

# GETTING YOUR OWN AUTHORITY



OWNER- OPERATOR INDEPENDENT





From the Desk of Jim Johnston  
President, OOIDA

Dear Owner-Operator,

OOIDA is pleased to have this opportunity to be of assistance in your consideration of obtaining your own operating authority. This guide will inform you about the process and help you form reasonable expectations about operating under your own authority. It is intended to help you avoid some of the pitfalls of operating on your own.

The Association's primary purpose is to represent the interests of truckers in the legislative and regulatory arena as well as in the courts. We have designed various programs to save you time and money in assisting your efforts to build a profitable and successful operation. Information on these various programs can be found in this guide.

We're here to help you succeed in the trucking industry. If you run into problems and need advice, give our Business Services Authority unit a call.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Johnston'.

Jim Johnston  
President, OOIDA



## **THE OWNER-OPERATOR INDEPENDENT DRIVERS ASSOCIATION**

For more than 35 years, OOIDA has been fighting for the rights and fair treatment of professional small business truckers just like you.

### The Challenge

OOIDA is a national trade association devoted exclusively to fight for the rights of truckers. That means owner- operators, small business truckers and employed drivers. The agendas of big business are often in direct conflict with the best interest of drivers. OOIDA proudly represents the driver's interest to government agencies and Congress. As the largest professional trucker organization in the U.S., we know what it takes to get the job done and sometimes you must dig your heels in and fight for every inch. When you are a member of OOIDA, you are part of a well organized and well informed association with more than 35 years dealing with Washington lawmakers, state legislatures and regulatory agencies on the behalf of truckers. The more members we have participating the more successful we can be.

### The Benefits

In addition to the representation of truckers' interests, OOIDA has a growing list of member programs and services through its subsidiary, Owner Operators Services Inc. The association offers its members a variety of truck insurance, life and health insurance programs, as well as a CMCI drug consortium program.

### The Power

Truckers are the backbone of the transportation industry. You are the ones who get the job done. That is why you must have strong representation when decisions are made that affect your daily life. Truckers must have a voice when those decisions are made in order for rules to work effectively. OOIDA provides that voice in every decision making body that can have an impact on your livelihood. There are no quick fixes in today's deregulatory climate, but closing the loopholes used to exploit our industry and the people in it, will improve the business climate for all truckers. The only way to accomplish these goals is through a united organization dedicated to the entrepreneur spirit that America was founded on.

*Joining OOIDA is easy, simply go to [www.ooida.com](http://www.ooida.com) and complete the membership application, or by calling 800-444-5791 and ask for membership.*

## A LITTLE HISTORY...

**P**rior to deregulation during the 1980's, the Interstate Commerce Commission (ICC), was the agency responsible for administrating the mini-monopolies that existed in the transportation sector of our economy. New grants of operating authority were seldom issued. Common carriers were permitted to haul only specific commodities between specific cities and could only charge rates on tariff schedules filed with the ICC. Contract carrier authority was slightly more flexible in commodities and routes, however, it was limited to only a few contracts.

Applying for new operating authority or expanding existing authorities was a very complex and expensive process that usually ended in failure. Notice would be published by the ICC of all authority applications filed at which time any existing carrier having authority to run in that area or haul the type of product applied for could protest the granting of the authority. Since, for the most part, all that had to be shown was that an existing carrier was capable of serving that customer and the burden of proof was on the new applicant to show they couldn't, new or expanded authority was seldom ever granted. [About the only way to get into the business was to buy Someone else's authority which, as you can imagine was very expensive.]

With the virtual lock on freight shippers given to already established carriers, options for ambitious small business truckers were extremely limited. They could choose to haul exempt commodities, (produce, livestock, materials in their natural unprocessed state), or they could lease to existing ICC carriers. Hauling exempt often meant seasonal work with widely fluctuating rates and few opportunities for growing and establishing a viable trucking business. The leasing carrier controlled the relationship with the shipper and made all the decisions for the company.

With deregulation, the regulatory controls that allowed these mini-monopolies were eliminated. Those minimal regulatory controls retained by the federal government were transferred to the U.S. Department of Transportation when the ICC was abolished in 1995.

Now to obtain operating authority all an ambitious trucker needs to show is that they are fit, willing and able to provide transportation services - and that they have the minimum level of liability insurance to protect the public. Truckers applying for common carrier authority are also required to have cargo insurance in place.

The application process has been greatly simplified and streamlined so as to no longer require the services of an attorney. The experienced staff at OOIDA's Business Services Department can steer you through the entire process in the shortest amount of time at minimal cost. So let's get started!



For some, the natural progression of a professional truck driver is to learn the trade as a hired driver, then take more control by buying their own truck becoming a leased owner-operator, and finally taking total control of their destiny by obtaining their own motor carrier operating authority and operating as a motor carrier. As these steps progress, the rewards increase and the potential for income grows, but at the same time the risks and potential for failure also increase. For this reason it is important to move from one level to the next with full knowledge of what is required and expected in return for this potentially higher income. We keep saying “potential” to make more money because the gross income should be higher. Having a higher net income, however, will be directly related to how well you manage your expenses and cash flow. Before we go into the detailed steps for getting your own authority let’s take a look at the different types of authority.

## DETERMINING THE TYPE OF OPERATION NEEDED

### Motor Carrier (Common/Contract)

[Is an authorized for-hire motor carrier that transports regulated commodities for the general public for compensation.] This authority does not cover household goods. This type of authority requires a minimum \$750,000 primary liability and minimum \$5,000 of cargo insurance for gross vehicle weight 10,001 lbs. and up. For those with a gross weight of 10,000lbs and less, a minimum of \$300,000 primary liability is required.]

Since the ICC Termination Act of 1995 eliminated the distinction between common carriers and contract carriers all for hire carriers are now considered “motor carriers”. Motor carriers may enter into contracts for “specified services under specified rates and conditions”. Although there is no longer a distinction or additional cost when filling for motor carrier authority the application process still requires you to specify whether you are requesting common and/or contract authority.

### Broker

An individual, partnership, or corporation that receives payment for arranging the transportation of property (excluding household goods) belonging to others by using an authorized Motor Carrier. **A Broker does not assume responsibility for the property and never takes possession of it.** This type of authority requires a \$10,000 surety bond or trust.

### Freight Forwarder

A person holding itself out to the general public (other than as an express, pipeline, rail, sleeping car, motor, or water carrier) to provide transportation of property for compensation in interstate commerce, and in the ordinary course of its business:

- (1) Performs or provides for assembling, consolidating, break-bulk, and distribution of shipments;
- (2) Assumes responsibility for transportation from place of receipt to destination; and
- (3) Uses for any part of the transportation a carrier subject to FMCSA jurisdiction.

This type of authority requires a minimum of \$750,000 primary liability and minimum \$5,000 of cargo insurance.

### Private Motor Carrier

Private motor carrier means a person who provides transportation of property or passengers, by commercial motor vehicle, and is not a for-hire motor carrier and does not need a motor carrier number. This type of operation requires a minimum of \$750,000 primary liability.

### Exempt for Hire

This sector of the industry hauls non-regulated goods for compensation. This type of operation requires a minimum of \$750,000 primary liability and does not require a motor carrier number.

### Household goods motor carrier

Is an authorized for-hire Motor Carrier that transports only household goods for the general public in exchange for payment that is based on published tariff rates. Household goods are personal items that are used in a home, this includes items shipped from a factory or store, if purchased with the intent of home use, and transported at the request of the householder who pays for the transportation charges. Motor Common Carriers of household Goods must file proof of both public liability and cargo insurance required with Motor Carrier Authority.

### Hazmat

If you are going to haul goods that have to have a placard you will be required to add a hazmat endorsement to your authority. Insurance requirements depend on the commodities but range from \$1,000,000 to 5,000,000 in primary liability insurance and will require an MCS 150B form.

### Intrastate Motor Carrier Authority

This type of authority is required by some individual states to do point to point deliveries within a state. This type of authority is granted through the individual states; each state has their own separate requirements.

### Motor Carrier of Passengers

This is an authorized for-hire motor carrier that transports passengers for compensation in interstate commerce. Requirements are based on the number of passengers that can be transported. A vehicle that can transport 1-8 passengers (including the driver) is required to obtain a of minimum \$1,500,000 primary liability insurance and will only have to obtain an MC number. A vehicle that can transport 9-15 passenger (including the driver) are required to obtain \$1,500,000 primary liability insurance, file a Form MCS-150 (USDOT number), a Form MCS 150A (Safety Certification) and an OP-1(P) application (MC Number). A vehicle that can transport 16 or more passenger (including the driver) is required to obtain \$5,000,000 primary liability insurance, file a Form MCS-150 (USDOT number), a Form MCS 150A (Safety Certification) and an OP-1(P) application (MC Number).

## **TOP 9 THINGS TO CONSIDER BEFORE BECOMING A MOTOR CARRIER**

You have taken the first step to becoming a motor carrier by contacting OOIDA, but first here are a few factors you need to consider before going out on your own.

1. OOIDA recommends you have 60 to 90 days operating capital before starting the authority process.
2. Get the customers you will need to succeed. Create and implement your business plan
3. Read and know the Federal Motor Carrier Safety Regulations.
4. As a motor carrier you are responsible for your liability and cargo insurance. (Contact OOIDA/OOSI for your Primary Liability and Cargo insurance needs)
5. You will need to be enrolled in a drug consortium. (Contact OOIDA/CMCI for your drug testing needs)
6. Operating under your own authority requires more time than being leased to a carrier. There are record keeping responsibilities you will now have.
7. You will have a safety audit within first 18 months of operation. All records must be maintained.
8. Knowledge, understanding and compliance with all Federal and State regulations are now your responsibility. Failure to comply could result in fines against your company.
9. You are now responsible for finding and securing your own loads. It is important to remember the companies you do business with can affect your financial growth.

# Filing for your authority

- ✓ Determine the type of operating authority you need.
- ✓ Name your company; you will also need to determine if you want to operate as a sole proprietor, a partnership or a corporation. You should check with your accountant and/or attorney as to whether or not incorporating is in your best interest. In some states, New Jersey for instance, incorporating may make you liable for their state franchise tax on your gross earning. More and more states are beginning to charge a state franchise tax; it is important to check with the states you plan to operate in before you decide to incorporate. If you choose to incorporate, it is best to do so prior to applying for authority because the authority must be issued in the exact name you'll be operating under.
- ✓ You may be required by your state to file an assumed name or DBA (doing business as) if you are a sole proprietor. You will need to contact your Secretary of State or county to see if this requirement affects you.
- ✓ Be pre-approved for primary liability and cargo insurance if you are filing for motor carrier authority, or pre-approved for a \$10,000 surety bond or trust if you are filling for broker authority. Your insurance or bond/trust must be in place with FMCSA before the authority is granted.
- ✓ Secure start-up money for the authority filing fee, insurance, permits, base plates, equipment, and enrollment in a drug and alcohol program. (These requirements must be fulfilled prior to hauling your first load under your new authority).
- ✓ New entrant registration requires for-hire motor carriers to complete an OP-1 or OP-1(P) form, the BOC-3 form, and pay the Federal fee for authority which is \$300. Private or exempt motor carriers are not required to file an OP-1 or BOC-3 form or pay the Federal fee. Call OOIDA's Business Services Authority Unit at 800-444-5791 to handle your filing needs.

**To complete the registration the information you will need to include:**

- Tractor Information
 

Unit Number	Fuel Type
Gross Vehicle Weight	Unladen Weight
Year	Make
VIN	Number of <u>Axles</u>
- Name the equipment is titled in
- Federal Tax ID number (If you do not have a Federal tax ID number contact OOIDA Business Services Authority Unit for assistance)
- Copy of your articles of incorporation if you are incorporated/LLC (must show state seal or stamp)
- Plate information
 

Base State	Base State Account Number	Plate Number
Physical Address	Business Phone Number	

*Your address and phone number will be published on the federal register.*

(If you do not currently have your plate, your state will not issue a plate until your authority has been granted.)

- You will be required to disclose any and all prior industry affiliations.

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- ✓ Complete the Motor Carrier Identification Report (MCS-150) and Safety Certification Application for a USDOT Number (MCS- 150A).
- ✓ Once your application has been filed you will be issued your MC and US DOT numbers. **This does not mean you are ready to operate.** Your request for authority will be reviewed by FMCSA.
- ✓ Within the next two to three days your application will be posted to the Federal Register.
  - Your 10 business day mandated dispute period begins (during this period anyone can protest your application for authority if they can prove you are unfit to hold Federal authority).
  - During this period your application is public knowledge. You will be receiving numerous solicitation calls for insurance, BOC3/process agent, drug and alcohol testing, compliance/audit information, permits, and base plate needs. When it comes to fulfilling these Federal requirements it is best to do business with companies you are familiar with. You should never sign up or give out credit card information before you thoroughly check out the company offering the service and compare the quoted cost.
- ✓ Once the protest period has ended your insurance and BOC3 form (process agent) must be posted with FMCSA. Your Federal authority will usually be granted within three to six days. OOIDA takes care of BOC3 filings at no charge for our members.
- ✓ Once the authority is granted you will receive notification from FMCSA. This notification will arrive within seven to ten days by mail.

**OOIDA's Business Services, Authority Unit is in place to provide you with assistance with your MC/DOT registration. To make this process as easy and cost effective as possible OOIDA has implemented *One-Stop Shopping*. Through *One-Stop Shopping* your filing needs are handled, you are guaranteed a primary liability and Cargo insurance quote within 24 hours, are provided with permit services, receive immediate notification of the activation of your authority through our expedited letter service, and can fulfill your Drug and Alcohol Consortium enrollment requirements. For more information regarding *One-Stop Shopping* contact an authority agent at 800-444-5791.**

## **Although your authority is active there are things you need to have in place before you can actually operate**

- ✓ Permits
  - Unified Carrier Registration (UCR) The UCR system was implemented to verify active insurance coverage in each state a motor carrier operates in. You must register under your US DOT and MC Number.
  - International Registration Plan (IRP) (also known as base plate or cab card) is a registration reciprocity agreement among the contiguous United States and Canadian Provinces which provides payment of license fees on the basis of total distance operated in all jurisdictions. This is your truck license plate to engage in interstate transportation.
    - ❖ Before you can obtain your IRP Account you must pay your Heavy Highway Vehicle Use Tax (2290). This is the tax that is paid to the IRS annually for any vehicles with a GVW of 55,000lbs or more. A stamped paid receipt is required for obtaining your apportioned plates or processing your renewals for those plates. This yearly receipt is good from July 1– June 30.

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- International Fuel Tax Agreement (IFTA) is an agreement between most of the lower 48 states of the United States and the Canadian provinces to simplify the reporting of fuel use by motor carriers that operate in more than one jurisdiction. You will need to establish an IFTA account with the state you plan to base in. You will need your IRP account number in order to obtain your IFTA account/sticker.
- Several states require weight distance permits for you to travel through their jurisdiction. These include New York, New Mexico and Kentucky. The state of Oregon requires a permit and a bond. **These permits cannot be obtained until you have your IRP plate number.**
- Standard Carrier Alpha Code (SCAC) is a unique code used to identify transportation companies. It is typically two to four alphabetic letters long. It was developed by the National Motor Freight Traffic Association in the 1960s to help the transportation industry by computerizing data and records. **This identification code is required if you plan to haul military, government, international, or intermodal loads, also needed for some larger retail chains.**

**OOIDA Business Services Permit Unit can assist you in meeting the above listed requirements. *One-Stop Shopping* tier pricing saves you money on all necessary permits. Contact OOIDA Authority or Permit Department for assistance at 800-444-5791.**

- ✓ Intrastate Authority – some states require this separate state authority if you will be making point to point pick-up and delivery within a given state. Contact our Permit Unit for specific state requirements
- ✓ Drug and Alcohol Testing Program – this applies to every person and to all employers that operate a commercial motor vehicle with a gross vehicle weight of 26,001lbs. or more or any amount of hazmat.
  - As a new motor carrier, you are required under Federal Regulation to have a pre-employment drug test if you are a driver.
  - An employer who employs himself/herself as a driver must comply with not only having yourself enrolled in a drug and alcohol program, you will also be required to maintain all records.
  - An employer who employs only himself/herself as a driver shall implement a random alcohol and controlled substances testing program of two or more covered employees in a random testing selection pool.

**Contact OOIDA for your drug and alcohol testing needs; CMCI can ensure your full compliance with these federal requirements contact us at 800-288-3784.**
- ✓ Markings on the Commercial Vehicle – You will need to display your company’s legal name, the motor carrier identification number issued by the FMCSA, preceded by the letter “USDOT”. The markings must appear on both sides of the CMV, be in a contrast color, and be readily legible, during normal daylight hours from a distance of 50 feet.

*Once these requirements have been fulfilled you can start operating under your own authority*

## OPERATING YOUR NEW BUSINESS

The following information is a step by step guide to help you with the day-to-day responsibilities that coincide with your new business.

### 1. Maintaining proper records

- Must have a driver qualification file on all drivers including yourself if you will be driving the truck.
- Hours of Service auditing system
- Written disciplinary policy outlining the steps you will take as an owner of your company in regards to HOS and safety violations.
- Accident registry- record of all accidents with location, date, persons names, police reports
- Maintenance records
- Drug and Alcohol testing program enrollment
  - a) Keep a copy of all negative test results for 12 months for each driver
  - b) Records related to the collection process and training must be kept for two years
  - c) All other records in the employers possession relating to the administration and results of the driver drug and alcohol testing program must be kept for five years
  - d) Maintain documentation of all refusals to take required alcohol and/or controlled substance test
  - e) Employer must maintain on a calendar year basis a summary of those records related to the administration and results of the employer drug testing program
  - f) Have a signed statement from each driver certifying that he/she has received a copy of drug and alcohol testing materials.
- Proof of primary liability and Cargo insurance (i.e. MCS 90 or MCS 82)

### 2. Additional state and local requirements(requirements will vary from state to state and city to city)

- A business license may be required in your city or town
- Some state have inspection requirements
- Possible zoning requirements for that state based carriers
- Possible special taxes
- Length laws vary from state to state
- Idling regulations
- Chain laws

### 3. Educational responsibilities/resources

- Supervisor Drug and Alcohol CD (As the owner of your company you are required under Federal regulation to listen to the entire 120 minutes CD; failure to comply may result in fines)
- The employer is required to provide educational materials explaining drug and alcohol testing requirements and your company's policies and procedures. This material must be distributed to each driver before testing.
- Federal Motor Carrier Safety Regulations
- Land Line Magazine
- [www.ooida.com](http://www.ooida.com)
- Land Line Now on Road Dog Trucking Radio, Sirius channel 147 , XM 171

### 4. Cost of Operations

- Fixed Cost
  - a) Truck Payment
  - b) Trailer Payment
  - c) Insurance
  - d) Licenses
  - e) Permits
  - f) Accounting Services

- Variable Cost
  - a) Fuel
  - b) Tires
  - c) Maintenance
  - d) Truck wash
  - e) Telephone
  - f) Meals
  - g) Loading/unloading
  - h) Tolls
  - i) Fines
  - j) Taxes (Road, Use, Fed)

Knowing your cost of operation is the most important aspect of a profitable business. This information empowers you when you are negotiating rates. When you know what it takes to run up and down the highways you know what loads to haul and what loads to leave on the dock.

#### 5. Securing proper insurances-Needed insurance varies depending on your operation

- Liability/cargo (this insurance was put in place before your authority was granted)
- Trailer interchange (if you are pulling non-owned trailers)
- Physical damage (this coverage provides protection against loss or damage to your equipment caused by collision, fire, theft or vandalism)
- Commercial general liability (covers bodily injury and/or property damage coverage outside of the scope of the truck and/or trailer)
- Downtime Coverage (extended protection for periods of downtime due to repairs following a covered physical damage claim)
- Breakdown coverage (reimbursement for towing and/or roadside labor expense for a coverage loss)
- Gap Coverage ( provides protection for the difference between a loan payoff and the market value in the event of a total loss by collision )
- Passenger Accident (accidental death and dismemberment coverage and accidental medical expense coverage for guest passengers)
- Rental reimbursement (Coverage to reimburse for rental, in the event of a covered loss under physical damage)
- Personal Property (protection of personal property carried in the truck that is not covered under any other insurance policy)
- Short term disability (protects you and your family against short term loss of income due to sickness or injury)
- Occupational accident (offers coverage for accidental medical, accidental dental, disability income, accidental death and dismemberment as well as benefits for travel assistance and identity management services)
  - Medical (health care)
  - Dental
  - Vision
  - Retirement
  - Life

#### 6. Cash Reserve for Maintenance

When calculating your cost of operation when possible you should set aside money for maintenance. The amount needed will depend on your equipment. Industry standard is \$0.09 to \$0.10 per mile.

#### 7. Working with Shippers

Establishing strong working relationships with shippers has a positive effect on your bottom line. To be successful you need to:

- Negotiate rates
- Calculate fuel surcharge when necessary

- Work toward long term contracts
- Understand your rights regarding the Bill of Lading
- Negotiate payment terms
- Implement timely billing practices

#### 8. Working with brokers

If you are going to secure your loads through brokers **it is important** to follow these steps:

- Check to make sure the broker has proper authority at:  
[http://li-public.fmcsa.dot.gov/LIVIEW/pkg\\_carrquery.prc\\_carrlist](http://li-public.fmcsa.dot.gov/LIVIEW/pkg_carrquery.prc_carrlist)
- Check the status of the surety bond or trust (OOIDA strongly recommends calling the bond or trust company)
- Check credit rating of the broker ([www.rtscredit.com](http://www.rtscredit.com))
- Read and understand the broker carrier agreement or have it reviewed before signing
- Negotiate needed rates
- Always have a signed rate confirmation before you pick up the load
- Always make sure you are listed as the carrier on the bill of lading
- If during the course of your delivery changes occur that effect your negotiated rate you will need to renegotiate and require a new rate confirmation before you proceed
- Get everything in writing
- Keep copies of all paperwork
- Never wait for payment past your agreed upon payment date

#### 9. Load boards

When securing your loads through a load board it is important to remember the broker or shipper with the available load paid to post it on the load board.

- Credit check on the shipper and/or broker
- Make sure the broker has the proper authority and intact bond or trust

#### 10. Factoring

Financial transaction in which a business sells its accounts receivable (invoices) to a third party (called a Factor) at a discount in exchange for immediate money with which to finance continued business.

Although factoring seems like a useful tool in generating a steady cash flow it can very quickly become a huge expense and should never be a day to day part of your operation.

Three very important things to remember about factoring:

1. Your cash receivables are bought at a discounted rate
2. Factoring fees are usually set at a percentage rate that is applied to each cash receivable they purchase.
3. Factoring companies will only purchase invoices when they have pre-approved the debtor.

#### 11. Quick Pay

Beware of quick pay options; more and more brokers are offering a quick pay options in conjunction with your payment schedule in the broker carrier agreement. This option comes at a cost; you are charged a fee to collect money for services you render at the time those services are completed.

#### 12. Fuel Cards

A fuel card/credit card is a good option in assisting you with the day to day operating capital to help you run your business. There are many fuel card options available; the key is to pick a card/program that benefits your operation. Many cards offer fuel discounts as well as helping you with your fuel tax reporting.

#### 13. Quarterly Fuel Tax

- Setup IFTA account (this should have been done when you filed for your authority)
- Place the decals on each side of the truck
- Maintain all fuel receipts
- Calculate and file quarterly taxes with your state

#### 14. Staying current on federal and state legislation

- Know your elected officials and committees they serve on
- OOIDA's Call to Action
  - a) Notification of pending State legislation
  - b) Notification of pending federal legislation
- Land Line Magazine (FEDUP The federal update and STATESIDE)

#### 15. Taking the next step-leasing on owner operators

- Know the federal regulations pertaining to leasing on owner operators (49 CFR 376.12)
- Implement a fair compliant lease agreement
- Leased owner operators are required to be paid within 15 days from the date you received the paperwork that pertains to the load; **you must have operating capital available before leasing on owner operators**
- If you are going to require an escrow, a separate bank account should be set up to hold the owner operator escrow money
- Remember when leasing on owner operators, you are entering into an business relationship not an employer/employee relationship
- You must have a driver qualification file for each driver
- Must add leased equipment to your BIPD and Cargo policies
- Some states require you to carry workers compensation insurance
- **Contact Business Assistance to answer your questions and to lend assistance when you are ready to take this step**



*Calculating and knowing your cost of operation is a must in making your business successful.*

For assistance in calculating your cost of operation click [Here](#) or visit [www.ooida.com](http://www.ooida.com)

Or contact Business Assistance at 800-444-5791

## ADDITIONAL INFORMATION

### Hazmat

Hazmat is one of the most strictly regulated operations in this industry. Failure to comply with all federal and state hazmat requirements could result in business ending fines.

To become a hazmat carrier requires more than adding a hazmat endorsement to your authority; you are also required to have the endorsement added to your CDL. Before the endorsement is added to your CDL you will go through a background check.

In addition, you are required to update federal DOT with the hazmat classes and commodities you will be hauling. You are required to post additional insurance with FMCSA; hazmat insurance requirements range from 1 million to 5 million dollars depending on the class you are hauling. You are also required to do a hazmat registration with PHMSA (Pipeline and Hazardous Materials Safety Administration)

You are also required to get additional state hazmat permits in the states that you will be running. Federal regulations also require that someone other than the driver is at the place of business that has complete knowledge of all hazmat regulations while the driver is transporting the material.

\*There are additional fees for all registration/permit requirements.

### Background Checks

More and more aspects of the industry are requiring background checks. This is a time consuming process requiring many steps and fees. Sectors of the industry that require background checks are TWIC (Transportation Worker Identification Credential), Fast (Free and Secure Trade), Hazmat background check, and some military shipments.

### Household Goods Mover

FMCSA regulates interstate household goods movers and requires them to register with the agency. The US Department of Transportation requires interstate movers to make their rates and charges public in a tariff that details the services provided, the conditions under which the services are provided, and the prices charged. Each moving company determines its own rates and charges and publishes its own tariffs. Tariffs must comply with a variety of federal laws and regulations. Due to the complexity of household goods regulations and potential legal exposure for failure to fully comply, it is recommended to seek legal guidance regarding individual tariffs preparation.

### TWIC

The Transportation Worker Identification Credential (TWIC) is required for truckers to gain unescorted access into secure areas of U.S. port facilities. Coastal ports and inland ports such as the Great Lakes and barge terminals on inland waterways are included in this mandate. The key ingredient of the TWIC is criminal background checks and threat assessment performed on every applicant. For more information visit [http://www.tsa.gov/what we do/layers/twic/index.shtm](http://www.tsa.gov/what_we_do/layers/twic/index.shtm)

### FAST

The Free and Secure Trade (FAST) program is a joint United States-Canadian program between the Canadian Border Services Agency and the United States Customs and Border Protection. The FAST initiative offers pre-authorized importers, carriers and drivers expedited clearance for eligible goods, building on what Canada previously implemented under their Customs Self Assessment (CSA) program.

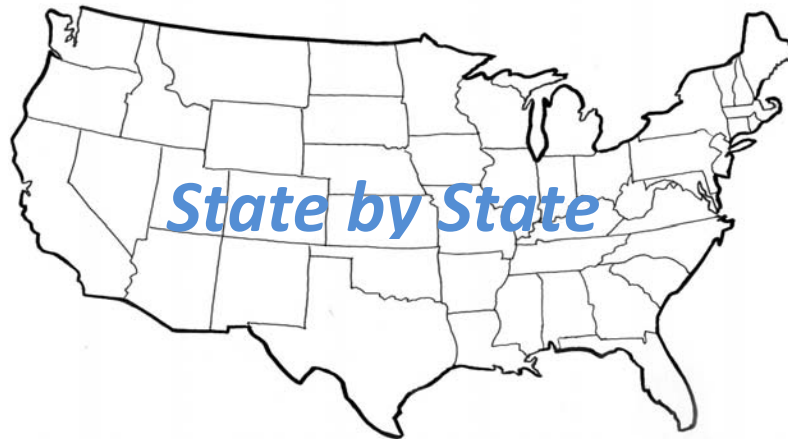
For more information visit [http://www.cbp.gov/xp/cgov/trade/cargo\\_security/ctpat/fast/](http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/fast/)

### UCR

UCR filings are required on all commercial vehicles with a gross vehicle weight of 10,001lbs and up. The UCR fee is based on the number of power units crossing state lines. This permit renews every January 1<sup>st</sup> and is required for motor carriers, freight forwarders, leasing companies, brokers, private carriers and exempt haulers.

**GETTING YOUR OWN AUTHORITY****IFTA**

If the gross vehicle weight is 26,001 or up you are required to set up an IFTA account. You will be given two IFTA stickers per unit that must be displayed on the lower, rear exterior portion of the cabs passenger side, and the second matching decal placed on the driver's side of the vehicle in a similar position. This permit renews every year on January 1st. **Remember quarterly filings are required even though you may be reporting zero miles.**

**Intrastate**

– Although we have touched on intrastate authority throughout this book there are a few things that we need to point out on your intrastate operation. If you are strictly an intrastate motor carrier then you will have to abide with that states' regulations.

**Size and weight**

– Many states have their own regulation on size and weight (e.g. kingpin setting, route restriction) to find out the rules of the states you will be traveling through you can contact the state DOT office or we suggest your current trucker atlas.

**Oversize and overweight**

– Most states require you to obtain a state permit if you are hauling freight that does not conform to the standard regulations. These loads can also require the need for flags, lights, signs and in some cases escorts.

**Idling**

– More and more states/cities are adopting stricter idling restrictions, violation of these idling rules carry hefty fines. For complete list of state requirements visit

[http://www.atri-online.org/research/idling/atri\\_IdlingCompendium1\\_22\\_09.pdf](http://www.atri-online.org/research/idling/atri_IdlingCompendium1_22_09.pdf)

**Chain Laws**

– Most northern states have chain requirements. For a complete list visit [www.landlinemag.com](http://www.landlinemag.com) or click [here](#). You can also contact OOIDA's Business Assistance Department at 800-444-5791.

**Alcohol Permits**

Many states require special permits if you are going to haul alcohol through their state. Unfortunately each state has a different office that issues these permits, for assistance in determining which office you need in the state you will be hauling through contact OOIDA's Permit Unit at 800-444-5791

**Kentucky Permit**

If the gross vehicle weight is 59,999 lbs or more you are required to have a Kentucky permit (KYU Number) if you will be traveling through Kentucky. Once your original permit is issued your account remains open until you close it. You are required to file weight distance taxes quarterly even if no miles are traveled.

**GETTING YOUR OWN AUTHORITY****New Mexico Permit**

This permit is required if your gross vehicle weight is 26,001 lbs or more. This permit renews annually on January 1st. New Mexico also requires you to file the weight distance taxes quarterly even if no miles are traveled. If you are less than 26,000lbs you are required to purchase a trip pass at the port of entry.

**New York Permit**

This permit is required if your gross vehicle weight is 18,000lbs or more. This permit currently renews in three-year blocks. Blocks are determined by the state. If you have question regarding the periods of the blocks contact OOIDA's Permit Unit at 800-444-5791. New York requires you to file the weight distance taxes quarterly even if no miles are traveled.

**Oregon Weight Distance Permit/Bond**

This permit is required if your gross vehicle weight is 26,001lbs or more. Oregon is a little different, once you have purchased the permit you are required to also post a bond, which starts at \$2,000 or put up the cash. For the first year, you are required to file your weight distance tax every month. If your monthly reports are, on time for one full year you can request through the state of Oregon that your reporting be moved to quarterly and the bond requirement removed. This permit/bond renews yearly on January 1. **You can avoid the permit and bond if you purchase a trip pass at the port of entry or by calling Oregon DOT. OOIDA advises carriers who only travel through this state from time to time to purchase the trip pass. When going through the state of Oregon on a trip pass you are not required to do the weight distance tax filings.**

*Did you know that when you purchase fuel in Oregon you would not receive credits on your IFTA?*

State as well a federal requirements change frequently, your best resource in staying current on these changes as they occur is Land Line Magazine, Land Line Now as well as [www.oida.com](http://www.oida.com).

OOIDA professionals are available to assist, inform, and answer your questions on federal and state rules, regulations, requirements, and changes.

**GETTING YOUR OWN AUTHORITY**

**DOT Safety Audit Checklist**

You will receive a new entrant audit with in the first 18 months of your authority being granted. The information provided below is to assist you in being prepared and be insure your full compliance at with the regulations. If you have any questions on this information please contact us at 800-444-5791 before your audit is scheduled.

A motor carrier's DOT safety fitness rating is based on the following questions which must be answered "Yes," "No" or "Not Applicable." Each "No" answer is assigned points. The more points scored, the worse the rating. Using the number of points scored determines how you would rate by the following:

- 0-22 points = Satisfactory
- 23-45 points = Conditional
- 46-67 points = Unsatisfactory

**Make sure you are in compliance with the following:**

		FMCSA Regulation	Yes	No	N/A	Points If "no"
<b>General</b>						
1.	Can the carrier produce a copy of the Federal Motor Safety Regulations?	FMCSR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
2.	Can the carrier produce a copy of the Hazardous Materials Regulations?	HMR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
3.	Is at least one responsible carrier official familiar with the FMCSR?	390.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
4.	Does the carrier have one individual ultimately charged with responsibility for ensuring overall compliance with the FMCSR on an equal or higher level than the Director of Operations position?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
5.	Does the individual in charge of safety have sole authority to hire drivers?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
6.	Does the individual in charge of safety have sole authority to terminate drivers?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
7.	Does the carrier have one individual charged with the responsibility for ensuring overall compliance with the HMR?	397.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
8.	Does the carrier have a safety training/orientation program?	390.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
9.	Does the carrier have a safety incentive/award program?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
10.	Is the carrier familiar with the fines and penalties that can be imposed for violations of the FMCSR/HMR?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
11.	Does carrier management review its safety compliance status on a periodic basis?	385	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
12.	Have any carrier employees attended any outside safety meetings, courses or seminars in the past two years?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
13.	Is the carrier's operation profitable?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0

**GETTING YOUR OWN AUTHORITY**

		FMCSA	Yes	No	N/A	Points
		Regulation				If "no"
<b>Financial Responsibility</b>						
1.	Does the carrier have the required minimum level of financial responsibility (i.e. insurance, primary liability, property damage and cargo, if applicable) in effect as evidenced by a properly executed MCS 90 or MCS 82?	387.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10

<b>Accident Reporting</b>						
1.	Can the carrier explain the definition of a reportable accident?	390.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
2.	Does the carrier maintain an accident registry?	390.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
3.	Does the carrier determine preventability of accidents?	385.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2

<b>Driver Qualifications</b>						
1.	Can the carrier produce written hiring policies/procedures that are being followed on all new hires?	391	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
2.	Are oral interviews conducted with the drivers to verify information submitted on their applications?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
3.	Are hiring policies more stringent than the requirements of Part 391?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
4.	Does the carrier have a system established that will ensure drivers medical certificates remain current?	391.45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
5.	Does the carrier verify that physicians completing medical certifications are knowledgeable of the instructions for performing and recording physical examinations?	391.43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
6.	Does the carrier review the results of the health history and physical examination (long form)?	391.43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
7.	Does the carrier have a system established that will ensure drivers' operating licenses remain current?	383.23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
8.	Does the carrier have a system established that will ensure drivers' annual reviews and annual record of violations remain current?	391.25 391.27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
9.	Does the carrier comply with the road test provisions of Section 391.31?	391.31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4
10.	Can the carrier list the documents required to be in a driver qualifications file?	391.51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
11.	Can the carrier produce completed driver qualification files on drivers selected at random?	391.51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
12.	Are other sources used to check a driver's background other than those required by Part 391?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0

**GETTING YOUR OWN AUTHORITY**

		FMCSA	Yes	No	N/A	Points
		Regulation				If "no"
<b>Driving</b>						
1.	Does the carrier have established procedures concerning use of alcohol and drugs?	392.4 392.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
2.	Does the carrier have a policy concerning passengers?	392.60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
3.	Are drivers instructed on load securement procedures?	392.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
4.	Does the carrier have a policy for monitoring speed?	385.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
5.	Can the carrier produce documentation that miles traveled can be completed in compliance with hours of service limitations?	392.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<b>Inspection, Repair and Maintenance</b>						
1.	Can the carrier produce written procedures explaining a systematic, periodic maintenance program?	396.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
2.	Can the carrier list the maintenance records required for vehicles controlled for 30 consecutive days or more?	396.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
3.	Does the carrier periodically review maintenance records for leased equipment?	396.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
4.	Is the carrier complying with vehicle inspection procedures?	396	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
5.	Are drivers trained to perform pre-trip inspections?	396.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
6.	Can the carrier produce the prior three months' vehicle inspection reports on a vehicle selected at random?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
7.	Are all vehicles required to be inspected at a carrier authorized location on a periodic basis?	396.17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
8.	Can the carrier produce a complete maintenance file on a vehicle selected at random?	396	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
<b>Hours of Service Drivers</b>						
1.	Can the carrier explain the hours of service limitations?	395.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
2.	Does the carrier file records of duty status in a systematic manner?	395.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
3.	Can the carrier produce the prior 6 months records of duty status for a driver selected at random?	395.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
4.	Are drivers required to complete recaps of their records of duty status?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
5.	Does the carrier have a procedure for monitoring trip lease drivers' hours of service?	395.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
6.	Are dispatchers aware of drivers' hours of service prior to and during trips?	390.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
7.	Are drivers required to telephone the carrier each day?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
8.	Are other independent records being compared to drivers' records of duty status for accuracy?	390.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
9.	When reaching a home terminal, are previous records of duty status required to be submitted, actually submitted?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4
10.	Does the carrier have a system for recording hours of duty status on 100 mile radius drivers?	395.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
11.	Does the carrier have a system to effectively control the drivers' hours of service?	390.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
12.	Does the carrier adhere to a disciplinary policy for noncompliance with Part 395?	390.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2

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		FMCSA Regulation	Yes	No	N/A	Points If "no"
<b>Hazardous Materials: Driving and Parking Rules</b>						
1.	Can the carrier explain the attendance requirements for a vehicle containing hazardous material (HM)?	397.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
2.	Can the carrier explain the parking requirements for a vehicle containing HM?	397.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
3.	Can the carrier produce a copy of the signed receipt for documents received re: Section 397.19 for a driver of Class A or B explosives selected at random? (note 1 year retention period)	397.19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
4.	Have all drivers been informed of the smoking prohibitions? (397.13)	397.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
5.	Does the carrier have a system to ensure all drivers transporting Class A and B explosives have a written route plan?	397.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
6.	Is consideration given to avoidance of heavily populated areas when hauling HM?	397.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Carriage By Public Highway**

1.	Does the carrier provide HM training for its employees?	177.816	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4
2.	Can the carrier produce a cargo tank certificate or manufacturer's data report for a cargo tank selected at random?	177.814	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
3.	Can the carrier produce a cargo tank inspection report for a cargo tank selected at random?	177.814	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
4.	Has the carrier provided written notification of MC 330/331 cargo tanks in service or removed from service?	180.405	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
5.	Can the carrier explain their system to ensure shipping papers accompanying HM loads are properly prepared and/or produce a properly prepared shipping paper for a shipment selected at random?	177.817	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
6.	Can the carrier explain the accessibility requirements for shipping papers?	177.817	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
7.	Can the carrier produce a label for each class of HM transported?	172 Subpart E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
8.	Can the carrier explain what constitutes a placarded load?	172 Subpart F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
9.	Can the carrier explain the incident reporting requirements?	171.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
10.	Is the carrier filing DOT Form 5800.1 reports when required?	171.16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
11.	Is the carrier maintaining correctly prepared and signed hazardous waste manifests for at least 3 years?	172.205	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3

**GETTING YOUR OWN AUTHORITY**

**Drug and Alcohol Testing**

1.	Was your company enrolled in a drug and alcohol testing program on or before the date your companies operating authority became active?	382.115 (a)&(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10</b>
2.	Has the carrier enrolled all drivers/owner operators operating under the carriers authority into a drug and alcohol testing program for required random tests?	382.305	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10</b>
3.	Can the carrier produce results of DOT required pre-employment drug test or waiver on all motor carrier's drivers?	382.301	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10</b>
4.	Does the carrier maintain all required DOT drug and alcohol testing records?	382.401	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8</b>
5.	Does the carrier have a procedure in place to check on an employee's previous employers DOT drug and alcohol testing or able to prove reasonable effort was made?	40.25 (a)&(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8</b>
6.	Can the carrier ensure that all persons designated to supervise drivers have received at least 60 minutes of training of alcohol misuse and received at least an additional 60 minutes of controlled substance use?	382.603	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8</b>
7.	Can the carrier show it has provided educational materials that explain DOT drug and alcohol testing requirements and the carriers policies and procedures with respect to meeting these requirements to all drivers?	382.601	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8</b>

The questions and scores used in this exercise are not intended to imply a complete DOT audit. These are intended to be used as a guide to assist you in meeting your Motor Carrier Responsibilities and to ensure you have a successful audit. The points listed are to show you the importance of the category the points are assessed to and are not meant to reflect actual points assessed by DOT or an auditor.

Payment issues are easier to address before payment is owed. Collecting past due accounts can be time consuming and costly and in many cases they can result in failure, leaving you in the hole.

Monitoring your cash receivables is a must, allowing shippers or brokers/freight forwarders to owe you excessive amounts of money can be disastrous for your business.



## A WORD ABOUT THOSE WHO DON'T PAY

Here are a few tips to make sure you are paid:

- Checkout all companies before you do business with them, including brokers and shippers. To run credit checks OOIDA recommends RTS credit service.
  - Make sure the brokers and/or freight forwarders have current active authority.
  - Call brokers listed bond or trust company to insure there is an intact bond.
  - Always make sure you are listed as the motor carrier on all Bill of Ladings.
  - Maintain copies of all paperwork pertaining to the load for your records.
  - Implement a timely invoice/billing system.
  - Remember exempt freight is not covered under federal requirements, therefore if you are hauling exempt products from an unfamiliar shipper or broker, negotiate for the load to be C.O.D. (This may not be possible in some cases therefore the decision will be yours whether or not to gamble on the load.)
    - If the load seems too good to be true it probably is; proceed with caution.

If you are not paid!

If you are forced to implement collection actions on your receivables, it is important to start the preceding immediately. Allowing your receivables to become delinquent will affect your ability to operate your business.

Collecting from a broker or shipper that has refused to pay is tough; there is no guaranteed or quick fix. **Knowing whom you are doing business with is a must.**

If the load came through a broker, it is mandatory to begin collection proceedings against the bond or trust.

If you are owed money from a shipper or broker OOIDA's Business Assistance Collection Unit can walk you through the necessary steps in filing a claim against the surety bond or trust and will handle the collection for OOIDA members.

### *A few words about the Bill of Lading*

Bill of ladings are covered under the Bill of Lading Act found in 49 USC §§ 80101-80116

Although regulations state it is the motor carrier responsibility to provide a bill of laden for the loads they haul, industry practice has rolled this responsibility to the shipper. It is rare to encounter a shipper that does not provide the bill of laden but just in case, it is wise to have a blank bill of lading in your companies name available.

.Typically the bill of lading provided by the shipper;

- Will identify the shipper by name and provide the shippers address and phone number
- Should state the name of the motor carrier (**this should always be your company name**)
- Should specify the destination of the delivery
- Should identify the product
- Should give a description/count of the load (e.g. number a pallets, number of containers, number of cases)
- Pick up time
- Delivery time
- Any special instructions (e.g. temperature, instruction for securing the load, extra stops or drops)
- Place for the receiver to sign and date
- Place for the driver to sign and date
- Load number
- Special contact information

Basically the Bill of Lading can contain any information the shipper wants to provide. One thing the Bill of Lading will not provide is the freight charges. Freight charges will be provided to you through a rate confirmation; **always keep a copy of the rate confirmation for your records**

If a problem occurs with the delivery, it is good practice to notify the shipper or broker immediately.

The Bill of Lading Act provides recourse against a shipper for unpaid freight charges this is called Section 7. Most Bills of Lading will have a small box titled Sec 7 with a place for the shipper to sign. *(The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulated by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.*



## **Important Phone Numbers and Addresses In Getting Your Own Authority**

**Authority application processing**..... 800-444-5791

OOIDA Business Services Department  
1 NW OOIDA Driver, PO BOX 1000  
Grain Valley, MO 64029

**Hazardous Materials Registration**..... 202-366-4109

**Truck, Liability (BIPD), Cargo and**

**Other truck insurance**..... 800-715-9369

Owner-Operator Services Inc (a subsidiary of OOIDA)  
1 NW OOIDA Driver, PO BOX 1000  
Grain Valley, MO 64029

**Permits and Licensing**..... 800-444-5791

OOIDA Business Services Department  
1 NW OOIDA Driver, PO BOX 1000  
Grain Valley, MO 64029

**Motor Carrier Number**..... 202-366-9805

FMCSA

**US DOT Number**..... 800-832-5660

**Drug and Alcohol Testing**..... 800-288-3784

CMCI (a subsidiary of OOIDA)  
1 NW OOIDA Driver, PO BOX 1000  
Grain Valley, MO 64029

**Compliance Assistance**..... 800-444-5791

OOIDA Business Assistance Dept  
1 NW OOIDA Driver, PO BOX 1000  
Grain Valley, MO 64029

**OOIDA Membership**..... 800-444-5791

OOIDA Membership Dept  
1 NW OOIDA Driver, PO BOX 1000  
Grain Valley, MO 64029

**Additional programs and services available to OOIDA members include:****Truck Insurance**

Complete insurance coverage for independent drivers, owner-operators with their own authority or those leased to carriers. Call our licensed insurance agents at (800)715-9369.

**Truck & Trailer Financing**

Now there is an alternative to dealer-arranged financing for the owner-operator! Call (800)444-5791 for information and to receive a credit application.

**Medical Benefits**

Find out more about our life and health care programs, including The Advantage Medical Benefit Plan and Trucker's Occupational Accident insurance. Speak with our staff of experienced agents at (800)715-9369.

**Retirement Plan**

Let OOIDA help you start saving for your retirement through our qualified retirement annuity plan. For information call (800)715-9369.

**Fuel Card**

The Truckers Advantage fuel transaction card is exclusively for OOIDA members. It gives members monthly fuel rebates, discounts on tire purchases and emergency roadside services with no transaction fees within the participating network or reporting fees. Call (800)444-5791 for details.

**For a complete list of OOIDA Member Benefit programs and services go to [www.oida.com](http://www.oida.com)**

**Owner-Operator Independent Drivers Association**

1 NW OOIDA Drive  
Post Office Box 1000  
Grain Valley, MO 64029

**(800) 444-5791**

**Fax: (800) 427-4470**

E-mail: [ooda@ooda.com](mailto:ooda@ooda.com)

Website: [www.ooda.com](http://www.ooda.com)

