

# **Fleet Registration Instruction Manual**

Bureau of Motor Vehicles  
Commercial Registration Section

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# FLEET REGISTRATION MANUAL

## PURPOSE

This manual has been prepared as a guide to acquire fleet registration in Pennsylvania. It provides the basic information needed when preparing applications for registration. The contents of this manual will not cover every unique situation that may arise. Please contact the Commercial Registration Section for particular information.

Without prior notice, it might not be possible to process an application completely within the same day. However, needed assistance in preparing forms, or request for information will be given to those who come into our customer service area or telephone our office.

## OFFICE LOCATION

Mailing Address: Bureau of Motor Vehicles  
Commercial Registration Section  
P.O. Box 68289  
Harrisburg, PA 17106-8289

Office Location: Riverfront Office Center  
1st Floor  
1101 S. Front Street  
Harrisburg, PA 17104-2516

Business office hours are 7:30 am to 4:30 pm Monday through Friday, except official state holidays.

Business Telephone Numbers: (717) 787-4309

Customer Call Center: (717) 412-5300

Fax Numbers: (717) 787-0791 (717) 783-6349

Web address: [www.dmv.pa.gov](http://www.dmv.pa.gov)

**NOTE:** PennDOT forms and fact sheets can be found on the above listed website.

# THE PENNSYLVANIA FLEET PROGRAM

## OVERVIEW

The purpose of fleet registration is to streamline the registration process for customers that own 15 or more vehicles. The fleet process enables the owner to renew all the vehicles in the fleet in one month rather than keeping track of various renewal expirations throughout the year. The fleet account holder is permitted to choose the month they want each fleet to expire; with the exception of school bus, mass transit, and emergency vehicle fleets. All taxis, limousines, and privately-owned mass transit buses must be added to the fleet system. Ninety days prior to the fleet expiration a renewal application which lists all the vehicles within the fleet due to be renewed is produced and mailed.

The applicant will be assigned a carrier number when the fleet account is established. This carrier number will be used to identify the applicant's account in the fleet system. Once the carrier number is established fleets may be added to the carrier by type and expiration under the carrier number. Numerous fleets may be assigned to a carrier number. Pennsylvania fleet carrier account numbers are 5 digits followed by a 2-digit fleet number. The numbers combined make up the fleet account number. The fleet account number will be listed on the invoice and on the fleet registration card.

Equipment numbers are used to identify a vehicle within a fleet. A vehicle equipment number must be unique for each vehicle within a fleet. The number may be established by the applicant in the configuration they desire. While each vehicle in a particular fleet must have a unique equipment number, the same equipment number may be used for another vehicle located in a separate fleet under the same carrier number. Equipment numbers may be up to eight characters in length and may be both alpha and numeric. Equipment numbers will appear on the renewal invoice and on the fleet vehicle's registration card.

Please note that equipment numbers on emergency vehicle fleets must be the registration plate number. The equipment number will not appear on the emergency vehicles registration card however, equipment numbers will appear on the renewal invoice.

The fleet applicant must own the registration plate when adding a vehicle to a fleet account. A leased vehicle can be added to a fleet; however, the registration plate must to be owned by the fleet owner.

If a currently registered vehicle is added to a fleet and the expiration dates are different, the registration expiration of the vehicle added will change to the fleet expiration date. If the transferred vehicle registration plate expires before the fleet is due to renew, the fees shall be prorated, and the difference shall be due before the transfer is complete. If your registration expires after the fleet expiration date, the difference in registration fees will be lost. Therefore, it is recommended that a vehicle be added to the fleet near the vehicle's expiration month. If the current registration is the same as the fleet expiration, no additional registration fees are required.

Vehicles may be added to a fleet account provided that the applicant name and address on the fleet account matches the name and address on the existing Pennsylvania title record or new title application. Also, the business names must match any certificate of authorities required for registration. For example; Public Utility Commission (PUC), Federal Motor Carrier Safety Administration (FMCSA); Motor Carrier (MC) or United States Department of Transportation (USDOT) number, Philadelphia Parking Authority (PPA) or the Port Authority of Allegheny County.

## CHARTER BUS OPERATIONS

**Effective January 1, 2016**, all charter buses operating interstate will no longer be exempt from obtaining apportioned registration. All charter bus operations operating in interstate travel shall be required to either obtain apportioned registration (apportioned plates) or keep the bus plate and purchase trip permits for interstate travel.

## **School Buses and other Organizations**

The change in the charter bus requirements are not intended to affect school bus or other non-profit organization vehicles with bus plates. However, if the bus is used in charter operations any time during the registration period, the bus would be subject to either IRP or trip permit requirements.

## **PROOF OF RESIDENCY**

When applying for a new fleet account or a change of address for an existing account, applicants must provide 3 acceptable proofs of residency. Acceptable proof of residency documents must contain one of two documents: a Pennsylvania Driver's License if the fleet is in the individual's name, or verification of the business being registered through the Pennsylvania Department of State. Other supporting documents to be considered include: current utility bill, recent tax record, property lease, mortgage document, Pennsylvania Certificate of Title, or a valid weapons permit.

Please note that:

- The name and address on all identifying documents must match applicant data.
- One of the three required residency documents must be either a Pennsylvania Driver's License for individual applicants or official documents from the Department of State for business verifications.
- Post office boxes must be accompanied by a bona fide street address; P.O. boxes alone are not acceptable.
- Cellular, mobile or pager bills are not acceptable utility bills.

## **BILLING**

A front and back copy of the applicant's Pennsylvania Driver's License and Pennsylvania title must be submitted with payment and any registration documents to the Commercial Registration Fleet Unit for processing. An invoice will be produced when a vehicle is added to an established fleet. If fees are due, the invoice shall be mailed to the applicant's mailing address. The invoice will list all title, registration, and sale tax fees due.

It is only necessary to submit one check to cover the fees. Carefully examine your remittance to be certain that it is exactly the amount billed. Insufficient funds will delay the issuance of your credentials. Upon payment of the invoice, registration credentials will be issued.

Payment shall be made payable to the "Commonwealth of Pennsylvania." You may pay by check, money order or cashier check. Cash payments are also accepted at the PennDOT Riverfront Office Center. Please do not send cash through the mail. Please return the white copy of the invoice along with the total fees due to the Commercial Registration Section, P. O. Box 68612, Harrisburg, PA 17106-8612.

All license plates and registration cards are subject to cancellation and revocation in the event of erroneous issuance thereof, or if any fees remain unpaid.

## **OVERPAYMENT**

Excess payments shall be added to the fleet account credit balance and may be applied to future carrier transactions. Please note that a fleet carrier balance is maintained by account and not by fleet. Carrier balances are shared by all fleets listed under the carrier account. A refund of credit balance may be requested by completing Form MV-700, "Application for Refund Motor Vehicle/Driver License Products."

### *For example:*

*John Q. Public owns 3 fleets under the same carrier number. Fleet 01 has an overpayment of \$100. Since the \$100 overpayment is available for all 3 fleets to use, Fleet 03 uses the \$100 carrier balance left over by fleet 01. If fleet 01 submits a new supplemental application expecting to use the previous \$100 overpayment, it will no longer be available & the entire invoice balance will need to be paid by Fleet 01.*

## **RENEWALS**

The renewal invitation is mailed 90 days prior to the fleet expiration. It is important to review the renewal invitation for accuracy. Vehicle additions and deletions often occur after the renewal invitation has been mailed. If a newly added vehicle does not appear on the renewal invitation, attach Form MV-673, "Fleet Registration Supplemental Application," for vehicles you would like to add to the fleet. If a vehicle appears on invoice that should be deleted, simply draw a line through the vehicle(s) that you would like to delete. Upon payment of the renewal invoice, new credentials will be issued for all vehicles in the fleet. **NOTE:** Preferred Permanent Fleets do not receive new credentials each year.

ACT 89, signed into law November 25, 2013, provided for the elimination of vehicle registration stickers. PennDOT will no longer issue registration stickers effective December 31, 2016. Customers are still required to maintain a valid and current registration and must present the registration card to law enforcement when asked. The valid registration card is also still required when having a safety inspection completed.

## **FEE FOR LOCAL USE**

Pennsylvania counties have the option to impose a county fee for vehicles registered in the county. These funds will be used by the county for transportation purposes or be allocated by the county in accordance with Section 9010(c) of the Pennsylvania Vehicle Code. This fee is in addition to the registration fee and is assessed annually on a per vehicle basis. Customers who register their vehicle for multiple years will pay the annual \$5 fee for every year of registration. For example, a two-year registration renewal will have a fee for local use of \$10 (\$5 for each year of registration).

For a listing of counties that participate in the local use fee program, refer to the "Fee for Local Use – Participating Counties" Fact Sheet, found on our website at [www.dmv.pa.gov](http://www.dmv.pa.gov).

## **ADDITIONAL REQUIREMENTS**

### **Insurance**

Pennsylvania law requires all Pennsylvania motor vehicle owners to maintain vehicle liability insurance (financial responsibility) on a currently registered vehicle. Vehicle liability insurance covers the property damage or injuries you may cause others in an accident.

PennDOT requires all motor vehicle owners to provide proof of liability insurance at the time of registration.

Acceptable proof of insurance includes:

- A copy of valid insurance identification card issued by an insurance carrier or by a self-insured;
- A copy of the declaration page of an insurance policy;
- A copy of a valid binder of insurance which contains all of the information required to appear on the ID card, excluding the policy number, and is signed by a licensed insurance agent or broker;
- A copy of an application for insurance to the Pennsylvania Assigned Risk Plan which contains all of the information required to appear on the ID card, excluding the policy number, and is signed by a licensed producer (insurance agent); and/or,
- A copy of a letter from the insurance carrier that verifies the proof of financial responsibility of the insured on official company letterhead signed by an insurance agent or authorized representative of the insurance company.

### **HEAVY VEHICLE USE TAX (HVUT)**

Highway motor vehicles that have a taxable gross weight or combination gross weight of 55,000 pounds or more are taxable. Federal law requires proof of Heavy Vehicle Use Tax payment for vehicles that meet this requirement. Proof of vehicle tax payment must be provided during the time of registration before

registration credentials may be released. If the vehicle is registered within 60 days of the date of purchase, proof of tax payment is not required.

**Tax exemptions:**

An exemption from the tax is provided for qualifying vehicles that will not be used for more than 5,000 miles on public highways during any taxable period and for agricultural vehicles not used for more than 7,500 miles on public highways during any taxable period.

Vehicles exempt from the tax are highway motor vehicles that must be actually operated by:

- The Federal Government;
- A state or local government;
- A nonprofit volunteer fire department, ambulance association, or rescue squad;
- A mass transportation authority if it is created under a statute that gives it certain powers normally exercised by the state; or,
- Mobile machinery that meets the specifications for a chassis as described under specially designed mobile machinery for non-transportation functions.

*Detailed exemptions are available by visiting the IRS website.*

If the registrant is exempt from tax payment, the IRS shall provide a stamped receipt of the filing.

### **Proof of tax payment**

Federal Heavy Vehicle Use Tax must be paid directly to the IRS. Electronic filing is required for each tax return filed during the tax period reporting 25 or more vehicles. However, all taxpayers are encouraged to file electronically regardless of the number of vehicles being reported.

Acceptable proof of payment is:

1. A copy of an IRS Form 2290, Schedule 1, containing the vehicle identification number and date - stamped "paid" by the IRS.
2. An Electronic Federal Tax Payment System (EFTPS) 'e-file' receipt.
3. A copy of an IRS Form 2290, Schedule 1 containing the vehicle identification number, front and back copy of the cancelled check for the appropriate year tax payment.

For more information concerning Federal Heavy Vehicle Use Tax, visit the Internal Revenue Service website at [www.irs.gov](http://www.irs.gov).

## **OPERATING AUTHORITIES**

Proper authority is required to obtain and operate certain registration plate types.

### **Motor Carrier**

Federal Motor Carrier Safety Administration (FMCSA) regulates interstate operating authority of companies that operate as "for hire" carriers (for a fee or other compensation) that transport passengers or federally regulated commodities, or arrange for their transport.

Contact the FMCSA at 1-800-832-5660 or visit their website at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) to obtain motor carrier (MC) authority.

### **PUC**

The Public Utility Commission (PUC) regulates motor carriers that transport property, passengers or household goods as well as brokers of passenger transportation between points in Pennsylvania for compensation.

Contact the PUC at (717) 787-3834 or visit their website at [www.puc.state.pa.us](http://www.puc.state.pa.us) to apply for or obtain

additional information about PUC authority.

## **PPA**

Philadelphia Parking Authority (PPA) regulates medallion taxicabs that provide service between points within Philadelphia, from points within Philadelphia to destinations outside of Philadelphia, and from points outside of Philadelphia to points within Philadelphia and limousines providing service between points within Philadelphia, and service from an airport, railroad station or hotel located in Philadelphia.

Contact the Philadelphia Parking Authority at 1-888-591-3636 or visit their website at [www.philapark.org](http://www.philapark.org) for additional information about PPA authority.

## **Port Authority**

The Port Authority of Allegheny County grants operating permits to carriers that offer paratransit service within Allegheny County. These permits are good for one year but are renewable.

For more information about Port Authority operating permits in Allegheny County, call (412) 566-5340.

## **USDOT**

United States Department of Transportation issues USDOT Numbers to monitor a motor carrier's safety operations. The DOT number serves as unique identifier which is used to collect and maintain data and safety reviews on a motor carrier which is subject to safety audit compliance reviews, crash investigations and roadside inspections.

A Registrant or Motor Carrier operating a commercial motor vehicle that transports passengers or hauls cargo across state lines must be registered with the USDOT and must have and display an "Interstate USDOT Number" on their vehicles.

A registrant or motor carrier operating within Pennsylvania must have an "Intrastate USDOT Number" unless they have secured state-issued operating authority.

A registrant or motor carrier transporting hazardous materials within Pennsylvania is required to have a safety permit and must also register for a USDOT Number.

## **Unified Carrier Registration (UCR)**

Motor carriers and leasing companies that operate in interstate or international commerce in the United States must register under the UCR program. UCR replaced the Single State Registration System (SSRS) program for motor carriers operating as "for-hire" carriers.

The UCR program is similar to SSRS in that UCR is a base state system, under which a carrier pays UCR fees through its base state on behalf of all participating states. Additional information may be obtained by contacting the Pennsylvania Public Utility Commission (PUC).



## FLEET TYPES

Listed below are the available fleet types, the vehicles permitted within each fleet type, and a brief description on each fleet type.

### Annual Fleet Types

| <i><b>Fleet types</b></i> | <i><b>Authorized vehicles for fleet</b></i> |
|---------------------------|---|
| Bus                       | Buses only                                  |
| For Hire                  | All vehicles*                               |
| Private                   | All vehicles*                               |
| Rental                    | All vehicles*                               |
| School Bus                | School Buses & School Vehicles              |
| Taxi                      | Taxis only                                  |
| Utility                   | All vehicles*                               |
| Limousine                 | Limousines only                             |
| Dual Registration         | All vehicles*                               |
| Emergency Vehicle         | Emergency Vehicles**                        |
| Mass Transit              | Buses with MT plates only                   |

\*Except Bus, Taxi, Limousine, School Bus, School vehicle\*

\*\*Must qualify for free registration\*\*

### Five Year Fleet Types

| <i><b>Fleet types</b></i> | <i><b>Authorized vehicles for fleet</b></i> |
|---------------------------|---|
| Five Year Trailer         | Trailers only                               |

### Permanent Fleet Types

| <i><b>Fleet types</b></i> | <i><b>Authorized vehicles for fleet</b></i> |
|---------------------------|---|
| Private                   | All vehicles*                               |
| Utility                   | All vehicles*                               |
| Government                | Government Vehicles                         |

\*Except Bus, Taxi, Limousine, School Bus, School Vehicle.

## FLEET TYPE DESCRIPTIONS

Listed below is a brief description of each fleet type.

### **Annual:**

#### **Bus**

Only vehicles that have a bus body type can be added to a Bus fleet. This would include an omnibus or a stretched limousine that has 10 or more passengers with a bus body type and bus plate. No other body types can be added to a Bus fleet. **NOTE:** Mass transit buses must go on a Mass Transit fleet. Bus fleets do not have to comply with the 15 vehicle requirement to establish a fleet.

Applicants with or applying for standard bus plates must have proper and valid authority with either the Public Utility Commission (PUC), Federal Motor Carrier Safety Administration (MC), or a valid certificate from the Port Authority of Allegheny County.

#### **For Hire**

A company or individual that owns or leases a fleet of vehicles that are hired by others in exchange for payment can open a For Hire fleet.

Example: John's Trucking has a fleet of trucks that Doe's Furniture Company hires to ship their products for them. John's Trucking would be considered a for-hire business and would qualify to open a For Hire fleet.

#### **Private**

A Private fleet is for a fleet of vehicles that are owned or leased by an individual or company that is used for private use of the company or individual. These vehicles are not used for-hire, rental or to provide a service to other individuals.

Example: Doe's Furniture owns a fleet of vehicles that are used to ship their own products. Because the vehicles are used for personal use of the company, they would qualify for a Private fleet account.

#### **Rental**

A Rental fleet is for a fleet of vehicles that are offered for rental with or without drivers.

A rental car or daily rental company with a fleet of vehicles would qualify for a Rental fleet.

#### **School Bus**

Companies that have a fleet of vehicles with school bus or school vehicle plates can open a School Bus fleet. School Bus fleets renew annually and must expire in July. If the vehicles are owned by a school district, the registrations will be permanent and must be added to a Permanent Government fleet.

Applications for school bus or school vehicle registration plates owned by private contractors must submit a copy of their current school bus contract with qualified school before title and registration will be issued.

#### **Taxi**

A Taxi fleet is for vehicles with a taxi body type. A taxi is a vehicle that seats less than nine passengers not including driver, operates on a call and demand basis, and is used to transport individuals for compensation. Taxi fleets do not have to comply with the 15 vehicle requirement to establish a fleet.

Taxis operated outside of the Philadelphia area are regulated by the Public Utility Commission (PUC) and must have a valid PUC number with taxi authority before an application will be processed and added to a fleet account. Taxis operating under PUC authority must have a waiver issued by PUC for vehicles with

model years older than eight model years of the current year in order to receive or renew a taxi registration.

Taxis operating within the Philadelphia area are regulated by the Philadelphia Parking Authority (PPA). All taxi applications regulated by the PPA must be stamped by the PPA before an application will be processed and added to a fleet account.

## **Utility**

A Utility fleet is for vehicles owned by a utility company. A utility company is a business entity that provides a basic public need such as public water, electricity or gas. Vehicles added to a Utility fleet must be owned or leased by the utility company. Vehicles owned by a private company doing contract work for a utility company cannot be added to a Utility fleet.

## **Limousine**

A Limousine fleet is for vehicles with a limousine body type and limousine plate. A limousine is a vehicle designed to carry no more than nine passengers, exclusive of the driver, and used for the transportation of persons for compensation. (A stretched limousine that seats more than nine passengers would be registered as a bus.) Limousine fleets do not have to comply with the 15 vehicle requirement to establish a fleet.

Limousines operated outside of the Philadelphia area are regulated by the Public Utility Commission (PUC) and must have a valid PUC number with limousine authority before an application will be processed and added to a fleet account. Limousines operating under PUC authority must have a waiver issued by PUC for vehicles with model years older than eight model years of the current year in order to receive or renew a limousine registration.

Limousines operating within the Philadelphia area are regulated by the Philadelphia Parking Authority (PPA). All limousine applications regulated by the PPA must be stamped by the PPA before an application will be processed and added to a fleet account.

In order to register your vehicle as a limousine, your vehicle must be considered a luxury vehicle by the applicable operating authority (PUC or PPA).

## **Dual Registration**

A Dual Registration fleet type is for companies or individuals that have a fleet of vehicles that have dual registrations. Please refer to the Dual Registration fact sheet on PennDOT's website at [www.dmv.pa.gov](http://www.dmv.pa.gov) for more information about dual registrations.

## **Emergency Vehicle**

An Emergency vehicle fleet is for emergency vehicles that qualify for free registration only. If a registrant has to pay full or reduced registration fees for their emergency vehicle, the vehicle cannot be added to an Emergency Vehicle fleet. However, emergency vehicles that qualify for full or reduced fees can be added to a Private fleet instead.

Emergency vehicle fleets always expire in January and do not have to comply with the 15 vehicle requirement to establish a fleet.

Please note that the Fleet Unit does not issue titles or registrations for emergency vehicles. An emergency vehicle must be titled and registered in the applicant's name before the vehicle can be added to a fleet account.

## **Mass Transit**

A Mass Transit fleet is for buses owned or operated by a qualified urban mass transit system owned by private companies. All Mass Transit fleets expire annually on May 31st and must qualify yearly by disclosing revenue information on the company's fleet registration renewal invoice.

Private companies operating as an Urban Mass Transit System must have active group and party and scheduled route authority with the PUC.

Municipal or Government agencies are given permanent registrations and go on a Permanent Government fleet account.

Please see the Urban Mass Transportation System Operation Instruction section of this manual for additional information and instructions relative to mass transit vehicles.

## **Five Year Trailer Fleet:**

### **Trailers**

Individuals or companies with a fleet of trailers weighing 10,000 pounds or less that choose to register their trailers for a period of five years can add their trailers to a Five Year Trailer fleet type. Only trailers weighing less than 10,000 pounds registered for five years can be added to this fleet type.

## **Permanent Fleets:**

Preferred-Permanent registration is a special service extended to customers with a large fleet of vehicles. This service allows customers to receive a permanent registration credential rather than receiving a new registration credential each year. Registration fees are still due annually however, customers will not have to replace registration credentials for their fleet each year.

For the purpose of applications for Preferred-Permanent fleet registration, a "fleet" is defined as 100 or more commercially operated vehicles owned or leased by one person, firm or corporation. All vehicle types are eligible for preferred-permanent registration with one exception, vehicles or combinations with a registered gross weight over 26,000 pounds are only eligible if they are used only in intrastate operations. Please see the Preferred-Permanent Registration of Fleet Vehicles fact sheet for requirements and more details pertaining to the Preferred Permanent registration process.

### **Permanent – Private**

Individuals or companies that own or lease 100 or more qualified commercially operated vehicles used for private use of the company or individual can add their fleet to a Permanent Private fleet.

### **Permanent – Utility**

Utility companies that own or lease 100 or more qualified vehicles can add their fleet of vehicles to a Permanent Utility fleet.

A utility company is a business entity that provides a basic public need such as public water, electricity or gas. Vehicles added to a Permanent Utility fleet must be owned or leased by the utility company. Vehicles owned by a private company doing contract work for a utility company cannot be added to a Permanent Utility fleet.

### **Permanent – Government**

Municipal or government agencies with a fleet of vehicles with permanent registrations can be added to a Permanent Government fleet. Mass transit vehicles owned by municipal or government agencies that qualify for permanent registrations are also added to a Permanent Government fleet. School buses and school vehicles owned by school districts will receive permanent registrations; therefore, they are also added to a Permanent Government fleet.

Please note that Form MV-14MG, "Application for Municipal Government Registration Plate," must be submitted with all applications when applying for issuance or transfer of a Municipal Government (MG) registration plate. This includes school districts receiving permanent MG plates for school buses and school vehicles.

# FLEET APPLICATIONS

## GENERAL INFORMATION

The applicant is responsible for properly completing all forms necessary to register vehicles under the Fleet Registration Program. If required information is missing from submitted applications, the applicant will either be called or the application will be returned. The Commercial Registration Office Staff will aid in any way possible. Please call or write us for assistance.

## FLEET FORMS

### Form MV-670, "Application to Establish a Fleet Account"

In order to establish a new carrier account or a new fleet on an existing carrier account, an MV-670 application must be completed. All vehicles listed on the application must be currently titled in Pennsylvania; otherwise application for title must be submitted with Form MV-670.

### Form MV-671, "Replacement of Fleet Registration Credentials"

Replacements for registration plates and registration cards for vehicles on fleet accounts can be requested on Form MV-671. Notarization is required when a replacement registration plate is being issued or applicant is entitled to free issuance because the original was lost in the mail and application is being made within 90 days of original issuance.

### Form MV-673, "Fleet Registration Supplemental Application"

After a fleet is established, a supplemental application, Form MV-673, can be used to add vehicles, delete vehicles or complete transfers. A transfer can be a transfer of a registration plate from one vehicle to another or the transfer of a vehicle from one fleet to another fleet. Application for title must be submitted with Form MV-673 for all new or non-Pennsylvania vehicles being added to a fleet account.

### Form MV-674, "Application to Change Information on Fleet Account or Fleet Vehicle"

Form MV-674 is used to make changes or corrections to a fleet owners account information or the data on a fleet vehicle record. Fleet name change requests will also require updates to the names on all title records of the vehicles listed on a fleet.

Please note that some changes requested on Form MV-674 may require notarization and/or verification by an inspection mechanic or other authorities.

**NOTE: Forms & instructions can be found on our website at [www.dmv.pa.gov](http://www.dmv.pa.gov).**

## DEFINITIONS

**Applicant** - A person, firm or corporation in whose name the application for a fleet of vehicles is filed. The owner must own the registration.

**Axle** - An assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration, an "axle" is any such assembly whether or not it is load bearing only part of the time.

**Bus** - A motor vehicle designed to transport 16 or more passengers, including the driver; or a motor vehicle, other than a taxicab or limousine, designed to transport not more than 15 passengers, including the driver, and used for the transportation of persons for compensation. The term does not include a vehicle used in a ridesharing arrangement, as defined in the act of December 14, 1982 (P.L.1211, No.279), entitled "An act providing for ridesharing arrangements and providing that certain laws shall be inapplicable to ridesharing arrangements," or a school bus.

**Carrier** - An individual, partnership, or corporation engaged in the business of transporting goods or persons.

**Combination** - A power unit used in combination with trailers and semi-trailers.

**Combined Gross Weight** - For vehicles in combination, combined gross weight shall mean the weight of a truck or truck tractor, plus the weight of any trailer or semi-trailer, together with cargo or pay load transported. See drawing below.



**Commercial Vehicle** - Any vehicle operated for the transportation of persons or property in furtherance of any commercial or industrial enterprises - for hire or not for hire.

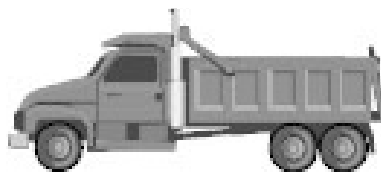
**Converter Gear** - An auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer.

**Credential** - The registration card and registration plate issued to vehicles registered under the fleet registration program.

**Dual Registration** - Registration is required when owners of a foreign vehicle are performing intrastate movement or are regularly carrying on business in Pennsylvania. Dual registration is available for vehicles weighing 26,000 lbs. or less or having fewer than three axles. Vehicles regularly hauling or transporting passengers within the commonwealth are defined as a period exceeding 30 days in the calendar year, unless exempted from registration under the terms of a reciprocity agreement shall register the vehicle according to the laws of this commonwealth.

**GAWR (Gross Axle Weight Rating)** - The weight specified by the manufacturer as the maximum design weight of a single axle.

**Gross Weight** - The combined weight of a vehicle or combination of vehicles and its load excluding the driver's weight. See drawing below.



**GVWR (Gross Vehicle Weight Rating)** - The value specified on the Federal weight certification label by the manufacturer as the loaded weight of a single vehicle.

**International Registration Plan (IRP)** - A plan for apportioned registration, based on mileage, for commercial vehicles engaged in interstate operations.

**Interstate Operations** - Vehicle movement between or through two or more jurisdictions.

**Intrastate Operations** - Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

**Lease** - A written document vesting exclusive possession or control of a responsibility for the operation of the vehicle to the lessee for a specific period of time.

**Lessee** - A person, firm or corporation which has the legal possession and control of a vehicle owned by another under the terms of a lease agreement.

**Lessor** - A person, firm or corporation which under the terms of a lease grants the legal right of possession, control of and responsibility for the operation of the vehicle to another person, firm or corporation.

**Limousine** - A motor vehicle designed for carrying no more than nine passengers, exclusive of the driver, and used for the transportation of persons for compensation. **NOTE:** Limousine registration shall be issued only to vehicles licensed as limousines by the Public Utility Commission.

**Long Term Lease** - A lease that covers 30 days or more.

**Motor Carrier** - A business or company who registers:

- (1) A truck, truck tractor or combination having a gross vehicle weight rating, gross combination weight rating, registered gross weight, registered combination weight or actual gross weight of 17,001 pounds or more.
- (2) A truck, truck tractor or combination engaged in interstate commerce and having a gross vehicle weight rating, gross combination weight rating, registered gross weight, registered combination weight or actual gross weight of 10,001 pounds or more.

**Passenger** - A motor vehicle, except a motorcycle, designed primarily for the transportation of persons and designed for carrying no more than 15 passengers, including the driver, and primarily used for the transportation of persons. The term includes motor vehicles which are designed with seats that may be readily removed and reinstalled, but does not include such vehicles if used primarily for the transportation of property. **NOTE:** Passenger registration shall not be issued to a vehicle used for compensation.

**Permit** - A special hauling permit issued by PennDOT, as stated in the Pennsylvania Vehicle Code, for the movement of a mobile home, oversize or overweight vehicle or combination of vehicles, including the load or loads thereon, on state highways other than the Pennsylvania Turnpike.

**Reciprocity** - Exemption from registration by a bilateral jurisdiction of a vehicle properly registered under an agreement.

**Registered Weight** - The weight at which a vehicle or combination of vehicles has been licensed.

**Registrant** - A person, firm, or corporation in whose name or names a vehicle is properly registered.

**Rental and Leasing** - The giving of possession and control of a vehicle for valuable consideration for a specified period of time.

**Rental Owner** - An owner principally engaged in renting one or more rental fleets to others or offering for rental the vehicles of such fleet, with or without drivers.

**School Bus** - A motor vehicle which is designed to carry 11 passengers or more, including the driver and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.

**School Vehicle** - A motor vehicle, except a motorcycle, designed for carrying no more than ten passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to a school district or private or parochial school. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.

**Short Term Lease** - A lease that covers less than 30 days.

**Taxi** - A motor vehicle designed for carrying no more than eight passengers, exclusive of the driver, on a call and demand service, and used for the transportation of persons for compensation.

**Trailers** - A vehicle designed to be towed by a motor vehicle.

**Full Trailer** - A trailer so constructed that no part of its weight rests upon the towing vehicle. A semitrailer attached to a towing vehicle by means of an auxiliary front axle or dolly shall be deemed to be a full trailer.

**Semitrailer** - A trailer so constructed that some part of its weight rests upon or is carried by the towing vehicle.



**Truck** - A motor vehicle designed, used or maintained primarily for the transportation of property. The term includes motor vehicles designed with seats that may be readily removed and reinstalled if those vehicles are primarily used for the transportation of property.

**Truck Tractor** - A motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.



**Unladen Weight** - The weight of the vehicle fully equipped for service excluding the weight of any load.

## **URBAN MASS TRANSPORTATION SYSTEM OPERATION INSTRUCTIONS**

An Urban Mass Transportation System is defined in the Vehicle Code as:

A person holding a certificate of Public Utility Commission or municipality authority, port authority or transportation authority established under the laws of the commonwealth that transports persons on schedule over fixed routes and derives 80% of their intrastate schedule revenue from scheduled operations from within the county from which they have their principal place of business, or contiguous counties.

Section 1901 of the Vehicle Code provides for exemption of fees for titling and registering vehicles owned by an Urban Mass Transportation System.

In order to qualify as an Urban Mass Transportation System and therefore, be exempt from titling and registration fees, Form MV-729, "Urban Mass Transportation System Title and Fee Exemption Application," must be completed and returned to the Commercial Registration Section of the Bureau of Motor Vehicles, P.O. Box 68289, Harrisburg, Pennsylvania 17106-8289. For original qualification, copies of all scheduled routes must be attached to the application.

In reporting revenue from scheduled fixed routes, extraordinary income such as advertising, state or federal operating and/or capital grants and income from school or charter service are not to be included. Grant payments from the Commonwealth free transit program for Senior Citizens must be included. In addition, the revenue from the intrastate portion of interstate routes must be included in the futures submitted.



Once an Urban Mass Transportation System is approved as a qualified system, all buses are exempt from titling and registration fees and will receive a Mass Transit Registration Plate. **NOTE:** School buses are excluded from being put on a Mass Transit System and must be titled and registered as school buses with appropriate fees charged and school bus plates issued to them. Private companies operating as an Urban Mass Transportation System must qualify annually by completing the revenue information on their Mass Transit Fleet renewal invoice.

If the transportation system discontinues scheduled routes in the county of its principal place of business or contiguous counties and thereby reduces below 80% of the percentage of revenue from those counties compared to its entire intrastate revenue, the system no longer qualifies as an Urban Mass Transportation System. If this occurs, titling and registration fees will be charged.

Plate display: The MT tag must be placed on the rear of the bus. If the transportation system qualifies permanently, the expiration date on the registration card will state permanent.

Questions concerning the mass transit registration program should be addressed to the Commercial Registration Section at the above address or by calling (717) 787-4309.

## **IFTA & MOTOR FUEL TAXES**

Pennsylvania is a member state of the International Fuel Tax Agreement, known as IFTA, and participates in the dyed fuel program.

IFTA is a Road Tax collection system that uses a base state concept. In other words, motor carriers based in Pennsylvania will register for file reports, and pay road taxes due to all states to Pennsylvania. The PA Department of Revenue will then distribute the road taxes due to other states.

Pennsylvania implemented the provisions of the International Fuel Tax Agreement (IFTA) on January 1, 1996. In conjunction with this, the definition of a vehicle subject to road tax changed to that of a qualified motor vehicle which is a vehicle designed, used, or maintained for the transportation of persons or property and which is:

- I. A power unit with two axles and a gross or registered weight greater than 26,000 pounds;
- II. A power unit with three or more axles regardless of weight; or
- III. A combination vehicle (vehicle & trailer) with a declared combination weight of greater than 26,000 pounds.

The Department of Revenue will issue one IFTA license card and a legible photocopy must be maintained in the cab of each qualified motor vehicle. PA based vehicles that do not operate outside of Pennsylvania are required to carry a road tax registration card in each vehicle. The fee for each set of stickers is \$5.

In lieu of purchasing stickers for Road Tax or IFTA, any motor carrier may purchase a trip permit, which shall be valid for a period of five days, at a cost of \$50 and can be obtained at most truck stops nationwide.

For further information, contact the Department of Revenue at:

**Physical Address:**

PA Department of Revenue  
Bureau of Motor Fuel Taxes  
Room 541 Strawberry Square  
4th and Walnut St.  
Harrisburg, PA 17128-0646

**Mailing Address:**

PA Department of Revenue  
Bureau of Motor Fuel Taxes  
Dept. 280646  
Harrisburg, PA 17128

Phone 1(800) 482-IFTA (4382), FAX (717) 787-6261

Visit the PA Department of Revenue website at [www.revenue.pa.gov](http://www.revenue.pa.gov).

## **SPECIAL HAULING PERMITS**

A vehicle of non-divisible load exceeding any legal length, width, or height limit may qualify for a Special Hauling Permit to operate on state highways.

### **Permit Issuance**

Upon review and approval of the application, a Special Hauling Permit will be issued, specifying the approved routes and any special conditions relating to the movement.

The driver must have the permit and general conditions (Form M-938) in their possession and available for inspection. The general conditions provide for the safe and convenient passage of traffic by specifying pilot car and policy escort requirements, lighting, signing, flagging, inspection requirements, travel period restrictions, inclement weather restrictions and other safeguards. All drivers must comply with terms of the permit, its special conditions and the general conditions contained in Form M-938.

### **Permit Fee**

The minimum issuance fee is \$25 for a single permit. In addition, an overweight vehicle is charged 3 cents per ton-mile for all weight in excess of the motor vehicle's registered gross weight.

A small number of permits (fewer than 1%) are issued on a seasonal or annual basis where a single trip permit would be impractical (such as repetitive highway crossings).

Hauling permits may be obtained from the Department of Transportation's District Offices. You can apply for most single trip permits at the district offices. Contact information for district offices is available on the Department's website. You can also obtain permit forms and instructions on our website at [www.dmv.pa.gov](http://www.dmv.pa.gov).

## **TRIP PERMITS**

Trip permits will be required on vehicles over 26,000 pounds or 3 axles in other member jurisdictions if a Pennsylvania based registrant does not apportion with that jurisdiction. If not proportionally registered before entering any other member jurisdiction, a trip permit must be secured and carried in the cab of the vehicle for which issued or the vehicle may be subject to the assessment of full registration fees in that jurisdiction.

With a trip permit, and provided you have proper operating authority in the member jurisdiction, your vehicle is entitled to be operated intrastate, as well as interstate operations during the period allowed under such permit.

Fees and duration of temporary trip permits are dependent upon the registration laws of the particular jurisdiction. Trip permits are intended to be used for occasional or emergency need and shall not be used to evade proportional registration.

Trip permits are available from each member jurisdiction and may either be ordered in advance from the jurisdiction for which the permit is needed or obtained from Transmitter Services.

Unless obtained directly from the jurisdiction involved, there may be a service charge in addition to the jurisdiction's fee for the permit. You can find a list of trip permit agents on our website at [www.dmv.pa.gov](http://www.dmv.pa.gov).

## **HAZARDOUS MATERIALS**

If a motor carrier transports hazardous materials, it must display a placard while traveling through Pennsylvania, and that motor carrier must register with the Transportation Department's Hazardous Materials Section in the Motor Carrier Division of the Bureau of Maintenance and Operations. Registration information can be obtained from the Motor Carrier Division, 6th floor, Commonwealth Keystone Building, North Street, Harrisburg PA 17101.

## OTHER PERMITS/AUTHORIZATIONS

Special Hauling Permits authorize only oversize/overweight movements on state highways. Listed below are some organizations that authorize other vehicle movements.

| For information on: | Contact:  |
|---------------------|---|
| Local Roads         | Municipality responsible for road   |
| PA Turnpike         | Turnpike Commission<br>P O Box 8531, Harrisburg, PA 17105<br>(717) 939-9551 ext. 2980<br><a href="http://www.paturnpike.com">www.paturnpike.com</a> |
| Posted Highways     | Engineering District  |