



Large Entity One- Time Fleet Reporting

Reporting Guide

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I. Introduction

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 manufacturer's gross vehicle weight rating (GVWR) greater than 8,500 lbs. in California. The vehicles in the reporting process include medium duty vehicles like vans and ¾-ton pickups such as the F250 or Ram 2500 and heavier vehicles of all fuel types, but does not apply to lighter vehicles like cars and light duty pickups. From this point forward, we will use the term "vehicle" to refer to any medium or heavy-duty vehicle including buses, vans and trucks. Completed reporting form spreadsheets must be uploaded to the CARB website by the April 1, 2021 regulatory deadline.

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 reporting responses by the deadline. To allow reporting entities time to provide representative data, vehicle usage data can include any time-period from January 2019 through the April 1, 2021 reporting deadline. Information on representative data and recordkeeping will be discussed in more detail later on in this guide.

Large entities (fleet owners, businesses, government agencies, municipalities, brokers, etc.) will report information about their vehicles over 8,500 lbs. GVWR (hereafter referred to as "vehicle"); if in 2019 they operated a facility in California and meet any of the following criteria:

- Had gross annual revenues greater than \$50 million in the United States for the 2019 tax year, including revenues from all subsidiaries, subdivisions, or branches, and had one or more vehicles under common ownership or control that were operated in California in 2019; or
- Any fleet owner in the 2019 calendar year that had 50 or more vehicles under common ownership or control; or
- Any broker or entity that dispatched 50 or more vehicles into or throughout California, in the 2019 calendar year; or
- Any California government agency including all state and local municipalities that had one or more vehicles that were operated in California in 2019; or
- Any federal government agency that had one or more vehicles that were operated in California in 2019.

¹ [Advance Clean Truck Regulation](https://ww2.arb.ca.gov/rulemaking/2019/advancedcleantrucks) (https://ww2.arb.ca.gov/rulemaking/2019/advancedcleantrucks)

Excluded from the reporting process are military tactical vehicles, school buses, emergency vehicles as defined in the [California Vehicle Code section 165](http://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=VEH§ionNum=165) (http://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=VEH§ionNum=165), or those that have been issued an authorized emergency vehicle permit by the Commissioner of the California Highway Patrol.

In general, the process for reporting is to download a spreadsheet from the CARB website, complete the reporting form in the Excel spreadsheet on your own computer, then return to the CARB website to upload the data. You can access the [reporting form online](https://ww2.arb.ca.gov/our-work/programs/advanced-clean-trucks/large-entity-reporting) (<https://ww2.arb.ca.gov/our-work/programs/advanced-clean-trucks/large-entity-reporting>). This one-time reporting requirement does not change any other CARB reporting requirements.

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

II. Reporting Overview

In this section, we first go over the details of who has to report and what can be excluded. The definition of who must report is partly based on vehicle counts that include all on-road vehicles with a manufacture GVWR greater than 8,500 lbs. The term “vehicle” when used in this guide does not include lighter vehicles.

Who Must Report

You must report if your entity meets the reporting requirements criteria listed in the Introduction.

The term “dispatched”, as defined in the regulation, means to provided direction or instruction for routing a vehicle(s), whether owned or under contract, to specified destinations for specific purposes, including but not limited to delivering cargo, passengers, property or goods, providing a service, or assisting in an emergency. For example, it does not include simply ordering materials or equipment without actively providing direction or instruction on routing of the vehicle.

Entities that are subject to reporting must report information about their vehicles including any off-road yard goats even though off-road yard goats are not used to determine if the entity is subject to the reporting requirement.

Entities with a brokerage and/or motor carrier authority that meet any of the above criteria must report even if, no vehicles are owned by the subsidiary (a company controlled by another company), corporate parents, or joint ventures.

The term “broker” means any entity or person who has broker authority from the Federal Motor Carrier Safety Administration and, for compensation, arranges or offers to arrange the transportation of property by an authorized motor carrier.

The term “motor carrier” is the registered owner, lessee, licensee, or bailee of any vehicle set forth in Section 34500 of the CA Vehicle Code², who operates or directs the operation of any such vehicle on either a for-hire or not-for-hire basis.

A broker is not a motor carrier (or person who is an employee or bona fide agent of a carrier) when it arranges or offers to arrange the transportation of shipments which it is authorized to transport and which it has accepted and legally bound itself to transport.

Each entity must provide complete information about all the vehicles they own or dispatch but there is flexibility in how to submit the information. Before getting started with the reporting process, your entity should decide whether to complete one spreadsheet form or whether you would prefer to complete multiple spreadsheets as described below.

A single reporting form is sufficient for an entity with several locations. However, larger entities with subsidiaries, joint ventures or multiple divisions that manage their vehicle separately may find it easier to submit separate forms for each subsidiary or distinct part of the entity. Either approach is acceptable as long as the entire fleet of vehicles is reported and there is a common parent Taxpayer ID reported for each of the sub-fleets. Entities using separate forms will need to create separate login accounts for each submittal.

For government fleets, the reported vehicles are those associated with the unit that is directly responsible for the vehicles day-to-day operational control. A city may collect the information for all of its departments and report it in a single form for each location or may separately complete and submit individual forms for each department provided all vehicles are reported.

Reporting is not required for:

- K-12 schools and school districts and other entities whose fleet is comprised primarily of school buses as defined in the California Vehicle Code section 545, which for the purposes of this regulation, means the registered owner, lessee, licensee, school district superintendent, or bailee of any school bus, who operates or directs the operation of any such bus on either a for-hire or not-for-hire basis; or
- Transit vehicles that are subject to the Innovative Clean Transit regulation, 13 CCR section 2023, and their vehicles that used exclusively to support transit service; or

² [CA Vehicle Code Section 34500](#)

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=VEH§ionNum=34500

- Light-duty vehicles dispatched but not owned by transportation network companies; or
- Military tactical vehicles as described in 13 CCR section 1905 and military tactical facilities owned or operated by the United States Department of Defense and/or the United States military services; or
- Vehicles awaiting sale as defined in section 2012(d)(23); or
- Emergency vehicles as defined in the [California Vehicle Code section 165](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=VEH§ionNum=165) (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=VEH§ionNum=165).

The Reporting Process

This section describes the process for downloading the reporting spreadsheet where you will enter and save your data and information, and the process to submit your information to CARB when you are finished.

First, you must go to [CARB website](https://ww2.arb.ca.gov/our-work/programs/advanced-clean-trucks/large-entity-reporting) (<https://ww2.arb.ca.gov/our-work/programs/advanced-clean-trucks/large-entity-reporting>) and input your basic entity information, including your email address and Federal Taxpayer ID, to request a reporting form. Note that if you are reporting for a subsidiary (or other branch with a corporate parent) you will have to request your own reporting code and must provide the Federal Taxpayer ID of the highest-level parent of the entity in the United States. Do not report social security numbers.

Next, you will be sent a verification email with a unique reporting code and the reporting form. Download the reporting form from the web page, then enter your reporting code into the spreadsheet. The code is unique to your fleet and cannot be shared with other reporting entities.

Finally, when your spreadsheet is complete, you will use the button in the spreadsheet to create a data file that you will upload on the same CARB website where you originally obtained the form. After you upload the information, the system will send an email verifying that your reporting submission has been received.

The following sections describe the questions and input fields in the spreadsheet. The spreadsheet is organized into three tabs or for information about the entity, the home base, and the vehicles.

III. General Entity Information

This section is focuses on information and questions about the entity. This part of the reporting includes information like the entity name, contact person information, fleet owner, tax ID, and operating authority. In addition, there are questions about annual

revenue, and sustainability plans. If your entity is a motor carrier or broker it will also collect information such as the number of subhaulers and vehicles operated by subhaulers.

Each reporting question is listed below and is labeled with a "Q". In certain cases, additional clarifying information, guidance, or examples are also provided directly below the question.

Q. Enter your Unique ID provided from the One Time Reporting Website

- This unique ID is generated and sent to you by email when you complete the form on the CARB website. This ID is unique to you and must not be shared with other fleets.

Q. Entity Name

- Input the name of the entity (or part of the entity) that you are reporting.
 - o For example: If you are reporting for a subsidiary then include the subsidiary name. If you are reporting for a department for a city, then include the city and department name.

Q. DBA

- If applicable enter the DBA also known as "Doing Business As"

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

- Provide the business address for the reporting entity. Do not provide a personal residence address.

Q. Designated contact person, first and last name

- Provide information for the contact person who can answer questions about the reported information.

Q. Designated contact person title (optional).

Q. Designated contact person's email address

Q. Designated contact person's phone number

Q. Corporate parent name or governing body (if applicable)

- If the highest-level parent of a large entity is reporting on behalf of the entire corporation using only one reporting form, then enter "Not Applicable".

- Subsidiaries reporting separately from the corporate parent using multiple forms must:
 - o Identify the highest-level parent of the entity, and
 - o Only include information on that specific subsidiary.
- Q. Government entities must identify the jurisdiction by selecting the applicable bin (Select: Federal, State, Local, or Not Applicable)
- Q. Report the CARB TRUCRS ID if you already have one (enter “Not applicable” if you do not have a TRUCRS ID).
- Only include the TRUCRS ID if you have been reporting annually to comply with existing diesel regulations and already have an active account (the reporting form will accept multiple TRUCRS IDs). There is no need to create a TRUCRS ID if you do not already have one. Note that you can export your fleet data from TRUCRS for your trucks with a GVWR greater than 14,000 lbs. into a spreadsheet to help with completing this one-time reporting form.
- Q. Primary six-digit North American Industry Classification System (NAICS) code (if applicable)
- Select one NAICS code (<https://www.census.gov/eos/www/naics>) that is appropriate to represent your entity.
- Q. Non-governmental entities must identify the total annual revenue in the United States for 2020. Select the best response in millions of dollars (Select: <\$10, \$10-\$49, \$50-\$99, \$100-\$499, \$500-\$999, >\$1,000)
- Select the appropriate bin for the entity (or subpart of the entity) that is represented in the spreadsheet.
 - Subsidiaries reporting separately from the highest-level parent only include the annual revenue of the reporting subsidiary. The annual revenue of the corporate parent should not be incorporated in the individual subsidiary’s reporting.
 - Parent entities reporting separately from their subsidiaries, only include the parent’s annual revenue, and do not incorporate the separately reported subsidiary annual revenues
 - Highest-level entities reporting as a whole on one form include annual revenue for the combined parent and California based subsidiaries.
- Q. Identify if your entity has broker authority under the Federal Motor Carrier Safety Administration (Select: Yes, No or Not Applicable)

Q. Enter each of the following operating authority numbers, if applicable:

- Motor carrier identification number
- United States Department of Transportation number
- California Carrier Identification number
- California Public Utilities Commission transportation charter permit number
- International Registration Plan number

Q. Identify the number of entities with whom you had a contract to deliver items or to perform work in California using vehicles over 8,500 lbs. GVWR in 2019 or 2020 to serve your customers while representing your entity's brand. Select number of subcontractors: (Select: 1-10, 11-20, 20-50, >50);

- This question only applies to agreements where your company hires another company and their vehicle displays your entity's exact brand or logo to either pick-up and deliver items on your behalf, or to perform work for your clients or customers. This question does not apply to other types of contracts where the companies are operating under their own brands or are not affiliated with your entity.
 - o For example, if your entity operates a cable television service and hires independent contractors that provide service at your customers' homes and the contractors identify themselves as a representative of your entity, they would be counted.
 - o For example, if your entity is an online shopping service and hires another party that delivers items purchased from the shopping service to customers' shipping addresses and identify themselves as a representative of your entity's shopping service, they would be counted.
 - o For example, a if your entity hires a company that displays its own brand their vehicles but also displays your logo as an endorsement (and not their sole identifying marker) they would not be counted.

Q. The number of subhaulers you contracted with in California to transport freight, goods, or other property. Select # of subhaulers (Select: 0, 1-10, 11-20, 20-50, >50, or Does not apply);

- A subhauler is a for-hire motor carrier who enters into an agreement to provide transportation services on the behalf of another motor carrier, or broker.
- These questions do not apply to the following:

- An entity that is not a for-hire motor carrier, or
 - Contracts where you do not determine how the delivery is made
- Q. Estimate the number of vehicles operated by your subhaulers on your behalf in California. Select # subhaulers (Select: 0, 1-10, 11-20, 20-99, 100-500, >500, or Does not apply);
- Q. Estimate the number of subhauler vehicles that operated under your motor carrier authority in California. (Select: 0, 1-10, 11-20, 20-99, 100-500, >500, or Does not apply).
- If you have motor carrier or broker authority and contract with subhaulers to serve your customers, then you will need to respond using 2019 or 2020 data.
 - If you are not a "for-hire" motor carrier, then select "Does not apply".
- Q. Does your organization have a written sustainability plan to reduce your carbon footprint? (Select: Yes, No, or Does not apply).
- This can be any written plan that established goals or identifies actions for your entity to reduce its carbon footprint. If the reporting department/subsidiary has no written sustainability plan, but the parent/head company has one that covers the whole organization select "Yes".
- Q. Identify whether your entity's written sustainability plan includes transportation emissions reduction goals. (Select: Yes, No, or Does not apply)
- For example, enter "Yes" if the plan includes strategies to install alternative fuel infrastructure, electric vehicle charging or increasing the number of non-diesel and non-gasoline vehicles, or if it includes preference for the use of alternative fueled vehicles to meet transportation needs.
- Q. In 2019 or 2020, how many vehicles did your entity own and operate in California that do not have a home base in California. (Enter the number)
- This question applies to interstate vehicles. All instate vehicles should have a designated home base in California.
 - Use IFTA data or similar records to identify the total number of vehicles that operated in California in 2019 or 2020 and do not have a terminal or home base in California.
 - Keep copies of the records you used to meet the record keeping requirements.
- Q. What year was used to provide the responses in this section? (Select: 2019, 2020, or combination)

Q. Enter a comment (optional) about your general entity section submissions

- To the extent submitted responses contain data claimed to be “trade secret” or otherwise exempt from disclosure under Government Code Section 6254 or 6254.7 or under other applicable provisions of law, please identify the responses containing such data as “confidential” in this comment section, per Title 17, California Code of Regulations, Sections 91000-91022.

In the spreadsheet, you can reset or clear all General Entity Information by selecting **“Click here to reset form”** button located in red text at the top of the General Entity Information tab. This will delete everything on this portion of the form. To edit a specific cell on the form, right click on the desired cell and select **“clear contents”**

IV. Home Base Information

This section is about determining the vehicle home base and the information to be reported about the facility. The “home base” means the location where a vehicle is domiciled meaning a business location where a vehicle is typically kept when not in use. Vehicles that are kept at a personal residence or kept at a location that is not operated by the entity shall use the location where the vehicle is dispatched from or where the vehicle is repaired or maintained.

For example, a depot, yard, or terminal where the vehicle is domiciled, or where the vehicle is parked on a nightly basis. For vehicles that go home with the driver, operate remotely, or are routinely used at multiple locations, the home base is the location where the vehicle is repaired or maintained. This can be an office building or other location with a physical address. The “home base” should not be reported as a residential address.

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

Vehicles that accrue a majority of their annual miles in California, regardless of the state of registration, but are not assigned to a particular location in California must be reported as part of the California headquarters or another location (i.e., the out of state location) where the vehicles’ operation is managed. Brokers that dispatch vehicles they do not own, need to list their own office as the home base location unless they also operate a truck yard where the trucks are domiciled.

Each question is listed below and is labeled with a “Q”. In certain cases, additional clarifying information, guidance, or examples are also provided directly below the question.

Q. Facility Name

- Enter the name in which you identify the specific vehicle home base. This name will be displayed in the spreadsheet on the Vehicle Information Tab to make it easier to associate the vehicles with the home base location without needing to repeat the address. It can be any name you choose as long it is unique for each location.

Q. Street Address

- Enter the street address for the facility/home base listed in the previous question.

Q. City

- Enter the City for the street address listed in the previous question.

Q. State

- Select the State associated with the city listed in the previous question from the drop down menu.

Q. Contact person name

- Provide the contact person who can answer questions on this home base

Q. Contact person email address

- Should not be personal information

Q. Facility type category. For each home base location, identify the best-fit response from the following list.

- Administrative/Office Building - means a building or structure used primarily for day-to-day activities that are related to administrative tasks such as financial planning, record keeping & billing, personnel, physical distribution and logistics, within a business.
- Distribution Center/Warehouse - means a location used primarily for the storage of goods, which are intended for subsequent shipment.
- Hotel/Motel/Resort - means a commercial establishment offering lodging to travelers and sometimes to permanent residents.
- Manufacturer/Factory/Plant - means a location with equipment for assembling parts, producing finished products, intermediate parts, or energy products.
- Medical/Hospital/Care - means an institution engaged in providing, by or the supervision of physicians, inpatient diagnostic and therapeutic services or rehabilitation services by or under the supervision of physicians.

- Multi-Building Campus/Base means a property typically operated by a single entity with several buildings, often serving multiple purposes.
- Restaurant - means a business establishment where the primary purpose is serving meals or refreshments may be purchased.
- Service Center - means a facility that supports a business operation that generates revenue by providing a specific service or product, or a group of services or products to a customer.
- Store - means an establishment that sells goods or a variety of goods and services to the public.
- Truck/Equipment Yard - means an establishment that primarily stores or dispatches trucks and equipment such as a garage or parking lot.
- Any Other Facility Type - means any facility type that is not listed above.

Q. Does your organization own or lease the facility? (Select: Lease or Owned)

Q. Identify what type of refueling infrastructure is installed at the facility, if any, by selecting all of the fuel types dispensed at the facility. (Select: Diesel, Gasoline, Natural gas, Electric Charger, Hydrogen, Other, or Not applicable.)

- The spreadsheet allows multiple selections to be made in response to this question. Use the pull-down menu and select all listed fuel types that apply and click “*Finish” within the drop-down menu to save your selection.

Q. For any semi-tractors associated with this home base, identify what types of trailers you pull. (Select all that apply: Van-dry, Van-reefer, Tanker, Flatbed, Shipping container, Low bed, Curtain side, Other).

- Like the prior question, once you have selected all of the trailer types that apply click “Finish” within the drop-down menu.

Q. Enter a comment (optional) about the home base section submissions

- To the extent submitted responses contain data claimed to be “trade secret” or otherwise exempt from disclosure under Government Code Section 6254 or 6254.7 or under other applicable provisions of law, please identify the responses containing such data as “confidential” in this comment section, per Title 17, California Code of Regulations, Sections 91000-91022.

If you would like to add, additional facility locations in the spreadsheet select the **“Click here to Add Facility”** button located on the right side of the form on the facility tab. This will generate another facility column on the right side of the form. If you need to delete the information for the last facility you added, select the **“Click**

Here to Delete Last Facility Entered” located at the bottom of the form on the facility tab in red text.

Once you have inputted all information for all facilities, the form will automatically populate the **“Home Base”** drop-down cells in column B of the **“Vehicle Information”** tab.

V. Vehicle Information

This section focuses on questions about the vehicles associated with each home base and how they are used. Each vehicle needs to be associated with a home base location.

All on-road vehicles with a GVWR >8,500 lbs. and off-road yard trucks need to be included in this section regardless of fuel type or use. You can find your vehicle’s GVWR by checking the label usually found on the driver’s side doorjamb or you can use a [VIN decoder](https://vpic.nhtsa.dot.gov/decoder) such as this one.

Vehicle Groupings

Vehicles may be grouped by body type, fuel type, and weight class bin for each home base location as described below by entering information in the data table for each group of vehicles.

- For example, a freight hauler may have 50 diesel tractors, that are all in the Class 7-8 category, and one diesel truck with a service body and one gasoline truck that also has a service body and both in the Class 4-6 category. In this example, all 50 tractors would be grouped together, but the service trucks would be separate because of the different fuel type.

For each group of vehicles, there is a series of questions including daily miles traveled, average annual mileage, radius of operation, number of years kept, and other questions. See the example in the following table. You may also break up your fleet information into more groups as long as all vehicles are included in the spreadsheet.

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

Records and Reporting Period

For most questions, you are expected to use data you already have, like maintenance or dispatch records, and for you to use your knowledge about your fleet operation to respond to questions in this section. You must use data for any time-period you choose between, January 1, 2019 through the April 1, 2021 reporting deadline and should be based on your knowledge of the vehicle data you have and which time-period is more representative of the daily operation of your vehicles.

- For example, the trend in increasing home delivery could mean that 2020 is a better indicator of how delivery vehicles will be used going forward, whereas a business that primarily delivers to restaurants will find the 2019 is a better representation of the daily operation. In addition, the period can be a full year, quarter, month or week.

If you use a “unique” reporting period, such as having driver’s record daily mileages for a two-week period in March 2021, the reporting form provides you a comment box where you can describe the reporting period used and you can keep the driver’s mileage logs as acceptable records.

The expectation is that most fleets will use existing records to determine the response; however, you also have the option to collect mileage and operational data during a workweek and use that data for the responses. For several questions, we typically mean how a vehicle is used 9 out of 10 workdays (that is considered the majority of use).

- For example, if you are using a 30-day period from January 2021 to answer the daily mileage questions and a vehicle operates less than 100 miles per day nearly every day, but travels 200 miles one day in the month for a special event, then the best response for that vehicle is that it typically travels less than 100 miles per day. We also recognize that mileage may not be as meaningful for vocational trucks with PTO, but that detail was left out to ease the burden of reporting. The vehicle body type will provide an indicator of which trucks are for vocational use.

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

- Back-up Vehicles or non-operational Vehicles: Do not include back-up vehicles nor vehicles that are not in operation (this is not the same as registered non-op

with DMV) or otherwise not being used when calculating vehicle group mileage averages so that the mileage responses do not underestimate your daily (non-back-up) vehicle usage.

- For example, a vehicle group of 10 street sweepers, where 1 is a back-up vehicle used intermittently and a majority of the vehicles in the group are facility-based operations only and are registered with DMV as non-op but are being used, then you will include the mileage records for the 9 vehicles that operate normally. The one back-up vehicle in the group will be excluded from the responses.
- For example, a vehicle group of 20 water trucks where 2 are not operational and are to be used for parts then the 18 vehicles would be used for the mileage responses.

The responses for a vehicle group at one home base location may be repeated for the same vehicle group at another vehicle home base location if the respondent that is familiar with the vehicle operation determines the operation at that location is substantially similar to another location.

- For example, an HVAC repair fleet that has a consistent operation at all locations in the central valley may use the usage responses for their service vans at one location and apply that same information for their service vans at other locations. In this case, simply keep notes on which home base location was used to apply to vehicles at other home base locations.

Each reporting question is listed below, is labeled with a "Q", and corresponds to the heading in the spreadsheet in the Vehicle Information tab. In certain cases, additional clarifying information, guidance, or examples are provided directly below the question.

Q. Vehicle Body Type (Select the appropriate body type for the vehicle/s you are reporting)

- For each group of vehicles you will include in the spreadsheet, select each body type from the pull down menu

Q. Fuel Type (Select the fuel type associated with the body type from the previous question)

- For each group of vehicles you will include in the spreadsheet, select each body type from the pull down menu

Q. Weight Class Bin

- There are three weight class bins to select from as follows:

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

Q. Estimate the daily mileage for each of the following mileage bins. Provide the response to the nearest 10% for each vehicle group.

- Operate up to 100 average miles per day;
- Operate up to 150 average miles per day;
- Operate up to 200 average miles per day;
- Operate up to 300 average miles per day;
- Operate more than 300 average miles per day
- The purpose of this question is to indicate how many miles each vehicle in the group will travel on a given workday to better indicate daily range needs. The response to this question excludes mileage from back-up and non-op vehicles. A vehicle should only be counted in one bin. When answering this question apply the 9 out of 10 rule.
 - For example, if a vehicle operates less than 100 miles per day 7 out of 10 times, and less than 150 miles all other days, then the best response for this vehicle is that it typically operates less than 150 miles per day. It would not be placed in the “less than 100 miles per day” bin because it does not operate less than 100 miles 9 out of 10 days. This question does not apply to brokers that do not own the vehicles being dispatched.
- For this question, you are expected to use mileage or dispatch records you have available to determine the best response for the vehicles in each group.
 - For example, if you already have annual mileage data and your vehicles are operated 5 days a week, then dividing the annual miles by 260 workdays a year may be the appropriate indicator of the best daily mileage bin for each vehicle in the group. However, a seasonal fleet that only operates the vehicles 3 months of the year would take the mileage for each vehicle and would divide by 90 workdays. Alternatively, you could collect daily data for

each vehicle in the fleet for an alternate representative period (such as a two-week period) and use that information to determine the best response.

- Responses to this question should add up to approximately 100% (due to rounding) for each vehicle group and excludes mileage from back-up vehicles or vehicles not in operation (not the same as registered non-op with DMV). If the cells on the spreadsheet reporting form turn red, this indicates the total is more than 100%.
 - o For example, if the mileage for a group of 110 vehicles is being evaluated where vehicles are back-up vehicles, then the percentage calculation would be based on the 100 vehicles that are being operated. If 16 vehicle operate less than 100 miles per day then the response would be rounded to 20% of the vehicles operate less than 100 miles per day.

Q. What is the highest approximate percent of the vehicle group that was dispatched at the same time over the last 3 years on the behalf of a local, state or federal government to support an emergency operation such as repairing or preventing damage to roads, buildings, terrain, and infrastructure as a result of an earthquake, flood, storm, fire, terrorism, or other infrequent acts of nature. Provide the response to the nearest 10% for each vehicle group.

- For this response, use records over the last 3 years to identify how many vehicles in each group were dispatched on the behalf of a local, state or federal agency for preventing damage to roads, buildings, terrain, and infrastructure as a result of an earthquake, flood, storm, fire, act of terrorism, or other infrequent acts of nature.

Q. What percent of the vehicles have a predictable usage pattern? Provide the response to the nearest 10% of vehicles in each vehicle group.

- This question is intended to be an indicator of vehicle usage patterns for the vehicle group and is based on the distance travelled and not where the vehicles travel. The response to this question can be informed by dispatch records, mileage record and your judgement based on your knowledge of the fleet type of fleet operation you have.
 - o For example, refuse trucks or package delivery trucks typically have predictable usage patterns because they tend to serve the same neighborhoods each week even though they may not be on the exact same route each day.
 - o For example, trucks used in a tree trimming business that typically travel less than 100 miles per day 9 out of 10 times have a predictable usage pattern even if the trucks go to different locations every day.

- For example, a furniture store that delivers to customer homes may regularly operate less than 150 miles every day and still have a predictable usage pattern even if the truck is used to deliver to different homes in the area.
 - A long haul tractor would also be listed as having a predictable usage pattern if it regularly travels more than 300 miles per day for 9 out of 10 workdays.
 - Vehicles that do not have a predictable usage pattern would be trucks that have highly variable usage like construction trucks that may be local some days, on a job site for days or weeks at a time, and at distant locations on other days in a month.
 - For record keeping purposes, keep notes on what information was used to determine the usage pattern and the criteria you used to make the interpretation.
- Q. What percent of the vehicles fuel at the home base as the primary means of fueling the vehicle? Provide the response to the nearest 10% of vehicles in each vehicle group.
- If a vehicle fuels at the home base 9 out of 10 times it is fueled, then it should be counted as fueling at the home base, otherwise it would not.
 - For home base locations where there is no on-site fueling the response would be zero.
- Q. What percent of the vehicles typically return to the home base daily? Provide the response to the nearest 10% for each vehicle group.
- If a vehicle returns to the vehicle home base nightly for at least 9 out of 10 workdays, or is on a campus and always stays at home base, it would be counted as typically returning to the home base.
 - However, if a vehicle regularly returns to a personal residence most days or the vehicle returns to the home base fewer than 9 out of 10 workdays, the vehicle would not be counted as typically returning to the home base daily.
- Q. Do most of the vehicles in the group stay within approximately 50 miles of the home base on a given typical day? Provide a yes or no response.
- The question is whether a majority of vehicles in the group operate within a 50-mile radius of the home base location at least 9 out of 10 workdays. The expectation is that you would use dispatch records, job site locations or other information you have for the time-period you chose to inform the basis for your response. An alternate representative period (such as a two-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 to this question and use information they have in their dispatch records about where the pick-up and drop-off points are.

Q. 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 in comparison to how many vehicles in the group 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.
 - o 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.

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

- This question applies to how many vehicles are at the legal weight limit to operate on the road or are loaded to their maximum axle weight or total capacity of the vehicle. For this response count the number of vehicles that are at their weight limit on a given workday.
 - o 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. Apply the 9 out of 10 workday rule to determine how many trucks each day are regularly at their weight limit even if that count represents different trucks each day.
- Brokers are expected to respond to this question based on dispatch records and load information to determine whether the load being moved is likely to be at the legal weight limit.

Q. 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, or are registered as non-operational.

Q. How many vehicles are regularly parked at the home base more than 8 hours each day? Provide the response to the nearest 10% for each vehicle group.

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

Q. What percent of the vehicles have onboard global positions systems (GPS) or other form of electronic mileage tracking? Provide the response to the nearest 10% for each vehicle group.

- This is simply the count of trucks in the group that is equipped with GPS or another electronic form of tracking daily mileage that is available to the fleet manager. It does not include odometers. Brokers are expected to respond to this question and use information they have in their dispatch records about the vehicles.

Q. How many vehicles are equipped with all-wheel drive? Provide the response to the nearest 10% for each vehicle group.

- For this response count the number of vehicles equipped with any drivetrain that propels all of the wheels on the vehicle. For example, a two-axle truck with four-wheel drive would be counted.

Q. How many vehicles are not being operated or are used as back-up vehicles? Provide the response to the nearest 10% for each vehicle group.

- "Backup vehicle" means a self-propelled motor vehicle designed for on-highway use that is used intermittently to maintain service during periods of routine or unplanned maintenance, unexpected vehicle breakdowns, or accidents but is not used in everyday or seasonal operations.

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

- This response should be based on odometer readings from maintenance records or other available mileage data to determine the median or average annual miles for the vehicles in each group.

Q. How long after purchase or lease does your organization typically keep the vehicles in this group? (Select the best response in years: Less than 4, 5 to 10, 11-15, 16-20, or more than 20)

- Select the most appropriate bin based on your past purchase patterns. Use the model year distribution or other information to support your response.
 - o For example, if all of the trucks in the group are less than 10 years old, then that would be consistent with the selection of "5 to 10" years.

Q. Identify whether your entity is the fleet owner for this group of vehicles, or if they are dispatched under your brokerage authority. (Select: Owner or Broker)

- If you are not a broker, select "owner". Owner includes entities in direct possession or control of the vehicles.

Q. Identify the start and end date of the analysis period selected. Enter the date range.

- Enter the dates that best represent whether you used annual or quarterly or another analysis period to determine responses other than the annual mileage response.
- If an alternative analysis period other than annual or quarterly information is used, you must describe the approach used in the optional comment box and keep records of the method and the data used for answering each question.

Q. Enter a comment (optional) about the vehicle usage section submissions

- To the extent submitted responses contain data claimed to be "trade secret" or otherwise exempt from disclosure under Government Code Section 6254 or 6254.7 or under other applicable provisions of law, please identify the responses containing such data as "confidential" in this comment section, per Title 17, California Code of Regulations, Sections 91000-91022.

VI. Recordkeeping

The responsible official shall maintain all records of information used to complete this reporting until December 31, 2024. In addition, the responsible official must maintain all fleet, vehicle, contract, and facility records used to compile responses. This includes the data and analysis period used, driver mileage logs, etc.

Records must include the following:

- For owned on-road vehicles and off-road yard tractors, mileage records and dates from records such as maintenance logs, vehicle logs, or odometer readings, or other records with the information used to determine the response.
- For on-road vehicles and off-road yard tractors not owned but dispatched by the entity, dispatch records and dates, contracts, or other records with the information used to determine the responses.
- Vehicle registration date and jurisdiction for each owned vehicle in the California fleet.
- Any contracts with contractors, subcontractors, or contracts with subhaulers, or other records with the information used to determine the responses.

CARB staff may request clarification of reported data. CARB staff will reach out to the identified contact person first in attempt to clarify any issues.

However, if the reporting entity is not responsive, a formal request from the Executive Officer will then be made. The reporting entity will have 14 days from the formal request to respond in order to avoid being referred to CARB's Enforcement Division.