



August 14, 2015

Dear Pennsylvania Bus Operator:

This letter is to inform you of important changes in vehicle registration that may affect your company on January 1, 2016. It is important that you take the time now to understand the change and, if needed, take the appropriate action to comply.

IRP Change for Charter Buses on January 1, 2016

The International Registration Plan (IRP) is a cooperative registration agreement among all of the states in the continental United States, the District of Columbia and Canadian Provinces providing for payment of apportionable registration fees on the basis of total distance operated in all jurisdictions.

On September 18, 2014, IRP jurisdictions voted in favor of amending the definition of "Apportionable Vehicle" in the Plan by removing the exemption for charter buses. **Effective on January 1, 2016** all Charter Buses operating interstate will be required to either obtain apportioned registration (apportioned plates) or keep the bus plate and purchase trip permits for interstate travel. Your company has been identified as potentially having one or more qualifying vehicles registered with a bus plate in Pennsylvania, which may be used for Charter Bus operations, transporting passengers for hire interstate, and may be subject to apportioned registration.

If you maintain Charter Bus operations that will travel interstate January 1, 2016 or after, please review your interstate travel options below (trip permit or apportioned registration) and decide which option you should use.

Trip Permit Option (maintain bus plates)

If your company's interstate travel is infrequent, a temporary trip permit may be an alternative to converting all or a portion of your fleet to apportioned registration. You need to be aware that temporary trip permits must be obtained prior to travel into another jurisdiction on January 1, 2016 and after if the Charter Bus is not apportioned registered. Permit services offers trip permits for temporary travel in another jurisdiction. Permit fees and length of time may vary for each jurisdiction. PennDOT's website, www.dmv.pa.gov, under the "Location Information Center," offers a list of Trip Permit Services authorized to issue trip permits in Pennsylvania, and many of these permit services also provide temporary trip permits for other US and Canadian jurisdictions. We recommend you check with the jurisdiction you will be traveling into for any other requirements prior to your travel.

Apportioned Registration Option (apportioned plates)

When you register using the IRP for the first time, an apportioned fee is paid to each IRP jurisdiction, which then allows you to operate in all of these jurisdictions throughout the year. This is referred to by IRP as “Full Reciprocity” and gives carriers more operational flexibility. Established motor carriers who have maintained individual vehicle travel log records may report actual distance traveled for their initial registration or may use an IRP Average Mileage Chart. On subsequent renewals, your registration fees will be calculated based on the jurisdictions where actual distance was traveled in the prior year. You will continue to receive registration privileges to operate in all of the IRP jurisdictions throughout the year even though payment was only made for the jurisdictions where actual distance was travelled.

You may register for apportioned registration anytime between now and January 1, 2016. The apportioned registration cycle for Pennsylvania runs from June 1 – May 31. Pennsylvania does not maintain staggered registration for apportioned registered vehicles at this time. As a result, you may have some questions on transitioning your bus plate to apportioned registration plates. Please reference the bullets below:

- **If you have an existing IRP fleet**, you may elect to add your current non-apportioned vehicles to the fleet. Vehicles added to the existing apportioned fleet will maintain the current annual June through May apportioned registration cycle.
- **If you elect to convert** your current bus plates to apportioned registration prior to the current bus expiration date, credit shall be applied to the new registration. Please note that you are not required to convert all of your vehicles to apportioned registration; some can maintain the bus plate depending on how you use them (i.e. limited to intrastate travel or trip permits are purchased).
- **If your current bus registration renewal** is due to expire now you may consider converting to apportioned registration prior to the bus expiration. If you're in the process of converting to apportioned registration, you may receive a renewal invitation for your current bus registration if it is within 90-days of renewal. This is an automatic renewal mailing, which may have been issued while you started the conversion to apportioned registration. If this is the case please disregard the renewal notice.
- **How to Register.** You may register for an apportioned account in person at the Riverfront Office Center (ROC) in Harrisburg, Monday - Friday, 7:30 am to 4:30 pm. The PennDOT office is located at 1101 South Front Street, Harrisburg PA 17104. You may also apply for apportioned registration through your local Temporary Authority (TA) agency who will collect your paperwork and fee for processing. A temporary registration credential may be issued to allow your business to continue operating. You may find a TA agent in your area by visiting the PennDOT website for a location close to you under the “Location Information Center” at www.dmv.pa.gov.

Additional Requirements

Charter Bus operations establishing a new apportioned account must provide three forms of identification that establishes their place of business in Pennsylvania. The identifying documents must use the same address used in the application to establish the apportioned account. For example: corporate documents providing proof the business is registered with the Pennsylvania Department of

State, is required to establish the place of business. Other acceptable documentation may be one of the following: mortgage or rental documents, current tax filing and utility bills. An individual establishing a new apportioned account in their personal name must provide their valid Pennsylvania driver's license along with two other identifying documents. Additional information required to establish the apportioned account includes: proof of financial responsibility, USDOT Number, Tax Identification Number (TIN), Pennsylvania Utility Commission (PUC) Authorization and/or Motor Carrier Authority (MC).

School Buses

The change in the IRP Charter Bus requirements are not intended to affect school bus plated vehicles. However, if a school bus is used in charter operations any time during the registration period, the bus would be subject to either IRP or trip permit requirements.

Resource Contacts

We anticipate a high volume of vehicles being added to Pennsylvania's apportioned registration program during the next several months. We are encouraging Charter Bus carriers who plan to convert their buses to apportioned registration to do so before the end of the year. If you have any questions, please contact us by phone at:

Driver and Vehicle Services Customer Call Center

If calling from...	Phone
PA Area Code	800-932-4600
Out-of-State Area Code	717-412-5300
Hearing Impaired (PA Area Code)	800-228-0676 (TDD)
Hearing Impaired (Out-of-State Area Code)	717-412-5380 (TDD)

Or find "IRP Change for Charter Bus Questions and Answers" via our website at www.dmv.pa.gov

Or email us your charter bus apportioned registration inquiry at charterbusregistration@PA.gov

Sincerely,



Anita M. Wasko, Director
Bureau of Motor Vehicles