

Procedures Manual - Procedures



Division of Motor Vehicles

January 2020

POE – MANUAL

Procedure Manual Procedures

101 INTRODUCTION

101.1 Mission Statements

THE DMV MISSION STATEMENT

OUR MISSION: ENHANCING MOBILITY THROUGH CUSTOMER SERVICES.

The DMV serves the mobility of Idaho customers by coordinating the efficient processes for vehicle registration, titling and permitting; driver licensing and identification issuance; and dealer licensing, while protecting the integrity and safety of Idaho highways through ports of entry statewide.

THE COMMERCIAL VEHICLE SERVICES MISSION STATEMENT

The following mission statement has been developed by section employees to help meet the objectives of the Ports of Entry (POE):

It is the mission of the Commercial Vehicle Services section to serve our customers. Our purpose is to efficiently manage service-delivery systems and to streamline processes, enhancing the competitive position of Idaho motor carriers in commerce; to assist and educate the trucking community with timely, quality information; to ensure consistent, uniform compliance with motor carrier laws, rules, and regulations; to issue proper credentials for commercial vehicles to legally operate in Idaho and in other jurisdictions throughout North America in conformance with regional, national, and international agreements; and to assist in the preservation of the highway system and the safety of the traveling public.

OBJECTIVES OF IDAHO POE SYSTEM

The objective of the POE is to ensure compliance with laws and regulations relating to highway transportation by commercial, noncommercial, and farm carriers. Emphasis should be placed on education, with enforcement action being taken at the inspector's discretion.

POE personnel should generally prioritize their activities as follows, keeping in mind that maintaining public convenience and customer service is our main priority:

- Weight and size compliance
- Measure vehicles
- Inspect vehicle equipment
- Check driver qualifications
- Check vehicle registrations
- Check fuel tax status
- Issue permits/endorsements

- Provide information to the public
- Inspect livestock papers

101.2 Public Convenience

Public convenience ties the department's strategic goals of being "user-friendly and customer-driven" to daily department operations. Whenever Idaho Transportation Department activities are planned or implemented, the convenience of the public shall be the priority. Department employees shall consider public convenience a primary responsibility in the performance of all duties, and are encouraged to seek innovative methods that will improve the department's commitment to public convenience.

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Katie Tolman	June 17, 2016
		September 2017	Challis Phipps	September 2017
		November 2017	Challis Phipps	November 21, 2017
Karl Allen	Update	December 2019		

Chapter 102 Administrative Procedures



Division of Motor Vehicles

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102 ADMINISTRATIVE PROCEDURES

102.1 General

Authority

Ports of Entry (POE) operations are authorized in Idaho Code (I.C.) 40-510 and under ITD Administrative Policy 5062. Responsibilities and duties of POE personnel are contained throughout this manual.

For uniformity within the POE section, all administrative policies should be followed as stated. District directives will not apply to enforcement policies or procedures, either this manual or memos from Headquarters will prevail when discrepancies arise.

In the event that there is a conflict between sections in this procedure manual and the current Idaho Code, FMCSR, Special Permit Manual, Maintenance Manual, FCC Rules, IDAPA Rules, or ITD Board Policies and Procedures, then those rules and regulations shall prevail until this procedure manual is updated.

Purpose

The POE Procedure Manual is designed to guide POE personnel in performing their assigned duties, and to assist employees in complying with all applicable laws, rules, directives, and standards. The manual also provides instruction, information, and standards for POE employees.

102.2 Employee Responsibility

To carry out the section's objectives, POE employees do not license drivers but they do license vehicles and issue all the credentials required for operation of commercial vehicles. POE employees are required to **ENSURE** that vehicles are in compliance, or that they come into compliance through employee effort combined with the effort of other sections within ITD or other departments.

102.3 Enforcement

If the infringement is only a paperwork violation, employees are expected to use reasonable discretion in the application of enforcement, including consideration of previous written warnings and the expiration of the paperwork involved. If the violation can be easily resolved with paperwork, it is preferable to bring the vehicle/driver into compliance with the paperwork.

102.4 Confiscation of License Plates

See Section 114.4

102.5 Issuing a “Driving Without Privileges” (DWP) Citation

See Section 205.2

102.6 Serious Violations of Law not Covered by Commission

Driving While Under the Influence

Inspectors shall not arrest or detain commercial vehicle operators who appear to be under the influence of alcohol and/or drugs. The Inspector shall immediately notify local law enforcement and wait for their assistance. While waiting, Inspectors have many options to delay drivers, which include the following:

- Stall by requiring additional paperwork.
- Take time processing.
- Engage in conversation.

102.7 Transponders

Unauthorized Use of Transponders Policy

Carriers may obtain transponders to allow vehicles to bypass Ports of Entry when certain conditions are met: legal weight and size, proper permits and registration, etc. Non reducible Over-Size loads are required to report to the port, even if a green light is given. Transponders are vehicle specific and may be transferred with proper notification to the NORPASS center.

Display of the transponder on a vehicle other than that to which it is assigned provides misrepresentative data to the system. Whenever a carrier displays a transponder on a vehicle other than the one to which it is assigned, the transponder may be canceled or revoked at the discretion of the senior inspector. The carrier must then apply to obtain a new transponder in order to get a transponder properly assigned to that vehicle. Any payment made for the canceled/revoked transponder will not be refunded.

When an improper display is discovered, the Inspector shall keep a printout from the system computer showing the transponder number and vehicle information. This, along with a copy of the registration of the vehicle on which it is displayed, shall be given to the Senior Inspector. The Senior Inspector may cancel the transponder.

When a transponder is canceled, the Compliance Manager or his/her designee shall send a letter to the carrier advising them of the cancellation and the steps necessary to either get another transponder or reinstate the old one. If the carrier has transferred the transponder to a new vehicle, it may be reinstated upon showing proof of the transfer. Such proof shall include a copy of the bill of sale for the old unit, a copy of the registration and permits of the new unit, and a completed transfer form.

Transponder Applications and Procedures

There is no means to update the transponder database in the CRS system. If an IRP customer needs to update/add/delete their transponder, they will need to contact the NORPASS center/Washington DOT at: TransponderAdmin@WSDOT.WA.GOV or 1-888-877-8567 to address issues. If a customer needs to obtain a transponder and they travel thru Oregon regularly they can contact Oregon at 503-378-6054 or gr-mctdtransponder@odot.state.or.us to see if they qualify for a free transponder. If that does not apply, the state of Washington sells transponders for \$35.00 each.

Information on the NORPASS system and applications can be found at –

<https://www.wsdot.wa.gov/CommercialVehicle/CVISN>

PrePass Transponders

PrePass transponders may be entered into the NORPASS system. Upon request of a customer in possession of a PrePass transponder, please direct them to the following:

[PrePass Customer Service Center](#) online or at 1-800-PREPASS (1-800-773-7277), weekdays from, 4 a.m. to 6 p.m. Pacific Standard Time. Drivers will be required to submit a signed [waiver of HELP's data privacy policy](#) to PrePass,

This will allow them to register their transponder with Washington and then that data is pushed out to Idaho via CVIEW.

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		November 2017	Challis Phipps	November 21, 2017
Karl Allen	Update	December 2019		

Chapter 103 Severe Conditions Management



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103 SEVERE CONDITIONS MANAGEMENT

103.1 Homeland Security/Governor's Office

POE operations, following the declaration of Severe Condition, are designed to bridge the period between the declaration of Severe Condition and the issuance of specific instructions from executive management or the Governor's office. Until otherwise directed by the section manager or higher authority, POE section staff will react to a declaration of Severe Condition as follows:

At notification of Severe Condition supervisors will:

1. Account for all building keys. Ensure that all security devices are operational. Missing keys and building security deficiencies will be immediately reported to appropriate district staff (District Business Manager or Maintenance Engineer). Malfunctions in security systems will be reported to the Compliance Manager.
2. Suspend all roving POE activity, except as may be required for special projects authorized by the manager or district engineer.
3. Develop new shift schedules at fixed facilities, including roving staff.
4. Post the new shift schedule to the section's intranet site.

During the alert of Severe Condition supervisors will:

1. Schedule daily, random security checks with the security system provider.
2. Make random phone checks or personal visits during every shift worked.
3. Staff every shift with a minimum of two persons.
4. Be prepared to fill in for missing staff, or close the facility as needed.
5. Coordinate random daily visits from ISP or local law enforcement.
6. Schedule radio checks (24/7) with District and STATECOM dispatchers at random times during the shift.
7. Participate in scheduled briefings with district staff and law enforcement.
8. Continue vigilance.

During the alert of Severe Condition staff will:

1. Maintain a chronological log of all radio activity on the Daily Blotter.
2. Carry a portable radio when outside the building and limit outside activity after dark.
3. Follow established activity checklists.
4. Record and distribute trucker observations/reports to ISP.
5. Verify the identity and CDL status of drivers checked at the port of entry by checking CDLs and ILETS. Do not allow a driver to proceed until all questions have been resolved. Is the driver who he says he is? Does the picture ID match the person? Does the CDL have the proper endorsements? According to the ILETS check, was the CDL valid?

6. Assist ISP in the verification of citizenship or immigration status when requested. Inspectors should not ask for a green card or other immigration papers, as this would constitute a violation of Federal Law.
7. Resolve all issues of vehicle/load ownership, registration and safety at the port of entry through the use of ITD, ISP and federal databases such as CVIEW, ILETS and SAFER. Do not allow vehicles/loads to proceed until all questions have been resolved:
 - Does the load match the manifest or bills of lading?
 - Is the load/vehicle proceeding in the direction of its destination?
 - Are the proper placards and shipping papers in place?
 - Does the name on the side of the vehicle match the registration and/or lease credentials?
 - Does the USDOT number match the carrier credentials and name on the vehicle?
 - According to the ILETS check is proper ownership established?
8. Continue being vigilant. Report to ISP those activities or conditions that don't fit circumstances, or that you deem as suspicious/hazardous.

As conditions change, we will rely on the good judgment, integrity, and flexibility of all staff to ensure personal and public safety. This means that even though a procedure may not be written, if an action improves personal or public safety, employees should perform those actions and conduct themselves in a manner that improves safety.

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		September 2017	Challis Phipps	September 2017
		November 2017	Challis Phipps	November 21, 2017
Karl Allen	Update	December 2019		

Chapter 104 Radio, Telephone Communication and Fax



Division of Motor Vehicles

January 2020

POE – MANUAL

104 RADIO, TELEPHONE COMMUNICATION AND FAX

104.1 Radio Procedures, Requirements and Responsibilities

Responsibility

Each employee operating the Department's radio facilities is responsible for conforming to FCC Rules, and the Communications Section of the Maintenance Manual. Violation of the FCC Rules and Regulations is a very serious matter, and can result in fines and imprisonment.

Chapter 800 of the Communication Section of the ITD Maintenance Manual shall be followed.

Following are the sections of FCC rules which most directly apply to our operations.

General Operating Requirements

Each licensee shall restrict all transmissions to the minimum practical transmission time, and shall employ an efficient operating procedure designed to maximize the utilization of the spectrum.

The Commission expects each licensee to take reasonable precautions to prevent unnecessary interference.

Station Identification

Each station or system shall be identified by transmission of the assigned call sign during each transmission or exchange of transmissions.

Operator Requirements

All transmitter adjustments or tests during the installation, servicing, or maintenance of a radio station which may affect the proper operation of such station shall be made by or under the immediate supervision and responsibility of a person holding a first or second class commercial radio operator license, who shall be responsible for the proper functioning of the station equipment.

Highway Maintenance Radio Service

Eligibility. Any territory, possession, state, county, city, town, and similar governmental entity is eligible to hold authorizations in the highway maintenance radio service to operate stations for transmission of official highway activities of the licensee.

Two-way FM radio systems must be operated in accordance with the FCC Rules and Regulations. As an operator of two-way radio equipment, you must be thoroughly familiar with the rules that apply to your particular type of radio operation. Following these rules will help to eliminate confusion, assure the most efficient use of existing radio channels, and result in a smoothly functioning radio network.

When using your two-way radio, remember these rules:

- It's a violation of FCC rules to interrupt any distress or emergency message. And, as your radio operates in much the same way as a telephone "party line," always listen to make sure that the line is clear – that no one else is on the air – before sending messages. If someone is sending an emergency message (such as reporting a fire or asking for help in an accident), **KEEP OFF THE AIR!** Emergency calls have priority over all messages.
- Traffic stops have second highest priority.
- Use of profane or obscene language is prohibited by federal law.
- It is against the law to send false call letters or a false distress or emergency message.
- The FCC requires that you keep conversations brief and confine them to business. To save time, use coded messages whenever possible.
- Using your radio to send personal messages (except in an emergency) is a violation of FCC rules. You may send only those messages that are essential for the operation of your business.
- It is against federal law to repeat, or otherwise make known, anything you overhear on your radio. Conversations between others sharing your channel must be regarded as confidential.
- The FCC also requires that you identify yourself at certain specific times by means of your call letters. Refer to the rules that apply to your particular type of operation for the proper procedure.
- No changes or adjustments shall be made to the equipment except by an authorized or certified electronic technician.

Mobile Radios

All mobile radios will hear calls from both the base station and other mobiles. An important fact to remember is that even though both calls can be heard, the radio must be on the correct channel in order to answer the call. A proper call should include the following information: Station Being Called...Calling Station.

Example: Key the microphone and say "60 from 690." (Station being called is 60, station calling is 690.) Pronounce each numeral separately, i.e., "six zero from six nine zero."

Defective or Inoperative Radio Equipment

The operator on duty at the fixed station control point for the area has the responsibility of reporting defective radio equipment to the radio technician for the area.

Outside Agency Frequencies

To have frequencies added to the radio, there must be a letter on file at the Bureau of Communication shop from the outside agency authorizing the frequency use.

The radio will always be left on to monitor radio traffic from Roving POE personnel. Every rover vehicle and permanently-manned fixed POE is to be equipped with an ITD radio.

Improper use of radio will subject personnel to department disciplinary action.

104.2 Radio Procedure with Felonious Individual

If a POE Inspector, during the course of a traffic stop or roving set-up location, requests a driver's record from a POE fixed site and it comes back as a felony warrant hit from NCIC, the POE employee is to immediately relay that the information came back as **CODE 6 CHARLES**. Call local law enforcement authorities and relay the location of the inquiring POE Inspector immediately, so that law enforcement personnel can be dispatched. Upon receiving the **CODE 6 CHARLES** code, the inquiring POE Inspector is to do the following:

1. Do not inform suspect that you are aware of his/her outstanding warrant.
2. Break off contact in the safest way possible for both the public and the inspector.
 3. Note the following:
 - How the subject was dressed.
 - Physical description, i.e., hair, eyes, height, weight, build, identifying marks, etc.
 - Description of vehicle, i.e., color, make, model, license plate number, special identifying marks.
 - Direction arrived from and direction left.
 4. Notify law enforcement officials as soon as it can be done safely.

104.3 Radio Procedures – ISP Dispatch

POE shall use ISP Dispatch (Control) for communications when conducting traffic stops, motorist assists, dealing with traffic hazards, agency assists, and imminent danger stops. Control will provide status and security checks for inspectors while in service so it is vital that inspectors follow procedure and stay in communication. POE inspectors shall identify themselves on the radio during initial call up using the prefix “PE” combined with their badge number. In general, POE will use Valley All Call (VAC) for communications with Control. Other frequencies may be used in agreement with the local Control in areas where VAC is not available. Inspectors shall call In Service with Control as they exit the port to overtake the vehicle they intend to stop. Inspectors shall check Out of Service when they have returned to the port using one of the clearance codes.

Communication with Control will be done in plain English. Emphasis must be on accuracy, brevity, and clarity. It is important to listen for other radio traffic before keying the microphone. Speak clearly. Time will be in the military 24 hours format. Letters will be stated using the phonetic alphabet in paragraph 104.4 of the POE Procedure Manual. Numbers should be stated in group form except for social security numbers and phone numbers.

Use the following radio format when communicating with ISP dispatch when entering in service. It is important to use this format when communicating with Contrul as they are entering information on a computer mask in a specific order –

Traffic Stop

PE3186	Control, PE3186 in service
Control	3186
PE3186	Control, 3186 Traffic Commercial
Control	3186
PE3186	Northbound US95 @ 311 with 123 adam boy Charles, Washington
Control	3186, 1415
	Radio traffic can continue with a registration query, Driver's license query, clear or returning Vehicle to the POE.

Registration Query

PE3186	Control, PE3186 Registration
Control	3186
PE3186	Idaho tractor plate Boy George 4578
Control	3186, 1417
Control	3186 expires 4 2017, Red 2002 Kenworth, Cooper Trucking, Boise
PE3186	3186

Driver's License Query

PE3186	Control, DQUS or DQ or Drivers Check or Western Region (however you want it run)
Control	3186
PE3186	Last of Smith, Sam Marie Ida Tom Henry, First of Bo, Boy Ocean, Middle Q, Queen., 10 09 1941
Control	3186, 1419
Control	3186 Smith Clear, record, etc.
PE3186	3186

Clearing after returning to the port/Out of service – It is necessary to check out of service with Control when returning to the port in order to stop the clock on status/security checks. Use one of the following clearance codes. NAT will be appropriate for the majority of POE's activities

NAT – necessary action taken

OAH – other agency handled

UTL – unable to locate

PE3186	Control, PE3186 Clear Citation (or Clear Warning, or Clear NAT (necessary action taken)
Control	3186 1421
	When back at port and finished with Dispatch
PE3186	Control, PE3186 Out of Service
Control	3186 1425

104.4 POE Phone Numbers & Radio Call Signs

**Idaho Transportation Department
Port of Entry Section
PO Box 7129, Boise, ID 83707-1129
POE 334-8688, FAX 334-8696**

Compliance Manager office # (208) 334 cell # (208) 861-1111

POE TRS (208)
334-8688

Electronic Digital Signage (208) 334 (208) 761-2421

District 1

600 W. Prairie Ave., Coeur d'Alene 83815

Area Supervisor District 1 office # (208) 761 cell # (208) 889
fax # (208) 761-1111

Senior Inspector Dis	office # (208) 660-7521 fax # (208) 769-1552	cell # (208) 660
Huetter Port of Ent MP 8, I-90	(208) 76	fax # (208) 769
Haugan Port of Ent PO Box 420034, Hai 59842 MP 15, I-90 Haugan	(406) 67	
Bonnors Ferry (Mo	office # (208) 26	
Priest River	(208) 44	
St. Maries	(208) 24	
CDA RPOE I	cell # (208) 66	Radio # 891-1
CDA RPOE II	(208) 66	891-2
Bonnors Ferry		Radio # 816
Bonnors Ferry truck		# 816-1
Bonnors Ferry Senio		# 816-2

District 2

PO Box 837, Lewiston 83501

Area Supervisor Distric	office #(208) 799-4	cell # (208) 791-85
	fax # (208) 799-4	
Senior Inspector Distric	(208) 799-4824	cell # (208) 790-78
Lewiston Port of Entr US 95 MP 310	(208) 799-	fax # (208) 799-50
Lewiston Hill Port of l US 95 MP 318	(208) 799-	fax # (208) 746-98
Kooskia		
Riggins	(208) 628-	

Lewiston RPOE

cell # (208) 791-

Radio # 892

District 3**PO Box 8028, Boise 83707-2028**

Area Supervisor District 3

office # (208) 334-8

cell # (208) 484-

fax # (208) 334-8

East Boise POE Senior Inspector

(208)

cell # (208) 559-

334-3278

East Boise Port of Entry

(208) 334-

fax # (208) 334-

I84 MP 67

Horseshoe Bend Port of Entry

(208) 793-

fax # (208) 332-

SH 55 MP 65.4

Marsing

(208) 896-

fax # (208) 896-

US 995 MP 18.3

Boise RPOE I

cell # (208) 830-

Radio # 893

Boise RPOE II

(208) 861-

839

District 4**PO BOX 2-A (216 Date St), Shoshone 83352**

Area Supervisor District 4

office # (208) 886-7

cell # (208) 316-0

fax # (208) 886-7

Senior Inspector District 4

(208)

cell # (208) 995-5

349-5650

fax # (208)

349-5651

Hollister Port of Entry

(208) 655-4

fax # (208) 655-4

US 93 MP 26.1

Cotterel Port of Entry

(208) 349-5

fax # (208) 349-5

I84 MP 229

Twin Falls RPOE

cell # (208) 316-0

Radio # 895

Mini Cassia RPOE

(208) 316-0

896

District 5

5151 South 5th, Pocatello 83205

Area Supervisor District	office # (208) 775-3	cell # (208) 220-14
	fax # (208) 239-3	
Senior Inspector District	(208)	cell # (208) 201-30
	239-3378	
	fax # (208) 775-	
	4568	
Inkom Port of Entry	(208) 775-3	NB fax # (208) 775-
I15 MP 59.2		SB fax # (208) 775-
Inkom RPOE 1	cell # (208) 201-2	Radio # 897
Inkom RPOE 2	(208) 201-2	857

District 6

PO Box 97, Rigby 83442

Area Supervisor District	office # (208) 228-3	cell # (208) 514-6
	fax # (208) 239-3	
Senior Inspector District	(208) 228-	cell # (208) 242-8
	3636	
	fax # (208) 228-	
	3639	
Sage Junction POE	(208) 228-3	fax # (208) 228-3
I15 MP 142		
Idaho Falls RPOE 1	cell # (208) 589-1	Radio # 898
Idaho Falls RPOE 2	(208) 589-1	899
Overlegal Permits	(208) 334-8	fax # (208)
		334- 8419

After hours – Permits Supervisor cell # (208) 803-1154 *** do not give out***

Commercial Vehicle Services Supervisor cell # (208) 272-0549 *** do not give out***

104.5 Phonetic Alphabet

A	ADAM	N	NORA
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B	BOY	O	OCEAN
C	CHARLES	P	PAUL
D	DAVID	Q	QUEEN
E	EDWARD	R	ROBERT
F	FRANK	S	SAM
G	GEORGE	T	TOM
H	HENRY	U	UNION
I	IDA	V	VICTOR
J	JOHN	W	WILLIAM
K	KING	X	X-RAY
L	LINCOLN	Y	YOUNG
M	MARY	Z	ZEBRA

104.6 Facsimile Transceiver Use

The facsimile machine shall be used to send copies of documents between POEs, CVS, commercial vehicle industry services, and any other locations necessary to accomplish ITD business.

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Karl Allen	Update	December 2019		
Karl Allen	Update	February 2020	Leslye Nelson	February 2020

Chapter 105 Weight Size and Commercial Vehicles

Version 1.2 | February 2019



YOUR *Safety*



YOUR *Mobility*



YOUR *Economic Opportunity*



Weight, Size and Commercial Vehicles

PROCEDURE STEPS:

105 WEIGHT, SIZE AND COMMERCIAL VEHICLES

105.1 Weight Overview

The primary weight law applicable to all highways in Idaho is section 49-1001(1) I.C., which allows a maximum legal gross of 105,500 pounds. Grandfather exemptions are found in sections 49-1001(2) and (9) I.C.

Section 49-1001(2) I.C. is applicable to interstate highways up to a maximum legal allowable gross weight of 79,000 pounds (see Section 105.3), limited to high bridge commodities.

It is a wise use of officer discretion, for inspectors to cite for over axle instead of citing them back to 79,000 pounds. They would have to explain to the driver the reason for being cited for what appears to be a legal gross weight. This would alleviate questions about paying for a weight, and not being allowed to haul it.

Section 49-1001(9) I.C. is applicable to all commodities non-interstate system for vehicles transporting reducible or non-reducible vehicles/loads up to a maximum legal allowable gross load of 80,000 pounds.

All vehicles operating in excess of 80,000 pounds are subject to Section 49-1001(1) I.C. on all highways within Idaho.

105.2 Weight Enforcement, General Enforcement Requirements

All violators found exceeding legal weight laws, by any amount, shall be advised and appropriate compliance action shall be taken.

Idaho Code 49-1001(2), states in part, "The weight allowances in this subsection (2) do not apply if the total gross of a vehicle or combination of vehicles is intended to exceed seventy-nine thousand (79,000) pounds as declared by the operator."

When a choice exists between enforcement of the primary weight law and enforcement of registered weight requirement, the overweight violation shall take precedence. However, both violations may be cited at the discretion of the inspector.

I.C. 49-1011(3) allows certain vehicles to operate up to two thousand (2,000) pounds in excess of any axle, bridge or gross vehicle weight limit established in section 49-1001, Idaho Code, as determined by the vehicle operator. This means that the weight limit allowance may be taken in only one of the categories (axle, bridge gross) with the choice up to the operator. When

addressing weight violations in excess of the 2000 lb. allowance, inspectors shall cite back only to whatever the allowed weight is according to 49-1011(3), not the weight as shown on the chart in I.C. 49-1001.

105.3 Section 49-1001(2) I.C. Special Commodities

Section 49-1001(2) I.C. is designed to regulate axle weights and gross weights of vehicles with three or four axles and vehicles with five or more axles. This applies to vehicles transporting certain classes of commodities operating on interstate highways. While the officer has discretion, guidance to inspectors is when in doubt about the classification of a commodity not on the table, the decision should be made on the side of the customer.

	H	HIGH BRIDGE COMMODITY: 37,800 TANDEM			other consumer products
	L	LOW BRIDGE COMMODITY: 34,000 TANDEM			
		products from the earth		L	Corn Starch
	L	Asphalt		H	Gypsum
	L	Cement (Bagged)			
	L	Cement (Bulk)			
	L	Concrete (wet)			
	L	Concrete Products			
	H	Clay			
	H	Coal			
	L	Coal Ash			
	H	Compost (Soil Aid Bulk)			
	H	Dirt			
	H	Dirt (Contaminated)			
	H	Gravel			
	H	Sand			
	H	Lava (Decorative)			
	H	Lava Cinder (Used like Sand & Gravel/Road Mix)			
	H	Minerals (concentrated, processed)			
	H	Minerals (Mined Unprocessed Ore Only)			
	L	Oil			
	L	Petroleum Products			
	H	Ore concentrate (processed)			
	H	Ores (raw products of mines)			
	H	Pearl Dust			
	H	Peat Moss			
	H	Peat Moss (bagged)			
	H	Peat Moss (bulk)			
	L	Plant Mix (Gravel Mixed with Asphalt)			

	H	Pumice			
	L	Redi Mix (wet)			equipment and vehicles
	L	Road Mix (hot mix, cold mix, plant mix)			
	H	Rock			
	H	Stone			
	L	Soil Aid			
	L	Salt (Processed)			
	H	Salt (Unprocessed)			
	H	Salt Brine			
	H	Top soil			
	L	Water			
		animals			
	H	Bees (Apiary)			
	H	Fish (In Tanks)			
	H	Fur-bearing Animals			Wood and Lumber
	H	Horses		H	Bark (Bulk or Bagged)
	H	Livestock		H	Bark, decorative
	H	Poultry		H	Firewood
	H	Worms		H	Logs
		animal feed		L	Lumber & Lumber Products
	H	Beet Pellets		H	Peeled Posts & Poles
	H	Beet Pulp (Dairy Feed)		H	Piling
	H	Hay		H	Poles (Processed)
	H	Livestock Feed		H	Rough Lumber *
	H	Molasses (Livestock Feed)		H	Sawdust
	L	Pet Food		H	Stull
	H	Potato Starch (Feed Ingredient)		H	Wood
	H	Potato Waste (For Feed)		H	Wood Chips
	H	Silage (Livestock Feed)		L	Wood Pellets
		edible products from animals		L	Wood Residuals
	L	Cheese		H	Wood Shavings
	H	Cream & Butter (Bulk)			plants, edible and by-products
	H	Eggs		H	Fruits (Fresh)
	L	Honey (Processed)		L	Fruits (Processed)
	H	Honey (Unprocessed)		H	Grain
	L	Meat & Meat Products		H	Hops
	H	Milk (Bulk—from farm to processing plant)		H	Humus
	L	Milk (Packaged)		L	Molasses
		animal by-products		H	Mushrooms (Fresh)
	L	Bones (Animal)		H	Onions
	L	Fats (Animal)		H	Onions, bulk

	L	Fertilizer (Bagged)		H	Onions, packaged commercially (bag or box)
	L	Fertilizer (Bulk)		H	Potato Seed
	L	Fertilizer (dry)		H	Potato Starch
	L	Fertilizer (liquid)		L	Potato Starch (Dry)
	L	Hides		H	Potatoes
	H	Manure		L	Potatoes (Processed)
	H	Manure (fresh, dry & dehydrated)		H	Potatoes (Unprocessed)(bag or box)
	H	Manure (with additives)		H	Sap (maple)
	H	Tallow		H	Sugar Beets
	H	Wool		H	Wheat (farm)
				H	Whey
					waste products
		plants, other		L	Bio Solid Waste
	H	Bedding plants		L	Garbage
	H	Christmas Trees		L	Waste Products
	H	Flowers (cut)			other, not specified
	H	Grass (sod)		H	Hogged Fuel
	L	Sod, if trailer has forklift		H	Pit Run

*Rough Cut Lumber: This high bridge commodity is defined as lumber which has not been dressed or surfaced but has been sawn, edged, and trimmed.

105.4 Weight Tolerance

Idaho does not have a Weight Tolerance. Inspectors have discretion in their choice of enforcement actions leading to motor carrier compliance. This discretion extends to the choice of whether to issue warnings or citations for weight violations, but this choice must be applied conservatively yet fairly. If drivers are allowed too many warnings it will be quickly perceived as a de facto weight tolerance. Subsequent attempts to cite others for smaller violations may well encounter judicial problems over discriminatory application. For these reasons, it is **RECOMMENDED** that citations be issued for weight violations in excess of 1,000 pounds and cases of habitual violation (those drivers who have received a combination of three or more warnings or citations in the previous six months) at the discretion of the inspector. Inspectors issuing warnings for weight violations in excess of 1,000 pounds should be prepared to explain the reasoning for the written warning instead of a citation, if asked.

A five-axle vehicle can legally exceed 80,000 pounds by ensuring that external, internal, and axle legal weights are not exceeded. Commonly, this can be done by vehicles whose steer axles are allowed more than 12,000 pounds due to tire and axle rating. Such a vehicle would also be required to obtain an excess weight permit if exceeding 80,000 pounds.

POE personnel must witness weighing prior to issuance of a citation. Therefore, only weight slips done on a POE or Roving POE scale is an acceptable source for a citation. POE personnel will not accept any other form of weight slip as a source for enforcement.

In the case of multiple weight violations for the provisions of I.C. 49-1001, 49-1002, or 49-1004 for one vehicle, the procedure shall be as follows:

1. The Inspector will identify the primary violation on the face of the citation. **Note:** Determination of the primary violation will be at the discretion of the Inspector issuing the citation, but if the choice exists between a misdemeanor or an infraction violation, the Inspector will identify the misdemeanor violation as the primary violation.
2. The inspector will identify other additional axle, bridge and/or gross weight violations on this or other citations. **Note:** If additional weight violations are identified, the defendant should be notified of additional penalties: \$5.00 for each additional infraction violation (violations 4,000 pounds or less) and \$10.00 for each additional misdemeanor violation (violations greater than 4,000 pounds).

In enforcement situations, POE personnel shall use fixed or portable scales, not a combination of the two scale types, to weigh the full commonly-suspended axle group in a single weighment

Port of Entry Inspectors cannot force the carrier to increase his/her weight on the cab card. Port of Entry Inspectors shall issue Idaho Temporary Weight Increase Permits whenever necessary, as elsewhere instructed.

Axles that exceed maximum legal allowed by Section 49-1001, I.C., will be evaluated for weight violations of single axle weights, interior bridge weights, and total gross vehicle weight. Such evaluations will be based on Section 49-1001(1), (2) or (9), I.C., as declared by the operator.

When differences occur in the weight of a tire, axle, or axles groupings, and the legal weight is being determined by the tires, the weight on the tire shall be the lesser of either the manufacturer's rating or the actual tire size. The allowed steer axle weight will be determined by the manufacturer's load rating per tire or the load rating of the steer axle or twenty thousand (20,000) pounds per axle, whichever is less. However, the 600 lbs. per inch of tire limitation will still be applicable to all other axles in the vehicle configuration.

105.5 Snow and Ice

Snow and ice shall not be removed at POEs. If weigh bills indicate vehicle was legal at the time of loading, no citation shall be issued. (Weight of empty vehicle plus a bill of lading should indicate approximate weights.) However, if carrier has had a **reasonable amount of time** prior to arriving at POE to remove snow and ice safely, a citation could be issued for total weight, including snow and ice.

105.6 Weight Slips

Weight slips from other, non-port of entry scales are not to be used for enforcement purposes. These may be used only as a sorting tool. If enforcement action is to be taken on weight violations, the vehicle must be weighed by Port of Entry scales.

Weight slips may be given out on request as a customer service. Care must be taken when giving out copies of weight printouts on request that are used for enforcement purposes. To avoid confusion with the prosecutors and courts, only give out the printout used for the enforcement action, not subsequent reweighs. Do not give out WIM weight printouts in enforcement situations for the same reason.

105.7 Government or Government Contracted Vehicles Enforcement

Government vehicles are subject to the same size, weight, equipment, stopping, and inspections requirements as vehicles belonging to commercial carriers, unless specifically exempted. POE personnel shall apply the same standards for size, weight, and safety compliance to government-owned vehicles as are applied to privately owned vehicles.

State or local government vehicles performing or en route to perform emergency maintenance activities, such as snow and ice control, which are operating with flashing amber beacons, are exempted from stopping at Ports of Entry. This exception will also extend to private vehicles leased by or under contract to state or local government agencies performing emergency maintenance activities.

Vehicles owned or operated (through lease arrangements) by the United States, another state, agency, or political subdivision, are exempt from fuel tax requirements, if the state in which they are based offers a similar exemption to Idaho-based government vehicles (see 63-2440[3], I.C.). Similarly, these vehicles are exempt from registration requirements (see 49-426[1], I.C.).

Section 49-1009, I.C. provides that vehicles (public and private) repairing, maintaining, or constructing roads may exceed size/weight restrictions. This provision extends only to the scope of repair, maintenance, or construction project **AND** is contained within the contract. Outside the scope of the project, these vehicles are subject to all size/weight laws and associated penalties as any other vehicle.

Military vehicles are not required to pull into Ports of Entry (typically military vehicles do not have a license plate).

105.8 Weight Exemptions

The 2005 Federal Energy Bill allows for a 550-pound exemption for auxiliary power units (APU) on vehicles. The Weight can only be based on the idle reduction technology weight and the rule applies only to interstates and reasonable access highways. If such a vehicle is determined to be overweight, the driver should have a certification for the use of the auxiliary power unit and this weight should be considered when issuing a warning card or citation.

In 2005, Energy Bill HR 6 was signed into law. Included in the law was Section 756, which allows any heavy-duty vehicle (gross weight rating greater than 8,500 lbs and powered by a diesel engine) to exceed the “maximum gross vehicle weight limit and the axle weight limit for any heavy-duty vehicle equipped with an idle reduction technology.”

Idle reduction technology includes advanced truck stop electrification systems, auxiliary power units (APU) or other technology that reduces long-duration (more than 15 minutes) idling and allows the main drive engine or auxiliary refrigeration engine to shut down. Qualified auxiliary power units must provide heat, air conditioning, engine warming, or electricity to parts on a heavy-duty vehicle. They must also meet emission standards under CFR 40 part 89.

When requested by enforcement personnel, the driver must prove that the idle reduction technology is fully functional at all times. This can be done with a demonstration or by certification. Also, the driver must prove that the weight increase is used solely for the idle reduction technology.

This will mean a change in procedures when weighing vehicles. If the vehicle has an operational APU and is exceeding legal/permitted weight, we must take into account the weight of the APU in order to comply with new CFR Title 23 Section 127(a) which stipulates the weight exemption for heavy-duty vehicles. This weight exemption is only allowed on the corresponding axle (closest axle) or gross weight overall where the weight is impacted

A major exception to this section is Idaho Code 49-1011(3).

1. Farm vehicles owned and operated by a farmer or designated agents transporting agricultural products,
2. vehicles that are operated to transport forest products, and
3. refuse or sanitation trucks that are operated by a city, county or state agency, or by a designated agent of the agency, to transport refuse may be operated on any highway that is not part of the federal-aid interstate system, up to two thousand (2,000) pounds in excess of any axle, bridge or gross vehicle weight limit established in section 49-1001, Idaho Code, as determined by the vehicle operator. Such extra weight shall not apply to posted bridge weights or other seasonal or temporary weight limit postings.

105.9 Issuance of Travel Authorizations

Vehicles that exceed legal maximums by 2,000 pounds on a single axle, or 7% on any combination of axles, are required to be legalized at the point of contact. In the event that the Inspector deems it unsafe or impractical to do so, the Inspector may issue a travel authorization authorizing the movements of these loads ONLY from the point of contact to the nearest safe point to legalize the load. [IC 49-1001(8)]. **In no instance will a Travel Authorization be issued without the issuance of an accompanying overweight citation.**

Federal, state, county, and local government agencies are not exempt from the issuance and payment of a Travel Authorization.

Vehicles that exceed legal maximums by more than 15% are required to legalize at the point of contact. For these circumstances, the Inspector should still consider safety, and as a last resort, may consider issuing a travel authorization authorizing the movements of these loads ONLY from the point of contact to the nearest safe point to legalize the load with supervisor approval.

The travel authorization is generated one of two ways: either directly from the PC using the PE97 Offload Permit screen or using ITD form 4859, "Off Load Travel Authorization."

105.10 Overload Disposition

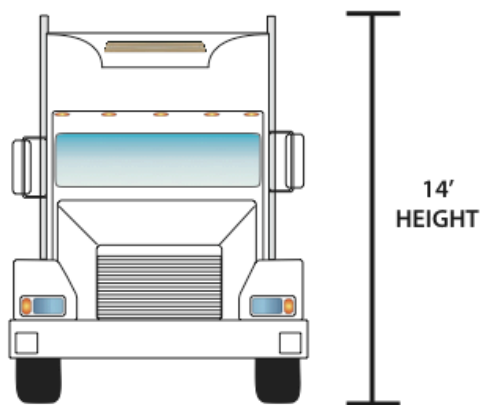
Under no circumstances may any articles, materials, or commodities removed from a truck be stored or left at the POE!

105.11 Excess Weight

Vehicles operating on all state highways in Idaho over 80,000 pounds gross weight hauling reducible loads, which are in compliance with Idaho Code 49-1001(1), are required to obtain an Annual Excess Weight Permit.

105.12 Sec. 49-1010 I.C. Legal Size of Vehicles Using Idaho Highways

When measuring size of vehicles, exclude all appurtenances at the front, side, or rear of a vehicle whose function is related to the safe and efficient operation of the vehicle **AND** that are not designed or used for carrying cargo. This includes mirrors, refrigeration units, tie down connections, etc.



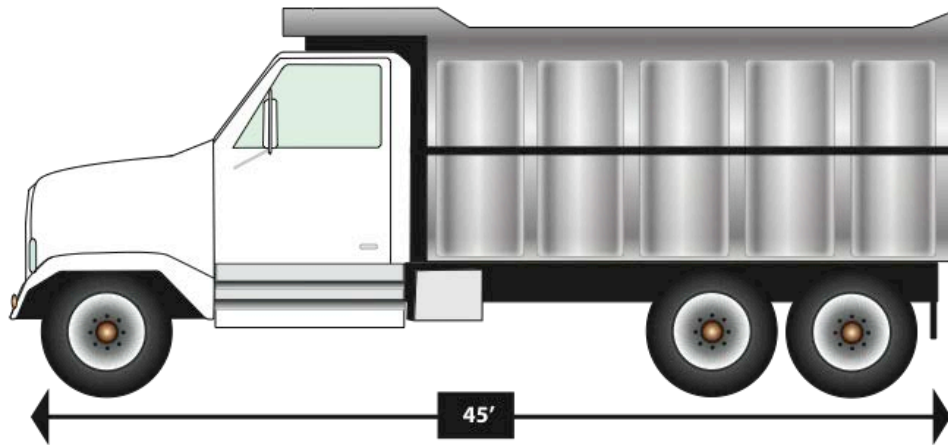
I.C. 49-1010 (2)



I.C. 49-1010 (1)

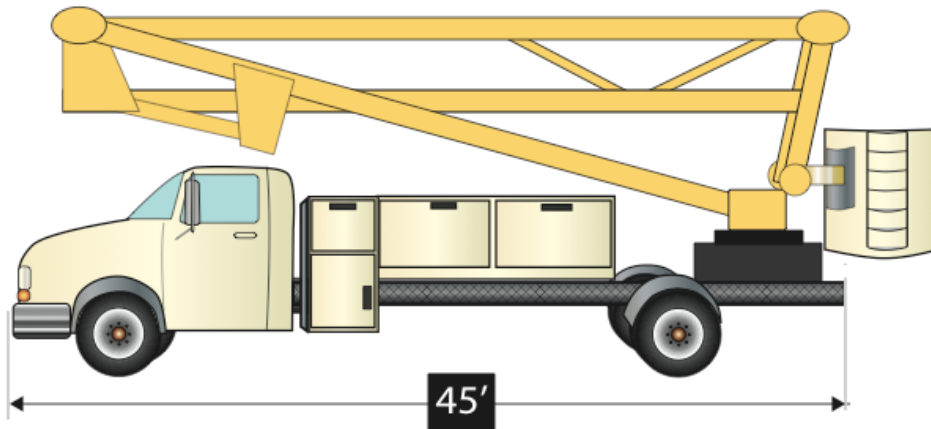
SINGLE MOTOR VEHICLE

Every motor vehicle designed, used, or maintained primarily for the transportation of property.



SINGLE MOTOR VEHICLE
I.C. 49-1010 (3)(a)

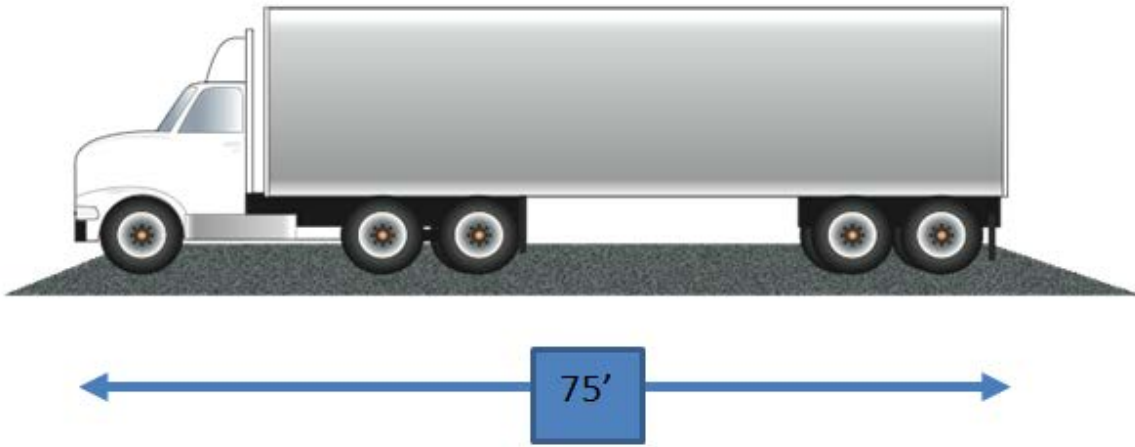
SINGLE MOTOR VEHICLE



I.C. 49-1010(3)(a)

TRUCK TRACTOR / TRACTOR

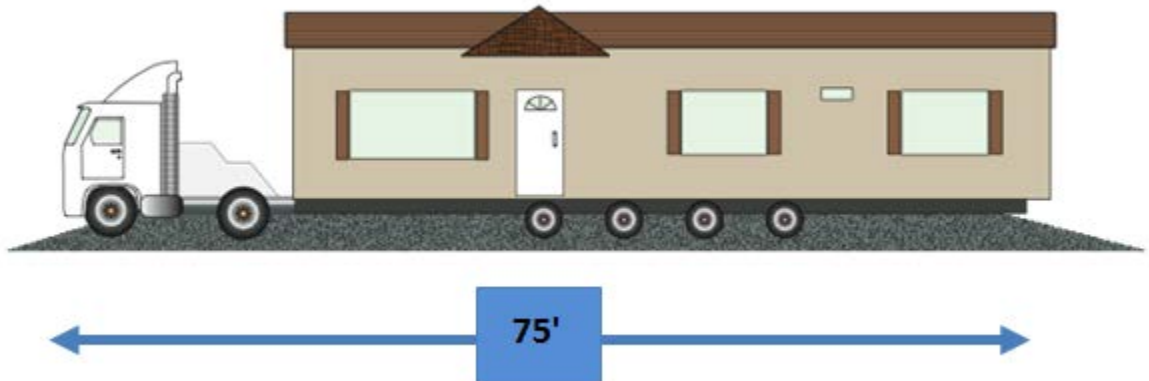
Every motor vehicle designed and used primarily for drawing other vehicles but so constructed as to not carry a load other than a part of the weight of the vehicle and load so drawn.



I.C. 49-1010(3) (c)

ROAD TRACTOR (Mobile Home Toter)

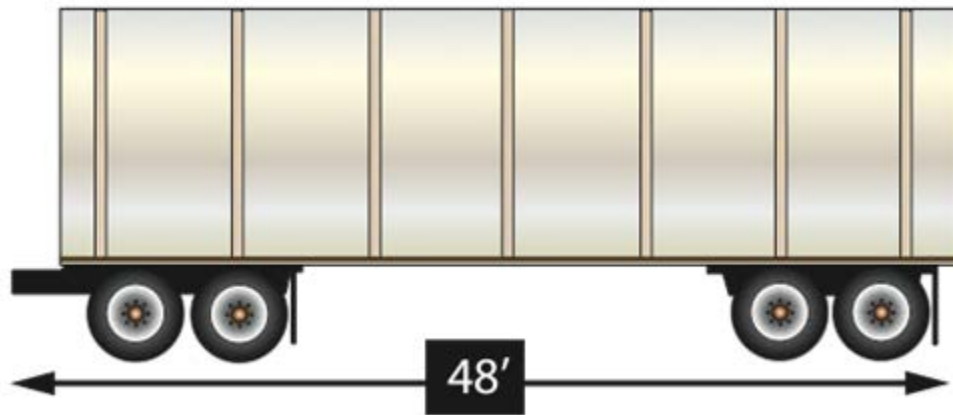
Every motor vehicle designed and used for drawing other vehicles and not so constructed as to carry a load thereon either independently or any part of the weight of a vehicle or load so drawn.



I.C. 49-1010(3)(C)

FULL TRAILER

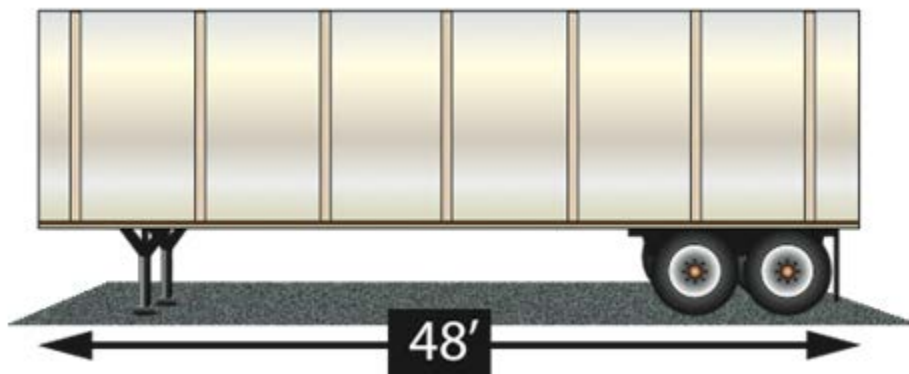
Every vehicle without motive power, designed for carrying persons or property, for being drawn by a motor vehicle, and so constructed that no part of its weight rests upon towing vehicle, as defined in I.C. 49-121(6)(a).



53' on Idaho's National Network and red routes
I.C. 49-1010(3)(b) and I.C. 49-1010(3)(b)(3)

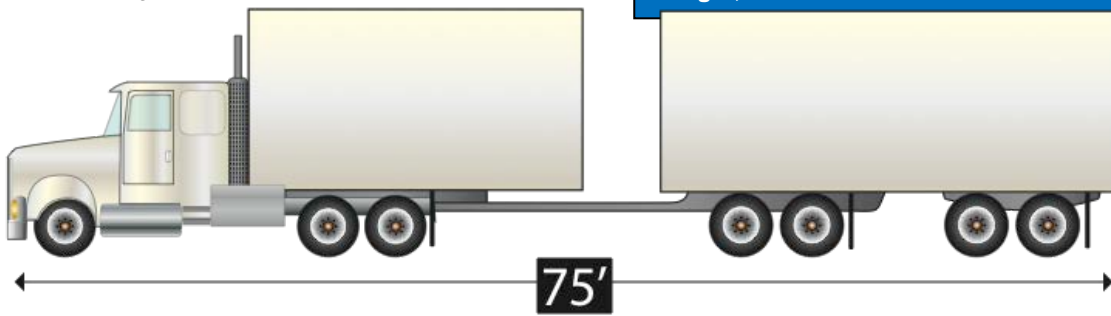
SEMITRAILER

Every vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some of its weight and that of its load rests upon the towing vehicle, as defined in I.C. 49-121(6)(f).



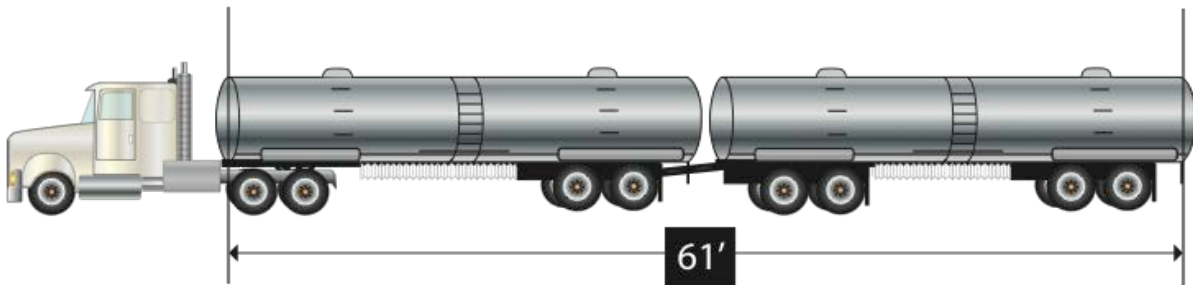
53 feet on Idaho's National Network and Red Routes
I.C. 49-1010(3) (b) and I.C. 49-1010(3) (b) (3)

TRUCK AND TRAILER



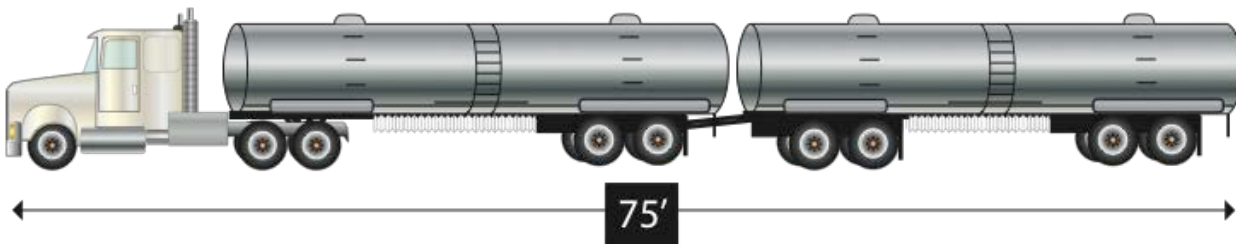
TRUCK AND TRAILER
I.C. 49-1010(3)(c)

TRACTOR AND TWO TRAILERS



68' on Idaho's National Network with no overall length restriction
TRACTOR AND TWO TRAILERS
I.C. 49-1010(3)(d)

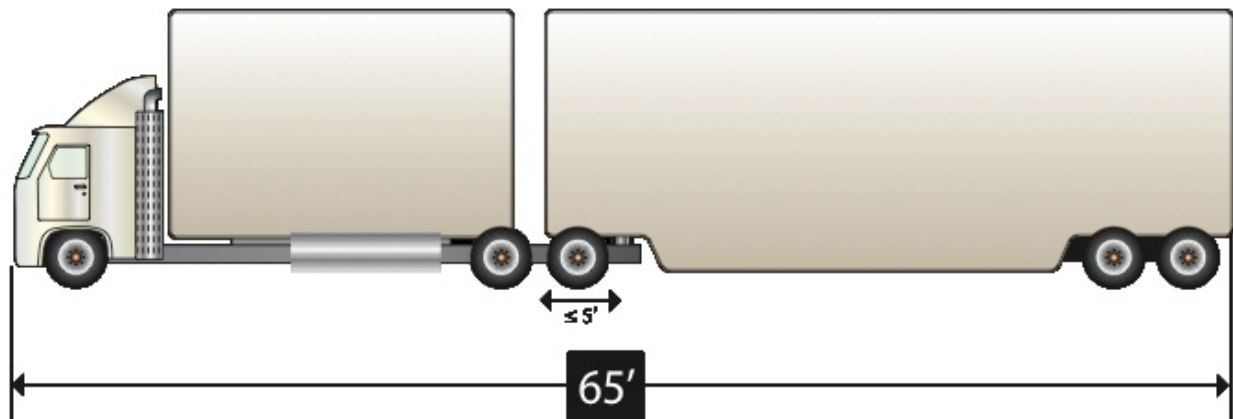
TRACTOR AND TWO TRAILERS



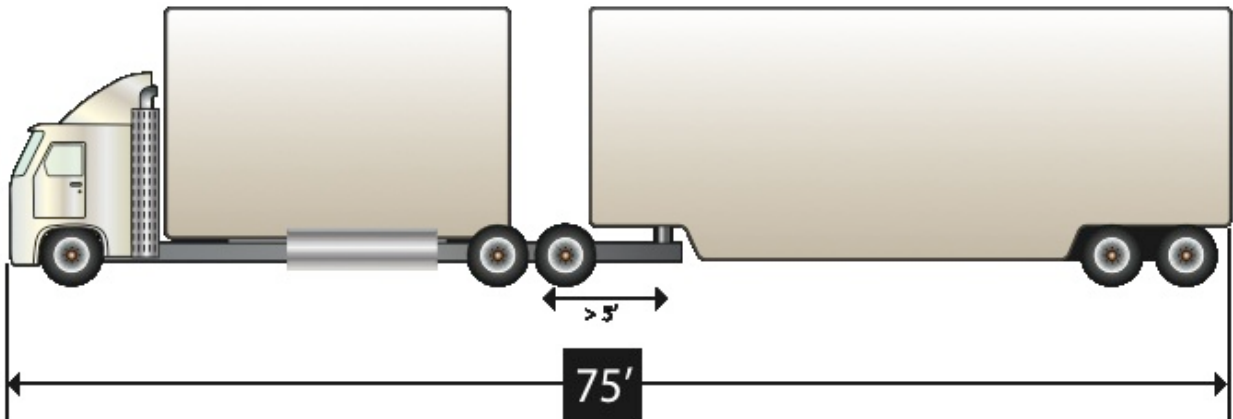
(If over 61' of trailer on non-National Network highways)
TRACTOR AND TWO TRAILERS
I.C. 49-1010(3)(c)
Overall length limited to 75 feet

DROMEDARY TRACTOR AND SEMITRAILER

Dromedary Tractor: Every motor vehicle designed and used primarily for drawing a semitrailer and so constructed as to carry manifested cargo in addition to a part of the weight of the semitrailer, as defined in IDAPA 39.03.010.11.

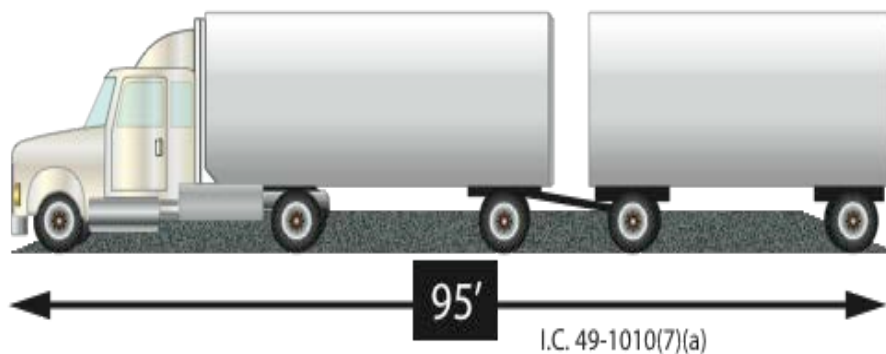


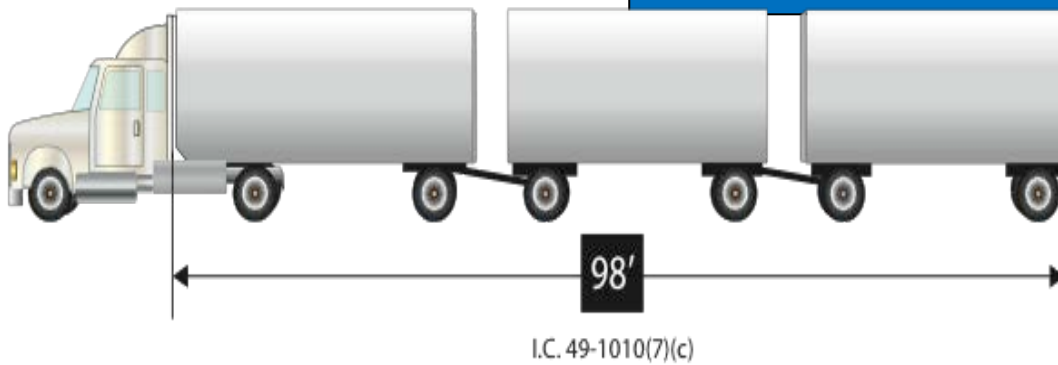
Non-Stinger Steered Dromendary Tractor and semitrailer with less than 5 feet to the rear of the centroid of the rear tractor axles. IC 49-1010(3)(h)



Stinger Steered Dromendary Tractor and semitrailer with kingpin 5 feet or more to the rear of the centroid of the rear tractor axles. IC 49-1010(3)(f)

Maximum Length of Cargo-Carrying Units

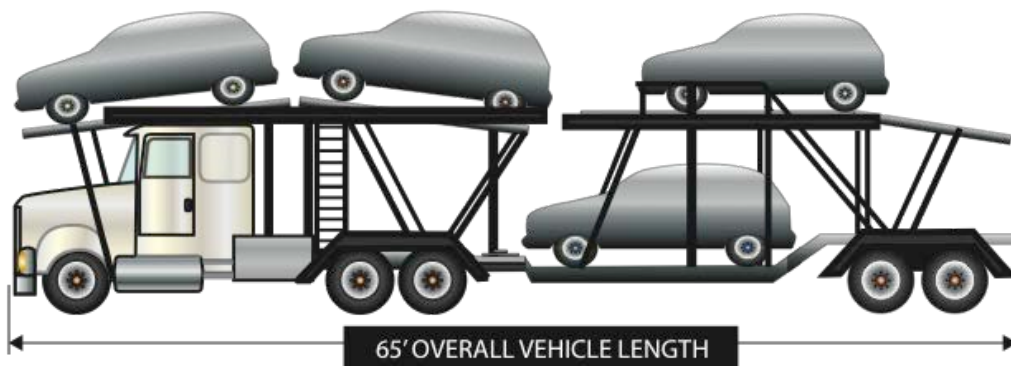




Maximum Length of Cargo-Carrying Units

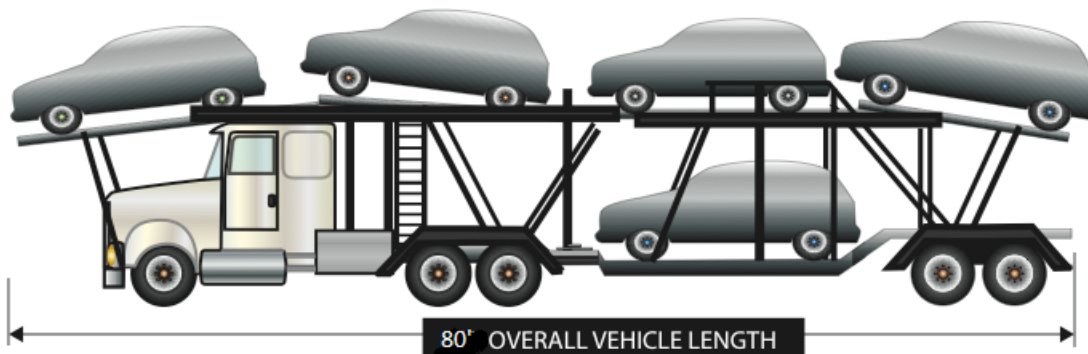
For the 3 examples of auto carriers shown below (on the next page), ramps on front of trucks are fixed in these drawing examples of car haulers. Retractable ramps are not included in overall length measurement. In the first diagram the trailer is stinger steered by having the kingpin located less than five (5) feet to the rear of the centroid of the rear axle. In the second diagram the trailer is stinger steered by having the kingpin located five (5) feet to the rear of the centroid of the last axle. In the third diagram the example of a combination of front and rear overhand is demonstrated.

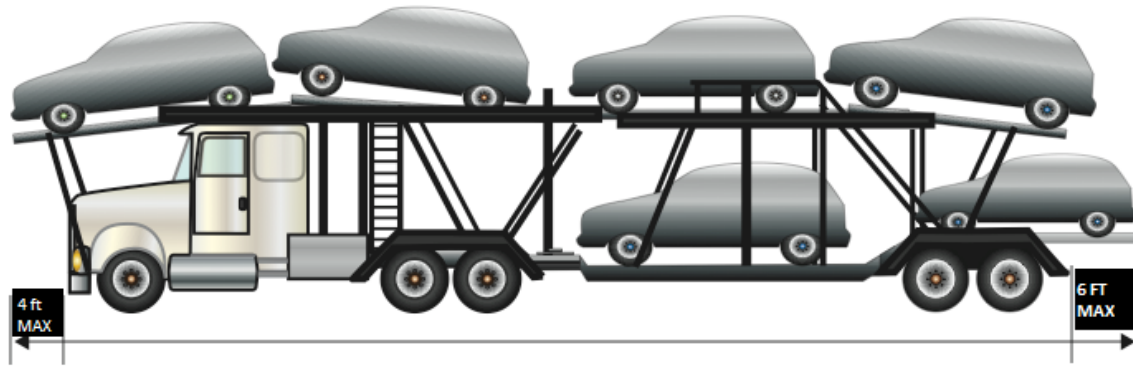
I.C. 49-1010(3)i), 49-1010(3)(j) and 49-1010(4)



49-1010(4)(g) Front overhang no more than 4 ft

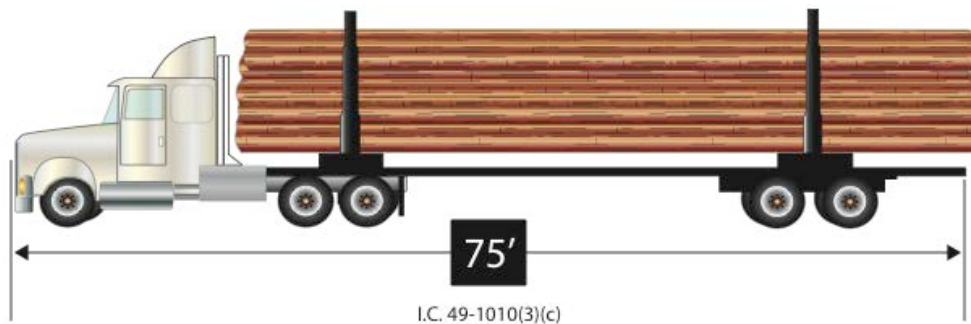
49-1010(4)(h) Rear overhang no more than 6 ft





Log Truck

Every vehicle designed to remove log-length or tree-length timber from the forests to the processing facility.



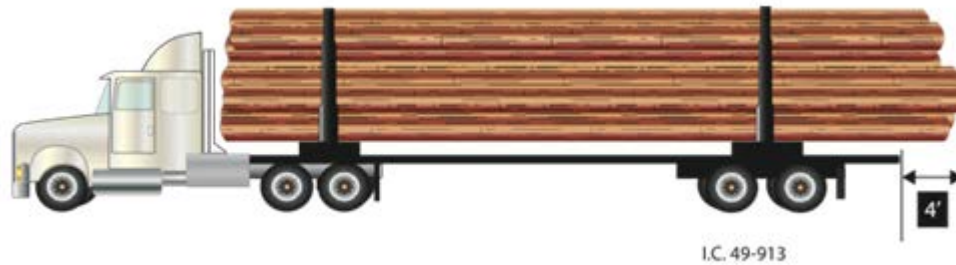
To measure the overall length of the vehicle, measure from the front bumper of the logging truck to the end of the stinger.

I.C. 49-1010(3)(K)



To determine legality of load overhang, measure from the end of the vehicle to the end of the load.

I.C. 49-1010(4)(b)



To measure load overhang for flagging requirements, measure from the end of the stinger to the end of the load. If measurement is four feet or more, then flags are required. (Idaho Code 49-913 and FMCSR 393.87.)

I.C. 49-913

LOG TRUCK

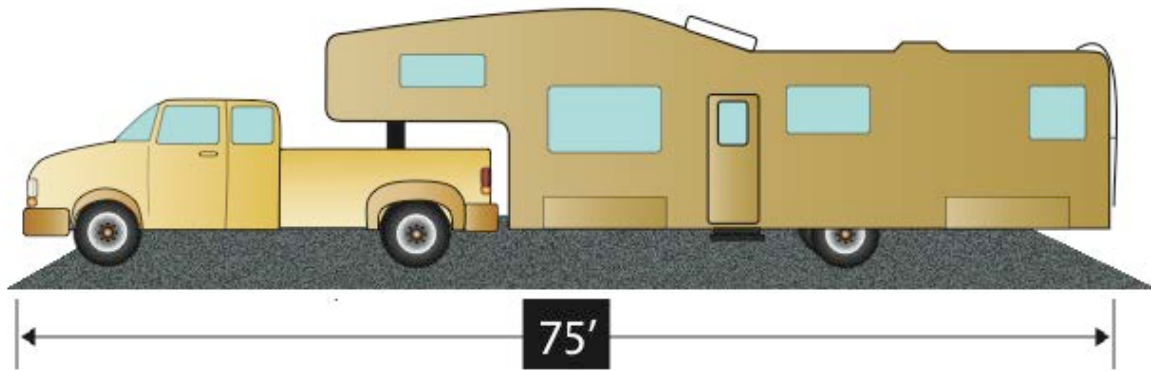


Pole Trailer

Every vehicle without motive power designed to be drawn by another vehicle and attached to the towing vehicle by means of a reach or pole or by being boomed or otherwise secured to the towing vehicle, and ordinarily used for transporting long or irregularly shaped loads such as poles, pipes, or structural members capable, generally, of sustaining themselves as beams between the supporting connections, as defined in I.C. 49-121(6)(e).

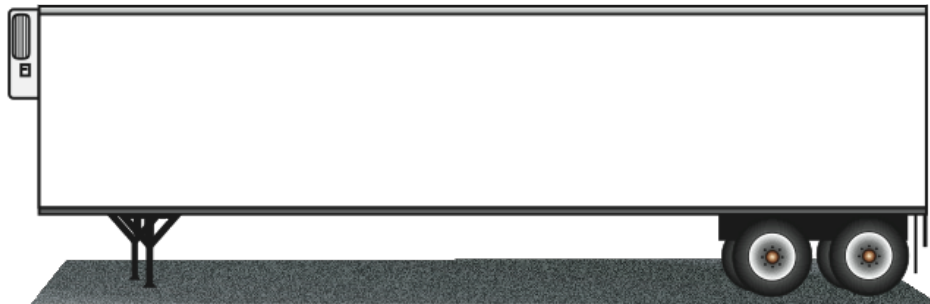
Fifth Wheel Trailer

Every vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle, and so constructed that a portion of its weight rests upon the towing vehicle, as defined in I.C. 49-121(6)(b).



Insulated and/or Refrigerated Van

Van body designed primarily for transportation of commodities or vending of food, beverages, or confections at controlled temperatures. The unit may be provided with equipment for refrigeration or heating.

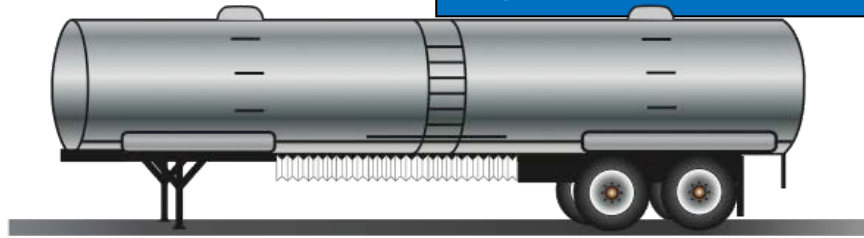


Furniture or Moving Van

Van body designed primarily for transportation of furniture or household goods. Customarily, when truck-mounted, includes an integral driver's compartment. Furniture moving trailers are similar to van trailers but there is usually a side door on the passenger side.

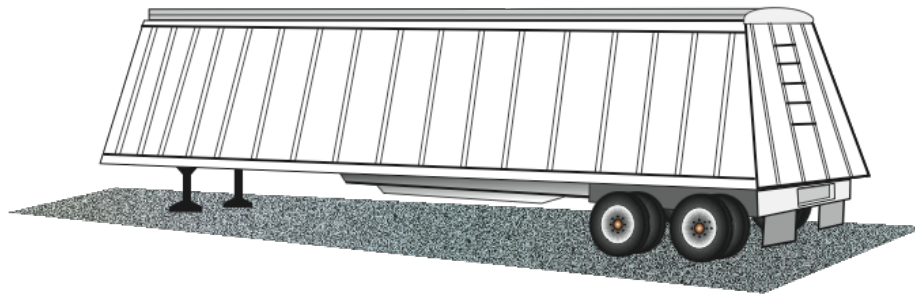
Tank Body

Body designed for bulk liquid commodities.



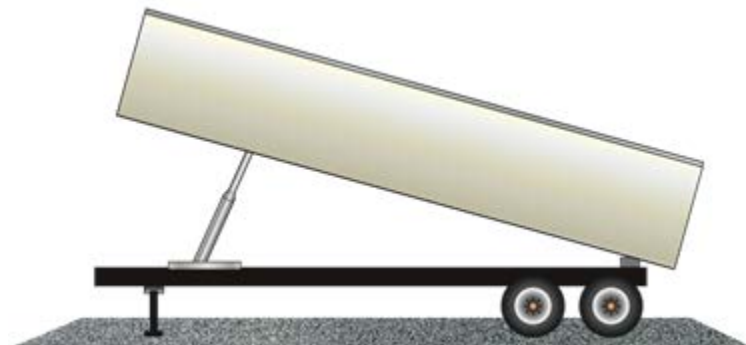
Grain

Low-side open-box primarily designed to transport dry commodities in bulk.



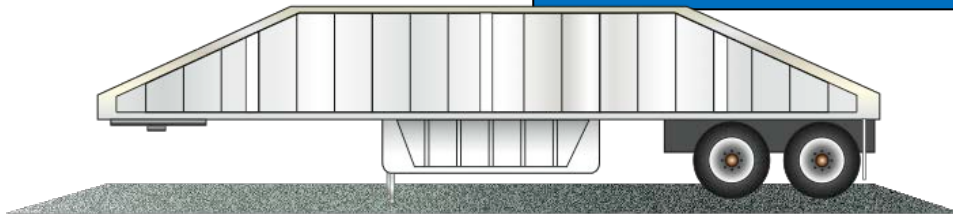
Dump

Low-side open-box body, which can be tilted or otherwise manipulated to discharge load by gravity, designed primarily to transport dry commodities in bulk.



Hopper

Body that is capable of discharging its load by gravity or mechanical power through means other than tilting, and usually loaded from the top.



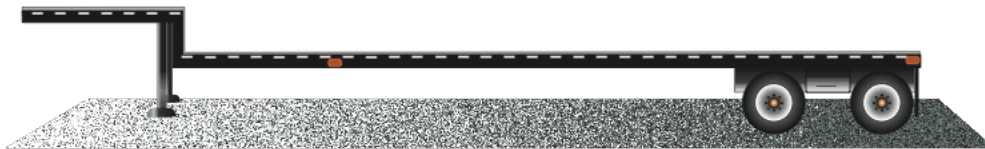
Platform, Flat, or Stake

Body having a floor without sides or roof, with or without readily removable stakes which may be tied together with chains, slats, or panels.



Drop Deck Trailer

Drop-deck trailers have a floor that drops down a level once clear of the tractor unit.

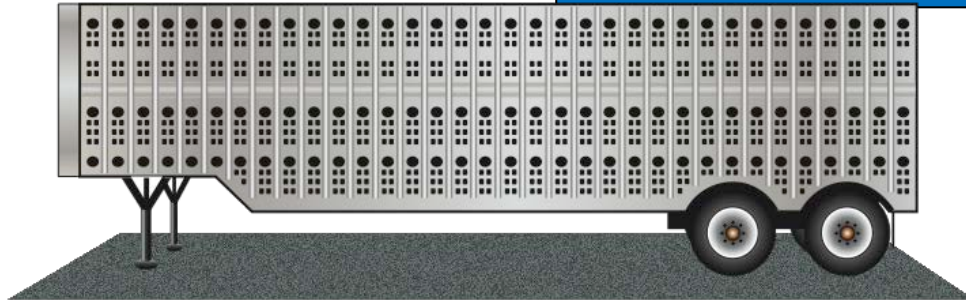


Lowboy Trailer



Livestock Rack

Rack body with or without roof designed primarily for transportation of livestock.



Rocky Mountain Double

Tractor with semitrailer pulling a full trailer. One long and one short trailer



Double

Tractor with two semitrailers.



Western doubles—two trailers 30 feet or less

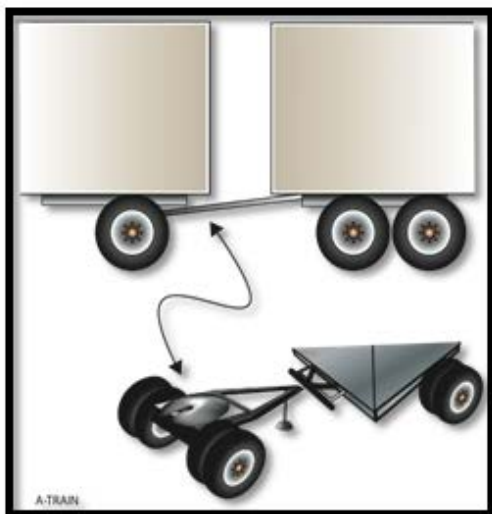
Turn pike doubles—two equal length trailers like 40 or 48 feet.

B Train

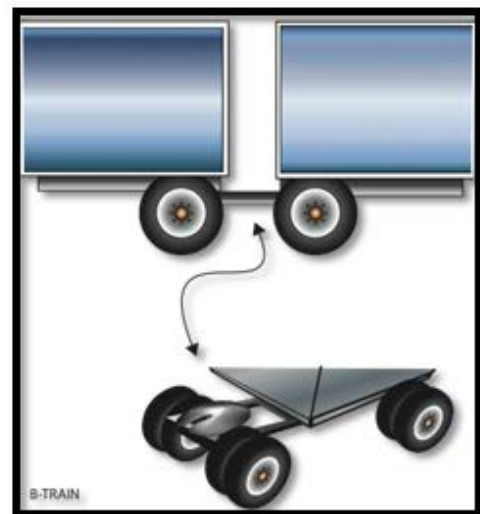
Double semitrailers with a fifth wheel permanently mounted on the first trailer so as to connect the second trailer.



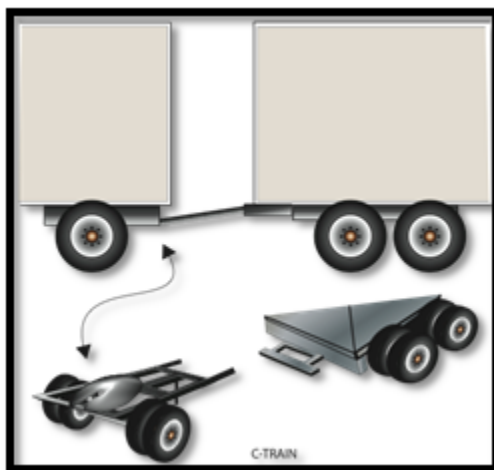
Multiple Trailer Hitching Mechanisms



A-dolly



B-Dolly

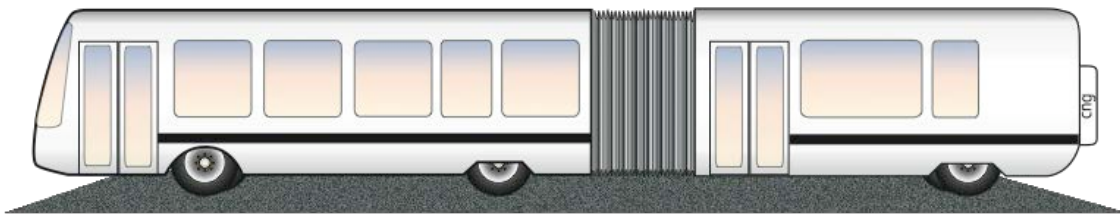


C-DOLLY**Bus**

A motor vehicle designed for carrying more than 10 passengers and used for the transportation of persons, as defined in I.C. 49-103(5).

**Articulated Bus**

A motor vehicle designed for carrying more than 10 passengers and used for the transportation of persons, which is hinged in the middle and has a permanently attached trailer-type section.

**Riggers or Oil Field**



Platform body of heavy construction equipped with a rear end roller or bullnose adapted for loading by winch or crane mounted on vehicle and designed primarily for rigging, construction, or work in oil fields.



Open Top Box or Van

Body with high closed sides and ends and a movable top, which usually has a tarpaulin cover.

Garbage and Refuse



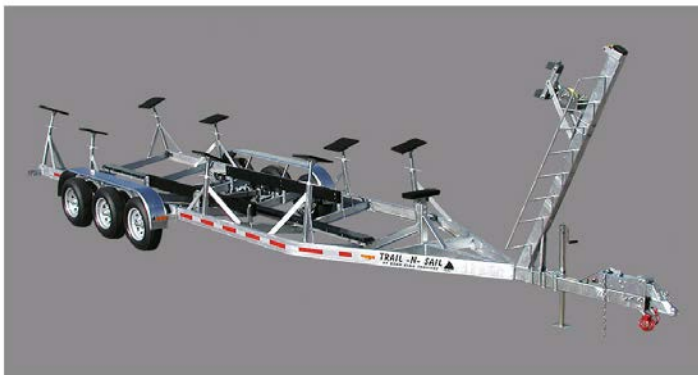
Dump body designed primarily for collection of garbage and refuse. Frequently equipped within the body.

Armored Car (Not Military)



Enclosed cargo body with integral driver's compartment so constructed as to protect cargo and crew from overt attack.

Boat Trailer



Body designed to transport 2 or more boats.

Concrete Mixer or Agitator



Body designed and equipped to mix or agitate concrete.

See the following photos of vehicle configuration (commonly called a “hot shot”) that hauls autos but will not be classified as an auto transporter. Hot shots will be governed by the trailer length only (not overall length like auto transporters) to determine legal length. If the vehicle configuration is not legal (like a trailer exceeding 53 feet on the national network or thin red routes) then an extra length permit will be required to operate.





Exemptions:

The following types of vehicles that are temporarily propelled, moved, or transported upon public highways from one farm operation to another are exempt from width limitations stated in section I.C. 49-1010:

- Equipment used in land-leveling operations.
- Implements of husbandry regardless of width being hauled, propelled, or towed from **one farm operation to another, either interstate or intrastate and not** being used to custom harvest by a farmer. Custom harvesters are exempt from obtaining an overlegal permit, only if they are propelling or towing their implement of husbandry from **one farm operation to another**. Farm tractors towing an implement of husbandry shall be construed to be an implement of husbandry and is, therefore, exempt. (Reference section I.C. 49-1010 [2])
- Farm tractors in excess of nine feet wide hauled or propelled on non-interstate highways.

The intention behind these regulations is to make the Idaho farmer exempt from having to obtain permits to move equipment. Because the nine-foot width on farm tractors was established prior to the interstate system, it became a part of their grandfather right for interstate operation. Farm tractors over nine-foot width require a permit for interstate highway operation.

Length and Width Rules and Regulations from the *Federal Register*

The following Interpretations of Length and Width are from an excerpt from the *Federal Register* Vol. 52, No. 49, "Rules and Regulations." These are Federal guidelines used to determine what devices ARE NOT to be included when measuring length and width of vehicles.

Mudflaps and Fenders

Idaho Code 49-949 sets forth the requirements for mudflaps. Enforcement for mudflaps is for the rear most vehicle only. We do not enforce fenders.

105.13 Interpretations of Length

1. The length of the semitrailer equipped with an upper coupler (mates with a truck tractor fifth wheel) and a full trailer (with either a permanently mounted dolly or equipped with a converter dolly) is to be measured from the front vertical plane of the foremost transverse load carrying structure. The towbar of a full trailer is excluded from the length measurement since, technically, it carries no load, but rather it is the means by which the trailer unit is drawn.
2. Tiedown devices used by auto transporters to stabilize the load being carried are sometimes a combination device, both a tiedown and a load-carrying device. When such a device is used only as a tiedown, it is excluded from length measurement.
3. The length of a semitrailer that employs a fixed towbar, is to be measured from the center of the towbar eye to the rear vertical plane of the rearmost transverse load-carrying structure.
4. Any non-load carrying item that falls within the swing radius of the trailer (radius measured from the centerline of the kingpin to the front corner of the trailer) is excluded from the measurement of trailer length.
5. Any add-on equipment, such as lift gates, winches, etc., is excluded from the measurement of trailer length. Lift gates shall not extend beyond 24 inches from the rear of a trailer when in the “up” position. If the lift gate is load-carrying then it is included in the overall length measurement.
6. Non-cargo carrying aerodynamic devices (air deflectors) are excluded from the measurement of trailer length. They shall not obscure tail lamps, identification lamps, license plates, or any other required safety device such as hazardous materials placards. These devices shall not extend beyond five feet from the rear of a trailer when in the operational position.
7. The “B-train” assembly is a rigid frame extension attached to the rear frame of a first semitrailer, which allows for a fifth wheel connection point for the second semitrailer. This combination has one less articulation point than the conventionally-connected truck/tractor/semitrailer combination.
8. A front coupler is excluded from the measurement of trailer length. This device is an integral part of combination road-and-rail intermodal freight semitrailers. It is an energy-efficient device when used to couple trailers together as rail cars to form a train. When used on the highway, it would be a non-load-carrying item projecting forward from the front wall of the trailer but within the swing radius of the trailer, amply clearing the tractor cab.
9. Examples of trailer appurtenances excluded from determination of trailer length (list is not all-inclusive) are as follows:
 - a. **Front of trailer:**
 - non-cargo carrying aerodynamic device (air deflector)
 - container chassis bolster
 - removable bulkhead
 - air compressor
 - electrical connector
 - door vent hardware
 - gladhand
 - handhold
 - heater

- certificate holder (manifest box)
- stabilizing jack (anti-nosedive device)
- ladder
- pickup plate lip, upper coupler
- hazardous materials placard
- refrigeration unit
- removable stakes
- stake pockets
- step
- tarp basket
- tire carrier
- pump offline on tank trailer
- winch for front loading trailer
- front coupler (used on combination road-and-rail semitrailers).

b. Rear of trailer:

- aerodynamic device (air deflector)
- resilient bumper block
- air compressor
- lift gate
- handhold
- pintle hook
- ladder
- hazardous materials placard
- splash and spray suppression device
- removable stakes
- stake pockets
- step
- B-train assembly (when used between first and second trailer of a doubles combination).

10. Auto transporters are allowed up to 4 feet of front overhang and up to 6 feet of rear overhang by Idaho Code.
 - a. Overall allowed legal length is 80 feet for stinger-steered by having the kingpin located five (5) feet to the rear of the centroid of the rear axles(s) and 65 feet for non-stinger steered when not meeting the stinger-steer requirement.
 - b. Overall length is measured from bumper to bumper, or end of rack to bumper. (See Diagram 1 page 10-17.)
 - c. Retractable platforms are not included in the overall length measurement and should be retracted when not in use. (See Diagram 2 next page.)
 - d. Load overhang is measured from the end of the vehicle/rack to the end of the load. (See Diagram 3 next page.)
11. Overhang, I. C. (49-1010. Vehicle combinations consisting of not more than four (4) vehicle units with an overall length in excess of the limits of subsection (3) of this section and with an overall combination length not to exceed one hundred fifteen

(115) feet, may be operated by permit on highways designated for such operations by the public highway agency having jurisdiction over that highway system, subject to the following restrictions as to lengths of cargo-carrying units:

- (a) Truck tractor and two (2) trailing units 95 feet.
- (b) Truck tractor and three (3) trailing units 95 feet.
- (c) Truck and two (2) trailing units 98 feet.

When determining the legal length of vehicles in Idaho Code 49-1010 the measurement detailed in code is strictly for the equipment (Truck and/or Truck Tractor and the trailing units).

Overhang is included when determining the overall length of a permitted vehicle (Extra Length or Oversize).

105.14 Measuring Width

1. Examples of appurtenances excluded from determination of commercial motor vehicle width (list is not all-inclusive) follow:
 - corner cap
 - rear and side door hinges and their protective hardware
 - rain gutters
 - side marker lamps
 - lift pads for TOFC (piggyback) trailers
 - hazardous materials placards
 - tarp and tarp hardware
 - tiedown assembly on platform trailers
 - wall variation from true flat
 - weevil pins and sockets on lowbed trailers.
2. The width of a trailer is measured across the side-most load carrying structures, support members, and structural fasteners. Any non-load carrying safety appurtenance as determined by the state or listed above that extend no more than three inches from each trailer side is to be excluded from the measurement of trailer width.

105.15 Allowable Load Per Inch Width of Tire

Load for inch width of tire for the front steer axle may not exceed the manufacturer's load rating per tire or the load rating of the axle or twenty thousand (20,000) pounds per axle whichever is less. The maximum allowable load for all other vehicle tires operated on any public highway shall not exceed six hundred (600) pounds per inch width of tire and shall not exceed the manufacturer's load rating, whichever is less. Single axles on extra-length vehicle combinations shall be equipped with four (4) tires except on the steering axle, variable load suspension axles (VLS – lift axles) unless equipped with fifteen (15) inch wide or wider single tires. Multiple axle configurations may be equipped with single tires on each of the axles as long as the pounds per inch width of tire does not exceed the limits as listed in Idaho Code 49-1002.

The width of a tire shall be determined by the manufacturer's description marked on the sidewall of the tire. This section shall not apply to non-reducible overweight and/or oversize vehicles

and/or loads as authorized under section 49-1004, Idaho Code. The CVSA Out of Service criteria lists as an out of service violation if the weight carried exceeds the tire load limit.

Vehicles that operate on radial tires display a metric “nominal cross section” on the side of the tire that can be converted to inches using the following conversion table:

Metric Cross Section divided by 25.4 = Equivalent Inches

215	8.46
225	8.86
235	9.25
245	9.65
255	10.04
265	10.43
275	10.83
285	11.22
295	11.61
315	12.40
385	15.16
425	16.73
445	17.52

If a vehicle has 315/80R22.5 tires and is subject to 600 pounds per width of tire, then the formula to determine maximum allowable weight **per wheel** would be:

$$(315 \text{ metric}) 12.5 \times 600 \text{ pounds} = 7,440 \text{ pounds.}$$

When performing the calculation, the inspector should round up or down to the nearest 20-pound increment. Round down when exactly between increments.

Note that appropriate axle limitations apply to metric-sized tires in this conversion. Having a larger metric-sized tire does not imply allowance for an axle weight greater than the legal axle weights.

105.16 Enforcement of VLS Axle Provisions

The following information and definitions are to be used in determining if an axle is a variable load suspension axle, a retractable axle, or a hydraulic axle.

As required by Idaho Code 49-1001(11)(c), only VLS axles are required to be self-steering in order to be included in the computation of gross vehicle or axle weight. Retractable, booster, and hydraulic axles are not required to be self-steering.

Lift axles are not part of a common suspension and can be separated for weighing

Definitions

- **Variable Load Suspension (VLS) Axle.** An axle or axles designed to support a part of the vehicle and load, which can be regulated (by a pressure regulator valve) to vary the amount of load supported by such an axle or axles and which can be deployed or lifted by the operator of the vehicle.
- **“Fully Raised”** means that the variable load suspension axle is in an elevated position preventing the tires on such axle from having any contact with the roadway.
- **“Fully Deployed”** means that the variable load suspension axle is supporting a portion of the weight of the loaded vehicle as controlled by the preset pressure regulator valve.
- **Retractable Axle.** An axle which can be separately raised and lowered by the driver of the vehicle but, which may not have its weight-bearing capacity regulated.
- **Hydraulic Axle.** An axle operated by the resistance offered, or the pressure transmitted, when a quantity of liquid (such as water or oil) is forced through a comparatively small orifice or through a tube.
- **Booster Axle.** Typically an axle located at the end of a vehicle combination, that can be raised or lowered but is not controlled by a pressure regulator valve.

Weighing Procedures

1. If the VLS axle is **NOT DEPLOYED**, the remaining axle(s) in the group will be weighed and, if the adjacent axles exceed maximum legal allowed by Section 49-1001, I.C. (by 2,000 pounds or less), a citation may be issued for the weight violation but no citation will be issued for failure to have the VLS axle fully deployed.
2. If the VLS axle is **NOT DEPLOYED**, the remaining axle(s) in the group will be weighed and, if the adjacent axles exceed the weight that would be allowed for the group by more than 2,000 pounds, a citation may be issued for failure to have the VLS axle fully deployed. Use Section 49-1001(11)(e) I.C. as this violation code, with reference to Section 49-1013(3)(g) I.C. for additional violation criteria. Remember, a citation must first be issued for the weight violation before you can write the failure to deploy violation. An additional citation may be issued for the weight that exceeds maximum legal allowable for the entire axle group including the VLS axle(s). Vehicle off-load requirements may be enforced or an off-load travel authorization issued when applicable.
3. If the VLS axle is **DEPLOYED**, axles will be individually weighed or the VLS axle weight will be determined by prequalification procedures and, if the axles exceed maximum legal allowed by Section 49-1001, I.C., a citation may be issued for the weight violation.
4. For purposes of meeting the self-steering requirement of VLS axles, we will adhere to the following guideline: If the pressure regulator valve is locked or sealed in a manner so that it cannot be changed, the axle will not be required to be self-steering.

105.17 Enforcement of Air Suspension Axles

Some trailers that have a 10-foot spread air ride axle have an air suspension system that is designed so that when the front axle of the spread crosses a hump or depression in the road, the axles will compensate, throwing as much as a couple of thousand pounds onto the other axle. Upon the trailing axle crossing the same spot, the suspension will ultimately stabilize itself so that the weight will once again be equally distributed between the two axles. This entire process should not take longer than 30 seconds or so.

Should an Inspector notice this when weighing such vehicles, allow the vehicle to re-weigh and thereby stabilize the air suspension system. If axles don't stabilize, then their equipment may be at fault, or a weight violation is present on vehicle.

105.18 Commercial Vehicle Safety Inspection, General

Vehicles Shall be Safety Inspected

Vehicles are safety inspected to ensure commercial vehicles are in a safe condition while operating upon public highways. Inspections are designed to assist the trucking industry in their safety program. Inspectors shall inspect vehicles when obvious violations are evident.

Walk-around Inspections

Walk-around inspection is accomplished by checking the critical items of vehicle, as recognized by the Commercial Vehicle Safety Alliance (CVSA) program.

Laws Applying to Safety

- Section Title 49, Chapter 9, I.C. covers equipment.
- Section 67-2901A I.C. is the statute allowing ISP adoption of federal rules pertaining to commercial vehicle safety. Adoption is through rulemaking authority of ISP.
- Rule 18 deals with hazardous material.
- Rule 19 deals with vehicle's safety.

CDL REQUIREMENTS

- ISP and FMCSA CDL interpretations need to have clarification to code.
- If power unit has GCWR (2010 and newer) of 26,000 or less regardless of a towed vehicle, no CLD required
- If you weigh him and the total amount is under 26,000, no CDL is required
- You check the GVW rating, same as old rules as to class needed.

The Memorandum of Understanding (MOU) between The Idaho State Police and the Idaho Transportation Department outlines responsibilities and procedures.

The following is to be used for direction for interpreting the definition of Gross Combination Weight Rating (GCWR) and Gross Vehicle Weight Rating (GVWR) while enforcing regulations.

When the GCWR is not marked by the manufacturer on the power unit or is otherwise available at the time of inspection from a credible source (e.g. the manufacturer's specifications for the vehicle), the following guidance must be used to determine the applicability of the Federal Motor Safety and CDL regulations:

- a. Add the GVWR marked by the manufacturer on the power unit and the actual weight, or Gross Vehicle Weight (GVW), of the towed trailer, or;
- b. Add the actual weight, or GVW, of both units together, or;
- c. When the unit cannot be weighed, add the GVWR of the power unit and the GVWR marked by the manufacturer on the towed unit.

If the vehicle cannot be weighed and Idaho's MCSAP partner regulations or policy do not allow the options listed above, the MCSAP lead agency should provide information regarding the carrier and the vehicles to the FMCSA Division Office for further investigation.

When the GCWR requires a CDL, and the driver does not have one, Federal and State enforcement personnel should document the appropriate CDL violation in ASPEN, place the driver out-of-service, or issue citations with the appropriate State laws.

105.19 POE Park-for-Repair Policy

Commissioned Port of Entry employees are authorized to park vehicles for repair when the vehicle presents an imminent safety threat to the traveling public. All vehicles that are parked for repair shall be issued a notice pursuant to Section 49-235 I.C. This notice can be in the form of a written warning, citation, POE Contact Report, or combination if necessary. The POE Inspection/Contact report is easily understood by customers and contains the proper park-for-repair verbiage and instructions for customers to become compliant. POE Contact reports should be used for acute and critical violations (see list below) that are going to be forwarded to the FMCSA in Boise. All other forms should be retained at the issuing port.

In the event the owner of a vehicle parked for repairs elects not to make the necessary repairs within five (5) days, as required by Idaho Code 49-235 I.C., the Idaho State Police should be contacted for appropriate disposition of the vehicle.

Any vehicle that has been parked for repair may be moved by a tow truck or other suitable means to a point of repair, as determined by the owner or operator.

FMCSA uses certain violations in the calculation of a motor carrier's safety rating. When FMCSA conducts compliance reviews, the discovery of one **acute** violation may impact the safety rating calculation. If ten percent of the reviewed records contain the noted **critical** violation, the carrier's rating may also be impacted.

The following critical/acute violations are listed in the Appendix to 49 CFR § 385. There are additional critical and acute violations; however, these that are listed correspond with regulations enforced by POE based upon the MOU with ISP.

Comments in bold are intended to give POE guidance with regard to violations FMSCA would like to see submitted for follow-up.

105.20 Additional Park for Repair Information

Parked for Repair, for the purposes of this policy, this term shall mean parking a motor vehicle, trailer, or semi-trailer due to the condition of equipment on the vehicle. This equipment includes, but may not be limited to, lamps, brakes, tires, and wheels. Once parked for repair, the vehicle may not be moved until minimum repairs have been made.

POE employees may, at their discretion, park vehicles for repair when one or more of the following criteria have been met. The ability to do so is based upon authority received from the Idaho State Police, through Section 49-235, Idaho Code.

1. No headlamps on the front of the vehicle when operated at night, Section 49-905 I.C.
2. No tail lamps at the end of a vehicle or combination of vehicles when operated at night, Section 49-906 I.C.
3. No stop lamps on a trailer which is wider than the towing unit, or upon a trailer which is loaded so as to be wider than the towing unit, Section 49-909 (9) I.C.
4. No stop lamps, Section 49-908 I.C.
5. No lamp(s) on an overhanging load which is being moved after hours of darkness, Section 49-913 I.C.
6. No lamp on farm tractors or implements of husbandry when operated at night, Section 49-916 I.C.
7. No operable brakes on a motor vehicle, trailer, or semi-trailer, Section 49-933(1) I.C.
8. Flat tire, or tire has noticeable leak, 49 CFR, Part 393.75, IC. 67-2901A, Rule 19.
If at the discretion of the inspector, the vehicle and/or driver presents an imminent safety threat to the traveling public, the inspector can park the vehicle for repair.
9. Any item included in the current North American Standard Out-of-Service Criteria that is covered in the MOU with Idaho State Police.

In addition to the equipment violations noted above, any vehicle may be parked for repair when it has been determined that hazardous material or hazardous waste is leaking from the transport vehicle. In such an instance, the Idaho State Police must be notified, as well as the ITD district office.

When a vehicle is parked for repair, it is the responsibility of the Port of Entry employee to ensure that the vehicle is left at a location so as not to endanger the movement of other motor vehicles.

A vehicle may be released to its owner/operator when the appropriate repairs have been made and the individual making the repairs shall place his endorsement on the park for repair notice that the vehicle is in a safe condition and its equipment is in proper repair.

For information on Canadian commercial motor vehicles and drivers, refer to the following web site: <http://www.fmcsa.dot.gov/cross-border/cross-border.htm>

105.21 List of Acute and Critical Regulations (as submitted by FMCSA)

§391.11(b)(4). Using a physically unqualified driver (acute). **FMCSA would like to see any disqualified interstate driver discovered during your inspections.**

§391.45(a). Using a driver not medically examined and certified (critical). **We are looking for drivers who have no current medical card. This can be verified through ILETS/NLETS.**

§391.45(b)(1). Using a driver not medically examined and certified during the preceding 24 months (critical). **We are looking for drivers who have no current medical card. This can be verified through ILETS/NLETS.**

§392.4(b). Requiring or permitting a driver to drive while under the influence of, or in possession of, a narcotic drug, amphetamine, or any other substance capable of rendering the driver incapable of safely operating a motor vehicle (acute). **We are very interested in any of these types of violations. Even if we can't cite for the same day, we would like to explore what systems a motor carrier employs to discourage this type of behavior.**

§392.5(b)(1). Requiring or permitting a driver to drive a motor vehicle while under the influence of, or in possession of, an intoxicating beverage (acute). **Same as above.**

§392.5(b)(2). Requiring or permitting a driver who shows evidence of having consumed an intoxicating beverage within four hours to operate a motor vehicle (acute). **Same as above.**

Single instances of hours-of-service (HOS) violations may or may not indicate a problem. We would like to see if there is a pattern of violations with these drivers. If ITD establishes a pattern, and would like FMCSA to follow-up, we would appreciate evidence of the violation. For example, the documents the officer used to check for falsification and copies of the driver's logs. Please understand that FMCSA should not receive original driver or carrier documents.

§395.3(a)(1). Requiring or permitting a property-carrying commercial motor vehicle driver to drive more than 11 hours (critical).

§395.3(a)(2). Requiring or permitting a property-carrying commercial motor vehicle driver to drive after the end of the 14th hour after coming on duty (critical).

§395.3(b)(1). Requiring or permitting a property-carrying commercial motor vehicle driver to drive after having been on duty more than 60 hours in seven consecutive days (critical).

§395.3(b)(2). Requiring or permitting a property-carrying commercial motor vehicle driver to drive after having been on duty more than 70 hours in eight consecutive days (critical).

§395.3(c)(1). Requiring or permitting a property-carrying commercial motor vehicle driver to restart a period of seven consecutive days without taking an off-duty period of 34 or more consecutive hours (critical).

§395.3(c)(2). Requiring or permitting a property-carrying commercial motor vehicle driver to restart a period of eight consecutive days without taking an off-duty period of 34 or more consecutive hours (critical).

§395.5(a)(1). Requiring or permitting a passenger-carrying commercial motor vehicle driver to drive more than 10 hours (critical).

§395.5(a)(2). Requiring or permitting a passenger-carrying commercial motor vehicle driver to drive after having been on duty 15 hours (critical).

§395.5(b)(1). Requiring or permitting a passenger-carrying commercial motor vehicle driver to drive after having been on duty more than 60 hours in seven consecutive days (critical).

§395.5(b)(2). Requiring or permitting a passenger-carrying commercial motor vehicle driver to drive after having been on duty more than 70 hours in eight consecutive days (critical).

§395.8(a). Failing to require driver to make a record of duty status (critical). **Any of the acute Hazardous Materials (HM) violations would be of interest as well.**

§397.5(a). Failing to ensure a motor vehicle containing Division 1.1, 1.2, or 1.3 (explosive) material is attended at all times by its driver or a qualified representative (acute).

§397.7(a)(1). Parking a motor vehicle containing Division 1.1, 1.2, or 1.3 materials within five feet of traveled portion of highway or street (critical).

§397.7(b). Parking a motor vehicle containing hazardous material(s) other than Division 1.1, 1.2, or 1.3 materials within five feet of traveled portion of highway or street (critical).

§177.841(e)(1). Transporting a package bearing a poison label in the same transport vehicle with material marked or known to be foodstuff, feed, or any edible material intended for consumption by humans or animals unless an exception in §177.841(e)(i) or (ii) is met (acute).

105.22 Medical Certificates and Out-of-Service Criteria

Effective January 30, 2015, CDL drivers will not be required to physically carry their medical cards. (See Numbered Memo - POE/MC 24A-14) This impending change brought to light the issue of law enforcement/POE's ability to check the status or other details of a driver's medical card. A system modification to push detailed medical card information to ILETS/NLETS was requested and went into effect on January 8th. Inspectors now have two resources to validate a driver's medical card/status. CVSA Out of Service Criteria, 4(b)(4) requires that the driver must produce a current or past medical certificate or be out of service. As the driver no longer has to carry the medical certificate, Inspectors should not place drivers without medical certificates out of service.

You may also go to <http://intranetapps.itd.state.id.us/apps/CDLISMedicalCertification> on SharePoint to inquiry on a Medical Card status.

Medical cards are not required for Idaho intrastate carriers hauling exempt commodities.

105.23 Electronic Log Book Availability Procedures

FMSCA section 395.16 states the rules for Electronic On-Board Recording devices.

(i) **Information reporting requirements.**

- (1) An EOBR must make it possible for authorized Federal, State, or local officials to immediately check the status of a driver's hours of service.
- (2) An EOBR must produce, upon demand, a driver's hours-of-service record in either electronic or printed form. It must also produce a digital file in the format described in appendix A to this part. The record must show the time and sequence of duty status changes including the driver's starting time at the beginning of each day. As an alternative, the EOBR must be able to provide a driver's hours-of-service record as described in paragraph (i)(6) of this section.
- (3) This information may be used in conjunction with handwritten or printed records of duty status for the previous 7 days.
- (4) Hours-of-service information must be made accessible to authorized Federal, State, or local safety assurance officials for their review without requiring the official to enter in or upon the CMV. The output record must conform to the file format specified in appendix A to this part.
- (5) The driver must have in his or her possession records of duty status for the previous 7 consecutive days available for inspection while on duty. These records must consist of information stored in and retrievable from the EOBR, handwritten records, records available from motor carriers' support systems, other printed records, or any combination of these. Electronic records must be capable of one-way transfer through wired and wireless methods to portable computers used by roadside safety assurance officials and must provide files in the format specified in Appendix A to this part. Wired communication information interchange methods must comply with the "Universal Serial Bus Specification (Revision 2.0) incorporated by reference, see §395.18) and additional specifications in appendix A, paragraph 2.2 to this part. Wireless communication information interchange methods must comply with the requirements of the 802.11g–2003 standard as defined in the 802.11–2007 base standard "IEEE Standard for Information Technology—Telecommunications and information exchange between systems—Local and metropolitan area networks—Specific requirements: Part 11: Wireless LAN Medium Access Control (MAC) and Physical Layer (PHY) Specifications" (IEEE Std. 802.11–2007) (incorporated by reference, see §395.18), or CMRS.
- (6) Support systems used in conjunction with EOBRs at a driver's home terminal or the motor carrier's principal place of business must be capable of providing authorized Federal, State, or local officials with summaries of an individual driver's hours of service records, including the information specified in §395.8(d). The support systems must also provide information concerning on-board system sensor failures and identification of amended and edited data. Support systems must provide a file in the format specified in appendix A to this part. The system must also be able to produce a copy of files on portable storage media (CD–RW, USB 2.0 drive) upon request of authorized safety assurance officials. The support system may be maintained by a third-party service provider on behalf of the motor carrier.

The means for retrieval of the necessary log book entries for the current and the past 7 days when using electronic on board recording devices are 1) the driver may print the necessary log book entries through a printer located within the motor vehicle, or 2) the driver may have his carrier retrieve the log book entries and fax these pages to the Port of Entry.

A driver who cannot produce or secure the record of duty status when one is required shall be declared out-of-service for ten (10) consecutive hours.

AOBRD Display, Recording, and Printing Requirements

FMCSA has been informed that inspection officials sometimes request drivers to provide printouts from AOBRDs, or to email or fax records of duty status (RODS) to an enforcement official. The Agency has also been advised that, in some cases, inspection officials have issued citations to CMV drivers because their AOBRDs did not display certain information. The Federal Motor Carrier Safety Regulations (FMCSRs) have never required AOBRDs to be capable of providing printed records at the roadside, although a driver may voluntarily do so if his/her AOBRD has that capability. Such printed information must meet the *display* requirements of § 395.15. The AOBRD requirements for recording—but not displaying—information reflect mid-1980s information technology. These requirements were developed when small electronic displays were relatively uncommon and costly, and the amount and type of information they could display were limited. The earliest displays could show only text, not graphics—hence the requirement for the “time and sequence of duty status” rather than the § 395.8 graph grid. The additional information that is recorded but not displayed is intended for use during an audit of the carrier’s HOS records.

Regulatory Guidance FMCSA amends the April 4, 1997, publication to add questions 5 and 6 production of records during a roadside inspection.

PART 395—HOURS OF SERVICE OF DRIVERS

Add § 395.15 Questions 5 and 6, to read as follows:

Question 5: What information is required to be displayed on the AOBRD?

Guidance:

- (1) Section 395.15(i)(5) requires that AOBRDs with electronic displays must be capable of *displaying* the following:
- “(i) Driver’s total hours of driving today;
 - (ii) The total hours on duty today;
 - (iii) Total miles driving today;
 - (iv) Total hours on duty for the 7 consecutive day period, including today;
 - (v) Total hours on duty for the prior 8 consecutive day period, including the present day;
 - and
 - (vi) The sequential changes in duty status and the times the changes occurred for each driver using the device.”

- (2) While § 395.15(c) requires additional information be recorded by the AOB RD, only the specific information listed in § 395.15(i)(5) must be displayed.
- (3) The two provisions differ because of the data display limitations of a minimally compliant AOB RD.

Question 6: Must an AOB RD be capable of providing a hardcopy printout?

Guidance: No, the FMCSRs do not require AOB RDs to provide a hardcopy printout for an enforcement official. As long as the information made available for display on the AOB RD meets the requirements of § 395.15(i)(5), the driver and motor carrier are not required to provide additional RODS documentation to an enforcement official at the roadside. However, an enforcement official may request that additional information be provided by email, fax, or similar means within 48 hours for follow-up after the conclusion of the roadside inspection.

105.24 Legalization of Customs Sealed Bonded Loads

Occasionally, loads sealed to meet U.S. Customs' laws and regulations are overweight to the extent legalization of the load is required. These loads could originate outside the U.S. and be transported across the country to a destination outside of the U.S., or be imported into or exported outside of the U.S.

The following procedures are in conformance with Title 19, chapter 1, Section 18.3(d), United States Customs Service:

- Seals may be broken and a necessary portion of the load may be offloaded to another vehicle.
- The load (both the original vehicle and the one a portion of the cargo were offloaded to) is to be resealed.
- This process should be done in the presence of a supervisor from the shipping or trucking company. If a supervisor is not readily available, the POE Inspector can fulfill the supervisor's role.

A notation of the action taken shall be made on the Conductor or Master copy of the manifest, on the outside back cover of the TIR carnet, including the date, serial numbers of the new seals applied, and the reason therefore.

Exception: In the Boise area, Customs shall be contacted at the Boise Municipal Airport. If an officer is not available, proceed as outlined above.

Canadian-based commercial trucks engaged in point-to-point interstate hauling are in violation of U.S. Immigration Laws.

1. Canadian trucks that pick up cargo in the United States, and deliver these loads to Idaho and surrounding states, are engaged in illegal commerce practices.
2. U.S. Customs can process violators with photocopies of:
 - Canadian truck registration.
 - Canadian driver's license **and one or more** of the following showing pickup and delivery in the US:
 - Bill of lading.
 - Log books.
 - Invoices.

- Scale or Brand certificates.
- Signed statement by a scale inspector of a verbal admission by violator.

Forward information by mail or fax to:

- U.S. Customs
- PO Box 237
- Eastport, ID 83826
- Phone: 208-267-3966
- Fax: 208-267-4138

The following are the CVSA North American Standard Level I procedures for Breaking and Replacing Seals:

1. Breaking Seals on Vehicles: The agency involved in driver-vehicle examinations should establish a procedure concerning the breaking of seals on motor vehicles in the course of an inspection of the motor carrier's equipment, or for any other approved safety purpose. Under no circumstances should the U.S. Postal Service or Department of Defense seals or locks be broken for the purpose of inspecting cargo on the vehicle. If the lading involves a seal of other U.S. Government shipments, contact must be made with the agency involved prior to removal.
2. Replacing Broken Seals: If the agency involved in driver-vehicle examinations elects to break seals during inspections, a replacement seal should be furnished. The replacement seals should not be applied to vehicles having no seals, or to vehicles with prior broken seals. In all cases where a seal is broken and replaced, the inspector should make a notation on the driver-vehicle examination report, and obtain the signature of a witness.
3. CVSA strongly encourages jurisdictions to remind roadside inspectors to account for and replace any seals broken by that inspector during the course of his/her commercial motor vehicle inspection or search.
4. These guidelines are suggested for use until CVSA develops a "best practice" on replacing broken seals, including uniform forms and procedures. The CVSA Vehicle Committee will be developing these standards at the Annual Conference in Toronto. These guidelines will not be intended to super cede the policies that jurisdictions already have in place, but rather to serve as a recommendation for development and enhancement of replacement cargo seal policies.

105.25 Breaking Seals on Vehicles

If there is need to break a seal during the course of inspection by a Port of Entry Inspector, the following instructions apply:

1. The broken seal will be replaced by a new seal supplied by the POE and the proper form will be completed in full and signed by the driver and the POE Inspector.
2. Under no circumstances should the U.S. Postal Service or Department of Defense seals or locks be broken for the purpose of inspecting cargo on the vehicle. If the lading involves a seal

of other U.S. government shipments, contact must be made with the agency involved prior to removal.

Replacing Broken Seals

If the agency involved in driver/vehicle examinations elects to break seals during inspections, a replacement seal should be furnished. The replacement seals should not be applied to vehicles having no seals, or to vehicles with prior broken seals. In all cases where a seal is broken and replaced, the inspector should make a notation on the driver/vehicle examination report, and obtain the signature of a witness.



ITD-4869 5-93 W
27-300335-0

IDAHO TRANSPORTATION DEPARTMENT
PORT OF ENTRY
VERIFICATION OF SEAL REMOVAL

Date: _____

I have removed seal number(s) _____ and _____ from the vehicle(s) listed below to examine the contents of the load [per authority vested by I.C. 49-2206(1)].

Truck # _____ License # _____ State _____

Trailer # _____ License # _____ State _____

Trailer # _____ License # _____ State _____

Company _____

Address _____

ITD/POE Seal Number(s) _____ and _____ has/have been reassigned to the above listed vehicle(s).

Driver's Signature _____

Inspector _____ Location _____

DISTRIBUTION: Driver – Original POE/HQ – Yellow Port – Pink

105.26 Legalization of Log Loads from State or Federal Lands

The United States Forest Service (USFS) and the Idaho Department of Lands (IDL) require notification when POE personnel legalize log loads from lands administered by either of these agencies. Two over-weight enforcement situations will require notification of these agencies by POE personnel:

- When the vehicle is legalized at the point of contact, or
- When the vehicle is issued a travel authorization to the nearest safe point of legalization other than its original destination.

If either situation occurs, POE personnel must fill out the three-part form (see Exhibits A and B on pages 16-23 and 16-24 and distribute as shown:

White: Idaho Department of Lands
Bureau of Forest Management
3780 Industrial Ave. South
Coeur d'Alene, ID 83815
OR

For ITD Districts 1 and 2
Timber Staff Officer
United States Forest Service
1201 Ironwood Drive
Coeur d'Alene, ID 83814

For ITD Districts 3-6
Regional Measurement Specialist
United States Forest Service
1750 Front Street
Boise, ID 83702

Yellow: Issuer's copy
Pink: Truck driver's copy

In addition to this written notification, these agencies have asked that we make phone contact as soon as practical. These phone numbers are:

Idaho Department of Lands	United States Forest Service
Pat Seymore	Dennis Callagher
769-1525 (work)	364-4100 (work)
765-4656 (home)	334-4111 (fax)
769-1524 (fax)	

For Districts 3-6 only:

Bureau of Indian Affairs
Mike Finity 686-1315
Janel McCurdy 686-1800

EXHIBIT A**LEGALIZED LOG LOAD NOTIFICATION**

AGENCY: ____ USFS ____ IDL

AGENCY DISTRICT:

TICKET NUMBER: _____ OFF LOAD LOCATION: _____

SALE NUMBER/ NAME: _____

DRIVER: _____ TRUCK ID: _____

LOCATION:

_____ GROSS WEIGHT: _____

COMMENTS:

SIGNATURES_____
DEPARTMENT OF TRANSPORTATION_____
DRIVER_____
PORT OF ENTRY PHONE_____
DAT**EXHIBIT A**

LEGALIZED LOG LOAD NOTIFICATION

AGENCY: ____ USFS ____ IDL AGENCY DISTRICT: ____

TICKET NUMBER: ____ OFF LOAD LOCATION: ____

SALE NUMBER/ NAME: ____

DRIVER: ____ TRUCK ID: ____

LOCATION: ____

____ GROSS WEIGHT: ____

COMMENTS: ____

SIGNATURES____
DEPARTMENT OF TRANSPORTATION____
DRIVER____
PORT OF ENTRY PHONE____
DATE

EXHIBIT B

LEGALIZED LOG LOAD NOTIFICATION	
AGENCY: <u> </u> USFS <u>X</u> IDL	AGENCY DISTRICT: <u>N/A</u>
TICKET NUMBER: <u>61</u>	OFF LOAD LOCATION: <u>HORSESHOE BEND</u>
SALE NUMBER/ NAME: <u>TS-6-2901</u>	<u>BASIN BUG</u>
DRIVER: <u>TOM GREEN</u>	TRUCK ID: <u>22319</u>
LOCATION: <u>OVERWEIGHT</u>	
	GROSS WEIGHT: <u>87,000</u>
COMMENTS: <u>PROCEEDED TO BOISE CASCADE TO OFF.</u>	
SIGNATURES	
<u>O.C. Smith</u>	<u>Tom Green</u>
DEPARTMENT OF TRANSPORTATION	DRIVER
<u>376-1800</u>	<u>2-10-05 1:36 pm</u>
PORT OF ENTRY PHONE	DATE

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2016	Katie Tolman	June 17, 2016
		September 2017	Challis Phipps	September 19, 2017
Karl Allen	Update	April 2018	Leslye Nelson	May 2018

Chapter 106 Suspensions

Version 1.2 | January 2020



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YOUR *Mobility*



YOUR *Economic Opportunity*



Suspensions

PROCEDURE STEPS:

106 SUSPENSIONS

106.1 Suspension Unit

Idaho Transportation Department
P.O. Box 34 (3311 W. State Street)
Boise, ID 83731-0034
Financial Services
(208) 334-8770: Revenue Operations
(208) 334-8580: FAX
REVOPSPOE@ITD.IDAHO.GOV: email

106.2 Livestock and Perishable Products

Great care must be taken when detaining loads of livestock and perishable products. Inspectors shall:

- Contact the company to make arrangements for collection of the suspension. Collect at the POE, if possible, or notify Revenue Operations to collect from the company.
- After Revenue Operations hours, issue a warning card directing the company to contact Revenue Operations by noon the next working day to clear the account. The POE should call Revenue Operations as soon as possible the next workday to notify Revenue Operations of the warning or collection.

It is very important that when livestock and perishables are involved, the load shall be allowed to proceed with minimal delay.

106.3 Applicable Idaho Code Sections

Idaho Code authorizes the actions taken by Motor Carrier Services, Revenue Operations, and the Idaho POEs in the collection of registration fees and annual overweight permit mileage tax.

Relevant Idaho Code:

- Section 49-120(32): Definition, suspension of vehicle registration.
- Section 49-202(12): Revoking the registration.
- Section 49-202(13) I.C.: The Department shall not re-register or permit a vehicle to operate on a temporary permit until all registration fees, penalties, and interests have been paid.

- Section 49-456 I.C.: Violations of Registration Provisions.

106.4 POE Action

The following are basic instructions on collecting on an account that appears as “Suspended” on the POE Observation screen. There are other statements and codes that could appear on the screen, such as payment plan suspensions, etc. If you have a question, contact Revenue Operations. If it is after hours and you don’t understand the information, issue them a written warning card clearing them until the next business day, and give them instructions on how to contact Boise.

During office hours, always call Revenue Operations (208) 334-8770, before taking any action. This will allow you to verify that the information on the screen is complete and up to date. Always get clarification from **Revenue Operations** on anything you don’t understand completely. If the company has questions about the suspended account, it is usually best to have them contact **Revenue Operations** directly.

- If a collection is made after Revenue Operations hours (8 a.m. to 5 p.m., Monday through Friday), the Inspector must data enter the collection information on the POE observation screen comments field. This allows POE personnel at all ports to be aware of collections before the accounts have been cleared. Enter the total dollar amount collected, the suspension code that most closely identifies the suspension, and the other required information.
- The ports must call Revenue Operations the next working day to clear the accounts on which collections were made after hours. The POE comment DOES NOT take the place of telephone clearances.
 - o Revenue Operations receives a printout each morning of all entries showing on the observation screen at the time of printing; Revenue Operations personnel will use this to monitor that all accounts are called in and cleared. If the POE fails to call Revenue Operations it is possible that the suspension will remain on the account. Collections made during Revenue Operations hours should be called in at the time carriers are resolving the suspensions.

106.5 Codes to Identify Collections

ALL: All suspended items have been collected.

PRT: Part of the suspended items has been collected.

Delinquent Quarters, Suspension: DEL

When a customer purchases an Annual Overweight Oversize Permit, there is a Mileage Tax component that accompanies it. Each quarter, the carrier is issued quarterly overweight permit report forms; forms are issued for each permitted weight. The carrier is required to report all overweight miles travelled (zero or otherwise). A carrier is considered delinquent and owes

penalties the day after the due date, and will be suspended if its special permit mileage report forms are not received by the fifteenth (15th) day following the due date.

The POE must accept a mileage report of zero (0) miles. If the Inspector suspects operation during the reported quarter, notify Revenue Operations for possible audit review and supporting evidence. Be sure to use the appropriate codes to indicate if ALL was collected, or if PART (PRT) was collected. Indicating ALL means that the money and the mileage reports were collected and emailed/faxed to Revenue Operations.

If a collection involves delinquent quarters, use the procedure set forth in the Suspended Account Procedure section of the POE Instruction Manual and the procedures described in the ITRPS manual found in the DMV User Manual and also under POE documents on the POE Sharepoint page to identify all reports required, and calculate the overweight mileage taxes due. The ITRPS screen calculates the overweight mileage tax and penalty due on suspended quarters only, and does not add other dollar amounts shown on the suspension screen. The first quarter card data entry screen will show the total of the suspended dollar amount, which must be added to the quarter card overweight mileage tax and penalty total by POE personnel for a grand total amount.

If Rovers do not have internet access, contact your main port and have them complete the mileage form per the procedures described above. If that is not possible either issue a written warning card and/or collect a DA.

Delinquent Assessments (DA)

A Delinquent Assessment (DA) is only to be collected before 8 a.m. or after 5 p.m. Monday through Friday. A DA is an assessment of \$300.00 per carrier for suspended quarters. A \$40.00 reinstatement fee is also assessed. The carrier overweight mileage report and payment of the incurred tax is the requirement of the quarter suspension. The assessment is collectible only when the report(s) of operation cannot be provided by the carrier at the time the vehicle is stopped at the POE after hours or on the weekends. A DA is NOT a substitute for an overweight mileage report and DOES NOT clear the suspension. A delinquent assessment will allow the vehicle/carrier passage through the POE from the time of payment through the next business day. In the case of a second violation, after a DA has been paid, hold the truck until account is resolved. (Refer to POE Procedures for perishable and livestock guidelines.)

Annual OW Permit Mileage Tax, Suspension: TAX

The carrier has been suspended for failure to respond to the billing notice.

Audits, Suspension: AUD

A dollar amount is due for audited registrations, overweight mileage tax, penalties, interest, and possible audit expense.

Registration Fees, Suspension: REG

A dollar amount is due for registration fees.

Returned Checks, Suspension: RCK

A returned check is a check that the designated bank will not process for payment.

Reinstatement Fee, Suspension: RNS

A \$40.00 reinstatement fee is assessed on each account at the time it is suspended. This fee must be paid to clear the account once the requirements of the suspension have been met, such as quarters reported and taxes and penalties paid.

Warning POE Observation Screen

The carrier has been suspended for failure to provide specified requirements, as noted in the Warning Page. Notations include Audit Quarters, Cancellations, Tax Warrants, revoked IFTAs, Off-load Travel Authorizations, and collection information.

IFTA Warning

The IFTA warning requires the Idaho carrier to purchase a trip permit for fuel. Rules can be found on the Idaho State Tax Commission web site at <https://tax.idaho.gov/i-1035.cfm?seg=can>

Insurance Revocation and Suspension

Carriers on suspense have been suspended for not meeting insurance requirements with Commercial Vehicles. Their IRP power unit registrations have been revoked. The carrier must trip permit until Commercial Vehicles receives proper paperwork from the carrier's insurance agent, and a new IRP registration is issued. (see POE numbered memo POE 12-00)

Collection Activity

- **AC:** Agency Collection - Uncollected billed amounts that have been sent to Credit Data of Idaho, Inc. **THIS IS ALWAYS COLLECTIBLE BY POEs.**
- **BK:** Bankruptcy - Issue a written warning for the carrier to contact FSRO the next working day.

Account Information

- **AKA:** “Also Known As.” Gives the account number for cross referencing one account to another. The two companies are one in the same, but may have different names and addresses.
Comment: AKA 14627-8.
- **ASA:** “Address Same As.” Gives the account number for cross referencing one account to another. The two companies have the same address, but may have different names.
Comment: ASA 53792-5.

106.6 Payments

POE personnel should receipt all payments of suspensions or for balance due through the cash register, or prepare a handwritten miscellaneous receipt. The carrier should be given a copy of the receipt. Carriers may pay suspensions with checks (company or personal), cashier’s checks, money orders, bank wires, guaranteed funds (comchek, dialachek, CCIS), credit card, or cash.

Exceptions:

- Returned checks and bonds must be paid by cash, cashier’s checks, money order, bank wires, credit card, or other guaranteed funds (NO CHECKS!).
- Change cannot be given to the carrier when a payment is made by check or credit card.

106.7 Refunds

Any refunds issued to the carrier will be processed by Revenue Operations after all taxes and penalties are paid and all reports are filed. Credits on accounts are applied to any outstanding due. If the amount is over \$25.00 after 30 days, Financial Services will refund the credit. **Refunds cannot be issued by the POEs once a payment is receipted.**

106.8 Power Units Illegal to Operate When the Account is Suspended

When a company is suspended, the power unit is the primary concern. The power unit carries all mileage tax (49-434) and special fuel tax (Title 63, Chapter 24) liability on the combined gross weight of all vehicles in the combination. **The state of Idaho does not assume responsibility for the load or trailers in combination; we only hold the power unit.**

106.9 Special Permit Quarterly Use Fee Report

The Special Permit Quarterly Use Fee Report may be processed in ITRPS, which automatically calculates the penalty due, if any. IDAPA 39.03.19.100 sets up the procedure.

106.10 Warning Status Program

A warning status may be applied to an account to indicate an issue exists with the account. The POE observation screen shows the details for each type of warning. A warning can be applied by Motor Carrier and Revenue Operations for IFTA issues, not eligible for payment plan, “cash only”, and others. If the account is in the Suspended Status, the Suspension Warnings is noted on the POE Observation and CVIEW screens. Suspension status takes priority over the warning status. If an account is suspended and subsequently cleared, the warning status will reappear; therefore, it is important for ports to view the POE Observation screen for all suspended carriers to ensure they collect all amounts all amounts that are due, and resolve other issues that may exist with the carrier before the carrier leaves the port.

The WARNING system is in addition to and separate from the SUSPENSION system. The WARNING system is designed to allow Motor Carrier and Revenue Operations personnel to put WARNING messages on accounts to alert you to a variety of issues involving carrier accounts. When a WARNING has been placed on an account, you will see WARNING in the status field on the POE Observation and CVIEW screens.

- The details and comments on the POE Observation screen will help you decide which action to take. • Some WARNINGS will require action on your part and others will be information that doesn’t necessarily require you to take any action.
- A WARNING can apply to all vehicles in an account, or to individual unit numbers.
- SUSPENSIONS take precedence over WARNINGS.
- If a SUSPENSION is cleared on a carrier you are working with, don’t forget to also check for WARNINGS to ensure that all issues are resolved.
- After a WARNING issue has been resolved, be sure to contact the appropriate section as outlined in the chart on the following pages to have the WARNING removed.

Below is a chart of the **WARNING CODES** and an action plan for you to follow for each code during business hours, and after business hours.

Code	Description	POE Action During HQ Work Hours	POE Action After Hours	Section to Contact to Remove Warning when Resolved
RE	Revoked Reg (Trip Permit or Re-register)	Review comments on CRS to determine which units are affected. Call Motor Carrier at 208-334-8611 to re-register, or sell	Review comments on CRS to determine which units are affected. Sell temporary permit or follow procedures for when temporary	Motor Carrier

		temporary permit.	permit limits have been met.	
OL	Revoked Special Permit	See unit number(s) revoked. Look up permit to see if revocation time is up. If so, contact Permits to issue a duplicate permit.	Same as during work hours except hand issue duplicate permit on 217 and fax to Permits for processing the next business day.	Special Permits
FT	IFTA Issue Call ISTC (208) 334-7830	Review comments on CRS. Collect necessary IFTA info if possible. Call Tax Commission at 208-334-7830.	Review comments on CRS. Collect necessary IFTA info if possible. If not, issue warning.	Financial Services 208-334-8770
CS	Cash Only	Customer can only pay by secure funds: cash, cashier's check, credit card. No personal or business checks or money orders.		N/A
IP	Not Eligible for Payment Plan	Payments must be in full.		N/A
HV	HVUT Call MC (208)334-8611	Review comments on CRS. Collect necessary HVUT info if possible. Call Motor Carrier at 208-334-8611.	Review comments on CRS and collect necessary HVUT info if possible.	Motor Carrier
ID	Must Return Identification	Review comments on CRS to determine which units are affected. Get identification if possible. Call Motor Carrier at 208-334-8611.	Review comments on CRS to determine which units are affected. Get identification if possible.	Motor Carrier

UC	Must file UCR	Enter UCR information and collect fee.	Enter UCR information and collect fee.	Motor Carrier
----	---------------	--	--	---------------

OS	Federal USDOT Out of Service Order	Review comments on CRS to determine which units are affected. Call FMCSA at 208-334-1842.	Review comments on CRS to determine which units are affected. If a non-perishable load, hold vehicle until business hours; if perishable, follow established perishable load procedures.	Motor Carrier
UN	Unresolved Issue Call (208)334-8611	Check CRS for details. Call 208-334-8611 to resolve.	Check CRS for details. Resolve if possible; if not, allow customer to proceed.	Motor Carrier or Section Indicated in Warning Comments

Appendix

POE-RevOps: QC

Collection: (AOWO) Annual Permit Quarter Mileage Reports (QC = quarter card)

Carriers may report current quarters while the account is clear or pending.

Carriers must report when the account is suspended for unreported quarters and pay mileage, penalty, and \$40.00 reinstatement (suspension) to clear accounts.

- 1) When holding a truck until the suspension is resolved, please call RevOps:

- a. before the company calls RevOps to file reports; this way we know where the truck is held and who to call once a suspension is cleared
 - b. after all suspension requirements (quarter reports, fees) are collected by the POE, so that RevOps will clear the account and post the QC
- 2) Use ITRPS to have the customer file a statement of operation for delinquent, pending, and current (AOWO) Annual Overweight Permit quarter reports:
- a. print each page after entering and calculating mileage fees or zeros
 - b. carriers must sign and date each printed page for each quarter/year
 - c. fax all report pages to RevOps (208) 334-8580 at the time of receipt
 - d. after hours: enter a POE Observation screen collection comment for RevOps clearance
 - e. include all hardcopy report pages in the weekly WSR paperwork
- 3) RevOps will clear suspensions once carriers meet all requirements when:
- a. POE personnel call (208) 334-8770 Revenue Operations – ITD HQ
 - b. POE faxes or emails including signed carrier reports/ statements
 - c. Customers call to pay fees and fax or email completed quarter reports

POE-RevOps: DA

Collection: Delinquent Assessment on suspension of unreported AOWO Quarters

Drivers may pay a DA on suspended accounts in order to continue operating when:

- (1) only after hours, valid through the next business day to allow compliance
- (2) only unreported quarters, all known dollar suspensions must be collected
- (3) flat fee \$340 DA – per suspended ACCOUNT (not per suspended quarter)
- (4) if not resolved by second violation after DA paid, hold truck until reported

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Katie Tolman	June 17, 2016
		September 2017	Challis Phipps	September 19, 2016
Karl Allen	Update	April 2018	Leslye Nelson	May 2018
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Chapter 107 Roving POE Opera

Version 1.3 |



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Roving POE Operation

PROCEDURE STEPS:

107 ROVING POE OPERATION

107.1 Roving POE Scope and Authority

Idaho Roving POE (RPOE) are authorized and directed to enforce state laws and regulations governing vehicles size and weight on those highways, which, prior to October 1, 1991, were designated as part of the Federal-aid Primary, Federal-aid Secondary, or Federal-aid Urban Systems. A map of these routes has been provided to each roving team. Additional copies are available from POE HQ on request. Roving POE will schedule work on these routes based on Commercial Average Daily Traffic (CADT) and seasonal traffic needs. Roving teams will consist of at least two inspectors. Sites other than satellite ports will not be manned solo.

The majority of the time a rover team will be set up in a pre-approved site. Set up during hours of darkness requires adequate lighting and approval of the POE supervisor. An Area Supervisor can authorize Rovers to work with law enforcement on an occasional basis if they receive a written request for assistance by a supervisor from a law enforcement agency or a jurisdiction that has authority over a section of road.

We will not attempt to thwart the intent of legislators by using law enforcement to make a probable cause stop. You may assist an officer with an urgent need, an emergency or other critical reason upon request. Inspectors will write a report which includes the reason for each stop, who requested it, what actions the inspectors took. These reports will be emailed to your supervisor with a CC to the Compliance Manager and will be filed in Share-Point.

Roving POE should concentrate efforts on:

- Assisting carriers in eliminating registration, safety, and weight problems.
- Major POE bypass highway routes serving interstate and/or intrastate carriers.
- Entrance and exit highway routes not controlled by POE.
- Seasonal and local area of the highway system reportable to FHWA for Annual Size and Weight certification impacted by overloads, improper licensing, etc.
- Highway restrictions such as spring breakup and unusual highway breakup problems.
- Highway routes impacted by construction, mining, transportation of heavy equipment, etc.

107.2 Roving POE Equipment

RPOE equipment includes:

- Portable signing to accommodate the number one traffic control plan for roadside inspections. These signs shall be of the size, shape, and colors noted in Exhibits A and B.
- One set of 10 certified portable wheel load weighers.
- 200-foot tape and/or wheel measuring device.
- First aid kit maintained and current.
- Fire extinguisher.
- Emergency flares.
- Two-way radio.
- Laptop computer and printer.
- One height-measuring device.
- Registration forms, 120-hour permits, and all other appropriate forms and supplies.
- Red or orange flags with wooden masts.
- Other equipment as assigned by immediate supervisor.
- Mobile or cellular telephones to increase communication capabilities.
- Flag shall be placed on permanent white on black sign(s)
- Set of 2 scale stands

107.3 Traffic Control Plans

There are two authorized traffic control plans for roadside and on highway truck inspection setups. Roving POE operations shall follow authorized Traffic Control Plans (see Exhibits A and B). Liability of state is greatly reduced by adhering to plans, and POE and/or authorized ITD personnel are adequately protected from traffic.

Display RPOE vehicle red/amber rotating lights whenever a public hazard exists due to operation of the vehicle or other on-highway or roadside hazards.

POE personnel will wear the appropriate high visibility clothing, such as safety vests or other approved clothing, when performing their duties on or near the traveled portion of any highway or fixed/temporary POE.

Additional signing equipment and manpower necessary to make on-highway setups, according to Traffic Control Plan Exhibit B, may be available at District offices. Area Supervisor shall approve all on-highway setups. Traffic Control Plan Exhibit B will require lower speed signs and may require additional flaggers for safety. Traffic Control Plan Exhibit B will be on as needed basis.

All signs shall be High Intensity (Type III).

Compliance Manager and POE Area Supervisor, along with District Traffic Engineers, shall be responsible for ensuring that all on-highway setups are appropriate and safe for use with available manpower and signing.

107.4 Delay of Vehicles

When conducting a checkpoint at a high-volume traffic site, involve sufficient personnel to keep traffic flowing smoothly. It is imperative that vehicles are processed in a timely yet safe, thorough manner. In all cases, POE personnel will detain no more vehicles than the roving site can safely accommodate. Personnel will ensure that customer service and public convenience are not compromised.

107.5 Portable Scale Use and Training Certification

Haenni wheel-load weighers are the only portable scales in service with roving POE. POE enforcement personnel shall receive a minimum of eight hours of on-the-job portable scale training prior to any attempted weight enforcement action. This training will be provided to the trainee by working with the rovers or a qualified supervisor. The training will follow the guidelines in the POE inspector training modules (Rover Operation Module, Lesson Plans). After completion of this training, the Area Supervisor will write a memo to POE HQ documenting successful completion of training. POE HQ will forward a certificate to the Area Supervisor. The Area Supervisor will present inspector with the certificate from the Department documenting his/her proficiency with this equipment. See Exhibit D

POE personnel are responsible for the maintenance of their assigned scales and for making sure that proper procedures are uniformly followed ensuring that weights are accurate. In order to do this, all POE personnel working with portable equipment should first familiarize themselves with the proper operating procedures of the scale type (fixed/portable) with which they are working. Each roving vehicle should contain a copy of the operating instructions for the assigned scale type(s). (See Haenni Wheel Load Scale WL101 manual) The operating instructions must be followed to ensure accuracy of weighment.

When it is determined that a vehicle is going to be weighed, the scales will be removed from the rack in the bed of the Port pickup. After vehicle is weighed the scales will either be placed back into their allocated spots in the Port pickup or placed on designated scale racks. Designated scale racks will be placed in a safe location with cones on all 4 sides and at least one flag.

Safety is of prime concern in all departmental activities. A remote weigh site can create some dangerous situations. POE personnel must ensure that vehicle traffic control is continually maintained. Care must be exercised when moving vehicles on and off scales; be aware of where both coworkers and the public are at all times.

When conditions at the weigh site are such that safety is compromised, all weighing activities should be immediately stopped. No vehicle should be weighed on portable scales when ice or snow creates an unstable base.

If there is a suspicion of inaccuracy, refer to section 108, “SCALE CERTIFICATION AND MAINTENANCE.”

107.6 Bypasses

RPOE Personnel shall not initiate traffic stops of bypassing vehicles unless **ALL** required signing is in place. Inspector discretion is to be used in determining whether or not to pursue a bypassing vehicle. An inspector can be left at site while the other inspector pursues the by-passer. There **MUST BE** two-way radio or cellular phone communications between the two inspectors. Cell phone use must adhere to policy. Other criteria to consider is location and if trouble could arise. **DO NOT PROCEED ALONE IF TROUBLE IS SUSPECTED. Refer to the definition of a bypass.**

107.7 RPOE Saturations

POE rovers shall submit saturation proposals to their Area Supervisor. ITD 4860 Roving Port of Entry(RPOE) Saturation Proposal will be submitted to the Compliance Manager for approval.

107.8 Roving POE Registration Procedure

Registrations for Idaho-based and foreign-based Full Fee registrants can be performed by roving port of entry inspectors using the following procedures.

Procedures for Rovers:

1. Roving Port of Entry Inspectors can register new Idaho based Full Fee applicants, renew existing Idaho Full Fee registrants, register/renew foreign Full Fee applicants roadside.
2. Assistance can be given to any Idaho based IRP registrant inspected roadside by calling MCS during routine business hours at 1-208-334-8611.
3. Complete all applicable forms exactly the same as fixed port personnel and use CRS System to create a new account if the applicant is new. Please make sure there is no existing account under the same name before creating another one.
4. Use the CRS System to complete the registration and collect fees.
5. Scan and e-mail paperwork to MCS.. Call an employee at MCS making note of who you have contacted and let them know to expect the e-mail of the registration transaction.
6. If an IRS HVUT-2290 form was collected, mail this to MCS in Boise ASAP. No HVUT-2290 is needed for foreign Full Fee registrants

7. All necessary forms can be found on the Form Finder on the ITD Intranet and the WWW.IRS.Gov website.

107.9 Exhibits of traffic control plans

EXHIBIT A

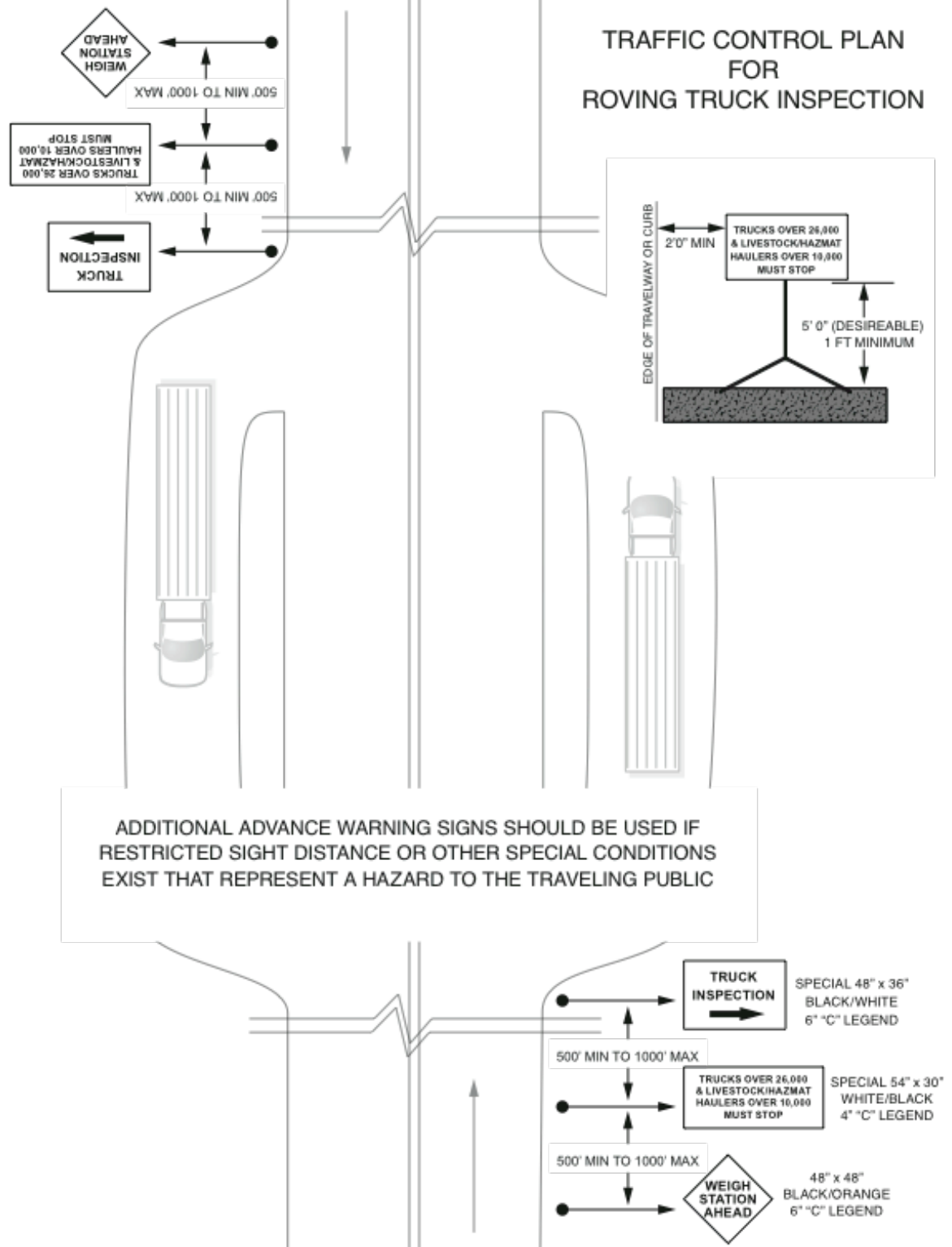
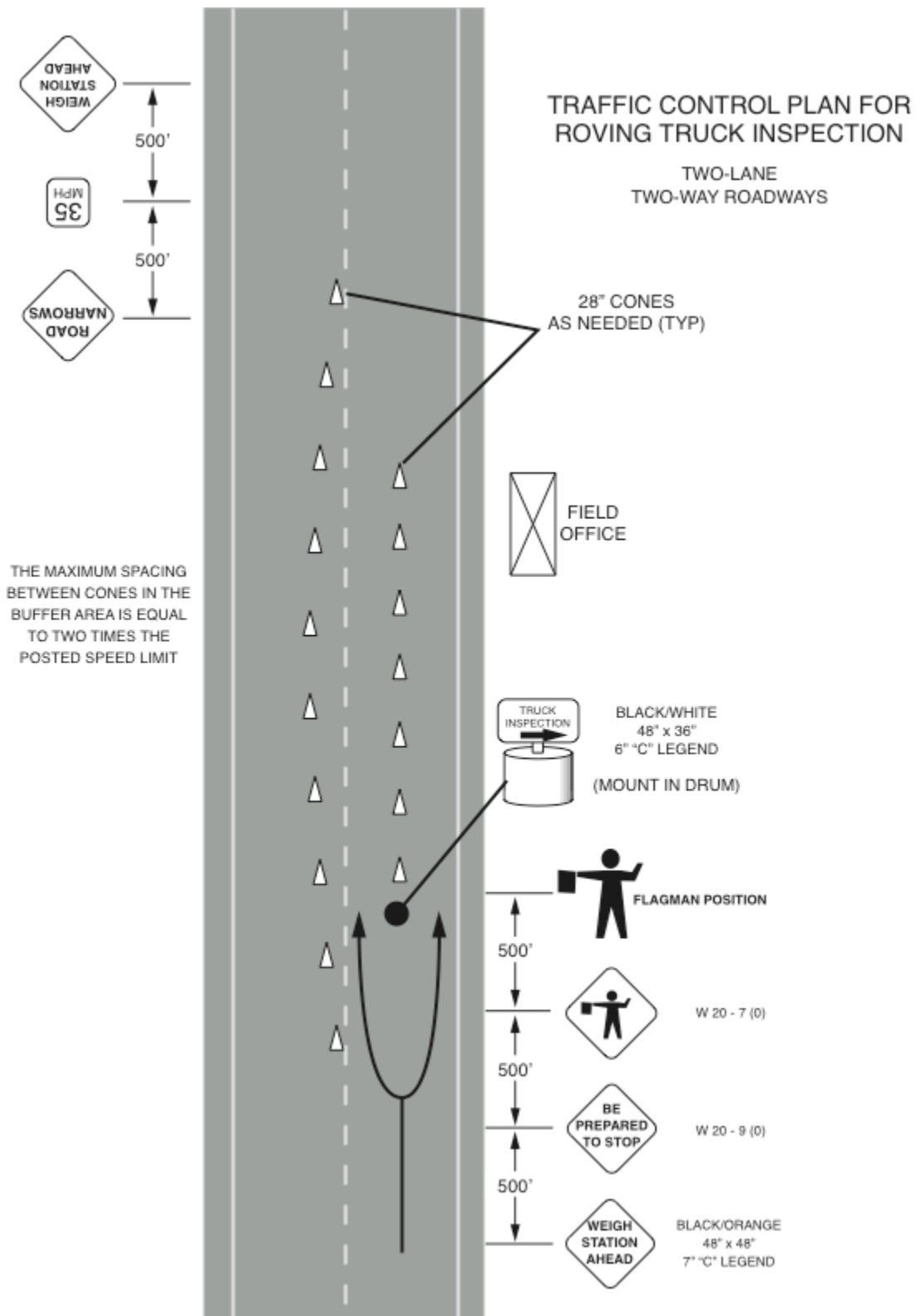


EXHIBIT B



Currently, the sign to the left (which is an advisory sign) is what is to be used at a setup. The sign to the right has changeable last line to indicate the needed direction (which is a regulatory sign).

This sign could be used in addition to the signs that are in the diagram but not to replace them.



Exhibit D

Training Certification

JOE INSPECTOR

Has successfully completed I.T.D. Training

And has demonstrated proficiency operating

Haenni Wheel Load Scales WL101

On this ____ Day of _____ 20____

Compliance Manager

Port of Entry Area Supervisor/MVPS



REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Katie Tolman	June 17, 2016
		September 2017	Challis Phipps	September 5, 2017
Greg Deveraux	Update	May 2018	Leslye Nelson	May 2018
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Chapter 108 Scale Usage and Repair



Division of Motor Vehicles

January 2020

POE – MANUAL

Scale Usage and Repair

PROCEDURE STEPS:

108 SCALE USAGE AND REPAIR

108.1 Weighing the Load

Before weighing a vehicle, the Inspector should ensure that the entire load to be weighed is on the scale platform and that no persons, other than drivers or passengers, are on the scale platform.

On scales with digital indicators, the weight of the load is indicated when the weight indicator stabilizes, or when the motion annunciator light extinguishes to indicate that the load has stabilized.

The correct weight is the value in pounds indicated by the digital indicator when correct load balance is obtained. When weighing loads of free liquid or livestock, care must be taken to ensure that the load has stabilized before a weight value is accepted as accurate. Weight values are to be recorded or printed only when the indicated values are stable.

108.2 Recording the Weight

The weight should be recorded immediately after the load balance is obtained and any loads are removed from the scale platform. The Inspector shall make certain that the printed weight record agrees with the weight value visibly indicated on the digital indicator when correct load balance is obtained. The Inspector shall also ensure that the printed weight value is sufficiently distinct and legible.

Axle-load weights shall be recorded after the scale has settled with the vehicle brakes released. All weights shall be recorded in pounds, not kilograms.

108.3 Weigher's Responsibility

The primary responsibility of an Inspector when weighing is to determine and record the true weight of a vehicle without prejudice or favor to any person or agency, and without regard for commodity, ownership, price, condition, or other considerations. An Inspector shall not permit the representations or attitudes of any persons or agencies to influence his/her judgment or action in performing these duties.

Accurate weighing and weight recording require that a weigher shall not permit his/her operations to be hurried to the extent that inaccurate weights or incorrect weight records may result. Manual operations connected with balancing, weighing, and recording shall be performed with care.

All drivers, owners, or others having legitimate interest in a load of whatever commodity are entitled to observe the balancing, weighing, and recording procedures. An Inspector shall not deny that right or withhold from them any information pertaining to the weight.

108.4 General Precautions

POE personnel shall ensure that ice, snow, or mud is not allowed to accumulate on the scale deck or ramps that may affect the weights that are recorded.

Whenever, for any reason, POE personnel have reason to believe that a scale is not functioning properly or not yielding correct weight values, he/she shall discontinue weighing and report the situation to the immediate supervisor. The supervisor shall immediately advise the POE Manager/EDES, requesting inspection, testing, or repairing of the scale. The supervisor shall immediately advise all personnel of the situation and to not weigh vehicles until notified.

When a scale has been adjusted, modified, or repaired in any manner, POE personnel shall not use the scale until it has been tested, inspected, and certified to be accurate by either the Bureau of Weights and Measures or, if authorized, the scale maintenance contractor.

108.5 Portable Scales

NIST Handbook 44, UR.3.4.2, states:

“A vehicle of which either an axle-load determination or a gross-load determination is being made utilizing wheel-load weighers or portable axle-load weighers shall be in a reasonably level position at the time of such determination.”

If a vehicle is being weighed, and there is a reasonable doubt about the location being level which could affect the accuracy of the weight recorded, the vehicle shall be either taken to a level location and re-weighed or allowed to proceed to the nearest fixed scale to weigh.

- POE personnel shall ensure that all sites used with portable wheel-load weighers are reasonably level and free from severe ruts which may damage the wheel-load weigher or affect the accuracy of the weights recorded.
- If a wheel-load weigher is damaged, or if the Inspector suspects its accuracy, it shall be immediately taken out of service and not used for any vehicle weight enforcement until required repairs have been made and/or accuracy has been certified. Any

incident that damages a scale should be reported to the EDES on form ITD 3270 within five business days.

- Wheel-load weights will be recorded after the scale has settled with brakes released.
- Haenni scales, by state code and handbook 44, require certification twice a year and can be certified with a positive/negative tolerance. We certify them as follows
 - +/- 2 grads at 2,500
 - +/- 4 grads at 10,000
 - +/- 6 grads at 20,000
- Inspectors should be aware that there is a potential when using ten scales in a weighment, that could be certified with upwards of a +4 tolerance at 10,000 lbs. each (+4 = 200 lbs. x 10 scales = 2000 lbs.). The Electronic Digital Equipment Specialist will make every effort to bring the scales as close as possible to zero at 10,000 lbs., but the inspector should take into consideration the possible error when weighing vehicles. In addition, it has been discovered that temperature acclimation of the scales can affect the certification process, so it is very important for inspectors to make every attempt to drop the scales off the night before certification. Scales should be cleaned prior to certification but a hose or power washer should never be used to clean them.

108.6 Platform Scales

Permanent POEs and certain satellite locations are equipped with permanently installed platform scales. Trucks and truck trailers or trailers in combination are weighed axle by axle, accumulating weights to total vehicle and vehicle combined gross weights.

1. Single axle is an assembly of two (2) or more wheels whose centers are in one (1) transverse vertical plane, or may be included between two (2) parallel transverse planes forty (40) inches apart extending across the full width of the vehicle.
2. Tandem axle is any two (2) axles whose centers are more than forty (40) inches, but not more than ninety-six inches apart, and are individually attached to or articulated from (or both) a common attachment to the vehicle including a connecting mechanism designed to equalize the load between axles.
3. Tridem axle is any three (3) axles whose extreme centers are more than one hundred forty-four (144) inches, and are individually attached to or articulated from (or both) a common attachment to the vehicle including a connecting mechanism designed to equalize the load between axles.

To weigh a truck for enforcement purposes, axle or axles being weighed must be allowed to remain on the scale with brakes released until the scale settles (which is when motion annunciator light extinguishes) before printing or entering weight for accumulation to gross weight. Each axle and tandem axle is to be weighed individually. Liquid loads and livestock create the greatest problem for POE Inspectors when attempting to obtain reliable weights because of shifting load.

Loads of livestock create special problems. Animals are free to move about during accumulation of axle weights. Therefore, inspectors shall caution drivers not to use quick starts and stops during process. Re-weighing shall be used when weights are in question.

Procedure will allow the inspector to evaluate scale weights for critical consecutive axle distributions. For enforcement, inspectors shall physically measure vehicle using a tape or other authorized measuring device.

108.7 Weigh in Motion (WIM)

WIM systems are designed for use as screening devices at POEs. Highway engineers for roadway design use the data collected. The purpose of the WIM system is to weigh high volumes of vehicles and identify vehicles and combinations of vehicles, that may have a weight problem (axle, and combinations of axles and gross weight), and direct them to static (platform) scales for static weighing and enforcement action if required.

108.8 Scale Repairs

Fixed Scales

All repairs and testing of fixed scales will be performed by the Electronic Digital Equipment Specialist (EDES) when available; if not available, then by the scale maintenance vendor, per the Contract Agreement. The EDES should be present for all repairs and maintenance.

Whenever a worker is below or inside a confined space (scale pit), another worker shall be in constant attendance on the surface or outside at the opening. This worker may be directing the work or serving as a helper, but his/her main duty is to remain near the opening to notify emergency personnel if necessary. Intermittent but frequent checks with the worker inside will confirm his/her safety. Standby personnel should not enter a confined space until help arrives, and then only with proper protective equipment, life lines.

Portable Scale Repair

Use the following procedures when returning and picking up Haenni scales or indicators needing repair.

The EDES has been trained to perform repair and maintenance of Haenni scales. When one of these scales malfunctions, it should be sent to ITD POE Headquarters in the following manner:

- Notify the EDES that the scale has malfunctioned, and arrange for a replacement to be sent from stock as needed. Scales will be sent on the district supply truck unless other arrangements are requested.
- Place the scale in the original or other suitable shipping box. The scale should be returned to: ITD Headquarters, Port of Entry, Attn.: Haenni Scale Repair. An AVO listing the serial number of the scale and a brief description of the problem should accompany the scale.
- The scale will be evaluated, repaired, or sent back to the manufacturer for repair as needed.
- When repaired, the scale will be returned to stock. A copy of the Test Report will be attached (Exhibit A on page 208-4) certifying the scale.

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Katie Tolman	June 17, 2016
		September 2017	Challis Phipps	September 2017
		November 2017	Challis Phipps	November 21, 2017
Karl Allen	Update	December 2019		

Chapter 109 Registrations and 120 Hour Permits

Version 1.2 | January 2020



YOUR *Safety*



YOUR *Mobility*



YOUR *Economic Opportunity*



120-hr Temporary Permits, Motor Fuel Tax & Commercial Registrations

PROCEDURE STEPS:

109 120-HR TEMPORARY PERMITS, MOTOR FUEL TAX & COMMERCIAL REGISTRATIONS

109.1 Permits In Lieu of Registration and Special Fuel Tax, Authority

Section 49-432 I.C. authorizes the issuance of 120-hour temporary permits. Rule IDAPA 39.03.81 clarifies temporary permit issuance in more detail.

All vehicles and equipment listed under I.C. 49-426 and the Motor Carrier Manual as exempt from registration shall be exempt from being required to purchase a temporary permit. These include, but are not limited to the following:

- Farm tractors.
- Implements of husbandry.
- Those manufactured homes which qualify for an exemption under the provisions of section 49-422, Idaho Code.
- Road rollers.
- Wheel mounted tar buckets.
- Portable concrete and/or mortar mixers.
- Wheel-mounted compressors.
- Tow dollies.
- Portable toilet trailers.
- Street sweepers.
- Other construction equipment.
- Forestry equipment.
- Lawn and Grounds equipment.
- Golf Carts.
- Generators.
- Office trailers.
- Concession stands.

If the tractor is properly registered, and the trailer is properly licensed in another state, do not issue a temporary permit for the trailer.

109.2 Applicability

Idaho 120-hour temporary permits are available to Idaho resident and nonresident vehicle operators who qualify. The resident and nonresident operator **MUST** purchase a 120-hour temporary permit under the following conditions:

1. Vehicles that are not properly licensed to operate in Idaho, either Full Fee or IRP.
2. Special fuel vehicles, exceeding 26,000 pounds CGVW, not qualified as a special fuel user.

109.3 Availability of 120-Hour Temporary Permits

One hundred twenty (120)-hour temporary permits are available at all POEs, through CRS online system, and through designated temporary permit vendors (reference the Vendor Roster). It is the responsibility of operators to purchase temporary permits at the first location where the permit is available. The temporary permits are valid only within the state of Idaho.

Temporary permits at the permanent scales are issued from the CRS System. Handwritten TWIP and TRIP permits are issued by rovers and the Ports when the computer is down.

109.4 Avoidance of HVUT

If you suspect that a carrier is purchasing trip permits to avoid payment of the HVUT, contact the IRS. Before calling the IRS, gather all available information about the carrier that would be helpful – i.e. Federal DOT number, EIN, full name of owner and DBA, number of permits purchased, and weights declared.

IRS

1220 SW 3rd Room 890

Mail Stop 0145

Portland, Oregon 97204

Phone: (503) 326-5801

109.5 Trip Permit Limitations

The limit is three (3) 120-hour temporary registration permits and three (3) temporary weight increase permits (120-hour or 30-day) per vehicle per calendar year. Each duration on a permit is counted as 1 temporary or TWIP permit for the vehicle.

Even though some motor carriers desire to have multiples of the 120 hours put on a single temporary registration permit document, they cannot have more than three durations. The total time legally allowed for any vehicle in a calendar year to run on temporary registration permits is now 360 hours or 15 days.

A TWIP permit may be issued for any combination of 120 hour or 30 day permits (for those who qualify) with a total limit of three.

The limit on temporary registration permits does not apply to the following:

- 1) Fuel Permits,
- 2) Wreckers,
- 3) Transporters of manufactured homes, new unlicensed trailers, new RVs, other towed motor vehicles, and
- 4) Unladen permits.

The following is enforcement guidance for Inspectors when encountering a carrier who requires a permit, but already is at their limit of temporary or TWIP permits allowed in a calendar year:

109.6 During MCS Business Hours or After MCS Business Hours

Verify carrier has reached a maximum of 3 permits for a particular unregistered vehicle within a calendar year by utilizing the CRS System

Inspector discretion to issue warning or citation (violation of 49-434A or 49-438) as well as the following dependent on the situation.

Inspector can license the vehicle for Idaho registration (Idaho or Foreign Full Fee) or have the customer contact their base jurisdiction to register their unlicensed vehicle or raise the registered weight of their vehicle for Idaho.

109.7 Adding New Full Fee Vehicles on CRS, General Information

IDAHO BASED CARRIERS

•The first thing you are going to do when an Idaho based carrier wants to add a new Full Fee vehicle is to verify on the title database that the vehicle is titled in Idaho to the registrant. This is very important!

If they don't have a title yet because they just purchased the vehicle, they must have one of the following:

- A title application issued by a County DMV office, or an Idaho dealership, or
- A bill of sale containing all of the following information;
 1. The buyer's name
 2. Date of purchase
 3. Purchase price
 4. Year, make and VIN of the vehicle
 5. And it must be signed by the seller. (An invoice from a dealership is NOT a bill of sale unless it contains all of this information)
 - OR-Written permission from the titled owner (Idaho title) allowing the registrant to license the vehicle under the registrants account.

If the carrier cannot provide any of the above documents, the vehicle cannot be added until it is provided.

NON-IDAHO BASED CARRIERS

- Proof of current registration in their base state is required. Proof of title is not required, and the title field will be left blank.
- With the exception of the base state field and the title field, all of the following data entry rules apply to both Idaho and non-Idaho carriers.

DATA ENTRY INSTRUCTIONS

Go to CRS to data enter the information from the application.

- WEIGHT-if weight is 56,000 lbs or more, a current receipt stamped 2290 (HVUT) is required. If the carrier has not filed, please have them do so. Do not register the vehicle without it.
- MILEAGE-If weight is 62,000 lbs or more, an estimated mileage guideline form must be completed. (Flat rate does not apply when estimating miles)

For Foreign Full Fee Registrations for a power unit, the 2290 (HVUT) is not required. A copy of the base state registration is and it must be current and valid. Also, if registering at 62,000 or above the mileage guideline form must still be completed, see bullet point 2 above.

109.8 Disqualified Purchases of 120-Hr Temp. Permits and TWIP permits

Owners or operators of vehicles whose registration has been canceled, revoked, or suspended by the Idaho Transportation Department are not eligible for temporary permits sold in lieu of registration.

109.9 Proof of Vehicle Ownership Prior to Purchase of 120-Hr Temp Permits

At the CVLG meeting of July 2007 (POE Numbered Memo 02-08), proof of ownership of the vehicle obtaining a trip permit was discussed and the group agreed in order to be uniform we will modify the permit to read: “Must carry proof of ownership along with permit”. The 120 Hour-Temporary Registration/Fuel Permit was changed to include the phrase “Operator.....must carry proof of ownership in vehicle”.

Customers can now go online and purchase the 120 Hour-Temporary Registration/Fuel Permits. Online CRS issuance has no means of viewing or requiring the proof of ownership for any vehicle prior to the issuance of the 120 Hour-Temporary Registration/Fuel Permit.

It is not feasible for the Port of Entry Inspector to require proof of ownership to issue a 120 Hour-Temporary Registration/Fuel Permit when online purchasing does not.

For both Resident and Nonresident Vehicles, an operator or owner of a vehicle is not required to show proof of ownership before a temporary permit is issued. If the vehicle operator has such proof of ownership, that proof of ownership shall be used to assist the Inspector in the completion of the temporary permit. The operator is required to carry proof of ownership in the vehicle.

Proof of ownership can be documented by:

- A copy of the Idaho title identifying the owner and vehicle.
- A copy of a valid lease agreement identifying the owner and the vehicle.
- A copy of an expired lease agreement of an owner/operator not acting as a lessee that identifies the owner and the vehicle.
- A copy of a current lease agreement, providing that the base state qualifies for a permit, which identifies the owner/operator. In the case of a forwarding company, shipping papers or bills of lading need to be shown.
- A copy of an expired registration identifying the current owner and the vehicle.

- A copy of a valid registration or title from a base state, which qualifies for a permit, identifying the vehicle.

IRP, Inc. provides a link to their web site for verifying the format of apportioned cab cards. To view the documents for each jurisdiction, go to <http://www.irpinc.org>. On the right hand side under Quick Links, is a section titled “Jurisdiction Information.” Click on that and check the Cab Card box. If you want to see all the jurisdictions, just click the control key and the Continue button at the bottom. If you are only interested in one particular jurisdiction, you can select the jurisdiction from the drop-down box above before clicking on the Continue button. The screen will take time to load. If the cab card of the vehicle is to have a water mark on the document, as described in the web site listed above, but no water mark is shown, then that cab card is a photocopy.

As the number of jurisdictions that issue credentials on line increase, it is crucial that the registration document be closely viewed. If the registration document contains the statement that photocopies are not allowed, the Inspector should determine if the registration document is an original or a photocopy. As many jurisdictions now allow for faxed copies to motor carriers, the Inspector, if in doubt, should verify that the vehicle registration belongs to the motor vehicle, either through an on-line means or by physically comparing the VIN plate on the motor vehicle to the vehicle registration.

109.10 Movement of Newly Acquired Vehicles

Idaho Code 49-504 (6) allows for the following:

A copy of the application for certificate of title issued by a dealer shall be given to the purchaser to be used as a 72-hour temporary permit. When an application for certificate of title is not issued by the dealer, a seller’s bill of sale shall serve as a 72-hour permit. The 72-hour time period for temporary permits shall be calculated, excluding weekend days and legal holidays observed by the state of Idaho. This temporary permit allows operation of any noncommercial vehicle or unladen commercial vehicle or vehicle combination for 72 hours.

Motor homes over 26,000 pounds running on diesel that are being driven from the manufacturer to the dealer need to be IFTA-qualified, or a fuel permit needs to be purchased.

109.11 Vehicles from Out-of-State Companies to Purchase Temporary Permits

Licensed vehicles from Out-of-State companies may purchase one hundred twenty (120) hour temporary permits in lieu of registration at the first available location. If a vehicle is licensed for

a lesser gross weight than it is hauling in Idaho, a trip permit (not a TWIP) shall be issued for the difference in weight. Example: Washington based vehicle is based and registered only in Washington for 12,000 pounds enters Idaho with a gross weight of 22,000 pounds, a trip permit shall be issued because the weight is greater than the registered weight; no citation shall be issued.

If a vehicle is licensed in its home state for 26001 lbs. or more or is actually weighing 26001 lbs or greater it does not qualify for free flow and must purchase a one hundred twenty(120) hour temporary permit or a registration to operate in Idaho.

109.12 Intrastate definition

If a commercial vehicle is 10,001 pounds or more (as defined as a commercial motor vehicle in FMCSR 390.5) and is in the state in the furtherance of their business, it is then required to be licensed or to purchase temporary permits.

This includes vehicles:

- Owned and/or operated within Idaho where the owner and/or operator of the vehicle are working on a job site in Idaho.
- Has a contract to do work with Idaho
- Is doing 'point-to-point' work in Idaho (where the load is picked up and delivered with Idaho on the same trip), or
- The nature of the work requires that the vehicle be domiciled in Idaho

This does not include vehicles:

- Meeting the definition of farm registration reciprocity
- Meeting the definition of dealer reciprocity
- 26,000 pounds or less making daily deliveries within Idaho

Refer to IDAPA 39.02.27.200.03 for Idaho Rule governing the registration required.

109.13 Fire Policy Without Governor's Intervention

Registration

Vehicles working intrastate are required to register or purchase trip permits.

109.14 Procedure for Vehicles Transporting Livestock and Equipment for Recreation and Competitive Purposes

Idaho Code doesn't include any provision that limits motor vehicles registered as commercial or farm from being used incidentally for other purposes such as transporting livestock or equipment for recreation or competitive purposes. Vehicles transporting livestock or equipment for

recreation or competitive purposes will be allowed to operate on either farm or commercial plates. If the trailer is pulled by an RV and the power unit is licensed as an RV then the trailer will be treated as an RV.

109.15 Unlicensed Vehicles to Purchase Temporary Permits Before Highway Use

One hundred twenty (120) hour temporary permits in lieu of registration must be purchased by owners or operators of unlicensed vehicles prior to their movement on the highway. A vehicle operating on a temporary permit in lieu of registration from another jurisdiction or any transporter plate shall be allowed to proceed to first available location.

Unlicensed vehicle definition: An “unlicensed vehicle” is defined as a vehicle not currently registered in “any” jurisdiction.

Exhibit 1

120-hour Temporary Permits Reference Sheet Common Examples

If the Power Unit ***IS*** registered for Idaho and the trailer is registered with Idaho or another state: **No Permit Fee is required.**

See below

If the Power Unit ***IS*** registered for Idaho, but the trailer ***IS NOT*** registered at all with any state: the **Single Permit Fee is 60.00**. If the Power Unit ***IS NOT*** registered for Idaho but the trailer is registered with any state: the single Permit Fee is 60.00.

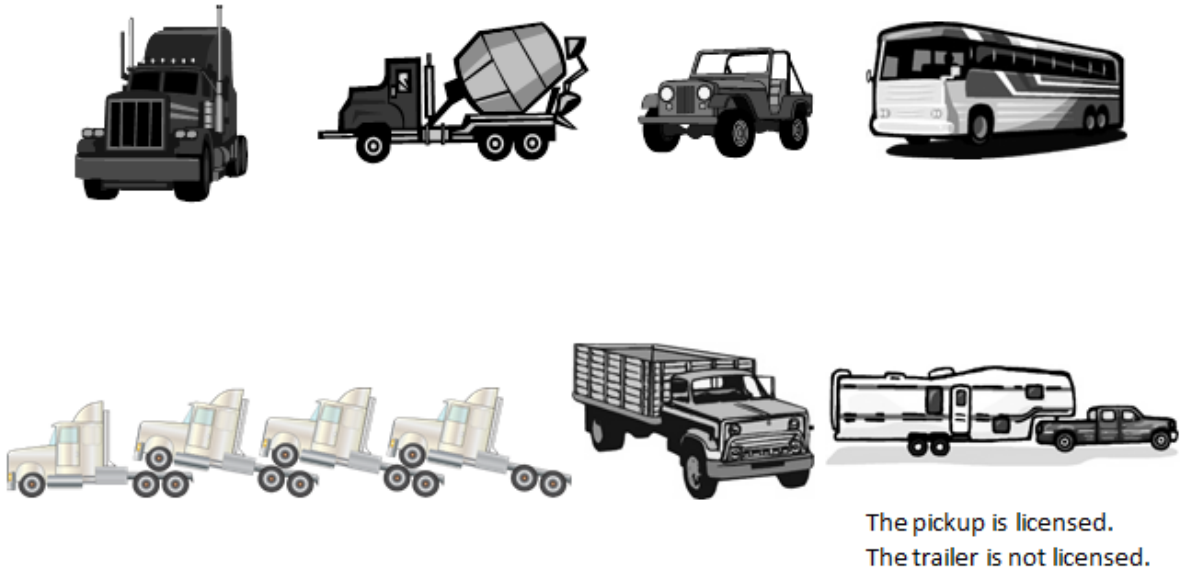
If the Power Unit ***IS*** registered for Idaho and the two following trailers ***ARE NOT*** registered at all with any state: the **Combination Permit Fee is \$120.00**. (No matter how many trailers there are, the maximum is 120.00.)

Following are examples of vehicle types.

SINGLE VEHICLE UNREGISTERED

120-hour: \$60.00

Fuel Tax: If required, fee is an additional \$60.00.



COMBINATION VEHICLE UNREGISTERED

120-hour: \$120.00

Fuel Tax: If required, fee is an additional \$60.00.



109.17 120 Hour Temp Permits In Lieu of IFTA & Motor Fuel Tax General Requirements and Definitions

POE - Special Deputies of Tax Commission

The State Tax Commission has deputized all POE employees as agents of the State Tax Commission. Inspectors shall enforce Title 63, Chapter 24, of Idaho Code as it applies to Idaho Fuel Tax.

Fuel Tax Requirements

For additional IFTA information, see the Fuel Tax section of the Motor Carrier manual in the Public Folder.

Idaho Code 63-2438. INTERNATIONAL FUEL TAX AGREEMENT (IFTA) LICENSE.

- (1) It shall be unlawful for any person to consume special fuels in the operation or propulsion of a motor vehicle over twenty-six thousand (26,000) pounds maximum gross weight on the highways of this state unless such motor vehicle is:
 - (a) Licensed under the provisions of the international fuels tax agreement; or
 - (b) Operating under a temporary permit under section 49-432, Idaho Code; or
 - (c) Registered solely for operation in this state under section 49-434, Idaho Code, and is not a vehicle proportionally registered under section 49-435, Idaho Code.
- (2) The application for an Idaho IFTA license shall be made to the commission upon a form prepared and furnished by the commission and containing such information as the commission deems necessary. Carriers based in other IFTA jurisdictions must apply to their base jurisdiction to obtain an IFTA license.
- (3) No IFTA license shall be transferable.
- (4) The commission may collect a fee for issuance of the IFTA license and decal, which fee shall not exceed the cost of issuance.

Definitions

Idaho Code 63-2401(23) defines "Special fuels" as:

- (a) All fuel suitable as fuel for diesel engines;
- (b) A compressed or liquefied gas obtained as a byproduct in petroleum refining or natural gasoline manufacture, such as butane, isobutane, propane, propylene, butylene, and their mixtures; and
- (c) Natural gas, either liquid or gas, and hydrogen, used for the generation of power for the operation or propulsion of motor vehicles.

Gasoline is not defined as special fuels.

Idaho Code 63-2401. DEFINITIONS. In this chapter:

- (11) "Gasoline" means any mixture of volatile hydrocarbons suitable as a fuel for the propulsion of motor vehicles or motor boats. "Gasoline" also means aircraft engine fuels when used for the operation or propulsion of motor vehicles or motor boats and includes gasohol, but does not include special fuels.
- (15) "International fuel tax agreement" and "IFTA" mean the international fuel tax agreement required by the intermodal surface transportation efficiency act of 1991, Public Law 102-

240, 105 Stat. 1914, and referred to in title 49, U.S.C., section 31701, including subsequent amendments to that agreement.

- (18) "Motor fuel" means gasoline, special fuels, aircraft engine fuels or any other fuels suitable for the operation or propulsion of motor vehicles, motor boats or aircraft.
- (19) "Motor vehicle" means every self-propelled vehicle designed for operation, or required to be licensed for operation, upon a highway.
- (23) "Special fuels" means:
 - (a) All fuel suitable as fuel for diesel engines;
 - (b) A compressed or liquified gas obtained as a byproduct in petroleum refining or natural gasoline manufacture, such as butane, isobutane, propane, propylene, butylenes, and their mixtures; and
 - (c) Natural gas, either liquid or gas, and hydrogen, used for the generation of power for the operation or propulsion of motor vehicles.
- (24) "Special fuels dealer" means "distributor" under subsection (6) of this section.
- (25) "Special fuels user" means any person who uses or consumes special fuels for the operation or propulsion of motor vehicles owned or controlled by him upon the highways of this state.
- (26) "Use" means either:
 - (a) The receipt, delivery or placing of fuels by a licensed distributor or a special fuels dealer into the fuel supply tank or tanks of any motor vehicle not owned or controlled by him while the vehicle is within this state; or
 - (b) The consumption of fuels in the operation or propulsion of a motor vehicle on the highways of this state.

109.18 Application for International Fuel Tax License

Application for IFTA license will be made to the member's base state. Idaho Carriers will use Form IMC-2 from the Idaho State Tax Commission.

109.19 Who needs an IFTA license?

Any Idaho based interstate carrier with special fuel-powered vehicles over 26,000 pounds GVW that operates in two or more IFTA jurisdictions, will need either an IFTA license or will need to purchase temporary fuels tax permits from Idaho and any other jurisdiction, where the carrier wishes to travel. Special fuels means: diesel, biodiesel, biodiesel blends, propane, natural gas, or any other fuel suitable to operate a diesel engine.

Specifically:

- An Idaho-based IRP carrier with a special fuel-powered vehicle over 26,000 pounds GVW will need an IFTA license, or they will need to buy a temporary fuels tax permit from each jurisdiction, including Idaho, to operate in that jurisdiction.

- An Idaho-based Full Fee carrier with a special fuel-powered vehicle over 26,000 pounds GVW that doesn't go out of state, won't need an IFTA license. If they occasionally go out of state and buy trip permits from the jurisdictions they go into, they will also need to purchase temporary fuel permits from the other jurisdictions.
- A Foreign Full Fee or Foreign IRP carrier with a special fuel-powered vehicle over 26,000 pounds GVW will need an IFTA license, or they will need to purchase a temporary fuels tax permit from Idaho to operate in Idaho.
- IRP carriers or foreign full fee carriers with a special fuel-powered vehicle over 26,000 pounds GVW will need an IFTA license, or they will need to buy a temporary fuels tax permit from each jurisdiction, including Idaho, to operate in that jurisdiction.
- An Idaho-based Full Fee farm carrier who is entering neighboring jurisdictions under the Farm Registration Reciprocity agreement will need either an IFTA license, or to purchase a temporary fuels tax permit from the neighboring jurisdiction(s), if the special fuel-powered vehicle is over 26,000 pounds GVW.
- A Foreign-based farm carrier with a vehicle entering Idaho under the Farm Registration Reciprocity agreement will need an IFTA license, or to purchase a temporary Idaho fuels tax permit to operate in Idaho, if the special fuel-powered vehicle is over 26,000 pounds GVW.
- If registered solely for Idaho, full fee, the carriers do not require a fuel permit when returning to Idaho from out of state.

Is an IFTA license required for a gasoline-powered vehicle that is over 26,000 pounds GVW?
No.

What about propane or natural gas (gaseous fuels) vehicles?

Yes. The IFTA licensing requirements apply to gaseous fuel-powered vehicles over 26,000 lbs. GVW. However, there are tax payment alternatives available for carriers with these types of IFTA qualified vehicles. Check with the STC representative for more information.

109.20 IFTA Credentials

1. IFTA License.

Each licensee motor carrier will be issued one license or cab card. The licensee is required to make copies and place one copy in each driven vehicle.

2. IFTA Identification Decals.

All IFTA states will have a similar decal displaying the boundary outline of the base state (the color will change with each calendar year).

The decal will contain the following minimum information:

- The letters “IFTA.”
- A two-letter state identifier.
- The current (or valid) license year.

3. Placement of IFTA decal on truck (two decals required).

Each IFTA carrier is required to have two decals that are to be displayed on the lower rear exterior portion of the cab, one on each side; in the case of buses, the decals may be located on the driver’s side.

4. Grace Period.

All IFTA carriers shall be allowed a two-month grace period to display the current IFTA license and decals. The effective date for enforcement shall be March 1 of each year.

5. Fuel Decal/Permit on New Vehicles Being Delivered by Dealer

An IFTA is required on a new vehicle using special fuels, and in excess of 26,000 pounds CGVW that is being delivered by a dealer; however, the decal does not need to be displayed.

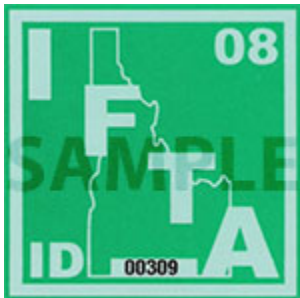
6. Removal of Fuel Decals Improperly Displayed

POE Inspectors shall not physically remove decals from a vehicle. The driver or owner shall be encouraged to remove the decal. Display of a decal registered to another carrier is a violation of Section 63-2441, I.C.

7. All foreign-based vehicles in excess of 26,000 pounds GVW, operating on special fuels, which do not display Qualified International Fuel Tax Agreement (IFTA), must be issued a 120-hour temporary permit even though licensed as required by I.C. 49-434 and 49-435.

EXHIBIT 3

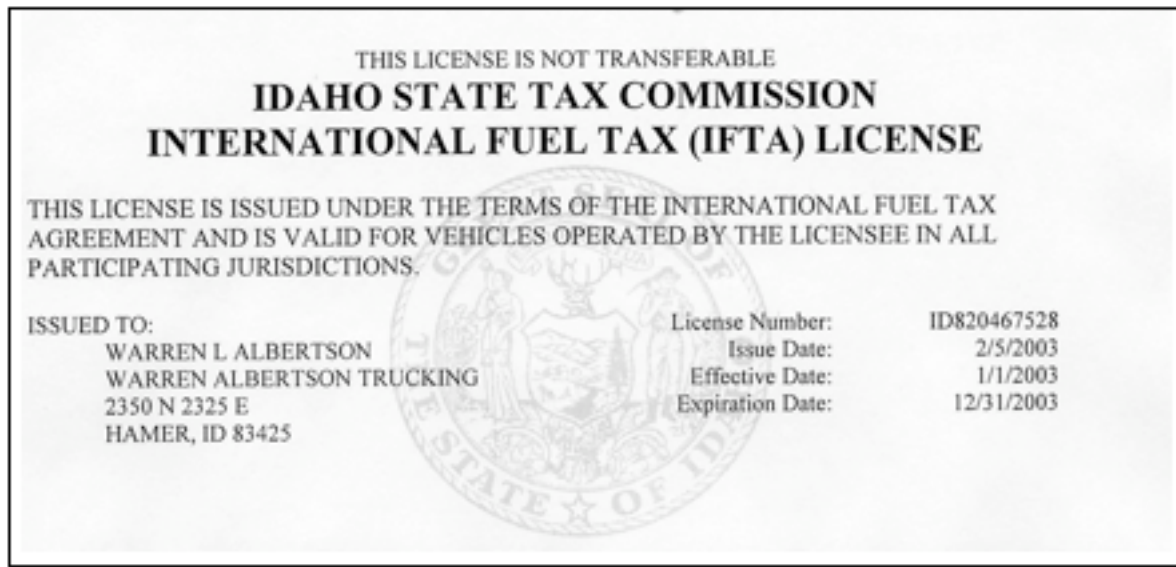
IDAHO IFTA DECAL



DARK BACKGROUND WITH WHITE LETTERING (COLOR VARIES EACH YEAR)

2019 Blue
2020 Green
2021 Red
2022 Blue
2023 Green
2024 Red

IDAHO IFTA LICENSE (CAB CARD)



109.21 Procedures When IFTA Decals or Cab Cards are Missing or Illegible

No IFTA decals are displayed, but the vehicle does have an IFTA cab card in vehicle:

- Issue warning card allowing 15 days for company to secure and put decals on vehicle.
- If a carrier displays illegible decals, a written warning to secure legible decals shall be issued following the written warning procedure.
- A citation may be issued if warning card is not complied with.
- If Idaho IFTA, and the company needs additional stickers, issue stickers following procedures.

IFTA decals are displayed properly, but there is NO IFTA cab card/license is in the vehicle:

- Sell 120-hour trip permit.
- Issue warning card allowing 15 days to comply.
- Enforcement action at Inspectors discretion.

To get the suspension cleared, have the jurisdiction fax a “carrier in good standing” letter to MOTOR CARRIER,, (208) 334-2006.

ITD does not issue decals to “Renewal” applications. They need to be sent to Idaho State Tax Commission, Boise office.

109.22 POE IFTA Procedures

The procedures in this section cover new IFTAs, decal reorders during office hours, and decal reorders after hours. The document contains a revision date for reference should there be future updates.

Some of the key items that need attention are as follows:

1.

All paperwork for any IFTA money collected, including the 3104 form, should be sent to the Tax Commission. This assists the Tax Commission, especially if they receive money from customers from which they have no record.

2. Make sure to process all IFTA money through the CRS system.
3. Always give the customer a copy of the documents faxed from the Tax Commission, as well as a copy of the new 3104 after office hours, and make sure they receive their decals.

To order additional supplies of the 3104 forms, as well as additional supplies of IFTA decals, contact the MCS Supervisor.

If you have any questions about these procedures, please contact Compliance Manager.

IFTA Application

1. Individual must fill out 1st and 2nd page of the IMC-2. All questions including #18 on the second page must be answered and the form must be signed.
2. Contact Idaho Tax Commission at 208-334-7830 to alert her that you are faxing the IMC-2.
3. Once the tax commission has completed the application, the tax commission will contact the POE to alert them that the license is being faxed.
 - a. If the individual has unresolved account issues, the tax commission will explain them to the individual before issuing the license.
 - b. If the individual owes for prior IFTA returns, the tax commission will collect the fees via credit card before issuing the license.
4. Once the faxed license is received at the POE, the POE will collect the application and decal fees and complete the transaction. Please fax back to the tax commission a copy of the receipt.

Additional Decal orders between 8:00 AM and 5:00 PM

1. The POE will contact Idaho Tax Commission at 208-334-7830, with Individual's EIN.
2. The tax commission will then fax account specific Additional Decal order form to the POE.
3. POE will have the individual complete and sign the form.
4. Sell the decals to the Individual and collect fees per normal POE procedures.
5. Fax a copy of the form along with a copy of the receipt to the tax commission.

Additional Decal orders after hours and weekends

1. POE will verify the individual has an ACTIVE account thru Safer.
2. With an active account:
 - a. POE will have Individual complete a blank 3104 IDAHO-IFTA REQUEST for
 - b. Individual must complete company Name, EIN#, DOT#, as well as question # 1-5 with a signature and date.
 - c. POE will then sell the decals to the individual.
 - d. POE must fax a copy of the 3104 and receipt of sale to the tax commission.
 - e. Collect fees per normal POE procedures.
3. With an "inactive" account:
 - a. Follow POE procedures for inactive accounts.

Contact numbers:

Idaho Tax Commission 208-334-7830

FAX 208-334-7650

To order additional supply of 3104 forms and decals contact the **Motor Carrier Supervisor** .

ACCOUNTING OF DECAL SUPPLY

All decals sold must be listed on the IFTA Decal log.

FILING OF FUEL TAX REPORTS

If carriers fail to report, enforcement action will be initiated by Idaho Tax Commission, which could result in a revoked fuel license or tax warrant being issued.

109.23 Display of Copy of 120-Hour Permit

Any person operating a 120-hour temporary permitted vehicle in Idaho must display a valid permit in the lower right corner of the passenger's windshield of the power unit while operating

the vehicle in the state of Idaho. Each person selling a permit shall explain to the purchaser the correct procedure for display of the permit.

109.24 Refund of 120-Hour Permit or Special Fuel Permit Fees

The Idaho Transportation Department will grant refunds for permits sold by its vendors or by POEs if the permit was sold as the result of an error made by the department or its vendors. (It is not considered a vendor error when the permit is purchased at the driver's request.)

Refund Procedure

Refunds Requested By Owners/Operators

Owners or operators of vehicles qualifying for a refund of temporary permit fees for permits sold in lieu of registration, special fuel tax, or for a combination of registration and special fuel tax shall send an application for refund to the Idaho Transportation Department, Port of Entry HQ, PO Box 7129, Boise, Idaho 83707-1129.

Refunds Initiated by Ports of Entry

In the interest of customer service, refunds may be initiated by the port when it is established a permit was sold due to department error. Fill out form ITD 2852, scan and email all documentation, including a description why the refund is warranted and a copy of the CRS statement, to RevOpsPOE@itd.idaho.gov. REVOPS will generate the refund and update the information.

To qualify for a refund:

1. All copies of the permit must be surrendered to ITD.
2. When the permit was sold in lieu of registration, documentation must be provided that the vehicle held a valid registration for the state of Idaho at the time the permit was issued.
3. When the permit was sold in lieu of special fuel tax, documentation must be provided showing that the permitted vehicle was registered with the Idaho Tax Commission for quarterly payment of fuel tax or IFTA, and was displaying fuel decals at the time the permit was sold.
4. When the permit was sold in lieu of both a registration and special fuel tax, follow instructions in numbers (2) and (3) above.

Request for refund will be denied if:

1. The certificate of registration of the permitted vehicle was mailed from MCS to the correct address of the owner of the vehicle 30 days or more prior to the purchase of the permit.
2. The permit was purchased from the vendor at the driver's request.
3. There was no department or vendor error.

If the permit was for fuel only and:

1. A refund is not granted, Motor Carrier will advise customer of reason why.
2. If a refund request is granted, Revenue Operations will process the request.

109.25 Registration Fee Credit for Purchase of Temporary Permits

There is a provision that allows customers to receive a Registration Fee Credit for those Temporary Permits purchased within thirty days prior to registering.

Registration Fee Credit for Purchase of Temporary Permits, 49-432 (1) states:

“If an annual registration is purchased within thirty (30) calendar days of issuance of a permit under paragraph (a) or (c) of this subsection (1), the amount of the permit fee shall be applied to the registration fee. No portion of a permit fee is subject to refund. “

The above paragraph refers to credit applied from the purchase of a 120-hour permit or unladen weight permit, toward the purchase of a registration. The following are some common questions arising from this requirement along with the answers:

1. **Can the credit be applied only to Idaho-based registrations or is it for any purchaser, regardless of their base jurisdiction?**
The credit can only be applied to an Idaho-based Full Fee or IRP registration, or a Foreign Full Fee registration. There would be no practical way for other jurisdictions to calculate the credit within their registration systems.
2. **If a combination 120-hour permit is purchased (\$120) but only one of those vehicles is registered within the 30-day time period, is the entire \$120 credited or only \$60?**
We can apply the full \$120.00 of a combination temporary permit toward a 12-month (annual) power unit registration or the appropriate amount toward the trailer registration.
3. **Can the credit be applied to a different vehicle than the one issued the permit?**
No.
4. **If the registrant does not disclose that a permit was purchased at the time the vehicle is registered, but later realizes they could have received a credit, can we refund that amount?**
Yes, we would refund only that portion of the *registration fee* they overpaid.
5. **Does this apply to Temporary fuel Permits?**

No portion of a Temporary Fuel Permit fee will be subject to this refund.

What fees can temporary registration permit credits be applied to?

Temporary registration permit credits cannot be applied to miscellaneous fees such as admin fees, plate fees, EMS fees, insurance fees, TVC fees, etc. Nor can they be applied to other jurisdictions' fees. They also cannot be applied to a different vehicle's fees (except for a trailer that was part of the combination). Temporary registration permit credits can only be applied to registration fees (Full Fee and IRP) and then only up to the amount of what registration fees would have been charged for that vehicle or combination.

(Also, please review POE memo 05-10 which was sent out in July. This gives additional details regarding temporary permit credits, including information about the \$3.00 vendor fee/\$1.50 Access Idaho fee which is not credited toward registration fees.)

How are temporary registration permit credits applied during the receipting process?

When receipting registration transactions where temporary registration permit credits are to be applied, follow the procedures below:

First, determine the amount of the Full Fee or IRP registration fees that would be charged if there were no temporary registration permit credits for that particular vehicle.

Second, subtract the temporary registration permit credit from the Full Fee or IRP registration fee for that vehicle (up to but not exceeding the amount of the registration fee and never including the permitted fuel amount) and note the amount of the credits on the paperwork.

Third, ring up the difference (if greater than zero) in the CRS system using the applicable registration fee button. You can add an optional comment with the amount of credit applied and the temporary permit number. If the difference is zero or below, do not ring up a zero amount. Never enter the credit amount into cash drawer as an overpayment.

Do not enter the full registration amount along with a separate entry for the temporary registration permit credit. This will not work with the accounting ledger system.

Applying Credits to Registration Transactions

When processing a transaction that includes credit from a temporary registration permit or transfer from another registration type, the credit must be applied as follows:

Type of Credit	Applied to	Transaction Type	Apply Credit To
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Transfer from County	→	IRP or Full Fee registration	The Idaho registration fees only. If the credit amount exceeds the Idaho registration fee, the balance is “lost.” It cannot be applied toward administrative fees, plate fees, TVC fees, foreign fees, etc.
Transfer from Full Fee	→	IRP registration	Idaho registration fees first. If there is additional credit left, next apply it toward any of the administrative fees, plate, TVC, etc. If there is still credit remaining, it can be applied toward foreign fees. Be sure to edit the Full Fee r-card to reflect the redistribution of the fees.
Transfer from IRP	→	Full Fee registration	The Idaho registration fees first. If the credit amount exceeds the Idaho registration fee, If there is additional credit left, next apply it toward any of the administrative fees, plate, TVC, etc.
Temporary Registration Permit (Trip)	→	IRP or Full Fee registration <i>(must be</i>	The Idaho registration fees only. If the credit amount exceeds the Idaho registration fee,

		<i>within 30 days of permit purchase)</i>	the balance is “lost.” It cannot be applied toward administrative fees, plate fees, TVC fees, foreign fees, etc.
<p>Reminder! The \$60 fuel permit fee cannot be included in the credit toward registration fees.</p>			

For questions or guidance with unique situations, contact a Motor Carrier Services Supervisor at 208-334-8626 or 208-334-8616.

109.26 Disabled Vehicles Requiring Temp. Permits Towed by a Wrecker

A wrecker or towing business engaged in the process of towing motorized vehicles, which have been wrecked, abandoned, salvaged or may be disabled, may apply for a wrecker plate to be displayed on those vehicles being towed, provided the power unit is properly registered under this chapter. The wrecker plate shall be issued on an annual basis by the department. The wrecker plate shall be displayed on the vehicle being towed which has wheels touching the ground in such a manner as to be visible when the vehicle being towed is approached from the rear.

109.27 Farm Registration Reciprocity

Idaho has farm registration reciprocity agreements with several bordering states as listed below.

What vehicles qualify for farm registration reciprocity?

The vehicle must be currently registered in the base state as a farm vehicle. This means the registration (cab card) will show the word “farm” or a code for “farm.” If the registration shows “exempt,” “private,” or some other operation type, it does not qualify for the reciprocity. The vehicle cannot be hauling commodities other than farm commodities, which include unprocessed agricultural, dairy, or livestock products raised, owned, and grown by the owner of the vehicle, on the farmer’s own farm equipment, per Idaho Code 49-123(2)(d).

In addition, the vehicle must be operating “interstate” to qualify, with an exception for Oregon and Washington within 50 miles of the border (see specific agreement information below). The term “interstate” means passing through a jurisdiction, picking up a load, or dropping off a load in a jurisdiction. It does not include picking up a load and dropping off the load on the same trip within the same jurisdiction (point-to-point operation). It also does not include working on a job site within a jurisdiction.

Finally, the vehicle must be within the weight restrictions of the particular agreement. The Idaho-Utah agreement does not allow reciprocity for vehicles over 80,000 pounds (see specific agreement information below).

Inspectors should ask pertinent questions to the driver concerning route and product. Inspectors should view all paperwork from the driver, including registration, shipping papers, driver’s license, log book, and medical card, to help determine the nature of the load and the registration and driver’s status for that load.

Does this reciprocity cover fuel permits and other requirements?

No, these reciprocity agreements only cover registration. They do not cover fuel permit requirements, special permit requirements, or other requirements of the individual jurisdictions.

Montana

- Montana INTERSTATE farm vehicles have registration free flow through 105,500 pounds, but still need to meet other requirements such as IFTA permit (or a temporary permit for fuel tax purposes) and over-dimensional permits.
- Montana grants reciprocity to Idaho INTERSTATE farm vehicles regardless of weight.

Oregon

- Oregon INTERSTATE farm vehicles have registration free flow through 105,500 pounds, but still need to meet other requirements such as IFTA permit (or a temporary permit for fuel tax purposes) and over dimensional permits.
- Oregon INTRASTATE farm vehicles have free flow within 50 miles of the Idaho/Oregon border. They must meet fuel tax requirements (IFTA or a temporary permit for fuel tax purposes) and over dimensional permits.
- Gross weight is limited to the maximum legal.

Note: Idaho farmers operating in Oregon must provide an annual “Farm” certification for exemption from weight/distance taxes.

Utah

- Utah INTERSTATE farm vehicles with a gross weight of 80,000 pounds or less hauling the owners produce to or from market have registration free flow. Over 80,000 pounds must license full fee or temporary permit.
- Utah INTERSTATE farm vehicles will still need to meet other requirements such as IFTA permit, temporary permit for fuel tax purposes, or over- dimension permits.
- Utah grants free flow to Idaho INTERSTATE farm vehicles through 80,000 pounds.

Washington

- Washington INTERSTATE farm vehicles have registration free flow through 105,500 pounds, but still need to meet fuel tax requirements (IFTA or a temporary permit for fuel tax purposes) and over-dimensional permits.
- Washington INTRASTATE farm vehicles have free flow within 50 miles of the Idaho/Washington border. They must meet fuel tax requirements (IFTA or a temporary permit for fuel tax purposes) and over-dimensional permits.
- Gross weight is limited to the maximum legal.

109.28 Farm Reciprocity Agreements for Commercial Driver's License Exemption

Idaho has reciprocity agreements with the states of Utah, Washington, Oregon, Wyoming and Montana allowing farmers, who are exempt from commercial driver's license requirements, to travel within the boundaries of the other state if the driver:

- (a) Holds a valid non-commercial driver's license; and
- (b) Is within 150 mile of their farm (measured in a straight line); and
- (c) Is transporting farm machinery, farm supplies, or agricultural products to or from their farm. (All three conditions must be met.)

109.29 Dealer, Transporter and Manufacturer Plates – General

Idaho honors dealer and manufacturer plates from IRP states/jurisdictions on manufactured housing, recreational vehicles and motor homes, and on trailers and semi-trailers in transit. Idaho will not honor non-IRP dealer and manufacturer plates.

1. Idaho does not honor transporter plates from other states or provinces. A temporary permit is required on vehicles displaying transporter plates.
2. Trucks transporting their own dealer or manufacturer inventory must display their own commercial dealer plate. Inspectors should verify that the vehicle operator is an agent of the dealership or a dealer.

3. Trucks transporting another dealers or manufacturers inventory cannot use that company's dealer plate. This vehicle has to obtain a temporary permit.
4. Idaho or any other IRP state/jurisdiction's dealer and manufacturer plates may be used on a manufactured housing unit or on recreational trailers, motor homes, trailer and semi-trailers, or unladen vehicles being transported from the dealer to a customer set-up site, or between dealer locations or from point of manufacture to a dealer location.
5. Used manufactured housing units, manufactured housing units not meeting the criteria of #4 above, recreational trailers, trailers and semi-trailers and motor homes in transit not displaying manufacturer or dealer plate require a temporary permit.

109.30 Legal Use of Dealer Plates on Laden Vehicles

A legal opinion has been obtained, and it states in part: "A dealer operating a laden vehicle designed for transportation of cargo must pay registration fees..."

A tractor pulling an empty trailer in combination is not ladened. However, if a truck is hauling stacked trailers or recreational trailers on a flatbed trailer for delivery or for resale, the truck becomes a laden vehicle.

An unlicensed tractor hauling an unlicensed empty trailer for demonstration with Idaho dealer plates is not required to have a temporary permit. An unlicensed tractor hauling an unlicensed empty trailer for demonstration with non-Idaho dealer plates is required to have a temporary permit.

Equipment mounted on a truck/trailer and permanently affixed to the unit is not cargo. It may be delivered and/or used for demonstration on the dealer plate. However, if any tools, supplies, or other items not permanently mounted are added, it should then be considered ladened.

Typically, laden vehicles are prohibited from displaying dealer plates without a temporary permit, but must license and comply with any special fuel requirements of the State Tax Commission. It shall be POE policy to allow vehicles operating on dealer plates to haul or tow one passenger vehicle under all of the following circumstances.

1. The hauling or towing vehicle must be enroute for delivery to a purchaser beyond the POE or weigh station. This may be evidenced by a bill of sale, delivery invoice, title transfer documents, or a written statement by the dealer and
2. The hauling or towing vehicle must not be otherwise ladened and
3. The hauled or towed vehicle must be currently licensed or properly displaying another dealer plate.

A dealer plate may be used on a laden trailer in connection with a manufacturer's or dealer's business to move vehicles or trailers from a manufacturer to a dealer, from dealership to dealership, or from a dealership to off-site locations in promotion of the dealer's business, as long as the power unit is properly licensed under Chapter 4, Title 49, Idaho Code.

Any other use of a dealer plate on a laden vehicle may be dealt with by the issuance of a temporary permit to the hauling vehicle and/or other appropriate enforcement action. Incidents of willful noncompliance on the part of a dealership are to be documented and reported to the Titles/Dealer Operations Manager.

109.31 Usage of Loaner Plates/Dealer Plates on Laden Trailers for Demonstration Purposes

Loaner/Dealer plates may be legally displayed on laden trailers provided that:

1. Sections 49-1627 and 49-1628 I.C. are complied with, and
2. ITD Rule IDAPA 39.02.60 subsections 151 and 152, is complied with, and
3. The power unit complies with Section 49-434 I.C. as it pertains to registered gross weight of the combined unit.

I.C. 49-1627 limits the possession of the vehicle with a dealer plate for not more than 96 hours.

I.C. 49-1628 limits the usage of loaner plates for vehicles held in stock for sale which are loaned to a customer of the dealership while the customer vehicle is being repaired, and on vehicles held in stock for sale and operated by the dealer or his family for personal use or furtherance of dealership business.

109.32 Movement of Unlicensed Trailers

The following statements address the issue of which permit is correct for unlicensed trailers being moved between Idaho manufacturers, distributors and dealers, either interstate or intrastate. There are two methods of registration that are acceptable in moving the unladen trailers.

1. The trailer can have a manufacturer's or dealer plate on the unit. If the hauler is a jobber or transporter he can use either the manufacturer's or dealer's plate as long as he has written permission to use the plate signed by the owner of the plate.
2. The second option is to purchase a \$60 trip permit, which can be used for unladen or laden movement.

109.33 Thirty-Day Temporary Registration Procedures

Thirty-day temporary registration forms are issued to dealers by the Dealer Services Unit, in books of twenty, for \$180.00. A dealer may sell a 30-day temporary registration to an out-of-state purchaser who wants to use the vehicle in Idaho before returning to his home state to register and title the vehicle. A manufacturer may sell a 30-day temporary for a sold vehicle or trailer and a transporter may deliver to the out of state customer. The customer's name must be on the permit, not the transporter's. 30 day temporary permits may be issued to an unladen power unit.

Normally, 30-day temporary registrations are not sold to Idaho residents. County assessors OR the Department may issue 30-day temporary registration permits to persons who cannot immediately complete the requirements to obtain registration. Some examples are:

1. A new Idaho resident who has a title held by an out-of-state lienholder, OR a new resident who must apply to his last place of residence for a duplicate or replacement title.
2. A person who has a newly purchased motor vehicle and the Certificate of Title is not immediately available.

INELIGIBLE VEHICLES

1. All drilling rigs and cranes
2. Construction and wrecker cranes.
3. Loaders, log jammers, and similar vehicles.
4. Ladened vehicles, except new trailers laden with other new trailers destined to the same customer.

EXEMPT VEHICLES

1. All snowmobiles, off-road motorcycles and all-terrain vehicles, dune buggies, OR any other vehicle that is not equipped for operation on public roadways.
2. All utility or horse trailers, under 2,000 pounds unladen weight, where a title is not required for registration.

ISSUANCE TO RECREATIONAL VEHICLES

A thirty-day temporary registration may be issued to a recreational vehicle. Payment of the recreational vehicle annual license fee is also required at the time the temporary registration is issued.

Reference IDAPA 39.02.46.

109.34 Proof of Ownership on Vehicles Bearing Dealer Plates

The following is accepted as proof of ownership when it pertains to laden vehicles bearing dealer plates and those who desire to purchase temporary permits.

1. Salesman or Dealer – A valid salesman or dealer identification card from the dealership whose dealer plates are being displayed.
2. Non-Salesperson Employee – An identification card containing the name of the employee, dealership, date of issue, and signature of an authorized representative of the dealership.
3. Prospective Purchaser – A letter of authorization from dealership, stating the dates of authorized use, not to exceed 120 hours. An authorized representative of the dealership must sign this letter.

109.35 Dealer Plates

Dealer plates are designed only for a dealer's use or for the furtherance of the dealer's business.

Only the dealer/owner and full-time salespersons may use dealer plates for personal use. The vehicle must be in the dealer's inventory for sale. Recreational vehicles do not require an RV sticker, since the dealer plate is sufficient.

A dealer's spouse or a family member cannot use the dealer plates, unless they are licensed as an owner or full-time salesperson and carry dealership picture ID.

Non-licensed employees of a dealership operating a vehicle held in stock for sale may display a dealer plate when transferring the vehicle to and from repair facilities, detailers, etc. The operator must have an employee ID card (see Section 2.17) in his possession from the dealership authorizing transit. The authorization is for normal business hours only. A letter from the dealer listing the specific reasons for operation of the vehicle is required for after-hours operations.

An auto detailer cannot buy dealer plates. However, the dealer may allow the auto detailer to use a dealer plate to transport a vehicle to his place of business with written permission from the dealer to use the plate and the hours of use being allowed.

109.36 Dealer Plate Definitions

- The term “manufacturer” shall include a distributor, factory representative, factory branch, distributor branch, and distributor representative.
- The term “dealer” shall include a new or used trailer, motor vehicle, motorcycle, ATV, snowmobile, vessel, motor scooter, or recreational vehicle dealer.

- The term “furtherance of business” shall mean any lawful use of a dealer plate by an authorized employee of the dealership that is necessary to prepare, repair, transfer from one location to another, wash, deliver, or demonstrate a vehicle to a customer.
- The term “authorized employee” shall mean any employee paid compensation for a minimum of 30 hours each week and appears on the records of the employer as an employee for which social security, income tax, and all deductions required by law have been made.

109.37 Personal Use Requirements of Dealer Plates

Vehicle dealers, full-time salespersons, manufacturers, distributors, and factory representatives may use dealer plates for personal use when carrying a picture ID card issued by the Dealer Team that identifies the cardholder. The number on the plate displayed must be issued to the dealer listed on the database record.

Each dealer or salesperson shall carry an identification card, issued by the Dealer Team (see Section 2.17) that identifies the cardholder when operating a vehicle displaying a dealer plate. The card shall be presented upon request of any police officer or authorized agent of ITD. The card is valid as long as the salesperson is employed by the sponsoring dealer that signed the application form, and the sponsoring dealer holds a valid license.

Manufacturers, factory representatives, and distributors are to carry and display an ITD form 3176, “Manufacturer/Factory Representative License,” issued by the Dealer Team.

Dealer plates may not be displayed on vehicles that are being used for personal reasons when:

1. Operated by a part-time salesperson.
2. Operated by a family member of a licensee, unless licensed as a full-time salesperson or the owner of the business.
3. The operator is under 16 years of age.
4. Owned by a licensed wholesaler and operated by a full-time salesperson.

109.38 Dealer Plate Restrictions

- A manufacturer shall not display manufacturer plates on vehicle types other than those manufactured by the manufacturer.
- A motorcycle/ATV/snowmobile dealer shall not display motorcycle dealer plates on other vehicle types.
- A new motor vehicle dealer shall not display new motor vehicle dealer plates on new vehicles they are not franchised to sell.

- A licensee shall not use dealer or manufacturer plates in conjunction with any business other than that covered by the license.
- A prospective purchaser shall not have in his possession a vehicle belonging to a dealership after normal business hours without a letter of authorization from the dealership.

109.39 Unlawful Uses of Dealer Plates

Dealer plates may not be used by licensed dealers on the following vehicles:

- Work and service vehicles not held in stock for sale.
- Leased and rented vehicles owned by the licensee.
- Vehicles used in conjunction with another business.
- Laden vehicles designed for transporting cargo, unless Idaho Code 49-434 and the State Tax Commission Special Fuel Tax Regulations have been complied with.
- Vehicles operated by prospective purchasers after normal business hours, unless a letter of authorization was issued.
- Vehicles that have been sold.
- Vehicles owned by a licensed wholesaler for personal use.

109.40 Loaner Plates

A loaner plate is issued to dealers by the Dealer Team to allow customers of the dealership to use a car in their sale inventory while the customer's vehicle is being repaired. The dealer must issue a document to the customer authorizing the use of the loaner plate that gives the customer's name, dealership's name, number of the plate, date(s) of the authorized use, and includes the dealer's signature.

Loaner plates may be displayed on vehicles:

- Held in stock for sale by a dealer.
- Loaned to a customer while his vehicle is being repaired.
- Donated for a civic event or to a local university. (Proof of liability insurance and a letter authorizing the use of the plate and car must be included along with the valid dates of use. See the Vehicle Services Manual, Section 2.23.1 for a list of approved civic events.)
- Operated by the dealer or the dealer's family.

The dealer or a family member can use loaner plates for personal use. Dealers must carry their picture ID card while using loaner plates.

The operator of a vehicle displaying a loaner plate must be able to present a dealer/ salesperson picture ID card or a letter of authorization from the dealership to a peace officer or Motor Vehicle Investigator upon request.

109.41 Unlawful Uses of Loaner Plates

Loaner plates may not be used on vehicles:

- Not held in stock for sale.
- On consignment to a dealer.
- Leased or rented to a customer.
- Used in furtherance of another business.
- Operated for personal use by a licensed salesperson, salesperson's family, or other employees of the dealership.
- Designed for transporting cargo, unless Idaho Code 49-434 and the State Tax Commission Special Fuel Tax Regulations have been complied with.
- That have been sold.
- For which the dealer does not have legal ownership.

109.42 Manufacturer Plates, Lawful Use of Dealer/Manufacturer Plates

- Manufacturer and dealer plates may be used on vehicles operated by the manufacturer or dealer, or his licensed vehicle salesman, in connection with the manufacturer's or dealer's business.
- A dealer plate may be used on a vehicle assigned for personal use on a full-time basis to the retail dealer or licensed full-time salesman. Wholesale dealers cannot use for personal use.
- A dealer plate may be used for not more than ninety-six (96) hours on a vehicle in the possession of a prospective purchaser, providing that after normal business hours the purchaser has a letter of authorization from the dealer.
- A dealer plate may be used by a licensed part-time salesman on a vehicle that is offered for sale only to demonstrate the vehicle to a prospective purchaser.
- A dealer plate may be used by other employees or authorized persons not licensed as a vehicle salesman when testing the mechanical operation of a vehicle or for the necessary operation in pursuance of the dealer's business, including the delivery and pickup of vehicles owned or purchased by the manufacturer or dealer.
- A dealer plate may be used on a laden trailer in connection with a manufacturer's or dealer's business to move vehicles or trailers from manufacturer to dealer, dealership to dealership, or dealership to a licensed off-site location in promotion of the dealer's business as long as the power unit is properly licensed under Chapter 4, Title 49, Idaho Code.*

109.43 Identification to Be Carried When Operating a Vehicle with a Dealer/Manufacturer Plate

- Each licensed manufacturer, dealer and salesman is issued an identification card by Dealer Operations that must be carried when operating vehicles displaying dealer plates. The sponsoring dealership for the salesman must be the same as that identified by the dealer plate.
- Liability insurance card
- Each non-licensed employee of a dealership operating a vehicle displaying a dealer plate shall have in his possession an identification card from the dealership authorizing the operation of the vehicle.

109.44 Unlawful Use of Dealer/Manufacturer Plates

- On work and service vehicles not held in stock for sale.
- On leased or rented vehicles owned by the licensed manufacturer/dealer.
- On laden vehicles designed for transportation of cargo that may have not complied with Idaho Code 49-434 (Mileage Tax). *Does not include transportation of dealer inventory. (See Lawful Use section above.)
- On vehicles that have been sold.
- On vehicles operated in conjunction with any other business.
- On vehicles operated for personal use by a wholesale dealer, part-time salesman, unlicensed employees or unlicensed family members.

109.45 Dealer Plate Reciprocity

A reciprocity agreement is a formal agreement reached between two states covering the use of dealer plates displayed on vehicles. There is non-formal acceptance of dealer-owned dealer plates from other jurisdictions. Some jurisdictions call their transporter plates “dealer plates.” An examination of the paperwork will tell us which it is.

Agreement between Idaho and Arizona

Vehicles must be owned by the manufacturer or dealer who made application for and was assigned the dealer plate.

Permitted activities:

- Business and pleasure trips.
- Delivery and tow-away service.

Not permitted:

- Work or service vehicles owned by the manufacturer or dealer.
- Vehicles used for soliciting or demonstrating.

Agreement between Idaho and Montana

Vehicles operated by a currently licensed dealer displaying valid dealer plates on each vehicle may be used for:

- Business purposes only when no soliciting, demonstrating, or selling is involved (not including vehicles for which the dealer is the lessor).
- Tow-away service.

Agreement between Idaho and Oregon

Dealer plates displayed on any vehicle owned by a dealer will be recognized, except for:

- Work and service vehicles owned by the dealer, including vehicle transporters and pilot cars.
- Vehicles privately owned by the owners, corporate officers, or employees of the dealership.
- Vehicles leased or rented by the dealer.
- Vehicles used for soliciting, demonstrating, or selling.
- Vehicles domiciled in the other state.

Agreement between Idaho and Utah

Motor vehicles, trailers, and semi-trailers owned, operated, and licensed by properly registered dealers shall be accorded full license fee reciprocity when used for business purposes only.

No dealer may make delivery on a sale or solicit or demonstrate vehicles in the other state, unless the vehicle being delivered or used to solicit or demonstrate is actually licensed in the other state.

The agreement shall not be construed to constitute a waiver of any fees required to be paid on caravanning vehicles under the law of either state.

Agreement between Idaho and Washington

Dealer plates displayed on any vehicle owned by a dealer will be recognized, except for:

- Work and service vehicles owned by the dealer, including vehicle transporters and pilot cars.
- Vehicles privately owned by the owners, corporate officers, or employees of the dealership.
- Vehicles leased or rented by the dealer.
- Vehicles used for soliciting, demonstrating, or selling.
- Vehicles domiciled in the other state, unless assigned to a bona fide employee of a licensed dealer within 30 miles of the dealership location.

Agreement between Idaho and Wyoming

Motor vehicles, trailers, and semi-trailers owned, operated, and licensed by properly registered dealers shall be accorded full license fee reciprocity when used in accordance with each state's dealer laws.

The agreement shall not be construed to constitute a waiver of any fees required on caravanning vehicles under the law of either state.

109.46 Single Unit Vehicles with Dealer Plates May Not Be Required to Stop at a Port of Entry

A truck or tractor displaying a dealer plate whose unladen weight is under 26,000 pounds is not required to stop at an open Port of Entry. If there is no box on the rear section of the truck or tractor, it is obvious that this vehicle will not exceed the unladen weight of the vehicle. Officers should use discretion on pursuit of a bypassing vehicle herein described.

109.47 Unladen Weight Permit

Policy 910 of the International Registration Plan states that each jurisdiction shall provide a means of registration for owner-operators not operating as a lessor. The registration shall be a restricted plate or permit issued for a minimum fee, and for a registered gross weight not in excess of the empty weight of the vehicle. The temporary registration credential issued by an IRP jurisdiction shall be honored as a valid registration in all other IRP jurisdictions. Idaho uses the Idaho Temporary Permit form with "Unladen Weight Permit" indicated in the Entrance-Exit-Route sections. When marked specifically as an Unladen Weight Permit, it is valid for 30 days, for a fee of \$60.

109.48 Temporary Weight Increased Permits (TWIP), General Provisions

A vehicle must be licensed for Idaho to purchase a TWIP permit. Section 49-432 I.C. authorizes the issuance of permits to operate a vehicle or combination of vehicles in excess of the Idaho registered maximum gross vehicle weight. With the proper route(s), over legal permit(s) and legally allowed internal bridge weights, up to a maximum of 106,000 pounds gross vehicle weight on Idaho roads, and up to 129,000 pounds gross vehicle weight on 129,000pound routes. Rule IDAPA 39.03.81 clarifies this permit issuance in more detail.

TWIP permits are available to vehicles capable of legally operating at the higher gross weight as declared by the owner or operator. The owner or operator must purchase an increased TWIP permit under the following conditions:

1. Owners or operators of motor vehicles which are currently and validly registered for Idaho between 50,001-60,000 pounds gross vehicle weight may purchase a TWIP permit for periods of 30 days. Such permits shall be in addition to any other permit that may be required for excess weight as specified by Section 49-1004, I.C.
2. Owners or operators of motor vehicles that are currently and validly registered for Idaho may purchase a TWIP permit for the operation of such vehicles in excess of the registered maximum gross weight for periods of 120 hours. Such permits shall be in addition to any other permit that may be required for excess weight as specified by Section 49-1004, I.C.

The TWIP permit issued pursuant to this chapter shall be specific to the motor vehicle to which it is issued. No permit or fee is transferable or apportionable to any other vehicle, nor shall any such fee be refundable. At the time of purchasing a permit, the applicant may purchase additional permits in any combination that does not exceed a maximum of 90 days.

Vehicles operating over their registered weight for more than 60 days are required to comply with HVUT (IRS2290) requirements. Carriers whose vehicles are equipped with a transponder operating under this permit MUST report to the scale even if allowed to bypass. The Temporary Maximum Gross Vehicle Weight applied for in this permit is for legal bridge and axle weights for the total axles of the vehicle combination. **THIS PERMIT IS NOT VALID FOR EXCEEDING LEGAL WEIGHT LIMITS.**

109.49 Procedure for Issuance of Temporary Weight Increase Permits via the Telephone

Carriers or operators who call into a Port of Entry to secure a TWIP permit shall provide to the Port of Entry personnel the following information by fax:

- Copy of the current and valid registration for the vehicle. (The computerized registration information for Idaho-based vehicles may be substituted for the fax copy of the current and valid registration for the vehicle.)
- Customer's contact information (name, phone number). Avoid having credit card information written down on form, or faxed into location.
- Fax phone number where the permit is to be faxed.

Additional information to be asked of the carrier or operator to help determine temporary gross weight:

- Total number of axles in vehicle combination.
- Number of trailers in vehicle combination.
- Number of lift axles, if any.
- Will the vehicle be operating on a 129,000 Pound route ?
- Does the vehicle have the necessary special permits required?
- Desired gross weight of vehicle combination, as determined and declared by owner or operator, provided, however, that on a 120-hour TWIP permit, the maximum allowed weight should be listed at 129,000 pounds or maximum legal bridge weight, whichever is the lesser weight.
- Number of permit time periods desired.

Additional information which may not be asked of the carrier or operator, but is the responsibility of the carrier or operator to know:

- Axle spacings.
- Inner and outer bridge lengths.

109.50 Availability of Temporary Weight Increase Permits

TWIP permits are available at all POEs and MCS. It is the responsibility of operators to purchase the TWIP permits prior to the movement of the vehicle on a highway. The TWIP permit shall be in addition to and available only to a vehicle which is currently and validly registered in Idaho pursuant to Section 49-432(1), I.C., Section 49-434(1), I.C., Section 49-434(8)(c), I.C. or Section 49-435, I.C. The TWIP permits are valid only within the state of Idaho.

109.51 Residents and Nonresidents to Purchase Temporary Weight Increase Permits Prior to Movement

TWIP permits must be purchased by residents and nonresidents prior to movement of the vehicle on a public highway or road of Idaho. (Refer to Section 49-432 I.C. and ITD Rule 39.03.81.) Proof of vehicle registration in Idaho is required to purchase 30-day temporary weight increase permits.

Resident Vehicle

An operator or owner of a resident vehicle shall show the valid Idaho registration before a TWIP permit is issued. (The computerized registration information for Idaho-based vehicles may be substituted for the fax copy of the current and valid registration for the vehicle.)

Nonresident Vehicle

An operator or owner of a nonresident vehicle shall show the valid vehicle registration with the Idaho gross weight listed from a base jurisdiction before a TWIP permits shall be issued.

109.52 Display of Copy of Temporary Weight Increase Permit

Any person operating TWIP permitted vehicle in Idaho must display a valid permit in the lower right corner of the passenger's windshield of the power unit while operating the vehicle in the state of Idaho. Each person selling a permit shall explain to the purchaser the correct procedure for display of the permit.

109.53 Disabled Vehicles Requiring Temporary Weight Increase Permits and Being Towed by a Wrecker

The driver of a disabled vehicle (requiring a TWIP permit) which is being towed by a wrecker qualified in Idaho is not required to purchase or display a TWIP permit on the vehicle while it is in tow, but is required to purchase the permit before operation on Idaho highways.

109.54 Voiding a Computer Generated TRIP or TWIP Permit

See Section 211.6.

109.55 Lost or Stolen Permits

In the event that a 120-hour permit is lost or stolen, vendors shall report the incident as soon as possible to the POE Area Supervisor.

Issuance of Both a TRIP and a TWIP to the Same Vehicle Combination

A vehicle may require both a TRIP and a TWIP under the following scenario:

- The power unit may be registered in Idaho for a weight that would be exceeded by adding a trailer. A TWIP would be needed for the additional weight.
- The trailer is not registered and would require a TRIP.

109.56 Yakima and Nez Perce Exemption

The Treaty of 1855 with the Yakima and Nez Perce secured to the Yakima Nation and its members the right to travel on all public highways without being subject to licensing and permitting fees, or registration requirements exacting such fees, related to the exercise of that right while engaged in the transportation of tribal goods.

To be exempt under the Treaty of 1855:

- The vehicle must have a tribally-issued registration certificate or license permit.
- The vehicle must be wholly owned by the tribe or tribal member, or be a company wholly owned by a tribal member. Tribal members presenting tribal identification cards, or written certification issued by the tribal council, shall be in compliance with this provision.
- The vehicle must be hauling tribal goods, specifically goods originating on those reservations established by the Treaty of 1855, such as logs, lumber, agricultural products, or other goods manufactured or grown on these reservations.

Tribal vehicles are required to obtain and carry registrations or temporary permits in lieu of registration when operating in Idaho, but are exempt from paying fees.

109.57 Weights listed on 120-Hour Temporary Permits

The weight listed on a 120-hour Temporary Permit (TRIP) is generally used for statistical purposes. The actual weight allowed for a vehicle that has been issued a 120-hour Temporary Permit is the following:

- What weight the vehicle can legally bridge.
- The legal axle weight for the commodity being hauled.
- Any necessary excess weight permits or over-legal weight permits, as may be required.

Temporary weight permits, citations, and written warnings would not be justified in the following example: A trip permit is issued to a vehicle combination with eight axles. All axles are legal. The bridge weight is legal. The weight on the trip permit is listed as 80,000 pounds. The vehicle has an annual excess weight/extra length permit. The actual weight is 102,000 pounds.

109.58 Commercial Registration Procedures

Commercial Vehicle Registrations shall be as set forth in the Motor Carriers Registration Procedure Manual. Links are a part of this Manual.

109.59 PRISM Program For IRP Registered Vehicles

The PRISM program is a feature of the IRP computer system, MVS Express. PRISM requires that the Federal status of the USDOT number responsible for safety of the vehicle(s) be checked prior to releasing registration credentials. MVS Express will electronically verify the USDOT status against the Federal database at the time the registration data is entered. If the USDOT number is inactive or out-of-service, the user will be unable to complete the registration transaction.

In simple terms, this means that we require the USDOT number of the person responsible for the safety of the vehicle. In most cases, it will be the customer-level (registrant's) USDOT number; however, the IRP system will allow the entry of a USDOT number at the vehicle level if different from the registrant. In cases where the USDOT number has been inactivated for safety or other reasons, the issue must be resolved before the registration process can be completed (including issuance of Temporary Vehicle Clearances or temporary permits).

If the USDOT number is inactivated after the registration credentials are issued, Motor Carrier will generate a warning notification to the customer, advising them the vehicles are subject to revocation. Those who choose to not respond will face revocation of their IRP registration credentials.

If a Port of Entry Inspector finds a vehicle with revoked MC authority and the vehicle does not have a lease identifying a qualified carrier's MC number, the FMCSA office says the vehicle should be placed out of service. If the carrier can produce a lease indicating the operation will continue under a qualified motor carrier, then the vehicle can continue.

If the vehicle/carrier's USDOT number is revoked and the vehicle/carrier is not crossing state lines, the vehicle/carrier can continue to operate within Idaho.

All Motor Carrier staff can access the USDOT system via MCMIS. In some cases, we may be able to assist the carrier in resolving issues with their USDOT number. In other cases, they may need to contact the Federal Motor Carrier Safety Administration directly.

109.60 Heavy Vehicle Use Tax (HVUT) Procedures

Motor Carrier Services requirements – The IRS mandates that all states obtain the appropriate HVUT proof prior to releasing registration credentials (including TVCs) or face a reduction in Federal highway funding. Motor Carrier is audited periodically to ensure the appropriate proof is obtained and that procedures are in place and followed. Some important points to remember are:

- Assistance with HVUT Filings – The 2290 forms are the responsibility of the taxpayer and should never be completed by ITD staff. Basic assistance in completing the forms should be provided but the taxpayer should be referred to the IRS for complicated or unique situations. The telephone number for IRS assistance with HVUT filings is 866-699-4086. ITD staff should review the forms for completeness but accuracy is the responsibility of the taxpayer (i.e. credit calculations or mileage declarations). The IRS no longer mails the new year forms to the taxpayer. The current and prior year forms are available via the IRS website, www.irs.gov.

- Employer Identification Number (EIN) – An EIN is mandatory for any taxpayer required to file the HVUT forms, even if they do not have employees. A Social Security Number cannot be used. An EIN can be obtained via the IRS Web site, www.irs.gov.
- Checklist – The HVUT Checklist must be completed and attached to the HVUT paperwork for forwarding to the IRS. Careful verification of each item on the checklist will ensure the filing has all the required information.
- Filings Forwarded to the IRS – Filings received in the Motor Carrier office are forwarded to the IRS no later than the next business morning. Those accepted at Ports of Entry must be sent to Motor Carrier no later than the next business day.
- Who is the Taxpayer – The current owner of the vehicle is technically the taxpayer. However, we can accept the HVUT filing in any name (owner, lessee, etc.) as long as it is for the correct tax period and reflects the correct Vehicle Identification Number(s).
- Online Filing – An EFTPS receipt is not acceptable proof of filing. We can only accept the Schedule 1 with the “E-Filed” watermark and filing date.

Proof of Filing – One of the following five options must be met for any vehicle registered for 55,000 pounds or more, before any registration credential (including TVCs) can be released to the registrant:

1. A copy of the Schedule 1 page of Form 2290, receipt-stamped by the IRS or reflecting the “E-Filed” watermark and filing date, for the correct tax period, showing the Vehicle Identification Number (VIN) of the vehicle to be registered. Note: For taxpayers with 25 or more vehicles who have filed online (required), all pages of the filing (Schedule 1 and additional pages) must be submitted.
2. A copy of the Schedule 1 page of Form 2290, for the current tax period, showing the VIN of the vehicle to be registered and a copy of the front and back of the cancelled check showing payment of the tax to the IRS. Note: This option is not available for filings with vehicles only in the “tax suspended” category.
3. The original, completed Form 2290 (all pages) and payment if applicable, payable to the U.S. Treasury or Internal Revenue Service. Cash can never be accepted. Motor Carrier will forward the filing and check (if applicable) to the IRS. The IRS will review the filing, receipt-stamp one copy of the Schedule 1 and return that document to the taxpayer. Note: Taxpayers with 25 or more vehicles must file electronically (paper filing is not an option).
4. Verification in the Motor Carrier HVUT database that a filing for the correct tax period and VIN was previously submitted to the IRS through Motor Carrier.

5. A valid bill of sale or title application showing the vehicle purchase date within 60 days of the date registration application is submitted. The IRS 2290 Instructions indicate under the “When to File” section that the 2290 must be filed by “the last day of the month following the month of first use.” However, the instructions also indicate under the “Form 2290, Schedule 1” section that “no proof of payment is required for a newly purchased vehicle if you present to the state a copy of the bill of sale showing that the vehicle was purchased within the last 60 days.” Although this appears to be a conflict within their instructions, what it actually means is the vehicle owner has until the last day of the month following first use to file the HVUT but in order to register the vehicle, the state is required to obtain proof of filing 60 days after purchase.

Tax Periods – The tax period is the most recent July 1 through the upcoming June 30 for the vehicles the taxpayer will be operating over 55,000 pounds during that period. The grace periods and due dates are:

- Between October 1 and June 30 – We must have the current July 1 through June 30 receipt-stamped or e-filed Schedule 1, or the filing for forwarding to the IRS.
- Between July 1 and September 30 – We must have the receipt-stamped or e-filed Schedule 1 for the prior tax period, the new tax period or we may accept the new tax period filing for forwarding to the IRS.

Important points to remember are:

1. A maximum of 24 vehicles may be listed on a paper 2290 filing. Carriers with 25 or more vehicles must file online using a third-party tax filing provider. Carriers with less than 25 vehicles may also file online.
2. The IRS offers taxpayers an “EFTPS” option to pay the tax by telephone or online. This is not recommended because the forms must be mailed to the IRS by the taxpayer before the filing is considered received. We cannot mail the forms for them and the EFTPS receipt is not considered valid proof for registration purposes.
3. There must be two Schedule 1 pages completed for carriers who are submitting the forms for us to forward to the IRS. We can make a photocopy of that page rather than having them write the VINs twice. The IRS will return one copy to the carrier with the receipt-stamp.
4. Never complete any portion of the forms for the carrier. If they need assistance completing the forms or in understanding the requirements that are beyond what we can assist with, they should call the 2290 Help Line at 866-699-4096.
5. Every filing accepted for forwarding to the IRS must have a HVUT Checklist completed and attached to the filing. The carrier receives the lower portion of the checklist as proof they provided the filing to an ITD employee for forwarding.

109.61 Unified Carrier Registration (UCR)

Any carrier with a USDOT number classified as interstate is required to file for the federally mandated Unified Carrier Registration (UCR) [10,001 pounds or more]. Carriers will not receive any paperwork for their vehicles.

A paper application form is not required for carriers who complete their own filing online through the National UCR website, www.ucr.in.gov. For filings submitted to Motor Carrier Services for processing, a completed and signed application form is required. You may not accept the request verbally or in any other format. Be sure to obtain a separate application form for each year in which the carrier is filing.

Idaho has elected to use the National UCR system to enter applications submitted to our office. This requires a unique User ID and Password, separate from the public portal of that website. To verify if an Idaho carrier is in compliance with this requirement, go to the National UCR site as that will have the most accurate, real-time information. Note: If the carrier was previously based in another state, you should verify the UCR filing status on SAFER as some states have their own UCR systems.

Reminder postcards will be sent to all Idaho carriers with active interstate USDOT numbers each Fall. The postcard will direct the carrier to file online through the National UCR website or obtain the paper application form from our website, trucking.idaho.gov. There will also be a small supply of forms and instructions in the Motor Carrier office and at the Twin Falls Registration Office, Inkom, Lewiston, East Boise and Sage Junction ports of entry. Carriers at other ports of entry will usually be working with a Motor Carrier employee and if an application form is needed, it can be sent at that time.

Remember to verify UCR compliance when processing an IRP registration. If there is evidence that the carrier operated interstate with an active USDOT number for the current or two prior calendar years, those fees must be collected in conjunction with the IRP transaction.

In an effort to ensure that all Idaho carriers are paying the appropriate UCR fees, the Motor Carrier office is setting warnings on the accounts of those who have not filed by the applicable enforcement date (usually January 1 of the calendar year). The revenue generated by this program goes directly to the Idaho State Police, Commercial Vehicle Safety Enforcement, to fund roadside safety efforts.

The warning will appear on the PE80 and MC44 screens as, “Must file UCR, See MC61 for details.” The details of the warning can be viewed on MC61, which will explain which year(s) are needed. For customers stopped at a Port of Entry, the driver/carrier should be encouraged to file the UCR application(s) immediately, using the UCR link at the kiosk, using the National

UCR mobile link or by completing a paper application. However, if the driver/carrier is unable to do so, the vehicle should not be detained.

For customers dealing directly with Motor Carrier, do not release credentials for any registration request without collecting the past-due UCR filing and fees.

For Permits customers, transfer the carrier to the Motor Carrier office at the conclusion of the permit transaction.

Note: All carriers with an active USDOT number classified as interstate are subject to UCR, even if they do not have any vehicles registered or have them registered at the county or Full Fee.

The UCR filing options for carriers are: Submit online via the National UCR website, www.ucr.in.gov; or complete the Idaho UCR application form for the appropriate calendar year and submit it to the Motor Carrier office via fax, e-mail or mail, or to a Port of Entry. The fees must be entered into POS using the UCRF key, under the customer account number.

109.62 USDOT Requirements for IRP Transactions

The following situations will require additional time before an IRP transaction can be processed: issuance of a new USDOT number; update from Intrastate to Interstate; and update from Inactive to Active. Those situations require at least one business day before the information transmits from the federal system to the IRP system.

MCS-150 requests should not be submitted directly to FMCSA as our PRISM agreement requires us to process the requests. For questions about completing the MCS-150 form or USDOT requirements in general, the customer should be directed to Motor Carrier at 208-334-8611. If the employee is unable to answer the question, it will be forwarded to a supervisor who will determine if FMCSA needs to be contacted.

109.63 Port Transactions with Future Effective Dates

On occasion, customers will arrive at a port requesting registration services for a future effective date. For example, a carrier purchases a new vehicle on December 10, goes to the port on the 11th to register, but does not want it effective until January 1.

Any type of transaction, regardless of the effective date, can be processed by the TRS's at Twin Falls Registration Office, Lewiston, Sage Junction, East Boise or Inkom. If a customer arrives at a port other than Twin Falls, Lewiston, Sage Junction, East Boise or Inkom, with a registration

request effective for a future date, the inspector should explain to the customer that the registration services via that port are generally for immediate transactions. However, since the customer has already made the trip to the port, we will assist as follows:

If the request is not: Full Fee; a new IRP account; or an IRP renewal, it should be handled as a phone application. Any documents that are needed can be sent from the port to Motor Carrier, no differently than we have been doing.

If it is a new IRP account, the inspector should have the customer complete the required forms and send them (along with any other required documents) to Motor Carrier. The cover sheet should clearly indicate that this transaction will have a future effective date. The inspector should then call Motor Carrier to advise that the documents have been sent. The Motor Carrier employee receiving the documents will:

- Review the forms and documents for completeness;
- Call the port and ask to speak with the customer;
- Provide their name to the customer;
- Advise the customer of any missing information or documents;
- Coordinate how the invoice amount, payment, etc. will be sent; and
- Provide an estimated date of completion (usually two to three business days).

As a general rule, the transaction will not be processed while the customer waits. If there is a compelling reason to process it while the customer waits, the Motor Carrier employee will also communicate the estimated time of completion to the inspector. If it's later determined that more time is needed, a courtesy call will be made to the inspector.

If it is an IRP renewal, the inspector should have the customer complete the required forms and send them (along with any other required documents) to Motor Carrier. The inspector should note on the cover sheet to call the carrier with the amount due or fax/e-mail the invoice when the renewal has been processed.

The renewal will be processed as though it arrived directly from the customer (usually two to three business days). Once it is processed, the customer can then return to the port to pay if needed, or submit payment directly to Motor Carrier. If the customer chooses to pay at the port, Motor Carrier must send a copy of the invoice to the port with a notation on the cover sheet that the carrier will be in to pay. Once paid, the port inspector will send the payment confirmation to Motor Carrier.

109.64 Email Procedures for Ports of Entry and Motor Carrier Registration Transactions

The following e-mail address has been created for use by Ports of Entry personnel when transmitting registration documents to the Motor Carrier registration staff in Boise:

mcsreg@itd.idaho.gov

Do not provide this address to customers or other external users. The following procedures apply to the use of this address:

Port of Entry Staff

1. Ensure all POE staff can access the port e-mail folder and can open the messages.
2. When documents need to be sent to Motor Carrier, indicate the pertinent information on the cover sheet such as “customer waiting” or the POS receipt number for a previously completed transaction.
3. Using the Xerox e-mail function, select mcsreg@itd.idaho.gov and the port e-mail address. This will provide a confirmation to the port that the e-mail was sent.
4. Scan the cover sheet and other documents and send the message.
5. If the documents are for an immediate customer who is waiting at the port for service from Motor Carrier, call the main Motor Carrier telephone line at 208-334-8611 after the e-mail has been sent to advise a customer is waiting. Motor Carrier staff will follow the procedures outlined in the Motor Carrier section of this document.
6. The customer must remain at the port for the transaction to be completed. If they leave, advise the Motor Carrier employee processing the transaction as it is no longer considered a priority.
7. As a general rule, the Motor Carrier office will be available to process transactions from 9:00 a.m. to 4 p.m. Mountain Time, Monday through Friday. Transactions received late in the day may not be completed while the customer waits. The Motor Carrier employee or a registration supervisor will discuss alternative options with the customer.

Motor Carrier Staff

1. All Motor Carrier staff will add the mcsreg@itd.idaho.gov mail box to their Outlook folders.
2. The daily mail distributor will check this mail box periodically throughout the day for non-urgent messages and forward to the appropriate employee. The message will then be immediately archived.
3. For customers who are waiting at the port, the Motor Carrier employee who receives the telephone call from the port employee will confirm the e-mail has been received while the port employee is on the phone and provide an estimated time of completion. The

Motor Carrier employee will print the documents, archive the message, update File Tracker and then process the transaction.

4. If there are extenuating circumstances that prevent the Motor Carrier employee from processing the transaction, the employee who will process it must immediately contact the port by telephone to advise they will be processing the transaction. File Tracker must also be updated.
5. If there are problems with the documents or questions for the port employee or customer, the Motor Carrier employee will call the port to speak with the appropriate person.
6. Upon completion of the transaction, the Motor Carrier employee will scan and e-mail the documents to the main port of entry and to their own e-mail address to confirm the e-mail transmitted correctly. The employee will then archive the message in the MCSReg archive folder.

Contact a Motor Carrier Services Supervisor at 208-334-8616 or 208-334-8626 if you have any questions, problems or suggestions.

109.65 What is Operating Authority and Who is Required to have it?

Operating Authority is a motor carrier's right to operate an interstate commercial motor vehicle to transport goods or passengers for hire.

All U.S and Canadian domiciled "For-Hire" motor carriers transporting regulated commodities (property, household goods or passengers) are required to obtain operating authority and maintain proof of insurance with the FMCSA, Commercial Enforcement Division. U.S. and Canadian domiciled motor carriers are issued an "MC number".

All Mexico-domiciled "For-Hire and Private" motor carriers transporting commodities (property, household goods or passengers) in foreign commerce (cross border operations to and from points within and beyond the commercial zone) are required to obtain operating authority. Mexico domiciled motor carriers authorized to operate beyond the commercial zones are required to maintain proof of insurance with the FMCSA, Licensing and Insurance Division.* Mexico domiciled motor carriers are issued an "MX number". If the Mexico domiciled motor carrier is required to have operating authority, and during an inspection the carrier is discovered to have NO AUTHORITY, their AUTHORITY IS INACTIVE or OPERATING BEYOND THE SCOPE OF THEIR AUTHORITY, place the Vehicle Out-of-Service.

*There are exceptions for private motor carriers of passengers and for-hire motor carriers of passengers within the commercial zone.

TVC Printing

You may print TVCs from CRS

The Idaho IRP TVC includes the USDOT number of the carrier responsible for safety and a bar code. The ITD logo also appears as a watermark behind the effective and expiration dates. This should lessen the ability for the TVC to be altered. The printed name and address of the carrier responsible for safety will also show on the TVC, just above the bar code.

Please contact the IRP Supervisor by telephone, 208-334-8626 if you have any questions

109.66 Transferring of County-Registered Commercial Trailers

1. Can they be transferred to the state?

Yes, but it is better to keep the trailer registered at the county to avoid paying a new plate fee. If they want all of their commercial vehicles to be registered with the state, it is best to wait until renewal to do so.

2. Can they be transferred to a different trailer being put into service at the state?

Yes, but if a carrier requests this type of transfer, first let them know it will cost them less to do the transfer at the county, where they will be charged only a \$5.00 transfer fee, if they are registering for the same time period. If they transfer to the state, they will be charged a \$3.75 per plate fee, the \$5.00 transfer fee, a \$4.00 admin fee, and possibly an \$18.00 TVC fee.

If a transfer from county transaction is completed, it is mandatory that the county registration be cancelled. This can be done by contacting Vehicle Services, Special Plates, and letting them know that the vehicle has transferred from the county to the state. For transactions completed at a port of entry, Motor Carrier staff should complete this step. The county registration and plate do not need to be collected as long as the cancellation is done.

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Katie Tolman	June 17, 2016
		September 2017	Challis Phipps	September 19, 2016
Karl Allen	Update	April 2018	Leslye Nelson	April 2018

Chapter 110 Special Permits

Version 1.2 | January 2020



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Special Permits (IDAPA Rules 39.03.01-08)

PROCEDURE STEPS:

110 SPECIAL PERMITS (IDAPA RULES 39.03.01-08)

110.1 Special Permit Requirements

Special Permits are required for travel on Idaho highways and Local Highway Jurisdictions', which have opted-in, roadways by any vehicle/load that exceeds legal width, height, length, and weight limits as per [Idaho Code 49-1004](#).

110.2 Procedures for Obtaining Oversize/Overweight Permits

Idaho Special Permits are available through a centralized Special permit office located at the Idaho Transportation Department (ITD) headquarters office in Boise, at any POE, and anytime at permits4idaho.com.

[Section 49-1004 I.C.](#) requires that “the owner or operator of an overweight or oversize vehicle shall obtain a permit or shall establish intent to obtain a permit by contacting a permit office and receiving a permit number before moving the vehicle on the highways.”

In order to provide accessibility after permit office hours for these customers to enter into the State of Idaho and obtain their Special Permit, a customer can phone an Idaho POE fixed site and purchase a permit using the special permitting system (ITRPS)

Axle spacing and number of axles must be provided prior to issuance of Oversize/Overweight Annuals and Single Trip permits needed for weight.

110.3 Permit Conditions Manual

ITD permit condition manuals, found in all POEs, have complete instructions on all requirements pertaining to Special Permits. All POE employees shall read and understand the permit manual.

110.4 Special Permit Options at POEs

Special Permits are created through ITRPS. These permits may be paid for at a port through a “shopping cart” function in the system. If there are questions over how to issue or pay for a permit please see the ITRPS Training Material, located at every fixed POE. If concerns or questions persist please contact the permits office. If system is off line, permits can be issued on an ITD-0217.

All extra length permits picked up at an Idaho Port of Entry or roving Port of Entry (1) should be explained, and (2) either have the off-track completed for that vehicle prior to the vehicle leaving the Port of Entry, or attach the supplemental off-track form for trailers over 48 feet.

110.5 Duplicating Permits

At no time should the Ports of Entry make a screen print for a customer who arrives without a permit waiting or the original permit in the vehicle. If the customer has access to their permit account they may print a copy of their permit. If the customer requests or requires an ITD staff member to reprint the permit for them, there is a \$15 duplicate charge per [IDAPA 39.03.03.910](#)

110.7 Road Closure to Special Permitted Vehicles

Whenever an ITD Maintenance Supervisor or the Idaho State Police closes a highway to Special operations, an entry is made on POE Daily Log ITD-3317 (MV-POE-445) including date, time, and location.

As soon as the road is opened, POE personnel will make another entry in the POE log.

POE inspectors who are aware of highway closures in their areas should monitor those closures and provide whatever assistance is possible to the trucking industry and the agency making the closure.

110.8 After-Hours Emergency Movements

The following list of names and numbers is to be used after the permit office is closed to receive approval to move oversize/overweight equipment to the site of an emergency. Ports may issue an annual permit for the load to be moved if the load size and weight are within annual limitations. Otherwise, approval must be given by one of the people listed below. Ports must contact the permit office as soon as possible to inform them of such moves, providing the company name, phone number, vehicle information, etc. Some examples of emergency situations would be blown transformers, a breached dam, fire, national defense, and other similar situations. Chapter 03 in the Special Permit Manual states the regulations for emergency movements.

Emergency movements after dark or on weekends on a red-coded route must be preceded by an escort vehicle displaying a rotating or flashing amber light to warn other traffic of the presence of the hazard, and must follow Pilot Car Requirements attachment for all other routes. All over-width loads that are moved after dark shall have the extreme dimensions marked by lights, as required by 39.03.03.70 of the Special Permit Manual.

SPECIAL PERMIT CONTACT NAMES AND PHONE NUMBERS (Emergency Only)

Lance Green	Craig Roberts
Office: 208-334-8427	Office: 208-334-8292
Cell: 208-559-2394	Cell: 208-803-1154

NOTE: These numbers are ***never*** to be given out to the general public or customers.

110.9 Enforcement

Before taking enforcement action for no permit, POE personnel should verify through the computer terminal that the vehicle does not have a current Special Permit applicable to the load being transported. Enforcement action should be taken if the driver cannot produce a Special Permit and no record of a current Special Permit exists, specific to the vehicle and/or load. Please review this section for further enforcement guidelines for non-reducible loads ([I.C. 49-1013](#)).

The Ports have the ability to issue Emergency Single Trip Permits for extra length vehicles, when those vehicles are caught operating on a route where they exceed the length and/or off-track requirements. This permit is issued when a vehicle is apprehended by a rover or local law enforcement personnel operating on a route for which they are not authorized and need to get to the nearest permitted route onto which they are allowed. To issue permit all required fields must be filled out.

110.10 Single Tires

[IDAPA 39.03.06.300.08](#) clarifies that multiple axle configurations will be allowed to have single tires on those multiple axles as long as the 600 lbs. per inch width of tire is not exceeded on permitted extra-length vehicles. The rule now states:

08. Tire Limitations. Single axles on extra-length vehicle combinations shall be equipped with four (4) tires except on the steering axle, variable load suspension axles (VLS-lift axles), unless equipped with fifteen (15) inch wide or wider single tires. Multiple axle configurations may be equipped with single tires on each of the axles as long as the pounds per inch width of tire does not exceed six hundred (600) pounds, the manufacturers rating or legal weights whichever is less.

(7-1-13)T

110.11 Moving Van Extensions

An annual Extra Length/Excess Weight upto 129K Permit is required for 53-foot moving vans when using extensions or the lift gate to carry cargo. The extension is to be included in the overall length if carrying cargo. The vehicle must abide by off-track requirements for Idaho routes.

110.12 Enforcement of Non-reducible load violations

All permit attachments are required to accompany permits.

There are differences between a Reducible load with weight and a Non-reducible load with weight. As such there are specific procedure for Non-reducible loads. This procedure is outlined below:

- If a non-reducible load exceeds legal allowable weight limits and a permit has not been previously issued nor has intent been established to purchase such a permit, enforcement action may be taken under Section 49-1001, Idaho Code.
- When the combination exceeds the maximum weight limits of the permitted route, a new permit will need to be issued to the customer in compliance with [Permit Condition Manual 39.03.04](#).
- If detaining the combination until an analysis is complete creates a problem for the POE, the Area Supervisor should be contacted.

For after hour emergency movements, refer to Section 110.8 of the POE Procedure Manual and the Permit Conditions Manual, 39.03.03.

If a citation is issued for less than a three-inch violation of height, width, or length restriction, the inspector will bring it to the supervisor's attention for review.

It has been determined by the Special Permit Office that it would not be necessary to deploy a lift axle on

a non-reducible load if the remaining axles did not exceed legal axle weights, which is uniform with the current requirements for reducible loads with lift axles.

110.13 Enforcement of Highway and Bridge Restrictions

[Section 49-1005 I.C.](#), provides for restricting vehicle size, weight, or speed on highways and bridges. These restrictions are based on an engineering analysis of the pavement or structure and may be seasonal, as with highway frost laws, or more permanent, as with bridges. The District will post the highway the day before enforcement is to begin.

Notification of highway and bridge restrictions is made to Single Trip Permit holders by the 511 restriction system and ITRPS, before the restrictions are effective. Additionally, affected highways and bridges must be properly posted with the specific applicable restrictions prior to any enforcement action.

110.14 Enforcement Offloading Policy - Size and Weight

Vehicles that are determined to be operating in an oversize/overweight condition shall not proceed past the point of contact by ITDPOE personnel if the vehicle exceeds the following limitations:

Weight. Vehicles that are more than fifteen percent (15%) above legal weight on any axle group (tandem, tridem) on any interior or exterior bridge and ineligible for an Special Permit, must be legal allowable weight as defined in Section 49-1001 I.C. before proceeding. Other lesser over-weight amounts will be issued citations, warnings, travel authorizations, or other appropriate action necessary to gain uniform weight compliance (see Section 49-1001[8] I.C.).

Height. Vehicles with reducible loads that exceed fifteen feet (15') in height and are ineligible for a Special Permit must be legalized at the point of contact. Vehicles with loads such as logs (except on self-loaders) and smashed cars that cannot be safely legalized will be allowed to proceed to the nearest safe point of legalization en route to its destination. Vehicles that cannot be safely legalized that will be traveling onto a route other than the designated state highway system shall not

proceed past the point of contact until the height of structures en route and permission has been obtained from the proper local authority. It shall be the driver's responsibility to obtain this permission.

Width. Reducible loads that exceed three (3) inches beyond legal width and are ineligible for a Special Permit must be legalized at the point of contact. Loads that cannot be safely legalized will be allowed to proceed to the nearest safe point of legalization en route to their destination. Vehicles that cannot be safely legalized that will be traveling onto a route other than the designated state highway system shall not proceed past the point of contact until permission has been obtained from the proper local authority. It shall be the driver's responsibility to obtain this permission.

Overhang. Vehicles that exceed overhang or extension limits that are greater than three (3) inches beyond legal limits and are ineligible for a Special Permit must legalize the load or extension limits at the point of contact. Loads such as automobiles or boats which cannot be safely legalized or which would result in damage to the load will be allowed to proceed to the nearest safe point of legalization en route to the destination.

- Safety will be considered when requiring the offload of commodities such as steel, logs, pipe, lumber, etc. If the only location where safety standards can be met is the final destination of the commodity, the vehicle will be issued a citation and a travel authorization for (weight only) to proceed to the nearest safe point of legalization.
- Under no circumstances will a vehicle be allowed to proceed that exceeds the maximum weight limits of any restricted structure on the route or the maximum allowable weight allowed on an Special Permit.
- The safety of the public shall not be compromised in order to legalize a vehicle. Under no circumstances will livestock, perishable commodities, hazardous material, or hazardous waste be required to offload at a POE facility. Such loads shall be issued a citation and a travel authorization to the nearest safe point of legalization and shall proceed on the shortest route possible to minimize damage to highways and structures. (Refer to IDAPA 39.03.80.)

110.15 Enforcement of Off-Track Restrictions

All extra length commercial vehicles except for triple trailer combinations are required to complete an Off-Track Computation Form that must accompany their Extra Length Permit. Oversize vehicle combinations (non-reducible) are not required to abide by off-track requirements.

When measuring a vehicle's off-track, the Inspector must ensure that the vehicle is straightly aligned. This can be accomplished by sighting down the side of the Long Combination Vehicle (LCV). A vehicle that is not straightly aligned will cause a shortage/excess in the measurement of the internal dimensions needed to calculate its off-track. This can cause an inaccurate off-track measurement, which could mistakenly allow or disallow that vehicle to travel a route for which it may or may not be authorized. Measurement of an extra-length vehicle is dependent upon the combination's axle spacing. When measuring a vehicle, it is important that the Inspector measure to the center of an axle or the exact center between axles, whichever is required of the Off-Track Computation Form. If a combination has a self-steering variable suspension axle, the off-track measurement is achieved by disregarding the variable suspension axle in that combination. Refer to the Off-Track Computation Form and [Rule 39.03.06](#).

NOTE: An extra-length combination carrier is allowed one (1) road mile access from Idaho's National Network of Highways to any terminal for food, fuel, rest, repair, and the delivery/pickup of freight without having to obtain a Special Permit as per [CFR 658.19](#) and [I.C. 49.1010.03](#).

110.16 Harvesting Equipment

[Section 49-1012 I.C.](#) provides that harvesting equipment may be moved during hours of darkness providing that they are in conformance with the Title 49, chapter 9. In addition, the harvesting

equipment shall display a flashing amber-colored light at least four inches in diameter visible to the front and a flashing red light at least four inches in diameter visible to the rear. The equipment must be preceded by a flagman or pilot car, and be followed by the same at least 300 feet behind.

[Section 49-916 I.C.](#) provides details of the requirements of moving harvesting equipment during daylight hours.

110.17 Policy for Wreckers Stopping at Ports of Entry

A wrecker may register on the scale weight of the vehicle equipped for operation rather than maximum gross weight. This scale weight will be the weight recorded on the registration document at the time the wrecker registration is processed. The scale weight will need to be declared when the wrecker is registered. No scale ticket will be required or expected.

To register under this procedure, a wrecker cannot be used for any other purpose than towing and recovery operations. Based on [49-124\(3\) I.C.](#), a “wrecker” is defined as:

“A motor vehicle designed and used primarily for towing other vehicles that may be disabled. A wrecker engaged in a motor vehicle recovery operation and which is blocking part or all of one or more lanes of traffic shall be designated an emergency vehicle,” and [IDAPA 39.03.02](#).

Vehicles hauling disabled vehicles on truck beds, chassis, or low-boy trailers do not meet this definition. When hauling disabled vehicles on truck beds, chassis, or low-boy trailers or transporting a product other than towed disabled or wrecked vehicles, commercial registration is required based on combined gross vehicle weight, i.e., the weight of the vehicle plus the heaviest load that the vehicle will transport.

If the scale weight of a wrecker exceeds the limits of the axle-loading, the axle-loading must be used to determine the weight for registration. A single axle with dual wheels cannot exceed 20,000 pounds. A tandem axle cannot exceed 34,000 pounds.

Towing and recovery operators that use single axle (20,000 pounds maximum) or tandem axle equipment (34,000 pounds maximum) and occasionally exceed these weight limits when towing a disabled vehicle/equipment, must purchase and meet the requirements of the Annual Disabled Vehicle Permit.

When is a Commercial Driver License (CDL) required for operation of a wrecker?

If the vehicle being operated falls into one of the three categories listed below, a CDL is required:

1. If the gross combined weight of the tow truck and its towed vehicle is 26,001 pounds or more, and the towed vehicle alone exceeds 10,000 pounds GVWR, then the driver needs a Class “A” CDL.
2. If the GVWR of the tow truck alone is 26,001 pounds or more, and the driver either drives the tow truck without a vehicle in tow, or drives the tow truck with a towed vehicle of 10,000 pounds or less GVWR, then the driver needs a Class “B” CDL.
3. A driver of a tow truck or towing configuration that does not fit either category described above requires a Class “C” CDL only if the towed vehicle is required to be placarded for hazardous materials on a “subsequent move,” i.e., after the initial movement of the disabled vehicle to the nearest storage or repair facility.

When is a wrecker required to stop at a Port of Entry?

In order to comply with Idaho Code-40-511, wreckers are required to stop at Idaho Ports of Entry or checking stations when:

1. registered at a weight of 26,001 pounds or more, or
2. towing a vehicle required to stop at POE.

110.18 Enforcement Policy During Emergencies

Representatives of the following agencies have agreed on a uniform enforcement policy both during the fire season and throughout the year:

1. Idaho Transportation Department, POE section, Registration Services section, Maintenance section, and Special Permits section.
2. Idaho State Police (ISP), CVS.
3. Idaho State Tax Commission.

The fire season policy is broken down further into enforcement without the Governor's intervention and enforcement with the Governor's intervention.

Definition of Emergency

Emergency means any hurricane, tornado, storm (e.g. thunderstorm, snowstorm, ice storm, blizzard, sandstorm, etc.) high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, mud slide, drought, forest fire, explosion, blackout or other occurrence, natural or man-made, which interrupts the delivery of essential services (such as, electricity, medical care, sewer, water, telecommunications, and telecommunication transmissions) or essential supplies (such as food and fuel) or otherwise immediately threatens human life or public welfare, provided such event results in:

1. a declaration of an emergency by the President of the United States, the governor of a state, or their authorized representatives having authority to declare emergencies, by the Regional Director of Motor Carriers for the region in which the occurrence happens, or by other federal, state, or local government officials having authority to declare emergencies, or
2. a request by a police officer for tow trucks to move wrecked or disabled commercial motor vehicles obstructing traffic.

Refer to Special rules for other emergency situations. Refer to ITD Board Policy A31-05 for specific guidelines.

Special Permits

[Permit Condition Manual chapter 39.03.03](#) covers emergency moves. Special loads are allowed to go to the emergency provided they meet all of the permit requirements except that, at such times, ITD will waive the requirements that the permit be in the vehicle. It should be stressed that overweightloads **MUST** meet the safety requirements and black, purple, green, yellow, or red overweight restrictions.

Port of Entry

POE will clear emergency equipment and personnel with a warning card. All other vehicles (showers, commissaries, etc.) will be required to either register or purchase a trip permit. In some cases, such as the unavailability of funds, these units may also be cleared on warning cards. These warning cards will be forwarded to the RPOE that works in the district in which the emergency is located. The RPOE will go to the emergency base camp and work with the emergency personnel and the carriers to gain compliance. Any vehicle attempting to exit the state without securing proper licensing or a trip permit will be subject to a citation. POE Area Supervisors will also, before the fire season, inform the Forest Service, Bureau of Land Management, and affected carriers, if possible, of the requirements for working in Idaho.

Emergency Policy with Governor's Intervention

This will depend on what action the governor takes. If it is similar to previous action, Motor Carrier Services may issue exemption from registration. The Idaho State Tax Commission would issue a letter to POE waiving Special Fuel Trip Permit requirements. Vehicles operating on special fuel would pay the fuel tax at the pump. Special permit policy would remain the same. ISP and POE would take enforcement action only in the event of serious violations. The general policy would be to keep emergency personnel and equipment moving smoothly without ignoring the safety of the public.

110.19 Overweight Implements of Husbandry Being Hauled

The issue regarding implements of husbandry being hauled on trailers with the tractor attached and being overweight is a non-reducible load, when the implement can only be loaded or unloaded with a tractor. If overweight a Single Trip Permit or Annual Oversize/Overweight Permit must be obtained per [39.03.04](#)

When inspectors encounter a farmer or implement dealer in the situations listed in this section please educate them on exemptions.

Farm Implements:

1. If a farmer is roading/towing or hauling his own implement of husbandry from farm to farm and is not involved in custom harvesting, then the farmer is not required to purchase an Special Permit.
2. If a farmer is hauling his own implement of husbandry from farm to farm and is custom harvesting, then he is required to purchase an Special Permit.
3. Custom harvesters hauling an implement of husbandry from farm to farm are required to purchase an Special Permit.
4. Custom harvesters roading/towing an implement of husbandry from farm to farm are not required to purchase an Special Permit.
5. Farmers and custom harvesters hauling/towing/roading their implement of husbandry from locations other than farm-to-farm are required to purchase an Special Permit.

Farmer or their designated agents (any person or persons or legal entity that has been assigned, by contract or verbal or written action to act on the behalf of the first person or entity) and dealers transporting implements of husbandry and equipment for the purpose of:

- a. the repair or maintenance of such implements of husbandry and equipment when traveling between a farm and a repair or maintenance facility during daylight hours; or
- b. the purchase or sale of such implements of husbandry or equipment when traveling between a farm and a dealership, auction house or other facility during daylight hours.

Farmers and Implement dealers operating under the above criteria will not be required to be permitted. The definition of a designated agent is the farmer's employee or relative.

110.20 Wind Speed

Refer to the Special Permit Manual, [IDAPA 39.03.03.450.05](#), for current wind speed restrictions.

110.21 Special Permit Revocation Process

Citation and Database Codings

1. Citations for not having a permit will be coded as 49-1004 (1).
2. Citations for violating a permit other than weight will be coded as 49-1004 (3).
3. Citations for violating the 129 permit other than weight will be coded as 49-1004 (4).

Permit Revocation Criteria

Permit revocation will only occur under the following circumstances:

49-1004 (3) - Violating permit conditions other than weight (safety violations)

1. not traveling on designated 129 routes
2. not having any flags or signs when required
3. not having proper number of pilot cars when required or when pilot car is not in proper placement
4. not having required lighting for travel during the hours of darkness
5. traveling during times that are not allowed by the permit
6. traveling when the wind velocity is exceeding 35 mph

49-1001 (1) Violating weight limits

1. in excess of 15% for single, tandem, tridem, quad axle etc. violations
2. in excess of 7% for gross or bridge weight violations

Permit Revocation Paperwork Process

1. Inspector must obtain a copy of guilty disposition from court.
2. Inspector mails copy of citation (with permit number on it) and, disposition to Permit Supervisor
3. Permit Supervisor will review paperwork for proper revocation criteria.
4. Permit Supervisor will void permit and list void date and new issue date.
5. Letter will be sent to carrier informing them of the revocation.
6. Email will be sent to Ports informing them of revoked permits.

Mirrors

Use this guidance for all future mirror enforcement.

- 1) For all interstate vehicles, use the Federal Mirror Regulations in 49 CFR 393.80. A copy of the regulation is attached.
- 2) For all interstate vehicles, use Idaho Code 49-940. When enforcing this code on oversize/over-width loads, use the following parameters:
 - a. Measure back 200 feet from the rearmost point of the load and/or towed vehicle.
 - b. Standing in line with the widest part of the load and/or vehicle, make sure the driver can see a vehicle that is directly to the rear of the mirror in a straight line. [LG1]

c. Repeat this for both side view mirrors.

Towed Vehicles Behind Self-Propelled Vocational Vehicles

Permitted overweight/oversize self-propelled vocational vehicles (such as cranes, loaders, motor graders, drills) may haul or tow a motorized vehicle provided that the motorized vehicle or combination of vehicles being towed (trailer & motorized vehicle) does not exceed eight thousand (8,000) pounds and the motorized vehicle is used solely for return trip after delivery of the permitted vehicle. (09-01-14)T Whether they tow the return vehicle on its own axles or tow a trailer with the return vehicle on it, the crane is only required to register for the legal weight of the crane.

Exempt commodities & farmers are not brought into FMCSA because of permit

Some Inspectors were incorrectly interpreting IDAPA [39.03.04.600](#) brakes, and connecting devices, to universally apply to all vehicles that have Special Permits.

The intent and meaning of those two rules are to reinforce that if the vehicle already falls under Federal D.O.T., by Idaho State Police codes and rules, it must comply with those laws. It does not bring exempt vehicles under the Federal Code requirements if they are exempt from those regulations.

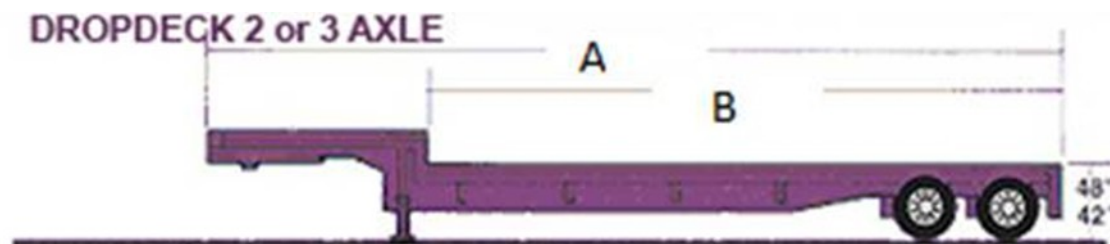
Idaho Code 49-1010 vs. Idaho Code 49-1004

Which code is proper to use when the oversize vehicle has no permit?

Either Idaho Code is appropriate if the vehicle has no Special Permit. This is left to Inspector discretion. If the vehicle has an Special Permit, then the violation should be Idaho Code 49-1004 as they are violating the requirements/restrictions of the permit.^[LG2]

How to Measure a Drop Deck Trailer

Measure from the drop to the end of the trailer (B measurement). Measurement of the trailer from the front of the trailer to the end of the trailer is the A measurement.



If the trailer is being used to transport a non-reducible load, that length of trailer is not an issue. If it is hauling a reducible load, the measurement of the length of the trailer can dictate the need to obtain an Extra Length Permit and abide by overall length and off-track requirements.

Measurement A or B is determined by the front part of the trailer and whether it can carry a load or not. If it can, then the A measurement would be correct. If the front part is open and can't carry a load, then the B measurement would be correct.

If the trailer hauls reducible loads, it would have to meet the off-track requirements. It is looked at like you would a trailer with an A, B or C dolly. These are not used to determine the trailer length.

If the drop deck trailer was 60' long and the front 7' of the trailer was open, then it could haul reducible loads as it would be measured as 53' long, but would be limited by the off-track. The trailer described as open would be as the picture below.

[LG3]



110.22 ITD Annual Special Permits for Commercial Vehicles

Extra Length/Excess Weight Permit Upto 129K	These permits are issued to the power unit of combinations with a single trailer length exceeding 48' (53' on Idaho's National Network Highway System and thin red routes of the extra length map), double and triple trailers exceeding 61' including the connecting device (68' on Idaho's National Network Highway) or truck trailer combinations exceeding 75' overall length. An extra length permit is issued for a maximum length of 115'. The permit restricts the vehicle to the routes designated by the Idaho Transportation Board and to vehicular off-track. A full truck and full trailer are limited to an overall permitted length of 85'. A full truck and 2 trailers are permitted up to 115'. It also includes the excess weight permit for exceeding 80,000

	lbs. up to a maximum of 129,000 lbs. only on the designated highways. The weight must be in compliance with Idaho Code 49-1001. on the interstate and designated state routes. This permit is for reducible loads only or reducible loads only.
Reducible Oversize Permit	This permit is for hauling reducible loads in excess of 14' high but not in excess of 15' high on designated highways. The hauling vehicle height must not exceed 14. And for oversize loads that could be reduced like circular hay bales and kiln lumber.
Oversize	These permits are issued to vehicles hauling non-reducible loads, manufactured homes , or for self-propelled vehicles that exceed legal sizes. Maximum size of loads or vehicles transported under authority of a permit shall be limited to 12'6" wide on the red coded routes, 14'6" wide on the black coded routes and the interstate routes of the Escort Vehicle and Travel Time requirements map, 15'6" high and 110' long.
Overweight/ Oversize	Overweight/oversize permits are issued for hauling non-reducible loads . Maximum size of loads or vehicles transported under authority of a permit shall be limited to 12'6" wide on the red coded routes of the Escort Vehicle & Travel Time Requirements Map, 14'6" wide on the black coded routes and the interstate routes of the Escort Vehicle & Travel Time Requirements Map, 15'6" high and 110' long. Maximum weight depends on tire size, axle spacings and distribution of weight. Road use tax (for laden miles only) must be tracked and reported quarterly. A report is mailed out quarterly from the Idaho Transportation Department. (Permits for self-propelled vehicles must be ordered from the Overlegal Permit Office.)

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Disabled Vehicles	<p>This permit is issued to heavy-duty wrecker trucks involved in the emergency and secondary removal of disabled trucks and/or trailers or combinations thereof. Time of travel restrictions will be waived when necessary to clear the travel way. Emergency movement of disabled vehicles will be authorized from the point at which the vehicles are disabled to the nearest appropriate site having facilities for separation of vehicle combinations into single units unless the load presents a hazard to the public. Loaded weight of the permitted vehicles drive axles will be permitted up to the allowable weight as shown on the Route Capacity Map for the corresponding route unless otherwise restricted.</p>

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Katie Tolman	June 20, 2016
			Challis Phipps	September 19, 2016
		September 2017	Challis Phipps	August 2017
Karl Allen	Update	April 2018	Leslye Nelson	April 2018
Karl Allen	Update	January 2019	Leslye Nelson	January 2019



Chapter 111 Hazardous Materials and Hazardous Waste

Version 1.2 | January 2020



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Hazardous Materials and Hazardous Waste

PROCEDURE STEPS:

111 HAZARDOUS MATERIALS AND HAZARDOUS WASTE

111.1 Hazardous Material Definition

"Hazardous material" means any material that has been designated as hazardous under 49 U.S.C. section 5103, and is required to be placarded under subpart F of 49 CFR part 172, or any quantity of material listed as a select agent or toxin under 42 CFR part 73.

Employee Responsibility in Case of a Hazardous Materials Emergency

For hazardous material emergencies, radioactive materials incidents, or spills at a POE or on the highway, follow procedures listed in the Maintenance Manual, sections 52.1 through 52.10. These sections are located after Exhibit B in that manual. Also, see the first page of the "Idaho Hazardous Materials Response Plan."

Area Supervisor's Responsibility in Case of a Hazardous Materials Emergency

The Area Supervisor will verify that the appropriate District Engineer and ISP dispatch have been notified of the incident.

111.2 Hazardous Materials Endorsements

Idaho Code 49-2203 is the section requiring Hazardous Materials Endorsements on registrations. It requires this on vehicles transporting ANY amount of hazardous material.

49-2203. Endorsement requirements for transporters of hazardous materials.

- (1) Every person, including a private carrier or a common or contract carrier, who operates a vehicle on any highway of this state transporting hazardous material in such quantity and under such conditions that such vehicle is required to be placarded pursuant to 49 CFR part 172 or such vehicle's cargo is regulated by 49 CFR part 171 or is required to meet the manifest requirements as set forth under the rules of the department of environmental quality, shall first procure from the department an annual vehicle registration endorsement. This registration endorsement shall be available for examination, unless procured via the state web portal, and shall be displayed in accordance with rules adopted by the department. The provisions of this section shall not apply to vehicles owned by any city, county, state or federal governmental department or agency or special purpose district created pursuant to law.

- (2) The fee for an annual vehicle registration endorsement for the transportation of hazardous materials shall be ten dollars (\$10.00). Any carrier required to pay the fee assessed pursuant to this section is authorized to pass along such fee to the shipping party. Vendors selling endorsements on behalf of the board shall be reimbursed at the rate of forty cents (40¢) per endorsement. No portion of the annual endorsement fee shall be prorated, reduced or transferred to another vehicle.
- (3) The operation of a vehicle, which is subject to the endorsement requirements of this section, in a negligent manner, is a violation of the provisions of this chapter.

Issue and renew Hazardous Materials Endorsements on the CRS system.

The fee for the annual Hazardous Materials Endorsement is \$10.00 per vehicle, whether new or renewal. Renewal is defined as when a vehicle had a valid endorsement in the previous year, and it has been less than 12 months since the expiration. Verification of a previous endorsement may be a copy of the previous endorsement or on-line verification in the CRS system. The cost of a correction or duplicate is \$10.00.

POE personnel shall make Annual Hazardous Material Endorsements available to vehicles without the issuance of a citation, if the driver of the vehicle is requesting the endorsement (new issuance or a renewal) at the first open POE.

Vehicles owned by any city, county, state, or federal governmental department or agency, or special purpose district created pursuant to law, are exempt from the provisions of I.C. 49-2202 and 49-2203.

Carriers are able to purchase new or renewed endorsements and pay their bill online via the CRS website, <https://crs.idaho.celtic-host.com/IDEnterprise/>.

POE Inspectors should use the CRS system to issue Hazardous Materials Endorsements. If the driver requests to change vehicle data (unit, year, make, VIN) on an endorsement that already exists for the current year, or requests to change customer data (name, address, etc.), have them contact Motor Carrier Services to make these types of changes.

If the CRS system is unavailable, use form ITD-3114 to issue the Hazardous Materials Endorsement. On new and renewal endorsements, stamp the screen print with the port stamp before giving the copy to the carrier.

111.3 Radioactive Loads

Radioactive loads are subject to Idaho's Hazardous Materials/Hazardous Waste Transportation Enforcement Act. Transporters of radioactive materials must purchase an endorsement prior to driving in Idaho. Since radioactive materials are exempt from RCRA, the drivers should purchase Hazardous Materials Endorsements rather than Hazardous Waste Permits.

111.4 Enforcement of Hazardous Materials Endorsements

All vehicles hauling hazardous materials, in accordance with Idaho Code 49-2203, whether placarded or not placarded, shall purchase the Hazardous Materials Endorsements through CRS, the Motor Carrier Services Unit, the POE, and selected vendors. POE and ISP personnel will not cite vehicles without a Hazardous Materials Endorsement, unless they have passed an open POE. If carrier doesn't have a copy of his HM Endorsement, look it up CRS. If the endorsement is in the computer it is acceptable, regardless of how it was issued.

111.5 Class 9

The Idaho State Police Hazardous Materials Specialists have confirmed that "Class 9 Materials" do not require placards. A carrier may "voluntarily" placard a Class 9 load.

The code section that exempts Class 9 material from placards is found in 49 CFR 172.504(f)(9).

Class 9 is, however, regulated under 49 CFR part 171 and does require a Hazardous Materials Endorsement under Idaho Code 49-2203.

Please remember the Hazardous Waste Permit requirements found in Idaho Code 49-2202 and the Federal Hazardous Materials Registration requirements found in 49 CFR 107.601 have different applicability and may apply to Class 9 materials. You must check the applicability requirements of each one separately.

111.6 Permit Requirements for Transporters of Hazardous Wastes

Every person, including a private carrier or a common or contract carrier, who operates a vehicle on any highway of this state transporting hazardous waste is required to purchase an Annual or

Single-Trip Permit for each driven vehicle in which the shipment meets any one of the following:

- Hazardous wastes requiring manifests under 40 CFR Part 262.
- PCBs regulated by 40 CFR, Part 761. (Greater than 50 parts per million.)
- Any PCB material that is accompanied by a uniform hazardous waste manifest.

POE to Sell Hazardous Waste Trip Permits (HWTP ITD – 3303)

The POE shall sell Hazardous Waste Trip Permits (HWTP) as provided for in Sections I.C. 39-4410(5) and I.C. 49-2202. (See Exhibit A on page 15-5.)

All annual HWTPs will be issued from the CRS system, unless the computer network is down.

Permit Fees

- Single: Twenty dollars (\$20) for each driven vehicle.
- Annual: Two hundred fifty dollars (\$250) for each driven vehicle.

The HWTP shall be made available for examination and shall be displayed in accordance with rules adopted by the Idaho Transportation Department.

Vehicles owned by any city, county, state, or federal governmental department or agency, or special purpose district created pursuant to law or rural electric cooperatives, are exempt from the provisions of I.C. 49-2202 and 49-2203.

HWTP shall not be in lieu of other permits.

The HWTP shall not be in lieu of registration, or any permits sold in lieu of registration or fuel tax.

111.7 Substances Not Included as Hazardous Wastes

The following substances are not included in the definition of hazardous waste:

- Solid or dissolved material in domestic sewage
- Solid or dissolved materials in irrigation return flows
- Industrial discharges which are point sources subject to National Pollution Discharge Elimination System Permits under the Federal Water Pollution Control Act
- Source, special nuclear, or byproduct material as defined by the Atomic Energy Act of 1954
- Non-hazardous waste regulated by an individual state. These substances may be transported on a Non-hazardous Waste Manifest

111.8 POE Procedure for Enforcement of HWTP

The POE Inspector shall require transporters of hazardous waste to provide for inspection any manifests or bills of lading, as provided in Sections I.C. 67-2917 and I.C. 49-2206.

Transporters' manifests showing hazardous waste not listed in Section 15.6 shall be required to purchase a HWTP.

Transporter Refused to Purchase HWTP

POE Inspectors shall make a copy of the manifest, registration, driver information, and other pertinent data and collect all the information required on the HWTP Form and mail it to the following agencies:

- Hazardous Materials Bureau, Division of Environment, Idaho Department of Health and Welfare, 450 W. State Street, Boise, Idaho 83720.
- POE Headquarters.
- Idaho State Police Headquarters.

111.9 Instructions for Completing the Hazardous Waste Trip Permit

The Hazardous Waste Trip Permit will be sold from the CRS system. In the event of the system being down use form ITD4817. To complete the Hazardous Waste Trip Permit you must have the transporters' Hazardous Waste Manifest, as required in 40 CFR Parts 262 and 263, in front of you.

- A. Date: The date the Hazardous Waste Permit is issued for the trip.
- B. Station: The name of the trip permit vendor or POE issuing the Hazardous Waste Trip Permit.
- C. EPA ID Number: The EPA ID number as shown on the Hazardous Waste Manifest.
- D. EIN: The transporter's Employer ID Number.
- E. Transporter Name: Name as it appears on the Hazardous Waste Manifest.
- F. Contact/Phone: Contact name and telephone number of the transporter listed on the Hazardous Waste Manifest.
- G.

- H.
- I. Street Address: Address, city, state, and zip code of the transporter as it appears on the Hazardous Waste Manifest.
- J. Registered Owner's Name: The name of the registered owner as it appears on the vehicle registration.
- K. EIN: The registered owner's Employer ID Number.
- L. Unit Number, Vehicle Year, Vehicle Make: From the transporter's vehicle registration.
- M. Base State, License Number, VIN: From the transporter's vehicle registration.
- N. Destination, Manifest Number (Single Trip Only): From the Hazardous Waste Manifest.
- O. Proper Shipping Name (Single Trip Only): List the proper shipping name of the waste as it appears on the manifest(s). If more than only type of proper shipping name appears on the manifest(s), either list only the first name of the hazardous waste OR the manifest number(s).
- P. POE Vendor Signature: The vendor employee or POE agent must sign the permit as the issuing agent.
- Q. Driver Signature: The signature of the vehicle driver.
- R. Permit Number: Leave blank.
- S. Single/Annual: Mark the appropriate box for the type of permit.
- T. Expiration Date (Annual Only): If issuing an annual HWTP, put the date of expiration twelve (12) months from the date of issuance. If issuing a Single Trip Permit, place an "X" in this box.

Distribution of HWTP Forms

Copies of the Single HWTP shall be distributed as follows:

- White and goldenrod copies to be given to the driver. He or she will retain the white copy and submit the goldenrod to the disposal site.
- Yellow copy to be retained by the issuing station.
- Green and pink copy to be submitted to FS. They in turn will forward the pink copy to the Idaho Department of Health and Welfare.

111.10 Purchase of HWTP in Advance of Transporting Hazardous Waste

Transporters may purchase HWTP in advance of movement for a special date and shipment.

111.11 Requirements for Hazardous Materials Endorsement on CDL

As described by the TSA

<http://www.tsa.gov/stakeholders/hazmat-endorsement-threat-assessment-program>

The TSA Hazardous Materials Endorsement Threat Assessment Program conducts a security threat assessment for any driver seeking to obtain, renew, or transfer a hazardous materials endorsement (HME) on a state-issued commercial driver's license (CDL).

The program was implemented to meet the requirements of the USA PATRIOT Act (pdf, 848Kb), which prohibits states from issuing a license to transport hazardous materials in commerce unless a determination has been made that the driver does not pose a security risk.

The Act further requires that the risk assessment include checks of criminal history records, legal status, and relevant international databases.

As described by the State of Idaho DMV

<http://www.itd.idaho.gov/dmv/driverservices/documents/HazMatFactSheet.pdf>

The federal Transportation Security Administration (TSA) and the U.S. Department of Transportation have issued rules to secure the transport of hazardous materials, including explosives. The rules require security threat assessments (background checks) on commercial drivers certified to transport hazardous materials (hazmat). The security threat assessment process includes the collection of an individual's fingerprints, and verification of United States citizenship or permanent legal presence in the United States. Under current federal regulations, states are required to implement the fingerprinting and security threat assessment requirement for new commercial driver license (CDL) hazmat endorsement applicants and at every renewal of a CDL with a hazmat endorsement. CDL holders with an existing hazmat endorsement will be notified when a security threat assessment is required.

(The Idaho requirement is consistent with many other jurisdictions. It doesn't address quantity of hazardous material carried, rather implies that ANY driver carrying ANY described hazardous material under 49 CFR 171 and 172 must have a HME along with the CDL.)

<http://www.itd.idaho.gov/dmv/driverservices/CDL.htm>

Hazardous materials (H) - Required for drivers of vehicles transporting hazardous materials requiring placards per the Hazardous Materials Transportation Act. A written test and Transportation Security Administration security threat assessment is required at each driver license renewal date.

(This section of the of the driver's license requirements is not congruent to the TSA program requiring drivers who carry hazardous material to be assessed for a security threat as well as the section of the Idaho hazmat facts sheet above.)

I.C. 49-2203 Endorsement requirements for transporters of hazardous materials

(1) Every person, including a private carrier or a common or contract carrier, who operates a vehicle on any highway of this state transporting hazardous material in such quantity and under such conditions that such vehicle is required to be placarded pursuant to 49 CFR part 172 or such vehicle's cargo is regulated by 49 CFR part 171 or is required to meet the manifest requirements as set forth under the rules of the department of environmental quality, shall first procure from the department an annual vehicle registration endorsement.

This registration endorsement shall be available for examination and shall be displayed in accordance with rules adopted by the department. The provisions of this section shall not apply to vehicles owned by any city, county, state or federal governmental department or agency or special purpose district created pursuant to law.

49 CFR Part 171, describes all hazardous materials (See 49 CFR 171.8 definition of Hazardous Materials) and refers the reader to (See table 49 CFR 172.101). This section includes the entire table 1 and table 2 hazardous substances.

Table 1 substances require placards in amounts over 1000 lbs. while table 2 requires placards for any amount.

Yet, all cargo is regulated under 49 CFR 171, regardless of placards.

111.12 Requirements for a Hazardous Materials Endorsement on a Registration

I.C. 49-2203 Endorsement requirements for transporters of hazardous materials

(1) Every person, including a private carrier or a common or contract carrier, who operates a vehicle on any highway of this state transporting hazardous material in such quantity and under such conditions that such vehicle is required to be placarded pursuant to 49 CFR part

172 or such vehicle's cargo is regulated by 49 CFR part 171 or is required to meet the manifest requirements as set forth under the rules of the department of environmental quality, shall first procure from the department an annual vehicle registration endorsement.

This registration endorsement shall be available for examination and shall be displayed in accordance with rules adopted by the department. The provisions of this section shall not apply to vehicles owned by any city, county, state or federal governmental department or agency or special purpose district created pursuant to law.

49 CFR Part 171, describes all hazardous materials (See 49 CFR 171.8 definition of Hazardous Materials) and refers the reader to (See table 49 CFR 172.101). This section includes the entire table 1 and table 2 hazardous substances.

Table 1 substances require placards in amounts over 1000 lbs. while table 2 requires placards for any amount.

Yet, all cargo is regulated under 49 CFR 171, regardless of placards.

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Katie Tolman	June 20, 2016
		September 2017	Challis Phipps	September 2017
Karl Allen	Update	April 2018	Leslye Nelson	April 2018

Chapter 112 ILETS



Division of Motor Vehicles

January 2020

POE – MANUAL

Law Enforcement Telecomm System & NCIC Procedure

PROCEDURE STEPS:

112 LAW ENFORCEMENT TELECOMM SYS. (ILETS) & (NCIC) PROCEDURE

112.1 Introduction

The ILETS (Idaho Law Enforcement Telecommunications System) and the NCIC (National Crime Information Center) are maintained to provide current information to various law enforcement agencies in the state. Refer to the ILETS manual <https://164.165.218.121/ilets/manual%202006/html/default.htm> and the NCIC manual <https://164.165.218.121/ilets/iletsdl.htm> for a full description of the type of information available through these systems.

112.2 IDAPA Rules

Port of Entry employees will follow IDAPA Rules listed below:

IDAHO ADMINISTRATIVE CODE IDAPA 11.10.01

Rules Governing ILETS

(Idaho State Police Law Enforcement Teletypewriter System)

020. USER RESPONSIBILITIES.

01. User Agreement. Any agency with access to ILETS, whether directly or through another agency, is responsible for adhering to all applicable ILETS rules and policies and must have signed an agreement with ILETS or an interface agency to that effect. (3-20-04)

02. Record Validation. Any agency that enters information into ILETS or NCIC files is responsible for the accuracy, timeliness and completeness of that information. ILETS will send a record validation review list, regularly, to each agency. Validation is accomplished by reviewing the original entry and current supporting documents. Recent consultation with any appropriate complainant, victim, prosecutor, court, motor vehicle registry files, or other appropriate source or individual also is required with respect to the wanted person, missing person, and vehicle files. In the event the agency is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best

information and knowledge available whether or not to retain the original entry in the file. Validation procedures must be formalized and copies of these procedures must be on file for review during an ILETs or NCIC audit. When the agency has completed the validation process, the records must be modified to verify their validity no later than thirty (30) days after receiving electronic notification.

(3-20-04)

03. Minimum Training. Each agency employee who operates a computer to access ILETs must complete ILETs training at a level consistent with the employee's duties. Each employee who operates a computer to access ILETs must be re-certified by the agency every two (2) years.

(3-20-04)

04. Hit Confirmation. When another agency receives a positive record response (Hit) from ILETs or NCIC and requests confirmation of the status of the record (warrant, stolen vehicle, etc.), the agency responsible for entry of the record must respond within ten (10) minutes for urgent hit confirmation requests or within one (1) hour for routine hit confirmation requests, with an answer that indicates the status of the record or a time frame when the record status will be confirmed.

(3-20-04)

05. Terminal Agency Coordinators. The agency administrator of each agency with computer access to ILETs must designate one (1) or more terminal agency coordinators who will be the primary contact(s) for all matters relating to use of ILETs by the agency. A terminal agency coordinator must have sufficient authority to implement and enforce necessary policy and procedures.

(3-20-04)

06. Background Checks of Terminal Operators Required. Policies for access to the FBI-NCIC system require background screening of all terminal operators with access to the NCIC system. For efficiency and consistency, the NCIC background screening policies are also adopted for all ILETs access.

(3-20-04)

021. INFORMATION ACCESS AND DISSEMINATION

01. General Policy. Information is made available to ILETs users from various sources and agencies, including ILETs and other state justice information system files, motor vehicle departments, NCIC, and NLETs. Each user must observe any restrictions placed on the use or dissemination of information by its source. It is ILETs' responsibility to advise user agencies of any restrictions which apply to any information accessed via ILETs.

(3-30-01)

02. Criminal History Records. Criminal history information accessed via ILETs from a state or national computerized file is available only to criminal justice agencies for criminal justice

purposes. This includes the dissemination of such information for use in connection with licensing applications, regulatory activities, or local or state employment, other than with a criminal justice agency. (3-20-04)

03. Administrative Messages. An administrative message (AM) is a free text message from one (1) agency to one (1) or more agencies. All administrative messages transmitted via ILETS must be by the authority of an authorized user and must relate to criminal justice purposes or matters of interest to the user community. Administrative messages sent within Idaho, either statewide, regionally or to individual terminal identifiers are subject to the following restrictions: (3-30-01)

a. No messages supportive or in opposition to political issues, labor management issues, or announcements of meetings relative to such issues.

(3-30-01)

b. No messages supportive or in opposition of legislative bills. (3-30-01)

c. No requests for criminal history record information. (3-30-01)

112.3 NCIC/Idaho Hot Files (IHOT) Procedure

Our policy is to avoid a confrontation. The safety of the POE employee and the public is of primary concern. POE employees are not trained, equipped, or authorized to detain wanted persons or vehicles. This is only a guideline. Each incident is different and should be treated as such. Remember, your safety, and anyone else in the building's safety, should always be the first consideration.

1. Make sure ILETS terminal is not visible to driver's view. (Use of privacy screen or have screen shrunk down).
2. Remember, NCIC does not return on Operator License Number (OLN) only. Run by name and DOB
3. Be sure it is a positive ID and contact ISP when possible. (If they are not available, call the sheriff's office).
4. Turn your radio down.
5. Let your partner know of the situation (if you cannot speak openly ask your partner to run the driver information for you, and they would then be aware of what you are dealing with.)
6. Take careful and detailed note of person for identification. Physical description, what they are wearing, driving, etc. Make copy of driver's license and registration, if applicable to the service being rendered.
7. If you have others in the building, finish their business so they can leave. However, do this in a discrete manner so as not to alert driver to the possibility that something is wrong.
8. Stall by continuing with regular business. You do not want the individual to be aware that Law enforcement has been notified and are en-route to your location. If the driver wants

to leave, let him go. Note the vehicle type, color, direction of travel, if you are aware someone else is with them, etc. Notify ISP when driver leaves.

9. When responding Law Enforcement personnel arrive, turn the situation over to them.

112.4 Personal Identifying Information

ILETS returns contain PERSONAL IDENTIFYING INFORMATION (PII) and must be treated as CONFIDENTIAL. Inspectors must shred printed returns that are not retained as evidence. In addition, returns will not be sent via EMAIL (this requires 128 bit encryption-which we do not have). However, returns can be faxed as long as the inspector is assured that the receiver is authorized to have access to that information and they are standing by the fax.

112.5 TAC Section

TACs will have access to their users training and certification information. Other than certification expiration dates, all changes/additions/deletions will be done by ILETS control (this includes password changes and changes to re-certification dates). This was done to conform to the new CJIS (Criminal Justice Information System) Security Policy. (05-05-2012)

With the advent of NEXTEST, testing will be done online. Each TAC will be notified by ILETS Control of the date their ILETS users certification will expire (it may also be a good practice to keep a list of your users and certification dates). The password for the TAC section of the Intranet will be changed each year and will be given out at the ILETS Conference (usually held near the end of April).

(05-03-2012)

1. CJIS Security Policy can be found on the ILETS Intranet site in the Library. The address for the ILETS Intranet website is: <http://164.165.218.121/ilets/> (05-03-2012)
- 2 The CJIS Security Policy will be updated each year by the FBI. (05-03-2012)

Additional ILETS/NLETS criteria and rules may be found on SharePoint.

112.6 ILETS Access Criteria

The Idaho State Police (ISP) is the administrator of the Idaho Public Safety and Security Information System, commonly known as ILETS. The responsibility of the ILETS is to provide identification and information services to the local, state and federal criminal justice communities throughout the state. The data provided by the information services administered and maintained by ILETS is managed by the state Control System Agency (CSA) through the Control System Officer (CSO). This information includes, but is not limited to, the Interstate Identification System (IIS); the National Crime Information System (NCIC); the International Justice and Public Safety Network, commonly known as Nlets; and the Idaho state files, which

include concealed weapon permits, no contact order file, misdemeanor wanted file, Idaho criminal history file and the state sex offender registry file.

The system is governed by the following:

1. Title 28, Code of Federal Regulations, Part 20
2. FBI CJIS Security Policy (current version)
3. Idaho code title 19, chapter 52 - Public Safety and Security Information System
4. Idaho Administrative Procedures Act 11.10.01 – Rules Governing Idaho Public Safety and Security Information System

The ILETs Board provides policy direction for the system. The following are definitions and criterion that the Board has established for all Idaho agencies to use when reviewing the criminal history background check of an individual prior to granting logical or physical access to the ILETs system and/or its components.

Conviction. The term “conviction” shall include:

- a) Any conviction in a federal, tribal, state, county, or municipal court;
- b) A voluntary forfeiture of bail, bond, or collateral deposited to secure a defendant’s appearance in court as final disposition;
- c) The payment of a fine;
- d) A plea of guilty, nolo contendere; or
- e) A finding of guilt, notwithstanding the form of judgment or withheld judgment, regardless of whether the sentence is imposed, suspended, deferred, or withheld, and regardless of whether the plea or conviction is set aside or withdrawn, or the case or charge is dismissed or reduced, or the record expunged under Section 19-2604, Idaho Code, or any other comparable statute or procedure, where the setting aside of the plea or conviction, or dismissal or reduction of the case or charge, or expungement of the record is based upon lenity or the furtherance of rehabilitation rather than upon any defect in the legality or factual basis of the plea, finding of guilt, or conviction.

Misdemeanor Conviction. A misdemeanor conviction of any federal, state, or local crime may be grounds for rejection of an applicant, subject to the following provisions:

- a) An applicant shall be rejected who has been convicted of any misdemeanor sex crime or crime of deceit, unless the conviction occurred more than five (5) years prior to application and the applicant’s agency head files a written request for review with the ILETs Board.
- b) In the case of a willful concealment or petit theft conviction, the applicant may be accepted upon approval of CSO, provided the applicant’s agency head, with knowledge of the facts and circumstances concerning the offense or violation, recommends approval in writing to the CSO. The CSO shall have the discretion to refer the application to the ILETs Board.

- c) In the case of an applicant who has been convicted of two (2) or more misdemeanor DUI offenses within the five (5) years immediately preceding application, the applicant may be accepted upon approval of CSO, provided the applicant's agency head, with knowledge of the facts and circumstances concerning the offense or violation, recommends approval in writing to the CSO. The CSO shall have the discretion to refer the application to the ILETs Board.
- d) An applicant may be rejected who has been convicted of any other misdemeanor offense within the two (2) years immediately preceding application. If the misdemeanor conviction occurred within the two (2) years immediately preceding application, the applicant may be accepted upon approval of CSO, provided the applicant's agency head, with knowledge of the facts and circumstances concerning the offense or violation, recommends approval in writing to the CSO. The CSO shall have the discretion to refer the application to the ILETs Board.

Felony Conviction. An applicant shall be rejected who has been convicted of any felony crime, the punishment for which could have been imprisonment in a federal or state penal institution, unless the felony conviction occurred before the applicant was eighteen (18) years of age and ten (10) or more years prior to application. If the conviction occurred before the applicant was eighteen (18) years of age and ten (10) or more years prior to application, the applicant may be accepted upon approval of the CSO, provided the applicant's agency head, with knowledge of the facts and circumstances concerning the offense or violation, recommends approval in writing to the CSO. The CSO shall have the discretion to refer the application to the ILETs Board. For the purpose of this rule, a felony conviction shall be considered a felony conviction regardless of whether the conviction is later reduced to a misdemeanor conviction under Section 19-2604, Idaho Code, or any other comparable statute or procedure, where the reduction is based upon lenity or the furtherance of rehabilitation rather than upon any defect in the legality or factual basis of the felony conviction. No waivers to this rule shall be granted by the CSO or ILETs Board.

Written Requests for Approval. An agency head seeking approval for an applicant as specified above may send the request to the CSO at the following address. The current CSO is Dawn Peck.

700 S Stratford Dr Ste 120
Meridian, ID 83642
208.884.7130
208.884.7193 Fax

REVISION HISTORY:

Approved Document	Updated Document
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Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Katie Tolman	June 20, 2016
		September 2017	Challis Phipps	August 2017
		November 2017	Challis Phipps	November 21, 2017



Chapter 113 Ac



YOUR *Safety*



YOUR *Mobility*



YOUR *Economic Opportunity*



POE ACCOUNTING

PROCEDURE STEPS:

113.0 POE ACCOUNTING

113.1 Credit Card Procedures

Credit cards (All major credit cards) can be accepted as payment for all ITD fees. There is a limit to the dollar amount of the charge, which is 99,999.99. An ITD service fee of 3 percent or \$2.00 (whichever is greater), is applied to all credit card transactions in compliance with the Visa Government Higher Education Program.

In order to protect our customers from identity theft, follow the procedures shown below, as taken from the Merchant Service Agreement. Never is an ITD employee to retain or store a customer's credit card number. All numbers written down must be redacted or destroyed immediately after use. PCI compliance is important to ITD.

Valid Signature

Check the back of the card. Make sure that the signature panel has not been disfigured or tampered with in any fashion (an altered signature panel may appear discolored, glued, or painted, or show erasure marks on the surface). The sales slip no longer needs to be signed.

VISA

Inspectors must ask for some form of ID to verify the card the customer is using belongs to that individual. Driver's license is a good form of ID to ask to verify the customer identity. If the card belongs to another individual, you must see their ID or have verbal consent over the phone with them. Obtain a Driver's ID number and call back phone number for them.

MasterCard

If the card is not signed and the cardholder refuses to sign the card, do not accept it for a transaction. If the cardholder is willing to sign the card in your presence, request positive identification bearing the cardholder's signature (e.g., a driver's license) and compare the signatures to validate the cardholder's identity.

Users Other Than Cardholders

A cardholder may not authorize another individual to use his/her card for purchases. For cards bearing a photograph of the cardholder, ensure that the cardholder appears to be the person depicted in the picture on the card.

Telephone Sales

Do not record the card number or any other information on the card for later entry or use. Do not repeat the card number back to the customer; they can repeat the card number to you. See section below on PCI. Be sure to obtain the name and phone number of the person giving permission to use the card.

ITD staff will never save a customer's credit card information for future or any other use. When the power is down, you may write it down and then shred the information immediately after you have completed the sale.

Credit Card Procedures POE Personnel

When collecting credit card payments, POE personnel will:

- inspect the credit card for signature and expiration date before processing the card and
- If possible, run the card immediately to prevent the card information from being written down.

LexisNexis Procedures

LexisNexis will close daily at approximately 2:00am mountain time automatically. You will not have to perform a batch close out at the end of your shift. Check to make sure your totals match what you did during your shift.

Credit Card Acceptance by Phone

Follow standard procedures used for in-person transactions, except swiping the card. If customer is on the phone, you will manually enter the card information on the keypad. You can enter the customer's first and last name where the programs asks for it in the pop up box.

Credit Card Acceptance for Bonds

In those Ports that are authorized by the court to accept bonds, follow the procedures set up by the court on the acceptance of credit cards via the court's online payment systems. ITD does not allow bonds to the courts to be paid via ITD credit card merchant accounts. When you are processing a credit card for a customer, do not use the speaker phone when dealing with credit card information, make sure the phone is off speaker during all credit card personal information.

PCI Compliance (1/26/2018)

ITD employees shall protect customer personally identifiable information (PII), which also includes financial account numbers. Card data includes: Credit card number, expiration date, PIN, CAV2/CVC2/CVV2/CID code, 3 or 4-digit codes on back of cards.

- Do not repeat a card number back to a customer over the phone. You may ask the customer to repeat the card number to you.
-
- If card data is written down, destroy the card data sheet with a cross cut shredder. This may require you to cut the card data portion off the paper if you need to retain the remainder of the form.
- Never leave card data exposed to anyone. If customer mails in card data on an application or other form, it must be processed immediately and the card data removed and destroyed. If you are interrupted, the form must be locked away where no one can access it. Completing the transaction must be first priority to protect card data.
- Never record or store card data in electronic or printed form.
- If card data is mailed in, it must be redacted upon completion of processing. Use the receipt as proof of payment.
- Do not send documents to be scanned into File 360 (or other document management systems) if credit card data is exposed. It must be redacted.
- Documents, emails, or any other media shall not be shared, forwarded or saved in email boxes.
- Emails that contain credit card data must be hard deleted from all inboxes.

- Customers that send credit card information via email or fax must be contacted and advised to not send this information via these methods.
- Do not make copies of credit cards or banking information.
- Do not ask for or store personal identification numbers (PIN).
- Staff and supervisors will adhere to proper practices to protect data.
- In the event of a breach, contact your immediate supervisor or manager.
- Credit card machines and swipe devices shall be inspected for unauthorized handling, access, and skimmers. If you suspect your device has been tampered with, contact Revenue Operations immediately and do not use the device.

113.2 Credit Cards Questions and Answers

ITD staff should never save a customer's credit card information for future use.

Following are questions and answers to be used as guidelines for processing credit cards.

1. Many companies are issuing company credit cards to the drivers for their use in purchasing incidentals and permits. How are these company credit cards, with the company name only on them, to be handled?

There are two acceptable types of corporate credit cards that can be accepted:

- a. Fleet cards are issued to a company with no specific user and no signature on the card required. These can be accepted without a signature on the card.
- b. Commercial cards are issued to a company and specific employee. These cards must be signed by the person to whom the card is issued. These cards can be accepted if the signature space matches the name on the card.

2. Is a signature from some company personnel whom we do not know and cannot link to the company credit card to be considered valid?

If the card is imprinted with a specific individual's name, the signature must be for that person. If the signature is unreadable, it is not our duty to determine the interpretation. Accept the card.

3. Do we need letters of authorization from the company allowing the driver to use the company credit card before we can proceed?

If the card is a fleet card, no signature box is available to sign on the card, so no signature is required and you can accept the card. If the card is for a company, the card is signed, and you can confirm that the truck in question belongs to the company on the card, you can accept the card.

4. We are finding that more and more individuals are refusing to sign their credit cards, for whatever reasons they may have. How are we to handle this type of situation when the cardholder refuses to sign the card?

You can go ahead and check the customer's driver's license and verify that the name does match the card and accept the card for payment.

5. Inspectors are allowed to accept a combination of credit cards, Checks, and cash for a single transaction.

6. What if the driver has only a piece of paper with the company credit card number because the company doesn't want the driver to have a card?

This transaction is unacceptable. If the company does not wish the driver to have a fleet card or commercial card, then the company needs to handle the driver's transactions directly with ITD, rather than giving a piece of paper with a number on it. The owner or agent of the company who has proper authority can be contacted and provide the POE with a phone transaction. Phone transactions are handled under different rules.

7. How do we handle a company calling in the credit card number for the driver to the Port of Entry?

You can accept this transaction. Phone transactions are managed by a different set of merchant services rules.

The bottom line is that ITD must be in compliance with its current merchant services contract AND protect the public from identity fraud.

113.3 If You Suspect a Counterfeit Bill

<https://www.secretservice.gov/data/KnowYourMoney.pdf>

All United States currency twenty dollars (\$20) and above should be checked to see if the currency is genuine or counterfeit. Feel the bill: does it feel like money should or does it feel like photocopy paper? Use the counterfeit money detector pen to help determine the authenticity, whether the paper is cotton-linen as in

real currency paper or wood-based as in photocopy paper. This pen is not effective on United States bills series 1959 and earlier. It is not guaranteed 100% effective.

- Make a small mark on the bill.
- YELLOW or LIGHT mark means that the bill PASSES the test.
- BLACK or DARK BROWN mark means that the bill is SUSPECT.
- Replace the cap on the pen immediately after use.

113.4 Accepting Checks

Personal and Business checks may be accepted from customers for purchase of goods and services, subject to the following conditions:

- If a Canadian customer is paying with a check, ensure that it has been converted to US funds before accepting it.
- Do not accept checks that are \$100,000 or greater. See section 113.15
- If the customer has a check already completed for an amount greater than the cost of the goods or services being purchased, he or she will have the following options:
 1. The customer can substitute another check.
 2. The customer can provide some other form of payment for the correct amount.
 3. The customer can alter the check for the correct lesser amount and initial the change.
 4. The customer can receive credit on his or her commercial account. The customer can then use this credit for registration fees or mileage tax. In this case, the overage will be rung as an OVERPAYMENT on the cash register. When the daily paperwork is compiled, the "miscellaneous" or "other" should be described as an overpayment.
- Cash may NOT be returned on certified funds checks, company checks, or personal checks.
- Department endorsement will be affixed to the back of the check in the required location immediately upon acceptance.
- Employees are not allowed to cash their personal checks from any Department funds.
 - **DO NOT** email, scan, or retain copies of any checks with financial account information displayed. Redact routing information and account number at the bottom of all checks. (State of Idaho ITA Policy 4150.)

Cash collections and change fund are subject to audit by authorized personnel designated by Revenue Operations, the Internal Review section, and/or a Legislative Auditor.

113.5 Revenue Reports to Financial Services

Each fixed or roving POE will regularly submit revenue reports to Revenue Operations on a daily basis if you have done any financial business. . It is the responsibility of the supervisor to review information on reports, note any error found, and ensure that these reports are submitted.

***IMPORTANT:** All reports must be from a 24 hour day. Only one deposit slip will be filled out per day and this will be done the next business day. A close out for each program will still be done at the completion of each shift. Every staff member will be accountable for their own funds collected.

Order of Paperwork for Multi-Batches to Financial Services Revenue Operations

1. Balancing worksheet (make sure all your totals are matching. If they do not, make a note at the bottom of the worksheet as to why your totals are off.
2. Copy of your Daily Deposit Slip
3. CRS, LexisNexis, and ITRIPS reports
4. Email them to your REVOPS designated employee every day.
Note: If there is on one there that can run the report, you can complete them the next day you return to work. You will just have to send in each days' report that was missed with, deposit slips and balance worksheet.

Helpful Tips:

LexisNexis report will be dated the day after the reporting day (due to the program not closing until the next business day). All other programs will be for the day that the business was done. You must change the date on ITRIPS to get the correct report.

113.6 Revenue Operations Contacts

Revenue Operations SharePoint Site:

<https://itd.gov.sharepoint.com/sites/Financial/SitePages/About-Us.aspx?web=1>

Revenue Operations Email: RevOpsPOE@ITD.Idaho.Gov

Revenue Operations Phone: 208-334-8770

113.7 POE & Rovers Shift Business Process

Port of Entry and Rovers will follow the same procedures, when doing shift business. All inspectors will have their own cash drawers that they will open at the beginning of the shift. They will be required to close their cash drawers at the end of their shift (CRS) in order to reconcile their cash drawer the next day. ITRPS and LexisNexis do not require you to open a cash drawer. When selling a permit in ITRPS, you will complete the transaction in the ITRIPS program (those funds are accounted for separately from CRS transactions). All inspectors will use the NexisLexis program to complete credit card transactions.

Cash Drawer Beginning of Shift Procedure

CRS/Celtic

Complete the following steps to open and begin using the cash drawer.

Obtain your change fund from the safe. Count the change fund before starting your shift to ensure there is not a discrepancy.

1. Open your CRS program, Verify you are in the right cash drawer for you location.
2. Click on Operations
3. Click on Finance
4. Under the Cash Drawer heading you will find, Open Cash Drawer
5. Leave it at \$0 balance and click Proceed twice
6. Your cash drawer is now open for transactions

ITRPS

You are only required to open the program to begin processing a transaction. Make sure, when you log on, you are selecting the right location for your site.

LexisNexis

This program will be used to process all your credit card transactions.

You will need to open the program and select the location you are working.

At this point, you are now ready to process your first credit card. You can swipe the credit card or enter in manually. Note: The name on the transaction may not match the name on the CRS or ITRPS permit/Registration. The credit card receipt will display the name of the card holder and not always the company name.

End-of-Shift Procedures

At the end of a shift, the Statement Inquiry Report must be run for each cash drawer that was used. The transactions for that cash drawer must equal the same amount on all reports. Verify funds (Cash, Checks, and Credit Cards) if your amounts do not match at the end of your shift, see if you can find it and correct it before you close your cash drawer. If you find it after you have closed your cash drawer, leave a note on your report as to why it does not balance.

113.8 Cash Control Procedures

The following procedures have been established as a result of Internal Review's audit of the POEs, to provide standard acceptable controls throughout the POE system. These controls will be an aid in protecting state funds, and will also assist in protecting individual employees who handle the funds.

1. At the end of each shift, the Inspector(s) going off duty who ran the transactions will count the money in the till. Refer to the Cash Drawer report for end of shift totals. If available, another POE employee can verify the amount
2. After counting the money in the cash drawer, add the totals on an adding machine. Initial the adding machine tape and leave it in the till/money bag for the oncoming shift.
3. The oncoming Inspector will verify the previous shift's change fund with another employee, if available. If a discrepancy is found, the adding machine tape will be saved for the immediate supervisor.

4. If there is cash shortage or overage of \$5.00 or more, the on-duty Inspector will complete a Cash Discrepancy Report (ITD-0018). The Supervisor will sign the report with blue ink.
 - A copy of this report will accompany daily Weigh Station RAMS submitted to Revenue Operations.
 - The original report is forwarded to the Compliance Program Manager for review and signature.

Keep a copy of Cash Discrepancy Report with daily report for POE records.

In dealing with cash shortages/overages, remember the following information:

- Employees shall not take money from their own pocket, or from any “Port Funds”, to offset cash shortages from their till. Money cannot be refunded to the employee.
- Additionally, an employee cannot take money from the cash register in the event of cash overage in their till balance.
- Complete a Cash Discrepancy Report (ITD-0018) explaining the reason for the cash overage or shortage. Submit that form to your supervisor for inclusion with the Daily Batch Report.
- After filling out a deposit slip, the cash, coin, and checks collected shall be deposited. It is imperative that the amounts on your deposit slip are verified BEFORE going to the bank to make your deposit. BEFORE leaving the bank, verify that the total on your deposit receipt accurately reflects the amount of the deposit.
- A deposit shall be made daily, or anytime collections exceed \$200.00, in accordance with Idaho Code 59-1014. Employees shall take into consideration safety while making the deposit. Night time, weekend or some rover deposits may be forestalled if safety is an issue, or due to the unavailability of a local branch into which a deposit is to be made.

Port of Entry shall request deposit slips from Revenue Operations. Include contact person and a physical address to send them (please do not use PO Box numbers).

113.9 Cash Control Procedures

The following procedures have been established as a result of Internal Review’s audit of the POEs, to provide standard acceptable controls throughout the POE system. These controls will be an aid in protecting state funds, and will also assist in protecting individual employees who handle the funds.

5. At the end of each shift, the Inspector(s) going off duty who ran the transactions will count the money in the till. Refer to the Cash Drawer report for end of shift totals. If available, another POE employee can verify the amount. Use an adding machine slip printout to verify your funds. Put the date and your badge number or initials on the slip for end of day reports and place in the safe in money bag deposit.
6. After counting the money in the cash drawer, add the totals on an adding machine. Initial the adding machine tape and leave it in the till/money bag for the oncoming shift.
7. The oncoming Inspector will verify the previous shift's change fund with another employee, if available. If a discrepancy is found, the adding machine tape will be saved for the immediate supervisor.
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Port of Entry shall request deposit slips from Revenue Operations. Include contact person and a physical address to send them (please do not use PO Box numbers).

113.10 Procedures for Other Revenue Generating Documents (FORM ITD-2638 Miscellaneous Receipts)

Customers paying for services must be given a receipt of some kind. Miscellaneous Sales Receipts (Form ITD-2638) should be used to record the collection of monies when a transaction that is not a numbered document or upon customer request. When connectivity is reestablished, the transaction must be entered into appropriate system.

More information about ITD-2638 Miscellaneous Receipt:

- Form ITD-2638 receipts are only available from Revenue Operations.
- Distribution of the Form ITD-2638 pages are: white to the customer, yellow to Revenue Operations, pink to the Port of Entry.
- The form of payment MUST be marked on the ITD-2638.
- The pink copy remains in the booklet.
- The consumed book with pink copies and voids must be returned to Revenue Operations with the very next daily report.
- All 3 copies must be retained in the booklet if voided.
- Revenue Operations audits each receipt.

113.11 Voiding Miscellaneous Sales Receipts (FORM ITD-2638)

Void an ITD-2638 form by writing the word "VOID" on all copies of the canceled receipts. Show the date and the initials of the employee who took the action on all receipt copies. The written word "void" must be written on the white copy and the subsequent copies will be imprinted with "void". If one of the copies is missing, the senior inspector needs to provide a written discrepancy explanation, what investigation was done to research the missing copy and what steps were taken to prevent future missing copies.

113.12 Voiding or Changing Temporary Permits

When voiding or changing any type of permit the action needs to be submitted by e-mail to whom- ever it pertains to: (Permit Office, Commercial Vehicles, etc.) The employee's supervisor will be included in the e-mail. Supervisor will void permit but if permit has expired, then Renee' in the POE Office will void it. Supervisor will forward email to Revenue Operations and POE TRSHQ.

113.13 Same Day Payment Cancellation

Same day Payment Cancellation Voiding a Transaction in CRS

Payment

Cart Payment

Post Payment

Same Day Payment Cancellation

Payment Inquiry



Voiding payment will put permit in your shopping cart

Open your shopping cart and process payment again.

Enter the Account Number or Invoice No. / Payment date if you wish

Then click on the search tab to find your payment information

Why would you need to void a payment?

- Entered the wrong amount that was paid
- Entered the wrong type of payment (cash, Credit Card, or Check)

Make sure and reprocess your payment for the permit again or it will remain in your shopping cart waiting for payment!

113.14 Change Funds (1/24/2018)

A Change Fund is a money advance to its custodian for making change on department sales to the public. Fixed and Roving Port of Entries each have their own. The supervisor is designated the custodian and must sign for and be accountable for the change funds in their assigned ports

A Change Fund is assigned the P.O.E. Supervisor, to be responsible for the money and to ensure its proper use. If a custodian is no longer at that port, a change fund form ITD 2908 is required to transfer the fund and custodian responsibility. Revenue Operations tracks all change funds. Audits may be made by department or State-appointed personnel without any advance notice. Contact Revenue Operations if you need assistance with change funds.

113.15 Responsibilities for Cash Drawer Daily Reports (1/26/2018)

The Area Supervisor, Senior Inspector, or Inspector Designee can do daily reports. Instructions are as follows:

Reports End of Day (RAM)

- Print LexisNexis Report
Closeout (Hover over it)
Perform end of day
Reprint Report
Search (date should be today's date, it closed at 0200 hours)
You should see 3 boxes – click on the arrows in front of the boxes that have totals, you could have up to three reports to print.
You will see options of Detail or Summary Report. Detail has credit card charges and the summary will exclude those. Print whichever you would like and note your totals; they should match your credit card sales.
- Print CRS (Celtic) Report
Office Reconciliation,
Reconcile all and they will disappear and no further actions is required

Finance, (Listed on the side) click on Office Deposit....

Office deposit – Put in your total to match

Process and print (Both Cotterel sides are on the same report)

- ITRPS end of day Report
Click Menu – Port closeout
Set the date you wish to reconcile
Print 24hr report (the report will display on the screen)
Print and send with report (you make have to change it to landscape to get it to fit on the paper)
- Make out one Deposit Slip for the day/ make a copy / send with your reports be sure to redact the account number and routing number before sending your report to revenue operations.
- Email report to revopspoe@itd.idaho.gov and to SR. Inspector for file retention.

113.16 Pre-Numbered Document Control (1/26/2018)

The following documents are pre-printed with identification numbers:

- POE Citations,
 - Temporary Registration Permits,
 - Temporary Weight Increase Permits,
 - Hazardous Waste Permits,
 - Hazardous Material Endorsements,
 - Special Permits 0217
 - Miscellaneous Sales Receipts (FORM 2638)
 - VIN Inspections
 - Travel Authorization/ Off Load Permits
-
1. Upon receiving or distributing pre-numbered documents, POE headquarters or POEs will complete a Transfer of Number Document (Form ITD-4810). Copies will be distributed per form instructions, with a copy retained on file.
 2. The receiver of the pre-numbered documents will ensure the numbers on the box correspond with the actual pre-numbered documents numbers. The pre-numbered documents will be safeguarded in a locked storage cabinet, and used in sequence. Supervisors will ensure an adequate pre-

- numbered documents supply will be on hand for the Inspectors' use at all times.
3. POE personnel will complete a Transfer of Permits form (ITD-4810) each time pre-numbered documents are transferred from POE stock to POE, POE satellites, RPOEs, or vendors with copies distributed as required. POE personnel will also complete an ITD-4810 if sending pre-numbered documents back to POE stock for disposal.
 4. Forward all copies of voided pre-numbered documents (except the station copy) to Revenue Operations for their audit records. Do not send to Revenue Operations Form ITD-4810 for any transfers of POE Uniform Citations.

113.17 Payments \$100,000 or greater (1/26/2018)

There may be instances where a customer needs to pay ITD in excess of \$99,999. Most of these occur with the local state agreements (see below section for these). However, other rare events could include surplus land sales. Idaho Statute requires

- Per Idaho Code, local entities must utilize electronic payments for \$100,000 or more. Such payments can be made using the ITD's online payment portal, PayITD.
- This process is limited to \$100,000 or greater.
- When payment on an agreement is made, a copy of the receipt and of the 1st page of the agreement is scanned & e-mailed to Revenue Operations at HQ following standard receipting procedures for the ITD-0199.
- Here is the link to the PayITD Portal:
 - ✓ <https://apps.itd.idaho.gov/payitd>
 - ✓ This link contains the flyer that can be used as a guide:
<http://itdportal/sites/Admin/FIN/ro/SitePages/RO6.PAYITD.aspx>

113.18 State Bank Accounts (1/26/18)

ITD employees may not sign any waivers for deposits at any bank. ITD employees are not authorized by the STO to waive deposit timelines, or sign for any changes to the bank accounts.

113.19 Court Bonds and Citations (1/26/18)

POE employees must account for all court citation booklets and bonds. An inventory of each booklet must be maintained on a log. When citation bonds are collected, the POE will record the transaction on the log. The court clerk receipt of funds shall be placed with the copy of the citation. Log and booklets must be kept in a secured, locked bin. POE supervisors shall audit, review and initial the log that they've inspected the receipts that are included on the log for accuracy. All voided copies must be retained in the booklet, and stored. The customer copy must be present. If the customer copy is not present, the POE shall contact the DMV Compliance Manager, and report the incident to Revenue Operations. A complete account of the event in writing must be submitted to both the Compliance and Revenue Operations managers.

113.20 Suspense Procedures

If you encounter a suspended company during business hours, stop them and have them contact suspense office in Boise. **78770** If it is after hours, and they pay with a check or cash, write them a handwritten receipt (2638 miscellaneous receipt). If they pay with a credit card, run through LexisNexis and when it asks for CRS/permits/legacy, select LEGACY and then process the card. **Suspense and installment payments are the only times you will select the legacy option.** At this time, you cannot add the payment to CRS because the account is suspended, it will have to be added the next day (this is trying to be corrected). Make a screen print of action taken (miles, payment, RN Reinstatement fees, etc.) Send a copy of your receipt of the payment along with your screen prints from the EXTRA or CEVIEW program. Email all documents to Suspense and make a note in your report that you processed the payment under the legacy option. That will help whoever is doing the report to know that they need to print a Legacy report.

Processing Suspense Payments

How to find out why they are suspended

- On the left you need to click on **Services**
- **Enterprise**



New Customer
New Customer without TIN/USDOT
Customer Inquiry
Update Customer

- **Customer Inquiry**
- Enter the Account number
- Click Proceed

- On the far left click on [view](#)
- Scroll down to the comment section and this will give the reason why the account is suspended with details of amount to clear the suspicion

How to Clear the Account

- On the left you need to click on **Services**
- **Enterprise**

New Customer
New Customer without TIN/USDOT
Customer Inquiry
Update Customer ←

- Enter account number

DBA Name: TRUCKMOVERS
Customer Status: A - ACTIVE ▼

- Click on drop down arrow and change suspended to Active
- Make sure you put comments in as to how much was collected, order number if PD by Credit Card.
- Update comment
- Proceed/ The account is now clear to purchase additional permits.
- Email all documentation to Revopspoe@itd.idaho.gov

Process Payment Through CRS

- Click on Services
- Enterprises

Miscellaneous Fee
Miscellaneous Fee ←
Miscellaneous Fee Inquiry

- click on Miscellaneous Fees
- Enter Account number

Fee Type	Basic Amount(\$)	Quantity	Adjustment(\$)	Final Amount(\$)
Title Fee-Regular	14.00	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
Title Fee-Rush	26.00	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
Title Penalty Fee	20.00	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
Release of Liability	3.50	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
VIN Inspection Fees	5.00	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
NSF Bank Fee	20.00	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
UCR Fee	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
IFTA Fee	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
Sales Tax	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
Check Redeposit	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
Amount Due				0.00

-
- Fill in what applies and you have to put in the Quantity amount for the final amount to show up. Reinstatement fees are not listed as of now, so you have to put in Quantity 2 in NFS Bank fees until this is corrected.
- Add a comment that the 2 NSF Bank Fee is for the Reinstatement charge
- Click Proceed and finish processing until you are able to print a receipt and if after hours, write a note for supervisor to notify suspense that the account has been cleared.

More abbreviations from Extra:

Page: 1 Document Name: untitled

MAP1625 VS06
DCA02006B9MOTOR CARRIER INFORMATION SYSTEM
SUSPENSION DATA ENTRY HELP SCREEN06/22/2016
08:15:47ACTION CODES:

A AU : AUDIT
 B RE : REG REVOKD MUST TRIP PMT OR RE-REG
 C BD : BOND
 D PQ : PENDING QTR
 E RC : RETURNED CHECK
 F RG : REGISTRATION
 G RN : REINSTATEMENT
 H HV : HVUT CALL MC 335-8611
 I TX : MILEAGE TAX
 J CC : CHANGE COMMENT
 K PC : POE COMMENTS
 L CM : SUSPEND COMMENT
 M SQ : SUSPENDED QTR
 O OP : DELINQUENT PERMIT
 P IP : INSTALLMENT-PLAN-IRP
 Q FF : INSTALLMENT-PLAN-FFEE
 R OL : REVOKED OWLP
 T FT : REVOKED IFTA CALL TAX COMMISSION 334-7834.
 U UN : UNRESOLVED-ISSUE 334 8611
 X IP : NOT-ELIGIBLE-FOR-PAYMT-PLAN

STATUS CODES:

0 C : CLEAR
 1 P : PENDING
 2 S : SUSPENSE
 3 X : WARNING

LETTER CODES:

0 NO : NONE
 2 SP : SUSPENSE

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Katie Tolman	June 20, 2016
			Scott Snider	Dec 19 2016
		September 2017	Challis Phipps	August 2017
Karl Allen	Update	April 2018	Leslye Nelson	April 2018
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Chapter 114 Enforcement and Citations

Version 1.2 | January 2020



YOUR *Safety*



YOUR *Mobility*



YOUR *Economic Opportunity*



Enforcement and Citations

PROCEDURE STEPS:

114.0 ENFORCEMENT & CITATIONS

114.1 General

POE personnel are expected to use good judgment in all enforcement activity. Consider the consequences before taking action and make sound decisions based on the facts on hand, ITD and POE policy, and Idaho Code. Emphasis should be placed on education, with enforcement action being taken at the officer's discretion.

POE personnel, using inspector discretion, have several options:

- a. To issue a citation
- b. To issue a verbal warning
- c. To issue a warning card
- d. To legalize the load, either at the Port of Entry or at some other locale

114.2 Objectives of Idaho POE System

The objective of the POE is to ensure compliance with laws and regulations relating to highway transportation by commercial, noncommercial, and farm carriers. Emphasis should be placed on education, with enforcement action being taken at the inspector's discretion.

POE personnel should generally prioritize their activities as follows, keeping in mind that maintaining public convenience and customer service is our main priority:

- Weight and size compliance
- Measure vehicles
- Inspect vehicle equipment
- Check driver qualifications
- Check vehicle registrations
- Check fuel tax status
- Issue permits/endorsements
- Provide information to the public
- Inspect livestock papers

If the infringement is only a paperwork violation, employees are expected to use reasonable discretion in the application of enforcement, including consideration of previous written warnings and the expiration of the paperwork involved. If the violation can be easily resolved with paperwork, it is preferable to bring the vehicle/driver into compliance with the paperwork.

114.3 Weight

POE personnel will not accept any other form of weight slip as source for our citation issued. POE personnel must witness weighing prior to issuance of citation.

In the case of multiple weight violations for the provisions of I.C. 49-1001, 49-1002, or 49-1004 for one vehicle, the procedure shall be as follows:

1. The Inspector will identify the primary violation on the face of the citation. Note: determination of the primary violation will be at the discretion of the Inspector issuing the citation, but if the choice exists between a misdemeanor or an infraction violation, the Inspector should identify the misdemeanor violation as the primary violation.
2. The inspector will identify other additional axle, bridge and/or gross weight violations on this or other citations as outlined in section 105.4.

In enforcement situations, POE personnel shall use fixed or portable scales, not a combination of the two scale types, to weigh the full commonly suspended axle group in a single weighment. If the commonly suspended axle group cannot be weighed in a single draft weighment, please note this situation on a Contact Report for submission to the POE Supervisor.

Violations of Special Permits other than weight under 49-1004 I.C. should not be written on a citation with a weight violation.

VIOLATION Examples Under Idaho Code 49-438.

I.C. 49-438. PENALTY FOR EXCEEDING REGISTERED GROSS WEIGHT OR PERMITTED MAXIMUM WEIGHT.

(1) Any person who shall operate, cause, permit, or suffer to be operated upon any highway any vehicle or combination of vehicles with a gross weight in excess of the registered maximum gross weight of the vehicle specified in this title shall have committed a violation under the infraction or misdemeanor provisions of section 49-1013, Idaho Code.

(2) Any person who shall operate, cause, permit, or suffer to be operated upon any highway any vehicle or combination of vehicles with a gross weight in excess of the registered maximum gross weight not authorized

by a valid permit issued pursuant to section 49-432, Idaho Code, shall have committed a violation under the infraction or misdemeanor provisions of section 49-1013, Idaho Code.

A.

Registered Gross Weight	Actual Gross Weight	Legal Bridge Weight	Total Axles	Pounds Over Registered Maximum Gross Weight
54,000	58,500	80,000	5	4,500

The violation of I.C. 49-438 is that the vehicle was operated on the highways with a gross weight of 4,500 pounds in excess of the registered maximum gross weight of the vehicle specified in this title. A Contact Report to the Internal Revenue Service is an option.

B.

Registered Gross Weight	Actual Gross Weight	Legal Bridge Weight	Total Axles	Pounds Over Registered Maximum Gross Weight
80,000	78,000	80,000	5 + Undeployed Lift Axle	0

There is NO violation of I.C. 49-438. The lift axle is undeployed and all axles are legal.

C.

Registered Gross Weight	Actual Gross Weight	Legal Bridge Weight	Total Axles	Pounds Over Registered Maximum Gross Weight
80,000	88,000	88,000	6	8,000

The violation of I.C. 49-438 is that the vehicle was operated on the highways with a gross weight of 8,000 pounds in excess of the registered maximum gross weight. This is a MISDEMEANOR. An excess weight permit and/or an extra length permit may be required, depending on the location of the vehicle and the internal bridge lengths. A Contact Report to the Idaho Tax Commission Auditors should be made.

D.

Registered Gross Weight	Actual Gross Weight	Legal Bridge Weight	Total Axles	Pounds Over Legal Allowable Gross Weight	Pounds Over Registered Maximum Gross Weight
80,000	81,500	79,000	5	2,500	1,500

This vehicle is hauling cattle on the Interstate. The vehicle could not bridge more than 79,000. There is a violation under I.C. 49-438 of 1500 pounds. There is a violation of I.C. 49-1001(2) of 2,500 pounds over legal allowable gross weight. This is an INFRACTION.

E.

Registered Gross Weight	Actual Gross Weight	Legal Bridge Weight	Total Axles	Pounds Over Registered Maximum Gross Weight
80,000	83,500	84,000	5 Split Axle Trailer	3,500

The violation of I.C. 49-438 is that the vehicle was operated on the highways with a gross weight of 3,500 pounds in excess of the registered maximum gross weight. This is an INFRACTION. An excess weight permit is required for the vehicle. A contact report to the Idaho Tax Commission Auditors should be made.

F.

Registered Gross Weight	Actual Gross Weight	Legal Bridge Weight	Total Axles	Pounds Over Registered Maximum Gross Weight
80,000	105,500	105,500	7	25,500

The violation of I.C. 49-438 is that the vehicle was operated on the highways with a gross weight of 25,500 pounds in excess of the registered maximum gross weight. This is a MISDEMEANOR. An excess weight / extra length permit is required for this vehicle. A contact report to the Idaho Tax Commission Auditors should be made.

G.

Registered Gross Weight	Actual Gross Weight	Legal Bridge Weight	Total Axles	Pounds Over Legal Allowable Gross Weight	Pounds Over Registered Maximum Gross Weight
80,000	93,000	88,000	6	5,000	13,000

The violation of I.C. 49-438 is that the vehicle was operated on the highways with a gross weight of 13,000 pounds in excess of the registered maximum gross weight. In addition, there is a bridge weight violation under I.C. 49-1001(1) of 5,000 pounds. These are two separate violations AND they should not be written on the same citation. These are MISDEMEANORS. A contact report to the Idaho Tax Commission Auditors should be made.

Note: Port of Entry Inspectors cannot force the carrier to increase his/her weight on the cab card. Port of Entry Inspectors shall issue Idaho Increased Gross Weight Temporary Permits, whenever necessary, as elsewhere instructed.

Axles that exceed maximum legal allowed by Section 49-1001, I.C., will be evaluated for weight violations of single axle weights, interior bridge weights and total gross vehicle weight. Such evaluations will be based on Section 49-1001(1), (2) or (9), I.C., as declared by the operator.

When differences occur in the weight of a tire, axle or axle groupings and the legal weight is being determined by the tires, the weight on the tire shall be the lesser of either the manufacture's rating or the actual tire size.

114.4 Confiscation of License Plates

Section 49-456 I.C., paragraphs 2 through 4, outlines the only situations in which a license plate or registration may be confiscated. These situations include fictitious display or registration/plates, which have been canceled, revoked, suspended or altered.

In these situations the registration/plates will be held as evidence by the POE Inspector pending the outcome of any court action. When the court has rendered judgement in the case, the plates should be forwarded to Motor Carrier Services for disposition or returned to the owner if that is the court's decision.

114.5 Harvest Season Defined

Section 49-674 I.C. defines the harvest season for the purpose of vehicles transporting agricultural products, including fresh fruits and vegetables, livestock, livestock feed, products of the forest or manure, as being year-round.

Idaho Code 49-674. HARVEST SEASON. Harvest season for the purpose of vehicles transporting agricultural products shall be year round.

114.6 Fire Policy Without Governor's Intervention

Vehicles working intrastate are required to register or purchase trip permits.

114.7 Government or Government Contracted Vehicles Enforcement

Government vehicles are subject to the same size, weight, equipment, stopping, and inspections requirements as vehicles belonging to commercial carriers, unless specifically exempted. POE personnel shall apply the same standards for size, weight, and safety compliance to government-owned vehicles as are applied to privately owned vehicles.

State or local government vehicles performing or en route to perform emergency maintenance activities, such as snow and ice control, which are operating with flashing amber beacons, are exempted from stopping at Ports of Entry. This exception will also extend to private vehicles leased by or under contract to state or local government agencies performing emergency maintenance activities.

Vehicles owned or operated (through lease arrangements) by the United States, another state, agency, or political subdivision, are exempt from fuel tax requirements if the state in which they are based offers a similar exemption to Idaho-based government vehicles (see 63-2440(3), I.C.). Similarly, these vehicles are exempt from registration requirements (see 49-426(1), I.C.).

Other specific federal exemptions are made for government vehicles under Federal Motor Carrier Safety Regulations [see 49-CFR 390.3(f)(2)]. POE personnel will familiarize themselves with these exemptions.

Section 49-1009, I.C. provides that vehicles (public and private) repairing, maintaining, or constructing roads may exceed size/weight restrictions. This provision extends only to the scope of repair, maintenance or construction project AND is contained within the contract. Outside the scope of the project these vehicles are subject to all size/weight laws and associated penalties as any other vehicle.

POE Area Supervisors will attend pre-construction conferences with ITD project engineers and contractors. The Area Supervisor will notify the contractor of Idaho size/weight laws and penalties when operating off the project. The Area Supervisor will be notified of the scope of the project and notify local fixed and roving weigh stations of this vehicle traffic. Rovers will assist ITD project managers in weighing/measuring contractor vehicles upon request.

Conflicts between contractors and ITD regarding size/weight enforcement activity will be resolved by the POE Area Supervisor.

114.8 Guidelines for Failure to Register

We, as an organization, acknowledge a continuing uncertainty about the direction and associated costs of our registration processes. We, as an organization, strive to be uniform on our enforcement guidelines when we encounter vehicles that are not registered for Idaho. We agreed to the following enforcement guidelines that are designed to provide maximum latitude for the motor carrier while ensuring registration compliance.

Guidelines:

If the unregistered vehicle is Idaho- or foreign-based, then POE personnel are encouraged to issue a written warning under Idaho Codes 49-430 (Failure to renew registration), 49-432 (Failure to purchase trip permit) or 49-456 (Failure to display). The Code used is left to inspector discretion depending on the circumstances. Along with the written warning, a 120-hour trip permit shall be issued to the vehicle. A citation may be appropriate to replace the written warning in cases of habitual violations. This discretion remains with the inspector.

Please note: If the vehicle is traveling or has arrived at the first available vending location to obtain a 120-hour trip permit, then there is no need for enforcement for either scenarios.

114.9 POE Citation

The Idaho Transportation Department (ITD) uses the Idaho Uniform Citation as approved by the Idaho Supreme Court.

POE Philosophy

ITD is dedicated to be of service and convenience to the public. In every enforcement situation, POE personnel will make every effort to establish a working relationship with the driver and/or carrier. Education of drivers and/or carriers is strongly encouraged so that violations will not occur again.

POE personnel can issue citations for infractions and misdemeanors as outlined in Title 40, Chapter 5, I.C. In order to write a misdemeanor citation, the violation must occur in the presence of and be witnessed by the citing inspector. Misdemeanor citations can be sent to other judicial districts if the person cited agrees to plead guilty. Infraction citations are to be sent to the judicial district in which the citation is issued.

Inspector discretion shall be used in the issuance of citations and/or warnings. Supervisors will review citations as needed.

POE personnel must use professionalism, and good judgment, and be a calming influence in every enforcement situation. Inspectors will use discretion on the number of warnings issued prior to issuance of citation (see Section 10.5 for weight violations) to a driver and/or carrier. The key element, again, is the amount and type of enforcement action/education applied to ensure that violations will not be repeated. The goal of all carrier/driver enforcement and education is compliance.

In the case of multiple weight violations for one vehicle, the procedure shall be as follows:

1. The Inspector will identify the primary violation on the face of the citation. Note: Determination of the primary violation will be at the discretion of the Inspector issuing the citation, but if the choice exists between a misdemeanor and an infraction violation the Inspector will identify the misdemeanor violation as the primary violation. A misdemeanor and an infraction cannot be listed on the same citation. In these cases, separate citations must be used.
2. The Inspector will identify other additional axle, bridge, and/or gross weight violations on this or other citations. Note: If additional weight violations are identified, the defendant should be notified of additional penalties: \$5.00 for each additional infraction violation (violations 4,000 pounds or less) and \$10.00 for each additional misdemeanor violation (violations greater than 4,000 pounds).

A vehicle is found to have multiple weight violations as shown below:

Amount Overweight	Axle/Bridge/Gross	Infraction/Misdemeanor
2,500	Bridge	Infraction

12,000	Gross	Misdemeanor
3,000	Axle	Infraction
3,500	Axle	Infraction
6,000	Bridge	Misdemeanor

On citations issued for multiple weight violations it is important to note the violation number of each violation. Designate the primary weight violation and identify as Violation #1. Associate the connection to a previous citation to establish a prior primary weight violation and include a note to the judge/prosecutor that no additional court costs should be assessed for these additional violations.

In the above example, three citation forms will be utilized for these five weight violations. Also, the example shows that the largest violation is designated as the primary violation, but this is not intended as a guideline but rather is left to the discretion of the Inspector. All misdemeanor violations will be grouped on one citation and all infraction violations will be grouped on the other accompanying citation as shown in the following examples:

Example: Multiple Weight Violations, Misdemeanor Citation

Idaho Transportation Department

No. **123456**

Ports of Entry

Idaho Uniform Citation

In the District Court of the 5th Judicial District of the State of Idaho,in and for the County of Cassia

State of Idaho

) Complaint and Summons

vs.

) ☐ Infraction Citation

or

) ☒ Misdemeanor CitationHANDY) ☐ Accident Involved

Last Name

CLAY) ☒ Commercial Vehicle

USDOT TK Census # _____

First Name

Middle Initial

) MC/MX # _____

Home Address 150 E 025 S PO BOX 577 BURLEY ID 83318Business Address PO BOX 300 PAUL ID 83347Ph # 438-5071

The undersigned Officer (Party) hereby certifies and says:

I certify I have reasonable grounds, and believe the above-named Defendant
Driver Information:DL or SS# SK306802A State ID Sex ☒ M ☐ F☐ Operator ☒ Class A ☐ Class B ☐ Class C ☐ Class D ☐ Other _____Height 5-10 Wt. 200 Hair BRO Eyes BLU DOB 01-25-55Did commit the following act(s) on JULY 13, 2009, at 0700 o'clock A MViolation #1 – Code Section PRIMARY WEIGHT VIOLATION - MULTIPLE WEIGHTSDID EXCEED MAX LEGAL GROSS WIEGHT LEGAL 105,500 ACTUAL 117,500 49-1001(1)Violation #2 – Code Section DID EXCEED MAX LEGAL 5 AXLE BRIDGE WEIGHTLEGAL 80,000 ACTUAL 86,000 49-1001(1)Location NEAR I-84/186 JUNCTIONHwy I-84 MP 220 CASSIA County, Idaho

<u>07-13-2009</u>	<u>PAT CARR</u>	<u>3216</u>	<u>POE</u>
Date	Officer/Party	Serial# / Address	Dept

_____	_____	_____	_____
Date	Witnessing Officer	Serial# / Address	Dept

While operating the following vehicle:

Vehicle Information Lic # AA2345 State ID Vehicle Year 2009Make MACK Model TRUK Color BRO☒ CMV Only ☐ CMV 16+ Persons ☐ CMV Placard Hazardous Materials

DR# _____

The State of Idaho to the Above-Named Defendant:You are hereby summoned to appear before the Clerk of the Magistrate's Court of the District
Court of CASSIA County, BURLEY, Idaho,located at COURTHOUSE

123456

No. On the 21ST day of JULY, 2009, at 10.00 o'clock A M

I acknowledge receipt of this summons and I promise to appear at the time indicated.

Defendant's Signature _____

I hereby certify service upon the defendant personally on JULY 13TH, 2009

Officer's Signature _____

Notice: See the reverse side of your copy for penalty and compliance instructions.

ITD 4976 (Rev. 5-09) Supply # 01-968818-0

Example: Multiple Weight Violations, Infraction Citation

Idaho Transportation Department
Ports of EntryNo. **123456**

Idaho Uniform Citation

In the District Court of the 5th Judicial District of the State of Idaho,
in and for the County of CASSIA

State of Idaho)
 vs.) ☒ Complaint and Summons
) ☒ Infraction Citation
) or
) ☐ Misdemeanor Citation
HANDY) ☐ Accident involved
 Last Name)
CLAY) ☒ Commercial Vehicle
 First Name Middle Initial) USDOT TK Census # _____
) MC/MX # _____

Home Address 150 E 025 S PO BOX 577 BURLEY ID 83318Business Address PO BOX 300 PAUL ID 83347 Ph # 438-5071

The undersigned Officer (Party) hereby certifies and says:

I certify I have reasonable grounds, and believe the above-named Defendant
Driver Information:DL or SS# SK306802A State ID Sex ☒ M ☐ F☐ Operator ☒ Class A ☐ Class B ☐ Class C ☐ Class D ☐ Other _____Height 5-10 Wt. 200 Hair BRO Eyes BLU DOB 01-25-55Did commit the following act(s) on JULY 13, 2009, at 0700 o'clock A MViolation #1 - Code Section PRIMARY WEIGHT VIOLATION - MULTIPLE WEIGHTS
DID EXCEED MAX LEGAL GROSS WIEGHT LEGAL 105,500 ACTUAL 107,500 49-1001(1)Violation #2 - Code Section DID EXCEED MAX LEGAL 5 AXLE BRIDGE WEIGHT
LEGAL 80,000 ACTUAL 82,000 49-1001(1)Location NEAR I-84/186 JUNCTIONHwy I-84 MP 220 CASSIA County, Idaho

<u>07-13-2009</u>	<u>PAT CARR</u>	<u>3216</u>	<u>POE</u>
Date	Officer/Party	Serial# / Address	Dept

_____	_____	_____	_____
Date	Witnessing Officer	Serial# / Address	Dept

While operating the following vehicle:

Vehicle Information Lic # AA2345 State ID Vehicle Year 2009Make MACK Model TRUK Color BRO☒ CMV Only ☐ CMV 16+ Persons ☐ CMV Placard Hazardous Materials

DR# _____

The State of Idaho to the Above-Named Defendant:

You are hereby summoned to appear before the Clerk of the Magistrate's Court of the District
 Court of CASSIA County, BURLEY, Idaho,
 located at COURTHOUSE

123456

No. On the 21ST day of JULY, 2009, at 10.00 o'clock A M

I acknowledge receipt of this summons and I promise to appear at the time indicated.

Defendant's Signature _____

I hereby certify service upon the defendant personally on JULY 13TH, 2009

Officer's Signature _____

Notice: See the reverse side of your copy for penalty and compliance instructions.

ITD 4976 (Rev. 5-09) Supply # 01-968818-0

Failure to deploy tag axle 49.1001(11) citation cannot be issued without there being a primary violation issued first. If the primary violation is an infraction then a second citation must be written as failure to deploy is misdemeanor.

POE personnel shall set court appearance dates on the face of the citation at the maximum range allowable in each judicial district. Some POE personnel are authorized by the court to accept bonds listed on the Supreme Court bond schedule of misdemeanor citations issued. This will allow defendants time to appear and respond to the complaint. Acceptance of a bond does not constitute guilt, but rather allows the driver and/or carrier the chance to plead his/her case in a court of law. This will also allow inspectors and technical records specialists' time to process the information and deliver the citation to magistrate court, prior to the appearance date.

The immediate supervisors have responsibility for the training of the personnel assigned to them including issuance of citations. Supervisors shall ensure that citations issued are consistent with ITD/POE procedures.

Citations Issued in Error

In a case where a citation has been issued that is not within established policy guidelines, the supervisor shall confer with the issuing inspector. The supervisor will outline all problems with the citation. The inspector will then modify or retract the citation. The supervisor will promptly submit the citation to magistrate court, after the necessary changes have been made. The defendant will also be informed in writing of any changes in content or status of the citation.

In cases where an incorrect citation has been submitted to magistrate court, the prosecutor's office will be informed of the changes. The prosecutor may then allow the citation to be amended or retracted, or may simply refuse to prosecute it at his or her discretion. The defendant will also be informed in writing of any changes in content or status of the citation. The immediate supervisor, prior to distribution, shall review any written correspondence to an attorney, prosecutor, or defendant regarding a POE citation.

114.10 Completion of POE Citation

A citation is a five-part form:

- Original (court copy violation #1) to magistrate court in which the violator is cited.
- Second copy (court copy violation #2) to magistrate court regardless of whether there was a second violation.
- Third copy (defendant's copy) to defendant.
- Fourth copy (officer's copy) to POE-commissioned inspector.
- Fifth copy (ITD POEs) to POE HQ.

When completing a citation, inspector shall use a ballpoint pen. Put a hard surface (such as cardboard or thin plastic) under the citation to protect the rest of the book. Citation information **MUST** be legible on all copies.

Citation Form ITD 3511 Completion Guidelines (Exhibit A)

(Numbers refer to corresponding form fields)

#1 Enter number of judicial district where violation occurred. (See 18.6)

#2 Enter code of county in which the violation occurred. (See 18.6)

#3 Full name of defendant.

#4 Check appropriate box; the applicable Idaho Code will identify the violation as infraction or misdemeanor.
If an accident or commercial vehicle is involved, check the boxes as appropriate.

#5 Enter US DOT number next to MC/MX #.

#6 Enter current home address.

#7 Enter carrier's address and/or business name, as found on registration.

#8 Enter carrier's telephone number; toll free, if available.

#9 Enter driver's license or social security number.

#10 Enter issuing state or jurisdiction of driver's license.

#11 Check appropriate box.

#12 Check appropriate box.

#13 Enter violator's height, as shown on driver's license. If unavailable, ask the driver for this information.

#14 Enter violator's weight, as shown on driver's license. If unavailable, ask the driver for this information.

#15 Enter violator's hair color. If unavailable, check for yourself.

#16 Enter violator's eye color. If unavailable, check for yourself.

#17 Enter violator's date of birth, as found on driver's license.

#18 Enter date and time violation(s) occurred.

#19 Enter description of violation and the complete number of the Idaho Code section cited.

Example: "Did exceed maximum legal allowable single axle weight. Legal-20,000; Actual-23,500; Over-weight-3,500; per Section 49-1001 I.C."

#20 Enter another violation if applicable.

NOTE: Second violation must be of the same type (misdemeanor or infraction) as the first violation.

#21 Enter name of POE, municipality, name of county road, or location from municipality where violation occurred.

#22 Enter highway route number.

#23 Enter milepost number. May be entered in tenths, e.g., "121.7".

#24 Enter county where violation occurred. (should be same as #2)

#25 Enter date violation was observed.

#26 Signature of POE inspector.

#27 Enter four digit badge number of POE inspector (#26), plus two digit station code. Example: "2306-17"

#28 Enter ITD, representing Idaho Transportation Department.

#29 Signature of witnessing individual. Need not be a member of ITD or law enforcement agency. If second POE inspector witnessed violation, he/she must also sign the citation.

#30 Enter badge number or address of witnessing individual (#29), as applicable.

#31 Enter department of witnessing individual (#29), as applicable.

#32 Enter vehicle base jurisdiction license number.

#33 Enter vehicle base jurisdiction.

#34 Enter year of vehicle.

#35 Enter make of vehicle.

#36 Enter model of vehicle.

#37 Enter the color of the power unit.

#38 Check appropriate box.

#39 Leave blank. This field is used to assign a case number in law enforcement agencies.

#40 Enter Idaho county in which the violation occurred or a county of mutual consent where defendant may appear to plead guilty to the violation.

#41 Enter municipality where court is to be held (usually the county seat).

#42 Enter courthouse or address of courthouse.

#43 Enter the date when defendant must appear before a magistrate. Must be at least five business days after date violation occurred.

#44 Enter the time at which the defendant must appear. Check with the clerk of the court for times available.

#45 Defendant signs citation. If defendant refuses to sign, Inspector shall physically deliver the citation as required in Section 19-3901 I.C.

#46 Enter date that the citation was physically delivered to the defendant.

#47 Inspector signs the citation, certifying its physical delivery to the defendant in the case where he/she refuses to sign.

EXHIBIT A

Idaho Transportation Department

No. **123456**

Ports of Entry

Idaho Uniform Citation

In the District Court of the (1) Judicial District of the State of Idaho,
in and for the County of (2)
State of Idaho

vs.

(3)
Last Name

First Name Middle Initial

Home Address (6)Business Address (7)Ph # (8)

The undersigned Officer (Party) hereby certifies and says:

I certify I have reasonable grounds, and believe the above-named Defendant
Driver Information:

DL or SS# (9) State (10) Sex ☐ M ☐ F

☐ Operator ☐ Class A ☐ Class B ☐ Class C ☐ Class D ☐ Other (11)

Height (13) Wt. (14) Hair (15) Eyes (16) DOB (17)

Did commit the following act(s) on (18), 20(19), at (20) o'clock (21) M

Violation #1 – Code Section (22)Violation #2 – Code Section (23)Location (24)Hwy (25) MP (26) (27) County (28) Idaho

Date (29) Officer/Party (30) Serial# / Address (31) Dept (32)

Date (33) Witnessing Officer (34) Serial# / Address (35) Dept (36)

While operating the following vehicle:

Vehicle Information Lic # (37) State (38) Vehicle Year (39)

Make (40) Model (41) Color (42)

☐ CMV Only ☐ CMV 16+ Persons ☐ CMV Placard Hazardous Materials

DR# (43)

The State of Idaho to the Above-Named Defendant:

You are hereby summoned to appear before the Clerk of the Magistrate's Court of the District
Court of (44) County, (45) Idaho,
located at (46)

On the (47) day of (48), 20(49), at (50) o'clock (51) M

I acknowledge receipt of this summons and I promise to appear at the time indicated.

Defendant's Signature (52)

I hereby certify service upon the defendant personally on (53), 20(54)

Officer's Signature (55)

123456

No.

Notice: See the reverse side of your copy for penalty and compliance instructions.

ITD 4976 (Rev. 5-09) Supply # 01-968818-0

114.12 Inspector's Copy

Inspectors may make notes pertaining to violation on back of copy. These notes are admissible court evidence. The Inspector's copy should remain on file at the POE until the court disposition is completed, or a minimum of five years.

114.13 Data Entry Copy

Special entries must be made on front of copy for data entry purposes.

Be sure citations are entered into the PE90 database the same day it is issued. Dispositions are received electronically from the courts nightly and if the citation is not there it is rejected and will be required to be manually entered into PE94.

114.14 Coding of Citations

Supervisors shall require coding of the ITD POEs copy of the citation (Exhibit B) prior to its submission for data entry. To ensure that valid information may be retrieved from the database for our federal certification, the issuing Inspector must complete this information on weight law violations. Special entries must be made on front of copy for data entry purposes.

Violations of Weight Laws

Code letters:

- A = Axle
- B = Bridge
- F = Frost
- R = Exceeding registered gross weight
- T = Tire size violation
- G = Gross will be used to signify type of weight violation.

Violation Code	Description	Code
Sec. 49-1001(1) I.C.	Axle & Tandem Violation	A
(Low or internal bridge weight)	Gross Weight	G
	Internal Bridge	B
Sec. 49-1001(2) & (9) I.C.	Axle & Tandem Violation	A
(High or internal bridge weight)	Gross Weight	G
	Internal Bridge	B
Sec. 49-1002 I.C.	Tire Size Violation	T
Sec. 49-1005 I.C.	Frost Law Violation	F
Sec. 49-438 I.C.	Exceeding Reg. Weight	R

Judicial District Codes and Ports of Entry located within the Judicial Districts

Judicial District #1

Boundary
Bonner
Benewah
Shoshone
Kootenai

*Huetter, Haugan,
Bonners Ferry, St Maries
Samuels, Priest River*

Judicial District #2

Clearwater
Idaho
Latah
Lewis
Nezperce

*Lewiston, Lewiston Hill,
Kooskia*

Judicial District #3

Adams
Canyon
Gem
Owyhee
Payette
Washington

Marsing

Judicial District #4

Ada
Boise
Elmore
Valley

Horseshoe Bend, East Boise

Judicial District #5

Valley
Camas
Cassia
Gooding
Jerome
Lincoln
Minidoka
Twin Falls

Hollister, Cotterel

Judicial District #6

Bannock
Bear Lake
Caribou
Franklin
Oneida
Power
Bingham

Inkom

Jurisdiction #7

Bingham
Bonneville
Butte
Clark
Custer
Fremont
Jefferson
Lemhi
Madison
Teton

*Sage Junction, Ashton,
Salmon*

County Codes, Designations, and Seats

01	1A	Ada, Boise	23	1G	Gem Emmet
02	2A	Adams Council	24	2G	Gooding Gooding
03	1B	Bannock Pocatello	25	I	Idaho Grangeville
04	2B	Bear Lake Paris	26	1J	Jefferson Rigby
05	3B	Benewah St. Maries	27	2J	Jerome Jerome
06	4B	Bingham Blackfoot	28	K	Kootenai Coeur d' Alene
07	5B	Blaine Hailey	29	1L	Latah Moscow
08	6B	Boise Idaho City	30	2L	Lemhi Salmon
09	7B	Bonner Sandpoint	31	3L	Lewis Nezperce
10	8B	Bonneville Idaho City	32	4L	Lincoln Shoshone
11	9B	Boundary Bonners Ferry	33	1M	Madison Rexburg
12	10B	Butte Arco	34	2M	Minidoka Rupert
13	1C	Camas Fairfield	35	N	Nezperce Lewiston
14	2C	Canyon Caldwell	36	1O	Oneida Malad
15	3C	Caribou Soda Springs	37	2O	Owyhee Murphy
16	4C	Cassia Burley	38	1P	Payette Payette
17	5C	Clark Dubois	39	2P	Power American Falls

Standard Operating Procedure

18	6C	Clearwater
		Orofino
19	7C	Custer
		Challis
20	E	Elmore
		Mountain Home
21	1F	Franklin
		Preston
22	2F	Fremont
		St. Anthony

Enforcement and Citations

40	S	Shoshone
		Wallace
41	1T	Teton
		Driggs
42	2T	Twins Falls
		Twin Falls
43	V	Valley
		Cascade
44	W	Washington
		Weiser

State and U.S. Territory Abbreviations

Alaska	AK	Montana	MT
Alabama	AL	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Canal Zone	CZ	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC

Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

Canadian Province Abbreviations

Newfoundland	NF	Manitoba	MB
Nova Scotia	NS	Saskatchewan	SK
Prince Edward Island	NK	Alberta	AB
New Brunswick	PE	British Columbia	BC
Quebec	QC	Yukón Territory	YT
Ontario	ON		

Citation Disposition Codes

The following codes are to be used for disposition inquiry PE90.

0	Yet to be defined / Default Judgment
1	Guilty
2	Dismissed
3	Acquitted
4	Bond Forfeiture
5	Probation
6	Prosecution Declined
7	Jail sentence in conjunction with fine (guilty)
8	Other (out of county, disposition never received)
9	Withheld sentence

POE Location Codes

District 1

Huetter	01
Bonnors Ferry	41
Sandpoint (Samuels)	51
Priest River	61
St. Maries	71
Haugan	91
CDA Rover1	21
CDA Rover 2	31

District 2

Lewiston North	02
Lewiston South	12
Lewiston Hill	42
Kooskia	32
Lewiston Rover 1	22
Lewiston Rover 2	52

District 3

East Boise East	03
East Boise West	13
Marsing	53
Horseshoe Bend	33
Boise Rover 1	23
Boise Rover 2	73
Burley Rover	26

District 4

Cotterel East	06
Cotterel West	16
Hollister North	05
Hollister South	15
Twin Falls Rover	25
Burley Rover	26

District 5

Inkom North	07
Inkom South	17

District 6

Sage Junction	58
Salmon	68

Pocatello Rover 1	27	Ashton	48
Pocatello Rover 2	37	Idaho Falls Rover 1	28
		Idaho Falls Rover 2	78

ROUTES USED IN IDAHO FOR CITATIONS AND DAILY LOGS

All “US” and “I” routes are listed below, so any route number not prefixed that’s not listed with the “I” and “US” prefixes will be an “SH” or “LOCAL.”

Route Codes

US2		I15
US12		I84
US20		I86
US26		I90
US30		
US89		
US91		
US93		
US95		
SH1	SH29	SH55
SH3	SH31	SH57
SH4	SH32	SH58
SH5	SH33	SH60
SH6	SH34	SH61
SH7	SH37	SH62
SH8	SH39	SH64
SH9	SH40	SH66
SH11	SH41	SH67
SH12	SH43	SH69
SH13	SH44	SH71
SH14	SH45	SH72
SH16	SH46	SH74
SH19	SH47	SH75
SH20	SH48	SH77
SH21	SH49	SH78
SH22	SH50	SH79
SH24	SH51	SH81
SH25	SH52	SH87
SH27	SH53	SH97
SH28	SH54	SH99

114.15 Filing of Voided Citations

The POE citation is an accountable document. Citations are to be distributed as follows:

White copy: Court

Yellow copy: Court

Red copy: Defendant

Green copy: Officer/Port

Blue copy: POE Headquarters

A voided citation should be marked with the word “Void” and the name of the inspector, badge number, and reason for the void. When a citation is voided, it is entered on the PE90 as voided, the green copy is kept at the port, and all other copies are forwarded to POE Headquarters.

114.16 Arrests

POE personnel are prohibited from making arrests.

Vehicles may be parked for repair, drivers will be informed of disqualifying violations, but drivers will not be placed out of service, under arrest or unreasonably detained by Port of Entry personnel. That authority is specifically not granted by the department.

114.17 Misdemeanor and Infraction Bail Bond Schedules

The misdemeanor bond schedule can be found in the current year’s (effective July 1st of each year) Idaho Criminal and Traffic Law Manual under Misdemeanor Criminal Rules, Rule 13 or at <http://www.isc.idaho.gov/rules/misd13.rul>

The infraction penalty schedule can be found in the current year’s (effective July 1st of each year) Idaho Criminal and Traffic Law Manual under Idaho Infraction Rules, Rule 9 or at <http://www.isc.idaho.gov/rules/iir9.rul>

BOND ACCEPTANCE

Some POE personnel are authorized by the court to accept bonds listed on Supreme Court bond schedule for misdemeanor citations issued by any law enforcement agency as well as POE commissioned employees. (Procedures vary by district.)

REQUIRING POSTING OF BOND ON POE CITATIONS

POE personnel cannot take bond for an infraction, but can accept payment for an infraction.

In some of Idaho's judicial districts, the trial court administrator or judge may require that non-resident violators post an appearance bond at the time of the violation. POE personnel shall strictly follow all local judicial instructions in this regard. In those ports that are authorized by the court to accept bonds, follow the procedures set up by the court on the acceptance of credit cards.

TRANSMITTING BONDS TO COURT

Each judicial district has established a procedure for transmitting bond monies to court. POE Area Supervisors are responsible for making sure transfer is made according to judicial district policy.

114.18 Dismissal of Citations

In some cases, a prosecutor will request information, clarification, or some background regarding the issuance of a citation in order to proceed with its disposition. The supervisor shall make an attempt to provide all relevant information. When possible, the prosecutor should be referred to the citation-issuing Inspector when there is a question that the supervisor cannot answer. If the Inspector is unavailable, and time is of the essence, the supervisors should answer only to the extent of their knowledge. The prosecutor's office should be quickly provided with as much information as possible.

The supervisor will bring the contact to the attention of the Inspector when he/she returns to work.

114.19 Appearance at Court

Trials on POE Citations:

- Trial by Judge - Procedure involves the judge, defendant, defense attorney, prosecutor, and POE inspector. Judge will make determination of guilt or innocence.
- Trial by Jury - Same parties as trial by judge, except a six-member jury will make determination of guilt or innocence.
- Dress. The department-issued uniform will be worn by all commissioned employees.
- Arrival Time. Be on time—preferably early.
- Testifying. Speak to judge or jury. Inspectors shall be direct, truthful, and concise when answering questions. Answer only the questions asked.
- Use of Notes. Inspector may use notes restricted to facts pertinent to case. Keep pertinent and legible, since notes can be entered as permanent evidence.

Upon notification of trial, Inspectors shall:

- Gather all facts (witnesses, reports, scale tickets, bills of lading, etc.).
- Contact prosecuting attorney to present evidence of violation.
- Coordinate with Prosecuting Attorney on any witnesses who may be issued subpoenas.
- Keep supervisor informed.

114.20 Collection of Court Fees and Mileage

POE employees appearing on citations issued shall not collect court fees or mileage from the court. Employees will use state vehicles, or if not available or practical, their own vehicle with ITD paying mileage costs.

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Katie Tolman	June 20, 2016
		September 2017	Challis Phipps	September 2017
Karl Allen	Update	December 2019		

Chapter 115 MOU's

Version 1.2 January 2020



YOUR *Safety*



YOUR *Mobility*



YOUR *Economic Opportunity*



Memorandum of Understanding & Enforcement of MOU's

PROCEDURE STEPS:

115.0 MEMORANDUM OF UNDERSTANDING & ENFORCEMENT OF MOU's

115.1 Purpose

Idaho Department of Transportation has entered into Memorandums of Understanding with various other agencies. These agencies are the lead enforcement agencies in their particular program. The Memorandums of Understanding define which Idaho Code, Federal Code or Administrative Rule the Ports of Entry are to enforce. Not every Idaho Code, Federal Code or Administrative Rule that the lead agency has authority to enforce is given to the Ports of entry to enforce.

115.2 Enforceable Codes

Idaho Code 40-510 establishes the authority for the Ports of Entry. Port of Entry Inspectors have limited peace officer authority for the enforcement of such motor vehicle related laws.

Port of Entry Inspectors shall have the authority to issue misdemeanor traffic citations in accordance with the provision of section 49-1409, Idaho Code, and infraction citations in accordance with the provisions of 49-1501, Idaho Code. No employee of the Idaho Transportation Department shall carry or use a firearm of any type in the performance of his duties, unless specifically authorized in writing by the director of the Idaho State Police to do so.

115.3 Joint ISP-POE Safety Inspection Program

The POE Section of the Idaho Transportation Department (ITD) and the Idaho State Police do hereby agree to the following conditions as they relate to the ISP's use of ITD's facilities at various POEs in Idaho:

- The ISP may, at their discretion, inspect vehicles after POE Inspectors have cleared vehicles through the scales and their cursory inspection.
- When ISP troopers are making inspections, a safety violation observed by POE Inspectors should be brought to the attention of ISP troopers for disposition.
- The ISP has agreed to adopt ITD POE policies and procedures in regard to weight, size, registration, and suspense tolerances in order to establish uniformity by both agencies.

- The ITD POE section has agreed to adopt ISP policies and procedures in regard to safety inspections.
- In cases of disagreement between the POE and ISP in regard to procedures listed above, the Superintendent of ISP, Division of Motor Vehicles Administrator and POE Manager shall negotiate mutually acceptable procedures.
- Office space at the POE for ISP Inspectors to complete reports, forms, etc., shall be made available on an “as needed basis” at the discretion of the Area Supervisor in charge of the specific POE.
- Upon approval of ITD Traffic section, ISP troopers may place additional portable signing directing truck traffic to a location approved by the Area Supervisor to be inspected.
- Any disagreements between POE Inspectors and ISP troopers working at the POEs shall be settled at the local level by the POE Area Supervisor and District Captain.
- ISP may be permitted to use ITD satellite POE sites for inspection purposes. POE Manager will deny/approve use of the facilities and provide keys as needed.
- ISP troopers may use the facilities free of charge. All long-distance calls by ISP troopers shall be by credit card, charging calls to ISP funds.
- ITD facilities without janitorial contracts used by ISP troopers will be jointly cleaned by the POE Inspectors and ISP troopers.

115.4 MEMORANDUM OF UNDERSTANDING

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MEMORANDUM OF UNDERSTANDING
between
THE IDAHO STATE POLICE
and
THE IDAHO TRANSPORTATION DEPARTMENT

I. PURPOSE:

To provide guidelines for the Idaho State Police, hereinafter called "ISP", and the Idaho Transportation Department, Port of Entry hereinafter called "POE", in cooperative endeavors within each agency's scope of responsibility for those services provided by either agency for the other. It is intended that this agreement will provide channels of contact and exchange of information needed to implement mutually beneficial working relationships. Either party may propose subordinate cooperative agreements and mutual approval will make such agreements a part of this Memorandum of Understanding, hereinafter called "MOU." Existing agreements in effect between the ISP and POE will become subordinate agreements to this MOU and will remain in effect until canceled or superseded. This MOU is not intended to restrict informal cooperation between agency employees on day-to-day activities.

II. AUTHORITY:

Section 49-201(2), 40-510, 40-511, 67-2332, 67-2326, 67-2339 and 67-2901(5)(a) Idaho Code

III. RESPONSIBILITIES AND PROCEDURES:

A. Objectives

1. Provide for continued cooperation between ISP and POE.
2. Eliminate duplication of effort.
3. Ensure effective communication procedures are established and maintained.
4. Provide clear lines of communication relevant to any subordinate cooperative agreement by specifying the contact person(s) and their position.
5. Provide that financial requirements of any endeavor will be made a part of subordinate agreements and directed toward achieving maximum return for funds expended by the departments.

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6. Ensure that if legislation or administrative rules are developed which affect either agency that each will be aware and responsive to the needs of the other.
7. Provide a mechanism for cooperatively informing the public.
8. Resolve any policy and management differences to achieve maximum effectiveness between departments concerning enforcement efforts and ensure uniformity of enforcement procedures when possible.

B. Mutual Responsibilities

Management –

1. Develop an active communication process whereby each department will apprise the other of proposed legislation, planning, policy formulation, or regulatory action affecting the other in time to permit advanced input.
2. Continue to maintain and promote a mutually effective, respectable relationship and support each department's programs with regard to the public and other agencies.
3. Respond to requested information from each other as time, resources, and priorities permit.
4. Ensure that all personnel involved in interdepartmental endeavors are aware of this MOU and the associated responsibilities.
5. Designate appropriate personnel to act as a representative of their department concerning issues that arise under this MOU.
6. Promptly bring to the attention of the other department any instance of failure to conform or dissatisfaction with the language or intent of this MOU.

Emergency / Incident Response –

7. Collaborate to respond to traffic incidents and coordinate available public and private resources in the effort of clearing incidents as soon as possible. Both agencies commit to: effectively use resources to expedite incident response; quickly, efficiently and effectively complete needed investigations; and minimize highway lane closures.

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Motor Vehicle Operations –

8. The ISP agrees to adopt POE policies and procedures with regard to vehicle weight, size, registration, and motor carrier suspension tolerances (compliant with existing statutes), in order to establish uniformity by both departments. POE agrees to adopt ISP policies and procedures with regard to vehicle safety inspections within established authority. In cases of disagreement regarding motor carrier policies and procedures, the ISP Commercial Vehicle Safety, hereinafter called "CVS", Law Enforcement Program Manager and POE Manager shall negotiate mutually acceptable procedures. The POE Manager and ISP District Captain shall settle all disagreements other than POE issues at the local level.
9. ISP personnel may, at their discretion, inspect vehicles after POE personnel have processed them through the scales for any cursory inspection. When ISP personnel are performing vehicle inspections, safety violations observed by POE personnel may be brought to the attention of ISP personnel for disposition.
10. The ISP supervisor (Sergeant and higher) shall forward a copy of traffic emphasis patrol schedules to the appropriate POE Area Supervisor prior to implementation. The appropriate POE Area Supervisor shall forward a copy of the POE district schedule to the ISP supervisor (Sergeant and higher) upon request. These schedules shall be used to coordinate weighing and inspection activities. The schedules will not be posted in public view or otherwise disseminated to the public.
11. ISP and POE jointly agree to cooperate in the development and implementation of uniform standards, policies, and procedures for inspecting motor carriers and processing violations pursuant to Idaho Code 49-201(2).
12. The ISP is identified as the lead agency in the area of motor carrier safety and the Commercial Vehicle Safety Alliance (CVSA). ISP will be the only agency to perform CVSA inspections that are required as a part of their Motor Carrier Safety Assistance Program (MCSAP) federal grant. The ITD's port of entry section will perform limited, "walk-around", truck inspections to ensure vehicles meet standards adopted by the ISP and POE and within established training guidelines. Violations discovered by ITD, which exceed established training guidelines for limited "walk-around" inspections, will be referred to the ISP for processing. To avoid carrier

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confusion, POE will develop separate forms and nomenclature for their limited, "walk-around" truck inspections.

13. The Idaho Transportation Department is identified as the lead agency in the area of motor carrier registration, permitting and size / weight. The ISP and POE will cooperate to aid motor carrier credentialing functions and agree to adopt POE policies and procedures for size / weight enforcement.

C. Individual Responsibilities

1. ISP will:

Emergency / Incident Response –

- a. Collaborate with ITD to explore ways to minimize highway blockage / closure.

Training –

- b. ISP CVS will provide annual training to ITD Port of Entry personnel. The training will include instruction on the Federal Motor Carrier Safety Regulations, Hazardous Materials Regulations, ISP Motor Carrier Rules, and other applicable Idaho Codes.
- c. ISP Training will provide annual training to POE personnel on traffic stops, emergency vehicle operations, and Inspector safety. ITD will document completion of training for their employees; certification *will not* be ISP responsibility.

Radio Communication –

- d. ISP authorizes ITD Port of Entry personnel to use Valley All Call frequencies and ISP Car to Car frequencies, within the limitations of the radios used by POE and ISP.

2. ITD will:

Emergency / Incident Response –

- a. Continue coordination and communication with first responders to provide traffic control resources and minimize highway closure / blockage.

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Management –

- b. Provide additional resources as needed and when available to inspection facilities utilized by ISP during a declared emergency.
- c. Whenever ITD imposes a vehicle/load inspection requirement as part of their traffic plan of an over-legal load, ITD will require the transporter to contact ISP for this service in advance of movement of the load.

Motor Vehicle Operations –

- d. Notify ISP at least two weeks prior to any changes in policy concerning the disposition of overweight vehicles.
- e. Provide adequate space for ISP CVS personnel to conduct vehicle/driver safety inspections at POE sites. At the discretion of the POE Area Supervisor, make office space available at POE sites on an "as needed" basis for ISP personnel to complete inspection reports, forms, etc.
- f. Allow ISP personnel access to ITD satellite POE sites for official ISP business upon written request from an ISP supervisor (Sergeant and higher) to the appropriate POE Area Supervisor.

IV. PRESS/PUBLIC INFORMATION RELATIONS:

- A. The departments' will coordinate the exchange of pertinent press information and make appropriate distribution.

V. LIMITATIONS:

Nothing in this MOU shall be construed as limiting or expanding the statutory or regulatory responsibilities of ISP or POE in performing functions granted to them by law; or as requiring either to expend any sum in excess of its respective legislative budget appropriation. Each provision of this MOU is subject to the laws and regulations of the state of Idaho and to the laws and regulations of the United States.

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VI. EFFECTIVE DATE:

This MOU shall become effective upon signature by the directors of ITD and ISP and will remain in force unless formally terminated by either party after thirty (30) days written notice to the other party of intention to do so.

VII. AMENDMENTS:

Amendments to this MOU may be proposed at any time by either party and shall become effective upon mutual approval. Amendments shall be attached to this document and made a part thereof.

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ADDENDUM TO
MEMORANDUM OF UNDERSTANDING
between the
IDAHO STATE POLICE
and the
IDAHO TRANSPORTATION DEPARTMENT

Points of Contact

I. Idaho Transportation Department contacts and telephone numbers:

<u>TITLE</u>	<u>TELEPHONE NUMBER</u>
Director	334-8807
Chief Deputy	334-8027
Chief Operations Officer	334-8811
Engineering Products and Plans Administrator	334-8802
Engineering Services Administrator	334-8231
Highway Safety Manager	334-8557
Emergency Program Manager	334-8414
District 1 Engineer	772-1201
District 2 Engineer	799-4200
District 3 Engineer	334-8301
District 4 Engineer	886-7801
District 5 Engineer	239-3327
District 6 Engineer	745-5600
Office of Communications Manager	334-8817
Motor Vehicle Administrator	334-8809
Port Of Entry Manager	334-4426
Motor Carrier Manager	334-8699

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II. Idaho State Police contacts and telephone numbers:


<u>TITLE</u>	<u>TELEPHONE NUMBER</u>
Director	884-7003
Office of Public Affairs	884-7200
Human Resources	884-7317
Planning, Grants & Research, Quality Control	884-7040
Bureau of Criminal Identification	884-7130
North Patrol Commander	884-7100
District 1 Patrol Commander	209-8620
District 2 Patrol Commander	799-5151
District 3 Patrol Commander	884-7360
South Patrol Commander	884-7100
District 4 Patrol Commander	324-6000
District 5 Patrol Commander	239-9800
District 6 Patrol Commander	525-7377
CVS Law Enforcement Program Manager	884-7220

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IDAHO TRANSPORTATION DEPARTMENT

By  Date: 12/26/2017
Director

IDAHO STATE POLICE

By  Date: 12/21/2017
Director



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ADDENDUM TO
MEMORANDUM OF UNDERSTANDING
between the
IDAHO STATE POLICE
and the
IDAHO TRANSPORTATION DEPARTMENT

It is jointly agreed that POE personnel shall enforce the following sections of Title 49 Code of Federal Regulations (CFR):

Part 172 – Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, and Training Requirements

Subpart C – Shipping Papers

- 172.200 – Applicability
- 172.201 – Preparation and Retention of Shipping Papers
- 172.202 – Description of Hazardous Material on Shipping Papers

Subpart F – Placarding

- 172.500 – Applicability of Placarding Requirements
- 172.502 – Prohibited and Permissive Placarding
- 172.504 – General Placarding Requirements
- 172.506 – Providing and Affixing Placards: Highway
- 172.514 – Bulk Packagings
- 172.516 – Visibility and Display of Placards

Part 177 – Carriage by Public Highway

Subpart A – General Information and Regulations

- 177.801 Unacceptable Hazardous Materials Shipments
- 177.804(b) – Texting and Use of Handheld Mobile Telephone Prohibited.
- 177.817 – Shipping Papers
- 177.823 – Movement of Motor Vehicles in Emergency Situations

Subpart B – Loading and Unloading

- 177.834 – General Requirements
- 177.841 – Division 6.1 (Poisonous) and Division 2.3 (Poisonous Gas) Materials

Subpart C – Segregation and Separation Chart of Hazardous Materials

- 177.848 – Segregation of Hazardous Materials

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Part 383 - Commercial Driver's License Standards; Requirements and Penalties**Subpart B – Single License Requirements****383.21 – Number of Drivers' Licenses****Subpart F – Vehicle Groups and Endorsements****383.93 – Endorsements****383.95 – Air Brake Restrictions****Part 390 – Federal Motor Carrier Safety Regulations General****Subpart B – General Requirements and Information****390.21 – Marking Of Commercial Motor Vehicles****Part 391 – Qualifications of Drivers****Subpart B - Qualification and Disqualification of Drivers****391.11 – General Qualifications of Drivers (not to include paragraph (a) nor subsection (b)(2) of this section)****391.15 – Disqualifications of Drivers****Subpart E – Physical Qualifications and Examinations****391.41 – Physical Qualifications for Drivers****391.45 – Persons Who Must Be Medically Examined and Certified****391.49 – Alternative Physical Qualification Standards for the Loss or Impairment of Limbs****Part 392 – Driving Of Commercial Motor Vehicles****Subpart A – General****392.3 – Ill or Fatigued Operator****392.4 – Drugs or Other Substances****392.5 – Alcohol Prohibition****392.7 – Equipment, Inspection and Use****392.8 – Emergency Equipment, Inspection and Use****392.9 – Inspection of Cargo, Cargo Securement Devices and Systems****Subpart B – Driving Of Commercial Motor Vehicles**

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392.16 – Use of Seat Belts

Subpart D – Use of Lighted Lamps and Reflectors

392.33 – Obscured Lamps or Reflective Devices/Materials

Subpart H - Limiting the Use of Electronic Devices

392.80 – Prohibition Against Texting

392.82 – Using a Handheld Mobile Telephone

Part 393 – Parts And Accessories Necessary For Safe Operation

Subpart B – Lamps, Reflective Devices, and Electrical Wiring

393.9 – Lamps Operable, Prohibition of Obstructions of Lamps and Reflectors

393.11 – Lamps and Reflective Devices

393.13 – Retroreflective Sheeting and Reflex Reflectors, Requirements for Semitrailers and Trailers manufactured Before December 1, 1993

393.17 – Lamps and Reflectors-Combinations in Driveaway Towaway Operations

393.19 – Hazard Warning Signals

393.22 – Combinations of Lighting Devices And Reflectors

393.23 – Power Supply for Lamps

393.24 – Requirements for Head Lamp, Auxiliary Driving Lamps and Front Fog Lamps

393.25 – Requirements for Lamps Other Than Head Lamps

393.26 – Requirements for Reflex Reflectors

393.28 – Wiring Systems

393.30 – Battery Installation

Subpart C – Brakes

393.40 – Required Brake Systems

393.41 – Parking Brake System

393.42 – Brakes Required On All Wheels

393.43 – Breakaway and Emergency Braking

393.45 – Brake Tubing and Hoses, Hose Assemblies and End Fittings

393.48 – Brakes to Be Operative

393.49 – Single Valve to Operate All Brakes

393.51 – Warning Signals, Air Pressure and Vacuum Gauges

393.53 – Automatic Brake Adjusters and Brake Adjustment Indicators

393.55 – Antilock Brake Systems

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Subpart D – Glazing and Window Construction

- 393.60 – Glazing In Specified Openings
- 393.62 – Emergency Exits for Buses

Subpart E – Fuel Systems

- 393.65 – All Fuels Systems
- 393.67 – Liquid Fuel Tanks
- 393.69 – Liquefied Petroleum Gas Systems

Subpart F – Coupling Devices and Towing Methods

- 393.70 – Coupling Devices and Towing Methods, Except For Driveaway-Towaway Operations
- 393.71 – Coupling Devices and Towing Methods, Driveaway-Towaway Operations

Subpart G – Miscellaneous Part and Accessories

- 393.75 – Tires
- 393.78 – Windshield Wiping and Washing Systems
- 393.80 – Rear-Vision Mirrors
- 393.81 – Horn
- 393.83 – Exhaust Systems
- 393.84 – Floors
- 393.86 – Rear Impact Guards and Rear End Protection
- 393.93 – Seats, Seat Belts Assemblies, and Seat Belt Assembly Anchorages

Subpart H – Emergency Equipment

- 393.95 – Emergency Equipment on All Power Units

Subpart I – Protection Against Shifting and Falling Cargo**All Sections****Subpart J – Frames, Cab and Body Components, Wheels, Steering, and Suspension Systems**

- 393.201 – Frames
- 393.203 – Cab and Body Components
- 393.205 – Wheels
- 393.207 – Suspension Systems

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Part 395 – Hours of Service of Drivers

- 395.3 – Maximum Driving Time for Property-Carrying Vehicles
- 395.8 – Driver's Record of Duty Status
- 395.13 – Drivers Declared Out Of Service
- 395.15 – Automatic On-Board Recording Devices
- 395.20-38 Electronic Logging Device (ELD)

Part 396 – Inspection Repair and Maintenance

- 396.3 – Inspection, Repair and Maintenance
- 396.5 – Lubrication
- 396.7 – Unsafe Operation Forbidden
- 396.15 – Driveaway-Towaway Operations and Inspections

Part 397 – Transportation of Hazardous Materials; Driving and Parking Rules**Subpart A – General**

- 397.5 – Attendance and Surveillance of Motor Vehicles
- 397.7 – Parking
- 397.13 – Smoking

Idaho PRISM Program

Out-of-Service Carriers — Plate Retrieval Memorandum of Understanding

Idaho is a participating in the Federal Motor Carrier Safety Administration (FMCSA) Performance and Registration Information Systems Management (PRISM) program. This program is designed to support Idaho in placing registration sanctions on motor carriers who have been issued a Federal Out-of-Service Order (OOSO) by FMCSA. In addition, this program helps focus Idaho enforcement activities on high-risk and out-of-service carriers.

One key element of the program implements procedures which allow retrieval of license plates from vehicles registered to motor carriers placed out-of-service by FMCSA. These carriers will be prevented from registering or renewing commercial vehicles until the Federal OOSO has been rescinded by FMCSA. In cases where an out-of-service vehicle is encountered at the roadside by ITD personnel steps will be taken to remove the plates from the vehicle. Authority to revoke vehicle registration is found in Title 49, Chapter 2, Section 49-202 and Title 49, Chapter 4, Section 49-443. Compliance by the carrier for a request to retrieve plates is found in Idaho Statutes, Title 49, Chapter 4, Section 49-456g.

The purpose of this Memorandum of Understanding (MOU) is to define the areas of responsibility between the Idaho Transportation Department (ITD) (lead PRISM agency), the Idaho State Police (ISP) and the Federal Motor Carrier Safety Administration (FMCSA), Idaho Division Office regarding implementation of procedures to handle retrieval of plates from motor carriers placed under a Federal Out-of-Service Order (OOSO).

1 As referenced in the PRISM Procedure Manual, Section 14.9, and noted in the Idaho PRISM Implementation Plan, Revision 2, Requirement E-3.

2 Port-of-Entry Inspectors, Rovers and other authorized ITD personnel.
See Attachment A to this document.

Final Version 11-20-08

The following table delineates areas of responsibility between ITD, ISP and FMCSA:

Event	Procedure
Vehicle is pulled over by ITD personnel ⁴ and discovered to be under a Federal OOSO.	<ol style="list-style-type: none"> 1. Notify ISP or, if unavailable, FMCSA and request assistance to remove plates from the vehicle. 2. Remove plates only in the presence of an ISP Commercial Vehicle Safety (CVS) officer or FMCSA inspector. 3. If no ISP CVS officer or FMCSA inspector is available, ITD will issue a Park for Repair order and fill out a Contact Report. The Contact Report will be forwarded to FMCSA. 4. If an ISP CVS officer or FMCSA inspector is available for support, ITD will remove the plates from the vehicle and ISP and/or FMCSA will issue an out-of-service order for the vehicle. 5. Any removed plates will be held by ITD until such time that ITD is notified by FMCSA that the carrier is no longer out-of-service.
Carrier is no longer under a Federal OOSO.	<ol style="list-style-type: none"> 1. ITD will receive preliminary notification of a carrier having a rescinded OOSO by the daily PRISM report. ITD will confirm the carrier's operating status with FMCSA. 2. Upon confirming that the carrier is no longer out-of-service, ITD will send the plates back to the registrant.

Signed:

Idaho State Police

Larmon K. Johnson

Date 11/26/2008

Idaho Transportation Department

Ryan D. Reed

Date 11/26/2008

Federal Motor Carrier Safety Administration

Dolores Marias

Date 11-26-08

⁴ Port-of-Entry Inspectors, Rovers and other authorized ITD personnel.

AUTHORITY TO REVOKE VEHICLE REGISTRATION

EXCERPTED

TITLE 49
MOTOR VEHICLES
CHAPTER 2
GENERAL

49-202. DUTIES OF DEPARTMENT. (1) All registration and driver's license records in the office of the department shall be public records and open to inspection by the public during normal business hours, except for those records declared by law to be for the confidential use of the department, or those records containing personal information subject to restrictions or conditions regarding disclosure. If the department has contracted for a service to be provided by another entity, an additional fee shall be charged by that contractor whether the service is rendered during normal business hours, other than normal business hours, or on weekends.

(12) The department shall revoke the registration of any vehicle: (a) Which the department shall determine is unsafe or unfit to be operated or is not equipped as required by law;

EXCERPTED

TITLE 49
MOTOR VEHICLES
CHAPTER 4
MOTOR VEHICLE REGISTRATION

49-443. LICENSE PLATES TO BE FURNISHED BY DEPARTMENT – FORM AND CONTENTS. (1) The assessor or the department shall furnish to every owner whose vehicle is registered or licensed by that office, pursuant to sections 49-402 and 49-402A, Idaho Code, one (1) license plate for vehicles registered under the provisions of section 49-406, 49-406A or 49-408, Idaho Code, or a motorcycle, trailer, truck-tractor, or semitrailer; one (1) restricted vehicle license plate for all-terrain vehicles, utility type vehicles and motorbikes licensed pursuant to this chapter; and two (2) license plates for every other motor vehicle. If a vehicle is issued one(1) plate only, that plate shall be displayed in accordance with the provisions of section 49-428, Idaho Code. For vehicles registered under the provisions of section 49-407, Idaho Code, the applicant shall provide one (1) plate to be displayed on the rear of the vehicle.

(9) The board shall have authority to require the return to the department of all license plates and registration stickers upon termination of the lawful use of them by the owner.

COMPLIANCE WITH REQUEST FOR PLATES

TITLE 49

MOTOR VEHICLES CHAPTER 4 MOTOR VEHICLE REGISTRATION

49-456. VIOLATIONS OF REGISTRATION PROVISIONS.

It shall be unlawful for any person:

- (1) To operate or for the owner to permit the operation upon a highway of any motor vehicle, trailer or semitrailer which is not registered and which does not have attached and displayed the license plates assigned to it for the current registration year, subject to the exemptions allowed in sections 49-426, 49-431 and 49-432, Idaho Code.
- (2) To operate or for the owner to permit the operation on state and federal lands or upon highways, or sections of highways, as permitted under section 49-426(3) and (4), Idaho Code, any all-terrain vehicle, utility type vehicle or motorbike that does not have a valid and properly displayed restricted license plate issued pursuant to this chapter and attached registration sticker issued pursuant to section 67-7122, Idaho Code, subject to the exemptions allowed in section 49-426(2), Idaho Code.
- (3) To display or cause or permit to be displayed, or to have in possession any registration card or license plate knowing the same to be fictitious or to have been canceled, revoked, suspended or altered.
- (4) To lend or knowingly permit the use by one not entitled to any registration card or license plate issued to the person so lending or permitting that use.
- (5) To fail or refuse to surrender to the department, upon demand, any registration card or license plate which has been suspended, canceled or revoked.
- (6) To use a false or fictitious name or address in any application for the registration of any vehicle or for any renewal or duplicate, or knowingly to make a false statement or conceal a material fact or otherwise commit a fraud in any application.

115.5 Brand Laws

POE Area Supervisors, Senior Inspectors, and Inspectors are designated as “Ex-Officio Brand Inspectors,” as outlined by Section 25-1105, I.C. As such, their authority is limited to the following:

AGREEMENT

The State Brand Board and the Idaho Department of Transportation agree as follows:

1. The State Brand Inspector hereby appoints POE employees as Special Deputy Brand Inspectors for the following purposes only:
 - a. To demand from any person transporting livestock into, out of, or within the state of Idaho the brand inspection certificate or written permit issued pursuant to Title 25, chapter 11, I.C.
 - b. To detain loads of livestock found to be in violation of Title 25, chapter 11, I.C. pending the arrival of the State Brand Inspector or his deputy.
2. POE employees shall immediately notify the State Brand Inspector or his deputy of any violation of Title 25, I.C., found in the course of their duties. If the State Brand Inspector or his deputy cannot be reached, the POE employee shall forward all information relevant to the violation to the State Brand Inspector within five (5) working days.
3. POE employees shall not physically inspect livestock to determine whether the animals have the appropriate brands and marks.

115.6 Legalization of Customs Sealed Bonded Loads

See Section 102.24

115.7 Legalization of Log Loads from State or Federal Lands

See Section 105.26

115.8 MOU with Department of Agriculture

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STATE OF IDAHO DEPARTMENTS OF TRANSPORTATION AND
AGRICULTURE

I. PURPOSE:

To provide a process for communicating and coordinating actions of common concern to both the Idaho State Department of Agriculture, hereinafter referred to as ISDA, and the Idaho Transportation Department, hereinafter referred to as ITD, including but not limited to, the management of programs, properties, information and work areas which are necessary to the efficient operation of both departments. Subordinate Cooperative Agreements on specific projects in effect between ITD and ISDA will become a part of this Memorandum of Understanding, hereinafter referred to as MOU.

II. AUTHORITY:

Sections 67-2326 through 67-2332 and 67-2339, Idaho Code.
Section 22-103, Idaho Code.

III. RESPONSIBILITIES AND PROCEDURES:

A. Objectives:

1. To provide for cooperation between ITD and ISDA.
2. To eliminate duplication of effort.
3. To ensure that communication procedures are established between ITD and ISDA.
4. To ensure that both ITD and ISDA provide efficient and consistent services to agricultural carriers in the trucking industry.
5. To ensure that when legislation or administrative rules are developed by either department which affects the other, the instigating department will advise the other.
6. To provide for training of personnel.
7. To provide a mechanism for informing the public.

B. Mutual Responsibilities: ITD and ISDA will:

1. Develop and implement an active, timely communication process whereby each department will apprise the other in advance of proposed legislation, planning, policy formulation, management efforts, and regulatory action affecting the other, in order to permit advance input regarding such action.
2. Continue a mutually effective relationship and promote support of each department's programs with regard to the public and other agencies.
3. Ensure that all persons who are involved in interdepartmental endeavors are aware of this MOU and the associated responsibilities.
4. Provide training in their field of expertise as requested. Department coordination of training efforts will be made through appropriate departmental personnel as outlined in Exhibit A of this MOU.
5. Generate and exchange information, upon request, as time and departmental priorities permit. Departmental contacts and areas of responsibility are outlined in Exhibit A of this MOU.

C. ITD Responsibilities: ITD will:

1. Provide available departmental information free of charge, in standard format from existing data bases. In cases where new information systems must be developed to accommodate requests, an estimate of the costs to provide this information will first be submitted to ISDA.
2. Identify training needs of its personnel and submit requests for training to ISDA.
3. Provide services for ISDA, as outlined in Exhibit B of this MOU, as departmental goals and priorities permit.

D. ISDA Responsibilities: ISDA will:

1. Provide available departmental information free of charge, in standard format from existing data bases. In cases where new information systems must be developed to accommodate requests, an estimate of the costs to provide this information will first be submitted to ITD.
2. Identify training needs of its personnel and submit requests for training to ITD.

3. Provide services for ITD, as outlined in Exhibit C of this MOU, as departmental goals and priorities permit.

IV. PRESS/PUBLIC INFORMATION RELATIONS:

- A. Whenever a statement, either written or oral, is to be made to the press which mentions or would affect the other department, the affected department, when practical, will be given a copy of the proposed statement or press release or advised of the proposed oral comments before the information is released.
- B. The departments' public information officers will coordinate the exchange of press information and make appropriate distribution.

V. LIMITATIONS:

Nothing in this MOU shall be construed as limiting or expanding the statutory or regulatory responsibilities of ITD or ISDA in performing functions granted to them by law; or as requiring either to expend any sum in excess of its respective legislative budget appropriation. Each and every provision of this agreement is subject to the laws and regulations of the State of Idaho and to the laws and regulations of the United States.

VI. EFFECTIVE DATE:

This MOU shall become effective upon signature by the Directors of ITD and ISDA, and will remain in force until formally terminated by either department after thirty (30) days written notice to the other department of intention of do so.

VII. AMENDMENTS:

Amendments to this agreement may be proposed at any time by either department, and shall be come effective upon mutual approval.

IDAHO TRANSPORTATION
DEPARTMENT

IDAHO STATE DEPARTMENT OF
AGRICULTURE

By: Daniel J. Egan 06/20/2005
Director Date

By: Talbot A. Jorgensen 6-24-05
Director Date

EXHIBIT A

POINTS OF CONTACT

ITD CONTACTS AND TELEPHONE NUMBERS

	TELEPHONE NUMBER
Director (David S. Ekern, P.E.)	334-8807
Chief Engineer, Highway Division (Steve Hutchinson)	334-8802
Assistant Chief Engineer, Operations (Greg Laragan)	334-8535
Administrator, Division of Motor Vehicles (Pamela Lowe)	334-4443
Maintenance Engineer (Dave Jones)	332-7893
Port of Entry Manager/Special Permit Manager (Alan Frew)	334-8694
Economics and Research Manager (Doug Benzon)	334-8602
Public Affairs Officer (Jeff Stratten)	334-8817

DISTRICTS

District 1 Engineer (Scott Stokes)	772-1201
District 2 Engineer (James F. Carpenter)	799-4200
District 3 Engineer (Eric Shannon)	334-8301
District 4 Engineer (Devin O. Rigby)	886-7801
District 5 Engineer (Ed Bala)	239-3327
District 6 Engineer (Tom Cole)	745-5600

ISDA CONTACTS AND TELEPHONE NUMBERS

	TELEPHONE NUMBER
Administrator, Animal Industries Division (Dr. Clarence Siroky)	332-8540
Administrator, Plant Industries Division (Tom Dayley)	332-8620
Bureau Chief, Animal Disease & Surveillance (Dr. Marilyn Simunich)	332-8570
Bureau Chief, Animal Health & Livestock (Dr. Debra Lawrence)	332-8540
Technical Advisor, Animal Health Lab (Sandy Kaufman)	332-8570
Bureau Chief, Bureau of Dairy & Eggs (Marv Patten)	332-8550
Bureau Chief, Bureau of Feeds and Plant Services (Mike Cooper)	332-8620
Bureau Chief, Bureau of Shipping Point Inspections (Lee Stacey)	332-8670
Bureau Chief, Bureau of Weights & Measures (Tom Schafer)	332-8690
Deputy Director and Administrator (Mike Everett)	332-8531
Director (Pat Takasugi)	332-8503
Program Manager, Noxious Weed Management (Matt Voile)	332-8528
Program Manager, Warehouse Control (Russ Dapsauski)	332-8612
Public Information Officer (Wayne Hoffman)	332-8671
Program Manager, Twin Falls (Garry West)	736-2195
Program Manager, Phytosanitary and Export Certification (Eoin Davis)	332-8620

EXHIBIT B

1. ITD will, through its Port of Entry system, inspect vehicles hauling livestock to ensure that the following documents are in order:

- a. Health Certificate
- b. Weigh bill or owner's declaration

Port of Entry personnel will confirm that these documents match the load of livestock being transported. In the event that an inconsistency is discovered, Port of Entry personnel will generate an inspection report and forward it to ISDA, Division of Animal Industries.

2. ITD will, through its Port of Entry system, monitor vehicles transporting agricultural commodities for conformity with state laws and rules. Agricultural commodities that will be monitored include, but are not limited to, honey bees, cottonseed, cottonseed meal, corn, hay, straw, nursery stock, and plant seeds/bulbs.

In the event that violations are discovered, Port of Entry personnel will contact ISDA, Division of Plant Industries, for instructions regarding disposition of the commodity in question. An inspection report will be forwarded to ISDA, Division of Plant Industries.

3. ITD will, through its Port of Entry system, monitor vehicles transporting hay or straw for compliance with state laws and rules regarding licensing as produce dealers. In the event that unlicensed produce dealers are observed, Port of Entry personnel will generate an inspection report and forward it to ISDA, Division of Agricultural Inspections.

4. ITD will, through its Port of Entry system, inspect vehicles hauling hay, straw, and grain for conformity with state laws and rules regarding movement of noxious weeds through interstate transportation of agricultural products, to ensure that appropriate documents are in order. In the event that violations are discovered, an inspection report will be forwarded to the ISDA Noxious Weed Coordinator.

5. ITD will, through its Port of Entry system, monitor vehicles as requested by ISDA.

6. ITD will, at its offices and facilities statewide, provide secure parking for ISDA vehicles as space permits.

EXHIBIT C

1. ISDA will, through its Bureau of Weights and Measures, provide inspection and testing of ITD scales to standards established in National Institute of Standards and Technology (NIST) Handbook 44 at no charge to ITD. In the event that ITD scales do not meet NIST Handbook 44 standards, the Bureau of Weights and Measures will report its findings to ITD and suggest options to gain compliance.
2. ISDA will, through its Bureau of Weights and Measures, provide inspection and testing of ITD petroleum dispensing and delivery equipment at no charge to ITD.
3. ISDA will, through its Bureau of Weights and Measures, provide inspection and calibration of ITD field test weights at no charge to ITD.
4. ISDA will, through its Bureau of Weights and Measures, supply weighmaster information and other technical assistance to operators of ITD scale equipment.
5. ISDA will, through its Bureau of Weights and Measures, provide technical assistance in the purchase of ITD weighing and measuring equipment.
6. ISDA will, through its Bureau of Weights and Measures, provide liaison between ITD and the National Institute of Standards and Technology in establishing and maintaining training courses, including National Conference Training Modules, for ITD personnel.
7. ISDA will, through its Division of Animal Industries, provide technical assistance, report forms, postage-paid envelopes, current telephone numbers, and training to ITD personnel to aid in monitoring the livestock growing and livestock transportation industries.
8. ISDA will, through its Division of Plant Industries, provide technical assistance (including quarantine information), report forms, postage-paid envelopes, current telephone numbers and training to ITD personnel to aid in monitoring the apiarian, and plant (including seed, nursery stock) growing and transportation industries.
9. ISDA will, through its Division of Plant Industries, provide technical assistance, copies of current certification and transit forms, postage-paid envelopes, current telephone numbers, and training to ITD personnel to aid in preventing the spread of noxious weeds by farm product transportation industries.
10. ISDA will, through its Division of Agricultural Inspections, provide technical assistance, report forms, postage-paid envelopes, a current list of licensees with phone numbers, and training to ITD personnel to aid in monitoring licensed produce dealers.

115.9 Dept of Ag Movement Form – Information Required

Light Blue areas of the Department of Agriculture on-line form are to be completed for all commodities being hauled. Tab to the next field to data enter the required information. See Exhibit 1

A) Trucking Company Name

Name of the trucking company that is hauling the load.

B) Address

Address of the trucking company that is hauling the load.

C) Phone

Phone number of the trucking company that is hauling the load.

D) Driver's Name

Name of the Driver of the vehicle, Last name first.

E) Driver's License # & State of Issue

The driver's license number and the state of issuance of that driver's license.

F) Company Vehicle Unit #

Unit number of the power unit.

G) Power Unit Plate # & Issue State

Plate number and Issuing state of the power unit.

H) Power Unit Color

Color of the power unit.

I) Power Unit Make

Make of the power unit.

FRHT.....Freightliner

INTL.....International

PTRB.....Peterbuilt

WSTR.....Western Star

WHGM.....White GMC (1988 & later)

J) Commodity

Commodity being hauled.

K) Weighbill # or Bill of Lading #

Type in number on either the weighbill or the bill of lading document.

Tab to the appropriate box and click on **Ranch/Farm**, **Salesyard**, or **Dairy** for the source of the load.

L) Shipped by

Name of the shipper. This may or may not be the same as the carrier's trucking company name.

M) Address of Shipper

Address of the shipper. This may or may not be the same as the carrier's trucking company address.

N) Destination

This is the destination for the load.

O) Address of Receiver

This is the address of the receiver at the destination of the load.

Tab to the appropriate box and click on either **Ranch/Farm, Sales, Packing, Dairy, or Feedlot** as the destination of the load.

Tab to **Reason for Movement** and click on appropriate box either, **Feeding, Breeding, or Slaughter**. In **Other** you must type in the info.

Tab to **Health Certificate** and click on appropriate box **Yes** or **No**.

Tab to **Health Permit** and click appropriate box **Yes** or **No**.

P) Health Permit #

If there is a Health Permit, place that Health Permit number here.

Tab to **Brand Certificate** and click appropriate box **Yes** or **No**.

Q) Brand #

If there is a Brand Number, place that Brand Number here.

Tab to **Written Permit (Intrastate Only)** and click appropriate box **Yes** or **No**. The Written Permit allows someone else to legally haul the livestock of another individual.

This is not for hire usage.

Tab to the appropriate listing for Livestock.

R) Cattle, Beef, Dairy, Sheep, Swine, Goats, Horses, Other Species

Indicate the number of livestock being hauled in this load using the same Health Certificates, Health Permits, Brand Certificates or Written Permits.

S) Other Species

Other Species (Elk, Caribou, Llamas, etc.) should be listed as to type and number.

T) Signature of

Not required at this time for electronic copies

Tab to appropriate box and click on either **Owner, Agent** or **Trucker** to identify whom the information is from.

U) Address

Address of the Owner, Agent or Trucker.

V) Purchased From

Indicate from whom the Agricultural Commodities were purchased.

W) Address

Indicate the address of the previous owner.

Tab to appropriate box and click on either **For Resale, Own Use, hauling for Self, or Hauling for Hire.**

If applicable, Tab to **Hay Certified Weed Free?** And click appropriate box **Yes** or **No.**

X) Date

Indicate the date that you, the POE Inspector, are viewing the paperwork.

Y) Time

Indicate the time that you, the POE Inspector, are viewing the paperwork.

Z) Location

Indicate the location where you, the POE Inspector, are viewing the paperwork.

AA) POE Officer Badge Number

Indicate the badge number of the POE Inspector viewing the paperwork.

BB) Comments

Make any comments needed, such as the Department of Agriculture person to whom you spoke.

CC) Date Contacted

Indicate the date you contacted a Department of Agriculture person concerning this viewed paperwork.

Distribution of form is as follows:

- Agency retain 1 copy
- Department of Agriculture/Idaho brand Board email 1 copy

Exhibit1

PORT OF ENTRY
Idaho Transportation Department
DEPARTMENT OF AGRICULTURE



CARRIER INFORMATION					
TRUCKING COMPANY NAME [A]					
ADDRESS [B]				PHONE [C]	
DRIVER DATA					
DRIVER'S NAME [D]			DRIVER'S LICENSE # & STATE OF ISSUE [E]		
VEHICLE DATA					
COMPANY VEHICLE UNIT # [F]		POWER UNIT PLATE # & ISSUE STATE [G]			
POWER UNIT COLOR [H]		POWER UNIT MAKE [I]			
LOAD DATA					
COMMODITY [J]	WEIGHBILL # OR BILL OF LADING # [K]		RANCH/FARM <input type="checkbox"/>	SALESYARD <input type="checkbox"/>	DAIRY <input type="checkbox"/>
SHIPPED BY [L]			ADDRESS OF SHIPPER [M]		
DESTINATION [N]			ADDRESS OF RECEIVER [O]		
RANCH/FARM <input type="checkbox"/>	SALES <input type="checkbox"/>	PACKING <input type="checkbox"/>	DAIRY <input type="checkbox"/>	FEEDLOT <input type="checkbox"/>	
ANIMAL INDUSTRIES/LIVESTOCK (332-8540) BRAND INSPECTION (BOISE 884-7070) (CALDWELL 459-4231 WEEKENDS & AFTER 5)					
REASON FOR MOVEMENT:	FEEDING <input type="checkbox"/>	BREEDING <input type="checkbox"/>	SLAUGHTER <input type="checkbox"/>	OTHER	
SHIPMENT ACCOMPANIED BY					
HEALTH CERTIFICATE <input type="checkbox"/> YES <input type="checkbox"/> NO		HEALTH PERMIT <input type="checkbox"/> YES <input type="checkbox"/> NO		HEALTH PERMIT # [P]	
BRAND CERTIFICATE <input type="checkbox"/> YES <input type="checkbox"/> NO		BRAND # [Q]		WRITTEN PERMIT (INTRASTATE ONLY) <input type="checkbox"/> YES <input type="checkbox"/> NO	
CATTLE [R]	DAIRY [R]	SHEEP [R]	SWINE [R]	GOATS [R]	HORSES [R] OTHER SPECIES [S]
I hereby certify that I am the owner or in lawful possession of the livestock described above, and that the above statements are true and understand that it is unlawful to divert this shipment to any place other than the destination stated above.					
SIGNATURE OF [T]			OWNER <input type="checkbox"/>	AGENT <input type="checkbox"/>	TRUCKER <input type="checkbox"/>
ADDRESS [U]					
AGRICULTURAL INSPECTIONS (332-8660)					
PURCHASED FROM [V]			ADDRESS [W]		
FOR RESALE <input type="checkbox"/>	OWN USE <input type="checkbox"/>	HAULING FOR SELF <input type="checkbox"/>	HAULING FOR HIRE <input type="checkbox"/>		
PLANT INDUSTRIES (332-8620 Boise & 736-2195 Twin Falls)					
Some commodities have special requirements to enter Idaho. Please refer to the Idaho State Department of Agriculture Port of Entry Manual commodity list.					
HAY CERTIFIED WEED FREE? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DATE [X]	TIME [Y]	LOCATION [Z]		POE OFFICER [AA] BADGE #	
COMMENTS: PERSON/AGENCY CONTACTED [BB]				DATE CONTACTED [CC]	
DISTRIBUTION: POE RETAIN 1 COPY FOR ANIMAL INDUSTRIES EMAIL 2 COPIES, FOR PLANTS EMAIL 1 COPY, FOR AGRICULTURE INSPECTION EMAIL 1 COPY					

115.10 THE MOTOR CARRIER RULES (IDAPA 11.13.01)

These rules are found in a separate pdf file attached to this POE Procedure Manual.

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Katie Tolman	June 20, 2016
			Challis Phipps	September 19, 2016
		September 2017	Challis Phipps	September 2017
		November 2017	Challis Phipps	November 21, 2017
Karl Allen	Update	April 2018	Leslye Nelson	July 2018

Chapter 116 Reporting Guidelines & Definitions

Version 1.3 | January 2020



YOUR *Safety*



YOUR *Mobility*



YOUR *Economic Opportunity*



Reporting Guidelines and Definitions

PROCEDUR STEPS:

116.0 REPORTING GUIDELINES & DEFINITIONS

116.1 Reporting Guidelines

The following are definitions as they pertain to the POE Activity Log, ITD-4811, as completed by POE Inspectors daily using the activity log section of C-View in the CRS system.

WEIGH—PLATFORM: Only motor vehicles that pass over a platform or static scale may fall into this category. In addition, an Inspector must do one of the following to have a vehicle qualify as a weighment:

1. Stop-axle weigh the motor vehicle, and produce a printed report of the motor vehicle's weight; or
2. Allow the motor vehicle to roll across the platform scale and record the axle weights on an adding machine; or
3. Monitor axle weights as the motor vehicle passes over the platform scale to ensure compliance with axle weight limitations, but without recording the weight in written form.

Motor vehicles not observed by an Inspector are not recorded as "Vehicles Weighed on the Platform Scale."

WEIGH—PORTABLE: Motor vehicles counted in this category include:

1. Vehicles weighed on sets of portable scales; or
2. Vehicles whose On-board scales are verified; or
3. Vehicles whose weight slips from certified scales are verified.

WEIGH-IN-MOTION: Only motor vehicles listed below qualify in this category:

1. Motor vehicles allowed to legally by-pass on the mainline of a Port of Entry through the use of transponders; or
2. Motor vehicles which have been indicated by an electronic ramp sorter to travel in the by-pass lane of a two lane Port of Entry ramp; or
3. Motor vehicles processed through the use of any portable Weigh-in-Motion system.

Lewiston WIM counts. An Activity Log will be done for both directions that will split all activity to the specific locale 0223 NB/WB and 0224 SB/EB. The counts for the WIM on their respective Activity Log will show all green lights given for both directions. With the remainder of the vehicles that come in and through the Port a determination will then be given for those weighed and those not weighed, and those that use the internal bypass lanes will not be assessed.

TRAVEL AUTHORIZATIONS: A written clearance of the overweight vehicle/load issued by POE personnel. Duration of the Travel Authorization is not to exceed the time required to reach the nearest safe point of legalization.

OVERLOAD—OFFLOAD: The removal of cargo from a motor vehicle to bring the vehicle within the legal limits established by Idaho Code.

OVERLOAD—SHIFTED: The movement of cargo by the movement of the axles to legalize a load.

PARKED / FMCSR: Any driver or motor vehicle that is parked for any out-of-service criteria. This should include log book violations, driver disqualification, or hazardous materials problems.

COUNT—TRUCKS: This is the total motor vehicles count for a given period of time.

A. For a Port using a Weigh-in-Motion system as indicated on the SPARC system, this total should include the following:

1. Motor vehicles weighed on platform scales or portable scales; and
2. Motor vehicles recorded in the by-pass lane; and
3. Motor vehicles weighed on Weigh-in-Motion systems that tell these motor vehicles to bypass the Port of Entry on the mainline.

B. For a Port not using a Weigh-in-Motion system, this total should include the following:

1. Motor vehicles weighed on platform scales or portable scales; and
2. Motor vehicle rollover weights not observed by an Inspector on the platform scales.

The sum of the individual categories must never exceed the total count. The sum may also be derived from any electronic means of counting individual motor vehicles installed in the ramps of a Port of Entry.

MEASURE—TRUCKS: Report vehicles measured when physically measured by a tape measure. Do not include measurements from painted lines on the ramp. If it is not a measurement that would withstand court scrutiny, it is not a measurement.

INSPECTIONS:

Physically walk around and inspect a vehicle or vehicle combination, and examine safety aspects of the vehicle/load. Inspecting driver and vehicle for proper credentials to ensure proper license class and endorsement and adherence to restrictions and using ILETs to ensure driver is qualified to operate a commercial vehicle. Driver inspection also includes determining adherence to hours of service regulations.

INTERSTATE: A vehicle hauling commodities across state lines; or within a single state when the transportation is part of an interstate or international shipment; or between the United States and other countries.

WARNINGS—WRITTEN: The only warnings recorded are written warnings that have been entered in the PE89 warning card screen. All handwritten warnings should be entered into PE89.

CONTACT REPORTS: These are the specific, completed, Contact Reports, ITD Form 4841.

SUSPENSE: An Inspector works with or processes a carrier on suspense, whether the Inspector or another Inspector at his/her Port of Entry collects monies owed at his/her Port of Entry or the monies are collected elsewhere, or no monies are collected.

VIOLATIONS CITED: Number of violations cited on a citation. Example: A multiple citation with one primary and three additional violations is recorded as four violations cited.

AGRICULTURAL INSPECTIONS: There is only written forms for agricultural inspections, which includes livestock inspections, plant inspections, corn bore certificate checks, cottonseed certification checks, logs, etc.

Special PERMITS: All special permits issued by an Inspector as authorized in Section 49-1004 Idaho Code, whether or not money is collected, are counted. This includes corrections to special permits.

VEHICLE TRAFFIC STOPS: This includes bypass stops and vehicle safety stops.

REGISTRATIONS PROCESSED: This is to be counted on a per vehicle basis, including the following: IRP Registrations, Full Fee Registrations, Fuel Applications, Temporary Weight Increase Permits, HVUTs processed, Hazardous Materials Endorsements, and corrections to registrations.

COMPUTER OBSERVATIONS: This should be the number of observations entered into the computer on PE80.

OFFICIAL ASSISTANCE: Assistance is provided at any time to POE Rovers via radio or telephone or to any enforcement agency. Examples: Registration checks and Driver License checks.

PUBLIC ASSISTANCE: While on official duty, provide assistance to the general public. This includes but is not limited to:

1. Providing information (either in person or on the phone) on weather and road conditions, nearest repair facilities, tourist attractions, restaurants, motels, and fuel stations.
2. Providing motorist assists in the POE area or motorist assists on the road. Notifying law enforcement agencies of accidents and stranded motorists.
3. Answering general questions on size and weight requirements, registration-related questions not directly associated with actual registration processing, federal and Idaho Codes on equipment and safety requirements, etc.

Exhibit A

ITD-4811
6/98
27-300050-5

PORT OF ENTRY ACTIVITY LOG

BADGE #		BADGE #		PORT #		DATE :	
LOCATION 1		ROUTE		COMMENT		SHIFT / TIME CODE (CIRCLE ONE)	
LOCATION 2		ROUTE		COMMENT		1 GRAVEYARD	
LOCATION 3		ROUTE		COMMENT		2 DAY	
						3 SWING	
						4 OTHER	
						5 COURT / NON-ENFORCEMENT	
Code	ACTIVITY CODE (Refer to Procedure Manual for Definitions)	Code	LOCATION 1	Code	LOCATION 2	Code	LOCATION 3
10	WEIGHT-PLATFORM	10		10		10	
12	WEIGHT-PORTABLE	12		12		12	
13	WEIGH-IN-MOTION	13		13		13	
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PE71 Port-of-entry log screen

MAP1681 PE71 IDAHO TRANSPORTATION DEPARTMENT PREV MCIS 04/26/2012
DPE01071C3 173 PE3 MOTOR CARRIER INFORMATION SYSTEM KEPT MCIS 10:27:24
OPERATOR: PORT-OF-ENTRY LOG ACTIVITY OFFICER:

BADGE NO: LOCATION: DATE: MM/ DD/CCYY SHIFT: DOW:
 BASEPORT STATION: ROUTE: MILEPOST:
 COMMENT:

ACTIVITY #COMPLETED	ACTIVITY #COMPLETED	ACTIVITY #COMPLETED
WEIGH PLAT(10)	WEIGH PORT(12)	WIM(13)
TRAV AUTH(14)	OFF LOAD(15)	LOAD SHIFT(16)
OUT OF SER(17)	TRUCK CNT(18)	TRUCK MEAS(19)
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SUSPENSE(29)	BOND COURT(30)	VIOLATIONS(31)
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ENT INQ 1 > 2 < 4 UPD 5 ADD 6 DELETE 8 KEEP 10 CUST
 12 MINQ 13 PREV 19 REF 20 BACK 21 MENU 22 CINC 3 CONFIRM

116.2 Common POE Definitions

AGRICULTURAL PRODUCTS means the following unprocessed products:

(a) Agricultural, horticultural, floricultural and viticultural products;

(b) Fruits and vegetable products;

(c) Field grains, seeds, hay, sod and nursery stock, and other plants, plant products, plant byproducts, plant waste and plant compost;

(d) Livestock, dairy animals, swine, furbearing animals, poultry, eggs, fish and other aquatic species;

(e) Other animals, animal products and animal byproducts, animal waste and animal compost; and

(f) Bees, bee products and bee byproducts.

APPLICATION FOR TITLE: Document that indicates a title to a vehicle has been applied.

APPORTIONED: Synonymous with IRP (International Registration Plan). A Multi-jurisdictional reciprocity agreement for licensing vehicles operating in two (2) or more member jurisdictions.

BILL OF SALE: Document showing ownership of the vehicle has changed. A Bill of Sale must contain at a minimum, the name of the buyer, name of the seller, seller's signature, complete vehicle description (year, make, vehicle identification number), purchase price and purchase date of the vehicle.

BOOSTER AXLE: Typically an axle located at the end of a vehicle combination, that can be raised or lowered but is not controlled by a pressure regulator valve.

BUS: A motor vehicle designed for carrying more than 10 passengers and used for the transportation of persons. "Bus" is defined in the IRP as a motor vehicle designed for carrying more than 10 passengers and

used for the transportation of persons. Motor bus carriers may declare mileage by using the total of all actual, in-jurisdiction miles, or by using a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the farthest point of destination.

BYPASS: Failure of a vehicle to stop at an open Port of Entry or checking station when required to do so as specified in Section 40-511, Idaho Code.

- It shall also be interpreted to mean those times when a vehicle is observed leaving the main highway after encountering POE regulatory signing. If the vehicle leaves the highway in advance of this signing it is not to be considered a bypass.

CAB CARD: A registration card or license issued to a vehicle and registrant which authorizes operation of the vehicle on the highways.

CARRIER: An individual trucker or trucking company. (See **MOTOR CARRIER**)

COMBINATION OF VEHICLES: The truck tractor and one or more trailers or semi-trailers.

COMBINED GROSS VEHICLE WEIGHT: The total weight of the combination of vehicles and their load.

COMMERCIAL DRIVERS LICENSE: Any class A, Class B or Class C driver's license

COMMERCIAL MOTOR VEHICLE: Any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle falls under one of the following criteria:

1. 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.
2. Is designed or used to transport more than eight passengers (including the driver) for compensation.
3. Is designed or used to transport more than 15 passengers, including the driver, not for compensation.
4. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and that is transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, Chapter I, Subchapter C.

COMMODITIES: Cargo hauled on a vehicle.

COMMON CARRIER: Any motor carrier which holds itself out to the general public to engage in the transportation by motor vehicle of passengers or property for compensation.

CONTRACT CARRIER: Any motor carrier transporting persons or property for compensation or hire under contract to a particular person, firm or corporation.

CREDENTIALS: Registration, plates, and stickers that validate a vehicle license.

CUSTOMER: Anyone with whom you come into contact as a representative of the Department.

CUSTOMER SERVICE: Treating a customer in a courteous, professional, and timely manner within the confines of applicable laws, rules, and regulations.

DEFENSE HIGHWAY: Interstate only in Idaho Code 49-1001

DESIGNATED AGENT: As used for the definition in Idaho Code 49-1011(3) for farm vehicles and refuse or sanitation trucks is any person or persons or legal entity that has been assigned, by contract or verbal or written action to act on the behalf of the first person or entity.

DOT NUMBER: Number issued by the Federal Motor Carrier Safety Administration (for interstate carriers) or the Idaho State Police, Commercial Vehicle Safety Office (for intrastate carriers). This number is used for purposes of tracking safety and vehicle inspections. It is generally issued to interstate carriers with vehicles over 10,000 pounds and intrastate carriers with vehicles over 26,000 pounds, with some exceptions.

EIN: A nine-digit number assigned by the Internal Revenue Service to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes.

EMS: Emergency Medical Service. The \$1.25 fee assessed to all full fee power units.

ENFORCEMENT: All actions by the state to obtain compliance with size and weight requirements by all vehicles operating on the FA Interstate, primary, urban, and secondary system. (Code of Federal Regulations, 657.3 definitions.)

FACTORY PRICE: The manufacturer's retail price, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle.

FARM VEHICLE: A vehicle or combination of vehicles owned by a farmer or rancher, or by their designated agent, which are operated over public highways, and used exclusively to transport unprocessed agricultural products raised, owned and or grown by the owner of the vehicle to market or place of storage; and shall include the transportation by the farmer or rancher of any equipment, supplies or products purchased by that farmer or rancher for his own use, and used in the farming or ranching operation or used by a farmer partly in transporting agricultural products or livestock from the farm of another farmer that were originally grown or raised on the farm, or when used partly in transporting agricultural supplies, equipment, materials or livestock to the farm of another farmer for use or consumption on the farm but not transported

for hire, and shall not include vehicles of husbandry or vehicles registered pursuant to sections 49-402 and 49-402A, Idaho Code.

FLEET: One or more apportionable vehicles. (for purposes of IRP, a fleet is determined by the jurisdictions for which a carrier's vehicles are registered.)

FOREST PRODUCTS: All products derived from trees including, but not limited to, saw logs, veneer logs, poles, cedar products, pulp logs, fence posts, wood chips and every form into which a fallen tree may be cut before it is manufactured into lumber or run through a processing mill or cut into cordwood, stove wood or hewn ties.

FOREIGN FULL FEE: Registration issued to vehicles based in jurisdictions, other than Idaho which pay the full Idaho registration fees rather than permitting or apportioning.

FREE FLOW AGREEMENTS: Special agreements between jurisdictions, or parts of other agreements, that allow vehicle to operate "free" of registration fees in the signatory jurisdictions, other than the base jurisdiction.

FUEL PERMIT: See IFTA.

FULL FEE: Type of registration program for vehicles registered for Idaho only.

FULL TRAILER: A vehicle without motive power designed for carrying persons or property, being drawn by a motor vehicle, and so constructed that no part of its weight rests upon the towing vehicle.

FULLY RAISED: The Variable Load Suspension (VLS) axle is in an elevated position preventing the tires on such axle from having any contact with the roadway.

FULLY DEPLOYED: The Variable Load Suspension (VLS) axle is supporting a portion of the weight of the loaded vehicle as controlled by the preset pressure regulator valve.

GCW: Gross Combined Weight – the weight of a combination of vehicles without load, plus the weight of any load on that combination.

GCWR: Gross Combined Weight Rating – the value as specified by the manufacturer as the maximum loaded weight of a combination (articulated) vehicle. In the absence of a value specified by the manufacturer, GCWR will be determined by adding the GVWR of the power unit and the total weight of the towed unit(s) and any load thereon or registered weight rating whichever is greater.

GVWR: Gross Vehicle Weight Rating is the manufacturer's assigned weight rating for the vehicle (truck/bus/trailer), not the vehicle's registered weight. On trucks, the GVWR is usually found on a metal plate inside the driver's door. On trailers, it may be anywhere, but is commonly found on the front of the

trailer on the driver's side. For weight enforcement purposes, the actual weight of the vehicle with its current load will be used in place of GVWR.

GROSS WEIGHT: The weight of a vehicle or combination of vehicles plus the weight of any load thereon.

HARVEST SEASON (Idaho Code 49-674):. Harvest season for the purpose of vehicles transporting agricultural products shall be year round.

HAZARDOUS MATERIALS: Useful products which, because they are flammable, toxic, corrosive, explosive or have other dangerous properties, pose a significant risk to health, safety or property when transported.

HAZARDOUS WASTE: A material that is subject to Hazardous Waste manifest regulations of the EPA due to the type and quantity of the material.

HIGHWAY: The entire width between the boundary lines of every publicly maintained way when an part is open to the use of the public for vehicular travel, with jurisdiction extending to the adjacent property line, including sidewalks, shoulders, berms, and rights-of-way not intended for motorized traffic. The term street is interchangeable with highway.

HOUSEHOLD GOODS CARRIER: Carriers handling (1) personal effects and property or to be used in a dwelling; (2) furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals or other establishments. "Household Goods Carriers" are defined in the IRP as carriers handling (1) personal effects or property to be used in a dwelling; (2) furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, including objects of art, displays and exhibits which because of their unusual nature or value require the specialized handling and equipment usually employed in moving household goods; and shall include owned or leased equipment and their entire service representative family.

HVUT: Federal Hheavy Vehicle Use Tax charged on vehicles 55,000 lbs. and over.

HYDRAULIC AXLE: An axle operated by the resistance offered or the pressure transmitted when a quantity of liquid (such as water or oil) is forced through a comparatively small orifice or through a tube.

IDENTIFICATION: Term used to describe license plates, stickers, and registration.

IFTA: International Fuel Tax Agreement. Permits are issued to carriers operating in more than one IFTA jurisdiction.

INTERSTATE CARRIER: A carrier that does one of the following:

- Operates across the state line.

- Crosses the state line and goes through Idaho or is involved in the transportation of interstate commodities.
- Crosses the state line, drops off one load, picks up another load and goes back.
- Crosses the state line, picks up a load, and goes back out.
- Does not drive across the state line but does pick up and deliver freight destined to, or originating outside of, Idaho.

INTRASTATE CARRIER: A carrier that does one of the following:

- Operates point-to-point in Idaho.
- Is picking up a load in one place and delivering it to another place in Idaho, or that is working in Idaho.
- If a commercial vehicle is over 10,000 pounds (as defined as a commercial motor vehicle in FMCSR 390.5) and is in the state overnight in the furtherance of its business, it is required to license or purchase temporary permits. All other vehicles through 26,000 pounds will be granted free flow. (Title 49 FMCSR 390.5.)

INTERSTATE MOVEMENT: A vehicle hauling commodities across state lines; or within a single state when the transportation is part of an interstate or international shipment; or between the United States and other countries.

JURISDICTION: A state, province, territory or foreign country.

LEASE: A written document vesting exclusive possession, control of and responsibility for the operation of the vehicle to the lessee for a specific period of time.

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 operations

LIVESTOCK: Farm or game animals, including fish and poultry.

MAXIMUM GROSS WEIGHT: The scale weight of a vehicle, equipped for operation, plus the maximum load to be carried as declared by the owner. The term “maximum gross weight” means the combined gross weights of all vehicles in the combination.

MOTOR CARRIER: An individual, partnership, corporation or other legal entity engaged in the transportation of persons or property in the furtherance of a business or for hire.

MOTOR CARRIER MC NUMBER: This is a 6 or 7 digit number issued to carriers who apply for interstate operating authority.

MEMBER JURISDICTION: An International Registration Plan jurisdictional member.

MILEAGE: As recorded from individual vehicle mileage records, a compilation of the actual operation of apportioned fleets of vehicles.

MOBILE HOME TOTER: Every motor vehicle designed and used for drawing manufactured homes and not so constructed as to carry any load thereon, or any part of the weight (except for the towing device) of any manufactured home so drawn.

MOTOR CARRIER: The Motor Carrier Unit licenses commercial & noncommercial vehicles, issues IFTA permits, trip permits, hazardous materials endorsements, etc. This section is made up of three units: Full Fee, IRP, and Counter Operations.

MOTOR VEHICLE: Every vehicle which is self-propelled by power other than muscular power.

NON-COMMERCIAL VEHICLE: Shall not include those vehicles required to be registered under Sections 49-402 and 49-402(a), Idaho Code, and means all other vehicles or combinations of vehicles which are not commercial or farm vehicles, but shall include those vehicles having a combined gross weight not in excess of 60,000 lbs. and not used in the furtherance of a business or occupation for compensation or profit or for transporting goods for other than the owner.

NON-REDUCIBLE: A load that consists of a single piece. (A machine and its accessories loaded separately are also considered non-reducible.)

OVERHANG: Load, or portion thereof, which extends beyond the legal limits established in Section 49-1010 Idaho Code.

OVERLEGAL: Any motor vehicle, vehicle combination or load on such, which exceeds the limits established in Idaho Code.

OWNER: Any person, firm or corporation, other than a lienholder, holding legal title to a vehicle.

PARKED FOR REPAIR: For the purposes of this policy (found in Chapter 15), this term shall mean parking a motor vehicle, trailer, or semi-trailer due to the condition of equipment on such vehicle. This equipment includes, but may not be limited to, lamps, brakes, tires, and wheels. Once parked for repair, the vehicle may not be moved until minimum repairs have been made as outlined on form ITD-4803, Warning Ticket. **Drivers can also be parked for repair due to hours-of-service violations.**

PERISHABLE COMMODITY: Any product that could be damaged, spoiled, or destroyed by a delay to market or job site. This includes hot asphalt (not cold mix or reclaimed), concrete, livestock, fresh milk, fresh fruit, and produce.

POWER UNIT: Bus, Truck, Truck-Tractor, Road Tractor or Tractor.

POWER OF ATTORNEY: A legal document authorizing one person to act on behalf of another (certain restrictions may be identified).

PRECEDING YEAR: The period of twelve (12) consecutive months immediately prior to July 1 of the year immediately preceding the commencement of the registration or license year.

PRIVATE CARRIER: A person, firm or corporation which utilizes its own trucks to transport its own freight.

PROJECT CHOICE FEE: A \$3.00 fee collected on power units 60,000 lbs or less for the Department of Law Enforcement.

PROPERLY REGISTERED VEHICLE: A vehicle which has been registered in full compliance with the laws of all jurisdictions in which it is intended to operate.

PROOF OF PURCHASE: Bill of sale, application of title, or title that identifies the new owner and the vehicle.

PURCHASE PRICE (VEHICLE): For purposes of IRP registration, the actual purchase price, if reasonable, of a vehicle including the value of any trade-in or other valuable consideration, cost of accessories and modifications. Excluded are applicable federal excise taxes, state and local sales or use taxes, transportation or shipping costs, or preparatory or delivery costs.

RECIPROCITY: The reciprocal granting of rights and/or privileges to vehicles properly registered under the IRP and to vehicles not so registered if such vehicles are subject to separate reciprocity agreements, arrangements, declarations or understandings.

REGISTERED MAXIMUM GROSS WEIGHT: The maximum gross weight on the registration as declared by the owner at the time of registration or renewal of registration.

REGISTRATION/CAB CARD: The registration certificate(s) and license plate(s) issued under the laws of Idaho pertaining to the registration of vehicles.

REGISTRATION FEE: The total fee required under the laws of each jurisdiction for each vehicle at the regular annual or unexpired portion of the registration year.

RETRACTABLE AXLE: An axle which can be separately raised and lowered by the driver of the vehicle, but which may not have its weight-bearing capacity regulated.

ROAD TRACTOR: Every motor vehicle designed and used for drawing other vehicles and not so constructed as to carry any load thereon either independently or any part of a vehicle or load so drawn.

SAFE POINT OF LEGALIZATION: That point where qualified persons, equipment, or material exist to safely shift, off load, or transfer cargo from an overlegal vehicle to a place of secure storage or another vehicle. In the case of a transfer to another vehicle, the vehicle must be properly maintained, registered and, if transporting hazardous waste or materials, conform to all regulations as found in 49 CFR.

SEMITRAILER: A vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its load rests upon, or is carried by, the towing vehicle.

SINGLE STATE REGISTRATION SYSTEM (SSRS): An authority registration program for carriers operating interstate, for-hire, hauling non-exempt commodities.

SPECIAL FUELS: Fuels other than gasoline.

TEMPORARY PERMIT: Is either a permit issued by a jurisdiction in lieu of regular registration or reciprocity or a permit to exceed the registered gross weight of the vehicle.

TITLE: Document issued to a vehicle to indicate ownership.

TRACTOR: Every motor vehicle designed and used primarily for drawing other vehicles, but not so constructed as to carry a load other than part of the weight of the vehicle and load so drawn.

TRAFFIC STOP: An attempt to stop and the actual stop, by trained and authorized POE personnel, of a vehicle that has bypassed.

TRAILER: Every vehicle without motive power designed to carry property or passengers and to be drawn by a motor vehicle.

TRANSPONDER: An electronic device that when placed on the windshield transmits a signal to a transponder reader. The registration information is entered into the Transponder Database in MCIS PE96. When properly licensed, with applicable permits, and with no size or weight problems, the transponder transmits its data and receives back a signal allowing the vehicle to legally bypass an open port of entry equipped with Weigh-in-Motion technology.

TRANSPORTER PLATE: (IDAPA 39.02.60.) Unladen trailers under two thousand (2,000) pounds may be moved by a manufacturer, transporter, dealer, or employee for demonstration purposes only upon registration and payment of an annual fifteen dollar (\$15) transporter plate fee to the Department's Dealer Operations Unit, or by purchase of a single trip permit. These plates may be used on boat trailers and utility trailers for demonstration purposes. Transporter plates may be moved by registrants from one unladen trailer to another during the validation period. Idaho does not have reciprocity with any other jurisdiction in the honoring of any transporter plate from any other jurisdiction.

TRUCK: Every motor vehicle exceeding 8,000 lbs gross weight, designed and used primarily for the transportation of property.

TRUCK TRACTOR: Every motor vehicle designed and used primarily for drawing other vehicles, and so constructed as to carry a load other than a part of the vehicle and load so drawn.

TVC: Temporary Vehicle Clearance authorizes operation of a vehicle for up to 45 days until registration and plates can be issued. (May be referred to in other jurisdictions as Temporary Authority – TA or Temporary Operating Authority – TOA.)

UCR: Unified Carrier Registration

UNLADEN WEIGHT: The weight of a vehicle fully equipped for service excluding the weight of any load.

USE FEE – ROAD USE FEES: Road use fees for vehicles moving non-reducible vehicles and/or loads are separate fees paid above and beyond the registration fees. The road use fees are collected on a single trip permit at the time it is issued/picked up. The road use fees for annual permits are reported (laden miles only) and paid on a statement quarterly.

UTILITY TRAILER: Trailer constructed for the purpose of carrying property and not to exceed 6,000 pounds declared gross vehicle weight.

VARIABLE LOAD SUSPENSION (VLS) AXLE: An axle or axles designed to support a part of the vehicle and load and which can be regulated (by a pressure regulator valve) to vary the amount of load supported by such an axle or axles, and which can be deployed or lifted by the operator of the vehicle. All variable load suspension axles shall be designed to be self-steering; provided however, variable load suspension axles that are within sixty (60) inches of a drive axle or are within sixty (60) inches of a trailer axle, need not be self-steering.

VEHICLE: Every device in, upon or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon rails or tracts.

VEHICLE CONFIGURATION: The actual number of vehicles in the configuration, i.e., truck tractor and 3 trailers; or truck tractor and two trailers.

VEHICLE IDENTIFICATION NUMBER (VIN): The number and letters generally assigned to a vehicle by the manufacturer for the purpose of titling and registering.

OTHER DEFINITIONS ARE LISTED UNDER THESE REFERENCES:

- Idaho Code, Title 49, Chapter 1
- Overlegal Permit Conditions Manual, Chapter 1
- Federal Motor Carrier Safety Regulations (not all inclusive):
 - 367.1, Standards for Registrations with States
 - 372.107, Exemptions
 - 376.2, Leasing Regulations
 - 380.105, Longer Combination Vehicle
 - 382.107, Controlled Substances
 - 383.5, Commercial Driver's License Standards
 - 383.91, Commercial Motor Vehicle Groups
 - 385.3, Safety Fitness Procedures
 - 390.5, Federal Motor Carrier Safety Regulations
 - 393.5, Parts and Accessories
 - 395.2, Hours of Service
 - FMCSR Glossary of Terms
- 49 Code of Federal Regulations, Parts 100 to 185
 - 171.8, Definitions and Abbreviations
 - 172.202, Description of Hazardous Material on Shipping Papers
 - 172.504, General Placarding Requirements

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Ryan Tolman	June 2016
		September 2017	Challis Phipps	August 2017
		November 2017	Challis Phipps	November 21, 2017
		November 2018	Leslye Nelson	January 2018
Karl Allen	Update	December 2019		

Chapter 117 Reference

Version 1.2 | January 2020



YOUR *Safety*



YOUR *Mobility*



YOUR *Economic Opportunity*



Chapter 117 Reference Manuals/Guides/Web Links

PROCEDURE STEPS:

117.0 REFERENCE MANUALS / GUIDES / WEB LINKS

117.1 Employee Links

<u>DESCRIPTION</u>	<u>WEB ADDRESS</u>
ITD Traveler Services	http://511.idaho.gov/
CRS	https://crs.idaho.celtic-host.com/IDEnterprise/
Lexis Nexis	https://agency.vitalchek.com
CVIEW	_https://crs.idaho.celtic-host.com/IDEnterprise/
ITRPS	www.permits4idaho.com
Division of Human Resources	https://itdgov.sharepoint.com/sites/HR
ILETS	https://164.165.218.121/ilets/
Idaho Legislature	http://www.legislature.idaho.gov/
ITD Advantage	https://itdgov.sharepoint.com/sites/Financial/
ITD Transporter	http://itdportal/Pages/default.aspx

Job

Descriptions/Openings

<https://www.governmentjobs.com/careers/idaho?department%5b0%5d=Idaho%20Transportation%20Department&sort=PositionTitle%7cAscending>

Employee Paystub

<https://ipops.sco.idaho.gov/defaultweb.nsf/mainframeset.htm>

Advantage

Timesheet Login

<https://advantage.itd.state.id.us/PRDESS1X1/ESS>

117.2 Equipment

DESCRIPTION**WEB ADDRESS**

NHTSA Equipment
Regulations

<http://nhtsa.gov/>

(click on the "vehicles & equipment" tab)

J J Keller

<http://www.jjkeller.com/>

Title 49 Part 571

[http://www.access.gpo.gov/nara/cfr/waisidx_03/49cfr571_03.ht
ml](http://www.access.gpo.gov/nara/cfr/waisidx_03/49cfr571_03.html)

FMVSS Part 108

<http://fmvss108.tripod.com/>

CDL & CMV INFO NBS

<http://www.olblueusa.org/CDL&CMVSafetyInfoCenter/>

117.3 Federal Government

DESCRIPTION**WEB ADDRESS**

AAMVA

<http://www.aamva.org/>

FMCSA Federal Guidance

<http://www.fmcsa.dot.gov/regulations>

FMVSS Part 108

<http://fmvss108.tripod.com/>

Safer System DOT Number Lookup

<https://safer.fmcsa.dot.gov/CompanySnapshot.aspx>

117.4 Hazardous Materials

DESCRIPTION**WEB ADDRESS**

Driver HAZMAT
Background App

<https://www.tsa.gov/stakeholders/hazmat-endorsement-threat-assessment-program>

117.5 Laws, Regulations, Court

DESCRIPTION**WEB ADDRESS**

ISP CVS

<https://isp.idaho.gov/cvs/>

FMCSA DOT REGS

<http://www.fmcsa.dot.gov/regulations>

FMVSS PART 108

<http://fmvss108.tripod.com/>

Idaho District Court Websites

<https://www.isc.idaho.gov/district-courts>

iCourt Portal

<https://mycourts.idaho.gov/>

Fed DOT Frequently Asked Questions

<http://www.fmcsa.dot.gov/about/other/faq/faqs.asp>

117.6 Logbooks

<u>DESCRIPTION</u>	<u>WEB ADDRESS</u>
CDL & CMV INFO NBS	http://www.olblueusa.org/CDL&CMVSafetyInfoCenter/
Time Conversion	http://www.101science.com/UTCzulu.html
E-Mail for Logbook Clarifications	host@fmcsa.dot.gov

(Do not give address to public)

117.7 Miscellaneous

DESCRIPTION**WEB ADDRESS**

Free Online Translator

http://www.worldlingo.com/en/products_services/worldlingo_translator.html

OOIDA News

<http://www.landlinemag.com/>National Weather
Service Radar<http://radar.weather.gov/ridge/radar.php?rid=sfx&product=N0R&overlay=11101111&loop=no>Safer-Company
Snapshot<https://safer.fmcsa.dot.gov/CompanySnapshot.aspx>

Sunrise/Sunset Inquiry

http://aa.usno.navy.mil/data/docs/RS_OneDay.html

Time Conversion

<http://www.101science.com/UTCzulu.html>

117.8 Regulations HVUT and Taxes

DESCRIPTION**WEB ADDRESS**

IRP Home Page

<http://www.irponline.org/>HVUT Application
(English)<http://www.irs.gov/pub/irs-pdf/f2290.pdf>HVUT Instructions
(English)<http://www.irs.gov/pub/irs-pdf/i2290.pdf>HVUT Application
(Spanish)<http://www.irs.gov/pub/irs-pdf/f2290sp.pdf>HVUT Instructions
(Spanish)<http://www.irs.gov/pub/irs-pdf/i2290sp.pdf>IRS Electronic Payment
System<http://www.irs.gov/uac/EFTPS-The-Electronic-Federal-Tax-Payment-System>

Online Services

<http://trucking.idaho.gov/>

Idaho Tax Commission

<http://tax.idaho.gov/i-1119.cfm>

117.9 Safety

DESCRIPTION

WEB ADDRESS

ISP CVS

<https://isp.idaho.gov/cvs/>

Fed Regs

<http://www.fmcsa.dot.gov/regulations>

CDL & CMV Info NBSP

<http://www.olblueusa.org/CDL&CMVSafetyInfoCenter/>

National Highway Transportation Administration Safety

www.nhtsa.gov

J J Keller

<http://www.jjkeller.com/>

Sunrise/Sunset

http://aa.usno.navy.mil/data/docs/RS_OneDay.html

117.10 Trucking Idaho

DESCRIPTION

WEB ADDRESS

Idaho DMV

http://itd.idaho.gov/dmv/online_services.htm

Off-Track

<http://itd.idaho.gov/dmv/poe/offtrack.htm>

Idaho Port of Entry Locations

<http://itd.idaho.gov/dmv/Poe/poelocations.htm>

Idaho Traveler -Weather/Construction

<http://511.idaho.gov/>

Sunrise/Sunset

http://aa.usno.navy.mil/data/docs/RS_OneDay.html

Idaho Trucking Association

<http://www.idtrucking.org/>

Idaho DMV Trucking Services

<http://trucking.idaho.gov/>

117.11 Acronym List

AM	administrative message
AVI	automatic vehicle identification
CADT	commercial average daily traffic
CDL	commercial driver's license
CFR	Code of Federal Regulations
CGVW	combined gross vehicle weight
CMV	commercial motor vehicle
CPR	cardiopulmonary resuscitation
CVIEW	Commercial Vehicle Information Exchange Window
CVLG	Commercial Vehicles Leadership Group

CVS	Commercial Vehicle Safety
CVSA	Commercial Vehicle Safety Alliance
CVSM	Commercial Vehicle Services Manager
MVPS	Motor Vehicle Program Supervisor
DBA	doing business as
DL	Driver's license
DOB	date of birth
DOT	Department of Transportation
DWP	driving without privileges
EDES	electronic digital equipment specialist
EIN	employer identification number
EPA	Environmental Protection Agency
FCC	Federal Communications Commission
FHWA	Federal Highway Administration
FMCSA	Federal Motor Carrier Safety Administration
FMCSR	Federal Motor Carrier Safety Regulations
FMLA	Family Medical Leave Act
FS	Financial Services
FSRO	Financial Services Revenue Operations
FYI	for your information
GCWR	gross combination weight rating
GVW	gross vehicle weight
GVWR	gross vehicle weight rating
HM	hazardous material
HMR	hazardous materials regulations
HOS	hours of service
HQ	Headquarters (Idaho Transportation Department HQ located in Boise)
HRS	Human Resources Services
HUVT	high use vehicle tax
HWTP	hazardous waste trip permit
I.C.	Idaho Code
ID	identification; Idaho
IDAPA	Idaho administrative procedures act (rules)
IDL	Idaho Department of Lands
IFTA	International Fuel Tax Agreement
IHOT	Idaho hot files (stolen vehicles)
ILETS	Idaho Law Enforcement Telecommunications System
IMC	international motor carrier
IPOPS	Idaho paperless online personnel system
IRP	International Registration Program

IRS	Internal Revenue Service
ISDA	Idaho State department of Agriculture
ISP	Idaho State Police
ITD	Idaho Transportation Department
MCSAP	Motor Carrier Safety Assistance Program
MOU	memorandum of understanding
MP	milepost
DMVA	Division of Motor Vehicle Administrator
MVS	motor vehicle services
NCIC	National Crime Information Center
NIST	National Institute of Standards and Technology
PA	public address
PCB	polychlorinated biphenyls
PCN	position classification number
PIN	personal identification number
POE	Port of Entry
POEAS	Port of Entry Area Supervisor
CPM	Compliance Program Manager
POESI	Port of Entry Senior Inspector
PRISM	Performance & Registration Information Systems Management
RCRA	Resource Conservation and Recovery Act
RPOE	roving port of entry
SAFER	Safety and Fitness Electronic Records System
SAR	salary action request
SSN	social security number
TAC	technical advisory committee
TRIP	temporary registration permits
TRS	Technical Record Specialist
TVC	temporary vehicle clearance
TWIP	temporary weight increased permits
UCR	unified carrier registration
USDOT	United States Department of Transportation
USFS	United States Forest Service
VIN	vehicle identification number
VLS	variable load suspension
WIM	weigh in motion

117.12 Quick Reference Charts

The attached Quick Reference Charts are designed to help inspectors and law enforcement

- quickly look up a particular piece of information,
- reference whether a vehicle is in need of some form or permit, and
- inform drivers of legal responsibilities.

These charts are not designed to replace any code, rule, regulation or procedure. Inspectors should know the specific codes, rules, regulations and procedures to which these charts refer.

CHART 117.14A – I.C. 49-438

Reference Sheet

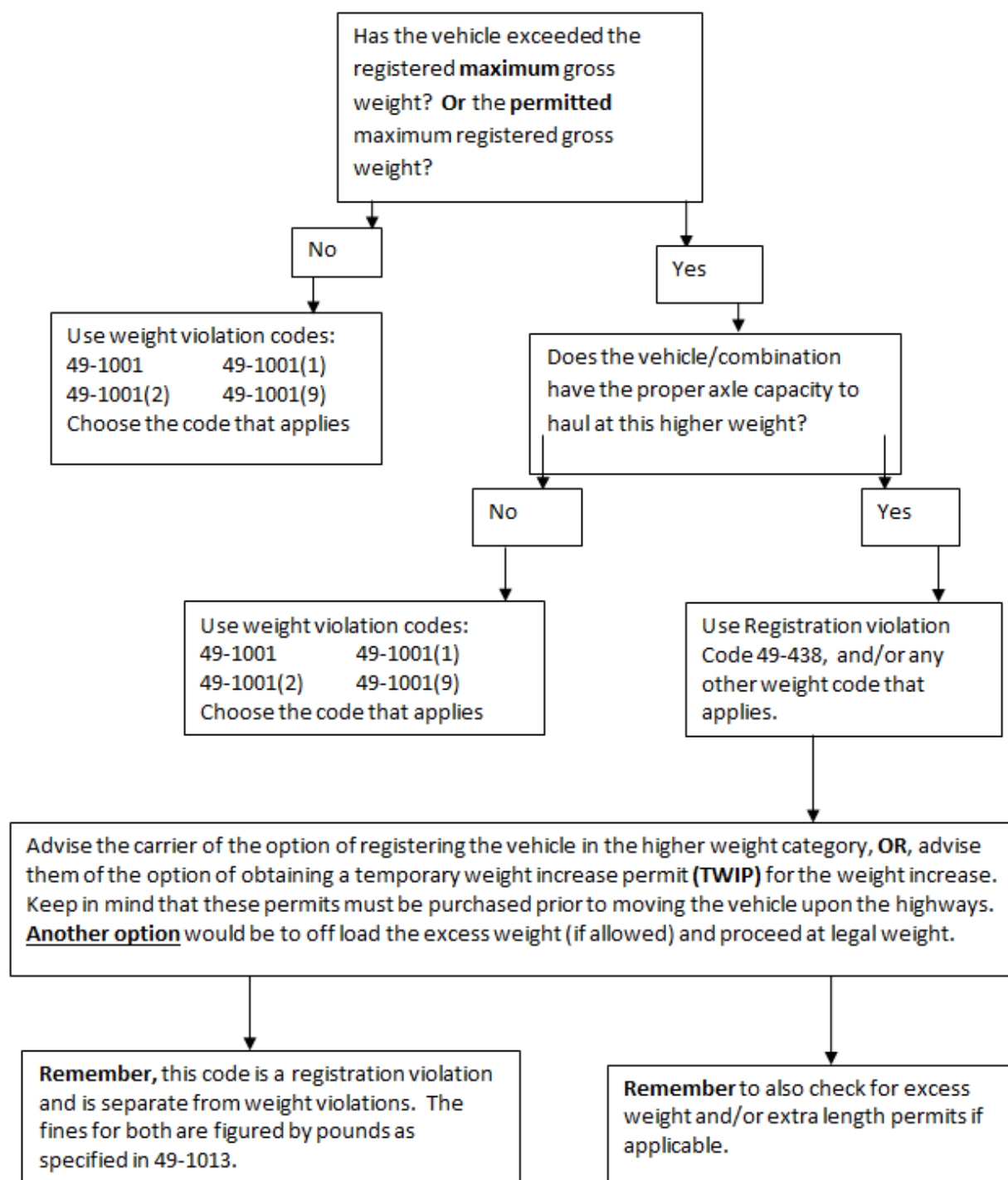


CHART 117.12 B - Eligibility Chart for Temporary Weight Increase Permits

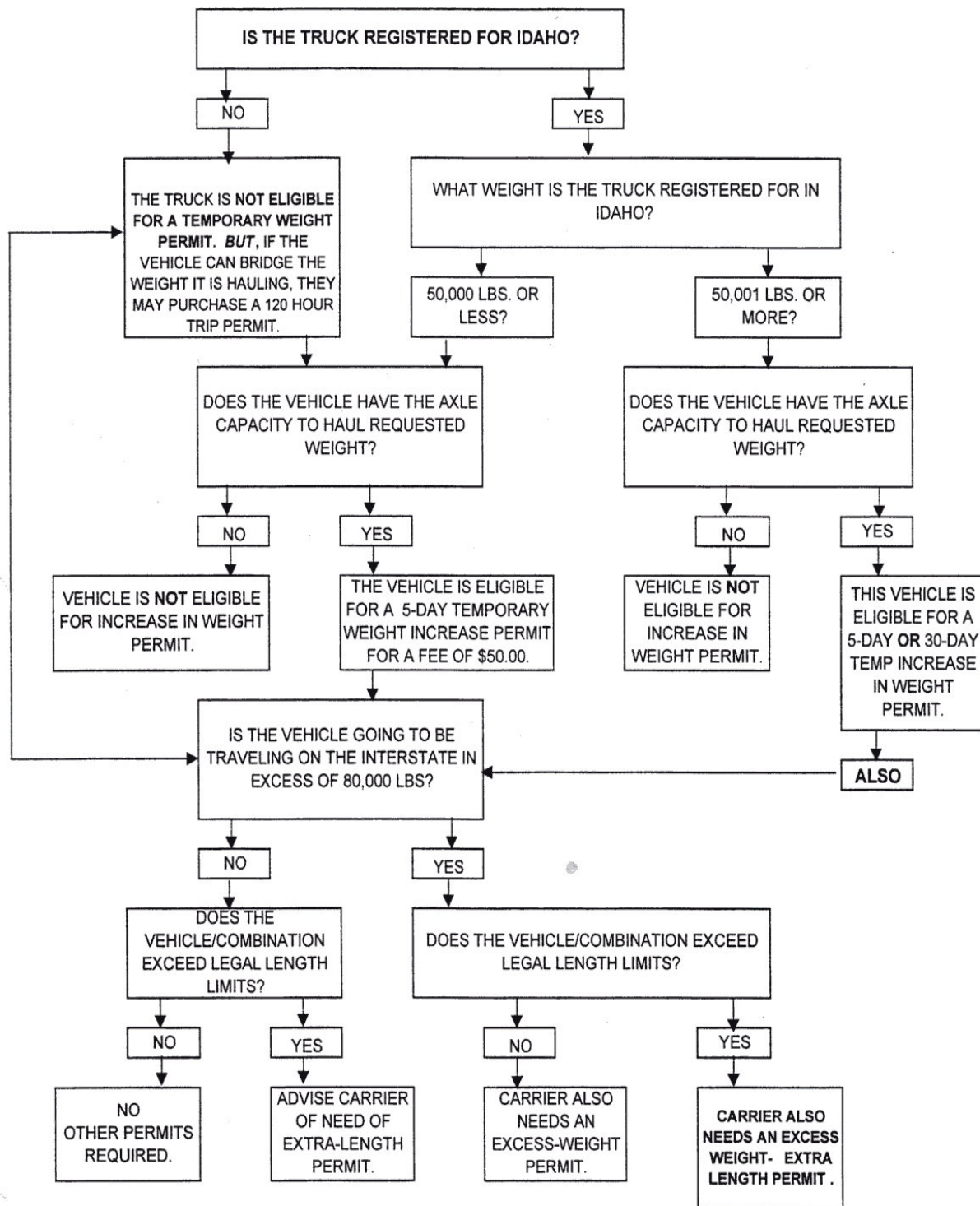


CHART 117.12 C - Special Permits/Manufactured Home Reference

Special Permits are required for travel on Idaho highways and participating County roads for any vehicle/load that exceeds legal width, height, length, and weight limits as per Idaho Code 49-1004.

Legal Weight Limits:

Steer Axle	Load for inch width of tire for the front steer axle may not exceed the manufacturer's load rating per tire or axle or (20,000) pounds per axle, whichever is less.
Tandem Axle on Interstate & secondary highways if vehicle is 80,000 lbs. or greater.	34,000 lbs.
Tandem Axle on Interstate highways if vehicle is transporting exempt commodities and is 79,000 lbs. or less.	37,800 lbs.
Tandem Axle on secondary highways and not exceeding 80,000 lbs. (any commodities)	37,800 lbs.

Legal size dimensions are listed on the Legal Allowable Gross Loads chart.

District Approval Required:

- On Interstate/black routes when vehicle/load exceeds 18 ft wide, 16 ft high or 120 ft in length.
 - (District 2 requires approval if load exceeds 16 ft wide on US12)
- On red routes when vehicle/load exceeds 16 ft wide, 16 ft high or 120 ft in length.

Farm Implements:

- 1) If a farmer is roading/towing or hauling his own implement of husbandry from farm to farm and **is not** involved in custom harvesting, then the farmer is not required to purchase an Special Permit.
- 2) If a farmer is hauling his own implement of husbandry from farm to farm and **is** custom harvesting, then he is required to purchase an Special Permit.
- 3) The farmer is not required to purchase a permit when repair or maintenance of such implements of husbandry and equipment when traveling between a farm and a repair or maintenance facility during daylight hours.

- 4) The farmer is not required to purchase a permit if traveling between a farm and a dealership, auction house or other facility during daylight hours for the purchase or sale of such implements of husbandry or equipment.
- 5) Custom harvesters hauling an implement of husbandry from farm to farm **are** required to purchase an Special Permit.
- 6) Custom harvesters roading/towing an implement of husbandry from farm to farm **are not required** to purchase an Special Permit.
- 7) Custom harvesters hauling/towing/roading their implement of husbandry from locations other than farm-to-farm **are required** to purchase an Special Permit.
- 8) If the farmer borrows an implement of husbandry from a dealership and takes it to his farm to use, he is required to be permitted.

Oversize Loads

1. Annual Special Permits can be issued to a trailer instead of a power unit if no weight is involved. Trailer license information must be provided in the appropriate field on MT01
2. Overwidth loads can be hauled on doubles if the doubles' combination does not exceed 75' overall length, bumper to bumper.

Extra Length Permits

1. Permit number 00034773 is the single trip permit (sample) for vehicle combinations exceeding the allowed length and/or off-track for extra-length unable to become legal. This permit allows the vehicle combination(s) to travel from the restricted route to the nearest allowed route via the most direct route with a pilot vehicle.
2. Any trailers over 53 ft on the national network and thin red routes must have extra length permits to operate and must meet the off-track and overall length requirements for the route(s) of travel.

Off-track on Green Routes

1. All permitted extra-length vehicles must abide by the 3-ft off-track once permitted.

Canadian Weight Permits

1. Permit number 93033301 allows vehicles to come into Idaho on US95 at Canadian weight to the reload facility.

Copy No Charge Permits

A customer may reprint a copy of a special permit from their account in ITRPS for no charge. If a customer requests a copy of a permit at a POE then the customer must buy a duplicate for \$15.00.

I-90 Highway Route Detour

Loads over 100' long traveling westbound must have a steerable axle/dolly on the end of the vehicle configuration. If not, then loads are limited to 100' ft long due to a 90 degree turn in the high route detour.

Auto & Boat Transporters

Auto and boat transporters are limited to either 65' or 80', depending on whether or not they are stinger-steered, and regardless of the length of the trailer.

CHART 117.12 D - SUMMARY OF WEIGHTS AND REQUIREMENTS OF REGISTRATIONS

WEIGHT	UCR APPLICABLE	CAN REGISTER AT COUNTY ON COUNTY COMMERCIAL PLATES	REGISTER AT COUNTY ON COUNTY COMMERCIAL PLATES AT COUNTY OPTION	REGISTER AT COUNTY ON COUNTY LIMITED PLATES	SPECIAL FUELS PERMIT NEEDED IF INTERSTATE CARRIER
0- 8,000	NO	YES		YES	NO
8,001- 10,000	NO	YES		YES	NO
10,001-16,000	YES	YES		YES	NO
16,001-26,000	YES	YES		YES	NO
26,001-30,000	YES	NO	NO	NO	YES

30,001-40,000	YES	NO	NO	NO	YES
40,001-50,000	YES	NO	NO	NO	YES
50,001-55,000	YES	NO	NO	NO	YES
55,001-60,000	YES	NO		NO	YES
60,001-80,000	YES	NO		NO	YES
80,001-106,000	YES	NO		NO	YES

CHART 117.12 E - SPECIAL PERMITS FOR FARM VEHICLES ON THE INTERSTATE

	WIDT H 8'6" TO 9'	WIDT H 9' OR MORE	NEEDS OVER LEGAL PERMI T	NEEDS FLAGS / LIGHT S
FARM TRACTOR	X		NO	NO
FARM TRACTOR		X	YES	YES
FARM TRACTOR WHEN ATTACHED TO AN IMPLEMENT OF HUSBANDRY	X		NO	NO
FARM TRACTOR WHEN ATTACHED TO AN IMPLEMENT OF HUSBANDRY		X	NO	NO
FARM TRACTOR FOR HIRE	X		YES	YES
FARM TRACTOR FOR HIRE		X	YES	YES
IMPLEMENT OF HUSBANDRY	X		NO	NO

IMPLEMENT OF HUSBANDRY		X	NO	NO
IMPLEMENT OF HUSBANDRY FOR HIRE	X		YES	YES
IMPLEMENT OF HUSBANDRY FOR HIRE		X	YES	YES
EQUIPMENT DEALERS	X		NO	NO
EQUIPMENT DEALERS		X	YES	YES
CUSTOM HARVESTERS	X		NO	NO
CUSTOM HARVESTERS		X	YES	YES
CUSTOM HARVESTERS FOR HIRE	X		YES	YES
CUSTOM HARVESTERS FOR HIRE		X	YES	YES
FARM TRACTOR OTHER THAN FROM ONE FARM TO ANOTHER	X		YES	YES
FARM TRACTOR OTHER THAN FROM ONE FARM TO ANOTHER		X	YES	YES
IMPLEMENT OF HUSBANDRY OTHER THAN FROM ONE FARM TO ANOTHER	X		YES	YES
IMPLEMENT OF HUSBANDRY OTHER THAN FROM ONE FARM TO ANOTHER		X	YES	YES

CHART 117.12 F - FARMERS REFERENCE SHEET

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	IDAHO BASED HAULS OWN FARM PRO- DUCE	IDAHO BASED HAULS OTHER FARM PRO- DUCE	FULL FEE HAULS OWN FARM EQUIP- MENT	FULL FEE HAULS OTHER FARM EQUIP- MENT	IDAHO IRP HAULS OWN FARM PRO- DUCE	IDAHO IRP HAULS OWN FARM EQUIP- MENT
UCR Fees / Insurance and Safety Fees	NO	YES	YES	YES	YES	YES
Washington & Oregon based FREE FLOW within 50 miles	YES	NO	YES	NO	N/A	N/A
Special Fuel Permit needed if over 26,000 lbs. IF INTERSTATE	YES	YES	YES	YES	YES	YES
C.D.L. required for driver if manufacturer's GVWR is over 26,000 lbs.	NO	YES	NO	YES	NO	NO
NO C.D.L. needed if within 150 mile radius of farm (I.C. 49-302)	APPLICABLE	N/A	APPLICABLE	N/A	APPLICABLE	APPLICABLE
FMCSR requirements to be met	YES	YES	YES	YES	YES	YES
FMCSR exception, trailer brakes not required if within 50 mile radius of farm	APPLICABLE	N/A	APPLICABLE	N/A	N/A	N/A
Needs a medical card for interstate commerce	NO	YES	NO	YES	YES	YES
Needs a medical card for intrastate commerce	NO	YES	NO	YES	NO	NO
Log book is required	NO	YES	NO	YES	YES NOTE 1	YES NOTE 1

NOTE 1: If the distance is over 100 air miles in radius from farm.

CHART 117.12 G –FARM RECIPROCITY WITH IDAHO

FARM RECIPROCITY WITH IDAHO	MONT	ORE	UTAH	WASH
Must meet Special Fuels requirements if registered for more than 26,000 lbs. and using either diesel or propane	YES	YES	YES	YES
REGISTRATION FREE FLOW to 80,000 lbs. through Idaho, INTERSTATE operation	YES	YES	YES	YES
Intrastate operation in Idaho within 50 miles of the border of their base state	NO	YES	NO	YES
Intrastate operation in Idaho over 50 miles of the border of their base state. must obtain an Idaho full fee registration or be apportioned through their base state for Idaho	YES	YES	YES	YES
REGISTRATION FREE FLOW TO 105,500 lbs. through Idaho, INTERSTATE operation	YES	YES	NO	YES

CHART 117.12 H - REGISTRATION FEE SCHEDULE

FEE	FEE DESCRIPTION	Transfer From FULL FEE To IRP	Transfer From vehicle to Vehicle	Transfer From County Plates	Weight Increase	Replace Lost Plates	Foreign Based Full Fee	Idaho Based IRP	Idaho Based Full fee
\$4	Administrative fee, full fee		YES	YES	NO	NO	YES		YES

\$8	Administrative fee, IRP	YES						YES	
\$1.25	EMS fee, power units only	NO	YES	#A	NO	NO	YES	YES	YES
\$18	Temporary Vehicle Clearance (TVC)	YES	YES	YES	YES	YES	YES	YES	YES
\$7.50	2 plates per truck, Idaho based	YES	#B	YES	NO		NO	YES	YES
\$3.75	1 plate per tractor, Idaho based	YES	#B	YES	NO		NO	YES	YES
\$3.75	1 plate per trailer, Idaho based	YES	#B	YES	NO		NO	YES	YES
	UCR done online by customer	NO	NO	YES	NO	NO	YES	YES	YES
\$7.50	2 replacement plates per truck					YES			
\$3.75	1 replacement plate per tractor					YES			
\$3.75	1 replacement plate per trailer					YES			
\$2	Replacement sticker, each					YES			
\$5	Duplicate Cab Card	NO	NO	NO	YES	YES	NO	AME ND: YES	INC GV W: YES
\$5	transfer fee		YES						

\$3.75	Prorate backing plate						#C		
\$3	Insurance and safety fees	NO		#A			NO	YES	YES

NOTES;

#A May be applicable if fees not previously paid on vehicle registration.

#B May be applicable if plates have been destroyed or mutilated and therefore not reusable.

#C If requested by driver to be purchased; cannot force driver to purchase prorated backing plate.

CHART 117.12 I - Table III: DRIVER'S LICENSE RESTRICTIONS

A	DAY/16	Daylight only until 16 (Non-CDL only)
B	LENSES	Corrective glasses and/or contact lenses
C	MECAID	Mechanical aid, e.g., special brakes, hand controls or other adaptive devices
D	PROAID	Prosthetic aid
E	AUTO T	Automatic transmission
F	MIRROR	Outside mirrors
G	DYLGHT	Daylight only
H	EMPLOY	Employment only (CDL only)
I effective 3/22/14	OTHER	Community Work Center (CWC)
J	LIMIT/ATTACH	Special restrictions
K as of 05/01/13	INTRA	Intrastate only (CDL only)
L	W/OAIR	No vehicle equipped with air brakes (CDL only)
M	ABUS	Except class A bus
N	A/BBUS	Except class A and B bus
O effective 07/08/14	TRACTOR	Except tractor trailer (CDL only)
P after 03/22/14	NOPSGR	No passengers for Commercial Learners Permit (CLP) or Motorcycle Instruction Permit (IP)
Q	1UND17	If under 17, for 1 st 6 months of license restricted to 1 non relative passenger
R	3WHEEL	3 wheel motorcycle only
S	SEACDL	Seasonal CDL-Must be accompanied by a valid class D driver's license
T	CBIRTH	Certified birth certificate will be required at time of license application
U after 03/22/14	WLADLT	Must have adult with at least same valid and current DL and endorsement(s) in the seat beside the driver
V as of 05/01/13	MEDVAR	Medical variance
W	INTRLK	Ignition interlock device
X after 03/22/14	EMPTY	No cargo in CMV tank vehicle
Y after 03/22/14	N/FRWY	Non freeway

Z effective 07/08/14	W/OFAB	No full air brake equipped CMV
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On July 8, 2014, several new Federally required restriction codes went into effect. These affect drivers that are getting their CDL for the first time or did not renew within the renewal timeframe. Drivers can renew up to 25 months early if they do not have a hazmat endorsement. Drivers with a hazmat endorsement can renew up to 12 months early.

The newest restrictions for CDLs are:

- E** automatic transmission only
- O** non tractor/trailer
- Z** partial air brake

No manual transmission (automatic only) (E) restriction. If a driver's skills test does not reflect that they tested in a manual transmission vehicle, this restriction will automatically be added to their new CDL.

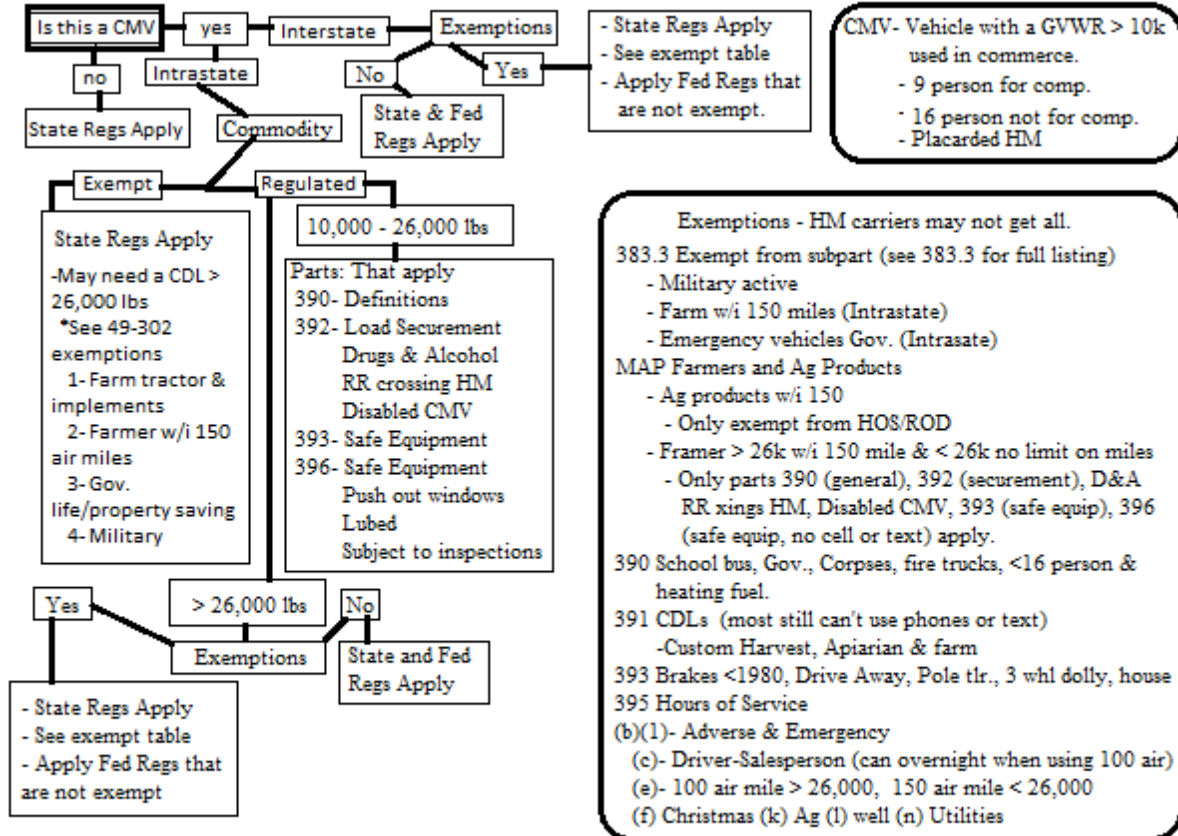
Non tractor/trailer (O) restriction. If a driver's skills test does not reflect that they tested in a tractor/trailer (fifth wheel attachment), this restriction will automatically be added to their new CDL.

Partial air brake (Z) restriction. If a driver's skills test does not reflect that they tested in a vehicle with full air brakes, the "Z" will automatically be added to their new CDL.

New restrictions pertaining to Commercial Instruction Permits:

- P** Passengers are not allowed with a Commercial Instruction Permit or Motorcycle Instruction Permit with a passenger or passenger and school bus endorsement.
- X** Cargo is not allowed in CMV tank vehicles with a Commercial Instruction Permit with a tank endorsement.

117.13 COMMERCIAL VEHICLE FLOW CHART



CMV- Vehicle with a GVWR > 10k used in commerce.

- 9 person for comp.
- 16 person not for comp.
- Placarded HM

Exemptions - HM carriers may not get all.

383.3 Exempt from subpart (see 383.3 for full listing)

- Military active
- Farm w/i 150 miles (Intrastate)
- Emergency vehicles Gov. (Intrastate)

MAP Farmers and Ag Products

- Ag products w/i 150
- Only exempt from HOS/ROD
- Farmer > 26k w/i 150 mile & < 26k no limit on miles
- Only parts 390 (general), 392 (securement), D&A RR xings HM, Disabled CMV, 393 (safe equip), 396 (safe equip, no cell or text) apply.

390 School bus, Gov., Corpses, fire trucks, <16 person & heating fuel.

391 CDLs (most still can't use phones or text)

- Custom Harvest, Apiarian & farm

393 Brakes <1980, Drive Away, Pole thr., 3 whl dolly, house

395 Hours of Service

(b)(1)- Adverse & Emergency

(c)- Driver-Salesperson (can overnight when using 100 air)

(e)- 100 air mile > 26,000, 150 air mile < 26,000

(f) Christmas (k) Ag (l) well (n) Utilities

117.14 ISP Radio Procedures

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07.12 PATROL RADIO OPERATIONS

A. General

All radio transmissions must be in accordance with Federal Communications Commission (FCC) regulations 47 CFR 90. The station call sign is broadcast as part of another transmission on or near the half-hour.

1. Transmissions must be made in a professional manner:
 - a. keep voice modulation as neutral, natural and calm as possible;
 - b. make information organized, impersonal and concise;
 - c. enunciate clearly;
 - d. avoid hesitation;
 - e. use "plain English", the law enforcement phonetic alphabet and department designated codes and phrases listed in this procedure;
 - f. for brevity, use short phrases with "please" and "thank you" implied rather than stated;
 - g. personnel do not argue or dispute information over the air; and
 - h. any complaints or criticism are be routed through the employee's proper chain of command.
2. Regional Communications Officers (RCOs) and officers use car-to-car, auxiliary channels or request phone calls for non-priority radio traffic.
3. The home phone number, address or schedule of department personnel will not be transmitted over the air. Nor will they be given to non-ISP personnel without prior approval.
4. RCOs and officers use the following designations:
 - a. the RCO is "Control";
 - b. officers' designations or unit numbers are their patrol car numbers;
 - c. designators for others using RCC resources are assigned by their respective agencies.
5. When Control initiates communications with a patrolling officer, the officer acknowledges with his or her designation and specific location.
6. ISP personnel follow guidelines established in the CAD Manual Companion.
7. RCOs must broadcast officer safety related Attempt To Locate (ATL) information immediately upon receipt.
8. RCOs broadcast a daily "recap" of pertinent information to include officer safety related ATL information at a routine time each day.

IDAHO STATE POLICE PROCEDURE

9. RCOs use military time for all communication with officers and reporting, but revert to standard time when communicating with the public.
10. Numbers and letters are grouped and read in series of three except the following which are given as they appear:
 - a. telephone numbers;
 - b. Social Security numbers;
 - c. street addresses having more than three numbers; and
 - d. dates of birth given numerically: month, then day followed by year. (MMDDYYYY)
11. Specific examples of transmission formats are at the end of this procedure.

B. Definitions

"Code Four (4)" means that the officer is okay. This is a response to status and security checks when appropriate.

"Code Six Charles (6C)" means a felony hit. Protection orders, concealed weapons permits, sex offender registrations, state and federal probation and parole records or similar information are not considered to be a "Code Six Charles."

"Code Six Mary (6M)" means a misdemeanor hit. Typically, the warrant is geographically limited. Protection orders, concealed weapons permits, sex offender registrations, state and federal probation and parole records or similar information are not considered to be a Code Six Mary."

"Code Seven (7)" means the officer is leaving the patrol vehicle for a break. Officers must specify location and wait for the RCO to acknowledge before exiting the vehicle.

"Code Six Victor" means there is a return from the Terrorism File.

"Code One Thousand (1000)" means an officer is taken hostage.

"In service" means the officer is now working. Officers must specify planned work activities if different from a standard patrol shift.

"Out of service" means the officer is now off work.

"Registered Offender" means the subject is listed on a sex offender registry.

C. Officer Safety Activities

1. Radio traffic takes precedence over telephone, teletype and other kinds of communications traffic.

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2. Monitor radio traffic at all times.
3. Perform a status check when there has been no contact with a patrolling officer for one hour.
4. Unless otherwise specifically requested by the officer, conduct a security check 10 minutes after the last contact with an officer on traffic stops or other incidents.
5. Immediately perform an NCIC/IHOT inquiry on every license plate.
6. Broadcast pertinent information to allow officers to choose the appropriate response code **including any known or possible weapons involved.**
7. Broadcast criminal and driver history information only when it indicates an officer safety concern.

D. Radio Tones

1. Alert tones are used for the following:
 - a. crimes in progress;
 - b. injury and unknown injury crashes;
 - c. applicable traffic stops involving warrants ;
 - d. officer needs help/backup; or
 - e. other critical incidents.
2. Marker tones **may** be used for the following:
 - a. felony arrests; and
 - b. other critical incidents.

E. Standard Descriptors

Descriptors are transmitted in the following order with any unavailable information omitted.

Person:

- | | | |
|------------|----------------|--------------------------|
| 1. name; | 6. weight; | 10. physical marks |
| 2. race; | 7. hair; | such as scars, limp, |
| 3. gender; | 8. eyes; | tattoos, or other |
| 4. age; | 9. complexion; | distinguishing features. |
| 5. height; | | |

Clothing:

- | | | |
|----------|--------------------|-----------|
| 1. hat; | 3. trousers/pants; | 5. shoes; |
| 2. coat; | 4. shirt; | 6. socks; |

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7. other.

Vehicle descriptors are transmitted in "CYMBALS" order as follows:

- | | |
|-------------------------|--------------------------|
| 1. Color; | 4. Body style; and |
| 2. Year of manufacture; | 5. License plate number; |
| 3. Make; | 6. State. |

F. Phonetic Alphabet

1. Use the phonetic alphabet for those letters that may be mistaken for another of similar sound, such as d-b, s-f, p-b, or m-n.
2. Uncommon or different names, names with multiple spellings, or names with similar sounds are pronounced then spelled phonetically starting with the last name first.
3. Always use the phonetic alphabet when transmitting license plate information.

Adam	Henry	Ocean	Victor
Boy	Ida	Paul	William
Charles	John	Queen	X-ray
David	King	Robert	Young
Edward	Lincoln	Sam	Zebra
Frank	Mary	Tom	
George	Nora	Union	

G. Dispatch to a Call for Service

1. RCOs broadcast the type of call, the location and other pertinent information.
2. Officers in districts 1, 2, 4, 5 and 6 acknowledge with their unit numbers and location.
3. The closest unit informs the RCO that he/she is en route.
4. Due to the large number of officers in district 3, the closest officer to the call will inform the RCO that he/she is en route.

H. Relay of Requests for Phone Calls

RCOs relay a request for a phone call to an officer by broadcasting "'unit number', call 'subject's name' at 'phone number or location' and 'any time frame.'"

I. Leaving the Patrol Vehicle

(Follow the appropriate CAD Command Protocol) CAD Manual Companion.

Below is the procedure for a traffic stop requiring enforcement. For other types of contacts refer to the CAD Command Protocol:

07.12patrolradiooperationsr7doc

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IDAHO STATE POLICE PROCEDURE

1. The officer broadcasts "Control, 'unit number', traffic" then waits for the RCO to acknowledge the broadcast with "'unit number'".
 2. The officer continues with the stop location in the following format: broadcast by first stating the direction of travel, the highway designation (where applicable), the highway number (where applicable) and the milepost (where applicable), the license plate number and state if other than Idaho, a description of the vehicle if the plate is unavailable or illegible, or a description of the subject if a vehicle is not involved.
 3. The officer waits to exit the vehicle until the RCO acknowledges the information with the unit number and time unless there are extenuating circumstances.
 4. The RCO performs an NCIC/IHOT inquiry on every license plate checking for wants and warrants or other officer safety information.
 5. If the officer requests registration information and there are no positive NCIC/IHOTS returns, the RCO responds with the officer's 'unit number', and the expiration date, color, year, make and body style of the vehicle from the registration and any other pertinent information.
 6. If there is a felony return, the RCO responds with the officer's 'unit number' and Code Six Charles (see Code Six Charles protocol).
 7. If there is a misdemeanor return, the RCO responds with the officer's 'unit number' and Code Six Mary (see Code Six Mary protocol).
 8. If there is a Terrorism return, the RCO responds with the officer's 'unit number' and Code Six Victor (see Code Six Victor protocol).
 9. For other incidents requiring the officer to leave the patrol vehicle:
 - a. the officer broadcasts "Control, 'unit number', CAD call type, location" then waits for the RCO to acknowledge the broadcast with "'unit number', time";
 - b. if the location has a lengthy name or more than one unit is also checking out, the officer broadcasts "Control, 'unit number', CAD call type" then waits for the RCO to acknowledge the broadcast with "'unit number'" before continuing with location information;
 - c. the RCO confirms with the officer if there are any doubts about whether to perform security checks.
- J. Driver's License Checks
1. The officer broadcasts "Control, 'unit number', driver's check" then waits for the RCO to acknowledge with "'unit number'".

IDAHO STATE POLICE PROCEDURE

2. The officer continues with the driver's name and date of birth (DOB) following the proper format of stating the month, the day, followed by the entire year (MMDDYYYY), and state if other than Idaho.
3. The RCO documents this information in CAD and acknowledges with the unit number and time unless there are extenuating circumstances.
4. When the officer requests the query using a name and DOB:
 - a. the RCO performs an NCIC/IHOT driver's license query checking for wants and warrants utilizing the ILETS/NCIC/NLETS system or other officer safety information;
 - b. the RCO completes a driver's license query of the original state requested and Idaho;
 - c. if there are no positive NCIC/IHOTS returns, the RCO responds with the officer's 'unit number', the subject's last name, the expiration date, restrictions and status from the driver's license file, and any other pertinent information;
 - d. if there is a felony return, the RCO responds with the officer's 'unit number' and Code Six Charles (see Code Six Charles protocol);
 - e. if there is a misdemeanor return, the RCO responds with the officer's 'unit number' and Code Six Mary (see Code Six Mary protocol).
5. If the officer requests the query using the OLN, the RCO provides only the specific information requested by the officer;
6. Only the following types of driver's history information is broadcast:
 - a. DUI convictions;
 - b. insurance convictions ; and
 - c. if the current driver's license status is suspended, the date of and reason for the suspension along with the date the subject will be eligible for reinstatement.
7. To perform a registration query upon request from an officer:
 - a. document the information in CAD;
 - b. if there are no positive NCIC/IHOTS returns, respond with the officer's 'unit number,' and the expiration date, color, year, make and body style of the vehicle from the registration and any other pertinent information;
 - c. implement the applicable Code Six Charles or Code Six Mary protocol if a positive NCIC/IHOT return is received.
8. To perform a criminal history check upon request by an officer;
 - a. only officer safety related information is broadcast;
 - b. triple I checks are run based upon the established criteria by NCIC/ILETS.

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K. Code Six Charles

1. An RCO indicates a felony return by stating the officer's unit number and Code Six Charles.
2. The RCO **does not broadcast further information until requested by the officer** to allow the officer to move out of the subject's vicinity.
3. The RCO prints and retains a copy of the positive extraditable felony response.
4. Once the officer is ready to receive the information, the officer must tell the RCO to "**go ahead**".
5. The RCO provides the officer with the information and caution/alert codes.
6. The officer determines if the subject is a match or possible match and advises the RCO accordingly.
7. If the subject is a match and the hit appears to be extraditable, the RCO:
 - a. activates the alert tone;
 - b. clears the air for emergency traffic only;
 - c. broadcasts "All units, 'unit number' has a Code Six Charles at location";
 - d. contacts the closest local agency for assistance if no ISP units are available within a reasonable time frame;
8. The closest unit(s) acknowledge(s) and respond to the scene with additional units proceeding to the area as needed.
9. After receiving the felony return, the RCO:
 - a. immediately requests verification of the warrant, extradition confirmation and any additional pertinent information from the originating agency by telephone **and/or** by using the ILETS YQ mask;
 - b. advises the originating agency of a positive match;
 - c. adds the name of the person(s) who confirms the return plus any unusual circumstances to the incident history and immediately notifies the officer when the warrant has been confirmed; and
 - d. once the subject is in custody, completes a "record located" entry on ILETS and retains a copy of the "record located" printout.
10. If the ILETS/NCIC hit states the originating agency will not extradite, the RCO confirms with the officer on whether he/she would like the air cleared. Clearing the air for a non-extraditable warrant is the discretion of the officer.

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11. Normal broadcast operations are resumed when the officer broadcasts "Control, 'unit number', units are Code 4, 'number' in custody (if applicable)";
12. The RCO resumes normal traffic.
13. The officer may choose not to implement the Code Six Charles protocol for the following types of situations:
 - a. stolen articles;
 - b. missing persons;
 - c. when subjects are already in custody and the officer is Code Four when the positive response is received; or
 - d. abandoned stolen vehicles.

L. Code Six Mary

1. An RCO indicates a misdemeanor return by stating the officer's unit number and Code Six Mary.
2. The RCO **does not broadcast further information** to allow the officer to move out of the subject's vicinity.
3. Once the officer is ready to receive the information, the officer advises the RCO to "go ahead".
4. The RCO provides the officer with the information and caution/alert codes.
5. The officer determines and notifies the RCO if the subject is a match or possible match and advises the RCO accordingly.
6. The RCO:
 - a. immediately requests verification of the warrant, extradition, confirmation and any additional information from the originating agency by telephone and/or by using the ILETs YQ mask;
 - b. advises the originating agency of a positive match;
 - c. adds the name of the person(s) who confirms the return plus any unusual circumstances to the incident history and immediately notifies the officer when the warrant has been confirmed; and
 - d. once the subject is in custody, completes a "record located" entry on ILETs and retains a copy of the "record located" printout.
7. Officers may choose to implement the Code Six Charles protocol for misdemeanor returns if they deem it necessary, but must notify the RCO of that request for implementation.

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M. Code Six Victor

1. An RCO indicates a return from the Known or Appropriately Suspected Terrorists file by stating the officer's unit number and Code Six Victor.
2. The RCO does not broadcast further information until requested by the officer to allow the officer to move out of the subject's vicinity.
3. Once the officer is ready to receive the information, the officer advises the RCO to "go ahead".
4. The RCO informs the officer the nature of the return by providing 1 of 4 handling codes:
 - a. "Handling Code 1"- This person may have an active federal warrant for Terrorist Activities:
 - (1) the RCO contacts the Terrorist Screening Center (TSC) to confirm;
 - (2) the officer does not detain the subject unless confirmation of the warrant is made;
 - (3) the officer should not alert the subject to the TSC's interest.
 - b. If the subject is a match for a handling code one (1) return, the RCO:
 - (1) activates the alert tone;
 - (2) clears the air for emergency traffic only;
 - (3) broadcasts "All units, 'unit number' has a Code Six Charles at location";
 - (4) contacts the closest local agency for assistance if no ISP units are available within a reasonable time frame.
 - c. "Handling Code 2"- This person is of investigative interest and there may be a detainer:
 - (1) the officer does not extend the scope or duration of the encounter based on this handling code;
 - (2) RCO contacts TSC to determine if detainer exists and to obtain further instruction
 - (3) the officer does not alert the subject that he/she may be on a watch list;
 - (4) nothing further is broadcast unless an emergency situation exists; and
 - (5) per NCIC policy all information pertaining to the hit is relayed via telephone.
 - d. "Handling Code 3"- This person may be on Terrorist Watch List:
 - (1) the officer does not detain or arrest this individual unless there is evidence of a violation of law;
 - (2) RCO contacts TSC during encounter unless it would extend the scope or duration of encounter, then the TSC will be contacted immediately after;
 - (3) the officer does not extend the scope or duration of the encounter based on this handling code;
 - (4) the officer does not alert the subject that he/she may be on a watch list;
 - (5) nothing further is broadcast unless an emergency situation exists;
 - (6) per NCIC policy all information pertaining to the hit is relayed via telephone.

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- e. "Handling Code 4" – This person may be of national security interest.
 - (1) The officer does not detain or arrest this individual unless there is evidence of a violation of law;
 - (2) RCO contacts the FBI during encounter unless it would extend the scope or duration of encounter, then the FBI will be contacted immediately after;
 - (3) The officer does not extend the scope or duration of the encounter based on this handling code;
 - (4) The officer does not alert the subject that he/she may be on a watch list;
 - (5) Nothing further is broadcast unless an emergency situation exists;
 - (6) Per NCIC policy, all information pertaining to the hit is relayed via telephone
 - 5. The officer determines if the subject is a match or possible match and advises the RCO accordingly.
- N. Code One Thousand – Officer Taken Hostage
- 1. The officer advises the RCO by broadcasting his or her unit number followed by "ISP".
 - 2. The officer continues to use this designation until the hostage situation is resolved.
 - 3. The RCO simultaneously broadcasts "Code One Thousand" on all applicable ISP channels.
 - 4. The RCO immediately contacts the shift supervisor in person or by telephone.
 - 5. **Normal radio traffic continues and no other reference or radio traffic is broadcast concerning the hostage situation.**
 - 6. All units receiving the "Code One Thousand" **telephone** the RCC as soon as possible for further information and deployment;
 - 7. If possible, the RCO telephones patrol officers who are out of their vehicles at the time of the Code One Thousand broadcast.
 - 8. The RCO advises the nearest ISP Investigations office of situation.
- O. Officer Needs Help or Backup
- 1. An officer requests help or backup when assistance is needed.
 - 2. The officer broadcasts "Control, 'unit number', request help/backup with a brief description of the situation" including the appropriate response code:
 - a. Code 1 – normal driving;

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- b. Code 2 – more urgent;
 - c. Code 3 – lights and sirens, urgent/critical.
3. The RCO:
- a. dispatches another unit or agency;
 - b. advises the patrol shift supervisor if the situation is an emergency.
4. the assisting unit may be cancelled at the discretion of the requesting officer.

P. Pursuits

Pursuits are handled in accordance with ISP procedure [06.13 Pursuits](#).

Q. Status Checks

1. RCOs perform status checks on all applicable channels after **one hour** of no contact with a patrolling officer.
2. Officers respond with their status and specific location.
3. If the officer does not respond, the RCO waits **five (5) minutes** then performs another status check.
4. If the officer does not respond to the second status check, the RCO:
 - a. broadcasts an ATL to other units and agencies; and
 - b. performs another status check in **five (5) minutes**.
5. If the officer does not respond to the third status check, the RCO:
 - a. notifies the Patrol shift supervisor;
 - b. if applicable, dispatches a unit to drive past the officer's residence:
 - (1) if the patrol unit is at the residence, telephones the residence to check the officer's status; or
 - (2) re-contacts the Patrol shift supervisor immediately with the information.
6. The RCO logs every attempt to contact or locate the officer, the results of each attempt, and all related actions in the unit history.
7. RCOs may perform status checks more frequently at their discretion.

R. Security Checks

1. RCOs perform security checks whenever a patrolling officer conducts a traffic stop or other activity that may involve officer safety concerns.

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2. The RCO performs the first security check **ten (10) minutes** after the last contact with the officer, except when:
 - a. a Commercial Vehicle Safety (CVS) or Hazardous Materials (HM) Specialist is conducting an inspection, then the security checks will be at twenty (20) minutes intervals;
 - b. the officer is at the scene of a crash; or
 - c. the officer is involved in a lengthy transport or some other activity and advises the RCO security checks are not necessary. This information is added to the unit history.
3. If the officer does not respond, the RCO waits **two (2) minutes** then performs another security check.
4. If the officer does not respond to the second security check, the RCO:
 - a. notifies the Patrol shift supervisor; and
 - b. dispatches additional unit(s) to the officer's last known location.
5. The RCO continues security checks at one-minute intervals until the incident is concluded.
6. The RCO logs every attempted security check, the results of each attempt and all related actions in the unit history.
7. RCOs may perform security checks more frequently at their discretion.

S. Sample Broadcast Formats

1. In Service or Out of Service

Calling Unit	Broadcast
449	"Control, 449, in service."
or	
449	"Control, 449, in service, court."
or	
449	"Control, 449, out of service."
Control	"449, 1714."

2. Dispatch to a Call for Service (Crash)

Calling Unit	Broadcast
Control	Activate alert tone if injury or unknown injury crash. "Local units, injury crash, I-86/61. Units acknowledge with their location."
405	"405, US 91 and East Chubbuck Road"
449	"449, I-15/67"
506	"506, I-15/80"

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405	"Control, 405, enroute, 15 minutes."
Control	"405, 2025 (and call sign if on or near the half-hour)."
To update units with information:	
Control	"405, two vehicle injury crash, I-86/61, westbound lane, partial blockage."

3. Other Than Traffic Stop

Calling Unit	Broadcast
400	"Control, 400, Court, Bannock County Courthouse."
Control	"400, 1415 (and call sign if on or near the half-hour)."
Or	
400	"Control, 400, Investigation."
Control	"400."
400	"Accident follow-up at 11173 Adios Street at John Brown's residence, phone number 333-5632."
Control	"400, 1632."
or	
400	"Control, 400, CAD Call Type."
Control	"400."
400	"With 458, 524 at Jane Smith's office, 1313 Main in Ketchum."
Control	"400, 458, 524, 1514." or "400, units, 1514."

4. Traffic Stop

Calling Unit	Broadcast
400	"Control, 400, Traffic."
Control	"400."
400	"westbound I-84/60, 123 adam boy charles, Washington."
Control	"400, 1415."
<i>(Radio traffic can continue with a Registration Query, then may continue with a Driver's License Query, a Code Six Charles, a Code Six Mary, or other formats.)</i>	

5. Registration Query

Calling Unit	Broadcast
448	"Control, 448, Registration."
Control	"448."
448	"1adam 5432."
Control	"448, 1415."
To update units with registration information and no NCIC/IHOTS hits:	
Control	"448, expires 4 2003, Red 2002 98 Ford Bronco, , Steve Jones, Pocatello"

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To update units with felony hit, see Code Six Charles.
To update units with misdemeanor hit, see Code Six Mary.

6. Driver's License Query

Calling Unit	Broadcast
484	"Control, 484, Driver's check."
Control	"484."
484	"Smith, John Q., 10 09 1941."
Control	"484, 1130."
To update units with driver information and no NCIC/IHOTS hits:	
Control	"484, Smith, 02, clear."
484	"484."
To update units with felony hit, see Code Six Charles.	
To update units with misdemeanor hit, see Code Six Mary.	
<i>(Radio traffic may continue with a Code Six Charles, a Code Six Mary, or other formats.)</i>	

7. Code Six Charles

Calling Unit	Broadcast
<i>(This format will be used with a felony hit.)</i>	
Control	"520, Code Six Charles."
520	"520."
<i>(RCO will wait for officer direction to proceed.)</i>	
520	"Control, 520, go ahead."
Control	"520, (caution/alerts) Smith, John Q., white male adult, 1945 09 26, 511, 215, brown and brown, swastika tattoo on left forearm, wanted in Iowa for bank robbery."
520	will advise either a positive or negative match
If the officer advises it is a positive match: Alert tone is activated. "All units, clear the air for emergency traffic, 520 has a Code Six Charles at I-90/15 westbound unit(s) acknowledge with ETA."	
To confirm valid warrant:	
447	"SH41/10, enroute."
464	"I90/1, enroute."
Control	"447, 464, 1514."
Control	"Have contacted ORI, confirm it is a valid warrant, will extradite."
464	"Control, 464, CAD Call Type with 520."
Control	"464, 1518."
447	"Control, 447, out with 520."
Control	"447, 1519."

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<i>(RCO will wait to perform security checks until this situation is resolved. RCO will not resume normal radio traffic until specifically directed by an officer on the scene.)</i>	
464	"Control, 464, units are Code Four with one in custody. Resume normal traffic. "
Control	"464, 1528. All units resume normal traffic."

8. Code Six Victor-Handling Code 2 and 3

Calling Unit	Broadcast
<i>(This format will be used with a Terrorism Hit</i>	
Control	"520, Code Six Victor."
520	"520."
<i>(RCO will wait for officer direction to proceed.)</i>	
520	"Control, 520, go ahead. "
Control	520, Handling Code 2 "
520	Will call in via phone for all information on the hit
At this time 520 may request another unit or the air cleared for emergency traffic. RCOs do not automatically send back up or clear the air for a Code Six Victor.	

9. Code Six Victor Handling Code 1

Calling Unit	Broadcast
<i>(This format will be used with a Handling Code 1 Terrorism Hit.)</i>	
Control	"520, Code Six Victor."
520	"520."
<i>(RCO will wait for officer direction to proceed.)</i>	
520	"Control, 520, go ahead. "
Control	"520, Handling Code 1,(caution/alerts) Smith, John Q., white male adult, 1945 09 26, 511, 215, brown and brown, swastika tattoo on left forearm, wanted in Iowa for bank robbery." Contacting the FBI for further.
520	will advise either a positive or negative match
If the officer advises it is a positive match: Alert tone is activated. "All units, 520 has a Code Six Victor Handling Code 1 at I-90/15 westbound unit(s) acknowledge with ETA."	
To confirm valid warrant the RCO must contact the FBI for details	
Control	"Have contacted FBI, confirm it is a valid warrant, will extradite."
447	"SH41/10, enroute."
464	"I90/1, enroute."
Control	"447, 464, 1514."

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464	"Control, 464, CAD Call Type with 520."
Control	"464, 1518. All units clear the air for emergency traffic only."
447	"Control, 447, out with 520."
Control	"447, 1519."
<i>(RCO will wait to perform security checks until this situation is resolved. RCO will not resume normal radio traffic until specifically directed by an officer on the scene.)</i>	
464	"Control, 464, units are Code Four with one in custody. Resume normal traffic. "
Control	"464, 1528. All units resume normal traffic."

10. Code Six Mary

Calling Unit	Broadcast
<i>(This format will be used with a misdemeanor hit.)</i>	
Control	"520, Code Six Mary."
520	"520."
<i>(RCO will wait for officer direction to proceed.)</i>	
520	"Control, 520, go ahead."
Control	"520, Smith (caution/alerts), John Q., white male adult, 09 26 1945, 511, 215, brown and brown, swastika tattoo on left forearm, warrant out of Blaine County for DUI, DWP, failure to appear, \$2,500 bond, cash only day or night."
520	will advise either a positive or negative match
At this time 520 may request another unit or the air cleared for emergency traffic. RCOs do not automatically send back up or clear the air for a Code Six Mary.	
To confirm valid warrant:	
Control	"Have contacted ORI, confirm it is a valid warrant, will extradite."
520	"520."
520	"Control, 520, Code Four with one in custody."
Control	"520, 1528."

11. Code Seven

Calling Unit	Broadcast
559	"Control, 559, Code Seven at Pizza Hut on Glenwood in Garden City."
Control	"559, 1735 (and station identification if on half-hour)."
Or	
559	"Control, 559, Code Seven."
Control	"559."
559	"and 529 at Joe's All American Blue Cheese Grill and Deli near Dworshak State Park."

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Control	"559, 529, 1735 (and station identification if on the half-hour)."
<i>(Officers will monitor their portable radios, if issued, for pertinent calls of service.)</i>	

12. Code One Thousand

Calling Unit	Broadcast
400	"Control, 400 ISP."
Control	"Code One Thousand." Broadcast on all applicable ISP channels.
<i>(Normal radio traffic will continue. All other activities related to the Code One Thousand will be in person or by telephone.)</i>	

13. Pursuit

Calling Unit	Broadcast
455	"Control, 455, in pursuit, eastbound I-84/150"
Control	"Clear the air for emergency traffic only, 455 is in pursuit on eastbound I-84/150 unit(s) acknowledge with ETA."
455	"Suspect vehicle is a red mid-90's Honda Civic with Idaho plates, 2 adult occupants visible, 85 miles per hour, traffic moderate, dry roads, clear weather, possible DUI – vehicle is weaving in and out of traffic."
506	"506, I-84 mp 120, enroute"
449	"449, I-84 mp 160, enroute"
Control	"506, 449 enroute 1538"
<i>(RCO contacts shift supervisor and proceeds per Conduct of Pursuits procedure.)</i>	

14. Status Check

Calling Unit	Broadcast
<i>(RCO has had no contact with the officer for one hour.)</i>	
Unit acknowledges:	
Control	"426, Control, status."
426	"426, Code 4, northbound US95 at Prairie."
Unit fails to acknowledge:	
Control	"426, Control, status."
426	(no answer)
<i>(RCO waits for 5 minutes.)</i>	
Control	"426, Control, status."
426	(no answer)
Control	"426, no answer, 1415."
523	"523."
459	"459."

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<i>(RCO waits for 5 minutes.)</i>	
Control	"426, Control, status."
426	(no answer)
Control	"426, no answer, 1420."
<i>(RCO contacts shift supervisor and continues status checks.)</i>	

15. Security Check

Calling Unit	Broadcast
<i>(RCO has had no contact with the officer on a Code Six for 10 minutes.)</i>	
Unit acknowledges:	
Control	"426, Control, security check."
426	"426, Code 4."
Unit fails to acknowledge:	
Control	"426, Control, security check."
426	(no answer)
<i>(RCO waits for 2 minutes.)</i>	
Control	"426, Control, security check."
426	(no answer)
Control	"426, no answer, 1415. 509, 426 no answer security checks, northbound US95 at Prairie"
509	"509, enroute from District."
<i>(RCO contacts shift supervisor and continues security checks at one-minute intervals.)</i>	

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Ryan Tolman	June 2016
			Challis Phipps	September 2016
		September 2017	Challis Phipps	September 2017
Karl Allen	Update	April 2018	Leslye Nelson	May 2018
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Chapter 118 Traffic Stops



Division of Motor Vehicles

January 2020

POE – MANUAL

Chapter 118 Traffic Stops

PROCEDURE STEPS:

118 TRAFFIC STOPS

118.1 Traffic Stop Policy/Procedure – General Provisions

For the purposes of this section the following definitions shall apply:

Bypass.

Failure of a vehicle to stop at an open Port of Entry, or checking station, when required to do so as specified in I.C. 40-511.

Traffic Stop

A Traffic Stop is an attempt to stop and the actual stop, by trained and authorized POE personnel, of a vehicle that has bypassed.

POE personnel are authorized to stop vehicles that bypass ports of entry (Section 40-511 I. C.). Traffic stops will be made using POE vehicles equipped as emergency vehicles with siren and red lights (I.C. 40-511 and I.C. 49-623 and Administrative Policy 5062). **While inspector discretion is to be used in determining whether or not to pursue a bypassing vehicle, it must be emphasized that traffic stops serve as an important function to obtain compliance and are an essential job element. An inspector can be left on site while the other inspector pursues a bypasser. There MUST BE two way radio and/or cell phone communications between ISP dispatch and the inspector performing the traffic stop. ISP dispatch will perform the safety checks during the stop. The traffic stop shall be discontinued if contact with ISP dispatch is not attained or is lost. Other criteria to consider is location, and if trouble could arise. DO NOT PROCEED ALONE IF TROUBLE IS SUSPECTED.**

Bypasses, whether intentional or inadvertent, detract from the goals of the department and shall be addressed. If a traffic stop is not practical at a given time, and the vehicle can be identified, the bypass shall be addressed with other options, such as enlisting the aid of other law enforcement, calling the company, notifying other ports on the route, etc.

If a vehicle does not pass a POE regulatory sign the vehicle is not required to report to a POE fixed/roving site. Use your best judgment when doing a bypass stop. Traffic stops are, by their nature, a potentially hazardous event, so extra care and sound judgment is required.

All emergency vehicle operations shall conform to Idaho law, administrative policy and this policy. POE personnel who fail to follow established policies and procedures may be subject to disciplinary action, including revocation of traffic stop privileges and dismissal (see ITD HRS Manual, chapter II).

Personnel engaged in emergency vehicle operations shall, when necessary, use both siren and emergency lights when engaged in vehicle traffic stops as required by I.C. 49-623. Vehicle traffic stops shall be defined as beginning when an authorized POE employee starts the emergency vehicle to stop a vehicle that has been observed bypassing a Port of Entry. It shall be deemed to have ended after the Inspector ensures the target vehicle is safely back on the roadway and the employee has returned to work location and cleared with ISP.

All personnel operating departmental vehicles shall exercise due regard for the safety of all persons. Safety shall not be compromised in making traffic stops. Personnel will be held strictly accountable for the consequences of their reckless disregard for the safety of others.

118.2 Emergency Vehicle Operations-Traffic Stops

The authority to stop vehicles is provided for in Idaho Code, but there is also a parallel inspector and department responsibility.

Section 49-623, I. C. authorizes emergency vehicles to operate in ways that the ordinary vehicle may not. This section concludes in paragraph four by stating that “The foregoing provisions shall not relieve the driver of an authorized emergency or police vehicle from the duty to drive with due regard for the safety of all persons, nor shall these provisions protect the driver from the consequences of his reckless disregard for the safety of others.” Despite language in Section 49-623, I. C., bypass of a port of entry is not sufficient reason to supersede traffic control devices. Inspectors shall obey all traffic control devices (stop signs, traffic signals, yield signs, except speed limit signs, etc.). It is understood that obeying these devices may result in abandoning the traffic stop. For this reason, the department has developed guidelines for emergency vehicle operation. Reported incidents of the violation of these guidelines will be vigorously investigated and, if found to have merit, may result in disciplinary actions.

All department employees must wear the Port of Entry approved uniform when exercising the authority to stop vehicles that have by-passed a port of entry. All Inspectors performing a Traffic Stop must wear safety vests as described in Section 213.1.

Properly equipped and marked department owned and operated vehicles that are assigned to the Division of Motor Vehicles as part of the Port of Entry program shall be designated as emergency vehicles as provided for in Section 49-123 (1) (b), Idaho Code.

Department-designated emergency vehicles shall display the department seal, and be easily identified by displaying equipment that emit a red flashing light. The emergency lighting equipment may be either permanently mounted overhead light bars, or other adequate emergency lighting as required by Idaho Code. All emergency vehicles shall also be equipped with a siren.

An employee shall not operate a department-designated emergency vehicle until a course of study containing a minimum of the following subjects has been completed. Each supervisor will have written procedures and ensure that staff are aware of what is within their discretion.

- scope of authority,
- professionalism,
- officer - violator relationship,
- verbal versus non-verbal communication,
- low risk stops,
- traffic laws versus enforcement,
- violators under the influence of alcohol or drug, and
- Radio Communications

If a truck fails or refuses to stop for a department-designated emergency vehicle, the employee operating the emergency vehicle shall immediately notify the Idaho State Police or local authorities and discontinue any further effort to stop the vehicle. The employee may, at his/her discretion, continue to follow the vehicle at a safe distance pending the arrival of other authorities.

When the attempted CMV stop is discontinued the Inspector(s):

- Must slow down;
- Deactivate emergency lights and/or siren;
- Remove the unit from the target driver's field of vision as soon as possible;
- Pull to the side of the road
- Turn onto a side road; or
- Turn into a parking lot or driveway, if possible.

118.3 Imminent Danger Traffic Stops

Port of Entry personnel may stop a vehicle presenting an imminent danger to the public in order to preserve safety; no enforcement action will be taken by Port of Entry personnel. Idaho Code 39-5302 defines imminent danger “...is when death or severe bodily injury could reasonably be expected to occur...”

Port of Entry Inspectors are able to pull over and stop vehicles observed operating in a dangerous manner, such as loads falling off the vehicle, flat tires, etc. When this type of vehicle is contacted the inspector must complete the following traffic stop log. No enforcement actions are to be taken other than this form (no citations or written warnings).

Port of Entry Traffic Stop Log for Imminent Danger Stops

Date: _____ Time: _____ am/pm Location: _____ MP: _____

Carrier Name: _____

Reason For Stop: _____

Comments: _____

Inspector Name: _____ Badge# _____

Signature: _____ Photographs? _____

Copy to: Supervisor, File, and electronic public folder.

A copy of this form is to be completed for any POE personnel that stops a vehicle due to an imminent danger.

Electronic copy is also to be submitted to the traffic stop log folder in the Public Folder listing.

118.4 Justification-Traffic Stops

A traffic stop is justified only when the inspector has observed a vehicle meeting the criteria established in Section 40-511, I.C., bypassing an open Port of Entry. This does not include those situations where vehicles may quite legally take a more circuitous route that does not pass regulatory signing to an open Port of Entry. These situations may be prompted by the carrier's

intent to load the vehicle to weight limits imposed on a secondary highway when an open port of entry is located on an interstate route. Section 40-511 I.C., requires that vehicles transporting merchandise, products, or commodities stop at open POEs. **Charter buses are not required to stop at open POEs due to the fact they do not carry merchandise, products, or commodities.**

A bypass **SHALL** be interpreted to mean those times when a vehicle is observed leaving the main highway **after encountering POE regulatory signing**. If the vehicle leaves the highway in advance of this signing it is not to be considered a bypass.

118.5 Primary Unit Responsibilities Traffic Stops

The responsibility for the decision to initiate a traffic stop rests with the individual inspector. In arriving at this decision, the Inspector must carefully consider all factors involved, including:

- The seriousness of the offense.
- The driving conditions (weather, location, and road conditions). Visibility must be good. The road conditions must be such that vehicle traction is not compromised by snow, ice, or rain.
- The Inspector is expected to use good judgment in the traffic stop, and shall not exceed 15 miles per hour over the posted speed limit.
- Personal safety, the safety of other department personnel, and that of the general public will be given constant consideration.

The primary unit shall notify Idaho State Police communications center as soon as reasonably possible, but before the vehicle is actually stopped, that a traffic stop is imminent and should attempt to provide as much of the following information as possible:

- Identification of the Inspector performing the traffic stop (radio call number) ISP Procedures.
- Target vehicle's location (highway and milepost), and direction of travel.
- Description of target vehicle, including license number, if known.

POE personnel must break off contact with the target vehicle if contact with a local ITD Port of Entry or law enforcement agency communication center cannot be established. Under no circumstances shall POE personnel exit the vehicle unless they are in contact with a local Port of Entry or law enforcement communication center. Exception: contact with the target vehicle may be continued if a local law enforcement agency makes, and assists during, the traffic stop.

The primary unit may continue the traffic stop as long as it is safe to do so, until directed to terminate the traffic stop, or until the target vehicle is stopped. Personal and public safety must be the determining factors when making the traffic stop.

When the target vehicle acknowledges the traffic stop by slowing and pulling off the roadway, the primary unit may stop the siren but maintain overhead lights in full rotation. When the target vehicle has come to a complete stop, the primary unit will position itself immediately behind the target vehicle and stop approximately 20 feet from the rear and slightly to the left of the target vehicle. See illustration below.

The inspector may approach the driver's compartment to discuss the circumstances of the traffic stop with the driver. Whenever possible, the inspector should approach the driver's compartment from the side of the vehicle away from highway traffic. Extreme care must be exercised when walking upon the traveled portion of the highway. If the driver leaves the vehicle, he/she should be escorted along the side of the vehicle away from highway traffic. Only brief walk-around inspections will be conducted on highway shoulders.

Extended inspections and/or weighing will be conducted only at turnouts and other locations where all vehicles are completely out of the traveled portion of the highway. A vehicle may be required to return to the Port if there is reasonable cause to believe that the vehicle is overweight, or if there is a violation that cannot be handled at the location of the traffic stop.

ISP procedures communications center will check the status of the traffic stop at intervals. When out of the ITD vehicle during the traffic stop, the inspector will ensure that radio contact with a communication center is continued through the use of the vehicle's cell phone or portable radio.

118.6 Abandoning the Traffic Stop

Inspectors must continually question whether the seriousness of the violation justifies continuing the traffic stop. The primary unit must terminate a traffic stop in any of the following circumstances:

- If in the opinion of the Inspector, or the Supervisor, the traffic stop creates an unreasonable danger to the inspector or the public that outweighs the necessity for an immediate traffic stop of the target vehicle. In making this decision, the inspector must take into consideration the seriousness of the offense, driving conditions, and the apparent driving skill exhibited by the target vehicle.
- The identity of the driver of the target vehicle has been established to the point that enforcement action can take place later under more favorable circumstances.
- The prevailing conditions indicate that continuing the traffic stop will be futile or unreasonably dangerous.
- The location of the target vehicle is no longer known.
- The target vehicle has entered another state.

At the termination of a traffic stop, the primary unit will return to normal Port of Entry activities. Inspectors will not continue to follow at a safe speed or “patrol” the area hoping to regain sight of the target vehicle, unless there is a reasonable expectation that the target vehicle will be stopped by a law enforcement agency.

It is suggested that two people/units are better than one for safety as a means way to protect themselves; if a second unit is available, that unit may respond to back the primary unit. The secondary unit will respond without lights/or siren unless the primary unit requests it. However, if there is a request for a second unit to respond with lights, ISP DISPATCH SHOULD ALREADY BE NOTIFIED OF A POTENTIAL THREAT AND AN ISP TROOPER or other law enforcement SHOULD BE IN ROUTE. The primary unit should be backing away from the threat. Upon arrival of the stop, the secondary unit will activate all emergency lights before parking or exiting the vehicle.

118.7 Responsibility of an Assisting Unit-Traffic Stops

Traffic stops will involve not more than one ITD unit. If additional units are available to assist when the traffic stop is made, they will make their availability known to the local ITD Port of Entry or law enforcement agency communications center. The primary unit may then authorize an assisting unit as they deem necessary.

118.8 Responsibility of ITD Port of Entry-Traffic Stops

Adhere to the radio procedures in Chapter 104 and Chapter 206.

118.9 Responsibilities of Supervisors-Traffic Stops

This is set forth in Section 211.7.

118.10 Offensive Contact-Traffic Stops

In the course of a traffic stop, deliberate or threatened contact between vehicles is strictly prohibited. Such actions include, but are not limited to, forcing the target vehicle off the road, driving alongside the target vehicle while it is in motion, ramming or heading off the target vehicle.

118.11 Spacing-Traffic Stops

All inspectors operating vehicles during traffic stops shall space themselves at a distance that will ensure proper braking and reaction time in the event the target vehicle stops, slows, or turns.

118.12 Controlled Access Highways-Traffic Stops

Inspectors shall not follow vehicles the wrong way on interstates, controlled access highways, or other divided roadways.

118.13 Traffic Control Devices-Traffic Stops

Despite language in Section 49-623, I.C., bypass of a port of entry is not a sufficient reason to supersede traffic control devices. Inspectors shall obey all traffic control devices (stop signs, traffic signals, yield signs, , etc.). It is understood that obeying these devices may result in abandoning the traffic stop.

118.15 Pedestrian Traffic-Traffic Stops

Performing traffic stops in areas of pedestrian traffic is strictly prohibited. Such areas include school zones, urban residential areas, and shopping areas.

118.16 Equipment-Traffic Stops

Performing traffic stops is strictly prohibited in department vehicles that are not equipped with a two-way radio, siren, and flashing red lights. If any equipment necessary to the safe operation of a department vehicle fails, or is in need of repair, traffic stops are not authorized. Traffic stops will not be initiated if a trailer is attached to the ITD vehicle.

118.17 Inter-jurisdictional Traffic Stops-Traffic Stops

POE inspectors are authorized to make traffic stops on highways within the state.

118.18 (Reserved)

118.19 Individual Wanted For Felony

If the person is wanted for a felony, consider the following:

- Safety of yourself, other employees, and the public.
- The best procedure is to be a good witness. Note the following:
 - How the person was dressed.
 - Physical description of the person, i.e., hair, eyes, height, weight, build, identifying marks, etc.

- Description of the vehicle, i.e., color, make, model, license plate number, special identifying marks.
- Direction arrived from and direction left.
- Inspector shall notify law enforcement officials as soon as can be done safely.

Training should be given for these situations. There are different options for this type of scenario. Generally the inspector is seated in his/her pickup when running a driver's check and the NCIC felony warrant pops up. When this happens the inspector should immediately contact dispatch. Take a more reactionary position by backing up to increase the distance between the suspect and them. They need to be able to see down both driver and passenger sides of the CMV or as much as they can. Or if they feel the initial contact with the suspect was good, they may want to consider returning the suspect's information and let the suspect go. NOTE: Many times when a person has a felony warrant they know they are going to prison/jail and feel they have nothing to lose. In other words they may decide to fight. This can also happen with a misdemeanor. ISP troopers will do this same thing on a felony stops while waiting for back up.

This is one of the primary reasons POE Inspectors should be making the stops ONLY when communicating with dispatch.

IN ANY EVENT DO NOT ATTEMPT TO DETAIN SUCH A PERSON!

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Ryan Tolman	June 2016
		September 2017	Challis Phipps	September 2017
		November 2017	Challis Phipps	November 21, 2017
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Chapter 201 POE Overview

Version 1.3 | Jan



YOUR *Safety*



YOUR *Mobility*



YOUR *Economic Opportunity*



POE Overview

PROCEDURE STEPS:

201.0 PORT OF ENTRY OVERVIEW

201.1 POE Program

POE activities are accomplished by three types of POEs:

1. Permanent POE: staffed POE strategically located on major highway routes to regulate truck traffic in Idaho or adjacent states.
2. Satellite Scale Sites: permanent pit scales or off highway portable scale sites located on highway routes to provide control for local seasonal truck traffic. These are operated on a random basis by POE personnel.
3. Roving POE: special vehicles designed to perform POE functions at roadside set-up locations and operate satellite scale sites on a seasonal/random schedule, using portable and/or semi-portable scales.

201.2 POE Operations and Scheduling

The POE Manager is authorized to set hours of operation, shift schedules, and POE closures.

The following should be notified of an unscheduled closure as soon as possible:

- POE Headquarters
- Special Permit Office
- Motor Carrier Services
- Local Idaho State Police (ISP) dispatch
- Other Idaho POEs

The chart on the following page shows holiday staff scheduling. Swing shift shall end at midnight on the day preceding the holiday. The ports should close at the end of day shift on Christmas Eve and New Year's Eve. **However an employee may request to work later, up to midnight, with approval of the supervisor.**

HOLIDAY	FIXED PORTS OF ENTRY			ROVING PORTS OF ENTRY		
	OPEN		CLOSING	OPEN		CLOSING
	YES	NO		YES	NO	
New Year's Day		X	3 pm-5 pm on December 31 st		X	End of Shift
Civil Rights Day		X	Last shift of previous day.		X	End of Shift
President's Day		X	Last shift of previous day.		X	End of Shift
Memorial Day		X	Last shift of previous day.		X	End of Shift
Independence Day		X	Last shift of previous day.		X	End of Shift
Labor Day		X	Last shift of previous day		X	End of Shift
Columbus Day		X	Last shift of previous day.		X	End of Shift
Veterans Day		X	Last shift of previous day.		X	End of Shift
Thanksgiving Day		X	Last shift of previous day.		X	End of Shift
Christmas Day		X	3 pm-5 pm on December 24th		X	End of Shift

The Division of Human Resources Rule 073.03 regarding holiday pay states that “all classified employees of like classification, shall be treated equally with reference to hours of employment, holidays, and vacation leave” and “schedules resulting in holiday time off in excess of eight (8) hours must only be approved in such a way as to treat all members of the affected job classification equally. Appointing authorities may suspend flex schedules during holiday weeks in order to ensure equity.”

Employees on a flex or compressed schedule (e.g., four ten-hour days) are only eligible to receive eight hours of holiday time—the same as employees who work five eight-hour days.

Working ten-hour shifts in ports of entry serves a compelling business need and will be continued on this basis. Therefore, during weeks containing state holidays, POE personnel authorized to work ten-hour shifts will code timesheets with eight (8) holiday hours (HOL). Supervisors will either schedule two (2) additional hours of time worked into the standard workweek, or will schedule approved leave in combination with regular work hours as an alternative to complete the forty (40) hour work week. Employees who work during state holidays will record on their timesheet only the eight (8) holiday hours (HOL) and any regular time (REG) worked on the holiday.

If the actual Holiday falls on a Saturday or Sunday, I.T.D. will designate the day it will be observed. Holiday time must be coded on the designated day not on the actual holiday.

201.3 Enforcement Commissions

Board Authority

The POE Manager, Area Supervisors, Senior Inspectors, and Inspectors are appointed as Special Agents by the ITD Board. Section 40-510, I.C., outlines appointment authority. Board Policy 4062 and Administrative Policy 5062 further define employee appointments.

Nature of Enforcement Commission

All POE special agents are authorized to enforce certain sections of Idaho Code and Federal Regulations pertaining to commercial vehicle movement.

Inspectors are not authorized to arrest or unreasonably detain individuals. Only if under court order can P.O.E. personnel require people to post bond

201.4 Commission of Department Employees as Peace Officers

Designated department employees may be authorized to receive limited peace officer authority as provided for in Section 40-510, Idaho Code. The enforcement of Chapter 24, Title 49, Idaho Code shall be limited to Sections 49-2401 through 49-2412, and 49-2446, Idaho Code. Department employees who are granted limited peace officer commissions shall not take defendants before magistrates as outlined in Sections 40-510 and 49-1407, Idaho Code.

The authority permitted in Section 40-510, Idaho Code, shall be outlined within a commission prepared and administered by the Port of Entry Manager or delegate. The signatures of both the employee receiving the commission and the Motor Vehicle Administrator shall appear on the commission for validation purposes. All commissioned employees shall be issued identification cards displaying the date of commission and position title.

Department employees shall not engage in enforcement actions not authorized by Idaho Code. Assistance to law enforcement is allowed on request. Good judgement consistent with training and experience must be used in any case.

The peace officer authority contained in Section 40-510, Idaho Code, may be extended to employees of adjoining states following the implementation of bilateral agreements for joint operations of ports of entry as outlined in Section 40-317, Idaho Code. The Motor Vehicle Administrator, or a delegate, shall establish such commissions and ensure the proper training of affected employees of adjoining states.

The Port of Entry Manager shall request background investigations on persons employed by, or seeking employment by, the department, to act with limited peace officer authority. Persons convicted of a felony within the past 20 years shall not be employed by the department to act with limited peace officer authority. Criminal misdemeanors may also disqualify an applicant.

Annual criminal background checks will be conducted on all commissioned P.O.E. Employees.

201.5 Idaho Codes for POE Authority

I.C. 40-510. PORTS OF ENTRY OR CHECKING STATIONS ESTABLISHED --
MOTOR VEHICLE INVESTIGATOR ACTIVITIES -- AUTHORITY OF THE BOARD
TO EMPLOY INDIVIDUALS.

- (1) To augment and help make more efficient and effective the enforcement of certain laws of the state of Idaho, the Idaho transportation department is hereby authorized and directed to establish from time to time temporary or permanent ports of entry or checking stations upon any highways in the state of Idaho, at such places as the Idaho transportation department shall deem necessary and advisable.
- (2) The board is authorized to appoint and employ individuals who shall have limited peace officer authority for the enforcement of such motor vehicle related laws as are herein specified:

- (a) Sections [18-3906](#) and [18-8001](#), Idaho Code;
 - (b) Sections [25-1105](#) and [25-1182](#)(2), Idaho Code;
 - (c) Sections [40-510](#) through [40-512](#), Idaho Code;
 - (d) Chapters 1 through 5, 9, 10, 11, 15 through 19, 22 and 24, [title 49](#), sections [49-619](#), [49-660](#), [49-1407](#), [49-1418](#) and [49-1427](#) through [49-1430](#), Idaho Code;
 - (e) Sections [63-2438](#), [63-2440](#), [63-2441](#) and [63-2443](#), Idaho Code; and (63-2441 and 63-2443 have been repealed)
 - (f) Section [67-2901A](#), Idaho Code.
- (3) Motor vehicle investigators shall have the authority to access confidential vehicle identification number information.
 - (4) Any employee so appointed shall have the authority to issue misdemeanor traffic citations in accordance with the provisions of section [49-1409](#), Idaho Code, and infraction citations in accordance with the provisions of [chapter 15, title 49](#), Idaho Code.
 - (5) No employee of the department shall carry or use a firearm of any type in the performance of his duties unless specifically authorized in writing by the director of the Idaho state police to do so.
 - (6) The board is authorized to extend the authority as provided in this section to authorized employees of contiguous states upon approval of a bilateral agreement according to the provisions of section [40-317](#), Idaho Code.

I.C. 40-511. STOPPING AND INSPECTION.

- (1) Wherever by the laws of the state of Idaho any vehicle with a maximum gross weight or registered gross weight, or operated at a gross weight of twenty-six thousand one (26,001) pounds or more, excepting those transporting livestock or placardable quantities of hazardous materials, is used to transport any merchandise, product or commodity within the state, within the state to without the state, or from without the state to within the state, the owner or operator of either the motor vehicle or trailer, as defined in chapter 1, title 49, Idaho Code, used to transport such merchandise, product or commodity is hereby required to stop at such ports of entry or checking stations established by the Idaho transportation department and submit to inspection, grading or weighing, for compliance with the laws of the state of Idaho.
- (2) Vehicles or combinations of vehicles with a maximum gross weight of ten thousand (10,000) pounds or more transporting livestock or placardable quantities

of hazardous materials are required to stop at all ports of entry or checking stations established by the Idaho transportation department.

- (3) It shall be the duty of such owner or operator of every motor vehicle or trailer to drive the motor vehicle or trailer upon any state owned stationary or portable scale or private scale, certified by the state of Idaho when requested to do so by any peace officer, excepting fish and game officers, or authorized employees of the Idaho transportation department.
- (4) Authorized employees of the transportation department may stop any vehicle with a maximum gross weight of eighteen thousand (18,000) pounds or more by displaying a flashing red light if the authorized employee has probable cause to believe the vehicle bypassed a weighing or inspection station or proceeded through the station without regard for the directional signals. Authorized employees may direct a vehicle which has bypassed a weighing or inspection station or has proceeded through the station without regard for the directional signals, to return to the bypassed inspection or weighing station and may issue a citation for failure to stop as required in this section. The operator of a vehicle shall bring the vehicle to a stop, pulling off the traveled portion of the highway when directed to do so by an authorized employee of the transportation department by use of emergency lights or siren.

I.C. 40-512. PENALTIES. Any person failing to stop at any port of entry or checking station when so required by the provisions of section 40-511, Idaho Code, or, failing to submit to the inspection, grading or weighing required by any law of the state of Idaho, shall be guilty of a misdemeanor.

201.6 Administrative Policy 5062

Purpose

The purpose of this policy is to implement Board policy 4062 directing the Director to establish and maintain a program to monitor and control the sizes and weights of all vehicles using Idaho highways.

Legal Authority

- Idaho Code 40-510 - Port of entry stations established; motor vehicle investigations; Board authority to employ individuals. The Board is authorized to appoint employees at ports of entry as limited peace officers for the purpose of enforcing the weight and size limitations that apply to motor vehicles travelling on state highways.

- Idaho Code 40-511 - Authority to stop and inspect vehicles at port of entry stations or any check stations established by ITD. Allows ITD to establish “check stations” in addition to port of entry stations. Allows weighing of vehicles on either fixed or portable scales. Port of entry employees may employ sirens and flashing lights to stop vehicles that fail to heed a port of entry or check station and direct the driver to return to the port of entry or check station.
- Idaho Code 40-512 - Penalties for failure to stop at port of entry or check station or to allow inspection at port of entry station.
- Idaho Code 40-317(6) - Board authority to negotiate and enter into bilateral agreements with designated representatives of contiguous states for the “manning and operation of jointly occupied ports of entry”.
- Idaho Code 49-123(2)(b) - Authorized emergency vehicle defined.
- Idaho Code 49-910A - Vehicles authorized by the Idaho Transportation Board for use in the enforcement of vehicle laws specified in section [40-510](#), Idaho Code, may display red flashing lights.

A size and weight monitoring program, consisting of a mixture of permanent ports of entry and roving teams, that effectively oversees the size and weight of vehicles traveling on routes that receive federal funding shall be developed in accordance with the following mission statement:

“To ensure consistent and uniform compliance with motor carrier laws, rules, and regulations to provide quality assistance and information; and to assist in the preservation of the highway system and the safety of the traveling public.”

The Motor Vehicle Administrator, in conjunction with the Port of Entry Manager, is responsible for statewide oversight of the ports of entry, and shall ensure statewide uniformity of standards and practices. The Divisions of Motor Vehicles and Highways shall work together to ensure a well-managed and maintained size and weight enforcement program that protects the public’s investment in the State Highway System. (See attached Port of Entry Responsibility Matrix.)

On an annual basis the Port of Entry Manager or a delegate shall evaluate the need for roving weigh sites and recommend locations for the sites. Upon determining the locations of roving weigh sites, the District Engineer may construct roving weigh sites with the advice and the consent of the Motor Vehicle Administrator or a delegate:

- in conjunction with other highway projects,
- separately from other projects, or
- using District maintenance budgets.

The Motor Vehicle Administrator or a delegate may negotiate and enter into agreements with neighboring states to establish rules, policies, and operating procedures for jointly operated ports of entry. The peace officer authority contained in Section 40-510, Idaho Code, may be extended to employees of adjoining states following the implementation of bilateral agreements for joint operations of ports of entry as outlined in Section 40-317, Idaho Code. The Motor Vehicle Administrator or a delegate shall establish such commissions and ensure the proper training of affected employees of adjoining states.

The Port of Entry Manager shall establish the days and hours of operations of the port of entry facilities, based upon the following:

- available manpower,
- average daily commercial traffic on monitored routes,
- request for assistance from other agencies or departments,
- additional staffing needs at other department facilities, and
- operating hours of other ports of entry.

Shift schedules shall be maintained in accordance with applicable rules and regulations as set forth in the Human Resource Services manual.

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Ryan Tolman	June 2016
		September 2017	Challis Phipps	September 2017
		September 2017	Challis Phipps	November 8, 2017
		September 2018	Leslye Nelson	January 2019
Karl Allen	Update	December 2019	Leslye Nelson	December 2019



Chapter 202 POE Vehicles

Version 1.3 January 2020



POE Vehicles

PROCEDURE STEPS:

202.0 POE VEHICLES

202.1 POE Vehicle Standards

The following standards have been agreed upon by the Commercial Vehicle Leadership Group (CVLG) for POE vehicles:

Sedans:

- Exterior top lights with color lenses – PA system (KOJAK lights for Area Supervisors)
- Rear strobes
- Rear amber deck lights
- Upgraded tires
- Wig wags on headlights
- Rechargeable flashlight

- Cellular phone (Area Supervisor discretion)
- Mobile radio
- Camera and accident documentation kit in glove box
- Air conditioning
- Largest engine possible
- Color – White
- No pickups as Port cars

Roving Vehicles:

- Light bar with PA system – make and model
- Rear strobes
- Mobile radio
- Upgraded tires
- Wig wags on headlights
- Rechargeable flashlight
- 1 ton GVWR of vehicle
- Camera and accident documentation kit in glove box
- Air conditioning
- Automatic transmissions
- Largest engine possible
- Color – White with blue reflective stripe
- Trucks, not vans
- Bucket seats with console
- Extended cab, with a third or fourth door
- Extended bed with canopy

202.2 POE Vehicle Accidents

Any POE or DVM vehicle which is involved in an accident or receives any damage requires an accident report; it will be reported to the Employee Safety / Risk management office at HQ. All paperwork will be sent to that office as well. The HQ ESRM staff will be in charge of all data entry and record keeping and the HQ Safety Committee will review the accident.

Your district ESRM may still want to be notified of any accidents that you have especially if they involve the public or a safety issue. Please check with them.

Any repair work done at the District shop will need to be coordinated through the Highway Equipment Analyst, at HQ.

202.3 POE Vehicle Responsibilities

We are responsible for POE vehicle maintenance as well as keeping the vehicles clean and ensuring they are safe.

Some of the districts don't have a service station attendant anymore and require employees to schedule their own oil changes or take it to a registered vendor. If this is the case in your District please follow guidelines given by HQ.

It's the operator's responsibility to keep track of the mileage and get the vehicle serviced every 6000 miles.

202.4 POE Vehicle Inspection

All POE vehicles are required to have a walk around inspection once a week. Fixed P.O.E. Employees working the first day shift of the week are responsible to conduct it and submit the form to their supervisor. Rovers and supervisors with an assigned vehicle are responsible to do theirs. Supervisors will maintain a file of those vehicles assigned to their areas. (see check list on following page)

Prior to driving a vehicle on any road, the driver shall do a walk around to check tires, window visibility, rear view mirrors, lights, and as the season may require, any additional items on the vehicle as may be required.

Pre-Trip Checklist

Inspect Tires Tread must be at least 4/32 (1/8) in. Check tire inflation. Check for leaking around wheel seals.	Truck, body & Misc Equipment Truck body & Shell (<i>any new dents, dings, and scratches</i>) Fire Ext. Flares Comments: _____
Inspect Mud Flaps Must be securely fastened. Must extend full width of tires(s) Must be within 8 inches of the ground.	Mirrors Adjusted for Maximum Visibility Clean

Check Fluid Levels Fuel Transmission Fluid Engine Oil Coolant Windshield Wiper Washer Fluid	Windows & Windshield Clean Snow and ice removed Rock Chips repaired & windshield replaced as needed. Wiper Blades (<i>Replace as needed</i>)
Inspect Wheels and Lugs No wheel cracks. All lug nuts secure.	Cab/Interior Clean Secure equipment items (printers, laptops, clipboards, etc.)
Inspect All Lights & Lens Headlights Brake/Turn Signals Cab Lights Clearance Lights Warning Lights Light Bar	Instrument Panel Battery Indicator Temperature Gauge Speedometer Oil Pressure Gauge Fuel Gauge
Comments: _____ _____	Forms: Accident/Incident ITD forms
Name of person completing inspection _____ Signature _____ Date ____/____/_____ Section/District _____	

202.5 POE Vehicle Airbag Safety

Inspectors shall not have laptops, laptop mounts, or any other hard objects between airbags and personnel. Equipment must be safely stowed when vehicles are in motion.

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Ryan Tolman	June 2016
		September 2017	Challis Phipps	September 2017
		September 2017	Challis Phipps	November 8, 2017
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Chapter 203 Administrative



Division of Motor Vehicles

January 2020

POE – MANUAL

POE Administrative

PROCEDURE STEPS:

203.0 ADMINISTRATIVE

203.1 Release and Restriction of Department Records

All Requests from any member of the public shall conform to the procedures as set forth in Administrative Policy A0115.

203.2 Requests from the Media

The Office of Communications 208-334-8005 is the only authorized outlet for disseminating information to the public.

When a member of the news media calls:

1. Identify the reporter by name and organization.
2. Get the reporter's phone number.
3. Determine what information the reporter is seeking, and his or her deadline.
4. Advise the reporter that someone from the department will call them back as soon as possible.
5. Call the Office of Communications at 334-8005 to relay the information.
6. Inform your supervisor about the call.

Even if you know the answers to the reporter's questions, ITD Board policy states that you are not authorized to speak publicly on behalf of the department or the Port of Entry, unless the Office of Communications gives you that authorization.

203.3 Policy on Administrative Leave When Port is officially closed

When a Port of Entry or other facility is closed or declared inaccessible by the Governor, the Director, or a designated representative, the employees scheduled to work at the Port of Entry or other facility may be granted Administrative Leave for the time the Port of Entry or other facility is closed or declared inaccessible. This leave must be approved in advance. The Motor Vehicle Administrator has the authority to approve Administrative Leave.

203.4 POE Numbered Memos

POE Headquarters will number all memos sent to the field. The format is as follows: POE + memo number + fiscal year + status of memo. Example: POE 1-15 FYI (first memo issued in fiscal 2015 and strictly for information). Numbering will be in the upper right-hand corner of the page.

Supervisors are to ensure that all numbered memos are made available to all personnel on a 24-hour basis. POE numbered memos are available in the POE folder on SharePoint.

Numbered memos issued by POE Headquarters, and those issued with managers' initials by other sections and agencies, must be made available to personnel. The Motor Vehicle Administrator, POEM, and Deputy Attorney General will countersign a numbered memo that pertains to ITD policy. Pertinent information and procedures contained in numbered memos will be incorporated into the POE procedure manual in June of each year. Numbered memos will expire one year from the issue date, unless previously superseded. Suggestions for memo topics may be forwarded to POE HQ for consideration.

Examples of memo topics originating from others include the following:

- Suspense notices from the suspense desk (Financial Services)
- Instructions from IT on the use and/or implementation of data programs, etc.

The cover letter of instruction on POE Manual updates and memorandums will also be numbered and made available. This letter will briefly state and/or explain the change. The employee can then go to the manual for further review.

This procedure is in addition to internal procedures within individual POEs to ensure employees read all memos.

203.5 Submitting Commercial Vehicle Leadership Group Topics

Any P.O.E. supervisor or employee who wants to submit a topic for discussion at the Commercial Vehicle Leadership Group, shall completely fill out an I.T.D. form 3096. (C.V.L.G. topic request) If it has been previously discussed and a decision reached at a prior C.V.L.G. the submitter will fill out In the background Information, When it was discussed before, what were the results and what has changed that would warrant submission again.

203.6 Changes in the POE Procedure Manual

When an error is found, or a change is needed to be made to the Port of Entry Procedure Manual, it needs to be brought to the attention of the immediate Supervisor.

1. If it is just a change or correction that requires no discussion, the Supervisor will then forward it to the Policy and Procedures Committee. This would be changes like dollar amount changes, phone number changes, computer processes, etc. The Policy and Procedures Committee would then notify POE Management, Area Supervisors and Senior Inspectors when the change was complete and what page or pages needed to be printed to update the manual. The Senior Inspector would be responsible for printing the pages and updating all manuals in their port. The Area Supervisor would be responsible for printing the pages and updating their own and the rovers.
2. If the change or correction is a policy change or a change in how we enforce something, or anything that requires discussion, the recommendation will be sent to POE Management, Area Supervisors and Senior Inspectors for comment. The Senior Inspector who is assigned the Chapter being addressed, would gather all comments and consolidate to present Policies and Procedures Committee.
3. The Policy and Procedure Committee will review and modify, if needed, all sections prior to CVLG or staff meetings. Changes may be either by page, by chapter or by the entire Manual. The change must show the entire Section to be changed with the changes highlighted and the revision date noted on the Section header. Numbered memos will be reviewed at each CVLG meeting and modified pages will be sent out at that time with revision date next to the Section title OR the Policies and Procedures Committee may recommend that a POE Numbered Memo be made a part of the POE Procedure Manual. Minutes for the CVLG or staff meetings will clearly show the actions of the Policies and Procedures Committee and approval by the CVLG or staff meeting. Changes will be done electronically by the Policy and Procedure Committee and a notification will be sent out as a numbered memo indicating when the change was complete and what page or pages needed to be printed to update the manual. The Senior Inspector would be responsible for printing the pages and updating all manuals in their port. The Area Supervisor would be responsible for printing the pages and updating their own and the rovers.

All changes for the Section title will be in Calibri font, 14 font size. All changes for the content of the Sections will be in Calibri font, 11 font size.

The copy on the POE drive for the POE Procedure Manual needs to be readable but not assessable for changes other than the one person assigned to it. This will be done by the POE TRSHQ.

203.7 Job Shadowing Release of Liability

Any person who wants to job shadow a P.O.E. Employee shall execute a release form:

Idaho Transportation Department
Port of Entry / Activity Consent Form

Date _____ Location: _____
Phone: (208) _____

Activity description: _____

LIABILITY WAIVER AND ASSUMPTION OF RISK AGREEMENT

I, _____, have read the activity description above and voluntarily choose to participate in the Job Shadowing of a Port of Entry Employee located at _____ Port of Entry.

I understand participation in this activity may include indoor and outdoor activities. I knowingly and voluntarily assume any and all risks to which I may be exposed in connection with the above activity, including but not limited to, any injury sustained through forces of nature, falling, slipping, and any other accident or illness that I may suffer as a result of my participation in this activity, as well as any damage or loss to my personal property. I also understand and acknowledge that while Job Shadowing at the Port of Entry, I may be in the presence of individuals who are not ITD employees and who may or may not possess criminal backgrounds.

I fully realize and accept the responsibility to carry out all activities in a safe and prudent manner and within the structure of the policies, procedures, and guidelines of the Idaho Transportation Departments. I understand that conditions at Ports of Entry are influenced and affected by circumstances outside of the control of ITD employees. I agree to hold the State of Idaho and the Idaho Transportation Department, as well as their officers, agents and employees, harmless from and against any and all liability, claims damages, losses, expenses, actions, attorney fees and suits resulting from my involvement with this activity.

I further agree that I am responsible for travel to and from the activity site, the Idaho Transportation Department and its personnel are not in any way responsible for the safety of such transportation, and that Idaho Transportation Department insurance does not cover any damage or injury suffered in the course of traveling to and from the activity site.

I also agree I shall be responsible for any expenses incurred or damages suffered as a consequence of my personal injury or property loss or damage; that I shall carry adequate accident and health insurance to cover such expenses and damages, and that I shall not hold the State of Idaho or Idaho Transportation Department, responsible for such expenses.

Student Name (please print) _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(If participant is younger than 18 years of age)

Name of Emergency Contact: _____ Date: _____

Relationship to Student: _____

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Ryan Tolman	June 2016
		September 2017	Challis Phipps	September 2017
		September 2017	Challis Phipps	November 8, 2017

Chapter 205 Citations



Division of Motor Vehicles

January 2020

POE – MANUAL

Citations

PROCEDURE STEPS:

205.0 CITATIONS

205.1 Coding of Citations

Supervisors shall require coding of the ITD POEs copy of the citation (Exhibit B) prior to its submission for data entry. To ensure that valid information may be retrieved from the database for our federal certification, the issuing Inspector must complete this information.

Citations are to be delivered in a timely manner to the appropriate courts by mail or in person.

205.2 Issuing a “Driving Without Privileges” (DWP) Citation

Law enforcement officers must witness the violation (DWP) in order to arrest the violator. ITD POE personnel lack the authority to arrest. A problem arises when the violator refuses to post a magistrate-required bond for the misdemeanor, and places the POE Inspectors in the potential position to make a citizen’s arrest. These arrests may generate a false arrest allegation or a tort claim that the Inspector may have to bear as a private citizen, or risk violating the order of a magistrate to collect a bond.

It was agreed by the Idaho State Police (ISP) and ITD that both agencies would cooperate in the following ways:

- Upon encountering a driver whose driving privileges have been withdrawn, ITD POE personnel may issue a citation and inform the driver that he/she shall not drive.
- If a magistrate has required that a bond be posted for all violations, ITD POE personnel shall attempt to collect it. If the driver refuses to post a bond he/she shall be released with the warning not to drive.
- If the driver refuses to post a bond he/she shall be released with a warning not to drive. The Inspector shall contact the Senior Inspector or Area/Program Supervisor of this action.
- A report of the incident shall be forwarded to the court with the citation, and also forwarded to ISP/CVS and/or the appropriate state’s Federal office requesting a motor carrier investigation be performed.

- If the driver disregards the warnings not to operate a vehicle, ITD POE personnel will contact ISP dispatch, relay information regarding the previous citation and request immediate assistance to stop the vehicle.

With driver's license suspensions, there are many variables that can be included in these situations. We will inform a driver he/she is not qualified to drive. It is up to the driver to rectify the situation, but we will provide assistance if possible. Due to the variables, inspectors should use their discretion.

205.3 Enforcement

If the violation is only a paperwork violation, employees are expected to use reasonable discretion in the application of enforcement, including consideration of previous written warnings and the expiration of the paperwork involved. If the violation can be easily resolved with paperwork, it is preferable to bring the vehicle/driver into compliance with the paperwork.

205.4 Clarification of Citations to Courts & Prosecutors

In some cases, a prosecutor will request information, clarification, or some background regarding the issuance of a citation in order to proceed with its disposition. The supervisor shall make an attempt to provide all relevant information. When possible, the prosecutor should be referred to the citation-issuing Inspector when there is a question that the supervisor cannot answer. If the Inspector is unavailable, and time is of the essence, the supervisors should answer only to the extent of their knowledge. The prosecutor's office should be quickly provided with as much information as possible.

205.5 Supervisor Citation Reconciliation

In order to ensure accurate accounting and disposition of written citations, supervisors will do the following –

- **A log or spreadsheet shall be maintained to document citation numbers assigned to inspectors.**
- **Supervisors shall check citations for completeness and accuracy and indicate the check was done.**
- **Supervisors shall verify there are no gaps in numerical sequence in issued citations.**

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Ryan Tolman	June 2016
		September 2017	Challis Phipps	September 2017
		September 2017	Challis Phipps	November 8, 2017
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Chapter 206 Radio Procedures



Division of Motor Vehicles

January 2020

POE – MANUAL

Radio Procedures

PROCEDURE STEPS:

206.0 Radio Procedures

206.1 General Provisions

Two-way FM radio systems must be operated in accordance with the FCC Rules and Regulations. As an operator of two-way radio equipment, you must be thoroughly familiar with the rules that apply to your particular type of radio operation. Following these rules will help to eliminate confusion, assure the most efficient use of existing radio channels, and result in a smoothly functioning radio network.

Two-Way Radio rules:

- It's a violation of FCC rules to interrupt any distress or emergency message. And, as your radio operates in much the same way as a telephone "party line," always listen to make sure that the line is clear – that no one else is on the air – before sending messages. If someone is sending an emergency message (such as reporting a fire or asking for help in an accident), KEEP OFF THE AIR! Emergency calls have priority over all messages.
- Traffic stops have second highest priority.
- Use of profane or obscene language is prohibited by federal law.
- It is against the law to send false call letters or a false distress or emergency message.
- The FCC requires that you keep conversations brief and confine them to business. To save time, use coded messages whenever possible.
- Using your radio to send personal messages (except in an emergency) is a violation of FCC rules. You may send only those messages that are essential for the operation of your business.
- It is against federal law to repeat, or otherwise make known, anything you overhear on your radio. Conversations between others sharing your channel must be regarded as confidential.
- The FCC also requires that you identify yourself at certain specific times by means of your call letters. Refer to the rules that apply to your particular type of operation for the proper procedure.
- No changes or adjustments shall be made to the equipment except by an authorized or certified electronic technician.

Mobile Radios

All mobile radios will hear calls from both the base station and other mobiles. An important fact to remember is that even though both calls can be heard, the radio must be on the correct channel

in order to answer the call. A proper call should include the following information: Station Being Called...Calling Station.

Example: Key the microphone and say “60 from 690.” (Station being called is 60, station calling is 690.) Pronounce each numeral separately, i.e., “six zero from six nine zero.” It is also permissible to say the name after the call number such as 847 Cotterel POE from 895 Twin Falls Rover.

Employees should key the mike after ascertaining that the channel is clear, wait for a second and speak clearly across the mike, not directly into it.

206.2 Radio Procedures – ISP Dispatch

See Procedure Manual paragraph 104.3

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Ryan Tolman	June 2016
		September 2017	Challis Phipps	September 2017
		September 2017	Challis Phipps	November 8, 2017
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Chapter 207 Roving Port of Entry Program



Division of Motor Vehicles

January 2020

POE – STANDARD OPERATING PROCEDURE

Roving Port of Entry Program

PROCEDURE STEPS:

See also Chapter 107

207.1 Roving Port of Entry Program

A roving weigh site is an area adjacent to the traveled portion of a highway that is suitable for the weighing of trucks by the Roving Port of Entry teams. The surface of each site shall accommodate the use of portable weigh scales without damage during normal operational use. Permanent signing will be provided as determined by the Port of Entry Manager or a delegate.

Roving weigh teams should normally be scheduled to monitor vehicle traffic on routes that are not monitored by permanent ports of entry. Employees assigned to roving weigh teams shall perform the same job duties as employees assigned to fixed ports.

The Compliance Program Manager shall establish roving weight teams consisting of:

- two employees,
- one department vehicle, and
- additional equipment necessary to ensure the safety of employees and the traveling public during the process of weighing vehicles at the roving weigh sites.

The Motor Vehicle Administrator or delegate should analyze the need for additional roving teams on an annual basis. A minimum of one roving team shall be assigned each District. The Compliance Program Manager shall evaluate, as necessary, the accuracy and reliability of portable weigh scales available for purchase. The Compliance Program Manager shall also ensure that each roving team's weigh scales are adequate to meet the goals of the Commercial Vehicle Services section.

207.2 Joint Port of Entry Program

The Motor Vehicle Administrator, or a delegate, may negotiate agreements with neighboring states to establish rules, policies, and operating procedures for jointly operated ports of entry. Each agreement shall clearly outline the following information:

- geographic location of the facility;
- number of personnel assigned to the facility, and hours of operation;
- which state has primary responsibility for the concept, design, and construction of the facility;
- justification for the neighboring state's employees to be commissioned as special deputies so as to enforce Idaho laws governing the movement of people and/or property

- over state highways;
- the approximate dollar amount for capital and operating accounts to equally fund the operation of the facilities;
- the frequency of audits which shall be conducted by the participating states on each other's documents; and
- the length of notice required should termination of the joint operation agreement be desired.

Each agreement may vary due to forces beyond the control of the implementing agencies. The Transportation Board shall be advised of desired joint port of entry agreements that are unattainable by a neighboring state.

207.3 Saturation

POE rovers shall submit saturation proposals to their Area Supervisor.

All saturation proposals (ITD form 4860) will be sent to the Area/Program Supervisor for approval or denial and it will then be forwarded to the Compliance Program Manager for final approval in advance of the saturation proposal date. Saturation cannot be conducted unless written approval has been granted by Compliance Program Manager.

All POE personnel will maintain confidentiality of locations and times of the POE saturation. The Program Supervisor and Compliance Program Manager will determine hours of operation.

The Area/Program Supervisor and Compliance Program Manager will approve or disapprove the saturation.

All RPOEs shall complete their individual saturation activity logs and turn them in to the appropriate supervisor before leaving the district. The supervisor will then combine this information on one form and send it to the Compliance Program Manager within one week, with a copy also being sent to the District Engineer.

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date

Pat Carr	Unknown	Unknown	Ryan Tolman	June 2016
		September 2017	Challis Phipps	August 2017
		September 2017	Challis Phipps	November 8, 2017
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Chapter 208 Scale Certification & Maintenance



Division of Motor Vehicles

January 2020

POE – STANDARD OPERATING PROCEDURE

Scale Certification and Maintenance

PROCEDURE STEPS:

208.0 SCALE CERTIFICATION & MAINTENANCE

208.1 Scale Certification

References

All department scales shall be certified to standards and by procedures established in National Institute of Standards and Technology (NIST) Handbook 44.

Frequency

The Compliance Program Manager shall ensure that department fixed scales receive maintenance and are certified by the scale maintenance vendor at six-month intervals, as stated in the Contract Agreement. Department portable scales must be certified for accuracy every six months.

NOTE: Department scales must be taken out of service and re-certified whenever weight enforcement personnel suspect weighing inaccuracy. The certification is to be performed by the scale maintenance vendor or other qualified personnel as appropriate.

Tolerances

All fixed platforms shall be certified to “Class III L” tolerances established in NIST Handbook 44.

All portable and semi-portable scales shall be certified to Class IV tolerances established in NIST Handbook 44.

Acceptance tolerances shall apply to:

- A new scale, not yet in service.
- A new installation being placed into service.
- The first test of a scale returned to service in the past 30 days from correction for failure to conform to performance requirements that led to official rejection.
- The first test of a scale returned to service in the past 30 days from major reconditioning or overhaul.

Maintenance tolerances will apply in all other cases.

Documentation

The Area/Program Supervisor and Electronic Digital Equipment Specialist (EDES) shall maintain a current copy of all scale certification tolerance worksheets for all portable scales in the district. The Senior Inspector and EDES will maintain a current copy of the fixed scale in their respective districts. These will be made available to weight enforcement personnel for court proceedings.

All fixed platform electronic scales shall be certified using NIST Handbook 44 procedures and tolerances.

All portable and semi-portable scales shall be certified using the Materials Lab hydraulic press and in accordance with NIST Handbook 44 procedures and tolerances. Error readings will be taken and Test Reports produced using MS Works DB (or equivalent) software (see Exhibit A)

208.2 Certification Procedures

The primary purpose of scale certification is to assure that a scale is correct, i.e., accurate within established standards and properly maintained. The state, the judicial system, and the trucking industry all rely on the accuracy of the axle-load scales and portable wheel-load weighers used by POE personnel.

All fixed scales will be certified semi-annually to maintenance tolerances. Scales will also be re-certified after scale repair, modification, or if inaccuracy is suspected. In addition, the fixed scales are annually certified by the Idaho Department of Agriculture's Bureau of Weights and Measures. Scales that have been rejected and repaired must be certified to acceptance tolerances per NIST Handbook 44.

If a fixed scale is suspected of an inaccuracy, the Senior Inspector will have rovers do a comparison weightment before calling for scale maintenance.

When the scale maintenance vendor is to do any scale repair, or scale annual service, it will be accomplished through the POE Digital Electronic Specialist. The EDES will contact the scale maintenance contractor to schedule their visit so that that the EDES can administer the OSHA-required sniff test if needed, and to be on hand for quality control and assistance to the scale maintenance vendor.

Certification of axle-load scales and portable wheel-load weighers must be performed in accordance with all applicable Handbook 44 or ITD/POE requirements. In some cases ITD/POE requirements are more stringent.

All Haenni portable wheel weighers will be certified by the POE EDES/designated POE personnel. Arrangements should be made between the Area/Program Supervisors and the EDES/designated POE personnel to have these scales certified.

If a portable wheel-load weigher is damaged or needs repairs to meet certification standards, a scale will be issued from stock by the EDES. Once the original scale is repaired, it will go back to stock. All exchanges of scales will be accompanied by a current Test Report (Exhibit A). Any incident that damages a scale should be reported to the EDES on form ITD 3270 within five business days.

At least one POE employee will be required to travel to Boise to certify these scales. However, the benefits of having a direct history on each scale should increase our credibility in court. Also, with each RPOE being responsible for the life of a scale, there may be some savings in repair costs.

POE personnel are responsible for scraping off the old certification sticker, cleaning the scales, and remaining with the EDES/designated POE personnel during the certification process.

Procedure for Individual Testing of Wheel-Load Weighers

1. Place scale in press.
2. Place weighing accessory box as close to center of scale as practical.
 - i. 3. Zero the scale.
4. Run press up to 1,000 pounds less than the capacity of electronic scales and return to zero. This cycle should be repeated three times prior to beginning certification. NOTE: The scale should be checked for scale capacity.
5. Check scale indications per examples (Exhibit A on page 8-7).
6. Weight indications must meet acceptable tolerance outlined in NIST Handbook 44.
7. Record result of scale certification on a worksheet for later entry into a database used to retain scale certification information and to print a Test Report (Exhibit A on page 8-7). A copy of the Test Report is to be kept on file with the local POE Area Supervisor.

EXHIBIT A



Haenni Portable Axle Scale Test Report

Scale Capacity: 20,000 Pounds	50d = 2,500 Pounds
Value of Scale Division: 50 Pounds	200d = 10,000 Pounds
Number of Scale Divisions: 400	400d = 20,000 Pounds
<i>Tolerance to Be Applied: Maintenance</i>	

<u>Scale Serial Number</u>	<u>Owner</u>	<u>Date Done</u>	<u>Date Due</u>
23657	Lewiston 2	8/12/02	11/10/02

<u>Tolerance as Found:</u>	<u>Checkpoint</u>	<u>Error (d)</u>	<u>Error (Lbs)</u>
	2,500 Lb	0	2500
	10,000 Lb	2	10100
	20,000 Lb	3	20150
<u>Tolerance as Completed:</u>	<u>Checkpoint</u>	<u>Error (d)</u>	<u>Error (Lbs)</u>
	2,500 Lb	0	2500
	10,000 Lb	0	10000
	20,000 Lb	-1	19950

I Certify that this scale meets or exceeds NIST Handbook 44 Requirements

Signature:

Date: 8/12/02

Lawrence J. Robinson, POE Technical Section
208-334-8697

208.3 Scale Repairs

See Section 108.8

208.4 Portable Scale Accountability

Portable scale operators, through their immediate supervisors, shall notify Compliance Program Manager of all transfers of portable scales or repairs needed.

The Compliance Program Manager shall maintain a current list showing the location of all portable scales. Wheel weighers will be assigned to individual RPOEs by this individual. The electronic Digital Equipment Specialist will also maintain records of scale maintenance for each scale used by the POE Section.

208.5 Portable Scale Use and Training Certification

Haenni wheel-load weighers are the only portable scales in service with roving POE. POE enforcement personnel shall receive a minimum of eight hours of on-the-job portable scale training prior to any attempted weight enforcement action. This training will be provided to the trainee by working with the rovers or a qualified supervisor. The training will follow the guidelines in the POE inspector training modules (Rover Operation Module, Lesson Plans). After completion of this training, the Program Supervisor will write a memo to POE HQ documenting successful completion of training. POE HQ will forward a certificate to the Area/Program Supervisor. The Area/Program Supervisor will present inspector with the certificate from the Department documenting his/her proficiency with this equipment.

POE personnel are responsible for the maintenance of their assigned scales and for making sure that proper procedures are uniformly followed ensuring that weights are accurate. In order to do this, all POE personnel working with portable equipment should first familiarize themselves with the proper operating procedures of the scale type (fixed/portable) with which they are working. Each roving vehicle should contain a copy of the operating instructions for the assigned scale type(s). The operating instructions must be followed to ensure accuracy of weighing.

Safety is of prime concern in all departmental activities. A remote weigh site can create some dangerous situations. POE personnel must ensure that vehicle traffic control is continually maintained. Care must be at all times, exercised when moving vehicles on and off scales; be aware of where both coworkers and the public are.

When conditions at the weigh site are such that safety is compromised, all weighing activities should be immediately stopped. No vehicle should be weighed on portable or semi-portable scales when ice or snow creates an unstable base.

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Challis Phipps	August 2017
		September 2017	Challis Phipps	September 2017
		September 2017	Challis Phipps	November 8, 2017
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Chapter 209 Safety Procedures



Division of Motor Vehicles

January 2020

POE – MANUAL

Safety Procedures

PROCEDURE STEPS:

209.0 SAFETY PROCEDURES

209.1 Personal Safety

POE personnel will make every attempt to make sure that their personal safety is ensured at all times. All building doors, except those doors that allow entry to the public, shall be locked. Use remote-entry buttons when buildings are equipped with them. Flip-down portions of counters shall remain down to provide a barrier. If a port has swing gates and flip-down counter tops at the same location, those swing gates shall be closed and locked. Authorized personnel may be allowed behind the counter into the employee portion of the Inspection room only when requested by other agencies or by POE supervisory personnel; this does not authorize POE Inspectors to allow visitors behind the counter without prior supervisory approval. Use precaution when out of the port building. The Security Recording Device shall be on at all times, and video and audio adjusted for optimal quality

209.2 Opening Cargo Doors

Cargo in a closed trailer may shift or spill, which may cause weight redistribution within the trailer, damage to cargo or spillage of cargo within the trailer, or cargo movement to the door of the trailer. The codes for this are found in FMCSR 392.9 which is contained in our MOU. POE employees shall not enter trailers, cargo boxes, or open containers. POE employees shall not in any way handle hazardous wastes or hazardous materials that are a part of a shipment

209.3 Picking Up Debris on the Highways

When operating a state vehicle we are required to remove debris on any highway if it can be considered dangerous to the highway users. Your safety and the traffic conditions should be considered. POE personnel should do the following:

- With the rotating lights to the rear, position the POE vehicle between the oncoming traffic and the POE personnel.
- Wear the approved safety vest.
- Notify the port when you begin to pick up the debris, the type of debris, and when you complete the job.
- Place the debris off to the shoulder of the road.
- Notify district personnel if the debris poses any safety hazard because of its location or size.
- Notify Idaho State Police if the debris poses any safety hazard because of the type of material.

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Ryan Tolman	June 2016
		September 2017	Challis Phipps	September 2017
		September 2017	Challis Phipps	November 8, 2017
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Chapter 210 Temporary Permits and Vendors



Division of Motor Vehicles

January 2020

POE – STANDARD OPERATING PROCEDURE

Temporary Permits and Vendors

PROCEDURE STEPS:

210.0 TEMPORARY PERMITS & VENDORS

210.1 120-Hour Permit Vendor Program

Vendors will be selected to serve as agents for selling 120-hour permits and hazardous waste permits. (Hazardous waste permits will be sold by selected vendors.) Vendors are remunerated at a rate of \$3.00 per permit sold. Fees collected, less remuneration, are forwarded to POE in accordance with negotiated “Vendor Agreement.”

210.2 Responsibility for 120-Hour Permit Vendor Program

- The POE HQ Technical Records Specialists and Area Supervisors are responsible for the vendor program.
- Each Area Supervisor will be responsible for established vendors in his/her area and for setting up new vendors.
- The POE HQ Technical Records Specialist is responsible for overall coordination of the vendor program.
- POEM will determine out-of-state vendors.

210.3 Set-up Procedures for Vendors

- Vendor applicant will work directly with the Area Supervisor. POE HQ will send the required agreement documents to Area Supervisor upon his/her request. The Area Supervisor will take them to the vendor applicant and explain procedures for correct completion, including bonding requirements. The Area Supervisor will review completed documents for accuracy, and then submit them to the POE HQ Technical Records Specialist.
- Once final approval is given, all additional materials (packet) needed to set the vendor up will be forwarded to the Area Supervisor by the POE HQ Technical Records Specialist.
- The Area Supervisor shall provide training to the vendor as to their responsibility to the state of Idaho and the customer, 120-hour permit sale procedures, and monthly reporting and recordkeeping requirements.
- Contact the local district office for proper roadside signing that will inform customers of 120-hour permit vendor locations.

210.4 Audit Procedures for Established Permit Vendors

- Area Supervisors shall maintain a file for each permit vendor in his or her area.

- Area Supervisors shall monitor sales of each vendor in his area. Each vendor file shall include handwritten permit and ledger reports for a given month from the CRS application. All handwritten permits are issued to the vendor by sequential numbers, with transfer of permit form ITD-4810.
- Vendors shall submit copies of the handwritten permit and ledger reports from the CRS application to FS by the 10th of the month.
- FS will audit for accuracy. In the event the FS Financial Technician makes a correction, a copy of the annotated CRS application report and a copy of the ITD-3418 Vendor Error Statement will be sent to the Area Supervisor. Copies of ITD-3669 Notice of Missing Documents for missing handwritten permits will also be sent to the Area Supervisor. This procedure will enable the Area Supervisor to monitor vendor sales and remittances.
- Area Supervisors shall conduct an audit twice in a 12-month period of vendors selling 25 permits or more per month. Vendors selling less than 25 permits per month must be audited yearly by the Area Supervisor or their designee. In any event, the Area Supervisor MUST pay ALL VENDORS a personal visit every six months. The Area Supervisor shall perform an audit whenever there is any evidence of mishandling of permits or monies, including returned checks. Audits shall be performed utilizing ITD-4844.

In the event of problems with the vendor, the Area Supervisor will perform one or more of the following actions:

- The Area Supervisor may immediately contact the vendor at his place of business and perform an audit. All fees due the state are to be collected with vendor transmittal form. Issue a warning to the vendor.
- The Area Supervisor may document the violations and audit results. The report is to be filed in the vendor file and a copy sent to POE HQ.
- If the offense is serious, temporary cancellation of the vendor may be appropriate. Contact POE HQ to determine if the vendor is to be permanently canceled.

NOTE: Whenever the Area Supervisor has reason to believe that there is embezzlement or fraud, the POEM is to be notified immediately. An official of the Idaho Investigative Services may be dispatched.

- Area Supervisor shall recommend cancellations of permit vendors with a history of violations to POE HQ and District Business Manager.
- Area Supervisor shall notify POE HQ of any change in vendor status.
- Area Supervisor shall submit to POE HQ copies of all correspondence relating to their area vendors.
- Upon completion of the vendor audit, the Area Supervisor shall notify the vendor that it may discard those records, which have been audited.

- Area Supervisor shall retain all vendor audit records for current year and the two previous years. These records shall be available for any subsequent departmental or legislative audit/review.

210.5 Hazardous Waste Trip Permits

Vendors for HWTP Vendors may be located along routes designated by the Idaho Department of Health and Welfare as usable by transporters of hazardous waste. Monies collected by vendors shall be processed according to procedures listed in Section 109 of the Procedure Manual.

210.6 HWTP available Along Designated Routes

The Idaho Department of Health and Welfare shall designate Idaho highway routes where transportation of hazardous wastes is allowable.

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Ryan Tolman	June 2016
		September 2017	Challis Phipps	September 2017
		September 2017	Challis Phipps	November 8, 2017
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Chapter 211 Supervisor Procedures



Division of Motor Vehicles

January 2020

POE – STANDARD OPERATING PROCEDURE

Supervisor Procedures

PROCEDURE EPS:

211.0 SUPERVISOR PROCEDURES

211.1 Recruitment and Hiring Procedures

Verify vacancy and establish need

- Notice is given by the POE Supervisor to the Compliance Manager that a vacancy exists.
- Authorization is given by the DMV Administrative office to fill the vacancy.
- Compliance Manager meets with HR to create and update the job description
- Compliance Manager completes Form 2330
- Subject Matter Expert(s) (SME) identified by HR with input from Compliance Manager
- HR drafts Announcement (with time allowed for the Announcement to be open, Exam, and BBIQ questions and sends to Compliance Manager for approval. Testing time and location are determined

Source Candidates

- HR posts the position

Screen Candidates

- Math test is included in the online application
- HRS arranges for Subject Matter Experts to review online applications for responses to questions and HR assigns the candidates to the SME(s) for grading of exams
- Subject Matter Experts submit final lists to HRS for formation of hiring list
- HR audits the exams to verify scoring and generates the hiring list
- HR recommends the top 25 candidates based on exam
- POE Supervisor determines who will be interviewed
- Phone screen candidates selected by Port of Entry Supervisor

Schedule Candidate Interview

- Port of Entry Supervisor selects the participants on the panel
- HR or Port of Entry Supervisor schedules the Interviews
- HR offers to be part of the selection panel

Selection Interviews

- Interviews conducted without using scoring sheets
- Interviewer may ask questions to clarify answer
- Port of Entry Supervisor provides HR with the candidate(s) selected and sends packet to HR including the notes from the hiring supervisor
- References must be completed by HR or Port of Entry Supervisor on all internal and external candidates. HR conducts reference checks or ensures they are completed

Offer Candidate

- HR ensures the interview packet is complete
- HR obtains salary approval
- Salary Action Request Form is completed by the DMV Administrative office
- HR provides the Port of Entry Supervisor with the offer letter to extend the offer upon salary and Port of Entry Supervisor approval
- Candidates not selected will be contacted by Port of Entry Supervisor to provide feedback
- Hiring List is closed out
- DMV Administrative office is informed of the Selection(s)
- Notice is given by Port of Entry Supervisor for the approved candidate(s) to obtain fingerprints

Onboard

- HR conducts new hire orientation and paperwork

Employee Personnel Files/List

- The HRS Human Resource Associate will maintain a POE employee list per District.
- The DMV Administrative office will maintain the POE organizational chart.
- HR background check for new employees will first be done with a preliminary check prior to hire.
- Finger printing will be done at the appropriate law enforcement agency and the full background information returned to HRS prior to the new hire applicant starting work. Fingerprint cards and background checks will now be done thru Human Resources instead of POE-HQ.
- New employees can have any starting date. As long as it is not a transfer/promotion. Transfers/promotions must start at the beginning of a payday cycle.

New Hires

- POE Supervisors will contact the Compliance Manager regarding employee actions, and will prepare the following forms and documents as needed:
- The “Recruitment” portion of the ITD-2330 “Recruitment and Selection” form will be completed by the DMV Administrative office (often the Administrative Assistant or Management Assistant). (NOTE: After all management signatures have been obtained, and the document has been saved on the DMV drive, the DMV Administrative office will turn the form into HR at HQ.)
- Original employment hiring lists will be sent to the District HR associate for use in the interview and hiring processes.
- District HR Associates will provide a copy of the hiring list to the POE Supervisor.
- After interviews and candidate selection, the POE Supervisor will complete the “Selection” portion of the ITD-2330 form and return it to the DMV Administrative office.
- Complete an ITD-0053 “Salary Action Request” form (SAR) and secure approval prior to any offer of employment. (While this can be created by the POE Supervisor or the Compliance Manager it must be signed and reviewed by the DMV Business Manager, the DMV Administrator and the Compliance Manager. After the document has been signed and saved on the drive the DMV Administrative office will turn in the form to HR at HQ for review. HR will notify the Compliance Manager if the document has been approved.)
- The POE Supervisor will send the selection package, including the completed “Recruitment and Selection” (ITD 2330) form, the “Salary Action Request” (ITD 0053) form (if needed), and the annotated hiring list to the DMV Business Manager.
- The Supervisor can make a conditional offer of employment but it shall state in the offer letter that the position remains conditional upon the completion of the fingerprint and background check
- District HR Associates will complete an ITD-1204 “Employee Profile” form to be included in the hiring packet.
- The POE Supervisor will fill out I.T.D. form 1211 (Supervisors Request for ITD Driving Authorization) and will forward it to Safety & Risk Manager for authorization.

Position Action Request Form (ITD-2329) and IPOPS Actions

- All 2329 forms are to be created via the electronic form by the DMV Administrative office. All requests for Position control Number (PCN) changes must be sent to the Compliance Manager and approved by the DMV Business Manager.

NOTE: When employees change supervisors, complete a closeout Performance Evaluation (ITD-1104, 1105, or 1107 form as applicable) and a Position Action Request (ITD-2329 form) for changing PCNs.

- HR staff member will enter the information from the approved 2329 form information into AMS.
- Internal Port transfers require POE Area Supervisor approval, and DMV Business Manager approval if the employee will be changing PCNs or moving to a new PCN for the IPOPS action.
- Process and send all back-ups for IPOPS actions to HQ HRS.
- The DMV Administrative office will need to know of all permanent employee changes to ensure the DMV Administrator is correctly informed and the POE org charts stay up to date.
- Form 2329 moves the PCN and the person. Form 2330 moves the person into a different PCN.

Annual Background Checks

Annual Background Checks will be done by HR on all Port of Entry employees.

211.2 Employee Problem Solving Procedures

Idaho Code, 67-5315, and IDAPA 15.04.01 guarantee that any classified employee with permanent, provisional or entrance probationary status may seek formal resolution of any job-related matter through “problem-solving” procedures. Complete procedures are located in the Human Resource Services Manual, chapter 15: “Problem Solving /Mediation.”

Problem-Solving Issues

The Compliance Manager will be contacted by the district Area Supervisor, Senior Inspector or staff as needed. The Compliance Manager will contact HQ HRS for assistance.

FMLA/Disabilities for Employees

- Contact the District HR Associate with any questions regarding FMLA.
- Disability claim forms will be requested by the District HR Associate.
- If you have rejections on time sheets with FMLA coding, contact the District HR Associate.

211.3 Procedures Involving Supplies/Purchasing

- District supply offices will process POE supply requests and take delivery of supplies.
- V-Docs for use in purchasing POE supplies and equipment will be provided to the District supply offices by DMV Administrative Assistants.
- POE Area Supervisors have purchasing approval authority for all POE activities.

211.4 Procedures Involving Bill Payments/Expense Reimbursements

- District offices will process POE bills (except for cell phone, fax, and copy machine bills) and employee expense reimbursements.
- POE Area Supervisors will approve all bills and staff expense reimbursement paperwork.
- The Compliance Manager will approve all POE Area Supervisor expense reimbursements in AMS. District payables staff will provide a faxed copy of the POE Area Supervisor's ITD-0103 "Individual Expense Account" form as a basis for document approval.

Equipment, Buildings, Miscellaneous Maintenance

-	Task or Function	Work Performed By	Budget
Scales			
-	Portable		
-	Repairs	DMV Contractor	DMV
-	Maintenance	DMV	DMV
-	Replacement or New	DMV	DMV
-			
Scales			
-	Fixed		
-	Repairs	DMV or Contractor	DMV
-	Maintenance	DMV or Contractor	DMV
-	Replacement or New	District or Contractor	District w/ DMV Input
-	Certification Checks	DMV or Contractor	DMV
-	Ramps	District or Contractor	District
Scales			
-	Weigh-in-Motion / Automatic Vehicle Identification		
-	Repairs	DMV or Contractor	DMV
-	Maintenance	DMV or Contractor	DMV
-	Replacement or New	Contractor	HQ - Traffic
-	Pavement Prep, Mtce	District or Contractor	CE
Buildings			
-	Routine Maintenance	District	District
-	Major Repair	District or Contractor	District
-	Janitor	District or Contractor	DMV
-	Utility Billings	District or DMV	DMV
-	New or Replacement	District or DMV	District w/ DMV Input
-	Communication Equip	DMV, Contractor or BOC	DMV
-	Computers	District or DMV	DMV
-	Interior Remodeling	District or DMV	DMV

Other

-	Rover Turnouts	District	District w/ DMV Input
-	Sanding/Snowplowing	District	District
-	Replacement Vehicles	HQ Maintenance	HQ Mtce w/ DMV Input
-	Special Order Equipment	District or DMV	DMV
-	Uniforms	District or DMV	DMV
-	Fuels	District	District
-	Vehicle Maintenance	District	District
-	Incident Response	District	District
-	Supplies	District	DMV
-	Expense Reimbursement	District	DMV
-	Emergency Operations	DMV	DMV

POE Support Model – ETS and District IT Staff**Systems/Software Support**

POE staff will reach out directly to the Service Desk (with the exception of the CPI Messenger Openfox issues which go to DMV ASM). The Service Desk will create an incident or service request ticket in HelpStar and either resolve the issue directly or forward it to the appropriate service provider group within ETS for resolution.

Hardware/Device Support

POE staff will reach out directly to the local District IT staff. You can then work with the District IT staff on resolution. It's also your choice on how you want to track and account for the work.

It's our understanding that POE staff have historically been contacting the local District IT Staff for assistance with Hardware and Device issues. This should continue. When in doubt, give the District IT staff a ring and if necessary they will refer you to the Service Desk. For posterity, the Service Desk can be contacted at 78175 or by email at Service.Desk@itd.idaho.gov.

211.5 Budget Reports

Monthly budget status reports with expenditures can be found in Advantage Reports.

211.6 Responsibilities of Supervisors for Traffic Stops

Immediate supervisors must ensure that all personnel making traffic stops receive prior training as outlined in Administrative Policy 5062, monitor traffic stops to ensure that correct procedures are followed, and notify the Compliance Manager of any problems encountered during a traffic stop. A supervisor may terminate a traffic stop if inadequate information is available.

211.7 Responsibilities for POE Activity Logs

The Supervisor is responsible for the confirmation of the Port of Entry Activity Logs for those Port of Entry personnel under their supervision.

211.8 Password Reset, Mainframe – Extra Accounts - After Hours from 5 PM until 8 AM and Weekends

How will the P.O.E. employee contact help?

Via e-mail. All requests must be sent to SCOHELPDESK@sco.idaho.gov

Requests must be received from the requestor's state e-mail address or the security liaison for that person's agency.

The customer must include their Mainframe User-ID that matches their name on the e-mail request.

SCO will verify that the User-ID belongs to the requester.

SCO will then run a process that will automatically un-suspend the account and assign a default password.

SCO will e-mail back to the requestor the password assigned.

The requestor will be asked to change the password during their next logon attempt.

If SCO receives request after 8AM, during normal working hours, they will go ahead and process the request.

Password Reset requests during normal working hours should be sent to ServiceDesk@itd.idaho.gov.

211.9 Payroll and Time Sheet Procedures

IPOPS Actions

- The Districts will continue to enter IPOPS actions and forward them to HRS. The HRS Personnel Technician will process all Section 46 EIS forms for POE personnel.
- All POE employees, both District and Headquarters, must have a section number of 46XX and division number of 40.

Leave Reports and Payroll Registers

District personnel technicians will print copies of payroll register information for the POE Area Supervisor and Senior Inspector, as needed.

Service Awards

- Verification and confirmation of awards will be sent by HRS to District Personnel Technicians, who will forward a copy to Area Supervisors.
- Certificates for the service awards will be signed in Boise by the DMV Administrator and Compliance Manager.
- The certificates and awards will be forwarded by HQ HRS to the POE Area Supervisors for presentation in the manner determined by each supervisor.

Time Sheets/Time Verifications

- Special POE time sheet processes will be handled through a coordinated effort of the POE Headquarters timekeeper and District Personnel Technicians as needed.
- POE Time Verification reports are generated by POE supervisors or approvers as needed.

211.10 Under-fill and Vacancies

Completion of Under-Fill Requirements/Promotion Procedures

- The Compliance Manager will complete the Salary Action Request form for HRS review.
- The District personnel technician will complete the IPOPS action and as soon as possible forward a copy to the Compliance Manager for signature, along with the Performance Evaluation (ITD-1100-based “Instructions for Using the Employee Performance Management System Forms”) for indicating the promotion to Inspector.
- A copy of the signed personnel paperwork will be returned to the District for their records.

Vacancies (Retirements, Terminations, Layoffs)

- The POE Supervisor will provide written notice and documentation of the separation or retirement to the District Personnel Technician and to the Compliance Manager.
- The District Personnel Technician will enter appropriate information into the AMS and IPOPS systems.
- Medical layoffs (disability or workers compensation): The Compliance Manager will contact Headquarters HR Specialist. The Districts will be notified by HRS on how to proceed, based on appropriate input and information provided by the POE Area Supervisor or the Compliance Manager.
- Layoffs other than medical: Compliance Manager will contact Headquarters HR Specialist. The Districts will be notified by HRS on how to proceed.

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Ryan Tolman	June 2016
		September 2017	Challis Phipps	September 2017
		September 2017	Challis Phipps	November 2017
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Chapter 212 Train

Version 1.4 | Ja



YOUR *Safety*



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POE – STANDARD OPERATING PROCEDURE

Training

PROCEDURE STEPS:

212.0 TRAINING

212.1 General

To carry out the section's objectives, POE employees do not license drivers, but they do license vehicles and issue all the credentials required for operation of commercial vehicles. POE employees are required to ENSURE that vehicles are in compliance, or that they come into compliance, through employee effort combined with the effort of other sections within ITD or other departments.

212.2 Training of New Inspectors

New inspector trainees shall be trained as set forth.

212.3 Headquarters Orientation Training Guidelines

POE Senior Inspectors will schedule orientation training for the trainee with appropriate HQ staff on the Outlook scheduler, with copies sent to the training committee and HQ TRS, during month 5, after it is determined that the POE Inspector Trainee will be granted permanent status. Things for supervisors to consider when scheduling the training include the following:

- Schedule the meeting with DMV Manager and Compliance Manager for the first visit of the first day.
- Special Permits should be scheduled in the morning or right after lunch; no late afternoons.
- If possible during the tour, introduce new inspectors to the person with whom they will be meeting later.
- Please try to schedule only one trainee at a time, if possible.

The following training schedule should be standard for every new inspector trainee. The Senior Inspector shall contact the following using Outlook:

Visit/Tour	Duration	Contact
Meet with MVA	½ hour	Schedule through MVB Admin. Assistant 334-8165
Meet with Compliance and Policy/Program Managers	½ hour	Policy/Program 334-8699 Compliance 334-4426
Tour of ITD	1 hour	HQ MVPS, Compliance 334-8292
Special Permits Supervisor	3 hours	334-8292 cc to Compliance Manager 334-8613
Registrations includes: Motor Carrier; Fuel Tax; HUVT	4 hours	IRP SUPV 334-8626 cc to Compliance Manager 334-8613
Financial Services Manager	1 hour	334-8725

We request that the training duration should not be changed without contacting the training committee first to explain the reason for the change.

212.4 Customer Service

1. The Idaho Ports of Entry provides various customer services. Our customers include:

- commercial motor vehicles,
- motor carriers,
- commercial vehicle drivers,
- federal and state agencies, and
- the motoring public.

2. We receive and respond to information requests:
 - in person,
 - by telephone,
 - by fax, and
 - by e-mail.
3. We ensure consistent and uniform compliance with motor carrier laws, rules, and regulations through:
 - education,
 - enforcement, and
 - legalization.
4. We issue necessary credentials:
 - various permits, and
 - registrations, either temporary or annual.
5. We provide important assistance by:
 - providing pertinent information to questions from the motoring public,
 - road report information, and
 - reports to other federal and state agencies.
6. We assist in the preservation of the highway system and the safety of the traveling public through the following enforcement:
 - size and weight enforcement,
 - vehicle equipment enforcement, and
 - driver safety enforcement.

212.5 Motor Vehicle Approaching Port of Entry with Weigh-in-Motion

1. The vehicle approaches the weigh-in-motion (WIM) scale that is imbedded in the roadway approximately one half mile prior to the off ramp to the Port of Entry.
 - a. The motor vehicle is weighed by WIM system.
 - b. Sensors indicate interior and exterior bridges and calculate possible violations for weight and length.
 - c. The over-height detector indicates possible vehicle height violations.
 - d. Transponders in the motor vehicles are read. Information is checked within the WIM database for proper credentials. These credentials include:

- Transponder number
- Carrier Account number
- US DOT Number
- Vehicle Identification Number
- Base State
- Plate
- Unit
- Registered Weight
- Plate Expiration Date
- Excess Weight Permit and Expiration Date
- Extra Length Permit and Expiration Date
- Transaction Date

2. Transponders in the motor vehicles are sent a signal:

- a. with a green light allowing the vehicle to bypass the POE if:
 - i. the weights are legal,
 - ii. the registration and permits are valid in the WIM database, and
 - iii. there is no random safety request for the vehicle.
- b. with a red light indicating the motor vehicle is required to enter the POE if:
 - i. weights are not within legal parameters,
 - ii. the registration and/or permits are not valid in the WIM database, or
 - iii. there is a random safety issue with the vehicle.

3. If there is no valid and registered transponder in the vehicle, ALL vehicles must enter the POE.

4. Depending on the weights registered by the WIM system, the motor vehicle is directed to either:

- a. The bypass lane within the port, where weights are not an issue, but the vehicle must still meet registration and safety requirements and drivers must be legally qualified to drive the vehicle before being allowed to leave the POE. This is accomplished by POE Inspector review.
- b. The static scale lane within the port, where weighments must be made on the static scale axle by axle, and the vehicle must still meet all registration and safety requirements. Drivers must be legally qualified to drive the vehicle.

212.6 Motor Vehicle Approaching Port of Entry without Weigh-in-Motion

1. The motor vehicle exits the road onto the port ramp.
2. The vehicle approaches the static scale.
3. At the static scale, the driver of the vehicle is instructed to stop their steer axle on the static scale. The POE Inspector uses signaling devices located above and in front of the motor vehicle.
4. The POE Inspector enters into the Idaho Transportation Department (ITD) CRS CVIEW Observation Screen.

The CRS CVIEW Observation Screen is the program that contains information on Idaho-based and other state-based motor carriers and motor vehicles. This program allows a user to search the vehicle's base state and license plate, customer number, or picname to view credentials. If the base state and license plate are entered, the user can view customer information, suspense status, registration, special permits, hazardous material endorsements and hazardous waste permits issued to that motor vehicle. The Observation Screen is maintained by ITD at the ITD headquarters location.

Once the observation is added, the motor vehicle/motor carrier data that has been retrieved creates a record in another database maintained by ITD that registers the motor vehicle as having been at that Port of Entry at that exact time. The information required to access the Observation Screen can be either:

- a. The Idaho license plate, if the motor vehicle is Idaho-based,
 - b. The US DOT number, if the motor vehicle has one on the side of the motor vehicle with the unit number, or
 - c. The carrier name with the unit number.
5. The Observation Screen retrieves the pertinent data for the motor vehicle or for the carrier:
- a. The ITD Financial Services (ITD FS) status, either "CLEAR" or "SUSPENDED," indicating any monies owed to the state of Idaho.
 - b. A list of applicable credentials issued to that vehicle, including:
 - Overlegal Permits
 - Temporary Registration Intransit Permits (TRIP)
 - Hazardous Materials Endorsements
 - Hazardous Waste Permits
 - Off-load Travel Authorization Permits

- Temporary Weight Increase Permits (TWIP)
- c. Any written warnings issued to that vehicle within the past six months.
 - d. Any comments from any section of ITD concerning problems or financial status.
 - e. Pertinent data on the motor vehicle and/or carrier:
 - Foreign base state account number
 - Foreign International Registration Plan (FIRP) date
 - Address
 - DBA or second name for carrier
 - If Idaho-based, the weight, VIN, make, year, and expiration date for registration
 - f. The International Fuel Tax Agreement (IFTA) fuel account status is reviewed for compliance to determine if the motor vehicle is required to purchase a TRIP for fuel in Idaho. The requirements are:
 - IFTA is current to the calendar year
 - IFTA has not been revoked by any jurisdiction
6. The POE Inspector weighs the steer axle, the drive axle, and all additional axles on the motor vehicle, records the weights using either a calculator or the Static Weigh-Tronix electronic scale head, and signals for the motor vehicle to move forward to the next axle.
 7. At the last axle the POE Inspector determines if there is a concern with any axle weight, possible inner or outer bridge weight, visible equipment problems, missing Idaho permits, fuel problems (no IFTA sticker), or possible vehicle registration problems as indicated on the Observation Screen.
 8. The POE Inspector adds the observation for the motor vehicle on the computer Observation Screen.
 9. If there are no visible problems, the POE Inspector signals for the motor vehicle to exit the Port of Entry.
 10. If there is any visible problem, the POE Inspector signals for the motor vehicle to park and for the driver to bring his or her credentials into the POE.
 11. The driver enters the POE with their credentials, log book, bills of lading, and any other appropriate paperwork, including any paperwork for agriculture commodities or livestock.

12. The POE Inspector reviews the paperwork to ensure that the driver and the motor vehicle are in compliance.

a. The motor vehicle registration is reviewed against:

- the base state-issued registration to verify that Idaho is listed.
- the ITD computer database to verify carrier and/or motor vehicle credentials. This database accesses current and historic files of Idaho-based motor vehicles. It verifies active plates and the most recent changes to a motor vehicle registration.
- Commercial Vehicle Information Exchange Window (CVIEW) Query to verify carrier and/or motor vehicle credentials.
- Idaho Law Enforcement Telecommunications System (ILETS) to verify carrier and/or motor vehicle credentials.

b. The IFTA fuel credentials are reviewed against:

- the base state-issued IFTA registration for motor carrier name and for calendar year.
- CVIEW Query to verify carrier and/or motor vehicle IFTA credentials.

c. All appropriate Idaho permits issued to the motor vehicle are reviewed by the POE Inspector as needed, including:

- The Extra Length/Excess weight up to 129K Permit
- All Annual Special Permits
- Any Single Trip Special Permit
- The annual Hazardous Materials Endorsements, if the original is carried in the motor vehicle
- All hazardous waste permits, whether annual or single trip
- The VIN Inspection Form
- Any Temporary Registration Intransit Permit (TRIP)
- Any Temporary Weight Increase Permit (TWIP)
- Any Off Load Travel Authorization Permit

d. Bills of lading are reviewed to ascertain any possible problems with the load, including weight, commodity, and hazardous material placard violations. Bills of lading may be in the form of:

- originals from the company in the possession of the driver, or
- faxed copies from the company to the POE.

e. Paperwork for agricultural commodities and/or livestock is reviewed. These forms include:

- brand inspections,

- commodity certification forms, and
- health certificates.

The paperwork for agricultural commodities and/or livestock may be in the form of:

- originals from the company in the possession of the driver,
- faxed copies from the company to the POE, and
- instructions from Department of Agriculture / State Brand Inspector on any needed paperwork.

- f. The driver is not required to carry their medical card. Verification can be made through ILETS/NLETS.
 - g. The commercial driver's license (CDL) is reviewed. The original from the issuing state or jurisdiction of domicile is required to be carried. A driver's query from ILETS may be used to verify if the driver's license is current without any revocations or suspensions. If the driver is using a temporary CDL from their issuing state or jurisdiction due to a pending court action, supporting documentation from the driver and/or company may be reviewed.
 - h. The driver's hours of service log book is reviewed. The original previous seven days of the log book, including the current day, must be carried by the driver. An electronic version is allowed by Federal Motor Carrier Safety Regulations (FMCSR) rule. If the previous days' logs are not with the driver, faxed copies from the company to the POE of those days may be reviewed.
 - i. The POE Inspector may use various federal and state databases to check driver, carrier, and vehicle status, including:
 - Idaho Law Enforcement Telecommunications System (ILETS),
 - Safety and Fitness Electronic Records System (SAFER), and
 - Commercial Vehicle Information Exchange Window (CVIEW).
13. The POE Inspector takes any necessary ENFORCEMENT action as the situation may indicate, using officer discretion and using guidelines as set forth in this Procedure Manual.
- a. Written warnings may be issued to the driver for a:
 - specific problem to be addressed by the driver and/or the company immediately or at a future time.
 - clearance to a specific locality to remedy the problem.
 - b. Citations may be issued to the driver for the following violations:

- Weight violations that may be a single, tandem, tri-axle, interior or exterior bridge weighment, tire limitations, overlegal permit violations, or registration violations. These may be calculated by the use of these weigh methods:

- i. Static Weigh-Tronix weight
- ii. Certified Scales

- Equipment violations may include load securement, special permit limitations, or specific equipment issues on the motor vehicle. These violations may be:

- i. Federal Motor Carrier Safety Regulations,
- ii. Idaho Code violations, or
- iii. Idaho Administrative Rule violations.

- Driver violations may include a suspended or revoked driver's license, a medical card violation, improper commercial driver's license endorsements, or an hours of service (log book) violation. These violations are determined by:

- i. a first-hand inspection of the documents,
- ii. use of a database, such as ILETS, or
- iii. review of any faxed or emailed documents.

c. Idaho Court bonds may be collected from the driver:

- dependent upon location within Judicial Districts.
- dependent on whether the violation is an infraction or a misdemeanor, or whether the defendant is an Idaho resident or a non-Idaho resident.

Citations and bonds are to be transmitted in a timely manner to the appropriate courts by port personnel prescribed by and on forms supplied by the courts.

d. Commercial Vehicle Safety Alliance (CVSA) Level 1 Inspection of the motor vehicle for possible equipment problems may be needed. Contact Idaho State Police for more thorough inspections.

e. As detailed in this Ports of Entry procedure manual, the driver may be allowed to drive the commercial vehicle from the Port of Entry if the vehicle or the driver is not prohibited under Idaho Code, FMCSR, CVSA Out-of-Service Criteria, or Idaho Administrative Rules.

Criteria may include that:

- the driver has no warrant for arrest.
- the driver meets all requirements for hours of service, current valid driver's license, and medical card.
- the violation is for driver and the violation(s) has been successfully remedied.

- the violation is for the motor vehicle or carrier and the violation(s) has been successfully remedied.

f. The vehicle may not be allowed to leave the Port of Entry if the vehicle has certain equipment problems, or the carrier owes money to the state of Idaho for past due transactions. Follow guidelines as detailed in this Port of Entry procedure manual.

The driver would be allowed to leave the Port of Entry if:

- the driver has no warrant for arrest.
- the driver meets all requirements for hours of service, current valid driver's license, and medical card.
- the vehicle is parked until the violation has been successfully remedied.

g. The driver may not be allowed to drive the motor vehicle if their driver's license is suspended or revoked by any state or jurisdiction, if there is no current medical card, or if the driver is out of hours on their log book. The vehicle would be allowed to leave the Port of Entry, if:

- the vehicle has no out of service criteria equipment violations.
- the carrier has no issues of money being owed to the state of Idaho.
- the driver's license suspension or revocation is cleared prior to the driver operating the vehicle. Exceptions may be made depending on reinstatement requirements.
- the driver is to remain at the Port of Entry until their violation of hours of service is satisfied.
- the driver and/or the carrier may secure from a qualified physician an extension of their expired medical card.
- another qualified driver delivers the vehicle from the Port of Entry.

h. Contact reports may be generated for the carrier as to problems with the motor vehicle and/or the driver and for the POE Inspector as supplementary documentation to any enforcement action.

- additional driver violations found but not cited,
- additional equipment violations found but not cited,
- supporting copies of documentation including data from national databases, hours of service, medical card, registration, driver's license.

14. The POE Inspector takes any necessary LEGALIZATION action as the situation may indicate, using officer discretion and using guidelines as set forth in procedure manuals.

a. Necessary Idaho permits may be generated from the computer on prescribed forms and paid for by the driver using CRS, ITRPS and LexisNexis system, by cash, credit card, certified funds, or check. These permits include:

- Extra Length /Excess weight up to 129K Permit
- Annual Special Permit
- Single Trip Special Permit
- Hazardous Materials Endorsements
- Annual Hazardous Waste Permits
- Single Hazardous Waste Permits
- VIN Inspections
- Off Load Travel Authorization Permits
- Appropriate Registration Documents and Fees
- Temporary Registration Intransit Permit (TRIP)
- Temporary Weight Increase Permit (TWIP)

b. Collection of money owed to Idaho may be collected from the carrier and/or driver (follow procedures as set forth by Financial Services [ITD FS]). The collection of these monies is:

- dependent upon commodity,
- dependent upon time of day / day of week,
- dependent upon type of debt owed, including:
 - i. bonds collection,
 - ii. audit collection,
 - iii. special permit,
 - iv. registration fees not paid,
 - v. reinstatement fees, and
 - vi. road tax not paid.
- dependent upon instructions from ITD FS.

c. Adjustments to weights and/or the legalization of the load may be needed (follow POE Procedure Manual for guidance).

212.7 Motor Vehicle Approaching Roving Port of Entry

1. The motor vehicle enters the road onto the roving port of entry site.
2. The vehicle approaches the truck inspection site. At the truck inspection site the driver of the vehicle is instructed to stop.
3. The POE Inspector approaches the truck driver. The truck driver is asked to provide his credentials and other pertinent paperwork.

4. The POE Inspector reviews the paperwork to ensure that the driver and the motor vehicle are in compliance.

a. The motor vehicle registration is reviewed against:

- the base state issued registration to verify that Idaho is listed.
- the ITD database to verify carrier and/or motor vehicle credentials.
- Commercial Vehicle Information Exchange Window (CVIEW) Query to verify carrier and/or motor vehicle credentials. This is accomplished through telephone and/or cell phone access to a stationary port of entry if the network connections are not available.
- Idaho Law Enforcement Telecommunications System (ILETS) to verify carrier and/or motor vehicle credentials. This is accomplished through telephone and/or cell phone access to a stationary port of entry if the network connections are not available.

b. The IFTA fuel credentials are reviewed against:

- the base state issued IFTA registration for motor carrier name and for calendar year.
- the ITD database to verify carrier and/or motor vehicle IFTA credentials.
- CVIEW Query to verify carrier and/or motor vehicle IFTA credentials. This is accomplished through telephone and/or cell phone access to a stationary port of entry if the network connections are not available.

c. All appropriate Idaho permits issued to the motor vehicle are reviewed by the POE Inspector as needed, including:

- The Extra Length/Excess weight up to 129K Permit
- All Annual Special Permits
- Any Single Trip Special Permit
- The annual Hazardous Materials Endorsements, if the original is carried in the motor vehicle.
- All Hazardous Waste Permits, whether annual or single trip.
- The VIN Inspection Form
- Any Temporary Registration Intransit Permit (TRIP)
- Any Temporary Weight Increase Permit (TWIP)
- Any Off Load Travel Authorization Permit

d. Bills of lading are reviewed to ascertain any possible problems with the load, including weight, commodity, and hazardous material placard violations. Bills of lading may be in the form of:

- Originals from company in the possession of the driver.

e. Paperwork for agricultural commodities and/or livestock is reviewed. These forms include:

- brand inspections,
- commodity certification forms, and
- health certificates.

The paperwork for agricultural commodities and/or livestock may be in the form of:

- originals from company in the possession of the driver.
- instructions from Department of Agriculture / State Brand Inspector on any needed paperwork.

f. The driver is not required to carry their medical card. Verification can be made through ILETS/NLETS.

g. The driver's license is reviewed. The original from the issuing state or jurisdiction of domicile is required to be carried. A Driver's Query from ILETS may be used to verify if the driver's license is current without any revocations or suspensions. This is accomplished through telephone and/or cell phone access to a stationary Port of Entry if the network connections are not available. If the driver is using a temporary CDL from their issuing state or jurisdiction due to a pending court action, supporting documentation from the driver and/or company may be reviewed.

h. The driver's hours of service log book is reviewed. The original previous seven days of the log book, including the current day, must be carried by the driver. An electronic version is allowed by Federal Motor Carrier Safety Regulations (FMCSR) rule. If the previous days' logs are not with the driver, faxed copies from the company to the stationary POE of those days may be reviewed by the POE Inspector at that stationary POE with any information concerning these faxed pages relayed back to the roving POE.

i. The POE Inspector may use various federal and state databases to check driver, carrier, and vehicle status. This is accomplished through telephone and/or cell phone access to a stationary port of entry if the network connections are not available, including:

- Idaho Law Enforcement Telecommunications System (ILETS)
- Safety and Fitness Electronic Records System (SAFER)
- Commercial Vehicle Information Exchange Window (CVIEW)

5. The POE Inspector enters one of the following into the ITD Observation Screen:

a. the Idaho license plate, if the motor vehicle is Idaho based or

- b. the Carrier Name with the unit number.
6. The Observation Screen retrieves the pertinent data for the motor vehicle or for the carrier:
 - a. The ITD FS status, either “CLEAR” or “SUSPENDED,” indicating any monies owed to the State of Idaho.
 - b. A list of applicable credentials issued to that vehicle, including:
 - Special Permits,
 - Hazardous Materials Endorsements, and
 - Annual Hazardous Waste Permits.
 - c. Any comments from any section of ITD concerning problems or financial status.
 - d. Pertinent data on the motor vehicle and/or carrier:
 - Address
 - If Idaho-based, the registered weight
 - e. International Fuel Tax Agreement (IFTA) fuel account status.
7. The POE Inspectors, working as a team, place the portable scales in front of each wheel on the axle(s), instruct the driver to move forward until the wheels on the axle(s) are on the portable scales, records the weights using a calculator from weights observed on the portable scales, and signals for the motor vehicle to move forward to allow for the weighing of the next axle(s).
8. At the last axle, the POE Inspector determines if there is a concern with any axle weight, possible inner or outer bridge weight, visible equipment problems, missing required credentials, fuel problems (no IFTA sticker), or possible vehicle registration problems.
9. The POE Inspector adds the observation information for the motor vehicle on the ITD Observation Screen.
10. If there is any visible problem, the POE Inspector signals for the motor vehicle to park.
11. The POE Inspector takes any necessary ENFORCEMENT action as the situation may indicate, using officer discretion and using guidelines as set forth in procedure manuals.
 - a. Written warnings may be issued to the driver for a:
 - Specific problem to be addressed by the driver and/or the company immediately or at a future time.
 - Clearance to a specific locality to remedy the problem.

- b. Citations may be issued to the driver for the following violations:
- Weight violations that may be a single, tandem, tri axle, interior or exterior bridge weighment, tire limitations, overlegal permit violations, or registration violations. These may be calculated by the use of calculator tapes.
 - Equipment violations may include load securement, overlegal permit limitations, or specific equipment issues on the motor vehicle. These violations may be:
 - i. Federal Motor Carrier Safety Regulations,
 - ii. Idaho Code violations
 - iii. Idaho Administrative Rule violations
 - Driver violations may include a suspended or revoked driver's license, a medical card violation, improper commercial driver's license endorsements, or an Hours of Service (Log Book) violation. These violations are determined by:
 - i. A first hand inspection of the documents, or
 - ii. Use of a database, such as ILETS.
- c. Citations are to be delivered in a timely manner to the appropriate courts by roving port personnel.
- d. Commercial Vehicle Safety Alliance (CVSA) Level 1 Inspection of the motor vehicle for possible equipment problems may be needed. Contact Idaho State Police for more thorough inspections.
- e. The driver may be allowed to drive the commercial vehicle from the roving Port of Entry site if the vehicle or the driver is not prohibited under Idaho Code, FMCSR, CVSA Out-of-Service Criteria, or Idaho Administrative Rules, following guidelines as detailed in this Ports of Entry Procedure Manual. Criteria may include that:
- the driver has no warrant for arrest.
 - the driver meets all requirements for Hours of Service, current valid driver's license, and medical card.
 - the violation is for driver and the violation(s) has been successfully remedied.
 - the violation is for the motor vehicle or carrier and the violation(s) has been successfully remedied.
- f. The vehicle may not be allowed to leave the roving Port of Entry site if the vehicle has certain equipment problems, or the carrier owes money to the state of Idaho for past due transactions, following guidelines as detailed in this Ports of Entry Procedure Manual. The driver would be allowed to leave the roving Port of Entry site if:
- the driver has no warrant for arrest.

- the driver meets all requirements for hours of service, current valid driver's license, and medical card.
 - the vehicle is parked until the violation has been successfully remedied.
- g. The driver may not be allowed to drive the motor vehicle if his driver's license is suspended or revoked by any state or jurisdiction, if there is no current medical card, or if the driver is out of hours on his log book. The vehicle would be allowed to leave the roving Port of Entry site, if:
- the vehicle has no Out of Service Criteria equipment violations.
 - the carrier has no issues of money being owed to the State of Idaho.
 - the driver's license suspension or revocation is cleared prior to the driver operating the vehicle. Exceptions may be made depending on reinstatement requirements.
 - the driver is to remain at the roving Port of Entry site until their violation of hours of service is satisfied.
 - the driver and/or the carrier may secure from a qualified physician an extension of their expired medical card.
 - another qualified driver may drive the vehicle from the roving Port of Entry site.
- h. Contact reports may be generated for the carrier as to problems with the motor vehicle and/or the driver and for the POE Inspector as supplementary documentation to any enforcement action, including
- additional driver violations found but not cited,
 - additional equipment violations found but not cited, and
 - supporting copies of documentation, including data from National Databases, hours of service, medical card, registration, and driver's license.
12. The POE Inspector takes any necessary LEGALIZATION action as the situation may indicate, using officer discretion and using guidelines as set forth in this Procedure Manual.
- a. Necessary Idaho permits may be generated from the ITD CRS and ITRPS systems or on pre-numbered forms and paid for by the driver with cash, credit card, certified funds, or check. The POE Inspector uses hand receipts if the network connections are not available. These permits include:
- Extra Length/Excess weight up to 129K Permit
 - Annual Special Permit
 - Single Trip Special Permit
 - Hazardous Materials Endorsements
 - Annual Hazardous Waste Permits
 - Single Hazardous Waste Permits
 - VIN Inspections

- Off Load Travel Authorization Permits
 - Appropriate Registration documents and fees
 - Temporary Registration Intransit Permit (TRIP)
 - Temporary Weight Increase Permit (TWIP)
- b. Collection of monies owed to Idaho may be collected from the carrier and/or driver (follow procedures as set forth by ITD FS). The collection of these monies is:
- dependent upon commodity,
 - dependent upon type of debt owed, including:
 - i. bonds collection
 - ii. audit collection
 - iii. overlegal permit
 - iv. registration fees not paid
 - v. reinstatement fees
 - vi. road Tax not paid, and
 - Instructions from ITD FS.
- c. Adjustments to weights and/or the legalization of the load may be needed (follow POE Procedure Manual for guidance).

212.8 Collecting and Delivering Money to the Judicial Courts

The POE Inspector shall collect the bond, if directed by the local judicial district, upon the issuance of a misdemeanor citation. The Bond Schedule is set annually by the Idaho Supreme Court. Bonds are to be transferred to the appropriate Judicial Court on a date and in a manner as mutually agreed upon.

1. The pre-numbered receipt is to be three-part: one for the court, a second for the motor vehicle driver, and the third for the Port of Entry.
2. The pre-numbered receipt should include:
 - defendant's name,
 - defendant's address,
 - date and time bond was collected,
 - amount of bond collected,
 - type of bond collected (cash, certified check, personal check),
 - violation(s) charged,
 - uniform citation number,
 - issuing officer and/or the officer collecting the bond, and
 - scheduled dates of appearance in the court.

3. Until transferred to the Judicial Court, each bond collected should be placed in a separate envelope containing money, receipt, court copies of the citation issued, any guilty plea, or any other pertinent documents for the court. These bonds must be secured in a safe.
4. The bond transmittal sheet should include:
 - name of the defendant(s),
 - citation date,
 - citation number,
 - type of bond received (cash, certified check, personal check,
 - bond amount collected,
 - bond receipt number, and
 - Two signatures of POE personnel who have verified the bonds included in the transmittal.
5. Upon transfer to the Judicial Court, the court clerk must verify the monies collected and the citations included in the transmittal. Acceptance of the transmittal form must be indicated by the court clerk's signature.
6. The individual Port of Entry will retain a copy of the transmittal form and of the bond receipt for a period as agreed upon by the Judicial Court.

212.9 Training Program/Training Guidelines for POE Inspectors

The following table outlines the scheduling and the type of training to be taken by Inspector Trainees and Inspectors. On the next page is an example of a training course evaluation form.

<i>Training for Inspector Trainees</i>	<i>Timeframe in Which to be Taken</i>
District Orientation	Take at beginning of employment
Driver & Equipment Training	Take full class within 1 st year or as soon as available
Vehicle Inspection	Take full class within 1 st year or as soon as available
Hazardous Materials	Take full class within 1 st year, by ISP or FMCSA or as soon as available

Emergency Vehicle Operations	Take full class within 1 st year, to be completed before doing a bypass
HQ Orientation	Take 5 months after start of employment
<i>Training for Inspectors</i>	<i>Timeframe in Which to be Taken</i>
Hazardous Materials	Take refresher class as available (every 3 years)
Emergency Vehicle Operations	Take refresher class as available (every 3 years)
Driver & Equipment Training	Take refresher class as available (every 3 years)
Vehicle Inspection	Take refresher class as available
Registration/Special Permits Training	Take refresher class as available (every 3 years)
Size & Weight	Take refresher class yearly during industry training
Motor Carrier Registrations	Take refresher class yearly during industry training
ILETS / FORSECOM WEB	Take re-certification test every 2 years
Brand & Ag Inspections	Take class as available
Haenni Scale Certification	Take once when starting in rover
<i>District Training</i>	<i>Timeframe in Which to be Taken</i>
First Aid / CPR	Take as offered (2 years) at District
Defensive Driving	Take as offered (3 years) at District
Flagging Class	As offered by the district
<i>Other Suggested Training</i>	<i>Timeframe in Which to be Taken</i>
Basic Communication	Take as needed

Microsoft Word I	Take as needed
Microsoft Outlook I	Take as needed
Customer Service	Take as needed

The Port of Entry Inspector Trainees will be hired at a salary determined by the POE Manager. Each Inspector Trainee will follow a self-paced on-the-job training course monitored by the Senior Inspector, as outlined below. Upon completion of the probationary period, and passage of the inspector trainee test, the trainee will receive a raise in pay. Upon completion of one full year of service as an inspector trainee, the trainee will be promoted to Inspector classification. The schedule for a new Inspector Trainee hire is recommended as follows:

- Trained by Senior Inspector using established training modules as well as on-the-job training.
- Trainee will work as assigned by Senior Inspector for this entire training period.

Month 1:

The trainee will have a badge number assigned. The Confidentiality Agreement will be fully discussed, signed, and forwarded to POE Headquarters.

- Week 1.* District orientation and introduction to Size/Weight/Bridge Module.
- Week 2.* Continuation of Size/Weight/Bridge Module and review learning guide.
- Week 3.* Day 1, test of Size/Weight/Bridge Module. Days 2-5 of this week, begin Computer Usage.
- Week 4.* Continuation of Port of Entry Equipment Module.

Month 2:

- Week 5.* Day 1, test of Port of Entry Equipment Module. Days 2-5 of this week, begin Driver and Equipment Safety Module.
- Week 6.* Continuation of Driver and Equipment Safety Module.
- Week 7.* Continuation of Driver and Equipment Safety Module.
- Week 8.* Day 1, test of Driver and Equipment Safety Module. Days 2-5 of this week, begin Registrations Module.

Month 3:

- Week 9.* Continuation of Registrations Module.
- Week 10.* Continuation of Registrations Module.
- Week 11.* Day 1, test of Registrations Module. Days 2-5 of this week, review of Size/Weight/Bridge Module, Driver and Equipment Safety Module, Registrations Module, and Computer Usage Module.
- Week 12.* Work port with inspector on duty (will be assigned an inspector with whom to work; shifts will vary).

Month 4:

- Week 13.* Work port with inspector on duty (will be assigned an inspector with whom to work; shifts will vary).

- Week 14.* Review previous module questions. Work port with inspector on duty (will be assigned an inspector with whom to work; shifts will vary).
- Week 15.* Begin Rover Operations Module.
- Week 16.* Continuation of Rover Operations Module.

Month 5:

Uniforms will be obtained for the trainee this month or at a different time at the discretion of the Area Supervisor.

- Week 17.* Work with Rover. The Area Supervisor shall observe the employee to ensure they are competent on the Haenni scales. They will then send the POE Manager an e-mail attesting to this. The manager will then obtain a Haenni competency certificate to place in their file
- Week 18.* Day 1, test on Rover Operations Module. Days 2-5 of this week, review all modules.
- Week 19 & 20.* Review material and work with inspectors on various shifts.
- Week 21.* Information obtained from module/practice exams is to be evaluated by POE Area Supervisor and Senior Inspector to determine whether or not to administer inspector promotional exam, continue training, or dismiss trainee. The probationary review must be done during this week.

People learn at different speeds. This is a general outline of the training employees will receive and the general pace at which training will proceed.

- If trainee fails the promotional examination on the first attempt, the Senior Inspector/POE Area Supervisor will continue the trainee's development through on-the-job training, and training modules if they desire. The trainee and POE Supervisor will determine whether to re-take the test. If the trainee fails the promotional exam a second time, then ITD training personnel will be asked to assess the training progress, and recommend training strategies for the trainee.
- Trainee will be formally promoted to Inspector **only** after passing the promotional examination **and** after one year's performance as an Inspector Trainee.

Citations will be issued to the trainee after the trainee has received his/her commission cards.

Trainees cannot be on shift by themselves until they pass the promotional examination with the approval of the POE Area Supervisor.

All out-service training relating to enforcement activities will be approved and coordinated through POE Headquarters.

212.10 ILETS Training

POE Senior Inspector/Terminal Agency Coordinator (TAC) shall provide and oversee all training provided to their personnel in regards to ILETS. All trainees shall complete and pass the

ILETS training modules and then the certification exam within three months from their hire date with POE. The modules and test can be found at <https://idaho.cjisapps.com/launchpad/index.pl>. The ILETs test may be taken on any computer. All POE employees having access to ILETs must re-certify every two years. Supervisors shall be responsible for ensuring that their personnel are re-certified every two years.

212.11 New Employee Check List

NEW EMPLOYEE CHECK LIST

INSPECTOR:

START DATE:

ITEM	DATE ORDERED	DATE ISSUED	HOW MANY	SIZE	RETURNED
Keys-Building & Safe					
Commission					
Fingerprints					
Badge					
Name Bar					
Service Bar					
Uniforms					
Safety Vest					
POE Hat					
Personnel File					
Emergency Contact					
Computer Use Policy					
Confidentiality Agree.					
ILETS Certification					
Identification Card					

Tax Commission					
Idaho Code Book					
Federal Code Book					
MOU / o/o Service					
Locker					
Training Modules					
First Trainee Test					
Second Trainee Test					
(if necessary)					
NAME					
HIRE DATE					
ADDRESS:					
HOME PHONE					
CELL PHONE					
DOB					
EMPLOYEE #					
PCN#					
BADGE #					
SSN #					
DL #					
PIN #					
Server ID					
Computer network sign-on					
VSS1 (Extra) sign-on					

e-mail address				
Org. Code				

212.12 EMPLOYEE PASSWORD CHEAT SHEET

	WINDOW	TELNET/EXTRA CVIEW	OPENFOX ILETS	AMS TIMESHEETS	PAY STUBBS
SIGN-ON/USER RULES	Minimum 6 characters	First 3 letters of last name + last 4 of SSN	Last 4 of SSN /First 4 of first name (capital letters) / numeric day of birth	Initial of first name +last name (all small caps)	Full name Dept 290
-					
PASSWORD RULES All EXPIRE EVERY 90 DAYS (Add change date to Outlook Calendar for reminder)	Cannot be similar to last 12 passwords. Minimum 8 characters. Cannot contain user name. Must have 3 of the following 4: Upper case, lower case, numeric, special character.	Maximum of 8 characters. No pairs (22-mm-ll- etc.) and new password cannot be similar to one you are changing	8 to 15 characters Must use at least 1 number & 1 alpha (must use both caps & non- caps)	8 to 16 characters Allows numerals & alpha (both caps & non-caps) & symbols @.- \$#%	8 to 16 characters Allows numerals & alpha (both caps & non- caps) & symbols @.-\$%
Program	Sign-on	Password	Date Changed	Expiration Date	
Windows					

Telnet/Extra/Cview				
OPENFOX/ILETS				
AMS Timesheet				
332-2020				
Paystubbs				

212.13 POE Inspector Performance Standards

- Accept reasonable assignments from supervisor.
- Accurate weights and measurements are to be taken using available equipment correctly as designed, and in the manner intended.
- Actively participate in new methods of registering vehicles.
- All documents are to be accurate and properly recorded.
- All documents are to be clearly written and properly distributed.
- Assist as requested by Senior Inspector or Area Supervisor in on-the-job training for the POE Inspector Trainee position.
- Assist others doing driver checks or other checks as requested.
- Attend classes offered on hazardous materials.
- Be able to explain permit and weight requirements.
- Be able to recognize common weight violations.
- Be able to use all programs.
- Be able to use and apply Federal Regulations 49 CFR Safety Regulations, Idaho Title 49 Chapters 3 and 9, and Idaho Title 67 Chapter 29 to ensure compliance.
- Be able to use Idaho Code Title 49 Chapter 10 to insure compliance to Idaho laws.
- Be familiar and comply with ITD General Conditions of Employment found in the Human Resources Manual, chapter five.
- Be familiar with proper usage of the Federal Regulations CFR 49 Parts 100-177 and Idaho Title 49 Chapter 22.
- Check driver and carrier status, and recognize the need for action to be taken.
- Check loads or papers as requested by various agencies.
- Check overlegal vehicles or loads for permits to ensure compliance with state and federal laws, rules, and regulations.
- Detain or seize carriers only along established guidelines and policies.
- Do daily computer observations.
- Errors are to be reconciled in a timely manner, without a pattern of repeat errors.
- Explain actions being used to correct problems and options available to the driver or company.
- Explain laws, policies, and procedures to the trucking industry and public, as requested.
- Follow established Port of Entry policies and District policies for emergencies at the Port of Entry.
- Follow guidelines and procedures for legalization of loads.
- Follow ITD policy on traffic stops of by-passes.
- Follow Port of Entry "Park-for-Repair" policy.
- Gather and relay information as requested, assisting other agencies when requested.
- Maintain good working relations with co-workers.
- Maintain standards as outlined in ITD Human Resource Services Manual on EEO/Affirmative Action Statement.

- Monitor hazardous material loads.
- Monitor movements of livestock, logs, agricultural loads, etc.
- Monitor POE radio, assisting POE Rover and others with requests made over radio.
- Notify your supervisor of any training needs or requests, and attend assigned training.
- Observe safety standards and comply with Employee Safety/Loss Control Manual.
- Observe, monitor, and inspect vehicles for equipment problems.
- Perform truck inspections, following POE published guidelines.
- Provide travel and weather information.
- Recognize and check driver qualifications, logbooks, medical cards, etc.
- Recognize proper shipping papers and placards.
- Recognize when and what types of permits are required.
- Record information requested by various agencies on the appropriate forms.
- Register vehicles when possible.
- Remain current on all memos.
- Remain current on programs, as they are updated on the computer.
- Remain familiar with changes, and be able to explain registration requirements and policies.
- Remain familiar with hand-written permits and receipts, which are used in emergencies.
- Respond in a knowledgeable and professional manner.
- Review brand papers, proof of ownership paperwork, health certificates, etc.
- Sell permits, making sure permit requirements are understood.
- State buildings and State vehicles are to be secured at end of shift.
- Strive for zero preventable accidents.
- Take action on observed violations through the use of warnings (both verbal and written), contact reports, citations, or any other appropriate means, staying within the scope of your commission and department policies.
- Uniform is to be clean and conform to standards in POE Procedure Manual.
- Use available computers correctly and in the manner intended, following the Computer Use policy # A-22-02 found in the Administrative Policy Book.
- Use computer, calculator, charts, cash register, and any other means to compute figures correctly.
- Use daily log to record incidents that may require action by the next shift, the Senior Inspector or the Area Supervisor.
- Use good documentation to justify actions taken.
- Work area shall be kept clean and neat.
- Work assigned shifts, unless prior approval is given.

REVISION HISTORY:

Approved Document	Updated Document
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Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Ryan Tolman	June 2016
			Challis Phipps	September 2016
		September 2017	Challis Phipps	September 2017
Karl Allen	Update	April 2018	Leslye Nelson	May 2018
Karl Allen	Update	May 2019	Leslye Nelson	May 2019
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Chapter 213 Personal Appearance Standards



Division of Motor Vehicles

January 2020

POE – STANDARD OPERATING PROCEDURE

Personal Appearance Standards

PROCEDURE STEPS:

213.0 PERSONAL APPEARANCE STANDARDS

213.1 Personal Protective Clothing

POE personnel will wear the appropriate high-visibility clothing, such as the Class 3 safety vests or other approved clothing, when performing their duties on or near the traveled portion of the highway or any fixed or temporary POE. During traffic stops, the high visibility clothing is to be worn.

213.2 Supervisor Responsibility

It shall be the responsibility of the Compliance Program Manager, POE Area Supervisors, and Senior Inspectors to ensure that POE personnel under their supervision maintain ITD POE uniform and personal appearance standards.

213.3 Uniformed Personnel are Assigned the Following Uniform & Insignia

- 4 tan shirts/blouses (2 long-sleeved and 2 short sleeved).
- 2 pair black trousers, herein defined as covering from the waist to the ankle.
- 1 High Visibility Jacket ANSI Class 3 compliant winter coat.
- 1 High Visibility Jacket ANSI Class 3 compliant windbreaker or light jacket.
- 1 POE hat (baseball type).
- ITD/POE patches to be sewn on by uniform supplier.
- 1 ITD/POE metal badges.
- 1 name plates.
- 1 years of service plates.

Badges and plates shall be gold for Area Supervisors and Senior Inspectors, and silver for all others.

Suggested Brands or where to purchase	Description	Comments / Additional Information
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A listing of locations to purchase is found in the Procedure Manual	Shirts - Silver Tan in color (total of 4) Deluxe Tropical	2 each – Long Sleeve and/or Short Sleeve style
Can be purchased locally.	Trousers - Black, uniform style	Belt loops, no cuffs. Material Type: Wash n Wear, polyester, poly-blend, or cotton. Permanent-press, wrinkle resistant. (No denim, canvas, canvas duck, or corduroy)
Can be purchased locally.	Insulated winter Boots - Black	Reimbursed at 80% up to \$80.00. Available every 2 years.
	1 - Name tag - (2 1/2" X 5/8") (2 post attachment)	Silver for Inspectors / Gold for Supervisors
	1 - Serving Since tag - (2 1/2" X 5/8") (2 post attachment)	Silver for Inspectors (after 2 years' service)/ Gold for Supervisors
From Boise HQ	1 - POE/ITD Metal Badge	Silver for inspectors / Gold for Supervisors
From Boise HQ	1 - POE hat (baseball type)	Replaced as needed.
VEA-451 (Visibility Enhanced Apparel Safety Jacket) - from First Responder	1- Windbreaker or light Jacket - Safety Yellow and Black https://www.reflectiveapparel.com/VEA-451-ST-LB.aspx	These coats need to have Port of Entry on the back - optional POE on front upper pocket area.

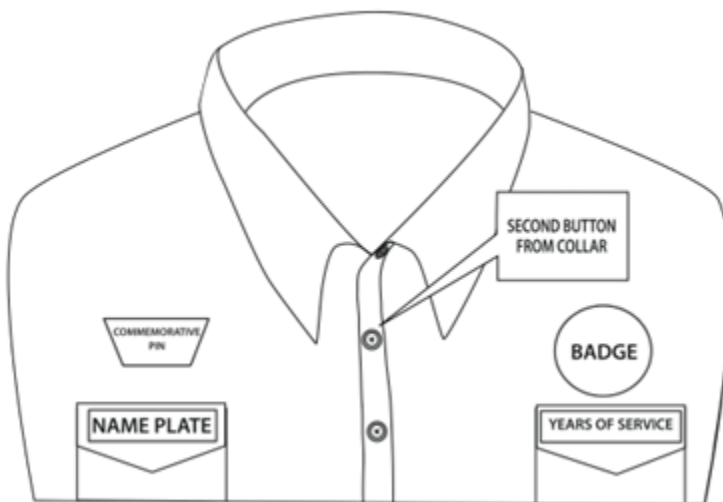
or Chief Supply		
VEA-602-LB (Visibility Enhanced Apparel Jacket Liner) - from First Responder or Chief Supply	1- Jacket Liner - Safety Yellow and Black (fits VEA-431 Hi-Viz parka style Jacket) https://www.reflectiveapparel.com/VEA-602-LB.aspx?ProductCategoryID=9	These coats need to have Port of Entry on the back - optional POE on front upper pocket area.
VEA-431-LB (Visibility Enhanced Apparel Safety Parka style Jacket) - from First Responder or Chief Supply	1- Parka Style - Safety Yellow and Black (needs VEA-602 LB Liner) https://www.reflectiveapparel.com/VEA-602-ST-LB.aspx	These coats need to have Port of Entry on the back - optional POE on front upper pocket area.
VEA-412-LB (Visibility Enhanced Apparel Safety Jacket) - from First Responder or Chief Supply	1- Bomber style Jacket w/Zip-Out Liner- Safety Yellow and Black https://www.reflectiveapparel.com/VEA-412-ST-LB.aspx	These coats need to have Port of Entry on the back - optional POE on front upper pocket area.

Bonneville Industrial supply or ML Kishigo Products dealer.	500 PSV Pro Series Safety Vest (Lime w/ Black Trim) (ML Kishigo brand) http://mlkishigo.com/products-500series.html	Port of Entry on front and across back, inside reflective stripping.
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213.4 Uniform insignia shall be displayed as follows

- ITD/POE Badge: Displayed above the left shirt/blouse pocket on reinforced area designated for badge. Badges will not be worn on coats.
- Name Plate: Displayed in center of right shirt/blouse pocket flap immediately below the top seam.
- Years-of-Service Plate: Issued after two years of service in POE. Displayed in center of left shirt/blouse pocket immediately below the top seam.
- ITD Years-of-Service Pin (optional): Issued after five years of service in ITD. Displayed immediately below nameplate on shirt-pocket flap.
- Special Commemorative Pins: POE HQ pre-approved pins related to Idaho and National Transportation may be worn for one week, displayed above the right shirt/blouse pocket.
- ITD/POE Patch: Displayed in center of left shoulder, one inch below the top seam. Patch to be tan background with black lettering and piping. Logo to be standard ITD orange and blue.

See examples:





Approved Uniform Items

- Winter Coat: Approved Winter Coat .
- Windbreaker or light jacket: Approved Windbreaker or light jacket .
- Shirt/Blouse: Deluxe Tropical (Silvertan) Uniform style.
- Trousers: Black in color, uniform style, belt loops, no cuffs. Material type: Wash-and-wear polyester, poly-blend, or cotton, permanent-press, wrinkle resistant. No denim, canvas, canvas duck, or corduroy.
- Insulated lace up boots. “Optional”

213.5 Acquisition

Uniform items and insignia, except badges, may be acquired from local vendors capable of supplying the approved items found in section this section. Districts may establish an account with a uniform supplier, whereby new employees may purchase uniform items with the costs directly billed to the ITD district. This will allow new employees to acquire uniform items without incurring high out-of-pocket expenses. If local uniform suppliers are not able to provide approved items, they may be obtained at:

Professional Armament	Zebra 12	Chief Supply
3695 S. Redwood Rd.	913 Caldwell Blvd.	1400 Executive Parkway Suite 220
West Valley, UT 84119	Nampa, ID 83651	Eugene, OR 97401
801-975-7422 or	208-461-6911	800-733-9281 ext 2224
801-975-9333		

Blumenthal Uniforms & Equipment	Stanford Police & Emergency Supply
1306 N. Howard	6449 W. Fairview Ave
Spokane, WA 99201	Boise, ID 83704
800-777-3847	208-376-0361

COP SHOP (TCS)

9364 W. Franklin

Boise, ID 83704

Phone: 208-377-5418

Toll Free: 800-441-0333

Fax: 208-377-5423

Reimbursement amounts for uniform items must be limited to actual cost, including all alterations, such as tailoring or sewing emblems on the uniform. Reimbursement amounts will be reviewed annually to ensure that the employee is not burdened with any excess costs of uniform acquisition. For those Inspectors who also perform duties for the District office and qualify for clothing issuance, only one coat, pair of boots, etc. will be authorized, whether issued by POE or a District.

Reimbursement will be made as directed by the Area Supervisor for the following uniform items:

- Trousers
- Shirts/blouses
- Winter Coats
- Windbreakers or light jackets
- Insulated winter boots (optional)

Badges are available from POE Headquarters upon written request of the POE Area Supervisor.

213.6 Winter Boots

Winter insulated boots may be purchased for Inspectors assigned to roving units and to fixed Ports of Entry as they routinely work on or adjacent to the highway in inclement weather. No cowboy boots, oxfords or un-insulated boots will be purchased by the Department". Upon the supervisor's authorization winter boots may be replaced every two years and then only if worn out. The exception is if damaged because of a work-related situation

Reimbursement policy which is 80% department and 20% employee cost sharing. The department cost shall not exceed \$80.00 per claim.

213.7 Uniform and Insignia Replacement

After the initial acquisition of uniform items, an employee may request the replacement of one shirt, and/or one pair of trousers during any one calendar year, unless otherwise approved by the immediate supervisor. Supervisors may authorize the purchase of uniform items sooner than one year, if deemed necessary.

The POE Supervisor may replace badges only upon written request to POE Headquarters. Other insignia replacement may be made through a local supplier, upon approval of POE Supervisor.

213.8 Return of Uniform Upon Separation or Promotion

All uniform badges and coats shall be returned to the POE Area Supervisor. Badges may be retained by the POE Area Supervisor for reissue or returned to POE Headquarters. Returned coats will be maintained at POE Headquarters. Upon separation or promotion, the employee shall return all uniform items.

213.9 Uniform Accountability

The POE Area Supervisor or designee shall maintain a record of uniform items issued to/purchased by district POE personnel. Uniform records shall contain the date, number, and type of uniform items acquired by each employee. Employees shall provide reasonable care and safekeeping of ITD-issued clothing and protective gear.

213.10 General Appearance Standards

Employees shall be neat and clean at all times when on duty, with the objective being to present a well-groomed, professional appearance.

213.11 Civilian Clothing

POE Headquarters personnel, the Area Supervisor, and Technical Specialists are authorized to wear civilian clothing while on duty. The objective is to present a well-groomed, professional appearance.

213.12 Uniform Appearance Standards

When in uniform, POE personnel shall adhere to the following:

- POE personnel will wear the appropriate high-visibility clothing, such as safety vests or other approved clothing, when performing their duties on or near the traveled portion of any fixed or temporary POE. During traffic stops the high visibility clothing is to be worn to ensure the safety of employees.
- Shirts and blouses shall be worn in casual manner, tucked into the trousers, with collar open to second button from the collar. (See diagram Section 314.4
- Shirts and blouses with zippers are not to be open more than to the second button from the collar.
- Pants shall be clean and will extend to the employee's shoes or boots.
- Neck jewelry such as pendants, etc., shall not be worn in such a manner that it is visible.
- Earrings worn by uniformed personnel shall be, in the interest of safety, limited to small, simple, post type earrings. Any earrings that extend below the ear lobe may not be worn when on duty.

- Shoes or boots shall be worn with the uniform which shall be black, and primarily of leather construction with rubber soles; boots may have gore-tex uppers. No sandals, canvas, or canvas-like shoes are permitted. Professional appearance must be maintained. (Rubber soles are for safety and Haz Mat resistance.)
- A black belt shall be worn with uniform trousers.
- Suspenders will not be worn with uniform unless recommended by a doctor for specific health-related reasons. All medical excuses must be submitted to the POE Manager for approval.
- Neckties shall not be worn with uniform.
- Uniform shall be neat, clean, and pressed.
- No whistle chains, stickers, pins, etc., will be worn with uniform, with the exception of ITD years of service pin.
- Tan, black, or white T-shirts may be worn with the uniform. No T-shirt shall show beyond the shirtsleeve.
- All turtlenecks are to be tan, black, or white. Long-sleeved uniform shirts must be worn with the turtleneck in such a manner that the turtleneck shirtsleeve shall not show beyond the uniform shirtsleeve.
- Frayed, torn, patched, or obviously mended uniform items shall not be worn.
- No cowboy, Smokey the bear or other hats other than the issued baseball cap or an individually purchased black stocking type or Preston type hat may be worn by uniformed personnel. A sun protection visor is an approved head gear. A boonee hi visibility hat may also be worn.
- Badges will not be displayed on coats.
- The “POE” printing on Jackets needs to be located on the upper portion on the back of jackets and vest.

213.13 Wearing of Uniform

POE Senior Inspectors, Inspectors, and Inspector Trainees are required to wear the specified POE uniform at all times when on official duty, unless otherwise authorized by the immediate supervisor. POE Area Supervisors are required to be in uniform when working with roving personnel or making vehicle traffic stops.

POE employees shall not wear “portions” of uniform individually (coats, trousers, etc.), nor will civilian coats, etc., be worn with a uniform. The entire uniform must be worn, when required, without exception.

One baseball-style cap will be issued to each employee with his/her uniform, which may be replaced upon its wearing out. Each cap will bear the ITD/POE insignia. At their own expense, Inspectors may purchase black sock caps (no ball on top) or “Preston-” (Russian-) style hats for winter use. Immediate supervisors are to monitor the color for compatibility with uniforms.

Summer and winter shirts are worn at the option of the employee. So long as an ITD/POE long- or short-sleeved shirt is worn with the uniform, the employee will be considered to be in uniform.

213.14 Off-duty Wear of Uniform

Experience has shown that wearing of the uniform when off-duty does not foster a good impression with the public.

Employees will be able to wear uniforms into stores when en route from work to their residence for the purpose of purchasing minor items.

It is not permissible to purchase alcoholic beverages, stop at a bar, etc., while in uniform

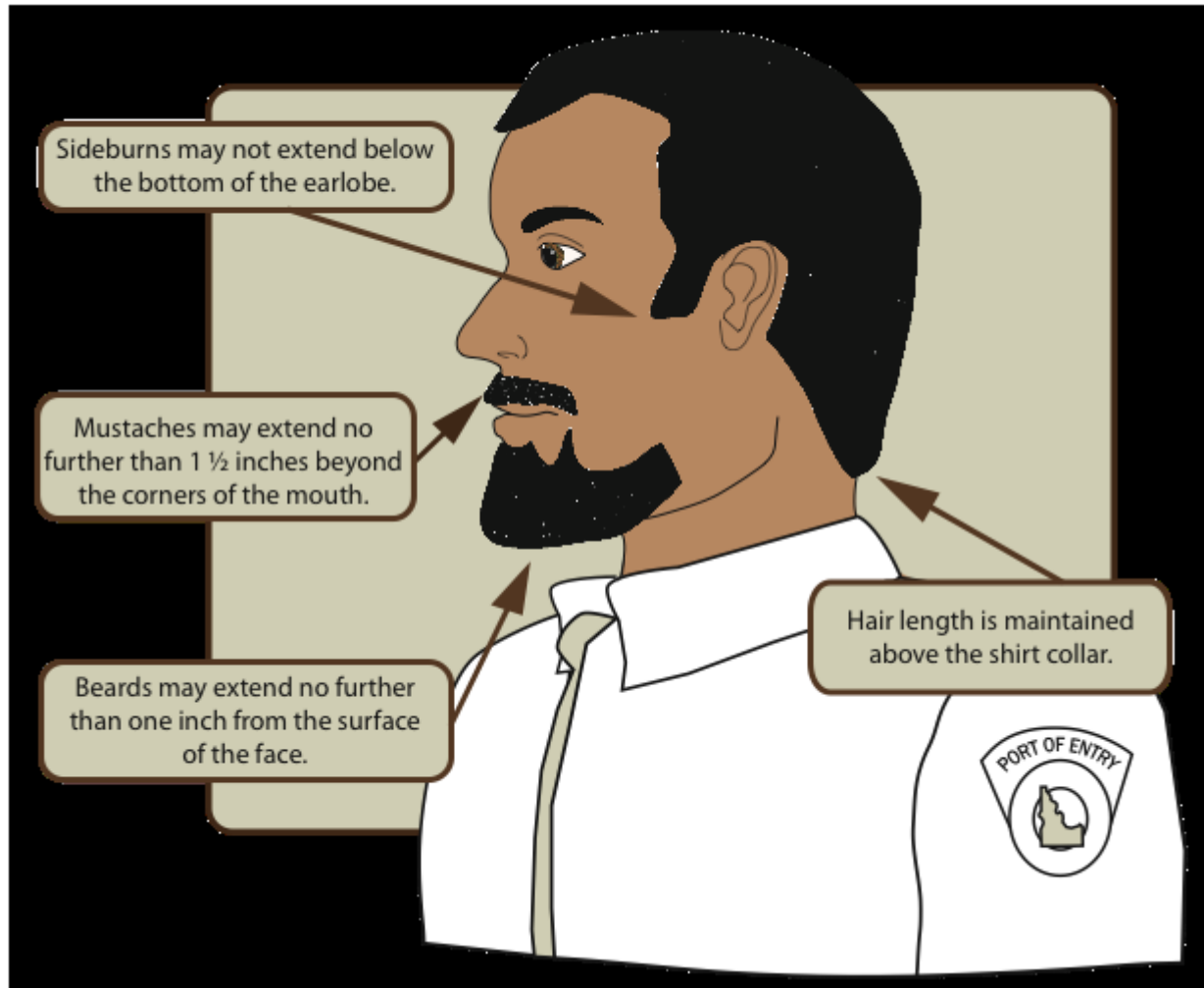
213.15 Grooming Standards

Hair: Men shall wear hair with neck hair above shirt collar at back of neck when standing with normal head posture. Hair shall be neatly tapered, blocked, or squared at back of head and neck. Women, though not restricted as to hair length, shall, when working around machinery, maintain their hair under a uniform hat or hair net, or have it tied in such a manner that personal safety is not comprised. Hair shall be neat, combed, and clean.

Sideburns: Sideburns shall be neatly trimmed and shall not extend below the earlobe, unless it is part of facial hair.

Mustaches: Mustaches shall extend no further than 1 ½ inches beyond corner of mouth. Mustaches shall not be heavily waxed or twisted, and shall be neatly trimmed.

Facial Hair: Beards shall be neatly trimmed at all times. Hair shall not be allowed on the neck.



REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Ryan Tolman	June 2016
		September 2017	Challis Phipps	September 2017
		September 2017	Challis Phipps	November 8, 2017
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Chapter 214 Performance Evaluation of Department Employees



Division of Motor Vehicles

January 2020

POE – STANDARD OPERATING PROCEDURE

Performance Evaluation of Department Employees

PROCEDURE STEPS:

214.0 PERFORMANCE EVALUATIONS OF DEPARTMENT EMPLOYEES

214.1 Deadline

The deadline is June 30 of the current fiscal year to finalize \ performance evaluations. Supervisors should schedule your one-on-one meetings to discuss your employees' evaluations to meet this deadline.

214.2 Employee's Social Security Number

In the interest of the employee's personal privacy, the Social Security Number field should be left blank or filled in with "### - ## - #####".

214.3 Employees on Probation

1. Employees who completed probation between July 1 and December 31 of the current fiscal year. A Probation Completion Evaluation should have been completed between July 1 and December 31 of the current fiscal year. A new Employee Performance Evaluation is required again in June of the current fiscal year to move future annual evaluations to the common June 30th date.
2. Employees who completed probation between January 1 and May 30 of the current fiscal year. If the probationary period was successfully completed and the Probation Completion Evaluation was written between January 1 and May 30 of the current fiscal year, then an Employee Performance Recertification is required in June of the current fiscal year.
3. Employees who will complete probation between May 31 and June 30 of the current fiscal year. The Probation Completion Evaluation completed within June of the current fiscal year will serve as the final current fiscal year evaluation.
4. Employees currently on an entrance/promotional probation period that will end after June 30 of the current fiscal year. A Probation Completion Evaluation is required once probation has been completed.

214.4 Recent Unit Transfers with a Change of Supervisor

1. Transfers prior to March 1. The new supervisor must complete an Employee Performance Evaluation for the period effective the day after the previous supervisor's Close-out through June of the current fiscal year.
2. Transfers on or after March 1. The previous supervisor should have completed a Close-out Performance Evaluation at the time the employee was transferred. The current supervisor will need to complete an Employee Performance Recertification in June for the current fiscal year.

214.5 The Employee's Performance Management Plan

The current plan must be closed out before starting the new plan for the next fiscal year. If a goal was not completed in the current plan and the goal is to continue, then enter that goal and any relevant data in the new fiscal year plan.

All Performance Plans and Evaluation are managed in the Performance portion of the TalentED

214.6 Notes

Supervisors should use whatever means at their disposal to record the discussions and minutes of meetings with their employees. Use of Word documents detailing the summary of the meeting is encouraged.

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Karl Allen	Original Input	June 2015	Ryan Tolman	June 2016
		September 2017	Challis Phipps	August 30, 2017
		September 2017	Challis Phipps	November 8, 2017
Karl Allen	Update	December 2019	Leslye Nelson	December 2019

Emergency Vehicle Operations



Division of Motor Vehicles

June 2016

POE – STANDARD OPERATING PROCEDURE

Emergency Vehicle Operations

PROCEDURE STEPS:



ADMINISTRATIVE POLICY A-31-05

Page 1 of 2

EMERGENCY VEHICLE OPERATIONS

When displaying required lights and siren, department owned and operated vehicles that are assigned to the Division of Motor Vehicles as part of the Commercial Vehicle Services Port of Entry program shall be designated as emergency vehicles as provided for in Section 49-123 (1) (b), Idaho Code.

Department-designated emergency vehicles shall display the department seal, and be easily identified by displaying equipment that emit a red flashing light. The emergency lighting equipment may be either permanently mounted overhead light bars, or other adequate emergency lighting as required by Idaho Code. All emergency vehicles shall also be equipped with a siren.

An employee shall not operate a department-designated emergency vehicle until a course of study containing a minimum of the following subjects has been completed, unless accompanied by his/her immediate supervisor as part of an on-the-job-training program.

- scope of authority,
- professionalism,
- officer - violator relationship,
- verbal versus non-verbal communication,
- low risk stops,
- traffic laws versus enforcement, and
- violators under the influence of alcohol or drugs.

Any employee who shows evidence of successfully completing a driving course through the Peace Officers Standards and Training Academy, or equivalent, and subsequent employment by a law enforcement agency within the previous three (3) years shall be exempt from this course of study.

All department employees shall wear the Port of Entry approved uniform when exercising the authority to stop vehicles that have by-passed a port of entry or temporary checking station.

Commercial Vehicle Services Port of Entry personnel may stop a vehicle presenting an imminent danger to the public in order to preserve safety; no enforcement action will be taken by Commercial Vehicle Services Port of Entry personnel.

If a truck fails or refuses to stop for a department-designated emergency vehicle, the employee

operating the emergency vehicle shall immediately notify the Idaho State Police or local authorities and discontinue any further effort to stop the vehicle. The employee may, at his/her discretion, continue to follow the vehicle at a safe distance pending the arrival of other authorities.

Signed _____
Pamela K. Lowe, P.E.
Director

Date July 11, 2008

ADMINISTRATIVE POLICY A-31-05

Page 2 of 2

This policy is based on:

- Sections 40-510, 511, 512; and 49-123 (2)(b), and 956 (4), Idaho Code
- B-31-05, EMERGENCY VEHICLE OPERATIONS

Department-wide supervision and coordination assigned to:

- Motor Vehicle Administrator

Direction for activity and results assigned to:

- Commercial Vehicle Services Manager

Department procedures contained in:

- This policy

Former dates of A-31-05:

7/1/93 and 5/26/06

Cross-referenced to related Administrative Policies:

- A-31-01, PORT OF ENTRY PROGRAM
- A-31-02, ROVING PORT OF ENTRY PROGRAM
- A-31-04, COMMISSION OF DEPARTMENT EMPLOYEES AS PEACE OFFICERS

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Pat Carr	Original Input	Unknown	Ryan Tolman	June 2016

Farm Registration Reciprocity



Division of Motor Vehicles

June 2016

POE – STANDARD OPERATING PROCEDURE

Farm Registration Reciprocity

PROCEDURE STEPS:

FARM REGISTRATION RECIPROCITY

Farm registration reciprocity is the benefit of agreements between Idaho and several border states allowing registration free flow for qualifying farm vehicles.

Idaho will allow qualifying farm vehicles from Montana, Oregon, Utah and Washington to enter Idaho without Idaho registration or temporary registration permit. Those states will treat Idaho-based qualifying farm vehicles in the same manner.

Qualifications for Farm Registration Reciprocity

To qualify for farm registration reciprocity, the vehicle must be currently registered in the base state as a farm vehicle. This means the registration (cab card) will show the word “farm” or a code for farm. If the registration shows “exempt,” “private” or some other operation type, it does not qualify for the reciprocity. The vehicle cannot be hauling commodities other than “farm” commodities, which include unprocessed agricultural, dairy or livestock products raised, owned and grown by the owner of the vehicle, and the farmer’s own farm equipment.

The vehicle must be operating “interstate” to qualify, with the exception for Oregon & Washington within 50 miles of the border (see specific agreement information). The term “interstate” means passing through a jurisdiction, picking up a load, or dropping off a load in a jurisdiction. It does not include picking up a load and dropping off the load on the same trip within the same jurisdiction (point-to-point operation). It also does not include working on a job site within a jurisdiction.

Finally, the vehicle must be within the weight restrictions of the particular agreement. The Idaho-Utah agreement does not allow reciprocity for vehicles over 80,000 pounds (see specific agreement information).

Specific Agreements

Montana

- Idaho grants registration reciprocity to Montana interstate farm vehicles through 105,500 lbs.
- Montana grants registration reciprocity to Idaho interstate farm vehicles regardless of weight.

Oregon

- Idaho grants registration reciprocity to Oregon interstate farm vehicles through 105,500 lbs.
- Idaho grants registration reciprocity to Oregon intrastate farm vehicles through 105,500 lbs within 50 miles of the Idaho/Oregon border.
- Oregon grants registration reciprocity to Idaho interstate farm vehicles through 105,500 lbs.
- Oregon grants registration reciprocity to Idaho intrastate farm vehicles through 105,500 lbs within 50 miles of the Idaho/Oregon border.

Utah

- Idaho grants registration reciprocity to Utah interstate farm vehicles through 80,000 lbs.
- Utah grants registration reciprocity to Idaho interstate farm vehicles through 80,000 lbs.

Note: the reason for the 80,000 pound maximum on the Idaho-Utah agreement is due to Utah's expensive overlegal permits. Since Idaho carriers pay a relatively large amount for an overlegal permit in Utah, and Utah carriers pay a relatively small amount for an overlegal permit in Idaho, the possibility for true reciprocity is not feasible over 80,000 pounds.

Washington

- Idaho grants registration reciprocity to Washington interstate farm vehicles through 105,500 lbs.
- Idaho grants registration reciprocity to Washington intrastate farm vehicles through 105,500 lbs within 50 miles of the Idaho/Washington border.
- Washington grants registration reciprocity to Idaho interstate farm vehicles through 105,500 lbs.
- Washington grants registration reciprocity to Idaho intrastate farm vehicles through 105,500 lbs within 50 miles of the Idaho/Washington border.

Other Requirements

The reciprocity agreements only apply to vehicle registration. They do not cover fuel permit requirements, overlegal permit requirements, UCR (Unified Carrier Registration), interstate USDOT requirements or other requirements of the individual jurisdictions.

FAQs

1. A farmer has a vehicle that hauls hay that the farmer purchased from another farmer to resell. Is this a farm vehicle?

No. Per Idaho Code, the product must be "...raised, owned and grown by the owner of the vehicle to market or place of storage..."

2. A farmer has a vehicle that hauls hay that he purchased from another farmer to use on his own farm to feed his cattle. Is this a farm vehicle?

Yes. Per Idaho Code, "...shall include the transportation by the farmer or rancher of any equipment, supplies or products purchased by that farmer or rancher for his own use..."

3. A farmer has a vehicle that hauls his own equipment. Is this a farm vehicle?

Yes. Per Idaho Code, "...shall include the transportation by the farmer or rancher of any equipment, supplies or products purchased by that farmer or rancher for his own use..."

4. A farmer has a vehicle that primarily hauls his own unprocessed agricultural products and his own equipment. Occasionally, he hauls another "exempt" commodity (unprocessed agricultural products) for another farmer for hire. Is this a farm vehicle?

No. Per Idaho Code, "...used exclusively to transport unprocessed agricultural, dairy or livestock products raised, owned and grown by the owner of the vehicle..." Further down in the code reference is the phrase, "...but not transported for hire..." which is in reference to hauling products for another farmer.

5. A farmer has a vehicle that primarily hauls his own unprocessed agricultural products. On a rare occasion, he hauls a regulated commodity, such as processed food from factory to market. Is this a farm vehicle?

No. Per Idaho Code, "used exclusively to transport unprocessed agricultural, dairy or livestock products..."

Idaho Code and Administrative Rules for Farm Registration Reciprocity

Idaho Code 49-123(2)(d) defines a farm vehicle and identifies the qualifying commodities as unprocessed agricultural, dairy or livestock products raised, owned and grown by the owner of the vehicle, and the farmer's own farm equipment.

REVISION HISTORY:

Approved Document			Updated Document	
Content			Format	
Name	Describe Change	Date	Name	Date
Pat Carr	Original Input	Unknown	Ryan Tolman	June 2016

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