

# ERMA-DOT BRONZE COMPLIANCE PACKAGE

This information in this package is designed to help you maintain your compliance and the steps you will need to follow to ensure you are compliant. For more information please visit <https://www.fmcsa.dot.gov/regulations>

## **Who needs a DOT#:**

You are required to obtain a USDOT number if you have a vehicle that:

Is used to transport the types and quantities of hazardous materials requiring a safety permit in intrastate commerce (see 49 CFR 385.403). Or

Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or

Is designed or used to transport more than 8 passengers (including the driver) for compensation; or

Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation;

AND IS INVOLVED IN INTERSTATE COMMERCE:

Trade, traffic, or transportation in the United States— Between a place in a State and a place outside of such State (including a place outside of the United States);

Between two places in a State through another State or a place outside of the United States; or

Between two places in a State as part of trade, traffic, or transportation originating or terminating outside the State or the United States.

You are required by FMCSA to obtain a USDOT Number and comply with the Federal Regulations.

**Carrier Registrations:** [https://li-public.fmcsa.dot.gov/LIVIEW/PKG\\_REGISTRATION.prc\\_option](https://li-public.fmcsa.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option)

In order to be able to file your registrations online you will need a DOT Pin# that is associated with your DOT#. This will be issued to you when you register your DOT# with the FMCSA (Federal Motor Carrier Safety Administration) and is assigned by the FMCSA, not something you create. This is pin# is a number, letter, number, number, letter, letter, number, letter. (Example: 3B52JG8S) If you don't have your pin you may obtain this number by visiting this website: <https://safer.fmcsa.dot.gov/AutoPin/index.xhtml>

1. MCS-150 – This is your biennial carrier registration. This will need to be filed every other year based on your DOT#. So you know when to complete your update, you will use the last 2 numbers of your DOT#. The last number represents the month you file, and the second to last number represents the year if it is odd or even. (Example: 1084562 – the last number is (2) which means you file your update in February, and the second to the last number is and even number (6) which means you will file in February of every even year.
2. BOC-3 – The BOC-3 (Designation of Process Agents) is a form filed to the FMCSA (Federal Motor Carrier Safety Administration) that designates a process agent in every state in the United States. The agents are in place to accept any service of notice by that state's Secretary of State or services of process issued by any court in that state. The BOC-3 is only required for (Interstate Authority). If you stay in your domiciled state, you will not need this filing. All FMCSA motor carriers, brokers, and freight forwarders are required to have a BOC-3 on file with the FMCSA in order to get your authority granted. A BOC-3 is also required in order to reinstate an MC or FF number that has been revoked.

3. MCS-90, BMC91, BMC91X – These are forms that are filed by your insurance company to show financial responsibility and give you the ability to operate.
4. MC# - Operating Authority. [https://li-public.fmcsa.dot.gov/LIVIEW/PKG\\_REGISTRATION.prc\\_option](https://li-public.fmcsa.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option) Not everyone will need to register for an MC#. To understand if you need this number, you will have to look at your carrier operations. If you are transporting your own material, equipment or product to your customers or for your business operations you do not need to register for this number. If you are transporting other people's property for a fee solely or in addition to your property, you will need to register for this number.
5. UCR Registration – The UCR (Unified Carrier Registration) is a program that replaced the (SSRS) Single State Registration System. The UCR Program requires individuals and companies that operate commercial motor vehicles in interstate or international commerce to register their business with a participating state and pay an annual fee based on the size of their fleet. This includes ALL carriers - private, exempt, or for hire. Brokers, freight forwarders and leasing companies are also required to register and pay a fee unless they also operate as a motor carrier. The process is very simple. Each company is required to pay its UCR fee with a base state (the state in which you reside primarily). If your base state does not participate in the program you are required to pay your UCR fee through a neighboring, participating state. Currently, the following states are not participating: Arizona, Florida, Hawaii, Maryland, Nevada, New Jersey, Oregon, Vermont, Wyoming and the District of Columbia.
6. Other Registrations – (Examples: Kentucky – KY#, Wisconsin – LC, Georgia – GIMC etc. Please check with the state you are registering in to ensure you know what your state requires.
7. Portal Registration – <https://portal.fmcsa.dot.gov/login>  
The FMCSA Portal is the gateway for delivering the Agency's online services. This Portal provides companies with secure and enhanced access to their own safety data with individual accounts for users and the ability to authorize additional users for access to company safety data. It will provide functionality for assigning Compliance Reviews and Safety Audits for FMCSA's Federal Program Managers and other members of the enforcement community who make these assignments. Members of the enforcement community with seamless access to MCMIS (the Motor Carrier Management Information System), EMIS (Enforcement Management Information System), L& I (Licensing and Insurance), and DataQs through a single user ID and password.
8. FMCSA Clearinghouse Registration – <https://clearinghouse.fmcsa.dot.gov/>  
Each Carrier need to register here before they place a driver into a safety sensitive function. The Clearinghouse is a secure online database that gives employers, the FMCSA , State Driver Licensing Agencies (SDLAs), and State law enforcement personnel real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders' drug and alcohol program violations. The Clearinghouse enables employers to identify drivers who commit a drug and alcohol program violation while working for one employer, but who fail to subsequently inform another employer (as required by current regulations). The Clearinghouse rule requires FMCSA-regulated employers, medical review officers (MROs), substance abuse professionals (SAPs), consortia/third-party administrators (C/TPAs), and other service agents to report to the Clearinghouse information related to violations of the drug and alcohol regulations in 49 Code of Federal Regulations, Parts 40 and 382 by current and prospective employees. The Clearinghouse also requires the following:
  - a. Employers are required to query the Clearinghouse for current and prospective employees' drug and alcohol violations before permitting those employees to operate a CMV on public roads.
  - b. Employers are required to annually query the Clearinghouse for each driver they currently employ.