

A GUIDE TO FILLING OUT FORM PL706-I

**KEEP THIS GUIDE FOR YOUR FILES
DO NOT RETURN IT WITH YOUR APPLICATION.**

I. VEHICLE PREVENTIVE MAINTENANCE RECORD REQUIREMENTS

California Public Utilities Code Section 5374 (C) and (F) require that all charter-party carriers and passenger stage corporations have a vehicle preventive maintenance program, and certify that the vehicles will be maintained as required by the California Vehicle Code and regulations contained in Title 13 of the California Code of Regulations.

Before the License Section will issue you a permit or certificate you must certify on form PL706-I that you have read California Vehicle Code Section 34505 and California Code of Regulations Title 13 (Motor Vehicles), Division 2, Chapter 6.5, Section 1215, and that you will comply with these vehicle maintenance requirements. Below is a transcription of these code sections.

A. Vehicle Maintenance Record Requirements

Pursuant to California Vehicle Code Section 34505:

(a) tour bus operators¹ shall, in addition to the systematic inspection, maintenance, and lubrication services required of all motor carriers, require each tour bus to be inspected at least every 45 days, or more often if necessary to ensure safe operation. This inspection shall include, but not be limited to, all of the following:

- (1) Brake adjustment.
- (2) Brake system components and leaks.
- (3) Steering and suspension systems.
- (4) Tires and wheels.

(b) A tour bus shall not be used to transport passengers until all defects listed during the inspection conducted pursuant to subdivision (a) have been corrected and attested to by the signature of the operator's authorized representative.

¹ Section 612 of the California Vehicle Code defines a "Tour Bus" as a bus which is operated by or for a charter-party carrier of passengers, as defined in Section 5360 of the Public Utilities Code, or a passenger stage corporation, as defined in Section 226 of the Public Utilities Code.

(c) Records of inspections conducted pursuant to subdivision (a) shall be kept at the operator's maintenance facility or terminal where the tour bus is regularly garaged. The records shall be retained by the operator for one year, and shall be made available for inspection upon request by any authorized employee of the department. Each record shall include, but not be limited to, all the following:

- (1) Identification of the vehicle, including make, model, license number, or other means of positive identification.
- (2) Date and nature of each inspection and any repair performed.
- (3) Signature of operator's authorized representative attesting to the inspection and to the completion of all required repairs.
- (4) Company vehicle number.

[BUS MAINTENANCE & SAFETY INSPECTION \(Form CHP 108A\)](#). This form is published by the California Highway Patrol and fully complies with the record maintenance requirements outlined in California Vehicle Code Section 34505. You may use this form to record vehicle maintenance conducted on your company's vehicles. If you use another vehicle maintenance form, that form must comply with the requirements discussed above, and you must attach a copy of it to form PL706-I.

B. Daily Vehicle Maintenance Record Requirement

Pursuant to California Code of Regulations, Title 13 (Motor Vehicles), Division 2, Chapter 6.5, Section 1215:

(a) General. It shall be unlawful for the driver to drive a vehicle that is not in safe operating condition or is not equipped as required by all provisions of law and this chapter.

(b) Daily Inspection. Pursuant to Section 1202.1 and 1202.2, all drivers shall perform vehicle inspection and submit written reports in accordance with the requirements of Title 49, Code of Federal Regulations, Sections 396.11 and 396.12, as follows:

(1) Before driving a motor vehicle, the driver shall:

- (A) Inspect each vehicle daily to ascertain that it is in safe operating condition and equipped as required by all provisions of law, and all equipment is in good order;
- (B) Review the last vehicle inspection report
- (C) Sign the report, only if defects or deficiencies were noted by the driver who prepared the report, to acknowledge that the driver has reviewed it and that there is a certification pursuant to subsection (f) that the required repairs have been performed. The signature requirement does not apply to listed defects on a towed unit which is no longer part of the vehicle combination.

(2) Subsections (B) and (C) do not apply to school bus drivers or publicly owned and operated transit system drivers.

(c) Daily Report. Every motor carrier shall require its drivers to report, and every driver shall prepare a report in writing at the completion of each day's work on each vehicle operated. School bus drivers' reports shall cover at least the items listed in subdivision (d), and all other drivers' reports shall cover at least the following parts and accessories:

- Service brakes including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Coupling devices
- Wheels and rims
- Emergency equipment

(d) School bus drivers. For school bus drivers, the inspection shall include, but is not limited to:

1. All gauges, indicators, and warning devices
2. Horns
3. Driver's seat and seat belts
4. All doors, door emergency releases, and windows
5. All seats, handrails, and modesty panels
6. Interior and exterior lighting systems
7. All heating, cooling, and ventilating systems
8. All glass and mirrors, including adjustment of mirrors
9. Windshield wipers and washers
10. All required emergency equipment
11. All tires, wheels, and lugnuts
12. Brake system
 - (a) Air compressor governor cut in and cut out pressures
 - (b) Static pressure for air loss
 - (c) Applied brake pressure loss
 - (d) Low air pressure warning devices
 - (e) Emergency stopping systems (draining reservoirs in dual systems is not required)
 - (f) Parking brake
 - (g) Antiskid device (if equipped)
 - (h) Vacuum gauge, ensuring it reads not less than 15 inches
 - (i) Low vacuum warning devices
 - (j) Brake pedal for brake adjustment

(e) Report Content. The report shall identify the motor vehicle and all towed vehicles and list any defect or deficiency discovered by or reported to the driver which would affect safety of operation of the motor vehicle or combination or result in its mechanical breakdown. If no defect or deficiency is discovered by or reported to the driver, the report(s) shall so indicate. In all instances, the driver shall sign the vehicle inspection report. On two-driver operations, only one driver needs to sign the report, provided both drivers agree as to the defects or deficiencies. If a driver operates more than one vehicle during the day, a report shall be prepared for each vehicle operated.

(f) Corrective Action. Prior to operating a motor vehicle, motor carriers or their authorized agent(s) shall effect repair of any item listed on the motor vehicle inspection report(s) that would be likely to affect the safety of operation of the motor vehicle or any towed vehicles.

(1) Motor carriers or their agents shall certify on the report(s) which lists any defects or deficiencies that the defects or deficiencies have been corrected or that correction is unnecessary before the vehicle is again dispatched.

(2) Subsection (1) does not apply to school bus or publicly owned and operated transit system motor carriers.

(g) Repairs. Unless the driver of a school bus or SPAB is the mechanic charged with the care and maintenance of the bus, the driver shall not make any repair of the bus or its equipment except necessary emergency repairs on the road.

(h) Exception. Subsection (c) shall not apply to a motor carrier operating only one motor vehicle, provided the motor vehicle is a motor truck or truck tractor, and the motor carrier is the owner and sole driver of the motor vehicle. A motor carrier, otherwise excepted from the reporting requirement by this subdivision, who tows trailers(s) not owned by or leased to that motor carrier, shall submit documented daily report(s) for the trailers as required by subsection (b). Such reports shall be submitted to the person(s) from whom the trailers were obtained.

(i) Private motor carriers of passengers. The exemption provided to private carriers of passengers in 49 CFR Section 396.11(d), shall not apply to intrastate private motor carriers of passengers operating any bus, as defined in Vehicle Code Section 233.

Attachment A is a form titled "Driver's Vehicle Inspection Report." This form complies with the requirement discussed in California Code of Regulations Title 13 (Motor Vehicles), Division 2, Chapter 6.5, Section 1215. You may use this form to record daily vehicle maintenance required for your company's vehicle(s). If you choose to use another daily maintenance form, it must conform to the requirements discussed above. You must also attach a copy of the form to form PL706-I.

II. SAFETY EDUCATION AND TRAINING PROGRAM

Public Utilities Code Section 5374 (E) requires that applicants have a safety education and training program in effect for all employees or sub-carriers operating vehicles used in transportation for compensation. You must provide safety education and training at least twice a year and cover the subject matter listed below. If you have employees or sub-carriers, you must keep records of the training you conducted and the names of your drivers who participated in the training.

If you develop your own safety education and training program, as a minimum, a carrier safety education training program shall cover the following subjects, as set forth in the [California Commercial Driver Handbook](#), published by the Department of Motor Vehicles (DMV):

- Commercial Driver License Program, Qualifications, and Sanctions
- Commercial Driver License Test
- Inspecting Your Vehicles
- Basic Control of Your Vehicle
- Size and Weight of Vehicles and Loads
- Transporting Cargo
- Air Brakes
- Combination Vehicles
- Hazardous Materials

You may obtain a copy of this booklet from your local DMV office, or you may download a copy from the DMV's web page at <https://www.dmv.ca.gov/portal/dmv/detail/pubs/pubs>.

You may purchase a commercially available safety education training program if you wish. You must attach to form PL706-I a copy of the receipt from your safety consultant listing the material you purchased. A program should include:

DOT Federal Motor Carrier Safety Regulations Pocketbook
Department of Motor Vehicles Commercial Driver Handbook

BOOKLETS:

Vehicle Inspections

Driving Grades

Drugs/Drinking

Backing

Controlling/Brakes

Extreme Driving Conditions

Flatbeds

Defensive Driving

Emergency Maneuvers

Cornering Techniques

Drivers

Night Driving

Sharing the highway

Skid Control

Preventive Maintenance

Terminal/Yard Procedures

Trailers

Your Daily Log

III. PULL NOTICE PROGRAM & REQUIREMENTS

Public Utilities Code Section 5374 (D) requires that before the Commission issues a charter-party carrier permit or certificate the Commission shall ensure that the applicant participates in a program (DMV's Pull Notice Program) to regularly check the driving records of all persons, whether employees or sub-carriers, operating vehicles used in transportation for compensation. Section 1808.1 of the California Vehicle Code and the Commission's General Order Series 157 and 158 require all Charter-party Carriers and Passenger Stage Corporations to enroll in the DMV's Pull Notice Program and to obtain a "Pull Notice Contract" and a "Requestor Code Number" from the DMV. Operating authority will not be issued to a carrier until the carrier has provided the Commission with a "Pull Notice Contract" and a "Requestor Code Number". The Pull Notice Contract must be in the legal name of the applicant or permit holder.

To participate in the Pull Notice Program and to receive information on how to request periodic driver reports, contact the DMV at:

Department of Motor Vehicles
Employer Pull Notice Unit
P.O. Box 944231 – M.S. # H-265
Sacramento, CA 94244-2310
(Phone 916-657-6346)
(www.dmv.ca.gov)

IV. A NOTE FROM THE CALIFORNIA HIGHWAY PATROL

In addition to the above-listed safety requirements, motor carriers operating or directing the operations of any vehicle with a seating capacity of more than 10 passengers, including the driver, must participate in a terminal inspection every 13 months and pay the appropriate terminal inspection fee. To find out what happens during the terminal inspection, get the California Highway Patrol Motor Carrier Safety Compliance Handbook, HPH 84.6. Single copies of this handbook are available for a nominal charge at the CHP Publications Unit, and you may obtain a copy by telephoning (916) 375-2101. Below is a list of the CHP Motor Carrier Safety Unit Offices you can contact in case you have any questions concerning bus and terminal inspections.

CHP Motor Carrier Safety Unit

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| 1. 2485 Sonoma Street, Redding, 96001 | (530) 225-2098 |
| 2. P.O. Box 2088, Rancho Cordova, 95741 | (916) 464-2102 |
| 3. 1551 Benicia Road, Vallejo, 94591 | (707) 648-4180 |
| 4. 4774. W. Jacklyn, Fresno, 93722 | (559) 445-6992 |
| 5. 411 North Central Ave. Suite 410, Glendale, 91203 | (323) 644-9557 |
| 6. 9330 Farnham Street, San Diego 92123 | (858) 650-3655 |
| 7. 4115 Broad Street, Suite B-10, San Luis Obispo, 93401 | (805) 549-3261 |
| 8. 847 E. Brier Drive, San Bernardino, 92408 | (909) 806-2414 |

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Carriers should also obtain a copy of the California Vehicle Code (<http://www.leginfo.ca.gov/calaw.html>) and a copy of Title 13, California Code of Regulations (<http://government.westlaw.com/linkedslice/default.asp?SP=CCR-1000>)