

Record of Duty Status (RODS)

SUMMARY OF HOURS WORKED AND HOURS AVAILABLE

This summary page may be used either alone or in conjunction with the "Weekly Recap" or "Redi Recap" section on the face of many Record of Duty Status (RODS) forms to assist the driver in computing his or her time. Entries should be made each day, even if the driver does not work on that particular day. The record of "Total On Duty Hours" under the heading "PREVIOUS MONTH'S REFERENCE" may be used to assist in computing the hours available at the beginning of the month, and is a reminder that the last several days of the prior month do affect the hours available for the first several days of this month.

PREVIOUS MONTH'S REFERENCE			Day (4)	Date (5)	Hours Worked Today (6)	Total Hours Last 6 Days (7)	Total Hours Last 7 Days (8)	Hours Eligible to Work/Drive Tomorrow (9)
Date (1)	Ref. # (2)	Hours Worked (3)						
			1					
			2					
			3					
			4					
			5					
			6					
			7					
	Total		8					
Instructions:			9					
- <u>Columns 1 & 5</u> - enter appropriate date.			10					
- <u>Column 2</u> - if necessary, a number to			11					
located time record for the relevant date.			12					
- <u>Column 3 & 6</u> - add together all Driving			13					
Time (status 3 on a RODS) and On-Duty			14					
Not Driving Time (Status 4 On a RODS)			15					
for each day.			16					
- <u>Column 7 OR 8</u> - Add up the Time			17					
Worked (Columns 3 & 6) for the			18					
appropriate number of days:			19					
= Use column (7) if you are under the			20					
following rules:			21					
+ 60 hours in 7 days under			22					
49 C.F.R. 395.3(b)(1) or			23					
49 C.F.R. 395.5(b)(1).			24					
+ 70 hours in 7 days under 37 Tex.			25					
ADMIN. CODE § 4.12(b)(2)			26					
= Use column (8) if you are under the			27					
following rules:			28					
+ 70 hours in 8 days under			29					
49 C.F.R. 395.3(b)(2) or			30					
49 C.F.R. 395.5(b)(2).			31					
- <u>Column 9</u> - Subtract Column 6 and								
Column 7 or 8 from either 60 or 70								
hours, as appropriate, and enter here.								
This is the amount of time available for								
work/driving on the following day.								

On the day before a driver completes a proper 34 hour restart under 49 C.F.R. 395.3(c) or under 37 TEX. ADMIN. CODE § 4.12(b)(3), the driver may line through the blocks and write "34 hour restart." After a proper restart, the driver's hours available will revert to 60 or 70 hours, as appropriate.

Note: This form is provided as a suggested format for ensuring a driver complies with the appropriate "weekly" rule. A driver or a motor carrier is not required to use any format, but is required to comply with the applicable rule cited in the "Instructions:" block above.

DRIVER'S TIME RECORD

Driver's Name _____ Employee No. _____ Month _____ Year _____

CRITERIA: DRIVERS MAY PREPARE THIS REPORT INSTEAD OF THE "RECORD OF DUTY STATUS" (RODS) OR "DRIVER'S DAILY LOG" IF THE FOLLOWING APPLIES:

Interstate Property	Interstate Passenger	Interstate (Texas)
<ul style="list-style-type: none"> - Operates within the 100 statute miles of headquarters. - Returns to headquarters and is released from work within 12 consecutive hours. - At least 10 consecutive hours on duty separate each 12 hours on duty. - Drives no more than 10 hours after each 6 hours on duty. 	<ul style="list-style-type: none"> - Operates within the 100 statute miles of headquarters. - Returns to headquarters and is released from work within 12 consecutive hours. - At least 8 consecutive hours on duty separate each 12 hours on duty. - Drives no more than 11 hours after each 10 hours on duty. 	<ul style="list-style-type: none"> - Operates within the 150 statute miles of headquarters. - Returns to headquarters and is released from work within 12 consecutive hours. - At least 8 consecutive hours on duty separate each 12 hours on duty.

INTERMITTENT DRIVERS

Shall complete this form for 7 days preceding any day driving is performed. If driving is performed in the first seven days of this month, the appropriate number of days from the previous month shall also be recorded.

Date	Start Time 'All Duty'	End Time 'All Duty'	Total Hours Worked	Total Hours Driving	Truck/Unit Number	Headquarters Location
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
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28						
29						
30						
31						

Check this box if the driver performed no driving duties during this month or the first seven days of the following month.

This form must be prepared monthly by each DOT certified driver unless time records are exclusively kept on a RODS. Indicate "days off."

NOTE: This form is provided as a suggested format for a driver's time record under 49 C.F.R. 395.1(e) and 37 Tex. Admin. Code §4.12(a)(4) and (b)(3). Use of this or a similar form is not required. Any day in which a driver does not meet the "CRITERIA" listed above, the driver must record time on a Record of Duty Status/Driver's Daily Log form.

Driver's Time Record (100 or 150 mile exemption)

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Part 396 - Inspection, Repair, and Maintenance

General Requirements (396.3(a))

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

Record Keeping Requirements (396.3(b))

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

- Identifying information, including 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.

Retention Requirements (396.3(c))

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).

Roadside Inspection Reports (396.9(d))

Any driver who receives a roadside inspection report must deliver it to the motor carrier.

Certification of Roadside Inspection Reports

An official of the motor carrier is to examine the roadside inspection report and ensure that any violations or defects noted on the report are corrected. Within 15 days after the inspection, the carrier must sign the completed roadside inspection report to certify that all violations have been corrected, and then return it to the indicated address. A copy must be retained for 12 months from the date of inspection.

Post-Trip Inspection Report (396.11)

Every carrier must require its drivers to prepare a daily written post-trip inspection report at the end of each driving day. 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
- Rearview 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. If no defect or deficiency is reported or found, the report should state this. The driver must sign the report in all cases. Before dispatching the vehicle again, a carrier shall ensure that a certification has been made as to any defect or deficiency, that they have been corrected, or state those deficiencies do not require immediate correction. Carriers must keep the original post-trip inspection report and the certification of repairs for at least three months from the date of preparation.

Before starting out on the next trip, the driver must be satisfied that the motor vehicle is in safe operating condition. If the last vehicle inspection report notes any deficiencies, the driver must review and sign to acknowledge that necessary repairs have been completed.

Exceptions (396.11(d))

The rules in this section shall not apply to:

- a private motor carrier of passengers (non-business),
- a drive-away-towaway operation, or
- any motor carrier operating only one commercial motor vehicle.

Periodic Inspection (396.17)

Every CMV, including each segment of a combination vehicle requires periodic inspection that must be performed at least once every 12 months. At a minimum, inspections must include all items enumerated in the Minimum Periodic Inspection Standards of the FMCSR except if the motor carrier is subject to a mandatory state inspection.

Note: The term commercial motor vehicle includes each vehicle in a combination vehicle. For example, for a tractor semitrailer, full trailer combination, the tractor, semitrailer, and the full trailer (including the converter dolly if so equipped) shall each be inspected.

Documentation (report, sticker, or decal) of the most recent periodic inspection must be kept on the vehicle (396.17(c)).

Periodic inspection recordkeeping requirements (396.21)

(a) The qualified inspector performing the inspection shall prepare a report which:

(a)(1) Identifies the individual performing the inspection;

(a)(2) Identifies the motor carrier operating the vehicle;

(a)(3) Identifies the date of the inspection;

(a)(4) Identifies the vehicle inspected;

(a)(5) Identifies the vehicle components inspected and describes the results of the inspection, including the identification of those components not meeting the minimum standards set forth in Appendix G to this subchapter; and

(a)(6) Certifies the accuracy and completeness of the inspection as complying with all the requirements of this section.

(b)(1) The original or a copy of the inspection report shall be retained by the motor carrier or other entity who is responsible for the inspection for a period of fourteen months from the date of the inspection report. The original or a copy of the inspection report shall be retained where the vehicle is either housed or maintained.

(b)(2) The original or a copy of the inspection report shall be available for inspection upon demand of an authorized Federal, State or local official.

(b)(3) **Exception.** Where the motor carrier operating the commercial motor vehicles did not perform the commercial motor vehicle's last annual inspection, the motor carrier shall be responsible for obtaining the original or a copy of the last annual inspection report upon demand of an authorized Federal, State, or local official.

Inspector Qualification (396.19)

Motor carriers must ensure that persons performing annual inspections are qualified as follows:

- understand the inspection standards of Part 393 and Appendix G of the FMCSR
- be able to identify defective components
- have knowledge and proficiency in methods, procedures, and tools.

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 a year.

Motor carriers must retain evidence of an inspector's qualifications until one year after the inspector ceases to perform inspections for the carrier.

Equivalent to Periodic Inspection (396.17 - 396.23)

A commercial motor vehicle (CMV) registered in Texas (having a Texas license plate) must meet periodic inspection requirements through the Texas, or another approved state, CMV inspection program. The following equivalents listed in the federal regulations only apply to carriers in states without a mandatory inspection program:

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

Brake Inspector Qualification (396.25)

The motor carrier is responsible for ensuring that all inspections, maintenance, repairs, and service to brakes of commercial motor vehicles comply with these regulations. The carrier must ensure that the employees responsible for brake inspection, maintenance, service, or repairs meet minimum brake inspector qualifications.

The brake inspector must:

- understand and be able to perform the brake service and inspection.
- know the methods, procedures, tools and equipment needed; and
- be qualified to perform brake service or inspection by training and/or experience.

Qualifying brake training or experience includes successful completion of:

- a State, Canadian Province, Federal agency, or union training program,
- a State-approved training program,
- training that led to attainment of a State or Canadian Province qualifying certificate to perform assigned brake service or inspection tasks, including passage of CDL air brake tests in the case of a brake inspection, or
- one year of brake-related training, experience, or combination of both.

Motor carriers must maintain evidence of brake inspector qualification at the principal place of business or the location where the inspector works. Evidence must be retained for the period during which the brake inspector is employed in that capacity, and for one year thereafter.

North American Standard Level I Inspection Procedure



For Levels II, III, IV, and V, omit steps that do not apply.
For more detailed information, see the written procedures contained in the CVSA Operations Manual.



- STEP 1** Choose the Inspection Site
 - Select a safe location, paved, level, away from traffic, visible to traffic, and able to support the weight of the vehicle.
 - Avoid hills, curves, soft shoulders and construction sites.
 - You must be visible to oncoming traffic.
- STEP 2** Approach the Vehicle
 - Observe the driver.
 - Adhere to officer/inspector safety policies.
 - Be alert for leaks, unsecured cargo.
- STEP 3** Greet and Prepare Driver
 - Identify yourself.
 - Place chock blocks on the driver's side.
 - Explain this inspection procedure.
 - Ensure engine is off.
 - Check seat belt usage and condition.
 - Observe the driver's overall condition for illness, fatigue or other signs of impairment.
 - Check for illegal presence of alcohol, drugs, weapons or other contraband.
- STEP 4** Interview Driver
 - Ask for the following from the driver: starting location, final destination, load description, time traveled, most recent stop, fueling location(s).
 - Talk to the driver about the trip.
- STEP 5** Collect the Driver's Documents
 - Medical Examiner's Certificate (if applicable).
 - Skill Performance Evaluation (SPE) Certificate (if applicable).
 - Driver's license, CDL, record of duty status.
 - Shipping papers.
- Periodic inspection certificates, CVIP.
- Supporting documents: bills of lading, receipts, other documents used to verify record of duty status.
- STEP 6** Check for the Presence of Hazardous Materials/Transportation of Dangerous Goods
 - Check shipping papers, placards, any leaks or spills, unsecured cargo, markings and labels.
- STEP 7** Identify the Carrier
 - Identify carrier using the following: vehicle identification, vehicle registration, insurance, driver interview.
- STEP 8** Examine Driver's License
 - Expiration date.
 - Class.
 - Endorsements.
 - Restrictions.
 - Status.
- STEP 9** Check Medical Examiner's Certificate and Skill Performance Evaluation (SPE) Certificate
 - Check certificate date (valid for 24 months).
 - Check corrective lens requirement.
 - Check hearing aid requirement.
 - Check physical limitations.
- Note:** In Canada and Mexico proper class indicates adequate medical.
- STEP 10** Check Record of Duty Status
 - Hours of Service verification.
- 100 Air-Mile radius or 160 KM radius exemption.
- Accuracy of record.
- STEP 11** Review Driver's Daily Vehicle Inspection Report (If Applicable)
 - Ensure the inspection report describes the identity of the vehicle and the presence of deficiencies/defects.
 - Check for driver signature on previous inspection reports.
- STEP 12** Review Periodic Inspection Report
 - Ensure vehicle has passed the required inspection and has the required documents and decals.
- STEP 13** Prepare Driver for Vehicle Inspection
 - Explain the vehicle inspection procedure.
 - Advise the driver in the use of hand signals.
 - Check chock blocks.
 - Prepare the vehicle, vehicle transmission in neutral. Engine off, key must be in the "on" position, and release all brakes.
 - Instruct driver to remain at the controls.
- STEP 14** Inspect Front of Tractor
 - Check headlamps and turn signals (do not use four way flashers to check turn signals) for improper color, operation, mounting, and visibility.
 - Check windshield wipers for improper operation (two wipers are required unless one can clean the driver's field of vision).

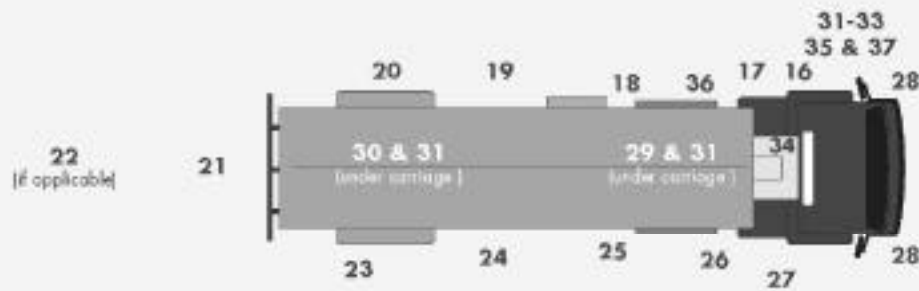
For more information about the Commercial Vehicle Safety Alliance, write, call, fax, or e-mail to:

Commercial Vehicle Safety Alliance

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North American Standard Inspection Procedure



STEP 15 Inspect Left Front Side of Tractor

- Check left front wheel, rim, hub, and tire.

STEP 16 Inspect Left Saddle Tank Area

- Check left fuel tank area.
- Check exhaust system.

STEP 17 Inspect Trailer Front

- Check air and electrical lines.

STEP 18 Check Left Rear Tractor Area

- Check wheels, rims, hubs, tires.
- Check lower fifth wheel.
- Check upper fifth wheel.
- Check sliding fifth wheel.
- Check lamps.

Caution: Never place yourself in between tires of tandem axles.

STEP 19 Inspect Left Side of Trailer

- Check frame and body.
- Check condition of hoses.
- Check van and open-top trailer bodies.
- Check cargo securement.

STEP 20 Inspect Left Rear Trailer Wheels

- Check wheels, rims, hubs, and tires.
- Check sliding tandem.

STEP 21 Inspect Rear of Trailer

- Check tail, stop, turn signals, and lamps on projecting loads.
- Check cargo securement.

STEP 22 Inspect Double and Triple Trailers

- Check safety devices: full trailers/converter dollies.
- Check the safety devices (chains/wire rope) for sufficient number, missing components, improper repairs, and devices that are incapable of secure attachments. Inspect pinhole hook, eye and drawbar for cracks, excessive movement, and improper repairs.

STEP 23 Inspect Right Rear Trailer Wheels

- Check as in step 20.

STEP 24 Inspect Right Side of Trailer

- Check as in step 19.

STEP 25 Inspect Right Rear Tractor Area

- Check as in step 18.

STEP 26 Inspect Right Saddle Tank Area

- Check as in step 16.

STEP 27 Inspect Right Front Side of Tractor

- Check as in step 15.

STEP 28 Inspect Steering Axle

- Check steering system (both sides).
- Check front suspension (both sides).
- Check front axle.
- Check frame and frame assembly.
- Check front brakes (both sides).
- Check and mark push rods (both sides).

Note: Inform the driver that you are going under the vehicle. Enter the under carriage in view of the driver. (At front of power unit, rear of power unit, and in front of trailer axle(s)).

STEP 29 Inspect Axles 2 and/or 3 (Under Carriage of CMV)

- Suspension (both sides).
- Brake components (both sides).
- Mark all pushrods on "S" cum brakes (both sides).
- Exit under carriage in view of driver.

STEP 30 Inspect Axles 4 and/or 5

- Same as step 29.

STEP 31 Check Brake Adjustment

- Ensure air pressure is 90-100 p.s.i.
- Have driver fully apply brakes and hold.
- Measure and record all push rod travel.
- Identify size and type of brake chambers.
- Ensure brake lining to drum contact.

STEP 32 Test Air Loss Rate

- Apply brakes while the engine is idling, the governor has cut in, and pressure is 80-90 p.s.i.

STEP 33 Test Low Air Pressure Warning Device

- Observe dash gauges while ignition is "on" and the driver is pumping the foot valve to approximately 55 p.s.i.

STEP 34 Inspect Tractor Protection System (This procedure tests both the tractor protection valve and the emergency brakes.)

- Have driver release brakes and disconnect both brake lines.
- Full brake application.

STEP 35 Check Steering Wheel Lash

- Measure steering wheel lash while wheels are straight and the engine is running.

STEP 36 Check Fifth Wheel Movement

- Prepare the driver and vehicle.
- Check for excessive movement.

Caution: If conducted improperly, this method of checking for fifth wheel movement can result in serious damage to the vehicle. Use caution and instruct the driver carefully.

STEP 37 Complete the Inspection

- Complete documentation.
- Conclude with driver.
- Follow correct and current OOS procedures (if applicable).
- Issue CVSA decal (if applicable).



Commercial Vehicle Safety Alliance

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Promoting Commercial Motor Vehicle Safety and Security

**Driver's Vehicle Inspection Report
Under 49 C.F.R. 396.11**

Driver's Inspection - Check any defective item and give details under "Remarks."

Date: _____ Truck/Tractor No. _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Air Compressor | <input type="checkbox"/> Lights | <input type="checkbox"/> Safety Equipment |
| <input type="checkbox"/> Air Lines | Head - Stop | Fire Extinguisher |
| <input type="checkbox"/> Battery | Tail - Dash | Flags-Flares-Fuses |
| <input type="checkbox"/> Brake Accessories | Turn Indicators | Spare Bulbs & Fuses |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Mirrors | Spare Seal Beam |
| <input type="checkbox"/> Carburetor | <input type="checkbox"/> Muffler | <input type="checkbox"/> Springs |
| <input type="checkbox"/> Clutch | <input type="checkbox"/> Oil Pressure | <input type="checkbox"/> Starter |
| <input type="checkbox"/> Defroster | <input type="checkbox"/> On-board Recorder | <input type="checkbox"/> Steering |
| <input type="checkbox"/> Drive Line | <input type="checkbox"/> Radiator | <input type="checkbox"/> Tachograph |
| <input type="checkbox"/> Engine | <input type="checkbox"/> Rear End | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Fifth Wheel | <input type="checkbox"/> Reflectors | <input type="checkbox"/> Transmission |
| <input type="checkbox"/> Front Axle | | <input type="checkbox"/> Wheels |
| <input type="checkbox"/> Fuel Tanks | | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Heater | | <input type="checkbox"/> Windshield Wipers |
| <input type="checkbox"/> Horn | | <input type="checkbox"/> Other |

- | | | |
|--|---------------------------------------|------------------------------------|
| Trailer No. _____ | <input type="checkbox"/> Doors | <input type="checkbox"/> Springs |
| <input type="checkbox"/> Brake Connections | <input type="checkbox"/> Hitch | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Landing Gear | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Coupling Chains | <input type="checkbox"/> Lights - All | <input type="checkbox"/> Wheels |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof | <input type="checkbox"/> Other |

- | | | |
|--|---------------------------------------|------------------------------------|
| Trailer No. _____ | <input type="checkbox"/> Doors | <input type="checkbox"/> Springs |
| <input type="checkbox"/> Brake Connections | <input type="checkbox"/> Hitch | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Landing Gear | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Coupling Chains | <input type="checkbox"/> Lights - All | <input type="checkbox"/> Wheels |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof | <input type="checkbox"/> Other |

Remarks: _____

The Condition of the above vehicle(s) is/are Satisfactory

Driver's Printed Name: _____ Driver's Signature: _____

Mechanics Certification (Not Required if Condition of Vehicle(s) was/were Satisfactory):

Above defects were corrected. Above defects need not be corrected for safe operation of the vehicle(s)

Mechanic's Signature: _____ Date: _____

Next Driver's Review (Not Required if Condition of Vehicle(s) was/were Satisfactory):

Driver's Signature: _____ Date: _____

Note: This form is provided as a suggested format for performing and documenting a driver's vehicle inspection. A motor carrier may use any format for reporting a driver's vehicle inspection which complies with 396.11.

VEHICLE SERVICE DUE STATUS REPORT
Under 49 C.F.R. 396.3

VEHICLE IDENTIFICATION	
<hr/> Make	<hr/> Serial Number
<hr/> Year	<hr/> Tire Size
<hr/> Company Number/Other ID	<hr/> Owner (if leased)

Date of Inspection	Mileage at Time of Inspection	Type of Inspection	Next Inspection Due (Date)	Next Inspection Due (Mileage)

Note: This form is provided as a suggested format for performing and documenting a vehicle's inspection schedule. A motor carrier may use any format for tracking a vehicle's inspections which complies with 396.3.

Page ____ of ____ Documenting Inspection from _____ date to _____ date

INSPECTION, REPAIR & MAINTENANCE RECORD
Under 49 C.F.R. 396.3

VEHICLE IDENTIFICATION	
Make	Serial Number
Year	Tire Size
Company Number/Other ID	Owner (if leased)

Date	Operation Performed: Inspection, Maintenance, Repair

Note: This form is provided as a suggested format for documenting a vehicle's inspection, maintenance and repairs. A motor carrier may use any format for tracking a vehicle's inspections which complies with 396.3.

Page ____ of ____

Documenting Operations from _____ (date) to _____ (date)

ANNUAL VEHICLE INSPECTION REPORT
Under 49 C.F.R. 396.17 through 396.21

Unit #:	VIN:	Make:	Model:	License #:	
Motor Carrier:		Inspection Location:			
Address:		Date of Inspection:	Odometer Reading:		
COMPONENTS INSPECTED		If an inspection certificate was issued, certificate #			
ITEM	Pass	Defect	Item	Pass	Defect
1. BRAKE SYSTEM			d. Clearance lights	<input type="checkbox"/>	<input type="checkbox"/>
a. Service Brakes	<input type="checkbox"/>	<input type="checkbox"/>	e. Stop & tail lights & lenses	<input type="checkbox"/>	<input type="checkbox"/>
b. Parking brake system			f. Reflectors	<input type="checkbox"/>	<input type="checkbox"/>
i. Push rod travel	<input type="checkbox"/>	<input type="checkbox"/>	6. SAFE LOADING		
ii. Lining thickness	<input type="checkbox"/>	<input type="checkbox"/>	a. Parts of vehicle or condition of loading area such that the spare tire or any part of the load or equipment can fall into the roadway	<input type="checkbox"/>	<input type="checkbox"/>
c. Brake drum or rotors	<input type="checkbox"/>	<input type="checkbox"/>	b. Protection against shifting cargo	<input type="checkbox"/>	<input type="checkbox"/>
d. Brake hoses	<input type="checkbox"/>	<input type="checkbox"/>	7. STEERING MECHANISM		
e. Brake tubing	<input type="checkbox"/>	<input type="checkbox"/>	a. Steering wheel free play	<input type="checkbox"/>	<input type="checkbox"/>
f. Low pressure warning device	<input type="checkbox"/>	<input type="checkbox"/>	b. Steering column	<input type="checkbox"/>	<input type="checkbox"/>
g. Tractor Protection Valve	<input type="checkbox"/>	<input type="checkbox"/>	c. Front axle beam and all steering components other than the steering column	<input type="checkbox"/>	<input type="checkbox"/>
h. Air compressor	<input type="checkbox"/>	<input type="checkbox"/>	d. Steering gear box	<input type="checkbox"/>	<input type="checkbox"/>
i. Electric brakes	<input type="checkbox"/>	<input type="checkbox"/>	a. Pitman arm	<input type="checkbox"/>	<input type="checkbox"/>
j. Hydraulic brakes	<input type="checkbox"/>	<input type="checkbox"/>	f. Power steering	<input type="checkbox"/>	<input type="checkbox"/>
k. Vacuum Systems	<input type="checkbox"/>	<input type="checkbox"/>	g. Ball and socket joints	<input type="checkbox"/>	<input type="checkbox"/>
2. COUPLING DEVICES			h. Tie rods and drag links	<input type="checkbox"/>	<input type="checkbox"/>
a. Fifth Wheel	<input type="checkbox"/>	<input type="checkbox"/>	i. Nuts	<input type="checkbox"/>	<input type="checkbox"/>
b. Pintle hook	<input type="checkbox"/>	<input type="checkbox"/>	j. Steering System	<input type="checkbox"/>	<input type="checkbox"/>
c. Drawbar/towbar eye	<input type="checkbox"/>	<input type="checkbox"/>	8. SUSPENSION		
d. Drawbar/towbar tongue	<input type="checkbox"/>	<input type="checkbox"/>	a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose, or missing resulting in shifting of an axle from its normal position	<input type="checkbox"/>	<input type="checkbox"/>
e. Safety Devices	<input type="checkbox"/>	<input type="checkbox"/>	b. Spring assemblies	<input type="checkbox"/>	<input type="checkbox"/>
f. Saddle mounts	<input type="checkbox"/>	<input type="checkbox"/>	c. Torque, radius or tracking components	<input type="checkbox"/>	<input type="checkbox"/>
3. EXHAUST SYSTEM			9. FRAME		
a. Any exhaust system determined to be leaking at a point forward of or directly below the sleeper/driver compartment	<input type="checkbox"/>	<input type="checkbox"/>	a. Frame members	<input type="checkbox"/>	<input type="checkbox"/>
b. A bus exhaust system leaking or discharging to the atmosphere too far forward	<input type="checkbox"/>	<input type="checkbox"/>	b. Tire and wheel clearance	<input type="checkbox"/>	<input type="checkbox"/>
c. No part of the exhaust system of any motor vehicle shall be so located as would be likely to result in burning, charring, or damaging the electrical wiring, the fuel supply, or any combustible part of the motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	10. TIRES		
4. FUEL SYSTEM AND LINES			a. Cuts and blemishes	<input type="checkbox"/>	<input type="checkbox"/>
a. No visible Leaks	<input type="checkbox"/>	<input type="checkbox"/>	b. Tread Depth (4/32" steering - 2/32" other axles)	<input type="checkbox"/>	<input type="checkbox"/>
b. Fuel tank filler caps present	<input type="checkbox"/>	<input type="checkbox"/>	11. WHEELS AND RIMS		
c. Fuel tank securely attached	<input type="checkbox"/>	<input type="checkbox"/>	a. Locks or side ring	<input type="checkbox"/>	<input type="checkbox"/>
5. LIGHTS AND REFLECTORS			b. Wheels and rims	<input type="checkbox"/>	<input type="checkbox"/>
a. Turn Signals and Lenses	<input type="checkbox"/>	<input type="checkbox"/>	c. Fasteners	<input type="checkbox"/>	<input type="checkbox"/>
b. 4-way Emergency flasher	<input type="checkbox"/>	<input type="checkbox"/>	d. Welds	<input type="checkbox"/>	<input type="checkbox"/>
c. Headlights	<input type="checkbox"/>	<input type="checkbox"/>	12. WINDSHIELD GLAZING AND CRACKS	<input type="checkbox"/>	<input type="checkbox"/>
			13. WINDSHIELD WIPER	<input type="checkbox"/>	<input type="checkbox"/>
INSPECTOR'S QUALIFICATIONS					
I, _____, am qualified to perform an annual inspection pursuant to Part 396.19 for the following reason(s):					
(Print Name)					
1. <input type="checkbox"/> I have successfully completed a state or federally sponsored training program (or have a certificate from a state or Canadian Province which qualifies me to perform commercial motor vehicle safety inspections).					
2. <input type="checkbox"/> I have a combination of training and/or experience totaling at least 1 year, which consists of:					
a. <input type="checkbox"/> participation in a truck manufacturer sponsored training program or similar commercial training program designed to train students in truck operation and maintenance,					
b. <input type="checkbox"/> experience as a mechanic or inspector in a motor carrier maintenance program,					
c. <input type="checkbox"/> experience as a mechanic or inspector in truck maintenance at a commercial garage, fleet leasing company, or similar facility, and/or					
d. <input type="checkbox"/> experience as a commercial vehicle inspector for a State, Provincial or Federal Government.					
INSPECTION CERTIFICATION					
I hereby certify that I have been issued a copy of Appendix G of 49 C.F.R. Chapter III, Subchapter B (Minimum Periodic Inspection Standards) and that I have performed an annual inspection of the above noted vehicle, which is accurate and complete pursuant to the inspection criteria set forth therein.					
Inspector's Signature		Inspector's Printed Name		Date of Inspection	

Note: Commercial Motor Vehicles registered in Texas (with a Texas License Plate) must have an inspection conducted by the Texas CMV Inspection Program. The red sticker placed on a vehicle which passes such an inspection complies with 396.21. This form is provided as a suggested format for performing and documenting a periodic (annual) inspection for vehicles not registered in a state with a mandatory CMV inspection program. A motor carrier may use any format for reporting an annual periodic inspection which complies with 396.17 thru 396.21.

BRAKE INSPECTOR QUALIFICATIONS CERTIFICATE
49 C.F.R. 396.25

"Brake Inspector" means any employee of a motor carrier who is responsible for ensuring all brake inspections, maintenance, service, or repairs to any commercial motor vehicle, subject to the motor carrier's control, meet the applicable Federal standards.

No motor carrier shall require or permit any employee who does not meet minimum brake inspector qualifications of 49 C.F.R. 396.25(d) to be responsible for the inspection, maintenance, service or repairs of any brakes on its commercial motor vehicles.

Minimum Qualifications

- Understands the brake service or inspection task to be accomplished and can perform that task; and
- Is knowledgeable of and has mastered the methods, procedures, tools and equipment used when performing an assigned brake service or inspection task; and
- Is capable of performing the assigned brake service or inspection by reason of experience, training or both as follows:
 - I. Has successfully completed an apprenticeship program sponsored by a State, a Canadian Province, a Federal agency or a labor union, or a training program approved by a State, Provincial or Federal agency, or has a certificate from a State or Canadian Province which qualifies the person to perform the assigned brake service or inspection task (including passage of Commercial Driver's License air brake tests in the case of a brake inspection);
Name, Location & Date: _____

or
 - II. Has brake related training or experience or a combination thereof totaling at least one year. Such training or experience may consist of:
 - Participation in a training program sponsored by a brake or vehicle manufacturer or similar commercial training program designed to train students in brake maintenance or inspection similar to the assigned brake service or inspection tasks;
Name, Location & Date: _____
 - _____ (years) experience performing brake maintenance or inspection similar to the assigned brake service or inspection task in a motor carrier maintenance program; or
Name, Location & Date: _____
 - _____ (years) experience performing brake maintenance or inspection similar to the assigned brake service or inspection task at a commercial garage, fleet leasing company, or similar facility.
Name, Location & Date: _____

I certify the above information is true and accurate to the best of my knowledge.

Brake Inspector's Signature	Brake Inspector's Printed Name	Date
Motor Carrier Supervisor/Employee's Signature	Motor Carrier Supervisor/Employee's Printed Name	Date

Evidence of Inspector Qualifications is on file at: _____
Note: This form is provided as a suggested format for documenting a brake inspector's qualifications. A motor carrier may use any format for documenting a brake inspector's qualifications which complies with 396.25.

Brake Inspector Qualifications Certificate

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Part 2 - Hazardous Materials

Do you transport hazardous materials?

Hazardous materials are any substance defined by the Secretary of Transportation as posing an unreasonable risk to health and safety or property. Most people recognize gasoline, propane, or dynamite as being hazardous materials, but did you know that common materials such as paint, nail polish remover, adhesives, cleaning compounds, hair spray, matches, and others may be classified as hazardous materials? It is important to know if you are transporting hazardous materials because violations of the HMR carry civil fines in accordance with **Appendix B to Part 386 -- Penalty Schedule; Violations and Maximum Monetary Penalties**, and possible criminal penalties including up to five years in jail. Hazardous materials fall into one of the following basic classes and divisions:

Table 2-1

Explosives 1.1	Spontaneously Combustible, 4.2
Explosives 1.2	Dangerous When Wet, 4.3
Explosives 1.3	Oxidizer, 5.1
Explosives 1.4	Organic Peroxide, 5.2
Explosives 1.5	Poison Liquid or Solid, 6.1
Explosives 1.6	Infectious Substance, 6.2
Flammable Gas, 2.1	Radioactive, 7
Non-Flammable Gas, 2.2	Corrosive, 8
Poison Gas, 2.3	Miscellaneous, 9
Flammable & Combustible Liquids, 3	Consumer Commodities, ORM-D
Flammable Solids, 4.1	

To determine if a material you are transporting is hazardous, contact the shipper who provided the material or see the definitions of these materials in the HMR.

What do I need to do if I transport hazardous material?

A motor carrier that transports a hazardous material, whether interstate or intrastate, must comply with HMR, 49 CFR 100-180. These regulations include requirements including registration, training, shipping papers, labels, placards, and packages. There are additional requirements in the FMCSR, which include insurance requirements, operational restrictions, CDL endorsements, routing, parking, and attendance requirements for hazardous materials.

Parking

Every motor vehicle containing hazardous materials must be driven and parked in compliance with the laws, ordinances and regulations of the jurisdiction in which it is operated unless addressed specifically by the FMCSR.

A CMV containing a Division 1.1, 1.2 or 1.3 (explosive) must be attended at all times by its driver or a qualified company representative unless parked at the motor carrier's property, shipper's property or property of the consignee.

Smoking

No person may smoke or carry a lighted cigarette, cigar or pipe within 25 feet of a(n):

- Motor vehicle which contains a Class 1 material, Class 5 material or a flammable material classified as a Division 2.1, Class 3, Division 4.1 and 4.2
- Empty tank motor vehicle which has been used to transport Class 3, flammable materials or Division 2.1 flammable gases, which, when used, was required to be marked or placarded in accordance with the rules in 177.823.

Hazardous Materials Training

No carrier may transport a hazardous material unless each hazmat employee who will operate a motor vehicle has been trained in the applicable requirements of 49 CFR parts 380, 390-397 and the procedures necessary for the safe operation of that motor vehicle.

Driver training shall include the following (177.816):

- Pre-Trip Inspection
- Use of vehicle controls and equipment
- Operation of the vehicle
- Procedures for maneuvering tunnels, bridges and railroad crossings
- Attendance requirements
- Parking requirements
- Smoking requirements
- Loading and unloading procedures
- Compatibility and segregation requirements
- Specialized requirements for cargo tanks
- Emergency Response information and procedures

Frequency and Recordkeeping (172.704)

- Recurrent Training-Every three years
- Recordkeeping-Maintain records of all training for previous three years

Hazardous Material Registration (49 CFR Part 107.601)

Carriers are required to register with the Pipeline & Hazardous Materials Safety Administration (PHMSA) if they transport in interstate or intrastate commerce:

- Any Highway route-controlled quantity of a class 7 (radioactive) material
- More than 55 pounds of a Division 1.1, 1.2 or 1.3 (explosive) material
- More than 1.06 quarts per package of a material extremely toxic by inhalation
- A hazardous material in a bulk package having a capacity equal to or greater than 3,500 gallons for liquids or gases or more than 468 cubic feet for solids
- A shipment in other than bulk packaging of 5,000 pounds or more of one class of hazardous material
- A quantity of hazardous material that requires placards under provisions of subpart F of part 172.

For more information about rules and registrations, go to the PHMSA website at <http://hazmat.dot.gov/>. To register, go to <http://hazmat.dot.gov/regs/register/register.htm>.

HAZARDOUS MATERIALS INFORMATION CENTER (HMIC)

1-800-HMR-4922 (1-800-467-4922) or (202) 366-4488 (Washington, D.C.)

The Pipeline & Hazardous Materials Safety Administration (PHMSA) (formerly RSPA) operates the HMIC for help on use of the HMR 49 CFR Parts 100-185. The phone number is menu driven when calling from a touch-tone phone. Non-touch tone phone callers must use the telephone number (202) 366-8553. Callers will be directed through an automated menu that provides options to:

1. Obtain answers to questions on the HMR;
2. Receive recent copies of Federal Register publications, copies of DOT exemptions or letters of interpretation;
3. Receive copies of training material, such as Chart 12 or information packages;
4. Report violations of the HMR.

Intrastate Motor Carriers: (390.3(g))

- The following rules apply to motor carriers that transport hazardous materials in interstate commerce and to the motor vehicles that transport hazardous materials in intrastate commerce.
 1. Part 385 subparts A and E
 2. Part 386
 3. Part 397 to the extent provided in 387.3 of this chapter.
 4. Section 390.19 and 390.21 for carriers requiring HM permits
 5. Note that intrastate motor carriers operating prior to January 01, 2005 are excepted from 390.19(a)(1).
- Intrastate carriers that require HM permits must apply for a USDOT number and will be subject to a compliance review. The safety rating issued to the intrastate carrier is for the safety permit process only and unless specifically noted, will be calculated based on State violations equivalent to FMCSR list of critical and acute violations.

DPS Announces New Application Process for Some Commercial Driver Licenses January 28, 2005

Beginning Jan. 31, 2005, anyone applying for a commercial driver license (CDL) with a hazardous materials endorsement must undergo a security threat assessment. Beginning May 31, 2005, drivers who already have a CDL with a hazardous materials endorsement will be required to undergo the security threat assessment when they renew their license.

The security threat assessment is required by Section 1012 of the U.S.A. PATRIOT Act, the federal Transportation Security Administration (TSA) and the U.S. Dept. of Transportation. The threat assessment includes the collection of the applicant's fingerprints and verification of the applicant's citizenship, immigration eligibility or permanent legal presence in the United States.

Applicants for hazardous materials endorsements will be required to meet all standard federal regulations for the class of license sought, complete all required forms and testing and pay the necessary fees. If these requirements are satisfied, DPS will issue the applicant a CDL without the hazardous materials endorsement until the TSA completes the threat assessment process.

DPS will provide the applicant with a fingerprint card to take to a local law enforcement agency to initiate the required background check. The local law enforcement agency will require the applicant to produce a valid Texas CDL for identification purposes, so applicants may not initiate the fingerprinting process before receiving the new license. Once fingerprinted, the applicant will mail the fingerprint card

and a \$73 cashier's check or money order to DPS using the pre-addressed, postage-paid envelope they were given when they applied. (The local law enforcement agency may charge a fee for the fingerprinting service.)

The DPS will forward the applicant's fingerprints to the Federal Bureau of Investigation (FBI) for processing. The FBI will send any information about the applicant's criminal history to the TSA, which will make the final determination regarding eligibility for the hazardous materials endorsement. The applicant will be notified in writing whether the endorsement has been approved or disapproved.

If approved, DPS will mail a new CDL to the applicant. The endorsement is valid for five years. If disapproved, the applicant will receive information on how to appeal the denial through TSA.

For more detailed information regarding the Act, including the waiver and appeal process, is available at the TSA website at <http://www.tsa.gov>. CDL holders with additional questions regarding the Act's requirements should contact their local driver license office or the License Issuance Bureau – CDL Section at 512/424-2010.

Hazardous Materials Regulatory Update - Significant Provisions

Final Rule FMCSA-97-2180 Federal Motor Carrier Safety Regulations: Hazardous Materials Safety Permits:

SUMMARY: The final rule in the June 30, 2004 federal registers establishes the procedures and requirements for the establishment of a national safety permit program for motor carriers that transport certain hazardous materials in interstate or intrastate commerce. The rule is designed to promote safe and secure transportation of the designated hazardous materials and thereby improve motor carrier safety.

Effective Date: July 30, 2004

Mandatory Compliance Date: January 1, 2005

Who must hold a safety permit: (Parts 385.403)

After the date following January 1, 2005, that a motor carrier is required to file a Motor Carrier Identification Report Form (MCS-150) according to the schedule set forth in §390.19(a) of this chapter, the motor carrier may not transport in interstate or intrastate commerce any of the following hazardous materials, in the quantity indicated for each, unless the motor carrier holds a safety permit:

- (a) A highway route-controlled quantity of a Class 7 (radioactive) material, as defined in §173.403 of this title;
- (b) More than 25 kg (55 pounds) of a Division 1.1, 1.2, or 1.3 (explosive) material or an amount of a Division 1.5 (explosive) material requiring placarding under part 172 of this title;
- (c) More than one liter (1.08 quarts) per package of a "material poisonous by inhalation," as defined in §171.8 of this title, that meets the criteria for "hazard zone A," as specified in §173.116(a) or §173.133(a) of this title;
- (d) A "material poisonous by inhalation," as defined in §171.8 of this title, that meets the criteria for "hazard zone B," as specified in §173.116(a) or §173.133(a) of this title in a bulk packaging (capacity greater than 450 L [119 gallons]);
- (e) A "material poisonous by inhalation," as defined in §171.8 of this title, that meets the criteria for "hazard zone C," or "hazard zone D," as specified in §173.116(a) of this title, in a packaging having a capacity equal to or greater than 13,248 L (3,500) gallons; or
- (f) A shipment of compressed or refrigerated liquefied methane or liquefied natural gas, or other liquefied gas with a methane content of at least 85 percent, in a bulk packaging having a capac-

ity equal to or greater than 13,248 L (3,500 gallons).

Intrastate Motor Carriers that Transport Hazardous Materials: (Part 390.3(g))

(g) Motor carriers that transport hazardous materials in intrastate commerce. The rules in the following provisions of subchapter B of this chapter apply to motor carriers that transport hazardous materials in intrastate commerce and to the motor vehicles that transport hazardous materials in intrastate commerce:

(g)(1) Part 385, subparts A and E, for carriers subject to the requirements of § 385.403 of this chapter.

(g)(2) Part 386, Rules of practice for motor carrier, broker, freight forwarder, and hazardous materials proceedings, of this chapter.

(g)(3) Part 387, Minimum Levels of Financial Responsibility for Motor Carriers, to the extent provided in § 387.3 of this chapter.

(g)(4) Section 390.19, Motor carrier identification report, and § 390.21, Marking of CMVs, for carriers subject to the requirements of § 385.403 of this chapter. Intrastate motor carriers operating prior to January 1, 2005, are excepted from § 390.19(a)(1).

Intrastate carriers that require HM permits must apply for a USDOT number and will be subject to a compliance review. The safety rating issued to the intrastate carrier is for the safety permit process only and, unless specifically noted, will be calculated based on State violations equivalent to FMSCR list of critical and acute violations.

Application Procedures (385.403, 385.405, 390.19 and 390.3(g)(4))

- The safety permit program will require certain hazmat carriers to complete form MCS-150B in lieu of Form MCS-150.
- The permitted carriers must complete the MCS-150B in lieu of the MCS-150 to renew both their permit and their USDOT number, according to the USDOT number renewal schedule.
- Actual compliance date to have a HM permit will be determined based on the schedule in 390.19 if the carrier is transporting hazardous materials requiring a permit.
- A motor carrier not involved in the transportation of a permitted material on January 1, 2005, will need to apply for and receive a safety permit before it can transport any permitted material.

Conditions for issuing a Safety Permit (385.407)

(a) Motor carrier safety performance. (1) The motor carrier must have a "Satisfactory" safety rating assigned by either FMCSA, pursuant to the Safety Fitness Procedures of this part, or the State in which the motor carrier has its principal place of business, if the State has adopted and implemented safety fitness procedures that are equivalent to the procedures in subpart A of this part; and,

(a)(2) FMCSA will not issue a safety permit to a motor carrier that:

(a)(2)(i) Does not certify that it has a satisfactory security program as required in §385.407(b);

(a)(2)(ii) Has a crash rate in the top 30 percent of the national average as indicated in the FMCSA Motor Carrier Management Information System (MCMIS); or

(a)(2)(iii) Has a driver, vehicle, hazardous materials, or total out-of-service rate in the top 30 percent of the national average as indicated in the MCMIS.

(b) Satisfactory security program. The motor carrier must certify that it has a satisfactory security program, including:

(b)(1) A security plan meeting the requirements of part 172, subpart I of this title, and addressing how the carrier will ensure the security of the written route plan required by this part;

(b)(2) A communications plan that allows for contact between the commercial motor vehicle oper-

ator and the motor carrier to meet the periodic contact requirements in §385.415(c)(1); and (b)(3) Successful completion by all hazmat employees of the security training required in §172.704(a)(4) and (a)(5) of this title.

(c) Registration with the Research and Special Programs Administration (RSPA). The motor carrier must be registered with RSPA in accordance with part 107, subpart G of this title.

Note: RSPA has been re-designated PHMSA (see above).

Conditions for issuing a Temporary Safety Permit (385.409)

(a) Temporary safety permit. If a motor carrier does not meet the criteria in §385.407(a), FMCSA may issue it a temporary safety permit. To obtain a temporary safety permit a motor carrier must certify on Form MCS-150B that it is operating in full compliance with the HMRs; with the FMCSRs, and/or comparable State regulations, whichever is applicable; and with the minimum financial responsibility requirements in part 387 of this chapter or in State regulations, whichever is applicable.

(b) FMCSA will not issue a temporary safety permit to a motor carrier that:

(b) (1) Does not certify that it has a satisfactory security program as required in §385.407(b);

(b) (2) Has a crash rate in the top 30 percent of the national average as indicated in the FMCSA's MCMIS; or

(b) (3) Has a driver, vehicle, hazardous materials, or total out-of-service rate in the top 30 percent of the national average as indicated in the MCMIS.

(c) A temporary safety permit shall be valid for 180 days after the date of issuance or until the motor carrier is assigned a new safety rating, whichever occurs first.

(c) (1) A motor carrier that receives a Satisfactory safety rating will be issued a safety permit (see §385.421).

(c) (2) A motor carrier that receives a less than Satisfactory safety rating is ineligible for a safety permit and will be subject to revocation of its temporary safety permit.

(d) If a motor carrier has not received a safety rating within the 180-day time period, FMCSA will extend the effective date of the temporary safety permit for an additional 60 days, provided the motor carrier demonstrates that it is continuing to operate in full compliance with the FMCSRs and HMRs.

What operational requirements apply to the transportation of a hazardous material for which a permit is required? (385.415)

(a) *Information that must be carried in the vehicle.* During transportation, the following must be maintained in each commercial motor vehicle that transports a hazardous material listed in §385.403 and must be made available to an authorized official of a Federal, State, or local government agency upon request.

(1) A copy of the safety permit or another document showing the permit number, provided that document clearly indicates the number is the FMCSA Safety Permit number;

(2) A written route plan that meets the requirements of §397.101 of this chapter for highway route-controlled Class 7 (radioactive) materials or §397.67 of this chapter for Division 1.1, 1.2, and 1.3 (explosive) materials; and

(3) The telephone number, including area code or country code, of an employee of the motor carrier or representative of the motor carrier who is familiar with the routing of the permitted material. The motor carrier employee or representative must be able to verify that the shipment is within the general area for the expected route for the permitted material. The telephone number, when called, must be answered directly by the motor carrier or its representative at all times while the permitted material is in transportation including storage incidental to transportation. Answering machines are not sufficient to meet this requirement.

(b)(1) *Inspection of vehicle transporting Class 7 (radioactive) materials.* Before a motor carrier may transport a highway route controlled quantity of a Class 7 (radioactive) material, the motor carrier must have a pre-trip inspection performed on each motor vehicle to be used to transport a highway route controlled quantity of a Class 7 (radioactive) material, in accordance with the requirements of the “North American Standard Out-of-Service Criteria and Level VI Inspection Procedures and Out-of-Service Criteria for Commercial Highway Vehicles Transporting Transuranics and Highway Route Controlled Quantities of Radioactive Materials as defined in 49 CFR Part 173.403,” January 1, 2004, which is incorporated by reference. The Director of the Federal Register has approved the materials incorporated by reference in accordance with 5 U.S.C. 552(a) and 1 CFR part 51. Information and copies may be obtained from the Commercial Vehicle Safety Alliance, 1101 17th Street, NW, Suite 803, Washington, DC 20036. Phone number (202) 775-1623.

(2) All materials incorporated by reference are available for inspection at the Federal Motor Carrier Safety Administration, Office of Enforcement and Compliance, 400 Seventh Street, SW., Washington, DC 20590; and the National Archives and Records Administration (NARA). For information on the availability of this material at NARA, call (202) 741-6030, or go to:

http://www.archives.gov/federal_register/code_of_federal_regulations/ibr_locations.html.

(c) *Additional requirements.* A motor carrier transporting hazardous materials requiring a permit under this part must also meet the following requirements:

(1) The operator of a motor vehicle used to transport a hazardous material listed in §385.403 must follow the communications plan required in §385.407(b)(2) to make contact with the carrier at the beginning and end of each duty tour, and at the pickup and delivery of each permitted load. Contact may be by telephone, radio or via an electronic tracking or monitoring system. The motor carrier or driver must maintain a record of communications for 6 months after the initial acceptance of a shipment of hazardous material for which a safety permit is required. The record of communications must contain the name of the driver, identification of the vehicle, permitted material(s) being transported, and the date, location, and time of each contact required under this section.

(2) The motor carrier should contact the Transportation Security Administration's Transportation Security Coordination Center (703-563-3236 or 703-563-3237) at any time the motor carrier suspects its shipment of a hazardous material listed in §385.403 is lost, stolen or otherwise unaccounted for.

Denial, Suspension, or Revocation of a Safety Permit

• A safety permit will be denied if the carrier does not have a “Satisfactory” safety rating, or if any of the criteria for suspension or revocation are discovered in the application process.

(1) A motor carrier fails to submit a renewal application (Form MCS-150B) in accordance with the schedule set forth in §390.19(a)(2) and (a)(3) of this chapter;

(2) A motor carrier provides any false or misleading information on its application (Form MCS-150B), on Form MCS-150A (when required), or as part of updated information it is providing on Form MCS-150B (see §385.405(d));

(3) A motor carrier is issued a final safety rating that is less than Satisfactory;

(4) A motor carrier fails to maintain a satisfactory security plan as set forth in §385.407(b);

(5) A motor carrier fails to comply with applicable requirements in the FMCSRs, the HMRs, or compatible State requirements governing the transportation of hazardous materials, in a manner showing that the motor carrier is not fit to transport the hazardous materials listed in §385.403;

(6) A motor carrier fails to comply with an out-of-service order;

(7) A motor carrier fails to comply with any other order issued under the FMCSRs, the HMRs, or compatible State requirements governing the transportation of hazardous materials, in a manner showing that the motor carrier is not fit to transport the hazardous materials listed in §385.403;

(8) A motor carrier fails to maintain the minimum financial responsibility required by §387.9 of this chapter or an applicable State requirement;

(9) A motor carrier fails to maintain current hazardous materials registration with the Research and Special Programs Administration; or

(10) A motor carrier loses its operating rights or has its registration suspended in accordance with §386.83 or §386.84 of this chapter for failure to pay a civil penalty or abide by a payment plan.

The first time a motor carrier is found to be in violation of any of the above requirements, the permit will be suspended until the problems are rectified.

The second time a company is found to be in violation of these requirements, the permit will be revoked for 365 days.

The motor carrier will have an opportunity to appeal this decision, under §385.423.

North American Standard Hazardous Materials/Transportation of Dangerous Goods Inspection Procedure



Omit steps that do not apply.

For more detailed information, see the written procedures contained in the CVSA Operations Manual.

- STEP 1** Initiating the Inspection
 - As the vehicle is approached for inspection, follow all safety precautions. Do a complete walk-around of the vehicle and check for placards, leaks and general vehicle condition.
 - Shipping papers and emergency response information must be within the driver's immediate reach when restrained by the lap belt and visible to the person entering the vehicle, or in a holder mounted on the inside of the driver's door.
- STEP 2** Check the Shipping Paper for Compliance
 - The presence of Hazardous Materials (HM) Transportation of Dangerous Goods (TDG) on the shipping paper that also contains non-hazardous freight must:
 - Be entered first, or
 - Be entered in contrasting color, or
 - Be identified with an "X" in the HM column.
 - Shipments of Hazardous Waste that are required to be manifested must be accompanied by a Hazardous Waste Manifest. The manifest may be meet the requirements of the shipping paper.
 - Verify compliance of the Proper Shipping Name.
 - Check the 172.101, Appendix A, to see if the material is a Hazardous Substance. Hazardous substances are regulated by all modes. (In the US only)
 - Check the 172.101, Appendix B, to see if the material is a Marine Pollutant. Only bulk packages containing Marine Pollutants are subject to the regulations when transported by highway. (In the US only)
 - Refer to the HMT Column 1 for the presence of a symbol when determining which entry to use for the proper shipping name. (In the US only)
- Verify that the hazard class/division entered on the shipping paper corresponds with the proper shipping name and subsidiary hazards in parentheses.
 - Verify that the identification number entered on the shipping paper corresponds with the proper shipping name.
 - Verify that the packing group entered on the shipping paper corresponds with the proper shipping name.
 - Verify that the total quantity and unit of measure is entered on the shipping paper.
 - Verify that the HM/TDG basic description appears on the shipping paper in the proper sequence or an approved alternative manner:
 - Proper Shipping Name;
 - Hazard/Class Division;
 - Identification Number;
 - Packing Group; and
 - Total Quantity and/or Unit of Measure.
 - Always refer to special provisions, when inspecting a shipping paper and check for additional entries that may be applicable to the shipment.
 - Recognize when exceptions to the shipping paper requirement apply.
 - Verify that the emergency response telephone number is entered on the shipping paper in the proper manner.
 - Verify that the emergency response information, as appropriate, accompanies the shipment.
 - Verify that the Emergency Response Assistance Plan (ERAP) number and activation telephone number is entered on the shipping paper. (Canada only)
- STEP 3** Check for Placarding Compliance
 - Check for exceptions that may apply to the placarding requirements for the HM/TDG shipment.
 - Placarding of Table 1 materials is required for any quantity.
 - Placarding of Table 2 materials is required for 454 kg (1,001 lbs.) or more.
 - When HM/TDG is offered for transportation in bulk packaging, appropriate placards must be displayed unless specific conditions have been met.
 - Verify the proper display, if any subsidiary hazard placards.
 - Verify that placards meet general specifications.
 - Verify that the required placards are displayed and meet visibility and display requirements on a transport vehicle.
- STEP 4** Check Marking Compliance
 - Use the shipping papers to determine the HM/TDG being transported and the quantity of HM/TDG. Determine if the shipment is a bulk or non-bulk shipment.
 - Verify display of the identification number on bulk packages in one of the three acceptable manners: orange panels, placards, or plain white-square on point displays.
 - Check transport vehicle for display of ID numbers when transporting large quantities of a single HM/TDG in non-bulk packages.
 - If no identification number is displayed on a bulk package, verify if appropriate for that shipment using the prohibited display and special provision sections.

For more information about the Commercial Vehicle Safety Alliance, write, call, fax, or e-mail to:

Commercial Vehicle Safety Alliance

1101 17th St., NW, Suite 803, Washington, DC 20036 • Phone: 202-775-1623 • Fax: 202-775-1624 • www.cvsa.org

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- Verify additional marking requirements that apply to portable tanks, cargo tanks and multi-unit tank car tanks.
- Verify that markings on packages conform to set size standards and specifications.
- Verify that packages are marked on at least one side or end of the package as required.
- Determine if the package is subject to a DOT exemption requiring that it be marked with "DOT-E" followed by the applicable exemption number. (In the US only)
- Check the "basic markings" are on all non-bulk packages.
- When the shipping papers reveal the following HM/TDG, check for additional marking requirements:
 - PIH Materials;
 - Hazardous Substances;
 - Orientation Arrows;
 - ORM-D;
- Explosive Package Requirements;
- Toxic/Poison Package Markings; and/or
- Infections Substances.
- Verify that location of the marking is appropriate.
- STEP 5** Check Labeling Compliance
 - Begin inspection of labeling compliance with the shipping papers in hand, using the shipping papers to determine the HM/TDG being transported.
 - Observe labels (if any) that are present on the package. When labels are specified for the package and are not present on the package, check for exceptions to labeling requirements that may apply
 - Verify that labels are properly located on the package. Check for multiple and duplicate labeling as appropriate.
 - Verify that the required label specifications are met for all displayed labels.
- STEP 6** Check Packaging Compliance
 - Use the shipping papers to determine the HM/TDG being transported. Refer to Special Provisions that may apply to packaging regulations for that material.
 - Identify the type of packaging used and determine if the packaging is appropriate for the HM/TDG it contains, and is not leaking.
 - Determine if a DOT exemption applies to the packaging. (In the US only)
- STEP 7** Check Loading Compliance
 - Observe the general securement of the HM/TDG being transported. Verify compliance with the blocking and bracing requirements of cargo.
 - Verify segregation, separation, and compatibility for the HM/TDG being transported.
 - Determine if more stringent regulations apply for the subsidiary hazard of the HM. (In the US only)

Hazardous Materials of Trade Checklist

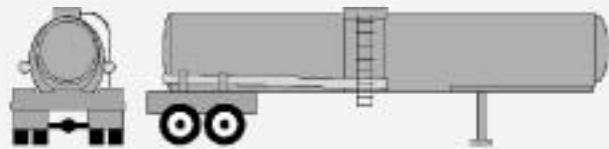
ITEM	Y	N	NA	Packaging [173.6(b)]	Y	N	NA
Class/Div. Limits [173.6(a)]							
Div. 2.1				Leak Tight / Sift Proof / Securely Closed			
Div. 2.2				Secured against movement / Protected			
Div. 2.2, ASME ≤ 70 gal.				Original pkg. or equivalent			
Class 3				Single pkg. secured in cage, box, bin, compt.			
Div. 4.1				Gasoline [173.6(b)(4)]			
Div. 4.3, PG II or III, ≤ 1 oz.				Plastic or Metal (no glass)			
Div. 5.1				Plastic (UL/FM): 1 gal. or Less			
Div. 5.2				Metal (UL/FM): 1 gal. or Less			
Div. 6.1				Safety Can: 5 gal. or Less			
Div. 6.2, not Risk Group 4, (see other limits)				UN Spec. Container: 8 gal. or Less			
Class 8				Cylinders [173.6(b)(5)]			
Class 9				Div. 2.1 or 2.2			
ORM-D				Spec. pkg., except outer			
3, 4.1, 5.1, 5.2, 6.1, 8, 9, ORM-D Non bulk Limits				Valves tightly closed			
PG I ≤ 1 lb. Solid / 1 pint Liquid				Hazard Communication [173.6(c)]			
PG II / III / ORM-D ≤ 66 lb. Solid / 8 gal. Liquid				Common Name or PSN marking			
Class 9 Bulk Limits				*RQ, if applicable			
400 gallons, ≤ 2% concentration				Bulk Class 9 ID Number Marking			
Div 6.2 Limits [173.6(a)(4)]				Cylinder marking/labeling			
Diagnostic / Biological pkg. Limits				Driver Requirements			
Regulated Medical Waste Limits				Driver informed of HM / RQ?			
Self-Reactive or TIH / PIH or Hazardous Waste				Driver informed of §173.6 Requirements?			
Self-Reactive / TIH / HW not eligible for MOT				Aggregate Volume Limit			
				Aggregate Gross Weight ≤ 440 lbs.			
				Class 9 Tank ≤ 400 Gallons			

North American Standard Cargo Tank and Other Bulk Packagings Inspection Procedure



Great steps that do not apply

For more detailed information, see the written procedures contained in the CVSA Operations Manual.



□ STEP 1 Initiating the Inspection

- As the vehicle is approached for inspection, follow all safety precautions. Do a complete walk-around of the vehicle and check for placards, leaks and general vehicle condition.
- Shipping papers and emergency response information must be within the driver's immediate reach when restrained by the lap belt and visible to the person entering the vehicle, or in a holder mounted on the inside of the driver's door.

Check the Shipping Paper for Compliance

- The presence of Hazardous Materials (HM)/Transportation of Dangerous Goods (TDG) on the shipping paper that also contains non-hazardous freight must:
 - Be entered first, or
 - Be entered in contrasting color, or
 - Be identified with an "X" in the HM column.
- Shipments of Hazardous Waste that are required to be manifested must be accompanied by a Hazardous Waste Manifest. The manifest may meet the requirements of the shipping paper.
- Verify compliance of the Proper Shipping Name.
- Check the 172.101, Appendix A, to see if the material is a Hazardous Substance. Hazardous substances are regulated by all modes. (In the US only)
- Check the 172.101, Appendix B, to see if the material is a Marine Pollutant. Only bulk packages containing Marine Pollutants are

subject to the regulations when transported by highway. (In the US only)

- Refer to the HMT Column 1 for the presence of a symbol when determining which entry to use for the proper shipping name. (In the US only)
- Verify that the hazard class/division entered on the shipping paper corresponds with the proper shipping name and subsidiary hazards in parentheses.
- Verify that the identification number entered on the shipping paper corresponds with the proper shipping name.
- Verify that the packing group entered on the shipping paper corresponds with the proper shipping name.
- Verify that the total quantity and unit of measure is entered on the shipping paper.
- Verify that the HM/TDG basic description appears on the shipping paper in the proper sequence or an approved alternative manner:
 - Proper Shipping Name;
 - Hazard/Class Division;
 - Identification Number;
 - Packing Group; and
 - Total Quantity and/or Unit of Measure.
- Always refer to special provisions, when inspecting a shipping paper and check for additional entries that may be applicable to the shipment.
- Recognize when exceptions to the shipping paper requirement apply.

- Verify that the emergency response telephone number is entered on the shipping paper in the proper manner.
- Verify that the emergency response information, as appropriate, accompanies the shipment.
- Verify that the Emergency Response Assistance Plan (ERAP) number and activation telephone number is entered on the shipping paper. (Canada only)

Check for Placarding Compliance

- Check for exceptions that may apply to the placarding requirements for the HM/TDG shipment.
- Placarding is required for any quantity of a HM/TDG in a bulk package/large means of containment.
- When HM/TDG is offered for transportation in bulk packaging, appropriate placards must be displayed unless specific conditions have been met.
- Verify the proper display, if any subsidiary hazard placards.
- Verify that placards meet general specifications.
- Verify that the required placards are displayed and meet visibility and display requirements on a transport vehicle.

Check Marking Compliance

- Use the shipping papers to determine the HM/TDG being transported and the quantity of HM/TDG. Determine if the shipment is a bulk or non-bulk shipment.

For more information about the Commercial Vehicle Safety Alliance, write, call, fax, or e-mail to:

Commercial Vehicle Safety Alliance

1101 17th St., NW, Suite 803, Washington, DC 20036 • Phone: 202-775-1623 • Fax: 202-775-1624 • www.cvsa.org

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Check Marking Compliance (continued)

- Verify display of the identification number on bulk packages in one of the three acceptable manners: orange panels, placards, or plain white square on point displays.
- If no identification number is displayed on a bulk package, verify if appropriate for that shipment using the prohibited display and special provisions sections.
- Verify additional marking requirements that apply to portable tanks, cargo tanks and multi-unit tank car tanks.
- Verify that markings on packages conform to set size standards and specifications.
- Verify that packages are marked on at least one side or end of the package as required.
- Determine if the package is subject to a DOT exemption requiring that it be marked with "DOT-E" followed by the applicable exemption number. (In the US only)
- Check the "basic markings" are on all non-bulk packages.
- When the shipping papers reveal the following HM, check for additional marking requirements:
 - PIH Materials;
 - Elevated Temperature Materials;
 - Marine Pollutants; and/or
 - Infectious Substances
- Verify that location of the marking is appropriate.

Check Labeling Compliance

- Begin inspection of labeling compliance with the shipping papers in hand, using the shipping papers to determine the HM/TDG being transported.
- Observe labels (if any) that are present on the package. When labels are specified for the package and are not present on the package, check for exceptions to labeling requirements that may apply.
- Verify that labels are properly located on the package. Check for multiple and duplicate labeling as appropriate.
- Verify that the required label specifications are met for all displayed labels.

Check Packaging Compliance

- Use the shipping papers to determine the HM/TDG being transported. Refer to Special Provisions that may apply to packaging regulations for that material.

- Identify the type of packaging used and determine if the packaging is appropriate for the HM/TDG it contains, and is not leaking.
- Determine if a DOT exemption applies to the packaging. (In the US only)

Check Loading Compliance

- Observe the general securement of the HM/TDG being transported. Verify compliance with the blocking and bracing requirements of cargo.
- Verify segregation, separation, and compatibility for the HM/TDG being transported.
- Determine if more stringent regulations apply for the subsidiary hazard of the HM. (In the US only)

Package Authorization

- Verify that the bulk package is authorized under regulations for the product being transported, including any testing or inspection standards.

STEP 2 Check for Specification Marking

- Examine package for specification marking, attachment, and location of specification marking and other required information.

STEP 3 Inspect Test Date Markings

- Verify test date markings on bulk packages for:
 - Location;
 - Size;
 - Legibility and Durability; and
 - Appropriate Test for Package.

STEP 4 Inspect Securement and Integrity

- Inspect the bulk package for proper securement and integrity including supports, anchoring, and ring stiffeners if applicable.

Note: If the cargo tank is constructed with external ring stiffeners, with an air space, check to see that a drainage hole has been provided and is open.

STEP 5 Inspect Double Bulkhead Drains

- Void spaces in double bulkheads are required to be vented and must be equipped with drainage which must be kept operative at all times.

Caution: If bottom drain is plugged, do not remove.

STEP 6 Inspect Piping and Protection

- Check for shear sections, sacrificial devices or suitable guards when applicable.

- Check for minimum road clearance when applicable.

- Ensure that piping is free of leaks.

STEP 7 Inspect Emergency Flow Control Devices

- Inspect internal valves and other closures, as applicable. Requirement for valves may differ depending upon specification and commodity.

- Inspect emergency flow controls devices including:
 - Remote Control Devices and required markings;
 - Automatic Heat Actuated Devices; and
 - One Way or Excessive Flow Valves.

- Inspect inlet/outlet markings, if applicable.

Caution: Do not open valves or closures.

STEP 8 Inspect Rear End Protection

- Inspect Rear End Protection and Rear Bumper

STEP 9 Optional Inspection Items

- The following inspection items are located on the top of cargo tanks and inspection of these items will be dependent upon the operating policies of individual agencies:
 - Manhole Assemblies;
 - Pressure Relief Devices; and
 - Overturn Protection.

STEP 10 Apply CVSA Decal

- When a U.S. DOT/Transport Canada specification cargo tank inspection is completed in conjunction with North American Standard Level I and/or Level V Inspection CVSA decals shall not be issued to U.S. DOT/Transport Canada specification cargo tank vehicles found to have violations of the following:

- Retest requirements
- Cargo Tank Authorization (Does not include specification shortages)
- Manhole Covers
- Internal Valves
- Discharge Valves
- Cargo Tank Integrity
- Supports and Anchoring
- Double Bulkhead Drains
- Ring Stiffeners
- Rear End Protection
- Emergency Flow Control
- Piping and Protection
- Overturn Protection
- Venting

- CVSA decals shall only be applied to U.S. DOT/Transport Canada specification cargo tanks by CVSA-certified Cargo Tank Inspectors.

- The location for a CVSA decal on a cargo tank semi-trailer shall be at eye-level near the right front of the cargo tank and on the lower right corner of the exterior surface of the passenger's windshield of a straight truck.

Commercial Vehicle Safety Alliance

1101 17th St., NW, Suite 803, Washington, DC 20036 • Phone: 202-775-1623 • Fax: 202-775-1624 • www.cvsa.org

Promoting Commercial Motor Vehicle Safety and Security



Hazardous Materials Incident Report

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 2137-0039. The filling out of this information is mandatory and will take 96 minutes to complete.

INSTRUCTIONS: Submit this report to the Information Systems Manager, U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration, Office of Hazardous Materials Safety, DHM-63, Washington, D.C. 20590-0001. If space provided for any item is inadequate, use a separate sheet of paper, identifying the entry number being completed. Copies of this form and instructions can be obtained from the Office of Hazardous Materials Website at <http://hazmat.dot.gov>. If you have any questions, you can contact the Hazardous Materials Information Center at 1-800-HMR-4922 (1-800-467-4922) or online at <http://hazmat.dot.gov>.

PART I - REPORT TYPE

1. This is to report: A) A hazardous material incident B) An undeclared shipment with no release
 C) A specification cargo tank 1,000 gallons or greater containing any hazardous materials that (1) received structural damage to the lading retention system or damage that requires repair to a system intended to protect the lading retention system and (2) did not have a release.
2. Indicate whether this is: An initial report A supplemental (follow-up) report Additional Pages

PART II - GENERAL INCIDENT INFORMATION

3. Date of Incident: _____ 4. Time of Incident (use 24-hour time): _____
5. Enter National Response Center Report Number (if applicable): _____
6. If you submitted a report to another Federal DOT agency, enter the agency and report number: _____
7. Location of Incident: City: _____ County: _____ State: _____ ZIP Code (if known): _____
 Street Address/Mile Marker/Yardname/Airport/Body of Water/River Mile _____
8. Mode of Transportation Air Highway Rail Water
9. Transportation Phase In Transit Loading Unloading In Transit Storage
10. Carrier/Reporter Name _____
 Street _____
 City _____ State _____ ZIP Code _____
 Federal DOT ID Number _____ Hazmat Registration Number _____
11. Shipper/Offlorer Name _____
 Street _____
 City _____ State _____ ZIP Code _____
 Waybill/Shipping Paper _____ Hazmat Registration Number _____
12. Origin (if different from shipper address) Street _____
 City _____ State _____ ZIP Code _____
13. Destination Street _____
 City _____ State _____ ZIP Code _____
14. Proper Shipping Name of Hazardous Material: _____
15. Technical/Trade Name: _____
16. Hazardous Class/ Division: _____ 17. Identification Number: _____ (E.g. UN2764, NA 2020) 18. Packing Group: _____ (if applicable) 19. Quantity Released: _____ (Include Measurement Units)
20. Was the material shipped as a hazardous waste? Yes No If yes, provide the EPA Manifest Number: _____
21. Is this a Toxic by Inhalation (TIH) material? Yes No If yes, provide the Hazard Zone: _____
22. Was the material shipped under an Exemption, Approval, or Competent Authority Certificate? Yes No
 If yes, provide the Exemption, Approval, or CA number: _____
23. Was this an undeclared hazardous materials shipment? Yes No

PART III - PACKAGING INFORMATION

24. Check Packaging Type (check only one - if more than one, list type of packaging, copy Part III, and complete for each type:

- | | | | |
|-----------------------------------|------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Non-bulk | <input type="checkbox"/> IBC | <input type="checkbox"/> Cargo tank Motor Vehicle (CTMV) | <input type="checkbox"/> Tank Car |
| <input type="checkbox"/> Cylinder | <input type="checkbox"/> RAM | <input type="checkbox"/> Portable Tank | <input type="checkbox"/> Other _____ |

25. See instructions and enter the appropriate failure codes found at the end of the instructions. Be sure to enter the codes from the list that corresponds to the particular packaging type checked above. Enter the number of codes as appropriate to describe the incident. Enter the most important failure point in line 1. If there are more than two failure points, provide in this format in part VI.

1. What Failed: _____ How Failed: _____ Causes of Failure: _____
2. What Failed: _____ How Failed: _____ Causes of Failure: _____

26a. Provide the packaging identification markings, if available.

Identification Markings: _____
(Examples: 1A1/Y14/150/92/USA/RB/R3/RL, UN21H1/Y0493/USA/M9329/1000/1200, DOT - 105A - 100W (RAIL), DOT 405 (HIGHWAY), DOT 51, DOT 3-A)

26b. For Non-bulk, IBC, or non-specification packaging, if identification markings are incomplete or unavailable, see instructions and complete the following:

Single Package or Outer Packaging:	Single Package or Inner Packaging (if any):
Packaging Type: _____	Packaging Type: _____
Material of Construction: _____	Material of Construction: _____
Head Type (Drums only): <input type="checkbox"/> Removable <input type="checkbox"/> Non - Removable	

27. Describe the package capacity and the quantity:

Single Package or Outer Packaging:	Single Package or Inner Packaging (if any):
Package Capacity: _____	Package Capacity: _____
Amount in Package: _____	Amount in Package: _____
Number in Shipment: _____	Number in Shipment: _____
Number Failed: _____	Number Failed: _____

28. Provide packaging construction and test information, as appropriate:

Manufacturer: _____	Manufacture Date: _____
Serial Number: _____	Last Test Date: _____
Material of Construction: _____	(if Tank Car, CTMV, Portable Tank, or Cylinder)
Design Pressure: _____	(if Tank Car, CTMV, Portable Tank)
Shell Thickness: _____	(if Tank Car, CTMV, Portable Tank)
Head Thickness: _____	(if Tank Car, CTMV)
Service Pressure: _____	(if Cylinder)

If valve or device failed:

Type: _____	Manufacturer: _____	Model: _____
	(if present and legible)	(if present and legible)

29. If the packaging is for Radioactive Materials, complete the following:

Packaging Category:	<input type="checkbox"/> Type A	<input type="checkbox"/> Type B	<input type="checkbox"/> Type C	<input type="checkbox"/> Excepted	<input type="checkbox"/> Industrial
Packaging Certification:	<input type="checkbox"/> Self Certified	<input type="checkbox"/> U.S. Certification	Certification Number _____		
Nuclide(s) Present: _____	Transport Index: _____				
Activity: _____	Critical Safety Index: _____				

PART IV - CONSEQUENCES

30. Result of incident (check all that apply): Spillage Fire Explosion Material Entered Waterway/Storm Sewer
 Vapor (Gas) Dispersion Environmental Damage No Release

31. Emergency Response: The following entities responded to the incident: (Check all that apply)

Fire/EMS Report # _____ Police Report # _____ In-house cleanup Other Cleanup

32. Damages: Was the total damage cost more than \$500? Yes No

If yes, enter the following information: If no, go to question 33.

Material Loss: \$ _____ Carrier Damage: \$ _____ Property Damage: \$ _____ Response Cost: \$ _____ Remediation/Cleanup Cost: \$ _____
 (See damage definitions in the instructions)

33a. Did the hazardous material cause or contribute to a human fatality? Yes No

If yes, enter the number of fatalities resulting from the hazardous material:

Fatalities: Employees _____ Responders _____ General Public _____

33b. Were there human fatalities that did not result from the hazardous material? Yes No If yes, how many? _____

34. Did the hazardous material cause or contribute to personal injury? Yes No

If yes, enter the number of injuries resulting from the hazardous material:

Hospitalized (Admitted Only): Employees _____ Responders _____ General Public _____

Non-Hospitalized: Employees _____ Responders _____ General Public _____

(e.g.: On site first aid or Emergency Room observation and release)

35. Did the hazardous material cause or contribute to an evacuation? Yes No

If yes, provide the following information:

Total number of general public evacuated: _____ Total number of employees evacuated: _____ Total Evacuated: _____

Duration of the evacuation _____ (hours)

36. Was a major transportation artery or facility closed? Yes No If yes, how many? _____ (hours)

37. Was the material involved in a crash or derailment? Yes No

If yes, provide the following information: Estimated speed (mph): _____ Weather conditions: _____

Vehicle overturn? Yes No

Vehicle left roadway/track? Yes No

PART V - AIR INCIDENT INFORMATION (please refer to § 175.31 to report a discrepancy for air shipments)

38. Was the shipment on a passenger aircraft? Yes No

If yes, was it tendered as cargo, or as passenger baggage?

Cargo Passenger baggage

39. Where did the incident occur (if unknown, check the appropriate box for the location where the incident was discovered)?

Air carrier cargo facility Sort center Baggage area
 By surface to/from airport During flight During loading/unloading of aircraft

40. What phase(s) had the shipment already undergone prior to the incident? (Check all that apply)

Shipment had not been transported Transported by air (first flight) Transport by air (subsequent flights)
 Initial transport by highway to cargo facility Transfer at sort center/cargo facility

PART VI - DESCRIPTION OF EVENTS & PACKAGE FAILURE

Describe the sequence of events that led to the incident and the actions taken at the time it was discovered. Describe the package failure, including the size and location of holes, cracks, etc. Photographs and diagrams should be submitted if needed for clarification. Estimate the duration of the release, if possible. Describe what was done to mitigate the effects of the release. Continue on additional sheets if necessary.

PART VII - RECOMMENDATIONS/ACTIONS TAKEN TO PREVENT RECURRENCE

Where you are able to do so, suggest or describe changes (such as additional training, use of better packaging, or improved operating procedures) to help prevent recurrence. Provide recommendations for improvement to hazardous materials transportation beyond the control of your individual company. Continue on additional sheets if necessary.

PART VIII- CONTACT INFORMATION

Contact's Name (Type or Print): _____	Telephone Number: () _____
Contact's Title: _____	Fax Number: () _____
Business Name and Address: _____	Hazmat Registration Number (if not already provided): _____
E-mail Address: _____	Date: _____
Preparer is: <input type="checkbox"/> Carrier <input type="checkbox"/> Shipper <input type="checkbox"/> Facility <input type="checkbox"/> Other _____	

7. Prior-Year Survey Information. Mark all categories and activities engaged in during the previous calendar year (e.g., 2004 for the 2005-2006 Registration Year) and the state(s) in which you operated (see instructions).

A. Offered or transported in commerce a highway route controlled quantity of a Class 7 (radioactive) material.

1. Shipper _____ 2. Carrier _____ 3. Other (Freight Forwarder, Agent, etc.) _____
- AL AR AZ CA CO CT DE FL GA ID IL IN IA KS KY LA MA MD ME MI MN
 MO MS MT NC ND NE NH NJ NM NV NY OH OK OR PA RI SC SD TN TX UT
 VT VA WA WV WI WY 48 Contiguous States AK AS DC GU HI MP PR VI

B. Offered or transported in commerce more than 25 kilograms (55 pounds) of a Division 1.1, 1.2, or 1.3 (explosive) material in a motor vehicle, rail car, or freight container.

1. Shipper _____ 2. Carrier _____ 3. Other (Freight Forwarder, Agent, etc.) _____
- AL AR AZ CA CO CT DE FL GA ID IL IN IA KS KY LA MA MD ME MI MN
 MO MS MT NC ND NE NH NJ NM NV NY OH OK OR PA RI SC SD TN TX UT
 VT VA WA WV WI WY 48 Contiguous States AK AS DC GU HI MP PR VI

C. Offered or transported in commerce more than 1 liter (1.06 quarts) per package of a material extremely toxic by inhalation (materials poisonous by inhalation that meet one of the defining criteria for Hazard Zone A).

1. Shipper _____ 2. Carrier _____ 3. Other (Freight Forwarder, Agent, etc.) _____
- AL AR AZ CA CO CT DE FL GA ID IL IN IA KS KY LA MA MD ME MI MN
 MO MS MT NC ND NE NH NJ NM NV NY OH OK OR PA RI SC SD TN TX UT
 VT VA WA WV WI WY 48 Contiguous States AK AS DC GU HI MP PR VI

D. Offered or transported in commerce a hazardous material (including a hazardous waste) in a bulk packaging (see 49 CFR 171.8) having a capacity equal to or greater than 13,248 liters (3,500 gallons) for liquids or gases or more than 13.24 cubic meters (468 cubic feet) for solids.

1. Shipper _____ 2. Carrier _____ 3. Other (Freight Forwarder, Agent, etc.) _____
- AL AR AZ CA CO CT DE FL GA ID IL IN IA KS KY LA MA MD ME MI MN
 MO MS MT NC ND NE NH NJ NM NV NY OH OK OR PA RI SC SD TN TX UT
 VT VA WA WV WI WY 48 Contiguous States AK AS DC GU HI MP PR VI

E. Offered or transported in commerce a shipment, in other than a bulk packaging, of 2,268 kilograms (5,000 pounds) gross weight or more of one class of hazardous material (including a hazardous waste) for which placarding of a vehicle, rail car, or freight container is required.

1. Shipper _____ 2. Carrier _____ 3. Other (Freight Forwarder, Agent, etc.) _____
- AL AR AZ CA CO CT DE FL GA ID IL IN IA KS KY LA MA MD ME MI MN
 MO MS MT NC ND NE NH NJ NM NV NY OH OK OR PA RI SC SD TN TX UT
 VT VA WA WV WI WY 48 Contiguous States AK AS DC GU HI MP PR VI

F. Offered or transported in commerce a shipment of a quantity of hazardous material (including a hazardous waste) that requires placarding of the bulk packaging, freight container, unit load device, transport vehicle, or rail car, other than those included in A through E above. Activities performed by farmers are generally excepted. See 49 CFR 107.601(b).

1. Shipper _____ 2. Carrier _____ 3. Other (Freight Forwarder, Agent, etc.) _____
- AL AR AZ CA CO CT DE FL GA ID IL IN IA KS KY LA MA MD ME MI MN
 MO MS MT NC ND NE NH NJ NM NV NY OH OK OR PA RI SC SD TN TX UT
 VT VA WA WV WI WY 48 Contiguous States AK AS DC GU HI MP PR VI

G. Did not engage in any of the activities listed in A through F during the previous calendar year.

B. Certification of Information. I certify that, to the best of my knowledge, the above information is true, accurate, and complete.

Certifier's Name _____ Phone (____) _____
(Print the signer's name)

Title _____

Certifier's Signature _____ Date _____

FALSE STATEMENTS MAY VIOLATE 18 U.S.C. 1001.

**MAIL COMPLETED FORM
 WITH PAYMENT TO :**

U.S. Department of Transportation
 Hazardous Materials Registration
 P.O. Box 740188
 Atlanta, GA 30374-0188

Please retain a copy of this form for your records.

Registration Fee Table

As Amended by the Final Rule of January 9, 2003

A final rule published in the Federal Register on January 9, 2003, reduced the annual fees for registration years 2003-2004, 2004-2005, and 2005-2006 to \$150 for persons that meet the SBA size standard for a small business and for the newly established business category for not-for-profit organizations (organizations exempt from taxation under 26 U.S.C. 501(a)), and to \$300 for all other persons, and for registration year 2006-2007 and following to \$275 for small businesses and not-for-profit organizations, and to \$1000 for all other persons. The fees previously established for registration years 1992-1993 through 2002-2003 remain in effect.

One, two, or three year periods of registration are permitted for years beginning July 1, 2000, and later. The fees for all possible registration periods and business types are listed in this table. All fees include the appropriate processing fee.

If you are a not-for-profit organization registering for 2001-2004, 2002-2004 or 2002-2005, you must pay the fee in the column titled "Small Business/Non-Profit" if you met the SBA size standard for a small business between July 1, 2002, and June 30, 2003, and the fee in the column titled "Not-Small Business/Non-Profit" if you did not meet that standard during that year.

Registrants whose SBA business size changed within a period for which a multiple-year registration could otherwise be submitted are advised to register for the years in which they qualified as a small business separately from the years for which they do not qualify as a small business.

Registration Period	Small Business	All Non-Profit	Not-Small Business	
2005-2006 (1 year)	\$150	\$150	\$300	-
2005-2007 (2 years)	\$400	\$400	\$1,275	-
2005-2008 (3 years)	\$650	\$650	\$2,250	-
Expedited Registration Follow-up Payment for Not-Small Business for 2005-2006 is \$150				
2004-2005 (1 year)	\$150	\$150	\$300	-
2004-2006 (2 years)	\$275	\$275	\$575	-
2004-2007 (3 years)	\$525	\$525	\$1,550	-
2003-2004 (1 year)	\$150	\$150	\$300	-
2003-2005 (2 years)	\$275	\$275	\$575	-
2003-2006 (3 years)	\$400	\$400	\$850	-
	Small Business	Small Business Non-Profit	Not-Small Business	Not Small Business/Non-Profit
2002-2003 (1 year)	\$300	-	\$2,000	-
2002-2004 (2 years)	\$425	\$425	\$2,275	\$2,125
2002-2005 (3 years)	\$550	\$550	\$2,550	\$2,250
2001-2002 (1 year)	\$300	-	\$2,000	-
2001-2003 (2 years)	\$575	-	\$3,975	-
2001-2004 (3 years)	\$700	\$700	\$4,250	\$4,100
2000-2001 (1 year)	\$300	-	\$2,000	-
2000-2002 (2 years)	\$575	-	\$3,975	-
2000-2003 (3 years)	\$850	-	\$5,950	-
1992-1993 through 1999-2000 the annual fee is \$300 for all registrants				

2005-2006 HM Registration Fee Schedule

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Part 3 - Carriers of Passengers

Historically, the predecessor agencies of the FMCSA only regulated “for-hire” transportation of passengers with a vehicle designed to transport more than 15 passengers, including the driver.

Private motor carriers of passengers (PMCPs) became subject to the FMCSRs on January 1, 1995. They are separated into two groups (business or non-business) and are exempt from certain requirements of the FMCSRs.

Motor carriers operating vehicles designed or used to transport 9 to 15 passengers (including the driver) for compensation became subject to three regulatory standards on February 12, 2001.

Effective November 10, 2003: The definition of a CMV now includes "Small Passenger" carrying vehicles. Motor carriers operating CMVs designed or used to transport 9 to 15 passengers (including the driver), in interstate commerce must comply with FMCSR Parts 390 through 396 when they are directly compensated for such services when the vehicle is operated outside of a **75 air mile radius** of the driver's normal work reporting location. The drivers and vehicles operated by motor carriers in this type of operation are subject to the same safety requirements imposed upon motor coach operations with the exception of the commercial driver's license, controlled substance and alcohol testing regulations. Motor carriers operating CMVs designed or used to transport 9 to 15 passengers (including the driver) within a 75 air mile radius, whether for direct or indirect compensation are subject only to FMCSR Parts 390.15, 390.19 390.21(a) and 390.21(b)2.

Although the interstate Hours of Service Requirements for motor carriers of property changed on January 4, 2004 and again on October 1, 2005: The hours of service requirements for motor carriers of passengers will remain as they have been in been in the past. Drivers may drive no longer than 10 hours without 8 consecutive hours off duty or sleeper berth time if equipped with sleeper berth meeting the requirements as defined by FMCSR 393.76. Sleeper berth and off duty time can be combined to acquire the 8 consecutive hours and the sleeper berth time can be split to obtain the required 8 hours. Drivers cannot drive after 15 hours total combined time of “on duty not driving” and “driving time” without 8 consecutive hours off duty/sleeper berth time.

Note: Intrastate hours of service rules in Texas are the same for motor carriers of both property and passengers (37 TAC 4.12).

Types of Motor Carriers of Passengers

For-hire Carriers

Three factors must be present before a motor carrier of passengers is classified as a “for-hire” carrier:

1. The motor carrier provides interstate transportation of passengers for a commercial purpose;
2. The motor carrier is compensated, either directly or indirectly, for the transportation service provided; and
3. The transportation service is generally available to the public at large.

Examples of for-hire transportation of passengers include inter-city bus service, charter bus service,

canoe rental company bus service, and hotel bus service.

Business PMCPs

Business PMCPs provide private interstate and/or intrastate transportation of passengers in the furtherance of a commercial purpose. These include companies that use buses to transport their own employees and professional musicians who use buses for concert tours. Commercial businesses that provide passenger transportation to the general public are not business PMCPs. They are considered “For-hire” and are already subject to the FMCSRs.

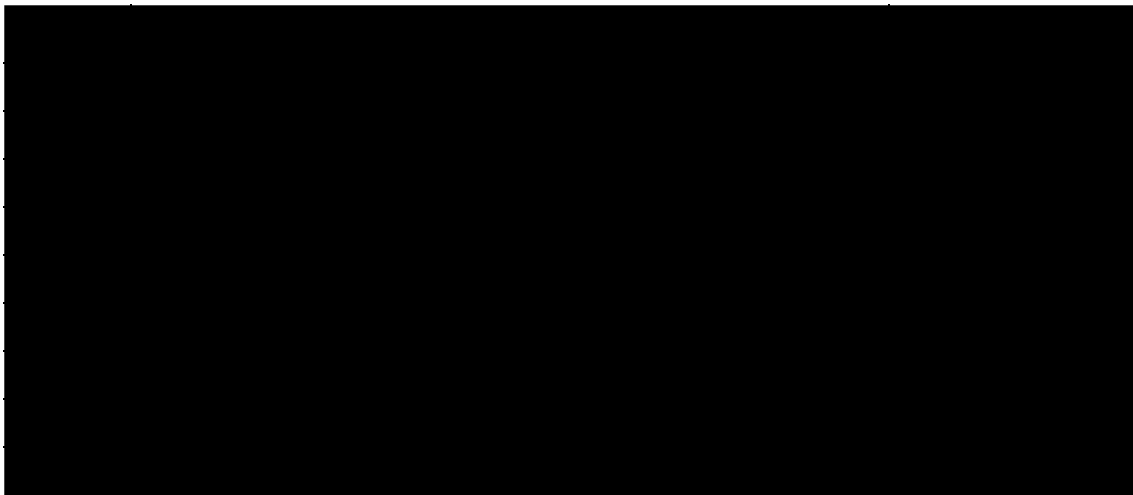
Non-business PMCPs

Non-business PMCPs provide private, interstate and/or intrastate transportation of passengers that is not in the furtherance of a commercial purpose. These include churches, private schools, scout groups, and other charitable organizations that may purchase or lease buses for the private transportation of their respective groups.

Churches, other charitable organizations, or private associations, that offer charter bus service to the general public with the intent to make a profit are not Non-business PMCPs. They are considered “For-hire” and are already subject to the FMCSRs.

Applicability of FMCSRs

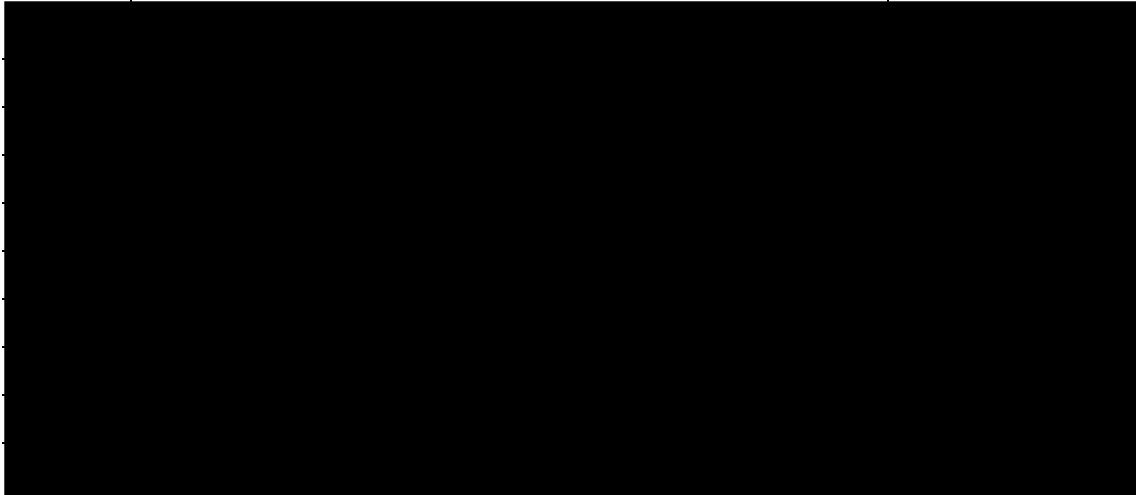
Table 3-1 - FMCSRs Applicable to Business PMCPs



Exemptions - Business PMCPs are not subject to:

- Minimum levels of financial responsibility
- Road test requirements of Part 391

Table 3-2 FMCSRs Applicable to Non-Business PMCPs

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Exemptions - Non-business PMCPs are not subject to:

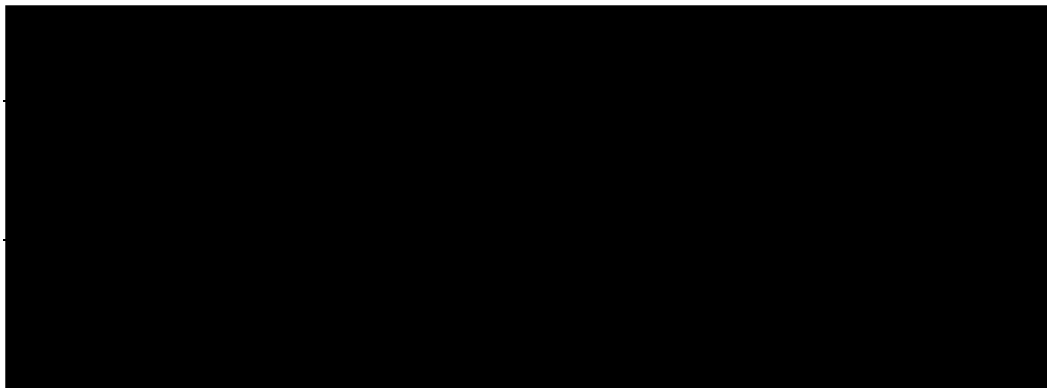
- Minimum levels of financial responsibility
- Subpart C of Part 391
- Subpart D of Part 391
- Subpart F of Part 391
- Most paper work and record-keeping requirements of Parts 390, 391, 395, and 396.

Financial Responsibility For To Motor Carriers Of Passengers

49 CFR Part 387, Subpart B outlines minimum levels of financial responsibility (insurance) applicable to "for-hire" carriers transporting passengers in interstate commerce.

The following chart summarizes the applicability of the minimum levels of financial responsibility regulations to passenger carriers.

Table 3-3

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Exemptions - Minimum Financial Responsibility Regulations do not apply to:

A motor vehicle transporting only school children and teachers to and from school

- A motor vehicle providing taxicab service, having a seating capacity of less than 7 passengers, and
- not operating on a regular route or between specified points
- A motor vehicle carrying less than 16 individuals in a single daily round trip to commute to and from
- work

Frequently Asked Questions

1. Are PMCPs required to mark their vehicles in accordance with 49 CFR Part 390.21?

Yes.

2. Are non-business PMCP drivers required to be medically examined?

No. Section 391.68(c) specifically states that much of Sections 391.41 and 391.45, which require a driver to be medically examined and to have a medical examiner's certificate on his/her person, do not apply to non-business PMCPs. However, non-business PMCP drivers are subject to the minimum physical qualification standards found in Section 391.41 (b) (1)-(13).

Non-business PMCPs should become familiar with the minimum physical qualification standards found in Section 391.41 and the driver waiver conditions of Section 391.49.

Non-business PMCP drivers may be placed out-of-service during terminal, en route, or destination inspections if they are required by Section 391.41 to have a waiver and do not possess one.

3. Are non-business PMCP drivers subject to the driver's hours of service regulations?

Yes. However, they are not required to prepare or maintain records of duty status. Non-business PMCP driver's hours of service will be evaluated by enforcement officers during terminal, en route, and destination inspections based on evidence available at the inspection location.

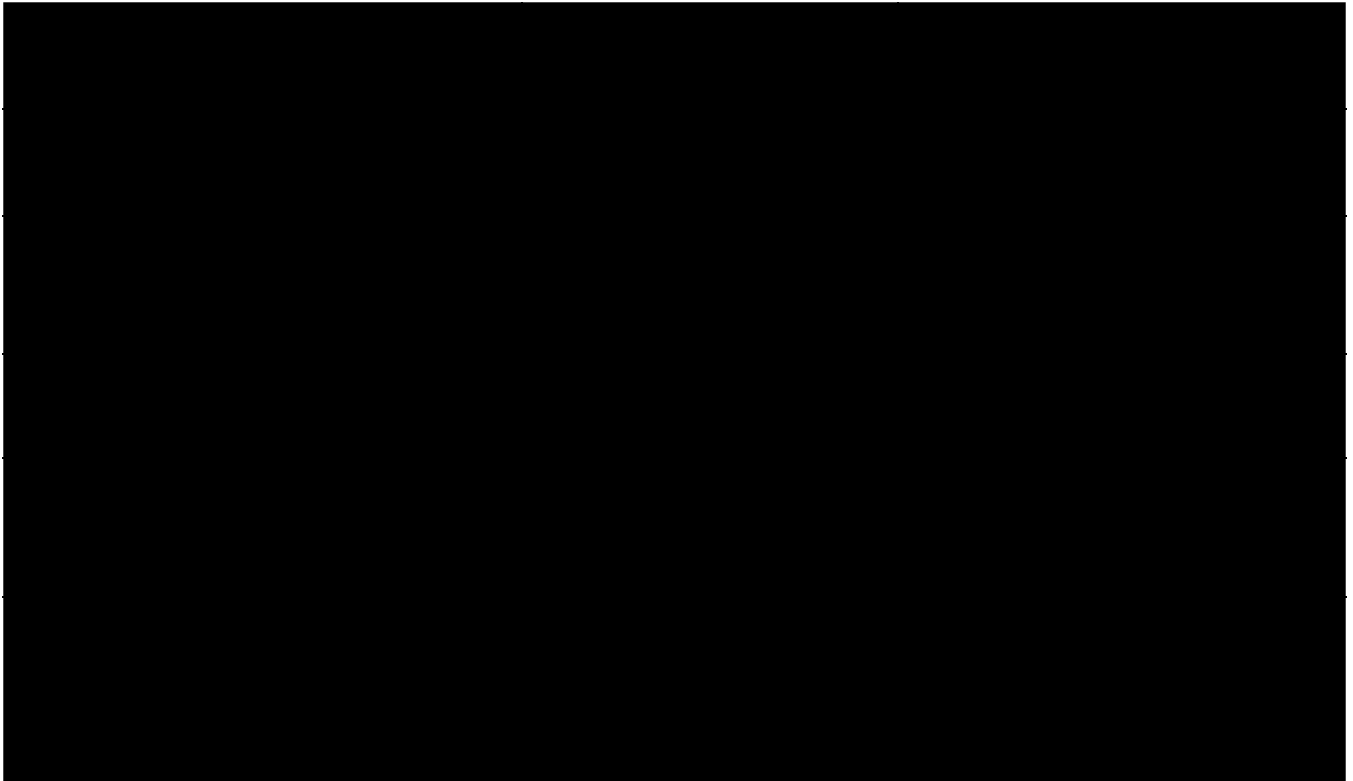
It is recognized that some individuals who volunteer to drive for non-business PMCPs may also drive for other motor carriers and in that capacity are required to maintain a record of duty status. All on-duty time performed for a non-business PMCP must be recorded on the records of duty-status submitted to that driver's regularly employing motor carrier.

4. Are non-business PMCPs required to have their vehicles inspected?

Yes. In accordance with Section 396.17.

Applicability of the FMCSRs to School Bus Transportation

Table 3-4



North American Standard Level I Passenger Vehicle Inspection Procedure



For Levels II, III, IV and V, omit steps that do not apply.
For more detailed information, see the written procedures contained in the CVSA Operations Manual.

TL – Team Leader **FI** – Front Inspector **RI** – Rear Inspector



- STEP 1** Inspection Preparation [TL]
 - Select vehicle and direct it to the inspection location.
 - Gather preliminary information from the vehicle for the inspection report, including the license plate number and state or province and country, company name as shown on the vehicle, company number, appropriate ICC, DOT, PUC/PSC identifiers, etc. and the time the inspection began. (Verify who the company operator is, not the tour company or leasing company.)
- STEP 2** Greet and Prepare the Driver and Passengers [TL]
 - Identify yourself.
 - Place chock blocks on the driver's side.
 - Explain this inspection procedure.
 - Ensure engine is off.
 - Check seat belt usage and condition.
 - Observe the driver's overall condition for illness, fatigue or other signs of impairment.
 - Check for illegal presence of alcohol, drugs, radar detector, weapons or other contraband.
 - If passengers are present, explain the purpose of the inspection and how it will be conducted.
- STEP 3** Collect Driver's Documents [TL]
 - Medical Examiner's Certificate (if applicable).
 - Skill Performance Evaluation (SPE) Certificate (if applicable).
 - Driver's license, CDL, record of duty status.
 - Shipping papers.
 - Periodic inspection certificates, CVIP.
 - Supporting documents: bills of lading, receipts, other documents used to verify record of duty status, trip information, tour itinerary, trip envelope and charter order.
 - Check for presence of Hazardous Material/Transportation of Dangerous Goods.
- STEP 4** Interview the Driver [TL]
 - Ask for the following from the driver: starting location, final destination, load description, time traveled, most recent stop, fueling location(s).
 - Ask driver what other jobs he has worked in the past week (many drivers are part time).
 - Talk to the driver about the trip.
 - Check for presence of Hazardous Material/Transportation of Dangerous Goods.
- STEP 5** Identify the Carrier [TL]
 - Identify carrier using the following: vehicle identification, vehicle registration, insurance, driver interview.
 - Check interline agreements/operating authority.
- STEP 6** Examine Commercial Driver's License [TL]
 - Expiration date
 - Class
 - Endorsements
 - Restrictions
 - Status
- STEP 7** Check Medical Examiner's Certificate and Skill Performance Evaluation (SPE) Certificate [TL]
 - Certificate date (valid for 24 months).
 - Corrective lens requirement.
 - Hearing aid requirement.
 - Physical Limitations.

Note: In Canada and Mexico proper class indicates adequate medical.
- STEP 8** Check Record of Duty Status [TL]
 - Hours of Service verification.
 - Accuracy of record.

For more information about the Commercial Vehicle Safety Alliance, write, call, fax, or e-mail to:

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- STEP 9** Review Vehicle Inspection Reports (TI)
 - Ensure the inspection describes the identity of the vehicle and the presence of deficiencies/defects.
 - Check for driver signature on previous inspection reports.
- STEP 10** Check Passenger Area (TI)
 - Check windows, emergency doors, and emergency exits.
 - Warning devices (if applicable).
 - Check for fire extinguisher.
- STEP 11** Check Driver's Compartment (TI)
 - Check driver's seat, seat belt, low air pressure warning device, and steering wheel lash and column.
- STEP 12** Inspect Front of Vehicle (FI)
 - Check head lamps, turn signals, emergency flashers, windshield, windshield wipers, suspension and brake housings.
- STEP 13** Inspect Rear of Vehicle (RI)
 - Check exhaust system, tail, stop, and turn signals, and emergency flashers.
 - Check engine compartment for belts, fluid leaks, frame integrity.
- STEP 14** Inspect Left Side of Vehicle (FI)
 - Check wheels and rims and tires.
 - Check fuel cap(s) (if applicable).
 - Check battery compartment (if applicable).
 - Check for body damage.
 - Check cargo bays.
 - Check for presence of Hazardous Material/Transportation of Dangerous Goods.
- STEP 15** Inspect Right Side of Vehicle (RI)
 - Check wheels and rims and tires.
 - Check fuel caps (if applicable).
 - Check battery compartment (if applicable).
 - Check for body damage.
 - Check cargo bays.
 - Check for presence of Hazardous Material/Transportation of Dangerous Goods.
- STEP 16** Place Inspection Ramps (All)
 - Place ramps either in front of or behind the wheels, as appropriate. Direct the driver to drive carefully up the ramps and stop at the top. Insert chock blocks at the front and rear of the right drive wheels. Instruct the driver to release the brakes and turn off the engine.
- STEP 17** Inspect the Undercarriage (F/RI)
 - Check the steering system, front and rear suspension, front and rear brakes, frame, fuel tank, tag axle, and drive shaft.
- STEP 18** Air Loss Rate (TI)
 - If a leak is detected, check air loss rate with air reservoir at 80–90 p.s.i. and brakes fully applied. Pressure should be maintained or increased.
 - Direct driver off of ramps.
- STEP 19** Check for Presence of Hazardous Material/Transportation of Dangerous Goods (All)
 - Motor vehicles carrying passengers for hire and transporting hazardous materials are subject to the same regulations as a truck, plus additional restrictions listed.
- STEP 20** Complete the Inspection (TI)
 - Complete all paperwork. Return documents to driver. Explain violations to driver.
- STEP 21** Take Appropriate Enforcement Action (TI)
 - Refer to *North American Standard Out-of-Service Criteria*.
 - Inform the driver of the reasons for the out-of-service action.
 - Inform passengers of the necessary action and arrangements.
 - Reinspect repaired vehicle.
- STEP 22** Apply CVSA Decal (TI)
 - If the vehicle passed inspections, apply a CVSA decal on the glass portion (window) of the passenger door as close to inspector's eye-level as possible.



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