



# **Unified Carrier Registration Plan** **Education and Training Subcommittee Meeting**

January 20, 2022

## **Subcommittee Members**

**Carol Fallin, Subcommittee Chair**

Jessica Kines, Subcommittee Vice-Chair

Mathew Perkinson

Tamara Young

Jennifer Morgan

Bill Debord

Crystal Stevens

Brenda Hassler

Scott Morris

## **Absent Subcommittee Members**

Kacy Dunn

Brian Pederson

## **States in Attendance:**

AL, CO, FL, GA, IN, KS, KY, LA, MA, MI, NM, OH, OK, PA, TX, VA, WA

## **Others in Attendance:**

UCR: Avelino Gutierrez, Alex Leath

Kellen: Matt Mantione, Tom Lawrence, Jess Ku

**UNIFIED CARRIER REGISTRATION PLAN  
EDUCATION AND TRAINING SUBCOMMITTEE MEETING**

**MINUTES**

**I. Call to Order** – Subcommittee Chair

The Subcommittee Chair welcomed attendees, called the meeting to order at 12:00pm ET, called roll for the Subcommittee, confirmed a quorum was present, and facilitated self-introductions.

**II. Verification of Publication of Meeting Notice** – UCR Executive Director

The UCR Executive Director verified the publication of the meeting notice on the UCR website and distribution to the UCR contact list via e-mail on January 12, followed by the subsequent publication of the notice in the *Federal Register* on January 18, in vol. 87, no. 11, on pg. 2670.

**III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules** – Subcommittee Chair

The Agenda was reviewed, and the Subcommittee took action to adopt the agenda.

A MOTION was MADE and SECONDED to approve the agenda for the January 20, 2022, Education and Training Subcommittee Meeting. The MOTION CARRIED.

**IV. Review and Approval of Subcommittee Minutes from the October 7, 2021 Meeting and November 18, 2021 Meeting** – Subcommittee Chair

Draft minutes from the October 7, 2021 and November 18, 2021 Subcommittee meeting were reviewed. The Subcommittee took action to approve.

A MOTION was MADE and SECONDED to approve the minutes from the October 7, 2021 and November 18, 2021 Education and Training Subcommittee Meeting. The MOTION CARRIED.

**V. Audit Module 2 Development Discussion** – UCR Operations Manager

The UCR Operations Manager discussed and provided updates on the development of the Audit Module 2. The following edits were requested:

- Screen to say “more than 10 passengers, including the driver”
- Change “results” to “audits”

Action: Jess to send recommended edits to Creative Team for Audit Module 2 video revisions.

**VI. New Module: Motor Carrier Training Module** – UCR Operations Manager

The UCR Operations Manager introduced and recommended a Motor Carrier Training Module that provides additional registration information from the already developed general overview registration module. The Subcommittee took action to approve.

A MOTION was MADE and SECONDED to approve that the Education & Training Subcommittee proceed with the development of the Motor Carrier Training Module. This module will cover the step-by-step process of registering, payment, and related matters for the benefit of motor carriers. The MOTION CARRIED.

- VII. New Module: Roadside Enforcement Module – Subcommittee Chair**  
The Subcommittee Chair introduced and recommended a Roadside Enforcement Module that describes the steps as a roadside law enforcement office would use to enforce UCR. The Subcommittee took action to approve.

A MOTION was MADE and SECONDED that the Education & Training Subcommittee proceed with the development of Roadside Enforcement Modules. One module will be geared to producing a short 3 to 5 minute video for the FMCSA National Training Center. Another module will provide comprehensive instruction covering UCR enforcement through the perspective of a roadside law enforcement officer. The MOTION CARRIED.

- VIII. New Module: Focused Anomaly Reviews (FARs) Module – Subcommittee Chair**  
The Subcommittee Chair introduced and recommended a FARs Module that instructs state auditors on how to conduct a FARs audit. The Subcommittee took action to approve.

A MOTION was MADE and SECONDED that the Education & Training Subcommittee proceed with the development of the FAR's Module. This module will cover the process of how to conduct a FAR's audit for state auditors. The MOTION CARRIED.

- IX. Other Business – Subcommittee Chair**  
The Subcommittee Chair called for any other items Subcommittee members would like to discuss. The Subcommittee Chair notified the committee that the upcoming modules will be created and finalized in this order: NTC Module, Roadside Enforcement, Motor Carrier Training, and FARs Module. The UCR Executive Director notified the committee that the next subcommittee meeting scheduled for March 17, 2022 will now be a teleconference meeting.

- X. Adjournment – Subcommittee Chair**  
The Subcommittee Chair adjourned the meeting at 1:10pm ET.