

CHAPTER 3
FIELD ACTIVITY AND ACTIVITY INSPECTION REPORTS

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CHAPTER 3

FIELD ACTIVITY AND ACTIVITY INSPECTION REPORTS

1. PURPOSE. The purpose of this chapter is to provide detailed information relative to the completion of documents used during activities associated with the Motor Carrier Safety Operations Program.

2. DAILY ACTIVITY REPORTING. Activity reporting shall be prepared by each Motor Carrier Specialist I (Specialist) allowing supervisors to objectively evaluate job performance and monitor work levels versus assigned territories. Data and statistics derived from activity report entries facilitate managerial appraisal of the overall effort in relation to program objectives and are also used for planning and budget preparation purposes.
 - a. Specialist Use. Each Specialist shall use the current, active web-based program and corresponding user guide to record daily activity. Entries shall be made as soon as practicable after the activity is completed.
 - b. Field Divisions. Each field Division Motor Carrier Safety Unit (MCSU) shall ensure all activity entries submitted are reviewed and approved, no later than the 10th of the following month.

3. GENERAL GUIDANCE FOR CARRIER AND TERMINAL INSPECTION REPORT DOCUMENTATION USING THE DEPARTMENTALLY APPROVED SOFTWARE PROGRAM.
 - a. Software. All MCSU personnel shall use the most current version of the departmentally provided computer software approved for documentation of carrier and terminal inspection reports. Carrier and terminal inspections shall be recorded separately.
 - b. Electronic Filing. Upon completion of the inspection report, all documents shall be printed and signatures of the carrier representative obtained on each, as form fields indicate. All inspection report documents (including all documents signed by the carrier representative), all CHP forms provided to the carrier, all documents detailing the inspection findings generated from the approved departmentally provided software, all documents provided to the carrier, and all supporting documents obtained during the inspection shall be scanned in a clear and legible manner into one electronic file.

(1) The completed, signed, and scanned report inclusive of all associated documents shall be saved electronically in PDF format. Each inspection report PDF file shall be named using the date of the inspection in yyyy-mm-dd format, followed by the California Carrier Identification (CA) number assigned to the motor carrier.

(2) For terminal inspection report file names, the CA number shall be followed immediately by the File Code Number (FCN) assigned to the terminal inspected (e.g., FCNXXXXXX).

(3) Each file name shall end with the alphabetic letter signifying the type of operation involved in the inspection, as found in the user guide for the current, active web-based program utilized to document Specialist daily activity. Each component of the file name shall be separated by one blank space (e.g., terminal inspection file name: 2025-06-23 CA123456 FCN654321 T)

c. Printed Carrier and Terminal Reports and Forms. Unless electronic signatures or initials are obtained on the completed forms, at least two copies shall be printed, and a carrier representative's signature or initials shall be obtained on two copies of all forms that require signature/initialing. One signed copy shall be provided to the carrier's representative; the other is the Department's original which shall be scanned and submitted according to paragraph 3.b. and may be retained as a suspense copy.

4. TERMINAL INSPECTION REPORTS.

a. CHP 343, Safety Compliance Report/Terminal Record Update. The most current version of the CHP 343 shall be used to record terminal inspections. Preparation of this report is outlined in paragraph 7.

b. CHP 343-1, Continuation. When continuation pages are required, the most current version of the CHP 343-1 may be utilized in conjunction with the CHP 343C, Records Receipt, or the CHP 362B, MISTER Record Change Request. In the space marked "This is a Continuation of CHP____," enter the CHP number of the form being continued. In the appropriate spaces, enter the date, carrier's legal name, terminal name (if different), CA number, FCN, carrier's address, and inspection location (if different). At the top of the form, enter the number for this page and the total number of pages making up the report.

c. CHP 343C, Records Receipt. The most current version of the CHP 343C shall be used to document records seized. Fill in the motor carrier's information indicated by the title of each blank field.

d. CHP 343E, Carrier Acknowledgment. The most current version of the CHP 343E, while not an inspection form, may be used in conjunction with a

terminal or carrier inspection, or as a stand-alone form outlining statutory or regulatory requirements explained to a carrier. To complete the CHP 343E, fill in the carrier's information indicated by the title of each blank field. Enter an "X" in the box beside each applicable requirement explained or information item provided. Obtain the carrier representative's initials on the line beside each box checked. Enter the appropriate Division name and telephone number in the spaces provided and obtain the carrier representative's signature and driver license number and state of issue in the "Receipt Acknowledged" spaces. Retention and disposition of the CHP 343E is the same as for the CHP 343.

5. CARRIER INSPECTION REPORTS.

a. CHP 343D, Carrier Inspection. The most current version of the CHP 343D shall be used to record inspections conducted at a carrier's principal place of business. Preparation of this report is outlined in paragraph 9.

b. CHP 355K, Violation Notice. The CHP 355K is a confidential form for recording specific Controlled Substance and Alcohol Testing (CSAT) violations; the most current version shall be utilized.

6. VEHICLE INSPECTION REPORTS. The results of vehicle and cargo tank inspections shall be recorded on the appropriate forms as follows:

a. CHP 294, School Bus Initial Inspection. The most current version of the CHP 294 shall be used to record only the initial inspections of school buses. Preparation of this report is outlined in Chapter 5, School Bus Inspection, of this manual.

b. CHP 294A, SPAB—Youth Bus—GPPV Initial Inspection. The most current version of the CHP 294A shall be used to record only the initial inspections of School Pupil Activity Buses (SPAB), youth buses, and General Public Paratransit Vehicles (GPPV). Preparation of this report is outlined in Chapter 6, School Pupil Activity Bus, Youth Bus, and General Public Paratransit Vehicle Inspection, of this manual.

c. CHP 407F/343A, Driver/Vehicle Examination Report. Specialist personnel shall utilize the current departmental inspection software to conduct and document vehicle inspections on the CHP 407F/343A. The CHP 294 shall continue to be used to conduct initial school bus inspections; the CHP 294A shall be used to conduct initial SPAB, youth bus, and GPPV inspections; and the CHP 350, Farm Labor Vehicle (FLV) Inspection, shall be used to conduct all FLV inspections.

All vehicle inspections shall be electronically uploaded to the appropriate federal database. Vehicle inspections conducted in conjunction with terminal inspections

shall be uploaded as outlined in Chapter 2, Inspection Procedures, of this manual. Vehicle inspections conducted other than in conjunction with terminal inspections shall be uploaded according to the policy found in Highway Patrol Manual 82.6, Commercial Enforcement Manual, Chapter 18, Electronic Inspection Procedures. When circumstances prevent the use of the most current version of the departmentally provided computer software program for vehicle inspections (i.e., laptop computer not functioning properly), Specialists shall complete the vehicle inspection(s) and document required vehicle information and violations manually and enter the information into the vehicle inspection program as soon as practicable. Motor Carrier Safety Unit supervisory personnel shall ensure all affected personnel have access to the most current version of the departmentally provided computer software program for vehicle inspections, are properly trained in the use of the program, and have the availability to upload the completed vehicle inspection reports into the appropriate federal database.

d. CHP 350, Farm Labor Vehicle (FLV) Inspection. The most current version of the CHP 350 shall be used to record all inspections of FLVs. Procedures for completion of this report are outlined in Chapter 7, Farm Labor Vehicle Inspection, of this manual.

7. REPORT ENTRIES—CHP 343.

a. New Terminal Information. Enter an “X” in the “Yes” or “No” box to indicate whether the terminal information has changed since the last update of the Carrier Information Reporting and Evaluation System (CIRES).

b. CA Number and File Code Number. Enter the carrier’s CA number and FCN for this terminal.

c. County Code. Enter the county code for the county where the terminal is located (refer to CHP 802, City and County Code Book).

d. BED. The BIT (*Biennial* Inspection of Terminals) Effective Date box is no longer used.

e. Terminal Type and Code (Truck Terminals). In the “Terminal Type” box, check the “Truck” box. In the “Code” box, enter the appropriate code letter/number to designate the type of operation.

(1) Using the following priority order, list the type of operation in the “Code” box:

(a) If one or more cargo tanks are used to transport flammable or combustible liquids, “C” shall be the type of operation entered in the “Code” box.

(b) If hazardous materials (HM) requiring placards or a Hazardous Materials Transportation License (HMTL) are transported (other than flammable or combustible liquids in cargo tanks), "H" shall be the type of operation entered in the "Code" box.

(c) If hazardous waste (HW) is transported, "W" shall be the type of operation entered in the "Code" box.

(d) Operations not identified in paragraphs 7.e.(1)(a)-(c) shall be identified as "1" in the "Code" box.

(e) Operations not identified in paragraphs 7.e.(1)(a)-(d), using vehicles/combinations identified in Section 34500(k) of the California Vehicle Code (CVC), shall be identified as "K" in the "Code" box.

(f) Operations not identified in paragraphs 7.e.(1)(a)-(e), using vehicles/combinations identified in Section 34500(j) CVC, shall be identified as "J" in the "Code" box. A separate inspection report is required for types of operations identified as "J."

(g) Hazardous materials shippers who do not transport any HM shall be identified as "M" in the "Code" box. A separate inspection report is required for types of operations identified as "M".

(2) Other Program(s). Enter the appropriate type code(s) for other operations conducted at the terminal. Except for "J" and "M" types of operations, one inspection report shall be prepared for truck terminal inspections and the "other programs" shall not create separate entries in the daily activity reporting software.

(3) The following are some examples of proper use of the "Code" and "Other Program(s)" boxes:

(a) A motor carrier's terminal has one cargo tank used to transport flammable liquids, and eight truck-tractors and eight flatbed trailers used to transport general freight. The "Code" box shall be marked "C" and the "Other Program(s)" box marked "1."

(b) A motor carrier transports amounts of HM requiring an HMTL on flatbed trailers, HW in tank vehicles, and general freight in other vehicles. The "Code" box shall be marked "H" and the "Other Program(s)" box marked "W" and "1."

(c) A motor carrier's terminal has one three-axle flatbed truck with a gross vehicle weight rating (GVWR) of 14,000 pounds (lbs.) and eight two-axle

box trucks with a GVWR of 27,000 lbs., all used to transport general freight. The “Code” box shall be marked “1” and the “Other Program(s)” box marked “K.”

f. Terminal Type and Code (Bus/Modified Limousine Terminals). In the “Terminal Type” box, check the “Bus” or “Mod Limo” box as appropriate. In the “Code” box, enter the appropriate letter to designate the predominant type of operation (the highest percentage of vehicles used for a specific mode of transportation), using the following code (letter) entries:

- (1) Enter “B” for a bus terminal without operating authority.
- (2) Enter “T” for a tour bus terminal (motor carrier with the California Public Utilities Commission [PUC] or the Federal Motor Carrier Safety Administration [FMCSA] operating authority).
- (3) Enter “G” for a GPPV terminal.
- (4) Enter “S” for a school bus terminal.
- (5) Enter “P” for an SPAB terminal.
- (6) Enter “Y” for a youth bus terminal.
- (7) Enter “F” for an FLV terminal.
- (8) Enter “L” for a modified limousine terminal.

g. Other Program(s). Enter the appropriate carrier type code(s) for other operations conducted at this terminal.

NOTE: When more than one type of bus inspection is conducted at a terminal, separate ratings shall be assigned to each type of operation. This shall be reflected by a separate terminal inspection report for each one. To retain accurate inspection data specific to the mode of passenger transportation—for example, a tour bus vs. a school bus—each inspection category shall be documented in the most current version of the departmentally provided computer software program for inspections; however, the aggregate time reported in the daily activity reporting program shall not exceed actual time expended at the terminal completing all inspection categories.

h. Location Code and Subarea. In the “Location Code” and “Subarea” spaces, enter the CHP location (Area) code and the assigned geographical subarea code.

i. Carrier Legal Name/Terminal Name. Enter the company name of the terminal. This must be the carrier’s company name or a “doing business as” name as shown

in CIRES. Unless easily understood without specialized knowledge, abbreviations shall not be used.

j. Telephone Number. Enter the terminal telephone number, including area code.

k. Terminal Street Address. Enter the terminal's street address, city, and zip code. The terminal address may not necessarily be the site of the inspection.

l. Mailing Address. Enter the terminal's mailing address if it is different from the street address.

m. Inspection Location. Enter the address of the actual inspection site. If the inspection location is the terminal, enter "Same."

n. License, Fleet, and Terminal Information. Enter pertinent license/registration numbers and expiration dates. In the appropriate spaces, enter the number of each type of vehicle operated, including leased units. For trucks and trailers, enter code letters, as specified below, to indicate the three predominant vehicle body types (e.g., the letters "F V R" shall be entered when the trucks operated by a terminal are mostly flatbeds, a lesser number are vans, and the next lesser number have refrigerated bodies):

(1) D = Dump

(2) F = Flatbed

(3) H = Hopper

(4) L = Low bed

(5) R = Refrigerated

(6) S = Specialized

(7) T = Tank

(8) V = Van

(9) X = Tractor

o. Trucks and Types. Combine trucks and tractors and enter the total under "Trucks and Types."

p. Trailers and Types. Combine trailers and dollies and enter the total under "Trailers and Types."

- q. Pass Vehs by Type. Enter the number of Type I and Type II buses, and modified limousines under "Pass Vehs by Type."
- r. Drivers. Enter the total number of drivers of regulated vehicles.
- s. BIT Fleet Size. This box is no longer used.
- t. Regulated Cargo Tanks, Hazardous Waste Vehicles, and Hazardous Waste Containers. Enter the number of cargo tanks, HW vehicles, and HW containers in the appropriate spaces.

NOTE: When inspecting HM bulk packagings (other than flammable liquid cargo tanks or HW containers), the number of HM bulk packagings inspected shall also be entered in the appropriate spaces under "Containers/Tanks." Under "Terminal Type," enter "Truck," and under "Code" or "Other Program(s)", whichever is appropriate, enter "H" for "HM" carrier or "M" for shippers.

- u. PPB/CSAT. Check the appropriate box to indicate whether the carrier's principal place of business is at this location, as the CSAT records shall be inspected here.
- v. Terminals Identified in Section 34515(b) CVC. Check the appropriate box to indicate whether or not vehicles and records from multiple terminals were inspected at this location for motor carriers subject to the Basic Inspection of Terminals (BIT) program.
- w. File Code Numbers of Terminals Included in Inspection as a Result of Section 34515(b) CVC. If the "yes" box is checked in the prior section, enter the file code/terminal numbers of the other BIT terminals inspected at this location.
- x. Emergency Contacts. Enter the first and last names, and day and night telephone numbers of terminal representatives to be contacted in the event of an emergency.
- y. Estimated California Mileage for this Terminal for Last Year. Enter the year for which the mileage is indicated (cannot be the current year), then enter the estimated California mileage, selecting the appropriate option below, for the last calendar year.

- (1) Under 15,000
- (2) 15,001–50,000
- (3) 50,001–100,000

- (4) 100,001–500,000
- (5) 500,001–1,000,000
- (6) 1,000,001–2,000,000
- (7) 2,000,001–5,000,000
- (8) 5,000,001–10,000,000
- (9) More than 10,000,000

z. Operating Authorities or Permits. In these fields, enter the operating authority and/or ID numbers held by this carrier and the expiration dates. For California PUC passenger authority numbers, Department of Consumer Affairs household movers' numbers, and for interstate numbers, enter "X" in the appropriate boxes to indicate the type(s) of authority. Check the appropriate "MCP" box to indicate whether the carrier has a valid motor carrier of property (MCP) permit, or "N/A" to indicate nonapplicable. Check the appropriate box for inspection of Inspection and Maintenance Station fitness evaluation.

aa. Reason for Inspection. Enter the reason for this inspection, e.g., BIT program inspection/reinspection, license renewal, annual bus terminal inspection, PUC authority approval, annual certification inspection, not for rating, complaint.

bb. Inspection Findings. In the appropriate spaces, enter the total number of violations, by category, from all vehicle inspection documents, including violations from on-highway vehicle inspection reports utilized to complete the vehicle inspection sample.

cc. Inspection Ratings. Transcribe the previous compliance ratings for this terminal for each of the five categories (Maintenance Program, Driver Records, Reg. Equipment, Hazardous Materials, and Terminal) as follows:

(1) In not more than three of the numbered spaces provided, enter "S" for Satisfactory, "U" for Unsatisfactory, "C" for Conditional, or "UR" for Unrated, as appropriate to this terminal's previous ratings. For example, when four ratings appear on the CHP 343 completed during the previous inspection, the ratings appearing in spaces 2, 3, and 4 are transcribed to spaces 1, 2, and 3. The rating assigned during the current inspection is entered in box 4.

(2) Enter "UR" in space 1 if the terminal has never been rated or there are not three previous terminal ratings. The rating assigned during the current inspection is to be entered in box 2 or 3 respectively. During reinspections, enter "N/A" (not applicable) in any category not inspected. When N/A is

entered in any inspection category, a notation shall be made in the report that the specific category was not inspected.

(3) "Time expended" shall be entered as whole numbers with one or two decimal places as appropriate. For example, one hour is to be shown as 1.0, not as 1; a half hour is to be entered as 0.5, not as .5; and a quarter hour is to be entered as 0.25, not as .25.

(4) Maintenance Program. Enter the total number of vehicles that had their repair records inspected for maintenance or lubrication. Also include the time expended in performing the inspection and the compliance rating assigned to the maintenance program.

(5) Driver Records. Enter the total number of drivers for whom drivers' timekeeping, proficiency, and Employer Pull Notice records were inspected; the time expended in performing the inspection; and the compliance rating assigned.

(6) Reg. Equipment. Enter the total number of regulated vehicles inspected, the time expended in performing the inspections, and the compliance rating assigned. The assigned equipment rating shall encompass the containers and tanks which are entered in the Containers/Tanks block. In HW transporter terminals, cargo tank vehicles are to be counted as "vehicles" only. In other terminals where cargo tanks are inspected, the vehicle and the tank are recorded separately.

(7) Hazardous Materials. Enter the time expended in performing the inspection and the compliance rating assigned. Enter "N/A" if HM are never transported.

(8) Terminal. Determine the terminal's composite rating as provided in Chapter 2, paragraph 1.f., Compliance Ratings, of this manual, and enter under "Terminal." Record the time in and time out, in the designated spaces.

dd. Hazardous Materials. If no HM are transported by this terminal, or if no HM violations were noted, indicate by marking an "X" in the appropriate box. Do not mark an "X" in both boxes.

ee. Containers/Tanks. Enter the total number of containers inspected in HW transporter terminals or tanks inspected in other terminals, and the time expended in performing the inspection.

ff. Vehicles Placed Out-of-Service. Enter the number of vehicles placed out of service. Pending CHP 343 updates, no entry shall be made for "Units."

gg. Remarks. Use the most current version of the CHP forms and/or departmentally provided computer software approved for documentation of carrier and terminal inspection reports to continue the narrative portion of the report. Describe the inspection findings together with comments or explanations concerning violations noted and the action(s) necessary to gain compliance. Ensure entries are articulate and the explanations are clear. Enter the specific CVC; Title 13 of the California Code of Regulations (13 CCR); Title 49 of the Code of Federal Regulations (49 CFR); or other applicable code sections for violations which are not cited by section number on supporting inspection documents. Direction should be provided regarding implementation of maintenance programs or retention of required records, but mechanical repairs shall not be prescribed. If the terminal is assigned a Conditional rating, enter the following statement: "When a Conditional rating is followed by an Unsatisfactory rating, the Conditional rating will not be deemed to interrupt the succession of consecutive Unsatisfactory ratings." Enter the vehicle identification and the term "OUT-OF-SERVICE" for any vehicle(s) placed out-of-service. Ensure the narrative is consistent with both the violations recorded and the ratings assigned. A narrative explanation is mandatory when any inspection category is rated Unsatisfactory or Conditional.

hh. Inspection Type. Check the appropriate box to indicate if this is the initial (I) inspection in this cycle, or a reinspection (R) of an Unsatisfactory- or Conditional-rated terminal.

ii. NON-BIT. If this is a non-BIT program inspection, enter "X" in this box (truck terminals only), e.g., an inspection of a truck terminal operating vehicles listed under Section 34500(j) CVC or an agricultural motor carrier that is exempt from the BIT program.

jj. CPSS. Check the appropriate box to indicate if this is a terminal selected for a BIT inspection due to a high California Performance Safety Score.

kk. CHP 345. Enter an "X" in this box if a CHP 345, Notice to Carrier, was issued during this inspection (issuance is mandatory if the terminal is rated Unsatisfactory).

ll. CHP 100D COL. Pending CHP 343 updates, no entry shall be made here; leave blank.

mm. Inspection Date(s). Enter the date(s) of the inspection. If the inspection covers more than one day, enter the inclusive dates. Use numerals in denoting the date, e.g., June 15, 2023, shall be recorded as 06 15 2023.

nn. Time In and Time Out. Enter the time the inspection began and the time the inspection was completed on the day a signature was obtained from the motor carrier's representative.

oo. Inspected By and ID Number(s). Enter the name and ID number(s) of the Specialist(s) conducting the inspection.

pp. Suspense Date. Check the “Auto” box to accept the automatic suspense date as follows: all Unsatisfactory-rated terminals—120 days, except for Unsatisfactory-rated tour bus terminals which shall be reinspected between 30 and 90 days; all Conditional-rated terminals—six months; Satisfactory-rated bus terminals and HM shippers—one year; Satisfactory-rated truck terminals—two years. Check the “None” box to indicate that this inspection should not alter the previously scheduled “anniversary” date. To select an earlier date, enter the month and year.

qq. Motor Carrier Certification. In the first line of the certification, insert the total number of pages (i.e., CHP 343, CHP 343-1, vehicle inspection reports, terminal inspection documentation, and CHP 345) included in the report. In the last line of the certification, enter the appropriate Division MCSU telephone number in the spaces provided. Enter the current terminal rating, including “Not for Rating,” (spelled out) in block letters in the space provided and obtain the carrier representative’s signature and date. If the carrier’s representative refuses to sign the form, enter “REFUSED TO SIGN” in block letters in the signature space. If prosecution or other punitive action is anticipated because of the inspection, the carrier representative having management oversight of the terminal shall sign the CHP 343. In the appropriate field, enter the carrier representative’s name and title. If the terminal rating is other than Satisfactory, obtain and enter the carrier representative’s driver license number and state of issue.

8. CHP 343C, RECORDS RECEIPT. The CHP 343C is used to document records seized during terminal and carrier inspections or investigations.

a. Preparation. The CHP 343C shall be completed as follows:

(1) Form Heading. In the appropriate spaces, enter the date; the carrier’s name, address, and CA number; the Division name; and the address of the MCSU.

(2) Type of Record. In the “Number Removed” column, enter the number of records of each type that are being seized, including those listed in the “Other Records” space on the form. Enter the specifics of each type of record being seized, e.g., “Drivers’ Record of Duty Status (logs): 120.” Records not described on the form shall be included in the “Other Records” line. Below the “Other Records” field, specifics regarding the records removed shall be documented, e.g., “Logs for (date) through (date) for the following drivers: (list

drivers by name).” Additional CHP343Cs or the CHP 343-1 may be used if more room is required.

(3) For Receipt of Records. Enter the total number of records removed (on the first page if there are multiple pages) and the date of removal. Enter the signature and ID number of the Specialist seizing the records.

b. For Return of Records. When copies of the records are returned to the terminal, enter the name and title of the terminal or carrier management representative on the bottom line of the form and obtain their signature, the type and total number of records returned, and the date. Any discrepancy between the number of records seized and the number of copies returned shall be documented on a CHP 343-1, which shall be signed by the Specialist and the terminal or carrier management representative.

c. Disposition. When seizing records, provide a copy of the CHP 343C to the terminal or carrier management representative and keep two copies in suspense until the records are returned. When the records are returned to the motor carrier, file the newly signed copy with the inspection report. The additional copy may be used as a record copy to accompany the original records through the evidence chain.

9. REPORT ENTRIES—CHP 343D, CARRIER INSPECTION. The CHP 343D shall be used to record inspections conducted at a carrier’s principal place of business. Completion of the CHP 343D is as follows:

a. Confidential Pages. Enter an “X” in the “Confidential pages” box if the report contains confidential pages.

b. Page Numbers. Enter the page number of the form and the total number of pages in the report.

c. Carrier Name. Enter the carrier’s name as shown in CIRES.

d. CA Number. Enter the motor carrier’s CA number.

e. Loc. Code. Enter the CHP Area location code.

f. Subarea. Enter the CHP subarea code.

g. Street Address, City, State, Zip Code. Enter the motor carrier’s complete address.

h. Phone Number. Enter the motor carrier’s telephone number, including the area code.

- i. Date. Enter the date(s) of the inspection.
- j. Carrier Representative and Title. Enter the name and title of the motor carrier's management representative.
- k. Time In and Time Out. Enter the time the inspection began and the time the inspection was completed on the day a signature was obtained from the motor carrier's representative.
- l. Inspection Location. Enter the inspection location if it is different from the carrier's address entered above.
- m. U.S. DOT Number. Enter the U.S. DOT number.
- n. MC Number. Enter the MC number if the carrier has one.
- o. Type of Inspection. Enter an "X" in the "Controlled Substances & Alcohol Testing Program [VC 34520 & 49 CFR 382]" box. If the carrier is a transit bus operator subject to the CSAT requirements contained in Title 49 CFR, Part 655, place an "X" in the "Other" box and type "Controlled Substances & Alcohol Testing Program, 49 CFR 655" in the space provided.
- p. Remarks. If the motor carrier uses a consortium per Chapter 14, Controlled Substances and Alcohol Testing, of this manual, document the name and telephone number of the consortium. Summarize the inspection findings and any violations noted, observing the instructions regarding the confidentiality of drivers' names outlined in this chapter. Attach the CHP 343-1 or CHP 355K, as necessary.
- q. Form Completion. In the space provided in the "As a result of..." sentence, enter the carrier rating assigned to this inspection.
- r. Rating History. In not more than three of the numbered spaces provided, enter "S" for Satisfactory, "U" for Unsatisfactory, "C" for Conditional, or "UR" for Unrated, as appropriate to this carrier's previous ratings. For example, when four ratings appear on the CHP 343D completed during the previous inspection, the ratings appearing in spaces 2, 3, and 4 are transcribed to spaces 1, 2, and 3. The rating assigned during the current inspection is to be entered in box 4. If the carrier has never been rated or there are not three previous carrier ratings, enter "UR" in space 1. The rating assigned during the current inspection is then to be entered in box 2.
- s. No. of Records Inspected. Enter the number of drivers for whom CSAT records were inspected, regardless of the actual number or types of records.
- t. No. of Violations. Enter the number of violations noted.

u. CHP 345 Issued. Enter an “X” in this box if a CHP 345 was issued as a result of this inspection. Issuance is mandatory if the carrier is rated Unsatisfactory.

v. Suspense Date. Check the “Auto” box to accept the automatic suspense date as follows: all Unsatisfactory-rated carriers—120 days; all Conditional rated carriers—six months; Satisfactory-rated bus carriers—one year; Satisfactory-rated truck carriers—two years. To select an earlier date, enter the month and year. Check the “None” box to indicate this inspection should not alter the previously scheduled anniversary date.

w. CHP 100D Column No. Pending CHP 343D updates, no entry shall be made here; leave blank.

x. Inspected By. Enter the name(s) and ID number(s) of the Specialist(s) conducting the inspection.

y. Carrier Type. Enter the carrier type as truck, bus, **or both**; whichever is appropriate.

z. Motor Carrier Certification. Enter the total number of pages in the completed report (e.g., carrier inspection documentation, CHP 345, and CHP 355K, when applicable), the Division name, and the Division telephone number in the spaces provided.

aa. Carrier Representative’s Printed Name and Title. Enter the carrier representative’s name and title.

bb. Driver License Number and State. Enter the driver license number of the motor carrier representative and the issuing state of the license.

cc. Carrier Representative’s Signature. Obtain the signature of the motor carrier’s representative. If the carrier’s representative refuses to sign the form, enter “REFUSED TO SIGN” in block letters in the signature space.

dd. Current Carrier Rating. Enter the carrier rating in capital letters.

ee. Date. Enter the date the form was signed.

ff. Disposition. Distribution of the CHP 343D is the same as for the CHP 343, except an informational copy of the completed CHP 343D shall be forwarded to each field Division MCSU where terminals of the same carrier are located.

10. REPORT ENTRIES—CHP 355K, VIOLATION NOTICE. This is a confidential form for recording specific CSAT violations (refer to Chapter 14 of this manual).

a. Preparation. It is suggested the confidential page listing the names of those involved in violations be prepared first, simplifying the completion of the narrative, since the page and line numbers will already be determined. No notes of names shall be made on scratch paper or anywhere other than on the confidential form, in connection with violations related to Section 34520 CVC.

(1) Page of pages. Number the page in sequence as the last page of the report.

(2) Carrier's CA Number. Enter the motor carrier's CA number in the space provided.

(3) Inspection Date. Enter the date of inspection in the space provided.

(4) Confidential Information. On the numbered lines, enter the names of the drivers and/or covered employees who tested positive and who later performed safety-sensitive functions without having a return-to-duty test on file. Use one line for each name.

(5) Designated Management Official's Printed Name. Enter the designated management official's name.

(6) Title. Enter the designated management official's title.

(7) CA Driver License. Enter the designated management official's California driver license number.

(8) Designated Management Official's Signature. Obtain the signature of the designated management official.

(9) Date. Enter the date the report was signed in the space provided.

b. Errors. If errors are made in preparation of a CHP 355K necessitating one or more new copies be prepared, the Specialist preparing the form shall retain any pages with errors and ensure these documents are disposed of as "Confidential Waste."

11. REPORT ENTRIES—CHP 345, NOTICE TO CARRIER.

a. Preparation. A CHP 345 shall be issued each time a carrier or terminal is rated Unsatisfactory. Preparation of the notice is as follows:

(1) Page of Pages. Enter the page number of the CHP 345 within the report.

(2) Enter the date(s) of inspection and the terminal name. If the terminal is not the carrier's main office or operates under a different name, enter the motor carrier's name in the "Carrier Name" space. If the inspection is a carrier inspection, leave the "Terminal Name" space blank. Enter the carrier or terminal address (number, street, city, and zip code) as appropriate. Select the number of consecutive Unsatisfactory ratings (including this one) assigned to this terminal, e.g., "2nd" or "3rd," since the most recent satisfactory rating. If this is a first Unsatisfactory rating, enter "1st" on the form.

(3) Enter an "X" in the appropriate box(es) to indicate the principal areas of noncompliance.

(4) Under the heading, "You are advised that:"

(a) "Failure to Correct" Notice. If this is to be a "warning" notice, i.e., some action may be taken in the future, enter an "X" in the box beside the Failure to Correct notice. In the blank provided, enter the appropriate number(s) to indicate which of the actions listed below may be taken for failure to comply.

(b) "As a Result of" Notice. If this is the final notice before action is recommended or taken, enter an "X" in the box beside the "As a Result of" notice. As above, enter the appropriate action number(s) in the blank space. Insert the Division name and telephone number in the spaces provided.

(5) Enter an "X" in the appropriate box(es) to indicate the type of action(s) to be taken. If operating authority, HW transporter registration, and/or a departmental license is involved, enter the number(s) on the proper lines.

(6) Box 5., indicating a recommendation will be forwarded to the FMCSA, should always be checked.

(7) If a reinspection is required, enter an "X" in the box on the "A reinspection is" line, "X" the appropriate box (required or tentatively scheduled), and enter the approximate number of (calendar) days until the required or tentatively scheduled inspection.

(8) If this is the final notice, enter an "X" in the "After a recommendation has been forwarded" box.

(9) Enter the Division name and telephone number in the spaces provided under, "If you desire further information."

(10) Explain the entries on the form to the motor carrier's representative and obtain their initials on the line beside each box where an "X" was entered and their signature, title, and printed name on the indicated lines. The person signing should be the motor carrier's representative having management oversight of the terminal. Obtain and enter the California driver license number of the management representative. If the carrier's representative refuses to sign the form, enter "REFUSED TO SIGN" in block letters in the signature space.

(11) Enter the date, and the name and ID number of the Specialist issuing the notice.

b. Distribution. The original CHP 345 shall be attached to the original submitted carrier or terminal report. A copy shall be provided to the carrier and a copy shall be retained with the suspense copy of the inspection report.

12. FIELD HANDLING OF INSPECTION REPORTS.

a. Carrier Notification. After the CHP 343, CHP 343D, and CHP 345 have been signed and dated, a copy of each page of the report (CHP 343, CHP 343-1, vehicle inspection reports, terminal and carrier inspection documentation, CHP 345, CHP 355K, supporting documents, etc.) shall be given to the motor carrier representative. Refer to Chapter 14 of this manual for reports containing CSAT confidential information. If prosecution is anticipated, the signature of the motor carrier's representative having management oversight of the terminal shall be obtained. If the terminal rating is other than Satisfactory and the CHP 343 and CHP 345 are signed by a person other than the terminal manager or person in charge of the terminal, a copy of the complete inspection report and the CHP 345 shall be delivered or mailed to the manager or person in charge. If the inspected terminal is not the motor carrier's main office or if there is a parent company, a letter outlining the inspection findings and recommended action shall be sent to the main office or parent company.

b. Inspection Control. Scanned originals of all CHP reports shall be forwarded to the Division MCSU. If a suspense date is established (another inspection required), distribution of copies of inspection reports shall be determined by the supervision in the Division MCSU, dependent upon whether a Specialist field file or Division inspection control file system is utilized.

(1) Specialist Field File. In Divisions using this system, the scanned originals of the completed inspection reports shall be forwarded to the Division MCSU. A copy shall be retained, either in paper form or electronically, until completion of the vehicle reinspections, or the carrier or terminal reinspection.

(2) Division Control File. In Divisions using this system, the scanned original shall be forwarded to the Division MCSU for suspense.

(3) Transmittal. Original scanned carrier or terminal reports, or other documents utilized by Specialists, shall be submitted electronically upon completion to the Division MCSU.

c. Specialized Vehicle Inspection. Inspection reports concerning vehicles requiring certification may be retained by the Specialist until the vehicles are certified.

d. Carrier Information Reporting and Evaluation System Entries. In order to utilize CIRES for statistical analysis of data on different types of operations at truck and bus terminals, personnel entering inspection data shall ensure all types of operations identified in the CHP 343 "Code" and "Other Program(s)" boxes are shown in both the carrier and terminal information in CIRES.

13. CHP 356—MOTOR CARRIER SAFETY OPERATIONS COMPLAINT AGAINST MOTOR CARRIER.

a. Preparation. The CHP 356 is to be prepared as follows. The person receiving the complaint is to complete the top portion of the form, indicating the way the complaint was received, the date, and their name.

(1) Complainant. Enter the name of the person making the complaint, and their telephone number and address. Explain to the complaining party this information is necessary, even if confidentiality is requested. If the complainant does not wish their name to be disclosed, check "Yes" in the "Confidentiality Requested" space. If the complainant requests information regarding the results of the complaint follow-up, check "Yes" in the "Complainant Requests Notice of Findings" space.

(2) Carrier Information. Enter the name, telephone number, and street address of the motor carrier against whom the complaint is being made. Include the CA number and the FCN. These numbers may be obtained from CIRES.

(3) Complaint Allegation(s). Check the appropriate box(es) to indicate the general nature of the complaint. Under "Specifics," record the details of the allegations(s); e.g., locations, times, and dates of events; names of drivers, supervisors, or managers; equipment numbers; and specific defects.

(4) Motor Carrier Specialist Assigned and Suspense Date. These spaces are to be completed by the supervisor assigning the complaint for investigation or follow-up.

(5) Findings and Review. Check the appropriate box to indicate the results of the complaint investigation. Document the conclusion(s) of the investigation and any recommendations in the space provided. If the complaint involves a motor carrier in another Division and is to be forwarded, enter "Forwarded to _____ Division (date)" in the "Conclusions/Recommendations" space.

(6) Supervisor's Signature, ID Number, Date. The supervisor's signature indicates the conclusion and recommendations have been reviewed and approved, and that action is complete. When a complaint is forwarded to another Division, the signature confirms the forwarding.

b. Disposition. The original is retained with the completed carrier or terminal inspection report, as applicable, that documents the investigation with the MCSU for four years. Alternatively, the CHP 356 may be filed in an investigations file, separate from the inspection files, for the four-year retention period.

c. Information Exchange. The CHP 356 may also be used to exchange "complaint-type" information with on-highway commercial enforcement personnel. When used for this purpose, the person preparing the form is to complete the form as follows:

(1) Enter the current date in the "Date Received" space.

(2) Enter the name of the person preparing the complaint as the "Complainant," listing the MCSU address and telephone number; Confidentiality Requested shall be marked "No;" "Complainant Requests Notice of Findings" will normally be "Yes."

(3) The "Carrier Information" and "Complaint Allegation(s)" spaces shall be completed as set forth in paragraphs 13.a.(2) and (3).

(4) In the "Conclusions/Recommendations" space under "Findings and Review," enter "Information provided to (name), (unit) on this date."

(5) Give or forward the original to the intended recipient. A copy is retained by the MCSU as a suspense copy until a response is received.