

**STATE OF MARYLAND
MOTOR CARRIER SERVICES SECTION
CARRIER RESPONSIBILITIES REGARDING RECORDKEEPING REQUIREMENTS IN ACCORDANCE
WITH THE INTERNATIONAL REGISTRATION PLAN (IRP)**

IRP ACCOUNT NUMBER _____

Every carrier shall maintain and preserve detailed mileage records by vehicle (summarized monthly and quarterly) upon which the IRP apportioned application is based. The carrier shall preserve such records for a period of three years after the close of the registration year. For a 2009 registration year with April 30, 2009 expiration, the records would need to be preserved through April 30, 2012. Such records shall be made available upon request by any member jurisdiction. In the event the carrier fails to maintain and preserve such records, assessments shall be imposed. In addition, continued failure to comply will result in suspension or revocation of your operating credentials.

Acceptable Source Documents

An acceptable (required) source document used to verify vehicle mileage is through the use of an "Individual Vehicle Mileage Record" (trip report). A standardized trip report is suggested and encouraged. A trip report must include the following minimum information:

1. Vehicle identification number
2. Vehicle IRP fleet number
3. Driver name
4. Date of the trip
5. Trip beginning and ending odometer/hubometer readings
6. Trip origin and destination information(City & State)
7. Routes of travel
8. Jurisdiction state miles traveled

In addition to maintaining trip reports, the carrier is required to:

- Accumulate monthly and /or quarterly mileage summaries on a per vehicle basis with a breakdown of jurisdictional miles traveled.
- Maintain all mileage records and summary information on an IRP fleet basis.
- Determine jurisdictional state miles through the use of odometer/hubometer, readings at state lines, maps, mileage generation systems, or on board recording devices. State mileage cannot be estimated.
- Ensure all mileage records are legible and complete so the continuous movement of each registered vehicle can be audited.
- Ensure the trip reports include all miles traveled by the vehicle including; loaded, empty, deadhead, and/or bobtail miles.

All carriers are liable for the proper maintenance of the above records so as to avoid the possibility of full registration fee assessment or the cancellation of operating credentials.

I have read and understand my responsibilities regarding record requirements in accordance with IRP.

Registrants Name

Date

Name and Title of Authorized Account Representative

Signature

Unit/Auditor Initials
