



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

TO: MICHIGAN CERTIFICATED INTRASTATE MOTOR BUS CARRIERS

RE: 2012 Motor Bus Registration Renewal

DUE: Postmarked No Later Than February 29, 2012

All Michigan Department of Transportation (MDOT) certified carriers are required to submit an annual renewal registration fee. This fee is \$25.00 times the number of motor buses used to provide transportation of passengers' for-hire under your certificate.

Any vehicle acquired or leased, regardless of circumstances, after your annual filing, is required to be inspected, registered and the registration fee paid, prior to placing the vehicle into revenue service. The period for your 2012 registration renewal is from January 3, 2012 through February 29, 2012. Completion of the enclosed form(s) and payment of fees by February 29, 2012 is required by law. **The Certificate of Authority of any carrier operating after March 1, 2012 without compliance of the conditions set forth will be revoked pursuant to the Act.**

Instructions:

1. Review the list titled "Michigan Department of Transportation Bus Safety Inspection Program" correct any changes to the information, and cross out any vehicles which you do not intend to operate under your authority after March 1, 2012. Return this form with any required items listed below.
2. All revenue motor vehicles having a manufacturer rated seating capacity of sixteen (16) persons or more must be registered and listed on your vehicle fleet roster. If you are adding additional vehicles to your fleet for 2012 you will need to print the **add vehicle** form from our website www.michigan.gov/mdot on the left side select **Rail and Public Transit** and then select Bus and Limo Licensing under Passenger Transportation. You can choose the form from the bulleted list under Commercial Buses. Instructions for completing the form are located on the form in the upper left section.
3. If any of your vehicles do not receive annual inspections by MDOT inspectors, provide complete safety inspection information for each vehicle. Registration will not be processed unless a safety inspection has been completed within the previous 12 months.

2012 Bus Registration Renewal

4. Any vehicle registered for 2010 that has NOT completed and passed the 2011 safety inspection/certification by February 29, 2012 will not be registered for 2012 at the \$25.00 fee. These units will require the payment of an annual renewal fee of \$500.00 upon a satisfactory inspection and certification. **See the guidance document enclosed in this packet for updated information regarding the \$500 fee.**
5. Please be sure to make any address corrections on the Motor Bus Registration and Safety Inspection sheet. We will be using this address to mail out your registration decals, if required. If you fail to notify us of your change of address and your decal is not received by you, we will not be responsible for issuing a replacement decal.
6. Enclose payment for annual registration of \$25.00 per vehicle. Checks must be made payable to “**State of Michigan**” and “2012 Motor Bus Registration” noted in comment field.

Mail completed form(s) and payment to:

Michigan Department of Transportation
Passenger Transportation, Regulatory Unit
P.O. Box 30648 - 425 West Ottawa
Lansing, Michigan 48909

Please call Robbie Smith (517) 241-0679 or Rob Latimer (517) 335-2562 if you have any questions about what must be done to comply with the 2012 registration of your vehicle(s).

Enclosures

RENEWAL HINTS FOR FASTER PROCESSING

REVIEW THE FORMS PRIOR TO MAILING

- (1) Check for completion and submission of all required information.
- (2) Check for correction or deletions to preprinted vehicle equipment roster.
- (3) Use the blank roster form (printed from our website) for addition of new vehicle(s) that are not on the preprinted roster.
- (4) Be sure to include your fees.
- (5) Make sure you have your correct address on the forms.

INSPECTIONS: Any vehicle acquired or leased, regardless of circumstances, after your annual filing, is required to be inspected and the registration fee paid prior to placing the vehicle into revenue service.

Any vehicle registered for 2010 that has NOT completed and passed the 2011 safety inspection/certification by February 29, 2012 will **not** be registered for 2012 at the \$25.00 fee. These units will require the payment of an annual renewal fee of \$500.00 upon a satisfactory inspection and certification. **See the guidance document included in this packet for updated instruction regarding the \$500 fee for overdue inspections.**

SCHEDULING AN APPOINTMENT FOR AN INSPECTION: Each carrier is responsible for knowing when their vehicle inspections expire, and **must contact a BPT inspector at least one month prior to the month of expiration to schedule an inspection.**

If you have placed a vehicle out of service (OOS) you must submit a Vehicle Roster Update to delete the vehicle from your roster. If you would like to put the vehicle back in service you must also send an updated roster and have an inspection completed before putting it back in service.

All forms can be found on our web site www.michigan.gov/mdot select Rail and Public Transit on the left of the page, select Bus and Limo Licensing under Passenger Transportation Division.

ANY QUESTIONS PLEASE CALL 517-241-0679 or 517-335-2562

***** ONLY USE THIS FORM TO ADD NEW VEHICLES *****

EQUIPMENT VEHICLE ROSTER

INSTRUCTIONS FOR FILING OUT EQUIPMENT LISTS:

- *ALL revenue motor vehicles having a manufacturers rated seating capacity of sixteen (16) persons or more must be registered and listed.
- *COMPLETE safety inspection information for each vehicle listed. Registration will not be processed unless a safety inspection has been completed within the previous 12 months.
- *PROVIDE PROOF OF ANNUAL SAFETY INSPECTION, if inspection was performed other than MDOT.
- *ENCLOSE PAYMENT for annual registration of \$25.00 per vehicle. (Checks must be made out to "State of Michigan" and noted "Motor Bus Registration".)
- *To pay by Credit Card call the MDOT Cashier (517) 373-1560, complete this Equipment Vehicle Roster and either mail or FAX this roster to the Michigan Department of Transportation at the address and FAX number to the right

COMPLETE AND RETURN TO:

Michigan Department of Transportation
Office of Passenger Transportation
Regulatory Unit – B-425
425 W. Ottawa P.O. Box 30648
Lansing, Michigan 48909

FAX (517) 241-0127

FLEET NO.	YEAR	MAKE	MODEL	VIN	CURRENT LICENSE NO.	COLOR	SEATING CAPACITY	INSPECTION DONE BY SEE CODE 1	DATE OF ANNUAL INSPECTION

CODE 1

1. MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)	3. Province of Ontario	Company Name: _____
2. MICHIGAN STATE POLICE (School Buses Only)	4. Wisconsin	Contact Person: _____
	5. Ohio	Address: _____
		City/State/Zip: _____
		Phone: () _____ Fax () _____
		USDOT # _____

Other state/provinces safety inspections may be used for non-Michigan titled/plated buses. Please call (517) 335-2562 for the current listing and instructions.