

# IRP



## REGISTRANT'S GUIDE

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2005  
E DITION

Please note that this guide is also  
accessible on the SAAQ's Website:  
([www.saaq.gouv.qc.ca](http://www.saaq.gouv.qc.ca))

Québec 



## INTRODUCTION

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Implementation of the International Registration Plan (IRP) in Québec is the result of an agreement by the Société de l'assurance automobile du Québec (SAAQ) with Canadian and US jurisdictions. Under IRP, carriers only pay registration fees once, to the base jurisdiction, which in turn ensures travel for duly licensed vehicles in other jurisdictions. IRP functions on the basis of **reciprocity**, which means it is a reciprocal agreement allowing Quebec vehicles to travel in other Canadian provinces or US states. The agreement is administered by IRP Inc.

This system of apportionable fees works on the basis of the distance traveled in each jurisdiction. An IRP registration certificate (cab card) is recognized by Canadian provinces and US states.

The SAAQ is responsible for processing requests for IRP registration on the part of carriers with an **established place of business** in Québec.

An IRP registration certificate issued by the SAAQ gives registrants the right of travel in the other jurisdictions that are party to the agreement, *but does not replace the other permits and authorizations required, whether commercial, border or other.*

For instance, in Québec, under the Act respecting owners and operators of heavy vehicles, carriers must register with Commission des transports du Québec (CTQ) if the net weight of their vehicle is over 3,000 kg. Carriers from outside Québec are also subject to the Act's requirement that they be entered on the *Registre des propriétaires et des exploitants de véhicules lourds* and assigned an identification number (NIR).

Similar requirements are in effect in other jurisdictions. **It is the responsibility of IRP registrants to enquire about other jurisdictions' particular requirements.** In certain cases, you will have to:

- obtain the authorization needed, for example, to transport hazardous materials or to cross a bridge;
- hold a C.V.O.R (Commercial Vehicle Operator's Registration) for Ontario;
- comply with payment of federal tax for heavy vehicle use or have a USDOT (US Department of Transportation) identification number.

This Guide is intended to inform you as registrant of your rights and responsibilities and of the role of the SAAQ<sup>1</sup>. Included are: the vehicles subject to prorate registration; details of the registration renewal cycle; the main forms and their use; information on distance reporting; a table of gross vehicle weight ratings in the jurisdictions, payment terms, refunds and credits, auditing by Revenu Québec, jurisdiction coordinates and how to reach us at the SAAQ.

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1. Note that the Guide is not a legal text and the information given is based on provisions in force in 2005.

## REGISTRATION RENEWAL CYCLE



IRP Registration Year  
April 1 through  
March 31

### FROM SEPTEMBER TO DECEMBER



**Distance Reporting**

Reference Period

July 1 to June 30 of the year  
preceding the registration year.

### FROM JANUARY THROUGH MARCH



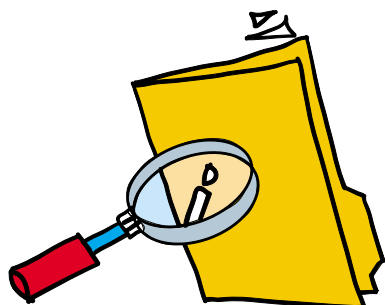
Late January  
Fee invoicing



February 1  
through  
March 31

Payment  
and issue of  
IRP cab cards.

### FROM APRIL THROUGH DECEMBER



Auditing of carriers' operating  
records by Revenu Québec  
(3% of fleets)



## IRP APPLICATION

### Type of operation to which IRP applies

- Common carrier (transport of goods or passengers for a fee)
- Private transport (transport of goods or passengers on one's account)
- Household goods carrier
- Fleet of rental vehicles.

### Type of vehicles to which IRP applies

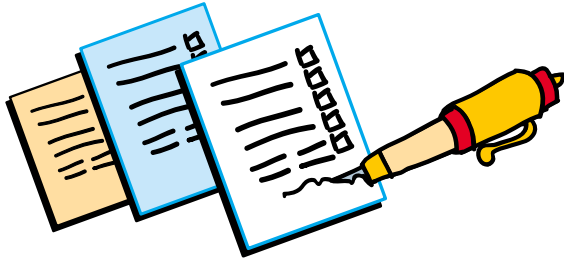
- Trucks
- Vehicle combinations designed, used and maintained for goods transport
- Truck-tractors
- Buses used to carry passengers for a fee.

### Vehicles exempt from IRP<sup>2</sup>?

- Recreational vehicles
- Delivery and city pick-up vehicles
- Vehicles belonging to a government
- Trucks, truck-tractors or vehicle combinations with a gross vehicle weight under 11,794 kg (26,000 lbs);
- Charter coaches.

2. Some jurisdictions may have different practices for exemptions, which carriers are urged to find out about by contacting the authorities in question.





### DISTANCE REPORTING (IRP)

The form is used in setting the amount payable for registration on the basis of the distance covered or estimates of the distances for jurisdictions where you expect your vehicle(s) will travel during the coming registration year.

#### When must the form be used?

- At the time of first applying for IRP licensing of vehicles.
- At the time of the addition of a jurisdiction during a year.
- At the time of registration renewal.

Note that withdrawal of a jurisdiction is allowed only at the time of renewal.

The form is now available on the SAAQ's Website at: [www.saaq.gouv.qc.ca](http://www.saaq.gouv.qc.ca) under *E-forms* - in the section *Businesses and public agencies*.

### FLEET REGISTRATION TRANSACTION (IRP)

The form is used for entering a registrant's coordinates (name, tel. no., fax no.), type of operation for a fleet of vehicles, vehicle identification, gross vehicle weight rating for each jurisdiction.

#### When must the form be used?

- At the time of first applying for IRP licensing;
- At the time of fleet transfer;
- At the time of addition or withdrawal of a vehicle, change to the description of a vehicle or on decrease of the gross vehicle weight for a jurisdiction.

Note that a decrease in the number of axles is allowed only at the time of renewal.

### COPY OF THE PURCHASE OR RENTAL CONTRACT

The document is used to set the amount of taxes payable to certain jurisdictions based on the value of your vehicle.

#### When must a copy be submitted to the SAAQ?

- At the time of addition of a vehicle or change to the description of a vehicle;
- At the time of renewal, to change the value of a vehicle entered in IRP records.

Note that if you want to change the value of a vehicle in the course of a registration year, certain jurisdictions demand full payment of the recalculated tax. Any refund must then be claimed from the jurisdiction concerned.

### INVOICE

The form is used to show the amount payable or to be refunded on the basis of IRP operations. Registrants are responsible for checking the accuracy of information entered, of having any corrections required made, and of **signing the invoice**.

#### Contents of an invoice

- identity of IRP registrant;
- identity of lessor or owner-operator, if applicable;
- the jurisdictions entered, distance reported, gross vehicle weight;
- the identification no. of each vehicle;
- the cost per vehicle (fees, taxes, charges);
- the percentage used in calculating, fees and taxes payable for each jurisdiction;
- fees payable in Canadian funds;
- fees payable in US funds;
- the exchange rate in effect;
- the total amount payable in Canadian funds.

#### When is an invoice issued?

- At the time of a transaction in the course of a year;
- At the time of registration renewal.

Note that no invoice is issued for licence plate or cab card replacement when the registration transaction takes place in an SAAQ service centre that does not handle IRP services.



## IRP REGISTRATION CERTIFICATE (CAB CARD)

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The certificate authorizes travel in the jurisdictions shown, according to the vehicle's gross weight or number of axles indicated. Its two parts must not be separated nor may the cab card be altered or damaged.

Content of an IRP Registration Certificate (Cab Card)

- identity of registrant, of lessor or owner-operator, if applicable;
- identification no. and description of vehicle;
- the jurisdictions where the vehicle is authorized to travel;
- the gross vehicle weight rating of the vehicle for each jurisdiction;
- the total number of axles for Quebec;
- the number of seats in a bus.

### When is a cab card issued?

The cab card is issued on receipt of registration fee payment.

You may have a cab card replaced, with or without licence plate replacement, by going to any outlet offering SAAQ services.

Note that the IRP cab card must be turned in to the SAAQ on the withdrawal of a vehicle, a fleet transfer, a change to the description of a vehicle or a decrease of the gross vehicle weight for a jurisdiction.

## PROXY

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A proxy is used by the person whom a registrant has designated as in charge of IRP licensing (respondent).

### When must it be presented to the SAAQ?

Whenever an IRP transaction is to take place in the absence of the registrant.

## PRP STICKER (PRORATE PROGRAM)

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The sticker is used to identify a vehicle proportionally registered.

### When is it issued?

At the time of addition of a vehicle newly registered under IRP.

## WHAT IS DISTANCE REPORTING UNDER IRP?

The IRP distance reporting form is used to determine the amount to pay for the registration of your truck. The amount payable for registration is set on a percentage basis of the distance reported for travel in jurisdictions outside Québec under IRP. This amount covers the registration fee, insurance premium, taxes and an administrative charge.



A **Distance Reporting (IRP)** form must be filled out, showing the actual distance covered in a jurisdiction or estimated for a jurisdiction where your vehicles are expected to travel.

## WHAT IS ACTUAL KM?

Actual km is the distance covered with trip permits by your vehicle(s) from July 1st through June 30th of the prior year, including the actual distance covered with a trip permit. It is your responsibility to accurately enter the kilometres, not give approximate or rounded-off numbers.

Actual distance covered with trip permits by your vehicle(s) in the Northwest Territories, Yukon and Alaska, not IRP jurisdictions in their own right, must also be reported.

## WHAT IS ESTIMATED KM?

Estimated km is the distance you expect your vehicle(s) to cover from April 1st through March 31st in a registration year. Only enter an estimate if not reporting actual distance covered in a jurisdiction. An estimate should be as accurate as possible, since you could be asked for supporting documentation.

In accordance with regulations and the IRP agreement, the SAAQ reserves the right to reject an estimate it deems unrealistic and use the average distance covered in that jurisdiction by all carriers under IRP.

## WHAT IS PRORATING?

Prorate is the process of calculating registration fees for multiple jurisdictions. The fees are calculated by dividing the reported distance for a jurisdiction listed in a fleet by the total distance for that same fleet.

For a fleet, the prorated fee total should equal 100%, except for these situations when the total will exceed 100%:

- at the time of the addition of a jurisdiction in the course of a registration year;
- when a carrier registers vehicles for travel in jurisdictions year over year, but the vehicles do not in fact travel there.

## WHEN MUST A DISTANCE REPORTING (IRP) FORM BE FILLED OUT?

- on first applying for the licensing of vehicles for IRP travel, when you enter an estimate of the distances for jurisdictions where you expect your vehicle(s) will travel during the coming registration year or the actual distance covered with a trip permit;
- if during the registration year, you add one jurisdiction to the list, for which you must provide an estimate of the distance you expect your vehicle(s) will cover there during the coming registration year **or** the actual distance covered with a trip permit;
- for the annual renewal of IRP licensing, when you must provide the actual **or** estimated travel distance for your vehicle(s).



## IN WHICH SITUATIONS ARE FEES AND TAXES COLLECTED ON A TOTAL OF 100%?

- **On creation of a fleet, if distance reporting:**

- a) is an estimate for the initial registration year or the actual distance covered with a trip permit in a jurisdiction during the reference period.

- **On renewal, if distance reporting:**

- a) is the actual distance covered in a jurisdiction, during the reference period indicated;
- b) is an estimate or the actual distance covered with a trip permit in a jurisdiction, during the reference period indicated at the time of addition of a jurisdiction;
- c) is an estimate for a jurisdiction added after the reference period indicated, namely after June 30th;
- d) is an estimate for a jurisdiction added less than 90 days earlier, namely between April 2nd and June 30th during the reference period indicated on first renewal.

## IN WHICH SITUATIONS ARE FEES AND TAXES COLLECTED ON A TOTAL THAT EXCEEDS 100%?

- **At the time of the addition of a jurisdiction in the course of a registration year**, as the total percentage set on renewal cannot be changed.

- **On renewal, if distance reporting:**

- a) is an estimate for a second consecutive year for jurisdictions in which the same fleet was registered in the preceding renewal;
- b) is an estimate for jurisdictions in which the same fleet was registered in the preceding renewal, where actual travel had been reported there.

## METHOD OF CALCULATING ESTIMATED KILOMETRES

To calculate the distance you expect your vehicle(s) to cover in a jurisdiction during the coming registration year, here is a suggested method:

- estimated kilometres = the number of kilometres that will be traveled, per trip, multiplied by (x) the number of trips expected during a year

Enter your calculation and the result on the form.

The number of kilometres that will be reported in an estimate must be round-trip distance.

## HOW TO REPORT DISTANCE

1. **IMPORTANT:** Make an "X" beside each jurisdiction on the form where you expect your vehicle(s) will travel during the coming registration year. These jurisdictions will be shown on the vehicle's registration certificate for IRP travel.
2. Enter either the actual or estimated number of km for a jurisdiction.
3. Describe the method used to estimate distances for jurisdictions where you expect your vehicle(s) will travel during the coming registration year. This only applies to estimating distance.
4. Sign the form.



## TABLE OF DISTANCES

As a reference, this table shows the approximate distance of a one-way trip to cross a jurisdiction, in the east-west direction and the north-south direction<sup>3</sup>.

CANADIAN JURISDICTIONS	CODE	DISTANCE IN KM EAST-WEST	DISTANCE IN KM NORTH-SOUTH
Alberta	AB	675	1,300
British Columbia	BC	1,200	1,300
Manitoba	MB	450	1,300
New Brunswick	NB	450	300
Newfoundland	NL	600	450
Nova Scotia	NS	225	600
Ontario	ON	1,650	1,300
Prince Edward Island	PE	50	300
Québec	QC	1,650	1,950
Saskatchewan	SK	600	1,300

U.S. JURISDICTIONS	CODE	DISTANCE IN KM EAST-WEST	DISTANCE IN KM NORTH-SOUTH
Alabama	AL	325	425
Arizona	AZ	625	500
Arkansas	AR	375	425
California	CA	575	1,025
Colorado	CO	600	450
Connecticut	CT	200	125
Delaware	DE	50	200
District of Columbia	DC	75	125
Florida	FL	225	780
Georgia	GA	350	450
Idaho	ID	500	775
Illinois	IL	350	575
Indiana	IN	230	435
Iowa	IA	550	350
Kansas	KS	625	350
Kentucky	KY	675	300
Louisiana	LA	375	375
Maine	ME	325	475
Maryland	MD	225	75
Massachusetts	MA	275	150
Michigan	MI	325	550
Minnesota	MN	550	650
Mississippi	MS	475	525

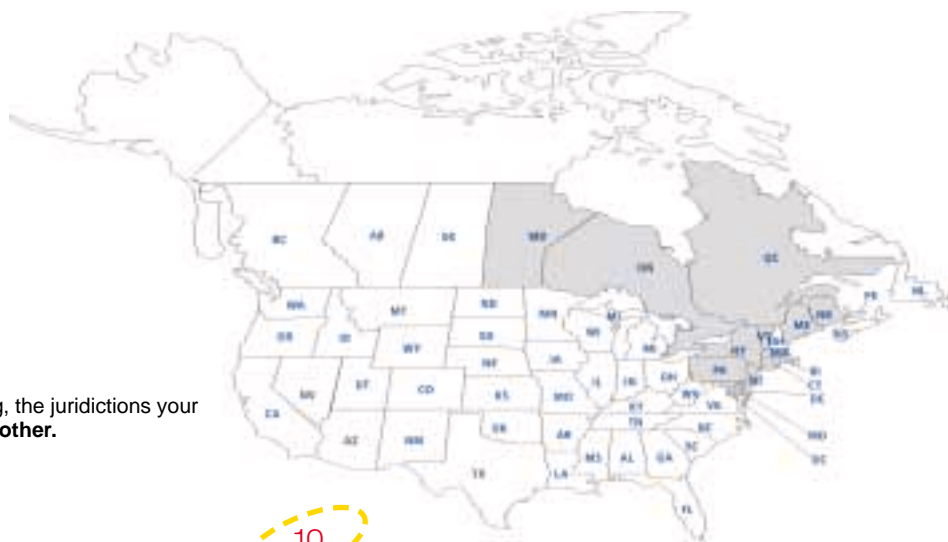
3. For valid distance reporting, the jurisdictions you enter must **border one another**.



# T A B L E O F D I S T A N C E S

As a reference, this table shows the approximate distance of a one-way trip to cross a jurisdiction, in the east-west direction and the north-south direction<sup>4</sup>.

U.S. JURISDICTIONS	CODE	DISTANCE IN KM EAST-WEST	DISTANCE IN KM NORTH-SOUTH
Missouri	MO	475	450
Montana	MT	750	475
Nebraska	NE	700	325
Nevada	NV	525	750
New Hampshire	NH	152	300
New Jersey	NJ	150	275
New York	NY	500	475
New Mexico	NM	575	550
North Carolina	NC	625	300
North Dakota	ND	550	325
Ohio	OH	375	375
Oklahoma	OK	775	375
Oregon	OR	550	450
Pennsylvania	PA	475	250
Rhode Island	RI	25	75
South Carolina	SC	420	325
South Dakota	SD	600	325
Tennessee	TN	725	200
Texas	TX	1,300	1,175
Utah	UT	450	550
Vermont	VT	125	275
Virginie	VA	625	325
Washington	WA	550	375
West Virginia	WV	400	375
Wisconsin	WI	425	500
Wyoming	WY	575	450



4. For valid distance reporting, the jurisdictions your enter must **border one another**.

# MAXIMUM GROSS VEHICLE WEIGHT AUTHORIZED

## MAXIMUM GROSS VEHICLE WEIGHT AUTHORIZED PER JURISDICTION

Gross vehicle weights (GVW) may be changed without prior notice. The weights are indicated in kilograms (Canada) or in pounds (United States). To convert pounds into kilograms, divide the number of pounds by 2.2. (xx lbs ÷ 2.2 = xx kg).

This table is to be used only as a reference.

CANADIAN JURISDICTIONS	TRUCK ALONE OR ROAD TRACTOR (truck-tractor)				COACH
Jurisdiction	Code	Gross vehicle weight in operation	GVW shown on cab card	GVW of Special Travel Permit must be shown on cab card	GVW
Alberta	AB	63,500	63,500	No change to cab card	63,500
British Columbia	BC	64,000	63,500	Permit required/ No change to cab card	63,500
Manitoba	MB	62,500	62,500	No change to cab card	62,500
New Brunswick	NB	62,500			62,500
Newfoundland	NL	62,500			62,500
Nova Scotia	NS	58,500			58,500
Ontario	ON	63,500			40,000
Prince Edward Island	PE	62,500	62,500	Special travel permit issued only for indivisible load.  For divisible load over limit, there is a fine and excess must be unloaded.  No change to cab card	20,500
Québec	QC	62,500 (6 or more axles)			Not required
Saskatchewan	SK	62,500	62,500		62,500



# MAXIMUM GROSS VEHICLE WEIGHT AUTHORIZED

This table is to be used only as a reference.

U.S. JURISDICTIONS				
TRUCK ALONE OR ROAD TRACTOR (truck-tractor)				
Jurisdiction	Code	Gross vehicle weight in operation	GVW shown on cab card	Exceptions/Conditions
Alabama	AL	80,000	88,000	80,000 lbs combination 4 axles 84,000 lbs combination 5 axles Permit required/ No change to cab card
Arizona	AZ	80,000	80,000	Special travel permit for over 80,000 lbs
Arkansas	AR	80,000	80,000	No change to cab card
California	CA	80,000	80,000	No special travel permit No change to cab card
Colorado	CO	85,000	80,000	No special travel permit
Connecticut	CT	None	None	80,000 lbs with special travel permit GVW of special travel permit must be shown on cab card
Delaware	DE	80,000	80,000	Permit required/ No change to cab card
District de Columbia	DC	80,000	80,000	
Florida	FL	80,000	80,000	
Georgia	GA	80,000	80,000	
Idaho	ID	129,000	130,000 (weight shown in increments of 2,000 lbs)	82,000 – 106,000 From 108 000 to 129 000 special travel permit + route itinerary GVW of special travel permit must be shown on cab card
Illinois	IL	80,000	80,000	
Indiana	IN	80,000	80,000	Permit required No change to cab card
Iowa	IA	None	No weight restriction	GVW of special travel permit must be shown on cab card
Kansas	KS	85,500	85,500	Maximum 80,000 lbs on federal highways Cab card must show 85 500 to have a special travel permit No change to cab card
Kentucky	KY	80,000	80,000	Special travel permit for over 80,000lbs
Louisiana	LA	88,000	88,000	83,400 lbs - federal highways 88,000 lbs – state highways Cab card must show max. GVW

# MAXIMUM GROSS VEHICLE WEIGHT AUTHORIZED

This table is to be used only as a reference.

U.S. JURISDICTIONS				
TRUCK ALONE OR ROAD TRACTOR (truck-tractor)				
Jurisdiction	Code	Gross vehicle weight in operation	GVW shown on cab card	Exceptions/Conditions
Maine	ME	100,000	100,000	No change to cab card
Maryland	MD	80,000	80,000	
Massachusetts	MA	None	None	Special travel permit for over 80,000 lbs No change to cab card
Michigan	MI	160,001	160,001	Permit required/ No change to cab card
Minnesota	MN	80,000	No weight restriction	Special travel permit for over 80,000 lbs GVW of special travel permit must be shown on cab card
Mississippi	MS	80,000	80,000	No change to cab card
Missouri	MO	80,000	80,000	Special travel permit for over 80,000 lbs No change to cab card
Montana	MT	132,000	132,000	
Nebraska	NE	94,000	94,000	Special travel permit for over 80,000 lbs Cab card must show GVW of special travel permit up to 94 000 lbs and special travel permit required
Nevada	NV	129,000	80,000	Special travel permit Cab card must show 80,000 lbs to comply with special travel permit. No change to cab card
New Hampshire	NH	80,000	80,000	Special travel permit for over 80,000 lbs
New Jersey	NJ	80,000	80,000	Special travel permit No change to cab card
New York	NY	None	None	Special travel permit for over 80,000 lbs Cab card must show GVW of special travel permit
New Mexico	NM	86,400	80,000	
North Carolina	NC	80,000	80,000	Special travel permit for over 80,000 lbs No change to cab card
North Dakota	ND	105,500	105,500	Aucune modification au certificat
Ohio	OH	80,000	80,000	
Oklahoma	OK	90,000	90,000	Annual permit for over 80,000 lbs
Oregon	OR	105,500	105,500	Special travel permit for over 80,000 lbs No change to cab card
Pennsylvania	PA	80,000	80,000	





# MAXIMUM GROSS VEHICLE WEIGHT AUTHORIZED

This table is to be used only as a reference.

U.S. JURISDICTIONS				
TRUCK ALONE OR ROAD TRACTOR (truck-tractor)				
Jurisdiction	Code	Gross vehicle weight in operation	GVW shown on cab card	Exceptions/Conditions
Rhode Island	RI	80,000	80,000	Permit required/ No change to cab card
South Carolina	SC	80,000	80,000	
South Dakota	SD	None	None	Must comply with SD standards. Special travel permit for GVW over 80,000 lbs on highways GVW of special travel permit must be shown on cab card
Tennessee	TN	80,000	80,000	
Texas	TX	80,000	80,000	No change to cab card
Utah	UT	129,000 None	80,000	Special travel permit and divisible load Special travel permit and indivisible load Permit required/ No change to cab card
Vermont	VT	80,000	80,000	
Virginia	VA	80,000	80,000	Permit required/ No change to cab card
Washington	WA	105,500	105,500	
West Virginia	WV	80,000	80,000	
Wisconsin	WI	80,000	80,000	
Wyoming	WY	117,000	117,000	Special travel permit for over 117,000 lbs No change to cab card

The SAAQ may require, for any vehicle from the same fleet, source documents when they indicate a discrepancy of more than 10% between the maximum weight and the minimum weight from one jurisdiction to another (e.g. a carrier travelling from New Brunswick to Prince Edward Island, would increase its weight from 35,000 kg to 45,000 kg).

The SAAQ may also refuse to register a vehicle if it is shown, after an audit, that the discrepancy declared is inaccurate.

## PAYMENT TERMS

### How can payment be made?

- **by mail**, with the required documents to this address:

#### **DIVISION IMMATRICULATION-ENTREPRISES (SECTION IRP)**

Société de l'assurance automobile du Québec  
333, boul. Jean-Lesage, C-3-33  
C. P. 19600  
Québec (Québec) G1K 8J6

- at one of nine SAAQ service centres providing IRP services, **on appointment only**, with the documents required. The SAAQ centres providing IRP services are listed on the last page of this guide.

### Payment may be made:

- by cheque to the order of the Société de l'assurance automobile du Québec
- by postal money order
- in cash
- by debit card (in SAAQ service centres only)
- by pre-authorized debit (for renewal only).

### PARTICULARS

#### **On renewal**

When paying by cheque sent by mail or at an SAAQ service centre, it may be dated the day of the transaction, or postdated to no later than March 31 of the current year. Paying by cheque ensures that processing of your application can begin at once and your cab cards mailed to you without delay.

Note that during the renewal period, if you go to one of nine IRP service outlets, you will be charged an additional amount of \$5 per vehicle.

#### **Payment by instalments (only on renewal)**

You may pay for the registration fee renewal of your vehicles in pre-authorized debits. IRP registrants may avail themselves of this payment convenience, unless they owe money to the SAAQ or their record includes a cash payment requirement.

If you qualify for instalment payments, take note that this method of payment applies to the portion of fees collected only by Québec, that is, the registration fee, insurance premium and administrative charge<sup>5</sup>. Fees charged outside Québec must be paid in full with the first pre-authorized debit.

5. Please note that administrative charges are not refundable.



## REFUNDS AND CREDITS

Québec's registration fee of \$20 or over and the insurance premium are refundable. **No retroactive refund may be awarded.** The amount of refund is determined according to the date when the request is made to the SAAQ. The current month is never considered in a reimbursement.

The SAAQ applies the credit policy set forth by each jurisdiction according to specific rules for the type of transaction. For specific rules regarding credit made by the issuing jurisdiction, refer to the coordinates given on last page.

- **Canadian jurisdictions**

For information on the amount and waiting time for a refund by a province, you must contact officials there directly. To apply for a refund of sales tax in a jurisdiction, you must contact the Finance department of the jurisdiction.

- **US jurisdictions**

Certain jurisdictions agree to refund registration fees following business shutdown. The SAAQ will issue a letter for submission to a jurisdiction for purposes of a refund, only when the business has been given the closed status (fermée) by the Registre des entreprises du Québec (REQ).

## OBLIGATIONS OF CARRIERS

### Are there audit and monitoring mechanisms?

The SAAQ is required to audit the operational records of at least 3% of IRP registrants yearly. This work is entrusted to auditors of Revenu Québec. If you become subject to auditing, you will be notified at least 30 days in advance. Afterward, the SAAQ gets the report, a copy of which is sent to you and to all jurisdictions where your vehicles traveled. The report indicates any amount due or credited.

The Commission d'accès à l'information du Québec has issued a favorable opinion concerning such sharing of information by Revenu Québec with the SAAQ and jurisdictions.

### About operational records

The operational records of your vehicle fleet(s) licensed under the International Registration Plan (IRP) are subject to an audit by Revenu Québec. You must:

- keep the travel records of your vehicles for five years after the reference period (July 1 through June 30) in your established place of business;
- make the records available to an auditor on request.

Should an auditor be required to go outside Québec to consult the records, you must cover the auditor's travel and lodging expenses.

### About incomplete operational records

Your operational records must be complete and well kept. Failure to do so could result in you being subject:

- to pay penalties to Québec (to pay 100% of Québec fees);
- to have IRP registration cancelled.

### What must operational records contain?

Operational records must contain the following, as required by the Regulation respecting road vehicle registration<sup>6</sup>:

- fuel reports;
- trip sheets;
- driver's daily logs;
- trip documents such as fuel purchase receipts, delivery slips and waybills, trip permits and any other document showing actual distance covered in a jurisdiction;
- the detailed register of distance traveled by a vehicle.

### A register of distances is comprised of what information?

A register of distances must contain this information:

- the vehicle's identification number (VIN);
- the fleet number;
- the IRP registrant's name;
- the driver's name and identity code;
- the date of each trip, the starting and arrival locations and the itinerary, namely the jurisdiction(s) where travel has taken place;
- the cab odometer or hubodometer reading at the start and arrival;
- the total distance of each trip and the total for each jurisdiction;
- stops on the trip.

<sup>6</sup> The SAAQ suggests that the registration fee invoices also be kept.



### **About on-board data recording**

An electronic data recorder may be used, as long as the manufacturer provides a document attesting the system and any manual or computerized recording used jointly complies with regulatory requirements.

The system must:

- prevent the alteration of data recorded;
- record and store original and revised data;
- be equipped with a visual or auditory alarm to let the driver know when a recording breakdown has occurred;
- log the date and time of all data recorded;
- prevent the recorder from being reset before data extraction has been done and have a visual or auditory signal to warn the driver that the memory capacity has been reached;
- update the odometer data automatically upon vehicle movement or when the driver plugs in the on-board recorder, allow entry of the current odometer reading;
- allow the driver to confirm the accuracy of data entered.

### **About printouts of data recorded**

Printed trip reports for each vehicle and jurisdiction must be kept with operational records, as do adjustment and repair records and any computerized recording used jointly. A backup of data recorded as well as a printout must be kept for five years.

### **Calibrating an on-board data recorder**

The data recorder on board a vehicle must be set up and maintained in accordance with the manufacturer's instructions. You must make sure the driver of a vehicle with an on-board data recorder understands its operation because the driver's signature confirms the accuracy of data gathered and any failures must be noted, for instance.

An on-board data recorder must be recalibrated:

- when the size of tires on the vehicle is changed;
- when the vehicle's transmission is modified;
- when any modification to the vehicle has an impact on the precision of data recorded by the system.



# APPENDIX I CANADIAN JURISDICTIONS

	IRP	Fuel Tax	Travel Permit	Size Permit	Web Site
Alberta	(403) 297-2920	(780) 427-3044	(403) 340-5444	(403) 342-7138	www.gov.ab.ca
British Columbia	(604) 443-4450	(250) 387-0635	(604) 660-5454	(250) 387-4404	www.gov.bc.ca
Manitoba	(204) 945-7380	(204) 945-3194	(204) 945-8915	(204) 945-3961	www.gov.mb.ca/tgs
New Brunswick	(506) 453-2407	(506) 444-5758	(506) 658-2504	(506) 453-2982	www.gnb.ca
Newfoundland	(709) 729-4921	(709) 729-1786		(709) 729-4718	www.gov.nl.ca/services/transport.stm
Nova Scotia	(902) 424-6964	(902) 424-2850	(902) 424-5517	(902) 424-5851	www.gov.ns.ca
Prince Edward Island	(902) 368-5202	(902) 368-4161	(902) 368-6296	(902) 368-6296	www.gov.pe.ca
Ontario	(416) 235-3923	(905) 433-6412	(905) 704-2520	(416) 246-7166	www.mto.gov.on.ca
Québec	(418) 528-4343	1 800 237-IFTA (418) 652-4382	(418) 643-5694 1 888 461-2433		www.saaq.gouv.qc.ca
Saskatchewan	(306) 751-1200	(306) 787-7749	(306) 751-1200	(306) 751-1200	www.gov.sk.ca



## APPENDIX II U.S. JURISDICTIONS

	IRP	Fuel Tax	Travel Permit	Size Permit	Web Site
Alabama	(334) 242-9000	(334) 242-2999	(334) 353-7707	(334) 242-6474	<a href="http://www.dot.state.al.us">www.dot.state.al.us</a>
Arizona	(602) 712-6775	(602) 712-8896		(602) 255-7346	<a href="http://www.dot.state.az.us">www.dot.state.az.us</a>
Arkansas	(501) 682-4653	(501) 682-4814	(501) 569-2358	(501) 569-2381	<a href="http://www.ahtd.state.ar.us">www.ahtd.state.ar.us</a>
California	(916) 657-7971	(916) 445-5022	(916) 657-7971	(916) 654-4961	<a href="http://www.dot.ca.gov">www.dot.ca.gov</a>
Colorado	(303) 205-5602	(303) 205-8205	(303) 757-9539	(303) 757-9539	<a href="http://www.dot.state.co.us">www.dot.state.co.us</a>
Connecticut	(860) 263-5281	(860) 541-3222	(860) 594-2874	(860) 594-2874	<a href="http://www.ct.gov/dot">www.ct.gov/dot</a>
Delaware	(302) 744-2701	(302) 744-2702		(302) 744-2700	<a href="http://www.deldot.net">www.deldot.net</a>
District of Columbia	(202) 727-6426	(202) 727-4450	(202) 358-7108	(202) 442-4400	<a href="http://dcra.dc.gov">http://dcra.dc.gov</a>
Florida	(850) 488-6921	(850) 488-6921		(850) 410-5777	<a href="http://www.dot.state.fl.us">www.dot.state.fl.us</a>
Georgia	(404) 675-4186	(404) 417-6768	(404) 656-9717	(404) 635-8176	<a href="http://www.dot.state.ga.us">www.dot.state.ga.us</a>
Idaho	(208) 334-8611	(208) 334-8692	(208) 334-8611	(208) 334-8611	<a href="http://itd.idaho.gov">http://itd.idaho.gov</a>
Illinois	(217) 785-1800	(217) 785-5869	(217) 782-4654	(217) 782-6271	<a href="http://www.dot.state.il.us">www.dot.state.il.us</a>
Indiana	(317) 615-7340	(317) 615-7345	(317) 615-7350	(317) 615-7320	<a href="http://www.state.in.us/dot">www.state.in.us/dot</a>
Iowa	(515) 237-3268	(515) 237-3224	(515) 237-3264	(515) 237-3264	<a href="http://www.dot.state.ia.us">www.dot.state.ia.us</a>
Kansas	(785) 291-3384	(785) 296-5485	(785) 266-2040	(785) 296-2356	<a href="http://www.ksdot.org">www.ksdot.org</a>
Kentucky	(502) 564-4120	(502) 564-4540	(502) 564-4540	(502) 564-7150	<a href="http://www.kytc.state.ky.us">www.kytc.state.ky.us</a>
Louisiana	(225) 925-6335	(225) 219-7656	(225) 342-4414	(225) 343-2345	<a href="http://www.dotd.state.la.us">www.dotd.state.la.us</a>
Maine	(207) 624-9000	(207) 624-9000	(207) 624-9000	(207) 624-9000	<a href="http://www.state.me.us/mdot">www.state.me.us/mdot</a>
Maryland	(410) 424-3014	(410) 260-7138	(410) 787-2971	(410) 582-5727	<a href="http://www.mdot.state.md.us">www.mdot.state.md.us</a>
Massachusetts	(617) 351-9320	(617) 887-5054	(617) 305-3559	(508) 478-9355	<a href="http://www.mhd.state.ma.us">www.mhd.state.ma.us</a>
Michigan	(517) 322-1061	(517) 636-4580	(517) 373-2120	(517) 373-2120	<a href="http://www.mdot.state.mi.us">www.mdot.state.mi.us</a>
Minnesota	(651) 405-6161	(651) 405-6161	(651) 405-6000	(651) 405-6000	<a href="http://www.dot.state.mn.us">www.dot.state.mn.us</a>
Mississippi	(601) 923-7100	(601) 923-7152	(601) 923-7132	(601) 359-1717	<a href="http://www.mdot.state.ms.us">www.mdot.state.ms.us</a>
Missouri	(573) 751-6433	(573) 751-3523	(573) 877-8499	(314) 751-2871	<a href="http://www.modot.state.mo.us">www.modot.state.mo.us</a>
Montana	(406) 444-6130	(406) 444-0816	(406) 444-6130	(406) 444-6130	<a href="http://www.mdt.state.mt.us">www.mdt.state.mt.us</a>
Nebraska	(402) 471-4435	(402) 471-4435	(402) 471-4435	(402) 471-0034	<a href="http://www.nsp.state.ne.us">www.nsp.state.ne.us</a>
Nevada	(775) 684-4612	(775) 684-4648	(775) 688-2800	(775) 888-7410	<a href="http://www.nevadadot.com">www.nevadadot.com</a>
New Hampshire	(603) 271-2196	(603) 271-2311	(603) 271-2449	(603) 271-2691	<a href="http://webster.state.nh.us/dot/index.htm">http://webster.state.nh.us/dot/index.htm</a>

## APPENDIX II U.S. JURISDICTIONS

	IRP	Fuel Tax	Travel Permit	Size Permit	Web Site
New Jersey	(609) 633-9399	(609) 633-9408	(609) 633-9400	(609) 633-9402	<a href="http://www.state.nj.us/transportation">www.state.nj.us/transportation</a>
New York	(518) 473-5834	(800) 972-1233	(518) 457-6391	(518) 457-1155	<a href="http://www.dot.state.ny.us">www.dot.state.ny.us</a>
New Mexico	(505) 827-2296	(505) 827-1005	(505) 827-4519	(505) 827-0376	<a href="http://www.nmshtd.state.nm.us">www.nmshtd.state.nm.us</a>
North Carolina	(919) 861-3720	(919) 733-3409	(919) 733-7631	(919) 733-7154	<a href="http://www.ncdot.org">www.ncdot.org</a>
North Dakota	(701) 328-2725	(701) 328-2928	(701) 328-2621	(701) 328-2621	<a href="http://www.state.nd.us/dot">www.state.nd.us/dot</a>
Ohio	(614) 752-7587	(614) 466-3522	(614) 351-2300	(614) 351-2300	<a href="http://www.dot.state.oh.us">www.dot.state.oh.us</a>
Oklahoma	(405) 521-3036	(405) 521-3246	(405) 521-2253	(405) 425-2390	<a href="http://www.okladot.state.ok.us">www.okladot.state.ok.us</a>
Oregon	(503) 378-6699	(503) 373-1634	(503) 378-6699	(503) 373-0000	<a href="http://www.oregon.gov/odot">www.oregon.gov/odot</a>
Pennsylvania	(717) 783-6095	(717) 705-5460	(717) 787-5367	(717) 787-5367	<a href="http://www.dot.state.pa.us">www.dot.state.pa.us</a>
Rhode Island	(401) 728-6692	(401) 222-6317	(401) 588-3011	(401) 588-3011	<a href="http://www.dot.state.ri.us">www.dot.state.ri.us</a>
South Carolina	(803) 896-3870	(803) 737-1755	(803) 737-6620	(803) 253-6250	<a href="http://www.dot.state.sc.us">www.dot.state.sc.us</a>
South Dakota	(605) 773-4111	(605) 773-5335	(605) 773-3541	(605) 773-4578	<a href="http://www.sddot.com">www.sddot.com</a>
Tennessee	(615) 687-2260	(615) 687-2296	(615) 741-3821	(615) 741-3821	<a href="http://www.tdot.state.tn.us">www.tdot.state.tn.us</a>
Texas	(512) 465-7570	(512) 463-3849	(800) 299-1700	(800) 299-1700	<a href="http://www.dot.state.tx.us">www.dot.state.tx.us</a>
Utah	(801) 297-6800	(801) 297-7661	(801) 965-4508	(801) 965-4508	<a href="http://www.sr.ex.state.ut.us">www.sr.ex.state.ut.us</a>
Vermont	(802) 828-2071	(802) 828-2070	(802) 828-2064	(802) 828-2064	<a href="http://www.aot.state.vt.us">www.aot.state.vt.us</a>
Virginia	(866) 878-2582	(866) 878-2582	(804) 878-2582	(804) 497-7135	<a href="http://virginiadot.org">http://virginiadot.org</a>
Washington	(360) 664-1858	(360) 664-1868	(360) 704-6340	(360) 704-6340	<a href="http://www.wsdot.wa.gov">www.wsdot.wa.gov</a>
West Virginia	(304) 558-3629	(304) 558-0700	(304) 340-0320	(304) 558-0384	<a href="http://www.wvdot.com">www.wvdot.com</a>
Wisconsin	(608) 266-9900	(608) 267-4382	(608) 266-9900	(608) 266-7320	<a href="http://www.dot.state.wi.us">www.dot.state.wi.us</a>
Wyoming	(307) 777-4829	(307) 777-4827	(307) 777-4376	(307) 777-4376	<a href="http://www.dot.state.wy.us">www.dot.state.wy.us</a>



## DEFINITIONS

**ACTUAL KILOMETRES:**

The distance covered by vehicles forming part of your fleet in a jurisdiction from July 1 through June 30, the reference period.

**AXLE:**

a supporting shaft or member upon which a wheel or wheels revolve, serving to transfer the weight of the vehicle and load to the highway, even if the axle unit is weight-bearing only part of the time.

**BUS:**

A motor vehicle designed to carry 10 or more passengers on an established route according to a fixed schedule.

**CHARTERED BUS:**

a motor vehicle used as a passenger vehicle exclusively for the conveyance of at least 10 persons for whose purpose or itinerary the vehicle is chartered, when this is not regular bus service.

**COMBINED GROSS VEHICLE WEIGHT:**

The gross weight of a power unit, trailer and load of a vehicle.

**COMMON CARRIER:**

The transport of goods or passengers for a fee.

**ESTABLISHED PLACE OF BUSINESS:**

The permanent location for a place of business, on behalf of which at least one vehicle covers distance. The establishment must be designated by a street number or road location and be open during regular business hours (9 am to 4 pm, Monday through Friday) where:

- it is equipped with a telephone whose number(s) are publicly listed in the name of the fleet owner or the registrant;
- the respondent in charge of fleet operations can be reached;
- fleet operational records are kept.

**ESTIMATED KILOMETRES:**

The distance a registrant expects one or more vehicles to cover in a jurisdiction during the registration year, from April 1 through March 31.

**FACTORY LIST PRICE:**

The manufacturer's retail price, excluding trade-in value and sales tax, but including accessories or modifications attached to a vehicle.

**FEDERAL TAX FOR OPERATING A HEAVY VEHICLE:**

A tax payable to the U.S. federal government by all inter-state carriers for all vehicles with a gross weight of 24,947 kg (55,000 lbs) or over.

**FLEET:**

A set of like motor vehicles owing to their gross vehicle weight and their jurisdictional destination.

**GROSS VEHICLE WEIGHT:**

Number of kg (Canada) or lbs (US) corresponding to a vehicle's net weight to which is added the weight of its load.

**HOUSEHOLD GOODS CARRIER:**

A person or enterprise involved in transporting personal property or personal effects to be used in a dwelling, furniture, accessories, materials and articles comprising the inventory stock, equipment or supplies of a business or a public institution, including objects whose value or nature requires the use of specialized handling techniques or equipment.

**HUNTER PERMIT:**

A permit, valid for 30 days, granted to an owner-operator that authorizes the vehicle, or combination of vehicles belonging to the owner-operator, to travel empty in other jurisdictions with a view to obtaining a new contract from a carrier. The vehicle must bear a valid Québec licence plate.

**IRP REGISTRANT:**

The person responsible for the vehicle's registration, whether or not that person is the vehicle's owner.

**JURISDICTION:**

A jurisdiction in Canada or the United States of America that is party to the IRP Agreement.

**OPERATING AUTHORIZATION:**

Authorization from the Interstate Commerce Commission (ICC) in the US or by any regional, provincial or state public service commission that regulates goods transport in a jurisdiction.

**OWNER-OPERATOR:**

The vehicle owner (lessor) who leases the vehicle with driver to a carrier. The carrier is responsible for IRP licensing, even if there is a contractual agreement between the two parties. The cab card shows both the owner-operator's name and that of the carrier as lessee; the lessor's name is also shown.

**PRIVATE CARRIER:**

Entity which uses its vehicles to transport its own freight or passengers.

**RECIPROCAL AGREEMENT:**

An arrangement or agreement governing the mutual concession of rights or privileges between the jurisdictions party to the Agreement regarding vehicles duly registered according to the legislation in force in such jurisdictions.

**REFERENCE PERIOD:**

The twelve consecutive months extending from July 1st through June 30th immediately preceding the start of the registration year for which distance is reported under IRP.

**REGISTRATION YEAR:**

The 12-month period from April 1 through March 31 during which time licence plates issued by the Société de l'assurance automobile du Québec are valid, in compliance with Québec law.

**RENTAL FLEET:**

A set of motor vehicles for hire or lease, with or without drivers, and designated as such by their owner. The operational records must be kept by the rental firm that owns the fleet.

**TOTAL DISTANCE:**

The total number of actual kilometres travelled during the reference period, in all jurisdictions, by a registered vehicle fleet in compliance with IRP.

**TOTAL KILOMETRES:**

The total number of kilometres as estimated and the actual distance in km travelled, including that covered under trip permits.

**TRIP PERMIT (or certificate):**

Registration certificate issued to a base jurisdiction-licensed carrier for a trip into another jurisdiction. It is an alternative to full registration – a licence plate of the jurisdiction – or proportional as under IRP – which allows the holder of such certificate to carry goods or passengers between jurisdictions. Actual distance covered in a jurisdiction with a trip permit must be reported under IRP.

**TRUCK:**

Motor vehicle with a net weight over 3,000 kg designed and used for the transportation of goods or permanently fixed equipment.

**TRUCK-TRACTOR:**

Motor vehicle designed and used for pulling a trailer, semitrailer or axle dolly.

**TYPE OF FLEET OPERATION:**

Common carrier, private transport, household goods carrier, rental vehicles.

**VEHICLE TAXABLE VALUE (VTV):**

The value used in some jurisdictions for calculating sales tax on vehicles used for interjurisdictional travel. The value is applied in the following situations:

- vehicle bought from a dealer: the purchase price, before taxes, of the vehicle including accessories and any modifications, as shown on the sales invoice; possible trade-in value cannot be used to reduced the taxable purchase price.
- vehicle bought from an individual: the higher of the amount shown on the sales contract or the Vehicle Default Purchase Price, in force in Canada and the US.;

In the case of buy-back of a leased vehicle, the taxable value is the initial worth of the vehicle as stated in the lease agreement.





I N F O R M A T I O N

#### FOR MORE INFORMATION

##### **SOCIÉTÉ DE L'ASSURANCE AUTOMOBILE DU QUÉBEC**

Division Immatriculation-entreprises

333, boul. Jean-Lesage, C-3-33

P.O. Box 19600

Québec (Québec) G1K 8J6

Tel: (418) 528-4343

1 800 837-6030

Fax: (418) 646-5677

Website: [www.saaq.gouv.qc.ca](http://www.saaq.gouv.qc.ca)

THESE NINE SAAQ SERVICE CENTRES  
CAN ALSO PROVIDE HELP.

**YOU MUST MAKE AN APPOINTMENT  
BEFORE GOING THERE, HOWEVER.**

##### **DRUMMONDVILLE**

CENTRE DE SERVICES DRUMMONDVILLE

Société de l'assurance automobile du Québec

80, rue Belleville

Drummondville (Québec) J2C 5T1

Tel: (819) 475-8473

##### **QUÉBEC**

CENTRE DE SERVICES LEBOURGNEUF

Société de l'assurance automobile du Québec

787, boul. Lebourgneuf

Québec (Québec) G2J 1C3

Tel: (418) 528-1407

Fax: (418) 644-9942

##### **GATINEAU**

CENTRE DE SERVICES GATINEAU

Société de l'assurance automobile du Québec

975, boul. Saint-Joseph

Gatineau (Québec) J8Z 1W8

Tel: (819) 772-3993

##### **RIMOUSKI**

CENTRE DE SERVICES RIMOUSKI

Société de l'assurance automobile du Québec

92, 2<sup>e</sup> Rue Ouest, rez-de-chaussée

Rimouski (Québec) G5L 8B3

Tel: (418) 727-3683

##### **LAVAL**

CENTRE DE SERVICES LAVAL

Société de l'assurance automobile du Québec

1545, boul. Le Corbusier, bureau 75

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Tel: (450) 682-6196

##### **ROUYN-NORANDA**

CENTRE DE SERVICES ROUYN-NORANDA

Société de l'assurance automobile du Québec

1375, rue Larivière

Rouyn-Noranda (Québec) J9X 6M6

Tel: (819) 763-3400

##### **LONGUEUIL**

CENTRE DE SERVICES LONGUEUIL

Société de l'assurance automobile du Québec

1000, boul. Curé-Poirier Est

Longueuil (Québec) J4J 4X1

Tel: (450) 468-6588

##### **SAGUENAY**

CENTRE DE SERVICES SAGUENAY

Société de l'assurance automobile du Québec

2655, boul. du Royaume

Jonquièrre (Québec) G7S 4S9

Tel: (418) 548-0864

##### **MONTRÉAL**

CENTRE DE SERVICES HENRI-BOURASSA

Société de l'assurance automobile du Québec

855, boul. Henri-Bourassa Ouest, bureau 100

Montréal (Québec) H3L 1P3

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**Société de l'assurance  
automobile**

**Québec**

