

# Oregon Motor Carrier Education Manual



**Amy Ramsdell, Administrator**  
**October 2023**



**Commerce and Compliance Division**

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# Introduction

The purpose of this manual is to provide the reader with general references and to familiarize drivers and companies with the applicable Federal and State laws and regulations pertaining to the motor carrier industry.

This manual is for you, the Motor Carrier and Professional Truck Driver. Keep up to date on State and Federal laws affecting your safety.

Become familiar with:

- The safety of commercial motor vehicles.
- The size and weight of loads that may be carried.
- The permits required to operate on our state highways.

The contents of this manual are NOT intended to serve as precise statements of the Oregon Revised Statutes, Oregon Administrative Rules or Federal Motor Carrier Safety Regulations. The proper legal reference should be consulted for exact requirements of law.

Each section of the manual has a date indicating the most current revision date. The sections are updated as needed to convey new information, regulations and laws.

Prepared by Oregon Department of Transportation  
Commerce and Compliance Division  
455 Airport Road SE, Building A  
Salem, OR 97301

[ODOT Motor Carrier Education Program](#)

[Commerce and Compliance Division \(CCD\) website](#)

# Contact Information

## Hours of Operation (Pacific Time)

### Commercial Vehicle Registration and Counter Services

Monday through Friday  
8 a.m. to 5 p.m.

[Holiday Service Hours](#)

### Commercial Vehicle Tax Service Center

Monday through Friday  
6 a.m. to 6 p.m.

### Over-Dimension Permit Services

Monday through Friday  
7 a.m. to 5 p.m.

## Commercial Vehicle (CV) Licensing Authority Services

CV Licensing Services Accounts	Phone Number	Fax Number	Email
Oregon Apportioned Registration (IRP)	503-378-6643	503-378-5765	<a href="#">CCD IRP</a>
Collections	800-535-8018	503-378-3060	
Drug Consortium/Third Party Questions	503-373-1979	503-378-3567	
Farm	503-378-5203	503-378-5765	<a href="#">CCD Farm</a>
Insurance	503-378-5983	503-378-5765	<a href="#">CCD Insurance</a>
Oregon International Fuel Tax Agreement (IFTA)	503-373-1634	503-378-5765	<a href="#">CCD IFTA</a>
Oregon Only Registration	503-378-5983	503-378-5765	<a href="#">Oregon Licensing</a>
Portland Metro Office	971-673-5900	971-673-5893	<a href="#">Portland Metro Office</a>
Additional Report Forms	503-378-5849	503-378-5765	

### Over-Dimension (OD) Program

OD Permits	503-373-0000	503-378-2873	
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### CV Compliance

	503-378-4851	503 378-2183	<a href="#">CV Compliance</a>
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## Commercial Vehicle Tax Program Services

CV Tax Service Center	Phone Number	Fax Number
Tax Services Center	503-378-6699	503-378-6880
- Account Reinstatement		
- Out-of-State Motor Carriers		
- Oregon DOT Plates, Permits and Reports		

### CV Tax Account Monitoring and Maintenance

Bond Unit	503-378-4823	503-378-3736
Tax Unit	503-378-6220	503-378-3736

### CV Portland and Eastern Oregon Tax Audit

Eastern Oregon	971-673-1517	541-922-4340
Portland Metro Office	971-673-1517	971-673-1525

### CV Salem and Springfield Tax Audit

Salem	503-378-6658	503-373-7952
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- Audit Inquiry
- Audit Reassessments or Waiver Requests

Springfield	503-899-7386	541-736-2319
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## Roadside Safety and Enforcement

<b>Blue Mountains Region Enforcement</b>	<b>Phone Number</b>	<b>Fax Number</b>
Umatilla Port of Entry	541-922-5183	541-922-6303
La Grande District Office	541-963-3170	541-962-7674

### **Columbia River Region Enforcement**

Bend Enforcement	541-388-6217	541-388-6320
Cascade Locks Port of Entry	541-374-8980	541-374-2240

### **Eastern Cascades Region Enforcement**

Klamath Falls Port of Entry	541-883-5701	541-883-5564
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### **Siskiyou Region Enforcement**

Ashland Port of Entry	541-776-6004	541-776-6009
Roseburg District Office	541-957-3605	541-672-6148

### **Snake River Region Enforcement**

Farewell Bend Port of Entry	541-869-2474	541-869-2021
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### **Willamette Valley Region Enforcement**

Woodburn Port of Entry	503-982-0804	503-982-7201
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## Roadside Safety Compliance

<b>Motor Carrier Safety Compliance Central Unit</b>	<b>Phone Number</b>	<b>Fax Number</b>
Salem – HazMat Questions	503-378-5849	503-378-3567
Portland	971-673-5909	971-673-5890

### **Motor Carrier Safety Compliance Field Unit**

Ashland	541-774-5997	541-776-6018
Bend	541-388-6171	541-388-6320
Farewell Bend	541-869-2474	541-869-2021
Springfield – Safety	541-736-2303 541-736-2301	541-736-2319
Umatilla – Safety	541-922-2534	541-922-2705

Get additional information by visiting the [CCD website](#).

# Oregon Trucking Online

[www.oregontruckingonline.com](http://www.oregontruckingonline.com)

New functions are added regularly to the [Oregon Trucking Online \(TOL\) program](#). Contact the Commerce and Compliance Division to set up an account and [get a PIN](#) to start enjoying the 24 hour a day, 7 day a week convenience of doing business online.

## Established Motor Carrier

Motor Carriers with a CCD Account and PIN can:

- Sign up for Direct Payments.
- File weight-mile tax reports and pay taxes (including bulk reporting for carriers with more than 50 vehicles).
- Verify that weight mile tax reports are filed.
- Get temporary passes/trip permits.
- Look up temporary pass/trip permits.
- Pay statements of account.
- Report and pay road use assessment fees.
- Look up over-dimension permits.
- Analyze weights of certain combinations to see what's allowable.
- Save calculations and analysis of weights of combinations.
- Verify insurance status.
- Verify bond status.
- Verify account status.
- Check renewal status.
- Get weigh station scale crossing reports.
- View driver/vehicle inspection reports.
- Look up a vehicle.
- Change mailing/location address.
- Authorize rental agencies to issue temporary passes for trucks the carrier rents or leases.
- Apply for transponders for Green Light weigh station preclearance.
- Apply for participation and request Oregon Trusted Carrier Partner plates.
- View a list of size and weight restrictions on roads and bridges.
- File truck crash reports.



## Oregon Apportioned Registration (IRP)

In addition to the above functions, Oregon Apportioned (IRP) carriers can:

- Pay IRP supplements online.
- Add (including through fee transfer), cancel or amend an apportioned vehicle.
- Get replacement IRP credentials.
- Renew your IRP (apportioned) vehicles.
- Check renewal status.
- Inquire Mileage Schedule B, fleet and weight group.

## Oregon IFTA

- File IFTA tax returns.
- View IFTA return status/detail.
- Renew IFTA license.
- Get copy of IFTA license.
- Get replacement / additional IFTA decals.
- Verify IFTA account status.
- Make IFTA payments.

## Oregon-Based Commercial Carriers

In addition to the above functions, Oregon commercial carriers can:

- Add, cancel or amend a commercial vehicle.
- Add quarterly registration to commercial vehicles.
- Renew Commercial vehicles.
- Check renewal status.
- Get replacement credentials.

## Carriers Based Outside Oregon

In addition to the above functions, carriers based outside Oregon can:

- Enroll a vehicle in the Oregon Weight-Mile Tax Program.
- Amend or cancel a vehicle enrolled in the Oregon Weight-Mile Tax Program.
- Get replacement Temporary Enrollment Documents.
- Issue temporary pass.
- Check renewal status.

## Rental Agencies

Rental Agencies can:

- Enroll and cancel vehicles in the Oregon Weight-Mile Tax Program when motor carriers rent or lease heavy trucks.
- Reprint Temporary Enrollment Documents.

# Weight-Mile Tax

## Account Information

### Who Must Pay Weight-Mile Tax

The Oregon Department of Transportation (ODOT) requires motor carriers operating vehicles in commercial operations on public roads within Oregon, and with a gross weight over 26,000 pounds, to report and pay highway-use taxes. ODOT requires that you file reports if you have Oregon DOT plates or valid weight-mile tax enrollment, even if you do not owe tax. ODOT may suspend your account if you fail to file the required reports. If you will not be operating in Oregon, cancel your Oregon weight-mile tax enrollment.

### Exemptions

Exempt operations are very limited and may be subject to state fuels tax. Oregon operations exempt from weight-mile tax include:

- Government, charitable, private or off-road operations.
- Some farm operations.

Call the Commerce and Compliance Division (CCD) Commercial Vehicle Tax Service Center at 503-378-6699 if you feel your vehicle is exempt from weight-mile tax.

### Oregon Weight-Mile Tax Enrollment

Established, tax liable vehicles operating in Oregon must be enrolled in the Oregon weight-mile tax program. At time of enrollment, a vehicle's heaviest operating weight must be declared.

- Tax enrollment is required in addition to valid commercial vehicle registration plates and over-dimension permits, if applicable.
- You are responsible for all tax enrolled vehicles under your account, including leased or rented vehicles. Carriers can cancel a vehicle's tax enrollment by using [Oregon Trucking Online](#).

### Leased Equipment

[Oregon Administrative Rules \(OAR\) 740-045-0100](#) through [740-045-0170](#) identify the requirements of leased vehicles. The motor carrier (lessee) assumes full responsibility for payment of all Oregon highway-use taxes, fees, and penalties arising from operation of a leased vehicle. Vehicles operated under lease shall at all times be externally identified with the lessee's name in the manner prescribed by [Federal Motor Carrier Safety Regulations \(FMCSA\) Part 390.21](#). Vehicles operated under lease shall be credentialed, either permanently or temporarily, under the lessee's account. A copy of the lease must be carried in the vehicle during operation under lease and must be maintained at the carrier's principal place of business for a period of three years after the termination of the lease.

Only written notification to ODOT/CCD to indicate termination of a lease relieves the motor carrier's (lessee's) highway-use tax responsibility.

The lessee may enter into a fee pay agreement authorizing the owner (lessor) to report and pay highway use taxes for vehicles enrolled under the lessor's account. A [Fee Payment Agreement](#) (form 9485) must be submitted to ODOT and approved in advance by CCD. Such agreement does not relieve the lessee of its obligation for payment of highway use taxes accruing during the term of the lease and prior to written notification of the termination of the lease.

## Agents and Reporting Services

If you hire an agent, reporting service or another person who is not an employee of your company to:

- Complete and submit applications and fees to establish an CCD account or intrastate authority.
- Complete and submit applications for commercial vehicle registration, highway-use tax passes, commercial vehicle registration tax enrollment or plates (original and renewals).
- Prepare, sign, and submit documents and payments for filing highway-use tax reports.
- Sign highway-use tax bonds.
- Direct correspondence and plates to another address.

You must file a [Power of Attorney](#) (form 9654) with CCD. Forms are available on our [CCD Forms and Tables](#) web page. You may request a form from CCD for this purpose. CCD does not regulate agents. The motor carrier is ultimately responsible for ensuring tax reporting is accurate and timely.

## Name and Ownership Changes

If you use an assumed business name and are based in Oregon or have Oregon Certificate or Permit Authority, you must file your business name with the Oregon Secretary of State, Corporation Division.

It is necessary to establish a new account when there is a change in the ownership of a company such as:

- Adding or deleting partners.
- Filing articles of incorporation.
- Forming a limited liability company.

To add an assumed business name, change your existing assumed business name or when there is a change of ownership, you must:

- Notify CCD.
- Complete an [Application for Motor Carrier Account](#) (form 9075).
- Contact the Oregon Secretary of State Corporation Division at 503-986-2200.

## Address Changes

You must keep your address and telephone number current on file with CCD until your account is closed. You can update your address and telephone number by using [Oregon Trucking Online](#).

Application for Motor Carrier Account. Official notices, such as audit billings, will be mailed to you at your last official address of record. If you are a Trucking Online customer, you may change your address of record online.

## Insurance Requirements

Interstate motor carriers and intrastate motor carriers of freight and certain hazardous material are required by law to comply with either Federal Motor Carrier Safety Administration (FMCSA) or the State of Oregon's minimum levels of financial responsibility (insurance) necessary to meet potential public liability. The FMCSA requires motor carriers to maintain minimum levels of financial responsibility that are set forth in [49 CFR Part 387.49](#).

Visit the [Federal Unified Carrier Registration Agreement \(UCRA\)](#) website for more information.

Oregon based intrastate motor carriers may be required to provide proof of liability insurance coverage (Form E). For more information on the current insurance requirements please visit our [Bond and Insurance web page](#).

A permit is required for intrastate haul for-hire operations and proof of cargo insurance (Form H) may be required for those operations.

## Bond Requirements

Oregon state law requires that carriers file a bond with the Department of Transportation as a guarantee of payment of fees and taxes. CCD will send notification of the bond requirement giving instructions on how to post the bond.

This bond may be in the form of a:

- Money (cash deposit).
- Savings Assignment.
- Surety Bond.

Surety bonds are the most common and can be obtained from most insurance companies.

If you choose to deposit cash with the agency, interest will be paid. The full amount of the bond must be deposited in order to avoid suspension.

Cash deposits are also required on temporary passes for accounts.

For more information on the current insurance requirements please visit our [Bond and Insurance web page](#).

ODOT may waive the deposit required of a new carrier with a Dun & Bradstreet rating of 3A2 or higher, or an established carrier if the Department finds that in the previous 12 months the motor carrier has been required to file weight-mile tax reports for each of the reporting periods (monthly, quarterly or annually) and has had:

- No Suspensions with the Department.
- No revocation of IFTA tax license.
- No weight-mile tax reports filed late.
- Fees timely paid.
- No more than two estimated weight-mile tax reports filed.
- No more than one estimated weight-mile tax report filed without an actual report filed within a 30-day period.
- No non-sufficient fund checks.
- No outstanding billings for over-dimensional variance permits.
- No outstanding balance with the Department's Collection Unit for fees owed to the Department under [ORS Chapter 825](#) and/or [ORS 818.225](#).
- No weight-mile tax audit resulting in an assessment that exceeded by more than 15% the amount of the weight-mile taxes and fees reported and paid during the audit period within the previous 36 months.

If a motor carrier no longer meets the above criteria, the bond required may be increased, or a previously waived bond may be required.

## Bonds for New Carriers

Different requirements exist for private carriers, farmers and vehicles using gasoline for which Oregon state fuel tax is paid.

For more information about bond requirements, contact Tax Bonding at 503-378-4823.

## Highway Use Tax Fee Basis

A fee basis is the method a motor carrier uses to report and pay Highway Use Tax. Methods include Monthly Mileage, Quarterly Mileage or Flat Monthly.

Tax status is determined by the weight of the vehicle, commodity being transported, purpose of the transportation and highways traveled. Operations include without limitation:

- Farm operations.
- For hire operations.
- Exempt operations, such as school and non-profit operations.
- Operations less than 26,000 pounds.
- Operations on private roads and commodities designated as flat fee.

## **Suspension of Account**

Suspension may be caused by one of the following.

- Reports not filed or reports filed with no payment when payment is owed.
- Taxes or fees not paid.
- Insurance not filed timely or notice of cancellation received from insurance company.
- Balances not paid timely.
- Bond not filed timely.
- Noncompliance with rules or statutes.

CCD will provide written notification prior to suspension of your account. For insurance cancellations, a letter will be mailed at least 20 days prior to the proposed suspension date. For all other deficiencies, a letter will be mailed 10 days prior to the proposed suspension date. The letter will provide the reasons for the proposed suspension along with directions for correcting the deficiency.

When the deficiencies are corrected before the proposed suspension date, CCD will cancel the suspension action.

When the deficiencies are not corrected by the suspension date, another letter will be sent notifying you that your account has been suspended. Suspension of your account will result in all OR DOT plates and tax enrolled vehicles to be invalid. Operating in Oregon while suspended is illegal and cause for citation, fines and penalties.

## **Reinstatement of Account**

Once you have satisfied all conditions needed to correct the deficiency (filed insurance, paid fees, etc.), you may reinstate your account by:

- Calling the Commercial Vehicle Tax Service Center office during normal business hours.
- Visiting the Salem office or Portland Metro office. Bring any necessary documents to satisfy the suspension.

There is a reinstatement fee and a separate suspension fee for each OR DOT plate or tax enrolled vehicle active at time of suspension.

Your account will be reinstated once all requirements have been met. For more information about reinstatement, please call the Commercial Vehicle Tax Service Center 503-378-6699.

## Canceling Authority / Closing Your Account

If you are no longer going to operate in Oregon and wish to close your account (and cancel Oregon authority, if applicable), you must:

- Cancel all Oregon weight-mile tax enrolled vehicles.
- Oregon-based carriers must return all commercial vehicle registration plates and cab cards.
- File tax reports through the date tax enrollment is cancelled or through the date the commercial vehicle registration plates and cab cards are returned.
- Note: Until you receive notification from CCD that all weight-mile tax enrolled vehicles and/or all commercial vehicle registration plates and cab cards have been cancelled, you must continue to file weight-mile tax reports.
- Complete a [Voluntary Discontinuance of Authority](#) (form 9385) and return to CCD requesting closure of your account. If you have a cash bond deposit on file with ODOT, ask to have it refunded. Once your account has been audited, closed and all tax liabilities have been satisfied, CCD will refund any remaining money to you.
- Keep CCD informed of any address changes until your account has been audited. You may continue to receive correspondence until the closure process is completed.

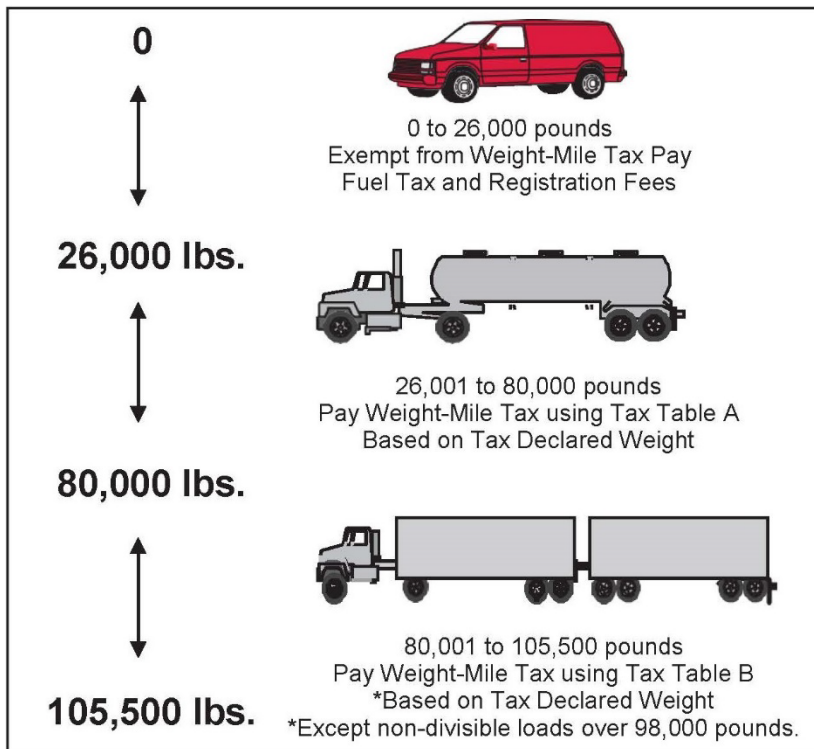
**Note:** If you have a change in ownership (entity), a new account must be established, and new tax enrollment obtained under the new entity.

Oregon-based carriers also need to apply for new commercial vehicle registration plates and cab cards. Carriers with intrastate for-hire operations must reapply for permits or certificate authority prior to operating in Oregon.

Keep your records for at least three years.

## Declared Weight

### Weight-Mile Tax Structure



### Vehicles Operating at a Loaded Weight of 26,000 Pounds or Less

Commercial vehicles with a weight of 26,000 pounds or less are exempt from weight-mile tax. They meet their Oregon tax obligation by paying tax on all fuel purchases at the pump.

A company may register with the ODOT Fuels Tax Group to file periodic reports of miles and pay fuels tax rather than pay the fuel tax at the pump. For more information, contact the ODOT Fuels Tax Group at 503-378-8150.

Carriers with operations at both 26,000 pounds and less and 26,000 pounds or more may be subject to weight-mile tax and fuels tax. Valid weight-mile tax enrollment must be obtained and tax paid at the heaviest weight the vehicle will operate.

### Vehicle Weight Between 26,001 and 80,000 Pounds

The tax declared weight determines the tax rate to be used. The declared weight must be the heaviest weight at which the vehicle will operate. You may declare different tax weights for different vehicle configurations.

The tax rate is the same whether you operate the vehicle fully loaded, partially loaded or empty. Use [Tax Table A](#) rates for declared tax weights between 26,001 and 80,000 pounds.

## Vehicle Weight 80,001-105,500 Pounds – Divisible Loads

When transporting a divisible load and the vehicle's combined weight is more than 80,000 pounds, you must get a variance permit from CCD Over-Dimension permit unit (OD Permit Unit). This type of variance permit is called an extended weight permit and is valid for one year from the date of purchase.

- The vehicle must have valid tax enrollment with a declared weight sufficient to cover your maximum operations over 80,000 pounds.
  - The tax declared weight of the vehicle and the number of axles will determine the mileage tax rate you will use.
- You may declare multiple tax declared weights when you operate with different vehicle configurations.
- You cannot transport divisible loads over 105,500 pounds.

Use [Tax Table B](#) rates for operations over 80,000 up to 105,500 pounds when transporting loads that are divisible. You **must** have a valid commercial vehicle registration up to 105,500 pounds. Examples of divisible loads include:

- Lumber.
- Carrots.
- Milk.
- Groceries, etc.

Once a load is transported at a weight that exceeds 80,000 pounds, the vehicle's weight-mile tax rate must be reported at the tax declared weight for that configuration, using Tax Table B, until there is a change in vehicle configuration or a change in operation. An empty return trip is not a change of operation and must be reported at the same weight as when the vehicle was loaded. This includes trips carrying empty bins, pallets, racks, marine shipping containers, etc. for reuse by the shipper.

Changes in configuration: drop or deck a trailer and the weight is 80,000 pounds or under, use [Tax Table A](#) rates.

Changes in operation: drop part of a load, or drop the whole load and reload, resulting in a weight of 80,000 pounds or less, use [Tax Table A](#) rates.

## Between 80,001 and 98,000 Pounds – Non-Divisible Loads

When transporting a non-divisible load and the vehicle's combined weight is between 80,001 pounds and 98,000 pounds, you must get a variance permit from the OD Permit Unit. This type of variance permit is called a heavy haul permit and can be valid for a year from the date of purchase when the vehicle/load dimensions qualify.

- The vehicle must have valid tax enrollment with declared weight equivalent to your maximum operations over 80,000 pounds up to 98,000 pounds.
  - The tax declared weight of the vehicle and the number of axles will determine the mileage tax rate you will use.
- You may declare multiple tax declared weights when you operate with different vehicle configurations.
- Use Tax Table B rates for operations over 80,000 up to 98,000 pounds, when transporting loads that are non-divisible.

Examples of a non-divisible load include:

- Bulldozer.
- A steel beam.
- Crane, etc.



Once a load is transported at a weight that exceeds 80,000 pounds, up to 98,000 pounds, the vehicle's weight-mile tax rate must be reported at the tax declared weight for that configuration, using [Tax Table B](#), until there is a change in vehicle configuration or a change in operation. An empty return trip is not a change of operation and must be reported at the same weight as when the vehicle was loaded.

Changes in configuration: drop or deck a trailer and the weight is 80,000 pounds or under. Use [Tax Table A](#) rates.

Changes in operation: drop part of a load, or drop the whole load and reload, resulting in a weight of 80,000 pounds or less. Use Tax Table A rates.

### **Self-Propelled Vehicles Only**

Carriers who operate self-propelled vehicles that qualify for an OD heavy haul permit but do not have a rate on Tax Table B use the next higher number of axles when reporting weight-mile tax to CCD.

#### **Example**

A four-axle self-propelled crane weighing 84,000 pounds would qualify for an OD heavy haul permit but Table B rates start at five axles. Use the Table B rate for 84,000 pounds, five axles when reporting these operations.

When a self-propelled vehicle exceeds 98,000 pounds:

- Contact the OD Permit Unit to determine if the vehicle qualifies for variance permit. If so, pay RUAF on a single trip permit.
- You will need an Oregon temporary pass or valid tax enrollment, and valid commercial vehicle registration to match the operation.

### **Weight Over 98,000 pounds – Non- Divisible Loads**

When transporting a non-divisible load and the vehicle's combined weight is more than 98,000 pounds, you must get a variance permit from the OD Permit Unit. This type of variance permit is called a single trip permit (STP) and is valid for one trip within a 10-day period.

Miles operated in this configuration are exempt from weight-mile tax because the miles are subject to a Road Use Assessment Fee (RUAF).

- The number of axles and the combined weight of the vehicle determine the RUAF rate.
- The rate is multiplied by the number of loaded miles.
- The fees are reported and paid to the OD Permit Unit rather than on your weight-mile tax report.
- Make a note of these trips on your weight-mile trip record as "paid on STP#\_\_\_\_\_."
- Use [Tax Table A](#) and the 80,000-pound rate for any empty miles traveled in conjunction with RUAF operations unless the empty vehicle itself weighs more than 80,000-pounds. In those instances, the empty vehicle itself requires an STP.
- If the empty vehicle exceeds 80,000-pounds, but does not exceed 98,000-pounds, use the rate for that weight on [Tax Table B](#). If the empty vehicle itself exceeds 98,000- pounds, pay RUAF on the STP.

You must also have:

- A temporary pass or valid tax enrollment with declared weight at 80,000 pounds.
- A tax declared weight for operations over 80,000 pounds up to 98,000 pounds.
- Valid Oregon commercial vehicle registration up to 105,500 pounds.

Refer to the section above titled Vehicle Weights Between 80,001 and 98,000 Pounds Non-Divisible Loads.

## **Tax Rates**

Tax rates change periodically. Please check the CCD [Forms and Tables web page](#) to ensure you are using current tax rate tables.

If you report your taxes on a QUARTERLY basis, the reporting period is each calendar quarter.

If you report your taxes on a MONTHLY basis, the reporting period is each calendar month.

## **Tax Declared Weight Definition**

Weight-mile tax is paid on a declared weight basis. The tax declared weight is the weight of the vehicle and the load that represents the heaviest weight the vehicle will actually carry in a given configuration for the reporting period.

The commercial vehicle's registration weight may be higher than its declared weight, but the vehicle's declared weight cannot be higher than its registration weight.

Vehicle weight declarations must be filed with the Department before commencing operation at that weight. Your tax declared weights are subject to audit and approval by the Department.

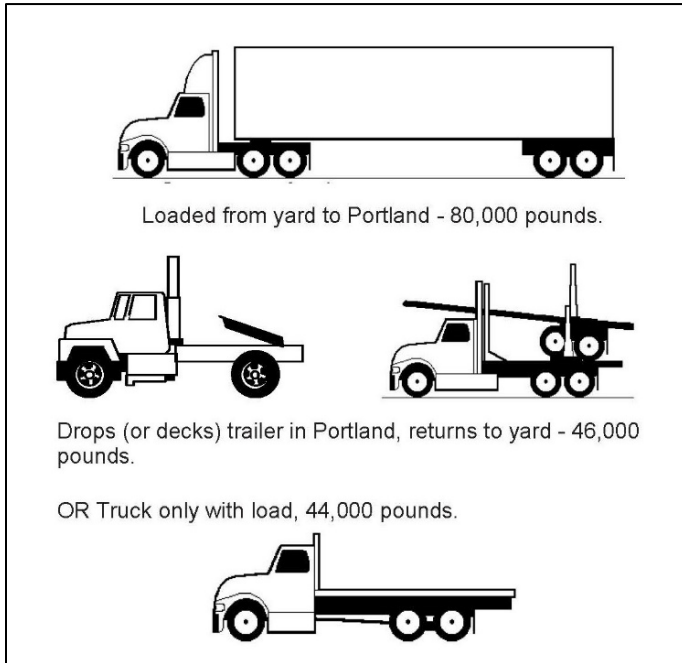
## **Solo Weight**

A solo vehicle is a power unit by itself, such as a truck tractor, a motor truck, a bus or a fixed load power unit. The weight declaration for a solo vehicle is not the actual weight of the power unit by itself. The weight declaration for a solo vehicle are as follows:

- Motor trucks (power units that can carry a load) – the maximum loaded weight.
- Fixed load power units – the maximum loaded weight.
- Truck tractors operating with the trailer carried (decked) or not pulling a trailer at all (bobtail) – the first declared combination weight minus the weight the trailer alone carry.

You must keep detailed records of these solo/decked miles or CCD may deny them at the time of audit. We recommend you contact a CCD representative if you have any questions regarding your specific situation.

## Tax Declared Weights: Solo Weight



Three examples of solo weight declarations:

### Example 1:

The vehicle is declared at 80,000 pounds when in combination. When the trailer is dropped, the solo weight (bobtail) would be 46,000 pounds, 80,000 pounds minus the 34,000 pounds allowable on the trailer axles.

### Example 2:

A log truck declared at 80,000 pounds in combination would be declared at 46,000 pounds when the trailer is decked. Again, subtracting 34,000 pounds allowable on the trailer axles from the 80,000 pound declaration leaves a solo weight of 46,000 pounds.

### Example 3:

A solo truck capable of carrying a load would declare the maximum loaded weight.

## Combination Weight

A combination weight is the weight of the vehicle (power unit and trailer) plus the weight of the maximum load the vehicle will carry. You may only declare one weight per vehicle configuration. If you operate at more than 80,000 pounds, you must declare both a combo at 80,000 and a declaration of your highest weight over 80,000 pounds. Records must be maintained to support operations reported at each declared weight.



### Example 1:

A five-axle combination may be capable of weighing 80,000 pounds but the carrier hauls potato chips and the heaviest weight that unit will operate is 72,000 pounds. The carrier may:

- Register at 72,000 pounds for the year (or higher if there is a possibility that operations may change).
- Declare and report solo operations at 38,000 pounds (must maintain records supporting solo operations).
- Declare and report combined operations at 72,000 pounds (empty and loaded).
- Example 2:

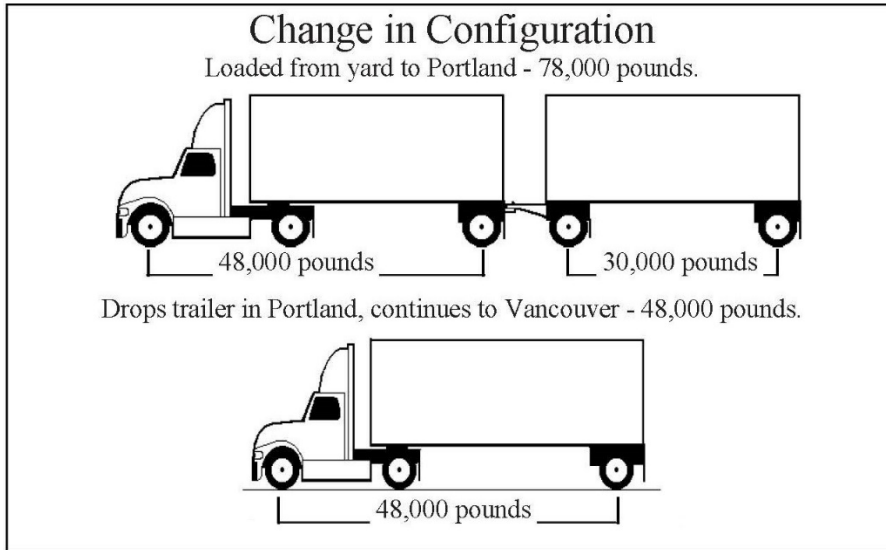
If this same vehicle hauls both potato chips AND potatoes operating at 80,000 pounds, then the carrier:

- Must register the vehicle at 80,000 pounds.
- May declare and report solo operations at 46,000 pounds and maintain records supporting solo operations.
- May declare and report combined operations at 80,000 pounds (empty and loaded). You cannot have a declaration of 72,000 pounds for the potato chip hauls and a declaration of 80,000 pounds for the potato hauls.

## More Than One Configuration

You may have one declared weight for each vehicle configuration during a reporting period. It may be to your advantage to declare more than one combination weight if you operate with different vehicle configurations. If you operate at more than 80,000 pounds, you must declare your highest weight in addition to an 80,000 pound declaration. Records must be maintained to support operations reported at each declared weight.

### Declared Weights



Example:

Dropping a trailer changes the configuration, allowing the carrier to report the miles operated at a different weight declaration.

- Two trailers are pulled to the first stop. The declared weight for this configuration is 78,000 pounds. All mileage operated in this configuration is to be reported at this weight.
- The second trailer is dropped in Portland and the vehicle continues on pulling only the single trailer. The declared weight for this configuration is 48,000 pounds. All mileage operated in this configuration is to be reported at this weight. If the vehicle returns empty to the yard in this configuration, include those miles at the 48,000 pound rate.

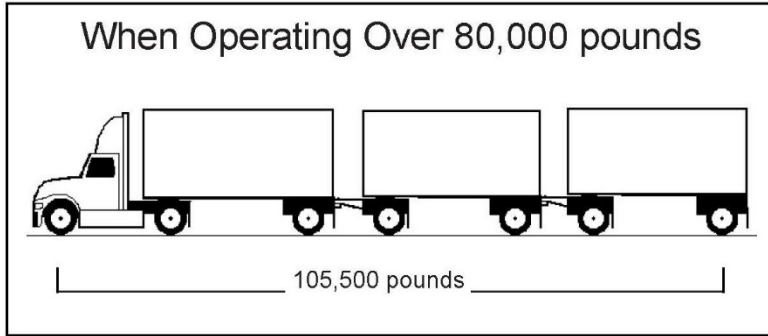
**Note:** Raising a lift-axle is not considered a change in configuration. Report the miles as if the lift-axle is always down.

### Weights Over 80,000 Pounds

To operate over 80,000 pounds, you must:

- Get either an Extended Weight or Annual Heavy Haul Highway Variance Permit.
- Call the Over-Dimension Permit Unit at 503-373-0000 to get the appropriate permit.
- Have **One** declared weight for each vehicle configuration during a reporting period.
- Have both a weight declaration at 80,000 pounds for operations that may occur at 80,000 pounds or under and a weight declaration at your operating weight over 80,000 pounds.
- Use [Tax Table B](#) for reporting operations of divisible loads over 80,000 pounds and for non-divisible loads up to 98,000 pounds.

## Declared Weights



A change in configuration occurs when trailers are added or dropped from the combination. A change in operation occurs when:

- Operations are over 80,000 pounds and part of a load is dropped, dropping the weight to 80,000 pounds or less; or
- When over 80,000 pounds the entire load is dropped and a new load 80,000 pounds or less is picked up.

An empty return trip is not a change of operation and should be reported at the loaded weight.

Non-divisible loads over 98,000 pounds do not use [Tax Table B](#) rates. Tax is based on the Road Use Assessment Fee and is included in the price of the special variance permit. Use [Tax Table A](#) for reporting the miles on a return trip if the empty weight is 80,000 pounds or less. Do not pay the Road Use Assessment Fees on your weight-mile tax report.

You may declare a weight for each vehicle configuration during a reporting period. Records must be maintained to support operations reported at each declared weight.

### Change in Configuration Over 80,000 Pounds

If a vehicle is operating over 80,000 pounds and changes configuration (drops one or more trailers) resulting in a change in loaded weight to 80,000 pounds or less, reporting shifts to [Tax Table A](#).

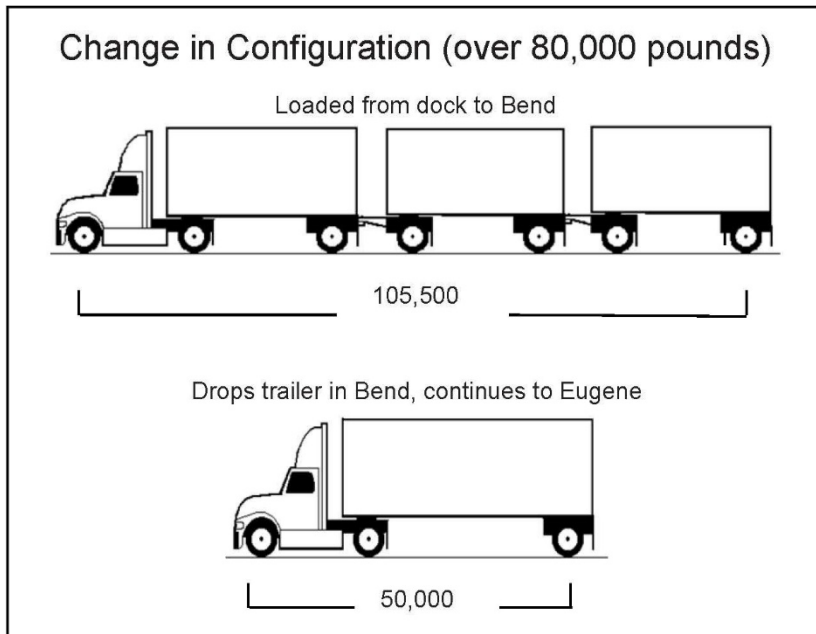
When the configuration changes again by adding a trailer(s) and the loaded weight of the vehicle exceeds 80,000 pounds, the reporting shifts back to the declared weight on [Tax Table B](#).

Empty miles are to be reported at the weight declared for the configuration.

#### Example:

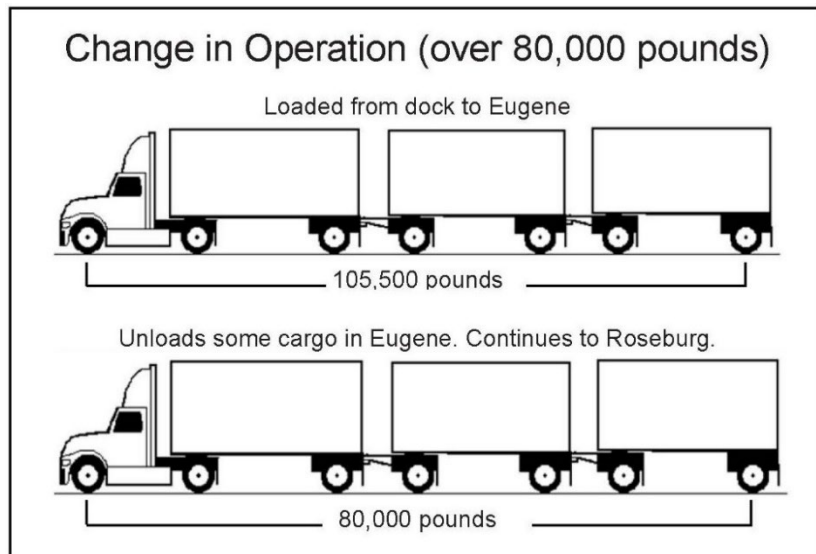
The combined vehicle loaded at the dock and traveled to Bend at the declared weight of 105,500 pounds. It then dropped two trailers (change of configuration) and continued to Eugene at the declared weight for a single trailer at 50,000 pounds.

If the vehicle returns empty to the dock in this configuration, include those miles at the 50,000 pound rate.



### Change in Operation Over 80,000 Pounds

A change in operation from a loaded weight over 80,000 pounds to a loaded weight of 80,000 pounds or less will shift reporting to [Tax Table A](#) rates.



### Example:

The vehicle arrives at the first stop in Eugene and some part of the cargo is unloaded (change in operation) bringing the loaded weight to 80,000 pounds or less.

The vehicle continues on the second leg of the trip to Roseburg to unload the remaining cargo. The declared weight for this second leg is 80,000 pounds (actual weight 78,000 pounds). The miles operated for this leg of the trip would be paid at the [Tax Table A](#), 80,000-pound rate.

Continue reporting at Tax Table A, 80,000-pound rate until either a change of configuration occurs or a new load is acquired that causes the combined weight to exceed 80,000 pounds. Then report at [Tax Table B](#).

## Registration Weight Rule / Declared Weight

**The registration weight may be higher than the declared weight.**

Registration Weight    105,500 lbs.  
Declared Weight        80,000 lbs.

**The declared weight may NOT be higher than the registration weight.**

Registration Weight    80,000 lbs.  
Declared Weight        105,500 lbs.



## Registration Weight Declared Tax Weight Review

The registration weight is the highest weight a vehicle will operate during the registration reporting period, January 1 through December 31. The registration weight for a vehicle may be the same or higher than the declared weight depending on the type of operations conducted during the year.

The declared weight is the highest weight a vehicle or configuration will operate during the tax reporting period, either monthly or quarterly. The declared weight may be the same as the registration weight, but it may not be higher. Exception: Tow trucks and mobile home toters may operate with declared weights higher than registration weights.

If you operate in excess of either your registration weight or declared weight, you must:

- Contact CCD to increase these weights.
- Change registration or declared tax weights in advance of operations by contacting CCD.

## Amending a Declared Tax Weight

If you wish to report a vehicle at something other than its currently declared weight, you must amend the declared weight prior to the operations. You may not change declared weights on a tax report.

You may amend a declared weight by:

- Informing the Commercial Vehicle Tax Service Center at 503-378-6699.
- Using [Oregon Trucking Online](#) if you have a CCD account.
- Visiting an CCD office with commercial vehicle registration and counter services.

## Adding Equipment

Equipment may be added to your account by:

- Using [Oregon Trucking Online](#) once you have gotten a PIN.
- Completing an [Oregon Weight-Mile Tax Enrollment Application](#) (form 9076).
- Mail the application to:  
Commerce and Compliance Division  
455 Airport Road SE, Building A  
Salem, OR 97301



## Discontinuing Equipment

You cannot transfer an OR DOT plate from one vehicle to another. If you sell a vehicle, permanently lease a vehicle to another carrier or put a vehicle out of service you must:

- Use Oregon Trucking Online or contact CCD immediately.
- Continue filing tax reports.

Failure to file reports is cause for suspension of your account. ODOT will hold you liable for all unpaid taxes, penalties and interest at the time of audit.

## Lost Plates or Broken Leases

If your plate becomes lost or stolen, contact CCD immediately. You can request a new plate. There is a fee for replacement credentials.

If you break a lease and cannot return the plate, contact CCD immediately. The tax liability ends upon notification of a broken lease.

You may enroll or cancel tax liability for your vehicle(s) using our [Oregon Trucking Online](#) portal if you have a motor carrier account and have gotten a PIN.

## Recordkeeping Requirements

### OAR 740-055-0120

#### [Oregon Administrative Rule 740-055-0120](#)

- 1) Requires all carriers to maintain records of their motor vehicle operations and make reports on forms approved by the Department.
  - Records must be kept at the main office or place of business for a minimum of three (3) years.
  - Retention periods may be longer when the records are also used for commercial vehicle registration (IRP) or fuel tax (IFTA) purposes.
- 2) Requires records created by other than a vehicle tracking system contain the following information for each vehicle:
  - Origin and destination points.
  - Oregon entry and exit points.
  - Actual Oregon miles for each trip.
  - Pickup and delivery points in Oregon for each trip.
  - Routes of travel for each trip.
  - Dates of each trip.
  - Daily beginning and ending odometer readings, or other mileage-recording device readings for each vehicle.
  - 3) Distance records created wholly or partly by a vehicle tracking system (including GPS) may be used instead of or in addition to the records required if the electronic records meet all the requirements in section (1) and contain the following information for each vehicle:
    - Original latitude and longitude coordinates carried out to at least five decimal places.
    - Date and time of each coordinate capture at least every 15 minutes and at every significant event (engine being turned on or off and crossing into or out of Oregon).
    - Daily beginning and ending reading from the odometer, hubodometer, engine control module (ECM), or other similar device.
    - Calculated distance between each GPS or other system reading.
    - Total Distance traveled by the vehicle in Oregon.
    - Exception reports containing adjustments made to distance traveled in Oregon, including equipment malfunction, tampering, or random unexplained coordinate capture.



- 4) In addition to the requirements listed above, all carriers must keep records containing the following information for each vehicle identification of any exempt miles claimed, which shall include beginning and ending odometer or other mileage recording device readings for the exempt portion of each trip. If repeated trips are made to and from the same locations, a one-time recording of odometer or other mileage recording device reading for the exempt portion of those trips may be applied to the total number of trips.
  - Load tickets or bills of lading for each shipment transported.
  - A monthly summary of the total distance traveled in Oregon and the total taxable distance traveled in Oregon in each configuration.
  - Carriers operating motor vehicles that are issued or required to get an annual variance permit under ORS 818.200(1) to (c) with a combined weight of more than 80,000 pounds shall also provide for each reporting period:
    - Number of axles in the vehicle configuration; and
    - A record of changes of operation. A change of operation occurs when the vehicle configuration remains the same but the actual weight of the vehicle and load changes from more than 80,000 pounds to 80,000 pounds or under. Empty movements are not changes in operation.
      - Carriers operating motor vehicles in multiple configurations shall provide the number of miles operated in each motor vehicle configuration for each trip.
- 5) All registrants that pay registration fees using trip permits must retain a copy of each trip permit.

Miles on private roads or highways in other states are not taxable. Some operations on Oregon state forest lands or Forest Service roads are exempt.

When the audit section reviews the carrier's account, auditors will make sure the miles that were reported are correct. An auditor may contact the carrier and request information to be sent to CCD or visit the carrier's place of business.

## Trip Records

CCD has trip record forms available for carrier's use.

- [Vehicle Trip Record – Log and Dump Trucks \(form 9002C\)](#) is for log and dump truck operators.
- [Vehicle Trip Record \(form 9002E\)](#) is for interstate and intrastate carriers.
- Be sure to label trip records with the account number, name and reporting period.

When operating five or fewer vehicles, it may be to the carrier's advantage to submit vehicle trip records with the tax report.

For more detailed information and updates regarding record keeping please visit our [Recordkeeping web page](#).

## Fuel Tax Credits

### Oregon State Fuel Tax

You may claim a credit if you paid Oregon state fuel tax on fuel purchased for a vehicle subject to weight-mile tax.

- The deduction must be for the reporting period that you purchased the fuel.
- Credits for previous reporting periods may not be granted until time of audit.
- You must attach copies of fuel invoices to the highway-use tax report. [Oregon Administrative Rule 740-055-0110](#) requires the invoice to contain:
  - Date and location of the purchase.
  - From whom purchased.
  - Kind of fuel and number of gallons purchased.

- Enrolled vehicle base plate number or temporary enrollment document number of the vehicle if fuel is delivered directly into such vehicle.
- Amount of fuel tax paid.

## Statements / Invoices

Fuel Card statements reflecting purchases from retail stations must clearly separate and identify retail and cardlock purchases. Purchases from retail stations require an invoice for receipt from the original seller to be accepted.

Diesel vehicles usually do not pay Oregon state fuel tax at the pump. If you were charged Oregon fuel tax, a separate entry showing state tax will appear on your receipt.

Invoices must be maintained for a period of three (3) years.

## Bulk Fuel

If you buy fuel in bulk, you may only claim credit for fuel pumped into a qualified vehicle during the reporting period.

If you buy fuel in bulk or from a card lock station in addition to the invoice you must record the following information to file with your tax report:

- A daily record indicating the enrolled vehicle base plate number.
- The vehicle number.
- The number of gallons pumped into each motor vehicle.

For more detailed information and updates regarding record keeping please visit our [Recordkeeping web page](#).

## Weights Above and Below 26,000 Pounds

Motor carriers who have vehicles with declared weights above and below 26,000 pounds may only take a fuel tax credit on the fuel consumed for the miles operated when weighing more than 26,000 pounds.

Fuel tax credits will not be verified until time of audit. Fuel tax credits that are denied at time of audit are subject to interest and penalty charges.

## Monthly and Quarterly Mileage Tax Reports

### Tax Reporting Responsibility

You are responsible for filing tax reports even if you have no operation and no tax due. You must send both the report and payment before CCD will consider a report filed.

Failure to file tax reports is cause for suspension of your account. ODOT will hold you liable for all unpaid taxes, penalties and interest at the time of audit.

Tax forms are available from CCD:

- On CCD's [Forms and Tables](#) web page.
- By calling 503-378-5849 to request report forms by mail.
- By filing tax reports using [Oregon Trucking Online](#) once you have gotten a PIN.

If you operate only on temporary passes (no vehicles have permanent tax enrollment) and pay the tax when ODOT issues the pass, you do not need to file tax reports unless there is additional tax due.

Carriers are only allowed to operate with 5 temporary passes per vehicles or 35 temporary passes per fleet within a rolling 12-month period. Some exceptions may apply, contact the Commercial Vehicle Tax Service Center at 503-378-6699.

ODOT does not credit or refund the pass fee paid on a temporary pass.

## Late Filing

If you file a report after the due date, you must include a late payment charge equal to ten percent of the late tax. The filing date for late charges is the date your report is postmarked.

### Amending Tax Reports

If you need to correct an error on a previous report and **additional taxes are due**, write the correction on a separate report form and label it “AMENDED (month and year).”

- You will need to pay a ten percent late payment charge on additional taxes not paid on time.
- Your account will be reviewed at time of audit. Any additional charges found at that time will be subject to late payment, penalty and interest charges.

If you need to correct an error on a previous report and a **credit is due** to you, write the correction on a separate report form and label it “AMENDED (month and year).”

- If the correction results in a change to your account, the transaction will be reviewed prior to adjusting your account.
- After CCD adjusts your account, you will see a credit on your next monthly statement.
- You can use the credit on a future report, if submitted by mail; OR
- Request a refund if the amount is over \$100.

### Annual Mileage Tax Reports

Motor carriers may report mileage tax on an annual basis if:

- Your estimated annual tax is \$100 or less; AND
- You have no vehicles that exceed 30,000 pounds.

The annual mileage report and payment must be postmarked by February 28 to cover the operations for the preceding calendar year. CCD will send you a computer-printed report form the last week of December.

### Monthly Mileage Tax Reports

The monthly mileage tax report and payment must be postmarked by the last business day of the month, unless it falls on a weekend then it must be postmarked the next business day to cover operations for the preceding calendar month. For example, your May report and payment must be postmarked no later than June 30.

### Quarterly Mileage Tax Reports

Motor carriers must request to report mileage tax on a quarterly basis by submitting an [Application to File Quarterly Weight-Mile Tax Reports](#) (form 9030).

The quarterly mileage report and payment must be postmarked by:

Quarter	Reporting Period	Due Dates
1st	January through March	May 31, 2023
2nd	April through June	August 31, 2023
3rd	July through September	November 30, 2023
4th	October through December	February 29, 2024

CCD will send a Quarterly Mileage Tax Report Form at the end of each quarter.

Type of Operation		Tax Table
<b>80,000 Pounds and Under</b>	26,001 - 80,000 pounds and empty return.	Use <a href="#">Tax Table A</a> .
<b>Annual Extended Weight Permit – Divisible Loads</b>	80,001 - 105,500 pounds and empty return.	Use <a href="#">Tax Table B</a> declaration for that configuration.
	Change in vehicle operation – drop part of a load or drop the whole load and reload and the weight drops to 80,000 pounds or less.	Use Tax Table A at 80,000 pounds.
	Change in vehicle configuration – drop or deck a trailer and the weight drops to 80,000 pounds or less.	Use Tax Table A declaration for that configuration.
<b>Annual Heavy Haul Permit – Non-Divisible Loads</b>	80,001 - 98,000 pounds and empty return.	Use Tax Table B declaration for that configuration.
	Change in vehicle operation - drop the whole load and reload, and the weight drops to 80,000 pounds or less.	Use Tax Table A at 80,000 pounds.
	Change in vehicle configuration – drop or deck a trailer, and weight is 80,000 pounds or less.	Use Tax Table A declaration for that configuration.
<b>Single Trip Permit</b>	More than 98,000 pounds and issued a single-trip permit by CCD Over-Dimension Permit Unit.	Road Use Assessment Fee paid on the permit.
	Return trip empty with weight of 80,000 pounds or less.	Use Tax Table A at 80,000 pounds
	Return trip weight 80,001 pound or more.	Use Tax Table B declaration for that configuration

### Location of Records

- Note the location of the records supporting the report if different than the address at the top of the report form.
- Identify if the records are with an agent or reporting service.
- Be sure to include a telephone number.

For more detailed information and updates regarding record keeping please visit our [Recordkeeping web page](#).

### Certification Mailing

- An owner, authorized employee or agent with a power of attorney on file must sign the report.
- Make a copy of the report for your records.
- Mail the original with payment to:  
Oregon Department of Transportation  
Commerce and Compliance Division  
455 Airport Road SE, Building A  
Salem, OR 97301

## Flat Monthly Tax Reports

Motor carriers may request to pay mileage tax on a flat monthly basis if transporting items from one or more of the following groups:

- Logs, poles, peeler cores, pilings.
- Wood chips, sawdust, bark dust, hog fuel, shavings.
- Sand, gravel, rock, dirt, debris, cinders, asphaltic concrete mix, metallic ores and concentrates or raw nonmetallic products, whether crushed or otherwise, moving from mines, pits or quarries.
  - The vehicles must have dump bodies and be associated with a highway or construction project (except in the case of metallic ores and concentrates or raw nonmetallic products).
  - The flat monthly report and payment must be postmarked by the 10th of the month to cover operations for the preceding calendar month. For example, your May report and payment must be postmarked no later than June 10.
- Farm vehicles operating intrastate for-hire with a combined vehicle weight of less than 46,000 pounds as described in [ORS 825.024](#).
  - Flat monthly fees on qualified farm vehicles must be paid in advance on or before the first of the month.

### All Vehicles Subject to Flat Fee

Flat monthly fees are based on the commodity you haul and the weight of the vehicle. Once you have made an election to pay on a flat fee basis for a certain commodity, all vehicles hauling that commodity are subject to flat fees. You must report flat monthly fees for every vehicle credentialed under your account that hauls the elected, qualifying commodity. This includes leased, rented or replacement vehicles.

### Multiple Flat Fee Commodities

Motor carriers may elect the flat-fee basis for more than one commodity group. You must:

- Pay the flat fee for each commodity.
- Report at the highest declared weight for the month and use the [Flat Monthly Fees Table](#) (form 9927-2022).

If you haul anything other than the commodities eligible for flat fees, you must report and pay mileage tax for those miles in addition to your flat fees. CCD will send mileage tax report forms to you upon request.

### Change of Fee Basis (Monthly Mileage or Flat Fee)

You may only make a change to your account's fee basis once each year. You must remain on that fee basis through the end of that calendar year, unless the change is mandated by CCD. To change your account's fee basis, you:

- Must submit a written [Fee Basis Election Application](#) (form 9910). It cannot be retroactive.
  - Will receive written notification from CCD authorizing the change and effective date of the flat fee basis.
- 1) Mileage tax must be reported and paid up to the date the change to flat fee is authorized. If you change to flat fee at any time other than the first day of the month, the mileage tax is due in addition to the flat fee up to the effective date of the fee change.
  - 2) Flat fees must be paid for the entire month even if the change to monthly or quarterly mileage is approved at any time other than the first day of the month.
  - 3) Once you have been approved for flat fees:
    - If you return to hauling a commodity that qualifies for flat fees during the calendar year, you must notify CCD in advance of operations and return to flat fee reporting.
    - You must continue to file mileage tax reports until approved to return to flat fee only reporting.

## Hauling Non-Qualifying Commodities

If you haul both a qualifying and non-qualifying commodity in a given month, you must pay mileage tax in addition to the flat monthly fee.

- Begin reporting on a mileage basis at the point of loading a non-qualifying commodity on the vehicle and continue reporting on a mileage basis until an elected flat fee commodity is loaded.
- This includes all empty miles from the time the non-qualifying load is delivered until an elected flat fee commodity is loaded again.

## Flat Fee Record Keeping

Carriers electing to report and pay annual flat fees are still required to maintain daily records in accordance with weight-mile tax record requirement [OAR 740-055-120](#). Use our [Flat Monthly Fee Report](#) (form 9189) to change to a flat monthly reporting basis.

You must request a change to the way you report your tax by completing the form before the beginning of the reporting period. To request a change:

- Email a [Fee Basis Election Application](#) (form 9910) to our [CCD TOL Customer Support](#) staff.
- OR, visit our Salem Headquarters or Portland Metro offices.

## Location of Record

- Identify the location of records supporting the report, if different than the address at the top of the report form.
- Identify any agent or reporting service. Be sure to include a telephone number.
- For more detailed information and updates regarding record keeping please visit our [Recordkeeping web page](#).

## Certification

An owner, authorized employee or agent with a power of attorney on file must sign the report.

## Mailing

- An owner, authorized employee or agent with a power of attorney on file must sign the report.
- Make a copy of the report for your records.
- File your tax reports at [Oregon Trucking Online](#).
- Or, mail the original report form with payment to:  
Oregon Department of Transportation  
Commerce and Compliance Division  
455 Airport Road SE, Building A  
Salem, OR 97301

## Motor Carrier Operating Authority

Motor carriers must have Oregon operating authority to:

- Transport persons or property for-hire in Oregon.
- Operate vehicles with a declared weight more than 26,000 pounds transporting persons or property incidental to a primary business. These are considered private carriers.

CCD grants authority in the form of a certificate or permit. Each motor vehicle must be enrolled in the weight-mile tax program and carry one of the following:

- A Temporary Enrollment Document (TED), if a permanent plate is not fastened to the vehicle.
- Temporary pass.

**Note:** Plates, passes, and Oregon weight-mile tax enrollments are NOT transferable from one vehicle to another.

Every motor carrier who enrolls their vehicle(s):

- Is supplied with forms to compute, report and pay their weight-mile tax.
- Can request report forms and tax tables.

Call the Commercial Vehicle Tax Services Center at 503-378-6699 to get tax enrollment, temporary passes or plates BEFORE operating in Oregon.

If you have a CCD account and PIN, you may enroll your vehicle(s) through [Oregon Trucking Online](#).

### Farm Certification

Farm trucking in Oregon is a regulated activity. CCD is the farm certification part of the Farm registration process. Regardless how farmers use their trucks, safety regulations may apply. Read the [Guide to Farm Trucking in Oregon](#) for more information.

### Additional Requirements to Operate in Oregon

Motor carriers operating leased or owned vehicles with a declared weight over 26,000 pounds are subject to weight-mile tax, insurance regulation and bond requirements.

When a carrier discontinues operation of a vehicle, the plate and cab card must be returned for cancellation.

### USDOT Number

Carriers who operate vehicles with a GVW of 10,000 pounds or more are required to have a USDOT Number. This is a safety identification number issued to motor carriers and shippers by the United States Department of Transportation. This number is free and can be obtained by visiting the [Federal Motor Carrier Safety Administration website](#).

### Performance and Registration Information System Management (PRISM)

Oregon is a [PRISM](#) compliant jurisdiction. The goal of the program is to reduce the number of commercial motor vehicle crashes, injuries, and fatalities across the nation. This program allows Oregon CCD to identify and immobilize motor carriers with serious safety deficiencies and hold them accountable through registration and law enforcement sanctions. Oregon will deny vehicle registration and licensing for the following reasons:

- 1) Inactive USDOT number.
- 2) Federal Employee Identification Number/Tax Identification Number (FEIN/TIN) is not updated in FMCSA's system.
- 3) Federal Out of Service Order – even when vehicles are associated with a motor carrier who is under a Federal Out of Service Order.



- 4) Carriers legal structure is not eligible for Oregon registration such as a shipper, broker, Intermodal Equipment Provider, and/or registrant-only.
- 5) Motor Carriers with apportioned plates must be filed as Interstate with FMCSA.

To resolve these deficiencies or to make updates to your FMCSA account, motor carriers must complete a FMCSA Motor Carrier Identification Report (MCS-150) and file the report using one of the following options:

- FMCSA [online portal](#).
- Fax a signed copy to 202-366-347.
- Mail completed application forms to:  
Federal Motor Carrier Safety Administration  
Office of Registration and Safety Information  
Room W65-206  
Attn: Registration and Licensing Team  
1200 New Jersey Avenue SE  
Washington, DC 20590

Contact FMCSA if you have questions about your USDOT authority:

- FMCSA Oregon Number: (503) 399 - 5775
- FMCSA National Number: (800) 832 – 5660

### **Name Or Ownership Change**

If you are changing the name of your company but not ownership, you must apply for a name change only. Submit a:

- Completed [Application for Motor Carrier Account](#) (form 9075), AND
- Completed [Oregon Application for IRP and/or IFTA — Schedule A](#) (form 9908) requesting cab cards in the new company name.

When the ownership of the company is changing (i.e., individual or partnership to a corporation, partnership to an individual, etc.):

- An application must be submitted in the new ownership name.
- A new account will be established.

**Note: Registration fees cannot be transferred** from previous ownership to new ownership during any registration year. Fees will be recalculated for the remainder of the registration year according to the new application information submitted.

Contact Commercial Vehicle (CV) Licensing Services Accounts at 503-378-5983 for more information or download the forms from our [CCD Forms and Tables](#) web page.

### **Federal Heavy Vehicle Use Tax**

Federal law requires vehicles 55,000 pounds or more combined or loaded gross weight to pay a Federal Heavy Vehicle Use Tax (HVUT) to the IRS. This tax is paid yearly (July – June).

- Proof of payment of this tax must be provided when registering.
- Proof is not required on new or used units registered within sixty (60) days of the date shown on the bill of sale. A copy of this bill of sale must be submitted with your application.

Acceptable Proof of Payments

- Copy of the receipted [IRS Schedule 1 — Form 2290](#), listing vehicle identification number(s).
- Copy of the un-receipted Schedule 1 — Form 2290 and copy of proof of payment document (e.g. front and back of cancelled check).
- Copy of the Schedule 1 — Form 2290 with vehicles listed in Part II for which tax is suspended, will be accepted without being receipted.

- A non-receipted copy of Schedule 1 and a copy of the online confirmation showing payment through EFTPS (Electronic Federal Tax Payer System).

**Note:** IRS suspends tax under certain circumstances. Call the IRS at 1-800-829-1040 with questions regarding suspension.

## Commercial Vehicle Registration

### Vehicle, Titles and Registration

Every motor vehicle must be registered permanently or temporarily with the state or province in which the motor carrier's fleet is based. Each state or province has its own rules about vehicle registration and title.

Oregon Department of Motor Vehicles (DMV) handles:

- ALL vehicle titles.
- Registration for personal vehicles (vehicles not operated as part of a commercial enterprise).
- Registration for commercial vehicles with a gross vehicle weight of 26,000 pounds or less operated solely within Oregon (T-Plates).
- Registration for farm vehicles (F-plates). Farmers must [certify their farm operations](#) with CCD before obtaining farm license plates from DMV.

Contact the DMV at 503-945-5000 or visit the [DMV website](#).

**Oregon Commerce and Compliance Division (CCD)** issues the following types of commercial vehicle registration:

- **IRP Apportioned Registration:** For commercial vehicles operating in two or more jurisdictions regardless of weight.
- **Oregon Commercial Registration:** For commercial vehicles weighing 26,001 pounds or more operating in Oregon only.

### General Registration for Vehicles 26,001 Pounds or More

You must register your vehicles for identification and ownership purposes. Registration is an annual fixed fee based on the heaviest loaded weight of the vehicle.

Upon registration, a unique license plate (or pair of plates) is issued. These plates are vehicle specific and may not be transferred from one vehicle to another.

The three different types of registration are:

- 1) If you operate only in Oregon, you pay full Oregon registration fees and are issued **Commercial** registration plates.
- 2) If you operate in Oregon and at least one other state or jurisdiction, you may pay other jurisdiction's registration fees to Oregon and are issued **Apportioned** registration plates.
- 3) If you operate a vehicle temporarily, you pay registration fees and are issued a trip permit.

### Vehicles Operating Solely in Oregon

Commercial registration is for vehicles which are Oregon-based and operate solely in Oregon. To operate in another state or Canadian province, you must purchase trip permits from the respective state. Carriers operating in Oregon must also enroll their vehicle(s) in the weight-mile tax program.

- Commercial registration plates are white with black letters with the word "Commercial" imprinted at the bottom of the plate.
- Power units that can carry a load (trucks and truck-tractors) will be issued two plates. One plate is for the front of the power unit and one plate for the back of the power unit.
- Power units that cannot carry a load (tractors) will be issued one plate that is to be placed on the front of the vehicle.

Registration fees are based on the heaviest weight of the vehicle with its load for the registration period (January 1 through December 31). Fees may be paid annually or quarterly. If paying fees quarterly, there is:

- An additional charge per quarter.
- A charge for each new registration card.

Report tax separately from registration fees.

## Vehicles Operating in More Than One Jurisdiction

Vehicles that will operate in more than one jurisdiction (state or province) must get either permanent or temporary registration in each of those jurisdictions.

To get temporary registration:

- Contact each jurisdiction before entering their jurisdiction after obtaining full registration in the vehicle(s) base jurisdiction.

To get permanent registration credentials to operate interstate:

- Apply for registration under the International Registration Plan (IRP).
- This type of registration is also referred to as Apportioned registration because a percentage of each jurisdiction's full registration fee is paid based on the fleet's previous history of operations.
- The base jurisdiction collects and distributes the registration fees for each jurisdiction in which the vehicle is licensed.

## Oregon's IRP Registration Vehicle Plates

- Vehicles subject to Oregon weight-mile tax are white with black letters with the word "Apportioned" imprinted at the bottom of the plate.
- Vehicles not subject to Oregon weight-mile tax are yellow with blue letters, with the word "Apportioned" imprinted at the bottom of the plate.
- Power units that can carry a load (trucks and truck-tractors) will be issued two plates. One plate is for the front of the power unit and one plate for the back of the power unit. Power units that cannot carry a load (tractors) will be issued one plate that is to be placed on the front of the vehicle.

**Registration fees** are based on the rates that are charged by each jurisdiction plus the percentage of operation in each jurisdiction. The basis for registration fees varies but is generally based on vehicle weight, value, age, and other factors. The vehicle is legally registered in all jurisdictions that appear on the vehicle's registration card.

**Apportioned registration** is annual and may not be paid quarterly. Exception: Motor carriers that qualify to base in Oregon may pay the Oregon portion of their registration fees quarterly if the Oregon fees exceed a determined amount. However, it is still an annual fee and must be paid even if the vehicle does not operate in a particular quarter or is out of service.

Registration **Does Not** cover intrastate authority, fuel taxes, or other taxes in any jurisdiction.

## Vehicle Registration Trip Permits

A vehicle trip permit is a temporary arrangement for registration of a vehicle, issued for no longer than 10 days. Two types of permits are:

- 1) **Heavy Vehicle Trip Permit:** Issued for vehicles without registration in Oregon.
- 2) **Registration Weight Trip Permit:** Issued to increase registration weight temporarily for a vehicle that already has registration. Vehicle may also need to increase Oregon weight mile tax declared weight for the vehicle.

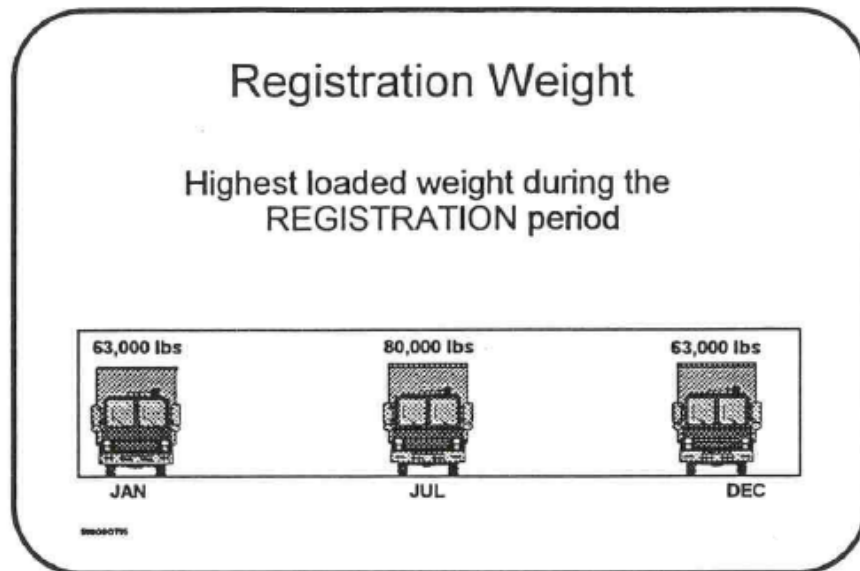
To purchase a registration trip permit:

- Call the Commercial Vehicle Tax Service Center at 503-378-6699.
- Visit a CCD office during business hours in Salem or Portland.

## Registration Weight

The Gross Vehicle Weight (GVW) or Gross Combination Vehicle Weight (GCVW) is the actual weight of the vehicle(s) plus the weight of the load. This is commonly referred to as loaded weight or combined weight.

Registration weight is the Heaviest loaded weight for the vehicle during the registration period (January 1 through December 31).



In the example above, the registration weight for this vehicle is 80,000 pounds.

**Note:** The registration fee rate schedule stops at 105,500 pounds. This is the maximum weight at which a vehicle may register. If you haul heavier non-divisible loads, you will register at the maximum weight class of 105,500 pounds plus purchase a Special Transportation Permit.

## Vehicle Identification Papers

To register a vehicle, you will need to submit the following documents:

- The vehicle will need to be titled through the Oregon DMV.
- An [IRS Form 2290](#) as proof of payment of the Federal Heavy Vehicle Use Tax (HVUT) if the vehicle is registered at 55,000 pounds or more. A Bill of Sale for a vehicle purchased within the past 60 days is acceptable proof in lieu of a Form 2290.
- A copy of an [Oregon Lease](#) (form 9084) with your application if the vehicle is being leased and you are engaged in the intrastate transportation of household goods or transporting passengers in regular route scheduled service.
- A DEQ certificate if the vehicle is based in the Medford area and has Oregon-only operations.
- A DEQ [Application for Diesel Retrofit Compliance Program Exemption](#) (form 9997) if the vehicle is based in Clackamas, Multnomah or Washington County.
- A [Drug and Alcohol Testing Program Certification](#) (form 9759) that the motor carrier complies with drug and alcohol testing requirements in [Federal Motor Carrier Safety Regulation 49 CFR Part 382](#).

## Lease Agreements

The lease must give exclusive possession and control of the leased vehicle to the lessee.

If you are leasing a vehicle and are engaged in the intrastate transportation of household goods or transporting passengers in regular route scheduled service, you must file a copy of an [Oregon Lease](#) Form (9084) with your application for registration.

If you are leasing a vehicle and hauling any other type of commodity, you must:

- Have a copy of your lease in the vehicle and make it available for inspection upon request.
- Retain a copy of the lease for three years.

## Unified Carrier Registration (UCR)

All private or commercial carriers with vehicles over 10,000 pounds who operate interstate must get UCR. This includes but is not limited to brokers, freight forwarders, leasing companies and farmers.

UCR requires an annual fee based on the number of power units the carrier owns. Oregon does not participate in registering or collecting fees for UCR.

Oregon based carriers submit applications with fees to a jurisdiction listed on the application or register online at [www.ucr.gov/](http://www.ucr.gov/). See the [UCR Agreement web page](#) for more information and the registration application.

## Commercial Registration Requirements

Registration can be completed at a CCD office in Salem or Portland. Many CCD forms are available on our [Forms and Tables](#) web page.

See the following steps for registration.

- 1) Assemble the following necessary documents:
  - Vehicle Identification number.
  - Proof of HVUT, form 2290 (if applicable).
  - Lease Agreement (if applicable).
  - DEQ Certificate (if applicable).
  - DEQ exemption (if applicable).
- 2) Determine the correct registration weight for your vehicle(s).
- 3) Complete a [Commercial Registration Form](#) (9691).

- 4) Complete the [Drug and Alcohol Testing Program Certification](#) (form 9759) that the motor carrier complies with drug and alcohol testing requirements found in [49 CFR Part 382](#).
- 5) Pay the appropriate registration fees, registration card and sticker and the fee for a single plate or the fee for a pair of plates.
- 6) Commercial registration fees are paid in addition to weight-mile tax.
- 7) Cargo insurance must be on file if you have Oregon intrastate authority and are transporting commodities that are subject to material damage.
  - There is a minimum limit of coverage for cargo insurance.
  - Your insurance company will need to submit a Form H as proof of cargo insurance coverage.

If you have questions, please call the Oregon Only Registration line at 503-378-5983. To request forms, please call 503-378-5849.

## Oregon Apportioned Registration

### What Is IRP?

IRP stands for International Registration Plan. The IRP is a reciprocity agreement among states of the United States, the District of Columbia and provinces of Canada. The agreement provides for payment of license fees on the basis of fleet distance operated in various jurisdictions.

#### IRP Member Jurisdictions

- All states except Alaska and Hawaii.
- All Canadian provinces (except the Northwest Territories, Nunavut and the Yukon Territory).
- Find out more about IRP at [www.irponline.org](http://www.irponline.org).

### How IRP Works

The IRP is a method for registering vehicles to travel in all States and Provinces. Under the IRP, interstate carriers must file applications with the jurisdiction in which they are based in. The base jurisdiction issues one cab card and a single or pair of apportioned plates with stickers for each vehicle.

- The apportioned plate(s), stickers and cab card are registration credentials you need to operate on an interstate and intrastate basis in member jurisdictions.
- A cab card lists the weights you have requested for each jurisdiction. Registration fees are calculated according to these weights.

### Apportioned Fees

IRP jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively at one time and then send to other IRP jurisdictions. The fees are determined by:

- Mileage previously travelled in each jurisdiction.
- Estimated mileage travelled in new jurisdictions.
- Vehicle identification information.
- Maximum weight.

#### All IRP member jurisdictions:

- Accept a single registration plate.
- Accept a single registration card (cab card).
- Allow registrants to travel both interstate and intrastate jurisdictionally.

### Apportioned Registration Does Not

- Waive or exempt a truck operator from getting operating authority from any state/province in which the apportioned vehicle travels.

- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA).
- Allow registrants to exceed the maximum length, width, height or axle limitations.
- Waive or exempt the payment of tax reporting requirements (including Oregon Highway Use Tax) or Federal HVUT.

## Base Jurisdiction

Before a vehicle may be apportionally registered in Oregon and name Oregon as its base jurisdiction, the carrier must have:

- 1) An established place of business in Oregon.
  - “Established Place of Business” means a physical structure located within the base jurisdiction that is owned, leased or rented by the fleet registrant. This physical structure must be open during normal business hours and have located within it:
    - A person(s) in the permanent employment of the registrant conducting the fleet registrant’s trucking-related business (not an Agent).
    - The operational records of the fleet and the maintenance of such records (unless such records can be made available in Oregon).

**Note:** Applicants who do not meet the “Established Place of Business” requirements listed above and do not have an established place of business in another state or province may qualify as being Oregon-based by completing the [Proof of Residency — Schedule R](#) (form 9914).

- 2) Mileage accrued in Oregon by the fleet.
- 3) Operational records of the fleet maintained or made available in Oregon.

## Vehicle Title

To apply for an Oregon title, visit the Oregon Department of Motor Vehicles [DMV website](#) or call 503-945-5000.

## Roadside Enforcement

Enforcement personnel look at the cab card for verification that vehicles are properly registered and fees paid. The cab card must always be carried in the vehicle described. Cab cards may not be altered in any way.

The motor carrier is in violation and subject to penalties and fines when the commercial vehicles do not display a:

- Current registration plate with cab card.
- Valid trip permit.
- Temporary vehicle registration.

## Apportioned Registration Forms (IRP)

Oregon IRP forms Schedule A, B, C, R (if applicable) and IRP Requirements form must be completed when:

- Applying for Oregon Apportioned Registration with option to request IFTA Licensing.
- Adding a new fleet.
- Renewing an existing Oregon apportioned fleet and the pre-printed renewal form was not received.
- Opening a new account and plan to obtain Oregon apportioned registration.

[IRP Requirements Form](#) (form 9972)

- A motor carrier is acknowledging and certifying their understanding of the IRP requirements.



[Schedule A — Oregon IRP and IFTA Combined Application](#) (form 9908) is used to:

- Apply for IRP Registration and an IFTA license.

[Schedule B — Oregon IRP Mileage](#) (form 9685)

[Schedule C — Apportioned Registration Form](#) (form 9684) is used when:

- Adding vehicles.
- Amending vehicles.

[Schedule R — Oregon Proof of Residency](#) (form 9914) is used when:

- Applicant does not have an “Established Place of Business” and is registering as a resident.

## Processing

Applications are processed in the order received. Once an application has been processed, a bill will be emailed, mailed or faxed to the carrier. The carrier has the option of:

- Mailing the payment directly to the Salem office.
- Or, paying online at [Oregon Trucking Online](#). Click on the SIGN up for a PIN tab to get started.



## Points to Remember:

- If applying under a company or firm name, the company name or Assumed Business Name must first be registered with the Oregon Corporation Commission.
- If you have an Oregon IFTA account, you must still file a mileage tax report for Oregon's weight-mile tax in addition to your quarterly fuels tax report. Be sure that you have obtained a USDOT number and UCR and Federal Motor Carrier operating authority if required.
- Be sure that you have obtained all the applicable operating requirements from other jurisdictions (e.g., operating authority).
- Tell us who you are and if you have an existing CCD account.
- Tell us what you want to do. Is this application for IRP, IFTA or both?
- Tell us when you want to start in the Effective Date field.
- Do you meet the Established Place of Business Requirements? To meet the definition of Established Place of Business there must be "a physical structure owned or leased by the Registrant, located in the base jurisdiction, which is open and staffed by persons employed by Registrant (not agents) during business hours."
- If no, [Schedule R — Oregon Proof of Residency](#) (form 9914) must be completed and approved.
- Complete IRP and/or IFTA sections. Both sections are required when applying for IRP and IFTA credentials.
- Previous IRP account or IFTA License in another jurisdiction?
- Drug & Alcohol Consortium: Name the provider used to comply with the drug and alcohol testing requirements found in FMCSA Regulation [49 CFR Part 382](#). Enter the name of consortium or "In-House" when the company maintains its own program.
- Sign the application!

All CCD forms are available:

- Online at the [CCD Forms and Tables](#) web page.
- By calling Oregon Apportioned Registration (IRP) at 503-378-6643.

# International Fuel Tax Agreement (IFTA)

## Application, License and Decals

### What is IFTA?

The International Fuel Tax Agreement (IFTA) is an agreement between member jurisdictions to simplify the reporting of motor fuel use taxes. One tax return is filed for fuel consumed in all member jurisdictions. The State of Oregon became a member jurisdiction for the purpose of facilitating the IFTA program for Oregon based carriers in 1994. The IFTA program for Oregon is administered by the Commerce and Compliance Division (CCD) of the Oregon Department of Transportation (ODOT).

Each jurisdiction:

- Assigns its own tax rates to the various types of fuel.
- May define what constitutes taxable activity and what is tax-exempt.

For more information motor carriers can contact the CCD IFTA Unit at 503-373-1634 or visit the [IFTA, Inc. website](#).

For questions regarding tax exemptions, motor carriers should contact those jurisdictions in which they intend to operate.

### Placement of Decals

The approved applicant will be issued a pair of IFTA decals for each qualified motor vehicle in the fleet. The IFTA decals are issued annually and are not vehicle specific.

- The IFTA decals must be permanently placed on the exterior portion of both sides of the cab. For application instructions, refer to the backside of the IFTA decals.
- Transporters, manufacturers, dealers, or drive-away operations need not permanently affix the decals. These operations may temporarily display decals in a visible manner on both sides of the cab.
- Failure to display IFTA decals in the required locations may subject the vehicle operator to the purchase of a fuel use trip permit, a citation or both.

### Temporary IFTA Decal Permit

A 30-day temporary decal permit will be issued to a carrier upon request when:

- An IFTA license is issued.
- The carrier is adding a new vehicle.

This permit is vehicle-specific and must be carried in each vehicle listed on the permit along with a copy of the current valid Oregon IFTA license until the new decals are placed on the vehicle. The following information is required for each vehicle to be listed on the temporary decal permit:

- Unit number.
- Vehicle year.
- Vehicle make.
- Vehicle identification number.

### Additional IFTA Decals

To get additional IFTA decals throughout the year:

- Complete and submit a [Request for Additional Oregon IFTA Decals](#) (form 9744).

**Note:** Ordering more decals may increase the amount of your annual license fee. The additional amount must be paid before the decals will be issued.

- ~~Login to [Oregon Trucking Online](#) to order additional IFTA decals.~~ Order additional IFTA decals through Oregon Trucking Online.

### **Replacement IFTA Decals**

To get replacement IFTA decals:

- Contact the IFTA Unit at 503-373-1634, Monday through Friday, 8 a.m. to 5 p.m.
- Request replacement IFTA decals through [Oregon Trucking Online](#).

### **Member Jurisdictions**

Your IFTA license and decals qualify you to operate in all member jurisdictions without further licensing or identification requirements regarding motor fuel use taxes. Motor carriers should contact jurisdictions in which they intend to operate for any other requirements of those jurisdictions.

For a complete list of the member jurisdictions and contact information, access the [IFTA, Inc. website](#).

See [Appendix C](#) for IFTA Definitions.

## **Tax Return Checklist**

### **Record Keeping and Audit**

Every carrier with an IFTA license is required to maintain records that substantiate what is reported on their IFTA Quarterly or Annual Tax Return. Carriers must keep operational records for a period of four years from the due date of each return or the filing date, whichever is later.

The required records include Distance Records, Distance Records (Vehicle Tracking System), Fuel Records and Bulk Fuel Records (if applicable). These must be recapped in monthly summaries. The following records with required information must be presented to Oregon Department of Transportation auditors on request:

#### **Distance Records**

- Date of trip (starting and ending).
- Trip origin and destination.
- Route of travel.
- Beginning and ending odometer or hubodometer reading of the trip.
- Total trip miles.
- Intermediate trip stops.
- Miles by jurisdiction.
- Unit number or vehicle identification number.
- Vehicle fleet number.
- Licensee's name.

#### **Distance Records (Vehicle Tracking System including GPS)**

- Original GPS or other location for the vehicle.
- Location of each GPS or other system reading.
- Total distance traveled by the vehicle.
- Distance traveled in each jurisdiction.
- Route of travel.
- Vehicle identification number or unit number.
- Date and time of each GPS or other system reading at intervals sufficient to validate total distance traveled in each jurisdiction.

- Beginning and ending trip reading from an odometer, hubodometer engine control module (ECM) or similar device.
- Calculated distance between each GPS or other system reading.

### **Fuel Records**

- Purchaser's name.
- Seller's name and address.
- Date of purchase.
- Fuel type.
- Price per gallon.
- Unit number.
- Number of gallons received.
- Separate totals must be compiled for each fuel type. Retail fuel and Bulk fuel purchased must be accounted for separately.

### **Bulk Fuel Records (if applicable)**

- Date of withdrawal.
- Fuel type and number of gallons.
- Unit number.
- Purchase and inventory records to substantiate that tax was paid on all bulk purchases. Inventory shall be maintained on first-in, first-out basis.
- Quarterly inventory tally for each tank.
- The capacity of each tank.
- Bulk fuel inventory reconciliations must be maintained, and records must distinguish fuel placed in qualified vehicles from other uses.
- Failure to retain distance and fuel records may result in reduction of fleet Miles Per Gallon (MPG) at the time of audit.
- Failure to retain original vendor invoices may result in tax-paid fuel credits being disallowed at time of audit.

For more detailed information and updates:

- Please visit our [Record Keeping web page](#).
- Visit the [IFTA website](#).
- See [Oregon Administrative Rule 740-200-0040](#).

### **Tax Credits**

- To get credit on the tax return for tax-paid purchases on a jurisdictional basis, the licensee must keep the following records:
  - Receipt.
  - Invoice.
  - Credit card receipt.
  - Automated vendor-generated invoice or transaction.
  - Microfilm/microfiche of the receipt or invoice that shows evidence of the purchase and that tax was paid.

### **Receipts**

Receipts must identify the vehicle by the plate or unit number. An acceptable receipt or invoice taken as credit must include the following:

- Date of purchase.

- Seller's name and address.
- Number of gallons purchased.
- Fuel type.
- Price per gallon or total amount of sale.
- Unit number.
- Purchaser's name (In the case of a lessee/lessor agreement, receipts will be accepted in either name, provided a legal connection could be made to the reporting party for that purchase.)

**Note:** Receipts that have been altered or indicate erasures are not accepted for tax-paid credit.

## IFTA Tax Returns

After you receive your IFTA license, the IFTA Unit will send you the [International Fuel Tax Agreement Tax Return](#) (form 9740) each quarter. Oregon's IFTA tax return allows a licensee to report all fuel types and jurisdictions on one form. ODOT staff cannot perform calculations for you on your returns. You must:

- Complete and file this form with payment of any tax that is due.
- List on the tax return form all operations in member jurisdictions.

When you file your return on [Oregon Trucking Online](#), many form calculations are completed for you and the correct tax rates are automatically applied. A print and mail option is available if you wish to use the online calculations but pay for the return by check or mail order.

When the IFTA Unit mails each quarterly IFTA tax return:

- Only the motor carrier whose name is printed on it may use the form. If the business name, location or mailing address is incorrect, mark through the incorrect information and print the correct information.
- A fuel tax rate schedule and filing instructions will be included to provide current fuel tax rates for each fuel type by jurisdiction that must be used when completing the quarterly IFTA tax return.
- Any credits or balances due from prior periods will be pre-printed on the return. Credits should be verified before being deducted from current amounts due.

If you do not receive a quarterly IFTA tax return, either call the IFTA Unit at 503-373-1634 or download an [IFTA tax return](#) (form 9740) on CCD's [Forms and Tables web page](#).

## Who Must File

Every Oregon-based motor carrier who was issued an IFTA license must file an IFTA tax return (form 9740). You are required to file returns for all periods your account remains open even if:

- You have no operations during the reporting period.
- No tax due.
- Your IFTA license is revoked.

**Note:** Filing a return does not authorize operation in other jurisdictions. Operation in member jurisdictions without valid credentials is illegal and cause for citation, fines, and penalties.

## Qualified Motor Vehicles

For each reporting period, the licensee must include on the IFTA tax return all operations of vehicles bearing an Oregon IFTA decal in the licensee's fleet, including vehicles that did not leave Oregon.

Qualifying motor vehicle means a motor vehicle:

- Having two axles and a gross vehicle weight or registered gross vehicle weight exceeding 26,000 pounds.

- Having three or more axles regardless of weight.
- Used in combination when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

## IFTA Due Dates

IFTA tax returns are due the last day of the month immediately following the end of each reporting period. Tax returns must be submitted online at [Oregon Trucking Online](#) or postmarked on or before the due date to be considered on time. Customer operated postage machine stamps are not equivalent to the U.S. Postal Service cancellation mark. If the due date falls on a weekend or holiday, the tax return is due the next business day.

Quarter	Due Date
1st	May, 1 2023
2nd	July 31, 2023
3rd	October 31, 2023
4th	January 31, 2024

Tax returns must be:

- Properly signed.
- Accompanied by a check or money order payable to Oregon Department of Transportation (ODOT/IFTA).
- Filed even if there is no tax due, there were Oregon operations only, or there were no operations for the reporting period.

## Where to File

Mail completed IFTA tax returns to:

Oregon Department of Transportation  
Commerce and Compliance Division  
455 Airport Road SE, Building A  
Salem, OR 97301

If you have an [Oregon Trucking Online](#) account and PIN, IFTA tax returns can be filed online.

**Note:** IFTA forms and payments must not be submitted through DMV offices. Leaving IFTA forms or payments at a DMV office will cause a delay in filing, possibly resulting in penalty and interest charges.

## Penalties and Interest

IFTA returns not filed by the due date will be assessed a penalty. Interest will also be assessed each month, or partial month, for each jurisdiction for which tax is due.

## Amended IFTA Returns

If it becomes necessary to correct a previously filed return:

- 1) Make a copy of the original return filed.
- 2) Check mark the "AMENDED" box at the top of the form.
- 3) Make the necessary changes next to the incorrect figures.
- 4) Include an explanation of the changes with the amended return.
- 5) An amended return may be subject to a late penalty charge and interest if amended after the due date.

## Computer-Generated Tax Returns

If you wish to use your own computer-generated version of the tax return or one supplied by a software developer or reporting service, you must first get written approval by sending a sample of the form to:

Oregon Department of Transportation  
Commerce and Compliance Division  
IFTA System Administrator  
455 Airport Road SE, Building A  
Salem, OR 97301

The arrangement of the form should be similar to that of our standard form, placing information in the same general area and order.

## IFTA Tax Return Instructions

When completing your IFTA tax return each quarter, read and follow the instructions mailed with the return.

### Calculation Guidelines

**CONVERT** metric fuel and distance measurements to gallons and miles using the following factors. For example:

1 liter = 0.264172 gallons

1 kilometer = 0.621371 miles

**ROUND** all miles and gallons in columns 1 through 5 to the nearest whole number. For example:

525.5 = 526

525.4 = 525

### Return Header

The header of the IFTA tax return is usually pre-printed with the appropriate report and motor carrier information. If completing a blank tax return form, ensure the following information is correctly entered:

- Reporting period.
- Return due date.
- IFTA License Number.
- Oregon Taxpayer Identification Number.

View the [IFTA Tax Return](#) (form 9740) on the CCD [Forms and Tables web page](#).

### Fuel Type

Most carriers will use only the diesel or biodiesel lines provided. If any of your IFTA-qualified vehicle(s) use a type of fuel other than diesel or biodiesel (for e.g. propane, methanol, etc.):

- List the fuel as “OTHER” in this column.
- If all lines are full, place additional information on a separate sheet of paper and include in “TOTALS”.

Not every jurisdiction taxes fuel other than diesel. To determine if gasoline or any fuel other than diesel is taxed in the IFTA jurisdictions in which you operate, see the tax rate table included with the tax return mailed to you each quarter.

- Tax rate tables are different each quarter due to changes in types of fuels taxed and tax rates in member jurisdictions.
- It is important to use the tax rate table for the quarter you are reporting. Be sure to read any footnotes for the jurisdiction in question.



If fuel is used in any IFTA jurisdiction in which it is taxed, list it for all jurisdictions in which it is used by IFTA-qualified vehicles, whether taxed or not. This information is necessary to determine the MPG and to calculate the tax for the jurisdiction in which it is taxed. Do not list a fuel anywhere on the tax return if it is not taxed in any IFTA jurisdictions in which you operated.

<b>Code</b>	<b>Fuel Type</b>
D	Diesel
B	Biodiesel
HD	Hydrogen
EL	Electricity
G	Gasoline
P	Propane
GH	Gasohol
LNG	Liquid Natural Gas
CNG	Compressed Natural Gas
E	Ethanol
M	Methanol
E85	E-85
M85	M-85
A55	A55

## Tax Return Checklist

To prevent processing delays, please take the time to carefully check your tax return.

- Are the numbers entered from your records accurate?
- Have you completed the Fuel/Miles summary? This section must be completed if you did not check the "No-operations" or the "Oregon-operations-only" box.
- Have you included miles in column 2? If so, make sure the mileage is for operations in jurisdictions that are not listed in Column A and the mileage is not for operations in Oregon.
- Do the figures in Columns 1 and 2 add up to the figure in Column 3?
- Have you entered the total number of gallons in Column 4?
- Does your Tax Paid Gallons in Column F reflect your fuel receipts and invoice totals? Report all Tax Paid Gallons in the jurisdiction where it was purchased. Do not divide this number. If no Tax Paid Gallons were obtained in a jurisdiction in which you operated, write zero on that line for this column.
- Does the Average Fleet MPG in Column 5 fall within the range of 0.50 to 20.00 miles per gallon? If not, check your calculations for accuracy. If your average MPG is outside of these parameters, you may be asked to provide additional documentation to support your return. Filing a return with an inaccurate MPG may result in additional tax, penalty, and interest being assessed.
- Are figures rounded correctly according to instructions? Rounding for column 5 is different than for columns 1 through 4.
- Have you entered information on the correct jurisdiction line? You will find the names and abbreviations of IFTA jurisdictions on the tax rate table included with your quarterly tax return.
- Are the totals of Columns E and F the same? If so, check your entries. These two amounts are rarely, if ever, the same. You will be asked to amend your return if it results in a zero Tax Due for one or more jurisdictions in which you operated, based on inaccurate data entry. Amended returns may result in additional tax, penalty, and interest being assessed.
- Have you claimed tax-paid gallons in Column F for a jurisdiction for which no mileage is shown in Column C? If so, check your entries. All miles must be included in the total miles in Column C, even those miles that a jurisdiction regards as non-taxable.
- Column D is where non-taxable miles will be deducted.
- Have you entered the correct tax rate for the jurisdiction and the quarter you are reporting? Tax rate tables are different each quarter due to changes in fuels taxed and tax rates in member jurisdictions.
- Always use the rate table for the quarter you are reporting and check the rate for the jurisdiction you are reporting.
- Have you remembered to complete the back of the tax return form?
- Does the Grand Total for Column C equal the Total of Column 1?
- In Column C you are listing all of the miles separately for each jurisdiction that you listed as the total in Column 1, so the totals for Columns C and 1 should be the same.
- Have you remembered to sign and date your return?
- Payment of any tax due must accompany the returns to be considered filed. Penalties will be assessed for late returns.

# Size and Weight Laws

## Commerce and Compliance Division (CCD) Mission

The mission of the Commerce and Compliance Division (CCD) is to promote a safe, efficient and responsible commercial transportation industry by simplifying compliance, reducing regulatory requirements wherever appropriate, preserving the infrastructure, enhancing the private/public partnership, fostering effective two-way communication and delivering superior customer service while recognizing the vital economic interests of the commercial transportation industry.

To help achieve this goal, our Roadside Enforcement and Safety section has six Enforcement Regions which include:

- 6 Ports of Entry Scales — Ashland, Cascade Locks, Klamath Falls, Farewell Bend, Umatilla and Woodburn.
- 2 Licensing and Tax Services Field Offices in Portland and Salem.
- Over 80 Roadside Enforcement staff.
- 78 Fixed scale locations.
- Numerous portable weighing sites.

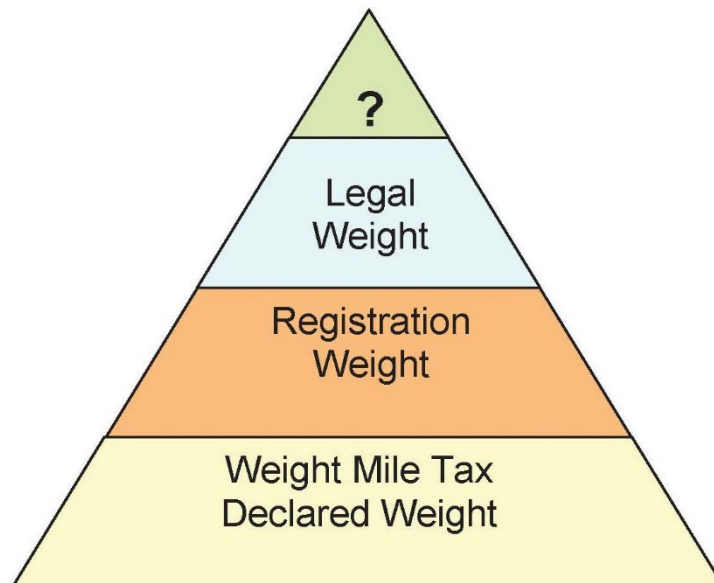
For answers to specific questions, call any of our [Roadside Enforcement Offices](#).

## Motor Vehicle Registration — Legal Weight

### CCD Legal Weight

Legal Weight Laws are designed to:

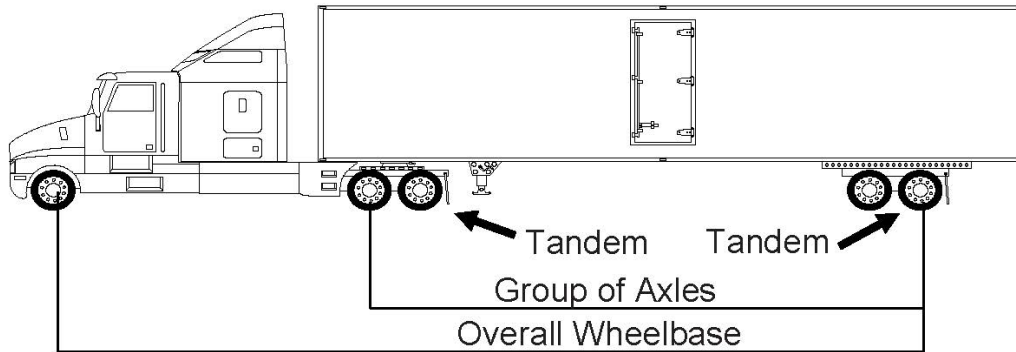
- Prevent premature highway surface breakdown.
- Reduce highway wear by the use of more axles and longer wheelbases.
- Protect bridges and structures that have restrictions.



## Legal Weight

Legal weight is limited by Oregon Revised Statute (ORS) and Oregon Administrative Rule (OAR). Registered and declared weights are determined by the carrier.

- Vehicle/Combination limited to **legal weights** allowed by ORS or OAR.
- Vehicle **registered weight** is the heaviest weight the vehicle/ combination will be for the registration period up to a maximum of 105,500 pounds.
- Vehicle tax **declared weight** is the heaviest weight the vehicle/ combination will be in a given configuration for the reporting period.



## Definitions

### Axle Weight

The weight placed on the road by all the wheels of one axle.

### Divisible Load

A load that is reducible by nature or can be readily dismantled.

### Gross Weight

The total weight placed on the road by a vehicle or combination of vehicles and the load.

### Group of Axles Weight

The total weight placed on the road by two or more axles spaced more than 8 feet apart. This is also known as an Inner Bridge.

### Highway Variance Permit

Permit issued by a road authority allowing vehicles to vary from regulations required by ORS or OAR. The two most common highway variance permits issued by Oregon are:

- Extended Weight-Issued to allow weights over 80,000 pounds with a Divisible Load up to 105,500 pounds.
- Heavy Haul-Issued to allow greater weights on Non-Divisible Loads.

### Legal Axle Limit

Maximum allowable weights in Oregon are allowed the lower weight produced by using Table 1, Table 2 or Table 3 Method A or B found in [ORS 818.010](#).

### Non-Divisible Load

A load or vehicle exceeding dimension or weight limits allowed by ORS or OAR that if separated into smaller loads would compromise the intended use, destroy the value or make it unusable for its intended purpose.

### Sum of Axles

Addition of axle weights allowed by ORS 818.010 Table I and/or Table II.

## Tandem Axle Weight

The weight placed on the road by all the wheels of two or more consecutive axles spaced more than 40 inches, but no more than 96 inches (eight feet) apart, measured from center of axle.

## Wheelbase

The distance in feet and inches between two or more axles measured to the nearest foot. Six inches being the next larger foot for determining weight.

## Maximum Allowable Weight — Oregon Revised Statutes

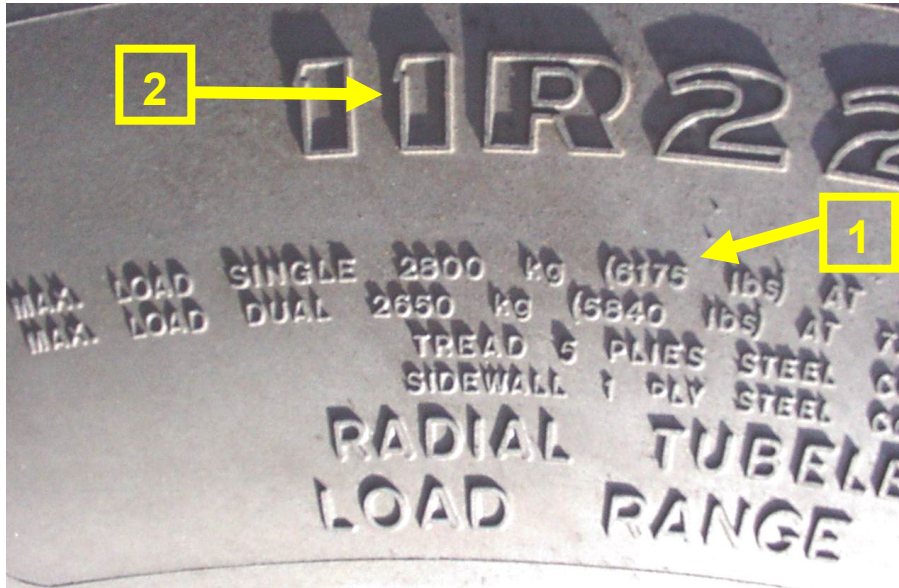
### Without a Highway Variance Permit

Maximum allowable weights in Oregon are allowed the **lower weight** produced by using Table 1, Table 2 or Table 3 Method A or B found in [ORS 818.010](#).

### Table 1

Table 1 has two provisions allowing the lower (lesser) weight of the two.

- 1) Limits legal weight to the manufacturer's side wall tire rating. \*
- 2) Limits legal weight to 600 pounds for the sum of tire width.



**1 Steer Axle Example:**  
Side Wall Rating = 6,175 pounds x 2 Tires = 12,350 pounds.

**2 Steer Axle Example:**  
11" Wide Tire x 600 pounds x 2 Tires = 13,200 pounds.

\* Only the Side Wall Rating applies when traveling on an Interstate Highway.

Legal Weight = 12,350 pounds for an axle with two of these tires.

## Metric Conversion

Divide the metric number by 25.4 and round up to get the equivalent in inches or refer to the chart below.

Metric Tire Size	Tire Width in Inches (rounded to nearest 1/2 inch)	Weight Allowed on Two Tires
235	9 1/2	11400
245	10	12000
255	10	12000
265	10 1/2	12600
275	11	13200
285	11 1/2	13800
295	12	14400
305	12	14400
315	12 1/2	15000
325	13	15600
335	13 1/2	16200
345	14	16800
355	14	16800
365	14 1/2	17400
375	15	18000
385	15 1/2	18600
395	16	19200
405	16	19200
415	16 1/2	19800
425	17	20400
435	17 1/2	21000
445	18	21600

### Table II

Table II has three provisions. Maximum allowable weight cannot exceed:

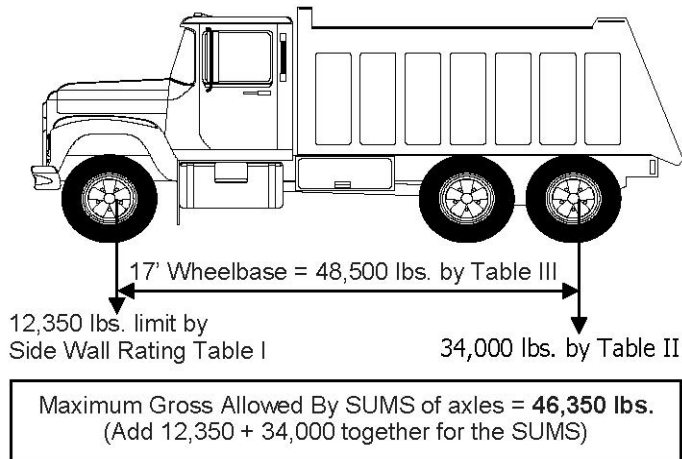
- 1) 10,000 pounds on any individual wheel.
- 2) 20,000 pounds on any axle.
- 3) 34,000 pounds on any tandem axles.

### Table III

Table III has two provisions. Maximum allowable weight cannot exceed either:

- 1) Method A: The SUMS of weight allowed on axles, tandems or groups of axles using Table I or II.
- 2) Method B: The group or gross weights allowed using the wheelbase chart listed as "Method B" in [ORS 818.010\(3\)](#).
  - o This is also known as [Permit Weight Table 1](#) (limited to 80,000 pounds).
  - o It can be found on the reverse side of ODOT's [Group Map 1](#) and on the [Over-Dimension web page](#).

## Example



- 1) In this example the gross weight for this vehicle is limited to 46,350 pounds by the sum of the permissible axles.
- 2) Compare this total to Table III Method B. In this example the gross weight allowed by the wheelbase chart is 48,500 pounds. The legal weight is the lowest weight.

**Note:** This vehicle's legal gross weight cannot exceed 46,350 pounds. The steer axle cannot weigh more than 12,350 pounds and the tandem drive axle cannot exceed 34,000 pounds.

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[ORS 818.010](#)(3) This statute allows the measurement to increase to the next whole number when the measurement results in a fractional measurement of 6 inches or more.

**Example:** 29 feet 6 inches becomes 30 feet

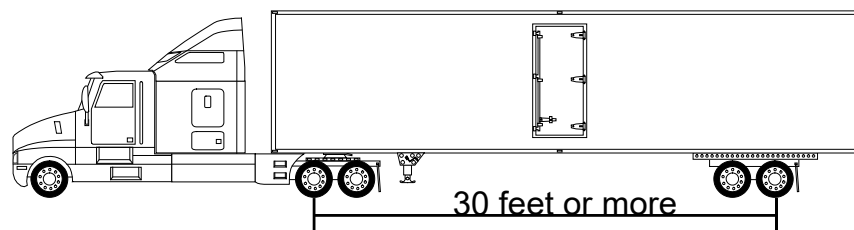
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## Two Exceptions to ODOT's Permit Weight Tables 1

### Exception 1: ORS 818.030(8) (a) and (b)

"...two consecutive sets of tandem axles may have a loaded weight of 34,000 pounds each . . . providing the distance between the first and last axles of the two sets of tandems axles is at least 30 feet..."

- Non-Interstate Highway — No Extended Weight Highway Variance Permit required.
- Interstate Highway — Extended Weight Highway Variance Permit required.
- Any Highway if wheelbase spacing is 36 feet or more — No Extended Weight Highway Variance Permit required.

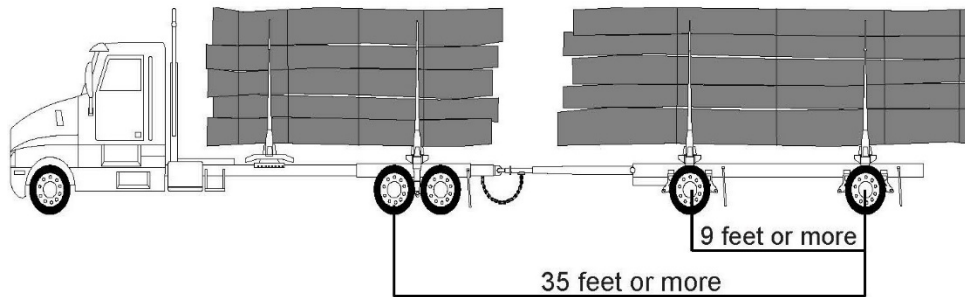


## Exception 2: ORS 818.030(9)

“...a group of four axles consisting of a set of tandem axles and two axles spaced nine feet or more apart may have a loaded weight of more than 65,500 pounds and up to 70,000 pounds . . . providing the distance between the first and last axles of the group is 35 feet or more.”

- Non-Interstate Highway — No Extended Weight Highway Variance Permit required.
- Interstate Highway — Extended Weight Highway Variance Permit required.
- Any Highway if wheelbase spacing is 43 feet or more — No Extended Weight Highway Variance Permit required.

Tractor/trailer with 35 feet between the first and last axle groups. LOG\_MULE



## Calculating Maximum Weight Limits

Use the following worksheet to practice calculating maximum weight limits:

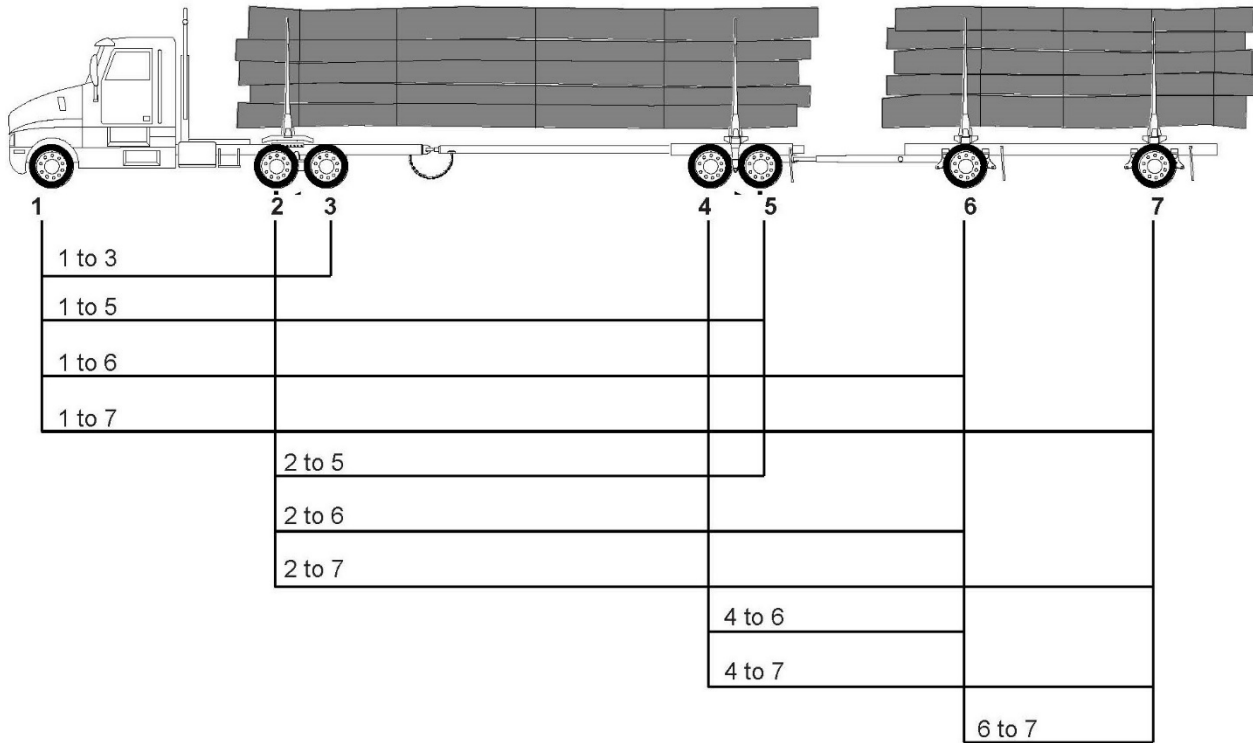
- If vehicles are using [ORS 818.010](#) weights, the maximum gross weight is limited to 80,000 pounds.
- If vehicles are using an Extended Weight Highway Variance Permit, the load (such as lumber, hay, gravel or logs) can be reducible. The maximum gross weight is limited to 105,500 pounds.

Instructional hints for using the worksheet:

- 1) List all axle spacing. Note: Measurements of 6 inches and greater go to next higher foot.
- 2) List weights by SUMS OF AXLES.
- 3) List weights by [Permit Weight Table 1](#) or [2](#) Wheelbase Chart.
- 4) Legal weight is the lowest.



# Worksheet for Determining Legal Weights



Example: Steer axle is an 11 inch wide tire with a sidewall rating of 6,600 pounds = Allowed 13,200 pounds.

Axle Group	Axle Spacing	Weight By Sums of Axles	Weight by Wheelbase Chart	Legal Weight Allowed
1 to 3	18 feet	47,200 (13,200 + 34,000)	49,500	47,200
1 to 5	50 feet 6 inches	81,200 (13,200 + 68,000)	80,000	80,000
1 to 6	60 feet 6 inches	101,200 (81,200 + 20,000)	90,500	90,500
1 to 7	75 feet 6 inches	121,200 (101,200 + 20,000)	104,500	104,500 **
2 to 5	36 feet 6 inches	68,000 (34,000 + 34,000)	68,000 *Exception 1	68,000
2 to 6	46 feet 6 inches	88,000 (68,000 + 20,000)	77,500	77,500
2 to 7	61 feet 6 inches	108,000 (68,000 + 40,000)	91,000	91,000 **
4 to 6	14 feet	54,000 (34,000 + 20,000)	46,500	46,500
4 to 7	29 feet	74,000 (34,000 + 40,000)	61,500	61,500
6 to 7	15 feet	40,000 (20,000 + 20,000)	40,000	40,000

\* **Exception 1:** [ORS 818.030](#)(8) (a) and (b). See page eight of this manual for more information.

\*\* Maximum Gross is really 104,200 pounds. Use Steer of 13,200 + 91,000 on group 2 to 7. You would need a larger steer axle tire size to load to the maximum of 104,500 pounds.

Allowable weights and spacings can be determined using a [publicly available online calculator](#).

# CCD Maximum Vehicle and Combination Size Limits

## How Long Can My Vehicle(s) Be?

Oregon's highway system is divided into three classifications based on the curve radius of the highway, lane width, shoulder width and the longest vehicle combination that can safely negotiate these curves.

**Group Map 1** shows these classifications as [Group 1](#), [2](#) and [3](#).

- Group 1 highways allow the longest combinations and Group 3 the shortest vehicle combinations.
- The back of Group Map 1 lists the different vehicle/combinations legal in Oregon and the length limit each is allowed on Group 1, 2, or 3 highways.

[ORS 818.010](#) (1) describes the legal length for a solo vehicle including any load. A solo vehicle is limited to 40 feet overall length.

- An exception in ORS 818.100 (15) and (16) allows 45 feet overall length for Recreational Vehicles and Motor Vehicle Transporters.

[OAR 734-071-0005](#) through [734-071-0060](#) describes the legal lengths for **combinations of vehicles**. Group Map 1 reflects these limits.

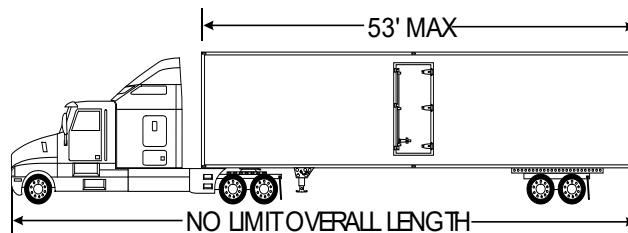
By OAR, the Department of Transportation has the authority to modify some laws and make exceptions that are less restrictive if they find the vehicle can travel safely without endangering others.

## Route Maps

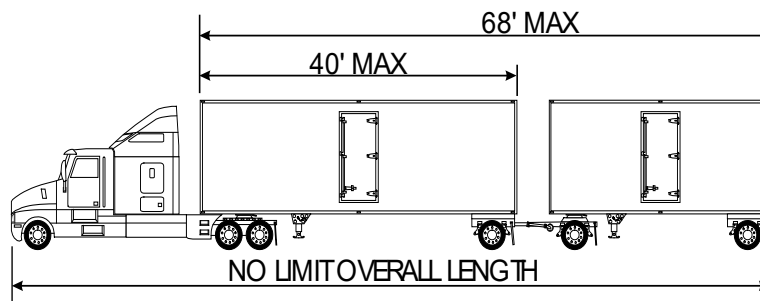
See the CCD [Over-Dimension web page](#) for route maps and information on Over-Dimension Operations. Maps are also available at Ports of Entry and Roadside Enforcement offices.

**Surface Transportation Assistance Act of 1982 (STAA) [Route Map 7](#)**  
**OAR 734-073-0050 through 734-073-0140 (Division 73)**

Applies only to  
Truck-Tractor/Semitrailer



And Truck-Tractor  
Semitrailer/Trailer  
Combinations



The Federal Surface Transportation Assistance Act of 1982 (STAA), passed by the US Congress, mandated:

- States cannot have an overall length restriction on truck-tractor semitrailer or sets of doubles on certain federally funded national network highways.

Limitations:

- Maximum semitrailer length in Oregon not to exceed 53 feet. Other states have grandfathered in longer lengths for semitrailers.
- Trailer length in a set of doubles not to exceed 40 feet.
- Maximum combined length for two trailers in a set of doubles is 68 feet.
- There are NO permits and NO exceptions on STAA National Network Highways.

ODOT adopted Administrative Rules and developed Route Map 7 to address these federal allowances. Find maps on the CCD [Over-Dimension web page](#).

### **Route Map 7**

**Green Routes:** Highways included in the STAA National Network. Truck-tractor semitrailer or doubles combinations can travel these routes without any restriction on overall length! Trailer lengths are restricted.

**Brown Routes:** State routes that have the same allowances as Green Routes.

**Purple, Black, and Blue Routes:** Truck-tractor semitrailer or doubles combinations can travel these routes, but there is a restriction on the legal overall length allowed and the trailer length.

**Red Routes:** Truck-tractor semitrailer or doubles combinations can travel these routes, but you must use Group Map 1 to determine the overall and trailer lengths allowed.

**Pickup Truck and Trailer (excludes RV's):** [Route Map 7](#) (form 8104) allows a greater overall length on Green, Brown, and Purple Routes. Refer to [Group Map 1](#) (form 8100) for other routes.

### **What Is The Legal Width Allowed?**

8 feet 6 inches Total Outside Width — [ORS 818.010\(1\)](#)

### **What Is The Legal Height Allowed?**

14 feet High including load — ORS [818.080\(1\)](#)

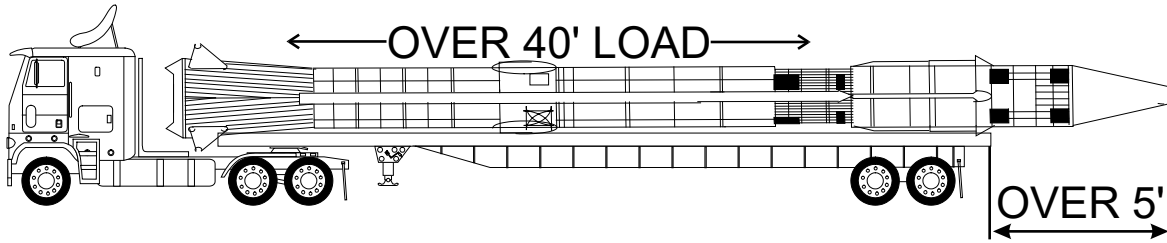
### **What Is The Legal Load Length Allowed?**

40 foot Load length — ORS 818.080(1)

An exception in ORS 818.100(10) allows a longer load length providing the load does not:

- Extend beyond the rear of the semi-trailer by more than five feet;
- Extend forward of the rear of the cab of the towing vehicle; or
- Exceed the length allowed by [OAR 734-071-0005](#) through [734-071-0060](#).

## Example of the Load Length Exception

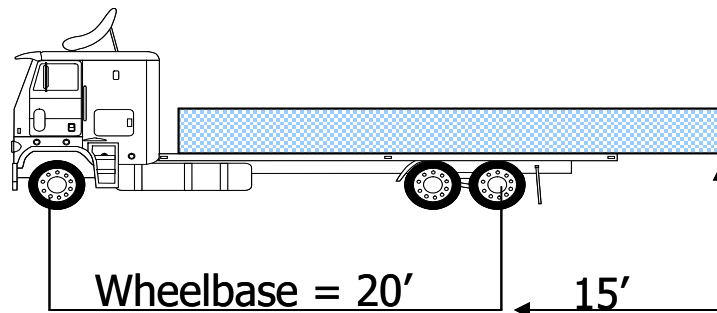


## What Is the Legal Front Overhang Allowed?

Front overhang is 4 feet beyond the front of the vehicle or combination. ORS 818.080 (2)

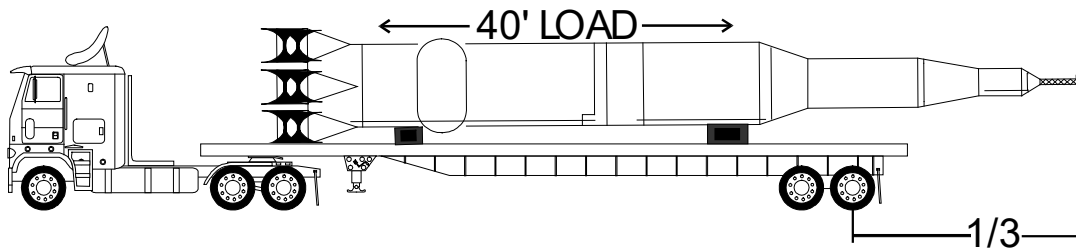
## What Is the Legal Rear Overhang Allowed on a Solo Vehicle? ORS 818.080 (2)

A solo vehicle may have up to 3/4 of its wheelbase as rear overhang. The 40 foot overall length for a solo vehicle includes any load. Rear overhang is either vehicle or load and is measured from the center of the last axle.



## What Is the Legal Rear Overhang Allowed on a Combination of Vehicles? ORS 818.080(2)

- A combination of vehicles may have up to 1/3 of its wheelbase as rear overhang — [ORS 818.010\(2\)](#).
- Rear overhang is measured from the center of the last axle.
- Legal load length of 40 feet or less.
- Overall length not to exceed [OAR 734-071-0010](#) Table 1 or Table 2.



## Highway Variance Permits

Highway Variance Permits allow a vehicle or combination of vehicles to:

- Exceed legal width, length, height, weight or a combination of these.
- Be in a combination not otherwise allowed (i.e., Jeeps/Boosters).

Two of the most commonly issued permits are for a:

- 1) Reducible load that exceeds 80,000 pounds (Extended Weight Permit).
- 2) Non-reducible load that exceeds statute limits (Heavy Haul Permit).

County and city permits may be required if the movement will be traveling on county or city roads. Permits for various jurisdictions may be combined into one permit. See permit restrictions.

It is the driver's responsibility to follow all provisions of the permit!

## Duration Of Permits

### Continuous or Annual Trip Permit (CTP)

- Issued for operations performed on a routine basis.
- Vehicle(s) and load conform to established width, height, length and weight requirements.
- Valid for up to one year from date of issuance.

### Single Trip Permits (STP)

- Issued on a per trip basis.
- For one movement over a specified route.
- Load is non-divisible. Weight or dimensions do not conform to legal weight or size limits.
- Valid for up to 10 days but expire no more than 14 days from date of issuance.

### Transportation Permit Application Checklist

For rapid processing of a highway variance permit application, complete the checklist on next page BEFORE calling the Over-Dimensional Permit office.

Get your permit BEFORE you move the load.

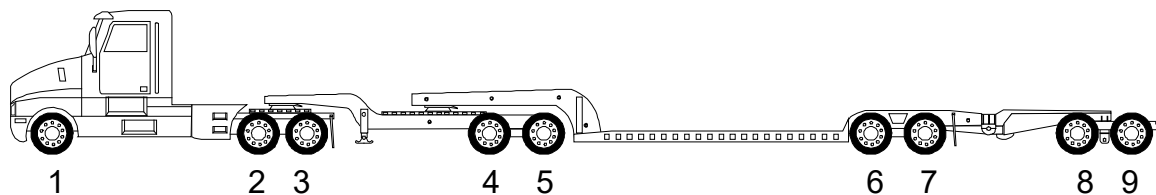
### Need more assistance?

- Visit our [Over-Dimension Operations](#) web page.
- Call the Over-Dimensional Permit office at 503-373-0000.
- Call any Roadside Enforcement Region.
- Call any office with commercial vehicle registration and counter services.

# Oregon Highway Variance Permit Application Checklist

When a Highway Variance Permit is required for movement, the Over-Dimensional Permit Unit needs the following information before a permit can be issued. Call 503-373-0000 when you are ready to order your permit. Please see our [Application Guide](#) to prepare your permit order.

Carrier Information				
Company		Address		City, State, Zip
Contact Person		Phone Number		File (ODOT Authority) Number
Vehicle Information (Power Unit)				
Year and Make		Serial or VIN Number		Base License Plate and State
		Unit Number		
Load Information				
Description Of Load		Length Of Load	Width Of Load	Front Overhang
Loaded Height While in Transit		Overall Length (Including Load)	Length Of Hauling Equipment	Length Of Semitrailer
Route Information		Weight Information		
Point Of Origin		Required only when requesting weights from Permit Tables 3, 4 or 5		
Destination		Axle Spacing		Loaded Weight Per Axle, Tandem Axle or Tridem
Requested Route		1-2		
		2-3		
		3-4		
		4-5		
		5-6		
		6-7		
		7-8		
		8-9		



**Note:** Measurements for weight are from center of axle to center of axle.

## CCD Compliance

- Federal Regulations and Oregon law do not allow any weight tolerance.
- Citations can be issued for any weight violation.
- Legalization may be required before allowing the load to proceed.
- Weight violation base fines are calculated by multiplying the per-pound penalty (as established by Oregon law) by the total number of pounds overweight.

Roadside Enforcement has Motor Carrier Enforcement Officers dedicated to giving educational presentations at a carrier's location. Contact one of our six [Regional Ports of Entry](#) for presentation requests.

## Scale Protocol

Many agencies, including Oregon State Police and sheriffs enforce size and weight laws at state or county scales.

Tips for fewer delays at scales:

- Some locations have High-Speed Weigh-In-Motion sensors in highway pavement.
- Trucks participating in the Green Light Program and weighing legal are directed to bypass scale.  
**Exception:** Vehicles operating with a Highway Variance Permit for a Non-Divisible Load must enter an open scale. For more information about the Greenlight Program call 503-378-6054.
- Trucks missing sensors or not in right-hand lane are directed to static scale.

Weighing at static scales.

- Watch the traffic control light and message read boards.
- If the light is green, roll across slowly at 3 to 5 miles per hour.
- If the light is red, STOP and wait for further instructions.

## Chain Laws

Oregon does not have a designated time of year requiring the use of chains. Chains are only required to be carried or used when signs requiring them are posted.

Please consult ODOT's [Tripcheck website](#) for Oregon's winter travel road conditions, Oregon's Administrative Rules regarding [chain laws](#) and minimum chain placement requirements.

[OAR 734-017-0012](#) states: "When chains or traction tires are required to be carried and the appropriate signs are posted, chains or traction tires of sufficient size and number to comply with Division 17 rules must be in or on the vehicle."

## Questions?

If you have questions, please call before you move your freight. We want to help!

# Roadside Safety

## Overview

Every motor carrier and driver in Oregon shares the duty to use our roads and highways responsibly. Every vehicle must be driven and maintained to ensure the safety of all highway users.

The contents of this packet provide motor carriers with basic knowledge of:

- Federal Motor Carrier Safety Regulations (FMCSR) listed below.
  - Parts 40/382-Controlled Substances and Alcohol Use and Testing.
  - Part 383/ORS 807/809-Commercial Driver's License Standards.
  - Part 387/OAR 740-Minimum Levels of Financial Responsibility.
  - Part 390/OAR 740-General Motor Carrier Safety Regulations.
  - Parts 380/391/OAR 740-Qualifications of Drivers; Long Combination Vehicle Requirements; Entry-Level Driver Requirements.
  - Part 392-Driving of Commercial Motor Vehicles/USDOT Registration Required.
  - Part 393-Parts and Accessories Necessary for Safe Operation (includes Cargo Securement).
  - Part 395/OAR 740-Hours of Service of Drivers.
  - Part 396-Inspection, Repair, and Maintenance.
  - Oregon's Green Light Preclearance System.
- Oregon Revised Statutes (ORS).
- Oregon Administrative Rules (OAR) related to highway safety.

These contents are only a guide. They are not to be used for legal interpretations. It is the responsibility of motor carriers and drivers to become familiar with the regulations.

See the CCD [Truck Safety web page](#) for information regarding Oregon safety regulations and many motor carrier forms that can be downloaded.

See the [FMCSA Regulations web page](#) for information provided by the United States Department of Transportation and Federal Motor Carrier Safety Administration.

## Parts 40 and 382 — Controlled Substances and Alcohol Use and Testing

### **Applicability [382.103](#)**

Drivers required to have a commercial driver's license (CDL) under [Part 383](#) are subject to the controlled substances and alcohol testing rules.

This requirement includes the following interstate and intrastate truck and bus operations:

- For-hire and private companies.
- Federal, State, local and tribal governments.
- Church and civic organizations.
- Farmers and custom harvesters.
- Commercial driver staffing agencies.

Exemptions:

- Drivers exempt from commercial driver's license requirements by their issuing state.
- Most farmers. See section on [Farm Vehicle Drivers — CDL](#).
- Active-duty military personnel.



## Definitions

### Refusal to Submit to a Test — [40.191](#) / [40.261](#) / [382.107](#)

“Refusal to submit” means that a driver:

- Fails to appear for a test (except a pre-employment test) within a reasonable time.
- Fails to remain at the testing site until the test is completed.
- Fails to provide a sufficient amount of urine for a drug test or breathe specimen for an alcohol test when there is no medical explanation for the failure.
- Fails or declines to take a second test when required.
- Fails to undergo a medical evaluation as part of a verification process.
- Fails to cooperate with any part of the testing process.
- Provides a urine sample determined to be adulterated or substituted.

### Safety-Sensitive Function — [382.107](#)

“Safety-sensitive function” means all time from the time a driver begins to work or is ready to work until the time the driver is relieved from work and all responsibility for work. Safety-sensitive functions shall include all time:

- At a plant, terminal, facility or other property of a motor carrier or shipper.
- Waiting to be dispatched unless the driver has been relieved from duty by the motor carrier.
- Inspecting, servicing, or getting assistance for a CMV.
- Driving a CMV.
- In or upon any CMV except time spent resting in a sleeper berth.

Performing loading or unloading (or any other functions related to loading or unloading) of a CMV including supervising, attending the CMV or taking care of shipping documents.

## Types of Alcohol and Controlled Substances Tests

### Pre-Employment [382.301](#)

No employer shall allow a driver, who the employer intends to hire or use, to perform a safety-sensitive function until the driver has received a negative controlled substances test result.

### Post-Accident [382.303](#)

If a driver is involved in an accident resulting in a fatality or is cited for a moving traffic violation in connection with an injury or tow-away accident, the employer shall require the driver to submit (as soon as practicable) to controlled substances and alcohol testing. If the driver is not tested for alcohol within two hours of the accident, the employer is required to continue attempting to test, but prepare a report explaining the reasons why the test was not promptly administered. If an alcohol test has not been administered within eight hours or a controlled substances test within 32 hours of the accident, the employer shall cease all attempts to test and prepare a report describing the reasons why the test was not promptly administered.

### Random [382.305](#)

Companies are to randomly test a number of drivers equal to 10 percent of the average number of driver positions per year for alcohol testing and 50 percent for controlled substances. All testing is to be unannounced and reasonably spread throughout the calendar year. All drivers must be scientifically selected for testing and have an equal chance of being selected. A driver shall only be tested for alcohol immediately prior to, during, or immediately after performing a safety-sensitive function.

### Reasonable Suspicion [382.307](#)

A driver is required to submit to an alcohol and/or controlled substances test when a properly trained company official or supervisor has observed and documented the driver’s behavior that may indicate alcohol or controlled substance abuse. The company official or supervisor must have received two

hours of training on abuse recognition, as prescribed by 382.603, prior to requiring a reasonable suspicion test.

### **Return-to-Duty / Follow-up** [40.305](#) / [40.307](#)

Return-to-duty and follow-up tests are conducted when a driver, who has violated the prohibited controlled substances or alcohol conduct standards, returns to performing safety-sensitive functions. See Prohibitions.

### **Prohibitions Subpart B Prohibitions** — [382.201](#) to 382.215

The following are identified as Subpart B Prohibitions:

- Performing a safety-sensitive function while having an alcohol concentration of 0.04 or greater.
- Using alcohol while performing a safety-sensitive function.
- Performing a safety-sensitive function within four hours after using alcohol.
- Using alcohol within eight hours following an accident before taking a DOT-required post-accident alcohol test.
- Refusing to take a DOT-required alcohol or controlled substances test.
- Using controlled substances while performing a safety-sensitive function.
- Performing a safety-sensitive function after testing positive or adulterating or substituting a test specimen for controlled substances.

A driver who has violated a Subpart B prohibition cannot perform any safety-sensitive duties until that driver has completed a Substance Abuse Professional (SAP) evaluation, referral and education/treatment process. The first step in this process is a SAP evaluation.

### **Evaluation and Testing**

#### **SAP Evaluation** [382.503](#) / [40.281](#) - 40.313

The Substance Abuse Professional conducts face-to-face evaluations of the driver to determine what education and/or treatment program is required.

#### **Return-to-Duty Test** [382.309](#) / [40.305](#)

Upon completion of the education and/or treatment program prescribed by the SAP, the driver must receive a negative test result on a return-to-duty test for controlled substances and/or alcohol before returning to safety-sensitive duties.

#### **Follow-up Testing** [382.311](#) / [40.307](#) / [40.309](#)

The driver must take at least six unannounced follow-up tests for controlled substances and/or alcohol in the first 12 months of safety-sensitive duties, above and beyond any random testing requirements. The SAP may prescribe more follow-up tests during the first 12 months and/or subsequent to that.

#### **Other alcohol-related conduct** [382.505](#)

A driver found to have an alcohol concentration between 0.02 and 0.04 shall not perform safety-sensitive functions for at least 24 hours.

### **FMCSA Clearinghouse**

Conduct pre-employment and annual queries to the Clearinghouse for drug and alcohol test information on CDL drivers, with drivers' written consent. Report certain drug / alcohol violations, negative return-to-duty tests, and completion of follow-up testing to the Clearinghouse. Motor carriers must register to run required queries and report required information. Find out your full responsibilities and requirements, as prescribed by [382.701](#) through 382.727, by visiting the [FMCSA Drug and Alcohol Clearinghouse website](#) <https://clearinghouse.fmcsa.dot.gov>.

## DMV Positive Drug Tests

Records of positive drug tests may be obtained from the Oregon DMV with drivers' written consent. To order drug test results, visit the [DMV website](http://www.oregon.gov/ODOT/DMV/pages/records/mc_cdl). [www.oregon.gov/ODOT/DMV/pages/records/mc\\_cdl](http://www.oregon.gov/ODOT/DMV/pages/records/mc_cdl).

## Record Retention

### Retention of Records [382.401](#)

An employer shall maintain all records related to the controlled substances and alcohol program in a secure location with limited access, made available within two business days to any authorized government personnel. The records shall be kept on file based on the following retention periods.

#### Five Years:

- All records related to any violations of the controlled substances or alcohol standards described in Subpart B such as positive test results and SAP evaluations.
- Records related to the administration of the program.

**Two Years** — Records related to the collection process.

**One Year** — Negative and canceled test results.

**Indefinite Period** — Training records.

## Company Policy

### Requirements [382.601](#)

Every motor carrier shall provide each driver with educational materials on controlled substances and alcohol that include but are not limited to:

- Which drivers are subject to the requirements and who is responsible for providing information.
- What behavior is prohibited and what constitutes a refusal to test.
- The circumstances and time period under which a driver will be tested and the procedures involved that constitutes a safety-sensitive function.
- The consequences for drivers who violate the testing requirements.
- Information concerning the effects of alcohol misuse and controlled substances abuse on health, work and personal life. \*
- The signs and symptoms of alcohol or controlled substances problems.

\* Also see Driver Wellness training in [Parts 380.500 to 380.513](#).

## Part 383 / ORS 807 and 809 — Commercial Driver's License (CDL) Standards

### Part 383

The licensing provisions in [Part 383](#) are intended to help reduce accidents by setting standards that:

- Require commercial drivers to be properly qualified and to hold a single valid operator's license.
- Disqualify drivers who do not operate Commercial Motor Vehicles safely.

## Definitions

### Commercial Motor Vehicle (CMV)

A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property. Motor vehicle groups are:

- Combination Vehicle (Group A) — Gross combination weight rating (GCWR) or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a GVWR or gross vehicle weight of more than 10,000 pounds, whichever is greater.

- Heavy Straight Vehicle (Group B) — GVWR or gross vehicle weight of 26,001 pounds or more, whichever is greater. May tow a trailer up to 10,000 pounds.
- Small Vehicle (Group C) — GCWR, GVWR or actual weight up to 26,000 pounds, designed to transport 16 passengers or more including the driver.
- Small Vehicle (Group C) — GCWR, GVWR or actual weight up to 26,000 pounds and is used to transport Hazardous materials requiring placarding.

**Note:** The above definition of CMV pertains to Part 383 (Commercial Driver’s License), [Part 380](#) (Entry-Level Driver Training) and [Part 382](#) (Controlled Substances and Alcohol Testing) only.

### **Gross Combination Weight Rating (GCWR) [Part 383.5](#)**

Gross combination weight rating (GCWR) is the greater of a value specified by the manufacturer of the power unit, if such value is displayed on the FMVSS certification label or the sum of the gross vehicle weight ratings (GVWRs) or the gross vehicle weights (GVWs) of the power unit and the towed unit(s), or any combination thereof, that produces the highest value.

**Exception:** The GCWR of the power unit will not be used to define a commercial motor vehicle when the power unit is not towing another vehicle.

### **Gross Vehicle Weight Rating (GVWR) Part 383.5**

Gross vehicle weight rating (GVWR) is the value specified by the manufacturer as the loaded weight of a single vehicle. Registering the vehicle through the DMV at a lower GVWR does not change the GVWR from the manufacture. Enforcement always uses GVWR from the manufacture or actual weight of the vehicle.

## **Commercial Driver’s License (CDL) Classes, Endorsements and Restrictions**

### **CDL Classes 383.5 / [383.91](#) / [ORS 807.031](#)**

Three classes of CDL are:

**Class A** — Allows the driver to operate Group A, B and C vehicles.

**Class B** — Allows drivers to operate Group B and Group C vehicles.

**Class C** — Allows drivers to operate Group C vehicles.

### **Motor Vehicle Groups**

**Combination Vehicle (Group A)** — Gross combination weight rating (GCWR) or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a GVWR or gross vehicle weight of more than 10,000 pounds, whichever is greater.

**Heavy Straight Vehicle (Group B)** — GVWR or gross vehicle weight of 26,001 pounds or more, whichever is greater. May tow a trailer up to 10,000 pounds.

**Small Vehicle (Group C)** — GCWR, GVWR or actual weight up to 26,000 pounds, designed to transport 16 passengers or more including the driver.

**Small Vehicle (Group C)** — GCWR, GVWR or actual weight up to 26,000 pounds and is used to transport Hazardous materials requiring placarding.

### **Endorsements [383.93](#) / [ORS 807.035](#)**

Drivers who operate specialized commercial motor vehicles must pass additional CDL tests to get the following endorsements:

**T — Double/triple trailers**

**P — Passenger**

**N — Tank vehicle**

## **H — Hazardous materials**

## **X — Combination of tank vehicle and hazardous materials**

## **S — School Bus**

### **Tank Vehicle [383.5](#)**

A “tank vehicle” is any CMV designed to transport any liquid or gaseous materials within a tank or tanks having an individual rated capacity of more than 119 gallons and an aggregate rated capacity of 1,000 gallons or more that is permanently or temporarily attached to the vehicle or the chassis. A CMV transporting an empty storage container tank, not designed for transportation, with a rated capacity of 1,000 gallons or more that is temporarily attached to a flatbed trailer is not considered a tank vehicle.

### **Full Air Brake**

If an applicant performs the skills test in a vehicle equipped with air over hydraulic brakes, the State must indicate on the CDL, if issued, that the person is restricted from operating a CMV equipped with any braking system operating fully on the air brake principle.

For the purposes of the skills test and the restriction, air over hydraulic brakes includes any braking system operating partially on the air brake and partially on the hydraulic brake principle.

### **Manual Transmission**

If an applicant performs the skills test in a vehicle equipped with an Automatic transmission, the State must indicate on the CDL, if issued, that the person is restricted from operating a CMV equipped with a manual transmission.

### **Tractor Trailer**

If an applicant performs the skills test in a combination vehicle for a Group A CDL with the power unit and towed unit connected with a pintle hook or other non-fifth wheel connection, the State must indicate on the CDL, if issued, that the person is restricted from operating a tractor-trailer combination connected by a fifth wheel that requires a Group A CDL.

### **Farm Vehicle Driver – CDL [383.3\(h\)](#)**

See [Part 390.39](#) Exemptions for “covered farm vehicles”. Drivers of “covered farm vehicles” are exempt from CDL requirements if:

- The driver operates anywhere within the state the vehicle is registered.
- The driver operates outside the state where the vehicle is registered and stays within 150 air-miles of the farm or ranch.

See [Part 390.5](#) definition of a “covered farm vehicles”. “Covered Farm Vehicle” means a straight truck or articulated vehicle that:

- Is operated in interstate or intrastate commerce; and
- Is operated by a farm or ranch owner, or employee or family member of the farm or ranch owner; and
- Transports agricultural commodities, livestock, or machinery or supplies to or from a farm or ranch; and
- Is equipped with a license plate or designator, issued by the state of registration, for identification as a farm vehicle; and
- Does NOT transport hazardous materials requiring placards.

### **Hazardous Materials [383.141](#) / [OAR 735-063-0290](#)**

To obtain or renew a hazardous materials endorsement, individuals must pass a Transportation Security Administration security screening process. Visit the [DMV website](#) for more information

## **Air Brake Restriction** [383.95](#)

If an individual fails the air brake section of the knowledge test or performs the skills test in a vehicle not equipped with air brakes, the CDL will specify the license holder may not operate a CMV equipped with air brakes.

**Note:** For the purposes of the skills test and the license restriction, air brakes include any braking system that operates fully or partially on the air brake principal.

## **Oregon Farm Endorsements** [ORS 807.035](#)

A farmer who operates a commercial motor vehicle that does not fall under the definition of “covered farm vehicle” in intrastate commerce is not required to hold a CDL if the CMV is:

- Controlled or operated by the farmer.
- Used to transport agricultural products, farm machinery or farm supplies to or from the farm.
- Not used in for-hire operations.
- Operated within 150 miles of the farm.
- Not used in triple-trailer combinations.

A farmer may get one of the following license endorsements:

- Class A Farm Endorsement (shown as a Y on the license) — Allows the driver to operate same vehicles as a Class A CDL.
- Class B Farm Endorsement (shown as a Z on the license) — Allows the driver to operate same vehicles as a Class B CDL.

A farmer with a farm endorsement may transport the following without having an additional endorsement:

- Double trailers.
- Tank vehicle.
- Hazardous materials if placarded in accordance with applicable laws.

## **Oregon Classes and Exemptions** [ORS 807](#)

The CDL is a state-issued license. Check with the appropriate state officials regarding particular license classes and specific exemptions. For other classes and exemptions for Oregon drivers, see [ORS 807.020](#) through [807.036](#).

## **Convictions, Suspensions and Disqualification**

### **Employer Responsibility** [383.37](#) / [383.51](#) / [391.15](#)

No employer shall knowingly allow or require the operation of a CMV by a driver:

- Whose license is suspended, revoked or cancelled.
- Who has been disqualified to drive a CMV.

### **Driver Responsibility: Notification of Convictions** [383.31](#)

When a driver who holds a CDL (operating in any vehicle or in any State) is convicted of violating a law relating to motor vehicle traffic control (other than a parking violation), that driver must:

- Notify his/her employer and the State from which his/her CDL is issued of the violation(s) within 30 days of the conviction.
- Submit the notification in writing and include the following information.
  - Driver’s full name.
  - Driver’s license number.
  - Date of conviction.



- Details about the offense including any resulting suspension, revocation or cancellation of driving privileges.
- Indication of whether the violation happened in a CMV.
- Location of offense.
- Driver's signature.

### **Driver Responsibility: Notification of Suspensions [383.33](#) / 391.15**

A driver must notify his/her employer before the end of the business day following the day the driver receives notice of suspension, revocation, cancellation, loss of privilege or disqualification from any state or jurisdiction.

### **Commercial Driver's License Information System (CDLIS)**

The CDLIS enables States to exchange information about the driving records and driver's licenses of CMV drivers. This helps ensure that:

- Only one license is issued to a driver.
- Drivers currently disqualified are prevented from getting a CDL.

### **Disqualification Tables 1 through 4**

#### **Table 1:**

**Major Offenses** (defined in [383.51](#) / [391.15](#)) include:

- Driving any vehicle while under the influence of alcohol or controlled substances.
- Having an alcohol concentration of 0.04 or greater while operating a CMV.
- Refusing to take an alcohol test as required by a state or jurisdiction under its implied consent laws defined in [383.72](#).
- Transportation, possession or unlawful use of controlled substances while on duty.
- Leaving the scene of an accident while operating any vehicle.
- Using any vehicle to commit a felony.
- Driving a CMV while suspended when the suspension was the result of a CMV violation.
- Causing a fatality through negligent operation of a CMV.

**Penalties** (defined in [383.51](#) / [391.15](#) / [ORS 809.530](#)) include:

- First conviction — One year disqualification.
- First conviction while transporting hazardous materials — Three year disqualification.
- Subsequent convictions — Lifetime disqualification.
- Lifetime disqualification and not eligible for reinstatement — For a driver convicted of a felony for using any vehicle for manufacturing, distributing or dispensing controlled substances.

#### **Table 2:**

**Serious Traffic Violations** (defined in [383.51](#)) include:

- Speeding 15 mph or more above the posted speed limit in any vehicle.
- Reckless driving, improper or erratic lane changes or following too closely in any vehicle.
- Traffic offenses linked to fatalities in any vehicle.
- Driving a CMV without the proper class of CDL and/or endorsements.
- Driving a CMV without a CDL in possession.

**Penalties** (defined in [383.51](#) / [ORS 809.530](#)) include:

- Second conviction within three years — 60 day disqualification.
- Third or subsequent conviction within three years — 120 day disqualification.

**Table 3:**

**Railroad Crossing Violations** while operating a CMV \* include failure to:

- Slow down or stop at or before a railroad crossing when required.
- Drive completely through a crossing when required.
- Negotiate a crossing because of insufficient undercarriage clearance.
- \* See Parts 383.51, [392.10](#) and [392.11](#).

**Penalties** (defined in [383.51](#) / [383.53](#)) include:

- First conviction — 60 day disqualification.
- Second conviction within three years — 120 day disqualification.
- Third or subsequent conviction within three years — One year disqualification.
- An employer who knowingly allows or requires a driver to commit a railroad crossing violation may be subject to a civil penalty of \$10,000.

**Table 4:****Violations of Out-of-Service Orders**

During a CVSA inspection, a driver and/or CMV can be placed out-of- service for certain safety-related deficiencies or defects. The driver is in violation of the out-of-service order (defined in 383.51 / [391.15](#) / [ORS 809.530](#)) if the driver operates the CMV before allowed to do so.

**Penalties** (defined in 383.51 / 383.53 / 391.15 / ORS 809.530) include:

- First conviction — 90 day to one year disqualification.
- Second conviction within ten years — One to five year disqualification.
- Third or subsequent conviction within ten years — Three to five year disqualification.

**Penalties** for Hazardous Materials / Passengers Motor Carriers:

- First conviction — 180 day to two year disqualification.
- Second or subsequent conviction within ten years — Three to five year disqualification.

**Note:** A driver who operates a CMV in violation of an out-of-service order shall also be subject to a civil penalty of \$1,100 to \$2,750.

**Note:** An employer who knowingly allows or requires a driver to violate an out-of-service order shall be subject to a civil penalty of \$2,750 to \$11,000.

## Part 387 / OAR 740 — Minimum Levels of Financial Responsibility

### Definitions Part [387.5](#)

Financial responsibility means having insurance policies or surety bonds sufficient to satisfy the minimum public liability requirements.

Public liability means liability for bodily injury, property damage, and environmental restoration.

### Requirements for Financial Responsibility [Part 387](#) / [OAR 740](#)

All motor carriers must have at least the minimum amount of public liability insurance required by law. The amount of insurance and the required insurance forms are prescribed in both Part 387 and the Oregon Administrative Rules.

### OAR 740: Level and Proof of Liability Insurance

The OAR 740 requires each motor carrier operating one or more vehicles over 26,000 pounds intrastate in Oregon to maintain at least \$750,000 of public liability insurance. A current Form “E”, issued by an insurer, must be on file with the Oregon Department of Transportation (ODOT) to prove the motor carrier meets this requirement ([740-040-0010](#) and [0020](#)).



## Part 387: Levels and Proof of Liability Insurance

Part 387 requires certain motor carriers to maintain minimum levels of public liability insurance as shown in the table below ([387.9](#), [387.33](#)).

Classification		Minimum Applicability	Minimum Liability
Non-HazMat	Interstate For-Hire	10,000 pounds GVWR	\$750,000
Hazardous Materials	Explosives (1.1, 1.2, 1.3)	None	\$5,000,000
	Poison-Inhalation, Hazard Zone A (2.3, 6.1)		
	Radioactive Materials, HRCQ (Class 7)		
	Hazardous Substances	In bulk*	
	Compressed Gas (2.1, 2.2)		
	Intrastate in bulk* or Interstate	10,000 pounds GVWR	\$1,000,000
Passenger	Interstate for-hire	7-15 Passenger	\$1,500,000
		16 Passenger	\$5,000,000

\* In bulk — Over 3,500 water gallons.

Proof of the minimum level of insurance shall:

- Be kept at the company's principal place of business ([387.7](#), [387.31](#)).
- Consist of one of the following:
  - [Form MCS 90 / MCS-90B](#) for passenger carriers — Insurance endorsement issued by an insurer.
  - [Form MCS-82 / MCS-82B](#) for passenger carriers — Surety bond issued by a surety.
  - Written authorization of the I.C.C. authorizing carrier to self-insure.

## Part 390 / OAR 740 - General Federal Motor Carrier Safety Regulations

### General Applicability [Part 390.3](#)

The Federal Motor Carrier Safety Regulations (FMCSR) apply to all employers, employees, and commercial motor vehicles transporting property or passengers in interstate or intrastate commerce.

### Exceptions to General Applicability

- School bus operations directly related to school functions.
- Transportation performed by governmental agencies. Fire and rescue vehicles used during emergencies. Hearses and ambulance services. \*
- Certain intrastate farm operations. See [ORS 825.024](#).
- Noncommercial transportation.

\* See also emergency exception under Parts [390.5](#) (Definitions: Direct Assistance, Emergency, Emergency Relief), [390.23](#) and [390.25](#).

### Farm Vehicle Drivers [390.39](#)

Drivers of covered farm vehicles are exempt from FMCSR Parts [382](#) — Drug and Alcohol Testing, [383](#) — CDL, [391](#) — Subpart E Physical Qualifications and Examinations, [395](#) — Hours of Service, and [396](#) — Inspection Repair and Maintenance requirements if the vehicle has a:

- GVW/GVWR of 26,001 pounds or less.

- GVW/GVWR greater than 26,001 pounds when the driver operates:
  - Anywhere in the United States.
  - Anywhere within the state the vehicle is registered.
  - Outside the state where the vehicle is registered and stays within 150 air-miles of the home farm or ranch.

“Covered Farm Vehicle” means a vehicle that:

- Is operated in interstate or intrastate commerce.
- Is operated by a farm or ranch owner, employee or family member of the farm or ranch owner.
- Transports agricultural commodities, livestock, or machinery or supplies to or from a farm or ranch.
- Is equipped with a license plate or designator issued by the state of registration for identification as a farm vehicle.
- Does NOT transport hazardous materials requiring placards.

## Definitions

### **Commercial Motor Vehicle (CMV)** [Parts 390 through 397](#)

A CMV is any self-propelled or towed motor vehicle used on a highway in commerce to transport passengers or property when the vehicle:

- Has a gross vehicle weight rating, gross combination weight rating or actual weight of 10,001 pounds or more.
- Is designed or used to transport more than 8 passengers, including the driver, for compensation.
- Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passenger for compensation.
- Is used to transport hazardous materials requiring placarding.

### **Gross Combination Weight Rating (GCWR)** [Part 390.5](#)

Gross combination weight rating is the greater of:

- A value specified by the manufacturer of the power unit if such value is displayed on the FMVSS certification label.
- The sum of the gross vehicle weight ratings (GVWRs) or the gross vehicle weights (GVWs) of the power unit and the towed unit(s), or any combination thereof that produces the highest value.
- **Exception:** The GCWR of the power unit will not be used to define a commercial motor vehicle when the power unit is not towing another vehicle.

### **Gross Vehicle Weight Rating (GVWR)** Part 390.5

Gross vehicle weight rating is the value specified by the manufacturer as the loaded weight of a single motor vehicle.

### **Interstate Commerce** Part 390.5

“Interstate Commerce” is trade, traffic or transportation in the United States:

- Between a place in a State and a place outside of such State (including a place outside of the United States).
- Between two places in a State through another State or a place outside of the United States.
- Between two places in a State as part of trade, traffic, transportation originating or terminating outside the State or the United States.

## **Driveaway-Towaway Operation** Part 390.5

“Driveaway-towaway operation” means transporting an unladen vehicle with at least one set of wheels on the ground:

- Between a manufacturer, dealership, purchaser or repair shop.
- By means of a saddle-mount or tow-bar.

## **Accident Register and Reporting**

### **Accident** 390.5 / [OAR 740-100-0020](#)

An accident is an occurrence involving a commercial motor vehicle operating on a highway in interstate or intrastate commerce that results in at least one of the following:

- A fatality.
- Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident.
- Disabling damage to one or more motor vehicles requiring the vehicle(s) to be towed or otherwise transported from the scene by a tow truck or other vehicle.

### **Accident Register** [390.15](#)

Motor carriers must maintain an accident register for three years after the date of each accident. Information in the accident register must include:

Date and place of accident.

Driver's name.

Number of injuries and fatalities.

Hazardous materials (other than fuel) released, if any.

Copies of all accident reports required by governmental entities or insurers.

### **Accident Reporting** [OAR 740-100-0020](#)

Accidents occurring in Oregon must be reported to ODOT within 30 days. However, fatal accidents occurring in Oregon must be reported to ODOT as soon as possible (next business day).

Report accidents by:

- Using [DMV Form 735-0032](#).
- Visiting our [Oregon Trucking Online](#) website.
- Faxing a report to 503-986-3592.

**Note:** Visit the DMV website for [accident reporting requirements](#).

## **Vehicle Identification**

### **Marking of CMVs** [390.21](#) / [OAR 740-100-0010\(2\)\(c\)](#)

Every self-propelled CMV operated by a motor carrier must be marked on both sides with the motor carrier's:

- Legal name or a single trade name as listed on the motor carrier identification report.
- USDOT number.

#### **Notes:**

- External identification is not required on vehicles 26,000 pounds or less GCWR and operated in private intrastate carriage, except when transporting placarded hazardous materials or over 15 passengers.

- The motor carrier is still required to have a USDOT number if operating CMV's as defined in [Part 390.5](#). [Get a USDOT number](#) on the FMCSA website.

## Parts 380 and 391 / OAR 740 — Qualification of Drivers; Long Combination Vehicle Requirements; Entry-Level Driver Requirements

Motor carriers must ensure that all drivers of commercial motor vehicles meet the minimum qualifications specified in [Parts 380](#) and [391](#).

### **General Driver Requirements** [391.11](#)

Tools like google translate can be used to assist the driver but should not be relied upon. A driver must meet the following requirements:

- Be in good health and physically able to perform all duties of a driver.
- Be at least 21 years of age for interstate commerce or 18 years of age for intrastate commerce.
- Speak and read English well enough to:
- Converse with the general public.
- Understand highway traffic signs and signals.
- Respond to official questions.
- Be able to make legible entries on reports and records.
- Be able to drive the vehicle safely.
- Know how to safely load and properly block, brace and secure cargo.
- Have only one valid operator's license.

### **Driver Qualification File** [391.51](#)

Every motor carrier must have a qualification file for each driver employed that includes the following information.

### **Application for Employment** [391.21](#), [383.35](#)

The employment application shall include:

- Basic driver information as outlined in [391.21](#).
- Detailed information of all license suspensions.
- A three year history of moving violations, accidents and employers. A 10-year employer history for CDL drivers.
- The driver-applicant signature, certifying the application's accuracy.

### **Inquiry to State Agencies** [391.23](#)

Within 30 days of hire, the motor carrier must get the driver's personal and employment-related driving records for the preceding three years. The inquiry must be made to all states where the driver was licensed.

### **Annual Review of Driving Record** [391.25](#)

At least once every 12 months, the motor carrier must get and review the driver's personal and employment-related driving records.

**Note:** Convictions, accidents and suspensions from a driver's driving record are obtained online through the [Oregon DMV Automated Reporting System](#) (ARS).

### **Annual Driver's Certification of Violations** [391.27](#)

At least once every 12 months, the motor carrier must require each driver to provide a list of all moving violations for the previous 12 months. Drivers who have provided information required by [383.31](#) need not repeat that information in this annual list of violations.

## **Road Test** [391.31](#), [391.33](#)

The driver must successfully complete a road test and be issued a certificate or, provide the motor carrier with a copy of the driver's CDL or previous certificate showing that the driver has already completed a road test.

**Note:** A copy of the CDL alone is not sufficient for any driver required to have a double/triple trailer or tank vehicle endorsement.

## **LCV Driver Certificate** [380.401](#)

The Longer Combination Vehicle (LCV) driver must successfully complete LCV driver training and be issued a Driver-Training Certificate. For more information see LCV Training below.

## **Entry-Level Driver Certificate** [380.509](#), [380.511](#)

The entry-level driver must successfully complete entry-level driver training and be issued a training certificate. For more information see Entry-Level Training below.

## **Medical Examination** [391.41 through 391.49](#)

The driver must pass a physical examination conducted by a licensed health care professional\* at least once every 24 months. The driver is then issued a Medical Examiner's Certificate. A copy of the Medical Certificate may be kept in the Driver Qualification File for 15 days \*\*. Drivers operating under a Medical Variance or Skills Performance Evaluation Certificate (SPE) must have this document in their Driver Qualification File.

CDL Drivers:

- Must submit a copy of the Medical Examiner's Certificate to the State Department of Motor Vehicles (DMV).
- Are not required to carry the Medical Certificate once the Certificate is posted to the driving record.

Non-CDL Drivers:

- Must carry the Medical Certificate while operating a CMV as defined in [Part 390.5](#).

\* The health care professional must be listed on the [National Registry of Certified Medical Examiners](#). A note must be placed in the Driver Qualification File relating to verification of that listing. See the [Federal Motor Carrier Safety Administration website](#) for more information.

\*\* For drivers who hold a CDL - After January 30, 2015, the medical exam certificate will suffice in the Driver Qualification file for up to 15 days from the date the certificate was issued. After 15 days, proof of medical exam certification must be met by getting a copy of the CDLIS motor vehicle record.

## **Physical Requirements** [391.41](#)

A driver is physically qualified to drive if that driver has:

- No loss or major impairment of a foot, leg, hand or arm.
- Been granted a Skill Performance Evaluation Certificate or waiver of physical disqualification under [OAR 740-100-0010\(2\)\(f\)](#) (intrastate operations).
- No clinical diagnosis of diabetes requiring insulin for control.
- No clinical diagnosis of any disqualifying heart disease.
- No clinical diagnosis of high blood pressure likely to interfere with CMV operation.
- No clinical diagnosis of epilepsy.
- 20/40 Vision or better with corrected lenses. Can recognize traffic signal colors.
- Enough hearing to perceive a forced whisper.
- No drug or alcohol abuse problems.
- No other physical or mental disorder likely to interfere with CMV operations.

## **Medical Waivers** [391.49](#) / [OAR 740-100-0010\(2\)\(f\)](#)

A driver unable to pass a physical examination may be eligible for an:

- Interstate SPE Certificate granted by FMCSA. Call 503-399-5775.
- Intrastate waiver of physical disqualification granted by ODOT. Call 503-945-0891.

## **Driver Investigation History File** [391.53](#)

Every motor carrier must have an investigation file for each driver that includes the driver's Safety Performance History. Within 30 days of hire, the motor carrier must contact the previous employers within the past three years to obtain and verify the information listed below. Previous employers are required to release the information. A written record must be kept of all contact results. The file must be considered confidential and only be allowed limited access.

## **Driver Identification / Employment Verification** [391.23](#)

The motor carrier must get general employment data about the driver such as name, date of birth, starting and ending dates and job responsibilities.

## **Accident History** [391.23](#)

The motor carrier must inquire about all accidents the driver was involved in and get all accident information listed in [390.15\(b\)](#).

## **Drug / Alcohol History** [40.25](#), [391.23](#)

The motor carrier must have the driver's written authorization to:

- Make inquiries to the previous three years employers, within 30 days of hiring, whether the driver had any drug/alcohol violations and completed the return to duty process.
- Perform query searches in the Drug and Alcohol Clearinghouse before allowing driving.

The motor carrier must also ask the applicant about all positive pre-employment tests or refusals for motor carriers within the last two years who did not hire the driver.

**Note:** Records of positive drug tests may be obtained from the Oregon DMV with the driver's written permission.

## **Limited Exemptions**

The following specific conditions and types of drivers are exempt from certain requirements of Part 391.

### **Drivers Employed Before January 1, 1971** [391.61](#)

A driver who has been a regular employee of a motor carrier for a continuous period that began before January 1, 1971 is exempt from:

- Application for employment.
- Employment verification.
- Initial inquiry to state agencies.
- Road test.

### **Multiple-Employer Drivers** [391.63](#)

If a motor carrier employs a driver who is employed as a driver by more than one motor carrier, the motor carrier must have:

- Driver's name and social security number.
- License number, state and type of license.
- Medical examiner's certificate.
- Road test or equivalent.
- Controlled substances / alcohol program requirements.

## **Drivers Furnished by Other Motor Carriers [391.65](#)**

A motor carrier using a driver regularly employed by another motor carrier must contact the other motor carrier to get a signed certificate verifying the:

- Driver's name and signature.
- Driver's qualifications.
- Expiration date of the medical examiner's certificate.
- Driver still meets the controlled substances / alcohol program requirements.

## **Private Intrastate Carriers [OAR 740-100-0010\(2\)\(e\)](#)**

A driver who is employed by a private intrastate carrier is exempt from most of Part 391 if the driver operates a CMV that is 26,000 pounds or less GVWR and is not transporting placarded hazardous materials. The driver must still have a valid driver's license and be able to speak English.

## **Longer Combination Vehicle (LCV) Training Requirements**

### **Definition [380.105](#)**

A longer combination vehicle is any combination of a truck-tractor and two or more trailers with a GVW greater than 80,000 pounds.

### **Driver Requirements [380.107](#) / [380.203](#) / [380.205](#)**

A driver must first complete an LCV driver training program to operate an LCV. To qualify for the training program, the driver must have a:

- Class A CDL with a double/triple trailer endorsement.
- Clean driving record for the previous 6 months operating a vehicle combination requiring a Class A CDL.

### **Driver-Training Certificate [380.401](#)**

Each driver who completes the LCV driver training is issued a certificate. A copy of the certificate shall be maintained in the driver's qualification file.

### **Driver-Instructor Requirements [380.301](#) / [380.303](#)**

LCV driver training may only be given by a qualified driver-instructor. The qualifications required are based on whether the driver-instructor is a classroom instructor or skills instructor.

### **LCV Driver- Instructor Qualification File [391.55](#)**

A motor carrier must have a qualification file for each LCV driver-instructor it employs or uses. The file must include:

- Proof of the instructor's qualifications.
- A copy of the instructor's CDL with the appropriate endorsement(s).

**Note:** For further information on the LCV driver training requirements, see [380.101 through 380.401](#).

## **Entry-Level Driver Training Requirements**

### **Definition [380.502](#)**

Entry-level driver is a driver with less than one year of experience driving a CMV with a CDL.

### **Requirements [380.503](#)**

All entry-level drivers subject to the CDL requirements of [Part 383](#) must receive entry-level driver training that must include instructions in the following four areas:

- 1) Driver qualification requirements.
- 2) Hours of service.
- 3) Driver wellness. See company policy requirements under [Part 382.601](#).



4) Whistleblower protection.

### **Training Certificate** [380.509](#) / [380.513](#)

Each driver who completes the entry-level driver training is issued a certificate. A copy of the certificate shall be maintained in the driver's qualification file.

**Note:** For more information on the entry-level driver training requirements see [Parts 380.500 through 380.513](#).

## Part 392 — Driving of Motor Vehicles

### **Illness or Fatigue** [392.3](#)

No driver may drive a CMV when the driver's ability or alertness is impaired by fatigue, illness or any other cause that makes it unsafe to drive the vehicle.

### **Drugs and Other Substances** [392.4](#) / [382.213](#) / [382.215](#)

No driver shall be on duty and possess, use or be under the influence of:

- Any Schedule I drug listed in [FMCSA Part 1308.11](#).
- Amphetamines (including "pep pills" and "bennies").
- Narcotics.
- Any other substance that makes driving unsafe including prescription drugs known to impair ones ability to drive.

### **Alcohol** [392.5](#) / [382.201 through 382.207](#)

A driver is forbidden to:

- Use or be under the influence of alcohol while driving, being on duty or within 4 hours of going on duty.
- Possess an alcoholic beverage while driving or being on duty unless it is a manifested part of the shipment.

### **Railroad Crossings** [392.10](#) / [392.11](#) / [392.12](#)

Drivers of CMVs transporting certain hazardous materials or passengers are required to stop before crossing railroad tracks. Those drivers may not shift gears while crossing the tracks.

All other drivers must:

- Slow down when crossing.
- Ensure that before they drive onto railroad tracks they have enough space to drive completely through the crossing without stopping.

### **Unauthorized Passenger** [392.60](#)

Unless authorized in writing by the motor carrier no driver shall transport any person on any CMV other than a bus. **Even though recommended, the written authorization need not be carried in the vehicle.**

### **Radar Detectors** [392.71](#)

No driver shall use a radar detector or drive a CMV equipped with one.

### **Texting** [392.80](#)

No driver shall engage in texting while driving. \*

### **Cell Phones** [392.82](#)

No driver shall use a hand-held mobile telephone while driving \*



\* For purposes of this section only (texting/cell phones), driving means operating a commercial motor vehicle with the motor running, including while temporarily stationary because of traffic, a traffic control device, or other momentary delays. Driving does not include operating a commercial motor vehicle with or without the motor running when the driver has moved the vehicle to the side of, or off, a highway (as defined in [FMCSA Part 390.5](#)) and halted in a location where the vehicle can safely remain stationary.

### **USDOT Registration [392.9b](#)**

You must register with the US Department of Transportation before operating your CMV as defined in Part 390.5. You must get, and keep active, a USDOT number.

### **Identification Reports [390.19](#)**

To apply for a USDOT number and register with the USDOT apply at the [Federal Motor Carrier Safety Administration website](#).

You must update your USDOT number every two years.

Every CMV must be equipped with certain standard equipment. Other optional equipment or accessories are permitted only if these items do not decrease the operational safety of the vehicle.

**Note:** See the periodic inspection items and standards prescribed in Appendix G to Subchapter B.

## **Part 393 — Break Parts and Accessories Necessary for Safe Operation**

### **Brake Systems [393.40](#) / [393.41](#)**

CMVs must be equipped with the following brake systems which must meet the braking requirements of [FMCSR Part 393](#) and/or [Federal Motor Vehicle Safety Standards \(FMVSS\) Part 571](#) as applicable.

- Service brakes.
- Parking brakes.
- Emergency brakes.

### **Brakes on all Wheels [393.42](#) / [393.48](#)**

Every CMV must be equipped with brakes acting on all wheels. Exceptions are as follows:

- Trucks and truck tractors with three or more axles, manufactured before July 25, 1980, are not required to have steering axle brakes. The vehicle must meet the braking requirements of [Part 393.52](#).
- Vehicles being towed in a driveaway-towaway operation. The combination must meet the requirements of 393.52.
- Any trailer with a gross weight of 3,000 pounds or less provided the trailer weight does not exceed 40 percent of the weight of the power unit.
- Three-axle dollies, steered by a co-driver (tillerman), are not required to have steering axle brakes.

Loaded housemoving dollies, specialized trailers and dollies transporting furnaces, reactors, and similar vehicles, provided the combination does not exceed 20 mph. The combination must be able to stop within 40 feet.

### **Breakaway and Emergency Braking [393.43](#)**

Every power unit and its trailer must be equipped with the following emergency braking systems.

#### **Power Unit**

- Tractor Protection: The power unit must have adequate service brakes to stop the power unit in the event of a trailer breakaway.

- Trailer Emergency Brakes: Each power unit with air brakes must have both a manual and an automatic system for setting the emergency brakes on a trailer with air brakes. \*

### **Trailer**

- Breakaway: Every trailer required to have brakes must be equipped with brakes that apply automatically if the trailer breaks away from the power unit. \*

\* Does not apply to driveaway-towaway operations.

### **Brake Components**

All brake components (including those identified below) must be installed, maintained and protected to prevent damage and ensure proper functioning of the brake systems.

- Brake tubing and hoses — [393.45](#).
- Brake chambers, slack adjusters, linings/pads, drums/rotors — [393.47](#).
- Reservoirs — [393.50](#).

### **Brake Warning Devices and Gauges [393.51](#)**

Buses, trucks and truck-tractors must be equipped with a signal that provides a warning to the driver when a failure occurs in the vehicle's service brake system. This signal requirement covers hydraulic brake systems, air brake systems, vacuum brake systems and hydraulic brakes applied or assisted by air or vacuum.

### **Automatic Brake Adjusters and Adjustment Indicators [393.53](#)**

The following CMVs must be equipped with automatic brake adjusters:

- Hydraulic-braked vehicles manufactured on or after October 20, 1993.
- Air-braked vehicles manufactured on or after October 20, 1994 must also have brake adjustment indicators.

### **Antilock Brake Systems (ABS) [393.55](#)**

Each antilock brake system must include ABS malfunction indicators. The following CMV's must be equipped with antilock brake systems. This does not apply to driveaway-towaway operations.

Truck-tractors manufactured on or after March 1, 1997.

All other vehicles with air brakes manufactured on or after March 1, 1998.

Hydraulic-braked trucks and buses manufactured on or after March 1, 1999.

Each antilock brake system must include ABS malfunction indicators.

### **Coupling Devices**

#### **General Requirements [393.70](#)**

Coupling devices include:

- Fifth wheel assemblies.
- Drawbars / tow-bars and drawbar eyes.
- Pintle hooks.
- Turntables.
- Safety devices.
- Saddle-mounts. See [Part 393.71](#) for driveaway-towaway (saddle-mount) operations.

Coupling devices:

- Properly secured and allow for proper alignment between the towing vehicle and the towed vehicle.

- Free of excessive wear and cracks. No securement bolts or rivets are allowed to be loose or missing.

### **Fifth Wheel Assemblies [393.70\(b\)](#)**

Every fifth wheel assembly must have a locking device to prevent separation or excessive play of the upper and lower halves of the fifth wheel. The locking device shall apply automatically on coupling.

The upper and lower fifth wheel halves must be located to allow for equal weight distribution on the axles of the towed and towing vehicles.

### **Full Trailers [393.70\(c\)](#)**

The tow-bar used to tow a full trailer must have a locking device to prevent separation of the towed and towing vehicles.

The tow-bar eye and pintle hook must not have excessive play nor be repaired by welding.

### **Safety Devices [393.70\(d\)](#)**

Every full trailer and converter dolly must have safety device(s) to prevent separation of the towed and towing vehicles in the event of a tow-bar failure. The safety devices must meet the following requirements:

- Not be attached to the pintle hook or other attachment device.
- Have an ultimate breaking strength equal to the weight of the towed vehicle.
- Prevent the tow-bar from dropping to the ground in case the tow-bar fails or becomes disconnected. The safety device must not have excess slack.

### **Number of Safety Devices**

A hinged/swiveled tow-bar, full trailer or converter dolly must have one of the following:

- Two separate chains/cables running along both sides of the tow-bar.
- A bridle ('Y') system with two attachments at the towed vehicle and one attachment at the towing vehicle. When a single cable is used, a thimble and twin-base cable clamps are used to form the front bridle eye.
- Two pairs of chains/cables. One pair from the towed vehicle to the rear of the tow-bar. The other pair from the towing vehicle to the front of the tow-bar.
  - The chains/cables must extend beyond any bolts, rivets, etc. used to connect structural members of the tow-bar.
  - For an extendible tow-bar, a stop must be used to prevent separation of the movable part of the tow-bar.

A **fixed tow-bar, converter dolly** requires a single chain/cable used down the centerline of the tow-bar. The device may be attached to any location along the tow-bar.

### **Emergency Equipment**

#### **Requirements – Parts [392.8](#) / [393.95](#)**

Commercial Motor Vehicles (CMVs) must carry the following emergency equipment:

- Fire extinguisher.
- Spare fuses.
- Warning devices for stopped vehicles.

## Fire Extinguishers 393.95

Fire extinguishers must be securely mounted and readily accessible. Each extinguisher must have a gauge or other indicator that shows whether the extinguisher is fully charged and a label displaying one of the following Underwriters' Laboratories (UL) ratings:

- One extinguisher – 5 B:C or more.
- Two extinguishers – 4 B:C or more each.
- One extinguisher – 10 B:C or more, if the vehicle is transporting placarded hazardous materials.

**Note:** Does not apply to vehicles towed in driveaway-towaway operations.

## Warning Devices for Stopped Vehicles [392.22](#) / [392.24](#) / [392.25](#) / 393.95

CMVs must be equipped with one of the following types of warning devices:

- Three reflective triangles.
- At least six fuses or three liquid-burning flares.  
**Exception** for vehicles transporting explosives (1.1, 1.2, 1.3), flammable liquid (3) or flammable gas (2.1) in cargo tanks or compressed gas as a fuel.

## Placement of Warning Devices

The three warning devices must be placed as follows except where special rules apply:

- One on the traffic side, ten feet from the vehicle (in the direction of approaching traffic).
- One 100 feet away from the vehicle in the center of the traffic lane or shoulder where the vehicle is stopped (in the direction of approaching traffic).
- One 100 feet away from the vehicle in the center of the traffic lane or shoulder where the vehicle is stopped (in the direction away from approaching traffic.)

## Hazard Warning Flashers 392.22

A CMV stopped upon a highway or shoulder must activate the vehicle's hazard warning flashers immediately. The driver must leave the flashers on until the warning devices are in place. The flashers must again be used while the warning devices are being picked up before the movement of the vehicle.

## Fuel System

### General Requirements [393.65](#)

Each fuel system must meet the following requirements.

- Fuel systems, including fuel tanks and fuel lines, must be properly secured in a workmanlike manner and be free of leaks.
- No part of the system may extend beyond the widest part of the vehicle.
- No part of the fuel system of a bus may be located within or above the passenger compartment.
- See [393.69](#) for propane system requirements.

### Fuel Lines [393.65](#)

Each fuel line(s) must be located so that:

- The lines do not extend more than two inches below the fuel tanks unless enclosed in a protective housing.
- Diesel fuel crossover, return and withdrawal lines which extend below the bottom of the tank must be protected.
- The lines do not extend between a towed vehicle and the towing unit while the combination is in motion.

## **Fuel Tanks** [393.65](#) / [393.67](#)

Fuel tanks must meet the following requirements.

- No part of a fuel tank may be located forward of the front axle of a power unit or extend beyond the widest part of the vehicle.
- Fuel spilled while fueling must not contact the exhaust or electrical system.
- Fill pipe openings must be located outside the passenger compartment and sealed with a tightly fitted cap.
- See 393.69 for natural gas container requirements.

Drains and Bottom Fittings must:

- Not extend more than 3/4 of an inch below the bottom of the fuel tank.
- Be protected against damage from impact.

## **Lights**

### **General Requirements** [393.11](#) / [571.108](#)

FMCSA Part 393.11 and FMVSS Part 571.108 specify the required color, position and types of lamps and reflectors for CMVs. Requirements are in:

- Hazard warning Signals — [393.19](#).
- Clearance Lamps — [393.22](#).
- Turn Signals — 393.22.
- Head Lamps — [393.24](#).
- Stop Lamps — 393.25.
- Driveaway-Towaway Operations — [393.17](#).

### **Must be Operable** [393.9](#)

All required lamps shall be capable of being operated at all times.

### **Lamp Mounting and Visibility** [392.33](#) / [393.9](#) / [392.25](#)

All lamps must be permanently and securely mounted to the vehicle or projecting load. The lamps must be visible under normal conditions.

### **Conspicuity Systems** 393.11 / [393.13](#) / [393.26](#)

Certain vehicles must have retroreflective sheeting or reflex reflectors to make them more visible to other motorists under conditions of reduced visibility.

## **Miscellaneous Parts and Accessories**

### **Cab and Body Components** [393.203](#)

Cab and body components must meet the following requirements:

- Cab doors and door parts shall not be missing or broken. Doors shall not sag or be wired shut or secured in the closed position to prevent opening.
- Bolts or brackets securing the cab or body of the vehicle to the frame shall not be loose, broken or missing.
- Hood must be securely fastened.
- Seats must be securely mounted.
- Front bumper must not be missing, loosely attached or protruding beyond the confines of the vehicle so as to create a hazard.

## **Exhaust Systems** [393.83](#) / [393.84](#)

Exhaust systems must meet the following requirements:

- The exhaust system and discharge must be located where they are not likely to damage the electrical wiring, fuel supply or any combustible part of the vehicle.
- The discharge from the exhaust system must not be located immediately below the fuel tank or the fuel tank filler pipe.
- The exhaust system may not be temporarily repaired with patch or wrap material.
- The exhaust pipe and mufflers must be securely fastened to the vehicle.
- The exhaust system may not leak or discharge at any point forward of or directly below the driver or sleeper compartment. Floors must be substantially constructed and free of holes that allow entrance of fumes and gases.

### **Location of Discharge**

**Trucks and truck tractors** must discharge at a location to the rear of the cab or above and near the rear of the cab.

**Buses (gasoline-powered)** must discharge at or within 6 inches forward of the rearmost part of the bus.

**Buses (other fuels)** must discharge either:

- At or within 15 inches forward of the rearmost part of the bus.
- To the rear of all doors or windows designed to be open not including emergency exits.

## **Frames** [393.201](#)

Frames, cross members and securement devices (bolts, etc.) shall not be cracked, loose, sagging, broken or missing. No holes shall be drilled in the top or bottom rail flanges nor shall any welding be done on the frame or chassis, except as specified by the manufacturer.

## **Rear End Protection** [393.86](#)

Every CMV must be equipped with a rear impact guard, bumper or other device that prevents the under ride of another vehicle. The impact guard must be substantially constructed and attached to the vehicle.

This does not apply to:

- Truck-Tractors — [Part 390.5](#).
- Pole Trailers — 390.5.
- Pulpwood Trailers — [393.5](#).
- Low Chassis Vehicles — 393.5.
- Special Purpose Vehicles — 393.5.
- Wheels Back Vehicles — 393.5.
- Driveaway-Towaway Operations — 390.5.

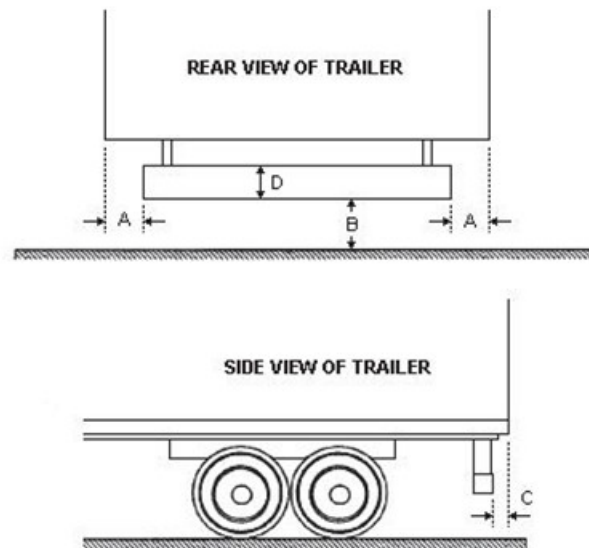
Dimensions and locations required are based on the date the impact guard was manufactured.

Impact Guard Measurements	Code <sup>1</sup>	Manufactured before 1/26/98 <sup>2</sup>	Manufactured on or after 1/26/98 <sup>3</sup>
Width	A	18 inches maximum	4 inches maximum
Height	B	30 inches maximum	22 inches maximum
Rear Surface	C	24 inches maximum	12 inches maximum
Cross-Sectional Vertical Height	D	n/a	3.94 inches minimum

<sup>1</sup> Letters correspond with the measurements labeled in the figures below.

<sup>2</sup> Impact guard required only when the height from the ground to the vehicle chassis is greater than 30 inches when the vehicle is empty.

<sup>3</sup> Impact guard must be labeled under specifications in [393.86\(a\)\(6\)](#) / [FMVSS Part 571.223](#).



### Seat Belts [392.16](#) / [393.93](#) / [ORS 811.210](#) / [ORS 815.055](#)

CMVs must be equipped with seats, seat belt assemblies and seat belt anchorages as specified in [FMVSS Part 571](#). A driver must not drive before correctly restraining him/herself. Seat belts are required for passengers riding in property-carrying vehicles when passengers are sitting in a seat where seat belt assemblies have been installed.

### Sleeper Berths [393.76](#)

Each sleeper berth:

- Must meet minimum dimension requirements.
- Not be installed in or on a trailer and must.
- Be located in or adjacent to the cab.
- Have an exit doorway or opening at least 18 inches high by 36 inches wide and that leads directly into the cab.
- Be equipped with an adequate mattress, bed clothing, and blankets.
- Be properly ventilated and located so as to protect occupants against exhaust heat, fumes, fuel leaks, dust, and rain.

- Have a means provided to prevent ejection of the occupants from the sleeper berth during vehicle deceleration.

### **Steering System [393.209](#)**

Steering systems must be in proper working order as follows:

- Steering wheel must be properly secured, not have any cracked or missing spokes and turn freely in both directions.
- Steering wheel lash (free play) must not exceed certain parameters.
- Steering column must be securely fastened.
- Steering gear box must be securely attached and not cracked. The pitman arm must not be loose on the steering gear output shaft. The yolk-coupling of the steering column must not be loose on the steering gear input shaft.
- Attachments (including ball and socket joints, universal joints, clamps, bolts and nuts) shall not be worn, loose or welded.
- Tie rods and drag links shall not be worn or bent.
- Power steering systems must not have loose or broken parts; Frayed, cracked or slipping belts; Leaks or insufficient fluid in the reservoir.

### **Suspension System [393.207](#)**

Suspension systems must be structurally sound and in proper working order as follows:

- Axles must be in proper alignment and no positioning part shall be cracked, broken, loose or missing.
- Adjustable axles must have locking pins in place.
- Leaf springs must not be cracked, broken, missing nor shifted out of position.
- Coil springs must not be cracked or broken.
- Torsion bars must not be cracked or broken.
- Air suspensions must support the vehicle in a level position and must not leak.

### **Tires [393.75](#)**

Tires used on CMVs must meet specific safety standards. No tire may have any of the following defects:

- Body ply or belt material cut or otherwise exposed through the tread or sidewall.
- Tread or sidewall separation.
- Flat or audible leak.
- Have less than the minimum tread depth on:
  - Front axle of 4/32 inch minimum.
  - Other axles of 2/32 inch minimum.
- Carry a weight greater than the rated capacity for that tire. This includes an underinflated tire.
- Mounted or inflated so that it comes in contact with any part of the vehicle including an adjacent tire.
- Front axle:
  - Re-grooved tires on trucks or truck tractors which have a load- carrying capacity equal to or greater than 4,920 pounds.
  - Mixing bias and radial tires on the same axle.
  - Re-grooved, recapped or retreaded tires on buses.



## **Wheels** [393.205](#)

Wheels must meet the following conditions:

- Wheels, rims and hubs shall not be cracked or broken.
- Stud or bolt holes shall not be elongated (out of round).
- Nuts or bolts shall not be missing or loose.
- Lock or side rings shall not be bent, broken, cracked or improperly seated.

## **Windshields** [393.60](#) / [393.78](#) / [393.79](#)

A vehicle's windshield (including both left and right sides, if split windshield) must be free of discoloration, intersecting cracks and damage greater than 3/4 inch in diameter. Wipers and defroster must be in proper working order.

### **Affected Area**

**Lowest:** Top of the steering wheel.

**Highest:** Two inches below top of the windshield.

**Sides:** One inch from left and right sides of each windshield.

## **Part 393 — Cargo Securement**

### **General Requirement** [393.100](#) / [393.106](#)

The cargo loaded on a CMV must be contained or secured to prevent the load from leaking, blowing, falling from the vehicle or shifting to an extent that would affect the vehicle's stability. Cargo likely to roll must be restrained by chocks, cradles or other devices to prevent rolling.

### **Securement System Standards** [393.104](#) / [393.112](#)

All securement devices and systems (tiedowns, anchor points, walls, stakes, chocks, etc.) must be in good working order, properly secured and free of damage that would adversely affect the cargo securement. Tiedowns must meet certain manufacturing standards. Edge protection (defined in 393.5) must be used wherever a tiedown would be subject to abrasion or cutting.

### **Cargo Inspection** [392.9](#)

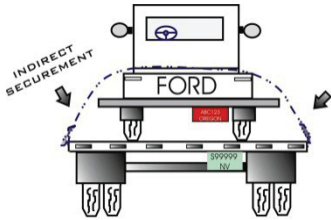
The driver must ensure that the cargo is properly distributed and secured. Accessory equipment (tarps, tailgate, spare tire, etc.) must be secured. The driver must examine and adjust/change the cargo securement as necessary:

- Before driving.
- Within the first 50 miles.
- At the next change of duty status, after 3 hours of driving or after driving 150 miles (whichever occurs first).

### **Working Load Limit** [393.5](#) / [393.102](#) / [393.106](#) / [393.108](#)

Working load limit (WLL) is the maximum load that may be applied to a component of a cargo securement system during normal service. The securement devices must have an Aggregate WLL (defined in 393.5) capable of preventing cargo movement in the forward, rearward, sideways and vertical directions. The WLL of a tiedown is determined by the manufacturer's markings or, if not available, by the WLL tables in 393.108.

## Indirect Securement



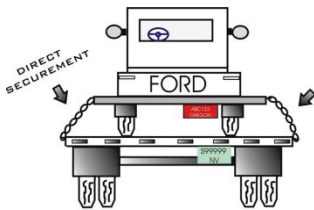
The tie-down goes from an anchor point on the vehicle through, over or around the cargo and attaches to another anchor point on the other side of the vehicle.

The assigned WLL is the entire WLL determined by the manufacturer's marking or by the WLL tables.

## Direct Securement

The tie-down goes from an anchor point on the vehicle:

- To an attachment point on the cargo.
- Through, over or around the cargo and attaches to another anchor point on the same side of the vehicle.



The assigned WLL is **one-half** of the WLL determined by the manufacturer's marking or by the WLL tables.

The assigned **aggregate WLL** of all devices used to secure cargo must be at least one-half times the weight of the cargo.

**Example:** If the cargo weighs 30,000 pounds, the assigned **aggregate WLL** of all devices used to secure the cargo must be at least 15,000 pounds.

## General Provisions [393.110](#)

In addition to meeting WLL requirements, the number of tiedowns required to secure cargo is dependent on the length of the cargo.

If No Front End Structure or Cargo to Prevent Forward Movement:

Length of Cargo	Weight of Cargo	Minimum Number of Tiedowns
5 feet or less	1,100 pounds or less	1
	Over 1,100 pounds	2
Over 5 feet Up to 10 feet	n/a	2
Over 10 feet	n/a	2 tiedowns for first 10 feet plus 1 tiedown for each extra 10 foot length or fraction thereof. Example: 25 feet = 4 tiedowns.

With Front End Structure or Cargo to Prevent Forward Movement:

- One tiedown for each extra 10 foot length or fraction thereof.  
**Example:** 25 feet = 3 tiedowns.
- See [393.114](#) for front end structure requirements.

## Special Purpose Vehicles [393.5](#) / [393.110](#)

The length requirements of 393.110 do not apply to vehicles transporting cargo which must be secured by special methods because of its design, size, shape or weight. However, the cargo must be properly secured.

**Examples:** Crane booms, trusses and boats.

## Commodity-Specific Rules [393.106](#)

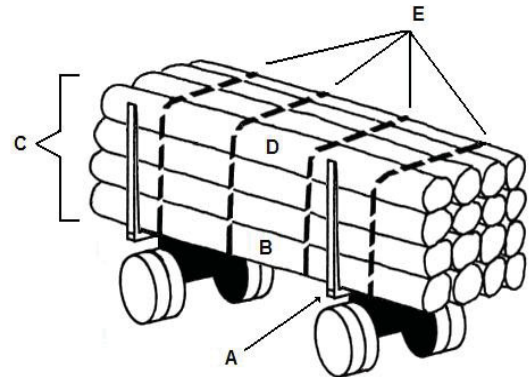
Additional rules apply to certain types of cargo (shown in bold) and take precedence over the general requirements.

- Logs — 393.116.
- Dressed lumber or similar building products — 393.118.
- Metal coils — 393.120 (defined in 393.5).
- Paper rolls — 393.122.
- Concrete pipe – 393.124.
- Intermodal containers — 393.126.
- Automobiles, light trucks, and vans — 393.128.
- Heavy vehicles, equipment, and machinery — 393.130.
- Flattened or crushed vehicles — 393.132.
- Roll-on/roll-off or hook lift containers — 393.134 (defined in 393.5).
- Large boulders — 393.136.
- Baled hay and straw.

### Logs [393.116](#)

"Logs" include round processed wood such as utility poles and peeler cores. The following requirements apply to all log loads with exceptions:

- The logs must be solidly packed and cradled with bunks or stakes (**A**) to prevent rolling.
- The outer bottom logs (**B**) must rest solidly against the bunks or stakes.
- Each outside log (**C**) must have one end touching a bunk or stake and the other end touching, or at least extending beyond, the other bunk or stake.
- The center of each highest outside log (**D**) must be below the top of each bunk or stake.
- The logs must be secured by **two** tiedowns or wrappers with the following exceptions:
  - Log truck / pole trailers: **Two** additional wrappers are required when any logs rise above the bunks.
  - Logs 27 feet or longer: **Four** evenly-spaced wrappers (**E**) are required under [OR OSHA rule OAR 437-007-1010](#).
  - Shortwood loaded lengthwise: Allowed **one** tiedown/wrapper for any middle stack blocked in the front and rear by structures or other shortwood stacks. "Shortwood" includes logs up to 16 feet in length as defined in [Part 393.5](#).
- The aggregate WLL of all tiedowns/wrappers used to secure the logs loaded on a flatbed or frame vehicle (defined in 393.5) must be at least 1/6 times the total weight of the logs.



**Exceptions:** Loads of less than five processed logs and logs that are unitized by banding all the logs together may be secured under the general requirements of [393.100 through 393.114](#). See 393.116 for additional rules for pole trailers and shortwood logs loaded crosswise.

## Dressed Lumber or Similar Building Products [393.118](#)

### Bundles One or Two Tiers High

Bundles must be secured with **tiedowns over the top tier**.

## **Bundles Three or More Tiers High**

Bundles require tiedowns over the top tier plus one of the following:

- Stakes on the vehicle sides to prevent lateral movement.
- Blocking or friction devices between tiers to prevent lateral movement.
- Tiedowns over the middle tier. If more than three tiers, the maximum height of the middle tier that is secured may not exceed six feet above the deck of the vehicle. \*
- Tiedowns over the second tier from the bottom. \*
- Tiedowns over each tier.
- Loaded in a sided vehicle (defined in [Part 393.5](#)) or container of adequate strength. This does not include curtain vans or tautliners.

\*Spacers are allowed under specifications in 393.118(d)(3).

### **Notes:**

- All tiedowns required above must be secured under the general requirements of [393.100 through 393.114](#). At least two tiedowns are required for bundles two or more tiers high and longer than five feet.
- [393.118](#) Does not apply to non-bundles such as glue-laminated beams. Glue-laminated beams must be secured with tiedowns over the top tier under the general requirements of 393.100 through 393.114.

## **Intermodal Containers [393.126](#)**

### **Container Chassis Vehicle (defined in 393.5)**

Each container must be secured to the chassis with securement devices or integral locking devices at all lower corners that cannot come open while the vehicle is in transit.

- The front and rear of the container must be secured independently.
- The securement devices must not allow the container to shift in any direction more than 1/2 inch.

### **Loaded Container on Non-Chassis Vehicle**

All lower corners of the container must rest upon the vehicle. The container must be secured to the vehicle with devices that cannot come open while the vehicle is in transit.

- The front and rear of the container must be secured independently.
- The container must be secured by one of the following:
  - Chains, wire ropes or locking devices fixed to all lower corners.
  - Crossed chains fixed to all upper corners.

### **Empty Container on Non-Chassis Vehicle**

The container need not have all lower corners resting on the vehicle as long as the container:

- Is balanced on the vehicle.
- Does not overhang more than five feet at the front or rear of the vehicle and does not interfere with the vehicle's maneuverability.
- Is secured to prevent shifting in any direction.

## **Heavy Vehicles, Equipment, and Machinery [393.130](#)**

Loads less than 10,000 pounds may be secured according to the general requirements of [393.100 through 393.114](#) or [393.128](#). The following applies to vehicles, equipment and machinery individually weighing 10,000 pounds or more.

- Equipment with crawler tracks or wheels must be secured with at least four tiedowns attached as close as possible to the front and rear of the vehicle. \*

- Accessory equipment (e.g., shovels, buckets) must be lowered and secured to the vehicle or lowered and locked in place to prevent shifting during transport.
- Articulated vehicles must be restrained to prevent articulation while in transit.

\*See the following securement arrangements that are also permitted.



Two individual tiedowns sharing one anchor point on the equipment or one anchor point on the vehicle, as long as the anchor point is strong enough.



A single chain is used as two tiedowns when the chain acts independently on each side of the equipment.

Each side of the tiedown must have two attachment points and one adjustment mechanism.

### Flattened or Crushed Vehicles [393.132](#)

Synthetic webbing is not allowed for securing the vehicles. Exception: Webbing may be used to connect wire rope or chain to anchor points on the CMV as long as it does not come in contact with the flattened or crushed vehicles.

Containment walls/system, if used, must:

- Extend to the full height of the load.
- Block against cargo movement.
- Prevent liquids from leaking and loose vehicle parts from falling from the flattened or crushed vehicles.

There are four options for securement:

Containment Walls	Tiedowns Per Vehicle Stack
All 4 Sides	0
3 Sides — front, rear and one side	2
2 Sides — front and rear	3
None	4

### Baled Hay and Straw [393.102\(c\)](#): FMCSA Memorandum

The following meets or exceeds the performance requirements of the FMCSR. Tiedowns are exempt from the aggregate WLL found in 393.106(d), provided they meet the WLL requirements below.

#### Bale Placement

Loads must be well-balanced and positioned on the vehicle so the load is stable without tiedowns.

#### Small Bales — See diagram 1 below.

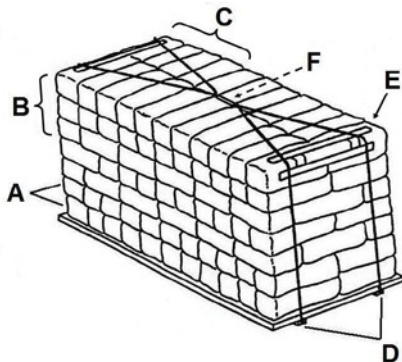
- Sides of load: Outside bales must not be placed in the same direction in more than two successive tiers (A) except one bale above and below a tier up to three tiers in succession (B).
- Bales in the top tier must be loaded crosswise to the vehicle (C).
- No bale must be loaded vertically.

## Big Bales

- Sides of load: Outside bales must not be placed in the same direction in more than three successive tiers.
- Load projection: Bales may extend over the truck cab provided they are supported, interlocked with other bales, and do not obstruct the driver's view. No bales may extend:
  - Beyond the vehicle bed between a truck and trailer or semi-trailer and trailer.
  - More than one-third the bale length beyond the rear of the bed surface on a single vehicle or the last vehicle in a combination of vehicles.

## Longitudinal Tiedowns

The load must be unitized with two longitudinal tiedowns, each having a minimum WLL of 2,100 pounds and secured with a tightening device (F) (I). The tiedowns must be applied over V-boards (E), or big bales may use the alternate method below.

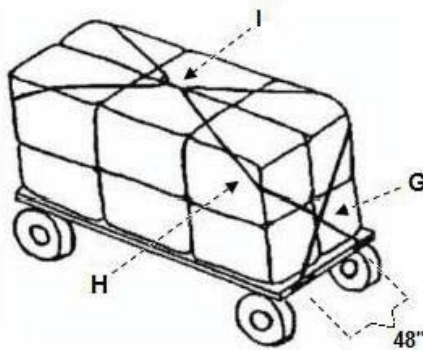


**Diagram 1**

### V-Boards (big or small bales):

Two tiedowns must be:

- Anchored at the front and rear near the corners (D).
- Extended over the top.
- And, crossed or connected with a tightening device at the center (F).



**Diagram 2**

### Alternate Securement (big bales)

Two tiedowns must be:

- Anchored at the front and rear of the load at least 48 inches apart.
- Crossed at the front and rear (G).
- Passed to the outside around the upper corners of the load (H).
- And, connected with a tightening device at the top center (I).

## Lateral Tiedowns

Each tiedown must have a minimum WLL of 4,000 pounds. Multiple tiedowns may be substituted, provided each has a minimum WLL of 625 pounds with a combined WLL of 4,000 pounds or more. Tiedowns less than two inches in width or diameter must include V-boards.

### Vehicles 32 Feet or Less in Length

One tiedown shall be placed in the center of the length of the vehicle.

### Vehicles Greater Than 32 Feet in Length

Two tiedowns shall be positioned at one-third and two-thirds the length of the vehicle.

**Note:** Bales not unitized by longitudinal tiedowns must be secured according to the general cargo securement requirements of [FMCSR 393.100 through 393.114](#).



## Part 395 / OAR 740 — Hours of Service of Drivers

The hours of service rules apply to all motor carriers and drivers with some exceptions found in [FMCSR Part 395.1](#) and intrastate exceptions found in [OAR 740-100-0010\(2\)](#).

### Definitions

#### Driving Time [Part 395.2](#)

“Driving time” means all time spent at the driving controls of a CMV in operation. This includes time behind the wheel waiting to load or unload and delays on impassable highways.

#### Off-Duty Time [Part 395.2](#)

These conditions must be met before any time is considered “off-duty time”:

- The driver must be relieved of all duty and responsibility for the vehicle, its accessories and any cargo or passengers being transported.
- The duration of relief must be a finite period of sufficient duration to ensure fatigue is significantly reduced.
- The driver must be at liberty to pursue activities of his/her own choosing and be allowed to leave the premises where the CMV is located. The driver may choose to rest in a parked CMV as long as the driver has no responsibilities during the rest period.

A driver may record as off duty up to three hours riding in the passenger seat of a property-carrying vehicle moving on the highway immediately before or after a period of at least seven consecutive hours in the sleeper berth.

#### On Duty Time [Part 395.2](#)

“On duty” time means all time from when a driver begins to work or is ready to work until the time the driver is relieved from work and all responsibility for work. On duty time shall include all time:

- At a plant, terminal, facility or other property of a motor carrier or shipper, on public property or waiting to be dispatched (unless the driver has been relieved from duty by the motor carrier).
- Inspecting, servicing or conditioning any CMV at any time.
- Driving a CMV as defined under Driving Time.
- All time loading or unloading a CMV includes:
  - Supervising.
  - Assisting in the loading or unloading.
  - Attending a CMV being loaded or unloaded.
  - Remaining in readiness to operate the CMV.
  - Giving or receiving receipts for shipments loaded or unloaded.
- All time repairing, getting assistance or remaining in attendance upon a disabled CMV.
- Taking a controlled substances/alcohol test, including travel to and from the testing facility, when directed by a motor carrier.
- Performing any other work for a motor carrier.
- Performing any compensated work for a person who is not a motor carrier.
- All time in or on a commercial motor vehicle other than:
  - Time spent resting in or on a parked vehicle.  
Note: Drivers who haul certain Class 1 explosives must log attendance time as on-duty time);
  - Time spent resting in a sleeper berth; or
  - Up to three hours riding in the passenger seat of a moving property- carrying CMV immediately before or after seven consecutive hours in the sleeper berth.

## Driver's Record of Duty Status

Every driver:

- Shall prepare a record of duty status (driver's daily log) for each 24-hour period unless operating under an exemption in [Part 395.1](#).
- Must keep the driver's log current to the last change of duty status.
- Must have the current day's log plus the previous 7 consecutive days in his/her possession.
- Must turn in the original log to the motor carrier within 13 days.
  - The motor carrier must keep logs on file for at least six months.
  - Retention periods will be greater if the logs are used for other purpose such as tax reporting.

**Example Log Sheet** (see explanation of trip at the end of [Part 395.8](#)):

DRIVER'S DAILY LOG																								
(ONE CALENDAR DAY - 24 HOURS)																								
4-23-2005 (MONTH) (DAY) (YEAR)						270 (MILES DRIVING TODAY)						I certify these entries are true and correct:						TT #12, TR #21 VEHICLE NUMBERS (SHOW EACH UNIT)						
Washington Transportation (NAME OF CARRIER OR CARRIERS)												Washington, D.C. (HOME TERMINAL ADDRESS)												
Washington, D.C. (MAIN OFFICE ADDRESS)												Washington, D.C. (HOME TERMINAL ADDRESS)												
MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS
1: OFF DUTY																								11
2: SLEEPER BERTH																								1.75
3: DRIVING																								7.75
4: ON DUTY (Not Driving)																								3.5
																								<u>24</u>
<b>REMARKS</b> SHIPPING DOCUMENTS: 1673, 1674 Shipping Document No. Shipper & Commodity																								
Richmond, VA Fredericksburg, VA Baltimore, MD Philadelphia, PA Cherry Hill, NJ Newark, NJ																								

## Electronic Logging Device (ELD) [395.20](#)

All drivers required to keep a log book will be required to use an Electronic Logging Device.

ELD devices must be registered with FMCSA and meet very specific requirements as spelled out in [FMCSR Part 395, Subpart B](#). Check the [FMCSA Equipment Registration web page](#) to see if your ELD is registered.

## Exemptions (Note: Paper Logs may be required.)

ELDS are not required for drivers:

- Operating under short-haul exemptions — CDL 150 air-miles and return to work reporting location within 14 hours / Non-CDL 150 air miles and return to work reporting location by the end of the work shift. See 395.1(e).
- Of vehicles manufactured before 2000.  
Note: Engines older than model year 2000 are also exempt.
- Using paper logs for not more than eight days in any 30 day period.
- In driveaway-towaway operations.
- In commercial driveaway-towaway transportation of motor homes or recreational vehicles where the wheels are on the ground.
- Of property carrying motor vehicles rented for eight days or less. Driver must have rental agreement onboard.
- Livestock and insect haulers (as defined in [Part 395.2](#)).



## Interstate Commerce: Property

### 11-Hour Rule [395.3\(a\)\(3\)\(i\)](#)

A driver shall not drive more than 11 hours following 10 consecutive hours off duty as shown in the example below.

### Rest Break [395.3\(a\)\(3\)\(ii\)](#)

Driving is not permitted if more than eight hours have passed since the end of the driver's last off-duty, on-duty, sleeper berth period, or combination of the three of at least 30 minutes as shown in the example below.

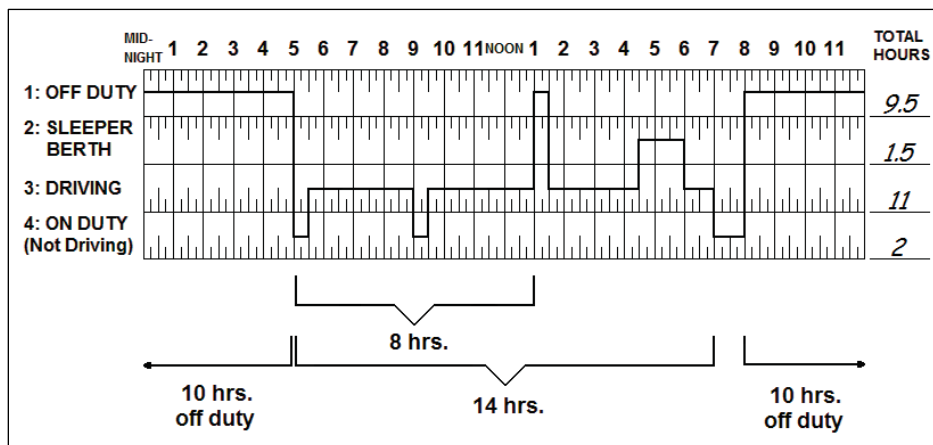
**Note:** Drivers who are not required to maintain a driver's log are not required to take the rest break mandated by 395.3.

### 14-Hour Rule [395.3\(a\)\(2\)](#)

The 14 hours includes all time driving, on duty (not driving), off duty less than 10 hours and sleeper berth less than eight hours. A driver:

A driver may not drive after a period of 14 consecutive hours after coming on-duty following 10 consecutive hours off-duty.

**Example log sheet** for a driver's hours of service.



### Exception: 16-Hour [395.1\(o\)](#)

A driver is exempt from the 14-hour rule time in the current 60/70 hour period if the driver:

- Was released from duty at the normal work-reporting location for the previous five days;
- Returns to the normal work-reporting location and is released from duty within 16 hours.
- Has not used this exception in the last 6 days except after a 34-hour restart.

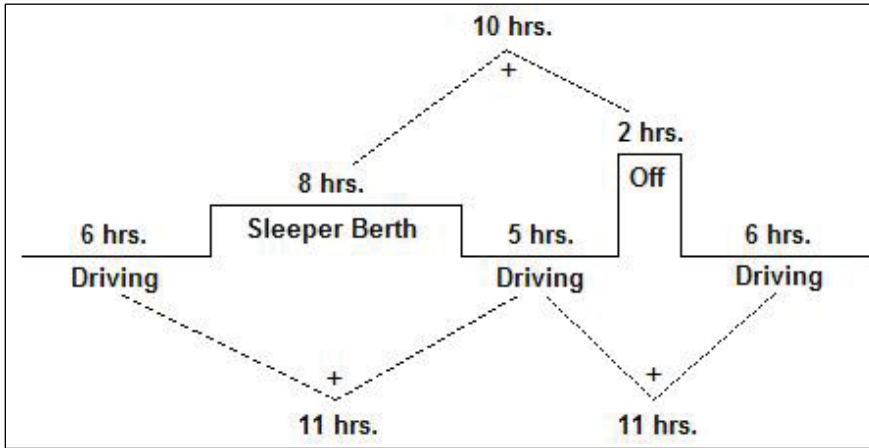
### Exception: Sleeper Berth Provision [395.1\(g\)\(1\)](#)

A driver is allowed to take 10 hours sleeper berth/off duty time in two separate **periods** if:

- One period is at least 7 hours sleeper berth.
- The other period is at least two hours sleeper, off duty, or combination of the two.
- Both periods are equal to 10 hours or more.

### 11-Hour Rule

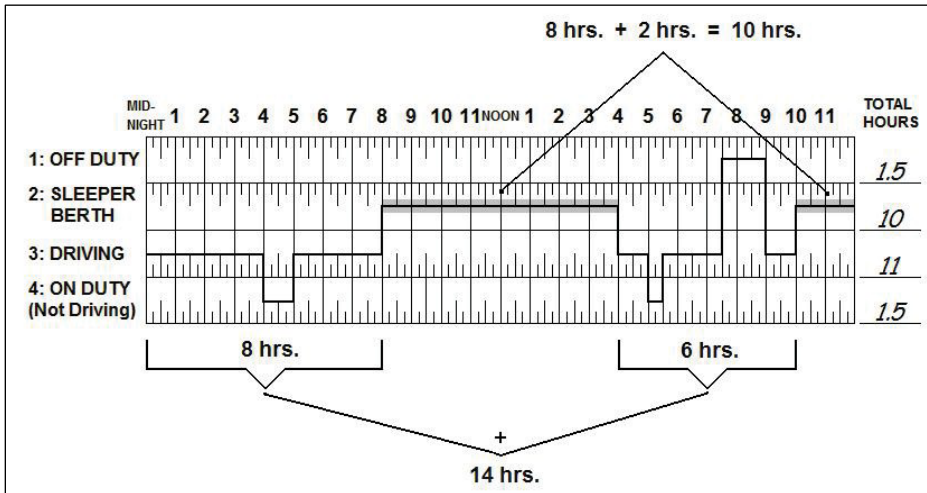
The **driving time** just before and after each **period**, when added together, must be **no more than 11 hours**.



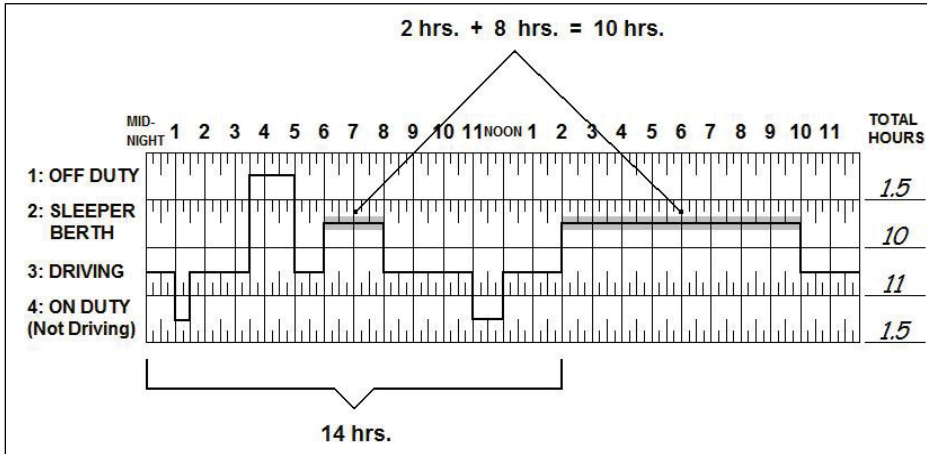
### 14-Hour Rule

The **total time** just before and after each **period**, when added together, must not result in a driver driving **beyond the 14th hour**.

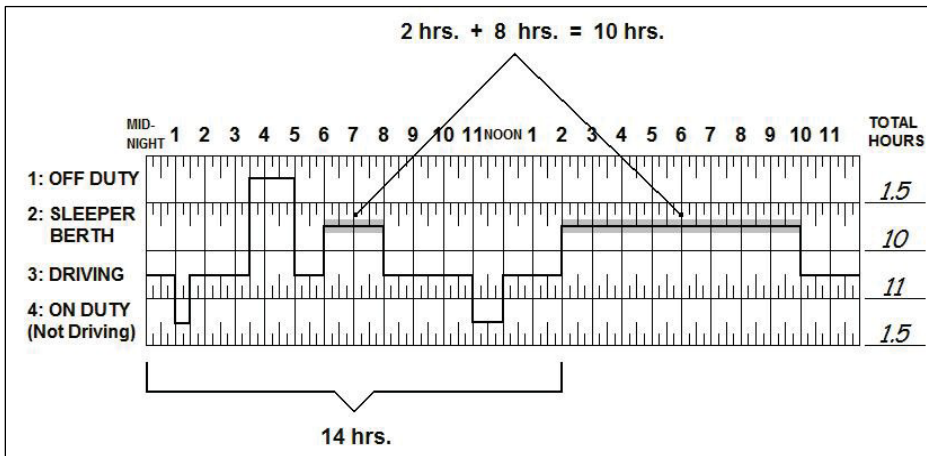
Both periods of at least seven hours sleeper and two hours off duty, sleeper or combination equaling 10 hours is not included in the 14 hours sum.



Any off duty/sleeper berth period of two hours or more can be combined with seven hours sleeper berth as long as both periods equal 10 hours. Both period do not count towards the 14 hour rule. A 10 hour restart can be used as part of the sleeper berth provision as long as it meets all three parts of the rule. Taking 10 off resets the clock but can not be used as part of the sleeper berth provision. **Example:** if the driver takes 10 off, but 7 hours of that time is sleeper berth, then they can take a 3 hour break during the day that would not count towards the 14 hour rule. However, if they take 10 off then the 3 hours in the middle of the day counts toward the 14 hour rule.



**Note:** A driver must continue using the sleeper berth provision until the driver has taken at least 10 consecutive hours off duty, sleeper berth or both.



**Note:** A driver must continue using the sleeper berth provision until the driver has taken at least 10 consecutive hours off duty, sleeper berth or both.

**60 / 70 Hour Rule** [395.3\(b\)](#)

A driver **shall not drive** after being on duty:

- 60 hours in seven consecutive days.
- 70 hours in eight consecutive days.

**Note:** A driver may be on duty but not drive after the 60th or 70th hour.

A motor carrier who:

- **Does not operate CMVs** every 8 day of the week must use the 60-hour rule.
- **Operates CMVs** every day of the week can choose either the 60- hour or the 70-hour rule.

**Example of a Typical 70-Hour / 8-Day Recap**

		70 HOUR / 8 DAY DRIVERS ONLY		
DAY OF MO.	HOURS WORKED TODAY (TOTAL OF LINES 3 & 4 ON LOG)	A	B	C
LAST 7 DAYS OF PRECEDING MONTH	2	TOTAL HOURS ON-DUTY LAST <b>7</b> DAYS	TOTAL HOURS AVAILABLE TOMORROW (70 HOURS MINUS COL. A)	TOTAL HOURS ON-DUTY LAST <b>8</b> DAYS
	12			
	13			
	6			
	8			
	8			
	9			
1	12	68	2	70
2	2	58	12	70
3	12	57	13	70
4	13	64	6	70
5	5	61	9	69
6	9	62	8	70

**Exception: 34-Hour Restart [395.3\(c\)](#)**

Drivers may “restart” the 7/8 day period by taking at least 34 consecutive hours off-duty, sleeper berth or both.

		70 HR/8 DAY DRIVERS ONLY		
DAY OF MO.	HOURS WORKED TODAY (TOTAL OF LINES 3 & 4 ON LOG)	A	B	C
LAST 7 DAYS OF PRECEDING MONTH	2	TOTAL HOURS ON-DUTY LAST <b>7</b> DAYS	TOTAL HOURS AVAILABLE TOMORROW (70 HOURS MINUS COL. A)	TOTAL HOURS ON-DUTY LAST <b>8</b> DAYS
	12			
	13			
	6			
	8			
	8			
	9			
1	12	68	2	70
2	0	56	14	68
3	12	12		12
4	13	25		25
5	5	30		30
6	9	39		39

24 hours off plus 10 hours on the following day = 34 hours off duty      Restart 8 day period

## **Intrastate Commerce: Property**

### **12-Hour Rule** [OAR 740-100-0010\(2\)\(i\)\(A\)](#)

This rule applies even if the time periods extend into the following day. A driver shall not drive:

- More than 12 hours following 10 consecutive hours off duty.
- If more than eight hours have passed since the end of the driver's last off duty, sleeper berth, or on-duty period of at least 30 minutes.

### **16-Hour Rule** [OAR 740-100-0010\(2\)\(i\)\(B\)](#)

The 16 hours includes all driving, on duty (not driving) and sleeper berth less than eight hours. This rule applies even if the time periods extend into the following day. A driver:

- Shall not drive beyond the 16th hour after coming on-duty following 10 consecutive hours off duty.
- May be on duty but not drive after the 16th hour.

### **70 / 80 Hour Rule** [OAR 740-100-0010\(2\)\(i\)\(C\)](#) and [\(D\)](#)

A driver shall not drive after being on duty:

- 70 hours in seven consecutive days.
- 80 hours in eight consecutive days.

**Note:** A driver may be on duty but not drive after the 70th or 80th hour.

A motor carrier who:

- Does not operate CMVs every day of the week must use the 70-hour rule.
- Operates CMVs every day of the week can choose either the 70-hour or the 80-hour rule.

**Note:** Drivers may "restart" the 7/8 day period by taking at least 34 consecutive hours off-duty, sleeper berth, or both.

### **7 or 8-Day Period** [Part 390.3](#)

A driver who begins a trip in **interstate** commerce must continue to comply with the **interstate** hours of service regulations for the next 6 or 7 consecutive days even if the driver operates exclusively **intrastate** during the 6 or 7 days.

### **Hazardous Materials** [OAR 740-100-0010\(j\)](#)

The **intrastate** hours of service rules do not apply to drivers transporting hazardous materials requiring placarding. Drivers transporting placarded hazardous materials must comply with the Federal interstate hours of service.

## Property vs. Passengers

### Hours of Service Table

Different hours of service regulations apply to the transportation of property versus passengers. The differences are summarized below.

Property		Passengers
<b>Interstate</b>	<b>Intrastate</b>	<b>Interstate and Intrastate</b>
<a href="#">395.3</a>	<a href="#">OAR 740-100-0010(2)(i)</a>	<a href="#">395.5</a>
11 hours driving <sup>1</sup>	12 hours driving <sup>1</sup>	10 hours driving <sup>2</sup>
No driving beyond 14th hour <sup>1</sup>	No driving beyond 16th hour <sup>1</sup>	No driving after 15 hours <sup>2</sup>
Includes all time		Includes on-duty time only
16-Hour Exception	n/a	n/a
<b>Sleeper Provision</b> 8 hrs. sleeper + 2 hrs. sleeper/off		<b>Split Sleeper</b> Split 8 hours into two periods. Each period must be at least 2 hours. 15 hours includes on-duty time only.
2 hours counts towards 14 hours	2 hours counts towards 16 hours	

<sup>1</sup> Following 10 consecutive hours off duty.

<sup>2</sup> Following 8 consecutive hours off duty.

Minimum of 7 hours sleeper berth with a second period of off duty/sleeper berth time not less than 2 hours. Both periods added together must equal 10 hours or more. Neither segment counts towards the 14 hours or 16 hours. Buses are unaffected.

### Exceptions: 24-Hour Restart

#### Construction [395.1\(m\)](#) / [395.2](#)

Drivers transporting construction materials and equipment may restart their 7/8 day period:

- After taking at least 24 consecutive hours off-duty.
- If they operate to or from a construction site that is within 75 air-miles of their normal work reporting location.

**Note:** Exception not allowed for placarded hazardous materials.

#### Well Drilling [395.1\(l\)](#) / [395.2](#)

Drivers who transport and operate ground water well drilling rigs may restart their 7/8 day period after taking at least 24 consecutive hours off- duty.

#### Utility [395.1\(n\)](#) / [395.2](#)

The hours of service regulations do not apply to drivers of utility service vehicles used to repair and/or maintain public utility services. See FMCSR 395.2 for a definition of utility service vehicle.

## Exemptions: Time Record

### Short Haul 150 Air-Mile Radius Drivers [395.1\(e\)\(1\)](#)

A CDL driver is exempt from completing the driver's daily log if ALL of the following are true:

- The driver operates within **150 air-miles** of the normal work reporting location.
- The driver returns to the work reporting location and is released from work within 14 hours.
- The driver completes a **time card** for each day showing the:
  - Driver's name and date.
  - Time the driver reports for duty, showing AM / PM or recorded in military time.
  - Time the driver is released from duty, showing AM / PM or recorded in military time.
  - Total hours on duty.

**Note:** Time cards must be kept on file for at least six months but need not be in the driver's possession. If at any time the driver fails any part of the exemption, the driver must fill out a log for that day.

### Short Haul Non-CDL Vehicles [395.1\(e\)\(2\)](#)

A driver is exempt from completing the driver's daily log if **ALL** of the following are true:

- The driver operates a property-carrying CMV not requiring a CDL.
- The driver operates within **150 air-miles** of the normal work reporting location.
- The driver returns to the work reporting location and is released from work at the end of each day.
- The driver completes a **time card** for each day showing the:
  - Time the driver reports for duty.
  - Time the driver is released from duty.
  - Total hours on duty.

**Note:** Interstate drivers using this exemption may drive up to the 16th hour on two days of each 7-day period. Any driver using this exemption may not use the 150 air-mile radius exception or sleeper berth provision.

### Occasional Drivers [395.8\(j\)\(2\)](#)

A first time or occasional driver must give the motor carrier a signed statement showing the total hours on duty during the last seven days and the last time the driver went off duty.

### Adverse Driving Conditions [395.1\(b\)](#) / [395.2](#)

A driver who encounters **adverse driving conditions** and cannot complete a trip in the maximum time allowed because of those conditions may drive to reach a safe location no more than an additional 2 hours on their 11 or 14 hour rules. The driver only gets the amount of time it takes to get through the adverse condition. **Example:** driver is delayed by an unexpected accident on the freeway. It takes 1 hour to get past the accident. In this case the driver can drive 12 hours in a 15 hour day to reach a safe location.

**Note:** The **adverse driving conditions** must not have been apparent to the person dispatching the trip. The driver must comply with all other hours of service limits, dispatching the trip or to the driver at his last change of rest.

### Agriculture [395.1\(k\)](#)

The hours of service regulations do not apply to any drivers transporting agricultural commodities within 150 air-miles of the source of the product (farm, ranch, cold storage, feed lot and grain elevator). The same applies to the delivery of supplies and equipment for agricultural use from a wholesale or retail distribution point.

"Agricultural commodity" means:



- Any agricultural commodity, non-processed food, feed, fiber, or livestock as defined in this section.
- As used in this definition, the term "any agricultural commodity" means horticultural products at risk of perishing, or degrading in quality, during transport by commercial motor vehicle, including plants, sod, flowers, shrubs, ornamentals, seedlings, live trees, and Christmas trees.
- Farm supplies include machinery or any supplies used on a farm.

#### **Utility** [395.1\(n\)](#) / [395.2](#)

The hours of service regulations do not apply to drivers of **utility service vehicles** used to repair and/or maintain public utility services. See FMCSR 395.2 for a definition of utility service vehicle.

#### **Travel Time** [395.1\(j\)](#)

When a driver is traveling (but not driving) at the direction of the motor carrier, such time must be counted as on-duty time unless the driver goes off duty for at least 10 consecutive hours (property) or 8 consecutive hours (passenger) after arriving at the destination. In that case, the travel time is also considered off duty.

#### **General Requirements** [396.3](#) / [396.7](#)

Every motor carrier shall systematically inspect, repair and maintain all CMVs (power units and trailers) under its control. Vehicles shall not be operated if they are likely to cause an accident or a breakdown.

### **Maintenance Records**

#### **Information Required** [396.3\(b\)](#)

Motor carriers must maintain the following information for every vehicle they have controlled for 30 days or more:

- Description of the vehicle: Company number, Make, Serial number, Year and Tire size.
- Type of routine inspections and maintenance and due date.
- Description and date(s) of all repairs and maintenance performed.
- For buses: records of tests conducted on pushout windows, emergency doors and emergency marking lights.

#### **Retention Period** [396.3\(c\)](#)

Maintenance records must be retained for one year at the location where the vehicle is stored and maintained for six months after the carrier sells the vehicle.

### **Driver Inspections**

#### **Pre-Trip Inspection** [392.7](#) / [396.13](#)

Each driver shall ensure that the following parts and accessories are in good working order:

- Service and parking brakes.
- Steering system.
- Coupling devices.
- Lights and reflectors.
- Tires.
- Horn.
- Windshield wipers.
- Rearview mirrors.

**Note:** See also 392.8 for emergency equipment, 392.9, for cargo securement and 396.15 for driveaway-towaway operations.



## **Driver Vehicle Inspection Reports [396.11](#) / [396.13](#)**

At the end of each driving day, the driver shall complete a **Driver Vehicle Inspection Report** that:

- Covers all items in the pre-trip inspection plus wheels and emergency equipment.
- Lists any safety-related defects or those likely to cause a breakdown.
- Include three signatures by the following individuals.
  - 1) Driver — At the end of each driving day, certify defects found or that no defects were discovered.
  - 2) Carrier/Mechanic — Before the next trip, certify that defects were repaired.
  - 3) Driver — Before the next trip, acknowledge that the carrier/mechanic signed for the repairs.

The reports must be kept on file for at least three months but need not be in the driver's possession.

Driver vehicle inspection reports are not required for:

- Driveaway-towaway operations.
- A motor carrier operating only one CMV or CMV combination (power unit with trailers).
- Drivers operating property-carrying vehicles when the driver has neither found nor been made aware of any vehicle defects or deficiencies.

## **Periodic Inspections**

### **General Requirements [396.17](#)**

Every commercial motor vehicle, including each unit in a combination, requires a periodic inspection every 12 months. The inspection must include all items described in the Minimum Periodic Inspection Standards ([Part 393, Appendix G](#)). Any defective parts or accessories discovered during the inspection shall be repaired promptly.

### **Documentation of Inspection [396.17\(c\)](#) / [396.21](#)**

The original or a copy of the periodic inspection report must be retained by the motor carrier for 14 months from the report date. Documentation (report, sticker or decal) of the most recent periodic inspection must be kept on or in the vehicle.

### **Inspection Options [396.17](#) / [396.23](#)**

The periodic inspection may be performed by the motor carrier or an outside repair shop.

### **Inspector Qualifications [396.19](#)**

If the inspector performing the annual inspection is an employee of the motor carrier or the outside repair shop, the carrier must ensure that the inspector is qualified. To be qualified, the inspector must:

- Understand the inspection criteria in Part 393, Appendix G.
- Have the mechanical knowledge and ability necessary to inspect and identify defective components.

### **Training or Experience**

Inspectors must have gained experience or training by **one** of the following:

- Completing a State, Federal or Canadian training program in commercial motor vehicle safety inspections.
- Having at least one year of equivalent training, experience or both.

### **Documentation of Qualifications**

Motor carriers must retain evidence of an inspector's qualifications until one year after the inspector ceases to perform inspections for the carrier.

## Brake Inspections

### Brake Inspector Qualifications [396.25](#)

Each motor carrier must ensure that any employee responsible for brake inspection, maintenance or repairs has the mechanical knowledge and ability necessary to perform those tasks.

### Training or Experience

Employees must have gained experience or training by one of the following:

- Completing a training program sponsored or approved by a State, Federal agency, Canadian Province or labor union in brake servicing or inspection.
- Having at least one year of equivalent brake-related training, experience or both.
- Passing the CDL air brake inspection test.

### Documentation of Qualifications

Motor carriers must retain evidence of a brake inspector's qualifications until one year after the brake inspector ceases to perform inspections for the carrier. No evidence is required for a brake inspector who passed the CDL air brake test.

## Roadside Inspections

### Inspection Report [396.9](#)

**Driver Responsibility:** A driver who receives an inspection report from an on-highway ODOT-authorized inspector must deliver the report to the motor carrier as soon as possible.

**Certification of Repairs – the motor carrier:**

- Is to examine the inspection report and ensure that any violations or defects noted on the report are corrected before next dispatch.
- Sign the report to certify that all violations have been corrected.
- Return the report to the department within 15 days after the inspection.

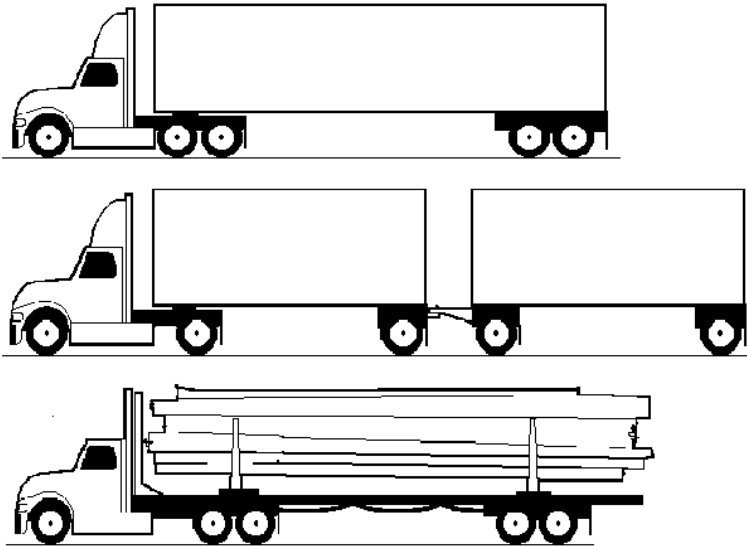
**Record Retention:** A copy of the report must be retained by the motor carrier for 12 months from the date of inspection.

### Out-of-Service [395.13](#) / [396.9\(c\)](#) / [OAR 740-100-0060](#)

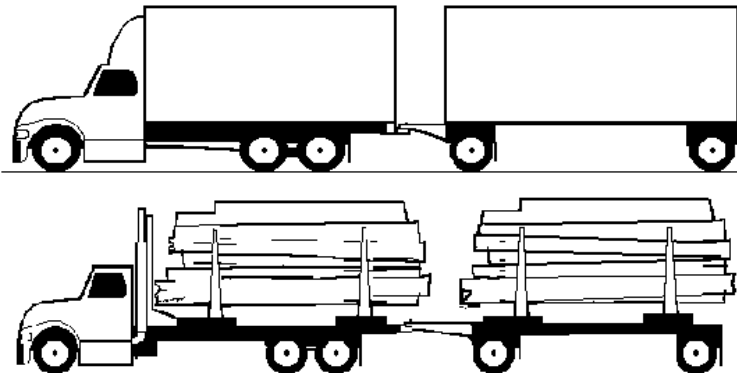
A **driver** or commercial vehicle placed out-of-service during an on-highway ODOT-authorized inspection must have the out-of-service deficiency or defect corrected as prescribed on the inspection report, before the vehicle may again be operated on the highway.

# Appendix A — Vehicle Combinations

**(TR) Tractor** – A motor vehicle designed and used exclusively to pull trailers.



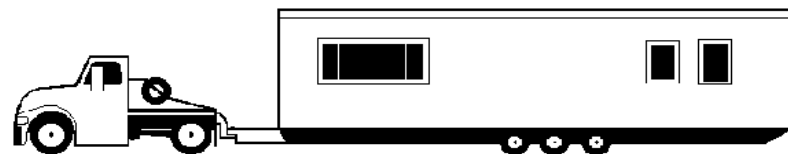
**(TT) Truck/Trailer** – A motor vehicle designed and used for carrying a load and for pulling trailers with loads.



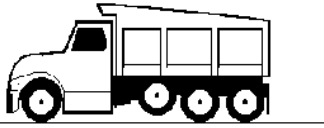
**(BS) or (CS) Bus** – A motor vehicle designed and used to carry more than ten passengers.



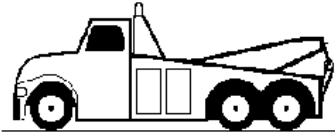
**(MT) Mobile Structure Toter** – A motor vehicle designed and used EXCLUSIVELY to pull mobile homes on their own axles.



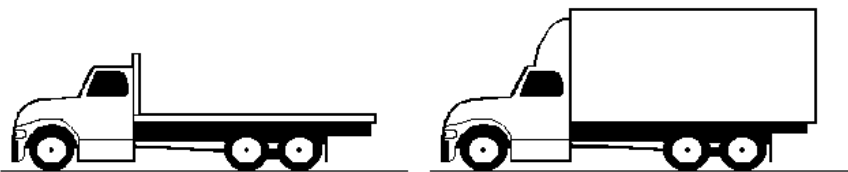
(DT) Dump Truck – A vehicle from which contents are unloaded by tilting the truck bed backward with the tailgate open.



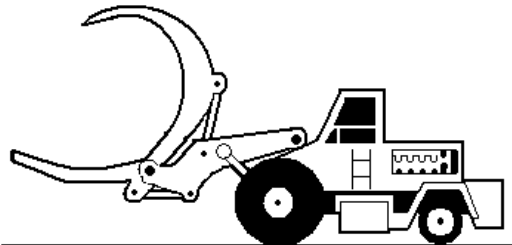
(TW) Tow Truck – A vehicle designed and used, with a special towing license, to tow disabled vehicles.



(TK) Solo Truck – A motor vehicle designed and used to haul property, and NOT used to pull a trailer.



(HF) Fixed Load Vehicle – A vehicle with a gross weight and lightweight that are the same.



# Appendix B — Glossary of Terms

## **Adding Vehicle(s)**

Vehicles may be added to an existing fleet at any time throughout the registration year. The mileage information provided with your original application will be used to calculate the fees due.

## **Apportionable Vehicle**

“Apportionable Vehicle” means (except as provided below) any Power Unit 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 two Axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms).
- Has three or more Axles, regardless of weight.
- Is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).
- Is a bus used in the transportation of chartered parties?

A Recreational Vehicle, a Vehicle displaying Restricted Plates or a government-owned Vehicle is not an Apportionable Vehicle.

**Exception:** A Truck, Truck Tractor or the Power Unit in a Combination of Vehicles having a gross vehicle weight of 26,000 pounds (11,793.401 kilograms) or less may be registered under the Plan at the option of the Registrant.

## **Apportioned Registration**

Registration that allows commercial vehicles to comply with registration requirements of more than one jurisdiction and to pay registration fees based on the percentage of operation in those jurisdictions.

## **Audit**

The physical examination of a Registrant’s Operational Records, including source documents, to verify:

- Distances reported in the Registrant’s application for apportioned registration.
- Accuracy of the Registrant’s recordkeeping system for its Fleet.

Such an examination may be of multiple Fleets for multiple years.

## **Axle**

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

## **Base Jurisdiction**

A jurisdiction where the registrant has an established place of business where the operational records of the fleet are maintained or can be made available and mileage is accrued by the fleet.

## **Bus**

A motor vehicle designed or used to carry more than 8 passengers (including the driver) for compensation or is designed or used to carry more than 15 passengers (including the driver) not for compensation.

## **Cab Card**

A registration card issued for a vehicle of an apportioned fleet which identifies the:

- Specific vehicle for which it was issued.
- Base jurisdiction of the fleet.
- Registered weight of the vehicle in each apportioned jurisdiction.
- Jurisdiction(s) where the vehicle is properly registered.

## **Changing Vehicle(s) Information**

You may apply for a change of vehicle information at any time throughout the registration year. Changes may include unit number, VIN (Vehicle Identification Number) or vehicle type.

## **Changing Vehicle(s) Registered Weight**

A change in vehicle weight may be made at any time during the registration year. If the gross vehicle weight is increased, you will be billed for any difference in registration fees. Weight decreases are only allowed at Renewal.

## **Combination of Vehicles**

A Power Unit used in combination with one or more Trailers, Semi-Trailers, or Auxiliary Axles.

## **Combined Gross Weight**

Total empty weight of a combination of vehicles plus the total weight of the maximum load carried on that combination of vehicles.

## **Commercial Trip Permit**

Oregon trip permits are:

- Available for vehicles that either do not have:
  - Current registration (expired plates or no plate).
  - Or Oregon listed on the vehicle registration.
- Valid for 10 days and must be obtained before operation.

If you have a current Oregon plate, you may purchase trip permits from other jurisdictions for temporary operation.

Some jurisdictions offer trip permits for vehicles having no current registration plate.

Other jurisdictions may also have additional requirements. Check before operating. Refer to the [Oregon Apportioned Registration Manual](#) or the [IRP website](#) for contact information.

## **Commercial Vehicle**

A vehicle that is used for the transportation of persons for compensation or profit; or is designed or used primarily for the transportation of property.

## **Completion Of Applications**

It is the applicant's responsibility to properly complete all necessary forms to register vehicles under apportioned registration agreements. If a submitted application is incomplete, the applicant will be notified and asked to provide the information or to submit a new revised application. Incorrect or partial completion of an application will delay processing.

Forms may be accessed on our [Forms and Tables](#) web page under Registration Forms.

- Select the Interstate Operations / IFTA / IRP forms section.

Detailed instructions are found in the [Oregon Motor Carrier Registration and Tax Manual](#).

## **Oregon IRP Forms**

[Schedule A](#) (form 9908) — Oregon IRP and IFTA Combined Application

[Schedule B](#) (form 9684) — Oregon IRP Mileage

[Schedule C](#) (form 9684) — Apportioned Registration Form (Oregon Truck, Tractor and Bus Addition/Update)

[Schedule C-T](#) (form 9684t) — Oregon IRP Tow/Toter Addition/Update

[Schedule R](#) (form 9914) — Oregon Proof of Residency

[IRP Requirements Form](#) (form 9972)

[No Operations Affidavit](#) (form 9931)

[Plate Affidavit](#) (form 9938)

## **Credentials**

The registration plate, cab card and sticker issued to reflect the apportioned registration of a vehicle.

## **Driver's Trip Records**

An acceptable source document to record distances. The driver completes a [Vehicle Trip Record \(VTR\)](#) (form 9002) for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles. The most common VTRs are the driver's trip sheets and driver's logs. Other similar records are acceptable provided they contain the following information:

- 1) Registrant's name.
- 2) Date of trip (beginning and ending).
- 3) Trip origin and destination.
- 4) Routes (highway numbers) travelled.
- 5) Beginning and ending odometer/hubodometer readings of the trip.
- 6) Distance by jurisdiction.
- 7) Total trip distance.
- 8) Vehicle unit numbers, for both power unit and trailer(s).
- 9) Fleet number (if registrant has more than one fleet).
- 10) Driver's name and signature.

## **Dump Truck**

A truck whose contents are unloaded by tilting the truck bed backward with the tailgate open.

## **Empty Weight**

Weight of a vehicle fully equipped for service, excluding the weight of any load.

## **Enforcement Date**

"Enforcement Date" means the date the Base Jurisdiction requires a Registrant to display the new Registration Year's Credentials.

## **Enrollment**

The Oregon weight-mile tax program operating authority for vehicles over 26,000 pounds.

## **Established Place of Business**

"Established Place of Business" means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant.

This physical structure:

- Must be open during regular business hours.
- Must be staffed by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries).
- Must maintain Operational Records concerning the Fleet unless such records are made available in accordance with the provisions of IRP Section 1020.
- Need not have land line telephone service.

The Base Jurisdiction may accept information it deems relevant to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

### **Estimated Distance**

"Estimated Distance" means either (i) the anticipated distance a Fleet is expected to travel in a Member Jurisdiction during an applicable Registration Year as reported by an Applicant or (ii) the distance assigned to the Fleet by the Base Jurisdiction.

### **Federal Heavy Vehicle Use Tax (HVUT)**

Tax paid to the Internal Revenue Service by all carriers with vehicles having a gross weight of 55,000 pounds or more.

### **FHWA**

Federal Highway Administration (formerly ICC).

### **Fleet**

One or more Apportionable Vehicles designated by a Registrant for distance reporting under the Plan.

### **Grace Period**

The period of time from the expiration of apportioned registration until the Enforcement Date for new Credentials.

### **Gross Vehicle Weight (GVW)**

The total weight of a vehicle or combination of vehicles and load.

### **Interstate**

Vehicle movement between or through two or more jurisdictions.

### **Intrastate**

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

### **Jurisdiction**

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

### **Lease**

Written document vesting exclusive possession, control of and responsibility for the operation of the vehicle to a lessee for a specific period of time.

- 1) **Long term lease:** A lease of 30 days and longer.
- 2) **Short term lease:** A lease of less than 30 days which is considered a "**Rental**" in Oregon.

### **Lessee**

Individual, partnership or corporation having the legal possession and control of a vehicle owned by another under the terms of a lease agreement.



**Lessor**

Individual, partnership or corporation which, under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another individual, partnership or corporation.

**Loaded Weight**

The weight transmitted to the road through an axle or set of axles when the vehicle is fully loaded.

**Mileage Reporting Period**

A period of twelve consecutive months immediately before the beginning of the registration or license year for which apportioned registration is requested. In Oregon this period is July 1 to June 30.

**Mobile Home Toter (MT)**

A motor vehicle designed without a fifth wheel and used exclusively for a mobile home on its own axles.

**Monthly Summaries**

Summarize the VTR information on a monthly basis. The summary should contain information by:

- Individual vehicle:
  - Beginning and ending odometer/hubodometer readings.
  - Individual trip details.
  - Distance by jurisdiction.
  - Total distance traveled.
- Fleet:
  - Distance by jurisdiction and total distance.

**Operational Records**

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

**Oversize/ Overweight/ Over-Dimension Permit**

Any vehicle, combination of vehicles or load whose size or weight is not provided for in Oregon laws must have an oversize or overweight permit. Special transportation permits for Oregon operations are obtained by contacting CCD Over-Dimension Permits at 503-373-0000.

**Owner**

Any individual, partnership or corporation, other than a lien holder, holding legal title to a vehicle.

**Power Unit**

A motor vehicle (not including an automobile or motorcycle) as distinguished from trailing equipment such as a trailer, semitrailer or auxiliary axle. Also see: bus, truck, truck-tractor, road tractor, tractor, dump truck, tow truck or mobile home toter.

**Purchase Price**

Actual price of the vehicle paid by the current owner that includes accessories or modifications attached to the vehicle and Federal Excise Tax. Trade-in sales tax and use tax are excluded from the purchase price.

**Reciprocity**

Reciprocal granting of rights and/or privileges to vehicles properly registered under the IRP and to vehicles not so registered if such vehicles are subject to separate reciprocity agreements, arrangements, declarations or understandings.

## Reciprocity Agreement

An agreement, arrangement or understanding governing the reciprocal grant of rights and/or privileges to vehicles which are parties to such an agreement, arrangement or understanding.

## Records Retention Period

Copies of forms filed for annual registration (IRP Application, Supplemental Applications, Mileage Schedules, etc.) must be retained in the carrier's files for audit purposes.

Operational and mileage records supporting the application and all supplements must be retained for three years after the close of the registration year.

Vehicle cost and weight records must be maintained for all vehicles that are currently registered in the fleet. These records must be kept for three years after the close of the registration year.

**Reminder:** In addition to the above IRP record retention requirements, the carrier must maintain all records pertaining to its operations as required under [ORS 825.515](#) and [OAR 740-055-0120](#).

## Recreational Vehicle/Motor Home

Vehicle used for personal pleasure or personal travel and not in connection with any commercial endeavor. Vehicles such as campers, house trailers, motor homes and mobile homes when used exclusively for personal pleasure and travel by an individual and his family. In order to qualify as a Recreational Vehicle, the vehicle must not be used in connection with any business endeavor.

## Refunds/Credits

Refunds of apportioned registration fees are made only for duplicate or incorrect payments, overpayment of billed fees or as a result of an audit.

Credit for apportioned registration fees is provided through fee transfers. When you withdraw a vehicle from a fleet, you may transfer the remaining registration to a like vehicle being added to the same fleet (within the same registration year) on the same application.

## Registration Year

The twelve-month period during which, under the laws of the Base Jurisdiction, the registration issued to a Registrant by the Base Jurisdiction is valid.

## Renewal Applications

Renewal applications are computer printouts containing the active fleet information at the time of printing. Renewal applications will be mailed to all Oregon-based motor carriers approximately three months before the beginning of the new registration year. Most carriers will receive a combined IFTA/IRP Renewal Application.

**The applicant MUST REVIEW the renewal application for accuracy and omission of relevant information.** Failure to report or include factual data could result in processing delays, assessment of incorrect fees or maintenance of incorrect records.

Return renewal applications to the Salem office by **November 15**. This allows sufficient time to process the renewal information.

Payment must be received before December 31 to qualify for a "display grace period."

Please do not mail any funds with your Oregon Apportioned Renewal application. An invoice will be produced and mailed back to you after we receive and process your renewal.

## Payment Options

- 1) Mail the payment directly to the Salem office or make an appointment.  
Oregon Department of Transportation  
Commerce and Compliance Division  
455 Airport Road SE, Building A  
Salem, OR 97301

- 2) Make your payment by credit card or ACH Direct Pay online. Sign up for a PIN to use [Oregon Trucking Online](#). Renewal documentation will be mailed within three business days.

**Note:** Fees are not refundable once paid. Please review your IRP Billing carefully! The jurisdictions listed will be the jurisdictions registered.

### **Replacing Credentials**

Replacement registration credentials can be obtained anytime during the registration year by:

- Contacting any CCD office with commercial vehicle registration and counter services.
- Using [Oregon Trucking Online](#), if you have a valid PIN.
  - Apply for PIN by using our online [PIN Request form](#).
  - Have it signed by a company officer then send it in.

### **Replacing Vehicle(s) (Fee Transfer)**

Fleet vehicle(s) may be replaced at any time throughout the registration year. To apply the credits from the previous vehicle(s) to the new vehicle(s):

- The information must be provided on the same application.
- The cab card(s) and plate(s) must be surrendered when the new vehicle's registration becomes effective.
- We can also accept a [Plate Affidavit](#) (form 9938) instead of the plate itself.

**Note:** Credits from a deleted vehicle cannot be used to increase the weight on another vehicle.

### **Residence**

The status of an Applicant or a Registrant as a resident of a Member Jurisdiction.

### **Restricted Plate**

A registration plate that has time (less than a full year), geographic area, mileage, or commodity restrictions (farm, log, or dealer plate) or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the Jurisdiction that issues the plate.

### **Road Tractor**

A motor vehicle designed without a fifth wheel and used for pulling other vehicles by means of a ball hitch and so constructed to carry only part of the weight of the vehicle being towed.

### **Source Documents**

Every carrier who registers vehicles under the IRP must maintain records to substantiate the actual miles travelled and other information used to determine registration fees for all vehicles in the IRP fleets.

### **Submitting Applications**

Send completed applications and supporting registration requirements to the Salem office. CCD will mail or fax the billing.

### **Mail to:**

Oregon Department of Transportation  
Commerce and Compliance Division  
455 Airport Road SE, Building A  
Salem, OR 97301

Fax to 503-378-5765.

## **Counter Service**

Applications of ten vehicles or less can be processed in person at the Salem Headquarters and Portland Metro offices. The application will be processed while you wait.

- You may fax your completed application and supporting requirements to reduce processing time.
- Or, you may bring the completed application and supporting documents at your appointment time.

Payment is required before registration credentials being issued. Temporary Vehicle Registration (TVR) may be issued upon request when payment is made.

Credentials (plates, stickers, and cab cards) will be issued and mailed.

## **Supplemental Applications**

To make changes to your vehicles after the original/renewal application has been filed and paid, complete and submit an [Schedule C — Apportioned Registration Form](#) (form 9684).

A Schedule C is required to complete any of the following transactions.

- Adding Vehicle(s).
- Changing Vehicle(s) Information.
- Changing Vehicle(s) Registered Weight.
- Replacing Vehicle(s) (Fee Transfer).
- Replacing Registration Credentials.

## **Tare Weight (Unladen Weight)**

The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load.

## **TED**

The Oregon weight-mile tax program Temporary Enrollment Document issued to motor vehicles over 26,000 pounds before displaying the vehicles permanent base plate.

## **Temporary Pass (Oregon Highway Use Tax)**

A motor carrier operating vehicles in Oregon with a combined weight of more than 26,000 pounds must purchase a temporary pass (Fee plus Highway Use Tax) in addition to a Commercial Trip Permit before operation.

## **Temporary Vehicle Registration**

CCD may issue Temporary Vehicle Registration (TVR), upon request, only when registration requirements have been met and fees paid.

## **Total Distance**

Total number of miles (including non-taxable miles) traveled on trip permits by a fleet of apportioned vehicles registered in all jurisdictions during the mileage reporting period.

## **Tow/Recovery Vehicle (TW)**

A motor vehicle designed for towing and recovering vehicles which are wrecked, damaged, disabled, abandoned or are replacement vehicles.

## **Tractor**

Motor vehicle designed and used to pull other vehicles and NOT constructed to carry a load other than part of the weight of the pulled vehicle and its load.

## **Trip Permit**

Temporary registration trip permit issued by a jurisdiction in lieu of apportioned or full registration.

- Copies of all trip permits obtained for operations of the vehicle must be available on file.
- Distances traveled under these permits are to be reported on the next application for IRP registration.

## **Trip Permits**

Copies of all trip permits obtained for operations of the vehicle must be available on file. The distances traveled under these permits are to be reported on the next application for IRP registration.

## **Trip Records**

Records maintained on distances travelled for each unit on a monthly/quarterly basis and accumulated totals annually. The reporting period for actual distance travelled is July 1 to June 30 of the preceding year. The reporting period for estimated distance is for the projected registration year. These records are subject to audit by the base jurisdiction as well as host jurisdictions.

## **Truck**

Motor vehicle designed and used for the transportation of property — generally not designed and used to pull other vehicles.

## **Truck-Tractor**

A motor vehicle designed and used for carrying a load and for pulling trailers with loads.

## **Unladen Weight (Tare Weight)**

The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load.

## **Unladen Weight Permit**

Permit issued to an owner-operator (lessor) who terminates a lease and has to surrender his apportioned license plate and cab card to the carrier (lessee). This permit enables a vehicle or combination of vehicles to use the highways in all jurisdictions for the purpose of locating a new job.

The Unladen Weight Permit is valid for:

- Vehicles operating at unladen weight only and is non-transferable.
- Ten days.
- The power unit or power unit and trailer (unladen).

## **Notes:**

- Vehicles over 26,000 pounds will also need to get a temporary pass for weight-mile tax purposes.
- Vehicles operating at 26,000-pounds unladen weight or less are also exempt from paying Oregon's weight-mile tax.

## **Unladen Weight Permit (Formerly Known as a Hunter's Permit)**

An Unladen Weight Permit is a permit issued to an owner-operator (lessor) who terminates a lease and has to surrender his apportioned license plate and cab card to the carrier (lessee). This permit enables a vehicle or combination of vehicles to use the highways in all jurisdictions for the purpose of locating a new job.

A "registrant-only" needs to surrender the plate in exchange for a hunter's permit in order to travel within and outside of the base jurisdiction.

The Unladen Weight Permit is valid for:

- Vehicles operating at unladen weight only and is non-transferable.
- Ten days.
- The power unit or power unit and trailer (unladen).

Notes:

- Vehicles over 26,000 pounds will also need to get a temporary pass for weight-mile tax purposes.
- Vehicles operating at 26,000-pounds unladen weight or less are also exempt from paying Oregon's weight-mile tax.

### **Vehicle Costs**

Acceptable documentation to support a vehicle's purchase price and date of purchase include a purchase invoice and bill of sale. For leased units, the lease agreement (if the purchase price is stated in the agreement) or other proof of the fair market value of the vehicle at the beginning of the lease is required. Costs of any capital additions and modifications made to the vehicle within 30 days of the purchase must be included in the purchase price.

### **Vehicle Identification Number (VIN)**

Identifying numbers and letters assigned to a vehicle for the purpose of titling and registration.

### **Yearly Summaries**

A yearly summary for each reporting period of July 1 through June 30 should show the total fleet distance, broken down by month for each jurisdiction.

# Appendix C — IFTA Definitions

## Applicant

A person in whose name the uniform application for licensing is filed with Oregon for the purpose of reporting motor fuel tax under the provisions of IFTA.

## Base Jurisdiction

The member jurisdiction where qualified motor vehicles are based for vehicle registration purposes and where operational control and records are maintained or can be made available. Travel is accrued by qualified motor vehicles within the fleet in the jurisdiction. Affected jurisdictions may allow consolidation of fleets based in two or more jurisdictions.

## Farm Rate

A reduced IFTA license fee is established for Oregon based farmers. To qualify for the Farm Rate for your IFTA license, more than half of the vehicles you operate under IFTA must have Oregon farm registration plates. Use the following chart to determine if you qualify for the Farm Rate.

Total number of IFTA-Qualified vehicles.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Number of vehicles that must be farm-plated to qualify for the farm rate.	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11

## Jurisdiction

A state of the United States, the District of Columbia, a province or territory of Canada or a state of the United Mexican States.

## Lessee

The party acquiring the use of equipment with or without a driver from another.

## Lessor

The party granting the use of equipment with or without a driver to another.

## Licensee

A person who holds an uncanceled IFTA license issued by the base jurisdiction.

## License Fee

The designated amount to be paid in order to get an IFTA license, based on the number of qualified IFTA vehicles in your operation.

## Motor Fuels

All fuels placed in the supply tank of qualified motor vehicles.

## Person

An individual, corporation, partnership, association, trust, or other entity.

## Qualified Motor Vehicle

A motor vehicle used, designed, or maintained for transportation of persons or property and:

- Having two axles and a registered gross vehicle weight exceeding 26,000 pounds.
- Having three or more axles regardless of weight.
- Used in combination when the weight of such combination exceeds 26,000 pounds gross vehicle or registered gross vehicle weight.
- Is not exclusively used as a recreational vehicle. See definition for Recreational Vehicle.

### **Recreational Vehicle**

Vehicles such as motor homes, pickup trucks with attached campers and buses, when used exclusively for personal pleasure by an individual. In order to qualify as a recreational vehicle, the vehicle shall not be used in connection with any business endeavor.

### **Reporting Period**

A period of time consistent with the calendar quarterly periods of January 1 to March 31, April 1 to June 30, July 1 to September 30, and October 1 to December 31.

### **Total Distance**

Total number of miles (including non-taxable miles) traveled on trip permits by a fleet of apportioned vehicles registered in all jurisdictions during the mileage reporting period.

### **Weight**

The maximum weight of the loaded vehicle or combination thereof.

### **Application for Oregon IFTA**

Any person who is based in a member jurisdiction and operates a qualified motor vehicle(s) in two or more member jurisdictions is required to get an IFTA license unless an election is made to satisfy motor fuels use tax obligations by purchasing a temporary fuel tax permit on a trip-by-trip basis.

To get an Oregon-based IFTA license, you must complete [Schedule A — Oregon IRP and IFTA Combined Application](#) (form 9908).

IFTA forms are available:

- On the [CCD website](#).
- By calling the Oregon IFTA Unit at 503-373-1634.



## Oregon as the Base Jurisdiction

A carrier must qualify as an Oregon-based carrier to get Oregon IFTA credentials. To base a fleet in Oregon, a motor carrier must have one or more qualified motor vehicles in the fleet and accrue actual distance in Oregon each reporting period, and either:

- 1) Have an Established Place of Business. The Registrant maintains a physical structure in Oregon that is:
  - Owned, leased, or rented by the Registrant.
  - Open during regular business hours.
  - Staffed by one or more persons employed by the Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Registrant's trucking-related business.
  - With the Oregon Secretary of State, reflecting the physical location and cannot be that of a licensing agent or reporting service.
- 2) Must meet the qualifications for Oregon Residency. Complete the [Proof of Residency — Schedule R](#) (form 9914).

**Note:** Carriers with an Established Place of Business in another jurisdiction do NOT qualify for basing under Oregon Residency. You must obtain your IFTA license from the jurisdiction in which your vehicle registration is obtained, with the exception of leased vehicles and consolidated IFTA accounts.

**Exception:** A carrier based in a jurisdiction that is not a member of IFTA may apply to Oregon for a license. If accepted, the carrier agrees to make operational records available for audit in Oregon or pay reasonable per diem travel expenses for auditors to audit records located outside of Oregon.

## License

As your base jurisdiction, Oregon will issue one IFTA license to the qualified applicant. The IFTA license is valid for the current calendar year and expires each December 31.

The licensee is required to make copies of the IFTA license for each qualified motor vehicle. A vehicle will not be operating under IFTA unless there is a copy of the license in the vehicle. Failure to display a copy of the IFTA license may subject the vehicle operator to the purchase of a fuel use trip permit, a citation or both.

Carriers may carry the IFTA license as an electronic credential (such as a PDF file) in lieu of a paper license. An electronic version of the license must still be available in each IFTA qualified vehicle and presented upon request at inspection. Electronic credentials must be legible.

## Change of Address

Notify CCD when there is a change of address or telephone number.

There is no fee for these changes. Carriers who have signed up to use [Oregon Trucking Online](#) may also change their company's address online.

## Change of Ownership

An IFTA license is not transferable when there is a change of ownership of the company. Examples of ownership changes include, but are not limited to:

- Individual to Partnership.
- Partnership to Individual.
- Individual to Corporation.
- Partnership to Corporation.
- Partnership to LLC.
- Corporation to LLC.

- 1) You must submit a new application in the new ownership name with payment for a new IFTA license.
- 2) The IFTA account for the original entity should be closed if it is no longer operating.
- 3) A separate license fee is required for each entity if they both operate under IFTA during the same calendar year.
- 4) In most cases, a new Federal Employer Identification Number (FEIN) is required by the Internal Revenue Service and must be included on the Oregon IFTA license application.

### **Renewal**

Current IFTA licensees will be sent a renewal application for a new IFTA license and decals each year. For most motor carriers, the IRP and IFTA renewals will be combined. You may choose to renew IFTA separately by contacting the Oregon IFTA unit at 503-373-1634.

If there has been a change in ownership:

- Use the renewal application to close the IFTA account for the original entity and request an application form for credentials for the new entity.
- Complete a new [Application for Motor Carrier Account](#) (form 9075) with the new ownership information.

Carriers who have completed the IFTA license renewal process have a two-month display grace period that begins January 1 and lasts through February of each renewal year. The grace period allows carriers time to affix their new IFTA decals to their vehicles, and to make sure a copy of the IFTA license is inside each vehicle.

If you do not renew your IFTA license by December 31, the vehicle operator is subject to the purchase of a fuel use trip permit, a citation or both. You may be subject to citation if you operate in other jurisdictions on decals from the previous year during the display grace period if you have not renewed your IFTA license.

### **Application for Oregon IRP and/or IFTA**

You may apply for both International Registration Plan (IRP) and/or International Fuel Tax Agreement (IFTA) using the [Oregon Application for IRP and/or IFTA Schedule A](#) (form 9908).

### **Application Instructions**

- 1) Indicate what type of credentials you are applying for, IRP and/or IFTA.
- 2) Indicate the effective date of the application. This will be your IFTA liability date, and you must file tax returns from this date forward.
- 3) Indicate whether this is a new account, reactivation of a closed or cancelled account, new fleet (IRP), address change or ownership change.
  - There is no fee for a change in address, telephone number or name change (if the ownership has not changed).
  - If the ownership has changed, check the Ownership Change box, and provide information requested about the previous account.
- 4) Enter your Oregon CCD Account Number.
  - If requesting a new account, leave blank.
  - If you do not have a CCD account number, you must complete and submit the [Application for Motor Carrier Account](#) (form 9075) with your IRP/IFTA application.
- 5) Enter your Federal Employer Identification Number (FEIN). If you do not have a FEIN and you are operating as an individual owner; please get one by contacting the [Internal Revenue Service](#) (IRS).
- 6) Enter your Oregon Farm ID Number, if applying for IFTA Farm Rate or Prorated Farm Plates. To qualify for the IFTA Farm rate for your license, more than half of the vehicles you operate under IFTA must have Oregon farm registration plates.

- 7) Enter any previous Oregon account number if applicable.
- 8) Enter legal name of Individual Owner, Partners, Corporation or LLC. If a partnership, all partners must be listed.
- 9) Enter assumed business name if operating under a different name (DBA). Assumed business name must be on file with Oregon Secretary of State Corporation Division.
- 10) Enter the location address and phone number. Location address cannot be a PO Box or Drop Box address.
- 11) Enter the name, telephone number, and email address of person to contact regarding this application and IRP and/or IFTA transactions on this account.

### **New Accounts / Fleets IRP Section**

- 1) Enter mailing address if different from location address.
- 2) Indicate if previously registered in another jurisdiction and provide jurisdiction name and IRP account number.
- 3) If all vehicles on the account will be exempt from Oregon's weight/mile tax, indicate reason so qualified.
- 4) Enter name of drug consortium. Choose "In-House" if maintaining your own program or "Exempt" if no vehicles require a CDL to operate.

### **New Accounts / IFTA Section**

- 1) Enter mailing address if different from location address.
- 2) Indicate if an IFTA license has ever been obtained from another jurisdiction and provide name of jurisdiction.
- 3) List jurisdiction(s) where you maintain bulk fuel storage or check box for none.
- 4) Enter number of IFTA qualified vehicles for which you need decals.
- 5) Enter license fee from chart on page two of the [Application for Motor Carrier Account](#) (form 9075). If applying for both IRP and IFTA, the fees will be calculated on and paid with the IRP Invoice.

### **IRP and IFTA**

- 1) Print name, sign, and date application.
- 2) Return application and any applicable fees to:  
Oregon Department of Transportation  
Commerce and Compliance Division  
455 Airport Road SE, Building A  
Salem, OR 97301

### **IRP and IFTA**

To get IRP credentials (plates, cab cards and stickers) for your vehicles:

- Complete Apportioned Registration Forms, Schedule B and C.  
[Schedule B — Oregon IRP Mileage](#) (form 9685).  
[Schedule C — Apportioned Registration Form](#) (form 9684).
- Mail or fax forms to:  
Oregon Department of Transportation  
Commerce and Compliance Division  
CV Licensing and Services Unit  
455 Airport Road SE, Building A  
Salem, OR 97301  
Fax: 503-378-5765

For IFTA Only, return this application and applicable fees to:

- Oregon Department of Transportation  
Commerce and Compliance Division  
455 Airport Road SE, Building A  
Salem, OR 97301

After your application has been approved, you will receive:

- An IFTA License. Make a copy of the license for each vehicle or carry a legible electronic copy of the IFTA license in each IFTA qualified vehicle.
- A pair of decals for each qualified vehicle.
- Blank IFTA Tax return forms from ODOT during the last month of each reporting period.

Tax returns must be filed even if no tax is due. Returns must be accompanied by payment of any tax due to be considered filed. Penalties will be assessed for late returns.