

## MOTOR CARRIER SERVICES

## NEWSLETTER

# What's new? What's needed? What do you need to know?

### Public Access Day & Time Change

As of January 4, 2023 Motor Carrier Services will be changing their shortened counter and phone hours from Monday mornings to Wednesday afternoon. Below are the hours the Motor Carrier section will be opened to the public.

Monday - 8:30 a.m. - 4:15 p.m.

Tuesday - 8:30 a.m. - 4:15 p.m.

**Wednesday - 8:30 a.m. - 12:00 p.m.**

Thursday - 8:30 - 4:15 p.m.

Friday - 8:30 - 4:15 p.m.



### Virtual Offices

Motor Carrier Services has seen a significant increase of carriers using Virtual Offices as their physical address. IRP defines a virtual office as a flexible workspace or just a PO box and is not a traditional "brick and mortar" building. A virtual office does not meet the definition of an established place of business as defined by the International Registration Plan, Base Jurisdiction as defined by the International Fuel Tax Agreement or Principal Place of Business as defined by FMCSA and therefore is not allowed to be utilized in any member jurisdiction. New carriers applying for an IRP and/or IFTA account and using a virtual office address may be asked to submit additional documentation or may be denied. If denied, Motor Carrier Services may identify a more appropriate jurisdiction for the customer to apply based on the materials provided.

### Bills of Sale

Effective July 1, 2022, Motor Carrier Services began requiring a bill of sale **OR** equivalent documentation for all title transactions and transactions to add vehicles to an IRP fleet. This change is being made for the following three reasons:

1. To comply with an administrative rule change from the Iowa Department of Revenue to require a bill of sale, or equivalent documentation, to establish purchase price during a title transaction.
2. For consistency with county treasurer title transactions who have already implemented this rule.
3. To combat increased fraud from applications containing false purchase dates to avoid registration fees. Iowa Code 326.25 permits the DOT to require additional information to verify the genuineness, regularity, and legality of every application made under the International Registration Plan.

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# Dates to Remember



## International Fuel Tax Agreement (IFTA) IFTA First quarter 2023 tax return filing and payment

**Deadline is Monday, May 1**

To avoid penalty and interest, the tax return and payment must be filed and paid in full on or before the IFTA quarterly return filing deadline.

### April 2023

**April 1:** Loss of Iowa Credit for Quarter 4.

**April 30:** IRP renewal filing deadline.

### May 2023

**May 1:** First quarter IFTA tax return filing and payment deadline.

**May 29:** Iowa DOT Offices are closed for Memorial day.

No movements of oversized loads will be permitted in Iowa from **Noon Friday, May 26 until 30 minutes prior to sunrise Tuesday, May 30.**

**May 31:** IRP renewal filing deadline.

### June 2023

**June 30:** IRP renewal filing deadline.

### July 2023

**July 1:** Loss of Iowa Credit for Quarter 1.

**July 4:** Iowa DOT offices are closed for Independence Day.

No movements of oversized loads will be permitted in Iowa from **Noon Sunday, July 2 until 30 minutes prior to sunrise Wednesday, July 5.**

**July 31:** Second quarter IFTA tax return filing and payment deadline.

IRP renewal filing deadline.

### August 2023

**Aug. 31:** IRP renewal filing deadline.

### September 2023

**Sept. 4:** Iowa DOT offices are closed for Labor Day.

**Sept. 30:** IRP renewal filing deadline.

### October 2023

**Oct. 1:** Loss of Iowa Credit for Quarter 2.

**Oct. 31:** Fourth quarter IFTA tax return filing and payment deadline

IRP renewal filing deadline.

### November 2023

**Nov. 10:** Iowa DOT office is closed for Veterans Day.

**Nov. 23 & 24:** Iowa DOT office is closed for Thanksgiving Holiday.

**Nov. 30:** IRP renewal filing deadline.

### December 2023

**Dec. 25:** Iowa DOT offices are closed for Christmas holiday.

**Dec. 31:** IRP renewal filing deadline.

2024 IFTA renewal deadline.

### January 2024

**Jan. 1:** Iowa DOT offices are closed for New Year holiday.

Loss of Iowa Credit for Quarter 3.

**Jan. 31:** First quarter IFTA tax return filing and payment deadline.

IRP renewal filing deadline.

### February 2024

**Feb. 29:** IRP renewal filing deadline.

# Reminders

## IRP credential information and reporting periods

1. If you have permanent or annual plates, they do not need to be returned during renewal time unless you are storing your unit.
2. If you are deleting a unit anytime during the year other than at renewal time, you **must** return the annual and permanent plates and delete the vehicle(s). To apply for a refund of Iowa fees paid, complete a claim for refund form, (441021) and send it in with the plate.
3. If you are deleting a unit during your renewal month, but have already paid your renewal, you will need to delete that unit in the current year, and return both the plate and the cab card for a refund.
4. Display 2023 credentials on/before your current credentials expire. If the 2023 credentials are displayed prior to your current credentials expiring, both the 2022 and 2023 cab cards must be carried in the vehicle.
5. **Distance reporting period beginning September 1, 2022 is July 1, 2021 - June 30, 2022.**
6. 2290 reporting period: **July 1, 2022 through June 30, 2023.**

*\*For 2290 filing requirements & information visit [IRS Trucking Tax Center](#)*

### IFTA Quarterly Return Filing/Payment Deadline Dates

- **Q1 - May 1**
- **Q2 - August 1**
- **Q3 - October 31**
- **Q4 - January 31**

## Front Counter Check-In

When you are coming into the Motor Carrier Office for assistance, you **must** first check in at the check-in desk across the hall.

### New Annual Permits: Effective Jan. 1, 2023

The legislature authorized two new annual permits. These permits are currently available as of January 1, 2023.

1. Annual permit for lightweight cranes.
  - The crane may have a gross weight of 24,000 lbs. on any single axle and
  - the crane does not exceed a gross weight of 80,000 lbs. and
  - the crane does not exceed the maximum dimensions specified in Iowa Code sections 321.454 and 321.457.

This permit fee is \$400. The Iowa DOT expects to post a new embargo map on the Iowa DOT website for this permit. For more information click the link: <https://iowadot.gov/mvd/ctmanual/memos/IM-22-23-2022.pdf>

2. Annual all-systems overweight permit. Under this permit:
  - Allows a vehicle with overweight divisible and indivisible loads to exceed by 12% the maximum gross weight in the weight tables in Iowa Code 321.463. For example, a 5-axle truck normally limited to 80,000 lbs. could travel at 89,600 lbs. under this permit.
  - Includes all overweight divisible and indivisible loads and is not limited to agriculture loads.
  - Allows for unlimited trips on all state roads, excluding the interstate system, and certain city/county roads. Visit the link to the fact sheet below to see what city and county roads are included for travel.

The permit fee is \$500. The Iowa DOT expects to post a new embargo map on the Iowa DOT website for this permit. Link to the fact sheet here: <https://iowadot.gov/mvd/motorcarriers/All-Systems-Overweight-Permits-Fact-Sheet.pdf>.

#### IFTA AUDIT TIP:

Don't zero out miles/gallons and don't round miles/gallons or you risk a referral for audit review.

## Motor Carrier Responsible for Safety (MCRS)

All IRP commercial motor vehicles (CMVs) registered within a Performance and Registration Information Systems Management (PRISM) state must have a MCRS assigned to it.

If you indicated the MCRS is not going to change during the registration period, the MCRS information will be printed on the cab card.

**If the MCRS changes during the registration period or due to a Federal Out of Service Order, you must make the change with our office immediately, on the vehicle(s) affected, and provide a current lease agreement between you and the company with whom you are leasing to receive updated credentials before operating.**

Updates are critical to keep information current to allow carriers to operate without interruption.

If you indicated the MCRS is going to change during the registration period, the MCRS information will not be placed on the cab card. This means the driver must have in his or her possession appropriate documentation (a current cab card, lease agreement, and shipping document) to present if stopped at roadside.

You may also submit to our office form 430319:

Operational Lease Agreement Certification found on our website in place of the full lease agreement. **This form does not take the place of a lease agreement between the lessee and lessor and must be signed and dated by both the lessee and lessor.**

### Record Retention Requirements

#### IFTA RECORD RETENTION REQUIREMENTS

Distance and fuel documents **MUST** be kept for four years from the tax return due date or filing date, whichever is later, plus current year.

#### IRP RECORD RETENTION REQUIREMENTS

Distance documents **MUST** be kept for the distance reporting period of July 1 through June 30 that corresponds to the current registration year, plus the three previous registration years.

## Recognize & Report Human Trafficking - Truckers Against Trafficking

Human trafficking happens every day in Iowa. Our quaint little agricultural state might not seem like the perfect place to buy and sell people for sex, but we have the perfect formula for people who seek to profit off the suffering of others. Our two major interstates intersect the state's center, making travel in and out quick and efficient. Iowans want to think the best of others and may not recognize the warning signs. But those signs are there and you should trust your instincts. Take the time to **recognize and report** what you see.

There is no single profile for a victim. Recognizing trafficking victims can be hard, even though many are hidden in plain sight. Trafficking happens in Iowa schools, restaurants, neighborhoods, gas stations, event spaces, and more. A common perception of human trafficking is a victim being kidnapped and held hostage. While there are cases like this, it is far from the norm. There is no movement - or kidnapping - required for it to be human trafficking. Victims can still be living in their own home, attending school, and/or participating in activities in their community.

Victims aren't usually tied up physically, but often held hostage psychologically. Traffickers are adept at identifying potential victims and exploiting their vulnerabilities. They can be individuals or part of a larger criminal network, all with the same intent to exploit people for profit. Just as anyone can be a victim, anyone can be a trafficker. Traffickers can be a parent, relative, boyfriend, girlfriend, or someone else. American culture grooms us to "get used to" the idea of trafficking. The media, pornography, video games, and other hyper-sexualized images and text that we see every day make us numb to the horrors of sexual exploitation.

Iowa Hotline: 800-770-1650 or text IOWAHELP to 20121 | National Hotline: 888-373-7888 or text BEFREE to 233733

Do you need help and looking for resources? Please go to <https://iowadot.gov/endslavery>

## More Amazing work by the Iowa DOT's Motor Vehicle Enforcement Team

Motor Vehicle Enforcement was out at the Iowa State Fair answering questions and educating those who stopped by.

Truckers Against Trafficking's Freedom Drivers Project made an appearance with 1,692 visitors going through the exhibit.

MVE's TAT team has welcomed two new members, Melanie Russell and Chris Wicklund, due to retirement and promotion.

## CDL online renewal option gives commercial drivers more time behind the wheel

Commercial drivers are the backbone of our economy. Now more than ever, it's critical that a driver has options when it comes to quickly and safely renewing a commercial driver's license. To keep more drivers on the road, a new Iowa law allows certain CDL holders to renew that CDL online.

The renewal process takes just a few minutes. One thing that will help you be successful is to make sure you have a valid medical certificate on file with us if you self-certify as non-expected interstate. These are drivers who operate a commercial motor vehicle in interstate commerce, where you or your cargo crosses state lines, but you do not operate the vehicle for a city, county, or state government or for specific agricultural purposes.

### Eligibility requirements

The standard eligibility criteria for online renewal of non-commercial licenses also applies to CDL holders.

- Must be at least 21 but not yet 70 years of age
- Must have completed a satisfactory vision screening or report at the last renewal
- Must have updated their photo at the last issuance or renewal
- CDL must not have been expired for more than one year (366 days or more)
- Must be an Iowa resident and U.S. citizen
- Must not have a DL marked "valid without photo"
- Must not be changing name, date of birth, sex, endorsements, or restrictions (except that CDL holders switching their self-certification may add or drop a "K" intrastate-only restriction, depending on their self-certification)
- Must not be subject to a pending re-examination
- Must not have restrictions G (no driving when headlights required), J (restrictions on back of card), T (medical report required at renewal), Q (no interstate/freeway driving), or R (max speed 35 mph)

### Some exclusions apply

Because of federal requirements, CDL holders who have endorsement H (hazmat) or X (tank/hazmat) or a commercial learner's permit (CLP restriction 3) will not be able to renew online.

### Where and how to log on to renew our CDL

- To renew your CDL online, go to [www.iowadot.gov/onlinerenewal](http://www.iowadot.gov/onlinerenewal).
- Click on "Commercial Driver's License."
- Double check that you meet all the eligibility requirements.

When logging on to the system, make sure that you have your current driver's license number and a credit card handy.

As part of the process, you will be asked a series of questions including whether you've experienced changes to your vision and your residential status and other preferences such as organ donation and other optional designations. You will also be asked to confirm your residential and mailing addresses and the personal information we have on file from your last renewal.

Once you have completed the information, you will see a summary and be able to review, update and confirm the information you provided. If you are not eligible to complete the online renewal, you will receive information about why and how to proceed.

## Iowa CDL Test App Upgrade!

In partnership with Higher Learning Technologies, we have launched an upgrade to the current Iowa CDL Test App! The upgrade provides significant updates to the current application by providing additional resources to Iowans specifically around the pre-trip portion of the CDL skills test. The update includes 19 pre-trip instructional videos together with approximately 130 new questions. The addition of these videos and questions will provide more support and training materials designed to assist customers in successfully preparing for the necessary pre-trip vehicle inspection test. If customers already have the app it will be updated automatically.

In 2018, the Iowa Department of Transportation released the Iowa CDL Test app which includes a suite of online questions designed to help new Iowa CDL holders. The app also includes resources to help current CDL holders prepare for endorsements to their license including school bus, passenger, and construction (i.e. air brakes). The app (or online application) is free to anyone with a valid Iowa credential. It includes information from the CDL manual broken down into sections along with micro-quizzes and full-length practice tests, all designed to be similar to the actual exam. In addition, there is a dashboard for individual users featuring their progress which helps identify any knowledge gaps prior to taking the exam.

Since releasing the app in 2018, our data shows customers who use the app in preparation of taking the knowledge exam, pass the exam at a higher rate than those who do not use the app. By passing the CDL exam the first time, commercial drivers can more quickly enter the workforce and have a more complete understanding of Iowa roadway laws and safety regulations.

Remind customers to use the app in preparing for the CDL exam including the pre-trip vehicle inspection. When a customer fails their knowledge exam or pre-trip inspection, provide them with a CDL Test App card to download the app and prepare for their next visit. If you need more cards or have questions please contact Kayla Burkett – kayla.burkett@iowadot.us. Thank you!



## Vehicle & Motor Carrier Services Contact Information

**Mailing Address:** PO Box 10382, Des Moines, Iowa 50306-0382

**Physical Address:** 6310 SE Convenience Blvd., Ankeny, Iowa 50021 (exit 89 on Interstate 35)

**Customer Service Hours:** **Monday- Tuesday - Thursday - Friday 8:30 AM to 4:30 PM appointment preferred.**  
**Wednesday - 8:30 AM - 12:00 P.M. appointment preferred.**

To schedule an appointment you can visit our website at <https://iowadot.gov/mvd/motorcarriers>, scroll down a little, click on "SCHEDULE AN APPOINTMENT"; scroll to the middle of the page to "Motor Carrier Services" and click on "SCHEDULE AN APPOINTMENT" or you can call our office for assistance.

You can drop off any work in the drop box outside the front office, this will be checked throughout the day every day and processed in the order received

**ALL new account and reinstatement transaction paperwork must be submitted by mail, fax, email, or dropping it off for review and processing. These transactions are not processed at the counter.**

**Email:** [omcs@iowadot.us](mailto:omcs@iowadot.us)

**Website:** <https://www.iowadot.gov/mvd/motorcarriers>

**Motor Carrier Audits** ..... 515-239-1030  
 ..... 515-239-1874 Fax

For questions regarding oversize/overweight, fuel and trip permits, IFTA, IRP, UCR, travel authority, and commercial vehicle titles, visit our website at [iowadot.gov](https://www.iowadot.gov). If your questions are not answered you may email us at [omcs@iowadot.us](mailto:omcs@iowadot.us) or call 515-237-3268.

<https://www.iowadot.gov/mvd/motorcarriers> or <https://www.iowadot.gov/mvd/motorcarriers/oversize-overweight-trip-permits>.

**OS/OW, fuel & trip permits** .....515-237-3264  
**IFTA, IRP, UCR, TNC, travel authority and commercial vehicle titles** .....515-237-3268