MEETING SUMMARY
Unconventional Vehicles Working Group

Date of Meeting:

Summary Prepared By: Keith Kiser

Location: Orlando, Florida

Agenda: Can be found at the end of this summary

1. Meeting Overview

The Unconventional Vehicles Working Group met February 4-5, 2010 in Orlando, FL. The primary purpose of the meeting was to discuss and develop a first draft of a best practice related to mini-trucks.

2. Attendance at Meeting

<table>
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<tr>
<th>Name</th>
<th>Jurisdiction</th>
<th>Invited</th>
<th>Attended</th>
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<tbody>
<tr>
<td>Mark Francis (Chair)</td>
<td>British Columbia</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Cindy Gerber</td>
<td>South Dakota</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Craig Root</td>
<td>California</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Doug Hooper</td>
<td>Georgia</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Harold Blaney</td>
<td>Quebec</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Kevin Park</td>
<td>Utah</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Lori Bowman</td>
<td>Oregon</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Monica Blackwell</td>
<td>Texas</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Paul Nilsen</td>
<td>Wisconsin</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Rob Termuende</td>
<td>British Columbia</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Scott Clapper</td>
<td>Delaware</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Neil Schuster</td>
<td>AAMVA</td>
<td>Yes</td>
<td>Yes</td>
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<td>Mikek Calvin</td>
<td>AAMVA</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Keith Kiser</td>
<td>AAMVA</td>
<td>Yes</td>
<td>Yes</td>
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3. Action items

1. Keith will prepare and distribute a summary of the meeting
2. Keith will work with Mark to coordinate an early March conference call for the working group – primary discussion will focus on the best practice draft, but the call will also include a discussion of possible future projects
3. Rob will provide Keith with an electronic copy of the survey results
4. Paul Nilsen will work on developing a comprehensive definition of mini-trucks
5. Keith will work on developing definitions for the following terms or acronyms: EPA, FMVSS, CMVSS, AAMVA, CCMTA, NHTSA, NHTSA certification label, EPA certification label, motor vehicle, National Safety Mark (CCVSS certification label), VIN, serial number, MCO, and Kei Jidosha
6. Keith will prepare a draft of the Best Practice and alternative options and share them with the working group members ASAP
7. Rob and Paul will work on drafting an Executive Summary page
8. Rob, Paul, and Mark will work on drafting an Background/Discussion page
9. Keith will check with SAE to determine if they have any specifications for newly manufactured mini-trucks being manufactured in China
10. Keith will work with Mark and Graham Miner to fill a vacancy on the working group

4. Meeting Notes, Decisions, Issues

1. Mark Francis welcomed the attendees.
2. Keith Kiser conducted a roll call and a review of the meeting agenda.
3. Keith informed the WG members that the WG charter changes had been approved during a recent meeting of the Steering Committee. The major change to the charter was the approval of the proposal to make the Unconventional Vehicles Working Group a permanent working group within the Vehicle Committee.
4. Rob Termuende provided an update on the mini-truck survey that had been previously conducted, and also let an extended discussion of the survey results. The working group agreed there was a need for both NHTSA and Transport Canada to take a more active interest and role in the regulation of imported vehicles and the subsequent changing of the use of those imported vehicles (i.e. the importation of mini-trucks as “used farm equipment” but allowing the purpose of these vehicles changing to include off-road use).
5. Mark provided an overview of the recently approved CCMTA Right Hand Drive Best Practice. The Best Practice was a work product of the CCMTA Driver and Vehicle Committee and was approved by the CCMTA Board of Directors in December 2009.
4. Meeting Notes, Decisions, Issues

6. Harold discussed the Quebec ban on RHD vehicles. The first ban initiated in April 2009 for 180 days has yielded a risk assessment study. Published in November 2009, this study showed a 30% average increased risk of accident for 2007 and 2008. The English translation of this study will be forwarded to committee members. A second ban was extended to April 2010. The purpose of this ban is to use the second period of 180 days to collect suggestions and comments from interested parties in support of final recommendations on the future of RHD vehicles after April 24, 2010.

7. Mark provided the group with a PowerPoint presentation and summary of British Columbia RHD Safety and Standards, highlighting the areas of non-compliance with Canadian/BC standards for right hand drive imported vehicles (typically from Japan).

8. Keith provided a copy of the format the working group used for a previous best practice, and the working group had an extended discussion about the best format for the mini-truck best practice and how best to approach the drafting of the best practice. The working group decided the mini-truck best practice would use a format similar to the one they had previously used, but also try to incorporate some of the formatting found in the CCMTA Right Hand Drive Best Practice.

9. The working group had an extensive discussion regarding whether or not the best practice document should:
   a. Totally restrict the use of mini-trucks on public streets and highways
   b. Allow full use of mini-trucks on public streets and highways
   c. Allow for only limited use on public streets and highways

   The working also discussed what recommendations, if any, should be included in the best practice for those jurisdictions that already allow mini-trucks on some or all public streets and highways

10. The working group agreed the AAMVA Mini-Truck Best Practice should include the following recommendations:
   - Not allow for mini-trucks use, regardless of age, on public streets or highways unless the vehicle contains FMVSS/C MVSS and EPA/Canadian Environmental Protection Act certification labels for on-road use
   - Jurisdictions should enact legislation that allows them to deny registration and title for mini-trucks that were previously titled or registered in another jurisdiction
   - Jurisdictions should restrict on-highway mini-truck use only to crossing public streets and highways in a safe manner that is consistent with other non-highway vehicles
   - Any motor vehicle not meeting the definition of a mini-truck should be restricted from operation on public streets and highways in a manner consistent with how the jurisdiction restricts other non-conforming motor vehicles
4. Meeting Notes, Decisions, Issues

11. The working group agreed the following recommendations should be placed in the appendix of the best practice document for those jurisdictions that currently register or title mini-trucks for use on public streets and highways:

- Clearly identify them as not complying with applicable federal standards on title and registration documents
- Stop titling and registration of mini-trucks but grandfather in those already titled or registered
- Require dealers to be licensed as motor vehicle dealers, consistent with applicable jurisdiction law
- Retain the original manufacturer’s serial number or VIN
- Not title or register as a homemade or reconstructed vehicle
- Not allow GDL drivers to operate a mini-truck
- Restrict operation to roads with a maximum speed limit as otherwise allowed for Low Speed Vehicles
- Perform an initial pre-registration physical inspection or obtain other visible evidence of the vehicle, including the serial/VIN number
- Issue distinctive license plates to assist law enforcement in identifying compliance with operational limitations
- Provide guidelines for law enforcement agencies regarding key areas of compliance/noncompliance
- At a minimum, perform periodic follow up inspections to ensure the vehicle continues to comply with applicable jurisdiction requirements and when there is a change of ownership
- The jurisdiction establishes procedures to ensure the proper ownership and importation of the vehicle

12. The working group agreed the following recommendations should be placed in the appendix of the best practice document for those jurisdictions that wish to allow limited use of mini-trucks on public streets and highways:

- Limit operation to no more than 100 yards on a public street or highway
- Limit use to farming, industrial, landscaping or public works use
- Limit use to streets or highway with a posted speed limit of no more than 35 MPH
- If a license plate is issued, issue a distinctive license plate to assist law enforcement in identifying compliance with operational limitations
4. Meeting Notes, Decisions, Issues

13. The working group agreed that, for those jurisdictions permitting use of right-hand drive mini-trucks on public streets and highway should consider:

- Driver training requirements that address the unique challenges associated with right hand drive mini-trucks
- Requiring additional mirrors
- Operation only by drivers with longer driving experience
- Line of sight difficulties
- Unique signing requirements for the vehicle
- Methods to warn the public regarding the increased dangers associated with these vehicles

14. The working group agreed the following documents/segments should be included in the best practice document:

- Background page
- Executive Summary
- Purpose page
- Problem page

15. The working group agreed that several documents should be included in an appendix to the best practice, including:

- CCMTA Right Hand Drive Best Practice
- Quebec Right Hand Drive Document
- British Columbia Right Hand Crash Study
- 2009 NHTSA mini-truck opinion letter
- Other documents as needed
4. Meeting Notes, Decisions, Issues

16. The working group agreed on the following document organization:

- Cover Page
- Table of Contents
- Executive Summary/Purpose/Problem Statement (drafted by Rob, Paul, and one of Rob’s employees)
- Definitions (drafted by Keith)
- Back Ground/Discussion Page (drafted by Rob, Mark, and Paul)
- Recommended Best Practice (drafted by Keith)
- Appendix

17. The working group discussed which AAMVA discipline they represent, as the working group charter specifies the group should include representatives from the VRT, LS, LE, DLC, MCS, and VSI disciplines. The working group currently contains at least one representative from each of the required disciplines: (Monica, Lori, Rob, Harold, and Mark from Vehicle Registration and Title (VRT), Paul from Legal Services (LS), Craig Root from Law Enforcement (LE), Cindy Gerber from Drivers License and Control (DLC), Kevin Park from Motor Carrier Services (MCS), and Scott Clapper from Vehicle Safety and inspection (VSI). The working group charter allows for up to 15 members, so Mark will work with Keith and Vehicle Committee Chair Graham Miner to determine if there is a need to expand the working group and also to see if any current members want to end their membership on the working group.

5. Next Meeting

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<td>Conference Call</td>
<td>March 2010, with date and time to be determined by Mark and Keith</td>
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<td>Face to Face</td>
<td>Some time in FY10, but no date or location selected</td>
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Unconventional Vehicles Working Group
Orlando, Florida
February 4-5, 2010
Agenda

All meetings and breakfasts will be in the Bayhill IV Room (Mezzanine Level), with breakfast served from 8:00 to 8:30 each morning.

AGENDA

- Welcome/Introductions ................................................................. Mark Francis
- Roll Call/Agenda Review .............................................................. Keith Kiser
- Update on Mini-Truck Survey ......................................................... Rob Termuende
- CCMTA Right Hand Drive Best Practice .......................................... Mark Francis
- British Columbia RHD Safety and Standards Presentation ................. Mark Francis
- Review of Prior AAMVA Best Practice Format .................................. Keith Kiser
- Open Discussion of Preferred Approach to Drafting Best Practice .......... All
- Discussion of Preferred Approach to Drafting Best Practice ................. All
- Write Best Practice For Mini-Trucks ................................................ All
- Closing Comments/Next Steps ....................................................... Mark Francis