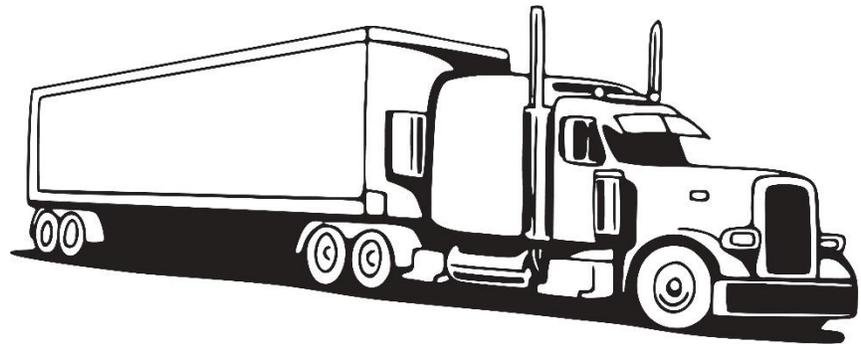


2016/2017 Motor Carrier Electronic Credential Pilot *Roadside Handbook*



August 10, 2016
Version 3

Participating jurisdictions

Alabama	– participating
Iowa	– participating
Illinois	– partial – some enforcement agencies
Michigan	– participating
Minnesota	– participating
Virginia	– participating
Wisconsin	– participating

Admin offices and law enforcement agencies in other states are cordially invited to participate by inquiring via e-mail at this Wisconsin DOT/DMV e-mail address: irp-ifta@dot.wi.gov

Additional sponsors:

Wisconsin Division of Motor Vehicles

Federal Motor Carrier Safety Administration-Wisconsin Division

International Fuel Tax Agreement, Electronic Credential Working Group

Aim Transfer and Storage, Inc.

*For more information,
contact your state's IRP, IFTA,
or law enforcement offices.*

**2016/2017 Multi-jurisdiction
Motor Carrier Electronic Credential
Pilot Project
Roadside Handbook**

This Handbook is the primary document for this pilot project. It includes guidance for participating government admin offices, law enforcement, carriers, and drivers. It is also the basis for training prior to the pilot, and for daily operations during the pilot.

Contents

Participating jurisdictions.....	2
Contents	3
Overview.....	4
Roadside Step-By-Step.....	5
Documents/paperwork included and excluded	6
Documents included in the pilot –	6
Documents/paperwork excluded from the electronic pilot –	7
Background and Concepts	8
Timeline	8
Carrier participation.....	8

Overview

The long term overall goals are, with respect to in-cab motor carrier credentials, to save time for carriers, drivers, and enforcement; and to have in-cab credentials be more up-to-date.

The goals of the pilot project are to develop and test procedures, and to promote the acceptance and use of electronic motor carrier credentials roadside in place of paper by affected parties. Affected parties include: FMCSA, state credential issuing agencies, related multi-jurisdiction associations such as IFTA and IRP, law enforcement, motor carriers, and drivers.

More specifically, the goals of the on-road pilot are to develop and test procedures:

1. For law enforcement officers to accept, view, and use electronic documents from drivers; and to receive documents electronically from drivers.
2. For motor carriers to get the documents into the cab in electronic format.
3. For drivers to present documents to law enforcement in electronic format.
4. For drivers to directly forward electronic pdf copies of documents to a law enforcement e-mail address when requested.

Roadside Step-By-Step

When a commercial motor vehicle is stopped by law enforcement, and the officer requests to see paperwork, the driver may offer certain documents to the officer in electronic form for viewing.

1. Driver present electronic credential to enforcement. This may be done by any of the methods below:
 - a. Portable electronic device. Present a pdf document on a portable electronic device such as a computer, electronic tablet, or smart phone.
 - i. Note: The officer may request the driver immediately forward an electronic copy of the documents to the officer's business e-mail. This means the driver may forward a pdf version of the credential to the e-mail address indicated by the officer.
 - ii. Or the driver may instead simply show the actual paper documents to the officer.
 - b. A webpage address. Provide a webpage address to law enforcement. The officer would key in the web address into the web browser field. If the webpage is passcode protected, law enforcement would also key in the passcode provided by the driver.
 - i. Note: The carrier/driver may in addition wish to provide a QR code. Law enforcement with a portable electronic device that has QR code capability could use the QR code in place of keying in the webpage address.
2. Paper must be made available. Regardless of electronic documentation presented, if requested by the officer, the driver must show the officer the actual paper documents.
3. Electronic document readability, accuracy and source. The electronic document must be accurate, viewable, and readable by law enforcement.
 - a. An electronic document may be a pdf issued by the issuing agency, or it may be a pdf scanned from paper by the carrier, or on behalf of the carrier.
 - b. Any barcode on a document must be readable by a common barcode scanner.
4. Which credentials. See the following pages for credentials that are included in the pilot, and for credentials not included in the pilot.

Note to enforcement – the IFTA App. To verify IFTA license status, law enforcement is encouraged to use the official app "IFTA, Inc. License Lookup" available in the App Store for tablets and smart phones using the Android operating system.

Documents/paperwork included and excluded

Documents included in the pilot –

These are the credentials that may be offered to law enforcement to view in electronic pdf format, but paper copies of the documents must also be in the cab during the pilot.

See the previous page of this handbook for instructions if law enforcement requests an electronic version of the credential be forwarded to enforcement.

1. IRP cab card, or intrastate vehicle certificate of registration
2. Trailer vehicle certificate of registration
3. IFTA license
4. Lease agreement, if lessee is providing IFTA or IRP
5. Authority (for-hire) documents, if for-hire
6. Certificate of insurance
7. Hazmat Registration Certificate
8. Non-hazmat bills of lading

Documents/paperwork excluded from the electronic pilot –

These are examples of documents that are not included in the pilot. Paper copies must be present in the cab, if required for the vehicle operation.

1. Commercial Drivers License card (“CDL”)
2. Federal Medical Examiners Certificate (“Fed-Med card”)
3. Hazmat Shipping Papers, and related required documents
4. Hazardous Materials Guidebook
5. Emergency Response Guidebook
6. FMCSA Regulations Handbook
7. Canadian operating authority
8. Any other paperwork not listed as included in the previous section of this Handbook.

Background and Concepts

1. Law enforcement often does not rely on motor carrier documents presented by the driver as full and authentic evidence of status of the carrier and vehicle credentials. Law enforcement will therefore often check a computer database to confirm the validity of credentials.
2. The pilot will test whether accepting electronic documents will meet the needs of enforcement, motor carriers, and drivers; and save time, effort, and expense.
3. Any carrier may participate. They need only follow the steps described in this handbook.
4. The final report will describe results of the on-road pilot, and will recommend any law and procedure changes needed to support future acceptance of electronic credentials as a routine substitute for paper.

Timeline

The on-road portion of the pilot project is April 1, 2016 through September 30, 2017, unless changed.

[Note: Originally April thru September 2016, but in August, 2016 was extended through September, 2017.]

Carrier participation

Any carrier may participate. A carrier/driver need only follow the Roadside Step-By-Step section of this handbook.