

# Virginia Motor Carrier Manual

Virginia Department of Motor Vehicles



## Introduction

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

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

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



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# Section 1: International Fuel Tax Agreement and International Registration Plan

## General Information

### IFTA and IRP Overview

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

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

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

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

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

Under IFTA and IRP, carriers obtain credentials from their base jurisdiction. These credentials allow the carrier to operate in the base jurisdiction as well as in the other jurisdictions that participate in the programs. For IRP the carrier must specify and pay fees up front for the jurisdictions where the carrier will operate. IFTA credentials are valid in all jurisdictions participating in IFTA. The base jurisdiction collects taxes and registration fees for the other jurisdictions and distributes them appropriately on behalf of the carrier.

### Determining Base Jurisdiction

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

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

An established place of business means a physical structure with a street address in Virginia where the business is located and where business is conducted. The physical structure must be open for business and must be staffed during regular

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business hours by one or more persons on a permanent basis for the purpose of general management of the business.

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

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

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

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

### Vehicles Subject to IFTA and IRP

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

- ▶ has two axles and a gross vehicle weight or registered gross vehicle weight exceeding 26,000 pounds or 11,793.44 kilograms,
- ▶ has three or more axles regardless of weight, or
- ▶ is used in combination when the weight of such combination exceeds 26,000 pounds or 11,797 kilograms gross vehicle weight.

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

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

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

### IRP Registration Exceptions

IRP registration is not required if you operate:

- ▶ under IRP trip permits,
- ▶ recreational vehicles used for personal pleasure or travel by an individual or family,
- ▶ government owned vehicles,
- ▶ vehicles operated under dealer license plates for delivery or demonstration purposes only,
- ▶ only charter buses on an interstate basis and do not operate in the District of Columbia,
- ▶ farm vehicles displaying a farm license plate on an interstate basis,
- ▶ specialized mobile equipment displaying an equipment license plate on an interstate basis,
- ▶ tow trucks or wreckers displaying Virginia Tow Truck For-Hire plates on an interstate basis into North Carolina, Maryland, and/or Tennessee, and you transport only vehicles or parts of vehicles, or
- ▶ into Tennessee in interstate commerce less than 10 miles per trip from the Virginia border.

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

### IFTA Licensing Exceptions

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

- ▶ vehicles operated under a Virginia IFTA trip permit,
- ▶ recreational vehicles (such as motor homes used exclusively for personal pleasure by an individual and not used in connection with any business endeavor),

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

### Credentials Required

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

#### IFTA License and Decals

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

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

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

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

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

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

#### IRP Credentials (license plate, decals and cab card)

When all fees are paid, the registrant is issued credentials consisting of a cab card, apportioned license plates and decals (unless permanent plates without decals have been requested). The cab card lists all of the IRP jurisdictions for which the registrant has requested registration to travel and the gross weight the vehicle is registered for in each jurisdiction. Qualified registrants based in Virginia which travel in other IRP jurisdictions must display IRP license plates or obtain valid trip permits for jurisdictions not on the cab card.

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

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

#### Trip Permits

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

Any vehicle which has an IFTA license does not need an IFTA trip permit to travel in another IFTA jurisdiction. An IFTA license permits the operation of any vehicle with an IFTA license and decals to operate in any IFTA jurisdiction.

IRP registrants must be sure a jurisdiction they travel in is on their cab card. If a jurisdiction is not on the cab card, then the carrier must get an IRP trip permit for that jurisdiction.

### IRP Provisions for Special Types of Operations

#### Owner-Operator Leased to a Motor Carrier

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

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

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

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

### Trip Leasing

An apportioned carrier may trip-lease equipment to another apportioned fleet operator and the lessor (owner) will be responsible for reporting the miles traveled under the lease. The lessee (operator leasing the equipment) must ensure that the vehicle is registered and operated only in the jurisdictions for which registration fees have been paid or obtain an IRP trip permit for the vehicle(s).

An apportioned vehicle may be leased to a non-apportioned carrier. The lessor (owner) is responsible for reporting the miles traveled under the lease. If the leased equipment is not apportioned in a jurisdiction in which the vehicle will travel, an IRP trip permit is required.

### Buses

Buses transporting passengers for-hire interstate should obtain IRP apportioned registration unless they are used exclusively for charter operations. However, buses used exclusively for charter are often registered under the IRP in order to satisfy license requirements of some jurisdictions such as the District of Columbia.

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

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

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

### Rental Vehicles

The IRP specifically provides for registration of various types of rental fleets. If the rental agreement is for more than 60 days, the rental customer must have an established place of business and his fleet must accrue distance in the jurisdiction selected as the base jurisdiction for the registration year.

### Rental Utility Trailers

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

### One-Way Vehicles

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

### Household Goods Carriers

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

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

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

### Unladen Hunter's Permits

When an owner/operator needs to travel from one jurisdiction to another to find employment, a hunter's permit may be



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

### IFTA Licensing For Leased, Rental And Household Goods Operations

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

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

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

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

Lease agreements must be made available upon request.

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

## Doing Business With The Virginia Department Of Motor Vehicles

### Service Options

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

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

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

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

### Payment Options

DMV offers customers a variety of payment options.

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

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

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

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

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

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

### webCAT

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

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

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

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

Visit [www.dmvNOW.com](http://www.dmvNOW.com) to become a webCAT user.

### Denial Of Service

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

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

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

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

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

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

Registration Expiration Date	Reporting Period
January 2012	July 1, 2010 — June 30, 2011
February 2012	July 1, 2010 — June 30, 2011
March 2012	July 1, 2010 — June 30, 2011
April 2012	July 1, 2010 — June 30, 2011
May 2012	July 1, 2010 — June 30, 2011
June 2012	July 1, 2010 — June 30, 2011
July 2012	July 1, 2010 — June 30, 2011
August 2012	July 1, 2010 — June 30, 2011
September 2012	July 1, 2011 — June 30, 2012
October 2012	July 1, 2011 — June 30, 2012
November 2012	July 1, 2011 — June 30, 2012
December 2012	July 1, 2011 — June 30, 2012

Note: This chart uses registrations expiring in 2012 as an example to help you determine your reporting period.

If you accrued actual miles in a jurisdiction during the Reporting Period and you have records to support those miles always report the actual miles and indicate that the miles are actual.

If you did not operate in a jurisdiction, but wish to register in that jurisdiction for the upcoming year you will have to provide estimated miles for that particular jurisdiction. You have two options for estimating the miles. You may provide your own estimate of the number of miles you will operate in that jurisdiction in the upcoming year. If you provide your own estimate you must have and provide a reasonable explanation for how the estimate was determined. If you do not have or choose not to provide a reasonable estimate you have the option of having DMV estimate miles for you based on historical data for Virginia based carriers.

### Understanding IRP Fees

IRP fees can be difficult to calculate and difficult to understand. Each jurisdiction a carrier registers to operate in will receive a portion of their own registration fee for that particular vehicle based on the miles a carrier reports for that jurisdiction as a percentage of the carrier's overall fleet miles. If the carrier has reported all actual miles and/or is estimating miles for the first time when fees are calculated for all jurisdictions the carrier will pay 100 percent in registration fees with the 100 percent being divided between the jurisdictions based on the mileage percentages.

Most jurisdictions base their fee formulas on the type of operation, the body or vehicle type and the registered gross weight, but some jurisdictions base their fees on other factors. For this reason it is important that all information provided on an IRP application is correct. Failure to provide accurate information may result in a carrier overpaying or underpaying fees.

To avoid unnecessarily paying more in registration fees, carriers should avoid reporting estimated miles for a jurisdiction more than once whenever possible. To protect the revenue of jurisdictions where a carrier actually operates if a carrier reports estimated miles for a single jurisdiction more than once then that jurisdiction is removed from the initial calculation of registration fees such that the carrier ends up paying more than 100 percent in fees.

Although carriers are encouraged to avoid repeatedly reporting estimated miles, it is important that miles not be reported as actual miles unless they are actual miles and the carrier has records to support the actual miles. The interest and penalties associated with improper reporting can be severe.

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

### PRISM IRP Requirements

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

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

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

### PRISM and the Commercial Vehicle Registration Process

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

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

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

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

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

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

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

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

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

When a lease on a vehicle is changed, especially when changed to a long term lease, registrants are encouraged to submit another IRP application to update the motor carrier responsible for safety.

The PRISM program also requires IRP registrants to provide an updated FMCSA MCS-150 form associated with each USDOT number on the IRP account unless the MCS-150 information has been updated within one year prior to the start of the registration period.

Carriers can verify their USDOT number, obtain a USDOT number or update their MCS-150 information at [www.safer.fmcsa.dot.gov](http://www.safer.fmcsa.dot.gov).

### PRISM and Enforcement

Enforcement is the process by which carrier safety is systematically tracked and improved. The process is designed to improve the safety performance of carriers with demonstrated poor safety performance through accelerated identification, performance monitoring, and treatment. When a carrier is identified as needing improvement in safety practices, the carrier enters the FMCSA Motor Carrier Safety Improvement Process (MCSIP). Under MCSIP, carriers with potential safety problems are identified and prioritized for on-site reviews using the Compliance, Safety, Accountability

(CSA) program. CSA makes maximum use of crash, driver, vehicle, and safety management data to develop an overall indicator of carrier fitness that is used to prioritize carriers for possible on-site reviews. MCSIP carriers that fail to improve their safety performance face penalties that are progressively more severe culminating in a federal Out-of-Service-Order (OOSO) and a concurrent state registration suspension.

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

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

### Renewal of IFTA Credentials

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

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

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

## Record Keeping Requirements

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

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

### Mileage Record Keeping

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

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

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

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

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

### Fuel Record Keeping

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

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

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

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

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

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

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

## IFTA Tax Returns

### Filing Requirements and Due Dates

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

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

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

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

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

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

### Penalty and Interest

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

### Refunds and Credits

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

## Problem Returns

### Improper Calculation of Taxes

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

### Incomplete Tax Returns

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

### Failure to File Tax Returns or Provide Records

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

### Tax Return Review

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

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

## IFTA License Cancellation, Suspension and Revocation

### License Cancellation

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

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

### License Suspension and Revocation

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

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

### License Reinstatement

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

Revoked licenses are not reinstated.

### IRP Registration Denial, Suspension and Revocation

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

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

## Audits

### Overview

DMV is required to conduct audits of Virginia IFTA and IRP accounts. The purpose of an audit is to verify mileage and fuel information reported on IFTA tax returns and mileage information reported on IRP applications. Any Virginia licensee may be selected for audit. The DMV will audit IFTA

and IRP licensees on behalf of all IFTA and IRP jurisdictions. When operational records are not located or are not made available in Virginia, the auditor's travel expenses may be billed to the carrier upon completion of the audit.

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

### The Audit Process

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

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

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

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

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

## Section 1: International Fuel Tax Agreement and International Registration Plan

### Appeal

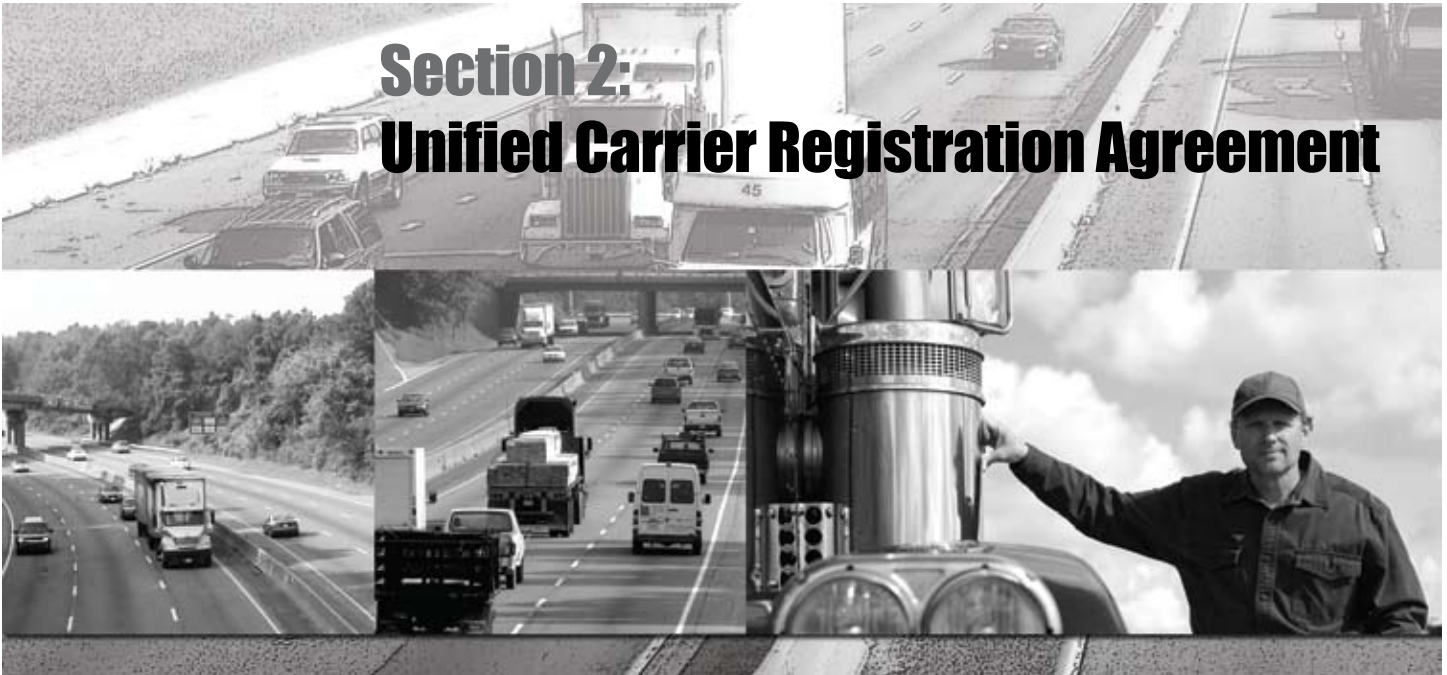
A licensee or registrant may appeal an audit assessment in writing to DMV within 30 days of the date of the assessment. If the audit is not appealed, payment of the assessment must be made in full within 30 days of the date of the assessment. An appeal should include the reasons for the appeal and any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

### Enforcement Requirements

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

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





## Section 2: Unified Carrier Registration Agreement

### Who Must Apply

#### Motor Carriers/Motor Private Carriers

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

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

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

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

#### Freight Forwarders, Brokers, and Leasing Companies

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

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

### How To Apply

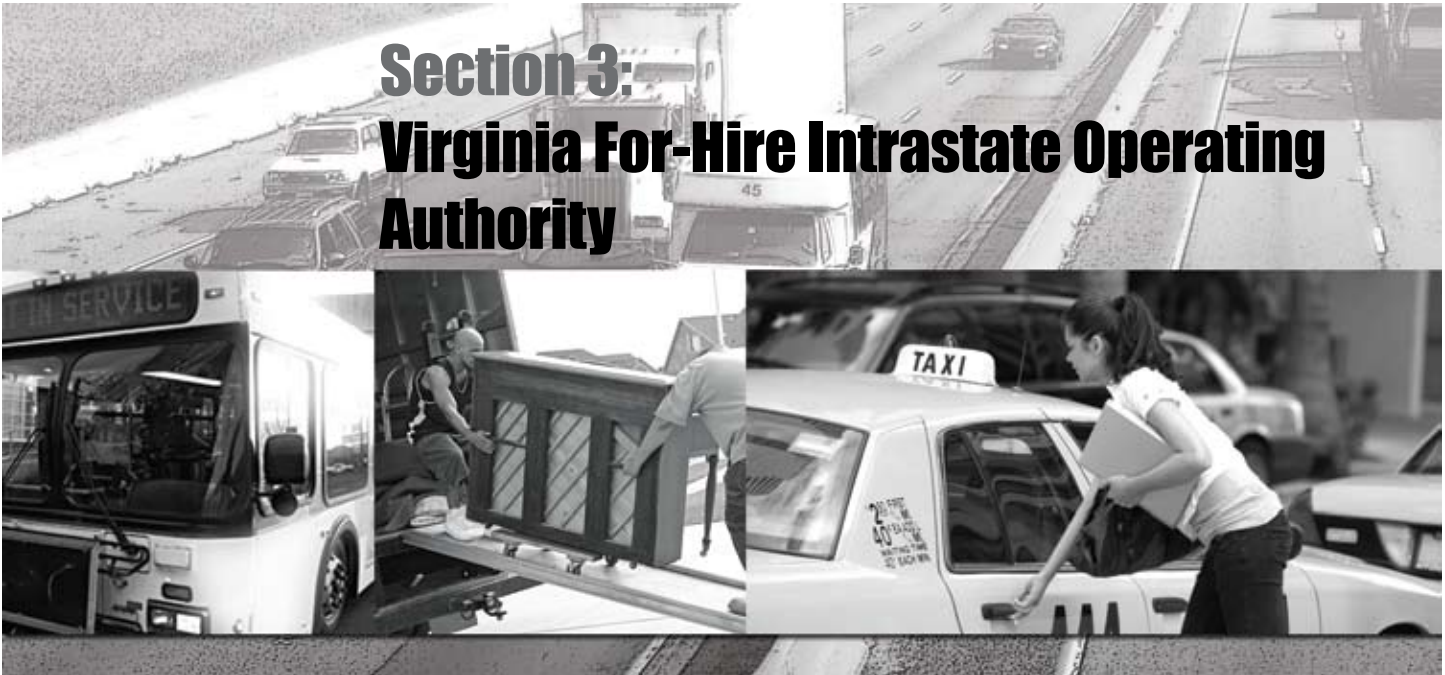
You have two options for registering:

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

## Section 2: Unified Carrier Registration Agreement

### Credential Requirements

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



## Section 3: Virginia For-Hire Intrastate Operating Authority

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

### Licensing Requirements

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

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

Once an operating authority certificate or permit is issued then the carrier must register all vehicles that will be used under the authority as being operated for-hire and obtain for-hire license plates. Owners of vehicles registered under the International Registration Plan (IRP) must obtain operating authority, but are not required to be issued intrastate operating authority vehicle registrations. For all other vehicles the existence and validity of operating authority will be checked when the for-hire license plates are issued. The

registration cards of these vehicles will contain the operating authority information.

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

- ▶ file a Surety Bond or Letter of Credit (certificate or license only);
- ▶ provide proof of insurance (certificate or permit only);
- ▶ obtain operating authority;
- ▶ title the vehicle in Virginia and obtain for-hire license plates, or obtain apportioned registration from another jurisdiction, ensuring the vehicle is apportioned to operate in Virginia; and
- ▶ register each vehicle under their operating authority

### Twelve-month Ban

Beginning July 1, 2014, any application for a permit, certificate or license which would authorize passenger transportation will be denied if the applicant has been found guilty through a criminal conviction or civil penalty assessment of previously providing or arranging such transportation before obtaining the required permit, certificate or license. The denial period will extend 12 months from the date of the final disposition of the conviction or the date that the final undisputed decision was rendered regarding the civil penalty.

### Requirements By Type of Operation

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

All holders of a permit, certificate or license must include the permit, certificate or license number in any advertisement for

## Section 3: Virginia For-Hire Intrastate Operating Authority

service (advertisements may not contain untrue, misleading, or deceptive information).

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

### Transportation of Passengers Broker

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

**Authority Document:** License

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

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

**Tariff and Time Schedule Requirements:** None

**Insurance Requirements:** None

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

**Fees:**

\$50 filing fee  
\$3 for a duplicate license

### Transportation of Property Broker

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

**Authority Document:** License

**Operating Requirements:** Under this type of license, you can only broker the transportation of property for pick up and delivery within Virginia.

You can only arrange for the transportation of property with motor carriers that are authorized by the Virginia DMV to conduct such operations.

You cannot arrange for the transportation of household goods.

Household Goods — personal effects and property used or to be used in a dwelling, when a part of the equipment

or supplies of such dwelling, and similar property if the transportation of such effects or property is (i) arranged and paid for by the householder, including transportation of the property from a factory or store when the property is purchased by the householder with intent to use it in his dwelling or (ii) arranged and paid for by another party.

**Tariff and Time Schedule Requirements:** None

**Insurance Requirements:** None

**Bond Requirements:** You are required to keep a surety bond or letter of credit in the amount of \$25,000 on file with DMV's Motor Carrier Services. (See Broker for the Transportation of Property Bond, form OA437 or the property irrevocable letter of credit, form OA456.)

**Fees:**

\$50 filing fee  
\$3 for a duplicate license

### Bulk Property Carrier

**Description:** A person who transports only bulk commodities (such as sand or gravel) or who operates wreckers for-hire.

Bulk Commodities — any non-liquid, non-gaseous commodity shipped loose or in mass/aggregate and which in the loading and unloading thereof is ordinarily shoveled, scooped, forked, or mechanically conveyed or which is not in containers, or in units of such size to permit piece by piece loading and unloading.

**Authority Document:** Permit

**Operating Requirements:** This permit authorizes operations only in Virginia.

You are limited to the following operations:

The transportation of Bulk Commodities.

The operation of a wrecker for-hire.

**Tariff and Time Schedule Requirements:** None

**Insurance Requirements:**

\$750,000 — Bodily injury and property damage

**Bond Requirements:** None

**Fees:**

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

### Property Carrier

**Description:** A person who transports property.

**Authority Document:** Permit

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

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

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

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

**Tariff and Time Schedule Requirements:** None

**Insurance Requirements:**

\$750,000 — Bodily injury and property damage  
\$50,000 — Cargo

**Bond Requirements:** None

**Fees:**

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

### Household Goods Carrier

**Description:** A person who transports only household goods.

See definition of Household Goods above.

**Authority Document:** Certificate of Fitness

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

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

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

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

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

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

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

- ▶ Write on the claim the date you received it.
- ▶ Send to the person, within 30 days, a written acknowledgement of receipt of the claim.

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

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

**Tariff and Time Schedule Requirements:**

Tariff: You must file a tariff that includes all of your rates and any rules, policies or guidelines you will impose on your customers (example: refund policy). See form OA450, Sample Tariff for Household Goods Carriers.

Time Schedule: None

**Insurance Requirements:**

\$750,000 — Bodily injury and property damage  
\$50,000 — Cargo

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

**Fees:**

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

### Common Carrier — Irregular Routes

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

**Authority Document:** Certificate of Public Convenience and Necessity

**Operating Requirements:**

You are limited to:

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

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

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

You may not refuse service without good cause.

## Section 3: Virginia For-Hire Intrastate Operating Authority

You must provide services to the general public without discrimination.

Before you can change your rates, you must:

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

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

### Tariff and Time Schedule Requirements:

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

**Time Schedule:** None

### Insurance Requirements:

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

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

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

### Fees:

\$50 filing fee

\$3 Operating Authority Registration fee per vehicle.

\$3 for a duplicate certificate

### Common Carrier — Regular Routes

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

**Authority Document:** Certificate of Public Convenience and Necessity

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

You may not refuse service without good cause.

You are limited to:

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

You must have written approval from the Virginia DMV to

discontinue operating on any or all of the service routes.

Before you can change your time schedules, you must:

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

Before you can change your rates, you must:

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

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

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

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

### Tariff and Time Schedule Requirements:

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

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

### Insurance Requirements:

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

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

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

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

### Fees:

\$50 filing fee

\$3 Operating Authority Registration fee per vehicle

\$3 for a duplicate certificate

**Contract Passenger Carrier**

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

**Authority Document:** Certificate of Fitness

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

Even if the trip lasts less than one hour:

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

You must carry a copy of the contract or of a trip sheet in the vehicle during the trip.

The contract or trip sheet must contain the:

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

The contract or trip sheet must be:

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

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

**Tariff and Time Schedule Requirements:** None

**Insurance Requirements:**

Bodily injury and property damage:

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

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

**Fees:**

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

**Employee Hauler Carrier**

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

**Authority Document:** Permit

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

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

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

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

**Tariff and Time Schedule Requirements:** None

**Insurance Requirements:**

Bodily injury and property damage:

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

**Bond Requirements:** None

**Fees:**

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

**Non-Profit/Tax Exempt Passenger Carrier**

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

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

**Authority Document:** Permit

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

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

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

You may not operate over the same route or on an adjacent

## Section 3: Virginia For-Hire Intrastate Operating Authority

route with a similar schedule as persons issued a Common Carrier - Regular Route certificate or as a public transportation authority.

**Tariff and Time Schedule Requirements:** None

**Insurance Requirements:**

Bodily injury and property damage:

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

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

**Bond Requirements:** None

**Fees:**

\$3 Operating Authority Registration fee per vehicle

\$3 for a duplicate permit

### Sight Seeing Carrier

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

**Authority Document:** Certificate of Fitness

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

You may not refuse service without good cause.

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

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

**Tariff and Time Schedule Requirements:** None

**Insurance Requirements:**

Bodily injury and property damage:

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

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

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

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

**Fees:**

\$50 filing fee

\$3 Operating Authority Registration fee per vehicle

\$3 for a duplicate certificate

### Taxicab

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

**Authority Document:** Permit

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

You cannot operate on a predetermined route.

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

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

Your taxicabs must have a roof sign with words of your choosing, and somewhere on the exterior of the vehicle the word or words "taxicab," "taxi," or "cab" must be permanently attached in letters at least three inches in height. The roof sign and markings when taken together shall clearly reflect that the vehicle is operating as a taxicab or performing a taxicab service.

**Tariff and Time Schedule Requirements:** None

**Insurance Requirements:**

\$125,000 — Bodily injury and property damage

**Bond Requirements:** None

**Fees:**

\$50 filing fee

\$3 Operating Authority Registration fee per vehicle

\$3 for a duplicate permit

### Nonemergency Medical Transportation Carrier

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

**Authority Document:** Certificate of Fitness

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

**Tariff and Time Schedule Requirements:** None



### Insurance Requirements:

Bodily injury and property damage:

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

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

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

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

### Fees:

\$50 filing fee

\$3 Operating Authority Registration fee per vehicle

\$3 for a duplicate certificate

## How to Apply

DMV offers two options for submitting applications:

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

## Certificate and License Applications

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

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

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

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

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

## Permit Applications

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

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

All permit applicants must file proof of minimum limits of liability insurance at the time of application. Employee Hauler and Taxicab applicants are also required to submit a \$50 filing fee with the application. Property carriers must also file proof of cargo insurance.

## Notice Requirements

### DMV Publication of Notice for All Applicants

For any application for a certificate of public convenience and necessity, certificate of fitness or license, DMV will publish a notice of such application at [www.dmvNOW.com](http://www.dmvNOW.com).

### Notice Requirements for Common Carriers

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

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

## Section 3: Virginia For-Hire Intrastate Operating Authority

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

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

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

### Notice Requirements for Household Goods Carriers

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

### Leased Vehicles

If a vehicle is not owned or registered in the name of the holder of the intrastate operating authority certificate or permit, a lease agreement must be executed between the lessor (vehicle owner) and lessee (holder of the operating authority certificate/permit) for the vehicle to be used in the operation of the business.

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

For the lease to be valid, the company holding the operating authority certificate or permit must insure the vehicle under the company's fleet coverage policy and maintain operational control of the vehicle to include advertising and contracting activities.

To ensure that the parties to a lease arrangement understand those requirements and that such vehicles are operated appropriately, the initial issuance of for-hire plates for passenger carrying vehicles not owned or registered in the

name of the holder of the intrastate operating authority certificate or permit must be processed by the Motor Carrier Services department at DMV headquarters.

### Annual Renewal

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

### Operating Authority Renewal

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

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

Beginning July 1, 2013, DMV began reexamining the fitness of for-hire motor carriers that operate under a certificate or license. The reexamination typically will occur during renewal of the certificate or license. If the renewal form includes an Information Release Authorization on the reverse side, it will be necessary to complete the requested information for every individual (if sole proprietor), partner (if partnership or limited liability company) or person who serves as an officer, director, member, or manager (if corporation or limited liability company).

### Operating Authority Vehicle Registration

For vehicles NOT registered under IRP (apportioned registration), the operating authority vehicle level registration expires at the same time that the vehicle registration expires. A renewal notice will be mailed prior to the expiration date of your registration. You can renew at any customer service center, by telephone, by mail or renew online at [www.dmvNOW.com](http://www.dmvNOW.com). The operating authority vehicle registration fee (\$3 - per passenger carrier vehicle per year, \$10 - per property carrier vehicle per year) will be included in your vehicle registration renewal fee. You will not be charged this fee if you also operate interstate.

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

## Denial and Suspension/Revocation

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

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

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

1. Making misstatements or omitting information on your application for an operating authority certificate, license, or permit, decal, or for the registration of your vehicle(s)
2. Failing to comply with any legal order issued by DMV or:
  - ▶ any provision of Chapter 20 or Chapter 21 of Title 46.2 of the Code of Virginia, or
  - ▶ any terms, conditions, or restrictions of your certificate, license, or permit
3. Failing to comply with zoning or other land use ordinances, regulations, or statutes
4. Using deceptive business acts or practices
5. Making untruthful, misleading, or deceptive advertisements relating to the business authorized by a certificate, license, or permit that you are applying for or that you hold
6. Being found in either a judicial or administrative hearing to have committed fraudulent or deceptive business acts relating to the business authorized by a certificate, license, or permit that you are applying for or that you hold
7. Being convicted of any criminal act involving the business authorized by a certificate, license, or permit that you are applying for or that you hold
8. Committing any of the following, if you are a self-insured carrier:
  - ▶ refusing arbitrarily or unreasonably to pay a claim, or
  - ▶ failing to, in good faith, make prompt, fair, and equitable settlements of claims where liability is reasonably clear, or
  - ▶ threatening to appeal an arbitration settlement prior to the arbitration hearing to try to get a person to settle a claim, or
  - ▶ requiring, for the purpose of delaying an investigation or payment of claims, an insured, claimant, or physician of either to file both a preliminary claim report and a formal proof of loss form when both contain substantially the same information
9. Improperly leasing, renting, or lending; or allowing improper use of a certificate, license, permit, decal, or vehicle registration
10. Having been convicted of a felony
11. Having been convicted of any misdemeanor involving lying, cheating, stealing, or immoral conduct
12. Failing to pay to DMV any taxes, fees, dues, fines, or penalties owed to DMV
13. Failing to submit to DMV information, documentation, or records required or requested by statute
14. Knowingly and willingly filing any false report, account, record, or memorandum
15. Failing to prove that:
  - ▶ there is a need for the service you are applying for, or
  - ▶ you are fit to provide the service, or
  - ▶ you can meet the required financial responsibility requirements
16. Willfully altering or changing the appearance or wording of any certificate, license, permit, decal, license plate, or vehicle registration
17. Failing to provide the services authorized by the certificate, license, or permit
18. Failing to keep proof of financial responsibility and/or a performance bond on file with DMV
19. Failing to comply with the Worker's Compensation Act of Title 65.2 of the Code of Virginia
20. Failing to properly register a motor vehicle under Title 46.2 of the Code of Virginia
21. Failing to comply with any federal motor carrier statute, rule, or regulation
22. Failing to comply with any requirements of the Americans with Disabilities Act
23. Failing to actively maintain your motor carrier business, for example not having a motor vehicle registered under your operating authority certificate or permit for more than three months

## Exempt Operations

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

Even if you are exempt from obtaining operating authority, you are still required to obtain for-hire license plates.

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

The initial issuance of for-hire plates for passenger carrying vehicles exempt from operating authority requirements must

## Section 3: Virginia For-Hire Intrastate Operating Authority

be processed by the Motor Carrier Services department at DMV headquarters. This will help carriers ensure that they are properly licensed and registered.

### Exempt Property Carrier Operations

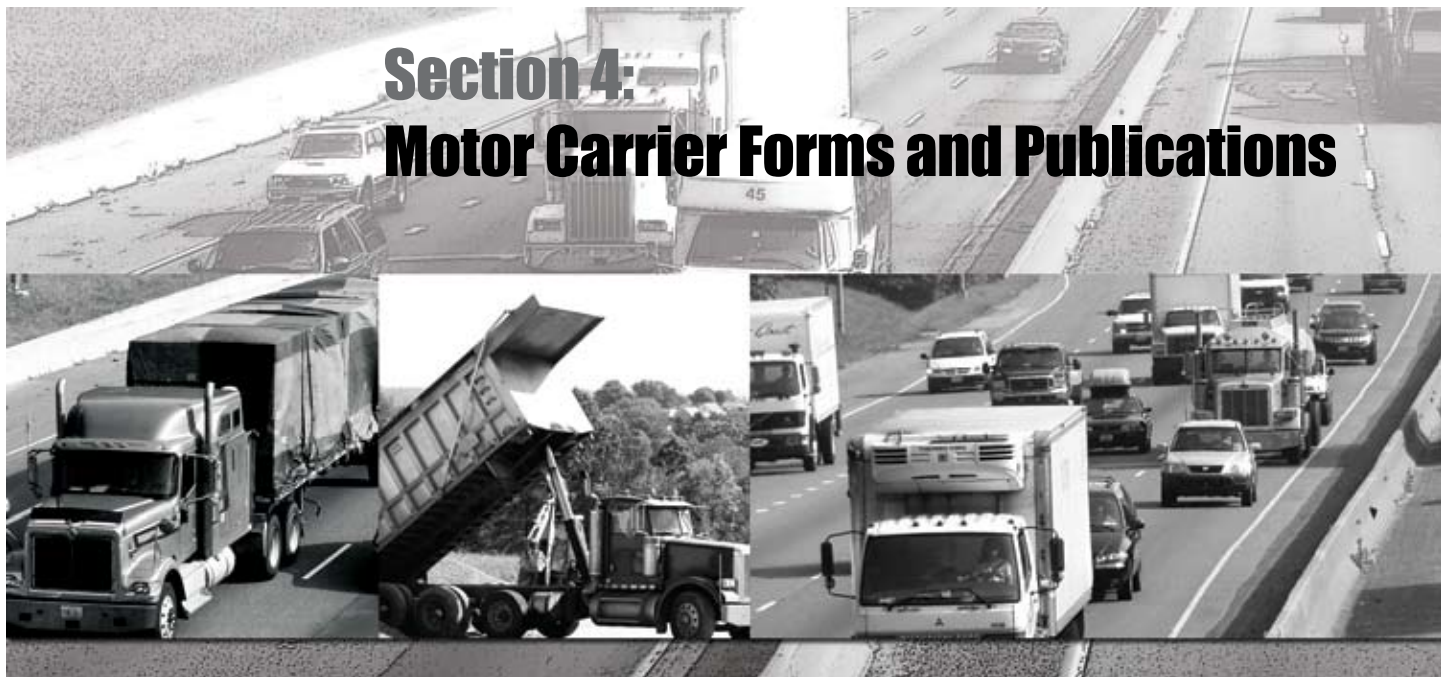
- ▶ Motor vehicles that deliver property within the boundaries of the same Virginia city or town where the property was picked up
  - ▶ Motor vehicles operated and used by a cooperative association that is a non-profit corporation and used only in its business
  - ▶ Motor vehicles carrying only newspapers, water, livestock, poultry, poultry products, buttermilk, fresh milk and cream, meats, butter and cheese produced on a farm, fish, shellfish, slate, horticultural or agricultural commodities (not including manufactured products thereof), and forest products, including lumber and staves (but not including manufactured products thereof)
  - ▶ Motor vehicles transporting farm supplies to farms
  - ▶ Motor vehicles hauling for the Department of Transportation
  - ▶ Motor vehicles carrying fertilizer to warehouses for later distribution to local farms
  - ▶ Motor vehicles collecting and disposing of trash, garbage, or refuse
  - ▶ Motor vehicles used for transporting property by an air carrier or carrier affiliated with a direct air carrier whether or not such property has had or will have a prior or subsequent air movement
  - ▶ Motor Vehicles with a registered gross weight of 7,500 lbs. or less carrying only letters, envelopes, negotiable or nonnegotiable legal documents, or other documents or papers
- ▶ Motor vehicles operated under contract with the United States to transport only passengers
  - ▶ Motor vehicles regularly transporting passengers within the boundaries of Virginia cities, towns and adjacent counties when the vehicles are operated by the county or under a contract with the county.
  - ▶ Motor vehicles operated under the exclusive control of a transportation district commission
  - ▶ Motor vehicles used by non-profit, non-stock corporations supported by government funding and who transport passengers on regular or irregular routes under contract with four or more counties
  - ▶ Ambulances which hold a valid permit issued by the Office of Emergency Medical Services. The ambulance must be specially constructed, equipped, maintained and operated, and intended to be used for emergency medical care and the transportation of patients who are sick, injured, wounded, or otherwise incapacitated or helpless.

Note: If you operate some vehicles that weigh 7,500 lbs. or less and some vehicles that weigh more than 7,500 lbs., **NONE** of the vehicles are exempt from operating authority.

### Exempt Passenger Carrier Operations

- ▶ Motor vehicles that deliver passengers within the boundaries of the same Virginia city or town where the passengers were picked up
- ▶ Motor vehicles used only to transport school children and teachers
- ▶ Motor vehicles owned or operated by or for hotels used **only** to transport hotel guests between the hotel and local railroad or bus terminal or airport

# Section 4: Motor Carrier Forms and Publications



Form/Publication Name	Form/Publication Number
<b>Title, Registration And International Registration Plan (IRP)</b>	
Application for Title and Registration	VSA 17A
Virginia International Registration Plan (IRP) Application	IRP 1
Virginia International Registration Plan (IRP) Application Instructions	IRP 11
<b>International Fuel Tax Agreement (IFTA)</b>	
IFTA Licensing Application	RDT 120
International Fuel Tax Agreement (IFTA) Renewal Information	RDT 125
IFTA Quarterly Tax Return	RDT 121
International Fuel Tax Agreement (IFTA) Fuel Tax Rates	RDT 382 TR
IFTA Quarterly Tax Return Instructions	RDT 382 I
IFTA News and Notes	RDT 382 NN
IFTA Renewal Notice Information Sheet	RDT 125
<b>Operating Authority</b>	
Operating Authority Certificate Application for Common Carriers of Passengers	OA 141
Operating Authority Certificate Application for Common Carriers of Passengers Instructions	OA 141 I
For-Hire Intrastate Operating Authority Certificate or License Application Supplement Information Release Authorization	OA 141 S
For-Hire Intrastate Operating Authority Permit Application	OA 142
Operating Authority Certificate or License Application	OA 150
Operating Authority Certificate or License Application Instructions	OA 150 I
Operating Authority Certificate Application for Non-Emergency Medical Transportation Carriers	OA 151
Operating Authority Certificate Application for Non-Emergency Medical Transportation Carriers Instructions	OA 151 I
For-Hire Intrastate Operating Authority Certificate, License, or Permit Renewal Application	OA 144M
Household Goods Mover Complaint Form	OA 411
Passenger Carrier and Passenger Broker Bond	OA 435

## Section 4: Motor Carrier Forms and Publications

Form/Publication Name	Form/Publication Number
Household Goods Carrier Bond	OA 436
Broker for the Transportation of Property Bond	OA 437
For-Hire Operating Authority Certificate or License Irrevocable Letter of Credit (Passenger)	OA 447
For-Hire Operating Authority Certificate or License Irrevocable Letter of Credit (Property)	OA 456
Sample Tariff for Common Carriers Over Irregular Routes	OA 448
Sample Tariff for Common Carriers Over Regular Routes	OA 449
Sample Tariff for Household Goods Carriers	OA 450
<b>Unified Carrier Registration (UCR)</b>	
Unified Carrier Registration Application	UCR 100
<b>Miscellaneous</b>	
Motor Carrier Fax Cover Sheet	MCS 100
Individual Vehicle Mileage and Fuel Report (IVMR)	MCTS 270
IRP and/or Motor Fuel Road Tax Trip Permit Application	MCTS 271
Vehicle Monthly Trip Recap	MCTS 272
Motor Carrier Guidelines for the International Registration Plan (IRP), International Fuel Tax Agreement (IFTA), Unified Carrier Registration Act (UCRA), and For-Hire Intrastate Operating Authority	MCTS 247
Credit Card Charge Authorization	FMS 99
ACH Debit Authorization Agreement	FMS 310



# Section 5: Contact Information

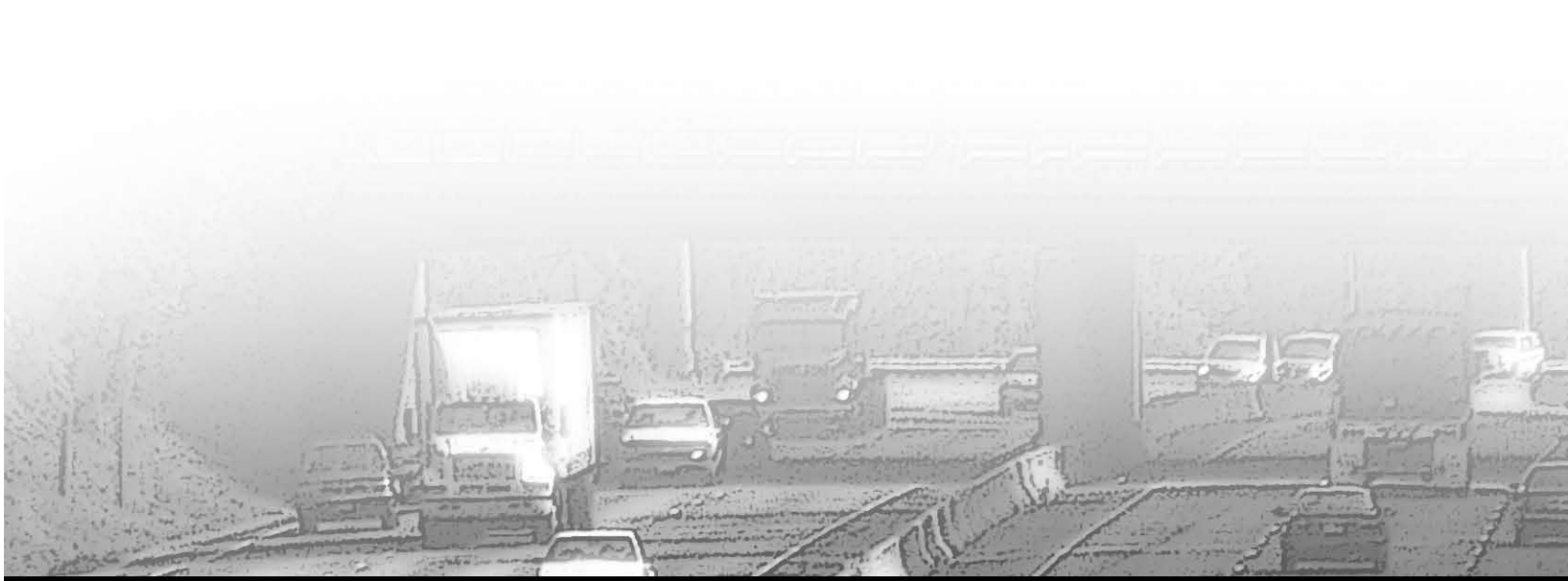
For additional information or questions regarding IFTA, IRP, UCR or intrastate operating authority, customers may contact one of our Motor Carrier Services Representatives at:

- |                                 |  |
|---------------------------------|--|
| Voice                           | (804) 249-5130   |
| Hearing impaired only           | (800) 272-9268   |
| Fax                             | (804) 367-1073   |
| Email                           | <a href="mailto:mcsonline@dmv.virginia.gov">mcsonline@dmv.virginia.gov</a> |
| Email for online webCAT service | <a href="mailto:webcat@dmv.virginia.gov">webcat@dmv.virginia.gov</a>       |

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

You may also find the following websites helpful:

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



Virginia Department of Motor Vehicles

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