

# STATE & FEDERAL MOTOR CARRIER REQUIREMENTS OF STARTING A FOR-HIRE BUS COMPANY (Michigan)

**This is not a complete listing of all items necessary**

1. All bus drivers are required to have a CDL with the following endorsements:
  - A. A chauffeurs license with a Group C designation for vehicles with a GVWR of less than 26,001 pounds, or
  - B. A chauffeurs license with a Group B designation for vehicles with a GVWR of greater than 26,001 pounds, and a
  - C. "P" endorsement indicating passenger vehicles.
2. All bus drivers are required to have in their possession, and the company have a photo copy, of a valid DOT medical card. (obtainable from any doctor who is qualified to administer the DOT Physical Examination) (Federal and State 391.41) (School Bus medical cards are not acceptable).
3. Every employee/owner that drives a vehicle which requires a CDL to operate must have completed a controlled substances pre-employment test with the results forwarded to the company by the medical review officer (MRO). (Obtainable from a qualified collection site and or thru a consortium (Federal 382.301)(See Drug Abuse or Drug Testing in most yellow pages).
4. All companies are required to obtain inquiries for alcohol and controlled substances information from the perspective drivers' previous employers, during the preceding two years from the date of the application (Federal 382.413/40.25).
5. All drivers are required to be included in a company program and written policy that includes the following, and the company shall be knowledgeable and in compliance of Part 382 - Controlled Substances and Alcohol Use and Testing:
  - A. Post-Accident testing ( 382.303)
  - B. Random testing (382.305)
  - C. Reasonable suspicion testing (382.307)
  - D. Return to duty testing (382.309)
  - E. Follow-up testing (382.311)
6. Companies are required to maintain Driver Qualification files containing:
  - A. A proper driver's application for employment. (391.21)
  - B. Drivers Social Security Number
  - C. Driver Investigation History to 3 years previous employers.(391.23) and driver due process rights form (391.21)(these files must be in a secure location (391.53))
  - D. Inquiry to the drivers driving record (MVR) for the previous 3 years (all states licensed) (391.23)
  - E. Photo copy of the driver's medical certification and/or long form if the bottom contains the certification. (391.43)
  - F. Photo copy of the drivers CDL or a copy of the road test certificate. (391.31-33)
  - G. (Suggested Location) Chain of Custody Form for Pre-Employment Drug Test and the pre-employment Drug Result from MRO, (these files must be in a secure location)(382.401)
  - H. (Suggested Location) Evidence of Receiving Drug/Alcohol Educational Materials (382.601d)
  - I. (Suggested Location) Evidence of Receiving Company Drug/Alcohol Policy (382.601d)
  - J. A driver's training certificate for entry-level drivers, if applicable. (380.509)

----After the drivers 1 year anniversary----

- K. Certificate of Violations (driver statement)(391.27)
  - L. Annual Review of Certification (carrier to ensure all the above is current)(391.25)
7. All companies and its drivers are required to comply with the Hours-of-Service regulations contained within Federal and State Part 395 regulations.
  8. All companies are required to systematically inspect, repair and maintain all vehicles under its control as contained within Federal and State Part 396 regulations, including a post trip inspection reporting procedure (Federal and State Part 396).
  9. All companies are required to have obtained an Operating Authority from MDOT and all buses are required to have completed a satisfactory safety inspection conducted by MDOT prior to being placed into service (Federal and State Part 396.23).
  10. All buses are required to display, visibly contrasting sharply with the background and readily legible from 50 feet, i.e. 1 3/4"- 2" minimum, on both sides of every bus the following: (Federal Part 390.21)
    - A. The name of the motor carrier operating the vehicle.
    - B. The motor carrier identification number, issued by the FMCSA, preceded by the letters "USDOT".
  11. Carriers are not to purchase license plates until the vehicle has passed the MDOT inspection and a special fee plate certificate is issued. There is no refund for license plates purchased prior to authority being issued.
  12. All companies are required to obtain and have in effect the minimum of \$5,000,000 of liability insurance plus the limits of Michigan's No-Fault requirements. These policies must be identified by Michigan MDOT form 3007 which is supplied by the insurance company.

Additional Sources for Information:

#### INTERNET LINKS

Federal Motor Carrier Safety Pages (USDOT & MC)	<a href="http://www.fmcsa.dot.gov">www.fmcsa.dot.gov</a>
Federal Regulations Search	<a href="http://www.fmcsa.dot.gov">www.fmcsa.dot.gov</a>
Federal Interstate Licenses (USDOT & MC)	<a href="http://www.safer.fmcsa.dot.gov">www.safer.fmcsa.dot.gov</a>
Carrier Information	<a href="http://www.safer.fmcsa.dot.gov">www.safer.fmcsa.dot.gov</a>
MDOT - Road Construction News, etc.	<a href="http://www.michigan.gov/mdot">www.michigan.gov/mdot</a>
MDOT Bus and Limo Pages (Applications, etc.)	<a href="http://www.michigan.gov/mdot/0,1607,7-151-9625_21607_21616---.00.html">http://www.michigan.gov/mdot/0,1607,7-151-9625_21607_21616---.00.html</a>

MDOT Bus operating authority applications (standard mailing) - 517-241-0679 (Faxable)

USDOT interstate licenses - 202-358-7000 (voice message information)

HELP DESK - USDOT & MC - 1-800-832-5660

International Fuel Tax Agreement (IFTA) (fuel tax decals) - 517-373-3183 (Interstate carriers - diesel powered and 3 axles)

Secretary of State - To receive Michigan Drivers Records (MVR's) - 517-322-1624

A printed copy of the federal regulations can be obtained at most truck stops by asking for a motor carrier safety regulation driver book or thru numerous printing suppliers such as J.J. Keller at 800-327-6868 or Labelmaster at 800-621-5808.