**INSTRUCTIONS FOR NEW MOTOR CARRIERS**

For all prospective motor carriers, in order to operate your commercial motor vehicle(s) in the State of Hawaii, you will need to meet the following requirements.

1. Refer to the HDOT website under Motor Vehicle Safety Office 🡪 General Requirements for Motor Carriers and please read and go through all the State and Federal requirements and information:

* Hawaii Revised Statutes, §286-201 through §286-210
* Driver Improvement Program - §286-202.5
* Vehicle Identification Card - §286.204.5
* Hawaii Driver History Record
* DOT Safety Check
* Federal Motor Carrier Safety Regulations, parts 383,385, 386, and 390-399.

1. After reading all the applicable regulations and requirements, please sign the **NEW MOTOR CARRIER SAFETY ACKNOWLEDGEMENT FORM** attached below, acknowledging that you have read and understand the regulations to safely operate on our roadways.
2. Contact our office at 692-7654 to request for a Vehicle Identification Card(s) – they will be mailed to you.
3. Complete a Vehicle Identification Card(VIC) for each vehicle that you are registering with our office. Follow the Vehicle Identification Card instructions provided in the HDOT Library. If you have any questions, please call 692-7654 for assistance.
4. Make sure that you have fully completed all the information on your VIC card and have signed all documents.
5. Mail in your **NEW MOTOR CARRIER SAFETY ACKNOWLEDGEMENT FORM**, along with the **VIC card** for each vehicle to our office for processing. Incomplete forms will be sent back to you.
6. Upon receipt of the signed acknowledgement form and your VIC cards – we will process them and mail them back to you.
7. If you have any questions about any of the regulations, please feel free to contact our office at 692-7661. If you have questions about completing the VIC cards, contact 692-7654.

STATE OF HAWAII

DEPARTMENT OF TRANSPORTATION

HIGHWAYS DIVISION

**Motor Vehicle Safety Office**

**98-339 Ponohana Place**

**Aiea, Hawaii 96701**

**Telephone: (808)692-7661 FAX: (808)692-7665**

**NEW MOTOR CARRIER ACKNOWLEDGEMENT FORM**

MOTOR CARRIER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order for a motor carrier to operate on Hawaii’s roadways, motor carriers must meet all requirements and be in compliance with all applicable State and Federal rules and regulations.

You have been provided with information and resources that will assist you as a motor carrier to meet the compliance requirements with all State and Federal rules and regulations. The information includes basic applicable knowledge of the Federal Motor Carrier Safety Regulations (FMCSR), the Hawaii Revised Statutes (HRS), the Driver Improvement Program (DIP) and the Hawaii Driver History Report. It also covers the requirements of the Driver Qualification File and Vehicle Maintenance File and any additional information based on the Motor Carrier’s specific requirements, i.e. CDL, Hazardous Material, or Passenger Carriers. In addition, you have been provided the resources to obtain all necessary forms to be filed by the motor carrier. If you have any questions, please feel free to contact our office at (808)692-7661.

It is important that you take the time to familiarize yourself with the requirement information. A State Management Audit or Compliance Review (CR) may be conducted in the future to verify your compliance. Failure for the motor carrier to comply with the requirements may result in enforcement action(s).

I acknowledge and certify that I have read and reviewed all applicable State and Federal Motor Carrier Rules and Regulations and declare that all motor carrier operations will be conducted in compliance with such regulations.

Company Official Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_