AAMVA Motor Carrier Working Group

PROJECT PLAN

January 2016 – December 31, 2016

Property of the American Association of Motor Vehicle Administrators. All rights reserved.
TITLE
Motor Carrier Working Group Project Plan

PURPOSE
This document serves as the project plan for the American Association of Motor Vehicle Administrators (AAMVA) Motor Carrier Working Group; hereafter refer to as the Working Group.

OBJECTIVE
The objective of the Working Group is to identify potential opportunities for AAMVA to expand its services and support to members who work on motor carrier related issues. While supporting AAMVA’s mission, vision and goals; the Working Group will develop a final report, including an analysis to determine gaps in motor carrier services support that AAMVA should consider fulfilling and that warrant the AAMVA community’s focus that are not already within the scope of other motor-carrier government and non-profit organizations.

BACKGROUND
For Motor Vehicle Administrators and Law Enforcement leaders, the motor carrier arena contains a range of responsibilities that may include licensing commercial drivers and vehicles, collecting registration fees and taxes, ensuring the safe and efficient movement of people and freight through appropriate regulation (including cross-border movement), Motor Vehicle Record (MVR) data access for roadside enforcement, industry safety, commercial vehicle safety inspection, and new motor carrier sectors like Transportation Network Companies.

The complexity of issues is evidenced by numerous government and non-profit organizations that exist to address key facets of oversight. These include, but are not limited to, the International Registration Plan, Inc. (IRP); International Fuel Tax Association, Inc. (IFTA); Commercial Vehicle Safety Alliance (CVSA); National Conference of State Transportation Specialists (NCSTS); American Association of State Highway and Transportation Officials (AASHTO); Canadian Council of Motor Transport Administrators (CCMTA), Transport Canada, Federal Motor Carrier Safety Administration (FMCSA); National Highway Traffic Safety Administration (NHTSA); and other North American governments.

In the past, AAMVA supported a motor carrier standing committee. The standing committee was discontinued in light of the work by these other organizations, and with consideration to AAMVA resources at the time. Recently, AAMVA’s Board of Directors created a new motor carrier working group to determine what gaps, if any, in motor carrier support exist that AAMVA should consider fulfilling. The Working Group’s final report will identify topics that warrant the AAMVA community’s focus and which complement efforts carried out by organizations like IRP, CVSA, CCMTA as well as other stakeholders.
SUPPORTING MATERIALS

- AAMVA Motor Carrier Working Group Charter
- List all of the websites of the other groups (e.g., IRP)
  - American Association of State Highway Transportation Officials (AASHTO) - [http://www.transportation.org/](http://www.transportation.org/)
  - American Trucking Associations (ATA) - [www.trucking.org](http://www.trucking.org)
  - California Trucking Association (CTA) - [www.caltrux.org](http://www.caltrux.org)
  - Commercial Vehicle Safety Alliance (CVSA) - [www.cvsa.org](http://www.cvsa.org)
  - Federal Highway Administration (FHWA) - [https://www fhwa.dot.gov/](https://www fhwa.dot.gov/)
  - Federal Motor Carrier Safety Administration (FMCSA) - [https://www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)
  - Federation Tax Administrators (FTA) - [www.taxadmin.org](http://www.taxadmin.org)
  - International Fuel Tax Association (IFTA) – [www.iftach.org](http://www.iftach.org)
  - International Registration Plan (IRP) – [www.irponline.org](http://www.irponline.org)
  - Internal Revenue Service (IRS) - [https://www.irs.gov/](https://www.irs.gov/)
  - Operator Independent Drivers Association (OOIDA) – [www.ooida.com](http://www.ooida.com)
  - Transportation Research Board (TRB) - [www.trb.org](http://www.trb.org)
  - United States Department of Transportation (USDOT) - [https://www.transportation.gov/](https://www.transportation.gov/)
- Other supporting materials to be determined.
- Motor carrier standing committee historical documents.
WORKING GROUP

The Working Group will be comprised of eight (8) members, including a Chair, representing the four (4) AAMVA regions. The members will have a wide range of experience in motor carrier-related DMV or enforcement functions. The Working Group will include:

- 8 jurisdictional member representatives, including a Chair.
- 1 AAMVA Board Advisor.
- 1 AAMVA staff.
- A consultant.
- Technical advisors shall also be involved to act as advisors.
- Stakeholders shall also be involved.

MOTOR CARRIER WORKING GROUP MEMBERS

Robert Rowland, Chair, Region I  Massachusetts Registry of Motor Vehicles
Wayne Davis, Region II  Virginia Department of Motor Vehicles
William Harbeson, Region II  Texas Department of Motor Vehicles
Peter Hurst, Region I  Ontario Ministry of Transportation
Christopher Kiyoshi, Region IV  Idaho Transportation Department
Dawn Lietz, Region IV  Nevada Department of Motor Vehicles
Inspector Patrick Morris, Region III  Michigan State Police
Duane Williams, Region IV  Montana Department of Transportation
Robert Ide, AAMVA Board Advisor  Vermont Department of Motor Vehicles
Cathie Curtis  AAMVA
Brett Robinson  Highway Safety Services, LLC (Consultant)

TASKS

1. Establish A Motor Carrier Working Group
   Establish a motor carrier working group comprised of eight members representing all AAMVA regions with a range of experience in motor carrier related functions.

2. Conduct Conference Calls / Meetings of the Working Group
   Conduct two in-person working group meetings. One in April 2016 and one in October 2016. Each meeting is planned for two full days. Develop meeting notes for review and distribution. Conduct conference calls on an as needed basis.

3. Develop a Project Plan, Timeline and Working Group Charter
   Working in close cooperation with a member of AAMVA’s Senior Leadership Team, the contractor, with assistance from the AAMVA staff and the working group will develop a project plan, timeline and other documents to keep the working group on task, as well as a working group charter.

AAMVA Motor Carrier Working Group
4. **Develop a Survey, Conduct Interviews and Complete an Analysis to Determine Gaps in Motor Carrier Services**

Conduct web meeting(s) to inform technical advisors and stakeholders on the AAMVA Motor Carrier Working Group’s goals and objectives. Conduct surveys, interviews, and an analysis to identify gaps and potential partnerships on motor-carrier-related issues that warrant the AAMVA community’s focus that are not already within the scope of other government and non-profit organizations. Share information relating to Transportation Network Companies (TNC) and develop recommendations for providing support to members for the oversight of these companies. Recommend and prioritize next steps and long-term goals and topics for the working group.

5. **Develop Final Report**

Document and develop the working group’s final report that describes the working group, the scope of the project, a summary of the research conducted, identified gaps, if any, in motor carrier support, and the group’s findings and recommendations. The draft report will be developed with input from stakeholders and technical advisors. The consultant will compile the comments and provide them to the working group and will make adjustments to the report.

**DELIVERABLES**

To be completed:
- Document and provide meeting and conference call notes.
- Develop a project plan, timeline and working group charter.
- Develop surveys, conduct interviews and complete an analysis to determine gaps in motor carrier services.
- Develop final report.

**TIMELINE**

<table>
<thead>
<tr>
<th>Month</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2016</td>
<td>Develop motor carrier working group.</td>
</tr>
<tr>
<td>April 2016</td>
<td>Conduct first meeting of the motor carrier working group.</td>
</tr>
<tr>
<td>May 2016</td>
<td>Finalize project plan, timeline and working group charter.</td>
</tr>
<tr>
<td>June 2016</td>
<td>Develop surveys and conduct interviews.</td>
</tr>
<tr>
<td>September 2016</td>
<td>Draft final report.</td>
</tr>
<tr>
<td>October 2016</td>
<td>Conduct second meeting of the motor carrier working group.</td>
</tr>
<tr>
<td>December 2016</td>
<td>Submit final report.</td>
</tr>
</tbody>
</table>
WORKING GROUP MEETINGS

AAMVA will conduct two (2) Working Group meetings during the project. The meetings will be held in April and October of 2016.

APPROACH

- The Working Group will identify the gaps, consistent within AAMVA’s mission, vision and goals, which exist in motor carrier support that AAMVA should consider fulfilling.
- AAMVA and the Working Group will develop a final report documenting the analysis to determine gaps in motor carrier services for the AAMVA Board’s consideration.
- While CDLs are not the primary focus, this working group will document and refer any issues raised on CDLs to the AAMVA Driver Committee.

OUTCOMES

1. Determine what gaps, if any, exist in motor carrier support that AAMVA should consider fulfilling.
2. Identify topics that complement efforts carried out by organizations like IRP, CVSA, CCMTA as well as other stakeholders.
3. Develop and provide recommendations to AAMVA on topics that should be reviewed and fulfilled.

GUIDING PRINCIPLES

- Determining topics within AAMVA’s mission that should be reviewed and fulfilled by AAMVA to serve its membership.
- The Working Group will identify current issues as well as emerging issues in motor carrier services.

CHALLENGES

- Determining, through consensus, possible gaps which exist in motor carrier support.
- Determining if other organizations plan to provide support in the future for topics not currently supported in the motor carrier arena.

ASSUMPTIONS

This project will determine what gaps, if any, exist in motor carrier support that AAMVA should consider fulfilling.

CONSTRAINTS

It should be noted that the project will not fulfill the recommendations provided, but will summarize the research conducted and the gaps identified.
PITFALLS

The project will not provide for the fulfillment of the recommendations. Additional resources may be required to fulfill the recommendations of the final report.

CONCLUSIONS

The Working Group will:

a. Develop a project plan, timeline and working group charter.

b. Develop surveys and conduct interviews to determine the gaps, if any, in motor carrier support.

c. Gather and share information relating to Transportation Network Companies and develop recommendations for providing support to members for the oversight of these companies.

d. Recommend and prioritize next steps and long-term goals and topics for the working group.

e. Develop a final report that describes the working group, the scope of the project, a summary of the research conducted, the analysis to determine gaps in motor carrier services, and the group’s findings and recommendations.

CONTACTS

For additional information contact:
Cathie Curtis
Director, Vehicle Programs
4401 Wilson Blvd., Suite 700
Arlington, VA 22203
(207) 395-4100
ccurtis@aamva.org
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAMVA</td>
<td>The American Association of Motor Vehicle Administrators</td>
</tr>
<tr>
<td>AASHTO</td>
<td>American Association of State Highway and Transportation Officials</td>
</tr>
<tr>
<td>ATA</td>
<td>American Trucking Associations</td>
</tr>
<tr>
<td>CCMTA</td>
<td>Canadian Council of Motor Transport Administrators</td>
</tr>
<tr>
<td>CTA</td>
<td>California Trucking Association</td>
</tr>
<tr>
<td>CVSA</td>
<td>Commercial Vehicle Safety Alliance</td>
</tr>
<tr>
<td>FHWA</td>
<td>Federal Highway Administration</td>
</tr>
<tr>
<td>FMCSA</td>
<td>Federal Motor Carrier Safety Administration</td>
</tr>
<tr>
<td>FTA</td>
<td>Federation of Tax Administrators</td>
</tr>
<tr>
<td>IFTA</td>
<td>International Fuel Tax Association, Inc.</td>
</tr>
<tr>
<td>IRP</td>
<td>International Registration Plan, Inc.</td>
</tr>
<tr>
<td>IRS</td>
<td>Internal Revenue Service</td>
</tr>
<tr>
<td>MVR</td>
<td>Motor Vehicle Record</td>
</tr>
<tr>
<td>NCSTS</td>
<td>National Conference of State Transportation Specialists</td>
</tr>
<tr>
<td>NHTSA</td>
<td>National Highway Traffic Safety Administration</td>
</tr>
<tr>
<td>OOIDA</td>
<td>Owner Operator Independent Drivers Association</td>
</tr>
<tr>
<td>TNC</td>
<td>Transportation Network Companies</td>
</tr>
<tr>
<td>TRB</td>
<td>Transportation Research Board</td>
</tr>
<tr>
<td>USDOT</td>
<td>United States Department of Transportation</td>
</tr>
</tbody>
</table>