



Call DLI Labor Standards at 651-284-5091 if you have questions or need assistance.

Question	Instruction
<b>Type of Unit</b>	Submit one survey for each of the types of unit operated by you or your firm. E.g., if you have 20 four-axle units and 10 five-axle units, you should submit 2 reports: one for the 20 four-axle units, and one for the 10 five-axle units. Count all axles, including the steering axle, on each truck. <b><i>The total costs reported on all reports should add up to your total trucking operation costs excluding driver payroll costs.</i></b>
<b>Type of Operation</b>	Check "Employer/Contractor/Trucking Firm" if you employ or contract one or more truck drivers other than yourself. Check "Independent Owner/Operator" if you do not employ or contract any other drivers.
<b>Number of Units</b>	Report the number of units for which the report is valid. See instructions for "type of unit" above.
<b>Hours of Operation</b>	Report the number of hours of operation in the previous calendar year for the <i>average</i> unit being reported. E.g., if you are reporting 3 units which operated 1,100 hours, 1,600 hours and 1,800 hours respectively during the last calendar year, you would report $(1,100 + 1,600 + 1,800) \div 3 = 1,500$ hours.
<b>Price of vehicle, divided by 7</b>	Report your actual purchase price (including sales and federal excise tax) of the average unit being reported, divided by 7. <b><i>If you have only one truck and have owned it more than 7 years, report \$0 in this category.</i></b> If you have multiple trucks, use \$0 as the purchase price of trucks you have owned more than 7 years when calculating the average purchase price of your trucks. E.g., if you are reporting 3 units which cost \$65,000, \$85,000 and \$90,000 respectively, but you've owned the \$65,000 truck 10 years, you would report $\{(0 + 85,000 + 90,000) \div 3\} \div 7 = \$8,333$ .
<b>Fuel</b>	Report the amount of expenditure on fuel in the 2010 calendar year for the <i>average</i> unit being reported. <b><i>Include</i></b> fuel taxes in this category. E.g., if you are reporting 3 units which had fuel costs, including fuel taxes, of \$8,500, \$10,500 and \$11,000 respectively during the previous calendar year, you would report $(8,500 + 10,500 + 11,000) \div 3 = \$10,000$ . <b><i>If you are reporting for "Trailer Only," this cost category should be \$0.</i></b> Enter the average gallons per hour for the units reported in the line provided.
<b>Maintenance, oil, lubrication, repair and tires</b>	Report the amount of expenditure on maintenance, oil, lubrication, repair and tires in the previous calendar year for the <i>average</i> unit being reported. Include tire recapping costs and subtract casing credits. Include the cost of oil filters, belts, bearings, brakes, grease, gear lubes, alternators, batteries, injectors, tune ups, turbos, fuel pumps, water pumps, transmissions, front rears, rear rears, and front axles. Also include the labor cost for maintenance, repair and tire work. E.g., if you are reporting 3 units which had maintenance, repair and tire costs of \$9,000, \$16,000 and \$20,000 respectively during the previous calendar year, you would report $(9,000 + 16,000 + 20,000) \div 3 = \$15,000$ .
<b>Vehicle insurance</b>	Report the amount of expenditure on vehicle insurance (liability, comprehensive, cargo, physical damage, dead head, etc.) in the previous calendar year for the <i>average</i> unit being reported. <b><i>Do not</i></b> include unemployment insurance, workers' compensation insurance, real estate insurance, or any other kind of insurance except vehicle operation insurance. E.g., if you are reporting 3 units which had vehicle operation insurance costs of \$1,400, \$2,100 and \$2,500 respectively during the previous calendar year, you would report $(1,400 + 2,100 + 2,500) \div 3 = \$2,000$ .
<b>HVU taxes, licenses and permits</b>	Report the amount of expenditure on heavy vehicle use (HVU) taxes, licenses and permits in the previous calendar year for the <i>average</i> unit being reported. <b><i>Do not</i></b> include real estate taxes, payroll taxes, income taxes or fuel taxes. Licenses and permits include vehicle registration fees and hazardous material permits. E.g., if you are reporting 3 units which had HVU tax, license and permit costs of \$1,200, \$2,300 and \$2,500 respectively during the previous calendar year, you would report $(1,200 + 2,300 + 2,500) \div 3 = \$2,000$ .
<b>Truck broker fees</b>	Report the amount of expenditure on truck broker fees in the previous calendar year divided by <i>the number of vehicles owned/operated</i> . E.g., if you own/operate 3 units and paid truck broker fees of \$30,000 during the previous calendar year, you would report $30,000 \div 3 = \$10,000$ . If you use a truck broker or contractor but do not pay a truck broker fee, report \$0 in this category. Include the hourly cost of truck broker fees in the line provided. If you pay multiple rates, include the average hourly rate.
<b>Administrative expenses</b>	Report all other operating costs <b><i>except driver payroll costs</i></b> in the previous calendar year divided by <i>the number of vehicles owned/operated</i> . <b><i>Do not</i></b> include the wages, FICA, workers' compensation insurance, health insurance, pension or any other payroll costs for truck drivers. <b><i>Do not</i></b> include personal or corporate income taxes (not considered operating expenses). <b><i>Include</i></b> all overhead expenses, including the salaries, etc. of central office and maintenance facility employees, central office and maintenance facility space rent and utilities, etc. and <b><i>include</i></b> all non-payroll, non-income taxes—e.g., real estate taxes—and real estate insurance in this category. E.g., if you own/operate 3 units and had administrative expenses of \$6,000 during the previous calendar year, you would report $6,000 \div 3 = \$2,000$ . If your firm provides services other than trucking services, allocate administrative costs proportionately with revenues.