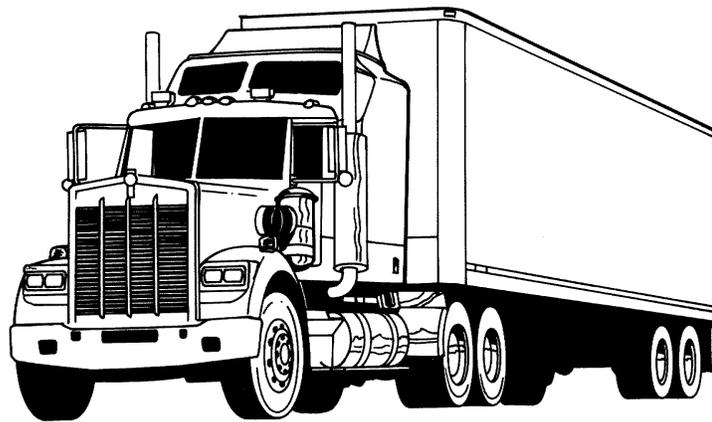




INTERNATIONAL REGISTRATION PLAN

Trucking Manual



OUR MISSION

*PROVIDING HIGHWAY SAFETY AND SECURITY THROUGH EXCELLENCE
IN SERVICE, EDUCATION, AND ENFORCEMENT*

OUR VISION

A SAFER FLORIDA!

INTRODUCTION TO FLORIDA'S IRP

This manual explains how to obtain "apportioned" registration for vehicles based in the State of Florida.

Technical assistance and any other information pertaining to the International Registration Plan can be obtained by contacting the Bureau of Commercial Vehicle and Driver Services at the following address or telephone number:

Department of Highway Safety and Motor
Vehicles
Division of Motorist Services
**BUREAU OF COMMERCIAL VEHICLE
AND DRIVER SERVICES**
2900 Apalachee Parkway
Neil Kirkman Building, MS 62
Tallahassee, Florida 32399-6552
(850) 617-3711

WALK-IN SERVICE AVAILABLE FOR YOUR CONVENIENCE

Bureau of Commercial Vehicle and Driver Services

2900 Apalachee Parkway, Room B-138
Tallahassee, Florida 32399
(850) 617-3711
8:00 a.m. – 5:00 p.m. (Monday – Friday)

SUNSHINE STATE FLEET MANAGEMENT

2820 54th Avenue, South
St. Petersburg, Florida 33712
(727) 290-4203
www.SunshineState.com

You may choose any of the above locations to process your IRP application. There is a processing fee at Sunshine State Fleet Management.

Office hours at the Neil Kirkman Building are from 8:00 a.m. to 5:00 p.m., Monday through Friday. The bureau's Walk-in Service Center is open for walk-ins from 8:00 a.m. to 5:00 p.m., Monday through Friday. **All applications must be submitted by 3:30pm.** Even though we make every attempt to process walk-in applicants on the same day they request service, in some cases, this may not be possible due to the number of walk-in applicants requesting service or due to the time of day or day of month. **The Bureau of Commercial Vehicle and Driver Services is closed on Saturdays, Sundays, and all official state holidays.**

COMMERCIAL VEHICLE & DRIVER SERVICES E-FILE

The Division of Motorist Services, Bureau of Commercial Vehicle and Driver Services provides the ability to electronically file IRP renewals and most IRP supplements online.

To e-file, you must first obtain a web login identification (ID) and a personal identification number (PIN #).

If you are not already registered for e-filing with us, you may obtain the application online at http://www.flhsmv.gov/html/forms-NUMBER_DMV.html. Complete the form and send it to the mailing address on the form or email it to MCSServicecompanying@flhsmv.gov for processing. Once this process has been completed, your web login ID and PIN will be mailed to you in separate mailings.

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WHAT IS “IRP”?

“IRP” stands for International Registration Plan. The IRP is a plan for registering vehicles that must travel in two or more member jurisdictions. A jurisdiction may be a state or a Canadian province.

The International Registration Plan is a reciprocal agreement, which serves to promote and encourage the fullest possible use of the highway systems by authorizing the proportional registration of commercial motor vehicles, and the recognition of commercial motor vehicles proportionally registered in other jurisdictions. The purpose of the IRP is to implement the concept of one registration plate for each vehicle.

All IRP member jurisdictions have agreed to allow one jurisdiction to collect the registration fees (apportioned fees) for each jurisdiction at one time. These fees are then distributed among the other IRP jurisdictions according to the percentage of miles traveled in each jurisdiction.

The IRP requires all member jurisdictions to comply with the following three basic principles:

- A single registration plate;
- A single registration cab card; and
- Allowing registrants to perform both interstate and intrastate vehicular movements.

APPORTIONED REGISTRATION WILL NOT...

- Waive or exempt a truck operator from obtaining operating authority from any jurisdiction in which the apportioned vehicle travels; or
- Waive or exempt the payment of heavy vehicle use tax or motor fuel taxes in any state; or
- Permit the truck operator to exceed the maximum length, width, height or axle limitations, in any jurisdiction; or
- Permit violation of any “bridge law”, oversize permit, proof of ownership, or insurance requirements in Florida and other jurisdictions.
- IRP vehicles must be compliant with FMCSA safety requirements.

HOW DOES IRP WORK?

Under the IRP, apportionable vehicles are registered in their base jurisdiction. The base jurisdiction issues one registration cab card and one tag for the vehicle. In member jurisdictions, the single apportioned license plate and cab card are the only registration credentials required to operate interstate and intrastate. **Under the Full Reciprocity Plan (FRP), effective January 1, 2015, registrants will only be billed for those jurisdictions where actual miles were accrued during the reporting period. If no actual miles were accrued during the reporting period, registrants will be billed based on Florida’s Average Per Vehicle (APV) distance chart. The miles reflected on the APV distance chart is the average distance of all registrants in each jurisdiction. In either case, the cab card will reflect all jurisdictions, giving the registrant greater flexibility to travel in all jurisdictions.**

WHO MUST REGISTER UNDER THE IRP?

All apportionable vehicles based in Florida must register under the provisions of the International Registration Plan and must display apportioned license plates.

WHAT IS AN APPORTIONABLE VEHICLE?

An apportionable vehicle is any vehicle, except recreational vehicles, vehicles displaying restricted plates and government owned vehicles, that is used or intended for use in two or more member jurisdictions and that is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property, and:

- Is a power unit having a gross vehicle weight in excess of 26,000 pounds;
- Is a power unit having three or more axles, regardless of weight; or
- Is used in combination, when such combination exceeds 26,000 pounds gross vehicle weight.

The vehicle must be a part of a declared fleet that operates or intends to operate in Florida and at least one other IRP jurisdiction for the transportation of persons or property, and the registrant must have an established place of business in Florida. The fleet must accrue mileage in Florida, and maintain (or make available) the operational records of the fleet in Florida.

WHAT OTHER VEHICLES MAY BE APPORTIONED?

Any power unit that will travel interstate may be apportioned at the option of the registrant. Registrants often register their vehicles under the IRP even though apportioned registration is not required, because the weight of their vehicle or combination is close to 26,000 pounds.

SEMI-TRAILERS AND THE IRP

The Bureau of Commercial Vehicle and Driver Services does not issue IRP apportioned trailer plates or apportioned trailer decals since there is no requirement to apportion semi-trailers. We calculate your apportioned fees for all jurisdictions (except Quebec) using your gross vehicle weight, which includes the semi-trailer and any load your vehicle is carrying. You will need to contact your local Florida tax collector's office to obtain a permanent semi-trailer plate or an annual semi-trailer plate for any semi-trailers in your fleet.

WHAT VEHICLES ARE EXEMPT FROM THE IRP PROCESS?

IRP specifically exempts the following vehicles from apportioned registration; however, you must obtain a regular Florida straight plate for use on these vehicles:

- Government-Owned Vehicles
- City Pick-Up and Delivery Vehicles
- Recreational Vehicles (NOTE: Defined as a vehicle used for personal pleasure or travel by an individual or the individual's family. You cannot use this vehicle in connection with any business endeavor.)
- Vehicles Operating Intrastate Florida Miles Only
- Vehicles Operated with a Restricted License Plate (NOTE: The vehicle must be operated within the restrictions of the plate to be exempt from IRP registration.)

Additional Restricted Plate Information

Florida carriers desiring restricted plates; i.e., forest products, fertilizer, farm products, milk, etc., must apply for this registration through the local county tax collector's office. A restricted commodity plate may allow a Florida carrier to move specified commodities (unprocessed forest products, fertilizer, farm products, milk) within all jurisdictions; however, ONLY Florida will appear on the cab card (registration). Back hauling of finished or unrelated products is strictly prohibited. Back hauling is transporting a load on the return trip. NOTE: Due to the operational aspects of restricted license plates, carriers are not required to maintain operational records.

HOW ARE IRP FEES APPORTIONED?

The percentage of miles traveled in each jurisdiction is the basis of IRP registration fees. The number of miles traveled in each jurisdiction for which the registrant apportioned determines the total fees due for an apportioned license plate and cab card.

Due to the volume and complexity of the calculations, a computerized system calculates the apportioned fees. In most cases, the declared gross vehicle weight of the truck or combined gross vehicle weight of the power unit and any trailer determines the fees.

IRP FEES ARE APPORTIONED AS FOLLOWS:

Assume an 80,000-pound registered power unit (Florida-based for-hire operator) operates in Florida, Georgia, South Carolina, and North Carolina. The total annual actual mileage for the power unit was 100,000 miles, with the amount of miles in each state as shown in the following table. The IRP computes license fees as shown in the table.

	<u>Mileage</u>	<u>Percent of Total</u>		<u>Full Year Fee Per State</u>	<u>Apportioned Fee</u>
South Carolina	25,000	(25 %	X	\$800.00) =	\$200.00
North Carolina	25,000	(25 %	X	1,235.00) =	\$308.75
Georgia	15,000	(15 %	X	1,000.00) =	\$150.00
Florida	<u>35,000</u>	<u>(35 %</u>	X	1,322.00) =	<u>\$ 462.70</u>
TOTALS	100,000	100 %			\$1,121.45

In the table above, the IRP apportioned plate fees are \$1,121.45. Please note the total miles do not determine the fee. The percentage in each state determines the fee. Of the total funds, Florida would retain \$462.70 and would send the remaining money to the other apportioned states as indicated. The above example does not include Florida service fees or miscellaneous fees.

IRP APPLICATION

Completion of the IRP Application

It is the applicant's responsibility to complete the application and to submit the documents required to register a vehicle under the IRP. If the application submitted is incomplete, or if one or more of the required documents are missing, we will return the application.

Helpful Information for You: If you plan to open an IFTA account and an IRP account, both accounts should have the exact same business name and use the same FEI number. The name must be the same as the one used on your Internal Revenue Service Form 2290, and your DOT form MCS150.

A sample of the IRP Application (HSMV 85900) is available on our website at <http://www.flhsmv.gov/dmv/forms/BMCS/85900.pdf>.

For detailed assistance in completing the IRP application, please refer to the "Instructions for Completing the IRP Application", HSMV 85901, which can be obtained at <http://www.flhsmv.gov/dmv/forms/BMCS/85901.pdf>

PRISM

What is PRISM?

The Performance and Registration Information Systems Management (PRISM) program developed by the Federal Motor Carrier Safety Administration (FMCSA) links the commercial vehicle registration process to motor carrier safety to achieve two purposes:

- Determine the fitness level of the motor carrier responsible for safety (MCRS) prior to issuing the registration.
- Influence motor carriers to improve their 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 (Registration) and Enforcement, which work in parallel to identify motor carriers and hold them responsible for the safety of their operation. The performance of unsafe carriers is improved through a comprehensive system of identification, education, awareness, data gathering, safety monitoring and treatment.

How does PRISM affect the Florida IRP Registration Process?

The USDOT Number and Taxpayer Identification Number (TIN) of the Motor Carrier Responsible for Safety (MCRS) of **every vehicle** registered must be identified during the registration process.

Information for Completing Your IRP Application or Renewal

- If you are filing an Original Application in your name and the vehicles you are registering are leased to others (lessees) who are the MCRS for the vehicle; you must provide your USDOT Number and TIN at the account level **only** if you are registered with DOT as a Motor Carrier. The USDOT Number and TIN for all the lessees who are the MCRS for the vehicles registered under the account must be provided at the vehicle level. You must also mark the appropriate box indicating whether the MCRS is expected to change during the registration year. A copy of a valid lease with the lessee will be required.
- You will need to provide the USDOT number and TIN for the MCRS for each vehicle in the space provided on the IRP application. The MCRS cannot be classified as Intrastate. You must mark the appropriate box indicating whether the MCRS is expected to change during the registration year.
- USDOT numbers must be active, classified as interstate and in good standing or registration will be denied.

Additional information related to PRISM and an interactive [Step-by-Step Help with the Registration Process](#) guide to obtain a USDOT number are available at www.fmcsa.dot.gov.

AVERAGE PER VEHICLE MILES

On original IRP applications for Florida as the base state, if there were no actual miles accrued during the reporting period, you will be billed for all jurisdictions based on Florida's Average Per Vehicle (APV) distance chart. The miles reflected on the APV distance chart is the average distance of all registrants in each jurisdiction.

Every applicant must obtain a current IRP cab card (registration) and license plate before operating any vehicle. You must carry the registration in the vehicle at all times.

PLEASE BE AWARE – Even though your cab card indicates a Gross Vehicle Weight (GVW) of over 80,000 pounds for a particular jurisdiction, you **must** also contact that jurisdiction to determine if you will need an overweight permit.

OBTAINING AND SUBMITTING APPLICATIONS AND FORMS

IRP applications, forms and manuals are available on the department's website, www.flhsmv.gov, as well as the following location:

Department of Highway Safety and Motor Vehicles
Bureau of Commercial Vehicle and Driver Services
2900 Apalachee Parkway
Neil Kirkman Building, Mail Stop 62
Tallahassee, Florida 32399-6552
Telephone (850) 617-3711

REMEMBER –To avoid having your application returned, be sure that all requested information on the form is complete, the application signed and all supporting documents are included at the time of submission.

NEW FLORIDA IRP REGISTRATIONS

A "First Time Registrant" must meet the following qualifications in order to register an apportioned vehicle in the state of Florida:

- Have an established place of business located in Florida, or be "leased on" to a carrier that has an established place of business in Florida. You must provide a copy of the lease as well as documentation that will allow the bureau to verify your physical business location.
- Complete Schedules A and B of the IRP Application (HSMV 85901). All applications must be typed or printed in ink, and signed prior to submission to the Bureau of Commercial Vehicle and Driver Services.
- Provide a copy of the current title.
- Provide a copy of current proof of insurance. Provide proof of prior registration, if the same owner in another jurisdiction registered the vehicle.
- Provide proof of payment (or exemption) of Federal Heavy Vehicle Use Tax, if the vehicle is to be registered at a weight of 55,000 pounds or more.
- Sign the application. This signature certifies that the information furnished in the application and the documents submitted are true and correct. It also certifies that the person signing the application has read and understands the record retention requirements for the IRP and will comply with them.
- Once the bureau receives the completed renewal and the supporting documents, we will generate an IRP bill and mail it to you for payment
- Review the bill for accuracy, check the vehicle(s), the jurisdictions and the weights.
- Submit the payment of the bill generated by the Bureau of Commercial Vehicle and Driver Services in the form of money order, cashier's check, certified check, if you come to the walk in counter, you may pay by cash or credit card or ComChek. After the first renewal of an account, (third year) you may pay with a personal or business check.

FLORIDA IRP RENEWAL APPLICATIONS

Staggered IRP Renewal Months - The Bureau of Commercial Vehicle and Driver Services provides staggered monthly renewal of license plates. IRP accounts are assigned a month (January through October) in which all vehicles in the account have their registrations renewed. **Florida IRP license plates expire at midnight on the last day of the assigned renewal month.**

What is a Renewal Vehicle? – A renewal vehicle is any vehicle that had a Florida IRP license plate during the previous registration period.

IRP RENEWAL PROCESS (Step by Step)

STEP #1

Approximately 3 months prior to the carrier's license plate expiration date, the Bureau of Commercial Vehicle and Driver Services will send a computer generated renewal packet by mail. This packet will contain:

- Basic Carrier Information (name, address, type operation, account #, etc.)
- Vehicle Information (fleet #, make, year, owner equipment #, VIN, etc.)
- Weight Schedule (IRP jurisdictions and weight limits)
- Blank Mileage Form.

STEP #2

Read any notices that may be included, and;

- Complete and update the computer-generated renewal. Make sure all information is correct.
- Review Schedule A of the IRP renewal. If the computer-generated printout includes vehicle(s) that you do not wish to register, draw a line through the vehicle(s) no longer in service.
- Add vehicles by completing an IRP application (Form HSMV 85900) and attach it to your renewal.
- Include all mileage period information.
- Make corrections on the computer generated printout as needed; i.e., delete vehicles, address correction, telephone number correction, etc.
- Provide proof of ownership. For more information, see page 10.
- Provide proof of payment of Federal Heavy Vehicle Use Taxes (Federal Internal Revenue Service Form 2290, Schedule 1).
- Provide proof of insurance with your renewal. Provide verification of physical location, if your physical location has changed.

STEP #3

- Mail the completed computer generated printout renewal, the proof of payment of Federal Heavy Vehicle Use Tax, insurance, and the verification of physical location, when required, to the Bureau of Commercial Vehicle and Driver Services in Tallahassee.
- Once the bureau receives the completed renewal and the supporting documents, we will generate an IRP bill and mail it to you for payment.

STEP #4

- Review the bill for accuracy; check the vehicle(s), the jurisdictions and the weights.
- Submit to the bureau, the amount indicated on the bill in the form of money order, cashier’s check, certified check, or depending on the account’s length of existence, a personal or business check. Comcheks are only accepted by phone or in person and cannot be mailed.
- DO NOT SEND CASH BY MAIL.
- Maintain the original bill for your records and send a signed copy of the front page of the bill to the bureau along with your payment. We request that you please return either the first page of the bill or a photocopy with your payment. This will assist us in applying your payment to the appropriate account.

STEP #5

- Upon receipt of the bill amount and any other requested documents, the bureau will ship the license plate(s) and cab card(s) to you at your business/ mailing address via regular mail.

BE ON TIME...YOU MAY BE CHARGED DELINQUENT FEES

Chapter 320.07(4)(a), Florida Statutes, requires the department to charge a delinquent fee beginning on the 11th calendar day after your renewal month ends.

FOR EXAMPLE: If your registration renewal is due in March, you will be assessed a delinquent fee beginning on April 11, if you have not already submitted your renewal application and paid the renewal fees.

The following tax categories determine the delinquent fees:

<u>LICENSE TAX</u> (amount paid for license plate)		<u>DELINQUENT FEE</u>
Tax of \$5, but not more than \$25	=	\$5 flat
Tax over \$25, but not more than \$50	=	\$10 flat
Tax over \$50, but not more than \$100	=	\$15 flat
Tax over \$100, but not more than \$400	=	\$50 flat
Tax over \$400, but not more than \$600	=	\$100 flat
Tax over \$600 and up	=	\$250 flat

IRP ENFORCEMENT PROCESS

Staggered monthly renewals allow registrations from January 1 through October 31 of each year. Under staggered registration, license plates expire at midnight on the last day of the assigned renewal month.

FOR YOUR INFORMATION! Operation of a vehicle without a current license plate and a current cab card or a valid trip permit will subject the driver to penalties and fines in all jurisdictions traveled.

The cab card verifies that vehicles are properly registered and registration fees paid.

Enforcement Facts that Affect YOU!

- The cab card must be carried in the described vehicle at all times and must not be mutilated or altered in any way.
- Enforcement personnel will be verifying the vehicle identification number on the vehicle itself as well as on the cab card. Extreme care should be used to accurately list the vehicle identification number on the IRP application when applying for apportioned registration.
- It is the responsibility of the Florida carrier to be fully aware of the requirements of all jurisdictions prior to traveling in those areas.

FILING A SUPPLEMENTAL IRP APPLICATION

Supplements are changes/corrections to an original or existing account. You should complete the IRP Application (HSMV 85900) and indicate on the form the changes/corrections that you want.

You may add vehicles or change vehicle weights by filing a supplemental application for each type of transaction needed.

CHANGES AND/OR CORRECTIONS ALLOWABLE ON A SUPPLEMENTAL IRP APPLICATION

CHANGES AND/OR CORRECTIONS

Adding a Vehicle
Increasing the Weight of a Vehicle
Transferring a Plate from One Vehicle to Another
Transferring Vehicles between Fleets
Change in Type of Operation
Change in Ownership of Vehicle
Administrative Corrections
Replacing a Lost or Stolen Cab Card
Replacing a Lost or Stolen License Plate

FORM OR SCHEDULE REQUIRED

Schedule A
Schedule A
Schedule A
Schedule A
Schedule A, possibly B
Schedule A
Schedule A, possibly B
Florida Form HSMV 85100
Florida Form HSMV 85100

Note: You must sign and submit Schedule B for all transactions listed above requiring only Schedule A to be completed. The reason for this is that the *signature* line is in **Schedule B.**

You must use the Florida IRP form or IRP Schedule listed above to make changes during the license year. The following changes can be done only during the vehicle's renewal period:

- Change in Type of Operation
- Change a Name on a Registration.

NOTE: Descriptions of the above changes and corrections are detailed on the following 2 pages.

DESCRIPTIONS OF CHANGES AND/OR CORRECTIONS

- **Adding a Vehicle** – A registrant may submit an IRP application to the Bureau of Commercial Vehicle and Driver Services requesting additional vehicles be added to an apportioned fleet. Vehicles added to an apportioned fleet must have a Florida title (or evidence that a Florida title has been applied for), proof of insurance, copy of lease agreement (if applicable), and evidence of payment of heavy vehicle use tax (Federal Internal Revenue Service Form 2290), and the DOT number and TIN of the motor carrier responsible for the safety of the vehicle. If the vehicle is titled out of state, a letter from the lien holder stating there is an outstanding lien on the title is required, unless the vehicle is leased then a copy of the lease will be accepted. A vehicle identification number (VIN) verification form (HSMV 82042) is also required on all out-of-state titled vehicles. The Bureau will not issue the apportioned registration without proper documentation.
- **Increasing the Weight of a Vehicle** – A registrant may increase the weight of a vehicle at any time throughout the registration year. We will calculate fees from the date of the increase. Complete and submit Schedule A of the IRP application.
- **Transferring a Plate from One Vehicle to Another** – IRP plates may be transferred from one vehicle to another vehicle providing the new vehicle is registered in the same registrant's name. If the new vehicle is of a heavier weight class, you will be billed for the difference. No credit will be given if the vehicle is of a lighter weight.
NOTE: Not every IRP state allows for the transfer of registration fees. Some jurisdictions may charge a full registration fee for the transfer. Complete and submit Schedule A of the IRP application and attach the cab card from the deleted vehicle.
- **Transferring Vehicles Between Fleets** – Florida allows fleet-to-fleet transfers. Complete and submit Schedule A of the IRP application. You must already have an active fleet to transfer the unit to.
- **Change in Type of Operation** – To change your type of operation, complete Schedule A, and possibly Schedule B, if there will be a change in the jurisdiction/weight information for the new operation. *You can only change from a private to for-hire carrier at renewal time.*
- **Administrative Corrections** – Administrative corrections are items such as correcting inaccurately entered vehicle identification numbers, title numbers, misspelled names, addresses, etc., on cab cards. Complete and submit the IRP application, Schedule A, and possibly Schedule B, if there is a jurisdiction/weight correction necessary.
- **Replacing a Lost or Stolen Cab Card** – To replace a lost, stolen, or destroyed IRP cab card, submit the following:
 - 1) Application to Replace an Apportioned License Plate and/or Cab Card (Florida Form HSMV 85100), and
 - 2) Current replacement fees plus mail fees if requested through the mail.
- **Replacing a Lost or Stolen License Plate** – To replace a lost, stolen or destroyed IRP license plate, the following must be submitted:
 - 1) Application to Replace an Apportioned License Plate and/or Cab Card (Florida Form HSMV 85100); and the case # assigned by the Police Department or Sheriff's Office (there is NO replacement fee for a stolen license plate, if the case # is submitted); or
 - 2) Application to Replace an Apportioned License Plate and/or Cab Card (Florida Form HSMV 85100); and the replacement fee, including the mail fee, indicated on the application.
 - 3) Application to Replace an Apportioned License Plate and/or Cab Card (Florida Form HSMV 85100) to Correct/Change DOT number and person in charge of safety and, the correction fee, including the mail fee, indicated on the application.

SUPPORTING DOCUMENTS FOR IRP REGISTRATION

You must submit specific supporting documents before we can issue an IRP license plate and cab card. These supporting documents include:

- Proof of Ownership,
- Insurance Coverage,
- Heavy Vehicle Use Tax, and
- Location Verification.
- DOT number and TIN of motor carrier responsible for the safety of the vehicle.

--PROOF OF OWNERSHIP – May be one of the following:

- Copy of current Florida registration;
- Florida Title receipt (Form HSMV 82041); or
- In the case of an out-of-state title with an outstanding lien, submit a copy of the front and back of the out-of-state title and a statement on letterhead stationery from the lien holder stating there is an outstanding lien on the described vehicle. For ELT transactions, you must provide the receipt for the electronic title, VIN verification form and a letter from the lien-holder or a lease agreement.

Out-of-State Vehicle Titles: For any vehicle with an out-of-state title, submit a completed Vehicle Identification Number Verification form (HSMV 82042). This form is available on our website at http://www.flhsmv.gov/html/forms-NUMBER_DMV.html

Vehicles titled out-of-state must submit proof of ownership each year at the time of renewal.

NOTE: *Owner-operators not operating under their own authority should provide a copy of their proof of ownership to the motor carrier lessee for submission to the Department.*

--PROOF OF INSURANCE COVERAGE – Combined Bodily Injury Liability, and Property Damage Liability (referred to as Combined Single Limits – CSL)

Proof of valid coverage may be the original or a photocopy of any one of the following:

- Form E, Uniform Motor Carrier Bodily Injury and Property Damage Liability; or
- Certificate of Self-Insurance issued by the Department of Highway Safety and Motor Vehicles, Division of Motorist Services, Bureau of Motorist Compliance; or
- Copy of Certificate of Insurance issued on an insurance company form only; or (*DHSMV must be the Certificate Holder.*)
- Insurance policy binder (must include Policy Number); or
- Surety bond deposited with the Department of Highway Safety and Motor Vehicles by a surety company authorized to do business in Florida, or a combination of a surety bond and an insurance policy, which satisfies the requirements of section 627.7415, Florida Statutes.

Any **PROOF OF INSURANCE** submitted must include \$10,000 PIP and the following minimum levels of combined bodily liability insurance and property damage liability:

- \$50,000 coverage per occurrence for a private carrier with a gross vehicle weight of 26,000 pounds or more, but less than 35,000 pounds;
- \$100,000 coverage per occurrence for a private carrier with a gross vehicle weight of 35,000 pounds or more, but less than 44,000 pounds; and
- \$300,000 coverage per occurrence for a private carrier with a gross vehicle weight of 44,000 pounds or more; or

- MUST meet the minimum levels of coverage specified under Title 49 C.F.R., Part 387, Subpart A, for all for-hire interstate carriers or all carriers transporting hazardous materials with vehicles having a gross vehicle weight of 10,000 pounds or more; or
- MUST have a minimum of \$750,000 Combined Single Limits (CSL) coverage for all for-hire carriers.

INSURANCE REQUIREMENT FOR BUSES less than 16 passengers is \$1.5 million and 16 or more passengers is \$5 million.

For Your Information...

- Private carriers transport goods they own.
- For-hire carriers transport goods owned by someone else.

--PROOF OF PAYMENT OF FEDERAL HEAVY VEHICLE USE TAX

Heavy vehicle use tax is a tax paid to the Internal Revenue Service for highway commercial motor vehicles having a gross or combined gross vehicle weight (GVW) of 55,000 pounds or more. A carrier may not register a vehicle for a GVW that is greater than the GVW on the Form 2290. For a vehicle to operate in the state of Florida, the registrant must provide proof of payment of this tax. For additional information, please call IRS at 1-800-829-1040.

Proof of current payment of federal heavy vehicle use tax may be one of the following:

- Copy of Federal Form 2290, Schedule 1, **(with receipt stamp)**
- Copy of Federal Form 2290, Schedule 1, **(without receipt stamp)** submitted with a copy of the front and back of the cancelled check, indicating current payment has been made for heavy vehicle use tax.
- The electronically filed form 2290, Schedule 1, showing the watermark receipt.

Heavy Vehicle Use Tax and Newly Purchased Vehicles

You may register a newly purchased vehicle without proof of payment of heavy vehicle use tax, if a copy of the bill of sale is submitted showing that you purchased the vehicle during the preceding sixty (60) days.

IMPORTANT - PLEASE NOTE...

Carriers with 25 or more vehicles for a taxable period must file the 2290 electronically. If you have 25 or more vehicles, you can obtain information on how to file electronically at <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Trucking-Tax-Center>

--ESTABLISHED PLACE OF BUSINESS

The International Registration Plan requires that motor carriers based in a particular state or jurisdiction must have an “established place of business” in that jurisdiction. An established place of business is a physical structure owned, leased, or rented by the registrant, which is open during normal business hours and has located within it:

- A person conducting the registrant’s business, and
- The operational records of the fleet.

An applicant must either have an established place of business or be able to demonstrate residence in Florida, in order to claim Florida as their base state for IRP. To establish residence you must provide at least three (3) items from the list below:

- Current copy of a Florida driver’s license in your name.
- Copy of a document indicating your company is a Florida corporation or is registered to conduct business as a foreign corporation in Florida.
- Copy of document indicating you are a resident of Florida and the principal owner of a Florida corporation.

- Current copy of a Federal income tax return, in your name, indicating the return was filed from your Florida address.
- Current copy of a tax bill indicating real estate or personal property taxes have been paid in your name for your Florida address.
- Current copy of a utility bill paid in your name for your Florida address.
- Copy of a vehicle title or registration for a vehicle titled in Florida in your name.

All records provided must be in the name of the registrant and document the current physical business address.

FLEET AND WEIGHT GROUPS

To register your vehicle in Florida you must place all vehicles in FLEET and WEIGHT GROUPS. A fleet is one or more apportioned vehicles that all travel in the same jurisdictions under the same company name. You must submit each designated fleet on a separate IRP application form.

■ EXAMPLE OF WHEN TO ESTABLISH SEPARATE FLEETS

The company has five vehicles listed on the same account traveling in Florida, Alabama and Louisiana. The company also has three other vehicles listed on this same account traveling in Florida, Alabama, Tennessee and Kentucky. Designate the first group of five vehicles as FLEET #1, and designate the second group of three vehicles as FLEET #2.

A fleet may be subdivided into weight groups. A weight group represents the same type units traveling in the same jurisdictions at the same designated weights.

■ EXAMPLE OF WHEN TO ESTABLISH SEPARATE WEIGHT GROUPS

Establish the five vehicles traveling in the states of Florida, Alabama and Louisiana, registered at 80,000 GVW, as FLEET #1, GROUP #1.

Establish the three separate vehicles traveling in Florida, Alabama, Tennessee and Kentucky, registered at 80,000 GVW, as FLEET #2 and GROUP #1.

The 2 other vehicles traveling in Florida, Alabama, Tennessee and Kentucky, registered at 70,000 GVW, would be established as FLEET #2 (because they are traveling in the same jurisdictions), but would be established as GROUP #2 (because they have different weights from those vehicles assigned to FLEET #2, GROUP #1).

VIN AND UNIT NUMBERS

The registrant of each of the company's units must assign unit numbers (equipment numbers) to each of the vehicles. Duplicate unit numbers or equipment numbers are not acceptable. For your information, it is a good idea for you to locate and identify the vehicle identification number (VIN) on your vehicle(s).

CEASING OPERATIONS

Section 320.413(1), Florida Statutes, requires a motor carrier that stops doing business within the state because the business was closed, sold, or transferred, to notify the Bureau of Commercial Vehicle and Driver Services in writing within ten (10) days prior to the time the action is effective. This notice must give the date of closure and in the event of a sale or transfer of the business, the date of the sale or transfer and the name and address of the purchaser or transferee.

CHANGE OF ADDRESS

In accordance with section 320.413(4), Florida Statutes, every motor carrier shall submit to the Bureau of Commercial Vehicle and Driver Services, in writing within ten (10) days after such change becomes effective, any change in address of the principal place of business.

NOTE: To change your physical address you must submit 3 items from the following list of acceptable proof of residency documents along with the HSMV Form 85041, Change of Address form. The Change of Address form (HSMV 85041) is available on our website at <http://www.flhsmv.gov/dmv/forms/BMCS/85041.pdf>

FLORIDA TRIP PERMIT REQUIREMENTS

A Florida IRP Trip Permit is required for any vehicle that is operating in Florida with a non-IRP registration issued in a jurisdiction other than Florida.. The Florida IRP Trip Permit is valid for ten (10) days for a fee of \$30.00 (plus wire service fees) and is available through one of the various wire service companies.

Out-of-state carriers **MUST** secure a Trip Permit prior to entering the State of Florida. The Trip Permit must remain with the vehicle while in the state.

Florida-based carriers that do not have an IRP registration and need to travel in another jurisdiction, must either contact that jurisdiction to obtain a trip permit, or register their vehicle under the IRP in Florida.

HUNTER PERMIT REQUIREMENTS

A Hunter Permit is a limited permit, available to a Florida-based owner-operator who does not have an IRP registration and is between Lessors, in search of employment. The Hunter Permit will allow an operator to move his empty truck or truck tractor from place to place as needed. In other words, it allows an owner-operator the ability to move his vehicle from jurisdiction-to-jurisdiction without carrying a load.

Hunter Permits are valid for ten (10) days for a fee of \$5.00. You must contact the Bureau of Commercial Vehicle and Driver Services at (850) 617-3711 to obtain a Hunter Permit. Florida will recognize a valid Hunter Permit issued by another jurisdiction and will allow the carrier to travel in Florida without the purchase of a "Florida" Hunter Permit. In addition, other jurisdictions recognize valid "Florida" Hunter Permits. The Hunter Permit must remain with the vehicle described.

TEMPORARY FUEL USE PERMIT REQUIREMENTS

Vehicles subject to the provisions of Chapter 207, Florida Statutes, (fuel taxes) must secure an International Fuel Tax Agreement (IFTA) decal or a Temporary Fuel Use Permit before operating over Florida highways or the highways of any IFTA jurisdiction.

Temporary Fuel Use Permits are available to motor carriers through the various wire service companies.

More detailed information regarding IFTA can be found in Florida's International Fuel Tax Agreement Trucking Manual, Form HSMV 85920, available on our website at <http://www.flhsmv.gov/dmv/forms/bmcs/85920.pdf>.

TYPES OF OPERATIONS

A carrier's type of operation determines the amount of insurance coverage that is required. The following information will assist the carrier in determining the correct type of operation.

- **For-Hire Owner-Operator**

Owner-Operator means an equipment lessor who leases his vehicle equipment with a driver to a motor carrier. An owner-operator may choose to register an apportioned vehicle in his or her own name, or in the motor carrier's name. In either case, the registrant is responsible for maintaining accurate records to support their operation.

Definition of Lessor and Lessee:

- **Lessor** – If the owner-operator (lessor) is the registrant and the vehicle is registered in the name of the owner-operator, the apportioning of fees is based on the operational records of the owner-operator, and the license plate and cab card are the property of the owner-operator
- **Lessee** – If the motor carrier (lessee) is the registrant (vehicle is registered in both the owner-operator's name and that of the motor carrier as lessee), the apportioning of fees is based on the records of the motor carrier and the license plate and cab card are the property of the motor carrier.

If the motor carrier (lessee) is the registrant, a copy of the lease agreement between the lessor and the lessee (and a copy of the out-of-state title, if applicable), must be submitted.

- **For-Hire Out-of-State Vehicle Ownership**

Vehicles owned by an out-of-state resident and having an out-of-state title may register in Florida without transferring the title, providing that a current lease agreement exists between the out-of-state owner and a Florida-based company or resident. Florida "base jurisdiction" requirements apply..

- A photocopy of the front and back of the out-of-state title and the lease agreement are required.
- A VIN verification form (HSMV 82042) is also required.

- **Household Goods Carriers**

For equipment leased from service representatives, the household goods carrier may elect to register in the base state of the service representative, or that of the carrier.

If the household goods carrier elects to register in the service representative's base state, the registration will reflect both the name of the service representative, and that of the carrier as lessee.

We will calculate the apportioned fees based on the service representative's records. The service representative must make the records available in his base state.

If the household goods carrier elects to register in his base state, the registration will reflect the name of the carrier, and that of the service representative as lessor.

We will calculate the apportioned fees according to the mileage records maintained by the carrier. The carrier must include both interstate and intrastate miles operated by those vehicles under the IRP agreement. The household goods carrier must make the records available in his base state.

If the owner-operator uses his equipment exclusively to transport cargo for a household goods carrier, he must register the equipment in his base state, but in both his name and that of the carrier as lessee. This requirement does not apply to Service Representatives. The carrier's mileage records determine the apportioned fees.

- **Private Carriers**

A "Private Carrier" is an individual or company whose primary vehicle use is for the advancement of his business, which is not a transportation business. Private carriers haul their own goods using their own equipment, and are responsible for all mileage records.

LEASED VEHICLE INFORMATION

Apportioned owner-operators may lease equipment to another apportioned fleet operator and the lessor shall be responsible for reporting on the apportioned application the miles traveled by the leased equipment. The lessee shall be the person using and operating the equipment under the lease agreement. Leased vehicles must display apportioned credentials and may operate only in the jurisdictions listed on the cab card or a trip permit will be required.

A non-apportioned carrier may lease an apportioned vehicle. The lessor of the vehicle shall be responsible for reporting the mileage traveled by the leased equipment. The leased vehicle must display apportioned credentials.

AUDITS AND RECORDS RETENTION

Mileage Records/Operational Records

All information furnished to this department by a registrant on the application mileage schedule, supplemental form, or renewal form, is subject to verification by the Bureau of Commercial Vehicle and Driver Services, Audit Section.

Audit Facts...

- Your account may be selected for an audit or you may request an audit at any time.
- The Bureau will notify you or your representative in advance to arrange the audit.
- Audits will be conducted during normal business hours.
- The audit may cover the operational records of one, two, or three years; therefore, you are required to maintain records for the prior three years' registration periods.

As an example, during the 2016 registration year, the following operation mileage records could be subject to audit and must be available if an audit is requested:

July 1, 2012 – June 30, 2013 (mileage records used for 2015 registration)

July 1, 2011 – June 30, 2012 (mileage records used for 2014 registration)

July 1, 2010 – June 30, 2011 (mileage records used for 2013 registration)

If records are not available to substantiate the information shown on the registrant's application, the registrant shall be given thirty (30) days written notice to provide such records.

After an Audit...

When the IRP audit has been completed, you will be notified of all findings and recommendations, and a complete audit report will be sent to all IRP jurisdictions in which you were registered during the period audited.

It is the registrant's responsibility to provide acceptable records of all interstate and intrastate movement, including miles traveled under a trip permit.

SUGGESTED ACCEPTABLE FORMS to assist you in your record keeping requirements are located on our website at <http://www.flhsmv.gov/dmv/fagcarriers.html#19>. These forms are the 1) Quarterly Mileage & Fuel Purchase Recap, 2) Monthly Mileage & Fuel Purchase Recap, 3) Individual Vehicle Mileage/Fuel Record, and 4) Individual Vehicle Mileage Record (IVMR).

Acceptable Audit Records

Acceptable records must include the following information for each trip:

- Dates of Trip (starting and ending)
- Origin of Trip
- Destination of Trip
- Routes Traveled and Odometer Readings
- Total Trip Miles (including Trip Permit mileage)
- Mileage by Jurisdiction
- Unit Number or Vehicle Number
- Fleet Number
- Registrant's Name
- Signature of Driver

Summarizing Records

The mileage recorded on your individual vehicle mileage report shall be summarized monthly by equipment number and shall show the total number of miles operated in each jurisdiction by apportioned power units. Registrants may include non-apportioned vehicles on the monthly summary. However, apportioned vehicles must be clearly identified and their miles completely separated. Only those miles generated by apportioned units shall be reported for apportioned registration purposes.

From the monthly summaries, the registrant shall prepare both a quarterly and a **yearly recap** for each jurisdiction, as well as a **total recap** for all jurisdictions. Monthly summaries will cover the mileage period from July 1 through June 30. Carriers with more than one (1) apportioned fleet **MUST** also prepare monthly and quarterly summaries as well as a yearly recap for each apportioned fleet separately.

Vehicle Purchase Prices

All reported purchase prices and unladen weights (on which fees are based) must be substantiated by acceptable documentation for all apportioned vehicles. Acceptable documentation to support vehicle purchase prices and dates include the following:

- Invoices
- Bills of Sale, and
- Security Agreements

Records Retention

A carrier is required to maintain the mileage records used for the current application plus the three (3) preceding mileage years. Records must be made available by the carrier to any jurisdiction upon request.

Penalty for Failure to Maintain Adequate Records

Florida and other states assess penalties when adequate records are not maintained.

USING AVERAGE PER VEHICLE DISTANCE

If a registrant does not accrue any actual miles during the reporting period, they will be billed for all jurisdictions based on Florida's Average Per Vehicle (APV) distance chart. The miles reflected on the APV distance chart is the average distance of all registrants in each jurisdiction.

REFUNDS OF IRP FEES

Florida will issue a refund for IRP registration fees:

- When a vehicle has been registered twice (duplicate registration) for the same registration period, such as the duplicate purchase of a straight plate and an IRP plate during the same registration period; or
- If your vehicle registration was issued in error and you return the plate to the Bureau of Commercial Vehicle and Driver Services before the first day of the registration period.

APPLYING FOR A REFUND...

To apply for a refund due to a duplicate registration:

- Submit a signed "Application for Refund on Taxes or Fees Paid Under the International Registration Plan," Form HSMV 85028, to the Bureau of Commercial Vehicle and Driver Services, along with proof of the duplicate registration (copies of both registrations).

To apply for a refund for a license plate that was renewed in error:

- Submit an "Application for Refund on Taxes or Fees Paid Under the International Registration Plan," Form HSMV 85028, to the Bureau of Commercial Vehicle and Driver Services.
- Along with the completed and signed application, forward the license plate and a letter stating why you are requesting a refund of the registration fee.

Where to File for an IRP Refund

The Bureau of Commercial Vehicle and Driver Services, in Tallahassee, issues IRP registration refunds for the reasons listed above as well as refunds based on an audit. A refund from a Florida IRP audit to Florida registrants will be issued automatically. The entire refund process takes approximately 6 to 8 weeks. **NOTE:** *A registrant must apply to the specific jurisdiction for a refund due from any other IRP jurisdiction.*

Mail all Florida IRP registration refund requests to:

Bureau of Commercial Vehicle and Driver Services
2900 Apalachee Parkway
Neil Kirkman Building, Room B-112, MS-62
Tallahassee, Florida 32399-6552

For additional information regarding refunds of IRP fees, please contact the Bureau of Commercial Vehicle and Driver Services at (850) 617-3711.

UNIFIED CARRIER REGISTRATION SYSTEM (UCR)

The 2005 Federal Highway Bill eliminated the Single State Registration System (SSRS) and replaced it with the Unified Carrier Registration (UCR) system. Because Florida is not a member of the UCR, Florida based motor carriers must register online at;
<https://www.ucr.in.gov/>.

U.S. DOT MOTOR CARRIER REGISTRATION REGULATIONS AND THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS

- **"DOT" Number (Department of Transportation Number)** – Any commercial motor carrier (for-hire or private) who operates a commercial motor vehicle interstate with a gross vehicle weight or combined gross vehicle weight over 10,000 pounds must obtain a DOT number from the United States Department of Transportation (U.S. DOT), Office of Motor Carriers.

- **“MC” Number (Motor Carrier Number)** – In addition to a DOT number, if the motor carrier is a “for-hire” carrier under the same circumstances above, the carrier must obtain a MC number, with the exception of carriers hauling certain commodities, such as produce and logs.

Florida participates in PRISM (Performance and Registration Information System Management). The U.S. DOT number, taxpayer ID number (TIN) and information concerning who is responsible for the safety of each vehicle are required for IRP registrations. PRISM is a program of the Federal Motor Carrier Safety Administration (FMCSA) to determine the safety fitness of a motor carrier prior to registration and to positively influence motor carriers to improve their safety performance. For more information about PRISM you may call U.S. DOT at 800-832-5660 or visit their website at www.fmcsa.dot.gov.

FREQUENTLY ASKED QUESTIONS & ANSWERS

How long does the IRP registration process take?

- One to two weeks from receipt of a completed International Registration Plan Florida Application (HSMV 85900) and the correct supporting documents by the Bureau of Commercial Vehicle and Driver Services. An application is considered complete if all of the requested information on the front and back of the application has been accurately completed; the required supporting documents, such as insurance, heavy vehicle use tax (Form 2290), and lease agreement, have been submitted; and the application has been signed.

What is the expiration date of an IRP registration?

- The state of Florida has staggered monthly IRP registrations. License plates expire at midnight on the last day of the assigned renewal month. The renewal month shown on the IRP cab card must match the month sticker (decal) on your IRP license plate. NOTE: If the renewal month shown on your cab card and the month sticker on your license plate does not match, notify the Bureau of Commercial Vehicle and Driver Services immediately.

Is there a grace period for enforcement after the expiration date of the registration?

- No. Enforcement begins at 12:01 a.m. on the first day of the month following the last day of the assigned renewal month.

Can I renew an IRP registration for less than one year?

- No. You cannot renew an IRP registration for less than one year. However, you may transfer the plate to another vehicle if the original vehicle is sold or destroyed before the end of the current registration year.

How do I transfer an IRP license plate?

- To transfer an IRP license plate, submit a completed International Registration Plan Florida Application (HSMV 85900) indicating the transfer, to the Bureau of Commercial Vehicle and Driver Services in Tallahassee. The fee for transferring a plate depends upon the jurisdictions (states) the vehicle will be operated in (all jurisdictions do not charge the exact fees for transferring an IRP plate).

When can I receive a refund for an IRP registration?

- If your vehicle is registered twice (duplicate registration) for the same registration period; i.e., purchase of a Florida straight plate and an IRP plate, you may apply for an IRP refund of the duplicated Florida fees. In addition, if you renew a vehicle in error, but return the plate to the Bureau of Commercial Vehicle and Driver Services before the first day the registration begins, you may apply for a refund.

- To apply – **for a refund due to a duplicate registration**, submit a signed Application for Refund on Taxes or Fees Paid under the International Registration Plan form (HSMV 85028) to the Bureau of Commercial Vehicle and Driver Services, along with proof of the duplicate registration (copies of both registrations).
- To apply – **for a refund on a tag renewed in error**, submit a signed Application for Refund on Taxes or Fees Paid under the International Registration Plan form (HSMV 85028) to the Bureau of Commercial Vehicle and Driver Services, along with the tag and a letter stating why you are requesting a refund of the registration fee.

How do I add a jurisdiction to an IRP registration?

- With the implementation of Full Reciprocity Plan (FRP) all registrations with an effective date of 1/1/2015 or later will have all jurisdictions on their cab card; therefore there is no need to add jurisdictions.

How do I add a vehicle to an IRP registration?

- Submit an International Registration Plan Florida Application form (HSMV 85900) to the Bureau of Commercial Vehicle and Driver Services requesting us to add the additional vehicle. Complete all the information requested on the front of the application (Schedule A), i.e., account name, account number, etc., and make sure that all vehicle information is included. In addition, proof of ownership, heavy vehicle use tax (IRS Form 2290), DOT number and TIN, and the lease agreement (if applicable) must be submitted along with the application.

Do I have to pay an entire month's registration fees, if I purchase a vehicle on the last day of the month?

- Yes. IRP calculates registration fees from the first day of the month in which you purchased the vehicle. Therefore, if you purchase a vehicle on the last day of any month, IRP charges for that entire month in the registration fee.

When and how can I change a registrant's name on an IRP registration? Is there a fee?

- You may only change an IRP registrant's name at the time of renewal. To change a registrant's name on an account, indicate the new name on the International Registration Plan Florida Application form (HSMV 85900) and submit it along with the computer generated renewal. There is NO fee to process a name change.

How do I replace a lost apportioned license plate or cab card (registration for IRP license plate)?

- You may purchase replacement license plates and cab cards through the Bureau of Commercial Vehicle and Driver Services in Tallahassee by submitting an Application to Replace an Apportioned License Plates and/or Cab Card form (HSMV 85100). You may apply by mail or in person at the addresses listed in this manual. We will replace a stolen license plate at no charge, if you submit the case # of the police report with the application. In all cases, an application requesting the replacement of a cab card requires a fee.

ADDRESSES AND TELEPHONE NUMBERS

Department of Highway Safety and Motor Vehicles
Bureau of Commercial Vehicle and Driver Services

IRP Issuance Section

Neil Kirkman Building
2900 Apalachee Parkway – MS 62
Tallahassee, Florida 32399-6552
Telephone (850) 617-3711
Fax (850) 617-3932

IRP Audit Section

Neil Kirkman Building
2900 Apalachee Parkway – MS 58
Tallahassee, Florida 32399-0626
Telephone (850) 617-2910
Fax (850) 617-3934

CVDS Audit Field Offices

3200 Armsdale Road, Suite 13
Jacksonville, Florida 32218
Telephone (904) 924-1530

4101 Clarona-Ocoee Road, Suite 160
Orlando, Florida 32810
Telephone (407) 445-7400 Ext 5
Fax (407) 445-7411

318 Southeast 25th Avenue
Ocala, Florida 34471
Telephone (352) 620-3991
Fax (352) 732-1459

5701 East Hillsborough Avenue, Suite 2228
Tampa, Florida 33610
Telephone (813) 612-7120 Ext 1229
Fax (813) 612-7121

323 10th Avenue, West, Suite 200
Palmetto, Florida 34221
Telephone (941) 723-4634
Fax (941) 723-4553

1135 Banks Road
Margate, Florida 33063
Telephone (954) 969-4233
Fax (954) 969-4238

Note: You cannot obtain IRP plates from audit locations, only audit information.

DEFINITIONS

APPORTIONABLE FEE — Any periodic recurring fee required for licensing or registering vehicles, such as, but not limited to, registration fees, license or weight fees, which are the result of proportioning license taxes based on the percentage of miles in a given jurisdiction.

APPORTIONABLE VEHICLES — Any power unit (except as listed below) that is used or intended for use in two or more member jurisdictions and that is used for the transportation of persons for-hire or designed, used or maintained primarily for the transportation of property, and:

- Has 2 axles and a gross vehicle weight in excess of 26,000 pounds; or
- Has 3 axles or more regardless of weight; or
- Is used in combination, when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

The following vehicles are exempt under the IRP:

- a recreational vehicle;
- a vehicle displaying restricted plates;
- a government-owned vehicle.

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 may be registered at the option of the registrant.

BASE JURISDICTION — For the purpose of fleet registration, the jurisdiction where the registrant has an established place of business, where the fleet accrues mileage and where operational records of such fleet are maintained or can be made available in accordance with the provisions of Article III, of the International Registration Plan.

BOBTAIL — A power unit without any trailer.

CAB CARD — An evidence of registration, other than a plate, issued for an apportioned vehicle registered under the IRP and carried in or on the identified vehicle.

CARRIER — An individual, partnership or corporation engaged in transporting goods or persons.

COMBINED GROSS WEIGHT — The weight of the power unit and trailer and the maximum load.

COMMERCIAL VEHICLE — Any vehicle, which is used or maintained for transportation of persons or property for-hire, compensation, profit or in the furtherance of a commercial enterprise.

ESTABLISHED PLACE OF BUSINESS — A physical structure that is owned, leased or rented by the fleet registrant, and whose street address the registrant specifies. This physical structure shall be open and staffed during regular business hours. Operational records concerning the fleet shall be maintained or made available at this location.

FLEET — One or more apportionable vehicles that all travel in the same jurisdictions.

GROSS VEHICLE WEIGHT — The weight of the vehicle and the laden weight of the trailer or semi-trailer.

GROUP — Same type units traveling in the same jurisdiction at the same weights.

INTERSTATE OPERATIONS — Vehicle movement between or through two or more jurisdictions.

IVMR — An "Individual Vehicle Mileage Record" is required on all apportionable vehicles.

JURISDICTION — A state, territory, or possession of the United States, the District of Columbia, a province of Canada, or Mexico.

LEASE — A written document vesting exclusive possession, control and responsibility for the operation of the vehicle by the lessee for a specific period.

LESSEE — A person authorized to have exclusive possession and control of a vehicle owned by another under terms of a lease agreement.

LESSOR — A person that, under the terms of a lease agreement, authorizes another person to have exclusive possession, control of, and responsibility for the operation of a vehicle.

LICENSEE — A person who holds a valid license issued by the base jurisdiction.

MOTOR FUEL — Fuel commonly known and sold as gasoline, and fuels containing a mixture of gasoline and other products.

OPERATIONAL RECORDS — Documents supporting miles traveled in each jurisdiction and total miles traveled (such as fuel reports, trip sheet, logs, IVMR's).

OWNER-OPERATOR — An equipment lessor who leases his vehicle with a driver to a carrier.

PRECEDING YEAR — The period of July 1 through June 30, which immediately precedes the registration or license year.

PROPORTIONAL REGISTRATION — The registration of a fleet of apportionable vehicles with each jurisdiction's mileage divided by all jurisdiction miles traveled by such fleet in the preceding year.

REGISTRATION YEAR — The twelve-month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction.

ROAD TRACTOR — A vehicle designed without a fifth wheel for drawing other vehicles by use of a ball hitch and so constructed as to carry part of the weight of a vehicle or load so drawn (commonly referred to as a "mobile home toter").

SEMI-TRAILER — A vehicle without motive power designed to be drawn by a motor vehicle and constructed so that a part of its weight rests upon or is carried by a towing vehicle.

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

SPECIAL FUEL — Any liquid product or gas product or combination thereof, including but not limited to, all forms of fuel known or sold as diesel fuel, kerosene, butane gas, propane gas, and all other forms of liquefied petroleum gases, except those defined as "motor fuel", used to propel a motor vehicle.

TOTAL DISTANCE — means all distance, including that accrued on Trip Permits, operated by a fleet of apportioned vehicles in all member jurisdictions during the reporting period.

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

TRUCK — Any motor vehicle designed or used principally for the carriage of goods and includes a motor vehicle to which has been added a cabinet box, a platform, a rack or other equipment for the purpose of carrying goods other than the personal effects of the passengers.

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.

UNLADEN WEIGHT — The weight of the vehicle fully equipped for service, excluding the weight of any load.

Other Useful Information Resources

You may obtain the most current addresses and telephone numbers as well as other information for the International Registration Plan jurisdictions (states) on an individual basis by visiting the IRP Website at: <http://www.irponline.org/?page=AboutIRPInc>

www.FloridaTruckingInfo.com – Link to regulatory agencies' home pages, download forms, apply for oversize/overweight permits, and find important information all in one location.

Connect to any commercial vehicle operations regulatory agency in the State of Florida and the FMCSA (Federal Motor Carrier Safety Administration) by calling 850-414-4700.

Obtain Over Dimensional Road use Permits - The Florida Department of Transportation (DOT), in an effort to streamline the permitting process, offers a web-based permit application system for overweight and over dimensional permits over the Internet. Once your permit application is submitted over the Internet, the application will be reviewed by the State Permits Office for compliance with Chapter 14-26, Florida Administrative Code. Payment for the permit can be made by credit card, check or a pre-paid ARI account. Those applications receiving approval for permit will be issued a permit by the Florida Department of Transportation State Permits Office. Trip permits can be faxed directly to the permit applicant if requested, or sent by U.S. Mail. Annual permits will be sent by U.S. Mail.

To access the permits' website, visit www.FloridaTruckingInfo.com and click on Department of Transportation Oversize/Overweight Permits Office or you may contact them by telephone at 850-410-5777.

511 Florida Traffic and Travel Information

The Florida Department of Transportation (DOT) announces its free statewide traffic and travel information service. If you're in Florida simply call 511 or visit www.FL511.com for easy and direct access to real-time information on road construction, traffic incidents, hurricane evacuations and weather conditions. Florida 511 is available 24 hours a day, 7 days a week.

Truckers and Dispatchers...you can access Florida 511 to get real-time traffic information toll free from anywhere in the U.S. by calling (866) 511-3352.