

## Truck Regulation Upload, Compliance, and Reporting System (TRUCRS)



# 2022 TRUCRS Online Reporting Guide For Airport Shuttle Fleet Owners or Operators

Last Revised: December 15, 2021

This user guide is intended to help airport shuttle fleet owners or operators report online to meet the reporting requirements of the California Air Resources Board's Zero-Emission Airport Shuttle regulation. A fleet owner, for purposes of this regulation, is a person, business, or government agency registered as the owner of the vehicle by the California Department of Motor Vehicles or is the owner as defined in California Vehicle Code section 460. An operator is the person responsible for the overall operation of the fleet.

The Truck Regulation Upload, Compliance, and Reporting System (TRUCRS) allows you to report and update your company and vehicle information. TRUCRS is a system that is also used to meet the reporting requirements of the Truck and Bus and Solid Waste Vehicle regulations. Airport shuttle fleet owners or operators must report by **March 1, 2022** and must use TRUCRS to report. The information reported to the California Air Resources Board (CARB) must be complete and accurate.

Please visit the [TruckStop Website](https://ww3.arb.ca.gov/msprog/truckstop/truckstop.htm) (<https://ww3.arb.ca.gov/msprog/truckstop/truckstop.htm>) to determine any other regulations that apply to other vehicles in your fleet.

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## Introduction

This guide describes how you can report online to demonstrate compliance with the Zero-Emission Airport Shuttle regulation (regulation). You should be familiar with the terms and requirements defined in the regulation. Regulation language, the fact sheet, and other helpful information can be found at [Zero-Emission Airport Shuttle | California Air Resources Board](https://ww2.arb.ca.gov/our-work/programs/zero-emission-airport-shuttle) (https://ww2.arb.ca.gov/our-work/programs/zero-emission-airport-shuttle). If you have **reporting** questions regarding the Zero Emission Airport Shuttle regulation, please email [TRUCRS Staff](mailto:TRUCRS@arb.ca.gov) (TRUCRS@arb.ca.gov).

If you already have a TRUCRS account and cannot remember your login, **DO NOT CREATE ANOTHER ACCOUNT**. Follow the directions in the section titled Retrieving Password and Changing Login Information. If you create another account, the system will automatically lock both accounts and you will have to email [Diesel Hotline Staff](mailto:8666DIESEL@arb.ca.gov) (8666DIESEL@arb.ca.gov) to resolve this issue.

## Who Needs to Report for the 2022 Compliance Year?

Owners or operators of:

- Regulated airport fleets,
- Airport shuttle fleets with a depot location within a 15-mile radius of a regulated airport, and
- Fleets on a fixed destination route equal to or less than 30 miles that includes stops at a regulated airport.

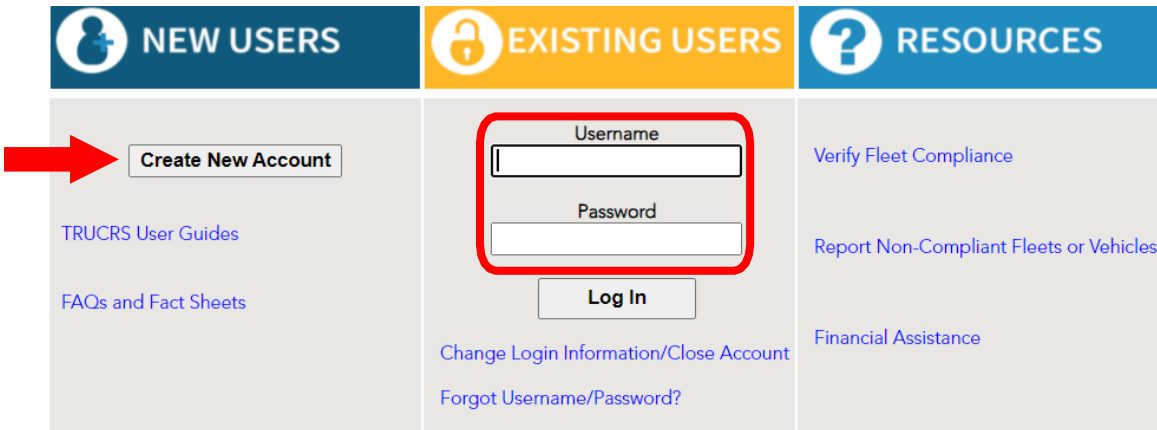
A fleet owner, for purposes of this regulation, means the person, business, or government agency registered as the owner of the vehicle by the California Department of Motor Vehicles or is the owner as defined in California Vehicle Code section 460 and an operator is the person responsible for the overall operation of the fleet. All airport shuttle fleet owners or operators must report the company and vehicle information by March 1, 2022.

## Accessing TRUCRS

The TRUCRS login page can be accessed from the [Airport Shuttle program page](https://ww2.arb.ca.gov/our-work/programs/zero-emission-airport-shuttle) (https://ww2.arb.ca.gov/our-work/programs/zero-emission-airport-shuttle) or directly at the [TRUCRS Login Page](https://ssl.arb.ca.gov/trucrs_reporting/login.php) (https://ssl.arb.ca.gov/trucrs\_reporting/login.php). On the web page where you log in to your account, there are links to fact sheets and other helpful information.

## First Time Reporting

To create an account, locate the New Users heading on the login page and click the

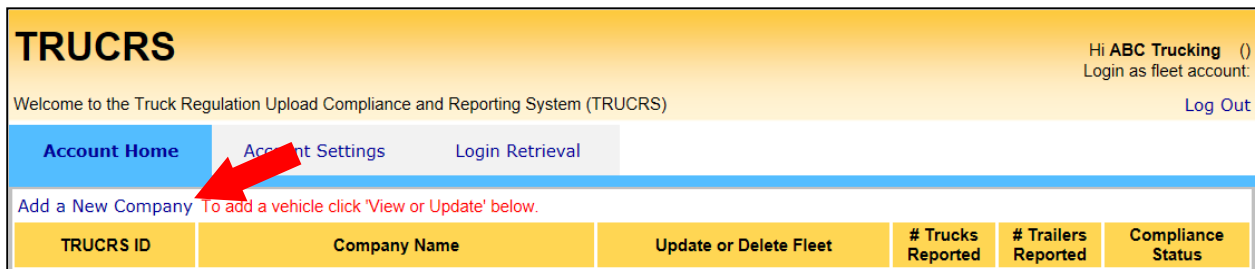


“Create NewAccount” button in the New Users header shown by the arrow below.

You will be redirected to the Create Account page where you will be required to enter the contact’s first and last name, phone number, email address, and the account username of your choosing (**be sure you make note of the username requested**). Once you have completed all fields, click the “Create Account” button. The system will auto-generate a password and email it to the email address provided on the Create Account page within the hour. After receiving the email with the account password, return to the login page and input the username and password in the applicable fields under the Existing Users column to login as shown inside the box above.

### a. Reporting Company Information & Creating a TRUCRS ID

Once logged in you will see the Account Home tab, click the “Add a New Company” link on the top left to input your company information and create a TRUCRS ID. By clicking on the “Add a New Company” link, TRUCRS will direct you to the Company information page.



On the company page, you will need to fill out all required fields. For airport shuttle fleets, this includes reporting whether the fleet is a:

1. Regulated Airport,
2. A fleet owner/operator that has an airport shuttle depot location within a 15-mile radius of a regulated airport, or a
3. Fleet owner/operator that operates an airport shuttle on a fixed destination


route equal to or less than 30 miles that includes stops at a regulated airport.

**Business Information**

Business Type:

If Business Type is 'Construction, Contractor', enter CSLB#:

Is this a farming business?:

If subject to Airport Shuttle Bus, which category applies to your entity?  

Regulated Airport  15 Mile  30 Mile  Both

By checking this box, I attest that the information above is true and correct.

You will then need to check the box at the bottom of the page (see below) attesting under penalty of perjury that the information provided is true and correct. If CARB staff ever needs to contact you or if you call in requesting assistance for this account, this is the contact information that will be used. Click Submit on the bottom of the company page after providing all required information to obtain a TRUCRS ID.


**Business Information**


Business Type:

If Business Type is 'Construction, Contractor', enter CSLB#:

Is this a farming business?:

If subject to Airport Shuttle Bus, which category applies to your entity?

  By checking this box, I attest that the information above is true and correct.



If any information is missing or incorrect, an error message will appear at the top of the page. All errors must be corrected, or the information will not be saved. After you save your information, you will receive an email with your TRUCRS ID confirming that your account was created. After your TRUCRS ID is created, TRUCRS will direct you back to the Account Home tab.

## b. Adding Vehicles

From the Account Home tab, click the "View or Update" link to the right of the company name you are trying to edit (see photo below). Selecting this will redirect you to the TRUCRS "Message Center."

**TRUCRS** Hi ABC Trucking ()  
Login as fleet account: Log Out

Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS)

Account Home Account Settings Login Retrieval

Add a New Company To add a vehicle click 'View or Update' below.

TRUCRS ID	Company Name	Update or Delete Fleet	# Trucks Reported	# Trailers Reported	Compliance Status
55185	ABC Trucking	View or Update Delete Fleet	0	0	Check Status

The "Message Center" is where CARB provides current information for regulations that have a TRUCRS reporting requirement as well as updates that have occurred in TRUCRS over the past year (see photo below). **This is important information, so please review everything on this page before continuing as it could influence your reporting decisions.** The Vehicle Info tab allows you to add, edit, and remove vehicles. If you created a duplicate account, TRUCRS will give you a pop-up error message telling you to contact the diesel hotline at 866-634-3735 or email the [Diesel Hotline Staff](mailto:8666DIESEL@arb.ca.gov) (8666DIESEL@arb.ca.gov). This is the only way to resolve a duplicate account issue.

**TRUCRS** Hi ABC Trucking ()  
Login as fleet account: Log Out

Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS)

TRUCRS ID: 55185 - ABC Trucking

Account Home Message Center Company Info Vehicle Info Compliance Status

To report a vehicle for the first time, click the "Add New Vehicle" button just below the Vehicle List on the top left of the page. This will take you to a blank page where you will need to fill out information pertaining to the vehicle. The Vehicle Identification Number (VIN) is one of the required fields and the system will not save the information without it. Fleet owners must report information regarding each vehicle as it was on December 31 of the year prior to the reporting year. March 1 is the deadline for reporting for every compliance year.

**TRUCRS** Hi ABC Trucking ()  
Login as fleet account: Log Out

Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS)

TRUCRS ID: 55185 - ABC Trucking

Account Home Message Center Company Info Vehicle Info Compliance Status

Vehicle List Odometer Readings Street Sweepers

Add New Vehicle Search by VIN number: Search Search by "Owner ID": Search

The only body type that should be reported for all vehicles subject to the Zero Emission Airport Shuttle regulation is "Airport Shuttle." For all vehicles, you will need to report information such as the VIN, manufacturer, and model year.

If the vehicle has an internal combustion engine, you must also provide information about the engine installed in the vehicle being reported, including the engine family

name (EFN). The EFN (may also be called engine family number or emission family name/number) is 10-12 characters long and can be found on the emissions control label (ECL) on the engine. It is a requirement that you have an intact and legible ECL on your engine while operating in California. If you do not have an ECL, or it cannot be read, or you cannot locate the EFN, then contact the manufacturer of your engine. The engine manufacturer can typically provide a new ECL and should be able to provide you with your EFN. Visit the [ECL Homepage](http://www.arb.ca.gov/msprog/truckstop/azregs/ecl_label.htm) ([http://www.arb.ca.gov/msprog/truckstop/azregs/ecl\\_label.htm](http://www.arb.ca.gov/msprog/truckstop/azregs/ecl_label.htm)) for additional information. Once all vehicle and engine information is reported, select "None" for the compliance option.

For alternative-fueled vehicles, please provide the fuel type, such as LPG or CNG/LNG.

For each zero-emission vehicle (ZEV), you will need to identify whether the vehicle is a battery electric or fuel cell airport shuttle as well as enter the Vehicle Family Name. You will also need to claim "ZEV" as the compliance option.

### c. Selecting a Vehicle Type and Weight Class

Please select "airport shuttle", which is the only vehicle type specific to this regulation, when adding a vehicle. You will also need to select the specific vehicle weight class, according to the vehicle's manufacturer's gross vehicle weight rating (GVWR). Please refer to the table below for the appropriate vehicle weight class. GVWR means the weight specified by the manufacturer as the fully loaded weight of a single vehicle.

Class	GVWR (lbs)
2b	8,501 -10,000
3	10,001 – 14,000
4	14,001 – 16,000
5	16,001 – 19,500
6	19,501 – 26,000
7	26,001 – 33,000
8	>33,000

## Returning Users

### a. Retrieving Password and Changing Login Information

If you cannot remember your password or reported for the first time, using paper forms, you will need to use the "Forgot Username/Password" link under the Existing User header to obtain your login information. Your TRUCRS ID is not your username or password. If you cannot remember your TRUCRS login, **DO NOT CREATE ANOTHER ACCOUNT.** If you create another account, the system will automatically lock both accounts and you will have to email

[Diesel Hotline Staff](mailto:8666DIESEL@arb.ca.gov) (8666DIESEL@arb.ca.gov) to resolve this issue.

By clicking the Forgot Username/Password link, you will be redirected to a page where you will need to input the username of the account and **the email address used when the account was created**. After you enter the information, click Email Password. TRUCRS will immediately send an email providing the password to the email address used when the account was created (this is not necessarily the same email address listed under Contact Info on the Company Info page). At this point, you may return to the login page and input the username and password for the account.

If you need to change login information (changing a previous contact person, etc.) or would like to close your TRUCRS account, then click on **“Change Login Information/Close Account”** under Existing Users and print the form, fill it out completely and submit a signed copy per the directions provided on the form to send it in once it is completed.

NEW USERS	EXISTING USERS	RESOURCES
<a href="#">Create New Account</a>	Username <input type="text"/>	<a href="#">Verify Fleet Compliance</a>
<a href="#">TRUCRS User Guides</a>	Password <input type="password"/>	<a href="#">Report Non-Compliant Fleets or Vehicles</a>
<a href="#">FAQs and Fact Sheets</a>	<a href="#">Log In</a>	<a href="#">Financial Assistance</a>
	<a href="#">Change Login Information/Close Account</a>	
	<a href="#">Forgot Username/Password?</a>	

## b. Managing Fleet Information

After login in, you will see the Account Home tab. To update your company or fleet information click the **“View or Update”** link to the right of the company name you wish to update (as shown below).

TRUCRS						Hi ABC Trucking () Login as fleet account:	
Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS)						Log Out	
Account Home		Account Settings		Login Retrieval			
Add a New Company To add a vehicle click 'View or Update' below.							
TRUCRS ID	Company Name	Update or Delete Fleet		# Trucks Reported	# Trailers Reported	Compliance Status	
55185	ABC Trucking	<a href="#">View or Update</a>	<a href="#">Delete Fleet</a>	0	0	<a href="#">Check Status</a>	

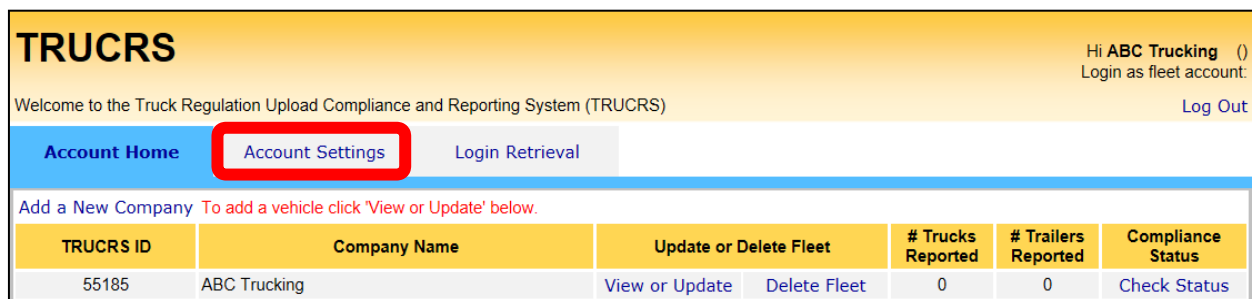
If you need to delete your reporting account, select the **“Delete Fleet”** link and a



screen will pop-up asking you to confirm the deletion request. Select “yes” if you wish to continue with the deletion. An email confirming the deletion will be sent to the email address used when the account was created, and you will have 72 hours to cancel the deletion. Another option is to use the [hard copy form](https://ww3.arb.ca.gov/msprog/onrdiesel/documents/tbpwchange.pdf) (https://ww3.arb.ca.gov/msprog/onrdiesel/documents/tbpwchange.pdf) for closing your account.

### c. Updating Login and Contact Information Online

You can update your password and the contact information associated with the username from inside the reporting account. This information cannot be updated over the phone. To update the information, you will need to select the Account Settings tab, here you can change the account password, email address, and the name and phone number of the authorized account contact. **TRUCRS does not allow you to change your username.**



The screenshot shows the TRUCRS web interface. At the top left is the TRUCRS logo. At the top right, it says "Hi ABC Trucking ()" and "Login as fleet account." Below this is a "Log Out" link. A navigation bar contains three tabs: "Account Home", "Account Settings" (highlighted with a red box), and "Login Retrieval". Below the navigation bar is a message: "Add a New Company To add a vehicle click 'View or Update' below." Below this is a table with the following data:

TRUCRS ID	Company Name	Update or Delete Fleet		# Trucks Reported	# Trailers Reported	Compliance Status
55185	ABC Trucking	<a href="#">View or Update</a>	<a href="#">Delete Fleet</a>	0	0	<a href="#">Check Status</a>

### d. Updating Company Information Online

Be sure the contact information on the Company Info page remains up to date. This includes your email address, mailing address, and phone number. If CARB staff need to contact you, this is the information that will be used. If CARB has attempted to contact you via mail using the mailing address listed in your TRUCRS account, and the mail is returned to our office as undeliverable, then that mailing address will be invalidated in your TRUCRS account. If your mailing address is invalidated in the system, the next time you log into your TRUCRS account you will receive an error message stating that you will not be able to make any changes to your account until your mailing address has been updated.

### e. Removing Vehicles that Have Been Sold

Changes to the fleet should be reported within 30 days of the action. When a vehicle has been sold from the fleet, it will need to be retired from the active vehicles list in the TRUCRS account. To remove the vehicle you will need to begin from the Vehicle Info tab, find the row with the sold vehicle and click the “Delete” link to the far right of the vehicle found under the Delete Vehicle column (as shown

below). You will need to provide an odometer reading at the time of sale in addition to the date of sale.

Once you click "Process" the vehicle will be moved to the Deleted Vehicles section of the Vehicle Info tab. Repeat this for every vehicle that has been sold, scrapped, or transferred out of state.

## f. Adding Newly Purchased Vehicles

Changes to the fleet should be reported within 30 days of the action. To add additional vehicles to an existing fleet, click the "Add New Vehicle" button (as shown below) on the top left portion of the Vehicle Info tab. This will take you to a page where you will need to provide information pertaining to the vehicle. The VIN is a required field, and the system will not save the information without it.

## g. Editing Vehicle Information

To edit a vehicle that is already reported in TRUCRS, click the "edit" link to the left of the VIN from the Vehicle Info tab. You will see existing information reported on the vehicle. Many vehicle information fields cannot be updated. If you are unable to update some of the vehicle information, you must email [TRUCRS Staff](mailto:TRUCRS@arb.ca.gov) (TRUCRS@arb.ca.gov) for assistance.

## h. Updating the Vehicle's Compliance Option Online

Before updating the compliance option(s) for your fleet you will need to add all newly purchased vehicles, delete any vehicles that were sold or retired, Updating the fleet prior to selecting the compliance option ensures the compliance calculations will run appropriately once upgrade deadlines are taken into consideration.

If the vehicle has an internal combustion engine, select the compliance option "None" and provide the engine information. If the vehicle is a zero-emission vehicle, select the compliance option, "Zero Emission Vehicle"

## i. Finishing Reporting and Determining Compliance Status

Airport shuttles only have a reporting requirement for the 2022 compliance year and the only compliance options that need to be designated at this time are None or ZEV. Once you have finished reporting information for all your vehicles and you attest that it has been reported completely and correctly, there will be a link to "Print Certificate". If the vehicle information has not been reported completely you may see an error table on the compliance tab. The error table outlines the information that is missing.

You can print a certificate of reported compliance immediately by clicking on the Compliance Status tab. Please see the a step-by-step guide on [how to print a certificate](https://ww2.arb.ca.gov/sites/default/files/2022-01/TRUCRSHoWToPrintCert_ADA.pdf) (https://ww2.arb.ca.gov/sites/default/files/2022-01/TRUCRSHoWToPrintCert\_ADA.pdf).