

## Frequently Asked Questions

### **I need to get an authority, how long does it take?**

Processing of a completed application usually takes from 1 to 2 weeks. A carrier may not commence intrastate operations until the Certificate of Authority and decals are issued. To avoid processing delays, insure that all questions are answered, required documents are included, and the application is properly signed and verified. The most time consuming item has been having the insurance company forward the required insurance forms to MDOT.

The carrier must inform the insurance agent to have the Michigan Insurance Form 3046 sent to the department.

### **Can I come to MDOT's main office to get my authority and decals?**

Usually, however you must have all the required items in place before the authority and decals will be issued. Call for reservations and appointments to the following:

Carrier company names beginning with A-K call Robbie Smith at (517) 241-0679

Carrier company names beginning with L-Z call Michelle Webber -Currie at (517) 241-0680

Note: There are periods that walk-ins are restricted due to high volumes and personnel availability.

### **Is my vehicle a limousine?**

If the vehicle, regardless of body style, is designed or used to transport 15 passengers or less (including the driver) where the public can hire the carrier to transport a passenger over the public highways of the state of Michigan, it is a limousine and the carrier must have a Limousine Certificate of Authority.

### **Is my limousine a bus?**

If the vehicle, regardless of body style, is designed or used to transport less than 15 passengers (including the driver) it is a limousine. If transporting 16 passengers (including the driver) or more it is a bus and the carrier must have a Motor Bus Certificate of Authority.

### **My limousine was a bus but now it seats less, what kind of driver's license do I need?**

A passenger vehicle originally designed to transport 16 or more passengers including the driver that has seats removed to bring the seating to less than 15 passengers, the driver would still be required to have a CDL and a passenger endorsement. Removal of seats does not change the design capacity of a vehicle.

### **I do non-emergency medical transportation, is my vehicle a limousine?**

A non-emergency equipped vehicle (such as a van taking patients to doctor appointments, etc.) is a limousine and the carrier must have a Limousine Certificate of Authority. Ambulances are not required to be registered by MDOT if transporting persons for emergency care. In addition, Part 209 of the Public Health Code applies to a limousine service that provides non-emergency stretcher transportation. Limousine services may not transport non-emergency patients by stretcher, isolette, cot, or litter without first obtaining a license as an ambulance service under Part 209 of the Public Health Code. Contact the Department of Labor & Economic Growth, Health Services at (517) 241-3026.

### **How is design determined?**

Federal Motor Vehicle Standards define seating capacity as:

- \* any location capable of accommodating a person at least as large as a 5<sup>th</sup> percentile adult female, if the overall seat configuration and design and vehicle design is such that the position is likely to be used as a seating position while the vehicle is in motion.

The designated seating capacity weight allowance must not exceed the GVWR rating of the vehicle.

This measurement generally is 14" per designated seating position.

Manufacturers generally determine the maximum seating capacity of a limousine and the GVWR with the information affixed to a sticker around the drivers door frame area.

### **My vehicle configuration determines that it is a bus, but I only allow 14 passengers to be on board, is that OK?**

No, it is legally defined as a bus by Michigan state law and federal regulations if the seating design capacity is greater than fifteen (15) or there is greater than fifteen passengers (including the driver) on board during vehicle operation.

### **Why are there different dates on the Limousine Authorization Decal vs. Safety Inspection?**

Authorization decals expire on the first day of March each year. Safety Inspections expire one year after the inspection is conducted. Carriers must ensure that their safety inspections are kept current regardless of the decals expiration date. Vehicles found operating with an expired inspection can be ticketed as such by any law enforcement officer and/or the authorization decals will be removed. Decals have serial numbers and they are vehicle specific and are **not** transferable. When a limousine carrier ceases to operate or sells a vehicle, they shall destroy its assigned decal (or return it to the department) and remove all associated paperwork from the

vehicle. Carrier name lettering and USDOT numbers should also be removed from the vehicle.

### **Are there other limousine specific state laws I need to be aware of?**

Several;

1) MCL 257.208(b) requires that limousine companies must subscribe to the Commercial Look Up Service provided by the Secretary of State. The service will track the driving record of each driver the company submits to the service. A print out of each driver's record will be generated, and sent to the company once a year. The driver will then be tracked by the service, and if the driver is convicted of a driving offense during the year a notice will be sent within 48 hours to the company.

To apply to this service it is required that you send an E-mail to, [commercialservices@michigan.gov](mailto:commercialservices@michigan.gov) include your name, and the legal company name.

2) All limousine drivers must maintain a current copy of their driving record, and make non-personal information of their record available for review by any passenger. A copy of this law can be found at:

<http://www.michiganlegislature.org/documents/mcl/pdf/mcl-257-208b.pdf>

3) Limousine companies are not allowed to provide alcoholic beverages to customers unless the company has a valid license issued by the Liquor Control Commission. Vehicles that display a valid MDOT registration sticker authorize the customer to have an open alcoholic beverage within the passenger compartment that they bring with them.

4) MCL 257.226(b) states that limousine company vehicles are not permitted to operate with passengers on board with any type of temporary registration other than a temporary plate while waiting for a personalized plate. Limousines are required to have commercial fee registration plates attached prior to operating.

5) If the vehicle is used to carry packages (other than those belonging to passengers), contact the Michigan Public Service Commission, Motor Carrier Division at (517) 241-6030.

6) Limousine carriers must comply with certain federally adopted motor carrier regulations (FMCSR's) that are enforced by the Michigan State Police, Traffic Services Division, contact them at (517) 336-6195 for requirements.

### **Do I have to have my company name on my limousine?**

Michigan State Law MCL 257.723 states in part:

(1) All commercial vehicles with a single or combination gross weight rating or total gross weight of more than 5,000 pounds in operation upon the public highways of this state shall have the name, city, and state or the registered logo or emblem of the registered owner of the vehicle, and lessee of the vehicle if the vehicle is being operated under lease, painted or permanently attached on each side of the vehicle in letters of not less than 3 inches in height, not lower than the bottom edge of the door. This information shall be in sharp color contrast to the background.

(2) The identification requirements of subsection (1) may be met through the use of removable devices which meet the requirements of subsection (1). The removable devices shall be attached so that the identification is in a horizontal position.

Or instead of the above,

(3) A vehicle in compliance with the identification requirements of the federal motor carrier safety regulations is considered to be in compliance with the above paragraph.

These requirements can be found at [http://www.fmcsa.dot.gov/rules-regulations/administration/fmcsr/fmcsrruletext.asp?rule\\_toc=759&section=390.21&section\\_toc=1748](http://www.fmcsa.dot.gov/rules-regulations/administration/fmcsr/fmcsrruletext.asp?rule_toc=759&section=390.21&section_toc=1748)

(5) A person who violates this section is responsible for a civil infraction.

### **Do I need to have a USDOT number and have the number on my limo even if I don't go interstate?**

Any limousine with a gross vehicle weight rating greater than 10,001 pounds or is designed to transport 9 or more passengers including the driver must apply for and display a Michigan intrastate USDOT number. To get this number either 1) contact the Michigan Public Service Commission toll-free at (888) 464-8736 or 2) select the "FMCSA Registration & Updates" link at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) and complete the registration process.

### **What are the driver requirements?**

In addition to the driver carrying a current copy of their driving record, a person who operates a limousine must have a chauffeur's license and if the vehicle has either a gross vehicle weight rating or an actual gross weight of 10,001 or more pounds the driver must have a medical card.

### **Who can inspect my limousine to meet the inspection requirements?**

Every limousine must be inspected annually by a mechanic certified under the motor vehicle service and repair act. The motor vehicle repair facility must be registered under the motor vehicle service and repair act that is designated by the department as an inspection station, or meets the requirement through an approved local ordinance program.

Carriers should check Motor Vehicle Mechanic Certificates that must be displayed at the licensed repair facility to ensure that the mechanic certificate is not expired and that the mechanic is certified as follows:

#### Mechanic Certifications Required to Conduct Limousine Inspections

Vehicles less than 10,000 lbs GVWR

Vehicles more than 10,000 lbs GVWR

**AUTO Front End, Suspension & Steering Systems**

**HDT Drive Train**

**And**

**And**

**AUTO Brakes & Braking Systems**

**HDT Brakes & Braking Systems**

And

## HDT Suspension & Steering Systems

### **Where do I get the safety inspection forms?**

The inspection form(s) can be mailed to you by calling (517) 241-0679 or (517) 241-0680. Carriers also have the option of printing them from MDOT's limousine web site. All web printed limousine inspection forms must include Page 1 and Page 2 prior to taking the vehicle to the inspection station.

### **My company wishes to go across state lines or US borders, what do I need to do this?**

You must have a federal Interstate Operating Authority (MC number) and a federal USDOT Number, if the vehicle seats greater than 8, including the driver. This can be completed by filing on-line at: [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) then select the REGISTRATION & LICENSING section. After securing the MC number, you must also designate a process agent to legally represent you in every state that you wish to operate in/thru. You can find BOC-3 agents through the FMCSA site at <http://www.fmcsa.dot.gov/registration-licensing/licensing/agents.htm> or the search of the web or through industry associations.

When filling out applications, your operation would be described as Interstate, Authorized For-Hire Common Carrier, then follow the instructions provided on the website.

**Carriers discovered operating in interstate operations without having the required interstate operating authority shall be placed out-of-service pursuant to 49 C.F.R. 392.9(a). In addition, the carrier may be subject to federal penalties in accordance with 49 U.S.C. 14901.**

Carriers operating equipment having two axles and a gross vehicle weight or a registered gross vehicle weight exceeding 26,000 pounds or with 3 axles or more must have **IFTA** fuel tax decals displayed on the vehicle. These decals can be obtained by calling the Michigan Department of Treasury at (517) 636-4580.

### **What is the difference between Intrastate and interstate?**

**Intrastate** means picking up someone in this state and transporting them to somewhere else in this state.

**Interstate** means picking up someone in this state and transporting them to another state or country or transporting someone from another state or country and dropping them in this state.

### **What is a UCR? Do I need to be in the program?**

The Unified Carrier Registration (UCR) Program requires individuals and companies that operate commercial motor vehicles in **interstate** or international commerce to register their business with the Michigan Public Service Commission and pay an annual fee based on the size of their fleet. A commercial motor vehicle is defined as a) having a gross vehicle weight of 10,001 pounds or more; or 2) is designed to transport 11 or more passengers including the driver. It applies to for-hire, private, and for-hire exempt carriers, including farmers and agricultural operations.

Persons subject to UCR must register each calendar year, starting in 2007. Questions about the program should be directed to the Michigan Public Service Commission at 517-241-6030. You can also register on line at [www.ucr.in.gov](http://www.ucr.in.gov).

### **What if I want to go into Canada?**

Operations into Canada must be conducted using Canada's rules and regulations, in addition to having a federal Interstate Operating Authority. Ontario requires U.S. carriers to have a Commercial Vehicle Operator Registration (CVOR). To register, print off the application form and guide available on line at [www.mto.gov.on.ca/english/trucks/guideline/appendixm.htm](http://www.mto.gov.on.ca/english/trucks/guideline/appendixm.htm) or call the Ministry of Transportation Client Services Unit at (416) 246-7166 Ext. 6302.

### **After getting my authority what is required thereafter?**

Every carrier who holds a certificate of authority shall pay to MDOT an annual renewal fee equal to \$50.00 times the number of limousines used by the carrier. The period for registration renewals is from January 1 through the last day of February of every year. **The Certificate of Authority of any carrier operating without compliance of the conditions set forth after March 1 will be revoked pursuant to the Act. Once revoked a \$300 filing fee for reinstatement will be charged.**

Each limousine operated by the carrier shall pass an annual safety inspection which meets the department's specifications for safe operating character and condition.

Each motor carrier thru their insurance provider shall maintain and provide continuous insurance coverage as required by MCL 257.1913 (Limousine Transportation Act).

Carriers should submit Form 3085, Deletion of Limo Equipment, if a carrier has removed any vehicles from revenue service (sold, wrecked, parked, etc.)