

# Indiana Department of Revenue

## Motor Carrier Services Division

# Indiana Trucking Tips



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## Motor Carrier Calendar Notes

### **May 2, 2005**

First quarter Intrastate Motor Carrier Fuel Tax (Form MCFT-101 available on our website at [www.in.gov/dor/mcs/formlist.html#mc](http://www.in.gov/dor/mcs/formlist.html#mc)) and Interstate International Fuel Tax Agreement (IFTA-101) returns are due.

### **May 2, 2005**

Claims for Proportional Use Credit are due. Form MCS-1789 is available on our website at [www.in.gov/dor/mcs/formlist.html#mc](http://www.in.gov/dor/mcs/formlist.html#mc).

## State Holidays

Our offices will be closed on the following dates in observance of state holidays:

### **Good Friday**

Friday, March 25, 2005

### **Memorial Day**

Monday, May 30, 2005

### **Independence Day**

Monday, July 4, 2005

## Indiana Department of Revenue

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## BMV Beefs Up Security — Fingerprinting HAZMAT Drivers

As a result of certain provisions in both the USA Patriot Act and the Safe Explosives Act, holders of commercial driver licenses are now required to be fingerprinted before receiving HAZMAT endorsements (HME). The Transportation Security Administration (TSA) issued a rule that went into effect January 31, 2005, to comply with those provisions.

Drivers who currently hold HME's will not need to be fingerprinted until their renewal dates that fall after May 31, 2005, but they *may* be fingerprinted as early as March 31, 2005. Renewal notices will be mailed in early April by the Indiana Bureau of Motor Vehicles (BMV).

A fee of \$100 is charged by BMV to recover costs of the fingerprinting (the latest in optical identification technology), background checks and processing of the written applications. Thorough background checks of HME drivers are also made by the Indiana State Police, the Federal Bureau of Investigations and the U.S. Transportation Security Administration to better insure the safe transport of hazardous materials.

The following Indiana license branches were chosen for their proximity to accessible highways and the volume of HME applications received: Valparaiso, Plymouth, Columbia City, Lafayette, New Castle, Sellersburg, Evansville East, Bloomington, Terre Haute, and Indianapolis (two locations: Ameriplex and Lawrence).

For more information, call BMV at (317) 233-6000 and choose option #2 for driver services.

## Commercial Driver's License (CDL) School Bus Endorsement

### How to Obtain a School Bus Endorsement on Your CDL

By October 1, 2005, all drivers operating a school bus must have the school bus "S" endorsement on their license.

*School Bus* means a Commercial Motor Vehicle (CMV) used to transport pre-primary, primary, or secondary school students from home to school, from school to home, or to and from school-sponsored events with sixteen or more passengers (including the driver).

To obtain the school bus "S" endorsement all applicants must successfully complete the written school bus endorsement test and a skills test in a vehicle representative of that class of vehicle.

### Exception for *qualified drivers*:

Prior to October 1, 2005 *qualified drivers* (see next paragraph) will not be required to take and pass the skills test in a school bus. However, *all drivers must take and*

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successfully pass the written school bus endorsement test.

The following provisions *qualify drivers* to meet the skills test exception mentioned above. During the **two years** immediately prior to application, the driver:

- (1) Held a valid CDL with a passenger vehicle endorsement to operate a school bus representative of the group he or she will be driving;
- (2) Has not had his or her driver's license or CDL suspended, revoked or canceled, or been disqualified from operating a CMV;
- (3) Has not been convicted of any of the disqualifying offenses in the Federal Motor Carrier Safety Regulations Part 383.51 (b) while operating a CMV, or of any offense in a non-CMV that would be disqualifying under 383.51 (b) if committed in a CMV;
- (4) Has not had more than one conviction of any of the serious traffic violations defined in the Federal Motor Carrier Safety Regulations Part 383.5 while operating any type of motor vehicle;
- (5) Has not had any conviction for a violation of State or local law relating to motor vehicle traffic control (other than a parking violation) arising in connection with any traffic accident;
- (6) Has not been convicted of any motor vehicle traffic violation that resulted in an accident; and,
- (7) Has been regularly employed as a school bus driver, has operated a school bus representative of the group the applicant seeks to drive, and provides *evidence* of such employment; *or*, provides *evidence* that he/she successfully completed a skills test in Indiana in a representative vehicle (school bus) after September 30, 2002.

An affidavit signed by the applicant and relevant school corporation official attesting that the applicant meets the above provisions shall be required and will satisfy the evidence requirement mentioned above. (Blank affidavits will be sent directly to the schools on May 3, 2005.)

## Dates & Procedures for the CDL School Bus "S" Endorsement

The State of Indiana will begin administering the written knowledge test and the skills test on May 3, 2005, at all Indiana License Branches.

From May 3, 2005 through September 30, 2005, those applicants who retain a passenger endorsement on their CDL license issued prior to July 1, 2005, but who are not "qualified" for the skills test waiver, must:

- (1) Pass the written test;
- (2) Obtain the certificate that attests to the successful completion of the written school bus endorsement test from a Bureau of Motor Vehicles license branch; and,
- (3) Schedule a skills test at an approved Indiana Third Party CDL skills test site; and present the certificate, along with a valid CDL with passenger endorsement, to an approved third party CDL skills test site at the time of the test. (The applicant must provide a representative vehicle.)

From May 3, 2005, through September 30, 2005, those drivers who "qualify" for the skills test exception shall successfully complete the school bus endorsement written test and complete the skills test "waiver affidavit."

The paperwork attesting to the successful completion of the written school bus test and, if applicable, skills test certificate or skills test waiver affidavit will be held by the applicant until July 1, 2005, at which time a CDL with the appropriate school bus "S" endorsement will be issued at a Bureau of Motor Vehicles license branch. The actual CDL with the school bus "S" endorsement will not be issued until July 1, 2005.

After June 30, 2005, new CDL applicants or CDL applicants wishing to obtain a "P" (passenger endorsement) and "S" (school bus endorsement) must take the appropriate written tests, obtain a learner's permit and take the skills test in a representative vehicle (school bus).

After September 30, 2005, applicants for the school bus "S" endorsement must successfully complete all applicable testing requirements, including the written knowledge test for passenger

and school bus, obtain a CDL learner's permit with an "S" endorsement, and take a skills test in a representative vehicle (school bus).

Beginning March 1, 2005, you may visit the Department of Revenue's Web site at [www.in.gov/dor/](http://www.in.gov/dor/) for answers to frequently asked questions about the school bus endorsement. After arriving at the Web site, click on the "Motor Carrier Services" link on the left side of the screen. You can then click on "Forms and Publications," and then under the heading "Publications," click on "School Bus Endorsement for CDL License (School Bus Questions)." If, after reviewing these frequently asked questions, you have additional questions, please e-mail your inquiries to Monty Buffum at [mbuffum@dor.in.gov](mailto:mbuffum@dor.in.gov). You may then visit the Web site again after seven days to obtain the answers to your questions.

## IRP Website

We have enhanced our internet capabilities based on carriers' feedback. We have raised the number of cab cards that carriers can print via the internet from 50 to 500.

We encourage you to log in now at [www.in.gov/dor/](http://www.in.gov/dor/) to process your IRP renewal and other transactions online 24-hours-a-day.

June IRP renewals are due back in our office by March 15, 2005.

Non-renewed credentials (license plates and cab cards) must be returned to the IRP Unit with a postmark date **on or before** June 17, 2005, to avoid being charged renewal fees. Vehicles for which refunds are being claimed must be deleted from the fleet on or before the first day of the staggered registration month.

## IFTA/Motor Fuel Tax Renewals

The grace period to place your new decals on the vehicle(s) expired March 1, 2005. If you have not renewed and placed the decals on your vehicle(s), you will be subject to fines and penalties for failure to be in compliance. Please contact the Motor Carrier Fuel Tax Section at (317) 615-7345 if you have any questions or problems.