

Intrastate For-Hire Authority Information

Iowa Department of Transportation

Office of Vehicle & Motor Carrier Services

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Introduction

The Iowa Department of Transportation's (DOT) Office of Vehicle & Motor Carrier Services compiled the following information to assist motor carriers in understanding the requirements, allowing permits or certificates to be obtained more quickly and to help motor carriers determine:

- whether a for-hire motor carrier needs a motor carrier permit or a motor carrier certificate in Iowa;
- the type of for-hire authority the law requires a motor carrier to obtain; and
- how to obtain the required permit or certificate.

Who needs for-hire authority in Iowa?

Any person or business that provides transportation for-hire in Iowa must obtain proper travel authority permits from Iowa and/or the Federal Motor Carrier Safety Administration (FMCSA).

A for-hire motor carrier is a person or business that provides transportation of persons or property in exchange for any form of compensation or payment.

Intrastate commerce exists when the vehicle or cargo has not and will not travel across state lines into or through another state.

Interstate commerce is transporting persons or property across a state line, including international boundaries, or within one state as part of a through movement that originates or terminates in another state or country.

Intrastate authority

Motor carriers who transport persons or property for-hire from one point in Iowa to another point in Iowa (point-to-point) need intrastate travel authority.

Intrastate for-hire transportation is divided into two different categories, depending on the type of service provided.

Motor carrier permits are issued to intrastate for-hire motor carriers transporting one or more of the following categories:

- Household goods
- Liquid (nondairy)
 - *Temporary permits are issued to Liquid (nondairy) motor carriers until the motor carrier completes the required Safety Education Seminar.*
- Liquid dairy
- Property (other freight)

Motor carrier certificates are issued to intrastate for-hire motor carriers transporting passengers in regular route and/or charter operations.

- *Temporary certificates are issued to motor carriers transporting sixteen or more persons including the driver until the motor carrier completes the required safety education seminar.*

The motor carrier is required to complete the safety education seminar within six months of application.

New applicant requirements

The following chart explains the requirements of new applicants for a motor carrier permit or a motor carrier certificate.

All motor carriers operating for-hire are required to have an active USDOT number. If a motor carrier already has a USDOT number, enter the number in the appropriate space on the intrastate application. If a motor carrier does not have a USDOT number, the motor carrier must complete and submit the MCSA-1 online application at www.fmcsa.dot.gov prior to submitting the intrastate application, supporting documents, and fees to the Iowa DOT's Office of Vehicle & Motor Carrier Services.

Requirements	Motor Carrier Permit	Motor Carrier Certificate	Comments
Active USDOT Number	*✓	*✓	
Application	*✓	*✓	
Application fee (\$150)	*✓	*✓	
Safety self-certification	*✓	*✓	
Insurance (LPD)	*✓	*✓	
Financial statement	*✓	*✓	Only motor carriers of liquid nondairy products and regular- route passengers
Safety seminar (\$200)	*✓	*✓	Only motor carriers of liquid nondairy products and regular- route passengers
Tariff	*✓	*✓	Only motor carriers of household goods

*Indicates a requirement that must be met before a permit or certificate is issued.

Application

All motor carriers transporting persons or property for-hire must file an Iowa Application for Intrastate Motor Carrier Permit/Certificate (Iowa DOT form 441052). A copy of the application can be obtained online at www.iowadot.gov/iftairp.

Name and address

Indicate the name of the business (i.e., corporation, partnership or individual) that owns/controls the motor carrier's operation. If applicable, indicate the "doing business as" (DBA) name. The name on the application must have the **exact** same name, and DBA, if applicable as listed on the motor carrier's MCS-150 on the FMCSA site.

The following information must also be included on the intrastate application:

- Federal employee identification number (FEIN), if available, or a Social Security number (SSN). Motor carriers are strongly urged to obtain an FEIN from the U.S. Department of the Treasury's Internal Revenue Service (IRS) for security purposes.
- For more information on FEINs or to obtain an FEIN, go to the IRS website at:
 - <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers-eins>
- Business phone number.

- Email address, or fax number if an email address is not available.

Property/Passengers transported for hire

Check the appropriate box on the intrastate application indicating whether property or passengers will be transported to determine the appropriate supporting documents needed and fees due. There are separate application fees for a motor carrier permit and a motor carrier certificate. If a motor carrier is hauling property other than household goods or liquid products, the appropriate box to check is “other property.”

Mail, fax or email the completed application and supporting documents to The Office of Vehicle & Motor Carrier Services, P.O. Box 10382, Des Moines, Iowa 50306-0382, email to omcs@dot.iowa.gov, or fax to 515-237-3225.

Supporting documents

- **Insurance.** All for-hire motor carriers must maintain continuous insurance coverage. Evidence of liability and property damage (LPD) insurance on a signed Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance, Form E, (hereinafter referred to as Form E) must be filed at the time of application. This certificate is completed by the insurance company's home office and filed with the Iowa DOT's Office of Vehicle & Motor Carrier Services. Cargo insurance must be obtained, but no proof of cargo insurance is required to be filed with the Iowa DOT's Office of Vehicle & Motor Carrier Services. Federal insurance limits have been adopted as the minimum levels of insurance. Failure to maintain required insurance coverage will result in the suspension of the motor carrier permit or motor carrier certificate. A reinstatement fee of \$150 must be paid, a reinstatement application, and Form E must be received in the Iowa DOT's Office of Vehicle & Motor Carrier Services before the permit or certificate can be reinstated. The minimum insurance limits are shown on the following page.

Remember, a motor carrier's Form E must show the **exact** same name as the intrastate application and FMCSA. The Iowa DOT's Office of Vehicle & Motor Carrier Services will accept faxed, emailed or mailed copies of Form E filings.

- **Safety self-certification.** All motor carriers shall follow the safety regulations as stated in the Iowa Admin. Code r.761-520 concerning operation, maintenance and inspection of vehicles used in business (<http://www.legis.state.ia.us/>). Motor carriers shall sign a self-certification statement stating knowledge, understanding and willingness to follow those safety regulations. **The safety certification statement is located at the bottom of the intrastate application.**
- **Financial statement.** Intrastate applications for motor carriers of liquid (nondairy) or regular route passengers must include a statement signed by an authorized agent of a lending institution or certified public accountant attesting to financial capability. A financial certification statement is available online at www.iowadot.gov/iftairp.
- **Tariffs.** Motor carriers of household goods must file tariff(s). All motor carriers of household goods shall maintain on file with the Iowa DOT's Office of Vehicle & Motor Carrier Services a tariff stating the rates and charges that apply for the services performed under the permit. According to Iowa Admin. Code r.761-524.15(1), a motor carrier must file tariffs with the motor carrier permit/certificate application submitted to the Iowa DOT's Office of Vehicle & Motor Carrier Services or when a motor carrier submits updates to existing tariffs. Motor carriers transporting commodities other than household goods are NOT required to file a tariff with the Iowa DOT's Office of Vehicle & Motor Carrier Services. If a motor carrier needs help preparing a tariff, contact the Iowa DOT's Office of Vehicle & Motor Carrier Services at 515-237-3268. A tariff must be filed, posted and approved before a motor carrier's permit can be issued. (See the tariff section of this booklet for what should be included in a tariff and how to set up a tariff.

- **Motor carrier USDOT Number.** All intrastate motor carriers operating for hire are required to have a USDOT number. If a motor carrier already has a USDOT number, enter the number in the appropriate space on the intrastate application. If a motor carrier does not have a USDOT number, the motor carrier must complete an MCSA-1 online application through the FMCSA at www.fmcsa.dot.gov.

Minimum insurance limits

<p>Public liability (LPD) – for -hire motor carries of passengers</p> <p>Any vehicle with a seating capacity of:</p> <ul style="list-style-type: none"> • 16 passengers or more (including the driver) • 15 passengers or less (including the driver) 	<p>\$5,000,000</p> <p>\$1,500,000</p>
<p>Public liability (LPD) – for -hire vehicles 10,000 lbs. GVWR and over</p> <ol style="list-style-type: none"> 1. Property (nonhazardous), includes tow truck operations 2. Hazardous substances, as defined in 49 Code of Federal Regulations (CFR) 171.8, transported in cargo tanks, portable tanks or hopper-type vehicles with capacities in excess of 3,500 water gallons; or in bulk Division 1.1, 1.2 and 1.3 materials; Division 2.3 – Hazard Zone A or Division 6.1 – Packing Group I-Hazard Zone A material; in bulk Division 2.1 or 2.2; or highway route controlled quantities of a Class 7 material, as defined in 49 CFR 173.403. 3. Oil listed in 49 CFR 172.101, hazardous waste, hazardous materials and hazardous substances defined in 49 CFR 171.8 and listed in 49 CFR 172.101, but not mentioned in (2) above or (4) below. 4. Any quantity of Division 1.1, 1.2, or 1.3 material; any quantity of Division 2.3 – Hazard Zone A material or Division 6.1 – Packaging Group I – Hazard Zone A material; or highway route controlled quantities of a Class 7 material as defined in 49 CFR 173.403. 	<p>\$750,000</p> <p>\$5,000,000</p> <p>\$1,000,000</p> <p>\$5,000,000</p>
<p>Public liability (LPD) – for -hire vehicles under 10,000 lbs. GVWR</p> <ol style="list-style-type: none"> 1. Any small freight vehicle under 10,000 lbs. GVWR hauling commodities not subject to 1043.2(b)(2)(d). This includes tow truck operations. 	<p>\$300,000</p>
<ol style="list-style-type: none"> 2. Any small freight vehicle under 10,000 lbs. GVWR hauling any quantity of Division 1.1, 1.2 or 1.3 material; any quantity of Division 2.3 – Hazard Zone A material or Division 6.1 – Packing Group I – Hazard Zone A material; or highway route controlled quantities of a Class 7 material as defined in 49 CFR 173.403. 	<p>\$5,000,000</p>

Fees

The following fees apply to motor carriers transporting property under a permit and passengers under a motor carrier certificate (Iowa Code §325A.4).

- New permit application \$150
- New certificate application \$150
- Reinstatement of permit or certificate \$150
- Name/Address change \$ 25
- Permit update \$ 25
- Tariff update \$ 10
- Duplicate permit or certificate \$ 25
- Safety education seminar* \$200

***Safety education seminar.** Motor carriers of liquid (nondairy) and passengers (for vehicles designed to carry 16 or more, including driver), both charter and regular route are required to attend the safety education seminar. The seminar is to be completed within six months of issuance of the motor carrier permit or motor carrier certificate. Temporaries will be issued for either permit or certificate once the application, supporting documents, and payment have been processed so the motor carrier will be able to conduct business until the safety education seminar requirement is completed. The \$200 fee shall be paid at the time of application. The seminars are scheduled and conducted biannually by the Iowa DOT's Office of Motor Vehicle Enforcement. The motor carrier will receive information on dates and locations after their application, supporting documents, and payment have been processed.

Exception: Passenger carriers who only operate vehicles that do not meet the definition of a commercial vehicle are exempt from paying the \$200 seminar fee and attending the seminar. A certificate is issued to the passenger carrier limiting the operation to vehicles that do not meet the commercial vehicle definition. If a passenger carrier decides to start operating vehicles that would meet the commercial vehicle definition; the passenger carrier would first need to update their authority, pay the seminar fee and be issued a new certificate without the exemption. Copies would need to be put in each of the motor carrier's vehicles before operating. The motor carrier would be scheduled to attend a seminar within six months of application.

Signature

Both statements at the bottom of the application must be signed and dated by an authorized representative(s) of the company.

Credentials

Upon receipt of the completed intrastate application, fees and all supporting documents, the Iowa DOT's Office of Vehicle & Motor Carrier Services will issue the appropriate credential. The credential will be non-expiring and will only be reissued in the event of a change in the motor carrier's authority or upon reinstatement after a suspension or revocation.

Credentials will be printed on an 8½" x 11" paper, and will need to be copied and carried in each of the motor carrier's vehicles at all times. The original credential should be kept in the motor carrier's office. A separate credential will be issued for the motor carrier permit or certificate. Failure to carry and display the credential upon request is a violation in accordance with Iowa Admin. Code r.761-524.4 (325A) and subject to penalty.

Duplicate permit or certificate

Any motor carrier in good standing requesting a duplicate credential will be issued a duplicate upon submission of an intrastate application and \$25.

Name and/or address change

Notification of name and/or address change must be made to the Iowa DOT's Office of Vehicle & Motor Carrier Services within 30 days of change. Name changes must be made and showing online with FMCSA prior to requesting the name change with the Office of Vehicle & Motor Carrier Services, name changes must also include a new Form E that matches the application submitted and the FMCSA site. Notification shall be made by submitting an intrastate application, a Form E containing the new information, and \$25. An updated motor carrier permit or motor carrier certificate will be issued. The updated credential must be copied and carried in each of the motor carrier's vehicles. The original credential should be kept in the motor carrier's office.

Change of ownership

A complete change of ownership, including additions or deletions of partners would necessitate a new motor carrier permit or motor carrier certificate. A new application, a Form E matching the name of the company and \$150 fee must be submitted to the Office of Vehicle & Motor Carrier Services.

Vehicle Markings

Intrastate vehicle markings

For-hire

Vehicles operating for-hire in intrastate commerce are required to mark the power unit with the operating motor carrier's name and USDOT number. Motor carriers that operate only in Iowa in intrastate commerce and never operate interstate must also include the letters "IA" following the USDOT number. A motor carrier operating in both interstate and intrastate commerce must not include the letters "IA" following the USDOT number. USDOT numbers for intrastate for-hire motor carriers must be obtained by submitting the MCSA-1 online application at www.fmcsa.dot.gov.

Interstate vehicle markings

All commercial vehicles used in interstate commerce must be marked with the operating motor carrier's name and USDOT number. The motor carrier is not required to mark the city and state of their principle place of business, but may do so if desired. Interstate marking requirements apply to both for-hire and private motor carriers.

If a vehicle displays more than one carrier name and/or USDOT number, the motor carrier responsible for the operation of the vehicle must be identified by the words "Operated By" preceding the name and USDOT number of the operating carrier.

Suspension, revocation, reinstatement

Failure to maintain the required levels of insurance and/or attend the required safety education seminar will result in suspension or revocation of the motor carrier permit or motor carrier certificate. The suspension or revocation will be in effect until all requirements are met, the \$150 reinstatement fee and, if applicable the \$200 safety education seminar fee is paid and a completed intrastate application is received by the Iowa DOT's Office of Vehicle & Motor Carrier Services. Upon reinstatement, a new credential will be issued that must be copied and carried in each of the motor carrier's vehicles.

Hearing

A motor carrier whose permit or certificate has been suspended or revoked for reasons other than insurance may request a hearing by submitting a written request to the director of the Office of Vehicle & Motor Carrier Services within 20 days of the receipt of the notice to suspend or revoke.

Checklist

Use the following checklist to be sure you have completed all the forms and requirements before your intrastate permit/certificate can be issued.

- A USDOT number obtained by submitting the MCSA-1 online application at www.fmcsa.dot.gov. **Note:** The name on the FMCSA site must match the information on the Intrastate Application and the Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance Form E **EXACTLY**.
- Application completed and signed.
- Evidence of liability and property damage insurance on signed Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance Form E ordered from your insurance company and submitted to the Office of Vehicle & Motor Carrier Services.
- Tariff submitted – household goods carriers only.
- Applicable fees paid.
- Safety self-certification signed and dated by applicant.
- Financial statement – motor carrier of liquid (nondairy) and regular route passenger operations only.

Tariff filing for intrastate household goods carriers

This information pertains only to intrastate motor carriers of household goods. Tariffs are required to be filed with the Iowa DOT's Office of Vehicle & Motor Carrier Services.

Tariffs must state the rates and charges that apply for the services performed under the permit. No motor carrier is permitted to charge, demand, collect or receive more or less compensation for the transportation or related service than specified in the rates and charges listed in the motor carrier's tariff. Duplicate, discriminatory or conflicting rates may not be published within the tariff.

Title page setup and contents

The title (or first) page of every tariff and supplement must show the tariff number in the upper right-hand corner. The first tariff filed is labeled IA DOT No. 1, and subsequent tariffs are numbered consecutively. When tariffs are issued canceling a tariff previously filed, the Iowa DOT number that has been cancelled must be shown in the right-hand corner under the IA DOT number of the new tariff.

Example: IA DOT No. 2
Canceling
IA DOT No. 1

- Supplements to a tariff in addition to showing the IA DOT number of the tariff amended shall be numbered beginning with number 1, and such information shall be shown in the upper right-hand corner. Supplements shall also show in the upper right-hand corner the number of any previous supplements canceled, and also the numbers of the supplements containing all changes made in the tariff.
- The name of each household goods carrier must be the same as that appearing on its permit. If the household goods carrier is not a corporation and the trade name is used, the name of the individual or partners must precede the trade name.
- A brief description of the territory in which, or points from and to which, the tariffs apply.
- Date of issue and date effective.
- Name, title and street address of household goods carrier or agent by whom the tariff is issued.

Tariff content and sequence

- Table of contents arranged alphabetically.
- A complete index of all commodities, including the page number. No index needed in tariffs of less than five pages or if the rates are alphabetically arranged by commodities.
- Explanation of all abbreviations, symbols and reference marks used in the tariff.
- Table of rates. All rates must be explicitly stated in cents or in dollars and cents, per one hundred pounds, per mile, per hour, per ton or two thousand pounds, per truck load (of stated amount) or other definable measure. Where rates are stated in amounts per package or bundle, definite specifications of the packages or bundles must be shown, and ambiguous terms, rates, descriptions or plans determining charges will not be accepted.

Tariff changes

All rates, charges and classifications that have been filed with the Iowa DOT's Office of Vehicle & Motor Carrier Services must be allowed to become effective and remain in effect for a period of at least 30 days before being changed, canceled or withdrawn, unless otherwise authorized by the Iowa DOT's Office of Vehicle & Motor Carrier Services. All tariffs, supplements and revised pages (including classifications) shall indicate changes from preceding tariff by use of the following symbols.

(R) Denote reductions

(A) Denote increases

(C) Denote changes, the result of which is neither an increase nor reduction

Posting regulations

Each household goods carrier must post and file at its principal place of business all of its tariffs and supplements. All tariffs must be kept available for public inspection.

Power of attorney

When a household goods carrier desires to give authority to an agent to issue and file tariffs and supplements in its stead, a power of attorney in the form prescribed by the Iowa DOT must be used.

When a household goods carrier desires to participate in tariffs issued and filed by another household goods carrier or its agent, a power of attorney using the form prescribed by the Iowa DOT shall be used in favor of such other household goods carrier.

The original of all powers of attorney shall be filed with the Iowa DOT's Office of Vehicle & Motor Carrier Services and a duplicate of the original sent to the agent or household goods carrier for whom the document is issued.

Whenever a household goods carrier desires to cancel the authority granted an agent or another household goods carrier by power of attorney, a letter of revocation must be sent at least 60-days prior to the cancellation effective date to the Office of Vehicle & Motor Carrier Services. The Iowa DOT may authorize a lesser notice for good cause. Copies of the notice must also be sent by the carrier to all interested parties.

Printing

All tariffs and amendments must be in a book, pamphlet or loose leaf form. They must be plainly printed or reproduced. **No alteration in writing or erasure shall be made in any tariff or supplement.**

Filing date

All changes to tariffs and supplements must be filed with the Iowa DOT's Office of Vehicle & Motor Carrier Services at least 30 days prior to the effective date, unless otherwise authorized. Tariffs or supplements issued in connection with applications for household goods carriers may become effective on the date permits are issued.

Copy to the Iowa DOT

Household goods carriers or their agents shall transmit one copy of each tariff, supplement or revised page to the Iowa DOT's Office of Vehicle & Motor Carrier Services at P.O. Box 10382, Des Moines, Iowa 50306, emailed to omcs@dot.iowa.gov or faxed to 515-237-3268.

Summary

The requirements for obtaining a for-hire motor carrier permit or a motor carrier certificate for intrastate authority in Iowa is outlined in the preceding pages. All the requirements are based on Iowa Code chapters 325A and 327B and Iowa Admin. Code r. 524 and 529. If you have further questions, please contact the Iowa DOT's Office of Vehicle & Motor Carrier Services at the following address or phone number.

Iowa Department of Transportation
Office of Vehicle & Motor Carrier Services
P.O. Box 10382
Des Moines, Iowa 50306
Telephone: 515-237-3268
Fax: 515-237-3225
Email: omcs@dot.iowa.gov

For general enforcement questions, call 800-925-6469.

If you have met all requirements necessary to obtain a motor carrier permit or motor carrier certificate and wish to bring the documents into the Iowa DOT's Office of Vehicle & Motor Carrier Services, staff may be able to process an application immediately, depending on the type of motor carrier permit or motor carrier certificate requested. The Iowa DOT's Office of Vehicle & Motor Carrier Services' physical address is 6310 S.E. Convenience Blvd., Ankeny, Iowa 50021.

Applications may be submitted by email, fax, mail or in person.