



**American Association of  
Motor Vehicle Administrators**

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# **AAMVA Code Dictionary (ACD) Implementation Guide**

**For ACD Release 4.0.0**

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(Effective August 1, 2011)**

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## 1. INTRODUCTION

This document is a guide for jurisdictions to implement changes to the AAMVA Code Dictionary (ACD) code set release 4.0.0. These changes are the result of recommendations from the AAMVA membership for improvements to the way certain convictions and withdrawals are handled. The document describes the code revisions and the changes that need to be made. Besides implementation instructions, the guide provides a reference to the federal regulations that the codes support. A section on the reasons for each change is also provided.

If you have any question or comments about the guide, please feel free to contact Greg Sensiba (phone: 703-908-2822; e-mail [gsensiba@aamva.org](mailto:gsensiba@aamva.org)).

If you need any assistance implementing these revisions to the ACD Manual, please feel free to contact the AAMVA Operations Dept via telephone (888-AAMVA80) or e-mail [helpdesk@aamva.org](mailto:helpdesk@aamva.org).

### 1.1 AAMVAnet Code Dictionary Description

AAMVAnet initially implemented the ACD on November 4, 1996 as a replacement for the American National Standards Institute (ANSI) D20 code set. The ACD is a set of three-character codes that identify types of traffic-related convictions and reasons for license withdrawals. Each code has a corresponding 12-character abbreviation and a description. ACD categorizes the codes by type of violation or withdrawal. State driver licensing Agencies (SDLAs) use the ACD codes to exchange conviction and withdrawal information in the Commercial Driver's License Information System (CDLIS) and the Problem Driver Pointer System (PDPS).

### 1.2 Changes to the ACD Code Set Description

After the implementation of the Motor Carrier Safety Improvement Act (MCSIA) of 1999, the ACD Working Group was re-established to consider the impact of any federal regulations and any jurisdiction requests.

AAMVA's ACD Working Group developed the following new ACD codes in response to jurisdiction input. This code set has been reviewed and approved by AAMVA's Driver Committee.

#### Additions

- Three new ACD codes are introduced in release 4.0.0:

| ACD Code | Code Status | ACD Abbreviation | Definition   |
|----------|-------------|------------------|--|
| B57      | New         | CMV NO CDL P     | Driving a CMV without a CDL in the driver's possession to satisfy the requirement in 49 CFR §383.51(c)(7); the B51 (Expired or no driver license) was incorrectly mapped to this paragraph |
| M85      | New         | TEXT WH DRIV     | Texting While Driving  |
| M86      | New         | HHMT WH DRIV     | Using a Hand-held Mobile Telephone While Driving   |

## Revisions

- The definition of two existing ACD codes are modified in release 4.0.0:

| ACD Code | Old Definition                              | New Definition   | Reason  |
|----------|---|--|---|
| M80      | Inattentive, careless, or negligent driving | Inattentive/distracted, careless, or negligent driving | Adds 'distracted' to the definition to emphasize the importance of distracted driving |
| M82      | Inattentive driving                         | Inattentive/distracted driving                         |   |

- Consolidated Appendices D and E; the Federal Regulation(s) and Uniform Vehicle Code Model Law(s) were added to Appendix E; the ACD Detail field was removed from Appendix E (reference made in introductory comments to section 2.2); Appendix D is still present (with a note that the data is in Appendix E) rather than removing Appendix D and re-designating the remaining appendices.
- Removed references to Appendix D from the Index; changes are not shown
- Updated references to Appendix E in the Index; changes are not shown
- Removed the following from table 3 (**Rules for Setting the HAZMAT Indicator for Conviction ACD Codes Requiring the CMV Indicator = '1'**) since some school buses do not fall under the definition of a commercial motor vehicle in 49 CFR §383.5:
  - E06 (Operating without school bus equipment as required by law)
  - E36 (Defective school bus equipment)
  - E56 (Failure to use school bus safety equipment as required)
- Added data retention requirements for the SOC and SOW for out-of-state driver convictions and withdrawals in section 3.2.5
- Added new Appendix F to show examples of ACD Code usage; Glossary now Appendix G

## Clarifications

- Added note in Appendix C for violations of Out-of-Service Orders to indicate the usage of the HAZMAT Indicator
- In section 2.4, clarified that the CMV indicator is set to '1' ('Yes') if the vehicle meets the definition of a commercial motor vehicle in 49 CFR §383.5

## Updates

- Corrects mapping for A20 (Driving under the influence of alcohol or drugs) to 49 CFR §383.51(b)(1) and (2).
- Makes references to the CDLIS System Specifications and State Procedures Manual generic (no release number) to preclude having to update the ACD Manual every time CDLIS documentation is released.

## Errata from Release 3.1.0

- Corrects the omission of 'S06' (06-10 > Speed limit (detail optional)) from Table 2 in section 2.2
- Corrects the information in Appendix C for violations of Out-of-Service Orders
- Adds the reference to the FMCSRs for the U31 (Violation resulting in a fatal accident) in Appendix D

## 2. IMPLEMENTATION

To comply with the provisions of 49 CFR §§384.225 and 384.231(d), jurisdictions must ensure the following actions are taken:

- Updating equivalency tables
- Ensuring the driver’s record is correctly updated
- Updating jurisdiction manuals and providing training
- Moving new application code into production

These items are covered in the following paragraphs.

Jurisdictions may start using the new code on August 1, 2011. Before that date, jurisdictions are encouraged to review their legislation and administrative procedures to ensure that the new codes are used correctly.

## 2.1 Update State Equivalency Table

The ACD equivalency tables are a jurisdiction-by-jurisdiction cross-reference of the ACD codes to each jurisdiction’s native state codes and definitions. AAMVAnet updates the tables annually and distributes them to each jurisdiction.

Because three new code are being added, jurisdictions will need to add these new records and apply the changes to the code set to their ACD equivalency tables. The following table shows the fields in the ACD equivalency table and contains an example of how to update the entry for ACD Code M85.

| Field Name             | Field Length | Field Description   | Example State Field Entry for Code M85  |
|------------------------|--------------|---|---|
| State Code             | 2            | State Postal Code Abbreviation                                  | For the state of Virginia, the state equivalency table entry for this field will be <b>VA</b> .                                       |
| ANSI Code              | 4            | Old ANSI Code   | <i>N/A</i> : leave blank for new codes.   |
| ACD Code               | 3            | ACD Code  | <b>M85</b>  |
| Abbreviation*          | 12           | ACD Abbreviation  | <b>TEXT WH DRIV</b> *. AAMVA provides this abbreviation.  |
| Detail                 | 7            | Detail  | <i>N/A</i> : leave blank.   |
| Equivalent State Code  | 20           | Equivalent State Code   | Each jurisdiction will need to decide what equivalent native state code to use. States may use the ACD code as the native state code. |
| Text Provided By State | (Any Width)  | Any text the state provides; states may use ACD Code definition | <b>Texting While Driving</b>  |
| Legal Reference        | (Any Width)  | State legal reference, if applicable                            | If your state was required to pass state legislation to implement these codes, provide the reference to the state law here.           |

\* The ‘Abbreviation’ field is optional

For assistance with the equivalency table update process, contact the AAMVA Operations Help Desk via phone (888-AAMVA80 [(1-888-226-8280)]) or e-mail ([helpdesk@aamva.org](mailto:helpdesk@aamva.org)).

## 2.2 Update Driver History Record (DHR)

Jurisdictions must review and change state program logic that is responsible for posting convictions and withdrawals to a Driver History Record (DHR) based on the new codes:

- B57 (Driving a CMV without a CDL in the driver's possession)
- M85 (Texting While Driving)
- M86 (Using a Hand-held Mobile Telephone While Driving)

Jurisdictions will need to internally test the revised logic when they receive the new code during any of the following transactions:

### CDLIS

- Change State Of Record
  - B57 and M86 and must be accepted as a conviction and withdrawal code
    - for convictions with a citation date on or after August 1, 2011
    - for withdrawals with an effective date on or after August 1, 2011
  - M85
    - for convictions with a citation date on or after October 27, 2010 (effective date in FMCSA's final rule)
    - for withdrawals with an effective date on or after October 27, 2010 (effective date in FMCSA's final rule)
- State-to-State History Request
  - B57 and M86 and must be accepted as a conviction and withdrawal code
    - for convictions with a citation date on or after August 1, 2011
    - for withdrawals with an effective date on or after August 1, 2011
  - M85
    - for convictions with a citation date on or after October 27, 2010 (effective date in FMCSA's final rule)
    - for withdrawals with an effective date on or after October 27, 2010 (effective date in FMCSA's final rule)
- Report Out-of-State Conviction or Withdrawal
  - B57 and M86 and must be accepted as a conviction and withdrawal code
    - for convictions with a citation date on or after August 1, 2011
    - for withdrawals with an effective date on or after August 1, 2011
  - M85
    - for convictions with a citation date on or after October 27, 2010 (effective date in FMCSA's final rule)
    - for withdrawals with an effective date on or after October 27, 2010 (effective date in FMCSA's final rule)
- Negate Out-of-State Conviction or Withdrawal
  - B57 and M86 and must be accepted as a conviction and withdrawal code
    - for convictions with a citation date on or after August 1, 2011
    - for withdrawals with an effective date on or after August 1, 2011
  - M85
    - for convictions with a citation date on or after October 27, 2010 (effective date in FMCSA's final rule)

- for withdrawals with an effective date on or after October 27, 2010 (effective date in FMCSA's final rule)

### PDPS

- State-to-State History Request
  - B57 and M86 and must be accepted as a conviction and withdrawal code
    - for convictions with a citation date on or after August 1, 2011
    - for withdrawals with an effective date on or after August 1, 2011
  - M85
    - for convictions with a citation date on or after October 27, 2010 (effective date in FMCSA's final rule)
    - for withdrawals with an effective date on or after October 27, 2010 (effective date in FMCSA's final rule)

Jurisdictions must also ensure the new code is handled properly by internal jurisdiction conviction processing.

## **2.3 Update State Manuals for Affected Applications and Conduct Training**

The new code will be added to the existing list of ACD codes. Jurisdictions should update state manuals and assess any necessary training needs for the support of the implementation of the new code.

## **2.4 Conduct Testing**

No formal structured testing will be required to implement these changes.

## **2.5 Implement New Code into Production**

Jurisdictions should complete all necessary coding and internal testing before August 1, 2011. All code changes must be promoted into the production region before the opening of business Monday, August 1, 2011.

Jurisdictions that have not implemented the new code may receive the new code after August 1, 2011 from jurisdictions that have completed this implementation. To prevent this code from being identified as an error in Report Out-of-State Conviction and Report Out-of-State Withdrawal transactions, changes must be made to the state equivalency table to accept the new code and retain the violations and withdrawals without taking action until the state's legislation becomes effective.

If a jurisdiction is unable to process an electronic history message because it has not yet implemented the new code, it must not reject or ignore the entire history message. The receiving jurisdiction is responsible for posting all convictions and withdrawals to the DHR even if it has to be done manually.

## **3. SPECIFIC USAGES**

### **3.1 B57 Code**

The B57 ACD code is defined as 'Driving a CMV without a CDL in the driver's possession'. It is added to satisfy the requirement in 49 CFR §383.51(c)(7); the B51 (Expired or no driver license) was incorrectly mapped to this paragraph in previous ACD Manuals.



### **3.2 M85 Code**

The M85 ACD code is defined as ‘Texting While Driving’. It is added to satisfy the requirement in 49 CFR §383.51(c)(10). It can be used for convictions in non-CMV’s but it is a serious offense if in a CMV.

### **3.3 M86 Code**

The M86 ACD code is defined as ‘Using a Hand-held Mobile Telephone While Driving’. It is added to allow jurisdictions that have statutes prohibiting this activity to transfer the information to others. It can be used for convictions in CMV’s and non-CMV’s.