

## MN/DOT MONTH END TRUCKING REPORT INSTRUCTIONS

Any contractor that obtains trucking services from Independent Truck Owner/Operators (ITOs), Multiple Truck Owners (MTOs), Trucking Companies and/or Truck Brokers to perform and/or provide hauling activities under a contract that is funded in whole or in part with state funds must complete and submit the Mn/DOT Month-End Trucking Report.

In addition to the Mn/DOT Month-End Trucking Report, the contractor must complete and attach the Mn/DOT Month-End Trucking Report Statement of Compliance. All required trucking documentation must be submitted in accordance with the provisions found near the bottom of the Mn/DOT Month-End Trucking Report Statement of Compliance form.

There are two sides to the Mn/DOT Month-End Trucking Report, “Side A” and “Side B”. Side A allows the contractor to document the acquisition of ITOs. Side B allows the contractor to document the acquisition of MTOs. Each side allows for up to six ITOs and MTOs to be documented.

Further instructions regarding the completion of the Mn/DOT Month-End Trucking Report can be found below and correlate directly to the letters located on each form. The instructions are separated into three sections: General Form Instructions (A – E), “Side A” - Independent Truck Owner/Operator Form Instructions (F – J) and “Side B” - Multiple Truck Owner Form Instructions (K – N).

### GENERAL FORM INSTRUCTIONS (A – E)

- A. Each report must be numbered in sequential order. The first report submitted shall be denoted as #1, the second report as #2 and so on. The final report submitted should be labeled “FINAL”.
- B. Specify the month and year for which the report applies.
- C. Specify the state project number. The project number can be obtained from the Prime Contractor’s project/contract proposal or from the Project Engineer. If the contract has multiple project numbers, please provide the lowest project number.
- D. Specify the contractor’s registered legal business name.
- E. Check the box that identifies the type of contractor completing the form – more than one box may be checked.

SIDE A - INDEPENDENT TRUCK OWNER/OPERATOR (ITOs) FORM INSTRUCTIONS – (F - J) – In accordance with Minnesota Rules 5200.1106, Subpart 10 and the contract provisions, this form shall be completed by the entity that acquires the services of an ITO and is applicable to all ITOs that are hired to perform hauling activities.

- F. Record the truck driver’s full name, registered legal business and/or company name if applicable, street address, city, state, zip code, telephone number and the truck/unit number associated with the truck. If the truck does not have a number, please record the truck’s license plate number.

Please note, *Minnesota Rules 5200.1106, Subpart 7(A)*, defines an ITO as an individual, partnership, or principal stockholder of a corporation who owns or holds a vehicle under lease

and who contracts that vehicle and the owner's services to an entity which provides construction services to a public works project.

- G. Specify the total number of hours that the ITO worked during the month reported for the applicable truck operated.
- H. Specify the total amount paid per hour to the ITO for the applicable truck.
- I. Check the appropriate box regarding whether or not the ITO owns or leases the truck. The hiring entity shall obtain and review the required information pursuant to *Minnesota Rules 5200.1106, Subpart 9* and *Minnesota Rules 5200.1106, Subpart 7(A)(1-6)*.
- J. Check the appropriate box regarding whether or not the ITO was assessed a broker fee. If a broker fee was assessed, the hiring entity (i.e., trucking firm/company and/or broker) must indicate the total broker fee charged per hour to the ITO. Please note, Prime Contractors and Subcontractors are not permitted to assess a broker fee.

***Side B - Multiple Truck Owner (MTOs) Form Instructions – (K - N)*** – In accordance with *Minnesota Rules 5200.1106, Subpart 10* and the contract provisions, this form shall be completed by the entity that acquires the services of an MTO and is applicable to all MTOs that are hired to provide hauling activities. In addition to the information that is provided by the hiring entity, the MTO is required to submit a certified payroll report and/or a month-end trucking report.

- K. Record the MTO's registered legal business name, street address, city, state, zip code and telephone number.

Please refer to *Minnesota Rules 5200.1106, Subpart 7(B)(C)*, for a definition of an MTO (i.e., trucking firm/company or trucking broker).

- L. Specify the total number of applicable trucks that were provided by the MTO during the month reported.
- M. Please specify the total amount paid per hour to the MTO for the applicable truck(s). Please note, if the total amount paid to the MTO exceeds the truck rental rate, that amount must be recorded.
- N. Specify the gross total amount paid to the MTO during the month reported.

*For further clarification regarding the completion of the Month-End Trucking Report or the Month-End Trucking Report Statement of Compliance Form, please call Clancy Finnegan at (651) 366-4204.*