

PERIODIC REQUIREMENTS FOR SC MOTOR CARRIERS

As an operator in the state of South Carolina, there are several items you will need to update periodically. The majority of these items typically occur on a regular basis; however, dates can change and vary from operator to operator as well as regulatory changes.

The purpose of this information is to assist you in knowing which of the items need to be addressed and at what time of the year. The items listed below are required and may not appear in a specific time, but it is your responsibility to address them.

1. **DRIVER QUALIFICATIONS FILES:**

- A. Driver Annual Motor Vehicle (MVR) – Annually
- B. Driver Statement of violations – Annually
- C. Driver Medical – A medical must be verified on the MVR at least biennially.

As with everything, there are exceptions, an examining physician may choose to issue an annual certificate, six-months, or three-months to monitor certain medical conditions.

NOTE: If any of the above has expired, a driver is not qualified and may not be permitted to operate a commercial motor vehicle until such time as proper documentation has been placed in the file. If a driver is discovered driving while documentation is expired, the driver can and will be placed out-of-service and the motor carrier will be fined. It is the responsibility of the motor carrier to assure the driver is qualified by maintaining a current driver qualification file.

2. **COMMERCIAL MOTOR VEHICLE ANNUAL INSPECTION:**

Commercial Motor Vehicles are inspected every 12 months by a qualified inspector.

NOTE: A motor carrier must not use a commercial motor vehicle unless each component identified in Appendix G of 396 subchapter N has passed an inspection at least once during the preceding 12 months and documentation of such inspection is on the vehicle. If you have authority in additional states, please check with the respective states for additional inspection requirements.

The next two requirements can be filed on the South Carolina “online” site for the DMV. One must register to be approved to use the online service. Once you register and receive a letter of approval, you will be given instructions as to how to use the site. It is easy and well worth the effort. The DMV office personnel are more than willing to assist you should you experience an issue.

3. **INTERNATIONAL REGISTRATION PLAN (IRP):**

- A. The IRP is an agreement between the US, the District of Columbia and provinces of Canada, which recognizes the registration of commercial motor vehicles issued by South Carolina.
- B. Register and pay to South Carolina.
- C. Fee is based on the portion of distance traveled in each jurisdiction according to that jurisdiction’s fee schedule.
- D. Fees are paid annually at the time of registration and license plate renewal.

NOTE: Records supporting your IRP registration are frequently audited. For more information, visit www.irponline.org

4. **INTERNATIONAL FUEL TAX AGREEMENT (IFTA):**

Filed on a quarterly basis.

NOTE: Records supporting your IFTA payments are frequently audited.

HOW TO FILE IRP AND IFTA ONLINE:

New applicants (or anyone not approved for online) MUST register with SCDMV/Motor Carrier Services.

- A. GO to www.scdmvonline.com,
- B. THEN to BUSINESS CUSTOMERS, and
- C. NEXT to Motor Carrier Services-New Account.
- D. Contact the Help Desk at 803-896-3870, if necessary.

Once you receive your web agreement approval

- A. GO to www.scdmvonline.com (at the top click on “Online Services”).
- B. Click on Drop box - SELECT “Motor Carrier.” This will take you to the “Login.”
- C. A USER ID is required. This will be your CUSTOMER ACCOUNT NUMBER on your IFTA/IRP.
- D. A PASSWORD is required. This will be your CUSTOMER ACCOUNT NUMBER PLUS LAST 4 DIGITS OF YOUR FEIN or SSN NUMBER.

Once you are in the system, you must change your password. Write it down because DMV will NOT have it.

There is an [IRP/IFTA Web Online Training Manual](#), which you can find by going to the same website as listed above. On the left side of the page you will select “Forms and Manuals,” and in the center of the webpage scroll down to the Motor Carrier Interstate Forms Section to find the MCS Manual. There will be definitions under the section COMMAND BUTTONS. It is very important that you understand the meanings of the command buttons.

IRP and IFTA tutorials can be accessed at the SCDMV homepage. On the top of the toolbar select the “Motor Carrier” selection, and in the drop-down box select IRP/IFTA tutorials as a guide when processing IRP/IFTA transaction. If you have difficulty CALL the help line at 803-896-3870.

5. **UNIFIED CARRIER REGISTRATION:**

For information about UCR go to

<https://www.fmcsa.dot.gov/faq/what=unified-carrier-registration-ucr-system-and-how-do-i-sign>.

6. **UPDATING YOUR REGISTRATION OR OPERATING AUTHORITY**

Any time a carrier or other regulated entity changes its name or address, or other details in their record, they should update their USDOT and operating authority record with **FMCSA** in a timely manner. In addition, **FMCSA** requires all entities under its jurisdiction to **update their information every two years.**

USDOT Numbers:

- A. Routine updates
- B. Biennial Updates
- C. Activate/Deactivate
- D. Reactivate

Operating Authority (MC/FF Numbers):

- A. Name Changes
- B. Address Changes
- C. Reinstate
- D. Revoke

Routine USDOT Number Updates:

FMCSA requires updates every 2 years. This is a requirement!

NOTE: Failure to complete a Biennial update will result in deactivation of your USDOT number and may result in civil penalties of up to \$1,000 per day, not to exceed \$10,000.

Updating your information is **FREE!**

What is the deadline to update?

- A. Every 2 years (24 months)
- B. If next to the last number of your USDOT Number is odd, file on the odd-number calendar year.
- C. If next to the last number of your USDOT Number is even, file on the even number calendar year.
- D. USDOT number ending in (Must file by the last day of):

| | | | |
|---|----------|----|-----------|
| 1 | January | 7 | July |
| 2 | February | 8 | August |
| 3 | March | 9 | September |
| 4 | April | 10 | October |
| 5 | May | 11 | November |
| 6 | June | 12 | December |

Update online: To update online, you will need:

- A. USDOT Number
- B. Assigned PIN (Pin must be obtained from FMCSA.)
You may request your PIN to be mailed or emailed.
- C. FEIN / SSN
- D. Company Official Information

Unable to complete online? NO problem:

If PIN or Mailing address in MCMIS is outdated, two options are available.

Submit a completed and signed MC-150 via Fax at 202-366-3477.

Submit a completed MC-150 via US Mail.

Scan and upload a complete, printed and signed MC-150 to the FMCSA website.

(This is the best option and will provide you with a tracking number for your submission.)

IMPORTANT NOTE: For hard copy registrations, forms must be received by FMCSA on or before the date your Biennial Update is due to avoid deactivation of your USDOT number and the assessment of civil penalties. Please allow ample time for mailing.

For Carriers:

Registration forms can be downloaded, or you can request to have a pre-printed form mailed to you by calling FMCSA Support Services at 1-800-832-5660 (Select option I USDOT Number questions.), then press zero to speak to an agent.

Complete, sign, and date the form. Mail it to the address below:

U. S. Department of Transportation
Federal Motor Carrier Safety Administration
Attention: Office of Registration and Safety Information
1200 New Jersey Avenue, S. E.
Room W65-206
Washington, DC 20590

IMPORTANT NOTE: There are commercial services that will offer to update your MC-150 for a fee. **YOU DO NOT NEED THESE SERVICES.** Take the time to update your registration **FREE.**

7. DRUG AND ALCOHOL CLEARINGHOUSE

The Drug and Alcohol Clearinghouse rule requires FMCSA-regulated employers, Medical Review Officers (MROs), Substance Abuse Professionals (SAPs), consortia/third party administrators (C/TPAs), and other service agents to report to the Clearinghouse information related to violations of the drug and alcohol regulations in 49 Code of Federal Regulations, parts 40 and 382 by current and prospective employees.

- Employers will be required to query the Clearinghouse for current and prospective employees' drug and alcohol violations before permitting those employees to operate a commercial motor vehicle (CMV) on public roads.
- Employers will be required to annually query the Clearinghouse for each driver they currently employ.

Employer Registration: <https://files.constantcontact.com/8d0fdf5a001/a74f16f8-2d62-4b10-bcae-7e956da70b89.pdf>

Driver Registration: <https://files.constantcontact.com/8d0fdf5a001/b4d4de6a-8358-48ae-ad38-99e874b1e73c.pdf>

For more information, go online to <https://www.fmcsa.dot.gov/regulations/commercial-drivers-license-drug-and-alcohol-clearinghouse>.

8. SOUTH CAROLINA ROAD USE FEE

As a part of the South Carolina Infrastructure and Economic Development Reform Act passed by the SC General Assembly during the 2017 legislative session, the Motor Carrier Property tax is now imposed as a road use fee administered through the SC Department of Motor Vehicles (SCDMV) and not the SCDOR (effective January 1, 2019).

NOTE: Under the new system of filing property taxes (Road Use Fee), if you do NOT file online then you will be required to pay the entire tax bill in full. However, filing electronically, you will be allowed to pay quarterly as you pay your IFTA.

Please contact the SCDMV at 803-896-5000 if you have questions related to the new road use fee.

DISCLAIMER: This document was prepared as an effort to provide a brief description of some periodic reports, payments, and/or filing a South Carolina motor carrier will likely incur. Readers should not assume this document is complete or an all-inclusive list and description of motor carriers' obligations. The Motorcoach Association of South Carolina is held harmless for any liabilities a motor carrier may incur as a result of this document. Always follow the advice of competent legal counsel.