Maryland International Registration Plan (IRP)

IRP Record Keeping Requirements – IRP Account Number_____

All motor carriers are subject to audit and are required to maintain records supporting the distance reported on the IRP registration application for the current and past three registration years. Records that do not meet the following criteria or if no records are produced for audit, an assessment will be imposed of up to 100 percent of the apportionable fees paid for the registration of the fleet in the registration year to which the records pertain.

Acceptable Source Documents

1. Vehicle IRP fleet number
2. Vehicle identification number or vehicle unit number
3. Driver's name
4. Date of the trip (Begin & End)
5. Trip beginning and ending odometer/hubometer readings
6. Trip origin and destination (City and State)
7. Routes of travel
8. Distance traveled in each Jurisdiction
9. Total distance of each trip

For records produced using a global positioning system (GPS) or other vehicle-tracking systems

1. Original GPS or other location data for the vehicle
2. Date and time of each GPS or other system reading
3. Location of each GPS or other system reading
4. Trip beginning and ending odometer/hubometer engine control module (ECM)
5. Calculated distance between each GPS or other system reading
6. Route of the vehicle's travel
7. Total distance traveled by the vehicle
8. Distance traveled in each jurisdiction
9. Vehicle identification number or vehicle unit number

Monthly, Quarterly, Annual Summaries:

1. For each month including both the full distance traveled by each vehicle in the fleet and the distance traveled in the month by each vehicle in each Jurisdiction
2. Fleet's operations for each calendar quarter, which includes both the full distance traveled by Vehicles in the Fleet during the calendar quarter
3. The distance traveled in each Jurisdiction by the Vehicles in the Fleet during the calendar quarter
4. A summary of the quarterly summaries.

I have read and understand my responsibilities regarding record requirements.

Registrant or Authorized Representative's Name and Date