IFTA BALLOT PROPOSAL
2-2022

Sponsor

IFTA Audit Committee

Date Submitted

August 23, 2022

Proposed Effective Date

January 1, 2024

Manual Sections to be Amended (January 1996 Version, Effective July 1, 1998, as revised)

Procedures Manual Section P540 Distance Records

Subject

Standardization of Electronic Audit Records

History/Digest

The Board of Trustees approved a GPS Standardization Working Group in October 2019. The charges for this working group were outlined as follows:

(1) Survey membership on level of experience with various GPS or other electronic auditing and how they engage in such audits, including any issues encountered conducting GPS audits, types of GPS systems audited, and the mileage software used to conduct the audit;

(2) Survey the IAC to gain a better understanding of the obstacles faced to comply with the Plan and difficulties found in the audit process;

(3) Review the format for the electronic data and provide recommendations for a standard format;

(4) Analyze the electronic recordkeeping requirements in both the Plan and the Agreement with the results from the survey and make recommendations; and

(5) Provide progress updates at upcoming Board meetings and a report to both Boards with a final recommendation by the Fourth Quarter 2020.

The Board of Trustees issued a new charge on December 1, 2020 as follows:

The IFTA AC should work together with the IRP AC to develop a ballot that works for both organizations. Your ballot proposal should take into consideration the research that was completed and presented to the Board in October 2020 from the GPS Standardization Working Group.

(6) A ballot, FTPBP#4 2021, was submitted on March 23, 2021, and distributed for comment. The Audit Committee provided multiple opportunities for discussion at the 2021 Audit Workshop the committee also reviewed the online comments. After much deliberation, the Audit Committee withdrew the ballot.

Intent

To tightly define what data elements would be required and what formats would be acceptable (IE XLS, CSV, etc) and not acceptable (IE static images from Word, PDF, etc). The intent is not to exclude future or current technologies that would sufficiently capture distance accrued and allow for the verification of distance. An example of such a technology would include geofencing.

Commentary:

Geofencing technology creates geographic boundaries, such as jurisdiction, enabling software to respond when a vehicle leaves and enters a particular boundary. If certain data was provided from geofencing technology, it could allow for the verification of distance

Interlining Indicates Deletion; Underlining Indicates Addition

1   PROCEDURES MANUAL
2   P500   Recordkeeping
3   *P540   Distance Records
4
5   .100   Distance records produced by a means other than a vehicle-tracking system, as set out in
6   P540.200, that substantially document the fleet's operation and contain the following elements shall be
7   accepted by the base jurisdiction as adequate under this article:
8
9   *[SECTION P540.100.005 – P540.100.035 and P540.300 REMAIN UNCHANGED]*
10
11   .200   ~~Distance records produced wholly or partly by a vehicle-tracking system, including a~~
12   ~~system based on a global positioning system (GPS):~~ Distance records produced by a vehicle
13   tracking system that utilizes latitudes and longitudes, a record must be created and maintained at
14   a minimum every 10 minutes when the vehicle's engine is on and contain the following data
15   elements:
16
17   ~~.005 the original GPS or other location data for the vehicle to which the records pertain~~
18   ~~.010~~ .005 the date and time of each ~~GPS or other~~ system reading, ~~at intervals sufficient to~~
19   ~~validate the total distance traveled in each jurisdiction~~
20
21   ~~.015~~ .010 ~~the location of each GPS or other system reading~~ the latitude and longitude to
22   include a minimum of 4 decimal places (0.0001) of each system reading
23
24   ~~.020~~ .015 ~~the beginning and ending reading from the odometer, hubodometer, engine~~
25   ~~control module (ECM), or any similar device for the period to which the records pertain~~
26   the odometer reading from the engine control module (ECM) of each system reading. If
27   no ECM odometer is available a beginning and ending dashboard odometer or hubodometer for
28   the trip will be acceptable.
29
30   ~~.025 the calculated distance between each GPS or other system reading~~
31
32   ~~.030 the route of the vehicle's travel~~
33
34   ~~.035 the total distance traveled by the vehicle~~
35
36   ~~.040 the distance traveled in each jurisdiction~~
37
38   ~~.045~~ .020 the vehicle identification number or vehicle unit number
39
40   This data must be accessible in an electronic spreadsheet format such as XLS, XLSX, CSV or delimited
41   text file. Formats from a vehicle tracking system that provides a static image such as PDF, JPEG, PNG,
42   or Word are not acceptable.
43

> **No Revisions Following the Second Comment Period**