



Texas Department of Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

International Registration Plan Texas Apportioned Registration Information Packet

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Texas Department of Motor Vehicles Motor
Carrier Division
Commercial Fleet Services Section
Toll free: (800) 299-1700, Option 5 ·
www.TxDMV.gov

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Purpose

This packet has been prepared by the Texas Department of Motor Vehicles (TxDMV) as a guide to assist Texas' interstate operators to obtain Apportioned Registration under the provisions of the International Registration Plan (IRP or the Plan). The Plan is an agreement providing for registration reciprocity among member jurisdictions. The Plan allows commercial vehicles engaged in interstate operations to obtain registration privileges in two or more member jurisdictions (United States and Canadian Provinces).

What is Apportioned Registration?

Under this agreement, commercial carriers only pay a proportionate, or "apportioned," amount to each jurisdiction in which they operate. The Plan provides for payment of apportionable fees on the basis of the proportion of total distance operated in all jurisdictions by the vehicle (or fleet of vehicles). The fees that are charged are based on the distances traveled in each jurisdiction relative to the total distance traveled.

This allows the carrier to operate more efficiently without obtaining registration from each individual jurisdiction. The fee calculations are explained in more detail on page 9 under Apportioned Fees.

The unique feature of the Plan is that even though apportionable fees are paid to the various jurisdictions in which the vehicles are operated, the only plate and Cab Card issued for each vehicle are those issued by the Base Jurisdiction.

Who May Obtain Apportioned Registration?

An apportionable vehicle is any commercial vehicle used or intended for use in two or more member jurisdictions and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property, and is:

- a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds or 11,794 kilograms: or
- a power unit having three or more axles, regardless of weight; or
- used in combination, when the weight of such combination exceeds 26,000 pounds or 11,794 kilograms gross vehicle weight.

There are several types of vehicles that do not require apportioned registration. Some of these vehicles may be apportioned at the option of the registrant. Examples include:

- trucks and truck tractors, and combinations of vehicles having a gross vehicle weight of 26,000 pounds (or 11,794 kilograms) or less;
- recreational vehicles;
- vehicles displaying restricted use plates;
- city pick-up and delivery vehicles;
- antique or historical vehicles; and,
- government-owned vehicles.

The expiration month for new registrations will be the end of the month before the registration is purchased. For example, if the registration is purchased in April, the expiration will be the following March 31st. The registration year is a twelve-month period.

Where Do I Obtain Apportioned Registration?

All new account applications under Section 305 of the Plan are processed online at <https://txfleet.txdmv.gov> and click on Apply for New Motor Carrier Account.

Once the account is established, you may make changes to and renew your registration online – 24/7 through TxFLEET at <https://txfleet.txdmv.gov>.

All transactions take up to 72hrs to process and are processed in the order received. Offices are closed weekends and official state holidays. However, the TxFLEET online services are available 24/7.

What Do I Need to Obtain Apportioned Registration under Section 305 of the Plan?

There are several documents that must be provided with the initial account setup and at renewal. The items needed for both new accounts and renewals are outlined below. Each requirement is discussed in more detail later in this document.

For initial account setup for Apportioned Registration under Section 305, you will need to provide evidence of:

- Texas residency (see information below for examples of acceptable proof);
- Established Place of Business in Texas;
- Ownership of each vehicle to be registered under the account;
- Proof of Payment of Heavy Vehicle Use Tax, if applicable;
- Valid financial responsibility (liability insurance);
- USDOT Number and Taxpayer Identification Number (Tax ID) for the apportioned registrant and the USDOT Number and Tax ID for the Motor Carrier Responsible for Safety (CRFS) (if applicable);

And Include

For **renewals** and **changes** to your registration credentials under Section 305, you will need to provide the following evidence:

- Proof of Payment of Heavy Vehicle Use Tax, if applicable;
- Valid financial responsibility (liability insurance);
- USDOT Number and Tax ID for the apportioned registrant and the USDOT Number and Tax ID for the Motor Carrier Responsible for Safety (CRFS) (if applicable);
- Valid Lease (if applicable);

Selection of Texas as Base Jurisdiction under Section 305

An applicant may elect Texas as its base jurisdiction if the following requirements are met

- if the applicant has an established place of business in Texas,
- if the applicant's fleet accrues distance in Texas, and
- if records of the fleet are maintained in Texas or can be made available.

To establish a Texas Apportioned Registration, an applicant ***must provide a combination of the following items*** to establish residency or an established place of business:

- if the applicant is an individual, his or her driver's license is issued by Texas,
- if the applicant is a corporation, that is incorporated or registered to conduct business as a foreign corporation in Texas,
- if the applicant is a corporation, the principal owner is a resident of Texas,

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- that the applicant's federal income tax returns have been filed from an address in Texas,
- that the applicant has paid personal income taxes to Texas,
- that the applicant has paid real estate or personal property taxes to Texas,
- that the applicant receives utility bills in Texas in its name,
- that the applicant has a current vehicle titled in Texas in its name, or
- that other factors clearly evidence the applicant's legal residence in Texas.

NOTE: All documents submitted from the above list must refer to the same physical address.

Established Place of Business under Section 305

The International Registration Plan defines an established place of business as:

"Established Place of Business" means a physical structure located within the Base Jurisdiction that is owned or leased, such lease agreements shall be for no less than 12 months by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. The physical structure shall have clear company signage and hours of operation posted, be open for business and shall be staffed a minimum of 20 hours per week by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). Trucking-related business encompasses a wide range of activities related to the transportation of goods by trucks.

For additional information and guidance on Establish place of Business please visit the IRP website at, www.irponline.org and select Governance and The Plan.

Proof of Vehicle Ownership

You must provide a valid Texas Title or Texas Registration Purposes Only receipt for each vehicle you wish to register under your apportioned account. If you have recently applied for a Texas title, acceptable proof will be the Title Application Receipt (Form RTS-500) from the county tax assessor-collector's office. Owners of out-of-state vehicles may apply for Registration Purposes Only at their local county tax office.

Apportioned Registration

Each vehicle to be operated with Apportioned Registration must be listed in the fleet. A vehicle should not be listed on the fleet if:

- it will not operate in two or more member jurisdictions,
- it is not titled in Texas or does not have a Texas RPO (Registration Purposes Only)
- the Federal Heavy Vehicle Use Tax (Form 2290) has not been paid (if applicable), and
- proof of financial responsibility (liability insurance) cannot be provided

You will need to provide the following vehicle information to add it to the fleet:

- Unit Number
- Year and Make
- Number of Axles
- Total Number of Axles (including trailer)
- Unladen Weight
- Type i.e. Truck Tractor (TT), Truck (TK) or Bus (BS)

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- Fuel Type (gasoline, diesel, etc.)
- Desired gross weight (total weight for the power unit and trailer)
- Purchase Price
- Factory Price
- Purchase Date
- Texas Title Information (Vehicle Identification Number, Document Number and Current Owner Name)
- Carrier Responsible for Safety (USDOT#, Tax ID# and indicate if the lease agreement will expire during the registration period)

Mileage Reporting

If a unit previously had apportioned registration during the previous 18 months, you must use those distances on your initial Texas apportioned application. On an initial Texas apportioned application use the Average Per Vehicle Distance Chart for each jurisdiction.

For renewal applications enter only the actual distance traveled in each Jurisdiction.

If no actual distance was accrued during the reporting period; the Average Per Vehicle Distance Chart must be used. Upon submission of the next renewal, you will be required to provide documentation of intent to travel interjurisdictionally.

Acceptable Distance Records for Audit, MCD-467

When establishing an apportioned registration account and at time of renewal, you are required to submit a completed MCD-467 certifying that you are aware of the record keeping requirements of IRP.

Heavy Vehicle Use Tax (HVUT)

Due to federal law, proof of payment of HVUT is required when licensing vehicles with a gross weight of 55,000 pounds (24,948 kg.) or more. Proof of payment for new or used units being titled and registered in Texas is required within sixty (60) days of the date shown on the title assignment.

Acceptable proof of payment is a copy of a receipt for Internal Revenue Service (IRS) Schedule 1 (Form 2290) for the applicable tax period of July 1 through June 30. Electronic filing is required for each return reporting 25 or more vehicles that you file during the tax period. However, you are encouraged to file electronically regardless of the number of vehicles being reported. Once your return is accepted by the IRS, your stamped Schedule 1 can be available within minutes. Questions regarding this tax should be directed to the IRS at (800) 829-1040 or to a local IRS office. Visit www.irs.gov for more information.

Proof of Financial Responsibility (Liability Insurance)

The State of Texas has a mandatory financial responsibility law (liability insurance). The most common proof of financial responsibility is a liability insurance card issued to the policy holder by the insurance company. Copies of proof of financial responsibility insurance will be required prior to the issuance of Apportioned Registration.

Non-Trucking and Bobtail Insurance Are Not Acceptable For Processing Texas Apportioned Applications.

Questions about proper evidence of financial responsibility should be directed to your insurance company.

USDOT Number and Tax Identification Number

The State of Texas participates in the Performance and Registration Information System Management (PRISM) Program sponsored by the Federal Motor Carrier Safety Administration (FMCSA). This program requires TxDMV to deny or revoke the registration of a vehicle that falls under a federal out of service warning.

To comply with this program, a USDOT Number and Federal Tax Identification Number for Motor Carrier Responsible for Safety (CFRS) will be required for all Texas apportioned applications before they will be processed.

FMCSA encourages all applicants with Internet access to use the online registration assistant at <http://www.fmcsa.dot.gov/online-registration> to determine all FMCSA registration requirements. For applicants without Internet access, you may call FMCSA at (800) 832-5660 for additional information.

To find out more about obtaining a Tax Identification Number visit www.irs.gov, call the IRS at (800) 829-1040 or visit the local IRS office.

Valid Lease

If you are leasing your vehicle(s) to another company for operation, you will need to provide a copy of the lease agreement. When the lessor provides the insurance and the insurance documents reflect their name, a copy of the lease agreement with that company must be included with your apportioned application. The lease must identify the vehicle(s) involved in the agreement and must be signed by the lessee and lessor.

Apportioned Fees

The fees for Apportioned Registration are calculated based on distance percentages for each jurisdiction in which the vehicle or fleet of vehicles operates. If actual distances are not accrued during the reporting period, average distances will be used to calculate apportioned fees.

The registration fees paid for Apportioned License Plates do not include the following:

- motor fuel taxes or fuel permit fees
- permits to exceed the maximum length, width, height, or axle/gross weight limitations
- operating authority as required by any state or province
- registration or license fees from a state or province that is not a member of the IRP

Payment Options

Payments may be made online with ACH bank transfer or credit card.

When Do I Get My Apportioned License Plates and Cab Cards?

Once you have submitted the required information and payment, you will receive your Apportioned License Plate(s) and Cab Card(s). Plates are mailed to the shipping address on the TxFLEET account.

Corrections cannot be made after payment has been received.

Vehicles registered with Apportioned License Plates shall be deemed fully registered in all jurisdictions that appear on the Cab Card and may be operated both interstate and intrastate. The registrant may

need to obtain proper operating authority from the other regulatory agencies, unless an exemption has been granted by such agency.

What Else Do I Need to Do, To Be Compliant?

An apportioned registrant must operate all apportioned vehicles interstate and must maintain accurate distance records and routes of travel of trip movement for each vehicle licensed with Apportioned Registration. The following outlines the registrant's responsibilities:

1. Driver's Trip Records

An acceptable source document to record distance is an "Individual Vehicle Distance Record" (IVDR). The IVDR is completed by the driver for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles. The most common IVDRs used are the driver's trip sheets and driver's logs. Other similar records are acceptable, provided they must contain the following basic information:

- a) Dates of trip (start date and end date)
- b) Trip origin and destination (city and state)
- c) Beginning and ending odometer or hubodometer reading of the trip
- d) Routes of travel
- e) Total trip distance traveled
- f) Distance traveled by jurisdiction (separate distance by state or province)
- g) Power unit number or vehicle identification number

See Appendix B for Sample IVDRs

Monthly/Quarterly/Annual Summaries

The IVDR information must be summarized on a monthly/quarterly/annual basis.

The monthly/quarterly summary must contain information by individual vehicle (e.g., distance by jurisdiction, total distance traveled in each jurisdiction)

The quarterly/annual summary must contain information by fleet (e.g., distance by jurisdiction, total distance traveled in each jurisdiction).

See Appendix C for Sample Monthly/Quarterly/Annual Summaries

Supporting Information for IVDRs

The information recorded on the IVDRs must be accurate and legible. The distance and routes of travel to be entered on IVDRs must be accurate and consistent. Acceptable methods are odometer and/or hubodometer readings and actual routes of travel.

2. Actual Distance

In recording the actual distance of an apportioned vehicle, the registrant must record all movement (inter-jurisdictional and intra-jurisdictional) including loaded, empty, dead head, bobtail and/or personal distance.

3. Retention and Availability of Records

IVDRs and monthly/quarterly/annual summaries must be retained for a period of three (3) reporting periods plus the current reporting period, four (4) total. This shall include all records substantiating operations during each reporting period pertaining to the application for apportioned registration. A reporting period is defined as July 1 through June 30 on the apportioned application.

4. Audit

IRP requires Texas to audit three percent of Fleets whose registration renews annually under the Plan.

Frequently Asked Questions?

How do I set up an account?

TxFLEET allows you to manage your apportioned account anytime from anywhere. You can renew your registration and make changes to your account securely over the Internet. To use the TxFLEET online fast lane, you will need:

- Microsoft Internet Explorer 11 x or higher.
- Adobe Reader, visit <https://get2.adobe.com/reader/>
- Screen resolution of 800x600 or higher
- Java Script must be enabled to successfully run this site

How do renewals work?

The state e-mails your registration renewal packet 45 days before your registration expires.

- Online – 24/7 through TxFLEET at <https://txfleet.txdmv.gov>

How Do I Make Changes? (Supplements)

You may make changes to your account as needed by filing a supplemental application online. Things that may be changed include:

- adding or deleting a vehicle in your fleet;
- changing a registered weight on a unit
- changing the Carrier Responsible for Safety (CRFS)
- Requesting a replacement plate

Adding or Deleting a Vehicle

After an original application is filed and processed, vehicles can be added or deleted online.

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Apportioned License Plates cannot be transferred to another owner or vehicle. Therefore, if a vehicle that is registered with Apportioned License Plates is sold, the plates should be removed and destroyed.

Vehicles that are added as replacement units for deleted vehicles can be exchanged on a one for one basis in Texas. This is known as a credit exchange. Registration credit remaining on the unit being deleted will be applied to the unit being added; however, not all jurisdictions allow credit exchange. It is advised to exchange like vehicles to maximize the available exchange credits. Any unused exchange credit will be removed from the fleet.

Credits cannot be transferred from one account or fleet to another. In order to receive credit when a vehicle is deleted, the Apportioned License Plate and Cab Card must be destroyed at the time the supplement is filed.

If your county assesses an Optional County Road and Bridge Fee and/or the Child Safety Fund Fee, you will also be billed accordingly. When a replacement vehicle is of greater weight or requires a higher registration fee, additional fees will be collected.

The same requirements must be met on supplemental applications as on original or renewal applications in regard to the following:

- Texas Titling Requirements;
- IRS Heavy Vehicle Use Tax Schedule 1 (Form 2290);
- Proof of Financial Responsibility (liability insurance);
- Carrier Responsible for Safety (USDOT and Tax Identification Number)

If a vehicle is sold or placed out of service, the current Apportioned License Plate and Cab Card may be held and submitted at a later date as credit exchange for the Texas registration fees.

Change a Registered Weight

Registered weights may be adjusted online by starting a supplement. Lowering registered weights will not result in a refund of registration fees.

I Lost My Plate or Cab Card. How do I get a replacement?

A replacement Apportioned License Plate may be requested online by starting a supplement and paying a small fee. A duplicate "Original" Cab Card may be obtained online (no charge).

How Do I Register Token Trailer/Semi-Trailer?

Registration of trailers varies based on the use. For more information please visit our website <https://www.txdmv.gov/motor-carriers/commercial-fleet-registration/token-trailers> to determine the proper registration for your trailer.

Sample Blank Monthly/Quarterly/Annual Summary

Monthly, Quarterly and Annual Distance Summary
July 1, _____ through June 30, _____
Account # : _____

Registrant Name: _____
Unit # : _____

Jurisdiction	Jul	Aug	Sep	3rd Qtr	Oct	Nov	Dec	4th Qtr	Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	Yr. Total
TX																	
AL																	
AR																	
AZ																	
CA																	
CO																	
CT																	
DE																	
FL																	
GA																	
IA																	
ID																	
IL																	
IN																	
KS																	
KY																	
LA																	
MA																	
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MS																	
MT																	
NC																	
ND																	
NE																	
NJ																	
NH																	
NM																	
NV																	
NY																	
OH																	
OK																	
OR																	
PA																	
RI																	
SC																	
SD																	
TN																	
UT																	
VA																	
VT																	
WA																	
WI																	
WV																	
WY																	
AB																	
BC																	
MB																	
NB																	
NL																	
NS																	
NT																	
NJ																	
ON																	
PE																	
QC																	
SK																	
YT																	
Total																	

Glossary

Average Per-Vehicle Distance-When the Application is for a Fleet that did not accrue any actual distance during the Reporting Period, the Base Jurisdiction shall assess registration fees for the Fleet based on the average per-Vehicle distance in each Member Jurisdiction, as provided below.

Base jurisdiction – Refers to the Member Jurisdiction, selected in accordance with Section 305 or Section 310, to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

Bus (BS)-A vehicle designed for carrying more than five passengers and used for the transportation of people.

Cab card-Evidence of registration, other than a Plate, issued for an Apportioned Vehicle registered under The Plan by the Base Jurisdiction and carried in or on the identified vehicle.

Commercial vehicle-A vehicle for which the principal use is the transportation of commodities, merchandise, produce, freight, animals or passengers for hire.

Credentials-The Cab Card and Plate issued in accordance with the Plan.

Declared combined-The total unladen weight of any combination of vehicles plus the weight of the Gross Weight maximum load to be carried on the combination of vehicles as set by the registrant, for which the registration fees have been paid.

Declared gross weight-The total unladen weight of any combination vehicle, plus the weight of the vehicle's maximum load as set by the registrant in the application and for which registration fees have or will be paid. In the case of a bus, auto stage or a passenger-carrying for-hire vehicle with a seating capacity of more than six, the declared gross weight shall be set by multiplying the average load factor of 150 pounds by the number of seats in the vehicles, including the driver's seat. Add this amount to the unladen weight of the vehicle.

Dump truck (DT)-A truck with a body that tilts or opens at the back for unloading.

Established place of business-a physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant's or registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have land line telephone service at the physical structure. Operational records concerning the fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035). The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.

Household goods carrier-a carrier handling:

- personal effects and property used or to be used in a dwelling, or
- furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays, and exhibits, which, because of their unusual nature or value, requires the specialized handling and equipment commonly employed in moving household goods.

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In-jurisdiction distance-The total distance accumulated in a jurisdiction during the preceding year by vehicles of the fleet while they were a part of the fleet.

International Fuel Tax Agreement (IFTA)-The IFTA simplifies the reporting of all fuel taxes (gasoline, diesel, propane, natural gas and gasohol). An IFTA license allows you to file only one tax return to your base jurisdiction and covers distance traveled in all IFTA member jurisdictions. To qualify for an IFTA license, you must:

- Have a commercial vehicle that exceeds 26,000 lbs. GVW or with three or more axles, regardless of weight.
- Be based in Texas.
- Operate interstate.

Note: Fleet consolidation does not require basing in Texas.

For more information on IFTA, please contact the Texas Comptroller of Public Accounts at (800) 252-1383.

International Registration Plan (IRP or the Plan) – The International Registration Plan is an agreement providing for registration reciprocity among Member Jurisdictions.

Interstate-Vehicle movement between or through two or more member jurisdictions.

Intrastate-Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

Jurisdiction-A state, country, province, territory, possession or federal district of a country.

Lessee-A Person that is authorized to have exclusive possession and control of a Vehicle owned by another under terms of a Lease agreement.

Lessor-A Person that, under the terms of a Lease agreement, authorizes another Person to have exclusive possession, control of, and responsibility for the operation of a Vehicle.

Owner-A person, firm or corporation who holds the legal title to a vehicle.

Owner/Operator-Equipment lessor who leases their vehicle equipment with driver to a carrier.

Prorate percentage-The percentage used for apportioning fees on vehicles that are prorating.

Registrant-A Person in whose name a Properly Registered Vehicle is registered.

Registration-A document certifying an act of registration.

Registration year-Twelve-month period during which, under the laws of the Base Jurisdiction, the registration issued to a Registrant by the Base Jurisdiction is valid.

Reporting period-The period of 12 consecutive months immediately prior to the July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought. If the registration year begins on any date in October, November, or December, the reporting period shall be the previous such 12-month period.

Residence-The status of an applicant or a registrant as a resident of a member jurisdiction.

Total distance-All distance operated by a Fleet of Apportioned Vehicles. Total Distance includes the full distance traveled in all Vehicle movements, both interjurisdictional and interjurisdictional, and

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including loaded, empty, deadhead, and bobtail distance. Distance traveled by a Vehicle while under a trip Lease shall be considered to have been traveled by the Lessor's Fleet.

Tractor (TR)-A motor Vehicle designed and used primarily for drawing other Vehicles, but not so constructed as to carry a load other than part of the weight of the Vehicle and load so drawn.

Trip Permit – A permit issued by a Member Jurisdiction in lieu of apportioned or full registration.

Truck (TK)-A Power Unit designed, used, or maintained primarily for the transportation of property.

Truck tractor (TT)-A Motor Vehicle designed and used primarily for drawing other Vehicles, but not so constructed as to carry a load other than a part of the weight of the Vehicle and load so drawn.

Unladen weight-The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway. This does not include the weight of the load to be carried.

Weight Groups-Groupings of vehicles that are running with the same gross or combined gross weights within the same jurisdictions.