

Quick checklist for your intrastate moving trucks

Paperwork to be carried

If you carry the following items in your moving truck — at all times — in an organized manner — it can save you and your drivers hours of time and aggravation. **Keep in mind your truck can be stopped by a law enforcement officer at any time for a review of these items.**

- All drivers of any commercial motor vehicle** 10,000 lbs. GVW or greater **MUST** carry on his/her person a **current medical card**. This is true even if the driver is not CDL licensed.
- Current Illinois Commerce Commission intrastate franchise stamp**. This is a blue card about the size of a #10 envelope. The card is vehicle specific — you cannot transfer the card among vehicles, and if you get a new truck, you must get a new “stamp.” Do not use “white out” on the card, or it will automatically be invalid and will result in a ticket.
- Current Illinois Commerce Commission lease agreement**. If the name on the title of the truck is different from the name on the ILCC license, even if “owned” by the same people, a lease agreement must be on file. For example if Billy Bob Moving Company is the name on the license but William Q. Bob is listed on the title as owner of the truck, William Q. Bob must execute a lease agreement at the ILCC.
- Copy of your Illinois Commerce Commission operating authority** (license). This must be the “new” one that includes the official state seal in the center of the paper.
- Copy of the bill of lading** for the HHG being transported in the truck at the time of the stop. Why is this important? The B/L, if filled out properly as it should be, will validate that you are operating within the scope of your license.
- Vehicles operating in exempt interstate commercial zones must participate in the Unified Carrier Registration (UCR). Single State Registration receipts or bingo cards are no longer required.
- Also see “Vehicle Inspection Requirements”

Identification on truck door

- The **name of your company** exactly as it appears on your ILCC intrastate license.
- Your **ILCC motor carrier number**. This should be displayed as “ILCC 12345.” (Of course, fill in your own number). You do not any longer need to add the designations “MC” or “MC-C”
- Letter size** must be 2” high by 1/2 inch wide and in a contrasting color (to the door of the truck). It must be distinguishable during daylight hours at a distance of 50 feet while not in motion. (Smaller vehicles may use smaller lettering.) See ILCC rules for details.
- You may add your city, if you wish, but this is not required. Keep in mind that your truck also serves as a “moving billboard,” so customers will be able to find you easily if you include identifiers in addition to your name and ILCC license number.
- DO NOT show more than one intrastate license number at one time**. (If you are an agent for Allied Van Lines or National Van Lines, as an example, do not list both the van line *intrastate* number and your own intrastate number at the same time.) You are allowed to show one intrastate license number AND one interstate license number at the same time.
- As of July 3, 2000, all **interstate vehicles** added to your fleet must display a USDOT number instead of an ICC or FHWA number. Likewise, *all interstate vehicles* are required to display a USDOT number no later than July 3, 2002.
- All interstate carriers must participate in the Unified Carrier Registration in addition to IFTA and IRP documentation. (Contact your base state’s regulatory body—such as Illinois Commerce Commission—for details.)