results whether it is received or not.

9.050 REGISTRANT'S OPTIONS UPON RECEIPT OF AUDIT REPORT

The registrant shall have **30 days** from the issuance of the audit report to:

- Pay the netted assessment in full to the department.
- Request a reevaluation (reexamination) of the audit results and provide additional documents not previously made available.
- File an appeal to contest the audit results.

Non-receipt of or refusal to accept the audit report will not extend the deadline allowed for payment of the assessment or for requesting a reevaluation or hearing.

Requests to modify the audit findings must be made within the 30-day statutory deadline, with supporting documentation. Records received after the 30-day period will not be accepted for reevaluation.

If the registrant submits a timely request for reevaluation of the audit results, and provides additional records to the department, the department will notify the registrant of the result of its reevaluation upon completion, including any modifications to the original findings and/or assessment.

The registrant will have **30 days** from the date of notice to pay any audit assessment due or to request a hearing.

Audit appeals must be made to the Audits Branch within the time period specified in the audit report or notification of the reevaluation result, and shall include the areas of disagreement and specific reasons for a hearing.

If the audit resulted in a net assessment, the registrant shall pay the uncontested portion of the audit assessment.

In the appeal, California as the base jurisdiction, shall act on behalf of all affected jurisdictions. Upon the resolution of an appeal, California will notify all affected Member Jurisdictions of the results.

9.055 INTEREST AND PENALTIES ON UNDERPAID CALIFORNIA FEES

In accordance with CVC Section 8058, interest is assessed at the rate of **1 percent per month** of the underpaid portion of the California fees, commencing on the date the underpaid portion of the fees were originally due and accruing monthly until paid. This interest will continue to accrue despite any dispute or hearing regarding the underpaid fees. If the audit is under appeal or reevaluation, the registrant may pay the underpaid portion of the California fees, as determined in the audit, to avoid accumulation of additional interest.

In addition, a penalty of $50 or 10 percent of the underpaid portion, whichever is greater, is assessed on any underpaid California fees.

California does not calculate, bill, or collect penalties, interest, or any other charges for other Member Jurisdictions. As such, the registrant may receive billings from other Member Jurisdictions for such charges.

9.060 FAILURE TO MAINTAIN OR PROVIDE ADEQUATE RECORDS FOR AUDIT

In accordance with the Plan Section 1015 "Inadequate Records; Assessment" if the records produced, for the fleet as a whole, for audit are determined to be inadequate to perform an audit, or if, within 30 calendar days of the issuance of a written request by the base jurisdiction, the registrant produces no records, the base jurisdiction shall impose on the registrant an assessment in the amount of 20 percent of the apportionable fees paid by the registrant for the registration of its fleet in the registration year to which the records pertain, including apportionable fees based on estimated distance.

In an instance where the base jurisdiction knows that it is the registrant's second such offense, the base jurisdiction shall impose an assessment of 50 percent of the apportionable fees paid by the registrant for the registration of its fleet in the registration year to which the records pertain.

When the base jurisdiction knows it is the registrant's third offense, and on any subsequent offenses of the registrant known to the base jurisdiction, the base jurisdiction shall impose an assessment of 100 percent of the apportionable fees paid by the registrant for the registration of its fleet in the registration year to which the records pertain.

The base jurisdiction shall distribute the amounts of assessment it collects under this Section on a *pro rata* basis to the other jurisdictions in which the fleet was registered.

9.065 NETTING OF AUDIT FEE ADJUSTMENTS

In accordance with IRP Section 1050, **"Netting Audit Adjustments,"** all underpayments and overpayments of fees to affected jurisdictions resulting from the audit are netted. California will collect the net underpayment from the registrant or refund the net overpayment to the registrant.

All affected Member Jurisdictions will be notified of the results of the audit and will have 45 days from the date of the report to appeal or notify California and the registrant of their intent to reexamine records. As a result, the net fee adjustment may change pending acceptance of the audit findings by other Member Jurisdictions.

9.070 LIEN, SUSPENSION OF OPERATING AUTHORITY, AND SEIZURE OF VEHICLES

Pursuant to CVC Section 8201(a), unpaid fees constitute a lien on all vehicles operated as part of the fleet and on any other fleet vehicles operated by the registrant. The lien will follow the vehicles regardless of their removal or separation from the fleet. Liens arising as the result of an audit expire four years from the date the registration fees first become due unless the lien is perfected. Perfected liens shall expire five years from the date of the perfection.

The audit report also serves as a lien notice to the registrant if the audit results in net underpaid fees. The lien is perfected upon: (1) the mailing of a lien perfection notice; and (2) the recording of the lien on the Department's electronic vehicle registration records. Such liens may be perfected in the form of a Vehicle License and Titling (VLT) stop on the vehicle identification number.

Pursuant to CVC Section 8203(a), when a lien is perfected and the opportunity to submit additional documentation or request a hearing has passed, the Department may suspend or cancel the operating privileges of the fleet. When the suspension takes effect, the Department may seize a sufficient number of vehicles to satisfy the lien without further notice to the registrant. Upon full payment of the delinquent fees, interest, and penalties, the recorded lien will be removed from the Department's vehicle registration database.

If you have any questions regarding liens, payments, collections, suspension, and seizure and sale of vehicles, please contact:

Department of Motor Vehicles
Registration Operations Division
IRP Operations Section
Audit Collections M/S H179
P. O. Box 932320
Sacramento, CA 94232-3200
Telephone Number: (916) 657-8092

If you have any questions regarding the audit, reevaluation, or appeal, please contact:

Department of Motor Vehicles
Audits Branch
IRP Audit Section M/S F157
P. O. Box 932328
Sacramento, CA 94232-3280
Telephone Number: (916) 657-7576

CHAPTER 10
RECORDKEEPING

10.000 INTRODUCTION

The registrant must maintain adequate records to substantiate the reported distance traveled, purchase prices, and dates of all apportioned vehicles, and provide such records for examination within 30 days from the date of the Department's request for such records, in accordance with IRP Article X and CVC Section 8057.

Records provided for audits must be complete, well organized, and readily support the reported vehicle and distance information on the applications.

Registrants apportioning leased/rental vehicles or owner-operators' vehicles under their names are responsible for substantiating vehicle and distance information of such vehicles.

10.005 RECORDS REVIEW

A records review involves evaluating a registrant's distance accounting system and internal controls to ensure compliance with the Plan. The primary purpose is to educate the registrants on the IRP recordkeeping requirements and increase compliance.

Records review program can educate new registrants on proper recordkeeping requirements, and may also serve to confirm whether established registrants are adhering to the requirements. The review of the registrant's distance accounting system is limited in scope and does not impact fees.

A records review is not an audit; however, when done properly, it should encourage registrant compliance. The registrant will receive a report outlining any recordkeeping deficiencies and there will not be any fee adjustments. Also, a records review should not be converted into an audit merely because a registrant's records are non-compliant.

If the registrant is not prepared for a records review, the auditor will conduct a visit and provide samples of adequate records and explain the IRP requirements. The auditor will not work out of the registrant's home but will attempt to secure a neutral site such as a hotel lobby, business location, or a department field office that has sufficient work space.

The auditor shall request the last complete quarter of records and records from the current quarter in progress. The auditor will photocopy or photograph sample records supporting the auditor's findings of compliance or non-compliance.

10.010 RECORD RETENTION AND PRESERVATION

Distance Records

In accordance with CVC Section 8057(a), any registrant whose application for apportioned registration has been accepted shall preserve all the records on which the application is based for a period of three years after the close of the registration year. Vehicle cost and declared or combined gross weight records shall be retained for four years after the close of the registration year in which the vehicle was deleted.

Cost Records

In accordance with CVC Section 8057(a), vehicle cost records must be preserved for **four years** after the close of the registration year in which the vehicle was deleted.

10.015 PURCHASE PRICE AND DATE

The **Vehicle License Fee (VLF)** portion of the California fees is based on the purchase price and purchase date of the vehicle. In accordance with *California Revenue and Taxation Code*, Section 10753, the reportable purchase price must reflect the cost price to the current owner. It includes the delivery charge, **Federal Excise Tax**, and value of any accessories (e.g., refrigeration unit, lift gate, etc.) added to the vehicle, any cash that changed hands, and trade-in and other considerations, but excludes license fees, extended warranty, interest or finance charges, and any sales or local tax.

The reportable purchase price of a leased vehicle transferred from the lessor to the lessee at the termination of the lease is based on the original capitalized cost price and lease date shown on the lease document to the lessee.

10.020 ACCEPTABLE VEHICLE COST DOCUMENTS

All reported purchase prices and dates on which California fees are based must be substantiated by acceptable documentation.

Failure to substantiate any reported purchase prices and/or dates may result in higher VLF classifications, as determined by the Department. Acceptable documentation includes a certificate of cost and a **purchase invoice**.

The auditor may also request other documents such as equipment depreciation schedules to help substantiate the reported purchase price.

The following items are considered insufficient as sole documentation for determination of the purchase price because of the absence of a detailed breakdown of the total cost price:

- Security agreement
- Lease agreement
- Canceled checks

10.025 SOURCE RECORDS

Source records are the documents completed by the driver for each trip made by an apportioned vehicle. The common source records are the **driver's trip sheets, trip reports, trip envelopes, etc**. These documents are for recording trip and distance information of individual apportioned vehicles, and help the auditor determine the accuracy and validity of total distance and allocation of in-jurisdiction distance.

The Plan Section 1010 "Contents of Records" in part state "Records containing the following elements shall be accepted by the base jurisdiction as adequate under the Plan Section 1005(a).

For records produced by a means other than a vehicle-tracking system:

- the beginning and ending dates of the trip to which the records pertain,
- the origin and destination of the trip,
- the route of travel,
- the beginning and ending reading from the odometer, hubodometer, Engine Control Module (ECM), or any similar device for the trip,
- the total distance of the trip,
- the distance traveled in each jurisdiction,
- the vehicle identification number or vehicle unit number."

If the in-jurisdiction and total distance cannot be accurately determined due to the absence or inadequacy of information on the source records, the records are deemed to be unauditable and inadequate.

The source records provide the basis for the reported in-jurisdiction and total distance. The information recorded on the source records must be accurate, complete, legible, and verifiable.

Failure to maintain or make the requested source records available for audit will result in an inadequate record assessment as explained under Section 9.065 of the IRP Handbook.

10.030 ACCOUNTABLE VEHICLE DISTANCE

All movements generated by the power units apportioned in the fleet are accountable distance and must be recorded and reported including:

- Interjurisdictional and intrajurisdictional distance
- Loaded and empty distance
- Deadhead and/or bobtail distance
- Toll and non-toll distance
- Off-highway distance

It also includes distance accrued by apportioned vehicles trip leased to other carriers or individuals.

Under the Plan Section 315, except where the Plan permits an applicant to use average per vehicle distance, an application for registration shall contain the actual distance that the fleet being registered was operated during reporting period. If the fleet did not accrue any actual distance during the reporting period, an applicant shall use average per vehicle distance.

10.035 MAINTENANCE OF SOURCE RECORDS

The source records must be maintained so the continuous movement of each apportioned vehicle can be audited. Registrants must maintain records in sufficient detail to account for all vehicle movements.

If the audit reveals any unusual time lapses, additional records such as fuel receipts, dispatch logs and equipment maintenance files may be needed to help determine if all distances have been properly recorded, allocated, and reported.

Failure to substantiate idle or down time for any apportioned vehicle may result in an assessment to the registrant for inadequate records as provided under the Plan Section 1015 and as prescribed in Section 9.060 of the IRP Handbook.

Effort will be made to allocate any unrecorded distance identified in the audit among the affected Member Jurisdictions

10.040 TRIP DISTANCE AND ODOMETER READINGS

The Plan and California requires the recording of odometer or hubodometer readings on the source records.

Proper and consistent use of these readings assures full reporting of distance generated by the individual apportioned vehicle. To ensure continuity of the odometer or hubodometer readings, the beginning meter reading of a trip must match the ending reading of the previous trip.

The Registrant may use other methods to determine distance, including jurisdiction highway maps, commercial road atlas, distance software, Household Goods Carrier's Bureau Mileage Guide, and Global Positioning System (GPS). However, these other sources do not exempt the registrant from maintaining odometer or hubodometer readings for each apportioned vehicle.

Reported distance based on a map or distance software must reflect the routes actually taken and local distance driven. Odometer or hubodometer readings provide a reliable source to account for and record local distance. During an audit, total distance derived from the recorded odometer readings is compared with recorded total distance for individual vehicles. Any material variances between the two sources are analyzed and adjusted, if necessary.

The registrant must ensure that the odometer or hubodometer is in good working condition. Any broken device must be repaired or replaced in a timely manner. Accountability of vehicle distance must continue despite the breakdown of the odometer or hubodometer. This can be accomplished through the use of map miles on the source records.

10.045 FILING AND ORGANIZATION OF SOURCE RECORDS

Source documents used to support the monthly summaries shall be filed in **trip date sequence by power unit number** to provide a ready accountability of distance generated by individual apportioned vehicles. Documents batched by customer name, driver's name or manifest number require reorganization of the records and increase the audit time, and they may be returned to the registrant for reconstruction.

If batching the documents in chronological trip date order by equipment number is not feasible, the registrant should prepare and maintain a vehicle continuity report or a monthly listing of trips by equipment number, with adequate cross referencing, beginning and ending odometer or hubodometer readings, and other information necessary for purposes of verifying the reported distance by individual apportioned vehicles.

10.050 MONTHLY SUMMARIES

From the information recorded on the source records, the registrant must prepare and maintain a monthly summary to recap the total distance traveled by each apportioned vehicle in each jurisdiction during the calendar month **by fleet, jurisdiction, and equipment number**.

Summaries will not be accepted at face value in an audit, without a sufficient testing of the registrant's internal controls and an adequate examination of the source records.

To be acceptable for audit, monthly summaries must be fully supported by the source records and reasonably reflect the months in which the trips were made. Monthly summaries must agree with and provide ready support for the quarterly and yearly summaries.

Monthly summaries are essential documents in IRP audits. It is not the auditor's job to reconstruct summaries from the source records. If source documents are provided for audit without the required summaries, the records will be deemed inadequate or unacceptable for audit purposes and returned to the registrant, and the department will issue an assessment to the registrant for inadequate records as provided under the Plan Section 1015 and as prescribed in Section 9.060 of the IRP Handbook.

10.055 QUARTERLY SUMMARIES

From the monthly summaries, the registrant must prepare and maintain a quarterly summary that recaps, by equipment number, by jurisdiction and by fleet, the total distance traveled in each jurisdiction during each quarter of the registered year.

Preparing quarterly summaries does not relieve the registrant of the responsibility to prepare and maintain monthly summaries in the manner as described in Section 10.045 of the IRP Handbook.

Note that the International Fuel Tax Agreement (IFTA) Quarterly Fuel Use Tax Schedules are not acceptable summaries for IRP audit purposes.

10.060 YEARLY SUMMARY

From the monthly or quarterly summaries, the registrant must prepare a yearly summary that recaps the total distance traveled in each member jurisdiction during the reporting period **by fleet, month/quarter, and jurisdiction**.

The registrant shall use the yearly summary to report the in-jurisdiction and fleet distance on Schedule B of the renewal application. Therefore, the fleet distance in the yearly summary and Schedule B should be identical.

The department recommends preparing a yearly summary that recaps the total distance traveled in each jurisdiction during the reporting period by fleet, equipment number, and jurisdiction.

10.065 NEW FLEETS

Establishing a new fleet by an applicant does not in itself qualify the applicant to have the apportioned fees for the new fleet calculated using the Average Per-Vehicle Distance Chart.

An applicant may not use the Average Per-Vehicle Distance Chart when the new fleet is composed entirely or primarily of vehicles which the applicant operated or over which the applicant exercised control during the reporting period and these vehicles accrued actual distance in the Member Jurisdictions for which the applicant seeks apportioned registration.

If a registrant reports average per vehicle distance for a fleet, and it is discovered that actual distance was traveled in any Member Jurisdiction, the auditor must remove the average per vehicle distance and replace it, as necessary, with the actual distance traveled in the Member Jurisdiction.

10.070 REGISTRANTS WITH MULTIPLE FLEETS

Registrants operating more than one apportioned fleet must prepare and maintain separate source records and summaries for the respective fleets.

10.075 FLEET CONSOLIDATION

A registrant may combine two or more existing fleets of its apportioned vehicles. In such a situation, the apportionable fees of the vehicles in the resulting fleet shall be determined based on the actual distances accrued in the reporting period by all the vehicles in the resulting combined fleet.

10.080 INTERJURISDICTIONAL TRAVEL

Only commercial vehicles that travel interstate or "intended" to travel interstate are eligible for apportioned registration. "Intent" will be established by records of travel and verifiable contracts.

Vehicles traveling solely in California or in another jurisdiction are not eligible for apportioned registration and are subject to 100 percent regular registration fees.

The fact that a vehicle is not used in more than one jurisdiction for the entirety of a registration year and for six additional months gives rise to a presumption that the registrant did not intend to use the vehicle in more than one Member Jurisdiction.

10.085 UNREGISTERED OR IMPROPERLY REGISTERED VEHICLES

CVC Section 4000 requires proper registration and payment of such fees for vehicles operating or standing upon California streets and highways, except for those vehicles that are specifically exempt by law.

California has **no grace period** in vehicle registration. California fees, interest, and penalties will be assessed on vehicles that are found to have operated in California without proper vehicle registration.

10.090 RESIDENT REGISTERING VEHICLE IN FOREIGN JURISDICTION

CVC Section 8804 provides that, while a resident of this state, a person is guilty of misdemeanor if operating any foreign plated vehicle in the state without the payment of appropriate California fees and taxes.

10.095 ADDITIONAL INFORMATION

It is the department's intent to carry out the IRP Audit program fairly and uniformly, with minimum disruption to the registrant's business and at the lowest cost consistent with the standards and good audit practices.

If you have questions or comments about the IRP Audit program, please contact:

Department of Motor Vehicles
Audits Branch
IRP Audit Section M/S F157
P. O. Box 932328
Sacramento, CA 94232-3280
Telephone Number: (916) 657-7576

CHAPTER 11
COMMON ERRORS FOUND IN AUDITS

11.000 FAILURE TO PRESERVE AND PROVIDE ADEQUATE RECORDS FOR AUDITS

Per the Plan Section 1000 and CVC Section 8057(a), the registrant is responsible for preparing, preserving, and providing the required operational records on which the application is based for a period of three years after the close of the registration year.

CVC Section 8057(a) also requires vehicle cost and weight records be retained for four years after the close of the registration year in which the vehicle was deleted.

Proper maintenance of records alleviates the assessment of penalties and interest for inadequate records, and enables the registrant to receive credits or refunds for any overpaid jurisdictional fees as determined in an audit.

11.005 VEHICLES OPERATED IN CALIFORNIA WITHOUT PROPER REGISTRATION

Vehicles operating in California, including those that were previously based in another jurisdiction and those that are being added to or deleted from a fleet, are required to possess proper California vehicle registration upon termination or expiration of the prior registration.

11.010 IMPROPER REPORTING OF DISTANCE (AVERAGE PER-VEHICLE DISTANCE)

Actual distance generated by vehicles apportioned in the fleet must be reported when the fleet has actual distance accrued in the jurisdictions in the reporting period, despite changes in fleet vehicles, IRP account numbers, base jurisdictions, business names, business ownership, or business addresses.

If the fleet did not accrue any actual distance during the respective reporting period, an applicant shall use the California Average Per-Vehicle Distance Chart.

Whenever actual fleet or vehicle distance exists, average per-vehicle distance is not allowed on original or renewal applications.

11.015 USE OF INCORRECT REPORTING PERIOD

Except as provided below, reporting period means the period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought.

If the fleet registration year begins on any date in July, August, or September, the reporting period shall be the previous such twelve-month period.

11.020 SUMMARIES DISAGREEING WITH REPORTED DISTANCE

The inconsistency could be caused by addition errors, posting distance to the wrong jurisdictions, not using the summaries to report actual distance on Schedule B, or other reasons.

11.025 MISSING OR INCOMPLETE SUMMARIES

The registrant must prepare and maintain monthly, quarterly, and yearly summaries to recap all distance accumulated by apportioned vehicles and support the in-jurisdiction and total distance reported on the apportioned registration renewal application.

11.030 MISSING OR INCOMPLETE SOURCE RECORDS

The registrant must prepare a source record for each trip made by an apportioned vehicle, and support by the source records the distance information recorded in the monthly summaries. No summaries shall be accepted at face value in an audit. The registrant must provide the source records to substantiate the distance summaries.

11.035 UNSUPPORTED TIME LAPSES OR IDLE PERIODS

The registrant is to maintain and provide adequate operational records (e.g., fuel logs, equipment maintenance/repair records with recorded odometer readings, etc.) to substantiate extended periods of no operation or down time by any apportioned power units.

11.040 SOURCE RECORDS NOT BATCHED IN DATE SEQUENCE BY EQUIPMENT NUMBER

The source records, which serve as the source documents for distance summaries and the reported actual distance, must be organized in a manner as specified in this handbook to facilitate the review of the recorded distance for individual power units.

11.045 INSUFFICIENT INFORMATION ON SOURCE RECORDS

The source records must contain all the necessary vehicle, trip and distance information, including power unit number, distance by jurisdiction and total trip distance, trip dates, beginning and ending odometer readings, and routes traveled. Sufficient information ensures accuracy in computing the total distance and allocating in-jurisdiction distance for reporting and audit purposes.

11.050 GAPS IN ODOMETER READINGS

Just as the origin of a trip must agree with the destination point of the previous trip, the beginning odometer reading of a trip must match the ending odometer reading of the previous trip; otherwise unrecorded movements are indicated, which may require an audit adjustment.

11.055 DIFFERENCE BETWEEN TOTAL DISTANCE AND ODOMETER READINGS

The recorded distance should agree with the total distance derived from the odometer readings.

11.060 UNREPORTED LOCAL OR INTRASTATE DISTANCE

Accountable distance includes all local, intrastate, and deadhead distance accrued by all apportioned vehicles.

11.065 IMPROPER INCLUSION OF DISTANCE ACCRUED BY VEHICLES NOT APPORTIONED IN THE FLEET

Reportable distance is that accrued by the power units apportioned in the fleet in the reporting period. Distance accumulation begins from the date the vehicle is added to the fleet and ceases upon its deletion from the fleet. Any distance accrued by vehicles not apportioned in the fleet during the respective reporting period must be properly excluded from the fleet summaries and the reported distance.

11.070 ABSENCE OF INTER-JURISDICTIONAL MOVEMENT

Each apportioned vehicle must travel in two or more member jurisdictions. Vehicles operating solely in California or in any one jurisdiction are not eligible for apportioned registration and are subject to 100% fee assessment, unless intent to travel interstate can be established.

11.075 IMPROPER REMOVAL OF DISTANCE FROM TOTAL FLEET DISTANCE

In general, distance remains with the fleet in which it was generated. When transferring a vehicle to another fleet, delete the vehicle promptly on a supplement and retain the distance accrued by the vehicle prior to the transfer. Also, report the vehicle's distance generated following the transfer to the new fleet.

11.080 UNSUPPORTED PURCHASE PRICES AND DATES

The reported purchase prices and dates must be based on the proper cost documents such as purchase invoices, which must be made available for audit upon request by the department.

11.085 EXCLUSION OF FEDERAL EXCISE TAX AND OTHER REPORTABLE COSTS FROM PURCHASE PRICE

Unlike sales and local taxes, the Federal Excise Tax is includable as part of the purchase price for registration purposes. Other reportable items are the delivery charge, the value of any trade-in, and the cost of any additions or modifications.

CHAPTER 12
ADDITIONAL INFORMATION

12.000 TEMPORARY REGISTRATION AUTHORIZATION

New IRP fleet vehicles or vehicles being added to an existing fleet may be issued temporary registration authorization only if all fees are paid. The temporary registration form is issued for a specific vehicle and cannot be transferred to another vehicle. It may not be issued to accounts that are not in good standing or for renewal vehicles. Temporary registration authorization forms can only be obtained from the IRP Operations Section located at DMV Headquarters in Sacramento.

12.005 CHANGE OF ADDRESS (CVC SECTION 4159)

Registrants must notify the department within 10 days when they move or acquire a new address that differs from the address on their IRP account.

You must submit the following items when changing the business address (physical address):

- A California IRP Carrier Data - Schedule A/B (MC 2117 I);
- A copy of your rental or lease agreement or a copy of your mortgage documents.

CHAPTER 13
OTHER MOTOR CARRIER/VEHICLE REGISTRATION PROGRAMS

13.000 PERMANENT TRAILER IDENTIFICATION (PTI) PROGRAM (CVC SECTIONS 5014.1, 5017, 4850 (C), 4452, AND 9254)

The PTI program is a registration program used for all trailers, except trailer coaches and park trailers. Upon payment of the original fee required to enter the PTI program, the department issues a standard PTI plate and an identification certificate for the trailer. Once issued, the PTI license plate remains with the vehicle permanently. A service fee is charged every 5 years to maintain the record. A new PTI identification card is not issued unless there has been a change of registered owner name or address.

Trailers and semi-trailers under the PTI program may be issued special interest or environmental license plates at the option of the owner in lieu of a standard PTI plate. If the owner chooses to carry an alternative specialized plate, the additional fees required by the Vehicle Code for original application and renewal of the specialized plate are due in addition to the original PTI fee and the PTI service fee. Specialized plate fees vary according to the type of plate desired. Check with your local DMV field office or visit the DMV website at ***http://www.dmv.ca.gov*** for the types of plates available and the fees associated with each plate.

A fee is charged to replace the standard PTI plate or identification card. The fee to replace a specialized license plate that is issued to a PTI trailer varies according to the type of specialized plate.

A California "Certificate of Title" (ownership certificate) may be issued to a PTI trailer at the option of the registrant, but is not required. Regardless of whether or not a PTI trailer is issued a California ownership certificate, the owner must notify the department of the sale or transfer of a PTI trailer within ten (10) calendar days and complete an application for reissuance of the PTI identification card in the new owner's name.

13.005 CALIFORNIA MOTOR CARRIER PERMIT (MCP) PROGRAM (CVC SECTIONS 34600-34672 AND RTC SECTIONS 7231-7236)

Any motor carrier operating a commercial vehicle on the public highways on an **intrastate** basis within California may be required to file for and obtain a Motor Carrier Permit.

A commercial motor vehicle, as it pertains to MCP, is defined as:

- Any self-propelled vehicle listed in subdivisions (a), (b), (f), (g), and (k) of Section 34500 of the *California Vehicle Code* (CVC).
- Any motor truck of two or more axles that is more than 10,000 pounds gross vehicles weight rating (GVWR).
- Any other motor vehicle used to transport property for compensation (for-hire).

"Commercial motor vehicle" does not include:

- Vehicles operated by household goods carriers as defined in Section 5109 of the *Public Utilities Code* (PUC).
- Vehicles operated by a household goods carrier to transport used office, store, and institutional furniture and fixtures when operated under a permit issued by the PUC.
- Pickup trucks with a GVW of less than 11,500 lbs., and unladen weight of less than 8,001 lbs., and are equipped with open box type bed not exceeding 9 ft. in length, when operated in a non commercial use.
- Two-axle daily rental trucks with gross vehicle weight rating less than 26,001 pounds when operated in a non commercial use.
- Motortrucks or two-axle truck tractors, with a gross vehicle weight rating of less than 26,001 pounds when operated singly, or, when used to tow a camp trailer, trailer coach, fifth-wheel travel trailer, trailer designed to transport watercraft or utility trailer never operated in commercial use.

Visit the department's website at ***http://www.dmv.ca.gov*** for additional information regarding the Motor Carrier Permit Program.

13.010 INTERNATIONAL FUEL TAX AGREEMENT (IFTA) (CVC SECTION 8056)

California is a member of the International Fuel Tax Agreement (IFTA). The State Board of Equalization registers and issues IFTA licenses. For purposes of the IFTA, interstate carriers operating qualified motor vehicles in two or more IFTA jurisdictions (does not include Mexico) must have either an IFTA license or a fuel trip permit issued by each jurisdiction where the carrier travels. Qualified motor vehicles include vehicles with a gross vehicle weight exceeding 26,000 pounds, vehicles in combination with a combined gross vehicle weight exceeding 26,000 pounds, and three axle vehicles regardless of gross vehicle weight, excluding recreational vehicles. A California carrier must have an IFTA license or a California Fuel Trip Permit to reenter California. When the license is issued by the State Board of Equalization, the IFTA account number must be reported by IRP registrants to the DMV IRP Operations Unit.

For information and application forms contact the State Board of Equalization or visit their website at ***http://www.boe.ca.gov/***.

13.015 CALIFORNIA PUBLIC UTILITIES COMMISSION (CPUC)

The CPUC is responsible for administering regulations affecting motor carriers transporting passengers and household goods. For specific requirements in obtaining certificates or permits, passenger and household goods carriers should contact the CPUC or visit their website at ***http://www.cpuc.ca.gov/***.

13.020 OVERSIZE/OVERWEIGHT (OS/OW) PERMITS

Commercial vehicles that exceed the size or weight limitations of the California Vehicle Code must have an OS/OW permit. The California Department of Transportation (DOT) issues OS/OW permits. For information on size and weight limits and information about OS/OW permits visit their website at ***http://www.dot.ca.gov***.

13.025 UNIFIED CARRIER REGISTRATION AGREEMENT (UCR)

The UCR Agreement is found in 49 *United States Code* (USC) Section14504a. The UCR Agreement is established by federal law in the UCR Act, which is part of the federal highway reauthorization bill known as the Safe, Accountable, Flexible, Efficient Transportation Equity Act.

The UCR Agreement is the interstate agreement, developed under the UCR Plan, governing the collection and distribution of registration information and fees generated under the UCR Agreement (UCR fees).

Motor carriers, motor private carriers, freight forwarders, leasing companies and brokers based in the United States, Canada, Mexico, or any other country that operate in interstate or international commerce in the United States must register under the UCR program.

Entities not required to register under the UCR program include:

- USDOT registrants (usually owner-operators that do not have interstate authority) under the PRISM program;
- Purely intrastate carriers, that is, those that do not transport interstate freight or cross state lines.

Under the UCR Agreement, registrant pays UCR fees through the base state for all the participating states. The UCR fees for 2010 and forward are based on the number of self-propelled commercial motor vehicles operated by the registrant as shown below:

Bracket	# of self-propelled CMVs owned or operated by motor carrier, or motor private carrier of property	Fees per company for motor carrier, or motor private carrier of property	Fee per company for broker, freight forwarder or leasing company
B1	0-2	$76	$76
B2	3-5	$227	
B3	6-20	$452	
B4	21-100	$1,576	
B5	101-1,000	$7,511	
B6	1,001 and more	$73,346	

Brokers, leasing companies and freight forwarders pay a flat $76 fee.

Responsibility of the Base State

The base state is responsible to audit the registrants on behalf of all participating states to verify registrants are in compliance with the UCR Agreement and prevent potential fraud. Audits may be conducted on-site of the registrant or may be conducted via documentation furnished to the base state.

Any prior year registration may be audited if records for those years are required to be maintained under Motor Carrier Recordkeeping section of UCR Agreement. An audit expense is the responsibility of state performing the audit and is not reimbursable to the state. In the event a joint audit is conducted, the expenses of the audit shall be borne by each state performing the audit.

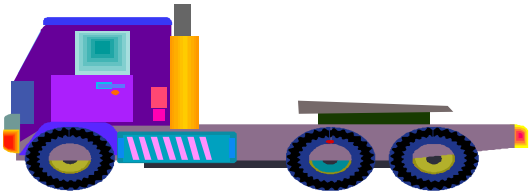
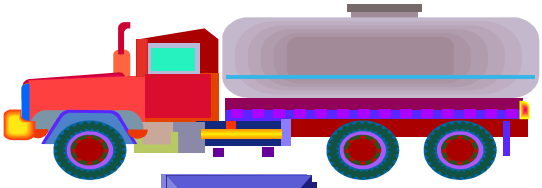
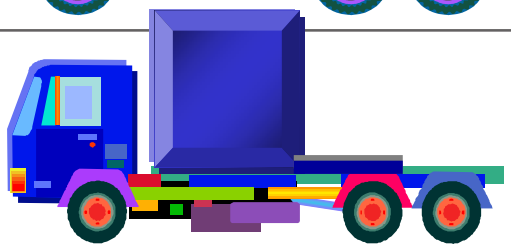
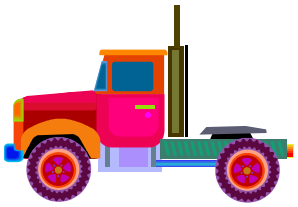
Appeal Rights

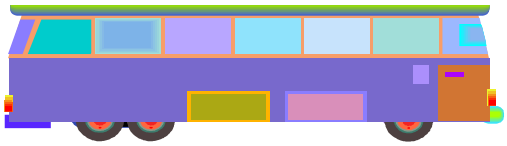
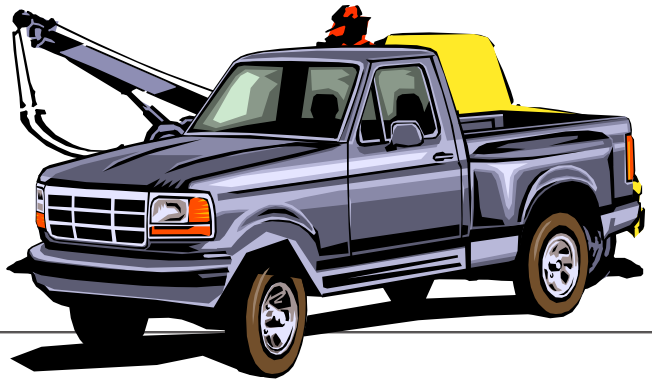
The registrant or state shall have thirty (30) days from the date it is notified of the findings of an audit or a reexamination to file a written appeal of the audit or reexamination with the audit subcommittee.

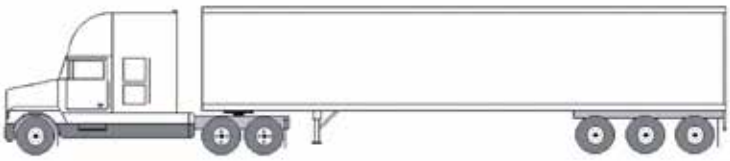
The audit subcommittee will review the matter within ninety (90) days and respond to all parties involved. Any decision from the audit subcommittee may be brought forward to the dispute resolution subcommittee after the audit subcommittee has made a final decision.

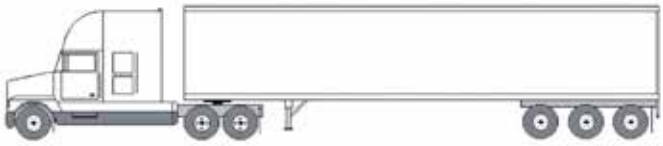
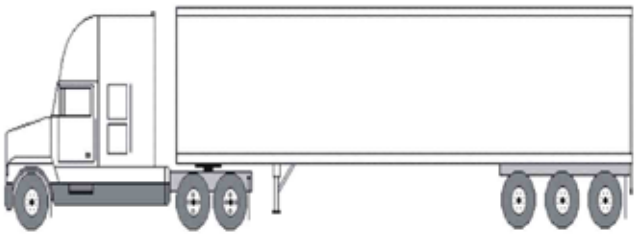
CHAPTER 14
VEHICLE DESCRIPTION GUIDE

The following vehicle illustrations are the types of power units that should be listed in Column 11 of the Schedule C:

Tractor (TR) **1 Plate Issued**	A motor vehicle designed and used primarily for drawing other vehicles, but not so constructed as to carry a load other than a part of the weight of the vehicles and load so drawn.	
Truck (Single) (TK) **2 Plates Issued**	Every motor vehicle designed, used or maintained primarily for the transportation of property.	
Truck Tractor (TT) **1 Plate Issued**	A motor vehicle designed and used primarily for drawing other vehicles but constructed as to carry a load other than a part of the weight of the vehicle and the load drawn.	
Road Tractor (RT) **1 Plate Issued**	A motor vehicle designed and used for drawing other vehicles and not so constructed as to carry any load thereon either independently or any part of the weight of a vehicle or load so drawn.	

Bus (BS) **2 Plates Issued**	Designed and used for transporting passengers	
Wrecker (WK) (Tow Truck) 2 Plates Issued	A motor vehicle which has been altered or designed and equipped for, and primarily used in the business of, transporting vehicles by means of a crane, hoist, tow bar, tow line, or dolly or is otherwise primarily used to render assistance to other vehicles.	
Pick-Up Truck (PU) **2 Plates Issued**	A motor truck with a manufacturer's gross vehicle weight rating of less than 11,500 pounds, and unladen weight of less than 8,001 pounds, and which is equipped with an open box-type bed not exceeding 9 feet in length. Pick-up truck does not include a motor vehicle otherwise meeting the above definition that is equipped with a bed-mounted storage compartment unit commonly called a "utility body."	

TYPE VEHICLE	DEFINITION	PICTURE DESCRIPTION
Unladen Weight (CVC 660)	The "unladen weight" of a vehicle is the weight equipped and ready for operation on the road including the body, fenders, oil in motor, radiator full of water, with five gallons of gasoline or equivalent weight of other motor fuel; also equipment required by law, and unless exempted under CVC Section 661, any special cabinets, boxes or body parts permanently attached to the vehicle, and any machinery, equipment or attachment which is attendant to the efficient operation of the body or vehicle. Unladen weight shall not include any load or any machinery or mechanical apparatus, such as, but not limited to, wood saws, well-drilling machines, spray apparatus, tow truck cranes, and grinding equipment. The unladen weight of a vehicle shall have no application in determining any fee under this code or the RTC other than Section 9400.	 **Tractor Unladen Weight** / **Semi-Trailer Unladen**

TYPE VEHICLE	DEFINITION	PICTURE DESCRIPTION
Declared Gross Weight Or Gross Vehicle Weight	The weight that equals the total unladen weight of the vehicle plus the weight of the heaviest load that will be transported on the vehicle.	
Declared Combined Gross Weight Or Combined Gross Vehicle Weight	The total unladen weight of the combination of vehicles (motor truck and trailer) plus the weight of the heaviest load that will be transported by the combination.	

GLOSSARY

Actual Miles – The true total miles traveled by a fleet of apportioned power units.

Allocation – A system of registering a Fleet that operates in more than one Member Jurisdiction under which the Vehicles are fully registered in individual Member Jurisdictions in proportion to a measure of the presence or travel of the Fleet in each one, and under which the Vehicles so registered are granted Reciprocity in all Member Jurisdiction which any of the Vehicles of the Fleet is registered.

Allocated Vehicle – A vehicle to which a particular jurisdiction's basic registration plate or apportioned registration plate is attached upon payment of the jurisdiction's full basic registration fee. A portion of each fleet of one-way vehicles is "allocated" to each jurisdiction into or through which the fleet travels (each vehicle of the fleet need not enter every jurisdiction).

APM – Audit Procedures Manual

Applicant – The person whose name is on the application filed for registration under the Plan.

Apportionable Fee – Any periodic recurring fee or tax required for registering vehicles, such registration, license, or weight fees.

Apportionable Vehicle – Any vehicle Power Unit that is used or intended for use in two or more Member Jurisdictions and that used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- Has two axles and a gross vehicle weight (GVW) or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- Has three or more axles, regardless of weight; or
- Is used in combination, when the gross vehicle of such combination exceeds 26,000 pounds (11,793.401 kilograms).

A recreational vehicle, a vehicle displaying restricted plates, or a government-owned vehicle, is not an apportionable vehicle, except that the power unit in a combination of vehicles having a gross vehicle weight of 26,000 pounds (11,793.401 kilograms) or less may be registered under the Plan at the option of the registrant.

California Exceptions:

- Non-resident charter buses, regardless of weight, must have some form of California registration to operate in this state. See Chapter 12 for non-resident registration alternatives.

- Non-resident motor vehicles weighing 26,000 pounds or less and designed with a cargo carrying capacity, such as pickup trucks and cargo vans that are used in the furtherance of a commercial enterprise and operated intrastate in California must have some form of California registration. See Chapter 12 for non-resident registration alternatives.

Apportioned Vehicle – An Apportionable Vehicle that has been registered under the Plan.

Apportionment – An optional method of registering commercial vehicles operating on an interstate basis. (A fleet operator may apply for apportioned registration and pay fees based on the mileage traveled in each state.) A registration based on the proportional payment of registration fees, whether determined by the quotient of total distance traveled, revenue received, average presence, or any other similar method approved in the plan.

Audit – The review of a registrant's operational records including source documents, to verify fleet distance reported in the Registrant's application for apportioned registration and the accuracy of the Registrant's record-keeping system for its fleet. Such review may be of multiple fleets for multiple years.

Auxiliary Axle – An auxiliary undercarriage assembly with a fifth wheel and tow-bar used to convert a Semi-Trailer to a Trailer.

Axle – An assembly of a Vehicle consisting of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a Vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the Plan, an "Axle" is any such assembly whether or not it is load-bearing only part of the time.

Base Jurisdiction – The Member Jurisdiction, selected in accordance with Section 305, to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

Base Plate – The license plate issued by the base jurisdiction and shall be the only registration identification plate issued for the vehicle by any Member Jurisdiction.

Board – The Board of Directors of the Repository.

Cab Card – An evidence of registration document issued for an Apportioned Vehicle registered under the Plan by the Base Jurisdiction and carried in or on the identified vehicle.

California Resident – Any person who manifests an intent to live or be located in this state on more than a temporary or transient basis. Presence in the state for six months or more in any 12-month period gives rise to a rebuttable presumption of residency.

Carrier – Fleet operator who engages in the transportation of passengers or property for compensation or hauls his/her own commodity (private).

Chartered Party – A group of persons who, pursuant to a common purpose and under a single contract, have acquired the exclusive use of a passenger-carrying Motor Vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by a group after leaving the place of origin. This term includes services rendered to a number of passengers that a passenger carrier or its agent has assembled into a travel group through sales of a ticket to each individual passenger covering a round trip from one or more points of origin to a single advertised destination.

Certified Funds – A payment instrument guaranteed by cash on deposit, e.g. certified or cashier's check or money order.

Combination of Vehicles – A power unit used in combination with one or more trailers, semi-trailers and/or auxiliary axles.

Combined Gross Vehicle Weight (CGW) – The total unladen weight of the combination of vehicles (motor vehicle and trailer) plus the heaviest load that will be transported by that combination.

Commercial Vehicle – A vehicle of a type required to be registered under this code used or maintained for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property.

Commercial Vehicle Registration Act (CVRA) of 2001 – Senate Bill 2084 which was signed into law on September 29, 2000, created this law which effective December 31, 2001, significantly changed the annual fee structure for all commercial motor vehicles and created the Permanent Trailer Identification program for all trailers except camp trailers and park trailers.

Credentials – Cab cards, plates, and stickers issued by the base jurisdiction to substantiate valid registration of apportionable vehicles.

California Vehicle Code (CVC) – The statutory authority that sets forth the California state laws related to vehicle and driver licensing.

Distance – For purposes of IRP, the word distance or distances, as used in this handbook, is intended to be synonymous with "miles" or "mileage."

Enforcement Date – The date the base jurisdiction requires a registrant to display the new registration year's credentials.

Established Place of Business – A physical structure located within the base jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephones inquires).

The Applicant or Registrant need not have land line telephone service at the physical structure. Operational Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of the Plan Section 1035). The Base Jurisdiction may accept information it deems pertinent to verify an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

Extension – A period of time from the expiration date or end of a Grace Period during which Registrants may operate on expired Credentials by reason of the inability of the Base Jurisdiction to provide current Credentials.

Fleet – One or more apportionable vehicles designated by a Registrant for distance reporting under the Plan.

Gross Vehicle Weight (GVW) – The weight that equals the total unladen weight of the vehicle plus the heaviest load that will be transported on the vehicle.

Household Goods Carrier – A carrier handling: (a) personal effects and property used or to be used in a dwelling; (b) furniture, fixtures, equipment, and the property or stores, offices, museums, institutions, hospitals or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays and exhibits which because of their unusual nature or value, require the specialized handling and equipment usually employed in moving household goods.

Interjurisdiction Movement – Vehicle movement between or through two or more jurisdictions.

Intrajurisdiction Movement – Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

Individual Vehicle Distance Record (IVDR) – The original record generated in the course of actual vehicle operation and used as a source document to verify the registrant's application for accuracy. An IVDR must contain the information set forth in the IRP Audit Procedures Manual.

Jurisdiction – A state, country, province, territory, possession, or federal district of a country.

Lease– A transaction evidenced by a written document which a Lessor vests exclusive possession, control, and responsibility for the operation of a Vehicle in a Lessee for a specific term.

a. A long-term lease is for a period of 30 days or more.

b. A short-term lease is for a period of fewer than 30 days.

Lessee – A person that is authorized to have exclusive possession and control of a vehicle owned by another under terms of a Lease Agreement.

Lessor – A person that, under the terms of the Lease agreement, authorizes another person to have exclusive possession, control of, and responsibility for the operation of a vehicle.

Long Term – Any period of time exceeding 29 days.

Motor Carrier – A person, firm or corporation engaged in the commercial transportation of goods or persons.

Member Jurisdiction – A jurisdiction that has applied and has been approved for membership in the Plan.

Motor Vehicle – Every vehicle which is self-propelled by power other than muscular power and which does not move on rail.

Operational Records – Source documents that evidence distance traveled by a fleet in each member jurisdiction, such as fuel reports, trip sheets, and driver logs, including those which may be generated through on-board recording devices and maintained electronically, as required by the APM.

Person – A natural person or business entity such as a corporation, partnership, or limited liability company.

Plate – The license plate, including renewal decals, if any, issued for a vehicle registered under the Plan by the base jurisdiction.

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

Power Unit – A motor vehicle (but not including an automobile or motorcycle), as distinguished from a trailer, semi-trailer, or an auxiliary axle.

Properly Registered Vehicle – A vehicle which has been registered in full compliance with the laws of all jurisdictions in which it is intended to operate.

Reciprocity – The reciprocal grant by one jurisdiction of operating rights or privileges to properly registered vehicles registered to another jurisdiction, especially but not exclusively including privileges generally conferred by vehicle registration.

Reciprocity Agreement – An agreement, arrangement, or understanding between two or more jurisdictions under which each participating jurisdiction grants reciprocal rights or privileges to properly registered vehicles that are registered under the laws of other participating jurisdictions.

Reciprocity Distance – The distance traveled by apportionable vehicles in jurisdictions which are not Member Jurisdictions and which grant reciprocity without charge.

Recreational Vehicle – A vehicle used for personal pleasure or personal travel, not in connection with any commercial endeavor.

Registrant – A person in whose name a properly registered vehicle is registered.

Registration Service Agent – A person or business entity that, for a fee, prepares registration applications and presents them to the department on behalf of another.

Registration Year – The period during which, under the laws of the base jurisdiction, the registration issued to a registrant by the base jurisdiction is valid.

Rental Fleet – Vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.

Rental Owner – Someone who rents vehicles to others with or without drivers.

Rental Transaction – For the rental of a vehicle, this shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

Rental Vehicle – A vehicle of a rental fleet.

Reporting Period – The period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought. If the registration year begins on any date in July, August, or September, the reporting period shall be the previous such twelve-month period.

Repository – The entity designated as such in Section 1300 of the Plan.

Residence – The status of an applicant or a registrant as a resident of a Member Jurisdiction.

Restricted Plate – A plate that has a time, geographic area, distance, or commodity restriction or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the jurisdiction that issues the plate.

Semi-Trailer – A vehicle without a motor power that is designed to be drawn by a motor vehicle and is constructed so that a part of its weight rests upon or is carried by a towing vehicle.

Service Representative – One who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.

Staggered Registration – A method of distributing fleet registration so that credentials expire in different months during the same registration year.

Total Distance – The total distance including those accrued on trip permits, operated by a fleet of apportioned vehicles in all jurisdictions during the reporting period.

Tractor – A motor vehicle designed and used primarily for drawing other vehicles, but not so constructed as to carry a load other than part of the weight of the vehicle and load so drawn.

Trailer – A vehicle without motor power, designed to be drawn by a motor vehicle and so constructed that no part of its weight or that of its load rests upon or is carried by the towing vehicle.

Trip Permit – A temporary permit issued by a member jurisdiction in lieu of apportioned or full registration.

Truck – A power unit designed, used, or maintained primarily for the transportation of property.

Truck Tractor – A motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.

United States Regions

Region 1 – Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.

Region 2 – Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia.

Region 3 – Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

Region 4 – Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Vehicle – A device used to transport persons or property on a highway, but does not include devices moved by human power or used exclusively upon rails or tracks.

Weight Decal – decal affixed to the outside of the driver and passenger's door panel of a power unit, that reflects the top of the weight range (in thousands) of the declared gross combined weight or gross operating weight reported to the department (California-based carrier only) at the time of registration or when a weight change is reported.

THE GREAT SEAL OF THE STATE OF
EUREKA
CALIFORNIA