

Draft One-Time Fleet Reporting Guide

The California Air Resources Board (CARB) adopted a regulation¹ in June 2020 that has a one-time reporting requirement for large entities that operate or dispatch vehicles with a gross vehicle weight rating >8,500 lbs. in California. The survey does not apply to lighter vehicles like cars and light duty pickups such as the F150 or Ram 1500. From this point forward, we will use the term “vehicle” to refer to any heavier vehicle including buses, vans and trucks. The reporting deadline is April 1, 2021.

This is a preliminary draft being made available for comment. The intent is to update and post a final version along with other materials once changes have been incorporated. The line numbering shown on the left are included to facilitate the review and editing process, but will be removed once finalized.

This guide describes who needs to report, provides guidance on how to use data you already have, identifies the type of records you need to keep, and explains the process on how to submit the survey responses by the deadline

Large entities must report information about the vehicles they operate or dispatch in California if they also operate a facility in California if they are any of the following:

- An organization with more than \$50,000,000 in annual revenue in the United States
- An entity that operates more than 50 trucks in California
- A government agency that operates at least one truck (except for k-12 schools and transit agencies)
- A broker that dispatches 50 or more trucks in California per year

Excluded from the survey are military tactical vehicles, school buses, emergency vehicles as defined in the [California Vehicle Code section 165](#).

The purpose of this survey is to collect information about how vehicles are being operated by individual fleets and organizations. CARB staff already has all available information about vehicle usage patterns for different body types, but these sources are primarily statewide averages and do not have sufficient details about individual fleet operations. The survey questions were developed with participation from a wide range of interested parties and were crafted in a manner to provide flexibility in how to use existing information to complete the survey. The information is necessary to determine where zero-emission vehicles are suitable now, what are the barriers and what vehicle characteristics are necessary to meet different fleet needs. This information will support future measures to reduce emissions of oxides of nitrogen, fine particulate matter, other criteria pollutants, toxic air contaminants, and greenhouse gases from vehicles.

¹ <https://ww2.arb.ca.gov/rulemaking/2019/advancedcleantrucks>

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43 In general, the process for reporting is to download a spreadsheet from the CARB
44 website, complete the survey questionnaire in the Excel spreadsheet on your own
45 computer, then return to the CARB website to upload the data. This one-time
46 reporting requirement does not change any other CARB reporting requirements.

47

48 This guide is organized into three primary sections. The first relates to the general
49 entity information, the second is about the vehicle home base location, and the third is
50 primarily about the vehicles and their operation (fuel type, body type, GVWR, vehicle
51 usage, daily mileage, etc.).

52

53 Reporting Overview

54

55 In this section we first go over the details of who is required to report. The definition
56 uses vehicle counts to exclude small fleets from the reporting requirement. Vehicle
57 counts are based on all on-road vehicles with a GVWR greater than 8,500 lbs. The
58 term “vehicle” when used in this guide does not include lighter vehicles.

59

60 You have to report if you operate a facility in California and meet any of the following
61 criteria:

- 62 • Have more than \$50 million in revenues in 2019 from all related subsidiaries,
63 subdivisions, or branches, and has at least one vehicle; or
- 64 • Own 50 or more vehicles; or
- 65 • Dispatch 50 or more vehicles into or throughout California; or
- 66 • Are a government agency (federal, state, local, and municipalities) and has at least
67 one vehicle

68

69 Reporting is not required for:

- 70 • K-12 schools; school districts; nor fleets comprised of primarily school buses; or
- 71 • Transit vehicles subject to the Innovative Clean Transit regulation (13 CCR Section
72 2023); or
- 73 • Military tactical vehicles as described in 13 CCR section 1905 and military tactical
74 facilities owned or operated by the United States Department of Defense and/or
75 the United States military services; or
- 76 • Vehicles awaiting sale

77

78 Entities with a brokerage and/or motor carrier authority must report even if, no
79 vehicles are owned by the subsidiary, corporate parents, or joint ventures. The term
80 broker means an entity or person who has broker authority from the Federal Motor
81 Carrier Safety Association and, for compensation, arranges or offers to arrange the
82 transportation of property by an authorized motor carrier. A motor carrier, or person
83 who is an employee or bona fide agent of a carrier, is not a broker when it arranges or

84 offers to arrange the transportation of shipments which it is authorized to transport
85 and which it has accepted and legally bound itself to transport.

86

87 Before getting started with the survey, you should decide whether to complete one
88 spreadsheet form or whether completing multiple spreadsheets is preferred. A single
89 spreadsheet form should be used for each individual organization. However, very
90 large organizations with subsidiaries, joint ventures or multiple divisions may find it
91 easier to submit separate form for each distinct part of the organization. Either
92 approach is acceptable as long as the entire fleet of vehicles is reported and there is a
93 common parent Taxpayer ID to identify the sub-fleets. For government fleets, the
94 reported vehicles should be for those associated with the unit that is directly
95 responsible for the vehicles day-to-day operational control.

96

97 General Entity Information

98

99 This section is about the survey information and questions about the entity. This part
100 of the survey includes information like the entity name, contact person information,
101 fleet owner, tax ID, operating authority. In addition, there are additional questions
102 about annual revenue, and sustainability plans. If your entity is a motor carrier or
103 broker it will also collect information such as the number of subhaulers and vehicles
104 operated by subhaulers.

105

106 Each survey question is listed with bullets and italics. Where appropriate addition
107 information or guidance is provided below each item.

108

109 • *Entity name and fictitious business name if applicable*

110

111 • *Mailing address: street name or P.O. box, city, state, and ZIP code*

112

113 • *Designated contact person name*

114

115 • *Designated contact person's email address*

116

117 • *Designated contact person's phone number*

118

119 • *Corporate parent name or governing body (if applicable)*

120

121 • *Federal Taxpayer Identification Number (if applicable)*

122

- 123 • *Federal Taxpayer Identification Number of Corporate Parent or other entities with*
124 *which your entity has vehicles under common ownership or control. Enter the*
125 *number or Not Applicable.*

126

127 Entities that are subsidiaries of a parent company must provide the Tax ID of their
128 parent company. For multiple companies that operate under common ownership or
129 control and wish to report separately, they must designate a single common taxpayer
130 ID to be used by each respondent. If all vehicles are being reported in a single form,
131 multiple entries can be made for companies whose vehicles operate under common
132 ownership or control. Vehicles under “common ownership or control” are those
133 owned or managed by the same director, officers, managers, or by corporations
134 controlled by the same majority stockholders. “Common ownership or control”, for
135 the purposes of this regulation, would not include fleets that hire or broker for owner-
136 operators. There is no need to report owner-operator entity Tax IDs, and no need to
137 include them in vehicle operations reporting.

138

- 139 • *For government entities, identify the jurisdiction. Select (federal, state, local or Not*
140 *Applicable)*

141

- 142 • *Report the CARB TRUCRS ID if known*

143

144 *The TRUCRS ID is issued to fleets that have reported to use flexibility options to*
145 *comply with the Truck and Bus regulation. Only include the TRUCRS ID if you have an*
146 *active account. Note that you can export your fleet data from TRUCRS into a*
147 *spreadsheet to complete this survey. This survey and reporting in TRUCRS are*
148 *separate efforts. This survey needs to be completed in its entirety to meet the*
149 *reporting requirement.*

150

- 151 • *Primary six-digit North American Industry Classification System (NAICS) code (if*
152 *applicable)*

153

- 154 • *For non-governmental entities, identify the total annual revenue in the United*
155 *States for 2020. Select the best response in millions (<\$10, \$10-\$49, \$50-\$99,*
156 *\$100-\$499, \$500-\$999, >\$1,000)*

157

- 158 • *Does your entity have broker authority under the Federal Motor Carrier Safety*
159 *Administration? Select (Yes, or No)*

160

- 161 • *Enter the following operating authority numbers, if applicable:*

162

○ *Motor carrier identification number*

163

○ *United States Department of Transportation number*

164

○ *California Carrier Identification number*

165

○ *California Public Utilities Commission transportation charter permit number*

166 ○ *International Registration Plan number*

167

168 *More than one of each of the operating authority numbers must be provided if*
169 *applicable to the same organization unless each part of the organization is reporting*
170 *separately.*

171

172 • *Identify the number of entities with whom you had a one year or longer contract to*
173 *deliver items or to perform work in California using vehicles over 8,500 lbs. GVWR*
174 *in 2019 or 2020 to serve your customers while representing your entity's brand.*
175 *Select number of subcontractors: (Does not apply, 1-10, 11-20, 20-50, >50);*

176

177 • *If your organization has motor carrier or broker authority and contracts with*
178 *subhaulers to serve your customers, identify the following for the year 2019 or*
179 *2020;*

180 *The number of subhaulers you contracted with in California to transport freight.*
181 *Select # of subhaulers (Does not apply, 0, 1-10 , 11-20, 20-50, >50);*

182

183 *If your organization is not a motor carrier select, "Does not apply." This questions*
184 *only applies to vehicles that you direct as part of fulfilling a shipping contract with the*
185 *beneficial cargo owner. Do not include other contracts where your organization does*
186 *not direct the movement of freight nor determine how the delivery is made.*

187

188 *Estimate the number of vehicles operated by your subhaulers on your behalf in*
189 *California. Select # subhaulers (Does not apply, 0, 1-10, 11-20, 20-99, 100-500,*
190 *>500)*

191

192 *Estimate the number of subhauler vehicles that operated under your motor*
193 *carrier authority in California. Select (Does not apply, 0, 1-10, 11-20, 20-99, 100-*
194 *500, >500).*

195

196 • *Does your organization have a written sustainability plan to reduce your carbon*
197 *footprint? Select (Yes, No, Does not apply).*

198

199 *This can be any written plan that established goals or identifies actions for your*
200 *organization to reduce it carbon footprint.*

201

202 • *Identify whether your entity's written sustainability plan includes transportation*
203 *emissions reduction goals. Select (Yes, No, Does not apply)*

204

205 *If your organization has a written sustainability plan, enter "Yes" if the plan includes*
206 *strategies to install alternative fuel infrastructure, electric vehicle charging or*
207 *increasing the number of non-diesel and non-gasoline vehicles within the organization,*
208 *or if it includes preference for the use of alternative fueled vehicles to meet*
209 *transportation needs.*

210

- 211 • *In 2018 or 2019, how many vehicles did your entity own and operate in California*
212 *with a home base in California. (Enter the number)*

213
214 This will be the same as the total number of intrastate trucks owned and operated plus
215 any interstate trucks with a home base in California. This total would not include
216 interstate trucks based outside of California.

- 217
218 • *In 2018 or 2019, how many vehicles did your entity own and operate in California*
219 *that do not have a home base in California. (Enter the number)*

220
221 This question applies to interstate trucks. All instate trucks should have a designated
222 home base. Use IFTA data or similar records to identify the total number of trucks
223 that operated in California in 2019 or 2020 and do not have a terminal or home base
224 in California. Keep copies of the records you used to meet the record keeping
225 requirements.

- 226
227 • *What year was used to provide the responses in this section? Response: (2019,*
228 *2020, or both years)*

- 229
230 • *Enter a comment (optional) about your organization or any information in this*
231 *section.*

232 Home Base Information

233
234 This section is about determining the vehicle home base and the information to be
235 reported about the facility. The “home base” is a depot, yard, or terminal where the
236 vehicle is domiciled, or where the vehicle is parked on a nightly basis. For vehicles
237 that go home with the driver, or operate remotely, the home base should be the
238 organization’s location that key decisions are made about replacing the vehicle, how it
239 is maintained or where decisions on how it is operated. This can be an office building
240 or other location with a physical address. The “home base” should not be reported as
241 a residential address.

242
243 For multi-use properties like a campus or military base, the home base may be
244 reported as a single address and does not need to include specific building addresses
245 even if the vehicles are kept at multiple location on the campus or base

246
247 Vehicles that accrue a majority of their annual miles in California, but are not assigned
248 to a particular location in California, must be reported as part of the headquarters or
249 another location where the vehicles’ operation is managed. Brokers that dispatch
250 vehicles they do not own need to list their own office as the home base location unless
251 they also operate a truck yard where the trucks are domiciled.

252

253 The following is a list of the survey questions shown in bullets and italics. Additional
254 guidance is below each question where appropriate.

- 255
- 256 • *Facility address including street name, city, state, and ZIP code;*
 - 257
 - 258 • *Facility type category. Select one from the following list.*
 - 259
 - 260 ○ *Administrative/Office Building - means a building or structure used primarily*
 - 261 *for day-to-day activities that are related to administrative tasks such as*
 - 262 *financial planning, record keeping & billing, personnel, physical distribution*
 - 263 *and logistics, within a business.*
 - 264 ○ *Distribution Center/Warehouse - means a location used primarily for the*
 - 265 *storage of goods which are intended for subsequent shipment.*
 - 266 ○ *Hotel/Motel/Resort - means a commercial establishment offering lodging to*
 - 267 *travelers and sometimes to permanent residents.*
 - 268 ○ *Manufacturer/Factory/Plant - means a location with equipment for*
 - 269 *assembling parts, producing finished products, intermediate parts, or*
 - 270 *energy products.*
 - 271 ○ *Medical/Hospital/Care - means an institution engaged in providing, by or*
 - 272 *the supervision of physicians, inpatient diagnostic and therapeutic services*
 - 273 *or rehabilitation services by or under the supervision of physicians.*
 - 274 ○ *Multi-Building Campus/Base” means a property typically operated by a*
 - 275 *single entity with several buildings, often serving multiple purposes.*
 - 276 ○ *Restaurant - means a business establishment where the primary purpose is*
 - 277 *serving meals or refreshments may be purchased.*
 - 278 ○ *Service Center - means a facility that supports a business operation that*
 - 279 *generates revenue by providing a specific service or product, or a group of*
 - 280 *services or products to a customer.*
 - 281 ○ *Store - means an establishment that sells goods or a variety of goods and*
 - 282 *services to the general public.*
 - 283 ○ *Truck/Equipment Yard - means an establishment that primarily stores or*
 - 284 *dispatches trucks and equipment such as a garage or parking lot.*
 - 285 ○ *Any Other Facility Type - means any facility type that is not listed above.*
 - 286
 - 287 • *Contact person name*
 - 288
 - 289 • *Contact person email address*
 - 290
 - 291 • *Does your organization own or lease the facility?*
 - 292
 - 293 • *Identify what type of fueling infrastructure is installed at the facility, by selecting all*
 - 294 *of the fuel types dispensed at the facility.*
 - 295 ○ *Select (Diesel, Gasoline, Natural gas, Electric Charger, Hydrogen, Other, or*
 - 296 *Not applicable.)*
 - 297

- 298 • *What refueling infrastructure was initially installed on or after January 1, 2010.*
 - 299 ○ Select (Diesel, Gasoline, Natural gas, Electric Charger, Hydrogen, Other, or
 - 300 Not applicable.)
 - 301
- 302 • *For the tractors associated with this home base, identify what types of trailers you*
 - 303 *pull.*
 - 304 ○ Select one or more of the following: (Van-dry, Van-reefer, Tanker, Flatbed,
 - 305 Shipping container, Low bed, Curtain side, Other, Does not Apply).
 - 306
- 307 • *Enter a comment (optional) about the home base and any other information about*
 - 308 *the home base.*

309 Vehicle Information

310

311 This section lists the survey questions about the vehicles associated with each home
312 base and how they are used. Each vehicle needs to be associated with a home base
313 location. Vehicles may be grouped by body type, fuel type and weight class bin for
314 each home base location as described here. All on-road vehicles with a GVWR
315 >8,500 lbs need to be represented in this section. You can find your vehicle’s GVWR
316 by checking the label usually found on the driver’s side door-jamb or you can use a
317 VIN decoder such as this: <https://vpic.nhtsa.dot.gov/decoder/Decoder>. On-road
318 vehicles are those that were originally designed to operate on road even if they are
319 not driven on public highways. Off-road and on-road yard trucks (yard hostlers, yard
320 dog, or yard goat) at each home base must be included and they all may be grouped
321 together. There are three weight class bins as follows:

322

- 323 • Class 2b-3 – These vehicles have a GVWR from 8,501 lb. to 14,000 lb. They
324 include full-size pickup trucks, smaller utility trucks, cargo vans, and passenger
325 vans and are larger than an F150.
- 326 • Class 4-6 - Have GVWR from 14,001 lb. to 26,000 lb. The types of vehicles
327 include mid-size shuttle buses, and trucks such starting with the E450 or F450
328 series models. These trucks can be operated by drivers without a commercial
329 license.
- 330 • Class 7-8 – Have a GVWR greater than 26,000 lbs and must be driven by those
331 with a commercial license.

332

333 For example, a freight hauler may have 50 diesel tractors, they are all in the Class 7-8
334 category, and 1 diesel truck with a service body and one gasoline truck that also has a
335 service body, both are in the Class 4-6 category. In this example, all 50 tractors would
336 be grouped together, but the service trucks would be separate because of the
337 different fuel type. For each group of vehicles, there are a series of questions
338 including daily miles traveled, average annual mileage, radius of operation, number of
339 year kept, and other questions. See the example in the following table.

340

# of Vehicles	Body Type	Weight Class Bin	Fuel Type	Question 1	Question 2
50	Tractor	7-8	Diesel		
1	Service Body	4-6	Diesel		
1	Service Body	4-6	Gasoline		

341
 342 For most questions, you are expected to use data you already have, like maintenance
 343 or dispatch records, and for you to use your knowledge about your fleet operation to
 344 respond to questions in this section. You must use data for any time period you
 345 choose between, January 1, 2019 and December 31, 2020. We suggest that you
 346 decide whether you will base your responses on information from 2019 or 2020 based
 347 on your knowledge of the vehicle data you have and which year is more representative
 348 of the daily operation of your vehicles. For example, the trend in increasing home
 349 delivery could mean that 2020 is a better indicator of how delivery vehicles will be
 350 used going forward, whereas a business that primarily delivers to restaurants will find
 351 the 2019 is a better representation of the daily operation. In addition, the period can
 352 be a full year, quarter, month or week.

353
 354 The expectation is that most fleets will use existing record to determine the response;
 355 however, you also have the option to collect mileage and operational data during a
 356 workweek and use that data for the responses. For several questions, typical mean
 357 how a vehicle is used 9 out of 10 work days. We will refer to this as the 9 out of 10
 358 rule. For example, if you are using a 30-day period to answer the daily mileage
 359 questions and a vehicle operates less than 100 miles per day nearly every day, but
 360 travels 200 miles one day in the month for a special event, then the best response for
 361 that vehicle is that it typically travels less than 100 miles per day. We also recognize
 362 that mileage may not be as meaningful for vocational trucks with PTO, but that detail
 363 was left out to ease the burden of reporting. The vehicle body type will provide an
 364 indicator of which trucks are for vocational use.

365
 366 Brokers must also report information about the vehicles they dispatch or direct while
 367 under contract based on dispatch record. For example, if a broker hires a truck to
 368 move a load, only the miles driven under that contract should be considered for the
 369 responses and the broker is not expected to have information about the miles driven
 370 outside the contract. For example, a broker is not expected to have information
 371 about where the vehicle is domiciled, where it is fueled, nor whether it returns to the
 372 home base so some of the questions do not apply to brokers.

373
 374 After the vehicles have been grouped for each home base the following are the
 375 questions associated with their operation and characteristics. The question is in bullet
 376 form followed by the survey response bins and any guidance about completing the
 377 response. Do not include backup or non-operational vehicles in calculating vehicle
 378 group mileage averages so that the mileage responses are not underestimated.

379

380 The responses for a vehicle group at one home base location may be repeated for the
381 same vehicle group at another vehicle home base location if the respondent that is
382 familiar with the vehicle operation determines the operation at that location is
383 substantially similar to another location. For example, an HVAC repair fleet that has a
384 consistent operation at all locations in the central valley may use the usage responses
385 for one location and apply that same information to other locations. In this case,
386 simply keep notes on which home base location and was used to apply to vehicles at
387 other home base locations.

388

389 • *Estimate the daily mileage for each of the following mileage bins. Provide the*
390 *response to the nearest 10% for each vehicle group.*

- 391 ○ *Operate up to 100 average miles per day;*
- 392 ○ *Operate up to 150 average miles per day;*
- 393 ○ *Operate up to 200 average miles per day;*
- 394 ○ *Operate up to 300 average miles per day;*
- 395 ○ *Operate more than 300 average miles per day;*

396

397 The purpose of this question is to indicate how many miles each vehicle in the group
398 will travel on a given work day. Each vehicle should only be counted in one bin. When
399 answering this question apply the 9 out of 10 rule. For example, if a vehicle operates
400 less than 100 miles per day 7 out of 10 times, and less than 150 miles all other days,
401 then the best response for this vehicle is that it typically operates less than 150 miles
402 per day. It would not be placed in the “less than 100 miles per day” bin because it
403 does not operate less than 100 miles 9 out of 10 days. This question does not apply to
404 brokers that do not own the vehicles being dispatched.

405

406 For this question, you are expected to use mileage or dispatch records you have
407 available to determine the best response for the vehicles in each group. For example,
408 if you already have annual mileage data and your vehicles are operated 5 days a week,
409 then dividing the annual miles by 260 work days a year may be the appropriate
410 indicator of the best daily mileage bin for each vehicle in the group. However, a
411 seasonal fleet, that only operates the vehicles 3 months of the year would take the
412 mileage for each vehicle and would divide by 90 work days. Alternatively, you could
413 collect daily data for each vehicle in the fleet for a one-week period and use that
414 information to determine the best response.

415

416 • *What percent of the vehicles have a predictable usage pattern? Provide the*
417 *response to the nearest 10% for each vehicle group.*

418

419 This question is intended to be an indicator of vehicle usage patterns that vary widely
420 from day to day for the vehicle group. The response to this question requires your
421 judgement based on your knowledge of the fleet operation. For example, vehicles
422 that typically travel less than 100 miles per day 9 out of 10 times has a predictable
423 usage pattern even if the vehicle goes to different locations every day. For example, a

424 furniture store that delivers to customer homes, may regularly operate less than 100
425 miles every day even if the truck is used to deliver to different homes in the area.
426 Similarly, refuse trucks or package delivery trucks typically have predictable usage
427 patterns because they tend to serve the same neighborhoods each week even though
428 they may not be on the same route each day. A long haul tractor would also be listed
429 as having a predictable usage pattern if it regularly travels more than 300 miles per
430 day for 9 out of 10 work days. Vehicles that do not have a predictable usage pattern
431 would be trucks that have highly variable uses like construction trucks that may be
432 local some days, on a job site for days or weeks at a time, and at distant locations on
433 other days in a month. Another example may be service trucks that may travel short
434 distance on some days and may travel 200 miles away so that you cannot identify a
435 common usage pattern that meets the 9 out of 10 days rule. For record keeping
436 purposes, keep notes on what information was used to determine the usage pattern
437 and the criteria you used to make the interpretation.
438

- 439 • *What percent of the vehicles fuel at the home base as the primary means of fueling*
440 *the vehicle? Provide the response to the nearest 10% for each vehicle group.*

441 If a vehicle fuels at the home base 9 out of 10 times it should be counted as fueling at
442 the home base, otherwise it would not. For home base locations where there is no on-
443 site fueling the response would be 0. This question does not apply to brokers that do
444 not own the vehicles being dispatched unless the broker operates the home base
445 facility where the vehicles are domiciled.
446

- 447 • *What percent of the vehicles typically returns to the home base daily? Provide the*
448 *response to the nearest 10% for each vehicle group.*

449
450 If a vehicle returns to the vehicle home base nightly for at least 9 out of 10 work days,
451 or is on a campus and always stays at home base, it would be counted as typically
452 returning to the home base. However, if a vehicle regularly returns to a personal
453 residence nearly every day of the year or the vehicle returns to the home base less
454 than 9 out of 10 workdays, the vehicle would not be counted. This question does not
455 apply to brokers that do not own the vehicles being dispatched unless the broker
456 operates the home base facility where the vehicles are domiciled.
457

- 458 • *What percent of the vehicles have onboard GPS or other form of electronic*
459 *mileage tracking? Provide the response to the nearest 10% for each vehicle group.*
460

461 This is simply the count of trucks in the group that is equipped with GPS or another
462 electronic form of tracking daily mileage that is available to the fleet manager. It does
463 not include mechanical or electronic odometers. Brokers are expected to respond
464 with information they have in their dispatch records about the vehicles.
465

- 466 • *Do most of the vehicles in the group stay within approximately 50 miles of the*
467 *home base on a given typical day? Provide a yes or no response.*

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This question applies to the entire group of vehicles. The question is whether a majority of vehicles in the group operate within a 50 air mile radius of the home base location at least 9 out of 10 work days. The expectation is that you would use dispatch records, job site locations or other information you have for the time period you chose to make a judgment on the response. A one week sample is adequate to inform your response. Keep notes of what information was used to make the decision for record keeping purposes. Brokers are expected to respond with information they have in their dispatch records about where the pick and drop of points are.

- *How many vehicles tow a trailer more than 100 miles per day? Provide the response to the nearest 10% for each vehicle group.*

This response is expected to be based on mileage data already used for prior mileage responses with your judgment on how many vehicles tow a trailer and how often. This response should be consistent with the question about how many vehicles operate less than 100 miles per day. For example, if there are 100 vehicles in the group and 60 out of 100 operate less than 100 miles per day, then only 40 typically operate more than 100 miles per day. The question then becomes how many of the 40 vehicles pull a trailer. If the group is a tractor fleet, then all 40 pull a trailer and the response is 40%. If the fleet is a group of service trucks used for road maintenance, and 10 of the 40 pull trailers to the job site, then the response would be that 10% (10 out of the 100) of the vehicle group pulls a trailer more than 100 miles.

- *How many vehicles commonly operate at their weight limit? Provide the response to the nearest 10% for each vehicle group.*

This question applies to the group of vehicles to represent daily usage. It should be answered based on whether the vehicles is at the legal weight limit to operate on the road or if it is at its maximum axle or weight capacity of the vehicle. Either means the vehicle is at its weight limit. For this response count the number of vehicles that are at their weight limit on a given work day. For example, if the vehicle group has 100 tractors, determine the best method to count the number of trucks that are at their weight limit each day. To the extent possible, try to apply the 9 out of 10 rule to determine how many trucks each day are regularly at their weight limit even if that count represents different trucks each day. Brokers should use dispatch records to determine whether the load being moved is at the weight limit.

- *How many vehicles are not registered in California? Provide the response to the nearest 10% for each vehicle group.*

Determine the number of vehicles in the group that are registered in other states or jurisdictions, and any vehicles that are not registered in California to operate on road.

- 512 • *How many vehicles are regularly parked at the home base more than 8 hours each*
513 *day? Provide the response to the nearest 10% for each vehicle group.*
514

515 This expectation is that the time the vehicle is at the home base will be based primarily
516 on the judgment of the fleet operator. For example, a utility fleet that returns to the
517 yard nightly is likely to be at the home base 8 hours before leaving the next day and all
518 the vehicles would be counted. A tractor fleet that regularly travels long distances and
519 does not return to the home base location nightly would not be counted. For record
520 keeping purposes, the decision can be supported with a sample of dispatch records
521 that identifies when the vehicle was being used or employee records of time worked if
522 the vehicle is only used for one shift and returns to the home base daily.

- 523
524 • *What is the highest percentage of vehicles that were dispatched at the same time*
525 *by a government agency to support an emergency event resulting from a major*
526 *disaster? Provide the response to the nearest 10% for each vehicle group.*
527

528 For this response, use records from the past the past 3 years to identify how many
529 vehicles in each group were dispatched on the behalf of a local, state or federal
530 government to support an emergency
531 operation such as repairing or preventing damage to roads, buildings, terrain, and
532 infrastructure as a result of an earthquake, flood, storm, fire, act of terrorism, or other
533 infrequent acts of nature.

- 534
535 • *How many vehicles are equipped with all-wheel drive? Provide the response to the*
536 *nearest 10% for each vehicle group.*
537

538 For this response count the number of vehicles with all-wheel drive. Include any
539 drivetrain that propels all of the wheels on the vehicle. A 2 axle truck with four wheel
540 drive would be counted.

- 541
542 • *How many vehicles are back-up vehicles or are not being operated? Provide the*
543 *response to the nearest 10% for each vehicle group.*
544

- 545 • *What is the average annual mileage for a typical vehicle in this vehicle group?*
546 *Select the best mileage response (5,000 or less, 10,000, 20,000, 30,000, 40,000,*
547 *50,000, 60,000, 70,000, 80,000, 90,000, 100,000, or more than 100,000).*
548

549 This response should be based on odometer readings from maintenance records or
550 other data to determine the median or average annual miles for all the vehicles in each
551 group.

- 552
553 • *How long after purchase, does your organization typically keep the vehicles in this*
554 *group? Select the best response in years (Less than 4, 5 to 10, 11-15, 16-20, or*
555 *more than 20)*
556

557 Select the most appropriate bin based on your experience. Use the model year
558 distribution or other information to back-up your response. For example, if all of the
559 trucks in the group are less than 10 years old, then that would be consistent with the
560 selection of "5 to 10" years.

561

- 562 • *Identify whether your organization is the fleet owner or if you are the broker that*
563 *dispatched this group of vehicles under your brokerage authority. Select (Owner,*
564 *or Broker)*

565

566 Select owner if you are not a broker.

567

- 568 • *Identify the start and end date of the analysis period selected? Enter the date*
569 *range.*

570

571 Enter the dates that best represents whether you used annual or quarterly or another
572 analysis period

573 to determine responses other than the annual mileage response. If an alternative
574 analysis period other than annual or quarterly information is used, you must describe
575 the reasoning used in the optional comment box.

576

- 577 • *Enter a comment (optional) about the home base and any other information about*
578 *the home base.*

579

580 If you would like your reported information to be kept confidential, you must
581 designate that your information is confidential per Title 17, California Code of
582 Regulations, Sections 91000-91022.

583

584 Recordkeeping

585

586 The fleet owner or responsible official shall maintain the records of their information
587 used to complete the survey until December 31, 2024, for the overall fleet. In addition,
588 the fleet owner or responsible official must maintain all fleet, vehicle, contract, and
589 facility records used to compile responses. This includes the data and analysis period
590 used. Records must include the following:

591

- 592 • For owned on-road vehicles and off-road yard tractors, mileage records and dates
593 from records such as maintenance logs, vehicle logs, or odometer readings, or
594 other records with the information used to determine the response.
- 595 • For on-road vehicles and off-road yard tractors not owned but dispatched by the
596 entity, dispatch records and dates, contracts, or other records with the information
597 used to determine the responses.
- 598 • Vehicle registration date and jurisdiction for each owned vehicle in the California
599 fleet.

- 600 • Any contracts with contractors, subcontractors, or contracts with subhaulers, or
601 other records with the information used to determine the responses.

602

603 CARB staff may request clarification of reported data. A fleet must respond to
604 requests for clarification of reported information within 14 days of receiving the
605 request from the Executive Officer.

606

607