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TRUCKING GUIDE

Motor Carrier Services

September 2023

Disclaimer

Although we make every effort to assure that the information provided is accurate, the Missouri Trucking Guide, is drawn from Missouri and Federal rules, laws and regulations and multi-jurisdictional agreements that are subject to change. It is impossible to guarantee the absolute accuracy of the material contained herein. Please visit the Missouri Department of Transportation Motor Carrier Services website at *www.modot.org/mcs* for the most recent information.

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INTRODUCTION

Safety is MoDOT's first priority.

And what better way to encourage safety than to make it easy to find answers to the questions that all new motor carriers – and even experienced carriers – have?

This booklet, our website and MoDOT Motor Carrier Services' staff of professional agents and investigators are excellent sources for information you can trust. MCS folks are experts in safety regulations and practices, industry requirements and keeping your business on the right side of the law. And they are true public servants. Your peers award them with outstanding customer service ratings year after year.

For drivers and everyone involved in the motor carrier business, time is money. The easier we make it for you to do business, the easier it is for you to make a living. Look into MoDOT Carrier Express, our online system. It allows you to make changes to your registration accounts, submit applications and check safety scores any time. Don't wait for us to get into the office. If you need a permit or to add a unit to your fleet, login right away at www.modot.org/mce.

We hope you find this guidebook useful. Keep in mind that it hits the high points. There is a lot to learn and practice as the safe, profitable motor carrier company we hope you become. We are proud to be your partner in that effort.

MoDOT Motor Carrier Services

Getting Started

New Motor Carrier Resources

Missouri Secretary of State

Any person wishing to form or conduct business in Missouri as a corporation (including, among others, for-profit, nonprofit and professional corporations), limited liability company, limited partnership, limited liability partnership, limited liability limited partnership, or under a fictitious name, must first apply to the Office of the Missouri Secretary of State for authority to do so.
www.sos.mo.gov

WWW.MODOT.ORG/MCS

The MoDOT Motor Carrier Services website is a wonderful resource for carrier companies of any age. Find applications for new carriers, specialized maps, forms, instructions and more within its pages.

Be sure to subscribe to MoDOT MCS' email service to stay in the know. Simply visit the website and click on "Subscribe to MoDOT MCS" and fill out the webform that appears. **News on Wheels** and **Incident/Corridor Reports** are the most popular subscription choices.

Find a link to MoDOT Carrier Express, our online system, that allows motor carriers to conduct business with the State anytime, from anywhere. A dedicated page, www.modot.org/UsingMCE, includes step-by-step instructions for the most-used functions. Our professional staff of motor carrier agents are available to assist you. They're a toll-free phone call away at 1-866-831-6277.

If you have questions about the rules and regulations that apply to motor carriers in Missouri, be sure to visit www.modot.org/SC for detailed safety and compliance information. Still unsure? Give our courteous investigators a call at 1-866-831-6277 for guidance in your situation.

Vehicle Safety Requirements

Commercial Motor Vehicle Definition

Interstate Commerce

When used in interstate commerce, a vehicle is defined as a commercial motor vehicle when it:

- has a gross vehicle weight rating, gross combination weight rating, gross vehicle weight or gross combination weight of 10,001 lbs. or more, or
- is designed or used to transport nine or more passengers – including the driver – for compensation, or
- is designed or used to transport 16 or more passengers – including the driver – regardless of compensation, or
- is used in transporting hazardous materials in a quantity that requires placards.

Intrastate Commerce

When used in intrastate commerce – that is, wholly within Missouri's borders – a vehicle is defined as a commercial motor vehicle when it:

- has a GVWR, GCWR or an actual weight of 26,001 lbs. or more, or
- is designed or used to transport nine or more passengers – including the driver – for compensation, or
- is designed or used to transport 16 or more passengers – including the driver – regardless of compensation, or
- is used in transporting hazardous materials in a quantity that requires placards, or
- has a GVWR, GCWR or an actual weight of 10,001 lbs. or more and is used to transport any quantity of hazardous material.

Vehicle Identification (Markings)

Interstate

Every CMV operated by a motor carrier in interstate commerce must be marked, on both sides of the vehicle, with the following:

- The motor carrier's legal name or trade name
- The motor carrier's identification number preceded by USDOT
- If the name of any person other than the operating carrier appears on the CMV, the name of the operating carrier must be followed by the same information as above, and preceded by the words "operated by"
- Other identifying information may be displayed if not inconsistent with the above size, shape, location, and color

The marking must:

- Appear on both sides
- Contrast sharply in color with the background
- Be legible, during daylight hours, from a distance of 50 feet while the CMV is stationary
- Be maintained in a manner that retains legibility

Construction and durability

- The marking may be painted on the CMV or may consist of a removable device that meets the above requirements.

Intrastate

Every CMV operated for hire by a motor carrier only in intrastate commerce must be marked, on both sides of the vehicle, with the same information as provided above, except that:

- The motor carrier ID number preceded by “USDOT”, then the letters “MO” shall be included in the vehicle markings, immediately following the USDOT number, (e.g., USDOT 654321 MO)
- Intrastate for-hire passenger carriers operating limousines or vans with the total capacity of 13 or fewer (including the driver), are allowed to display only the USDOT number anywhere on the rear of the vehicle instead of the vehicle side

Intrastate for-hire carriers must also mark one side of their vehicle with the name of the owner and address from which the vehicle is operated.

Every CMV operated by a private motor carrier only in intrastate commerce must display in a conspicuous place:

- The name of the owner
- The address from which the vehicle is operated
- Each local commercial vehicle must also display in a conspicuous place the word “local”.

Inspection and Maintenance of Commercial Motor Vehicles

General Requirements

Every carrier must systematically inspect, repair, and maintain all commercial motor vehicles under its control.

Record-Keeping Requirements

Motor carriers must maintain the following information for every vehicle that they have controlled for 30 days or more:

- Identifying information: company number, make, serial number, year, and tire size
- A schedule of inspections to be performed, including type and due date
- Inspection, repair, and maintenance records
- Records of tests conducted on buses with push out windows, emergency doors, and marking lights

These records must be retained for one year at the location where the vehicle is garaged and maintained for six months after the vehicle leaves the carrier's control via sale, trade-in, or scrap.

Post-Trip Inspection Report

Every carrier must require its drivers to prepare a written post-trip inspection report at the end of any driving day in which the driver discovers a vehicle defect or a defect is brought to their attention, for example, during a roadside inspection. Every driver is responsible for preparing such a report for each vehicle driven. This report must cover at least the following parts and accessories:

- Service brakes - including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear-view mirrors
- Coupling devices
- Wheels and rims
- Emergency equipment

The report must list any condition that the driver either found or had reported to him/her that would affect safety of operation or cause a breakdown. The driver must sign the report in all cases. If the last vehicle inspection report notes any deficiencies, the driver must review and sign to acknowledge that necessary repairs were completed. The report does not have to be carried in the vehicle.

Roadside inspection defects fixed prior to the end of the work day do not need to be listed on the report.

EXCEPTIONS: The Post-Trip Inspection Report shall not apply to a private motor carrier of passengers (nonbusiness), a driveaway-towaway operation, or any motor carrier operating only one commercial motor vehicle.

Pre-Trip Inspection Report

Before dispatching the vehicle again, a carrier must certify that any defect or deficiency noted in the latest post-trip inspection was corrected, or state that the deficiency does not require immediate correction. Before starting out, the driver must be satisfied that the motor vehicle is in safe operating condition.

Periodic Inspection

Every commercial vehicle, including each segment of a combination vehicle, requires a periodic inspection. The inspection must be performed at least once every 12 months. At a minimum, inspections must include all items enumerated in the Minimum Periodic Inspection Standards, Appendix A to Part 396. Carriers may perform required annual inspections themselves if they meet the inspector qualification requirements found in 396.19. The motor carrier must retain the original or a copy of the periodic inspection report for 14 months from the report date.

Equivalent to Periodic Inspection

The motor carrier may meet periodic inspection requirements through:

- Self-inspection by qualified employee or
- Third party inspection by qualified individual

Documentation of the most recent periodic inspection must be kept on or in the vehicle.

Inspector Qualification

Motor carriers must ensure that persons performing annual inspections are qualified. Inspectors must:

- Understand the inspection standards of Part 396 and Appendix A
- Be able to identify defective components
- Have knowledge and proficiency in methods, procedures and tools

Find Part 396 and Appendix A online at www.fmcsa.dot.gov/regulations.

Inspector Training or Experience

Inspectors may have gained experience or training by:

- Completing a state or federal training program, or earning a state or Canadian province qualifying certificate in commercial motor vehicle safety inspections
- A combination of other training or experience totaling at least one year

Evidence 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.

Driver Safety Requirements

Qualification of Drivers

Motor carriers must assure that all drivers of commercial motor vehicles meet minimum qualifications. A file must be kept at the motor carrier's principle place of business containing the following items:

- Driver's application for employment
- Inquiry to previous employers – 3 Years
- Inquiry to Driver's Licensing authority – 3 Years
- Annual review of driving record
- Driver's road test certificate or equivalent
- Medical examination record and, if applicable, corresponding Skills Performance Evaluation (SPE) Waiver
- Verification medical examiner is listed on the national registry **See below.*

Each driver's qualification file must be retained for as long as a driver is employed by the motor carrier and for three years thereafter.

Driver Requirements

A driver must meet the following requirements in addition to having the above documents on file at their employer's principle place of business:

- Be at least 18 years of age if operating in Missouri intrastate commerce – unless transporting any quantity of hazardous materials.
- Be at least 21 years of age if transporting any amount of hazardous materials or while operating in interstate commerce.
- Speak and read English well enough to converse with the public, understand highway traffic signs and signals, respond to official questions, and 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 the cargo
- Have only one valid driver's license
- Not be disqualified

Physical Examination Requirements

A Department of Transportation physical exam can be performed only by a medical professional who has passed training authorized by the Federal Motor Carrier Safety Administration and is listed on the National Registry of Certified Medical Examiners.

Drivers need to ensure they maintain their current mailing address and current medical exam certificate filed with their State Driver License Office to avoid a record keeping lapse.

*To locate a certified medical examiner, visit nationalregistry.fmcsa.dot.gov/home

Commercial Driver's License

Drivers must hold a commercial driver's license if they operate in interstate, intrastate, or foreign commerce and drive a vehicle that is:

- A single vehicle with a GVWR of 26,001 pounds or more, or
- Has a gross combined weight rating or gross combined weight (GCWR/GCW) of 26,001 pounds or more, inclusive of a towed unit with a gross vehicle weight rating or gross vehicle weight (GVWR/GVW) of more than 10,000 pounds, or
- Designed to transport at least 16 passengers including the driver, or
- Transporting a quantity of hazardous materials that requires a placard.

Endorsements

In addition to general knowledge and skills tests, drivers who operate specialized commercial motor vehicles must pass additional tests and obtain endorsements on their CDL, as follows:

T — Double/triple trailers (knowledge test only)
P — Passenger (knowledge and skills tests)
N — Tank vehicle (knowledge test only)
S — School Bus (knowledge and skills tests)
H — Hazardous materials (knowledge test only)
X — Combination of tank vehicle and hazardous materials (knowledge tests)

Common CDL Restrictions

If an applicant fails a section of the knowledge test, or performs the skills test in a vehicle not fitted with certain equipment the CDL, if issued, will indicate that the license holder **may not** operate any CMV fitted with that equipment. For a complete list of CDL restrictions, contact the Missouri Department of Revenue at (573) 751-2730. Common examples of restrictions include:

- No air brake
- No manual transmission
- No fifth wheel attachment
- Medical variance required
- Intrastate only

For-Hire License (Class E) -- Eligible Age 18

A Class E is a commercial driver's license that qualifies a person to drive a vehicle commercially when that vehicle does not require a CDL. It is required of anyone who receives pay for driving a motor vehicle transporting 14 or fewer passengers, and those who transport property for pay or as part of their employment.

Anyone who regularly operates a motor vehicle for his or her employment, whether the vehicle is owned by that person or another person and the vehicle is designed to carry freight, merchandise or is operated in furtherance of a business or commercial enterprise, must also have a Class E license.

Entry-Level Driver Training

The following CDL applicants are subject to the Entry-Level Driver Training requirements:

- Drivers applying for a CDL for the first time
- Drivers applying for an upgrade to a current CDL
- Drivers applying for a hazardous materials, passenger, or school bus endorsement for the first time

Entry-Level Driving Training Requirements

Drivers required to comply with the Entry-Level Driver Training requirements must complete a prescribed program of theory and behind-the-wheel instruction provided by an entity that is listed on FMCSA's Training Provider Registry at https://tpr.fmcsa.dot.gov/.

Theory Training

Instruction on the operation of a commercial motor vehicle and related matters through lectures, demonstrations, audio-visual presentations, computer-based instruction, driving simulation devices, online training, or similar means. Drivers must pass a written assessment with a minimum score of 80% to successfully complete theory training.

Behind-the-Wheel (BTW) Training

BTW training consists of driving the CMV on a closed range and on the public roadway. Range training is conducted in an area free of obstructions and traffic allowing drivers to demonstrate proficiency in basic vehicle maneuvers. Public road training is conducted on the public highway allowing drivers to demonstrate proficiency in operating the CMV in traffic, obeying traffic signs/ signals and safely operating the commercial motor vehicle while sharing the road with other vehicles.

Both theory and behind-the-wheel training must be completed prior to taking the CDL skills test. The hazardous materials endorsement only requires completion of the theory training prior to taking the State knowledge test. The minimum curricula required for the courses can be found at: https://tpr.fmcsa.dot.gov/content/Resources/ELDT-Curriculum-Summary_508.pdf

Missouri Classification System

The Missouri Department of Revenue issues several classes of CDL to those who demonstrate the required knowledge and skills. Testing of knowledge and skills is performed by the Missouri State Highway Patrol.

Class A CDL Holders are allowed to operate any combination of vehicles with a GCWR/GCW of 26,001 or more pounds provided the GVWR/GVW of the vehicle(s) being towed is in excess of 10,000 pounds.

Class A CDL holders may, with appropriate endorsements, also operate all vehicles within Class B and C, as well as those which may be driven by a holder of a Class E or Class F license.

GVWR – Gross Vehicle Weight Rating

GCWR – Gross Combination Weight Rating

Examples of vehicles operated by Class A drivers include, but are not limited to those pictured below, plus those pictured for classes B and C.

Class B CDL Holders are allowed to operate a single vehicle with a GVWR/GVW of 26,001 or more pounds or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR/GVW.

Class B CDL holders may also, with appropriate endorsements, operate all vehicles within Class C, as well as those which may be driven by a holder of a Class E or Class F license.

Examples of vehicles operated by Class B drivers include, but are not limited to those pictured below, plus those pictured for Class C.

Class C CDL Holders - This CDL class group applies only to vehicles which no not meet Class A or B requirements, but must be placarded for hazardous materials or are designed to transport 16 or more persons, including the operator. A holder of a Class C license may drive all vehicles which may be driven by a holder of a **Class E or Class F license**.

Examples of vehicles operated by Class C drivers include, but are not limited to those pictured below:

Disqualifying Offenses/Suspensions for Traffic Violations

Employers must not knowingly allow a driver whose license is suspended to operate a CMV. The disqualifying reasons include convictions for:

- Driving a CMV while under the influence of alcohol and/or a disqualifying drug or other controlled substance. In particular, having a blood alcohol concentration of 0.04 while operating a CMV or a BAC of 0.08 while operating any other motor vehicle.
- Refusing to take an alcohol test as required by a state or jurisdiction under its implied consent laws or regulations.
- Leaving the scene of an accident.
- Using a vehicle to commit a felony. Felonies involving manufacture, distribution or dispensing a controlled substance or involving an act or practice of severe forms of human trafficking, result in disqualification for life with no eligibility for reinstatement.
- Driving with a disqualified, revoked, suspended, or canceled license.
- Using a vehicle to cause a fatality.
- Using a vehicle to commit serious traffic violations.
- Violating an Out-of-Service Order.
- Violating the railroad-highway grade crossing rule.

CDL license-holders are subject to the moving violation standards in 383.51 when driving a personal vehicle.

Hours of Service for Drivers

General Rule

The hours of service rules apply to all motor carriers and drivers of commercial motor vehicles.

Property Carriers

Drivers are limited to driving 11 hours in a 14-hour consecutive duty period with 10 hours resting between shifts. Drivers are also limited to 60 hours on duty in 7 consecutive days or 70 hours on duty in 8 consecutive days. Driving is not permitted if more than 8 hours of driving time have passed without at least a consecutive **30-minute** interruption in driving status.

Passenger Carriers

Drivers are limited to driving 10 hours and working no more than 15 hours each day with 8 hours resting between shifts. Drivers are also limited to 60 hours on duty in 7 consecutive days or 70 hours on duty in 8 consecutive days.

16-Hour Exemption

A property-carrying driver is exempt from the 14-hour daily rule, when:

- The driver returns and is released from his normal work reporting location for the previous five duty tours;
- The driver returns to his normal work reporting location and is released within 16 hours; and
- The driver has not used this exemption within the previous six consecutive days, except that the 16-hour provision may be used after any period of being off duty for 34 or more consecutive hours.

34 Hour Restart for Property Carrier Drivers

A driver of a property-carrying vehicle may restart the 7/8 day working period after taking 34 or more consecutive hours off-duty.

Find the Missouri Safety and Compliance Manual Online

Visit www.modot.org/SC and click on the Safety & Compliance tab.

Click on the Safety and Compliance Manual bar and choose either the full document or a specific chapter.

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 the 150 air-mile radius exemption. Failure to complete or retain the log, or knowingly falsifying logs or other reports, makes the driver and/or carrier liable to prosecution.

150 Air-Mile Radius Exemption

Drivers are exempt from maintaining the daily log requirements of Section 395.8 if ALL of the following apply:

- The driver operates within a 150 air-mile radius of the normal work-reporting location
- The driver returns to the work-reporting location and is released from work within 14 consecutive hours.
- Each 14 hours on duty are separated by at least 8 consecutive hours of off-duty time for passenger carriers or 10 consecutive hours off-duty for property carriers
- The driver does not exceed a maximum of 10 hours driving time following 8 consecutive hours off duty for passenger carriers or 11 hours driving time following 10 consecutive hours off duty for property carriers.
- The motor carrier that employs the driver maintains and retains for a period of 6 months accurate time records that show the total number of hours the driver is on duty each day; the time the driver reports for duty each day and the time the driver is released from duty each day

Non-CDL 150 Air-Mile Radius Provision

Drivers are exempt from maintaining the daily log requirements of Section 395.8 if ALL of the following apply:

- The driver operates a property-carrying CMV which does not require a CDL.
- The vehicle is operated within a 150 air-mile radius of its normal work reporting location.
- The vehicle returns to its normal work reporting location at the end of the duty tour.

These drivers are required to comply with the following:

- The 11 hours driving, minimum 10 hours off-duty, 14 consecutive hour duty period, 60/70 hours in 7/8 days, 34-hour restart.
- On any 2 days of every 7 consecutive days, the driver may extend the 14-hour duty period to 16 hours.
- There is no requirement that the driver be released from duty at the end of the 14- or 16-hour duty.

Electronic Logging Devices

As of December 18, 2017, most motor carriers and drivers who are required to maintain records of duty status (RODS) must have installed and be able to use an FMCSA-compliant electronic logging device to collect and store RODS information and collect required supporting documents. Learn more about the ELD requirement at eld.fmcsa.dot.gov/.

Submitting/Retaining Duty Status Log

Records of duty status, with all supporting documents, must be maintained for a minimum of six months at the carrier's principal place of business. A backup-copy of electronic records must be kept on a separate device.

ELD Exemptions

- A driver is not required to complete a record of duty status more than 8 days in any 30 consecutive day period.
- A driveaway-towaway operation in which the vehicle being driven is part of the shipment being delivered.
- A driveaway-towaway operation in which the vehicle being transported is a motor home or a recreation vehicle trailer.
- Operating a commercial motor vehicle that was manufactured before model year 2000 (or engine manufactured year is pre-2000).

Drivers exempt from ELD requirements must submit the original log sheet to the employing carrier within 13 days after completion. When a motor carrier uses a driver initially or intermittently, that carrier must obtain from him/her a signed statement giving the total time on duty during the immediately preceding 7 days and the time at which he/she was last relieved of duty.

See **Page 30** for guidance on using information recorded by an ELD for IFTA fuel tax and IRP apportioned license plate reporting. Retention periods for these purposes are significantly longer.

Alcohol and Drug Testing Requirements

Applicability

Drivers who are required to have a commercial driver's license (CDL) are subject to state and federal controlled substance and alcohol testing rules.

Company Policy

Federal Motor Carrier Safety Regulations require motor carrier companies to develop and deliver to every driver a written policy on controlled substances use and alcohol misuse in the workplace. The policy must incorporate the company's position and information on virtually all aspects of controlled substances use and alcohol misuse.

Supervisor Training

Each employer must ensure that all persons designated to supervise drivers receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substances use.

Inquiries to Previous Employers

After January 6, 2023, this inquiry will be satisfied through FMCSA's Drug and Alcohol Clearinghouse pre-employment query described on Page 20.

If an applicant was subject to an alcohol and controlled substance testing program under a DOT agency other than FMCSA within three years of application, the inquiry must be requested directly from those agencies.

Types of Alcohol and Controlled Substance Tests

- Pre-employment: No employer shall allow a driver to perform a safety-sensitive function until a negative controlled substance test result is received for the driver.
- Post-accident: As soon as practical following a crash, each employer must test each surviving driver who was involved in a crash for alcohol and controlled substances if the crash involved:
  - A fatality
  - Injury requiring immediate medical attention away from the scene of the crash and the driver was cited for a safety-related matter
  - A vehicle being towed from the scene of the crash due to disabling damage and the driver was cited for a safety-related matter
- Random: Companies must scientifically and randomly test drivers at a minimum annual percentage rate of 10 percent of the number of drivers for alcohol testing, and 50 percent for controlled-substances testing.
- Reasonable suspicion: An employer shall require a driver to submit to an alcohol and/or controlled substance test when the employer has reasonable suspicion to believe that the driver has violated the prohibitions concerning alcohol and/or controlled substances. The required observations shall be made by a supervisor or company official who has had supervisor awareness training.
- Return-to-duty: Each employer shall ensure that before a driver returns to duty after testing positive shall undergo a return-to-duty controlled substances test with a negative result prior to performing a safety-sensitive function.
- Follow-up: If a substance abuse professional determines that a driver needs assistance for the misuse of alcohol, or for use of a controlled substance, an employer must ensure that the driver is subject to follow-up testing.

Drug and Alcohol Clearinghouse Mandate

Effective Jan. 6, 2020, all motor carriers employing drivers requiring a CDL must report drug and alcohol violations to the Drug & Alcohol Clearinghouse. Driver pre-employment queries to the clearinghouse must also be conducted prior to CDL driver employment.

The Clearinghouse is a secure on-line database which will provide access to real-time information, ensuring drivers committing drug and alcohol violations complete the necessary steps before getting back behind the wheel or performing a safety sensitive function.

Motor Carrier Responsibilities:

- Create an account with the Clearinghouse if one or more drivers is subject to the FMCSA drug and alcohol testing requirements
- Conduct pre-employment queries to verify prospective drivers do not have prior drug or alcohol violations
- Verify the return to duty process if prior violations are discovered
- Conduct queries of the Clearinghouse at least once a year on current drivers
- Report any drug and alcohol violations discovered on your CDL required drivers
- Continue to conduct a 3 year previous employer inquiry for drug and alcohol violations until January 6, 2023.

Please visit clearinghouse.fmcsa.dot.gov/ to register, choose a Query Plan and find more information.

Commercial Motor Vehicle Safety Regulation Resources

A complete listing of Federal Motor Carrier Safety Regulations can be found on the FMCSA website: www.fmcsa.dot.gov/regulations/title49/b/5/3.

MoDOT Safety and Compliance Manual
www.modot.org/SC

INTERNATIONAL REGISTRATION PLAN – APPORTIONED PLATES

Introduction

Motor carriers who operate an apportionable vehicle must participate in the International Registration Plan. An apportionable vehicle is any power unit that is used or intended for use in two or more member jurisdictions – states and Canadian provinces – 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 lbs., or
- has three or more axles, regardless of weight, or
- is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds
- when making point-to-point movements in another state or province regardless of weight

Trailers can be apportioned at the option of the carrier. To apportion trailers, there must be at least one power unit registered. MoDOT Motor Carrier Services only issues permanent, non-transferable trailer plates. The Missouri Department of Revenue (www.dor.mo.gov/motorv) offers other options for plating trailers.

Exempt Vehicles:

- Recreational vehicle
- Vehicles displaying restricted plates
- City pick-up and delivery vehicles
- Government-owned vehicles

Opening an IRP Account

To open an IRP account, submit the following forms, which can be found at www.modot.org/IRP. Call MoDOT Motor Carrier Services at 1-866-831-6277 for assistance.

- Motor Carrier Application
- Applicable equipment leases
- Vehicle title or validated title application receipt – in the plate holder's name – unless
- the vehicle is leased. If the vehicle is leased by the IRP applicant, submit a title in the owner's name with a copy of the lease. The lease should bear the names and signatures of both parties and the year, make and VIN of the leased unit.
- IRS Heavy Vehicle Use Tax Form 2290 in the name of the title holder, plate holder or the motor carrier responsible for safety
- Personal property tax receipt or waiver or waiver for the previous year.
- Secretary of State business filing certificate – if the account name is anything other than the applicant's given, legal name
- Validations – The names on each form and registration certificate must match exactly
- Proof of residency or established place of business. These can include:

PROOF OF RESIDENCY Three of the following documents are required to prove residency:	**ESTABLISHED PLACE OF BUSINESS** A physical structure that meets all of the following criteria:
A Missouri driver's license	Is owned or leased by the applicant or registrant; and
A Missouri personal property tax receipt	Has a true street address; and
Registration paperwork issued by the Missouri Secretary of State	Is open for business during regular business hours; and
A federal income tax return	Has one or more permanent employees managing the trucking business; and
A Missouri vehicle title	Is where fleet records are maintained and are available for inspection.
A utility bill in the carrier's name at a Missouri address	** Other forms of proof can be required.*

Cab Card Credential

When IRP registration is complete and fees are paid, the registrant receives a license plate and a credential, known as a cab card, for each registered power unit. The cab card must be carried in the vehicle at all times. It must be produced upon request by a law enforcement officer.

All IRP registrants receive a cab card that lists every participating jurisdiction. Once the carrier has a full-reciprocity cab card, the vehicle can travel in each participating state and province without further registration action. At renewal, the carrier will report all miles traveled by all units during the reporting period in each jurisdiction, per vehicle. Miles cannot be rounded or estimated.

If an apportionable vehicle is added to a carrier's operation, it cannot be used until it is added to the carrier's IRP account. Additions, transfers and deletions of vehicles and annual renewal actions are explained below.

Electronic Credentials
As of Jan. 1, 2019, drivers are allowed to carry IRP cab cards and an IFTA license as electronic images. All U.S. states and Canadian provinces are required to accept the images. Credentials can be shown to law enforcement as an electronic image on a computer, tablet or smartphone or as a paper copy. The document must be accurate, accessible and readable.

Because cellular service and internet access is never guaranteed, it is strongly advised that documents be stored as a PDF and that devices kept charged sufficiently. If a driver is unable to provide proof of credentials, they could be ticketed and required to present proof of registration to a court of law.

Additional Credentials

Carriers that qualify for IRP might need to register in the following programs. Contact MoDOT MCS for help:

- International Fuel Tax Agreement
- Unified Carrier Registration

MoDOT advises carriers to check with other states and provinces to determine whether additional credentials are required in specific jurisdictions.

Annual Apportioned Plate Renewal

Registration Period	File By	Pay By	Plate Expires
January 1 to December 31	October 1	December 1	December 31
April 1 to March 31	January 1	March 1	March 31
July 1 to June 30	April 1	June 1	June 30
October 1 to September 30	August 1	September 1	September 30
Late filing penalty = $100	*Late payment penalty = $50 per truck to a maximum of $150*		

To learn which specific documents are needed in a particular renewal period, visit www.modot.org/irp and find IRP Renewal Activities and Deadlines under MODOT IRP FORMS.

IRP Online Transactions – MoDOT Carrier Express

Annual renewal and changes such as adding a vehicle or transferring a plate can be made online using MoDOT Carrier Express. MCE requires the use of a user ID and password which is issued to every motor carrier customer. Contact MoDOT MCS if you have any issue with the user ID/password.

User guides with step-by-step instruction are available at www.modot.org/UsingMCE.

Record retention for IRP

Motor carriers and current year registrants are subject to audit at any time. Mileage, lease and other records must be retained for the current year plus three full calendar years. Failure to produce requested records can result in financial and other penalties.

For more information, find both a record keeping booklet and video online at www.modot.org/IRP.

72-hour Trip and Hunter's Permits

Out-of-state vehicles that do not bear apportioned plates are eligible for a 72-hour IRP trip permit when operating temporarily within the State of Missouri as long as federal requirements for interstate travel are met.

Vehicles in transport to join a new leasing agreement are also eligible for the temporary credential – a Hunter's Permit – which is requested by the most recent motor carrier responsible for the safety of the vehicle.

72-hour permits are available online with MoDOT Carrier Express. Visit www.modot.org/UsingMCE and find the IRP user guide list. Choose Order a 72-Hour Missouri trip permit and follow the instructions, including obtaining a UserID and password for the online system.

If you have received 72-hour permits in the past, you can order permits online on the MoDOT Carrier Express system at any time with your existing userID and password.

Closing an IRP Account

If a carrier closes or sells the business, the IRP account must be officially closed and the license plates returned.

Send the plates with a letter stating the intent to close the account to:

MoDOT Motor Carrier Services
830 MoDOT Drive
PO Box 270
Jefferson City, MO 65102

Submit an MCS-150 to the USDOT marking Out-of-Business Notification or Intrastate Operations Only.

Depending on the situation, other programs such as IFTA, UCR and Missouri Operating Authority might need to be inactivated to end the carrier's financial and reporting responsibilities.

Call MoDOT Motor Carrier Services' IRP team at 1-866-831-6277 with any questions.

The complete International Registration Plan is available online at www.irponline.org

What to Know About IRP

Apportioned plate registration must be renewed each year.

Annual renewal and other supplemental transactions can be processed online at www.modot.org/mce.

72-hour trip permits and hunter's permits are available.

An IRP account must be officially closed to end a carrier's financial and reporting responsibilities.

IRP Definitions:

Apportionment percentage- the ratio of the distance traveled in the member jurisdiction by a fleet during the reporting period to the distance traveled in all member jurisdictions by the fleet during the reporting period, calculated to six decimal places, rounded to five decimal places, and multiplied by one hundred.

Apportionable Fee- any periodic recurring fee or tax requited for registering vehicles, such as registration, license, or weight fees.

Average Per Vehicle Distance – is the distance assigned to the fleet by the base jurisdiction.

Base jurisdiction – the member territory (including 48 states, D.C. and 10 Canadian provinces) in which an applicant applies for apportioned registration under the International Registration Plan (with proof of residence); or the member state or province that issues apportioned registration to a registrant under the plan.

Established place of business – a physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of 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). Operational records concerning the fleet shall be maintained at this physical structure and be made available during business hours.

Fleet – one or more apportionable vehicles designated by a registrant for distance reporting under the International Registration Plan.

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

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

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

Rental Fleet- Vehicles the Rental Owner designates as a Rental Fleet and which are offered for rent with or without drivers.

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

Residence – the status of an applicant or a registrant as a resident of a member jurisdiction.

Restricted Plates – none issued by MoDOT Motor Carrier Services

Total Distance- all distance operated by a Fleet of Apportioned Vehicles

INTERNATIONAL FUEL TAX AGREEMENT (IFTA)

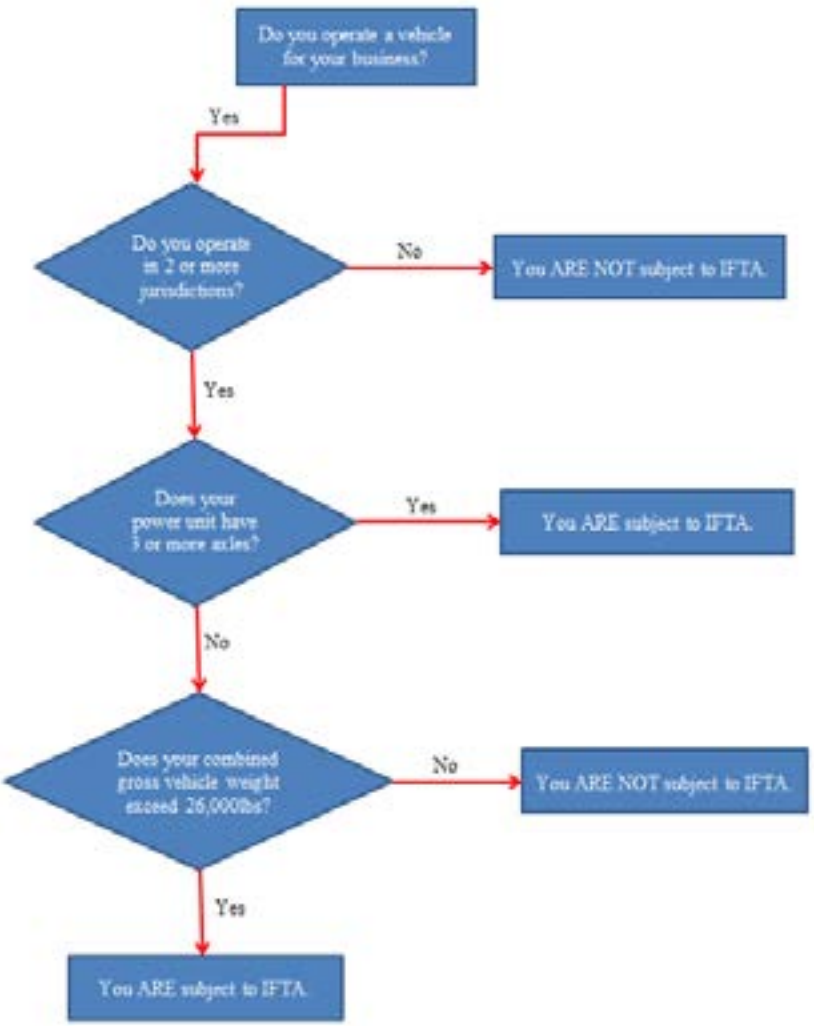
Introduction

The International Fuel Tax Agreement is a pact between 48 states, the District of Columbia and 10 Canadian provinces. These territories are called jurisdictions. IFTA allows a carrier to file one, usually quarterly tax return, with the carrier's base jurisdiction to report miles of operation and fuel purchased in all jurisdictions. Recreational vehicles or units that travel solely within their base jurisdictions are exempt from IFTA.

Are you subject to IFTA reporting and record keeping requirements?

A motor carrier must have an IFTA license if it operates in two or more jurisdictions and the power unit:

- Has two axles and gross vehicle weight or registered gross vehicle weight of 26,001 lbs. or heavier;
- Has three or more axles, regardless of weight; or
- Is used in combination and the said combination has a gross vehicle weight or registered gross vehicle weight of 26,001 lbs. or heavier.



Applying for an IFTA license

Opening an Account
The IFTA application is listed on our website at www.modot.org/IFTA under MODOT IFTA FORMS. You may contact our office to obtain the IFTA application as well at 866-831-6277.

To open a new IFTA account, the applicant must have

- A completed Missouri IFTA application
- Missouri license plate information
- Completed registration certificate from the Missouri Secretary of State, noting the company name or fictitious name. A fictitious name is any name under which a person transacts business, other than his or her legal name. It is also known as a DBA or "doing business as" name.

Credentials
Once registered, each vehicle should display IFTA decals on both sides. Placement instructions are printed on the backing sheet of the decals. A copy of the IFTA license shall be carried in the vehicle. The license and decals are valid from January 1 to December 31.

Annual Renewal

As long as the account is in good standing, IFTA decals are automatically renewed in late November. A grace period through the end of February exists for active carriers with prior year decals.

An IFTA license can be suspended and/or a renewal denied if:

- Quarterly tax returns have not been filed and/or paid.
- An outstanding audit balance is due.
- The vehicle's IRP (apportioned) license plates have expired.
- The carrier's Unified Carrier Registration has not been paid.
- The carrier's USDOT number is in Out-of-Service status.
- The carrier has not operated outside the state of Missouri for four calendar quarters.

Quarterly IFTA Fuel Tax Returns

IFTA license holders must file a fuel tax return each calendar quarter or in limited cases, annually. The easiest method is to file online through MoDOT's website www.modot.org/mce. A userID and password is required. Tax forms are also available as PDFs on a different webpage, www.modot.org/IFTA.

The majority of carriers file each quarter, however, after one full calendar year of quarterly returns, a carrier may become an annual fuel tax filer if it operated fewer than 5,000 out-of-state miles the prior year. Mileage and fuel records are still required, but annual filers only report them once a year – in January. Those who qualify for annual filer status will receive a notice from MoDOT Motor Carrier Services. Annual filers can complete an electronic return at www.modot.org/mce.

The PDF of the return form is located on the MoDOT Motor Carrier Services website at www.modot.org/IFTA.

Information needed for fuel tax return reports includes:

1. The total number of miles and the number of taxable miles traveled in each jurisdiction
2. The number of gallons/liters of fuel purchased and consumed in each jurisdiction
3. The type of fuel used

Quarterly returns must be filed and paid by the end of the month following each quarter.

Quarter	Dates of Quarter	File and Pay by
1st Quarter	January 1 – March 31	April 30
2nd Quarter	April 1 – June 30	July 31
3rd Quarter	July 1 – September 30	October 31
4th Quarter	October 1 – December 31	January 31

Late-Payment Penalties

Penalties are incurred when fuel tax returns are filed and/or paid after the date due.

The penalty for filing late is $50 or 10 percent of the tax due, whichever is greater. Renewal of an annual IFTA license is denied carriers whose accounts are not current.

Some late-filing carriers are required to pay a bond equal to twice the average tax liability. The accounts of those whose payments are overdue are subject to suspension.

Credits and Refunds

All jurisdictions set fuel tax rates independently. The amount of fuel tax a carrier owes each state or province depends on the number of miles operated and the amount of fuel purchased in each jurisdiction. If a carrier operates in two states and only has fuel purchases in one state, then it will have a credit in one state and owe a balance due in the other. The tax rate will determine whether the carrier will have a credit or have a balance due.

MoDOT Motor Carrier Services sends a letter to those whose accounts show a credit of more than $10. Sign and return the letter to receive a refund. Those who have a credit from a previous quarter will find it is automatically applied to the next IFTA invoice.

Account Changes

Name Changes and New FEIN numbers

Any time a motor carrier undergoes a name change and/or requests and receives a new Federal Employer Identification Number, the IFTA account is affected. Notify MoDOT Motor Carrier Services to request an updated IFTA license.

Purchase, Sale or Trade of a Vehicle

Upon purchase of a new truck, contact MoDOT MCS to request additional decals. A temporary credential will be emailed or faxed as proof of compliance until the permanent decals arrive in the mail.

IFTA decals are non-transferable. They are assigned to the carrier, not the truck. Before a sold or traded vehicle changes hands, remove the decals and place a note in the vehicle record that the decals are destroyed.

Canceling an IFTA Account

Contact MoDOT Motor Carrier Services at 1-866-831-6277 to cancel the IFTA account. All quarterly returns must be filed and any taxes due paid through the current quarter. Return the IFTA license to MoDOT MCS as well as any unused IFTA decals.

If the business is closing, be certain to cancel the International Registration Plan apportioned license plates, if applicable.

IFTA and Leasing Situations

Carriers that hold their own apportioned license plates and lease on with another company are not necessarily required to have an IFTA account in their own name. The lease agreement should outline which party will hold the IFTA license and make quarterly tax return reports.

Fuel Trip Permits

A CMV traveling between two jurisdictions that is 26,000 lbs. GVWR or heavier, but does not bear an IFTA license and decal, can still travel in Missouri if the driver obtains a 72-hour fuel trip permit. Purchase a permit from MoDOT Motor Carrier Services by calling 1-866-831-6277.

New accounts must complete a New Customer Form before the permit can be processed, but subsequent permits can be ordered by phone or online.
A fuel trip permit is required for each state in which the non-IFTA participating vehicle travels. Be certain to obtain a permit before crossing a state line. No grace area is granted by any state.
Some states limit the number of fuel trip permits granted per vehicle, per year. Check with each jurisdiction before planning an interstate operation.

Record-Keeping Requirements

Distance Accounting and Record Preservation

IFTA licensees must keep records for each individual vehicle. Carriers can use Individual Vehicle Mileage Records (trip sheets or trip reports) for this purpose. All travel, whether loaded, empty, deadhead or bobtail, must be reflected in the record. IVMRs must be summarized monthly by vehicle and for the entire fleet.

Records must be retained for 4 years from the tax return date or the filing date, whichever is later. For example:

- A second quarter 2019 report due July 31, but filed your report on July 10 must be retained through July 31, 2023.
- A second quarter 2019 report due July 31, but you filed on September 1 must be retained through September 1, 2023.

IFTA license holders are subject to audit at any time. Records must be available upon request. Failure to retain and preserve records could result in assessments and penalties. Failure to comply can also result in suspension or revocation of operating credentials.

Individual Vehicle Mileage Record Requirements

At a minimum, all of the following information should be listed on the IVMR:

- Beginning and ending trip dates
- Trip origin and destination
- Route of travel
- Beginning and ending odometer readings
- Total trip distance traveled
- Miles by jurisdiction
- Vehicle identification and fleet number
- Licensee's name

If a licensee fails to maintain accurate records, the base jurisdiction will add appropriate penalties and interest in an audit assessment.

Fuel Accounting

Carriers must maintain complete records of all fuel purchased, received and used. Separate totals must be kept for each fuel type. Retail and bulk fuel purchases are to be accounted for separately.

Any receipts or invoices that have been altered in any way will not be accepted for tax-paid credits unless the licensee can demonstrate the receipt is valid. If receipts for fuel purchases or usage are not available, all claims for tax-paid fuel will be disallowed.

Retail Fuel
Retail purchases must be supported by a receipt or proof of purchase. At a minimum, this documentation must include all of the following:

- Date of purchase
- Seller's name and address
- Number of gallons (liters) purchased
- Fuel type
- Price per gallon or amount of sale
- Unit numbers
- Purchasing company's name

It is recommended that licensees record fuel purchases on an Individual Vehicle Mileage Record (IVMR).

Bulk Fuel
Bulk fuel is fuel that is delivered into a storage tank owned, leased, or controlled by the licensee and not placed directly to the fuel tank of a qualified vehicle. The licensee must retain copies of all delivery tickets and/or receipts. Bulk fuel reconciliations must be maintained.

A carrier may claim a tax credit on an IFTA return for bulk fuel drawn from a storage tank once the fuel is in the fuel tank of a qualified motor vehicle and either the purchase price of the fuel including tax paid to the member jurisdiction in which the tank is located or the licensee has paid fuel tax to a member jurisdiction where the tank is located. The licensee must maintain the following records:

- Date of withdrawal
- Number of gallons or liters
- Fuel type
- Unit number
- Purchase and inventory records to substantiate that tax was paid on all bulk purchases

Off-Road Fuel
Records should be maintained for off-road fuel purchases and use for auditing purposes.

Electronic Data Recording Systems

Electronic data recording systems may be used in place of or in addition to handwritten trip reports.

Equipment-monitoring devices that transmit data or that can be used to determine vehicle location or routes traveled may be used to supplement or verify handwritten or electronically generated trip permits.

Any device or electronic system used must meet all of the requirements stated in the IFTA Procedures Manual (Section P600 through P670). The procedures manual is available as a download at www.iftach.org.

Unified Carrier Registration

Introduction

The Unified Carrier Registration Agreement is a federally mandated, state administered program for collection of interstate registration fees. MoDOT Motor Carrier Services administers the Unified Carrier Registration Agreement for the State of Missouri.

Compliance

The following are required to comply with the UCR agreement:

- interstate motor carriers,
- motor private carriers of property,
- freight forwarders,
- brokers, and
- leasing companies

Registration and Annual Renewal

UCR registrations are valid for one registration year (calendar year) and are not prorated.
Annual registration expires on December 31 of each calendar year.

Carrier fees are based upon the number of vehicles owned and operated as reported to the USDOT through the MCS-150 form. Fees are subject to change at the beginning of each registration year.

Fees collected through the UCR program are used for motor carrier safety programs, enforcement, or administration of the UCR agreement.

UCR applicants are subject to audit at any time. One of the most common audit triggers occurs when applicants apply and pay fees for fewer vehicles than reported on their latest MCS-150 filed with the FMCSA.

How to Apply

Applicants may file an application online and pay fees at www.ucr.gov.

Credential

UCR compliance is verified electronically. There is no paper credential for the program.

Missouri Intrastate Operating Authority

Introduction

Intrastate operating authority is required for motor carriers that transport property, household goods and/or passengers in intrastate commerce within Missouri. The registration process promotes motor carrier safety and because it requires continual filing of insurance, promotes carriers' economic health while providing protection to the traveling public.

Registration and Annual Renewal

Intrastate Operating Authority requires an initial registration, yearly renewal and annual purchase of a regulatory decal(s) to be placed on the side of each unit involved in intrastate commerce. The annual regulatory decals are $10 each. Carriers who also operate in interstate commerce and pay fees under the UCR program are not required to purchase the annual regulatory decal; however, they are required to obtain intrastate operating authority.

Applicants can file an application online using MoDOT Carrier Express at www.modot.org/mce or obtain an application to be mailed or faxed at www.modot.org/MOPA. Call MoDOT Motor Carrier Services at 1-866-831-6277 for assistance.

MoDOT Carrier Express requires the use of a user ID and password. Carriers with an existing account can send an email to ContactMCS@modot.mo.gov to reset a password. Those who do not have an account will receive login credentials upon completion of MoDOT's Motor Carrier Application found under GETTING STARTED at www.modot.org/MCResources.

Insurance

Intrastate carriers are required to file proof of insurance with the Missouri Department of Transportation. Minimum insurance liability limits are listed within the insurance requirements table (Table 1 - Page 35). Intrastate Operating Authority may be suspended at any time for lapse of insurance or other program requirements. Intrastate Operating Authority requirements vary depending on the type of authority (Table 2 - Page 36).

Canceling Registration

Intrastate operating authority remains in effect until a carrier voluntarily cancels or is revoked of registration. When an intrastate carrier goes out of business for any reason, it is important to properly cancel the authority. Call MoDOT Motor Carrier Services at 1-866-831-6277 for assistance.

Property Carrier Registration

Missouri intrastate carriers that transport property in commerce must obtain Property Carrier Registration. Carriers and operations exempted from operating authority requirements include those who transport:

- Farm or dairy products from a farm or dairy
- Property from farm-to-farm
- U.S. Mail, when contracted to the US Government

- Property when contracted directly to the State of Missouri or any civil subdivision
- Freight in vehicles registered and licensed for gross weight of 6,000 lbs or less
- Property wholly within a municipality, or between touching municipalities, or within a commercial zone* (except motor carriers of commodities in bulk to include liquids in tank or hopper type vehicles)
- As a tow truck or wrecker, exclusively used in the business of towing or otherwise rendering assistance to abandoned, disabled or wrecked vehicles;
- Property as a private carrier

Passenger Certificate or Permit

Missouri intrastate carriers transporting passengers in commerce must obtain a passenger certificate or permit. Common carriers transporting passengers are granted a certificate. Contract carriers are granted a permit. Carriers and operations exempted from operating authority requirements include:

- School buses
- A motor vehicle having a seating capacity of not more than five passengers, exclusive of the driver
- Those transporting passengers when contracted directly to the State of Missouri or any civil subdivision
- Those transporting passengers wholly within a municipality, or between touching municipalities, or within a commercial zone* (except to, from or between points located wholly or in part in counties having a population of more than 300,000 persons)
- Motor vehicles being used solely by a group of employees commuting to and from work, except that the motor vehicle must be driven by a member of the group
- Private carriers

Household Goods Certificate or Permit

Missouri intrastate carriers that transport household goods must obtain a certificate or permit. Common carriers transporting household goods are granted a certificate. Contract carriers are granted a permit. Carriers and operations exempted from operating authority requirements include:

- Those transporting household goods when contracted directly to the State of Missouri or any civil subdivision
- Freight-carrying vehicles registered and licensed for a gross weight of 6,000 lbs or less
- Private carriers

The exemptions listed here are those most-commonly used. For a complete list of exemptions, refer to Missouri Revised Statutes 390.030.

* Commercial zone areas are defined in Missouri Revised Statutes 390.020 and are outlined on the Missouri Vehicle Route Map. An electronic copy of the map can be found on MoDOT Motor Carrier Services' webpage at www.modot.org/MCResources. Send an email to ContactMCS@modot.mo.gov for a paper copy of the Missouri Vehicle Route Map.

Table 1. Insurance Requirements

	Authority Type	Form Type	Minimum Liability Limits
1	A. Property Carrier Registration B. Household Goods No hazardous materials	Bodily Injury and Property Damage Form E or G	• $100,000 for injury or death of one person. • $300,000 for any one accident. • $50,000 property damage for any one accident.
2	A. Property Carrier B. Household Goods To include Hazardous substances, as defined in 49 CFR 171.8, transported in cargo tanks, portable tanks, or hopper-type vehicles with capacities in excess of 3500 water gallons; or in bulk Division 1.1, 1.2 and 1.3 materials, Division 2.3, Hazard Zone A, or Division 6.1, Packing Group I, Hazard Zone A materials; or in bulk Division 2.1 or 2.2; or highway route controlled quantities of a Class 7 material as defined in 49 CFR 173.403	Bodily Injury and Property Damage Form E or G	$5,000,000 Combined Single Limit
3	A. Property Carrier Registration B. Household Goods To include hazardous materials: Oil listed in 49 CFR 172.101; hazardous waste, hazardous materials and hazardous substances defined in 49 CFR 171.8 and listed in 49 CFR 172.101, but not mentioned in (2 above)	Bodily Injury and Property Damage Form E or G	$1,000,000 Combined Single Limit
4	A. Passenger Charter B. Passenger Other than Charter C. Passenger Not for Profit Twelve Passengers or Less	Bodily Injury and Property Damage Form E or G	• $100,000 for injury or death of one person. • $300,000 for any one accident. • $50,000 property damage for any one accident.
5	A. Passenger Charter B. Passenger Other than Charter C. Passenger Not for Profit More than Twelve Passengers	Bodily Injury and Property Damage Form E or G	• $100,000 for injury or death of one person. • $500,000 for any one accident. • $50,000 property damage for any one accident.
6	Household Goods	Cargo Form H or J	$5,000

Table 2. Operating Authority Program Requirements

	Property Carrier Registration	Household Goods	Passengers Charter	Passengers Other than Charter	Passengers Not for Profit
Authority Application	●	●	●	●	●
Proof of Bodily Injury and Poperty Damage Insurance(Form E)	●	●	●	●	●
Proof of Cargo Insurance (Form H)		●			
Tariff on file with Motor Carrier Services Office				●	
Tariff on file at the Motor Carrier's place(s) of business		●		●	
Annual Regulatory Decal (Intrastate ONLY Carriers)	●	●	●	●	
Financial Statement (with application, annually)		●	●	●	

Hazardous Waste Transporter License

Introduction

All motor carriers who transport hazardous waste, used oil, or infectious waste on the roads and highways of Missouri need a Hazardous Waste Transporter License. The Missouri Department of Transportation collaborates with the Missouri Department of Natural Resources in administration of this program.

Application and Annual Renewal

A Hazardous Waste Transporter license is valid for one year from the date of issue.

To apply for a Hazardous Waste Transporter License, find the HW-1 application at www.modot.org/HazWaste. Fax, email or mail the completed HW-1 application to Motor Carrier Services.

Renewal applications should be filed at least 60 days prior to the expiration of the license. Log into MoDOT Carrier Express at www.modot.org/mce to complete the process or find the HW-1 application at www.modot.org/HazWaste.

Credential and Fees

Hazardous Waste Licenses are issued by mail, email or fax upon successful application and fee payment.

Fees are based on the total weight of vehicles used to transport hazardous waste in Missouri; the number of Missouri hazardous waste shipments and the number of miles traveled in Missouri. The maximum fee for a Hazardous Waste Transporter License is $25,000, but fees are usually much less. Carriers can add vehicles to their license throughout the year at a prorated fee. Carriers may also replace vehicles on their license throughout the year at no fee.

Insurance Requirements

Carriers with a Hazardous Waste Transporter license are required to file proof of insurance (Form E) with the Missouri Department of Transportation. Minimum insurance liability limits are the standards set forth by the Federal Motor Carrier Safety Administration for transportation of Hazardous Materials. If insurance lapses or other violations occur, the Hazardous Waste Transporter license can be suspended or revoked.

Find the current minimum insurance liability limits at: www.modot.org/HazWaste.

Waste Tire Transporter Permit

The Missouri Department of Transportation collaborates with the Missouri Department of Natural Resources in administration of this program.

Compliance

A Waste Tire Transporter Permit is required for all persons who transport waste tires in Missouri, both in interstate and intrastate transportation.

A waste tire, or scrap tire, is defined as a tire that is no longer suitable for its original intended purpose because of wear, defect or damage.

Persons exempt from obtaining a Waste Tire Transporter Permit include:

- A person who does not haul for consideration or commercial profit
- A person hauling warranty tires or new defective tires to the retailer, wholesaler or manufacturer for adjustment or credit
- A person hauling waste tires which have been generated at his/her own business or residence provided that his transportation is done using his/her own employees and vehicles

Application and Annual Renewal

A Waste Tire Transporter Permit is an annual permit that is renewed yearly. The annual permit fee is $100. The license is valid for one year from the date of issuance.

New applicants must complete a Motor Carrier Application, available at www.modot.org/MCResources. Once completed, a user ID and password is issued so the carrier can quickly file a Waste Tire application online at www.modot.org/mce.

Applicants can also obtain a Waste Tire WT-1 application at www.modot.org/WasteTire.

Oversize Overweight

Introduction

Motor Carriers who haul non-reducible loads that exceed Missouri's legal weight and size requirements must obtain Oversize Overweight permits. The permits outline specific routes and special requirements the carrier must follow when using the Missouri state highway system. Carriers and drivers must read and obey every statement within an OSOW permit.

Single Trip Permit

On or within 10 miles of Missouri's Interstate and Designated Highway System (not in a commercial zone.)

DIMENSION	LEGAL	ROUTINE MAXIMUM PERMITTABLE
WIDTH	8'6"	16'
HEIGHT	14'	16'
LENGTH — TRAILER & LOAD TRUCK-TRACTOR SEMI-TRAILER COMBINATION	53'	N/A
LENGTH — OVERALL TRUCK-TRACTOR SEMI-TRAILER COMBINATIONS	N/A	150'
LENGTH — TRUCK-TRAILER COMBINATIONS	65'	75'
LENGTH — AUTO/BOAT TRANSPORTER	75' plus 3' front & 4' rear overhang	N/A
LENGTH - STINGER-STEERED AUTO TRANSPORTER	80' plus 4' front & 6' rear overhang	N/A
LENGTH — TOWED UNITS	65'	150'
LENGTH — SINGLE UNITS	45'	60'
WEIGHT — TRUCK-TRACTOR SEMI-TRAILER COMBINATIONS	80,000 lbs*	160,000 lbs
WEIGHT — SPECIALIZED EQUIPMENT	REFER TO SPECIALIZED EQUIPMENT CHART IN OSOW PERMIT REGULATION BOOK www.modot.org/OSOW	152,000 lbs

Commercial Zone Single Trip Permit

Travel within a legally-designated commercial zone

DIMENSION	LEGAL	ROUTINE MAXIMUM PERMITTABLE
WIDTH	8'6"	16'
HEIGHT	15'	16'
LENGTH — TRAILER & LOAD TRUCK-TRACTOR SEMI-TRAILER COMBINATION	53'	N/A
LENGTH — OVERALL TRUCK-TRACTOR SEMI-TRAILER COMBINATIONS	N/A	150'
LENGTH — TRUCK-TRAILER COMBINATIONS	65'	75'
LENGTH — AUTO/BOAT TRANSPORTER	75' plus 3' front & 4' rear overhang	N/A
LENGTH - STINGER-STEERED AUTO TRANSPORTER	80' plus 4' front & 6' rear overhang	N/A
LENGTH — TOWED UNITS	65'	150'
LENGTH — SINGLE UNITS	45'	60'
WEIGHT — NOT TO EXCEED 22,400 LBS PER AXLE	N/A	NONE

Commercial zone permits are only available within a specified radius of Kansas City, St. Louis, Springfield, St. Joseph and Columbia. You can find the zones on the Missouri Vehicle Route Map. An electronic copy of the map can be found in the electronic toolbox at www.modot.org/MCResources.
Send an email to ContactMCS@modot.mo.gov for a paper copy of the Missouri Vehicle Route Map.

Routine Single Trip Permit Fees

- $15 for a load of legal weight
- $15 plus $20 per 10,000 lbs. over legal gross weight
- $265 house move permit*

* House-moving carriers require special registration with the State of Missouri. Call MoDOT Motor Carrier Services for more details – 1-866-831-6277 and select the option for intrastate operating authority. Ask about obtaining a Missouri House Mover License.

Information Required to Apply for a Single Trip Permit:

- Year, make, license number and VIN of power unit and trailer and any other hauling units.
- Load description, make, serial number and dimensions of load.
- Overall dimensions and length of trailer and load if a tractor, semi-trailer combination.
- Individual axle weights.
- Individual axle spacings (center to center).
- Origin of route – provide a highway junction point.
- Destination of route – provide a highway junction point.

- The origin and destination points cannot be on an interstate unless the exit number is provided.
- The requested route and date of movement.

For oversized, overweight permits on metropolitan city streets, contact:
St. Louis City - (314) 647-3111, ext. 1025
Kansas City - (816) 513-2674

Blanket Permits

Blanket permits are available for carriers who move certain commodities several times in the course of a year on state-maintained highways.

Legal Weight and Height Blanket Permits

Loads can be up to 12'6" wide and 150' in overall length, depending on the items shipped.

- Manufactured and Sectional Homes
- Pipes, poles and/or beams
- Farm implements
- Construction equipment
- Like objects
- Multiple commodity combinations
- Implements of husbandry
- Hay - Hay blanket permits allow width to 12'6" only, with legal length, weight and height.
- *Farmers and farm implement dealers are allowed blanket permits for legal length, weight and height for loads up to 14'6" wide for moves within a 100-mile radius of the principal place of business.*

Overweight Blanket Permits

- Emergency Response
- Concrete Pump Truck
- Well Drilling Rig
- Longer combination vehicles within 20 miles of Missouri's western border
- Raw milk - *up to 85,500 lbs., on non-interstate highways only.*
- Government movements
- Crane
- Public utility

Blanket Permit Maximum Fees *(prorated by calendar quarter)*

Loads up to 12'6"wide and of legal weight	$128/calendar year
Multiple commodity shipments of legal weight	$400/ calendar year
100-mile radius of legal weight	$128/ calendar year
Emergency response	$624/ calendar year
Water well drill rig	$300/ calendar year
Concrete pump	$300/ calendar year
Raw milk	$500/ calendar year
Crane	$300/calendar year

Superloads

Loads that exceed the routine permittable maximum are referred to as superloads. Superload permitting involves detailed route studies by MoDOT highway and bridge structure experts, so carriers are advised to allow extra time, at least two weeks, between application and receipt of a completed permit.

Information Required to Apply for a Superload Permit

- Year, make, license number and VIN of power unit and trailer and any other hauling units.
- Load description, make, serial number and dimensions of load.
- Overall dimensions and length of trailer and load if a truck tractor, semi-trailer combination.
- Individual axle weights.
- Individual axle spacings (center to center).
- Origin of route – provide a highway junction point.
- Destination of route – provide a highway junction point.
- The origin and destination points cannot be on an interstate, unless the origin or destination is an exit/entrance ramp number.
- The requested route and date of movement.

Superload Escorts

- One (1) front and one (1) rear civilian escort is required for all superloads in excess of three hundred fifty thousand (350,000) lbs.;
- One (1) front civilian escort is required for all superloads on two- (2-) lane highways, except—
- If a load is required to cross bridge structures at crawl speed in the Kansas City and St. Louis areas, then one (1) front and two (2) rear civilian escorts are required for that portion of the move;
- One (1) front and one (1) rear civilian escort is required on all sections of dual lane highways traversed if load exceeds sixteen feet (16') wide.

In addition to the civilian escorts needed in the situations above, Missouri State Highway Patrol escorts are required when:

- Sixteen feet (16') wide on any two- (2-) lane highway;
- Eighteen feet (18') wide on interstate or dual lane highway;
- One hundred fifty feet (150') overall length on any highway;
- Seventeen feet (17') high on any highway; or
- Any time deemed necessary due to complexity of route or load.

Superload Fees

Overweight superload fees are $15 plus $20 per each 10,000 lbs over legal gross weight, plus bridge and roadway analysis fees of $425 for each permit for moves 0-50 miles in length, $625 for 51-200 miles or $925 for more than 200 miles.

Overdimension superload fees are $15 plus $250 for a movement feasibility study.

All superload applications require a route survey and emergency plan - to be submitted only after receipt of MoDOT route approval. Find these forms at www.modot.org/OSOW.

Insurance

Schedule Of Minimum Limits Of Combined Single Limit Automobile Liability

Type of Move	Amount
Routine	$750,000
Superloads	$2,000,000
House Move	$2,000,000

OSOW Holiday Travel Restrictions

Movement of OSOW loads is restricted on the following holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

The restrictions begin at 12:00 noon on the day preceding the holiday or the holiday weekend period.

In the event a holiday falls on Saturday, the restriction will apply to the preceding Friday. If a holiday falls on Sunday, the restriction will apply to the following Monday.

The restriction for Thanksgiving begins at 12:00 noon on Wednesday and applies until one-half (1/2) hour before sunrise on the following Monday.

When Christmas and/or New Year's Day fall on Friday or Saturday, the restriction will begin at 12:00 noon on the day preceding the holiday. Movement will resume the following Monday. When Christmas and/or New Year's Day fall on Sunday, the restriction will begin at 12:00 noon on the preceding Friday. Movement will resume the following Monday.

Holiday	Holiday Falls On	Restriction Begins at Noon	Restriction Ends 30 Minutes Before Sunrise
Memorial Day and Labor Day	Always Monday	Always Friday	Always Tuesday
New Year's Day Independence Day, and Christmas Day	Monday through Friday	The day preceding the holiday	The day following the holiday
Independence Day	Saturday	Friday	Sunday
Independence Day	Sunday	Saturday	Monday
Thanksgiving Day	Always Thursday	Always Wednesday	Always Monday
Christmas Day and New Year's Day	Friday	Thursday	Monday
Christmas Day and New Year's Day	Saturday	Friday	Monday
Christmas Day and New Year's Day	Sunday	Friday	Monday

Travel Limitations

No movement is allowed when road conditions are hazardous, e.g., when highways are snow and ice covered or when cross winds affect the movement. If visibility is less than five hundred feet, movement is not allowed.

Read and understand the rules and conditions printed on the permit document before moving within Missouri.

Agricultural Exemptions

Farmers are exempt from OSOW permit regulations when transporting their own property from farm-to-farm, dealer-to-farm or farm-to-dealer, however the exemption does not apply to travel on interstate highways.

All motorists must observe and obey bridge weight restrictions and highway structure height limits.
Raw milk and livestock haulers are allowed to operate a CMV loaded to a gross weight of 85,500, on highways other than interstates, statewide.

Milk, Livestock, Grain and Grain Co-Product Allowances

Vehicles hauling grain and grain co-products can weigh as much as ten percent more than the maximum weight limitation indicated in a weight-by-axle chart contained within the law.
When traveling at heavier weights, these loads may NOT use any portion of an interstate highway.

Additional Resources

The revised Missouri State Statutes that govern oversize overweight loads include:
304.170 https://revisor.mo.gov/main/OneSection.aspx?section=304.170&bid=48768&hl=
304.180 https://revisor.mo.gov/main/OneSection.aspx?section=304.180&bid=48770&hl=
304.190 https://revisor.mo.gov/main/OneSection.aspx?section=304.190&bid=34606&hl=
304.200 https://revisor.mo.gov/main/OneSection.aspx?section=304.200&bid=16244&hl=

Complete Missouri Oversize Overweight regulations are available at www.modot.org/OSOW. Contact MoDOT MCS for a hard copy, if you prefer, at 1-866-831-6277.
A brochure produced by the Missouri State Highway Patrol , “Size and Weight Limitations”, is also helpful. Find an electronic copy at www.mshp.dps.missouri.gov/MSHPWeb/DevelopersPages/brochures.html.

OSOW Essentials

If the truck and load are at or below the following measures, the load is of legal size and can move without an oversize overweight permit:

- 8’6” wide
- 14’ high - on interstate highways or within 10 miles of a designated or primary highway. 15’ high in a commercial zone. 13’6” high - on all other state routes.
- 53’ length – truck-tractor/semi-trailer combination
- 65’ length – truck/trailer combination or towed units
- 45’ length – single units
- 80,000 lbs. gross weight unless specialized equipment (see Gross Weight Table in Section 11 of the Oversize Overweight Permit Regulations)
- 85,500 lbs. gross weight when hauling livestock, grain, grain co-products or milk in specific situations (see page 42)

If the dimension or weight of the truck and load exceed legal parameters, an oversize overweight permit is required to move in Missouri.

Read, understand and obey every line of text in the permit. Never travel off the prescribed route. If a change is necessary, call MoDOT Motor Carrier Services at 1-800-877-8499 to amend the permit.

During six holiday periods, OSOW movement is prohibited. Know and plan for these holidays.

If weather conditions make driving hazardous, re-read and obey the travel limitations printed on the permit. Err on the side of caution.

If traveling interstate, be certain to fulfill any necessary requirements of the International Registration Program, International Fuel Tax Agreement and Unified Carrier Registration before crossing a state line.

MoDOT Carrier Express

Online Service

Any time, any day, Missouri motor carriers can access their MoDOT account to register equipment, apply for a permit, file a fuel tax return and more with MoDOT Carrier Express.

Use MCE to

- Complete registration and permit applications
- Make changes to apportioned plate and fuel tax accounts
- File IFTA tax returns
- Obtain 72-hour trip permits for trip and fuel
- File UCR registration
- Register and update intrastate authority
- Monitor Safety Measurement System standings in CVIEW

Helpful guides for each process can be found at www.modot.org/UsingMCE.

MoDOT Carrier Express works with Internet Explorer, Firefox, Chrome and Safari. However, software used to complete hazardous waste and waste tire permit transactions is not compatible with app-based devices such as tablets and mobile phones. These transactions require the use of a program-based computer, such as a PC or Apple Mac. For more information about computer system requirements, visit www.modot.org/UsingMCE and look for MCE System Requirements under USING MODOT CARRIER EXPRESS.

Login

Start working with MCE by visiting www.modot.org/mce, then log in.

User ID and Password
Carriers with an existing relationship with MoDOT Motor Carrier Services already have the user ID and password that are needed to login. If you don't recall the information, or are a new Missouri motor carrier, visit www.modot.org/UsingMCE to learn how to send a request.

Electronic Payments

MCS accepts e-Check, Visa, MasterCard, American Express and Discover. Convenience fees apply. The fees are displayed at the time of payment.

MoDOT takes seriously its responsibility to keep motor carriers' information private. We can only discuss accounts with those people appointed as official contacts by the companies we serve.

Carrier and Driver Credentialing Checklists

Active Carriers

One time – Safety Audit - MoDOT visits with new carriers within the first 18 months of operation to ensure carriers understand and comply with safety requirements.

Biennial – Every other year, update URS with USDOT.
https://li-public.fmcsa.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option

Annual – Each year, credential or permit renewals are required to continue operations in the IRP, IFTA, OPA and UCR programs. OSOW blanket permits expire on December 31 and can be renewed.

Quarterly – IFTA Fuel Tax Return. Carriers who operate more than 5,000 miles annually must file quarterly fuel tax returns. Those who operate fewer than 5,000 miles per year can request to file one return annually. Please contact MoDOT Motor Carrier Services for more information on annual filing.

As needed – OSOW permits are issued on an as-needed basis. IFTA audits and S&C investigations are conducted throughout the year.

Drivers

Biennial – Medical certificate renewal – unless the medical examiner issues medical clearance for less than 24 months - e.g.; when it is desirable to monitor a condition such as high blood pressure - medical certificates must be renewed every two years.

Every five years – Background check for drivers who haul hazardous materials

Every six years – Commercial Driver's License renewal

Motor Carrier Resources

	Missouri Agency	Federal Agency
Motor Carrier Safety Regulations Hazardous Materials Transport Regulation International Fuel Tax Agreement (IFTA) International Registration Plan (IRP) Oversize and Overweight Loads (OSOW) Intrastate License Plate (travel within Missouri only) Household Goods Registration	MoDOT Motor Carrier Services 830 MoDOT Drive PO Box 270 Jefferson City, MO 65102 1-866-831-6277 www.modot.org/mcs	Federal Motor Carrier Safety Administration – Missouri 3219 Emerald Lane, STE 500 Jefferson City, MO 65109 (573) 636-3246
Federal Heavy Vehicle Use Tax	Find the nearest local IRS office by visiting www.irs.gov and search for "Local IRS Office."	Internal Revenue Service Kansas City, MO 65999 1-800-829-1040
USDOT Numbers and MCS-150 Biennial Updates		Federal Motor Carrier Safety Administration www.fmcsa.dot.gov (202) 358-7027 or 7028
Commercial Driver's License	Driver's License Bureau Mo Department of Revenue 301 W. High – Room 470 PO Box 200 Jefferson City, MO 65105 dlbmail@dor.mo.gov (573) 751-2730	
CDL Testing Commercial Vehicle Enforcement	Missouri State Highway Patrol www.mshp.dps.mo.gov (573) 526-6221 (573) 526-6128	
Unified Carrier Registration		www.ucr.gov
Missouri Business Registration	Missouri Secretary of State www.sos.mo.gov/business 1-866-223-6535 Option 1 (573) 751-4153	

Helpful Web Resources

American Association of Motor Vehicle Administrators (AAMVA)
International Registration Plan, Inc. (IRP,Inc.)
International Registration Plan Clearinghouse
International Fuel Tax Association, Inc. (IFTA, Inc.)

Federal Motor Carrier Safety Links
Federal Highway Administration
USDOT Office of Hazardous Material Safety
HazMat - Research & Special Programs Admin
US Department of Transportation
Federal Motor Carrier Safety Regulations
GPO Access
Safer
Federal Motor Carrier Safety Administration
Protect Your Move - Helpful household move information for consumers
National Consumer Complaints Database - Household moving database
Occupational Safety and Health Admin. (OSHA)
National Highway Traffic Safety Admin
DataQs FMCSA System

State of Missouri Agency Links
Missouri Department of Revenue
SEMA (State Emergency Management Agency)
Missouri State Highway Patrol
Missouri Department of Transportation
Missouri Department of Natural Resources
Office of the Secretary of State

Other Safety Organization Links
Commercial Vehicle Safety Alliance - CVSA

Missouri Metropolitan Law Enforcement Links
Kansas City Police Department
Springfield Police Department
Kirksville Police Department
St. Charles Police Department
St. Louis Police Department
Joplin Police Department
Poplar Bluff Police Department

Motor Carrier Services
www.modot.org/mcs
1-866-831-6277
contactMCS@modot.mo.gov