

IRP



REGISTRANT'S GUIDE

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2011
EDITION

Please note that this guide is also accessible on the SAAQ's Website: (www.saaq.gouv.qc.ca)

Québec 



INTRODUCTION

Implementation of the International Registration Plan (IRP) in Québec is the result of an agreement by the Société de l'assurance automobile du Québec (SAAQ) with Canadian and US jurisdictions. Under IRP, carriers only pay registration fees once, to the base jurisdiction, which in turn ensures travel for duly licensed vehicles in other jurisdictions. IRP functions on the basis of **reciprocity**, which means it is a reciprocal agreement allowing Quebec vehicles to travel in other Canadian provinces or US states. The agreement is administered by IRP Inc. For more information, go to the following Web site:
www.irponline.org/Publications/ThePlan.

This system of apportionable fees works on the basis of the distance traveled in each jurisdiction. An IRP registration certificate (cab card) is recognized by Canadian provinces and US states.

The SAAQ is responsible for processing requests for IRP registration on the part of carriers with an **established place of business** in Québec.

An IRP registration certificate issued by the SAAQ gives registrants the right of travel in the other jurisdictions that are party to the agreement, *but does not replace the other permits and authorizations required, whether commercial, border or other.*

For instance, in Québec, carriers must be entered on the *Registre des entreprises* and assigned an identification number (Numéro d'entreprise du Québec).

Further, under the *Act respecting owners and operators of heavy vehicles*, carriers must register with the Commission des transports du Québec and be given an identification number (Numéro d'inscription au registre). This entry on the register is valid for all Canadian jurisdictions where your vehicles travel. Other requirements apply to bus transportation and bulk carriers. For more information, go to:
www.ctq.gouv.qc.ca.

Other Canadian provinces and US states that are party to the agreement have specific requirements. It is the responsibility of IRP registrants to enquire about other jurisdictions' particular requirements. In certain cases, you will have to:

- obtain the operating authorization needed, for example, to transport hazardous materials or to cross a bridge;
- comply with payment of federal tax for heavy vehicle use or have a USDOT (US Department of Transportation) identification number;
- comply with the International Fuel Tax Agreement (IFTA). By registering, your administrative burden will be lightened and the tax paid for all jurisdictions where your vehicles travel. Contact the regional office of Revenu Québec.

This Guide is intended to inform you as registrant of your rights and responsibilities and of the role of the SAAQ¹. Included are: the vehicles subject to prorate registration; details of the registration renewal cycle; the main forms and their use; information on distance reporting; a table of gross vehicle weight ratings in the jurisdictions, payment terms, refunds and credits, auditing by Revenu Québec, jurisdiction coordinates and how to reach us at the SAAQ.

1. Note that the Guide is not a legal text.

REGISTRATION RENEWAL CYCLE



IRP Registration Year
April 1 through
March 31

FROM SEPTEMBER TO DECEMBER



Distance Reporting

Reference Period
July 1 to June 30 of the year
preceding the registration year.

FROM JANUARY THROUGH MARCH

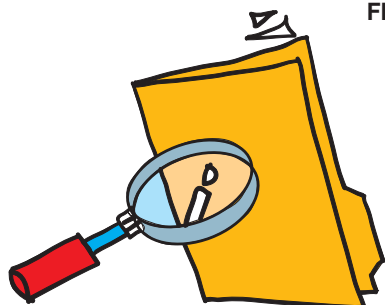


Late January
Fee invoicing



February 1
through
March 31
Payment
and issue of
IRP cab cards.

FROM JANUARY THROUGH DECEMBER



Auditing of carriers' operating
records by Revenu Québec
(3% of fleets)



IRP APPLICATION

Type of operation to which IRP applies

- Common carrier (transport of goods or passengers for a fee);
- Private transport (transport of goods or passengers on one's account);
- Household goods carrier;
- Fleet of rental vehicles.

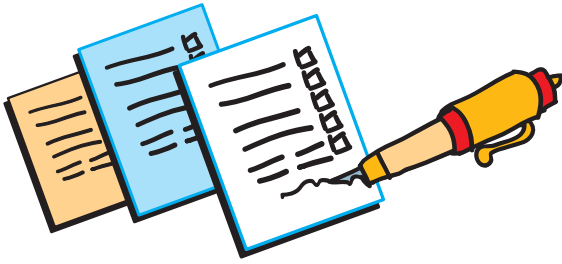
Type of vehicles to which IRP applies

- Trucks and truck-tractors
 - Two-axle power unit with a gross vehicle weight above 11,793 kg (26,000 lbs);
 - Three-axle power unit regardless of gross vehicle weight;
- Vehicle combinations designed, used and maintained for goods transport with a gross weight above 11,793 kg (26,000 lbs);
- Buses used to carry passengers for a fee.

Vehicles exempt from IRP²?

- Recreational vehicles;
- Delivery and city pick-up vehicles;
- Vehicles belonging to a government;
- Trucks, truck-tractors or vehicle combinations with a gross vehicle weight under 11,794 kg (26,000 lbs);
- Charter coaches.

2. Some jurisdictions may have different practices for exemptions, which carriers are urged to find out about by contacting the authorities in question.



DISTANCE REPORTING

The form is used in setting the amount payable for registration on the basis of the distance covered or estimates of the distances for jurisdictions where you expect your vehicle(s) will travel during the coming registration year.

When must the form be used?

- At the time of first applying for IRP licensing of vehicles;
- At the time of the addition of a jurisdiction during a year;
- At the time of registration renewal.

Note that withdrawal of a jurisdiction is allowed only at the time of renewal.

The form is available on the SAAQ Web site at www.saaq.gouv.qc.ca under *E-forms* - in the section *Businesses and public agencies*. You can print the form, complete it and then mail it to the SAAQ. You can also complete it and send it online via the SAAQ Web site³.

FLEET REGISTRATION TRANSACTION (IRP)

The form is used for entering a registrant's coordinates (name, tel. no., fax no.), type of operation for a fleet of vehicles, vehicle identification, gross vehicle weight rating for each Jurisdiction.

When must the form be used?

- At the time of first applying for IRP licensing;
- At the time of fleet transfer;
- At the time of addition or withdrawal of a vehicle, change to the description of a vehicle or on decrease of the gross vehicle weight for a jurisdiction.

Note that a decrease in the number of axles is allowed only at the time of renewal.

3. www.saaq.gouv.qc.ca/saaqclie/entreprises (French only).

COPY OF THE PURCHASE OR RENTAL CONTRACT

The document is used to set the amount of taxes payable to certain jurisdictions based on the value of your vehicle.

When must a copy be submitted to the SAAQ?

- At the time of the addition of a vehicle or change to the description of a vehicle;
- At the time of renewal, to change the value of a vehicle entered in IRP records.

Note that if you want to change the value of a vehicle in the course of a registration year, certain jurisdictions demand full payment of the recalculated tax. Any refund must then be claimed from the Department of Finance of the jurisdiction concerned.

INVOICE

The form is used to show the amount payable or to be refunded on the basis of IRP operations. Registrants are responsible for checking the accuracy of information entered, of having any corrections required made, and of **signing the invoice**.

Contents of an invoice

- Identity of IRP registrant;
- Identity of lessor or owner-operator, if applicable;
- The jurisdictions entered, distance reported, gross vehicle weight;
- The identification no. of each vehicle;
- The cost per vehicle (fees, taxes, charges);
- The percentage used in calculating, fees and taxes payable for each jurisdiction;
- Fees payable in Canadian funds;
- Fees payable in US funds;
- The exchange rate in effect;
- The total amount payable in Canadian funds.

When is an invoice issued?

- At the time of a transaction in the course of a year;
- At the time of registration renewal.

Note that no invoice is issued for licence plate or cab card replacement when the registration transaction takes place in an SAAQ service centre that does not handle IRP services.



IRP REGISTRATION CERTIFICATE (CAB CARD)

The certificate authorizes travel in the jurisdictions shown, according to the vehicle's gross weight or number of axles indicated. Its two parts must not be separated nor may the cab card be altered or damaged.

Content of an IRP Registration Certificate (Cab Card)

- Identity of registrant, of lessor or owner-operator, if applicable;
- Identification no. and description of vehicle;
- The jurisdictions where the vehicle is authorized to travel;
- The gross vehicle weight rating of the vehicle for each jurisdiction;
- The total number of axles for Quebec;
- The number of seats in a bus.

When is a cab card issued?

The cab card is issued on receipt of registration fee payment.

You may have a cab card replaced, with or without licence plate replacement, by going to any outlet offering SAAQ services.

Note that the IRP cab card must be turned in to the SAAQ on the withdrawal of a vehicle, a fleet transfer, a change to the description of a vehicle or a decrease of the gross vehicle weight for a jurisdiction.

PROXY

A proxy is used by the person whom a registrant has designated as in charge of IRP licensing (respondent).

When must it be presented to the SAAQ?

Whenever an IRP transaction is to take place in the absence of the registrant.

PRP STICKER (PRORATE PROGRAM)

The sticker is used to identify a vehicle proportionally registered.

When is it issued?

At the time of addition of a vehicle newly registered under IRP.

WHAT IS DISTANCE REPORTING UNDER IRP?

The IRP distance reporting form is used to determine the amount to pay for the registration of your truck. The amount payable for registration is set on a percentage basis of the distance reported for travel in jurisdictions outside Québec under IRP. This amount covers the registration fee, insurance premium, taxes and an administrative charge.



A **Distance Reporting (IRP)** form must be filled out, showing the actual distance covered in a jurisdiction or estimated for a jurisdiction where your vehicles are expected to travel.

WHAT IS ACTUAL KM?

Actual km is the distance covered (including the distance covered with trip permits) by your IRP-registered vehicles during the reference period, which is July 1 to June 30 of the year prior to registration. You must indicate the **exact km**, not an approximate km or rounded-off number.

WHAT IS ESTIMATED KM?

Estimated km is the distance you expect your vehicle(s) to cover in a registration year, that is, from April 1 to March 31. This estimate must be accurate, since supporting documents may be required for verification purposes.

If it deems the estimate unrealistic, the SAAQ could use the average distance covered by all IRP carriers in that jurisdiction. This estimate would then be multiplied by the number of vehicles in your IRP fleet.

WHAT IS PRORATING?

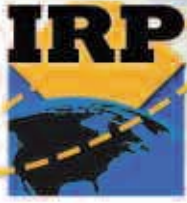
Prorate is the process of calculating registration fees for multiple jurisdictions. The fees are calculated by dividing the reported distance for a jurisdiction listed in a fleet by the total distance for that same fleet.

For a fleet, the prorated fee total should equal 100%, except for these situations when the total will exceed 100%:

- At the time of the addition of a jurisdiction in the course of a registration year;
- When a carrier registers vehicles for travel in jurisdictions year over year, but the vehicles do not in fact travel there.

WHEN MUST A DISTANCE REPORTING (IRP) FORM BE FILLED OUT?

- **When first applying for IRP registration**, you must indicate the actual km covered with an IRP-registered vehicle or the estimated km, that is, the distance you expect your vehicles will travel.
- **If during the registration year, you add one jurisdiction to the list**, for which you must provide an estimate of the distance you expect your vehicle(s) will cover there during the coming registration year **or** the actual distance covered.
- **For the annual renewal of IRP licensing**, when you must provide the actual **or** estimated travel distance for your vehicle(s).



IN WHICH SITUATIONS ARE FEES AND TAXES COLLECTED ON A TOTAL OF 100%?

- **On creation of a fleet, if distance reporting:**
 - a) Is an estimate for the initial registration year or the actual distance covered with a trip permit in a jurisdiction during the reference period.

On renewal, if distance reporting:

- a) Is the actual distance covered in a jurisdiction, during the reference period indicated;
- b) Is an estimate or the actual distance covered with a trip permit in a jurisdiction, during the reference period indicated at the time of addition of a jurisdiction;
- c) Is an estimate for a jurisdiction added after the reference period indicated, namely after June 30th;
- d) Is an estimate for a jurisdiction added less than 90 days earlier, namely between April 2nd and June 30th during the reference period indicated on first renewal.

IN WHICH SITUATIONS ARE FEES AND TAXES COLLECTED ON A TOTAL THAT EXCEEDS 100%?

- **At the time of the addition of a jurisdiction in the course of a registration year,** as the total percentage set on renewal cannot be changed.
- **On renewal, if distance reporting:**
 - a) Is an estimate for a second consecutive year for jurisdictions in which the same fleet was registered in the preceding renewal;
 - b) Is an estimate for jurisdictions in which the same fleet was registered in the preceding renewal, where actual travel had been reported there.

METHOD OF CALCULATING ESTIMATED KILOMETRES

To calculate the distance you expect your vehicle(s) to cover in a jurisdiction during the coming registration year, here is a suggested method:

- Estimated kilometres = the number of kilometres that will be traveled, per trip, multiplied by (x) the number of trips expected during a year

Enter your calculation and the result on the form.

The number of kilometres that will be reported in an estimate must be round-trip distance.

HOW TO REPORT DISTANCE

1. **IMPORTANT:** Make an "X" beside each jurisdiction on the form where you expect your vehicle(s) will travel during the coming registration year. These jurisdictions will be shown on the vehicle's registration certificate for IRP travel.
2. Enter either the actual or estimated number of km for a jurisdiction.
3. Describe the method used to estimate distances for jurisdictions where you expect your vehicle(s) will travel during the coming registration year. This only applies to estimating distance.
4. Sign the form.

E S T I M A T E D D I S T A N C E C H A R T

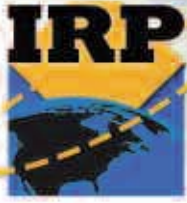
ESTIMATED DISTANCE CHART

The chart below is for reference purposes. It indicates the average number of kilometres travelled in a jurisdiction⁴.

CANADIAN JURISDICTIONS	CODE	ESTIMATED DISTANCE
Alberta	AB	1,741
British Columbia	BC	1,424
Manitoba	MB	1,571
New Brunswick	NB	5,062
Newfoundland	NL	842
Nova Scotia	NS	1,357
Ontario	ON	41,402
Prince Edward Island	PE	277
Québec	QC	79,305
Saskatchewan	SK	1,906

U.S. JURISDICTIONS	CODE	ESTIMATED DISTANCE
Alabama	AL	752
Arizona	AZ	2,152
Arkansas	AR	2,098
California	CA	4,136
Colorado	CO	885
Connecticut	CT	1,743
Delaware	DE	382
District of Columbia	DC	9
Florida	FL	2,658
Georgia	GA	2,078
Idaho	ID	606
Illinois	IL	5,026
Indiana	IN	4,784
Iowa	IA	2,613
Kansas	KS	334
Kentucky	KY	2,263
Louisiana	LA	505
Maine	ME	3,305
Maryland	MD	1,479
Massachusetts	MA	3,125
Michigan	MI	8,483
Minnesota	MN	888
Mississippi	MS	602

4. For valid distance reporting, the jurisdictions you enter must **border one another**.



E S T I M A T E D D I S T A N C E C H A R T

The chart below is for reference purposes. It indicates the average number of kilometres travelled in a jurisdiction⁵.

U.S. JURISDICTIONS	CODE	ESTIMATED DISTANCE
Missouri	MO	2,701
Montana	MT	1,263
Nebraska	NE	3,079
Nevada	NV	1,608
New Hampshire	NH	3,683
New Jersey	NJ	4,391
New York	NY	25,874
New Mexico	NM	2,145
North Carolina	NC	2,882
North Dakota	ND	513
Ohio	OH	5,158
Oklahoma	OK	2,089
Oregon	OR	796
Pennsylvania	PA	8,427
Rhode Island	RI	171
South Carolina	SC	2,159
South Dakota	SD	369
Tennessee	TN	1,926
Texas	TX	4,199
Utah	UT	1,744
Vermont	VT	7,194
Virginie	VA	5,222
Washington	WA	936
West Virginia	WV	749
Wisconsin	WI	1,751
Wyoming	WY	2,702



5. For valid distance reporting, the jurisdictions your enter must **border one another**.

MAXIMUM GROSS VEHICLE WEIGHT AUTHORIZED

MAXIMUM GROSS VEHICLE WEIGHT AUTHORIZED PER JURISDICTION

Gross vehicle weights (GVW) may be changed without prior notice. The weights are indicated in kilograms (Canada) or in pounds (United States). To convert pounds into kilograms, divide the number of pounds by 2.2. (xx lbs ÷ 2.2 = xx kg).

This table is to be used only as a reference. Carriers are urged to get more information by contacting the authorities in question (see Appendix I and II).

CANADIAN JURISDICTIONS	TRUCK ALONE OR ROAD TRACTOR (truck-tractor)				COACH
	Jurisdiction	Code	Gross Vehicle Weight in operation	Special Travel Permit*	GVW of Special Travel Permit must be shown on cab card
Alberta	AB	63,500		no	63,500
British Columbia	BC	63,500		no	63,500
Manitoba	MB	62,500		no	62,500
New Brunswick	NB	62,500			62,500
Newfoundland	NL	62,500			62,500
Nova Scotia	NS	62,500			58,500
Ontario	ON	63,500			40,000
Prince Edward Island	PE	62,500		no	20,500
Québec	QC	62,500 (6 or more axles)		no	
Saskatchewan	SK	63,500			63,500

* **Important:** Each jurisdiction must be contacted to find out about the terms in effect for getting a special travel permit. Some jurisdictions, for instance, require that the trip permit show the gross vehicle weight.



M A X I M U M G R O S S V E H I C L E W E I G H T A U T H O R I Z E D

This table is to be used only as a reference. Carriers are urged to get more information by contacting the authorities in question (see Appendix I and II).

U.S. JURISDICTIONS	TRUCK ALONE OR ROAD TRACTOR (truck-tractor)			
Jurisdiction	Code	Gross Vehicle Weight in operation	Special Travel Permit*	GVW of Special Travel Permit must be shown on cab card
Alabama	AL	80,000	Special travel permit for over 80,000 lbs	yes
Arizona	AZ	80,000	Special travel permit for over 80,000 lbs	
Arkansas	AR	80,000		no
California	CA	80,000	Special travel permit for over 80,000 lbs	no
Colorado	CO	85,000	Special travel permit for over 85,000 lbs	
Connecticut	CT	none	Special travel permit for over 80,000 lbs	yes
Delaware	DE	80,000	Special travel permit for over 80,000 lbs	no
District of Columbia	DC	80,000		
Florida	FL	80,000		
Georgia	GA	80,000		
Idaho	ID	105,500	Special travel permit for over 80,000 lbs	yes
Illinois	IL	80,000		
Indiana	IN	80,000	Special travel permit for over 80,000 lbs	no
Iowa	IA	none		yes
Kansas	KS	85,000	Maximum 80,000 lbs on federal highways	yes
Kentucky	KY	80,000	Special travel permit for over 80,000 lbs	
Louisiana	LA	88,000	Special travel permit for over 83,400 lbs on federal highways; for over 88,000 lbs on state highways	yes
Maine	ME	100,000		no
Maryland	MD	80,000		

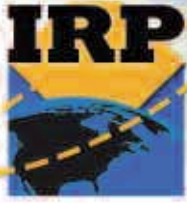
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U.S. JURISDICTIONS	TRUCK ALONE OR ROAD TRACTOR (truck-tractor)			
Jurisdiction	Code	Gross Vehicle Weight in operation	Special Travel Permit*	GVW of Special Travel Permit must be shown on cab card
Massachusetts	MA	none	Special travel permit for over 80,000 lbs	no
Michigan	MI	160,000		no
Minnesota	MN	80,000	Special travel permit for over 80,000 lbs	yes
Mississippi	MS	80,000		no
Missouri	MO	80,000	Special travel permit for over 80,000 lbs	no
Montana	MT	132,000		
Nebraska	NE	94,000		yes
Nevada	NV	129,000	Special travel permit for over 80,000 lbs	yes
New Hampshire	NH	80,000	Special travel permit for over 80,000 lbs	
New Jersey	NJ	80,000	Special travel permit for over 80,000 lbs	no
New York	NY	none	Special travel permit for over 80,000 lbs	yes
New Mexico	NM	86,400		
North Carolina	NC	80,000	Special travel permit for over 80,000 lbs	no
North Dakota	ND	105,500		no
Ohio	OH	80,000		
Oklahoma	OK	90,000	Special travel permit for over 80,000 lbs	
Oregon	OR	105,500	Special travel permit for over 80,000 lbs	no
Pennsylvania	PA	80,000		
Rhode Island	RI	80,000		no
South Carolina	SC	80,000		
South Dakota	SD	none	Special travel permit for over 80,000 lbs on highways	yes
Tennessee	TN	80,000		
Texas	TX	80,000		no
Utah	UT	129,000		no

* **Important:** Each jurisdiction must be contacted to find out about the terms in effect for getting a special travel permit. Some jurisdictions, for instance, require that the trip permit show the gross vehicle weight.



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U.S. JURISDICTIONS		TRUCK ALONE OR ROAD TRACTOR (truck-tractor)		
Jurisdiction	Code	Gross Vehicle Weight in operation	Special Travel Permit*	GVW of Special Travel Permit must be shown on cab card
Vermont	VT	80,000		
Virginia	VA	80,000		no
Washington	WA	105,500		
West Virginia	WV	80,000		
Wisconsin	WI	80,000		
Wyoming	WY	117,000	Special travel permit for over 117,000 lbs	no

* **Important:** Each jurisdiction must be contacted to find out about the terms in effect for getting a special travel permit. Some jurisdictions, for instance, require that the trip permit show the gross vehicle weight.

The SAAQ may require, for any vehicle from the same fleet, source documents when they indicate a discrepancy of more than 10% between the maximum weight and the minimum weight from one jurisdiction to another (e.g. a carrier travelling from New Brunswick to Prince Edward Island, would increase its weight from 35,000 kg to 45,000 kg).

The SAAQ may also refuse to register a vehicle if it is shown, after an audit, that the discrepancy declared is inaccurate.

PAYMENT TERMS

How can payment be made?

- **by mail**, with the required documents to this address:

**SERVICE AUX ENTREPRISES
(SECTION IRP)**

Société de l'assurance automobile du Québec
333, boul. Jean-Lesage, C-3-33
C. P. 19600
Québec (Québec) G1K 8J6

- at one of nine SAAQ service centres providing IRP services, **on appointment only**, with the documents required. The SAAQ centres providing IRP services are listed on the last page of this guide.

Payment may be made:

- by cheque to the order of the Société de l'assurance automobile du Québec;
- by postal money order;
- in cash;
- by debit card (in SAAQ service centres only);
- by pre-authorized debit (for renewal only).

PARTICULARS

On renewal

When paying by cheque sent by mail or at an SAAQ service centre, it may be dated the day of the transaction, or postdated to no later than March 31 of the current year. Paying by cheque ensures that processing of your application can begin at once and your cab cards mailed to you without delay.

Note that during the renewal period, if you go to one of nine IRP service outlets, you will be charged an additional amount of \$5 per vehicle.

Payment by instalments

IRP registrants may avail themselves of this payment convenience, unless they owe money to the SAAQ or their record includes a cash payment requirement.

If you qualify for instalment payments, take note that this method of payment applies to the portion of fees collected only by Québec, that is, the registration fee, insurance premium and administrative charge⁶. Fees charged outside Québec must be paid in full with the first pre-authorized debit.

6. Please note that administrative charges are not refundable.



REFUNDS AND CREDITS

Québec's registration fee of \$20 or over and the insurance premium are refundable. **No retroactive refund may be awarded.** The amount of refund is determined according to the date when the request is made to the SAAQ. The current month is never considered in a reimbursement.

The SAAQ applies the credit policy set forth by each jurisdiction according to specific rules for the type of transaction. For specific rules regarding credit made by the issuing jurisdiction, refer to the coordinates given on last page.

- **Canadian jurisdictions**

For information on the amount and waiting time for a refund by a province, you must contact officials there directly. To apply for a refund of sales tax in a jurisdiction, you must contact the Finance department of the jurisdiction.

- **US jurisdictions**

Certain jurisdictions agree to refund registration fees following business shutdown. The SAAQ will issue a letter for submission to a jurisdiction for purposes of a refund, only when the business has been given the closed status (fermée) by the Registre des entreprises du Québec (REQ).

OBLIGATIONS OF CARRIERS

Are there audit and monitoring mechanisms?

The SAAQ is required to audit the operational records of at least 3% of IRP registrants yearly. This work is entrusted to auditors of Revenu Québec. If you become subject to auditing, you will be notified at least 30 days in advance. Afterward, the SAAQ gets the report, a copy of which is sent to you and to all jurisdictions where your vehicles traveled. The report indicates any amount due or credited.

The Commission d'accès à l'information du Québec has issued a favorable opinion concerning such sharing of information by Revenu Québec with the SAAQ and jurisdictions.

About operational records

The operational records of your vehicle fleet(s) licensed under the International Registration Plan (IRP) are subject to an audit by Revenu Québec. You must:

- Keep the travel records of your vehicles for five years after the reference period (July 1 through June 30) in your established place of business;
- Make the records available to an auditor on request.

Should an auditor be required to go outside Québec to consult the records, you must cover the auditor's travel and lodging expenses.

About incomplete operational records

Your operational records must be complete and well kept. Failure to do so could result in you being subject:

- To pay penalties to Québec;
- To have IRP registration cancelled.

What must operational records contain?

Operational records must contain the following, as required by the Regulation respecting road vehicle registration⁷:

- Fuel reports;
- Trip sheets;
- Driver's daily logs;
- Trip documents such as fuel purchase receipts, delivery slips and waybills, trip permits and any other document showing actual distance covered in a jurisdiction;
- The detailed register of distance traveled by a vehicle.

A register of distances is comprised of what information?

A register of distances must contain this information:

- The vehicle's identification number (VIN);
- The fleet number;
- The IRP registrant's name;
- The driver's name and identity code;
- The date of each trip, the starting and arrival locations and the itinerary, namely the jurisdiction(s) where travel has taken place;
- The cab odometer or hubodometer reading at the start and arrival;
- The total distance of each trip and the total for each jurisdiction;
- Stops on the trip.

7. The SAAQ suggests that the registration fee invoices also be kept.



About on-board data recording

An electronic data recorder may be used, as long as the manufacturer provides a document attesting the system and any manual or computerized recording used jointly complies with regulatory requirements.

The system must:

- Prevent the alteration of data recorded;
- Record and store original and revised data;
- Be equipped with a visual or auditory alarm to let the driver know when a recording breakdown has occurred;
- Log the date and time of all data recorded;
- Prevent the recorder from being reset before data extraction has been done and have a visual or auditory signal to warn the driver that the memory capacity has been reached;
- Update the odometer data automatically upon vehicle movement or when the driver plugs in the on-board recorder, allow entry of the current odometer reading;
- Allow the driver to confirm the accuracy of data entered.

About printouts of data recorded

Printed trip reports for each vehicle and jurisdiction must be kept with operational records, as do adjustment and repair records and any computerized recording used jointly. A backup of data recorded as well as a printout must be kept for five years.

Calibrating an on-board data recorder

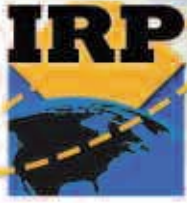
The data recorder on board a vehicle must be set up and maintained in accordance with the manufacturer's instructions. You must make sure the driver of a vehicle with an on-board data recorder understands its operation because the driver's signature confirms the accuracy of data gathered and any failures must be noted, for instance.

An on-board data recorder must be recalibrated:

- When the size of tires on the vehicle is changed;
- When the vehicle's transmission is modified;
- When any modification to the vehicle has an impact on the precision of data recorded by the system.

APPENDIX I CANADIAN JURISDICTIONS

	IRP	Fuel Tax	Travel Permit	Size Permit	Web Site
Alberta	403 297-2920	780 427-3044	403 340-5444	403 342-7138	www.trans.gov.ab.ca
British Columbia	604 443-4450	250 387-0635	1 800 559-9688	1 800 559-9688	www.gov.bc.ca
Manitoba	204 985-7775	204 945-3194	204 945-3961	204 945-3961	www.gov.mb.ca/tgs
New Brunswick	506 453-2215	506 444-5758	506 432-6840	506 453-2982	www.gnb.ca
Newfoundland	709 729-4921	709 729-1786	709 729-2519	709 729-2519	www.gov.nl.ca/ services/transport.stm
Nova Scotia	902 424-3912	902 424-2850	902 424-5851	902 424-5851	www.gov.ns.ca
Prince Edward Island	902 368-5202	902 368-4161	902 368-5200	902 368-5200	www.gov.pe.ca
Ontario	416 235-3923	905 433-6412	1 800 463-4822 1 800 361-5757 1 800 663-1394	416 246-7166	www.mto.gov.on.ca
Québec	418 528-4343	1 800 237-IFTA 418 652-4382	418 643-5694 1 888 461-2433		www.saaq.gouv.qc.ca
Saskatchewan	306 751-1200	306 775-6969	306 775-6969	306 775-6969	www.highways.gov. sk.ca



APPENDIX II U.S. JURISDICTIONS

	IRP	Fuel Tax	Travel Permit	Size Permit	Web Site
Alabama	334 242-9000	334 242-9078	334 353-9135	334 242-6474	www.dot.state.al.us
Arizona	602 712-6775	602 712-8896	623 932-2247	623 932-2247	www.dot.state.az.us
Arkansas	501 682-4653	501 682-4814	501 569-2358	501 569-2381	www.ahtd.state.ar.us
California	916 657-7971	916 324-2663	916 322-1297	916 322-1297	www.dot.ca.gov
Colorado	303 205-5602	303 205-8205	303 757-9539	303 757-9539	www.dot.state.co.us
Connecticut	860 263-5281	860 541-3222	860 263-5281	860 594-2874	www.ct.gov/dot
Delaware	302 744-2701	302 744-2702	302 326-4679	302 744-2700	www.deldot.gov
District of Columbia	202 576-8275	202 727-4450	202 576-8275	202 442-4400	http://dcra.dc.gov
Florida	850 488-6921	850 488-6921	850 488-6921	850 410-5777	www.dot.state.fl.us
Georgia	404 675-6135	404 417-6707	404 656-9717	404 635-8176	www.dot.state.ga.us
Idaho	208 334-8611	208 334-8692	208 334-8611	208 334-8420	http://itd.idaho.gov
Illinois	217 785-1800	217 785-1397	217 782-4654	217 782-6271	www.dot.state.il.us
Indiana	317 615-7340	317 615-7345	317 615-7200	317 615-7320	www.in.us/dot
Iowa	515 237-3268	515 237-3224	515 237-3264	515 237-3264	www.dot.state.ia.us
Kansas	785 271-3145	785 296-5485	785 271-3145	785 271-3145	www.ksdot.org
Kentucky	502 564-4120	502 564-4540	502 564-4127	502 564-7150	www.kytc.state.ky.us
Louisiana	225 925-6270	225 219-7656	225 295-8589	225 343-2345	www.dotd.state.la.us
Maine	207 624-9000	207 624-9000	207 624-9000	207 624-9000	www.state.me.us/mdot
Maryland	410 424-3014	410 260-7138	410 787-2971	410 582-5727	www.mdot.state.md.us
Massachusetts	617 351-9320	617 887-5054	617 351-9395	508 473-4755	www.mhd.state.ma.us
Michigan	517 322-1447	517 636-4580	517 373-2120	517 373-2121	www.mdot.state.mi.us
Minnesota	651 205-4141	651 205-4141	651 405-6000	651 405-6000	www.dot.state.mn.us
Mississippi	601 923-7100	601 923-7153	601 359-1717	601 359-1717	www.mdot.state.ms.us
Missouri	573 751-6433	573 751-3523	866 831-6277	866 831-6277	www.modot.org
Montana	406 444-6130	406 444-0816	406 444-7262	406 444-7262	www.mdt.mt.gov
Nebraska	402 471-4435	402 471-4435	402 471-4435	402 471-0034	www.dor.state.ne.us
Nevada	775 684-4711	775 684-4648	775 684-4711	775 684-4711	www.nevadadot.com
New Hampshire	603 271-2196	603 271-2311	603 271-2449	603 271-2691	www.nh.gov/dot

If you suffer from moderate or total hearing loss, insulin-treated diabetes, or epilepsy and hold a class 1, 2, 3 or 4B driver's licence or if your licence bearing any of those classes was issued under a discretionary power of the Société de l'assurance automobile du Québec, you are not qualified under US regulations to drive. For details, go to: http://www.saaq.gouv.qc.ca/lourds/interdit_conduire_eu.html.

APPENDIX II U.S. JURISDICTIONS

	IRP	Fuel Tax	Travel Permit	Size Permit	Web Site
New Jersey	609 633-9399	609 633-9408	609 633-9400	609 633-9402	www.state.nj.us/mvc
New York	518 473-5834	800 972-1233	518 457-6391	518 457-1155	www.dot.state.ny.us
New Mexico	505 476-1551	505 476-1551	505 827-0321	505 827-0321	www.nmshtd.state.nm.us
North Carolina	919 861-3720	919 733-3409	919 733-7631	919 733-7154	www.ncdot.org
North Dakota	701 328-2725	701 328-2928	701 328-2621	701 328-2621	www.state.nd.us/dot
Ohio	614 752-7587	614 466-3522	614 351-2300	614 351-2300	www.dot.state.oh.us
Oklahoma	405 521-3036	405 522-8772	405 521-3036	877 425-2390	www.okladot.state.ok.us
Oregon	503 378-6699	503 373-1634	503 378-6699	503 373-0000	www.oregon.gov/odot
Pennsylvania	717 346-0608	717 705-5460	717 787-5367	717 787-5367	www.dot.state.pa.us
Rhode Island	401 728-6692	401 222-6317	401 588-3011	401 588-3011	www.dot.state.ri.us
South Carolina	803 896-3870	803 737-1755	803 737-9752	803 253-6250	www.dot.state.sc.us
South Dakota	605 773-4111	605 773-5335	605 773-4578	605 773-4578	www.sddot.com
Tennessee	615 687-2260	615 687-2296	800 749-7107	800 749-7107	www.tdot.state.tn.us
Texas	512 465-7570	512 463-3849	800 299-1700	800 299-1700	www.dot.state.tx.us
Utah	801 297-6800	801 297-7661	801 965-4508	801 965-4508	www.sr.ex.state.ut.us
Vermont	802 828-2071	802 828-2120	802 828-2064	802 828-2064	www.aot.state.vt.us
Virginia	866 878-2582	866 878-2582	804 878-2582	804 497-7135	www.dmvnow.com
Washington	360 664-1811	360 664-1868	360 704-6340	360 704-6340	www.dol.wa.gov
West Virginia	304 558-3629	304 558-0700	304 340-0320	304 558-0384	www.wvdot.com
Wisconsin	608 266-9900	608 267-4382	608 266-9900	608 266-7320	www.dot.state.wi.us
Wyoming	307 777-4829	307 777-4827	307 777-4376	307 777-4376	www.dot.state.wy.us

If you suffer from moderate or total hearing loss, insulin-treated diabetes, or epilepsy and hold a class 1, 2, 3 or 4B driver's licence or if your licence bearing any of those classes was issued under a discretionary power of the Société de l'assurance automobile du Québec, you are not qualified under US regulations to drive. For details, go to:
http://www.saaq.gouv.qc.ca/lourds/interdit_conduire_eu.html.



DEFINITIONS

ACTUAL KILOMETRES:

The actual distance covered (including the distance covered with trip permits) by IRP-registered vehicles in a fleet, during the reference period of July 1 to June 30.

AXLE:

a supporting shaft or member upon which a wheel or wheels revolve, serving to transfer the weight of the vehicle and load to the highway, even if the axle unit is weight-bearing only part of the time.

BUS:

A motor vehicle designed to carry 10 or more passengers on an established route according to a fixed schedule.

CHARTERED BUS:

a motor vehicle used as a passenger vehicle exclusively for the conveyance of at least 10 persons for whose purpose or itinerary the vehicle is chartered, when this is not regular bus service.

COMBINED GROSS VEHICLE WEIGHT:

The gross weight of a power unit, trailer and load of a vehicle.

COMMON CARRIER:

The transport of goods or passengers for a fee.

ESTABLISHED PLACE OF BUSINESS:

The permanent location for a place of business, on behalf of which at least one vehicle covers distance. The establishment must be designated by a street number or road location and be open during regular business hours (9 am to 4 pm, Monday through Friday) where:

- it is equipped with a telephone whose number(s) are publicly listed in the name of the fleet owner or the registrant;
- the respondent in charge of fleet operations can be reached;
- fleet operational records are kept.

ESTIMATED KILOMETRES:

The distance a registrant expects one or more vehicles to cover in a jurisdiction during the registration year, from April 1 through March 31.

FACTORY LIST PRICE:

The manufacturer's retail price, excluding trade-in value and sales tax, but including accessories or modifications attached to a vehicle.

FEDERAL TAX FOR OPERATING A HEAVY VEHICLE:

A tax payable to the U.S. federal government by all inter-state carriers for all vehicles with a gross weight of 24,947 kg (55,000 lbs) or over.

FLEET:

A set of like motor vehicles owing to their gross vehicle weight and their jurisdictional destination.

GROSS VEHICLE WEIGHT:

Number of kg (Canada) or lbs (US) corresponding to a vehicle's net weight to which is added the weight of its load.

HOUSEHOLD GOODS CARRIER:

A person or enterprise involved in transporting personal property or personal effects to be used in a dwelling, furniture, accessories, materials and articles comprising the inventory stock, equipment or supplies of a business or a public institution, including objects whose value or nature requires the use of specialized handling techniques or equipment.

HUNTER PERMIT:

A permit, valid for 30 days, granted to an owner-operator that authorizes the vehicle, or combination of vehicles belonging to the owner-operator, to travel empty in other jurisdictions with a view to obtaining a new contract from a carrier. The vehicle must bear a valid Québec licence plate.

IRP REGISTRANT:

The person responsible for the vehicle's registration, whether or not that person is the vehicle's owner.

JURISDICTION:

A jurisdiction in Canada or the United States of America that is party to the IRP Agreement.

OPERATING AUTHORIZATION:

Authorization from the Interstate Commerce Commission (ICC) in the US or by any regional, provincial or state public service commission that regulates goods transport in a Jurisdiction.

OPERATIONAL RECORDS:

Documentation supporting the distance and total kilometres travelled in each jurisdiction.

OWNER-OPERATOR:

The vehicle owner (lessor) who leases the vehicle with driver to a carrier. The carrier is responsible for IRP licensing, even if there is a contractual agreement between the two parties. The cab card shows both the owner-operator's name and that of the carrier as lessee; the lessor's name is also shown.

PRIVATE CARRIER:

Entity which uses its vehicles to transport its own freight or passengers.

RECIPROCAL AGREEMENT:

An arrangement or agreement governing the mutual concession of rights or privileges between the jurisdictions party to the Agreement regarding vehicles duly registered according to the legislation in force in such jurisdictions.

REFERENCE PERIOD:

The twelve consecutive months extending from July 1st through June 30th immediately preceding the start of the registration year for which distance is reported under IRP.

REGISTRATION YEAR:

The 12-month period from April 1 through March 31 during which time licence plates issued by the Société de l'assurance automobile du Québec are valid, in compliance with Québec law.

RENTAL FLEET:

A set of motor vehicles for hire or lease, with or without drivers, and designated as such by their owner. The operational records must be kept by the rental firm that owns the fleet.

TOTAL DISTANCE:

The total number of actual kilometres travelled during the reference period, in all jurisdictions, by a registered vehicle fleet in compliance with IRP.

TOTAL KILOMETRES:

The total number of kilometres as estimated and the actual distance in km travelled, including that covered under trip permits.

TRIP PERMIT (or certificate):

Registration certificate issued to a base jurisdiction-licensed carrier for a trip into another jurisdiction. It is an alternative to full registration – a licence plate of the jurisdiction – or proportional as under IRP – which allows the holder of such certificate to carry goods or passengers between jurisdictions. Actual distance covered in a jurisdiction with a trip permit must be reported under IRP.

TRUCK:

Motor vehicle with a net weight over 3,000 kg designed and used for the transportation of goods or permanently fixed equipment.

TRUCK-TRACTOR:

Motor vehicle designed and used for pulling a trailer, semitrailer or axle dolly.

TYPE OF FLEET OPERATION:

Common carrier, private transport, household goods carrier, rental vehicles.

VEHICLE TAXABLE VALUE (VTV):

The value used in some jurisdictions for calculating sales tax on vehicles used for interjurisdictional travel. The value is applied in the following situations:

- vehicle bought from a dealer: the purchase price, before taxes, of the vehicle including accessories and any modifications, as shown on the sales invoice; possible trade-in value cannot be used to reduced the taxable purchase price.
- vehicle bought from an individual: the higher of the amounts shown on the sales contract or the Vehicle Default Purchase Price, in force in Canada and the US.;

In the case of buy-back of a leased vehicle, the taxable value is the initial worth of the vehicle as stated in the lease agreement.



I N F O R M A T I O N

FOR MORE INFORMATION

**SOCIÉTÉ DE L'ASSURANCE
AUTOMOBILE DU QUÉBEC**

Service aux entreprises (IRP)
333, boul. Jean-Lesage, C-3-33
P.O. Box 19600
Québec (Québec) G1K 8J6
Tel: 418 528-4343
1 800 837-6030
Fax: 418 646-5677

Website: www.saaq.gouv.qc.ca

THESE NINE SAAQ SERVICE CENTRES
CAN ALSO PROVIDE HELP.
**YOU MUST MAKE AN APPOINTMENT
BEFORE GOING THERE, HOWEVER.**

DRUMMONDVILLE

CENTRE DE SERVICES DRUMMONDVILLE
Société de l'assurance automobile du Québec
80, rue Belleville
Drummondville (Québec) J2C 5T1
Tel: 819 475-8473

QUÉBEC

CENTRE DE SERVICES LÉBOURGNEUF
Société de l'assurance automobile du Québec
787, boul. Lebourgneuf
Québec (Québec) G2J 1C3
Tel: 418 528-1407
Fax: 418 644-9942

GATINEAU

CENTRE DE SERVICES GATINEAU
Société de l'assurance automobile du Québec
975, boul. Saint-Joseph
Gatineau (Québec) J8Z 1W8
Tel: 819 772-3993

RIMOUSKI

CENTRE DE SERVICES RIMOUSKI
Société de l'assurance automobile du Québec
195-B, avenue Léonidas Sud
Rimouski (Québec) G5L 2T5
Tel: 418 727-3683

LAVAL

CENTRE DE SERVICES LAVAL
Société de l'assurance automobile du Québec
1545, boul. Le Corbusier, bureau 75
Laval (Québec) H7S 2K6
Tel: 450 682-6196

ROUYN-NORANDA

CENTRE DE SERVICES ROUYN-NORANDA
Société de l'assurance automobile du Québec
32, avenue Québec
Rouyn-Noranda (Québec) J9X 6P9
Tel: 819 763-3400

LONGUEUIL

CENTRE DE SERVICES LONGUEUIL
Société de l'assurance automobile du Québec
Place Désormeaux
2877 chemin Chambly, local 50
Longueuil (Québec) J4L 1M8
Tel: 450 468-6588

SAGUENAY

CENTRE DE SERVICES SAGUENAY
Société de l'assurance automobile du Québec
2655, boul. du Royaume
Saguenay (Québec) G7S 4S9
Tel: 418 548-0864
1 866 867-8137

MONTRÉAL

CENTRE DE SERVICES HENRI-BOURASSA
Société de l'assurance automobile du Québec
855, boul. Henri-Bourassa Ouest, bureau 100
Montréal (Québec) H3L 1P3
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Fax: 514 864-4013

**Société de l'assurance
automobile**

Québec 