



DEPARTMENT OF TRANSPORTATION
DRIVER AND MOTOR VEHICLE SERVICES
1905 LANA AVE NE, SALEM OREGON 97314

FLEET REGISTRATION INFORMATION

Fleet registration may help minimize administrative costs for Oregon based companies who register a large number of vehicles. It saves the handling of multiple renewal notices, stickers and registration cards each year. Approximately 90 days before the registration for a fleet vehicle is due to expire, DMV will mail a billing list containing renewal information for each vehicle to the fleet operator. The operator verifies the information and submits the billing list, along with the appropriate fees, corrections or deletions, to the Fleet Registration Desk. Once processed, the new expiration date is updated on DMV records. Registration cards are not issued at renewal time.

Eligibility:

To be eligible for fleet registration you must have 50 or more vehicles, housed and dispatched from a location in Oregon, and are primarily operated on an intrastate basis within Oregon. Companies that fall below 50 vehicles at any time are not eligible and may not be allowed to continue to operate under fleet registration.

Every vehicle in the fleet must be titled in the name of the same company or business or in the name of a subsidiary company of a single parent company. A certification from the parent company listing all subsidiary companies that will register with them under this program is needed. All correspondence, renewal billing lists, etc., will be provided to a single address. Separate notices will not be provided to each subsidiary.

Vehicles Eligible for Fleet Registration:

Fleet registration is limited to:

- passenger vehicles
- buses
- light trailers (8,000 LBS or under)
- heavy and light fixed load vehicles
- trucks, if not subject to weight-mile tax

Vehicles registered under certain registration classes where the use of the vehicle is restricted or where special registration provisions are made are not eligible for fleet registration. These vehicles include, but are not limited to, school buses or school activity vehicles, farm vehicles, heavy trailers, and trucks with a combined weight over 26,000 pounds that are subject to weight-mile tax.

Registration Requirements:

Title and registration requirements are the same as for any other vehicle of the same type.

Vehicles being registered within a Portland or Medford Department of Environment Quality (DEQ) Vehicle Inspection Program boundary must pass a DEQ emissions test before DMV will issue fleet registration, unless the vehicle is exempt from testing. A DEQ Certification of Compliance must be submitted when fleet registration is initially issued or renewed.

Companies can apply to be certified through DEQ to do self-testing of their vehicles. You may contact DEQ for more information at 971-673-1630 in Portland or (541) 776-6149 in the Medford area.

Fleet vehicles are subject to the same insurance requirements as other vehicles of the same vehicle type. Certification of insurance coverage is required each time the registration for a fleet vehicle is renewed.

Fees:

To initially register a vehicle as part of a fleet there is a \$2 fee plus a \$12 fee for one plate or \$23 for two plates, in addition to any other registration fees that may be owed.

At renewal, each vehicle is also assessed a \$1 service fee. This is in addition to the registration fee.

Fleet registration fees must be mailed directly to the Fleet Registration Desk at DMV HQ Salem. Applications delivered in person to DMV Headquarters can not be accepted.

Adding a Vehicle to a Fleet:

A vehicle currently registered may retain the same expiration date when added to a fleet. For new vehicles, or vehicles not previously registered in Oregon, the expiration date will be one or two years from the month and day registration is applied for, depending on the vehicle type.

Statute also allows for a uniform month of expiration. All vehicles registered in the fleet would expire during the same month. For an existing fleet, there is a \$1 service fee per vehicle to convert to a uniform month of expiration. This is in addition to any pro-rated registration fees that may be due in order to bring the vehicle's registration up to the selected month of expiration.

Vehicles with fleet registration are issued a distinctive series of plates beginning with the letters "PF." The plates are a yellow background with blue letters.

Deleting a Vehicle from a Fleet:

A fleet operator is responsible for all registration fees on a vehicle as long as that vehicle has fleet plates. When a vehicle is removed from service, or no longer qualifies for fleet registration, the "PF" plates must be surrendered to DMV or destroyed. A Fleet Vehicle Delete Notice, Form 735-6612, must also be submitted, noting the disposition of the plates. The notice may be mailed or faxed to the Fleet Registration Desk at DMV.

Laws and Rules Governing Fleet Registration:

Fleet registration is established in law and further clarified by administrative rule. Oregon Revised Statute 805.120 is available electronically from the Oregon State Legislature webpage at <http://www.leg.state.or.us/ors/home.htm>. Oregon Administrative Rules 735-042-0000 through 735-042-0040 are also available electronically from the Secretary of State webpage at <http://arcweb.sos.state.or.us/banners/rules.htm>. A copy may also be obtained by contacting your local public library.

For Further Information or to Apply:

To apply, you will need to complete an Application for Fleet Registration, Form 735-7315. You must indicate on this form if the vehicles are to retain their current expiration date or if all the vehicles are to be converted to the same month of expiration. A list of all vehicles to be in the fleet, including current plate number, year, make, vehicle identification number, and equipment number will need to be attached to the application. If any of the vehicles are housed or dispatched from an address that is different from the business address, the vehicle address must also be provided.

If you are interested in applying for fleet registration, or need more information, you may call or write the Fleet Registration Desk.

DMV - Fleet Registration Desk
1905 Lana Ave NE Salem,
Oregon 97314

Phone: 503-945-5132
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