

Part C Truck Inspection Training Focusing on Oregon Policies and Procedures

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[Commerce and Compliance Division \(CCD\)](#)

Part C State Training Contacts

Contacts

[Abe Dunivin](#) – 541-207- 2847

[Sean Sherdian](#) – 541-231-8220

[Eddie Chavez](#) – 541-799-4401 (works swing shift)

Annual Refresh Training Requirements [CVSA Policy 4](#)

To maintain certification, a **certified inspector** must attend a minimum amount of **in-service/ refresher training** covering the following areas:

1. **Inspection of drivers and vehicles.**
2. **North American Standard Out-of-Service (OOS) Criteria.**
3. **Inspection of hazardous materials/dangerous goods**, including cargo tanks and other bulk packaging.
4. **Passenger carrier vehicle inspections**, as applicable, **annually**.

In addition, the **Commercial Vehicle Safety Alliance (CVSA)** recommends that inspectors attend training based on specific needs identified by supervisory personnel through the review of inspection documentation.

Annual Refresher Training Requirements

1. **All Inspectors**
 - All inspectors must complete **annual refresher training** to maintain certification.
 - The **Training Department** will email the training dates and format.
2. **Law Enforcement**
 - Will receive **annual TEAMS training** covering roadside inspections (typically a **two-hour session**).
 - Each **March**, the Training Department will email a presentation covering the **new OOS Criteria** published in **April**.
 - To receive credit, inspectors must **email confirmation** that the training was completed.
3. **MCEO Inspectors**
 - Will participate in two roadside inspection trainings per year:
 - One **TEAMS** session
 - One **in-person** session
 - In **March**, an instructor will review all **new changes to the OOS Criteria** effective in **April**.
4. **Safety Inspectors**
 - A two-hour TEAMS training session will be offered each quarter.
 - Attendance at all sessions is recommended; however, only one session per year is required to maintain certification.
 - In March, the Training Department will email a presentation covering the new April OOS Criteria.
 - Inspectors must email confirmation that the training was reviewed.
5. **Missed Training**
 - If a required training is missed due to vacation or other circumstances, notify the **Training Department**.
 - Training materials will be provided for review to ensure compliance.

Annual Requirements to Maintain Certification [CVSA Policy 4](#)

Inspectors are required to complete **32 inspections per year**. ODOT follows the **Federal Fiscal Year (FY)** for inspection purposes: **October 1 through September 30**.

Pro-Rated Inspections for Newly Certified Inspectors

After completing training and becoming certified, inspection requirements are **pro-rated** at a rate of **2.66 inspections per month**. Multiply **2.66** by the number of full months remaining in the Federal FY. If the result is not a whole number, **round up or down** as appropriate.

Example: Certification completed on **July 15**

- Remaining months: **2 (August and September)**
- $2 \times 2.66 = 5.33$
- Required inspections by September 30: **5 inspections**

Annual Training Requirement

All inspectors must complete **annual Title VI training**. You will receive an **email once per year** with instructions for completing the training.

Extenuating Circumstances

If you experience an injury, military duty, or other extenuating circumstances that may affect your inspection totals, **contact [Abe](#)** as soon as possible.

- Extensions may be granted on a case-by-case basis.

Inspection Lookup

An **Inspection Lookup** link is available on the [Roadside Inspector Resources](#) web page.

Use this tool to:

- Check how many inspections you have completed
- Verify which inspections ODOT has received

To use the lookup tool:

1. Enter your **Inspector Number**
2. Select the **date range**
3. Enter the **security text**
4. View the list of completed inspections

Level 1 Inspectors – Inspection Decals

- At the **beginning of each quarter**, Level 1 Inspectors will be mailed a supply of **inspection decals**.
- You will receive an **email confirmation link** and must confirm receipt of the decals.

Decal Issues

If decals are lost, destroyed, or additional decals are needed, contact: [Sandy Salter](#) **503-373-0982** (Contact information is also included on the cover sheet sent with the decals.)

Returning Unused Decals

Within 15 days after the end of each quarter, all unused decals must be returned to **Sandy Salter**.

Enhancing Roadside Inspection and Enforcement Data Uniformity

[CVSA Policy 14](#)

Recording violations properly (per CVSA Policy 14), using correct violation codes, and writing clear violation descriptions are all crucial to the following:

1. DataQ.
2. CSA Points.
3. One standard for all drivers.

CVSA Policy 14- Use this policy when writing violations. It is important to follow this guidance to ensure all companies are treated equally across the nation. Further, if ODOT receives a DataQ challenge, we respond that CVSA Policy 14 is being followed.

SafeSpect Procedures

Oregon uses the Federal program, SafeSpect, for entering inspections. Once you are certified you will need to contact [Abe Dunivin](#) or [Sandy Salter](#) to get your SafeSpect account set up.

Online Inspector Resources

Visit our [Roadside Inspector Resources](#) web page and get familiar with the website. There are many tools that can assist you during your roadside inspection.

Safety Notices and CVSA Bulletins

Check out our [Safety Notices and CVSA Bulletins](#) web page. Safety Notices are procedures ODOT has established to assist with roadside inspections. These dictate how to correctly handle odd situations or clarify rules. CVSA Bulletins are another great resource for inspecting components you might not be familiar with.

Identifying the Motor Carrier

Identifying the correct carrier is very important. Don't be afraid to ask plenty of questions during your initial driver interview. Here is a link to a [CVSA Bulletin](#) that addresses how to identify a carrier. Get familiar with it.

Ask whether a lease agreement is in effect during every inspection. Ensure the lease agreement meets 376.12 requirement. If it does not, keep a copy in case of a future DataQ challenge.

CVSA Bulletin – [Identifying the Motor Carrier](#)

This is one of the most important steps when inspecting a vehicle, not only does it verify the carrier, but it will prevent DataQ's.

- Check Registration.
- Check Side of Vehicle.
- Ask Driver who they work for.
- Check Header on ELD.
- Ask For Lease Agreements during every inspection.
- Check Oregon Weight Mile Tax.
- Last resort call carrier listed in Safer.

Operating Authority, OOS Orders and Inactive USDOT Number

1. These are three separate issues and may involve multiple violations.
2. These are automatically checked by SafeSpect, however an alternative is to check Query Central in the FMCSA Portal.
3. See Safety Notice (the links are on the next slides): Procedures have changed, and the Notice lists some conditions for which vehicles are not placed OOS.
4. See OOS Criteria in Section IV: This has all the information needed to impose an OOS order and the correct violation codes to use.
5. Missing these violations affects our national rating.

Every USDOT number must be checked in SafeSpect or Query Central to determine its status.

The next three slides provide examples of carriers operating either without authority, while under an OOS order, or with an inactive USDOT number. A red bar across the top of the screen alerts the inspector to a serious problem.

Operating Authority

ALERT: This carrier does not have operating authority. For further information, contact the FMCSA Information Line at 1-800-832-5660.

Motor Carrier Identification & Safety Data

Please Note: You can now access L&I detail by clicking on the MC/MX number(s).

Legal Name:	WALDRON LOGGING & HAULING INC	USDOT#:	59490
DBA Name:		MC/MX#:	
Physical Address:	20680 MIAMI FOLEY RD BAY CITY, OR 97107	Phone#:	(503)322-2278
Country of Domicile:	UNITED STATES	Fax#:	(503)322-2278
Mailing Address:	20680 MIAMI FOLEY RD BAY CITY, OR 97107	Status of USDOT #:	ACTIVE
		Entity:	CARRIER
Inspection Value: 58 - OPTIONAL			
Inspection Value is based on lack of safety performance data.			

Visit the [SAFER Website](#) for additional information.

Click [here](#) for UCR information regarding this carrier.

Safety Notice: [Federal Operating Authority for Interstate Carriers](#)

FMCSA Website for [Exempt Commodities List](#)

Operating authority be can tricky. In this case, the red bar across the top means you must investigate further. If a carrier is a for-hire interstate carrier hauling a load that needs authority, then this is an OOS situation. ODOT has a Safety Notice addressing authority. After reading the Safety Notice, be sure to look at page two and follow the flow chart.

On the [Roadside Inspector Resources](#) web page, you'll find a link to the Exempt Commodities List. Exempt commodities are normally non-processed goods. If the truck is hauling an exempt commodity found on the list, no authority is required. However, if you find the item on the list, be sure to still read the details carefully because sometimes the commodity will be designated as "not" exempt.

Section IV in your OOS Criteria will provide the violation code and the OOS details. If the vehicle is OOS, provide the phone number listed in the red bar to the driver who can then call FMCSA to address an authority issue.

Carrier Under a Federal OOS Order

ALERT: Carrier is currently under a Federal OOS			
OOS Date: 09/25/2021	State:	Reason: NEW ENTRANT REVOKED - REFUSAL OF AUDIT/NO CONTACT	Rescinded Date:
For further information, please contact the appropriate FMCSA Service Center .			
Click here to review a reference to the applicable section of 49 CFR			

Motor Carrier Identification & Safety Data

Please Note: You can now access L&I detail by clicking on the MC/MX number(s).

Legal Name:	MICZONE LLC	USDOT#:	3538679
DBA Name:		MC/MX#:	
Physical Address:	1034 NE 118TH AVE PORTLAND, OR 97220-2125	Phone#:	(503)317-1985
Country of Domicile:	UNITED STATES	Fax#:	
Mailing Address:	13090 SE EVENING STAR DR HAPPY VALLEY, OR 97086-8029	Status of USDOT #:	ACTIVE
		Entity:	CARRIER
Inspection Value: 100 - INSPECT Inspection Value is based on lack of safety performance data.			

Safety Notice: [Federal Out-of-Service Orders](#)

Look carefully for carriers with Federal OOS orders. ODOT is graded on its catch rate. If you miss a carrier operating while under an OOS order, that fact will be reported to both the FMCSA and CCD.

Be sure to click on the link above to the Safety Notice addressing carriers that are operating while under Federal OOS Orders.

The Safety Notice also describes one situation in which you would not place the vehicle OOS. If you come across that situation, be sure to include notes in ASPEN.

Carrier has Inactive USDOT Number

ALERT: This carrier has an inactive USDOT Number per 49 CFR 390.19(b)(4): Biennial update of MCS-150 data not completed.

Motor Carrier Identification & Safety Data

Please Note: You can now access L&I detail by clicking on the MC/MX number(s).

Legal Name:	JAMIE DAVIS MOTOR TRUCK & AUTO LTD	USDOT#:	1427798
DBA Name:	JAMIE DAVIS TOWING & STORAGE LTD	MC/MX#:	996014
Physical Address:	19683 SILVER SKAGIT ROAD HOPE, BC V0X 1L2	Phone#:	(604)869-8440
Country of Domicile:	CANADA	Fax#:	(604)869-8460
Mailing Address:	19683 SILVER SKAGIT RD HOPE, BC V0X 1L2	Status of USDOT #:	ACTIVE
		Entity:	CARRIER
Inspection Value: 75 - INSPECT			
Inspection Value is based on Safety data.			

Visit the [SAFER Website](#) for additional information.

Click [here](#) for UCR information regarding this carrier.



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Federal Motor Carrier Safety Administration
1200 New Jersey Avenue SE, Washington, DC 20590 • 1-800-832-5660 • TTY: 1-800-877-8339

When you see this alert, it means the carrier has not updated its USDOT number. Carriers are required to update company information every two years. In section IV of the OOS Criteria, you will find the violation code and details for placing the vehicle OOS. In most cases, the carrier can go on-line and update its information.

Drug and Alcohol Clearinghouse

 U.S. Department of Transportation
Federal Motor Carrier Safety Administration
Query Central



DRIVER SUMMARY

Driver Vehicle Help Home

Attention: Due to the COVID - 19 emergency, FMCSA has issued guidance that FMCSA will not take enforcement action against a CLP/CDL holder or a non-CDL driver operating a CMV with an expired CLP/CDL or driver's license or with an expired medical certificate, if it was valid on February 29, 2020, and expired on or after March 1, 2020. To view the complete FMCSA Waiver and Enforcement Guidance, click on the following link:
www.fmcsa.dot.gov/COVID-19

Driver Summary Information	
CDL Number:	B8807069
CDL State:	CA
Drug and Alcohol Clearinghouse Status	
Driver is prohibited from operating under 49 CFR § 382.501(a)	
This Driver has 2 Past Inspection(s).	



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Safety Notice: [Drug and Alcohol Clearinghouse Status](#)

In FFY 2023, there were 142,000 prohibited drivers in the Drug and Alcohol Clearinghouse, 108,000 of whom had not even begun the Return to Duty process. It's crucial to check all CDL drivers in the Clearinghouse during every inspection.

SafeSpect automatically runs the driver in the drug and alcohol clearinghouse. After entering the driver's license, look for the red Drug and Alcohol Status icon. If it appears the driver is prohibited, if it does not appear the driver is good to go.



To check for "prohibited" drivers in Query Central, use Google Chrome and take the following steps:

- To conduct a driver search, you do not have to enter CDLIS credentials.
- In the Driver Information portion, select "history" in the query type. Then select the state where the CDL was issued.
- Enter the CDL number and then click on "search."

If the CDL driver is in a "prohibited" status, place the driver OOS according to the OOS Criteria. The driver will probably ask why they are prohibited and will likely offer an excuse. Roadside, there is no way of knowing what the specific issue is, only that the driver is prohibited. Advise the driver that they need to contact their company or consortium and that they cannot leave until the issue is cured.

Adoption of the Rules OAR 740-100-010

- (1) Except as provided in section (3) of this rule, the rules and regulations adopted by the United States Department of Transportation contained in Title 49, Code of Federal Regulations (CFR), Parts 40 (Procedures For Transportation Workplace Drug and Alcohol Testing Programs), 380 (Special Training Requirements), 382 (Controlled Substances and Alcohol Use and Testing), 383 (Commercial Driver's License Standards Requirements and Penalties), 385 (Safety Fitness Procedures), 387 (Minimum Levels of Financial Responsibility for Motor Carriers), 390 (Federal Motor Carrier Safety Regulations: General), 391 (Qualification of Drivers), 392 (Driving of Motor Vehicles), 393 (Parts and Accessories Necessary for Safe Operation), 395 (Hours of Service of Drivers), 396 (Inspection, Repair and Maintenance), 398 (Transportation of Migrant Workers), 399 (Employee Safety and Health Standards) and all amendments thereto in effect April 1, 2021, are adopted and prescribed by the Department of Transportation (ODOT) to be observed by carriers conducting operations in interstate commerce, subject to ORS Chapter 823 (Carrier Regulation Generally) and 825.
- (2) The provisions of section (1) of this rule as adopted are prescribed by the Department to be observed by carriers conducting operations in intrastate commerce, subject to ORS Chapter 823 (Carrier Regulation Generally) and 825, except:

OAR 740-100-010 – This is the OAR that Oregon uses to adopt the FMCSRS. However, there are a few exemptions from the Federal Rules when drivers/carriers are operating in intrastate commerce. Please see the next two slides for the breakdown. It's suggested you look up OAR 740-100-0100 and read through it.

Don't forget 392.2 Applicable operating rules. If FMCSA imposes a higher standard than the state, the FMCSA regulation MUST be complied with.

Oregon Intrastate Exemptions OAR 740-100-0010

If a placarded Hazmat load is involved the following exemptions do NOT apply.

Intrastate HOS Rules

- Drive 12 hours within a 16-hour day.
- Cannot drive after 70 hours in 7 days or 80 hours in 8 days.

Drivers can be:

- 18 years old to drive.
- Can get a waiver for certain medical conditions.

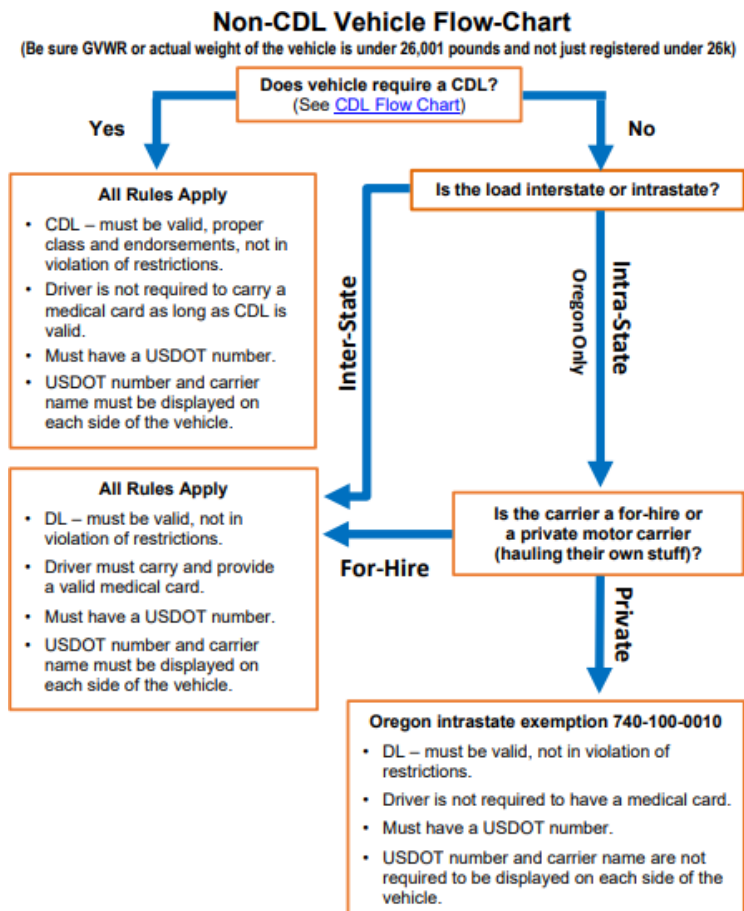
Non-CDL – Private Intrastate Carriers:

- USDOT Number is still required.
- Name and USDOT markings on side of vehicle not required.
- No Medical Card is required.

Non-CDL Vehicle Flow-Chart

Non-CDL Vehicle Flow-Chart

If you stop a vehicle that does not require a CDL, but meets the definition of a CMV, follow the flow chart below to check whether an exemption to the Federal Rules applies. There is a link above to this flowchart which resides in Safety Notices.



Checking Scale Crossings

When inspecting long-haul trucks, it is important to compare scale crossings to HOS logs.

MCEO and Safety Staff – Use enforcer to run Oregon scale crossings. To gain access to Washington Scale crossings, fill out this [form](#) and submit to Washington: Washington Scale Crossing Application

Law Enforcement – Fill out this request form for Oregon Scale Crossing Reports: Access Request for Oregon Scale Crossing Reports (OSCAR). It's also suggested that officers sign up for access to Washington Scale crossings (see link above).

HOS Logbooks

The following are some links on our [Roadside Inspector Resources](#) web page that can assist when inspecting drivers' logs. ELD's can be confusing, especially to new inspectors. Reach out to instructors for assistance when necessary. Instructors can view eRODS in real time with you.

For Law Enforcement – If you are investigating an accident and suspect the cause of the accident was driver fatigue, reach out to one of us for a second opinion. We are available to assist.

- [Flowchart for HOS regulations](#)
- [Personal Conveyance FAQ](#)
- [Agriculture](#)
- [No Co-Driver listed in eRODS](#)
- [Fatigued Driver](#) – The form can now be found within SafeSpect

Preserving Evidence

It is vital to preserve evidence when recording violations. The best way is in electronic form. This saves both the DataQ analyst and the inspector valuable time. Please review the following safety notice.

Safety Notice: [Preserving DataQ Evidence](#)

Safety/MCEO Note: Inspectors are asked to save all ELD files within SafeSpect. If you are having trouble doing this, reach out to Abe or Sean and they can assist. Only save to your sharedrive folder if you are having troubles saving it within SafeSpect. When carriers claim a vehicle is not theirs, DataQ Analysts can pull up the ELD file and verify what's recorded in the header.

Law Enforcement Note: We suggest that you save all evidence within SafeSpect. If you are having troubles let Abe or Sean know about additional training. As a secondary it's recommended you create a folder on your desktop for saving DataQ evidence. If the evidence is not within SafeSpect An Analyst will reach out if they need any saved evidence.

Non-English-Speaking Drivers and Title VI Training

During inspections, you may encounter drivers with limited or no English-speaking ability. Under **49 CFR 391.11(b)(2)**, a driver must be able to **read and speak the English language** sufficiently to communicate with officials and understand traffic signs.

Once you have selected a vehicle for inspection and begin the **13–37 step inspection process**, you must assess English Language Proficiency (ELP) during **Step 4: Driver Interview**.

Before conducting the interview, take a moment to review the [Inspection Notice for English Language Proficiency \(ELP\)](#).

English Language Proficiency Assessment

- If the driver does not speak English or is struggling to communicate in English, you are required to complete an English Language Proficiency Assessment.

- The assessment is available in SafeSpect:
 - Click the **question mark (?)** in the upper-right corner.
 - Select [Form 5000 – English Language Proficiency Assessment](#).
- Complete the assessment and select **Submit** at the bottom of the form.
- The completed form will automatically be sent to **ODOT CCD**.
- A confirmation screen will appear allowing you to **save the PDF**.
- If possible, **save a copy in SafeSpect**.
 - If you are unable to do so, **ODOT personnel will verify** that the form has been uploaded.

Title VI Training – All inspectors must complete [Title VI training](#) before becoming certified. You can find the training and the certification form on the [Oregon Truck Inspector Training](#) web page.

Additionally, Title VI training will be sent out annually. Be sure to follow the instructions to maintain certification.

Truckers Against Trafficking

The State of Oregon has partnered with TAT to provide training and awareness of Human Trafficking to all inspectors. If you see anything suspicious or something doesn't feel right, call law enforcement or the TAT hotline. You can find the TAT hotline on the [Roadside Inspector Resources](#) web page in the right-hand column.

If you have time, distribute TAT pamphlets and stickers reflecting the TAT hotline number to drivers you inspect. You could staple a TAT wallet card to the inspection. The more people looking for signs of human trafficking the better the chance of saving victims.

Use 392.60 as a way to verify passengers in the vehicle. There is nothing wrong with asking questions. Watch the [TAT Law Enforcement Training Video](#).

Dealing with Driver Threats

This slide is primarily for Safety and MCEO Inspectors. Law Enforcement follow your own Policies.

If you conduct inspections long enough, you may encounter a driver who is uncooperative or becomes angry when violations are issued or when the driver is placed **Out of Service (OOS)**. In most cases, the driver will calm down and the inspection can be completed without further issue.

However, **if a driver becomes threatening**, you must follow the established [safety notice](#) and complete the appropriate **Driver Threat Assessment form within SafeSpect**. This process is in place to:

- Ensure your personal safety
- Allow the Safety Committee to review the incident
- Maintain accurate records of threatening encounters

Accessing the Driver Threat Assessment Form

- Log into **SafeSpect**
- Click the **question mark (?)** in the upper-right corner of the page
- On the next screen, locate and select **Driver Threat Assessment**
- Complete the form using **factual, objective information only**
- Click **Submit** at the bottom of the page

Once submitted, the form is **automatically forwarded to the Safety Committee for investigation**.

When to Record Moving Violations on Inspections

This Safety Notice is for Law Enforcement only. Please take a minute to read over it.

Safety Notice: [When to Record Moving Violations on Inspections](#)

Driver Stopped to Make Repairs

Law Enforcement: If a driver is already stopped to make repairs in a safe location, an inspection is highly discouraged. However, if the vehicle is in the middle of the road, the driver does not have safety devices out, or there is suspicion of drugs or alcohol, then an inspection is warranted.

Safety / MCEO: This safety notice is not intended for trucks that drive into the scale and claim they were stopping to fix a mechanical defect.

Safety Notice: [Driver Stopped to Make Repairs](#)

Part C Training is Complete

Be sure to add the date on your certification form and return to the Training Department. If you have any questions, feel free to call one of the instructors.